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*Great Lakes Forestry Centre
Insect Production Services*

STANDARD OPERATING PROCEDURE

Number: IPS/031/002

Movement of Exotic Forest Insects



Effective Date: 15 October 2013

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TITLE: Movement of Exotic Forest Insects

APPROVING OFFICIAL:

Manager, Insect Production Services (IPS) _____ DD / MM / YY
_____ / ____ / ____

SIGNIFICANT CHANGES FROM PREVIOUS VERSION:

- A Permit to Import is now only valid for 1 year.
- The web location has changed for the *Application for Permit to Import Plants and Other Things under the Plant Protection Act*.
- The title “Insect Quarantine Officer (IQO)” has been revised to “Bio-Safety Officer (BSO)” to match terminology used by the regulatory authority (i.e., CFIA).
- Insect Quarantine (IQ) facility users are now advised to apply for a *Permit to Import* at least 3 months in advance of the proposed shipping date.

1.0 INTRODUCTION

1.1 Purpose

This Standard Operating Procedure (SOP) describes CFIA, North American Plant Protection Organization (NAPPO) and Great Lakes Forestry Centre (GLFC) standards and policies for moving live exotic forest insects or infested materials to or from the GLFC IQ facility. Conditions specified by the CFIA on a *Permit to Import* or on a *Movement Certificate* take precedence over the procedures identified in this SOP.

1.2 Scope

This SOP shall be followed by all users of the GLFC IQ facility who are responsible for the movement of live exotic forest insects or infested materials to or from the facility.

1.3 Definitions

Bio-Safety Manual – A manual containing only those IPS SOPs that relate specifically to the IQ facility.

Bio-Safety Officer (BSO) – A member of IPS who has supervisory authority over the daily operation of the IQ facility and who provides technical/research support to users of the facility.

Canadian Food Inspection Agency (CFIA) – The CFIA is the national plant protection organization responsible for the administration and enforcement of the Plant Protection Act.



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Controlled Copy – A copy of an SOP distributed to select GLFC personnel having a unique copy number and dated signature of the IPS manager. Controlled copies are intended to ensure that GLFC personnel follow the most recent version of the SOP.

Effective Date – The date from which the procedures given in an SOP are to be implemented.

Great Lakes Forestry Centre (GLFC) – One of five Canadian Forest Service (CFS) research facilities in Canada.

Insect Production Services (IPS) – A GLFC work team consisting of the Insect Production Unit (IPU), the Quality Control Unit (QCU) and IQ personnel who perform insect rearing, quality control and quarantine activities in support of forest pest research activities internal and external to the CFS.

Insect Production Services Manager – The individual who has overall responsibility for activities of the IPS team.

Insect Quarantine (IQ) – A general-use facility under the control of IPS used for rearing exotic forest insects and conducting associated research activities.

Movement Certificate – A document issued pursuant to the Plant Protection Act and signed by an inspector that authorizes the movement of things within Canada or from Canada to a foreign destination.

North American Plant Protection Organization (NAPPO) - a regional plant protection organization of the International Plant Protection Convention, coordinates the efforts among Canada, the United States and Mexico to protect their plant resources from the entry, establishment and spread of regulated plant pests, while facilitating intra/interregional trade.

Permit to Import – A document issued pursuant to the Plant Protection Act that authorizes the import of things into Canada.

Standard Operating Procedures (SOPs) – Directives describing routine administrative or technical procedures conducted by IPS personnel or users of the IQ facility.

Voucher Specimen – A representative insect sample obtained from a batch of exotic forest insects brought to GLFC under a *Permit to Import* or a *Movement Certificate* and provided to the BSO for archiving.

1.4 Safety

NA



1.5 Materials

- 1.5.1 Current version of the *Application for Permit to Import Plants and Other Things under the Plant Protection Act* and instructions for completion:
http://www.inspection.gc.ca/english/for/pdf/c5256e_re.pdf

2.0 PROCEDURES

2.1 Permit to Import

- 2.1.1 A *Permit to Import* issued by the CFIA is mandatory for the import of live exotic forest insects or infested materials. Refer to the CFIA website for a current list of regulated pests:
<http://www.inspection.gc.ca/english/plaveg/protect/listpespare.shtml>
- 2.1.2 Facility users intending to import live exotic forest insects or infested materials for conducting research activities within the IQ facility shall first obtain facility access authorization from the BSO (refer to the current version of SOP Number IPS/030; *IQ Facility Access Authorization*).
- 2.1.3 Refer to the CFIA website to download the most recent application form (i.e., *Application for Permit to Import Plants and Other Things under the Plant Protection Act*) and instructions for completion and submission:
http://inspection.gc.ca/english/for/pdf/c5256e_re.pdf
- 2.1.4 Facility users are advised to apply for a *Permit to Import* well in advance (e.g., 3 months) of the shipment being exported from the country of origin.
- 2.1.5 Facility users are responsible for fees associated with submitting an application for import. Refer to the CFIA website for a current fee structure:
http://www.inspection.gc.ca/english/reg/cfiaacia/feesfrais/part_12e.shtml
- 2.1.6 Facility users shall provide the BSO with a copy of the completed application prior to submission and a copy of the *Permit to Import* upon receipt from the CFIA. A copy of the *Permit to Import* shall also be provided to the local CFIA inspector by the facility user.
- 2.1.7 Facility users are responsible for arranging transport of the insects to the IQ facility and must ensure that the exporter:
- marks shipping containers and accompanying invoice to identify the person importing the insect, the foreign exporter, the insect species and the import permit number;
 - encloses materials in chew proof containers (e.g., hard plastic or metal) that are completely sealed with tape;
 - complies with handling, transport and/or documentation requirements specified by the CFIA on the *Permit to Import*, and



