# Appendix 2

**Phase 1 *C. buxicola*   
Nursery Manual**

**7th Version July 2012**

Nursery name:

Version #:

Prepared by:

Date:

# Acknowledgements



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*Agriculture and Agri-Food Canada (AAFC) is pleased to participate in this project. AAFC is committed to working with industry partners to increase public awareness of the importance of the agriculture and agri-food industry to Canada. The opinions expressed in this document are those of Canadian Nursery Certification Institute (CNCI) and not necessarily those of AAFC.*

*C’est avec plaisir qu’Agriculture et Agroalimentaire Canada (AAC) participe à ce projet. En collaboration avec des partenaires du secteur, AAC s’engage à sensibiliser davantage les Canadiennes et les Canadiens à l’importance de l’industrie agricole et agroalimentaire du pays. Les opinions exprimées dans ce document sont celles de l’Institut de Certification des Pépinières du Canada (ICPC) et non pas nécessairement celles d’AAC.*

Funding also provided by:



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# About this Manual

This document was prepared to help a nursery describe responsibilities, procedures and documentation required by the Phase 1 *C. buxicola* Nursery Certification Program Standard. The nursery must follow this template and submit a completed Manual as part of the application process to become “Phase 1 *C. buxicola* Certified”.

For more information on becoming certified, the reader should review Section1.2 “Application and Participation Process” found near the beginning of the document *“Phase 1 C. buxicola Nursery Certification Standard”*. This document is found at the Canadian Nursery Certification Institute website at [www.cleanplants.ca](http://www.cleanplants.ca).

# Phase 1 *C. buxicola* Nursery Certification Program

The Phase 1 *C. buxicola* Nursery Certification program is a systematic approach to minimize risk of the introduction and spread of *C. buxicola* through the nursery industry.

The emphasis of this program is on prevention, reduction and mitigation of *C. buxicola* infestations. **The Phase 1 *C. buxicola* Nursery Certification program cannot be considered as a zero-risk system.**

Once the systems outlined in the Phase 1 Nursery Manual have been developed and implemented, they must be maintained by the nursery. The Phase 1 Nursery Manual must be amended when the nursery introduces new procedures.

Certification under the Phase 1 *C. buxicola* Nursery Certification program is not a substitute for compliance with regulations issued by the Canadian Food Inspection Agency (CFIA).

For the complete list of requirements in the Phase 1 *C. buxicola* Nursery Certification program, the reader shall review the document “Phase 1 *C. buxicola* Nursery Certification Standard”. This document is found at the website [www.cleanplants.ca](http://www.cleanplants.ca).

# List of Manual Attachments

Use the following Attachments to organize additional documentation that will accompany the completed Phase 1 Nursery Manual. The left column refers to the Phase 1 Nursery Manual part. For example, “A.1” is discussed in Phase 1 Nursery Manual Part A. The right column refers to the Phase 1 Standard where this requirement is discussed.

|  |  |  |
| --- | --- | --- |
| **#** | **Attachment title** | **Clean Plants Standard** |
| A.1 | Current inventory list of Boxwood, Catalogue, or a reference to the nursery electronic inventory system. | Sections 4.2 |
| A.2 | Nursery map(s), Regional map with nursery location(s) | Sections 4.0, 4.2 |
| A.3 | Boxwood supplier list or a reference to the nursery list within accounts payable | Sections 4.1, 5.1.1, 5.1.2, 5.1.3, 5.1.4 |
| B.1 | List of Phase 1 Certification trained staff positions | Sections 2.0, 4.1, 4.3, 5.3, 5.4.1, 6.1, 9.0 |
| B.2 | Training form used to record Phase 1 training sessions | Section 9.0 |
| C.1 | Traceability records or methods (provide examples) | Section 4.0, 4.1, 4.2, 4.3 |
| D.1 | Plant receiving documentation (provide examples) | Section 4.1 |
| D.2 | Incoming plant inspection record (provide examples) (Optional: additional information if not included in D.1) | Sections 4.1 |
| D.3 | Isolation area records for received uncertified plants (example) | Section 4.1, 5.1.3, |
| E.1 | Shipping documentation for Boxwood (provide example) | Section 4.3 |
| E.2 | Record of Boxwood inspection at shipping (Optional: provide example if different than E.1 above) | Section 4.3 |
| H.1 | Pest monitoring log (provide examples) | Sections 4.2, 4.4 |
| H.2 | Fungicide application records and records of other control procedures (provide examples if not included in H.1) | Section 4.4 |
| H.3 | Sampling and testing records for symptomatic plants and cull records for infected plants (examples) | Sections 4.1, 5.1.3, 5.2.2, 5.5.1, 6.1 |
| H.4 | Optional: Visitors Records, example of form used to track visitors | Sections 4.5 |
| J.1 | Internal Audit reports and follow up actions | Sections 7.1 |

