Canadian Food Inspection Agency | Agence canadienne d'inspection des aliments

Inspection Procedure

Version française

Inspecting Facilities that Export Grains and Field Crops

Plant Health Division
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Forward

This PI-001 supersedes the documents listed in Appendix D.

Contact

The contact for this document will be the National Manager, Grains and Field Crops Section, Plant Health Division, CFIA.

Review

The Plant Health Division (PHD) of the Canadian Food Inspection Agency (CFIA) shall review PI-001 every 5 years, or earlier, if required. This document will be reviewed jointly with the Canadian Grain Commission (CGC), as per the requirement of the Memorandum of Understanding between these two organizations. This PI-001 has been jointly developed by the CFIA and CGC.

Endorsement

This PI-001 is hereby approved:

_____ _____

PHD, Joanne Rousson, Quality System Document Committee Date

_____ _____

Director, Plant Health Division Date

Amendment Record

Number of amendment:	**Amended by:**	**Date of submission for approval of amendment:**	**Summary of amendment and number of amended section(s) or page(s):**
1	Brian Rex	October 5, 2001	Revision of PI-001 pp. 1 to 43
2	Andrew Dawson	December 21, 2006	Revision and update of PI-001 pp 1 to 43

Distribution

The CFIA maintains, issues and makes copies of this PI-001 available on the CFIA website
English - http://www.inspection.gc.ca/english/plaveg/grains/grainse.shtml;
French - http://www.inspection.gc.ca/francais/plaveg/grains/grainsf.shtml.

0.0 INTRODUCTION

Certain Canadian facilities directly export grains and field crops. Grains and field crops for export may have to be certified free from regulated stored product pests, as per the requirements of plant health authorities in the importing countries. The CFIA issues this certification by way of a Phytosanitary Certificate based on inspections of facilities, stored products, and transportation vehicles. The CFIA will certify products exported from facilities which meet the requirements of the CFIA. This PI-001 specifies the procedures that inspectors must follow to inspect facilities and their stored products. The CFIA will periodically audit inspectors against this PI-001 using PI-004: Auditing the Inspection of Facilities that Export Grains and Field Crops.

1.0 SCOPE

This PI-001 specifies the procedures that inspectors must follow to inspect facilities that export grains and field crops, including transfer and terminal elevators. These procedures do not encompass facilities that handle both grains and field crops and non food (or feed) products (e.g., fertilizers). This PI-001 does not specify the general roles and responsibilities of inspectors. These roles and responsibilities shall be outlined in documents such as memoranda of understanding, internal work plans, or other agreements.

2.0 REFERENCES

The legislative documents listed herein are available at the Canadian Justice Department Website (http://Canada.justice.gc.ca).

Canada Grain Act, 1970-71-72, c. 7, s.1., R.S., 1985, c. G-10.

Plant Protection Regulations, SOR/95-212.

Plant Protection Act, S.C. 1990, C.22.

Food and Agriculture Organization of the United Nations (FAO), 1992. International Plant Protection Convention (IPPC) (AGPP/PQ/92/1). FAO, Rome.
R-001: Grains and Field Crops: Overview of Exporting Facilities.

PI-002: Sampling Grains and Field Crops, their Residues, and Associated Small Organisms

PI-003: Detecting and Identifying Small Organisms Associated with Grains and Field Crops.

PI-004: Auditing the Inspection of Facilities that Export Grains and Field Crops.

Canada Labour Code, R.S., c. L-1, s. 1.

Canadian Safety and Health Regulations, SOR/86-304.

Canadian Food Inspection Agency Fees Notice, Canada Gazette, Part I (05/13/2000)

Sinha, R.N. and F.L. Watlers, 1985. Insect Pests of Flour Mills, Grain Elevators, and Feed Mills and their Control. Agriculture Canada (Winnipeg Research Station) Publication No. 1776, Minister of Supply and Services Canada, Ottawa, Canada, 290 pages. ISBN-0-660-11748-7.

Bousquet, Y., 1990. Beetles Associated with Stored Products in Canada: an Identification Guide. Agriculture Canada (Ottawa Biosystematics Research Centre) Publication No. 1837, Minister of Supply and Services Canada, Ottawa, Canada, 220 pages. ISBN-0-660-13266-4.

Benoit, P., 1985. Nomenclatura Insectorum Canadensium, Noms d'insectes au Canada, Insect Names in Canada. 5th edition. Sainte-Foy Laurentian Forest Research Centre Publication. Minister of Supply and Services Canada, Ottawa, Canada, 299 pages. ISBN-0-662-53374-7.

Agriculture and Agri-Food Canada (AAFC) and the CGC, 1994. Memorandum of Understanding between the CGC and the Department of Agriculture (Food Production and Inspection Branch) Concerning the Sampling and Inspection of Grain and Grain Handling Facilities to Meet Phytosanitary Export Market Requirements. AAFC, Ottawa,

The Canadian Standards Association (CSA), 1998. Standard C22.1-1998: Canadian Electrical Code, Part I. Eighteenth Edition. The CSA, Etobicoke, Ontario, ISBN-0-921347-65-0.

3.0 DEFINITIONS

For the purpose of this PI-001, the following definitions apply:

Area	An area, floor or identifiable location within the facility, for the purpose of establishing sanitation/infestation ratings. An "area" may include an entire floor of a facility, or any smaller area in which a specific function is conducted, or which is exposed to similar sanitation and/or infestation risks.
Eastern division	That part of Canada not included in the **Western division** (*Canada Grain Act*).
Facilities that export grains and field crops	Facilities that directly export **grains and field crops**, including **terminal** and **transfer elevators** as defined in the *Canada Grain Act*.
Grains and field crops	Seed and products of the plants listed in Appendix A of R-001. This list is not exhaustive.
Inspectors	Includes the inspectors of the CFIA and any other inspector authorized to inspect on behalf of the CFIA.
Pest	Any thing that is injurious or potentially injurious, whether directly or indirectly, to plants or to products or by-products of plants, and includes any plant prescribed as a pest. See also ***Quarantine pest, Primary insect,*** and ***Secondary insect***.
Phytosanitary Certificate	See Part IV, Section 55.1 of the *Plant Protection Regulations* for a complete definition. Briefly, it is an officially numbered document, issued by the plant protection agency of the exporting country to the plant protection agency of the importing country attesting to the phytosanitary status of a product exported from Canada.
Primary insect	An insect ***pest*** that feeds on ***grains and/or field crops*** and can establish in storage. See Appendix A for a list.
Quarantine pest	A ***pest*** of potential economic importance to the area endangered thereby and not yet present there, or present but not widely distributed and being officially controlled.

Secondary insect	An insect that may or may not be a ***pest*** of ***grains and/or field crops*** and that does not normally establish in storage. See Appendix A for a list.
Small organisms	Small living beings. Includes, but is not exclusive to, insects, mites, bacteria and fungi.
Terminal elevator	An elevator, the principal uses of which are the receiving of grain on or after the official inspection and official weighing of the grain and the cleaning, storing and treating of the grain before it is moved forward (*Canada Grain Act*).
Transfer elevator	An elevator in the **Western Division** or the **Eastern Division** where the principal use of which is the transfer of grain that has been officially inspected and officially weighed at another elevator; and an elevator in the **Eastern Division** where the principal uses of which are the transfer of grain that has been officially inspected and officially weighed at another elevator and the receiving, cleaning and storing of eastern grain or foreign grain (*Canada Grain Act*).
Western division	All that part of Canada lying west of the meridian passing through the eastern boundary of the City of Thunder Bay, including the whole Province of Manitoba (*Canada Grain Act*).
Workhouse	Area for receiving and processing grain. It is constructed of several floors on which may be located scales, cleaning machinery, holding bins, bucket elevators (legs), spouting and miscellaneous grain handling equipment.
Year, calendar	The period commencing on January 1 in any year and terminating on December 31 in the same year.
Year, crop	The period commencing on August 1 in any crop year and terminating on July 31 in the year next following. (*Canada Grain Act*).

4.0 INSPECTING FACILITIES

Inspectors shall inspect facilities as specified in the procedures herein. The objective of inspecting facilities is to provide evidence that facilities meet the phytosanitary requirements as per the *Plant Protection Act and Regulations*. For fees associated with inspections, CFIA inspectors shall refer to the *Canadian Food Inspection Agency Fees Notice*.

Separate reports for large facilities can be initiated only where multiple workhouses exist and there is an effective means to isolate an individual workhouse, if necessary. This can only be implemented with prior approval of the management of the facility and the National Manager of the Grains and Field Crops Section, PHD.

