**Plant Pest Containment Level 1 Self Assessment Checklist**

The information provided in this checklist will be used by the Canadian Food Inspection Agency (CFIA) to verify compliance of your facility with the physical and operational requirements of plant pest containment level 1 (PPC-1) as described in the [*Containment Standards for Facilities Handling Plant Pests*](http://www.inspection.gc.ca/plants/plant-protection/biocontainment/containment-standards/eng/1412353866032/1412354048442)*.* Questions regarding these requirements may be directed to the CFIA’s Office of Biohazard Containment and Safety (biocon@inspection.gc.ca).

To commence the verification process, please submit your completed, signed and dated checklist to the CFIA’s Invasive Alien Species and Domestic Programs Section (IAS.EEE@inspection.gc.ca). Please note that this process may also involve the inspection of your facility by the CFIA.

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| **Facility:**        |
| **Postal Address:**          | **Tel:**      **Fax:**       | **E-mail:**      **Website:**       |
| **Physical Address of Facility (if different than Postal Address):**       |
| **Room(s) / Building(s):**       |
| **Type of Facility:** | **[ ]**  | **Greenhouse** | **[ ]**  | **Laboratory** | **[ ]**  | **Other:**  |
| **Contact Information:****1) Facility Supervisor*** + **Name:**
	+ **Title:**
	+ **Department:**
	+ **Address:**
	+ **Phone number:**
	+ **Fax number:**
	+ **E-mail:**
	+ **Language preference: [ ]  English / [ ]  Français**
	+ **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 | **2) Biosafety Officer (or equivalent)*** + **Name:**
	+ **Title:**
	+ **Department:**
	+ **Address:**
	+ **Phone number:**
	+ **Fax number:**
	+ **E-mail:**
	+ **Language preference: [ ]  English / [ ]  Français**
	+ **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
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**Physical and Operational Components**

The following tables describe physical and operational containment requirements for Plant Pest Containment (PPC) Level 1 facilities (e.g. laboratories, greenhouses, screenhouses) working with plant pests. The following symbols are used: ■**Required Recommended**[[1]](#footnote-1)