|  |  |
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| Part AGeneral Description of Nursery | **Phase 1 C. buxicola Nursery Certification Standard References:**  Sections: 3.0, 4.0, 4.1, 4.2 |
| **Manual Attachments applicable to Part A:**  A.1 Current Inventory of Boxwood (if a hard copy is available)  A.2 Nursery map(s) and Regional map with nursery location  A.3 Boxwood supplier list or access by the external auditor to supplier information in accounts payable |
| **Completion check list:**   * Contact information * Boxwood purchasing and customer information * Production locations and sizes * Nursery maps and regional road map * Current inventory of boxwood or description of access to records * List of boxwood suppliers attached to the Phase 1 Nursery Manual or a description of the method to access this information * Risk Assessment Questionnaire completed | |

### Nursery Contact Information

Legal Operating Name

Name of person(s) responsible for the nursery

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Office telephone and fax

Email address

Website address

**Mailing Address**

Street, R.R. or P.O. Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Municipality / County / Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Province\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_

**Nursery Location (if different than mailing address):**

Street, R.R. or P.O. Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Source of Boxwood Plants or Plant Parts

1. Describe the nursery’s sources of boxwood materials (in-house propagation or from Canada, USA, Europe)

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1. Describe the scope of the nursery’s boxwood customers (other nurseries, landscapers, garden centers, CNCP nurseries)

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1. List the locations of the nursery’s boxwood customers (Canada, United States or elsewhere)

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### Production Locations at the Nursery

List all the boxwood production locations for the nursery. Add extra rows if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field or Location name** | **Physical location**  **or street address** | **City, Province** | **Size of field**  **(acres or hectares)** | |
|  |  |  |  | 🞎 acres  🞎 hectares |
|  |  |  |  | 🞎 acres  🞎 hectares |
|  |  |  |  | 🞎 acres  🞎 hectares |

Attach the nursery’s current boxwood inventory or describe how this information can be accessed as Phase 1 Nursery Manual Attachment A.1.

### Nursery Maps

For each field or location listed in the table on the previous page, prepare a map with the following details:

**Up-to-Date Map of Facility:**

* The map should show buildings, roadways and beds, including isolation blocks and buffers.
* Production beds and field names or numbering system should be on the map.
* Include road names, approximate dimensions, entry addresses and distinguishing markers, particularly for fields containing boxwood that are located away from the home facility.
* The map does not need to be detailed, but should show the activities in each area, i.e. receiving, shipping, propagating house, etc. A Google Map is an excellent resource.
* If there is standard plant movement or rotation, this should be noted on the map, i.e. plants move from propagation house to greenhouse to potting shed to production bed, and then shipped.

Attach a regional road map marked with the nursery production location(s). Copy a provincial road map or an electronic road map and highlight the roads to find the nursery.

Attach these maps as Phase 1 Nursery Manual Attachment A.2.

### Boxwood Plant Supplier List

Identify *how and where* boxwood plant or plant parts (cuttings) supplier information is stored so that it can be accessed by an auditor. The information must include contact information (company name, location, business address), also a typical order of plant genera, sizes and quantities from that supplier.

Attach a list as Manual Attachment A.3, or explain below how this information can be accessed during an external audit, for example electronically (Accounts Payable) within the nursery accounting system.

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If the nursery does not currently have a form to list suppliers, it can modify the Template found at the end of Part A.

### Risk Assessment

Provide a short description of the nursery’s risk analysis which should be based on the completed Risk Assessment Questionnaire (next page). The analysis shall highlight pathways for possible introduction of *C. buxicola* into the nursery*.*

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### Risk Assessment Questionnaire

At any nursery, the simplicity or complexity of the system depends on purchase and growing practices. For the purposes of the Phase 1 *C Buxicola* Certification Program, risk is determined by the following factors:

* Whether the nursery is producing boxwood plants
* Whether plants are propagated in-house or purchased from outside sources
* Whether suppliers are Clean Plants or CNCP-certified and reliable for their pest management program
* Whether the nursery is practicing BMPs and Biosecurity
* Whether plants are inspected shortly after they arrive at the nursery
* Whether the nursery has an inventory system that allows trace-back of plants to the point of origin and trace-forward of plants to the buyer or final destination

The following questions examine the potential to introduce or spread *C. buxicola.* Consider every risk situation and identify whether the risk for your operation would be (L), medium (M) or high (H). Response category parameters (L, M, H) are suggestions only.

