

BIOSECURITY / SECURITY CHECKLIST
For the Plant Dealers/Nursery Owners

HORTICULTURAL INDUSTRY

Biosecurity and security are part of an all-hazards approach to Horticultural Safety

BE PREPARED

- Create a Biosecurity plan for your nursery or greenhouse operation, to be included with your Emergency Plan.
 - For additional information, utilize trade publications and websites referencing safety and biosecurity measures, i.e. www.gemplers.com/alert
 - For assistance with these plans, contact the New Jersey Department of Agriculture – Division of Plant Industry at 609-292-5441.

BE ALERT

- Talk with your county Emergency Management Coordinator. Let him/her know about your operation's needs and concerns, if the event of a disaster or an emergency. Learn about your county's disaster and emergency evacuation procedures and incorporate the following into your plan:
 - Understand the hazards/risks associated with your area.
 - Provide a pesticide storage inventory, with location on the property, to the local fire department.
 - Understand how and where to evacuate your customers and workers.
 - Understand how and where to shelter-in-place.
 - Develop procedures to implement if there is a breach in security concerning your operations.
- Develop a list of important phone numbers, with contact names, such as the following: (keep at an on-site and off-site location)
 - Police / Fire / EMS: 9-1-1
 - Local Rutgers Cooperative Research and Extension Agent
 - County Emergency Management Coordinator
 - NJ Dept. of Agriculture – Division of Plant Industry (609-292-5441)
 - NJ Dept. of Agriculture – 24-hour number (609-292-8896)

Keep the Garden State Safe

BE ALERT (continued)

- Local/State Department of Health
- USDA-APHIS-PPQ, State Plant Health Director (609-259-8649)
- Emergency Notification List/Phone Tree, including after hours numbers (e.g. owner, supervisors, workers, vendors, suppliers, etc.).

- Maintain awareness of the location of visitors/customers and vendors.
 - Post signs to inform people of rules to follow while on your premises.
 - Monitor visits of people to your operations.
 - Restrict access to chemical, fertilizer, pesticide storage areas.

- Notify authorities of people taking unauthorized pictures or asking questions about operations, security, chemicals, fertilizer, pesticides, etc.

- Watch for and report signs of tampering with equipment, chemicals, fertilizer, pesticides, water, products, buildings and utilities.
 - Have written procedures on steps to take if you suspect or find evidence of contamination or tampering.
 - Prepare a recall plan to rapidly assess the scope of the problem, and to contain or recall products that have been sold or exposed.

- Watch for unusual signs that may indicate possible bioterrorism.
 - Unusually high number of unhealthy or dead plants.
 - Abnormal or unusual signs not typically seen for a particular disease.
 - Disease occurrence outside of its normal expected season.
 - Multiple outbreaks across different plant species.
 - Multiple cases of workers with a mysterious illness, rash, or other signs.
 - Both the owner/worker and plants are not healthy.

- Talk with your Extension Agent to become familiar with the signs of the various plant diseases/pests, recognize the signs of pesticide exposure, etc.

- Maintain situational awareness of world events and on-going threats.

- Train employees to be alert, vigilant with their surroundings, and who to notify if they see suspicious activity.

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BE SECURE

- ❑ Ensure the physical security of buildings and grounds.
 - Limit access to your operations.
 - ❑ Depending on your operations, consider utilizing perimeter fencing with controlled gate access, electronic security devices, and industrial-type door hardware.
 - Keep storage areas and restricted areas locked when not in use.
- ❑ Limit access to the water/electrical supply and secure them to prevent tampering.
- ❑ Plan for alternate means for electrical power.
 - Assess the entire operations for generator needs, including water wells and fuel.
 - ❑ Inspect, calibrate, and test generators under load.
- ❑ Install a security policy and security measures for deliveries.
 - Restrict deliveries to known vendors, with scheduled appointments and be present for deliveries.
 - Maintain accurate records of products.
- ❑ Maintain up-to-date inventories, especially on pesticide, fertilizers, and hazardous materials. Investigate discrepancies immediately.
 - Keep invoices on file.
 - Watch for signs of theft and evidence of tampering.
 - ❑ Inspect storage areas routinely.
- ❑ Pre-screen new employees to establish prospective employee's qualifications and demeanor.
- ❑ Keep vehicles and equipment locked and keys secured, when not in use.
 - Monitor vehicles for inappropriate contents or unauthorized/unusual activity.
 - If applicable, lock fuel storage tanks.
- ❑ Maintain adequate lighting and security measures.
 - Report any repairs that need to be made and follow up to see that they are done.
- ❑ Restrict access to computers and sensitive documents.
 - Protect computer data with virus protection.
- ❑ Shred sensitive documents before discarding.
- ❑ Train employees to be secure and notify you if they detect a breach in security.

Keep the Garden State Safe

BE CLEAN

- ❑ Limit access to sensitive areas and enforce visitors/vendors to follow posted rules.
- ❑ Follow sanitary practices to eliminate the spread of disease. This applies to people, as well as equipment.
 - Avoid the transfer of dirt, mud or disease by vehicles and equipment.
 - Utilize clean containers and equipment to prevent the spread of disease.
- ❑ Provide hand-washing facilities.
 - Encourage hand washing with disinfectant soap, especially after handling chemicals, fertilizers and pesticides.
- ❑ Check new horticulture stock for unusual signs disease or pests.
 - Call the local Rutgers Cooperative Research and Extension Agent and/or NJDA – Plant Industry immediately if unusual signs are noticed.
- ❑ Train employees on common disease signs and patterns, so they will recognize unusual ones.
- ❑ Train employees to be clean and to notify you if they see discrepancies.

BE CURRENT

- ❑ Practice emergency drills with your employees and their proper response.
- ❑ Review and update your plan.
 - After each drill, if necessary.
 - Every year.

Keep the Garden State Safe

NOTIFY/CALL

- If you suspect suspicious activity, notify the facility owner and call local law enforcement and 1-866-4-SAFE-NJ.
- If you notice unusual signs of disease or pests in agriculture, notify the Local Rutgers Cooperative and Research Extension Agent, the NJ Dept. of Agriculture's Division of Plant Industry.
- Train employees to notify you if there are concerns/problems.
 - If tampering/contamination are suspected, isolate the suspected stock.
 - Monitor stock and facilities until authorities arrive.
- Train your employees on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.