4.1 Summary of Procedures

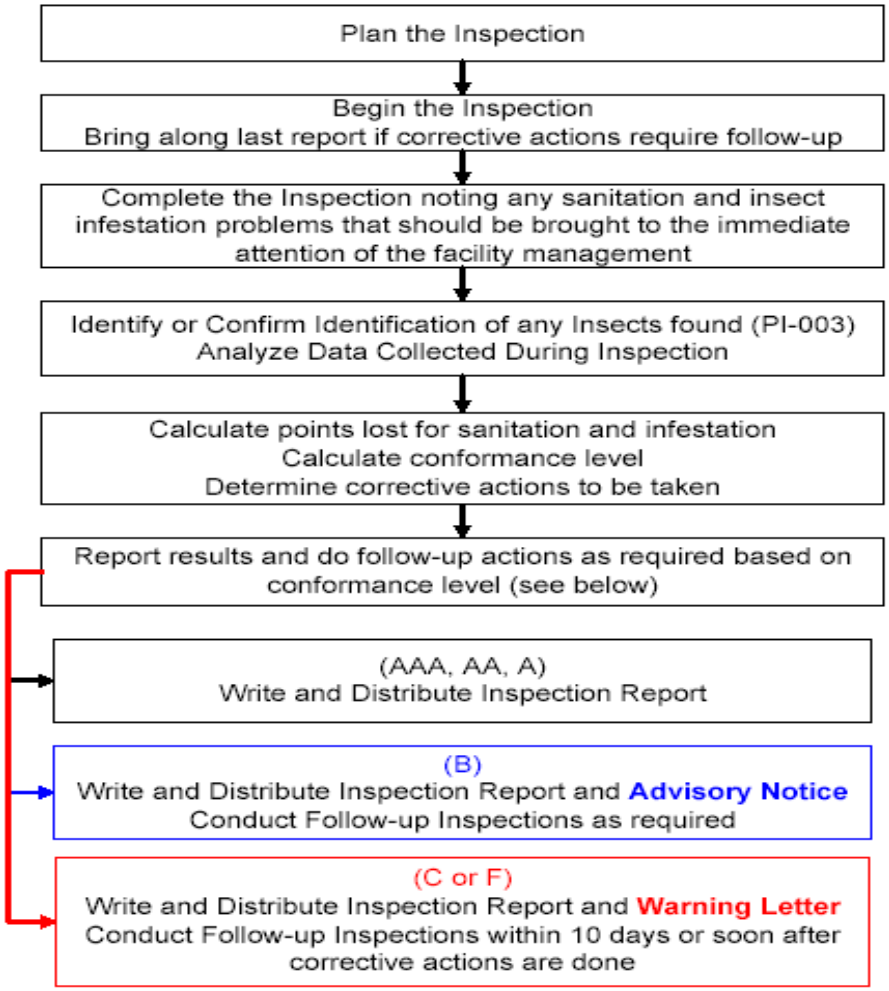

Figure 1. Summary of procedures.

Inspectors shall inspect facilities as specified in this PI-001, samples shall be taken as specified in PI-002 and organisms shall be identified as specified in PI-003. Where CGC inspectors are inspecting on behalf of the CFIA, they should immediately notify the CFIA when pests of quarantine significance to Canada have been found. The CFIA inspectors will conduct concurrent inspection with CGC inspection staff as per section 4. 8. See Section 4.4.3 for a description of conformance levels.

4.2 Planning Inspections

Inspectors shall

a. Review previous inspection reports on the facility to be inspected.

b. Determine if the facility is due for inspection. A facility must be inspected as specified in Section 4.2.1 or 4.2.2 as applicable. The number of inspections that have been conducted during a year for a facility can be determined by reading the number of the most recent inspection report for the facility. Section 4.6.2 outlines how to read inspection report numbers.

c. Determine which areas of the facility were previously infested with primary or secondary insects and ensure that the inspection plan includes a thorough review of these areas.

d. Contact the elevator management to indicate when an inspection will be carried out.

e. While at the facility, contact the manager of the facility to discuss any areas of concern and safety issues. If doing a follow-up inspection, this is an opportunity to have the manager attest that the previously recommended corrective actions have been taken. For safety, ask the manager if any hazardous actions (e.g., treatments, blow down cleaning) has recently been carried out at the facility. Avoid hazards by wearing the proper equipment or by postponing the inspection. Determine where, when and what product was used and the withdrawal period prior to entering the facility. This will help to assess if it is safe to inspect the facility. Finally, request to be accompanied by a staff member during the inspection.

4.2.1 Frequencies for Facilities at Standard Conformance Levels

Use the frequencies in the following table to inspect facilities that have obtained a standard level (i.e., AAA, AA, A or B) at their most recent inspection:

Areas:	Number of Inspections per Year:	Recommended Inspection Frequency:
Churchill	3, more or less depending on conformance levels, spread through out the shipping season (i.e., from July to October).*	The initial inspection should be conducted within the first 2 weeks that the elevator is open for the season and approximately every 6 weeks following that.
British Columbia	8, more or less depending on conformance levels, spread through out the year.*	Approximately one inspection every 6 weeks.
Other locations within Canada	6 to 8 per year, depending on conformance levels and length of operating season.*	The initial inspection should be conducted within the first 2-3 weeks that the elevator is open for the season. Inspections should occur approximately every 6 weeks following that. For elevators open all year round inspections should occur every 6 weeks.

* More inspections will be required if follow-up inspections are necessary. These follow-up inspections are necessary when CGC or CFIA inspectors need to verify on site that corrective actions have been taken. However, where a facility obtains consecutively two high conformance levels (i.e., AAA or AA), the next planned regular inspection will be skipped, **with a maximum of two planned inspections skipped per year.** For example, here are the conformance levels obtained by inspection (as indicated by the week the inspection took place) for a year and the skipped regular inspections (in brackets): 1st (AA), 7th (AA), 14th (skipped), 20th (AAA), 26th (AA), 33rd (AAA), 40th (skipped), and 46th (AA). In this example, only 6 regular inspections are necessary, not 8.

4.2.2 Frequencies for Facilities at Sub-Standard Conformance Levels

Partial or full follow-up inspections (FUI) are required for facilities that have obtained a sub-standard conformance level (i.e., "C" or "F") at their most recent inspection. See Section 4.4.3 for a description of conformance levels and section 4.4.4. for information on FUI. The chart in Appendix B will assist an inspector in determining when and what type of FUI is required. The CFIA will not issue Phytosanitary Certificates until a standard conformance level has been met (in some cases this means an "A" rating or better). Once facilities have obtained the required conformance level, use the inspection frequencies specified in Section 4.2.1.

4.3 Inspecting Facilities

Using the equipment specified in Section 4.3.1, inspectors shall inspect facilities on site. Inspections shall be done by collecting samples in and assigning sanitation ratings to various locations, as applicable.

Samples shall be taken as specified in PI-002. Samples shall include collecting visible insects or other pests, residues, and products stored in bins. If identification of visible pests can be done on site, simply take written notes (i.e., species and location) of their presence. If not, insects and other pests should be identified back at the office or sent to an entomologist for identification.

Rate sanitation as each floor, area or section of the facility is inspected, as specified in Section 4.4.1. The sanitation rating should be done at the time of inspection and not done later, after analysis of collected samples. No sanitation or infestation ratings shall be given to the interior of storage bins.

Inspectors should work with the elevator management to ensure that the facility is divided into logical inspection areas that are easily identifiable and of an appropriate size given the layout of the facility. Too large an area will reduce the impact of multiple sanitation problems or insect finds and create problems for a facility to contain or control a problem identified on the report. The CFIA or CGC inspector has the final authority in determining the appropriate areas for rating the facility. Should significant changes be proposed to the number and layout of the areas that are rated within a facility, the National Manager of the Grains and Field Crops section must provide prior approval before any changes can be made.

While inspecting a facility, it is recommended that inspectors start at the top of the facility and work down to its basement. The list below outlines some of the key areas to inspect;

a. workhouse (all floors),

b. storage areas (including top floor, basement and bins),

c. shipping and receiving galleries and their transfer areas,

d. track shed, drip shed, and below dumpers,

e. all other areas present, e.g., driers, pellet plants, marine legs, seed plants, car load out, truck load out, etc.

In addition, at least 15% of the bins in the facility should be sampled per inspection, with the objective of ensuring that each bin of the facility is sampled at least once a year. Insect finds during bin inspections are not included in calculating the Total Points Lost for Infestation (TPLI).