| **Risk Assessment Questionnaire** | | Check Risk Level for each risk situation | | |
| --- | --- | --- | --- | --- |
| RISK SITUATION | | L | M | H |
| 1 | How much of your boxwood plant production is purchased from off-nursery sources?  L = 0 to 30%, M = 30 to 70%, H = 70 to 100% |  |  |  |
| 2 | Are your boxwood suppliers certified (Clean Plants or CNCP)?  L = all suppliers are certified M = some suppliers are certified H = none of the suppliers are certified |  |  |  |
| 3 | How much of your boxwood plant purchases are from U.S.A. or off shore suppliers that do not follow a CNCI approved certification program?[[1]](#footnote-1)  L = 0 to 30%, M = 30 to 70%, H = 70 to 100% |  |  |  |
| 4 | When receiving plants from outside sources, how often do you inspect for pests and document the inspection in writing?  L = all shipments are inspected and documented M = some of the shipments are inspected but there is no documentation H = shipments are not inspected on arrival |  |  |  |
| 5 | Considering “trace back” of products to suppliers and clients:  L = all plants can be traced to purchasers and suppliers via electronic or paper records  M = plants can be traced to purchaser but cannot be traced to supplier  H = the nursery does not have a documented trace back system |  |  |  |
| 6 | Does the nursery consistently implement all of the best management practices, as well as biosecurity and sanitation policies?  L = practices and policies are consistently followed year round  M = practices and policies are followed, but there is some exceptions during the busy shipping season  H = practices and policies are not always followed consistently |  |  |  |
| 7 | Does the nursery monitor for symptoms of Box Blight consistently every two weeks throughout the growing season?  L = monitoring is contently and thoroughly conducted every two weeks throughout the growing season  M = monitoring is conducted every two weeks, but not as thoroughly when the nursery is really busy  H = monitoring is conducted every two weeks, but not all of the boxwood is included for each monitoring session |  |  |  |

### Template: List of Boxwood Suppliers

A Phase 1 *C. buxicola* certified nursery can use this Template to prepare a list of plant suppliers, or modify as required to prepare a form tailored to nursery procedures.

A certified nursery does not have to use this Template or prepare a new form. It is acceptable for this program to document suppliers with copies of packing slips, invoices or an electronic system on computer.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *C. buxicola*  Certified? | Boxwood Supplier Name | Location Address | Phone | Contact Name | Sizes | Quantities | Origin of Cuttings/ BMP’s followed? |
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| Part BManagement Responsibilities | **Phase 1 C. buxicola Nursery Certification Standard References:**  Sections: 2.0, 5.4.1 |
| **Manual Attachments applicable to Part B:**  B.1 List of Phase 1 Certification trained staff positions  B.2 Training records (this attachment is not required if records are available electronically in the nursery record keeping system) |
| **Completion check list:**   * List of staff positions that will be trained for various tasks within the Phase 1 *C. buxicola* Nursery Certification program * Statement of Management Commitment completed * Staff training records that relate to the Phase 1 *C. buxicola* Nursery Certification program or a description of the method to access this information | |

### Staff Positions and Training Records

Prepare a list of staff positions that are responsible for specific tasks within the Phase 1 *C. buxicola* Nursery Certification Program. This is a not a list of specific employee names, but rather a list of positions at the nursery that can be filled by different employees that have received Phase 1 *C. buxicola* Certification training for specific tasks.

The list the staff positions that would perform the following Phase 1 *C. buxicola* Certification related tasks must include:

* Certification and Crop Protection Managers and alternates
* Internal Auditor
* Incoming plant inspections and records
* Shipping inspections and records
* Planting and maintenance of Boxwood plants (disease transmission)
* Pest monitoring and pest records
* Sampling and testing of symptomatic plants
* Pest control actions

Attach the list of staff positions as Manual Attachment B.1.

Fill out the ‘Statement of Management Commitment’ on the following pages.

### Statement of Management Commitment

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print title at the nursery) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print legal name of nursery) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

endorse and accept this *Phase 1 Nursery Manual*.

I will ensure that the individuals named below, responsible for implementing this *Phase 1 C. buxicola Nursery Certification* program:

* are properly trained to complete their assigned duties and tasks,
* properly complete their assigned duties and tasks outlined in this Nursery Manual, and
* are given full staff cooperation in completing their assigned duties and tasks.

I will ensure that all corrections and updates to this Phase 1 Nursery Manual are properly maintained and that all non-conformities within this certification system are corrected in a manner and timeframe acceptable to the *Canadian Nursery Certification Institute*.

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| --- | --- | --- | --- |
| **Date** | **Name** | **Title** | **Signature** |
|  |  |  |  |

### Statement of Staff Commitment

Witness the following statement by filling in the table below.

***I understand and accept the responsibilities that have been delegated to me as outlined in this Phase 1 Nursery Manual.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Name** | **Clean Plants position** | **Signature** |
|  |  | Certification Manager |  |
|  |  | Crop Protection Manager |  |
|  |  | Internal auditor |  |
|  |  | Alternate to Certification Manager |  |
|  |  | Alternate to Crop Protection Manager |  |

### Staff Training Records

Records must be kept when training specific employees for tasks related to the Phase 1 *C. buxicola* Certification program.

Attach a print copy of the training form as Manual Attachment B.2. This form can also be maintained electronically within your record keeping system.

