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| **Nursery Name**:  **Certification Number**:  **Phase 1 Nursery Manual Evaluation Report Date:**   |  | | --- | | **General comments** | |  | |

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| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **A** |  | **General Description of Nursery** |  |  |
| **App 1** | 1.2 | Application form completed |  |  |
| **A** |  | Contact information completed |  |  |
| **A** |  | Nursery description details |  |  |
| **A** |  | Production locations are listed (address, size) |  |  |
| **A** | 4.0 | Nursery map(s) including shipping and receiving areas, isolation areas (Attachment A.1) |  |  |
| **A** | 4.1 | Catalogue or boxwood and pachysandra plants produced or included in Attachment A.2, or electronic link in Manual |  |  |
| **A** | 4.1 | Boxwood and pachysandra supplier list (Attachment A.3) or electronic access location |  |  |
| **App 3** | 3.0 | Risk analysis and Risk Assessment Questionnaire completed (Attachment A.4) |  |  |
| **B** | **2.0** | **Management Responsibilities** |  |  |
| **B** | 2.0 | List of employee positions that perform Phase 1 Certification tasks, as well as the Certification and Crop Protection Managers and the Internal Auditor (Attachment B.1) |  |  |
| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **B** | 2.0  5.4.1 | Training records for staff assigned task(s) within the Phase 1 Certification program (Attachment B.2) or available electronically |  |  |
| **C** |  | **Plant Identity and Certification Status** |  |  |
| **C** | 4.2 | Method of maintaining propagation origin of all boxwood and pachysandra plants (supplier and in-house) |  |  |
| **C** | 4.2 | Methods of trace-back and trace forward explained (examples of records in Attachment C.1) |  |  |
| **D** |  | **Receiving Plants Inspection** |  |  |
| **D** | 4.1 | Method of inspection for both certified and uncertified boxwood and pachysandra plants (examples of receiving documents as Attachment D.1) |  |  |
| **D** | 4.1 | Records of inspections for both certified and uncertified boxwood and pachysandra plants (examples as Attachment D.2 if not included in D.1) |  |  |
| **D** | 5.22 | Method of isolating incoming uncertified boxwood and pachysandra plants |  |  |
| **D** | 5.2.2 | Method of tracking time while uncertified boxwood and pachysandra plants are in isolation |  |  |
| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **D** | 5.2.3 | Method of handling received boxwood and pachysandra plants with symptoms |  |  |
| **E** |  | **Shipping Inspection** |  |  |
| **E** | 5.5.1 | Method of inspection (examples of shipping documents in Attachment E.1) |  |  |
| **E** | 4.3 | Records of inspection (examples in Attachment E.2 if not included in E.1) |  |  |
| **E** | 4.3 | Method designating certification status of plants on shipping documents |  |  |
| **E** | 5.5.2 | Method of separation of inspected and non-inspected plants at shipping |  |  |
| **E** | 5.5.1 | Method of separation (2 meters) of boxwood and pachysandra plants prepared for shipping and received boxwood and pachysandra plants in the shipping area |  |  |
| **E** | 5.5.2 | Method of returning boxwood and pachysandra plants to the production area if the order is cancelled |  |  |
| **E** | 5.5.1 | Method of handling boxwood and pachysandra plants with Box Blight symptoms found at shipping |  |  |
| **E** | 5.5.2 | Record keeping for plants with symptoms found at shipping |  |  |

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| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **H** |  | **Pest Management in Production** |  |  |
| **H** | 5.4.1 | Description of monitoring procedures for Box Blight symptoms |  |  |
| **H** | 5.4.1 | Procedure for monitoring permanent boxwood and pachysandra planting around nursery |  |  |
| **H** | 5.4.1 | Description of pest monitoring records (examples of Pest Log Attachment H.1, examples of Fungicide Application Log Attachment H.2if records are separate from H.1) |  |  |
| **H** | 6.0 | Procedure for creating a restricted area for boxwood and pachysandra plants with Box Blight-like symptoms |  |  |
| **H** | 6.1 | Method of disposal for plants with confirmed Box Blight infections and other boxwood and pachysandra plants within a 2 meter radius |  |  |
| **H** | 6.1 | Record examples of sampling and testing and boxwood and pachysandra plant culls attached as H.3 |  |  |

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| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **H** | 5.3 | Best Management Practices are described   1. Movement of staff, equipment etc 2. Plant spacing & minimal overhead irrigation 3. Schedule of work in boxwood and pachysandra beds 4. Separation of blocks of boxwood and pachysandra |  |  |
| **H** | 5.6  6.1  6.2 | Biosecurity and sanitation policies are stated   1. Minimize movement of boxwood and pachysandra plants 2. Sanitize equipment, tools, footwear, etc 3. Sanitize polyhouses and growing beds 4. Collect and dispose of boxwood and pachysandra plant debris |  |  |
| **H** | 5.6 | Visitor policy is stated |  |  |
| **J** | **7.1** | **Internal Audit** |  |  |
| **J** | 7.1 | Method or checklist used for internal audits |  |  |
|  | 7.1 | Dates (range) for internal audits |  |  |
| **J** | 7.1 | Position to whom corrective actions will be addressed is identified |  |  |
| **J** | 7.1 | Method used by the internal auditor to verify corrective actions have been implemented |  |  |

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| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **K** |  | **External Audits** |  |  |
| **K** | 7.2 | Scheduler contact for external audit |  |  |
| **K** | 7.2 | Key contact to organize external audit. |  |  |
| **K** | 7.2 | List of participants at opening and closing meetings |  |  |
| **K** | **7.2** | Key contact after audit |  |  |
| **L** |  | **Updates and changes to the Clean Plants Manual** |  |  |
| **L** | 1.1 | Method of tracking changes to the Manual |  |  |
| **L** | 8.0 | Statement of when and how changes will be incorporated in the Clean Plants Manual |  |  |
| **L** | 1.1 | The method of numbering and dating the most recent version is explained |  |  |

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| **Other general observations** |  |