Safety precautions:

Inspectors shall take all reasonable and necessary precautions to ensure the safety and health of all persons likely to be affected by their acts or omissions. This includes the following:

- avoid hazardous contact with moving machinery or fumigated products;
- obtain certification that fumigated products are safe to handle before sampling them;
- do not use open-flame or spark-producing equipment in the facility (i.e. cell phone, camera, lighter, etc.);
- flash lights must be spark resistant/explosion proof and CSA approved;
- never cross over or under belt conveyors, except where safe passageways are provided;
- be aware of emergency shut off devices for conveyors;
- never use benches, chairs, boxes or other makeshift stools in place of ladders;

- do not block walkways, stairways and exits with inspection equipment and samples; and
- stop the inspection if feeling dizzy, sick, weak, or if injured.

Inspectors should be aware of the facilities safety policies and procedures. Inspectors shall cooperate with any person exercising a duty imposed by the *Canadian Occupational Safety and Health Regulations* (COSH) in the facility. In case of emergency evacuation, follow the facility's procedures which should be posted on the premises as required by the COSH, Section 17.6(2). These procedures should include a plan of the building and the emergency evacuation plans. If possible, become familiar with the signals (i.e. horn) used in a fire emergency.

After an inspection, inspectors shall advise the manager that the inspection is completed. Inspectors shall report to their employer, and the manager of the facility, anything or circumstance that is likely to be hazardous to the safety or health of a person in the facility. Inspectors shall also report, in the manner prescribed by their employer, every accident or other occurrence arising in the course of or in connection with their inspection that has caused injury to a person in the facility. A fully-operating facility is a hazardous environment to work in, and the risk level increases with advanced automation and reduction of staff in the plant. Equipment can start with little or no warning and place an inspector in a dangerous position. Awareness of the dangers is the best preventive measure against accidents and injuries. Therefore, as required by the *Canada Labour Code* and the COSH, and as an employer of inspectors, the CFIA has herein prescribed certain safety procedures. As employees, inspectors are responsible, pursuant to the *Canada Labour Code*, Part II, section 126, to follow the above procedures. Note that grain handling facilities licensed by the CGC, certain feed mills, certain feed warehouses, flour mills and grain seed cleaning plants are under federal jurisdiction in safety matters.

4.3.1 Equipment Required

While inspecting facilities, inspectors shall carry or wear the equipment listed below. Note that inspectors shall ensure that their equipment is in good repair (functional and clean) and safe to use (i.e., ensure that they will not restrict movement and are not likely to get caught in moving machinery). Inspectors shall remove, cover or secure dangling accessories. Inspectors with long hair shall also tie it up.

Inspectors shall carry:

a. a powerful portable light (e.g., a cell flashlight, a six volt lantern, or a rechargeable miner's lamp). Portable lights must be explosion proof and have been approved by the Canadian Standards Association (CSA) for "Class II, Division 1 and Group G" locations, as per Rule 18-004 of the *Canadian Electrical Code* (CEC, 2.16), and should be marked as CSA approved. [As per Rules 18-008 and 18-058 of the CEC, "Class II, Division 1, Group G" locations include the working areas of grain handling and storage plants (e.g., rooms containing grinders, cleaners, graders, open conveyors or spouts, open bins or hoppers, mixers, automatic hopper scales, packing machinery, elevator heads and boots, dust collectors and all similar dust-producing machinery and equipment in grain

processing plants, starch plants, sugar pulverizing plants, malting plants, hay grinding plants, and other occupancies of similar nature), which comprise atmospheres containing flour, starch, grain dust and other dusts of similarly hazardous characteristics. The use of such equipment is required as per the COSH, Part XVII, Paragraph 17.11.1.a, and Part VIII, Paragraph 8.3.2.]

b. the sampling equipment specified in PI-002.

c. a pencil and note pad for records.

Inspectors shall wear:

d. a CSA approved hard hat, in good condition, to protect from falling objects or unseen projections. [Protective head wear shall meet the *CSA Standard Z94.1-M1977* as per Part XII, Paragraph 12.4, of the COSH.]

e. properly fitted clothes that will not restrict movement or catch in moving machinery [as per Part XII, Paragraph 12.12, of the COSH]

f. gloves to protect hands from sharp objects, cold, dirt, etc.

g. CSA approved safety shoes or boots with oil resistant cork or rubber soles and steel toes. [Protective footwear shall meet the *CSA Standard Z195-M1984*, as per Part XII, Paragraph 12.5.1, of the COSH.]

h. CSA approved respiratory protective device (e.g., dust mask), where required. [Such a device shall meet the *CSA Standard Z94.4-M1982*, as per Part XII, Paragraph 12.7.2, of the COSH.]

i. CSA approved eye protection (e.g., goggles or safety glasses), where required. [Eye protection shall meet the *CSA Standard Z94.3-M1982* as per Part XII, Paragraph 12.6, of the COSH.]

j. high visibility vests or coveralls, where required,[as per Part XII, Paragraph 12.13.a, of the COSH]

k. hearing protection such as ear muffs or plugs, where required by warning signs or by facility management. [Hearing protection shall meet the requirements set out in *CSA Standard Z94.2-M1984, Hearing Protectors*, as per Part VII, Paragraph 7.7.3 of the COSH.]

Inspectors may wish to use gas detection devices to check locations where fumigation has taken place, or in areas where toxic gases could accumulate (e.g., pits, bins and other confined spaces).

4.4 Determining Ratings and Conformance Levels

Determine the sanitation and infestation ratings as specified in Sections 4.4.1 and 4.4.2, and determine the conformance level as specified in Section 4.4.3. The rating system herein is based on several years of experience in inspecting facilities that store and export grains and field crops. This experience has shown that when CFIA's standards are met, facilities and products exported from them have higher levels of freedom from pests.

4.4.1 Sanitation Rating

a. Visually observe and rate each area in the facility, using this table:

Rate:	**If the observations indicate that:**		
	The quantity and type of residues found are:	**The residues found are located:**	**The cleaning is:**
Excellent (4.0).	No residues or only a negligible film of fresh dust. There are no old residues* or crusted dust/grain.	Nowhere or only in a few areas.	Regular and thorough.
Good (3.0-3.9).	**More than a film** of dust and only minor accumulations of spilt grain, but there are no old residues* or crusted dust/grain.	In a **few areas**, but limited on equipment or pipes.	Regular but cleaning is needed for a few areas.
Fair (2.0-2.9).	**More than a film** of dust and minor to moderate amounts of spilt grain, but with only minor accumulations of **old residues*** or crusted dust/grain.	In a **few areas**, which may include beams, equipment or pipes.	Irregular and is needed in several areas.
Critical (1.0-1.9).	**More than a film** of dust, and moderate to substantial amounts of spilt grain and moderate accumulations of **old residues*** or crusted dust/grain.	In **several areas** (but **not everywhere**), including beams, equipment or pipes. Old residues in a few areas.	Irregular and is needed for many areas.
Unacceptable (0.0-0.9).	**More than a film** of dust and substantial amounts of spilt grain and **old residues*** or crusted dust/grain. There also may be webbing material (i.e. insect webs).	**Almost everywhere**, including on beams, equipment or pipes. Old residues in several areas.	Irregular, has not been carried out for an extended period of time, and is needed for most areas.

* Residues are old if crusted, sprouted, clumped or discolored grain are observed, indicating that the residues have been there for an extended period of time. The status of the residues may be determined by questioning the facility employees and/or operator. Inspectors may immediately recommend corrective actions for conditions observed as specified in Section 4.5.

b. Sampling - The lower the sanitation rating the more samples that should be taken from any specific area. Floors may need to be divided into specific areas to address differences.

c. Determine the average sanitation rate (ASR) for the facility using this formula:

ASR = (Sum of the sanitation ratings given to each area) /
(Number of area rated).

d. For the facility determine the total points lost on sanitation (TPLS) using this table:

If the ASR* is:	**The total points lost on sanitation (TPLS) is:**
3.5 - 4.0	0
3.0 - 3.4	1
2.5 - 2.9	3
2.0 - 2.4	6
1.5 - 1.9	10
0.0 - 1.4	15

* ASR shall be determined as specified in Section 4.4.1.c.

4.4.2 Infestation Rating

a. Visually observe each area for the presence of insects and take samples of residues found in the areas (For bin samples see section 4.3). These samples shall be analyzed in the laboratory as per PI-002. Inspectors may immediately recommend corrective actions for conditions observed on site. Where CGC inspectors are inspecting on behalf of the CFIA, they should immediately notify the CFIA headquarters when pests of quarantine significance to Canada have been found.

b. Compile the total insect finds (primary and secondary only) per type of insect and per location. Note that the finds in bin samples will not be included in the calculation of the infestation rating. Keep the compilation of all finds for the inspection report where corrective actions (as determined in Section 4.5) will be recommended.

c. Determine the number of points lost for infestation (PLI) per location in the facility and type of insect (primary vs secondary) using the compilations (excluding the finds in bins) done in Section 4.4.2.b and using the table below.

d. Should primary and secondary insects be found in the same area, only the find that results in the greatest points lost will be included in the report. For example, one primary insect and two secondary insects are found under a cleaner on the Cleaner Floor. For this floor, the number of points lost for infestation would be 5 as the primary insect is more serious and results in a greater number of points lost.

e. Should several insects be found throughout an area that is to be rated, the points lost should only reflect the most serious find. For example the Cleaner Floor is rated as all one area and secondary insects are found in several places (i.e. along the walls, around beams, and under the cleaners). For this area, the number of points lost for infestation on the report for secondary insects is 2. Evidence of the presence of insects, but where no live insects are found (e.g. trail of larva or adult of *Tenebrio molitor* in dust) does not result in points lost.