If the nursery does not currently have a form to track training records, it can modify the Template found on the following page.

### Template: Training Records

A certified nursery does not have to use this Template or prepare a new form. It is acceptable for this program to document using another method that better fits the procedures used at the nursery.

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| **Date of Training** | **Employee Name** | **Phase 1 *C. buxicola* Certification** **Responsibility** | **Description of Training Taken** |
|  |  | Certification Manager |  |
|  |  | Crop Protection Manager |  |
|  |  | Internal Auditor |  |
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Note that confidential personnel files should be kept separate from this form.

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| Part CPlant Identity and Certification Status | **Phase 1 C. buxicola Nursery Certification Standard References:**  Sections 4.0, 4.1, 4.2, 5.5 |
| **Manual Attachments applicable to Part C:**  C.1 Traceability records or methods (examples) |
| **Completion check list:**   * Description of nursery systems that will allow trace-backward and trace-forward of boxwood plant movement from supplier or in-house propagation to customer | |

### Propagation Origin Identity

1. Describe how propagation origin (supplier or in-house) of the production blocks of boxwood plants are identified and maintained at the nursery level. Include the following factors:
2. Maintenance of the origin identity of each block of boxwood plants depends on the nursery’s level of risk of *C. buxicola* introduction.
3. The thoroughness of the identity system outlined below should match the level of risk stated in the Risk Assessment Questionnaire.
4. The identity methods can include inventory labels, stakes with plant names, flag colour system, coloured tape system, coloured paint system, computer inventory, etc.

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Attach examples in Manual Attachment C1.  
Use pictures or photocopies of the labels, stakes, flags, etc.

### Plant Traceability

A certified nursery should be able to trace production of Boxwood plants, regardless of source, through the nursery’s production system back to the plant supplier or the time of in-house propagation.

On this and the next page provide a complete explanation that illustrates and documents:

* How boxwood plants in production can be traced to propagation or the supplier
* How plant movement is tracked within the nursery[[2]](#footnote-2)
* How the plants can be traced to the customer or final destination.

The timeframe to complete a thorough trace back and trace forward search can be a few hours to a few days. However, the faster that the tracking can be done with accuracy, the faster the source of the Box Blight infection can be found and controlled. Documentation methods (accounts receivable, accounts payable, propagation records, movement records, cull (through away) records) normally used at the nursery can be applied to the trace forward and trace back requirements of this program. Extra forms and procedures should not be required.

1) Trace back to propagation or to the plant supplier (including plant movement within the nursery)

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2) Trace forward to the customer or the final destination (including repotting or discarding). The last growing location must be recorded on shipping documentation.

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Attach examples of records and methods in Manual Attachment C.1.

Include examples of propagation records, potting records, methods of tracking inventory, methods of documenting sales, etc. used to trace inventory at the nursery.

If the nursery does not currently have forms for propagation records, it can modify the Template found at the end of this section.

### Template: Propagation Records

A Phase 1 *C. buxicola* certified nursery can use this Template to record source and  
movement of boxwood during in-house propagation,  
or modify as required to prepare a form tailored to nursery procedures.

A certified nursery does not have to use this Template or prepare a new form.  
It is acceptable for this program to retain the forms and records currently in place at the nursery.

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| Date | Plant Name | Location of Stock Plants | Number of cuttings | Initials |
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| Part DReceiving Plants Inspection | **Phase 1 *C. buxicola* Certification Standard Reference:**  Sections: 4.1, 5.1, 5.1.1, 5.1.2, 5.1.3, 5.14, 5.2.1, 5.2.2, 5.2.3, 5.2.4 |
| **Manual Attachments applicable to Part D:**  D.1 Plant receiving documentation examples  D.2 Incoming plant inspection record examples  D.3 Isolation area record examples |
| **Completion check list:**   * + Description of the plant inspections for *C. buxicola* symptoms performed at receiving * Method of recording the plant inspection and results * Record keeping description for the received plants * Method of handling symptomatic Boxwood plants at receiving * Procedure for isolating uncertified Boxwood plants from other sources * Record keeping description for uncertified plants placed in the isolation area | |

**NOTE:**

Phase 1 Nursery Manual Section D does not apply to a nursery that propagates all boxwood stock on-site and does not receive the following materials from off-nursery sources:

* plant parts for propagation (cuttings), or
* rooted plants for growing-on or for resale.

### Inspection of Incoming Plants from Canadian or international certified CNCI-approved sources

1) Describe the inspection process for all incoming **certified** boxwood plants (plants for growing on and plants for resale) before they are moved the production area.

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2) How will the incoming plant inspection be recorded to confirm ‘Boxwood plants were received free from symptoms of Box Blight’?

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### Purchasing Options

Use this section if the nursery has determined that it is at a very high risk for introducing or spreading *C. buxicola* on boxwood plants.

