



California Hatchery Premises Enhanced Biosecurity Plan Template



Premises Name:

Company Name:

California Hatchery Premises Site-Specific Enhanced Biosecurity Plan

Hatchery Program Certification:

By completing and submitting this plan, this premises' biosecurity meets the standards for the California Secure Food Supply Program. Further, I/we recognize that if the biosecurity measure described in this plan are not implemented, the premises may no longer be compliant with the SFS program. Further, if the measures are not implemented as described, the premises may jeopardize their eligibility to receive Product Movement Permits if there is a quarantine in place.

Responsible Agency: CDFA Animal Health Branch

Approval Date:

Amendment Date:

Approved By:

Version Number:

X

Biosecurity Manager

X

Owner

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Introduction

CALIFORNIA HATCHERY PREMISES ENHANCED BIOSECURITY PLAN TEMPLATE

Definition: The California Hatchery Premises Enhanced Biosecurity Plan Template is intended to assist the Biosecurity Manager in developing a premises-specific biosecurity plan that addresses the biosecurity requirements of the California Secure Food Supply (SFS) program.

Why Biosecurity is important: Proper and adequate biosecurity measures are necessary for the prevention of disease spread during daily practices and during an outbreak of a Foreign Animal Disease (FAD) or Notifiable Animal Disease (NAD) as well as to mitigate foodborne illness. The main principles of biosecurity including establishing clean and dirty areas, controlling movements between areas, controlling stray animals and pests, proper cleaning and disinfection, and monitoring for animal health and disease are the same for daily biosecurity as well as during an outbreak. However, during an outbreak of an infectious disease because the consequences of disease spread is higher, the biosecurity requirements must be more rigorous than routine daily biosecurity practices.

During an FAD/NAD outbreak, a premises in a Control Area must have an approved, activated, and verified site-specific Enhanced Biosecurity Plan to receive a Product Movement Permit (PMP) for animals or animal products. Additionally, a premises that wants to move animals or animal products into an established Control Area must also have an approved, activated, and verified site-specific Enhanced Biosecurity Plan.

Plan Approval Process: The Biosecurity Manager or Coordinator of a premises can use this template to develop an Enhanced Biosecurity Plan that meets the biosecurity requirements of the California SFS program. Website links to the California Secure Food Supply Program requirements can be found in the Resources section of this template. Once submitted, the plan will be reviewed, returned for edits as needed, or approved by program-specific staff. Refer to the Resources section of this template for how to submit your plan for approval.

During an outbreak of an FAD/NAD, the enhanced biosecurity measures will need to be activated and verified as active by regulatory staff or their designees. Once the approved plan is verified as active, the premises will be eligible for PMPs. CDFA can audit an activated plan at any time during an outbreak.

Premises that obtain pre-approval of their Enhanced Biosecurity Plan will be able to resume business much more quickly than premises without a pre-approved plan in the event of an outbreak of an infectious disease (FAD or NAD).



California Secure Food Supply Resources

California Secure Food Supply (SFS) Website: Resources for the California Secure Food Supply can be found on the CDFA Secure Food Supply website:

<https://www.cdfa.ca.gov/ahfss/SecureFoodSupply.html>

These resources include:

- “Biosecurity Plan Supplemental Form”- a document that contains logs and additional forms for information requested within the template.
- “CA SFS Plan Map Development Video Tutorial”- a short video demonstrating how to use the map tool to create your premises maps.
- An editable word document, “CA SFS Plan Map Development Tool”, can be emailed to you upon request to assist in creating your premises maps by emailing SFSpermits@cdfa.ca.gov.
- “CDFA Overview Presentation”- a 1-hour webinar on the CA SFS program.

Training Material and Training (when available) can be inquired about by emailing

SFSpermits@cdfa.ca.gov .

FOR MORE INFORMATION OR TO SUBMIT YOUR PLAN FOR THE SFS PROGRAM:

Contact your local CDFA Animal Health Branch District office or contact the SFS email.

Headquarters in Sacramento- (916) 900-5002

Redding District- (530) 225- 2140

Modesto District- (209) 491- 9350

Tulare District- (559) 685- 3500

Ontario District – (909) 947- 5932

Sick Bird Hotline/California Avian Health Educational Network – (866) 922-2473

SFSpermits@cdfa.ca.gov



Instructions

Instructions for the Biosecurity Manager: Use of this template will speed up the approval process and ensure all required information is included within the plan. The Biosecurity Manager or Coordinator should develop the plan by providing all requested information and ensure the information is premises specific. Labeled premises maps, standard operating procedures (SOP), and Logs must be included within the document, by using the Biosecurity Plan Supplements document (found on the CDFA Secure Food Supply website) or as an appendix.

NOTES ON USING THE FORMATTED TEMPLATE:

- Each section of the template includes a description of the topic and/or definitions for terms within the topic, a list of specific requirements, and guided questions to be completed by the Biosecurity Manager or Biosecurity Coordinator.
- All sections and questions must be completed.
- If a section does not apply to the premises (e.g., not all premises share personnel), write “Not Applicable” and explain why.
- Questions that ask for a description should be detailed with step-by-step instructions on how the task will be completed.
- Information and SOPs can be typed directly into the box or copied and pasted from another pre-written document.
- If the provided text box does not provide sufficient space to include all the requested information, add-on pages can be found within the “Biosecurity Plan Supplemental Document” found on the CDFA Secure Food Supply website, within the California Resources section. For each question on the supplemental form, include the Premises Name, National Premises Identification Number (NPIN), and question number.
- Logs can be submitted as a separate document in either Microsoft Word or Adobe PDF format. The Logs need to be properly labeled to identify the section requirement as well as include the premises name and NPIN.
- An example plan, logs, and SOPs can be found in the CDFA Resources section on <https://www.cdfa.ca.gov/ahfss/SecureFoodSupply.html>.

Before you begin, you will need to have a National Premises Identification Number (NPIN).

An NPIN is a unique number for each premises that is based upon the 911 physical address. This number is used for disease monitoring and the issuance of movement permits during an outbreak. Contact your CDFA District office for assistance with getting an NPIN.



A. General Premises Description

Premises are required to have a **National Premises Identification Number (NPIN)** for permitting, sampling, and surveillance in the event of a foreign animal disease (FAD)/notifiable animal disease (NAD) outbreak.