If the number of insects (primary and secondary only)* found in the specific area within the facility (excluding bins) is:	**The number of points lost for infestation (PLI) in that area is ...**	
	For primary insects:	**For secondary insects:**
None.	0	0
Insects **in one place within an area** and **far** from structures* or conveyances that grain may move through (e.g., in a corner or along a wall on the motor floor).	1	0
Insects **in several places within an area** and **far** from structures or conveyances that may move or store grain (e.g., in different corners and along the wall of the motor floor).	2	1
Insects **in one or several places within an area** and **near to** structures or conveyances that may move or store grain (e.g., under cleaners or belts, spillage near to bin tops)	5	2
Insects **in one or several places within an area** and **in** structures or conveyances may move or store grain (e.g., in a cleaner or on the belt).	10	5

* The number of insects shall be determined as specified in Sections 4.4.2. "Structures that usually are in contact with products to be exported or stored" include conveyor belts, scales, cleaners, dumper pits, legs, shipping galleries, etc.

f. Determine the total points lost on infestation (TPLI) in the facility using this formula:
TPLI = Sum of the PLIs given to each area*.
For example:
TPLI = (PLIs of the motor floor) + (PLIs for the bin floor) + (PLIs for the cleaners floor) + ...

* PLIs shall be determined as specified in Section 4.4.2.c.

4.4.3 Conformance Levels

To determine the conformance level that a facility obtains, add the total points lost for sanitation (TPLS)* and the total points lost for infestation (TPLI)*, and use this table:

The conformance level is:		If TPLS + TPLI *=
Standard	**AAA:** Facilities that meet this level have shown a superior performance. The conditions observed during the inspection exceed the CFIA requirements for sanitation and infestation.	0 - 2
	AA: Facilities that meet this level have a good phytosanitary performance. The conditions observed during the inspection meet the CFIA requirements but some problems may have been identified.	3 - 6
	A: Facilities that meet this level have an adequate phytosanitary performance. The conditions observed during the inspection meet the CFIA requirements but problems, which place the facility at a lower acceptability limit in meeting the requirements of the CFIA, have been identified.	7 - 11
	B: Facilities that meet this level are at the lowest limit for phytosanitary performance and should be showing evidence that they are working on improving the condition of their facility. There are obvious deficiencies, as outlined in an Advisory Notice issued to the management of the facility, which require prompt corrective actions. A continuous "B" rating is not acceptable.	12 - 17
Sub-Standard	**C:** Facilities that meet this level are in a critical phytosanitary situation. The conditions observed during the inspection place the facility below an acceptable level and do not meet the requirements of the CFIA. There are critical deficiencies, as outlined in a Letter of Warning issued to the management of the facility, which require immediate corrective actions.	18 and above.
	F: Facilities at this level are failing to meet the CFIA phytosanitary requirements over a specific period of time. The conditions observed during the inspection indicate that: a) the corrective actions, as outlined in the inspection report and its Letter of Warning sent for the previously obtained "C" or "F" level, have not been taken; and b) the facility still does not meet an acceptable Standard rating of "A" or better.	18 and above.

* The TPLS shall be determined as specified in Section 4.4.1.d. The TPLI shall be determined as specified in Section 4.4.2.f.

4.4.4 Follow-up Inspections - General

A follow-up inspection (FUI) occurs when a facility must be inspected shortly after the last inspection to ensure that all corrective actions have been taken. The procedures for conducting a FUI are the same as regular inspections.

There can be 2 types of FUI:

1) Partial FUI - In this case inspectors are returning to inspect only the areas that were outlined as areas of concern on the previous report. However, inspectors should not ignore new problem areas if noticed.

2) Full FUI - In this case inspectors are returning to do a complete facility followup inspection to ensure that the entire facility, not just the areas of concern are in satisfactory condition and that no new problems exist.

In most cases the FUI should occur approximately 10 business days after the last inspection or sooner if requested by the management of the facility.

Following up on a "B" rating;
If necessary, inspectors shall conduct a partial FUI to verify that corrective actions recommended from the previous inspection have been taken or were completed properly.

Following up on a "C" or "F" rating;
Followup inspections are mandatory in all cases.

When doing follow-up inspections, carry the previous inspection report along with the current inspection report and present these to the manager or operator of the facility to attest that the previously recommended actions have or have not been taken.

4.4.4.1 Followup Inspection - Specific Situations
See Appendix B for a quick reference chart

a. **"B" Rated Facility Receives a "B" Rating on the Next Regular Inspection.**

A facility which receive a "B" rating on a regular inspection, and then receives a "B" rating on the next regular inspection, will be subject to a partial FUI. If the FUI report indicates a "B" or "C" rating, the conformance level of the facility shall be considered sub-standard ("C"). The issuance of Phytosanitary Certificates will be considered on a case by case basis until the next inspection is completed. The facility must provide an action plan detailing how they intend to deal with the problem(s) within 5 days.

If the facility does not comply within 10 days or upon completion of the FUI should the inspection report indicate a "B" or "C" rating, the facility shall be given an "F" rating.

b. **"C" Rated Facility Receives a "B" Rating on the Follow-up Inspection**

A facility which receives a "C" rating on a Regular Inspection requires a partial FUI. Should the facility receive a "B" rating on the partial FUI, a second partial FUI is required.

Should the second partial FUI result in an inspection report rating of a "B" or lower, the facility shall be given a "C" rating. Phytosanitary Certificates will be issued for products exported from that facility on a case by case basis until the next inspection is completed. The facility must provide an action plan detailing how they intend to deal with the problem(s) within 5 days. A further partial FUI should be scheduled.

If the facility does not comply within 10 days or upon completion of the further FUI should the inspection report indicate a "B" or "C" rating, the facility shall be given an "F" rating.

c. **"C" Rated Facility Receives a "C" Rating on the Follow-up Inspection**

A facility which receives a "C" rating on a regular inspection requires a partial FUI. Should the facility receive a "C" rating on the partial FUI, the facility shall be given an "F" rating.

d. **Facility receives an "F" rating**

In this case, Phytosanitary Certificates will not be issued for any products exported from that facility until the facility is re-inspected and receives a standard rating ("A" or better) on a full FUI.

A full FUI of the facility should occur following a request by the management of the facility or within 10 working days, which ever comes first. This inspection will also involve CFIA inspection staff where inspections are normally performed by the CGC. The CFIA inspector should then contact their local program officer to notify the Grains and Fields Section, Plant Health Division to inform them of the pending issue.

Should the full FUI result in a report rating of a "B" or "C" the facility shall remain sub-standard ("F"). A meeting should be held with the management of the facility and involve both CGC and CFIA staff, where applicable, to review the issues that continue to cause the facility to receive a sub-standard rating and the corrective actions required. In these situations, the inspection report should be completed by the CGC staff, where applicable, and forwarded to the CFIA inspector so that a Prohibition of Movement (PofM) warning letter can be sent along with the report. This letter should be signed by a CFIA Area Program Network Specialist. At this time CFIA will take the lead in coordinating any further inspections and correspondence with the facility. A further full FUI should be arranged.

Should the inspection results of this further full FUI indicate that the facility is still at a "B" rating or lower a Prohibition of Movement should be issued to the facility along with a letter explaining the impact of the prohibition and the full FUI inspection report. At this point the facility will no longer be able to move any product out of the facility without a CFIA issued Movement Certificate.

Inspectors should only return to the facility upon a request from the facility's management which indicates that all corrective actions have been taken and they are ready for re-inspection.

4.5 Corrective Actions

Determine which corrective actions to recommend, using the information herein. Inspectors may recommend actions verbally as they inspect the facility but shall always reflect these recommendations in writing in the inspection report. Reports shall be done as specified in Section 4.6.2.

The facility's pest control officer should only use products registered by the Pest Management Regulatory Agency (PMRA) and recommended for the intended use. Inspectors do not have the responsibility to recommend particular pest control products. The facility's pest control officer is responsible for performing treatments as authorized under the *Pest Control Products Act*, which is administered by the PMRA.