1) **Optional**: Describe the procedure for placement of all boxwood plants received at the nursery into the isolation area for one growing season or 120 days.

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2) **Optional**: Describe the record keeping procedures used to identify each block of boxwood in the isolation area (supplier name, date of arrival, date of removal for sale or inclusion in the production areas).

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3) **Optional**: Describe the policy outlining the level of BMP’s followed by the receiving nursery’s boxwood suppliers.

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### Boxwood Plants Received from uncertified sources

1) Describe the inspection process for all incoming **uncertified** Boxwood plants before they are moved to an isolation area buffered[[3]](#footnote-3) from the production area. Plants will remain in isolation for one growing season (120 days) with no fungicide sprays applied and regular monitoring for symptoms of Box Blight.

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2) How will this inspection be recorded that confirms ‘uncertified Boxwood plants were received free from symptoms of Box Blight’?

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3) Describe how the time period required for Phase 1 Certification (one full growing season or 120 days) is tracked for received non-certified Boxwood plants placed in the isolation area.

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Monitoring, maintenance, and sampling, testing protocols, and sanitation requirements for the isolation area are described in Part H.

A template to track uncertified boxwood blocks during the isolation period is available at the end of Part D.

### Boxwood Plant Returns

All certified or uncertified boxwood plants shall **not** be returned to the nursery.

### Receiving certified or uncertified Boxwood Plants with *C. buxicola* Symptoms

1) Describe the process that the nursery staff will take if boxwood plants are received with *C. buxicola-*like symptoms.

Check each process that applies:

* Refusal of the shipment and return to supplier
* Movement a restricted area for sampling and testing
* Immediate destruction using the nursery’s biosecurity and sanitation policies[[4]](#footnote-4)
* Other, explain

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Attach examples of documentation for incoming plants as Manual Attachment D.1.

Include examples of typical documentation such as bill of lading, shipping slip or invoice, as well as documentation examples for the segregation area.

Many nurseries note the plant inspection results with an inscription on the shipping documentation. The examples provided in D.1 should show the method used by the nursery.

If the receiving inspection is recorded on a form other than the standard shipping documents received with the plants, attach an example as Manual Attachment D.2.

Attach isolation area record examples as Manual Attachment D.3. If the nursery does not currently have forms for this task, the Template found at the end of this section can be modified for this purpose.

### Template: Incoming Plants Inspection Record

A Phase 1 *C. buxicola* certified nursery can use this Template to record incoming plant inspections, or modify as required to prepare a form tailored to nursery procedures.

A certified nursery does not have to use this Template or prepare a new form.  
It is acceptable for this program to record inspection results on documents accompanying plants on arrival.

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| --- | --- |
| Date: |  |
| Supplier Name |  |
| Location/ address |  |
| Certification Status | **Check one:**   * Phase 1 or other certification designation * Uncertified |
| Inspection Results | **Check one:**   * Symptom-free * Symptoms observed |
| **Symptom-free** Follow up Action | **Check one:**   * Movement to production * Movement to isolation |
| **Symptoms observed** Follow up Action | **Check one:**   * Movement to a restricted area for sampling and testing * Returned to supplier * Destroyed, describe method below:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Inspector’s Name |  | Initials: |

A Phase 1 *C. buxicola* certified nursery can use this Template to record blocks of uncertified boxwood plants placed in the isolation area. The nursery does not have to use this form or a new form prepared. Other methods of recording keeping already in use at the nursery can be used.

### Template: Record for Uncertified Boxwood Plants Placed in an Isolation Area

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Block #  Location | Species/Cultivar Name | Pot Size | # of Plants | Date placed in isolation | Sample/ File #  Flag # | Symptoms observed? | Sampling and Testing Dates | Testing Results |
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| Part EShipping Inspection | **Phase 1 *C. buxicola* Certification Standard Reference:**  Sections 4.3, 5.5.1, 5.5.2 |
| **Manual Attachments applicable to Part E:**  E.1 Shipping Documentation examples  E.2 Shipping Inspection Record examples |
| **Completion check list:**   * Description of the plants inspections for *C. buxicola* symptoms performed at shipping * Method of recording the shipping inspection * Method of stating the certification status of plants on shipping documents * Method of separating inspected plants and non-inspected plants in the shipping area * Method for maintaining separation of received boxwood plants and boxwood plant prepared for shipping in the loading area * Method of handling and recording boxwood plants found with symptoms of Box Blight in the shipping area | |

### Inspection at Shipping

1) Describe the procedure for inspecting plants for *C. buxicola* symptoms at the time of shipping.

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2) Describe how this inspection and the last growing location will be recorded on the shipping documentation.

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3) Describe how the certification status of the shipped boxwood plants will be stated on the shipping documentation.

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Attach examples of shipping documentation as Manual Attachment E.1.

This documentation can be a copy of the picking slip, delivery slip, invoice, etc. Highlight where the inspection record is made.