Premises Property Line is defined as the legal property boundary. This may or may not be fenced. The premises property line will form the outer edge of the premises/property.

An Access Point is any point where access is controlled. Access points can be used for crossing into or out of the premises property line or a Line of Separation (LOS).

NPIN:

Premises GPS Coordinates:

Premises address:

1. Operation Description

A-1.1. Hatchery Type:

A-1.2. Organic Designation: Yes ☐ No ☐

A-1.3. Species:

A-1.4. Number of chicks:

A-1.5. Number of Hatching Eggs:

2. Location:

A-2.1. Provide a general description of the geographic location (municipality, surrounding public roads and neighboring properties). Specify what is located to the North, South, East, and West.



3. Premises Property Line

The premises property line is the legal outermost property boundary. For some premises, the premise property line serves as the outer boundary of the Perimeter Buffer Area (PBA). The premises property line should be identifiable by using an address marker, signs, fencing or geographic markers.

A-3.1. Describe the premises property line. Make sure to include the type of fencing, gates, natural barriers, or geographic markers used to identify and distinguish the premises from neighboring properties. Include all vehicle/pedestrian Access Points used to access the premises. Label the premises property line on the map in Section 3.

A-3.2. List and describe any other business located on the property, such as but not limited to a rented space, or sale of chick/poults. If none, write N/A.



4. Premises Connections and Contacts

A-4.1. List all premises with a direct connection to this premises and all premises owned by the same company. This list should include premises supplying hatching eggs, farms receiving chicks from this premises.

Premises Name	Premises Type	NPIN	Address	Primary Contact's Phone Number

Note: If more spaces are needed use the "Shipments Form" found in the Biosecurity Plan Supplement document on the CDFA SFS website in the Resources Section.



A-4.2. Please complete the following table with all requested information on Service Providers:

Type of Service	Provider Name	Provider Phone	Provider Address
Trash Hauler			
Landfill			
Pest Control			
Renderer			
Other:			
Other:			
Other:			

5. Premises Disinfectants

A-5.1. Please complete the following table with all requested information on disinfectants used on the premises:

Purpose of Disinfectant	Disinfectant Name (first choice)	Disinfectant Name (back up choice)
Foot Bath		
Vehicle C&D		
Equipment C&D		



B. Biosecurity Requirements

1. Biosecurity Responsibility

*The **designated Biosecurity Manager** is an individual who has been assigned to develop and implement enhanced biosecurity procedures for the premises. For corporations with multiple hatchery premises, a Biosecurity Coordinator can be designated at the company level and designees assigned at the farm level. Designation of a Biosecurity Manager or Coordinator and an alternate designee who are knowledgeable and practiced in enhanced biosecurity principles and procedures ensures the premises has an appointee responsible for the implementation of biosecurity practices, training of personnel, and someone to serve as the contact for outside agencies.*

General Requirements:

- The Biosecurity Manager or Coordinator is responsible for developing and implementing the site-specific Enhanced Biosecurity Plan as well as evaluating and revising the premises Enhanced Biosecurity Plan at least once during each calendar year and whenever there are changes in the premises that may affect the compliance with the plan. Revised plans will need to be reviewed and approved by the program regulatory agency if significant changes are made at that time, or at time of audit, or at the time of activation.
- The Biosecurity Manager or Coordinator is responsible for maintaining records of the enhanced biosecurity reviews and trainings.
- The Biosecurity Manager or Coordinator must be trained in the principles of biosecurity. Additionally, the Biosecurity Manager and/or Coordinator must complete refresher training.
- The Biosecurity Manager must complete and maintain records of their continuing education biosecurity training.

In the event of an animal disease outbreak, the Biosecurity Manager, Coordinator, or Designee will:

- Review the Enhanced Biosecurity Plan to ensure accuracy with current operations.
- Activate and manage the site-specific enhanced biosecurity requirements of this plan during an FAD/NAD outbreak.
- Inform individuals entering the premises of the biosecurity protocols they are to follow in a language they understand.
- Implement corrective actions to the site-specific Enhanced Biosecurity Plan and procedures as required by regulatory officials, the Incident Management Team (IMT), or their designee.



B-1.1 List the names and contact information for the Biosecurity Manager, the Designee, and the Biosecurity Coordinator if appropriate to the premises biosecurity management.

	Biosecurity Manager	Biosecurity Manager Designee	Biosecurity Coordinator (optional)
Name			
Phone			
Email			

B-1.2 Describe the Biosecurity Manager's, Coordinator's and/or Designee's relevant training and experience:



2. Training & Training Log

A Biosecurity Training Log is a record keeping tool used to document employee training. Successful completion of training results in employees who understand biosecurity principles and can effectively maintain adherence to the premises approved SOP's. The training log becomes a permanent record in the Biosecurity Training Log book and is incorporated into the Premises Enhanced Biosecurity Plan.

General Requirements:

- All training must include training materials covering both site-specific procedures as well as company and or complex/wide procedures if applicable.
- All owners and personnel entering the Perimeter Buffer Area (PBA) must complete training on all sections of the Enhanced Biosecurity Plan.
- Training for the entire Enhanced Biosecurity Plan must be completed at least annually.
- New employees must have the training for the on the Enhanced Biosecurity Plan completed upon hire.
- Training logs must at a minimum include title of training, date of training, names and signatures of trainer and all trainees.

The Biosecurity Manager, Coordinator, or Designee will:

- Inform all visitors entering the premises of the biosecurity protocols they are to follow in a language they understand.
- Document all training in the Biosecurity Training Log.