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|  **Physical Components** |
| **Structure, Location and Access** |
| **Q#** | **Reference** | **Components** | **PPC-1** | **Yes** | **No** | **Comments** |
| **1** | **3.7.1.2** | Is signage installed on entry doors within the containment zone indicating containment level, contact information, and entry requirements?  |  | **[ ]**  | **[ ]**  |       |
| **2** | **3****.7.1.3** | Is entrance to the containment zone via self-closing and lockable doors? |  | **[ ]**  | **[ ]**  |       |
| **3** | **3.7.1.4** | Is restricted access to the containment zone ensured through a controlled access system (e.g. electronic access card, code or equivalent)? |  | **[ ]**  | **[ ]**  |       |
| **4** | **3.7.1.15a** | Can emergency exits be opened only from inside the containment zone?  |  | **[ ]**  | **[ ]**  |       |
| **5** | **3.7.1.15b** | Are emergency exits alarmed? |  | **[ ]**  | **[ ]**  |       |
| **6** | **3.7.1.15c** | Are emergency exits identified as “Emergency Exit Only”? |  | **[ ]**  | **[ ]**  |       |
| **7** | **3.7.1.16** | Are dedicated laboratory clothing and personal protective equipment stored separately from street clothing? |  | **[ ]**  | **[ ]**  |       |
| **Surface Finishes and Casework** |
| **8** | **3.7.2.4a** | Are bench tops non-absorptive, impervious to water, and resistant to acids, alkalis, organic solvents and moderate heat?  |  | **[ ]**  | **[ ]**  |       |
| **9** | **3.7.2.4b** | Are backsplashes installed tight to wall and sealed at wall-bench junction? |  | **[ ]**  | **[ ]**  |       |
| **Containment Perimeter** |
| **10** | **3.7.3.1** | Is an autoclave or other validated means of waste treatment/disposal located within the containment zone, or if not available in the containment zone, are procedures in place to safely transport waste for treatment/disposal ?  | ■ | **[ ]**  | **[ ]**  | *Specify : [ ]  within PPC-1 zone* *[ ]  outside PPC-1 zone**Method of waste treatment (include time and temperature parameters):*      |
| **11** | **3.7.3.3** | Is the autoclave equipped with a cycle log recorder to record time, temperature, and pressure? |  | **[ ]**  | **[ ]**  |       |
| **12** | **3.7.3.7** | Is the containment zone screened or sealed (including all windows, supply/exhaust air ducts)? | ■ | **[ ]**  | **[ ]**  |       |
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| **Facility Services** |
| **13** | **3.7.5.1** | Is a hand washing sink located within the containment zone and near the point of exit? |  | **[ ]**  | **[ ]**  |       |
| **14** | **3.7.5.3** | Are appropriate primary containment devices available (e.g. BSCs) to minimize the potential contamination of the containment zone? |  | **[ ]**  | **[ ]**  |       |
| **15** | **3.7.5.4** | Are emergency eyewash facilities provided in the containment zone in accordance with activities and applicable regulations (i.e. ANSI Z358.1-2004)? | ■ | **[ ]**  | **[ ]**  |       |
| **16** | **3.7.5.5** | Is an emergency shower provided in the containment zone in accordance with activities and applicable regulations (i.e. ANSI Z358.1-2004)? | ■ | **[ ]**  | **[ ]**  |       |
| **17** | **3.7.5.9** | Are soil traps installed in drains? | ■ | **[ ]**  | **[ ]**  |       |
| **Greenhouses – *if facility is not a greenhouse, proceed to Q#24*** |
| **Q#** | **Reference** | **Components** | **PPC-1** | **Yes** | **No** | **Comments** |
| **18** | **3.7.1.18** | Are greenhouses designed to withstand extremes of local weather and anticipated maximum snow and ice loads, as well as wind, windborne debris and hail? |  | **[ ]**  | **[ ]**  |       |
| **19** | **3.7.2.5** | Are greenhouse floors impervious to water and easy to clean (e.g. concrete)? |  | **[ ]**  | **[ ]**  |       |
| **20** | **3.7.3.8** | Are spare greenhouse window panels, emergency glazing and screening stored nearby for emergency repairs? |  | **[ ]**  | **[ ]**  |       |
| **21** | **3.7.4.16** | Are greenhouse vents and greenhouse HVAC penetrations screened with appropriate mesh screening to prevent pest escape?  | ■ | **[ ]**  | **[ ]**  |       |
| **22** | **3.7.4.18** | Is the greenhouse ventilation system designed to allow for greenhouse fumigation and pesticide applications?  | ■ | **[ ]**  | **[ ]**  |       |
| **23** | **4.1.5.21** | Are greenhouse personnel who apply pesticides appropriately trained and protected? | ■ | **[ ]**  | **[ ]**  |       |
|  |
| **Operational Components** |
| **Access** |
| **24** | **4.1.1** | Is access to containment zone and support areas restricted to authorized personnel only? | ■ | **[ ]**  | **[ ]**  |       |
| **Documentation** |
| **25** | **4.1.2.2** | Is there an up-to-date inventory of all imported plant material and plant pests? ***Note:*** *records should also be kept of all inoculations or infestations of plant material and the movement of plant material and plant pests into or out of containment.* | ■ | **[ ]**  | **[ ]**  |       |
| **Training** |
| **26** | **4.1.3a** | Is personnel provided with training on pest-associated hazards and the precautions necessary to prevent the release of contained pests? | ■ | **[ ]**  | **[ ]**  |       |
| **27** | **4.1.3b** | Is personnel required to show evidence that they know and understand the required precautions?  | ■ | **[ ]**  | **[ ]**  |       |
