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## Plant Pest Containment Level 1 Self Assessment Checklist

The information provided in this checklist will help you evaluate the physical and operational components of your facility as described in the *Containment Standards for Facilities Handling Plant Pests* to determine if your facility meets the Plant Pest Containment level 1 (PPC-1) requirements.

<b>Facility:</b>		
<b>Postal Address:</b>	<b>Tel:</b>	<b>E-mail:</b>
	<b>Fax:</b>	<b>Website:</b>
<b>Room(s) / Building(s):</b>		
<b>Type of Facility:</b> <input type="checkbox"/> Greenhouse <input type="checkbox"/> Laboratory <input type="checkbox"/> Other:		
<b>Contact Information:</b>		
<b>1) Facility Supervisor</b> <ul style="list-style-type: none"> <li>▪ <b>Name:</b></li> <li>▪ <b>Title:</b></li> <li>▪ <b>Department:</b></li> <li>▪ <b>Address:</b></li> <li>▪ <b>Phone number:</b></li> <li>▪ <b>Fax number:</b></li> <li>▪ <b>E-mail:</b></li> <li>▪ <b>Language preference:</b>   <input type="checkbox"/> English / <input type="checkbox"/> Français</li> <li>▪ <b>Signature:</b> _____      <b>Date:</b> _____</li> </ul>	<b>2) Biosafety Officer (or equivalent)</b> <ul style="list-style-type: none"> <li>▪ <b>Name:</b></li> <li>▪ <b>Title:</b></li> <li>▪ <b>Department:</b></li> <li>▪ <b>Address:</b></li> <li>▪ <b>Phone number:</b></li> <li>▪ <b>Fax number:</b></li> <li>▪ <b>E-mail:</b></li> <li>▪ <b>Language preference:</b>   <input type="checkbox"/> English / <input type="checkbox"/> Français</li> <li>▪ <b>Signature:</b> _____      <b>Date:</b> _____</li> </ul>	

## 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**<sup>1</sup>

<b>Physical Components</b>						
<b>Structure, Location and Access</b>						
<b>Q#</b>	<b>Reference</b>	<b>Components</b>	<b>PPC-1</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1	3.7.1.2	Is signage installed on entry doors within the containment zone indicating containment level, contact information, and entry requirements?	○	<input type="checkbox"/>	<input type="checkbox"/>	
2	3.7.1.3	Is entrance to the containment zone via self-closing and lockable doors?	○	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	○	<input type="checkbox"/>	<input type="checkbox"/>	
4	3.7.1.15a	Can emergency exits be opened only from inside the containment zone?	○	<input type="checkbox"/>	<input type="checkbox"/>	
5	3.7.1.15b	Are emergency exits alarmed?	○	<input type="checkbox"/>	<input type="checkbox"/>	
6	3.7.1.15c	Are emergency exits identified as “Emergency Exit Only”?	○	<input type="checkbox"/>	<input type="checkbox"/>	
7	3.7.1.16	Are dedicated laboratory clothing and personal protective equipment stored separately from street clothing?	○	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Surface Finishes and Casework</b>						
8	3.7.2.4a	Are bench tops non-absorptive, impervious to water, and resistant to acids, alkalis, organic solvents and moderate heat?	○	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> Recommended items are optional, depending upon the nature of the pest(s) requiring containment.