B-2.1 Describe how the above training requirements will be met for EMPLOYEES:



B-2.2 Describe how the above training requirements will be met for VISITORS:



3. Line of Separation

***Line of separation (LOS)** is a physical demarcation of a functional zone with a distinguishable perimeter. The LOS separates the business-critical areas from areas unrelated to hatchery operations on that site and/or adjoining properties. Inside the LOS is considered the cleanest location on the premises and should be protected from the areas outside the LOS, which are considered dirty. During activation of the Biosecurity Plan, the LOS will need to be visibly marked with proper signage and consist of a physical barrier to prevent access except through designated access points. The LOS should be illustrated on the premises maps.*

LOS Requirements:

- The site-specific Enhanced Biosecurity Plan should describe and illustrate on a map the boundaries of the LOS and clearly outline the enhanced biosecurity procedures to be followed when employees, visitors, suppliers, or equipment cross the LOS.
- Each map should have its own legend with the information shown in the example legend. Some additional optional maps may be included to support the information provided in the plan.
- The Enhanced Biosecurity Plan should clearly outline all biosecurity procedures that employees, suppliers, visitors, vehicles, and equipment must follow when entering and leaving the LOS.
- All LOS must have a clearly marked and easily identifiable Access Point.
- All LOS Access Points that are not designated Access Points will be locked to prevent entry of vehicles and pedestrians.
- Access across the LOS should be restricted to essential personnel only.
- The LOS Access Points must contain footwear disinfection station, hand sanitization station, PPE Station, and visitor log.
- Accessing the LOS from the PBA requires at a minimum a change of PPE, including changing into LOS dedicated footwear (PBA footwear should be left outside the LOS), and use of hand sanitizer.
- LOS must have their own dedicated footwear and coveralls that employees change into. PBA PPE does not enter the LOS.
 - **NOTE:** Use of the LOS foot bath without changing footwear is not an acceptable mitigation step. Any employee or visitor WILL change into clean house dedicated footwear (Reusable or disposable), coveralls, and then utilize the foot bath and hand sanitizer prior to entering the LOS.
- Employees and visitors must be trained on and follow procedures for entering the LOS and for knowing who has access to the LOS when enhanced biosecurity is activated.
- Premises-specific employee movements that may present an increased disease risk should be identified and mitigated within the plan.

**Premises Maps (Examples):**

At a minimum, you will need to have at least three (3) maps of your premises:

- 1.** Birds Eye View
- 2.** Premises Structures
- 3.** Biosecurity Measures *

Please create and submit the maps as a separate document.

A map tutorial video showing step-by-step how to create the maps can be found in the CDFA resources section of the webpage: <https://www.cdfa.ca.gov/ahfss/SecureFoodSupply.html> . An *editable word document for map creation can be emailed to you if you contact* sfspermitting@cdfa.ca.gov .

**Image 1: Bird's Eye View**

This image provides the context to premises orientation including information about nearby premises and risk areas such as bodies of water, poultry premises, feed mills, etc. Include three parcels out from your premises, identify major crossroads, topography of the area, relevant premises, or potential risk areas.

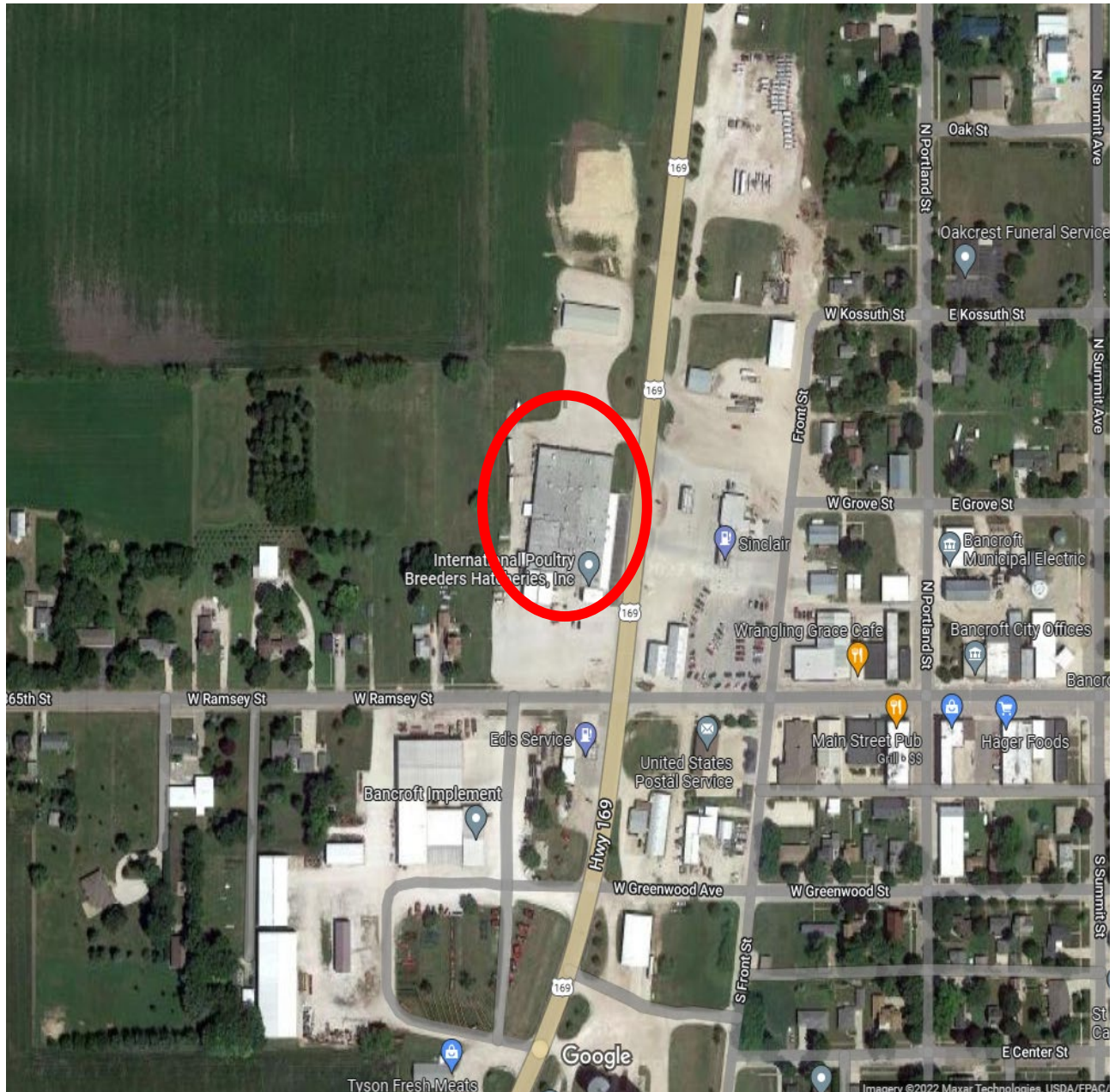
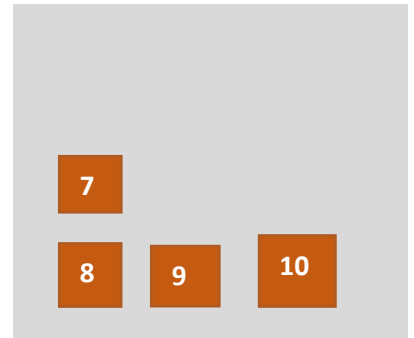