| **28** | **4.1.3c** | Is the training documented? | ■ | **[ ]**  | **[ ]**  |       |
| **29** | **4.1.3d** | Are refresher and retraining programs implemented? | ■ | **[ ]**  | **[ ]**  |       |
| **Personal Protective Equipment** |
| **30** | **4.1.4.1** | Are personnel and visitors entering the containment zone required to wear appropriate, properly fastened, protective clothing? |  | **[ ]**  | **[ ]**  |       |
| **31** | **4.1.4.2** | Is protective clothing removed prior to exiting the containment zone? | ■ | **[ ]**  | **[ ]**  |       |
| **Work Practices** |
| **32** | **4.1.5.2** | Are all organisms rendered non-viable prior to disposal? | ■ | **[ ]**  | **[ ]**  | *Specify method:*       |
| **33** | **4.1.5.3** | Are good laboratory practices employed to prevent the escape of pests? | ■ | **[ ]**  | **[ ]**  |       |
| **34** | **4.1.5.4** | Are doors kept closed to reduce the potential movement of plant pests? | ■ | **[ ]**  | **[ ]**  |       |
| **35** | **4.1.5.5** | Is eating, chewing gum, drinking, smoking, storing of food and utensils, storing of personal belongings, applying cosmetics, and inserting or removing contact lenses prohibited in the containment zone?***Note:*** *the wearing of contact lenses is recommended only when other forms of corrective eyewear are not suitable.*  | ■ | **[ ]**  | **[ ]**  |       |
| **36** | **4.1.5.6** | Is long hair tied back or restrained so that it cannot come into contact with hands, specimens, containers or equipment? | ■ | **[ ]**  | **[ ]**  |       |
| **37** | **4.1.5.7** | Are all pests and materials in a containment zone treated in accordance with the highest containment requirement for that area (e.g. if PPC-1 and PPC-2 pests are in the same room, PPC-2 practices must be followed)? | ■ | **[ ]**  | **[ ]**  |       |
| **38** | **4.1.5.8** | Are all pests and material infested or suspected of being infested with a pest moved or transported in containers that are secure, leak-proof and not easily broken?***Note:*** *the containers may only be opened within a facility that provides the appropriate containment level for the pest in question.*  | ■ | **[ ]**  | **[ ]**  |       |
| **39** | **4.1.5.9** | Are all work areas within a containment zone, including dedicated clerical work stations, clean and tidy?***Note:*** *storage of materials should be minimized, and paperwork should be done outside of containment zones if this presents a risk of disseminating pests.* | ■ | **[ ]**  | **[ ]**  |       |
| **40** | **4.1.5.11** | Are cultures stored in sealed, preferably break-resistant, containers such as screw-top vials?***Note:*** *cultures are to be clearly identified and dated. Where possible, petri dish cultures of sporulating fungi should be sealed with stretch film.*  | ■ | **[ ]**  | **[ ]**  |       |
| **41** | **4.1.5.12** | Are contaminated materials and equipment properly cleaned and decontaminated before leaving the facility for servicing or disposal? | ■ | **[ ]**  | **[ ]**  | *Specify method of decontamination:*       |
| **42** | **4.1.5.13** | Are all unintentionally introduced pests rendered non-viable, including those contaminating cultures, as soon as they are detected? | ■ | **[ ]**  | **[ ]**  |       |
| **43** | **4.1.5.15** | Are disinfectants effective against the organisms in use available at all times when plant pests are handled or stored? | ■ | **[ ]**  | **[ ]**  | *Specify disinfectant used and contact time:*       |
| **44** | **4.1.5.16** | Are sanitation practices implemented when working with plants and plant pests?***Note:*** *refer to page 37 of the Containment Standards for Facilities Handling Plant Pests for more details.* |  | **[ ]**  | **[ ]**  |       |
| **45** | **4.1.5.18** | Are autoclaves used for decontamination monitored regularly using biological indicators to ensure efficacy (e.g. consider weekly or monthly monitoring, depending on the frequency of use of the autoclave). ***Note:*** *monitoring records must be kept for three years.* | ■ | **[ ]**  | **[ ]**  |       |
| **46** | **4.1.5.19a** | Are losses of containment reported immediately to the laboratory supervisor and remedied as soon as possible?  | ■ | **[ ]**  | **[ ]**  |       |
| **47** | **4.1.5.19b** | Are written reports of such incidents maintained for three years, and the results of incident investigations used for continuing education? | ■ | **[ ]**  | **[ ]**  |       |
| **48** | **4.1.5.20** | Is an effective bird, rodent, weed and plant pest control program maintained to prevent entry and eliminate undesired pests from the containment zone? | ■ | **[ ]**  | **[ ]**  |       |
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| **Additional comments (including for any additional information requested by the CFIA):**      |

**NB.** All information, including personal information, on this document is collected by the CFIA under the authority of *Plant Protection Act* or *Plant Protection Regulations* to prevent the importation, exportation or spread of plant pests or to control or eradicate plant pests in Canada. The information may be accessible or protected as required under the provisions of the *Access to Information Act*.

1. Recommended items are optional, depending upon the nature of the pest(s) requiring containment. [↑](#footnote-ref-1)