Inspectors are responsible for verifying that the bins recommended for treatment have been effectively treated by analyzing a sample taken from each treated bin. These post-treatment samples shall not contain any live insects. If they do, re-treating the bin will be required. Inspectors shall only take such samples after obtaining authorization from the facility's pest control officer that the products to be sampled are free from hazardous substances and safe to handle.

4.5.1 Empty Bins Infested with Primary or Secondary Insects

If live insects are found, recommend the cleaning of the interior of the bin, and the cleaning of the interior and exterior of the valves. Also recommend the spraying of the valves (interior and exterior).

For a list of primary and secondary insects, see Appendix A.

4.5.2 Bins Infested with Insects of Quarantine Significance to Canada

If live quarantine insects are found, recommend the fumigation of the entire content of the bin. For a list of insects of quarantine concern to Canada, see Appendix A. Samples of any possible quarantine insects must be forwarded to CFIA ASAP. Where CGC inspectors are inspecting on behalf of the CFIA, they should immediately notify the CFIA headquarters when pests of quarantine significance to Canada have been found.

4.5.3 Bins Storing Products Infested with Primary Insects

a. If live insects* are found in a bin drop sample, recommend that the bin be treated. The facility's pest control officer should notify the inspector of the treatment to be used and the anticipated date of when the treatment will be completed and samples can be obtained.

b. This bin should be sampled following the completion of the treatment, as indicated by the facility's pest control officer. Notification should be provide to the facility upon completion of the sample analysis. Should live insects be detected the facility will be required to retreat the contents of the bin.

* If insects of quarantine significance to Canada are found, see Section 4.5.2 for actions to take. Sample as specified in PI-002: Sampling Grains and Field Crops, their Residues, and Associated Small Organisms. Detect and identify insects as specified in PI-003: Detecting and Identifying Small Organisms Associated with Grains and Field Crops.

4.5.4 Bins Storing Products Infested with Secondary Insects (Excluding Lepidoptera Adults)

If Lepidoptera adults are found see Section 4.5.5. For other secondary insects, do as specified herein:

a. If mites or Lepidoptera larvae are found in the grain in the bin then at least 30% of the grain should be turned (i.e. moved out of the bin and re-circulated back into the bin)

b. If *Coleoptera* are found, recommend treating of the valve area immediately and then check, clean and treat the bin once it has been emptied. Notification should be provided to the facility upon completion of any sample analysis. Should live insects be detected the facility may be required to treat the entire contents of the bin.

4.5.5 Bins Storing Products Infested with Secondary Lepidoptera Adults

If live secondary Lepidoptera adults are found, most likely around the valves, do as specified herein.

a. Recommend the cleaning and spraying of the interior and exterior of the valves of the bin and that at least 30 % of the grain in the bin be turned (re-circulated). The bin should then be checked, cleaned and treated once it has been emptied.

4.5.6 Other Organisms in Areas other than Inside Bins

If conditions are:	Recommend:
Birds, rats or mice and their droppings, and insects that are not primary or secondary insects (e.g., flies).	These pests are not of quarantine concern. However, there presence suggests that sanitation is not adequate, and inspectors may suggest: a) screening to prevent access to birds, mammals, and insects; b) rodent traps; and c) cleaning.
Insects that cannot be identified locally.	Corrective actions based upon the identification information provided by either the Centre for Plant Quarantine Pests (CPQP) within CFIA or the Chief Entomologist with the CGC.

4.5.7 Residues in Areas other than Inside Bins

If there is:	Recommend:
A non-existent or negligible film of fresh dust in a few areas. There are no old residues or crusted dust.	The continuation of the cleaning regime.
More than a film of fresh residues, including or not the beams, equipment or pipes, and in a few or several areas. There are no old residues or crusted dust/grain.	The cleaning of these areas. Treatment with an approved pesticide may be required.
More than a film of fresh and old residues, including webbing material (i.e., spider or insect webs), in several areas or everywhere, including the beams, equipment or pipes.	The immediate cleaning of all the areas of the location, including beams, equipment and pipes. This recommendation shall be done on site (verbally and, subsequently, in writing). Treatment with an approved pesticide is required.

4.6 Analyzing Data and Reporting Results

4.6.1 Analysis

a. In the laboratory, detect and identify small organisms found in the facility or in samples as specified in PI-003: Detecting and Identifying Small Organisms Associated with Grains and Field Crops. Handle samples as specified in PI-002: Sampling Grains and Field Crops, their Residues, and Associated Small Organisms.

b. Compile the detection results by location in the facility (i.e., by floor, boot, leg, bin, etc, including area description such as a bin number).

c. Determine the average sanitation rating (ASR) as specified in Section 4.4.1.c.

d. Determine the total points lost for sanitation (TPLS) and infestation (TPLI) as specified in Sections 4.4.1.d. and 4.4.2.f.

e. Determine the conformance level as specified in Section 4.4.3.

f. Determine the corrective actions to recommend to the facility manager as specified in Section 4.5.

g. Complete the elevator inspection report as outlined in Section 4.6.2 and Appendix E.

4.6.2 Report

Only trained inspectors shall write inspection reports. These reports shall accurately, clearly and unambiguously convey the results of the inspection, reflecting the sanitation and infestation conditions in the facility at the time of inspection.

Including the correct report number on each report is key to tracking and filing all elevator inspection reports. The report number should be made up of the area (West, Thunder Bay, Bayport, East) where the facility is located; the facility name (or representative acronym chosen by the local inspection office); the current calendar year; and the sequential number of the report. (For example, the third report of 2005 for MEGA in Thunder Bay would be numbered as Thunder Bay-MEGA-2005-3). For followup reports see section 4.6.3

Corrections or additions to an inspection report after issuance shall be made only by a further document suitably marked “Supplement to Inspection Report # ...”.

When updates are made to the Inspection Report Template the new version will be circulated by CFIA program staff through the CFIA area network specialists and the CGC program lead.

The report shall be done using legal size paper and bear the CFIA and CGC logo in header at the top of the page, and have bilingual headings. An example of what information should be contained within the report can be found in Appendix E.

4.6.3 Follow-up Inspection Report

An inspection report shall be completed when a FUI occurs (either for a partial or full FUI). When conducting a FUI the report shall be completed by amending the previous inspection report and report number. The FUI report shall include the results of the on-site follow-up inspection to verify that corrective actions recommended from the previous inspection report have been completed and are effective, as well as any additional areas which were inspected as part of the follow-up inspection.

The FUI report shall be issued as follows:

a. Following the existing Report No. add the statement “FUI [insert FUI No., ie. “1" for the first FUI, “2" for the second FUI, etc.]” (For example, the third inspection at MEGA resulted in a “C” rating. Therefore, a followup inspection is conducted. The report would be numbered as follows, Thunder Bay-MEGA-2005-3-FUI-1)

b. Change “The Date of Inspection” to the date of the FUI.

c. Highlight those areas in the report which have been amended to include information from the FUI (e.g. using a bold font, or a foot note).

d. Amend the Points Lost for Infestation and Sanitation Rating for those locations which have been included in the FUI.

e. Re-calculate the Average Sanitation Rating (ASR) using the amended ratings determined from the FUI. In the case of a partial FUI, use the amended ratings from the locations included in the partial FUI and the ratings from the previous inspection report for those locations not included in the follow-up inspection to determine the new ASR.

f. Re-calculate the total points lost for sanitation (TPLS) and infestation (TPLI) and the new conformance level using the points lost from the locations included in the FUI. In the case of a partial FUI, use the points lost from the previous inspection report for those locations not included in the follow-up inspection. For a full FUI all areas and ratings should be re-assessed.

g. Include the following statement, in the “Remarks” Section of the Inspection report, “This is a [partial or full] follow-up inspection to verify corrective actions identified in the original inspection report. The original inspection was conducted on [insert dates of the regular inspection] ”

h. Amend the “Details and Recommended Corrective Actions to Upgrade the Conditions of the Premises” Section to identify those corrective actions recommended as a result of the follow-up inspection in a separate section. This shall be reported first in this section under a sub-heading titled “Details and Recommended Corrective Actions from Follow-up Inspection.” The problem areas and corrective actions recommended on the previous Inspection Report shall be retained in this section under a sub-heading titled “Details and Recommended Corrective Actions from Previous Inspection.” This shall be done to include those problem areas and recommended corrective actions from areas which were not re-inspected as part of a partial FUI.

4.6.4 Examples of Letters

The example letters listed below should be attached to any inspection reports that obtains a "B" rating or lower. Should any changes to one of these template letters be required the inspector should contact the their Area Grains and Field Crops Program Officer prior to changing the letter. Any letters that make reference to an issuance of a Prohibition of Movement are to be issued by a CFIA Area Grains and Field Crops Program Officer.