Image 2: Premises Structures

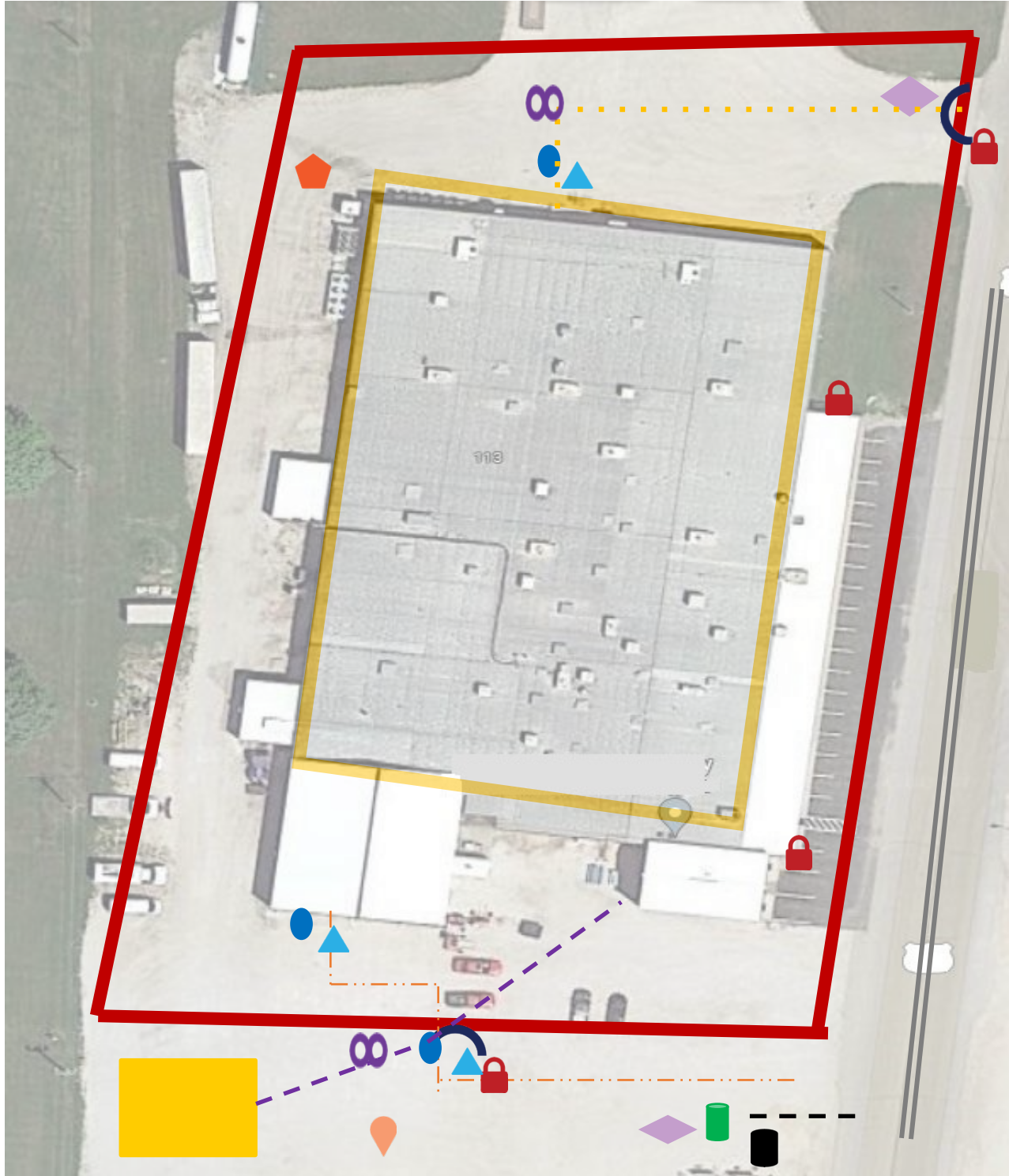
This image allows identification of all the structures on the premises.






















List of structures on the premises:

1	Storage	6	Outgoing Chicks
2	Office	7	[xxxxx]
3	Maintenance Shed	8	[xxxxx]
4	Maintenance Shed	9	[xxxxx]
5	Main Hatchery	10	[xxxxx]

This image illustrates the layout of premises and detailed information about the biosecurity measures. Please include the items listed in the legend to identify biosecurity measures and traffic flows on your premises.





	PBA Perimeter		Non-essential Pick-ups/Deliveries
	PBA Perimeter Access Points		Employee/Visitor Parking
	Line of Separation		Propane Tank
	Locked Gates or Doors		Compass
	Vehicle C&D stations		Public Road
	Full PPE Stations		Foot Traffic
	Hand Sanitizing		Hatching Egg Delivery Traffic
	Foot Bath Stations		Chick/Poult Pickup Traffic
	Garbage Barrel or Dumpster		Rendering Traffic
	Rendering Barrel		

Note: Use the icons that indicate your biosecurity and managements practices. Some icons may not apply to your operation.



B-3.1. Describe how the LOS are visibly indicated (physical barrier, signage) during Enhanced Biosecurity Plan activation:

B-3.2. Describe who can cross the LOS during Enhanced Biosecurity Plan Activation:



B-3.3. Provide the specific standard operating procedure (SOP) for PEOPLE crossing the LOS during Enhanced Biosecurity Plan activation (i.e., use of PPE, foot bath, hand sanitizer, etc.):

B-3.4. Provide the specific procedures (SOP) for EQUIPMENT crossing into the LOS during Enhanced Biosecurity Plan activation:



4. Perimeter Buffer Area

The Perimeter Buffer Area (PBA) is a functional zone with a distinguishable outer boundary that includes all biosecure areas of the premises. The PBA does not need to extend to the premise property line, and in most cases the PBA outer boundary is a smaller defensible area of the premises. The PBA is comprised of the essential buildings and high traffic areas involved in the daily function of the hatchery. The PBA outer boundary could be the premises property line or established to create a smaller more defensible area within the premises. The PBA is considered less clean than inside the LOS, but cleaner than the areas outside the PBA.