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- d) includes a copy of the *Permit to Import* with the shipping containers so that it will be readily available to the broker (if applicable) and to Canada Customs officials at the point of entry.
- 2.1.8 Facility users shall comply with all conditions set out by the CFIA on the *Permit to Import* and shall ensure that importation is transacted not later than the expiration date specified, unless an extension is granted by the issuing office.
- 2.1.9 A *Permit to Import* is valid for a period of one year unless otherwise stated by the issuing office. It is the responsibility of the importer to renew the *Permit to Import* as required.
- 2.1.10 Upon becoming aware of an incident whereby there is an actual or potential escape or release of insects during transport, the person importing the material shall ensure that immediate action is taken to prevent the situation from escalating (i.e., placing a patch on a broken shipping container) and as many of the free insects are collected as possible. Breaches that occur during transport shall be reported immediately to the CFIA and their recommendation for additional corrective action shall be followed. All incidents shall be documented and reported to the BSO as specified in the current version of SOP Number IPS/033 (*Conducting Research in Insect Quarantine*).

2.2 *Movement Certificate*

- 2.2.1 A *Movement Certificate* issued by the CFIA is mandatory for the movement of live exotic forest insects and/or host materials from any domestic area of infestation into a non-regulated area. A certificate is also required when moving materials from the IQ facility to any other domestic or foreign destination.
- 2.2.2 Facility users intending to move insects and/or host materials as specified in 2.2.1 to the IQ facility shall first obtain facility access authorization from the BSO (refer to the current version of SOP Number IPS/030; *IQ Facility Access Authorization*).
- 2.2.3 Facility users requiring a *Movement Certificate* shall contact the CFIA area or regional office closest to the location from which the insect and/or host material is to be exported and provide the request (verbally or by email) to the inspector who has signing authority for certificates. Refer to the following website to locate CFIA area and regional offices: <http://www.inspection.gc.ca/english/directory/offbure.shtml>
- 2.2.4 Facility users shall be prepared to provide the following information about the material to the CFIA inspector when requesting a *Movement Certificate*:
 - a) location of origin
 - b) destination
 - c) description, including quantity and identifying marks
 - d) date of transport



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- e) name of the individual (i.e., an employee of GLFC) transporting it
 - f) description of its temporary storage at GLFC prior to entering the IQ facility, if applicable (e.g., location, duration, environmental conditions, security, etc.).
- 2.2.5 The individual transporting the material shall ensure that:
- a) Materials are enclosed in chew proof containers (e.g., hard plastic or metal) and are completely sealed with tape.
 - b) Shipping containers bear such marks that will identify the contents.
 - c) Containers are properly secured in a transporting vehicle in a manner that restricts movement of the sample.
 - d) Conditions for handling/transport are complied with as specified by the CFIA on the *Movement Certificate*.
 - e) Materials/containers are made available for inspection as requested by the CFIA.
 - f) Materials are transported on the date specified on the *Movement Certificate* unless an extension is granted by the issuing office.
 - g) Shipment is accompanied by a copy of the signed *Movement Certificate*.
 - h) Materials are transported directly to the IQ facility unless specified otherwise on the *Movement Certificate*.
 - i) Upon becoming aware of an incident whereby there is an actual or potential escape or release of insects during transport, immediate action is taken to prevent the situation from escalating (i.e., placing a patch on a broken shipping container) and as many of the free insects as possible are to be collected. Breaches that occur during transport shall be reported immediately to the CFIA inspector identified on the *Movement Certificate* and their recommendation for additional corrective action shall be followed. All incidents shall be documented and reported to the BSO as specified in the current version of SOP Number IPS/033 (*Conducting Research in Insect Quarantine*).