For facilities which receive a B rating, inspectors shall add an **Advisory Notice** to the inspection report. This notice shall be signed by the CGC Regional Director (or designate), if a CGC inspector wrote the report. The notice shall be signed by the CFIA inspector if a CFIA inspector wrote the report. This notice is to advise the manager of the facility that the facility is at the lower level of acceptability for phytosanitary performance, and that there are deficiencies which require prompt corrective action.

Use this format for the **Advisory Notice (FUI planned)**:

[Include address of sender.]

[Include date.]

[Include name and address of the person in charge of the facility.]

Dear [include name of the receiver]:

This letter is to advise you that [include name of the facility] has been inspected and obtained a "B" rating. While the facility will continue to be considered at a standard level, it is presently at the lowest limit for phytosanitary performance. See the attached inspection report [include number of the report] for details on the inspection. The inspection was conducted on [include date(s) of inspection]. There are deficiencies which require prompt corrective action. Failure to complete these corrective actions places the facility at risk of receiving a sub-standard (ie., a "C" rating) on subsequent inspections and further action may be taken.

Please review the Details and Recommended Corrective Actions page of the attached inspection report for a complete list of the problem areas.

Please contact our local office at (include telephone and facsimile number) when the problem area(s) has (have) been corrected. A follow-up inspection will be conducted on (include date, it should be within 10 of the day of the last inspection) or earlier if requested to ensure that serious deficiencies identified in the report have been rectified.

Thank you for your prompt attention to this matter.

Sincerely,

[Include signature of the signatory.]

[Print name of the signatory.]

[Include position title of the signatory.]

cc. [Include distribution list, as specified in Section 4.7.2.]

Use this format for the **Advisory Notice (FUI not planned)**:

[Include address of sender.]

[Include date.]

[Include name and address of the person in charge of the facility.]

Dear [include name of the receiver]:

This letter is to advise you that [include name of the facility] has been inspected and obtained a "B" rating. While the facility will continue to be considered at a standard conformance level, the rating is at the lowest limit for phytosanitary performance. See the attached inspection report [include number of the report] for details on the inspection. The inspection was conducted on [include date(s) of inspection]. There are deficiencies which require prompt corrective action. Failure to complete these corrective actions places the facility at risk of receiving a sub-standard (ie., a "C" rating) on subsequent inspections and further action may be taken.

Please review the Details and Recommended Corrective Actions page of the attached inspection report for a complete list of the problem areas.

Thank you for your prompt attention to this matter.

Sincerely,

[Include signature of the signatory.]

[Print name of the signatory.]

[Include position title of the signatory.]

cc. [Include distribution list, as specified in Section 4.7.2.]

For facilities at **sub-standard** conformance levels, inspectors shall add a **Warning Letter** to the inspection report. This letter shall be signed by the CGC Regional Director (or designate), if a CGC inspector wrote the report. The letter shall be signed by the CFIA inspector if a CFIA inspector wrote the report. This letter is to provide the manager of the facility with a concise notice that the facility has obtained a sub-standard conformance level. For sub-standard facilities, the inspection report package shall be distributed by fax or e-mail on the same day as the inspection or as soon as available.

Use this format for the **Warning Letter**

[Include address of sender.]

[Include date.]

[Include name and address of the person in charge of the facility.]

Dear [include name of the receiver]:

This letter is to inform you that [include name of the facility] has been inspected and presently is at a sub-standard conformance level, ie., [include conformance level obtained, "C" or "F"]. See the attached inspection report [include number of the report] for details on the inspection. The inspection was conducted on [include date(s) of inspection]. A facility does not meet a standard level when major deficiencies are observed, placing the facility at a level that does not meet the Canadian phytosanitary standard.

[Include one of the following statements.
[For facilities that have obtained a "C" level:] Based on CFIA policy, issuance of Phytosanitary Certificates will be considered on a case by case basis for a period of 10 business days following the date of the last inspection. A detailed action plan indicating all corrective action(s) to address the point(s) identified in the report must be received by our office within 5 days and subsequently verified by a follow-up inspection within 10 days following the date of the last inspection, or this facility will drop to an "F" level. At which time, Phytosanitary Certificates will not be issued for products exported from your facility unless, at the time of the followup inspection, the facility meets a phytosanitary standard of "A" or better.

[For facilities that have obtained an F level:] Based on CFIA policy, Phytosanitary Certificates will not be issued for products exported from your facility until the facility meets a phytosanitary standard of "A" or better. A full followup inspection of the entire facility will occur within 10 business days or following a request by your facility's management. If the results of this inspection are found to be less than an "A", your facility will be referred to Canadian Food Inspection Agency for appropriate action and CGC staff will not conduct any further inspections until advised by CFIA.

Please review the Details and Recommended Corrective Actions page of the attached inspection report for a complete list of the problem areas.

A follow-up inspection will be conducted on (include date, it should be within 10 of the day of the last inspection) or earlier if requested before.

Thank you for your prompt attention to this matter.

Sincerely,

[Include signature of the signatory.]

[Print name of the signatory.]

[Include position title of the signatory.]

cc. [Include distribution list, as specified in Section 4.7.2.]

4.7 Distributing and Filing Records

Inspectors shall record their inspections by producing and/or collecting samples, labels of samples or documents that serve to identify samples (e.g., tickets), laboratory results, inspection reports, and any other relevant information. Inspectors shall distribute and file these records as specified in Sections 4.7.1 and 4.7.2.

4.7.1 Files

File, or keep in a manner which allows traceability, temporary records (e.g., labels or loose notes containing laboratory results, ratings, finds, etc.) until they are transferred to an inspection report or final document.

File the records of any deviations, additions to or exclusions from the requirements and procedures of this PI-001 when it is necessary to use methods and procedures which are not as required.

File all final documents, e.g., reports.

Keep files up-to-date and available to auditors or other concerned CFIA and CGC personnel. Keep all final documents for five years.

4.7.2 Distribution

Final documents and other relevant information shall be distributed electronically as specified below. For sub-standard (i.e. "C" or "F") facilities, distribution shall be done electronically as soon as possible. Notify all relevant parties of significant changes to documents immediately, or as soon as possible.

Ensure that records are maintained in a secure manner to protect proprietary rights and confidential information. The distribution of confidential information with staff shall be limited to those persons whose job requires that they have such information.

Original	To:	Facility manager (or general manager)
CC's	To:	CFIA national headquarters (i.e. Grains and Field Crops Section, PHD)
		CFIA local inspection office and/or inspector*;
		CGC national headquarters (i.e., Grain Sanitation and Infestation Control Coordinator), for inspections done by CGC inspectors;
		File at the inspector(s) local office.

* The local CFIA inspector is responsible for forwarding the inspection reports electronically to their regional program officer and area program network specialist. For inspections conducted by

CFIA staff, the inspection report should be saved in RDIMS, using the following format before distributing it to the list above. For inspections conducted by CGC staff, the report will be saved in RDIMS by a representative of the Grains and Field Crops section in Ottawa once received.

> GFC, followed by Elevator Inspection, then the area (West, Thunder Bay, Bayport, East), the acronym for the facility, the calendar year, and finally the report number.
> For example - "GFC - Elevator Inspection - TB - MEGA - 2005-3"

4.8 Concurrent Inspections

It is recommended that Canadian Food Inspection Agency (CFIA) inspectors conduct concurrent inspections of grain terminal and transfer elevators where the inspections are performed by Canadian Grain Commission (CGC) inspectors.

4.8.1 Purpose

The purpose of the inspection is:

- to provide inspection reports which confirm that the CFIA and CGC inspector concur with the inspection findings and any corrective actions identified as a result of the inspection, and that the inspections and reporting are conducted in a manner consistent with the inspection procedures.
- to provide an opportunity for CFIA inspectors to remain familiar with the logistics of the grain handling facilities in their area and with the CGC inspection staff that inspect them on behalf of the program.
- to exchange information between CFIA and CGC inspectors on techniques, systems, equipment and changes that may occur within the program.

4.8.2 Scope

These guidelines apply to all individuals performing terminal or transfer elevator inspections, those who oversee them and those who develop and monitor the programs that affect these inspections.

4.8.3 Definition

A concurrent elevator inspection is an inspection activity whereby a CFIA inspector requests to participate in the elevator inspection process with a CGC inspector. Participation includes sampling, rating and discussing the phytosanitary condition of the facility throughout the inspection process to ensure that both inspectors are evaluating the specific elevator in a similar manner.

