

OUTLINE FOR STANDARD OPERATING PROCEDURES (SOPs)

I. INTRODUCTION

1. Background information on the facility
2. Major objectives and activities (arthropods, plant pathogens, noxious weeds, biological control agents, etc.)
3. Location of the facility

II. PHYSICAL CONTAINMENT STANDARDS

Describe the physical characteristics of the facility in detail using the guidelines.

1. Description of site (e. g. distance from commercial crop production areas, airports, international borders, highways, etc.)
2. Fence
3. Buffer area
4. Demarcation of the facility
5. Schematic floor plan of the facility on 8" X 12" paper
6. Mechanical floor plan (if available) on 8" X 12" paper (reduced to 50%)
7. Blue prints on 8" X 12" paper (reduced to 50%)
8. Description of the facility with safeguards in each compartment of the facility (see guidelines) depicted by photographs (e.g., entrance and exit doors, vestibules, shower facilities, corridors, various laboratories, soil preparation room, growth chamber rooms, greenhouses, sterilization room, emergency exit, etc.)
 - a. Walls, ceilings, and floors
 - b. Windows
 - c. Exterior doors
 - d. Heating, ventilation, and air conditioning - detailed written description (e.g., screens, filters, HEPA filters, negative pressure, biocontainment testing, etc.)
 - e. Benches, cabinets, etc., in laboratories
 - f. Electrical system
 - g. Plumbing system
 - h. Communication system
 - i. Vacuum cleaning system
 - j. Vacuum aspiration system

III. EQUIPMENT STANDARDS

Describe the equipment present in the facility - follow guidelines.

1. Benches, tables and other furniture
2. Solid waste sterilization - type of autoclave, time, temperature, pressure, quality control, etc.
3. Liquid waste sterilization - description of effluent treatment systems

4. Sterilization of non-autoclavable articles (e.g., camera)
5. Cages and containers
6. Biosafety cabinet

IV OPERATIONAL STANDARDS

Describe the general operating procedures - follow guidelines.

1. Containment director - designation of a containment director (name, address, and telephone number of the containment director)
2. Responsibilities of containment director
3. Signs
4. Accessing the facility
 - a. Before entering the facility (e.g., personal apparel, hand washing, etc.)
 - b. Entering the facility
 - c. Exiting the facility
5. Sanitation
 - a. Sanitizing miscellaneous articles and equipment
 - b. Sanitization of personal belongings and use items
 - c. Removal of articles from containment
 - d. Maintenance and repairs in the containment
 - e. Probable local emergencies and contingency plans to manage them. Detailed description is needed.
6. Cleaning and disinfesting the facility
7. Opening and handling packages from foreign sources
8. Start, grow, and store cultures
9. PPQ regulatory requirements

V. Description of special procedures for handling plant pests (arthropods, plant pathogens, noxious weeds, biocontrol agents, etc. and infected/infested plants)

Describe in detail specific procedures used for handling plant pests under permit.