

# **OUTLINE FOR STANDARD OPERATING PROCEDURES (SOPs)**

## **I. INTRODUCTION**

1. Background information on the facility
2. Major objectives and activities
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
2. Signs (APHIS inspected facility)
3. Schematic floor plan of the facility on 8" X 12" paper
4. Description of the facility with safeguards in each compartment of the facility that will have permitted organisms or is part of the safeguard system. This includes entrance and exit doors, vestibules, corridors, various package opening, laboratories, rearing areas, pupal emergence rooms, growth chamber rooms, greenhouses, emergency exit, etc. Inclusion of photographs of critical areas are encouraged.
  - a. Walls, ceilings, and floors
  - b. Screening over large areas, mesh size, material, replacement interval
  - c. Windows
  - d. Exterior doors
  - e. Vestibule
  - f. Heating, ventilation, and air conditioning - (e.g., screens with mesh size, filters, etc.)
  - g. Benches, cabinets, etc., in laboratories
  - h. Pupal Emergence cabinet - describe, provide diagram or photo
  - i. Solid waste sterilization - type of autoclave, time, temperature, pressure, quality control, etc., double bagging and incineration off site etc.

## **III 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. Removal of articles or plants from containment
  - b. Maintenance and repairs in the containment
  - c. Probable local emergencies and contingency plans to manage them. Detailed description is needed.
  - d. Response to reports of escapes, notifications including phone numbers of the appropriate State Plant Regulatory Official and State Plant Health Director (APHIS-PPQ).
6. Cleaning and disinfesting the facility
  7. Opening and handling packages, disposing of packaging materials.
  8. PPQ regulatory requirements - notification of PPQ of escapes from containment, follow conditions of PPQ 526 permit.