4.8.4 Frequency

Concurrent elevator inspections should be conducted twice per year with each individual who is considered by the CFIA to be responsible for conducting, reporting on and following up on elevator inspections. Concurrent inspections should occur at different facilities on a rotational basis. Should more than one CGC inspector be present during an elevator inspection, the concurrent inspection will only be considered to be with one of the inspectors.

4.8.5 Procedure

- The CFIA inspector will contact the specific CGC inspector and request to participate in a concurrent inspection at least 5 working days prior to the intended inspection date.
- Both inspectors will participate in the inspection, including the collection of samples (as directed by the lead inspector) and the rating of the areas inspected.
- Ongoing discussion regarding the inspection, the findings and ratings of each area or floor is encouraged throughout the entire inspection.
- A post inspection meeting should take place just following the concurrent inspection to review the samples taken and discuss the information that will be included within the official report. If this can not occur immediately after the inspection, a meeting will occur within 48 hours of the completion of the inspection.
- A meeting may also be required within 48 hours to review the results of the samples taken during the inspection and further discuss the final report should sample results be significantly different.
- The CGC inspector has the final responsibility for completing the official report of the inspection and should file this report within 48 hours of the inspection or post inspection meeting.

4.8.6 Discrepancies

- Should differences of opinion between inspectors exist, that cannot be resolved through discussions during or immediately following the inspection, then further discussion between the CFIA and designate inspector should be continued at a site remote from the elevator being inspected.
- Discrepancies that can not be resolved should be forwarded to the respective program managers or specialists for follow up. The program managers or specialists have the authority to request a follow-up concurrent inspection to rectify discrepancies if required.

4.9 Filing and Distribution

- reports to be kept for 5 years as per CFIA policy .
- reports will be distributed to as per distribution list outlined in section 4.7.2 of PI-001.

APPENDIX A

VARIOUS INSECTS BY TYPE (PRIMARY OR SECONDARY)

The insects listed herein do not all occur in Canada. The insects marked with * are insects of quarantine significance to Canada. This list is not exhaustive.

In this list, unidentifiable larvae of moths (Lepidoptera) shall be considered as secondary insects.

The CFIA considers *Cryptolestes turcicus* and *C. pusillus* as primary insects, although some references consider them as secondary insects, they are not easily distinguishable from the very serious insect *C. ferrugineus*.

Primary Stored Product Pests

Latin name	Common names (North American; French)	Acronym
Acanthoscelides obtectus Say	Bean weevil; bruche du haricot	**AOB**
Bruchus pisorum L.	Pea weevil; bruche du pois	**BPI**
Callosobruchus chinensis L.	Cowpea weevil, black weevil; bruche chinoise	**CCH**
Caulophilus oryzae (Gyllenhal)	Broadnosed granary weevil; calandre des céréales	**COR**
Cryptolestes ferrugineus Steph.	Rusty grain beetle; cucujide roux	**CFE**
Cryptolestes pusillus Schonh.	Flat grain beetle; cucujide plat	**CPU**
Cryptolestes turcicus Grouv.	Flour mill beetle	**CTU**
Latheticus oryzae Waterh	Longheaded flour beetle	**LOR**
Oryzaephilus mercator Fauvel	Merchant grain beetle; cucujide des grains oléagineux	**OME**
Oryzaephilus surinamensis L.	Sawtoothed grain beetle; cucujide dentelé des grains	**OSU**
Rhyzopertha dominica Fab.	Lesser grain borer; capucin des grains	**RDO**
Sitophilus granarius L.	Granary weevil; calandre des grains	**SGR**
Sitophilus oryzae L.	Rice weevil; charaçon du riz	**SOR**
Sitophilus zeamais Mots.	Maize Weevil; charaçon du mais	**SZE**
Sitotroga cerealella Oliv.	Angoumois grain moth; alucite des grains	**SCE**

Tenebroides mauritanicus L.	Cadelle; cadelle	**TMA**
Tribolium castaneum Hbst.	Red flour beetle; tribolium rouge de la farine	**TCA**
Tribolium confusum Duv.	Confused flour beetle; tribolium brun de la farine	**TCO**
Tribolium destructor	Large flour beetle	**TDE**
Trogoderma granarium Everts*****	Khapra beetle; trogoderme des grains	**TGR**

* This is an insect of quarantine concern to Canada, and it does not occur in facilities in Canada.

Secondary Stored Product Pests

Latin name	**Common name (North American; French)**	**Acronym**
Acarus siro	Grain mite; ciron de la farine	**ACA**
Ahasverus advena Waltl.	Foreign grain beetle; cucujide des grains	**AAD**
Alphitobius diaperinus Panz.	Lesser mealworm; ténébrion (petit) mat	**ADI**
Alphitobius laevigatus Fabr.	Black fungus beetle; ténébrion des champignons	**ALA**
Attagenus unicolor (Brahm)	Black carpet beetle; attagène des tapis	**AUN**
Cadra cautella Walker	Almond moth	**CCA**
Carpophilus sp.	Sap beetle; nitidule	**CAR**
Cryptophagus sp.	Fungus beetle	**CRY**
Dermestes lardarius L.	Larder beetle; dermeste du lard	**DLA**
Endrosis sarcitrella L.	White shouldered house moth; teigne de la colle	**ESA**
Ephestia kuehniella Zeller******	Mediterranean flour moth; pyrale méditerranéenne de la farine	**EKU**
Haplotinea ditella	Nocturnal butterfly; Papillon nocturne	**HDI**
Hofmannophila pseudospretella Staint.	Brown house moth; teigne des semences	**HPS**
Lasioderma serricorne F.	Cigarette beetle; lasioderme du tabac	**LSE**
Latridiidae family	Scavenger beetles	**LAT**
Lepidoptera larvae that are only identifiable to the Order (species undetermined)	Caterpillars; chenilles	**LLU**

Liposcelis bostrychophilus	Psocid; Psoque	**LBO**
Nemapogon granella L.**	European grain moth; fausse-teigne des grains	**NGR**
Palorus ratzeburgi Wissm.	Small eyed flour beetle	**PRA**
Plodia interpunctella Hbn.**	Indian meal moth; pyrale indienne de la farine	**PIN**
Ptininae subfamily	Spider beetles; ptine	**PTI**
Pyralis farinalis L.	Meal moth; pyrale de la farine	**PFA**
Stegobium paniceum L	Drugstore beetle; coléoptère des drogueries	**SPA**
Tenebrio molitor L.	Yellow mealworm; ténébrion meunier	**TMO**
Tenebrio obscurus F.	Dark mealworm; ténébrion obscur	**TOB**
Tinea pallescentella	Large pale clothes moth	**TPA**
Tinea pellionella	Case-making clothes moth	**TPE**
Tribolium audax Halst.	American black flour beetle	**TAU**
Tribolium madens	European black flour beetle	**TMA**
Trogium pulsatorium L.	Larger pale booklouse or deathwatch; psoque commun	**TPU**
Trogoderma glabrum	Glabrous cabinet beetle	**TGL**
Trogoderma inclusum	warehouse beetle; trogoderme des denrées	**TIN**
Trogoderma ornatum	Dermestid beetle	**TOR**
Trogoderma variabile	Warehouse beetle; Trogoderme des entrepôts	**TVA**
Trogoderma versicolor		**TVE**
Typhaea stercorea L.	Hairy fungus beetle; mycétophage des céréales	**TST**

** These Lepidoptera insects are considered by some references as primary insects as they can establish and reproduce on whole sound grain if appropriate conditions exist for an extended period of time. For elevator inspection purposes these insects are considered to be secondary pests due to their biology and the methods used to control them. However, should these insects be present immediate control actions should be taken to mitigate against further population increases.