If the shipping inspection is recorded on a form other than the standard shipping documents used at your nursery, attach an example as Manual Attachment E.2.

4) Describe how, at shipping, inspected plants will be kept separate from plants that have not been inspected.

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5) Describe how received boxwood plants will be kept separated from boxwood plants prepared and inspected for shipping. Note that separation distance should be two (2) metres canopy to canopy.

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6a) Describe how boxwood prepared for shipping, but not shipped because of order cancellation, will be returned to the production areas while preventing any indirect or direct contact with uncertified boxwood plants held in the shipping area.

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6b) How will certified boxwood plants be moved from the shipping area to production area because of an order cancellation be recorded?

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Debris from delivery trucks will be handled as outlined in Part H.

### Boxwood Plants with Symptoms at Shipping

1) Describe how Boxwood plants with symptoms will be handled at shipping.

Note: Boxwood plants with symptoms must be placed in a restricted area from other Boxwood plants, sampled and tested prior to shipping to verify that the disease symptoms are not the result of a Box Blight infection.

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2) Describe the record keeping procedure used for boxwood plants with Box Blight symptoms found at the shipping stage.

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| Part HPest Management in Production | **Phase 1 C. buxicola Nursery Certification Standard References:**  Sections: 4.4, 5.3, 5.4, 5.4.1, 6.0, 6.1, 6.2 |
| **Manual Attachments applicable to Part H:**  H.1 Pest Log example page (access to log on site)  H.2 Fungicide application records example page if not included in the Pest Log  H.3 Records for sampling and testing symptomatic plants (examples) and culled (destroyed) plants  H.4 Optional: Visitors Records, example of form used to track visitors |
| **Completion check list:**   * Description of pest monitoring procedure at the nursery * Examples of pest scouting / monitoring documentation as well as fungicide application records * Method of creating a restricted area for boxwood when symptoms of Box Blight are detected on plants in the production areas * Methods of sampling and testing symptomatic boxwood plants * Method of disposal of infected boxwood plants * Examples of sampling and testing records and cull records for boxwood plants * Description of Best Management Practices (BMP’s) * Description of biosecurity and sanitation policies * Description of the visitor policy * Example of visitors records (optional) if required by the visitor policy | |

### IPM Policy

1) Describe the pest monitoring procedure at the nursery.

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2) If applicable, describe the following components of the pest monitoring program.

1. Frequency of inspections during the growing season (minimum every 2 weeks is required)

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1. Methods of inspection (including tools and random approach)

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1. Number of plants inspected per block

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3) Describe the procedure and frequency of monitoring permanent plantings of boxwood plants on or closely surrounding the nursery for symptoms of Box Blight.

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### Pest Management Records

1) Describe the documentation used for scouting and monitoring for *C. buxicola* symptoms, as well as follow-up pest management actions and where the pest log (monitoring records) and spray records are stored.

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Attach an example of the pest monitoring log and other related documentation as Manual Attachment H.1.

If the nursery does not currently have forms for this task, it can modify the Template found at the end of Part H.

Attach an example of the fungicide application log as Manual Attachment H.2 if not included in H.1.

### Boxwood Plants with Box Blight*-*like Symptoms

1) Describe the nursery’s procedure when detecting Box Blight-like symptoms in Boxwood plants in the production areas. This procedure requires the creation of a restricted area. Sanitation and biosecurity procedures shall be followed. Note that sampling and testing to confirm the diagnosis is highly recommended.

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2) Who will make the decision to create a restricted area for symptomatic plants within production to separate them from non-symptomatic plants?

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3) How will the sampling and testing of symptomatic plants take place? (Describe record keeping below.)

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4) Describe the method of disposal of infected plants after confirmation of C. buxicola infections has been made.

* + Deep burial: to a depth of one (1) metre covered by soil
  + Incineration to ash
  + Disposal off-site in land fill by removal of plants and debris using bagging or large bins.
  + Other, explain below

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5) Describe the radius of boxwood plant destruction surrounding the original location of the Box Blight infected plants. (A two (2) meter radius around each infected plants is required.)

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### Records of Sampling and Testing and Plant Disposal

1) Describe the documentation used to record boxwood plants that have been sampled and tested.

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2) Describe the documentation used to record boxwood plants that have been destroyed either on or offsite to reduce potential spread of *C. buxicola* infection.

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Attach an example of sampling and testing records and cull records for both symptomatic and confirmed infected boxwood plants as Manual Attachment H.3.

### Best Management Practices

1) Describe each of the recommended best management practices that are regularly performed at the nursery. The level of BMP implementation should reflect the level of risk of introducing and spreading *C. buxicola* as indicated in the Risk Assessment Questionnaire (Part A).