PBA Access Points are entry points for vehicles or pedestrians that are clearly marked and control authorized entry into and out of the PBA during activation of the Enhanced Biosecurity Plan.

Premises signage includes multilingual signs that are clearly visible to all personnel and visitors upon entrance and within the premises. The proper use of signage will help prevent the spread of disease by restricting movement of personnel and visitors onto the premises and by limiting access to biosecure areas within the PBA perimeter and the lines of separation (LOS).

PBA Requirements:

- The site-specific biosecurity plan should describe or illustrate the boundary perimeter of the PBA and clearly outline the procedures that employees, visitors, and suppliers must follow when entering and leaving the PBA.
- The perimeter of the PBA must consist of a physical barrier that restricts movement into and out of the PBA except through the PBA Access Point.
- The PBA outer boundary (could be the premises property line for some premises) and Access Points must be clearly labeled on premises maps.
- The PBA Access Point must contain a vehicle cleaning and disinfection (C&D) station, PPE station, trash bin for PPE disposal, footwear disinfection station, hand sanitization station, and visitor log.
- Employees and visitors must be trained on and follow procedures for entering and exiting the PBA and who has access to the PBA.
- PBA Access Points designated for personnel use only must have a PPE dispensary, a trash bin or trash bags for PPE disposal, a hand washing/sanitizing station, a footwear disinfection station, and visitor log.
- All PBA Access Points that are not active will be locked to prevent entry of vehicles and pedestrians.



B-4.1. Describe how the PBA perimeter is visibly marked (fence, snow barrier, natural barrier, etc.) to prohibit unauthorized entry during Enhanced Biosecurity Plan activation:

B-4.2. Describe the setup of ALL PBA Access Points (i.e., what is included in the Access Point such as C&D station, PPE dispensary, gates, etc.) during Enhanced Biosecurity Plan activation:



B-4.3. Provide procedures (SOP) for EMPLOYEES entering and leaving the PBA during Enhanced Biosecurity Plan activation:

B-4.4. Provide procedures (SOP) for VISITORS AND SUPPLIERS entering and leaving the PBA during Enhanced Biosecurity Plan Activation:

B-4.5. Provide the procedures (SOP) for SUPPLIES AND EQUIPMENT that enter and exit the PBA through the PBA Access Point during Enhanced Biosecurity Plan activation:



Signage Requirements:

- The premises must post signs at intervals around the entire property line and PBA outer boundary to restrict entry to authorized personnel.
- All premises Access Points (gates and personnel entrances) will have signage to restrict the movement onto the premises to authorized personnel.
- Within the PBA perimeter, separate buildings must have signage that designates the biosecurity requirements for entry into the building/area.
- Multilingual signage must be used when appropriate.

B-4.6. Indicate applicable signage used at the property line and PBA outer boundary:

- ☐ Biosecurity Area- No Unauthorized Entry
- ☐ No Trespassing
- ☐ All visitors- Call the Office prior to Entry
- ☐ Other: Please Specify:

B-4.7. Types of signage within the PBA during Enhanced Biosecurity Plan Activation:

- ☐ PPE requirements and location of PPE dispensaries.
- ☐ Vehicle & Equipment C&D requirements, instructions for activating/using the wash station
- ☐ Location of Foot Baths
- ☐ LOS Entrance Requirements
- ☐ Other: Please specify

B-4.8. Describe where multilingual signs will be used during Enhanced Biosecurity Plan activation:



5. Personnel

An **Employee** is anyone who works on the premises on a temporary or full-time basis including biosecurity and hatchery managers, hatchery workers, and premises owners and managers.

A **Shared Employee** is an employee who works at multiple premises.

A **Visitor** is anyone who is not an employee and includes, but is not limited to, haulers of essential items, service providers, repair personnel, veterinarians, and regulatory staff.

Personal protective equipment (PPE) is equipment worn to minimize exposure to a variety of hazards and to prevent the transfer of infectious agents between facilities, or from one area on the premises to another. PPE can be either disposable or reusable.

A **footwear disinfection station** is a designated area where footwear can be cleaned and disinfected. This is commonly referred to as a foot bath and can be either wet or dry.

Personal Protective Equipment

Upon the activation of the Enhanced Biosecurity Plan, our premises will use:

Reusable PPE ☐ Disposable PPE ☐ Both Types ☐

Reusable PPE Requirements during activation of Biosecurity Plan

- The Enhanced Biosecurity Plan must include procedures for the proper use of PPE for employees and visitors.
- PPE dispensaries and trash bins are located at each LOS and PBA access point.
- All reusable PPE is in good condition and free of holes, cracks, or other signs of excessive wear. Damaged items will be removed from circulation.
- All reusable PPE should remain on the premises. If reusable PPE must leave the site (e.g., for laundering) you must demonstrate all risks are mitigated.
- Reusable PPE and employee street clothing must always be kept separate. If dedicated street clothing is utilized as PPE, it must be marked and easily identified as premises-specific reusable PPE and treated as reusable PPE.
- C&D procedures are in place for all reusable PPE (SOP must be included).
- Reusable footwear will remain inside the PBA when not in use and undergo C&D after each use.
- PPE dispensaries must be stocked with at least 3 sets of coverall type of PPE per employee.



B-5.1. List the types of reusable PPE utilized during Enhanced Biosecurity Plan activation:

B-5.2. Who will utilize the reusable PPE during Enhanced Biosecurity Plan activation?