APPENDIX B

INSPECTION RATING DECISION TABLES

Regular Inspection Rating	Action
AAA	Plan for next regular inspection
AA	Plan for next regular inspection
A	Plan for next regular inspection

Regular Inspection Rating	Action	Next Regular Inspection Rating	Action	FUI Rating	Action	Action	FUI Rating	Action
B	partial FUI as determined by inspector	A or better	→		Plan for next regular inspection			
		B or C	Conduct a partial FUI	A or better	Plan for next regular inspection			
				B or C	Facility receives a C rating	Conduct a partial FUI	A or better	Plan for next regular inspection
							B or C	Facility receives an F rating

<table>
<tr><th>Regular Inspection Rating</th><th>Action</th><th>FUI Rating</th><th>Action</th><th>FUI Rating</th><th>Action</th><th>Action</th><th>FUI Rating</th><th>Action</th></tr>
<tr><td rowspan="5">C</td><td rowspan="5">Conduct a partial FUI</td><td>A or better</td><td colspan="3">→</td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2"></td></tr>
<tr><td rowspan="4">B</td><td rowspan="4">Conduct a partial FUI</td><td>A or better</td><td>Plan for next regular inspection</td></tr>
<tr><td rowspan="3">B or C</td><td rowspan="3">Facility receives a C rating</td><td rowspan="3">Conduct a partial FUI</td><td>A or better</td><td>Plan for next regular inspection</td></tr>
<tr><td>B or C</td><td>Facility receives an F rating</td></tr>
<tr><td>C</td><td colspan="6">→</td><td>Facility receives an F rating</td></tr>
</table>

Steps for an "F" Rating

<table>
<tr><th>FUI Rating</th><th>Action</th><th>FUI Rating</th><th>Action</th><th>Action</th><th>FUI Rating</th><th>Action</th><th>Action</th><th>FUI Rating</th><th>Action</th></tr>
<tr><td rowspan="4">F</td><td rowspan="4">Conduct a full FUI</td><td>A or better</td><td colspan="3">→</td><td>Plan for next regular inspection</td><td></td><td></td><td></td></tr>
<tr><td rowspan="3">B or lower</td><td rowspan="3">Facility maintains an "F" rating. Issue PofM Warning Letter</td><td rowspan="3">Conduct a full FUI</td><td>A or better</td><td>Plan for next regular inspection</td><td></td><td></td><td></td></tr>
<tr><td rowspan="2">B or lower</td><td rowspan="2">Facility maintains an "F" rating Issue PofM</td><td rowspan="2">Conduct a full FUI when requested by facility management and corrective actions have been taken.</td><td>A or better</td><td>Plan for next regular inspection</td></tr>
<tr><td>B or lower</td><td>Facility maintains an F rating & PofM</td></tr>
</table>

APPENDIX C

CONTACTS FOR THE INSPECTION OF FACILITIES EXPORTING GRAINS AND FIELD CROPS

http://www.inspection.gc.ca/english/plaveg/grains/contacte.shtml

http://www.inspection.gc.ca/francais/plaveg/grains/contactf.shtml

APPENDIX D

DOCUMENTS SUPERSEDED BY THIS PI-001

Milne, D.C., 1990. D-90-2: Phytosanitary Inspection of Terminal and Transfer Grain Elevators Update. The Plant Protection Division (PPD), Ottawa, Ontario.

Singh, Y., 1990. Amendments to Quality Assurance Program for Grain Elevators. The PPD, Agriculture and Agri-Food Canada (AAFC), Ottawa, Ontario.

Anonymous, undated. Normes utilisées pour l'inspection des silos-élévateurs.
The PPD, 1989. Plant Protection Manual (Chapter 5). Export Inspection of Grains and Oilseeds. AAFC, Ottawa, Ontario.

APPENDIX E

EXAMPLE OF INFORMATION THAT SHOULD BE INCLUDED IN AN ELEVATOR INSPECTION REPORT

Canadian Food Inspection Agency / Agence canadienne d'inspection des aliments — Canadian Grain Commission / Commission canadienne des grains

Name of Premises/ Nom de l'établissement:	Indicate name of the facility (or premises)					
Type of Premises/ Type d'établissement:	**Mill/ Minoterie:** ☐	**Elevator/ Silo:** ☑	**Other/Autre: (specify/ spécifier):** ☐			
Inspection Office/ Bureau d'inspection	Indicate address of the inspector's office					
Report No./ No. de rapport:	This number is made of the area where the facility is located; the facility name (or representative acronym chosen by the local inspection office); the current calender year; and the sequential number of the report (i.e., 1 for the first report of the calender year, ..., and 5 for the fifth one, ...). For example, the first report of 2005 for MEGA in Thunder Bay would be numbered as Thunder Bay-MEGA-2005-1.					
Inspector(s)/ Inspecteur(s):	Inspector(s) names					
Date of Inspection/ Date d'inspection:	Date(s) of inspection					
Company Name and Address/ Nom et adresse de la compagnie:	Indicate the name and mailing address of the facility inspected					

Area Inspected (Except Bins)/ Endroit Inspecté (sauf les cellules):	**Rating Cote San. San.**	**Samples Echantillons Neg. Nég.**	**Pos. Pos.**	**Insects Found (Latin)/Insectes trouvés (Latin)**	**Points Lost Points Perdus**
Include list of the inspected locations (or major areas), excluding bins. Inspection results for bins are listed separately below since they are not considered in determining the conformance level. Insert rows as necessary	Include sanitation rating per location, as determined using Section 4.4.1.	Include number of negative and positive samples per location		Include Latin names of insects found per location, further detail is not required here. If using acronyms, write the full name of the insect the first time in the report with its acronym in brackets. Use the acronyms listed in Appendix A	Include points lost for findings of insects per location, as determined in Section 4.4.2.

Average Sanitation Rating (ASR)/ Moyenne des cotes reçues pour la salubrite (MCS):	Automatically Calculated				
Total No. of Samples/ Nombre total d'échantillons:		Auto calc			
Total Points Lost for Sanitation (TPLS) and Infestation (TPLI)/ Somme des points perdus pour la salubrité (SPPS) et les infestations (SPPI):	**TPLS** Auto Calc			**TPLI** Auto Calc	
	TPLS + TPLI Auto Calc				
Conformance Level/ Niveau de conformité:		Auto Calc			

Bins Sampled (and #)/ Cellules échantillonnées (et #):	Grain Type: Type de grain:	Neg. Nég.	Pos. Pos.	Insects Found/ Insectes trouvés
Include list of the sampled bins by bin number	Indicate the type of Grain found in the bin	Include number of negative and positive samples per bin		Include Latin names of the insects found per bin. If using acronyms, write the full name of the insect the first time in the report with its acronym in brackets. Use the acronyms listed in Appendix A
Total:		Auto Calc	Auto Calc	

REMARKS / REMARQUES:
Include short remarks in this section as necessary. Or include this statement as applicable: "See Details and Recommended Corrective Actions to Upgrade the Conditions of the Premises below."

Prepared by/Préparé par:	Include signature, printed name, and title of the individual who completed the report.		
	Signature	Name/ Nom	Title/ Titre

DISTRIBUTION		
Original	**To/À:**	[Facility Manager/ Directeur de l'établissement]
Copy/Copie	**To/À:**	CFIA National Headquarters/l'Administration centrale de l'ACIA [CFIA Database Administrator, Plant Health Division/ Administrateur de bases de données de l'ACIA, Division de la production des végétaux] CFIA local inspection office and/or inspector / au bureau local d'inspection de l'ACIA et/ou à l'inspecteur CGC National Headquarters, for inspections done by CGC inspectors / l'Administration centrale de la CCG, pour les inspections effectuées par les inspecteurs de la CCG [CGC Grain Sanitation and Infestation Control Coordinator / Coordonnateur de la salubrité des grains et de la lutte contre les infestations de la CCG] [File at the inspectors local office / Dossier au bureau local de l'inspecteur]

Details and Recommended Corrective Actions to Upgrade the Conditions of the Premises / Détails et correctifs recommandés pour améliorer l'état des installations:

This(These) problem area(s) has (have) been observed and it is recommend that the following corrective action(s) be taken:

Please contact our local office at (000) 000-0000 or facsimile at (000) 000-0000 when the problem areas are ready for a follow-up inspection. Where treatments will have been done to correct problems, please provide treatment logs prior to the follow-up inspection

Cet (ces) endroit(s) problématique(s) fut (furent) observé(s) et il est recommandé que les actions correctives suivantes soit(nt) prise(s):
Communiquer avec notre bureau local au (000) 000-0000, ou par télécopieur au (000) 000-0000, lorsque les zones à problème seront prêtes pour une inspection de suivi.
Lorsqu'un traitement est fait pour corriger les problèmes, veuillez nous transmettre le registre des traitements avant l'inspection de suivi.

Problem Areas/Zones problématiques	**Insects Found/ Insectes trouvés**	**Corrective Actions / Correctifs recommandés**
List all problem areas found during inspection of the facility	List insects found and quatity of each type (Acronyms can be used)	List suggested corrective actions that should/must be taken to retify the problem area(s)

Create 2nd page if needed

During the follow-up inspection, you will be asked to attest in writing that the problem area(s) has (have) been addressed by signing this statement/Pendant l'inspection de suivi, vous devrez attester par écrit que des mesures ont été prises pour corriger les endroits problématiques en signant l'énoncé suivant:

I attest that all the recommended corrective actions listed above have been taken. / J'atteste par la présente que tous les correctifs recommandés ci-dessus ont été appliqués.

Signature of the manager/operator of the facility and date. / Signature du directeur/exploitant de l'établissement et date.

Signature	Name / Nom	Title / Titre	Date