**a) Manage movement of staff, equipment and plants to minimize potential spore movement**

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**b) Minimize overhead irrigation and maintain adequate spacing between plants (spacing depends on the species) to promote air circulation, thus reduce prolonged wetness.**

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**c) Avoid working in beds during rainy periods or right after irrigation, or work in beds at the end of the day with subsequent sanitation of clothing and tools before the beginning of work the following day.**

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**d) Separating blocks of boxwood plants to minimize the change of cross-infection (a two (2) meter plant free or host free buffer is strongly recommended)**

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### Biosecurity and Sanitation Policies

1) Describe each biosecurity practice that is regularly employed at the nursery to reduce the potential for C. buxicola spore transfer.

**a) Describe how the nursery will minimize the movement of boxwood plants on the nursery (to prevent movement of latent infection).**

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**b) Sanitize footwear, tool, and equipment on a regular basis. For example, sanitize after every block of ‘*x’* number of plants, or every block, or under certain conditions to minimize potential spore transmittal.**

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**c) Sanitizing polyhouses and growing production beds that house boxwood plants when plants are moved for transplanting, overwintering or shipping.**

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**d) Collect all plant debris from all sources, including debris in delivery trucks, production beds, shipping and receiving areas, and isolation areas. Dispose of by bagging and dumping offsite, or burning/burying on-site.**

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Check all those that apply:

* Bagged and disposed of offsite
* Burned to ash
* Buried to a depth of 1 metre (3 feet) onsite
* Other, describe below:

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Debris should not be composted.

2) Describe other biosecurity procedures followed at the nursery in addition to those previously described.

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### Visitor Policy

1) Describe the visitor movement policy at the nursery. Spores are transmitted on plant debris. Debris can be transported by people, equipment, and tools.

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2) If a visitor log is part of the visitor policy, where and how is the nursery visitor log maintained?

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If used, attach an example of the visitor’s log at Manual Attachment H.4.

### Template: Pest Log and Follow-up Action

A Phase 1 *C. buxicola* certified nursery can use this Template to document pest management activities, or modify as required to prepare a form tailored to nursery procedures.

A certified nursery does not have to use this Template or prepare a new form.  
It is acceptable for this program to retain the forms and records currently in place at the nursery.

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| --- | --- | --- | --- | --- |
| Date of Inspection | Location | Plant(s) | Pest found | Inspector initials |
|  |  |  |  |  |
| Date of Application | Control method | Product used | Product rate | Applicator name |
|  |  |  |  |  |
| Date of Follow up |  |  | Follow up inspection | Inspector initials |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Inspection | Location | Plant(s) | Pest found | Inspector initials |
|  |  |  |  |  |
| Date of Application | Control method | Product used | Product rate | Applicator name |
|  |  |  |  |  |
| Date of Follow up |  |  | Follow up inspection | Inspector initials |
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| Part J.Internal Audits | **Phase 1 C. buxicola Nursery Certification Standard References:**  Sections 7.1 |
| **Manual Attachments Applicable to Part J:**  J.1 Internal Audit Reports  **Related Form**  Appendix 9 Checklist for Internal Audits |
| **Completion check list**:   * Description of the internal audit process and method to be used * An outline of approximate dates for the two mandatory annual internal audits * An outline of the method of communication to be used by the Internal Auditor * Description of the method used to verify implementation of corrective actions | |

### Internal Audit

1) Provide a brief description of the internal audit process.

The internal audit will verify which procedures are being accurately carried out and identify areas where they are not. It will also identify where the Phase 1 Nursery Manual needs to be updated or changed to reflect the current status.

All Parts of the Phase 1 Nursery Manual do not have to be reviewed at each audit. The Internal Auditor may choose which sections of the Phase 1 Nursery Manual to review as long as all of the Parts are reviewed over a one year period.

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2) Outline approximate dates, or range of dates, for the required internal audits.

A minimum of two (2) internal audits must be conducted every year. Other audits can be conducted when deemed necessary, for example ahead of an External Audit.

|  |  |  |
| --- | --- | --- |
| **Type of internal audit** | **Focus of audit** | **Approximate dates** |
| Required:  **Growing season** | Phase 1 Nursery Manual Parts A, B, C, D, H, I |  |
| Required:  **Shipping season** | Phase 1 Nursery Manual Part E and I |  |
| Other if applicable  (describe) |  |  |
| Other if applicable  (describe) |  |  |

3) Describe the method to be used for the Internal Audit.

The audit can take many forms. Here are examples:

1. Using the Phase 1 *C. buxicola* External Audit checklist (found in Appendix 8)
2. Using staff interviews and observation of work activities
3. Examining documents and records required by the Phase 1 *C. buxicola* program
4. Examining the procedures described in the Phase 1 Nursery Manual
5. Confirming the nursery is able to carry out its Pest Management program.

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4) How will the Internal Auditor communicate the findings and, if required, the Corrective Action Request? Who at the nursery should receive these reports?