B-5.3. Provide the procedures (SOP) for when and/or after which job duties employees are required to change into clean reusable PPE during Enhanced Biosecurity Plan activation:

B-5.4. Does reusable PPE remain on the premises during Enhanced Biosecurity Plan activation? ~~es~~☐ No ☐ ~~NA~~ ☐

B-5.5. Provide the procedure (SOP) for laundering of reusable PPE during Enhanced Biosecurity Plan activation:



B-5.6. Provide the procedure (SOP) for the C&D of reusable footwear at the end of a shift during Enhanced Biosecurity Plan activation:

B-5.7. Provide the protocol (SOP) for checking the condition of reusable PPE during Enhanced Biosecurity Plan activation:

Disposable PPE Requirements during activation of Biosecurity Plan:

- The Enhanced Biosecurity Plan must include procedures for the proper use of PPE for employees and visitors.
- PPE Dispensaries are stocked with a minimum of 10 sets of disposable PPE for each disposable PPE type utilized by the premises.
- PPE dispensaries and disposal bins are located at each PBA and LOS Access Point.
- Used disposable PPE will be bagged and sealed prior to removal from the premises.
- All Visitors must be trained on the proper use of disposable PPE.



B-5.8. List the types of disposable PPE utilized during Enhanced Biosecurity Plan activation:

B-5.9. Describe or list who will utilize the disposable PPE during Enhanced Biosecurity Plan activation:



B-5.10. Provide the procedures (SOP) for when and after which job duties employees are required to change into fresh disposable PPE during Enhanced Biosecurity Plan activation:

B-5.11. Provide the protocol (SOP) for removing used PPE from the premises during Enhanced Biosecurity Plan activation:

B-5.12. Does your premises have a policy(s) prohibiting employees from exposure to poultry or other avian species (including prohibition of owning and keeping birds at their residence)?
Yes ☐ No ☐



B-5.13. Provide the procedures (SOP) for ONSITE DEDICATED PERSONNEL/EMPLOYEES entering the PBA who have had contact with poultry or avian species during Enhance Biosecurity Plan activation:

B-5.14. Describe the procedures (SOP) for VISITORS entering the PBA who have had contact with poultry or avian species during Enhanced Biosecurity Plan activation:

**Hand washing and sanitizing stations requirements during activation of Enhanced Biosecurity Plan:**

- Every PPE dispensary located at an LOS and PBA Access Point require a hand sanitization station.

B-5.15. Provide the procedure (SOP) for the checking and restocking of the hand sanitizer station during Enhanced Biosecurity Plan activation:**Footwear Disinfection Station Requirements:**

- All individuals who enter the PBA or LOS will ensure that visible contamination on their footwear, clothing, or exposed skin does not enter or exit the premises.
- All PBA Access Points and LOS Access Points will have a footwear disinfection station.
- Footwear disinfection station placement will ensure the station will not be bypassed.
- A maintenance log for the footwear disinfection stations must be kept.
- Disinfectant will be changed and checked for proper concentration per manufacturer instructions, or more frequently if it appears dirty.
- All employee training on the proper use and maintenance of footwear disinfection stations will be recorded in the Biosecurity Training Log.
- All visitors must be trained on the proper use of the footwear disinfection stations with the training noted in the visitor log.



B-5.16. Describe biosecurity requirements (e.g., condition of clothes, personal vehicle, general cleanliness) for employees arriving at work during Enhanced Biosecurity Plan activation:

B-5.17. Provide the procedure (SOP) for the set up and placement of footwear disinfection stations during Enhanced Biosecurity Plan activation:

B-5.18. Provide the procedures (SOPs) for footwear disinfection station maintenance during Enhanced Biosecurity Plan activation:



B-5.19. Describe the location of the footwear disinfection station maintenance log during Enhanced Biosecurity Plan activation:

Visitor Requirements:

- Visitors will always be accompanied by an employee and will have limited access to the premises. No unauthorized access will be allowed.
- Management will maintain a visitor log that is available for review.
- Management will maintain an animal/product movement log that verifies and records Product Movement Permit information and documents the number and origin of animals, products, or items.
- Visitors entering biosecure areas will use PPE, footbaths, and hand sanitizer as directed.
- All visitors who receive authorization to enter the PBA/LOS will have read the visitor biosecurity protocol and signed the Visitor Log, acknowledging their understanding and willingness to abide by these protocols.

B-5.20. Provide your procedures (SOP) for accepting and allowing visitors to enter the PBA/LOS during Enhanced Biosecurity Plan activation:



B-5.21. Are visitors accompanied by a premises employee during Enhanced Biosecurity Plan activation?

Yes ☐ No ☐

B-5.22. If “No”, explain how biosecurity is maintained by unaccompanied visitors during Enhanced Biosecurity Plan activation:

B-5.23. Describe the location of the visitor log and product movement log during Enhanced Biosecurity Plan activation:

**Hauler Biosecurity Requirements during activation of Enhanced Biosecurity Plan:**

- Haulers who enter the perimeter must follow all biosecurity protocols established for visitors to the premises.
- Haulers for both incoming and outgoing loads must possess a valid Product Movement Permit for the products they are transporting.
- Pick-ups and deliveries within a Control Area will be single premises only.

B-5.24. Provide the procedures (SOP) for all HAULERS ENTERING THE PBA during Enhanced Biosecurity Plan activation:**B-5.25. Provide the procedures (SOP) for all HAULERS WHILE THEY ARE INSIDE the PBA during Enhanced Biosecurity Plan activation:**



B-5.26. Provide the procedures (SOPs) for all HAULERS EXITING the PBA during Enhanced Biosecurity Plan activation:



6. Wild Birds, Rodents, and Insects

Pest Control is a key component of any premises' biosecurity plan. Pests are a known reservoir and vector of pathogenic and zoonotic diseases. Because pests are endemic to all environments, management must maintain a robust monitoring and exclusion program to keep pest populations suppressed.

The term **pest** (in the SFS Program) includes insects, rodents, wild birds, stray poultry, dogs, cats, and other animals not associated with premises business activities

Requirements:

- All federal and state regulations must be met and implemented unless otherwise directed by the IMT.
- All control measures for pests including mechanical traps, bait stations, and approved chemicals must be documented in a pest control plan.
- Monitoring activities must be documented in the premises' pest control log.

B-6.1. Provide the PROCEDURES (SOP) for the monitoring of rodents during Enhanced Biosecurity Plan activation:



B-6.2. Provide the PROCEDURES (SOP) for the control of rodents during Enhanced Biosecurity Plan activation:

B-6.3. Describe how monitoring and control measures for rodents are documented during Enhanced Biosecurity Plan activation:



7. Equipment and Vehicles

Reusable Equipment is equipment that leaves the LOS/PBA and must undergo cleaning and disinfection before it is returned for use.

Disposable Equipment is equipment that is meant for a single use and then disposed of as waste.

Shared Equipment and Supplies are supplies and equipment that are used at multiple premises such as vehicles, tools, machinery, racks, chick/poult boxes, and supplies. During enhanced biosecurity activation, the sharing of equipment and supplies will be prohibited unless granted an exemption. If granted an exemption, all premises sharing equipment and supplies could be treated as a single premises. If one of the premises is not in compliance with all enhanced biosecurity requirements, all premises sharing equipment and supplies will also be considered out of compliance.

Paperwork/Information Transfer refers to the sharing of documentation when haulers arrive on your premises. This may be done through forms and paper documents, or it may be done by means of electronic information transfer. Electronic information transfers should be practiced whenever possible. If hard-copy paperwork is still necessary, then a bio secure method of transfer should be implemented to avoid transfer of disease via the handling of physical forms and documents.

Essential Pick-ups and Deliveries are for items that are essential to the function of your premises (e.g., product movement). Tracking movement for essential pick-ups and deliveries allows for trace-back/trace-forward and containment of high-risk material.

Non-essential Pick-ups/Deliveries are items that do not require the hauler to cross into the PBA and can be dropped off in a designated location outside of the PBA. Limiting movement of items across the PBA avoids accidental transfer of disease-causing agents moving between facilities from carriers such as UPS, FedEx, and USPS.

Vehicle cleaning and disinfection (C&D) refers to the mandatory procedures that must be in place for ensuring that all traffic entering and exiting the PBA is thoroughly cleaned and disinfected.

Shared Wash (C&D) Stations are noncommercial wash stations that are used by multiple premises and may be implemented to minimize financial, or labor costs associated with vehicle disinfection. If a premises is in a Control Area and is sharing a C&D wash station with other premises, all premises participating in a shared wash station could be treated as single premises. If one of the premises is not in compliance with all biosecurity requirements, all premises sharing the wash station will also be considered out of compliance.

Haulers refers to all vehicles that deliver or pickup materials from your premises. These include, but are not limited to, hatching eggs, chicks/poults, trash pickup, and equipment deliveries.

Dedicated Personnel refers to personnel who are dedicated to performing the same job duties every day of their work schedule.

**Reusable Equipment Requirements:**

- Use of reusable equipment could be restricted. Premises receiving approval will be allowed the use of reusable equipment if the following conditions are met:
 - All reusable equipment must be able to be disinfected and not have any wood present.
 - All reusable equipment must be C&D prior to crossing the LOS.
 - All conditions of the product movement permit must be met.
- A chain of custody must be established to ensure all reusable equipment is returned to the premise of origin.

B-7.1. List all reusable equipment your premises will utilize during Enhanced Biosecurity Plan activation:**B-7.2. Provide the procedures (SOP) for the C&D of ALL REUSABLE EQUIPMENT leaving or returning to the LOS/PBA during Enhanced Biosecurity Plan activation:**



B-7.3. Provide the procedures (SOP) to maintain the chain of custody of all reusable equipment to ensure the equipment is returned to the premises of origin during Enhanced Biosecurity Plan activation.

Disposable Equipment Requirements:

- Use of disposable fiber packing materials for the transport of eggs and chicks is preferred.
- Deliveries of disposable equipment must take place in accordance with approved enhanced biosecurity protocols.
- Disposable equipment must be stored in a clean location and may not be shared with any other premises.
- Once disposable equipment contacts poultry or poultry products, it cannot be re-used or placed back into inventory.
- Wood pallets are a disposable equipment and may not be reused during activation of the Enhanced Biosecurity Plan.

B-7.4. List all disposable equipment your premises will utilize during Enhanced Biosecurity Plan activation:



B-7.5. Describe how and where the disposable equipment will be STORED during Enhanced Biosecurity Plan activation:

B-7.6. Describe how the disposable equipment will be DISPOSED of during Enhanced Biosecurity Plan activation:

Essential Pickups and Delivery Requirements:

Upon the activation of the Biosecurity Plan, your premises will:

- Only allow essential pick-ups/deliveries through the LOS Access Point after thorough C&D.
- Clearly post signage indicating driver must contact Biosecurity Manager or Designee for approval of entrance.
- The Biosecurity Manager or Designee must:
 - Perform or observe C&D of the vehicle upon entrance and exit.
 - Instruct the hauler on hauler and visitor biosecurity protocols.



B-7.7. Provide your procedures (SOP) for essential deliveries and pickups during Enhanced Biosecurity Plan activation:

B-7.8. Does your premises have signage posted directing haulers to contact management upon arrival during Enhanced Biosecurity Plan activation?

Yes ☐ No ☐

B-7.9. If “No”, explain how haulers will alert management to their arrival at the premises during Enhanced Biosecurity Plan activation:

Upon activation of the Enhanced Biosecurity Plan, movement goals for essential pickups and deliveries must be adjusted to avoid transfer of disease among facilities. Please complete the following table.



B-7.10. List the ESSENTIAL DELIVERY ITEMS from highest priority to lowest priority below:

Priority Rank	Material (i.e., hatching eggs, reusable equipment/pallets, etc.)	Sender Name, Address, and Contact Information
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

B-7.11. List the ESSENTIAL PICK-UP ITEMS from highest priority to lowest priority below:

Priority Rank	Material (i.e., chicks/poults, etc.)	Recipient name, address, and contact information
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Non-Essential Delivery Requirements:**

- Designate a non-essential pick-up and delivery area that is located outside of the PBA.
- Clearly post signage designating the location for non-essential pick-up and delivery.
- Clearly post signage indicating driver must contact Biosecurity Manager or Designee upon delivery with appropriate phone numbers.
- All deliveries to the non-essential delivery area should be C&D before being moved into the PBA when applicable.