2.3 Receipt of Materials at GLFC

- 2.3.1 Upon the arrival of exotic forest insects and/or host material at GLFC, the individual transporting/importing the insects/materials shall provide both the BSO and the local CFIA inspector with a copy of the signed *Movement Certificate*. Containers shall be made available for inspection as requested by the local CFIA inspector. If the inspector is not on-site at the time of arrival of the material, no action is required beyond the delivery of the *Movement Certificate* to the inspector's office. (For materials that arrive via a *Permit to Import*, the BSO and the local CFIA inspector shall be notified verbally or by email).
- 2.3.2 The individual responsible for the import or movement shall follow the procedures described in the current version of SOP Number IPS/033 (*Conducting Research in Insect Quarantine*) for notifying the BSO,



- bringing materials into the IQ facility, opening the shipping containers and cleaning/disposing of the shipping containers.
- 2.3.3 The CFIA shall be notified if containers are lost during transport and not immediately located. Such incidents shall be documented and reported to the BSO as specified in the current version of SOP Number IPS/033 (*Conducting Research in Insect Quarantine*).
- 2.3.4 Voucher specimens of exotic forest insects shall be provided to the BSO for archiving as specified in the current version of SOP Number IPS/033 (*Conducting Research in Insect Quarantine*).

2.4 Approval to Move or Export Insects from IQ Facility

- 2.4.1 Facility users intending to move insects or infested materials from the IQ facility to a domestic or foreign destination shall follow the procedures specified in 2.2.
- 2.4.2 Facility users intending to export insects or infested materials from the IQ facility to a foreign destination shall also comply with the shipping procedures and documentation requirements of the importing country.

2.5 Revocation of Facility Access Privileges

- 2.5.1 Facility users who do not comply with this SOP will have their facility access privileges revoked by the BSO.

2.6 Calculations

NA

2.7 Documentation and Reporting

- 2.7.1 Compliance to this SOP may include completion of the following:
- Application for Permit to Import Plants and Other Things under the Plant Protection Act.*
 - Incident reporting (refer to the current version of SOP Number IPS/033; *Conducting Research in Insect Quarantine*).
- 2.7.2 Compliance to this SOP shall include the provision of copies of the following documents to the BSO:
- Application for Permit to Import Plants and Other Things under the Plant Protection Act*
 - Permit to Import*
 - Movement Certificate*
- 2.7.3 Compliance to this SOP shall include the provision of copies of the following documents to the local CFIA inspector:
- Permit to Import*
 - Movement Certificate*

3.0 DISTRIBUTION AND ARCHIVING

3.1 Distribution



This SOP shall be distributed by the IPS manager to IPS personnel who are required to work in the IQ facility and to any other potential facility users (e.g., GLFC personnel) who request a controlled copy. Controlled copies are monitored for chain of custody to ensure that current versions are distributed timely and that outdated versions are destroyed. A current version of this SOP may be viewed in the *Bio-Safety Manual* maintained within the IQ facility or through the GLFC intranet.

3.2 Archiving

3.2.1 The IPS manager shall maintain a historical file of this SOP when it is replaced by a new version.

3.3 Destruction of Outdated SOPs

When new versions of this SOP are available for distribution, all persons in possession of a controlled copy shall ensure that the retired version is returned to the IPS manager upon request.

4.0 ASSURING SOP VALIDATION AND COMPLIANCE

4.1 Responsible Individual

- 4.1.1 The BSO is responsible for assuring that this SOP is valid.
- 4.1.2 The BSO is responsible for assuring that this SOP is followed by anyone conducting research in the GLFC IQ facility and that those persons have been appropriately trained in the use of this SOP.
- 4.1.3 IQ facility users are responsible for complying with procedures specified on a *Controlled Copy* of this SOP and shall never use non-controlled copies (which could be outdated).

5.0 REVISION OF THE SOP

5.1 Responsible Individual

The BSO is responsible for assuring that this SOP is current. If necessary, the BSO shall initiate the revision process.

5.2 Revision Schedule

This SOP shall be revised when its provisions no longer agree with current practices, GLFC policies, CFIA standards, or NAPPO standards and shall be approved by the IPS manager and the CFIA Office of Biohazard Containment and Safety.

6.0 CONTINGENCIES

When facility users find circumstances that do not permit compliance with this SOP, the BSO shall be consulted.

7.0 CONFIDENTIALITY



IPS SOPs are not considered to be confidential documents and may be distributed to outside parties. *Controlled Copies* shall not be reproduced.

8.0 REFERENCES

- a) *Application for Permit to Import Plants and Other Things under the Plant Protection Act* and instructions for completion:
http://www.inspection.gc.ca/english/for/pdf/c5256e_re.pdf
- b) CFIA list of regulated pests:
<http://www.inspection.gc.ca/english/plaveg/protect/listpespare.shtml>
- c) CFIA fee structure for a *Permit to Import*:
http://www.inspection.gc.ca/english/reg/cfiaacia/feesfrais/part_12e.shtml
- d) CFIA area and regional offices:
<http://www.inspection.gc.ca/english/directory/offbure.shtml>
- e) Current version of SOP Number IPS/030 (*IQ Facility Access Authorization*)
- g) Current version of SOP Number IPS/033 (*Conducting Research in Insect Quarantine*).

9.0 APPENDICES

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ISSN 2368-4658