Q#	Reference	Components	PPC-1	Yes	No	Comments
9	3.7.2.4b	Are backsplashes installed tight to wall and sealed at wall-bench junction?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Containment Perimeter</b>						
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 ?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specify : <input type="checkbox"/> within PPC-1 zone <input type="checkbox"/> 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?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	3.7.3.7	Is the containment zone screened or sealed (including all windows, supply/exhaust air ducts)?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Facility Services</b>						
13	3.7.5.1	Is a hand washing sink located within the containment zone and near the point of exit?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	3.7.5.3	Are appropriate primary containment devices available (e.g. BSCs) to minimize the potential contamination of the containment zone?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	3.7.5.9	Are soil traps installed in drains?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Greenhouses – if facility is not a greenhouse, proceed to Q#24</b>						
<b>Q#</b>	<b>Reference</b>	<b>Components</b>	<b>PPC-1</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
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?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	3.7.2.5	Are greenhouse floors impervious to water and easy to clean (e.g. concrete)?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	3.7.3.8	Are spare greenhouse window panels, emergency glazing and screening stored nearby for emergency repairs?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	3.7.4.16	Are greenhouse vents and greenhouse HVAC penetrations screened with appropriate mesh screening to prevent pest escape?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	3.7.4.18	Is the greenhouse ventilation system designed to allow for greenhouse fumigation and pesticide applications?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	4.1.5.21	Are greenhouse personnel who apply pesticides appropriately trained and protected?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Operational Components</b>						
<b>Access</b>						
24	4.1.1	Is access to containment zone and support areas restricted to authorized personnel only?	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Documentation</b>						
25	4.1.2.2	Is there an up-to-date inventory of all imported plant material and plant pests? <i>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.</i>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Training						
Q#	Reference	Components	PPC-1	Yes	No	Comments
26	4.1.3a	Is personnel provided with training on pest-associated hazards and the precautions necessary to prevent the release of contained pests?	●	<input type="checkbox"/>	<input type="checkbox"/>	
27	4.1.3b	Is personnel required to show evidence that they know and understand the required precautions?	●	<input type="checkbox"/>	<input type="checkbox"/>	
28	4.1.3c	Is the training documented?	●	<input type="checkbox"/>	<input type="checkbox"/>	
29	4.1.3d	Are refresher and retraining programs implemented?	●	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment						
30	4.1.4.1	Are personnel and visitors entering the containment zone required to wear appropriate, properly fastened, protective clothing?	○	<input type="checkbox"/>	<input type="checkbox"/>	
31	4.1.4.2	Is protective clothing removed prior to exiting the containment zone?	●	<input type="checkbox"/>	<input type="checkbox"/>	
Work Practices						
32	4.1.5.2	Are all organisms rendered non-viable prior to disposal?	●	<input type="checkbox"/>	<input type="checkbox"/>	<i>Specify method:</i>
33	4.1.5.3	Are good laboratory practices employed to prevent the escape of pests?	●	<input type="checkbox"/>	<input type="checkbox"/>	
34	4.1.5.4	Are doors kept closed to reduce the potential movement of plant pests?	●	<input type="checkbox"/>	<input type="checkbox"/>	
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? <i>Note: the wearing of contact lenses is recommended only when other forms of corrective eyewear are not suitable.</i>	○	<input type="checkbox"/>	<input type="checkbox"/>	
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?	●	<input type="checkbox"/>	<input type="checkbox"/>	



Q#	Reference	Components	PPC-1	Yes	No	Comments
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)?	●	<input type="checkbox"/>	<input type="checkbox"/>	
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? <i>Note: the containers may only be opened within a facility that provides the appropriate containment level for the pest in question.</i>	●	<input type="checkbox"/>	<input type="checkbox"/>	
39	4.1.5.9	Are all work areas within a containment zone, including dedicated clerical work stations, clean and tidy? <i>Note: storage of materials should be minimized, and paperwork should be done outside of containment zones if this presents a risk of disseminating pests.</i>	●	<input type="checkbox"/>	<input type="checkbox"/>	
40	4.1.5.11	Are cultures stored in sealed, preferably break-resistant, containers such as screw-top vials? <i>Note: cultures are to be clearly identified and dated. Where possible, petri dish cultures of sporulating fungi should be sealed with stretch film.</i>	●	<input type="checkbox"/>	<input type="checkbox"/>	
41	4.1.5.12	Are contaminated materials and equipment properly cleaned and decontaminated before leaving the facility for servicing or disposal?	●	<input type="checkbox"/>	<input type="checkbox"/>	<i>Specify method of decontamination:</i>
42	4.1.5.13	Are all unintentionally introduced pests rendered non-viable, including those contaminating cultures, as soon as they are detected?	●	<input type="checkbox"/>	<input type="checkbox"/>	
43	4.1.5.15	Are disinfectants effective against the organisms in use available at all times when plant pests are handled or stored?	●	<input type="checkbox"/>	<input type="checkbox"/>	<i>Specify disinfectant used and contact time:</i>
44	4.1.5.16	Are sanitation practices implemented when working with plants and plant pests? <i>Note: refer to page 37 of the Containment Standards for Facilities Handling Plant Pests for more details.</i>	○	<input type="checkbox"/>	<input type="checkbox"/>	



Q#	Reference	Components	PPC-1	Yes	No	Comments
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). <i>Note: monitoring records must be kept for three years.</i>	●	<input type="checkbox"/>	<input type="checkbox"/>	
46	4.1.5.19a	Are losses of containment reported immediately to the laboratory supervisor and remedied as soon as possible?	●	<input type="checkbox"/>	<input type="checkbox"/>	
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?	●	<input type="checkbox"/>	<input type="checkbox"/>	
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?	●	<input type="checkbox"/>	<input type="checkbox"/>	

Comments: