



Final Report

National Harmonized Systems Approach to Nursery Certification (SANC) Project 2014/15

National Plant Board



**Farm Bill 2008 – Section 10201(d) Cooperative Agreement Program
Cooperative Agreement Award No. 14-8100-1723-CA
(9-30-2014 to 3-26-2016)**

June 1, 2016

**National Harmonized Systems Approach to Nursery
Certification (SANC) Cooperative Agreement**

**Executive Summary and
Background Information**

**Final Report
September 30, 2014 – February 26, 2016**

Executive Summary

The goals and expectations agreed upon in the SANC work plan were accomplished during this cooperative agreement period. The SANC Partners worked through existing committees, workgroups and the Systems Approach Program Partnership (SAP-P) to support and direct the SANC effort and, in particular, the SANC Pilot Project. The SANC Pilot Project, designed to provide deep insight into the benefits and challenges of implementing an operational SANC program, achieved significant accomplishments including completion of risk assessments at all eight pilot facilities, and progress at all facilities on pest management plans and facility manuals. Two pilot operations completed their facility manuals and are anticipating external audits. This collaborative effort included resources from AmericanHort and Society of American Florists, state departments of agriculture (SDAs) and the SANC project team. During this period, compliance agreement templates for Japanese beetle, imported fire ant, boxwood blight and hemlock wooly adelgid were approved and posted on the SANC website for use at the pilot facilities. Training for state pilot staff to support the Pilot Project was developed and delivered to assist with SANC facility manual review, audit procedures and SANC certification. Outreach efforts to support the Pilot Project included a tri-fold brochure and continuous updating of the SANC website at www.sanc.nationalplantboard.org to include current training information and documents. Additionally, the outreach team supported the SANC booths at the Cultivate-15 tradeshow in Columbus, OH; the FarWest trade show in Portland, OR; the Mid-Atlantic Nursery Trade Show in Baltimore, MD; and the Great Lakes Trade Expo in Lansing, MI.

The SANC Project developed and implemented reimbursement documents to allow for distribution of Farm Bill funds to pilot facilities and associated pilot SDAs. This included guidance documents, invoices and billing detail forms. An Evaluation Subcommittee was created to review the SANC program, with first emphasis on measuring the effectiveness of the Pilot Project and identifying gaps for future planning. For their first report, the subcommittee gathered background information and surveyed both the pilot facility managers and the state pilot regulatory staffs for input.

Training and outreach activities provided information and education to industry, state certification agencies and feedback to the SANC Program through regional and national plant board meetings, trade shows and state associations. The plant board meetings provided an opportunity to share a new SANC tri-fold brochure highlighting the Pilot Project and a USB drive with the new model laws and several SANC documents for use by the SDAs. Collaboration with the Horticultural Inspection Society (HIS) chapters extended the project's reach to nursery inspectors and nursery program managers to insure a common knowledge base and understanding about SANC. All four HIS chapters conducted multi-state inspection exercises or membership meetings with SANC presentations and Core Group representation to answer questions.

The SANC website was enhanced with new and updated documents. The Outreach subcommittee developed new education tools (e.g., tabletop displays, posters, banners and handouts) for use at nursery and greenhouse conferences and meetings. Many conference calls and meetings to communicate SANC messages and facilitate the Pilot Project were conducted through subcommittees, the steering committee, partnership group, SAP-P, plant boards, industry groups and the Core Group.

In December 2015, the Core Group began discussions with USDA staff representing the current revisions to the U.S.-Canadian Greenhouse Certification Program. The intent was to begin comparing the standards and requirements of the two certification programs and explore how parallel, but equivalent certification systems, might allow for safe and efficient interstate and international movement of greenhouse-grown material.

Progress on the Pilot Project was measured and deliberate in its pace. Increasing support from the nursery and greenhouse industry was evident through communications and activities. Specifically, firms that participated in the pilot effort were very optimistic and supportive of the benefits of this systems approach initiative. While the Pilot Project rolled out a little more slowly than anticipated due to industry seasonal workloads, the initial results were very encouraging. Much work remains to be done to facilitate a fully functioning SANC program, but the tools, partnerships and cooperative relationships are in place to achieve this ultimate goal.

Project Description

This cooperative agreement was signed in September 2014 by USDA-APHIS-PPQ and the National Plant Board (NPB) to further determine the feasibility of a voluntary, audit-based systems approach to nursery certification (SANC). In August 2015, an extension for this cooperative agreement was requested and granted for completion of work described in this agreement. This cooperative agreement final report reflects work accomplished from February 1, 2015 to March 26, 2016.

Background

The primary purpose of this agreement is to develop the building blocks necessary for an audit-based SANC program for the enhanced safe interstate movement of plant propagative stock, tree fruit and small fruit nursery stock, and finished plant material within the United States. Since FY 2010-11, the National Plant Board (NPB) has utilized Farm Bill funds to research and evaluate the possible implementation of a voluntary harmonized SANC Program.

The NPB is a founding member of the Systems Approach Program Partnership (SAP-P) that is comprised of representatives from USDA, the nursery and greenhouse industries, and state plant regulatory officials focused on furthering systems-based plant certification programs. The NPB continues to partner with USDA, nursery and greenhouse industry representatives, university Extension specialists and advisors, and

Horticultural Inspection Society (HIS) chapters to identify and communicate audit-based concepts, critical control points and best management practices to mitigate pests of regulatory significance.

Development of a SANC program would establish a harmonized framework to help minimize the introduction, establishment and spread of plant pests and diseases of regulatory significance when nursery stock is shipped interstate. It is envisioned that such an approach would be proactively positioned to address new or emerging pest and disease threats and thus minimize disruption in the marketplace as new and greater challenges are placed on existing regulatory programs and as new markets or new pests of regulatory concern emerge. The implementation of a nationally harmonized, audit-based systems approach to nursery certification would establish a framework for plant export certification consistent with NAPPO RSPM No. 24 - Integrated Pest Risk Management Measures for the Importation of Plants for Planting into NAPPO Member Countries, and IPSM No. 36 - Integrated Measures for Plants for Planting, adopted by the IPPC.

In the fall of 2014, the SANC Pilot Project was implemented in all four of the plant board regions. Two nurseries in each region were selected to participate in the Pilot Project, representing a variety of nursery and greenhouse operations in order to gather much needed information on the fit and applicability of SANC.

Milestones and Measures as identified in the work plan. The overall goal is to implement a fully operational SANC Pilot Project.

- **Pilot Project** – Continued implementation of the Pilot Project. Two facilities initiated pilot process activities in the fall of 2014 and six additional facilities were slated to come on line in the near future. These pilots represent a cross-section of nursery and greenhouse facilities in all four plant board regions. The following Pilot support tasks/priorities are associated with this rollout:
 - Development of Pilot training and educational documents for SDAs and nursery/greenhouse pilot participants.
 - Provide training to Pilot nurseries/greenhouses and respective SDA participants.
 - Development of a Pilot Program evaluation process.
 - Make Pilot Program implementation adjustments as needed.
 - Refinement of the Risk Assessment process for pilot nurseries/greenhouses.
 - Development and review of Pilot Nursery Facility SANC Manuals.
 - Approval of Facility SANC Manuals by state certification agencies.
 - Initiation of SANC-certified material shipments to destination states.
 - Coordinate timeline for the remaining six pilot nurseries/greenhouses and SDAs to initiate their respective programs. The first two pilot nurseries were initiated prior to this grant period.
 - Coordinate lessons learned and evaluation of the Pilot Project and the SANC program.

- **Monthly Conference Calls** between the Core Group, subcommittees and workgroups to support the Pilot Project and other SANC functions. These communication mechanisms to include industry, extension and USDA partners.
- **Face-to-Face Meetings and Conference Calls** including inspector training and workgroup workshops to support the Pilot Project.
- **Industry and USDA Conference Calls and Meetings** to discuss pilot facility preparation, Risk Assessment progress, Best Management Practices development, facility manual review and the audit process.
- **Development of Reimbursement Process** for participating pilot nurseries/greenhouse and associated departments of agriculture. ⑦
- **Complete Development of Compliance Agreement Templates** and standard operating procedures.
- **SANC Website Enhancement and Maintenance** to support the Pilot Project and SANC program with updated information, resources and training materials.
- **Horticulture Inspection Society Training Workshops** to promote the systems approach process and provide current information on SANC at interstate inspection exercises and annual meetings.
- **Communication and Educational Activities to Support the Pilot Project including** Horticulture Inspection Society activities, extension meetings, tradeshow, workgroup workshops, conference calls, development of outreach materials and face-to-face meetings.
- **Quarantine and Nursery Certification Guideline Revision** for enforcement uniformity in order to facilitate implementation of SANC program. Effort includes, workshops, conference calls and meetings.
- **Regional Plant Board Presentations** to educate state plant regulatory officials and promote harmonization in order to support the Pilot Project and SANC program through annual meetings and periodic conference calls.
- **Annual Plant Board Presentations** to update the membership, gather input, and seek endorsement of Pilot Project activities, which includes panel discussions, display materials and face-to-face meetings.
- **Administrative Activities** including meeting and conference call coordination, annual and quarterly report development and Pilot Project implementation support.
- **A Final Report** summarizing progress in the development of SANC will be provided to USDA APHIS PPQ.

**National Harmonized Systems Approach to Nursery
Certification (SANC)**

Cooperative Agreement

Priorities and Accomplishments

Final Report
September 30, 2014 – February 26, 2016

FY 2014-15 Priorities identified by SANC Leadership – The Core Group and subcommittee chairs, now known as the Steering Committee, identified the following as significant priorities to be addressed in FY 2014-15 as noted in the work plan:

- Development and initial rollout of a SANC Pilot Project.
- Review and revision of the NPB Plant Quarantine, Nursery Inspection and Certification Guidelines.
- Expand collaboration with Industry, USDA and Extension through SAP-P.
- Develop training materials and modules for regulatory staff and industry.
- Develop compliance agreement templates and standard operating procedures.
- Enhance communication products for regulatory partners, local associations and industry.
- Collaboratively develop and endorse SANC program standards.
- Develop, review and endorse risk assessment and BMP documents for use by the SANC project.
- Provide administrative support necessary to coordinate meetings and conference calls, develop quarterly and annual reports and assist with Pilot Program implementation.

Activities and Accomplishments

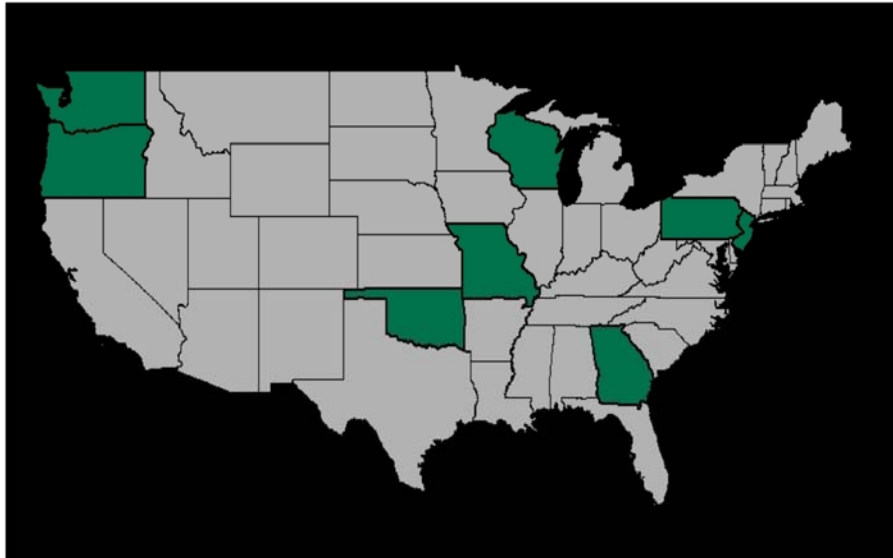
The agreement priorities identified in the FY2014-15 SANC work plan were completed. Much of the work accomplished during this agreement period is attributed to the efforts of the SANC subcommittees (Pilot Project, Evaluation, Regulatory Agricultural Guidelines, Training, Outreach and Document Review and Forms Team) and two taskforces collaboratively populated by industry, state and federal officials and university representatives. A listing of the membership of these subcommittees can be found on the SANC website homepage at www.sanc.nationalplantboard.org. The accomplishments of these teams and subcommittees is best described under the headings of Pilot Project Implementation, Gathering Input and Building Partnerships, Harmonization, Training, Outreach, Evaluation and Communication Opportunities. Below are the accomplishments achieved through this cooperative agreement. This new national program, with many moving parts and stakeholders, has progressed slightly slower than anticipated and thus an extension to September 2016 was granted in August 2015 which allowed for completion of several activities initiated under this agreement. The work reported on was completed March 26, 2016. Note: SANC project accomplishments for the period 9-30-2014 to 1-31-2015 were related to activities begun in the previous cooperative agreement period and were included in the final report for Cooperative Agreement 13-8130-0317-CA.

Pilot Project Development and Implementation

In November 2012, the SANC Core Group created a Pilot Project subcommittee, chaired by Larry Nichols, SPRO of Virginia, to determine the necessary requirements, steps and

proposed timetable needed to launch a SANC Pilot Project. The Pilot Project subcommittee in collaboration with state SPROs, AmericanHort and Society of American Florists, continues to implement the Pilot Project at eight nurseries and greenhouses. The map below indicates the states in which the pilot nurseries and greenhouses are located. The facilities from each of the four plant board regions include the following:

Conard-Pyle	West Grove, PA
Lucas Greenhouses	Monroeville, NJ
McKay Nursery Company	Waterloo, WI
Forrest Keeling Nursery	Elsberry, MO
Greenleaf Nursery Company.	Park Hill, OK
Southeastern Growers, Inc.	Watkinsville, GA
Walla Walla Nursery Co.	Walla Walla, WA
Oregon Pride Nurseries, Inc.	McMinnville, OR



During this cooperative agreement period, the subcommittee registered the following accomplishments:

1. Risk assessment teams (Jerry Lee and Darrell Maddox -AmericanHort contractors, SDA staffs and representatives of the SANC Core Group), in coordination with the Pilot Project Subcommittee, completed the risk assessments at the remaining six pilot facilities. These risk assessments were conducted in 2015 at Walla Walla Nursery on April 15-16, Lucas Greenhouses on May 27-28, Oregon Pride on June 11-12, Greenleaf Nursery on August 25-26, Southeast Growers on September 9-10, and McKay Nursery on September 22-23.
2. By the end of this agreement period, all facilities were making good progress on completing their risk assessment documents, identifying best management practices to address areas of risk and were in varying stages of completing their

pest management plans. Additionally, Oregon Pride has completed the initial draft of its SANC facility manual. The Conard Pyle facility manual has been approved by the SPRO of Pennsylvania and the Pilot Project Subcommittee and is being implemented. **Attachment 1** summarizes the progress of each of the SANC pilot facilities.

3. The Pilot Project Subcommittee continued to work with the Outreach, Training, and DRAFT Subcommittees to assure the availability of the necessary training, information and education materials, and documents to facilitate the Pilot Project.
4. A workgroup including the industry consultants as well as Core Group representatives developed and reviewed a pest management plan/facility manual workbook to assist facility operators in the development of the facility manual.
5. The SANC Facility Manual Framework, which provides guidance for development and review of the facility manual, was approved and is posted in the administrative area of the SANC website (**Attachment 2**).
6. The Pilot Project Subcommittee communicated Pilot Project information to all SDA staff who are involved in the Pilot Project to keep them updated on current information gathered at each new risk assessment site. Conference calls were used to share lessons learned and to provide ongoing training to these staffs.
7. Draft reimbursement documents were developed including cover letters, guidance documents and invoice and detail billing templates to facilitate reimbursement of pilot facilities and SDAs. **Attachments 3 and 4** represent reimbursement guidance and detail billing templates.
8. In 2016, the Evaluation Subcommittee began collecting facility background and progress information from pilot facilities and associated state regulatory agencies to develop a consistent evaluation process, useful metrics and information to guide and adjust future Pilot Project and SANC program activities.
9. During the last three months of this cooperative agreement period the Pilot Project Subcommittee and Core Group began considering the potential need for a second phase to the Pilot Project to: address the recommendations of the Evaluation Subcommittee, investigate the systems approach needs of smaller operations, and look at SANC implementation efficiencies at nursery operations associated with three of the original eight nurseries (sister operations).

Gathering Input and Building Partnerships

A strong component of the SANC program has been a focus on building partnerships with industry and other agencies, and then utilizing those partnerships for assistance and input. Below are a few examples:

Regional and National Plant Board Presentations: SANC Core Group members provided an update to NPB members and federal officials on the progress of the SANC project and pilot implementation at the Eastern, Central and Southern regional plant board meetings in April and the Western plant board meeting in May 2015. The NPB annual meeting (August 2-6 in Sedona, AZ) provided a panel information sharing

session with input from industry, state officials and SANC project representatives on the Pilot Project and the SANC Program. A survey of the NPB members was conducted to gain current perspectives regarding endorsement of the SANC Program. Results indicate that states are generally familiar with the SANC initiative and embrace the concepts of a systems approach to nursery certification. Some still cite the need for more information and Pilot Project outcomes on which to base their endorsement decisions. Finally, the NPB and PPQ Executive Teams were provided SANC updates during face-to-face meetings and conference calls.

SANC Subcommittee Workshop: The SANC Subcommittee Workshop was held January 27-28, 2016 in Orlando Florida to identify 2016 goals and to complete activities critical to the continuation of the pilot program. Several SANC Subcommittees meet on January 26 to work on subcommittee projects. A copy of the agenda for this workshop is provided (**Attachment 5**). This workshop included USDA and industry representatives in both general sessions and subcommittee-specific meetings and resulted in review of pilot project activities including risk assessment, pest management plans, and facility manuals. The group also evaluated the need for a potential phase 2 of the Pilot Project and discussed education opportunities and evaluation needs. As in previous years, the Training Subcommittee provided training for state pilot inspectors as noted below under Training. A copy of the Subcommittee Goals developed for this meeting is provided (**Attachment 6**).

SANC Partnership Group Conference Calls: The SANC Partnership Group (previously known as the SANC Workgroup) which is composed of the SANC Core Group, subcommittee members, and representatives from USDA-PPQ, Industry and each of the Horticulture Inspection Society (HIS) chapters, held a quarterly conference call on April 25, August 17, and November 16, 2015. These calls provided an opportunity to share information and allow discussion on the progress of SANC and, in particular, the Pilot Project.

Inspector Subcommittee: To assist with communication between the SANC Core Group and the state pilot inspectors, an Inspector Subcommittee was created at the SANC Subcommittee Workshop. The chairs of this subcommittee will be a part of the SANC Steering Committee and will gather inspector input and identify training needs.

Systems Approach Program Partnership (SAP-P): SAP-P is a workgroup of nursery and greenhouse industry, USDA-PPQ, and NPB (SANC) members dedicated to improving communication, trust and partnership for the benefit of the SANC program. SAP-P representatives met by conference call on February 23, 2015 to exchange progress reports, review Pilot Project activities and timetables, discuss document needs and discuss agenda items for a face-to-face planning session scheduled for the spring in Nashville. On October 22, the SAP-P group met by conference call to discuss Pilot Project progress, communication protocols, evaluation of the Pilot Project and the potential for a phase 2 to the Pilot Project. The SAP-P team met face-to-face on January 28, 2016 in Orlando in conjunction with the SANC Subcommittee Workshop to discuss issues of mutual concern including a potential phase 2 for the Pilot Project, risk

assessment and transitioning of AmericanHort consultant activities to state staffs, review of the U.S.-Canada Greenhouse Certification Program (USCGCP), and SANC education for Industry. **Attachment 7** is a summary of this face-t to-face meeting. Additionally, Industry and PPQ representatives of SAP-P provided valuable reviews of documents that covered reimbursement, manual development framework and “Introduction to SANC” prior to distribution and website posting to ensure applicability and clarity.

SANC Planning Session: On June 20-21, 2015, the SANC Steering Committee hosted a planning session to look at the progress of the SANC program and Pilot Project and develop strategic plans for the next two years. This session included industry, association and pilot facility representatives, USDA APHIS PPQ and state agencies discussing such issues as training, outreach, document development, evaluation needs, facility risk assessment progress, SWOT analysis and potential Pilot Project phase 2 needs. A summary of this planning session is represented as **Attachment 8**.

SANC/US-Canadian Greenhouse Certification Program - In December 2015, the SANC Core Group began discussions with USDA staff regarding the current revisions to the U.S.-Canadian Greenhouse Certification program with the intent to compare the standards and requirements of the two programs and explore how parallel, but equivalent certification systems, might allow for safe and efficient interstate and international movement of greenhouse grown material. The SANC Core Group provided comments regarding the U.S.-Canadian GCP Technical Requirements documents. SANC leaders and USDA staff have agreed to create an Interagency Work Group to compare programs, identify potential needs to create a seamless certification system, and discern training needs.

Industry Input: The SANC subcommittees meetings, workshops and planning sessions have provided an opportunity for industry participation and input. As the Pilot Project has proceeded with risk assessment and construction of SANC facility manuals, facility managers and staff have provided critical information and suggestions regarding needed documents and process changes.

Harmonization

Eliminating inconsistencies between state nursery certification programs is a major goal of the SANC program. Below are a few examples of achievements during this agreement period:

Plant Quarantine, Nursery Inspection, and Certification Guidelines: Some states may need to revise their legislation in order to implement a systems approach for certification of nursery stock. The Regulatory Agricultural Guidelines Subcommittee (RAGS) continues to support this need. The RAGS finished revisions of the NPB Plant Quarantine, Nursery Inspection, and Certification Guidelines document on March 30, 2015 and the NPB Board of Directors approved the document on April 26, 2015. This

document along with the NPB Model Laws have been posted on the NPB website for general utilization.

Horticulture Inspection Society (HIS) Multi-state Inspection Exercises: The SANC project continues to support the activities of the Horticulture Inspection Society (HIS) chapters through small, directed contributions of grant funding and project staff support. Multi-state inspection exercises were conducted by the Central, Southern, and Eastern chapters in IN, FL and PA respectively, during this agreement period. These exercises provided an opportunity to extend the SANC message to field inspectors and gather input and reaction from this critical group. Each of these exercises began with an opening session to review SANC criteria and progress, and closed with plenary sessions to discuss how SANC principles are adoptable and challenging.

Compliance Agreement Templates: To promote consistency, the SANC Document Review and Forms Team (DRAFT) developed a compliance agreement template. Compliance agreement examples are posted on the SANC website under Tools for States for Japanese beetle, boxwood blight, hemlock woolly adelgid and imported fire ant.

Nursery Shipping Certificate: To promote uniformity in the use of certification documents from state to state, the DRAFT Subcommittee developed and the Core Group approved an official SANC nursery shipping certificate for interstate and intrastate use. This certificate can be accessed on the SANC website under Tools for States.

Reimbursement Documents: The SANC Core Group developed a set of reimbursement guidelines, invoice templates and detail billing templates, and a draft memorandum of understanding for use by pilot facilities and participating pilot states as they seek reimbursement for expenses incurred for the Pilot Project.

Document Review and Development by the DRAFT Subcommittee: To insure that SANC documents posted on the project website are current, the DRAFT Subcommittee has agreed to review critical documents on a regular basis. Documents currently under review include the “Step-by-Step”, “Glossary of Terms” and “Status Log” documents. Additionally, the DRAFT subcommittee has completed a new “Introduction to the Systems Approach to Nursery Certification Program” document for nurseries and greenhouses that are interested in participating in SANC. See **Attachment 9**

Training

Development and implementation of a new state program, which seeks to enhance a certification process that has been in place for nearly 100 years, demands a significant training and educational effort. Below are a few training efforts developed during this period:

Training for Pilot Project Regulatory Staff: The Training Subcommittee developed materials for state pilot staff to facilitate review of SANC facility manuals and conduct

external audits. This training was conducted at the SANC Workshop face-to-face session in January of 2016 and was coordinated with the SANC Pilot Subcommittee to meet current specific pilot training needs. For a copy of the agenda for this training see **Attachment 10**.

Horticulture Inspection Society: As indicated above, the HIS chapter multi-state inspection exercises provided an excellent opportunity to harmonize inspection techniques, discuss SANC concepts, and gather input from nursery operators and inspectors. In addition, each of the HIS chapters (Eastern, Southern, Western and Central) also hosted annual membership meetings during this agreement period and provided their members with updates on the SANC program and the Pilot Project as well as opportunities for question and answer sessions. The following link is an example of a SANC presentation given at the Central HIS by an inspector with the Missouri Department of Agriculture:

<https://www.youtube.com/watch?v=vmJq6QTB0vk&list=PLThnrUnLTPAQ642CZU-OFbLQr00SyJd2&index=6>

AmericanHort SANC Webinar Mini-Series: AmericanHort, who has partnered with USDA, NPB and other industry members since the inception of SANC, is planning to host a mini-series to explain the workings of the program to growers, state associations and other interested parties. The five-part series will be conducted by industry members with participation by SANC representatives and will begin in late March 2016. The announcement of this mini-series is shown in **Attachment 11**.

Training Modules: The SANC Training Subcommittee organized training for SDA staff and state plant health directors in conjunction with HIS annual meetings, and regional and NPB meetings as noted previously in this document. In addition, the Training Subcommittee continues to meet by conference calls to determine training needs to support the SANC project and develop on-line training modules for both regulatory and industry personnel and to provide a complete understanding of systems approach concepts and expectations. Working collaboratively with USDA PPQ Professional Development Center, the Training Subcommittee developed a timeline to meet training needs in coordination with the SANC Pilot Project.

Audit Training: Many NPB members and their staffs participated in an Understanding Audit Training program provided by staff of the USDA PPQ Professional Development Center on July 21-22 in Kent, WA; August 5-6 in Raleigh, NC; and September 2-3 in Fort Collins, CO. This training provided an introduction and understanding of audit-based concepts and implementation.

Outreach

Communicating and tailoring the SANC message continues to be a critical function for the Pilot Project. The Outreach Subcommittee and the Core Group developed several products during this agreement period:

SANC Website Updates: The SANC website continues to be updated with current information such as the reimbursement tools, compliance agreement templates, “Introduction to SANC” document, and SANC educational materials. The website provides easy access to SANC information and systems approach background material to better serve the industry and regulatory staffs. This website can be found at www.sanc.nationalplantboard.org

Regional and National Plant Board and HIS Meeting Support: The Outreach Subcommittee developed power-point presentation materials for the plant board meetings and the HIS chapter multi-state exercises and membership meetings noted previously in this document.

Support Information: The Outreach Subcommittee developed SANC educational materials for local trade shows, conferences and the annual NPB meeting including a tri-fold brochure highlighting the Pilot Project, pilot poster, one-page handout, floor and tabletop banners, business cards, table runners, and USB drives with SANC documents pre-loaded for SDA staffs.

Document Status Log: The Outreach Subcommittee maintains a document status log on the SANC website that provides current information on the development and update status of new and revised SANC documents including who is responsible for updating, anticipated completion times and the intended audience for the document. This log is maintained in the administration section of the website which provides access to all NPB members. See **Attachment 12**.

SANC News: SANC News articles featuring the 2015 SANC Workshop, SANC involvement at industry tradeshow, and the upcoming SANC webinar mini-series were produced by the Outreach subcommittee to keep NPB members and industry updated on current activities. These SANC News articles are located on the SANC website home page.

Trade Show Collaboration: During this agreement period, the SANC initiative collaborated with SDAs and the National Ornamental Research Site at Dominican University of California (NORSUC) to display SANC outreach material and communicate with the nursery industry regarding SANC opportunities and the progress of the SANC project. Four major nursery tradeshow were a part of this collaboration: Cultivate 15 held in Columbus, OH in July 2015; the FarWest trade show in Portland, Oregon in August 2015; the Mid-Atlantic Nursery Trade Show in Baltimore January 2016; and the Great Lakes Trade Expo in Lansing, MI in January 2016. In addition, SANC materials and communications with growers were a part of numerous state and local tradeshow. To assist in this effort, the SANC Outreach Subcommittee developed a series of freestanding and tabletop banners, table runners, and other trade show-specific materials. Photo from Cultivate 15 Show below:



California Oak Mortality Task Force (COMTF): Through a collaborative partnership with the COMTF, the SANC initiative was able to extend its important message through this organization's newsletter. In March and September 2015 and February 2016, COMTF included updates of the SANC program. **Attachment 13** is reflective of our newsletter contributions.

Evaluation

Based on discussion at the SANC Workshop in Orlando in January 2015, the SANC Core Group proceeded with development of an evaluation process for the SANC program and its various components. An Evaluation Subcommittee was created with representation from SDAs, industry and USDA. The subcommittee gathered program background information, reviewed evaluation priorities and set goals and timelines. The subcommittee met in Harrisburg, PA on December 14-16, 2015 to review accomplishments and to develop questionnaires to gain insight into the effectiveness of the Pilot Project. The management of each of the pilot facilities and the associated pilot SPROs completed the questionnaires to elicit program feedback and other metric data. A copy of the facility questionnaire is shown in **Attachment 14**. A future report summarizing the findings will be utilized to make adjustments to the current Pilot

Project and future efforts. Evaluation efforts will also look at other key aspects of the SANC program such as training and outreach activities.

Communications Opportunities

Communication is an essential activity for the SANC initiative. The Core Group continued to coordinate and communicate SANC activities through steering committee, partnership group, and subcommittee conference calls, meetings and industry interactions. Below is a listing of the conference calls and meetings conducted during this quarter of the agreement period. NPB President Joe Collins participated in the National Association of State Departments of Agriculture (NASDA) meetings in Lincoln, NE and Washington, DC, sharing information about the SANC program and the Pilot Project. The Core Group and SAP-P collaboratively planned and conducted the SANC panel discussion at the NPB meeting in August in Sedona, AZ. Core Group members attended plant board and HIS chapter meetings to share information and gather input on systems approach activities. Work with the HIS chapters extended SANC and audit-based discussions to state inspection staffs and industry. The SANC project collaborated with NORSDUC and SDAs to present SANC materials at several tradeshows around the U.S. Finally, the SANC project supplied information to regional and national groups such as the Nature Conservancy through representation on the Continental Forest Dialogue steering committee and involvement in Dialogue activities, and the California Oak Mortality Task Force by providing newsletter updates regarding SANC.

The SANC leadership supported communication of the SANC program with educational materials for local associations and trade shows and by participating in related clean plant events. Finally, the Outreach subcommittee redesigned and continued to provide new and updated documents to the SANC-specific website which allows direct access to systems approach information and links to related information for state and federal personnel as well as industry. The website remains a primary tool for SANC outreach, education and training activities.

Summary of SANC Communication Activities: February 1, 2015 – February 26, 2016

SANC Core Group Conference Calls: February 20; March 2, 27; April 24, 29; May 15, 29; June 10, 22; July 27; August 13 (2 calls), 20, 24, 28, 31; September 14, 25, 28; October 1, 14, 26; November 24; December 7, 2015; January 11; Feb. 1, 9; March 18, 2016 (5 or 6 persons per call)

Steering Committee Conference Calls: Feb. 11; Mar. 9; April 20; May 20; June 29; July 24; August 20; September 16; October 14; Nov 12; December 9, 2015; January 5, 28; Feb. 25; Mar. 24, 2016 (16 to 18 persons per call)

SANC Core Group/Subcommittee Chair Conference Calls: February 11; March 9; April 20 & 24; August 13; September 12, 28; Dec. 3, 2015; Feb 22, 2016 (12 to 14 persons per call)

SANC Subcommittee Conference Calls:

DRAFT Subcommittee: February 6 – 6 participants
Pilot Subcommittee: April 21 – 8 participants
DRAFT Subcommittee: May 4 – 6 participants
Pilot Subcommittee: June 5 – 14 participants
Training Subcommittee: September 16 - 6 participants
Draft Subcommittee: Dec. 3 – 6 participants
Training Subcommittee: December 4 – 6 participants
Training Subcommittee: January 6, 2016 – 8 participants
Evaluation Subcommittee: March 25 – 8 participants

Evaluation Subcommittee Face-to-Face: December 14-16, Harrisburg, PA– 8 Participants

SANC Partnership Group Conference Calls: April 21; August 17; Nov. 16
35 participants per call

SANC Leadership Team Planning Meeting: May 20-21 Nashville, TN
Total Participants 24

SANC Subcommittee Workshop: January 25-29, 2016, Orlando, FL **Participants 55**

Planning and Administrative Issues Team Conference Calls: Mar 30; Apr. 24 & 29; Jun. 22; Aug 13, 24; Sept. 14, 25, 30; Oct. 1, 9; Nov 5; Dec 8, 18, 2015; Feb. 12; Mar. 3, 18, 23, 2016
4 persons per call

Systems Approach Program Partnership (SAP-P) Conference Calls: Feb. 23; Oct. 22
Face-to-Face Meeting Jan. 28, 2016
Total Participants 36

Plant Board Meetings: Eastern April 6-9, Portsmouth, NH – 50 participants
Central April 13-16, Lincoln, NE – 45 participants
Southern April 26-29, Richmond, VA – 50 participants
Western May 11-14, – Denver, CO - 45 participants
National Plant Board August 2-6, – Sedona, AZ – 160 participants
Total Participants 350

Horticultural Inspection Society

Multistate Inspection Exercises:
SHIS – May 4-7, Brooksville, FL - 25 participants
CHIS – July 27-29, Westfield, IN – 25 participants
EHIS – October 6-8, Coatesville, PA – 25 participants

Annual Membership Meetings:
EHIS – April 6-9, Portsmouth, NH – 20 participants
SHIS – September 22-24, Williamsburg, VA – 35 participants

WHIS - September 29-October 1, Salt Lake City, UT - 30 participants.

CHIS - October 19-22, Wisconsin Dells, WI - 35 participants

Total Participants 195

USDA - Professional Development Training: Understanding Audit Training Sessions -
July 21-22, Kent, WA; August 5-6, Raleigh, NC; September 2-3, Fort Collins, CO.

Total Participation 30

NASDA - Plant and Animal Health Committee:

2015 - Winter Meeting - February Washington, DC

2015 - Summer Meeting - September, Lincoln, NE

2016 - Winter Meeting - February Washington, DC

Total Participants 150

Trade Show Participation:

AmerHort - Cultivate 15, July, Columbus, OH - Panel Discussion and Display Booth -
100 interactions

FarWest Trade Show, August, Portland, OR - Display Booth - 150 interactions

Mid-Atlantic Nursery Trade Show, January, Baltimore, MD - Display Booth - 100
interactions

Great Lakes Trade Expo, January, Lansing, MI - Display Booth - 100 interactions

Total Interactions 450

Pilot Risk Assessment - Core Group Participation:

Greenleaf Nursery (OK) August 25-26

Southeast Growers (GA) September 9-10

McKay Nursery (WI) September 22-23

Total Participants 45

The Nature Conservancy - Continental Forest Dialogue - Steering Committee

Conference Calls: April 24; July 29; December 21

Total Participants 45

SANC Facility Manual Workbook - Workgroup - Conference Calls: November 2, 12, 19;
December 11, 14; January 21

Total Participants 30

SANC News Features: February and August 2015, March 2016

California Oak Mortality Task Force - Newsletter Articles: March and September 2015,
February 2016.

American Phytopathological Society annual meeting - SANC Presentation - August 1-6
Pasadena, CA.

100 participants

Conclusion

The goals and expectations agreed upon in the SANC work plan were accomplished during this cooperative agreement period. The SANC Pilot Project, designed to provide insight into the benefits and challenges of implementing a SANC program saw completion of risk assessments at all eight pilot facilities through the steady and competent implementation team including AmericanHort consultants and pilot state staff. All pilot facilities have made progress on pest management plans, and at several operations the facility manuals have been drafted. Compliance agreement templates for Japanese beetle, imported fire ant, boxwood blight, and hemlock wooly adelgid were approved and posted on the SANC website for use by all certification programs. Training for state pilot staff to support the Pilot Project was developed to assist with facility manual review, audit procedures and SANC certification. Outreach efforts to support the Pilot Project included a tri-fold brochure and continuous updating of the SANC website to include current training information and documents. Additionally the outreach team supported the SANC booths at the Cultivate-15 trade show in Columbus OH, the FarWest trade show in Portland OR, Mid-Atlantic Nursery Trade Show in Baltimore, MD and the Great Lakes Trade Expo, Lansing MI.

A new Evaluation Subcommittee created to ascertain the effectiveness of the Pilot Project and identify gaps in the Pilot Project for future planning gathered background information and surveyed both the pilot facility managers and state pilot regulatory staffs for input. Numerous communication mechanisms were used during this period to provide information and training to state agency staffs and other stakeholders including conference calls, meetings, training sessions, a new tri-fold brochure and USB drives with SANC documents distributed to NPB and HIS members at several regional and national meetings. This new approach to certification of nursery stock has many facets requiring a high level of collaboration, training and testing. Progress has been measured and deliberate with growing support from the nursery and greenhouse industry. Much work remains to be done to facilitate a fully functioning SANC program, but the partnerships and cooperative relationships are in place to achieve this ultimate goal.

Appreciation

The SANC Core Group continues to appreciate the cooperation and support of USDA staff in carrying out this cooperative agreement. Additionally, the SANC Core group appreciates the collaboration by industry through the pilot implementation team and SAP-P workgroup.

**National Harmonized Systems Approach to Nursery
Certification (SANC) Cooperative Agreement**

Attachments

**Final Report
September 30, 2014 – February 26, 2016**

Attachments:

Attachment 1	Pilot Facility Status Report
Attachment 2	SANC Facility Manual Framework
Attachment 3	SANC Reimbursement Guidance for Nursery and Greenhouse Facilities
Attachment 4	SANC Pilot Reimbursement – Billing Detail Template
Attachment 5	SANC 2016 Subcommittee Workshop Agenda – January 26-28
Attachment 6	SANC 2016 Subcommittee Goals
Attachment 7	Systems Approach Program Partnership (SAP-P) – January 28, 2016 Meeting Summary
Attachment 8	SANC Leadership Planning Session – May 20-21, 2015
Attachment 9	Introduction to the SANC Program
Attachment 10	SANC Pilot Manual and Audit State Inspector Training Agenda – January 26, 2016
Attachment 11	AmericanHort Mini-Series (SANC News) 2016
Attachment 12	SANC Document Status Log
Attachment 13	California Oak Mortality Taskforce Article – August 8, 2015
Attachment 14	SANC Pilot Facility Evaluation Questions

Current Status of SANC Pilots - March 24, 2016

Pilot Nursery	Risk Assessment	Pest Management Plan	Documentation and Records	Staff and Training	Management	Internal Audit procedure	Manual Review and Checklist	State review of manual
Conard Pyle	Complete and reviewed by the state	Complete, being implemented	Complete, being implemented	Complete, being implemented	Complete	Complete, being implemented	Complete	Complete. Manual approved by Pilot Comm.
Forrest Keeling	Onsite Complete.	Drafted and reviewed by State. Being edited for format.						
Walla Walla	Complete and reviewed by the state	Drafted						
Oregon Pride	Complete and reviewed by the state	Complete, being implemented	Complete, being implemented	Complete, being implemented	Complete	Complete, being implemented	Complete	ODA in the process of reviewing. Tentative face to face in late March
Lucas Green-houses	Onsite complete. RA essentially finished	Plan to start process again in June						
Greenleaf	Complete and reviewed by the state	Complete, being implemented	Complete, being implemented	Drafted and being reviewed	Drafted and being reviewed	Complete, being implemented	Manual being assembled and ready for state review	
McKay	Complete and reviewed by the state	Drafted and reviewed by state	Drafted and being reviewed	Drafted and being reviewed				
SE Growers	Complete and reviewed by the state	Complete, reviewed by the state	Drafted, under review	Drafted, under review				



Facility SANC Manual Framework

Participation in the SANC program requires each facility to have a Facility SANC Manual which describes the processes and procedures used by the facility to manage the SANC system, meet the SANC standard and manage the risk of plant pest introduction and pest movement at the facility. The Facility SANC Manual may be a self-standing document or incorporate existing and equivalent documentation already maintained by the facility. The Facility SANC Manual must address: 1) Staff & Facility, 2) Pest Management Plan, 3) Audits and System Improvements, and 4) Documents and Records. Minimal requirements for each of these sections are listed below.

The Facility SANC Manual must be submitted to the certifying authority for review and approval prior to the initial internal audit. All documents and procedures referenced in the Facility SANC Manual are subject to audit by the certifying authority.

3.1 Staff & Facility

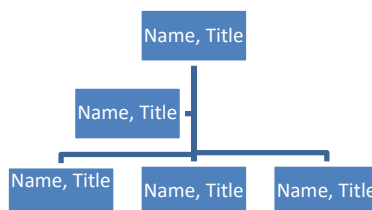
3.1.1 Management & Organization

- A. SANC Policy Statement – Facility SANC Manual must define policies which ensure the integrity of the SANC program, allocates resources to meet the SANC Standard and describes how the facility's policy regarding the SANC program is communicated to each employee.

Example policy statement:

XXXXX is a participant in the Systems Approach to Nursery Certification (SANC) program and is committed to the production, handling and shipping of plant materials using systems approach methodologies. Resources have been allocated to abide by requirements established in the Facility SANC Manual, SANC Standards and all compliance agreement(s). All employees will be informed of XXXXX's requirements for participation in SANC and the principles of a systems approach for plant production. New employees will be informed of SANC and systems approach during employee orientation.

- B. Staff Responsibilities: Facility SANC Manual must include the following as it relates to staff responsible for implementation of SANC:
1. List of position/title (or employee name) and to whom they report and/or organizational chart showing hierarchy within organization.



2. Assign a position and/or positions to manage the SANC Program and Pest Management Plan at the facility. Provide description of responsibilities for *every* position within the facility as they relate to SANC.

Example:

Assistant manager is responsible for scouting schedules, pesticide treatments and maintaining associated scouting records.

3.1.2 Staff Training

Facility SANC Manual must include descriptions of the training required for all employees involved in planning and implementing procedures of the SANC Program, including the following:

1. A general description of the training required for personnel responsible for **managing** the SANC program and **implementing** the pest management plan. Training for these positions should include a thorough understanding of the SANC program, systems approach concept, risk assessments, scouting and pest management, audits, recordkeeping and management of Facility SANC Manual.
2. A list of other positions associated with the SANC program and a general description of the training and responsibilities associated with each position. These employees are required to have a basic understanding of the SANC Program, its requirements and purpose.
3. A general description of how the facility orients employees to the company's commitment and policy to SANC.

3.1.3 Facility Description.

The Facility SANC Manual must include a description of the place of production. A map of production areas and identification of areas included in the pest management plan (Example, location of cull piles, irrigation ponds, quarantine areas, etc) is recommended. Map can be computer generated (example: Google maps) or hand drawn sketches.

3.2 Pest Management Plan

The Facility SANC Manual must include a Pest Management Plan (PMP). The Pest Management Plan includes facility procedures and Best Management Practices (BMP) which are necessary to reduce pest risk at the facility. The facility's PMP is based on a facility risk assessment and must include applicable BMPs and procedures for scouting, record keeping and reporting regulated pest detections.

- A. The PMP is based on results of the risk assessment and includes those BMPs which are implemented to mitigate hazards identified for each category below. (If no hazard is identified for a category, the PMP must list the category as "NA.")
 1. Plants - Inputs
 2. Plants - Propagation
 3. Media and Containers
 4. Site
 5. Shipping

6. Water
7. Production Practices (Greenhouse, Field and Container production)
8. Equipment
9. Sanitation/Disposal
10. Facility Security

Note: Details for each category listed above and applicable BMPs can be found in the [SANC CCP Checklist and BMP Companion document](#). Use the “Component, site or stage of production” and “Contamination Hazard” columns as a guide to identifying hazards.

- B. The PMP must include procedures to scout for, document and manage pests within the facility. The PMP must describe the following:
 1. Scouting procedures during production and propagation operations. Scouting should be conducted on a regular basis with scouting frequency based on:
 - a. Plant pest risk,
 - b. Plant species, and
 - c. Requirements established in compliance agreement(s).
 2. Scouting procedures for plant material that is received from other facilities. Include a description of areas used for receiving and scouting incoming plant material.
 3. Scouting procedures for plant material being prepared for shipment. Include a description of areas used for scouting plant material prior to shipment (if applicable).
 4. Recordkeeping system for all scouting activities.
- C. The PMP must include procedures for reporting regulated pest detections to the certifying authority.

3.3 Audits and System Improvements

Facility SANC Manual must include procedures for conducting internal audits on a regular basis to ensure conformance with the SANC Standards and procedures described in the Facility SANC Manual. Audit Procedures must include:

- A. Title/position of person responsible for the internal audits, reporting and continual improvement program.
- B. Procedures establishing audit timeline, scope, reporting of audit results and other applicable audit documentation.
- C. Procedures for implementing corrective actions when non-conformances are detected.
- D. Procedures used to notify the certifying authority of non-conformances that were detected in the internal audit.

3.4 Records and Documents

3.4.1 Control of Facility SANC Manual

Facility SANC Manual must define procedures for maintaining the Facility SANC Manual. This includes position/title of person(s) with authority to approve changes to Facility SANC Manual and the process for making

and documenting those changes. It should also explain how the document is controlled to assure that it is secure and that only current version is available.

3.4.2 Record Requirements for SANC Program

Facility SANC Manual must include procedures to maintain: A. Plant Material Traceability Records; B. Internal and external audit records; C. Scouting records; D. SANC training records; and E. Certifying Authority contact information. Facility SANC Manual must include position/title of person(s) responsible for maintaining records.

- A. Traceability Records: Procedures that will ensure records of incoming plant material and records for plants shipped to customers are maintained and available for review by certifying authority. Records can include certificates or invoices which substantiate the origin and phytosanitary status of incoming plant material.
- B. Audit Records: Procedures to maintain records of internal and external audit documents. All internal/external audit reports, non-conformance records and corrective action reports must be made available for review by the certifying authority.
- C. Scouting Records: Procedures that will ensure scouting records are maintained and available for review by certifying authority. Records must include pests found and pest management actions taken to prevent or manage pests.
- D. Training Records: Procedures that will ensure training records are maintained and available for review by certifying authority. Records include training activities specific to the SANC program and general pest management to ensure compliance with SANC Standards. Training records must be maintained for each employee and retained for two years after departure of the employee.
- E. Certifying Authority: Facility SANC Manual should include name and contact information of the certifying authority representative; all SANC inquiries and reports of non-conformances to the SANC Standard should be directed to this person.



10/20/2015

SANC Reimbursement Program for Nursery and Greenhouse Facilities (For Initial Pilot Nurseries and Greenhouses)

Reimbursement Guidance:

This program guidance is meant to provide basic suggestions and direction for reimbursement of actual expenses incurred by nurseries and greenhouses as they participate in the SANC pilot project.

1. Reimbursement will not cover the cost of annual inspections and licenses that are already required by law in each state.
2. The process will provide reimbursement in a relatively uniform manner across the country.
3. The process will be efficient and credible under any state or federal audit review.
4. Reimbursement will not be made for facility infrastructure and will apply only to nurseries and greenhouses participating in the pilot program.

Selected Pilot Nurseries and Greenhouses

Guidelines for Reimbursements:

A facility seeking reimbursements must agree to participate in the pilot for a minimum of one full year. The maximum reimbursement to any facility will be up to \$9,000 for actual expenses incurred as a result of participation in the pilot program. All reimbursement requests (invoices and detail sheets) are to be submitted to the state plant regulatory official (SPRO) of the pilot state to review for accuracy and completeness. The SPRO will submit the signed invoice/detail sheets to the NPB Executive Secretary for payment. Reimbursements, which are not based on length of time of participation, but for submitted and approved expenses will be made by the NPB Executive Secretary as the following key steps are completed:

1. Successful completion and approval of the Facility SANC Manual.
2. Successful completion of the initial SANC facility audit and correction of deficiencies.
3. Other pilot project milestones mutually agreed to by the facility and the SANC Pilot Subcommittee chair.

Reimbursements will be made for:

- Phytosanitary certificates issued for interstate movement during the pilot project (based on the actual cost of the certificates).
- Staff time and expenses for development, approval and implementation of the Facility SANC Manual (Risk Assessment, Training, Travel, etc.). Training includes, but not limited to, IPM training, scouting, systems approach, pest management, disposal and SANC training.
- Staff time and expenses involved in a successful completion of the initial SANC facility audit and correction of deficiencies.
- Time and expenses incurred on other SANC pilot activities mutually agreed upon in advance by the facility and the SANC Pilot Subcommittee chair.

Invoice and Detail Sheet Templates are attached.

Funding for reimbursement of SANC of pilot activities may not be available beyond September 29, 2016.



SANC PILOT REIMBURSEMENT - BILLING DETAILS

10/1/2015 draft

Facility/SDA (Name and Address): _____

Contact Person: _____ Contact Number: _____

Request Period: (Quarterly) _____ to _____

SANC Invoice date: _____

SANC Implementation:

Month	Manager/ Staff (Name)	Hours	Miles	Costs:				
				Wages*	Mileage **	Supplies***	Indirect****	Total Costs
Subtotal:								

Month	Manager/ Staff (Name)	Hours	Miles	Costs:				
				Wages*	Mileage **	Supplies***	Indirect****	Total Costs
Subtotal:								

Other Agreed Upon Activities								
Month	Manager/ Staff (Name)	Hours	Miles	Costs:				
				Wages*	Mileage **	Supplies***	Indirect****	Total Costs
			Subtotal:					

Phytosanitary Costs: (Applicable to pilot facilities only)

Month	# of Inspections	Cost*****	Misc. Fees	Total	Comments:
Subtotal:					

Grand Total (this request):

* Wages includes fringes benefits.

** Mileage Rate - up to \$.575 per mile.

*** Supplies - provide supply expense detail in comments.

**** Indirect costs applies to states only - maximum 10%.

***** Cost includes mileage if applicable.

Comments:



**Systems Approach to Nursery Certification
Subcommittee Workshop
Orlando, FL January 26-28, 2016**

Workshop Goals

1. Assess the progress of the SANC initiative, review the current status of subcommittee and industry activities
2. SANC Pilot Project: Review progress of the pilot project, discuss next steps and needs to facilitate the project
3. Identify issues or concerns that need to be addressed/discussed by the SANC during this workshop
4. Provide an opportunity for subcommittees to meet individually, with industry and USDA representatives, in collaborative groups, and as a whole to plan and address the strategic needs of the SANC effort for 2016 and beyond.

Tuesday, January 26

Training - Pilot Inspectors and SPROs Group

8:00 AM Pilot Project Inspector and SPRO
Training and discussion forum:
Audits, Pest Management Plan,
Facility Manual

12:00 PM *Lunch provided*

1:00 PM Continue forum
4:30 PM Combined groups for questions
5:00 PM Adjourn

Subcommittees Group

8:00 AM Subcommittees to meet as needed.
- Identify issues or topics for discussion
with whole group
- Identify subcommittee goals

12:00 PM *Lunch provided*

1:00 PM Continue work
4:30 PM Combined groups for questions
Wrap up by Ken Rauscher /
Wayne Dixon
5:00 PM Adjourn

Wednesday, January 27

General Session (Both Groups)

8:00 AM Opening Remarks – Joe Collins, NPB President
8:10 AM Housekeeping Issues/Review of Agenda – Wayne Dixon
8:20 AM Meetings Goals and SANC Vision – Dana Rhodes
8:30 AM Industry Perspectives – Craig Regelbrugge/Darrell Maddox/Jerry Lee
Training – What does that look like? Engaging Other Facilities
Internal Audit Facility Manual Development
8:55 AM Impressions of the Pilot Project Risk Assessment
SPROs/Inspectors – Perry Walden, Marcia Wensing, Jeanetta Cooper,
Dana Rhodes, Brian Kuhn
Industry – Tom Buechel –McKay Nursery, Paul Havenar –Greenleaf Nursery,
Mike Richardson - Walla Walla Nursery

10:15 AM Break

Pilot Inspectors and SPROs Group

10:30 AM Phase I – What to Keep, What to
Change – Collin Wamsley, Dana Rhodes

12:00 PM *Lunch provided*

1:00 PM Continue
5:00 PM Adjourn

Subcommittees Group

10:30 AM Continue Subcommittee Meetings

12:00 PM *Lunch provided*

1:00 PM Continue
5:00 PM Adjourn

Thursday, January 28

General Session (Both Groups)

- 8:00 AM Welcome and Today's Agenda – Dana Rhodes
Organizational Structure
- 8:10 AM Review of SANC Website Information – Ruth Welliver
- 8:25 AM Report on Introductory Packet – Dan Kenny
- 8:45 AM Report on Evaluation Committee – Brian Kuhn/Chris Logue
- 9:00 AM Industry Perspective on SANC Topics – Darrell Maddox, Jerry Lee
- 9:30 AM USDA APHIS PPQ Perspective on SANC SAP-P+ – Karen Maguylo
- 10:00 AM Extension Engagement in SANC – Gary Moorman
- 10:30 AM Break
- 10:45 AM Breakouts back to **Inspectors/SPROs and Subcommittees**
- 12:00 PM *Lunch provided*
- 1:00 PM Subcommittee Updates and Next Priorities (10 minutes each)
- 2:15 PM Pilot Implementation Efforts for 2016: Phase II–Robin Rosenbaum
- 2:30 PM Break
- 2:45 PM Closing Thoughts/Concerns (Open microphone session) -- “Keys to the Future”
- 3:15 PM SANC Steering Committee
- 4:00 PM SAP-P Meeting

Friday, 29 January

- 8:00 AM Meetings as needed
Departures

Notes:

SANC Subcommittee Goals – 2016

January, 2016

Outreach Subcommittee Goals:

1. Update and Improve SANC Website content:
 - a. Build an image (and video) gallery
 - b. Add links to technical info related to BMP's – identity information gaps
 - c. Review old documents, no longer appropriate or needing updates
2. Evaluate effectiveness of 2015 products, and create a new round of outreach tools:
 - a. New tri-fold brochure, more general and long-lived
 - b. Tool (BMP to Reality) handout and or display item
 - c. Other? – pens or other items, if money is available?
3. Create and/or logo-based items that SANC nurseries can use to market their SANC participation.

Evaluation Subcommittee Goals:**Goals:**

1. Complete a survey of the eight pilot nurseries in phase 1 which will evaluate each component: Risk assessment, Pest management plan, documentation and records, staff and training plan, management plan and Audit program. This survey will also seek information on communication, feedback and the general relationship between the entities involved in the process.
2. Compile evaluation data and share with the appropriate groups, to provide timely feedback
3. Work with other SANC Committees to evaluate survey data and facilitate necessary/recommended changes.
4. Survey the 8 state departments of Agriculture involved in phase 1 to assess the process and implementation experience from the regulatory side.
5. Coordinate and maintain open communication with all other SANC subcommittees to identify additional or emerging evaluation needs/concepts.
6. Prepare an overall Phase I evaluation report and deliver to the SANC Core Group by July 1, 2016.

Pilot Subcommittee Goals:

1. Evaluate the potential for phase 2 of the pilot
2. Develop criteria for phase 2 (if initial results from the Evaluation Subcommittee are available)
3. Develop the process for evaluating the Facility SANC Manuals by Pilot Subcommittee
4. Evaluation criteria
4. Using the SANC Standard when evaluating Facility SANC Manuals
5. Evaluate Facility SANC Manuals (if there is a manual completed and available)

Document Review and Forms Team

Subcommittee's Primary Role:

1. Review SANC documents previously created, with the purpose of editing/updating or archiving (Work with other committees to eliminate from the web/distribution).
2. Assist the Training and Pilot Subcommittees on developing new documents/checklists/factsheets/job aids for use by inspectors conducting inspections/compliance checks.

Goals for 2016:

1. Finalize SANC Guidance Document - re-write (to be completed by Spring 2016)
2. Update and further develop the status log (originally put together by Ruth) for existing SANC documents (to be current by Spring of 2016)
3. Provide a recommendation for existing SANC documents to archive (Summer 2016).
4. Glossary of Terms – review and add new terminology (to be completed in 2016)

Future projects not necessarily 2016:

1. Audit checklist: Use existing similar checklists to create a harmonized checklist that can be used for a SANC inspector audits.
2. Compliance Agreement checklist: Use existing draft checklist to refine and develop a checklist to be used as a job aid for issuing/renewing/monitoring compliance agreements.
3. FAQ or other format to answer concerns and questions along the lines of: What does SANC mean for inspectors? How might a system approach affect my job?
4. Define/Clarify sections in documents regarding non-conformance/compliance (to be completed in 2016?)

Training Subcommittee Goals:

1. Provide Facility Manual and Audit Procedures Training for SANC Pilot Inspectors and SPROs at January 2016 SANC Orlando Workshop.
2. Provide an up-to-date "SANC Training Manual" to pilot state inspectors and SPROs to reflect updated documents and available procedures, forms, etc.
3. Work with Evaluation Subcommittee to identify gaps in training needs for pilot state inspectors and SPROs. Provide follow-up information or additional training opportunities as needed.
4. Provide initial training for Phase 2 pilot state inspectors and SPROs in late 2016 or 2017.
5. Continue working with the Steering Committee, Pilot Subcommittee and Evaluation Subcommittee to identify upcoming training needs for Phase 1 and possibly Phase 2 pilot states.
6. Identify any pilot state inspectors (and SPROs if desired) that have not yet taken the PDC Understanding Audit training, and facilitate that training in 2016 as available.

Systems Approach Program Partnership (SAP-P) Meeting General Summary and Action Items

January 28, 2016
Orlando, FL

SANC General

SANC Core would like to see the Risk Assessment (RA) tool ('Building the Workbook') so that SANC Core can begin plan for training.

ACTION: Darrell will send RA Tool to Dana Rhodes.

Use of the RA tool would require training. Training is not currently in the scope of Darrell's work.

ACTION: Darrell will discuss with Craig R. about the need for funding to train on use of the RA Tool.

ACTION: NPB and AmericanHort will develop FY16 work plan cooperatively.

Many states require an extended notice period in order to submit for out-of-state travel approval. (ex. PA with 20 days notice for travel) This is something to keep in mind when scheduling SANC related meetings.

Phase I: Two nurseries are not progressing well in the SANC process. There is concern with these two nurseries dropping out of the process. State SPROs are meeting at one of these nurseries this week to help them along.

Phase II is necessary. All 8 Phase I pilot nurseries have initiated the SANC process, so it is time to consider beginning Phase II.

ACTION: Aurelio will send rationale for Phase II to Jerry, Darrell, and Craig for review.

1. Nursery Selection ideas for Phase II:

- a. Sister nurseries (ex. Greenleaf) to test ease of bring new nurseries on board
- b. Repeat a state to test sustainability by reducing presence of Jerry and Darrell during the process (ex. 2 locations in Georgia). Train state inspectors as facilitators.
- c. Pick GCP nursery to go into SANC; and maybe with Mike Richardson (for example) pick a SANC nursery that wants to try GCP
 - a. *SANC will pursue nurseries in GCP to invite to SANC Phase II.*
 - b. *SANC should contact Zaida as she will know the facilities best.*
- d. Test scalability

- e. Test RA document and Process
 - f. Hands on training for inspectors
-
- 2. Phase II nurseries should have a dedicated commitment level and timeline.
 - a. Could this be tied to reimbursement?
 - 3. During Phase II, need to involve subsequent nurseries in current/previous nurseries' training. In part, this is because we are moving to more state involvement in the Risk Assessment.

SANC Timeline

September 1 - Materials into the Phase II pilot nursery's hands

November 1 – Start Risk Assessments at Phase II Nurseries

GCP

Current GCP revision. Trying to get revisions to Canada and document signed by June 1, 2016 so that Canadians have time to review before the hard deadline of September for GCP implementation.

SANC Education for Participating Nurseries

Craig has webinars in progress. Webinars will be tailored to the status of SANC. Currently, webinars will be more to market SANC. SANC educational material for participants is too early as program may still change.

Idea is to gather information and NOT create new information.

Training Questions that were discussed:

- What are we training to do? What is the end result?
- Can we develop a place on the SANC website to locate training videos/documents for each of the tabs in the manual?
- Who will compile and vet all of the trainings?
- Do we need another subcommittee to tackle this?
- Is there something we do now or just wait until next year when the SANC program is more stable?
- Is Extension a way to transfer training?

Networking Opportunities for Nurseries Participating in SANC

Is there a formal process? Can we figure out a way to get participants in program to network?

ACTION: Entertain these networking ideas in a work plan.

Nurseries are open about pest management strategies but not about product development. In general, pest management is viewed as an industry – wide problem.

Inspectors are on subcommittees; Grower participants on subcommittees is valuable and should be explored.

SANC: Federal Quarantines, USNCP, and GCP

Federal quarantines are built into SANC.

1. Quarantines are identified before the Risk Assessment
2. Risk Assessment is built to include domestic quarantine requirements (ex. Imported Fire Ant requirements are built into Risk Assessment)
3. Compliance Agreements are still separate entities to SANC agreements but must be considered to join SANC.
 - a. This is so that Compliance Agreement can change without changing the manual.

SANC Leadership Team Planning Session Nashville, TN

May 20, 2015

Dana Rhodes – SWOT Analysis

Organization

- Core Group (CG) = Gray Haun (co-chair), Dana Rhodes (co-chair), Aurelio Posadas (NPB Executive Secretary), Ken Rauscher (SANC Coordinator)
- Steering Committee (SC) = CG + Subcommittee Chairs; NPB Executive Committee will receive notice of calls/meetings and could optionally attend SC calls/meetings.
- SANC coordinator will provide quarterly written synopsis to NPB Executive Committee – can pull from quarterly Cooperative Agreement report
- Working Group (not an appropriate name for this group) Perhaps “Partnership Group”?? – Quarterly SANC update call with this group; is it needed? Who should participate? CG, SC, Subcommittee Members, Industry, Researchers, PPQ, HIS SANC representatives; Suggest specific topics, invited speakers rather than routine SANC updates; What is HIS/SANC role? – harmonization, SANC (multi-state/chapter annual meeting) training; CG will coordinate with HIS representatives and determine participation and who will be on the email distribution list for the quarterly call
- SAP-P – members include CG, PPQ, NPB Exec. Comm., Industry reps., who controls participation? Participation controlled by groups involved. Guests are sometimes invited to provide additional information/details. SAP-P role? To prevent “stove piping” by sharing information and progress reports, (was the original reason and this reason continues), but has also become a moderator when Industry reps and SANC (NPB) reps have a disagreement.
- Will Gray remain after retirement? He would like to stay on.

Priorities identified by SWOT – Training, Communication, Buy-in, and Leadership/Structure; need lists, timelines and action items

Decision Making – How does it work? Who makes decisions? Who approves changes? How does industry fit in? Inconsistency in industry participation can't be helped. Decisions start at subcommittee level where there is broad participation, including Industry; subcommittees send a recommendation(s)/product(s) to CG; CG will review and approve. And consult with subcommittees as needed. If a written document is produced then it is sent through the SAP-P document review process, to ensure all parties get a chance to review. The SAP-P review process includes Craig, Lin, and Jerry for industry and Scott Pfister and Karen Maguylo for PPQ Comments from SAP-P representatives will be considered by CG and the CG will make final decisions. All subcommittees do not need to review everything. All reviews need a timeline for response. The timeline should be defined as 5-10 working days for CORE review. SAP-P needs to review this process and provide comment (s). Thus far industry and PPQ have responded with comments on any documents submitted within 7 business days as agreed upon in the by the SAP-P partnership.

Pilot Project Phase 1 Update – Larry Nichols, Dana Rhodes, Collin Wamsley

- Five of eight nurseries have established timelines to initiate their facility risk assessment
- Risk Assessment timelines very dependent on nursery operations - Jerry Lee is following up.
- Conard-Pyle is up for sale, the participant feels that SANC is a strong selling point; risk assessment is nearly final, manual should be done by December, hopefully.
- Pilot subcommittee will review Pilot Facility SANC Manuals but risk assessment is up to states

- Pilot SPROs need to track time spent by state on SANC; states that don't have other SANC responsibilities would be cleaner, e.g. NJ, WA.
- Forrest Keeling ¾ done with risk assessment; busy time of year; state regulators input available as needed;
- Helpful for pilot growers to share SANC experiences; who initiates? SANC SC
- Broader SANC involvement has been minimal in the risk assessment; Jerry Lee and Darrell are main contacts; last minute scheduling of risk assessment initial meeting is an issue for states regarding last minute travel arrangements States are asking for support from participating states.

Pilot Implementation Timeline – Larry Nichols

- Schedule is flexible and may be pushed back
- Risk Assessments – will probably go through January 2016
- Development of Facility SANC Manuals – is time consuming; 3/2015 – 7/2016; SPRO review and approval working with nursery
- Action Item: Need training and guidance for Pilot SPROs and staff on risk assessment and manual review; pilot state SPROs and inspectors participate in calls with pilot subcommittee chair to share experiences; Develop training based on first nurseries' experience – Training Subcommittee
- Facility Manual review and approval by SANC Pilot Committee; 9/2015 – 7/2016; get background from Pilot SPRO by his/her participation; 1-2 months per nursery
- Initial External Systems Audits - Nursery; 11/2015 – 2/2017; 5-6 months per nursery depending on time of year; ongoing as nursery goes through entire process but needs to be an additional formal process beyond manual; audit checklist is assurance of compliance to regulators and external customers
- SANC agreements signed - 5/2016- 7/2017; grower is officially in SANC program
- External Systems Audit – Annual; 8/2016 – 10/2017
- Annual SANC program evaluation – Annual Dec./Jan.; Evaluation Subcommittee; need to adjust timing of evaluation to report at SANC annual (January) meeting (one year from now)
- Audit checklist should be the same for all pilot nurseries; general questions with ability to add or subtract elements

Pilot Phase 2 – Larry

- Needed but no hurry; determine what did and didn't work with Phase 1 and focus on correcting during Phase 2 what didn't work; can't wait too long to avoid losing interest and momentum.
- How long will industry be involved in risk assessments?
- Need goals and criteria for Phase 2
- Possibly implementation after first couple of risk assessments and manuals are done; depending on evaluation.
- Increase efficiency of bringing in/processing new nurseries
- Need preliminary evaluation by Pilot Subcommittee to set up Evaluation Subcommittee
- Program continuum – 1st eight in various stages; add 4 to continue program and avoid abrupt break; 1st two states are the pilot of the pilot
- When does the pilot become a program? If Phase 1 ends in mid-2017 without continuity may lose momentum
- Timing - needs to start in Fall 2016 to maintain continuity
- 20 original requests from nurseries; 12 wondering what happened; need to maintain communication and gauge continued interest with nurseries and SPROs and provide steps they can take now.
- Outreach challenge – promote SANC principals without giving false hope regarding full participation; promote tools to use now without full certification to maintain interest giving priority to initial requestors (the remaining twelve); we can issue nursery certificates now

- What do Phase 2 pilot nurseries need to start? Where would funding come from? Who would be reps? Jerry and Darrell, funded by AmericanHort, have been initial points of contact after notification by Larry
- Annual SANC program report could mark ends and beginnings

Reimbursement Process - Aurelio

- Need timeline for reimbursement – reimbursement process to be completed by June 30

Review Document Status Log – Ruth Welliver

- Available on SANC Website admin area
- SANC Manual Framework in final review by CG
- Industry documents need to be vetted as all other documents – e.g. accreditation wheel; Discuss with SAP-P; working on nursery welcome packet (Dan) that CG will approve
- Audit checklists - use current version as work in progress; the state is the auditor; need industry input but not necessarily approval – topic for SAP-P

SANC Documents – DRAFT Subcommittee - Dan Kenny, Dana Rhodes

- Target audiences, 1) Nurseries and 2) Regulators
- Feedback - Guidance document well liked as good starting point; Step by Step also positive
- Next steps:
 - Enhance Guidance Document to be primary overview; incorporate flow chart (from Step by Step) and timeframe
 - Update Glossary of Terms

Other Systems Approach pubs/links

- Outreach committee will decide what to publish

Training - Collin Wamsley, Joe Collins

Upcoming training needs

- Facility SANC manual review
- Audit training – states later in the SANC process can participate in an audit for state earlier in the process, cross-training
- Feedback from inspectors – want more hands on training and real world experience, less classroom
- Periodic conference calls to update on states going through process
- Google Groups – inspectors
- Training events – practical exercises; set up CCPs, inspectors will assign BMPs and reflect in checklist
- Consider broadening audience for inspector training? Scope deliberately kept focused to limit distractions
- National HIS training in OK summer of 2016 at pilot nursery? Haven't had national training; Fall is better timing; funding for flights may be problematic; would provide consistent message; consider hiring a videographer for regional training meetings

National NPB meeting – panel discussion John Rausch, Susan E., Dana, Larry; opportunity to get input from SPROs

Self-Assessment Tool for Nurseries – Dana Rhodes

- Drop down menus could give examples
- California is developing a tool
- Should be information that doesn't change

Extension could be involved with smaller nurseries who just want to implement BMPs but not be certified – NIFA funding?

SANC Budget Update and Farm Bill (FB) Suggestions for 2016 – Aurelio

- 2014-15, 9/30/2014 - 9/29/2015, \$224,894; \$59,690 billed
- Karen Maguylo new ADODR
- Need to explain and build in multi-year goals
- ~\$165K left – need to extend for 2016
- Carried over ~39K of \$185K from 2013 into 2014
- No 2015 FB request
- Ideas for 2017 FB request
 - Engage with Extension – training, presentation, risk assessment
 - What will evaluation subcommittee need?

Evaluation - Tim Bergstrom

- What is evaluation?
- Why evaluate?

SANC evaluation considerations:

- How to evaluate whether pests are moving?
- Is it as good or better as what we are currently doing? What is the baseline?
- Cost effective for nursery and states?
- Scalable?
- Concepts and program understood and embraced by industry and states? SANC is a philosophy not unlike IPM
- Need data, not just anecdotal information
- When is the pilot over?
- What are advantages and disadvantages?
- Is outreach working?
- Are resources adequate for inspectors and nurseries?
- Is the program sustainable? What will it take to make it sustainable?
- Is the pace good? Too slow? Too fast?
- Are we using partner resources as well as we can? Who, when, how? What is the message and how to deliver?
- What should we do that we are not doing? What can we stop doing?
- What is success? Marketing tool, better quality product, faster production, cost effective, fewer pests
- Metrics - reduction of cull, time spent/efficiencies, new markets, surveys (repeat SPRO survey), organizational/behavioral change in how SPRO agencies/nurseries do business, Website tracking
- Transition/succession planning? Co-chair system helps
- Different levels of evaluation
- Is issue fatigue setting in?
- Metrics v. outcomes, how to represent intangibles

Evaluation priorities:

1. Pilot – Evaluation Committee evaluation of Phase 1 can establish what Phase 2 will look like and need for Phase 2; Training
2. Sustainability – justify

Transitioning from the Pilot to the future with SANC

- Beyond Phase 2; what will SANC look like 10 years from now
- What is the role of the NPB?
- SANC Nursery certification program as part of states' nursery certification program
- Harmonized training for inspectors – not available now; NPB Standing Committee TBD to maintain content on Website and on-line training
- International – need PPQ involvement, possible funding
- How to fund continuing activities? Will fall to states; SANC standard allows for third party contracts; other programs like JBHP are getting it done.

Nurseries may demand participation – state capacity won't match Jerry and Darryl's current investment; we need to know AmericanHort's commitment; state inspectors may need to fill the role.

May 21, 2015

In person: Tim Bergstrom PPQ, Joe Collins KY, Wayne Dixon FL, Geir Friisoe MN, Ann Gibbs ME Gray Haun TN, Carol Holko MD, Dan Kenny OH, Jerry Lee AmericanHort, Karen Maguylo PPQ, Larry Nichols VA, Aurelio Posadas NPB, Craig Regelbrugge AmericanHort, Dana Rhodes PA, Collin Wamsley MO, Ruth Welliver PA,

Teleconference: Mike Brown PPQ, Ken Rauscher NPB, Darrell Maddox AmericanHort

Welcome – Geir Friisoe

SANC Program Updates – Gray Haun, Dana Rhodes

- Good Momentum
- Two nurseries moving through Pilot steps
- RAGS committee completed revision of PCNICG, 98 pages
- Added Evaluation Subcommittee chaired by Brian Kuhn WI and Chris Logue NY

Nursery Risk Assessment Update – Jerry Lee, Darrell Maddox

- Timetable (attached at end)
- Conard Pyle feedback: value in participation - recurring problems identified by SANC; focus on looking at process; will continue whether SANC continues or not
- Expect some risk assessment work completed prior to Jerry and Darrel visit – some on paper; meant to be electronic; need to work on paper format; some nurseries will always prefer paper; version control?; need to make sure everyone is using the same version; needs to be useable in variable ways to be scalable (printable, electronic)
- Walla Walla Nursery in two states; regulators cooperating; minor differences; need one manual; should be fine; organizationally one nursery; whatever they have been doing has worked
- Not all pilot nurseries know what they signed up for and need some encouragement and guidance
- Automation? Future beyond Jerry and Darrel? Use pilot experience to build Web based, logic-driven self-assessment
- Nursery, Jerry and Darrell time is being tracked
- Gaps where nothing is being done – state inspectors could check in with nursery and offer assistance and feedback to Jerry and Darrel; make sure all parties know it is a Team, including nursery, Jerry and Darryl, inspector; SPRO will be the Team leader, responsible for making sure that progress is occurring.
- How to make sure authorized individuals are in the loop at nursery - general/production manager, owner? Probably won't be a problem and don't need a formal process to address
- If things don't happen by March probably won't happen until August
- Need good up-front information package for new nurseries – time/resource commitment tbd from Pilot; results to Evaluation Committee

- Nurseries under existing systems approaches could make participation easier, e.g. GAIP OR, USNCP, BWB and JB compliance agreements; already in application
- Original Risk assessment Visit: First day ask questions (endemic pests, current compliance agreements, state and federal regulatory considerations) then tour facility; 2nd day discuss special production considerations, communication chain, concentrate on the risk assessment elements.
- In general state inspector is there for most of visit; nurseries' option but strongly recommended; inspector has to approve plan
- Hand holding goes both ways – SPROs learn about nursery practices > nurseries learn about SANC
- What resources will be needed in the future? Maintenance will take less time than initial participation; on line resources; nurseries may bring in consultants to help – discussion later in agenda
- What resources are nurseries using? CCP/BMP matrix – Darrell's version?

Evaluation – Tim Bergstrom

- Build on yesterday's discussion
- Different levels – barriers to USNCP, scalable and approachable; program effectiveness from phytosanitary perspective
- Preparedness of inspectors, understanding of role
- Service delivery survey – simple and short with targeted goal; timing; ease of compilation
- Evaluation of evaluation
- Effectiveness of program will determine regulator buy-in, and that will lead to nursery buy-in
- Determine future commitment
- What brought industry in and does that still apply?
- Internal communication within SANC partnership – is anything missing or should something be dropped?
- Not a personal judgment; everyone works hard; always need movement from baseline
- Evaluate SANC tools as a whole or individually
- Evaluation will be important to receiving state buy-in once pilot is over; during pilot regular inspection and certification will continue; has there been a change? Is product same or better? Research shows value of systems approach; making states familiar with program is key, more safeguards than with systems approaches that are already happening with compliance agreements, audits are occurring and problems addressed; does the standard provide enough information and reassurances to receiving states?
- Efficiency - before and after comparison by nursery, e.g. # inspections, shipment turnaround, pesticides used, pests detected, operational and behavioral changes; by inspectors e.g. #stop sales, time spent, knowledge of facility, need baseline evaluation data to build on, but don't overburden nurseries and inspectors
- Yesterday - #1 priority is Pilot evaluation; effectiveness, efficiencies, benefit, justification of additional funding, pilot nurseries and continuation of Pilot Phase 2

Documents

Document Status Log – Ruth Welliver

- Facility SANC Manual Review Approval Checklist – ultimately use, post in Tools for States as tool for initial nursery evaluation
- Change non-compliance to non-conformance in standard to be consistent
- Accreditation Wheel uses different terminology than SANC and needs accompanying explanation; Darrell will write explanation

- Document review process within AmericanHort and sent to SAP-P? Documents created because of need; risk assessment tool evolving, now on version 3.15, working on newer version; remove statement re for training purposes and not to be distributed

DRAFT Subcommittee update (formerly Compliance Agreements Committee) – Dan Kenny and Dana Rhodes

- Developing Welcome Packet – Include SANC Guidance Document, make it more inviting, 7-12 pages with pictures

Review of Pilot Document Needs and proposed solutions – Jerry Lee, Dan Kenny, Dana Rhodes

- Agenda for initial phone call
- Agenda for initial on-site visit
- Step by Step outlines process
- Website needs to be updated

Outreach Activities and Products– Ruth and Carol

- Tri-fold brochure at printer; business card; 80” and TT pull-up display banners in final stages of development; USB on lanyard loaded with SANC documents; to be ordered once documents are selected for use at NPB meeting; 4 min. testimonial to be ready for national meeting, need video testimonials
- Karen Suslow coordinating trade shows (also representing NORSDUC)
- Thanks to AmericanHort for sharing booth at Cultivate 2015, Dan for helping at Cultivate 15, Helmuth Rogg and OR staff will provide staff for Far West Tradeshow
- Develop Risk Assessment sampler as an intro to RA

Marketing Aspects of SANC – Craig Regelbrugge and Lin Schmale

- Presence at trade shows, MANTS next winter
- Importance of pilot nurseries and their spokespeople; leverage testimonials, speaking circuit
- State associations; grassroots partnership network with AmericanHort; information sharing opportunity
- Biggest determinate of success will be acceptance by regulators and tangible benefits for participators
- Still early in the pilot process; be careful not to get too far ahead of the process
- Trade press opportunities
- Industry not discussing SANC specifically but systems approaches are being discussed and concept is accepted
- Is SANC being promoted through industry associations? situationally, Joe gave some talks
- Not worth going full process for local suppliers; mid-size operations under pressure; promote tools and concepts – extension people interested in some states but not others
- Is there a role for a smaller initiative to provide information and tools to smaller nurseries? If SANC went away today, what remains for industry, available right now? CCP/BMP matrix, facility risk analysis tool
- Tie in to NCPN for ornamentals; NCPN works in commodities, but is thinking of different models, limited funding; e.g. roses; NCPN deals with economically important commodities with known pest complexes focusing on germplasm importation; Caladium industry focused, threatened by viruses – industry has supported 10007 funding; connection tbd
- USDA can publish our program in the Federal Register once program is set up, allowed by PPA2K

Utilizing and protecting the SANC logo – Wayne Dixon

- Trademarks, brands, logos

- Certification mark relevant to SANC
- Who would own trademark? NPB
- Unregistered trademark

Training - Collin Wamsley and Joe Collins

- Face to face training event
- Cross training between states as processes occur with pilot nurseries
- Conference calls with pilot state inspectors to share experiences
- The training before January meeting was practical and useful to inspectors for seeing entire process; positive comments
- USDA audit training still available – Raleigh and Washington, supported by safeguarding grant not SANC; all SANC states have an inspector that has taken training – feedback very helpful
- Does industry have training needs? Premature until we see how pilot goes; training is required for pilot nursery employees but what is that training?
- Understanding of audits for different purposes? Presentation at NPB meeting?

Farm Bill Suggestion(s) 2016 – Aurelio Posadas, Craig Regelbrugge, Lin Schmale

- Dual proposals from industry and NPB
- Neither put in 2016 suggestion – still operating out of previous year will end June 1; will switch to 2014 agreement
- Single v. two coordinated proposals? What do we want? APHIS is a partner through SAP-P
- FY 2016 suggestion window may start in July
- What comes next? Regional nursery outreach meetings, automate process, training for inspectors, dependent on pilot evaluation
- Timeline for L&D?, i.e. when will states need to take over? Probably through pilot, August –Sept. 2016 should have manuals, internal audits done, moving to external audits; August 2016 into future - evaluation of SANC – would be next FB suggestion, incorporate potential automation as part of evaluation
- What are the cooperative agreements' goals? Make work plans and progress reports available on Website Admin. Area; give nursery Admin rights? Core group will decide.
- Can leftover NPB money be used to support Jerry and Darrel? Probably, with written revision. Karen will check.
- Need to coordinate suggestions with shared goals, timelines

NPB Annual Meeting Plans – Dana Rhodes, Larry Nichols, Craig Regelbrugge, Jerry Lee

- See previous day's notes

SANC Pilot Phase 2 Discussion – Larry Nichols

- See previous day's notes
- Holding pattern waiting on evaluation
- Choose next nurseries from states currently participating and new states for comparison
- Thanks to Jerry for all his work

Transitioning to the future with SANC

- See previous day's notes
- International shipments may be a piece in the future but not currently
- Is whole nursery being SANC certified? Probably. Mindset will apply across whole nursery system

- Will we certify nurseries that don't ship interstate? Yes. Some states might want to start with a smaller nursery; goal to produce and distribute cleaner plants/fewer pests; many growers bring in liners and finished plants for distribution locally; smaller growers looking for ways to set themselves apart from bigger competitors, like Certified Professional Horticulturist program in Maryland – SANC would serve that role
- Are there consequences to non-conformance? Yes, critical, major, minor
- Standing NPB SANC committee, or at least a point person, to ensure continuity and review; JBHP review every two years

PPQ Perspective

- Mike Brown will continue to get other SPHDs involved and engaged at state level; encourage PPQ to attend audit training to understand overall audit process; prepare PPQ for when role is more clearly defined
- Karen Maguylo - P. ramorum working group very interested in SANC

Closing thoughts and wrap-up

Assessment Schedule

Pilot Facility	State	Tentative Pilot Schedule	Status	Rough estimate for program entry
Conard Pyle	PA	12/4/2014	Risk assessment completed, Pest Management plan completed, Manual 80% complete, pending review	December-15
Forrest Keeling	MO	12/16/2014	On site visit completed, Risk assessment 70% complete	March-16
Walla Walla Nursery	WA	4/15/2015	On site assessment completed. Risk assessment 80% complete	March-16
Lucas Greenhouses	NJ	2nd week of Feb	On site risk assessment confirmed for 5-27-15	?
Southeastern Growers	GA	3rd week of March	Pre-assessment mtg completed. Have proposed a pre-assessment "on site" meeting for 6-25-15	?
Oregon Pride	OR	1st week of June	On site risk assessment confirmed 6-11-2015	?
McKay Nursery	WI	Middle of July	Not confirmed	?
Greenleaf Nursery	OK	3rd week of June	Not confirmed	?

Action Items

1. Establish Evaluation Subcommittee – Pilot Evaluation
2. Pilot Committee needs to request that pilot SDAs keep track of the time spent on SANC. This should be done ASAP.
3. Need to identify details on pilot growers sharing their experience and who will be responsible to lead this effort.
4. Need to develop training and guidance for Pilot SPROs and staff on risk assessment and manual review.
5. Need to maintain communication and gauge continued interest by the initial nurseries that showed interest in the pilot program, but are not involved yet.
6. We need to promote SANC tools to use now, without a nursery being part of the pilot and without full SANC certification, to maintain interest and priority should be given to initial pilot nursery requestors.
7. At Jerry's request State inspectors should check in with nursery to see how the risk assessment is proceeding and share feedback with Jerry and Darrel;
8. All parties need to realize that the risk assessment is a Team effort by nursery, SDAs and the pilot nursery; the SPRO will be the Team leader. This plan needs to be communicated.
9. Accreditation Wheel uses different terminology than SANC and needs accompanying explanation; Darrell agreed to write an explanation.
10. Risk assessment tool evolving, now on version 3.15, working on newer version; time to remove statement regarding for "training purposes and not to be distributed."
11. Website needs to be updated; Outreach to review website
12. We need to decide to Trademark or not.
13. Inform of opportunity to cross train between pilot states is possible as long as nursery is in agreement for additional individuals.
14. Make Cooperative agreement goals, work plans and progress reports available on the SANC Website administration area? Core Group needs to decide.
15. Can leftover NPB money be used to support Jerry and Darrel? Probably, with a written revision. Karen Maguylo look into this check.
16. Develop and coordinate Farm Bill suggestions with shared goals and timelines.

Respectfully submitted: Carol Holko, MD

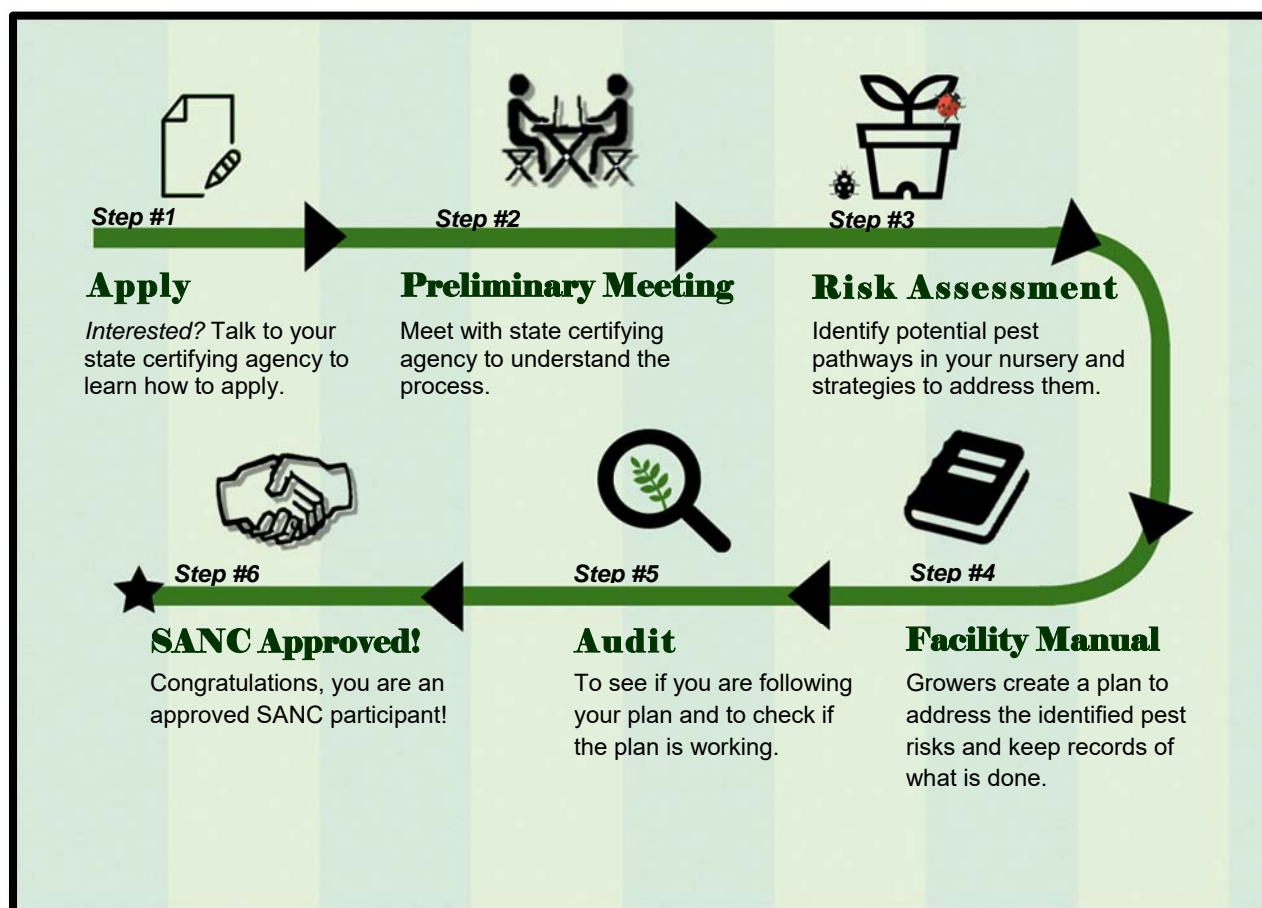


Introduction to the Systems Approach to Nursery Certification Program

SANC PROGRAM

The Systems Approach to Nursery Certification (SANC) Program is a voluntary, audit-based program designed to reduce pest risks associated with the movement of nursery stock. The purpose of this document is to provide industry and state regulatory agencies with an overview of the SANC Program as outlined in the [SANC Program Standards](#). Recognizing each production facility is unique, SANC can be tailored to different types of nurseries/greenhouses.

STEPS TO BECOMING SANC CERTIFIED



APPLY



Growers that are interested in participating in the program should first talk to their [state certifying agency](#) to find out if participation in their state is available and to learn more about how to apply to the SANC Program. A participating nursery or greenhouse would be expected to meet the [SANC Program Standards](#) and will need to be in good standing with other applicable laws and regulations. The SANC Program is intended to fit various sizes and types of operations.

PRELIMINARY MEETING



The purpose of the meeting is to provide growers with an overview of SANC and its requirements. Topics to be discussed include:

- Expectations and steps in the SANC certification process
- Roles of state certifying agency and grower personnel
- Resource requirements
- Grower's questions and concerns
- Timelines



RISK ASSESSMENT



Conducting a risk assessment to identify **hazards** is a vital component of a systems approach. This process will identify the nursery's **critical control points** (CCP) where **best management practices** (BMP) can be implemented to mitigate hazards.

Hazards are any area of nursery/greenhouse operations which have the potential to cause harm to the plant products by contamination or introduction of plant pests.

Critical control point (CCP) is any point, step or procedure at which controls can be applied and the hazard prevented, eliminated or reduced to an acceptable level.

Best management practices (BMP) are those measures which are implemented at a CCP to prevent, eliminate or reduce the risk associated with the specific hazard.

For example: When plants are brought into a nursery, they can introduce pests, so they could be considered a hazard. A critical control point would be where the plants are received. A best management practice to mitigate this risk would be to inspect the plants before putting them into the production yard.



It is recommended that the risk assessment be conducted jointly with the grower and the state certifying agency. To help prepare for your risk assessment, review the [SANC CCP Checklist and BMP Companion](#). This document was developed jointly by industry, university researchers and regulatory representatives to offer pest management strategies.

FACILITY MANUAL



The Facility Manual is created by the grower and once completed it will be reviewed by the state certifying agency for approval. The manual has four components to describe facility processes to manage the risk of plant pest introduction and movement:

Pest Management Plan

The grower will develop a pest management plan to address the critical control points which were identified in the risk assessment. At least two independent best management practices will be documented to mitigate the risk from each critical control point. This will include procedures for scouting, record keeping, and reporting regulated pest detections.



“Going through the SANC process helped us create a better organizational structure. Putting our plan on paper fortifies what we’ve been working towards”

— Mike Richardson, Walla Walla Nursery

Staff and Facility

This section of the manual will describe the facility and activities of staff as it relates to SANC. Topics in this section include:

- Responsibilities of staff members
- Staff reporting structure
- Staff training plan
- Facility description

Audits

The Facility Manual will describe how and when audits will be conducted.

Documentation

The Facility Manual will describe what documents must be kept. These will include:

- Scouting, sampling/testing and pest control records
- Plant receiving and shipping records
- Training records
- Audit records

AUDITS



Audits verify that the procedures identified in the Facility Manual are being followed. Internal audits will be conducted by the facility and external audits will be conducted jointly by the grower and your state certifying agency. These audits help to verify that the procedures are being done as documented in the Facility Manual and that the Pest Management Plan is working.

SANC APPROVAL



Once your manual has been approved, you will sign the SANC agreement and become a program participant. As a partner in the SANC program you will work together with your state certifying agency to maintain your SANC status and improve your pest management systems.

For more information please visit the SANC Website at:

<http://sanc.nationalplantboard.org/>

References

SANC Program Standards

<http://sanc.nationalplantboard.org/wp-content/uploads/2014/05/SANC-Standard-4-14-14.pdf>

SANC CCP Checklist and BMP Companion

[http://sanc.nationalplantboard.org/wp-content/uploads/2013/08/SANC CCP Inspection Checklist.pdf](http://sanc.nationalplantboard.org/wp-content/uploads/2013/08/SANC_CCP_Inspection_Checklist.pdf)

State Certifying Agency Contact List

<http://nationalplantboard.org/membership/>

SANC Pilot State Training

Agenda

Orlando, FL

January 2016

1/19/2016 version

Tuesday, January 26

- 8:00 Welcome and Introductions (Joe Collins and Collin Wamsley)
- 8:30 Update on where the 8 pilot facilities are in the process (Darrell Maddox and Jerry Lee)
- 8:45 What worked or didn't work on the Risk Assessment Process-facilitated discussion (Wayne Dixon facilitate)
- Topics for Discuss:
- Remarks from GA, OK and WA
 - On-site risk assessment
 - Pre and post- on-site communications with facility
 - Risk assessment document review by state – instructional and discussion (Dana Rhodes).
 - Lessons learned to share with phase 2 pilot states
- 9:30 SANC Manual Review and Approval Process
- How the manuals are developed (Darrell Maddox and Jerry Lee)
- 10:00 Break
- 10:15 Continue SANC Manual Review and Approval Process
- State Department of Ag Role (Dana Rhodes)
- Pilot subcommittee role SANC Manual review/ approval process (Wayne Dixon)
- How state, pilot facility and pilot subcommittee interact on the process and sequence of events. (Wayne Dixon)
- 11:15 A review of the SANC standards (A primer to prepare for the audit discussion) (Dana Rhodes)
- 12:00 Lunch
- 1:00 SANC CCPs and BMPs Interactive Exercise (Karen Suslow)
- 2:30 Break
- 2:45 Audit Procedures

- 2:45 State Perspective on Audits (Dana Rhodes)
- 3:05 Industry Perspective on Audits (Darrell Maddox and Jerry Lee)
- 3:30 Preparing for the audits (Gary McAninch and Melissa Lujan)
- 4:15 Open Discussion (Questions, Concerns)
- 4:30 General Session with full SANC Group

Wednesday, January 27

- 8:00 General SANC Session
- 10:30 SANC Pilot Training
 - Continue Audit Procedures
 - 10:30 Conducting Audits (Wayne Dixon and Karen Suslow)
- 12:00 Lunch
- 1:00 Open Discussion: Questions/Answers
- 2:30 Break
- 2:45 So you've conducted an audit, what now? (Dana Rhodes)
- 3:45 Putting in place the SANC agreement and beyond: Discussion of next steps. (Ken Rauscher)
- 4:30 Wrap-up, closing comments, evaluation form (Joe Collins, Collin Wamsley, Evaluation Subcommittee)

After this training we will compile copies of slides, handouts, etc and put into an updated training manual, along with any updated SANC documents. These manuals will then be shipped out to pilot states and other interested SANC committee members.



....Promoting a harmonized, risk-based systems approach to nursery and greenhouse certification

March 2016

SANC Webinar Mini-Series, brought to you by AmericanHort

Nursery and greenhouse growers are beginning to embrace a new opportunity to make their businesses stronger and more resilient against plant pests and diseases, changes in regulation, quarantines, and the threat of stop-sales or recalls. **This opportunity is called SANC - Systems Approach for Nursery Certification.** AmericanHort, who has partnered with USDA, NPB, and other industry members since the inception of the SANC Program, is now offering a webinar series to explain the workings of the program.

One of the initial eight SANC pilot nurseries, **McKay Nursery in Wisconsin**, is highlighted in the series as they explore SANC concepts and the practical development of a SANC program at their facility. Please join the discussion!

SANC Mini-Series Part One - What is SANC?

Tuesday, March 29, 3-4 p.m. EST

Tom Buechel, McKay Nursery

Certification of nursery stock for intrastate, interstate, and international shipping has become increasingly challenging due to higher shipping volumes, increasing regulated pest pressure, more rigorous shipping requirements, and dwindling resources. **Why SANC is important and how it will benefit the Green Industry will be discussed in this timely and relevant webinar.**

To register, please visit AmericanHort.org/Webinars.

Dates for additional webinars in this series: A journey into the SANC Program

- ▶ Part Two, June 21, 2016 : Working Through the Nursery Risk Assessment.
- ▶ Part Three, July 26, 2016: Developing the Pest Management Plan, Facility Map and Manual.
- ▶ Part Four, August 30, 2016: Document Control and Training Implementation.
- ▶ Part Five, September 13, 2016: Internal / External Audits and Certification

Registration for the live webinars is open to all, but archived webinars will only be available to AmericanHort members.



8-28-15

List of SANC Documents

Document	Ref in Standard?	Intended Audience	Status	Further Work Planned?
Application form template	Section 2.0 a	states	To Be Developed - Dana R.	2015
SANC Guidance Document for Nurs/Greenhses	Section 2.0 b	industry	V. 5 (dated 9-12-14) posted on website	
Risk Assessment Tool	Section 2.0 c	industry	Draft 9/25/14: trying out in 2014/15 Pilot season – posted in Admin section of website	Pending trial in pilot, and further work by D. Maddox and taskforce in 2015
Facility SANC Manual Outline/Framework	Sections 2.0 c, 3.0	industry	SANC Manual Framework Taskforce provided to Core 3-17-2015	2015
SANC Agreement Template	Section 2.0 e	states	on website - Version 8/14/14	
Guidelines for Sections of Facility SANC Manual: Staff and training guidelines Pest Management Plan Outline Internal audit guidelines Recordkeeping guidelines Document control guidelines	Sections 3.1.1, 3.1.2, 3.2, 3.3, 3.4.2d	industry	Under Development - Darrel Maddox; May be duplication with other documents?	Pending trial in pilot
Facility SANC Manual Review & Approval Checklist		states	Draft 8/14/14: approval to try out in 2014/15 Pilot season – posted in Admin section of website	Pending trial in pilot, and further work by taskforce in 2015
Audit checklists	Section 4.2	states	Draft 8/14/14: approval to try out in 2014/15 Pilot season – posted in Admin section of website	Pending trial in pilot, and further work by taskforce in 2015
Template statement, label, or certificate	Section 4.4	states	Nursery Shipping Certificate template on website – Version Jan2015	
Guidelines for classification of non-compliance	Section 5.2	states	on website – version 5/12/14	
Corrective action request form	Section 5.3	states	on website – version 9-10-14	

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SANC Fact Sheet		States/ind	on website - Version 12/20/13	
SANC Step by Step		States/ind	on website - Version 12/8/14	
Q&A Document		states	on website - Version 12/20/13	
SANC Glossary		states	on website - Version 12/20/13	
SANC Framework		states	on website - Version 2012	
SANC Compliance Agreement SOP		states	On website - Version 8/20/14	
SANC Compliance Agreement template		states	On website – Version 1/28/15	
SANC Compliance Agreement examples		states	BBligh, JB, HWA and IFA on website	
SANC CCP Checklist and BMP Companion		States/Ind	on website - Version 12/20/13	
SANC BMP Matrix Document – Industry		industry	Appears on website as BMP Companion Doc	
SANC Standard Document		states	on website - Version 4-14-2014	Ruth will activate links as associated docs become available
Pilot Program Evaluation Document		SANC internal?	Development begun in pilot subcomm?	Now pending creation of new evaluation sub-comm?
NPB Model Plant Pest Law		states	on website - Version 12/30/13	
NPB Model Nursery Law		states	on website - Version 12/30/13	
NPB Quarantine and Nursery Cert Guidelines		states	on website - Version 3/30/15	
Pilot Program Reimbursement Guidelines		SANC internal?	Version 3-9-15 - posted in Admin section of website	

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Pilot Reimbursement Letter and Invoice Template		States/Ind	Letter final version dated 2/26/15 - posted in Admin section of website; Invoice still under dev (draft posted)	Aurelio P?
Training Manual for Pilot State Regulatory Staff		states	Version used Sept 2014; Under Development – Training sub	Pending piloting, then further dev by training sub-committee
SANC Accreditation Wheel		industry	Developed by Darrell Maddox	Being reviewed by Core

California Oak Mortality Task Force

Newsletter Article

9-8-2015

Nursery and Greenhouse Industries Examine the Benefits of a Systems Approach to Certification of Plant Material

The National Plant Board (NPB) Systems Approach to Nursery Certification (SANC) initiative is designed to minimize the inherent risk of pest introduction and distribution as nursery stock is produced. During the past 10 months, 6 nurseries and greenhouses of various sizes from across the U.S. have participated in the risk assessment and pest management plan development portion of a pilot project to assess the benefits of an audit based SANC program. Two additional facilities will soon begin this initial phase of the pilot process. Thus far, all of the producers who have participated in this exercise have noted positive benefits of looking critically at all aspects of their production and distribution operations to proactive identify areas of potential risk and correct conditions before they result in pest proliferation and/or economic loss. Clearly this pilot implementation phase has a way to go, but so far the results have been promising and SANC project leaders are anticipating a second pilot phase to expand the assessment with a greater diversity of facility size and product.

As the SANC program has begun to roll out the pilot project, it is also examining two important aspects of this initiative, program evaluation and outreach to the greater industry community. An evaluation subcommittee has been created to assess the progress of the SANC program and in particular the pilot project. This evaluation will allow for positive adjustments for a more successful pilot and SANC implementation program. Additionally, the SANC steering committee is actively seeking opportunities to educate the nursery community about the SANC program and its potential benefits through tradeshow exhibits and other outreach efforts. To that end, SANC and the state regulatory agencies in Ohio and Oregon collaborated with the Karen Suslow of the National Ornamentals Research Site at Dominican University of California (NORSDUC) to provide a joint education booth at the American Horticulture – Cultivate 15 Conference in Columbus, OH on July 10&11th. A similar outreach effort was utilized at the Far West Nursery Convention in Portland, OR on August 27-29. The success of this outreach approach suggests that the SANC initiative will be involved in similar nursery tradeshow in the near future to spread the systems approach message.

These positive SANC milestones are the result of the continuing support of the nursery and greenhouse industries, USDA, the NPB and other leadership organizations such as COMTF.



K. Suslow at Cultivate 15, Columbus OH.

SANC Pilot Nursery Questions for Telephone Interviews
Prepared by the Evaluation Subcommittee
12/15/15

- 1) What information was most beneficial to you in preparing to participate in the SANC process?
Follow-ups:
 - a) Optional - If they are too general, ask - what specifically was most beneficial?
 - b) Based on a 1-5 scale (5 being the best), please rate the value of the following resources: SANC website, State inspector, Jerry Lee and Darrell Maddox, other.
- 2) Were your anticipated timelines for the development of the Risk Assessment met?
- 3) Did you feel you were adequately prepared for writing your Risk Assessment?
 - a) If no, what else is needed?
 - b) Based on a 1-5 scale (5 being the best), please rate the value of the following methods of information exchange used: phone calls, electronic documents (google docs), webinars, meetings, other.
- 4) Is there an ideal time to conduct the Risk Assessment? When and why?
- 5) Who was involved in developing the Risk Assessment from your nursery?
Note: We are interested in staff titles and total number of staff.
- 6) How many hours did your nursery invest in the preparation of your Risk Assessment?
- 7) Did the Risk Assessment identify any unrecognized risks?
 - a) If yes, what were they?
- 8) Where are you in the process of developing your Pest Management Plan? Were you or are you adequately prepared to develop your PMP?
- 9) Are there any unanticipated benefits SANC has provided your nursery?
- 10) Were there any surprises in your SANC experience?
- 11) Do you expect SANC to improve your operation or marketing ability? If so, how?
 - a) What would be the best SANC marketing tool from your perspective (i.e. Logo, banner, stickers, other)?
- 12) What else do you think we should know based on your SANC experience?