B-7.12. Does the non-essential delivery area have signage to direct haulers to the correct location during Enhanced Biosecurity Plan activation:

Yes ☐ No ☐

B-7.13. If “No”, explain how haulers will know where to take the non-essential items during Enhanced Biosecurity Plan activation:

B-7.14. Provide the procedure (SOP) for the C&D of the non-essential delivery items before they are moved into the LOS during Enhanced Biosecurity Plan activation:

**Vehicle and Equipment C&D Requirements:**

Upon the activation of the Enhanced Biosecurity Plan, your premises will:

- Ensure that all vehicles and equipment entering and leaving the PBA will go through cleaning and disinfection (C&D) to include cargo exterior and interior, wheel wells, undercarriage, and tires.
- Vehicles with obvious contamination will be denied entry.
- Ensure that hatchery management and/or the Biosecurity Manager or Designee verifies that adequate C&D has been performed by premises personnel, appropriate PPE and PPE changes have been utilized, and all log in procedures have been followed prior to allowing access onto the premises.

B-7.15. Provide the procedure (SOP) for the cleaning and disinfection of VEHICLES crossing the PBA during Enhanced Biosecurity Plan activation:

B-7.16. Provide the procedure (SOP) for cleaning and disinfection of EQUIPMENT crossing the LOS during Enhanced Biosecurity Plan activation:



B-717. What is the type of vehicle C&D station located at the PBA Access Point during Enhanced Biosecurity Plan activation?

Manual ☐ Automated ☐ Shared Offsite ☐

B-7.18. Provide the procedure (SOP) for the SETUP of all vehicle C&D Stations during Enhanced Biosecurity Plan activation:

B-7.19. Describe all vehicle C&D WASH PAD SURFACE types used during Enhanced BiosecurityPlan activation:



B-7.20. List all EQUIPMENT kept and maintained at the vehicle C&D station during Enhanced Biosecurity Plan activation. (PPE, brushes, hoses, buckets, power washer, proportioner valve, pump sprayer disinfectant):

B-7.21. Provide the procedure (SOP) for checking the concentration of the disinfectant used during Enhanced Biosecurity Plan activation.



B-7.22. Describe the location of the vehicle C&D maintenance log during Enhanced Biosecurity Plan activation:

B-7.23 Describe how WASTEWATER from the C&D station will be managed to ensure that water slopes away from hatchery buildings, storage areas, waterways, and non-hatchery traffic areas during Enhanced Biosecurity Plan activation:



B-7.24. Provide the procedure (SOP) for vehicle and equipment C&D crossing the PBA during Enhanced Biosecurity Plan activation:

B-7.25. Are there DEDICATED PERSONNEL for the vehicle C&D stations during Enhanced Biosecurity Activation? Yes ☐ No ☐

B-7.26. If there are not dedicated personnel, provide the procedure (SOP) detailing how personnel will move to/from the C&D station to within hatchery building without spreading contamination (*i.e.*, use and cleaning of PPE and cleaning and hygiene of personnel) during Enhanced Biosecurity Plan activation:

**Information Transfer Requirements:**

Upon the activation of the Enhanced Biosecurity Plan, your premises will:

- Use electronic transfer of information via email, camera images, etc. for the documentation of all movements whenever possible.
- Implement a biosecure method of transfer if hard-copy paperwork transfer is required.
- Retain all Biosecurity Plan related paperwork for a minimum of three years.

B-7.27. Provide the premises biosecurity procedures (SOP) for paperwork and information transfer during Enhanced Biosecurity Plan activation:



8. Mortality & High-Risk Material Disposal

Mortality are the dead animals. Disposing of mortality daily is important for biosecurity so as not to attract wild birds, rodents, insects, and other animals. Monitoring the mortality rate (number of dead animals in a given time period) is a critical part of flock health monitoring.

High Risk Materials refers to materials that present a risk for spreading disease agents such as dead animals, animal products, disposable equipment supplies, PPE, and waste materials. High risk materials require additional measures (e.g., bagging and tying) prior to disposal.

Waste Materials refers to materials that are low risk for disease spread including trash, packing supplies, etc. Waste materials are typically disposed of directly into a trash or garbage bin.

Requirements:

- Mortality should be collected daily, stored, and disposed of in a manner that does not attract wild birds, rodents, insects, and other animals, and minimizes the potential for cross-contamination from other facilities or between premises.
- Mortality disposal should be described in the Enhanced Biosecurity Plan.
- A disposal plan includes the details of how high-risk materials (e.g., dead chicks/poults, cull eggs; animal products, disposable equipment supplies, and PPE, and waste materials) will be disposed of and/or removed from your premises to prevent the spread of disease during an animal disease outbreak.
- In the event of an animal disease outbreak that requires activation of your Enhanced Biosecurity Plan, additional biosecurity measures for the disposal of high-risk materials may be required. The IMT may specify additional disposal requirements for high or at-risk premises.
- If disposing of dead chicks/poults via landfill, the dead chicks/poults will be required to be double bagged and disinfected prior to placing the waste in the dumpster.

B-8.1. Provide the procedures (SOP) for disposal of DEAD CHICKS/POULTS during Enhanced Biosecurity Plan activation:



B-8.2. Provide the biosecurity procedures (SOP) for disposal of animal products (cull eggs) and other biological waste during Enhanced Biosecurity Plan activation:

B-8.3. Provide the biosecurity procedures (SOP) for disposal of WASTE MATERIALS during Enhanced Biosecurity Plan activation:



B-8.4. Specify the number of days for each of the following:

- **Storage of high-risk materials (culled eggs and/or other biological**

days.

- **Storage of dead chicks/poults:** **days.**

B-8.5. Are employees trained on biosecurity procedures for disposal of high-risk materials?

Yes ☐ **No** ☐



C. Acronyms

C&D	Cleaning and Disinfection
Cal Prem ID	California Premises Identification Number
CDFA	California Department of Food and Agriculture
FAD	Foreign Animal Disease
HPAI	Highly Pathogenic Avian Influenza
IMT	Incident Management Team
LOS	Line of separation
NAD	Notifiable Animal Disease
NPIN	National Premises Identification Number
NPIP	National Poultry Improvement Plan
PBA	Perimeter Buffer Area
PMP	Product Movement Permit
PPE	Personal Protective Equipment
SFS	Secure Food Supply
SOP	Standard Operating Procedure
USDA	United States Department of Agriculture