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5) How will the Internal Auditor verify that the corrective actions have been implemented?

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Attach the completed Internal Audits reports as they are completed (dated) as Manual Attachment J.1.

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| Part KExternal Audits | **Phase 1 C. buxicola Nursery Certification Standard References:**  Section 7.2 |
| **Manual Attachments applicable to Part K:**  None  **Forms Required:**  Appendix 9 External Audit checklist  Appendix 10 Corrective Action Request |
| **Completion check list**:   * Detail the staff position responsible for scheduling the external audit * Detail the primary contact for the external auditor * A list of staff positions attending the external audit meetings * Detail the staff position responsible for implementation of the corrective actions within the specified timeline | |

### External Audits

1) Name the nursery staff position that will schedule the external audit.

Staff position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The external audit must occur once per year during the active growing season. The list of accredited auditors can be found on the website of CNCI at [www.cleanplants.ca](http://www.cleanplants.ca).

2) Name the nursery staff position that will be the key contact before the audit.

Staff position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At least one week prior to the scheduled audit, this person will provide the external auditor with a copy of the Phase 1 Nursery Manual and the most recent Internal Audit report.

The Certification Manager is usually the person in charge of this process. Ahead of the audit, the External Auditor will communicate to the Certification Manager the scope of the audit, which staff needs to be available for interview and the office space required.

3) List the nursery staff positions that should attend the opening or closing meetings.

|  |  |  |
| --- | --- | --- |
|  | **Attendance Required** | |
| **Staff Position** | **Opening Meeting** | **Closing Meeting** |
| Certification Manager | Must attend | Must attend |
| Crop Protection Manager | Must attend |  |
| Internal auditor |  |  |
| Other (describe) |  |  |
| Other (describe) |  |  |

4) Name the nursery staff position that will be the primary contact after the audit.

Staff position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This person will be responsible for implementing corrections within a determined time line if requested by the External Auditor in a Corrective Action Request.  
This person will also be responsible for changes to the Phase 1 Nursery Manual following recommendations made by the External Auditor or as a result of non-compliance.

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| Part LUpdates to the Phase 1 *C. buxicola* Nursery Certification Nursery Manual | **Phase 1 C. buxicola Nursery Certification Standard References:**  Section 1.0 |
| **Manual Attachments applicable to Part L:**  None  Use the page at the back of the Phase 1 Nursery Manual titled ‘Corrections and Additions to the Nursery Manual’ |
| **Completion check list:**   * Description of the method to track changes to procedures and records outlined in the Phase 1 Nursery Manual * Description of how and when changes will be incorporated into the Phase 1 Nursery Manual * Method to assign version numbers and dates to revisions of the Phase 1 Nursery Manual | |

### Updates and Changes to the Phase 1 Nursery Manual

1) Describe how the nursery will keep track of proposed changes to procedures and forms outlined in this Phase 1 Nursery Manual until the changes are incorporated into an updated version of the Phase 1 Nursery Manual.

A blank page attached to the end of the Phase 1 Nursery Manual can be used as a record keeping form. An example is provided at the end of this document.

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2) Describe when and how these proposed changes will be incorporated into an updated version of the Phase 1 Nursery Manual.

The Certification Manager is responsible for updates to the Phase 1 Nursery Manual but can delegate the actual writing work to another person.

Changes must be incorporated into an updated version of the Phase 1 Nursery Manual one month ahead of an external audit. Substantive changes that relate to critical nursery practices, procedures or location of growing facilities should be reported to the CNCI.

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3) Outline the method to date and number each version of the Phase 1 Nursery Manual.

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### Template: Changes to the Phase 1 Nursery Manual

Use this page (or modify as needed) to keep track of proposed changes  
to the Phase 1 Nursery Manual until the changes are incorporated into an updated version

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Part and page** | **Description of proposed changes  (correction, addition, etc.)** | **Initials** |
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1. Phytosanitary Certificates accompanying the US or any foreign supplied orders are simply an end point inspection by qualified inspectors. The ‘Phyto’ does not indicate the level of BMP’s or any other system approaches used or in place at the supplying US or off shore nursery. Nurseries should investigate practices at the supplier’s nursery to further determine risk. [↑](#footnote-ref-1)
2. If the all boxwood plants are propagated within the nursery, records of propagation and the last growing location of the plants before shipping are sufficient. If the nursery receives all propagated boxwood from uncertified suppliers, a detailed trace of each block from receiving to shipping may be required. [↑](#footnote-ref-2)
3. The isolation area requires a barrier at least 0.5 meters (50 cm) higher than the highest plant adjacent, and/or a two (2) metre (canopy to canopy) host-free buffer. An isolation area shall be separate from the shipping areas with a two (2) meter host free buffer. This area must be indicated on the nursery map(s). [↑](#footnote-ref-3)
4. The biosecurity and sanitation policies are outlined in Part H. [↑](#footnote-ref-4)