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POLICY AND PROCEDURE TEMPLATE

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1. PURPOSE

Briefly describe the reasoning or purpose of the document.

2. SCOPE

Briefly describe the coverage or scope of what is covered and/or exempted from this process. Please refrain from adding policy or procedure detail in this section.

3. DEFINITIONS

- Word – Definition
- Word – Definition

4. RESPONSIBILITIES

- Responsible Party – Describe the responsible party responsibilities

5. PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)

5.1 Process Flow

If applicable insert simple process flow chart or picture here. Keep the flowchart descriptions simple putting the detail in the next subsection. If there is not a flow chart or picture write “Not Applicable”.

5.2 Procedure/Policy/Work Instruction (remove title that does not apply)

5.2.1 Overview

5.2.2 Details

6. APPLICABLE REFERENCES

List of applicable reference documents.


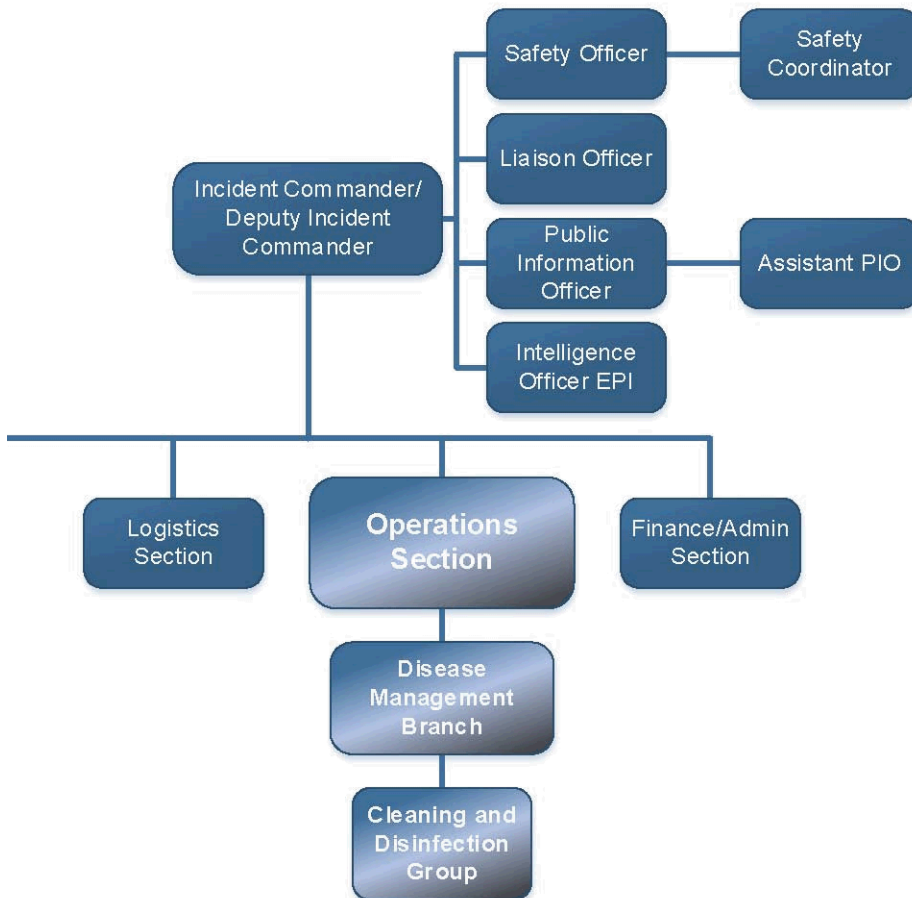

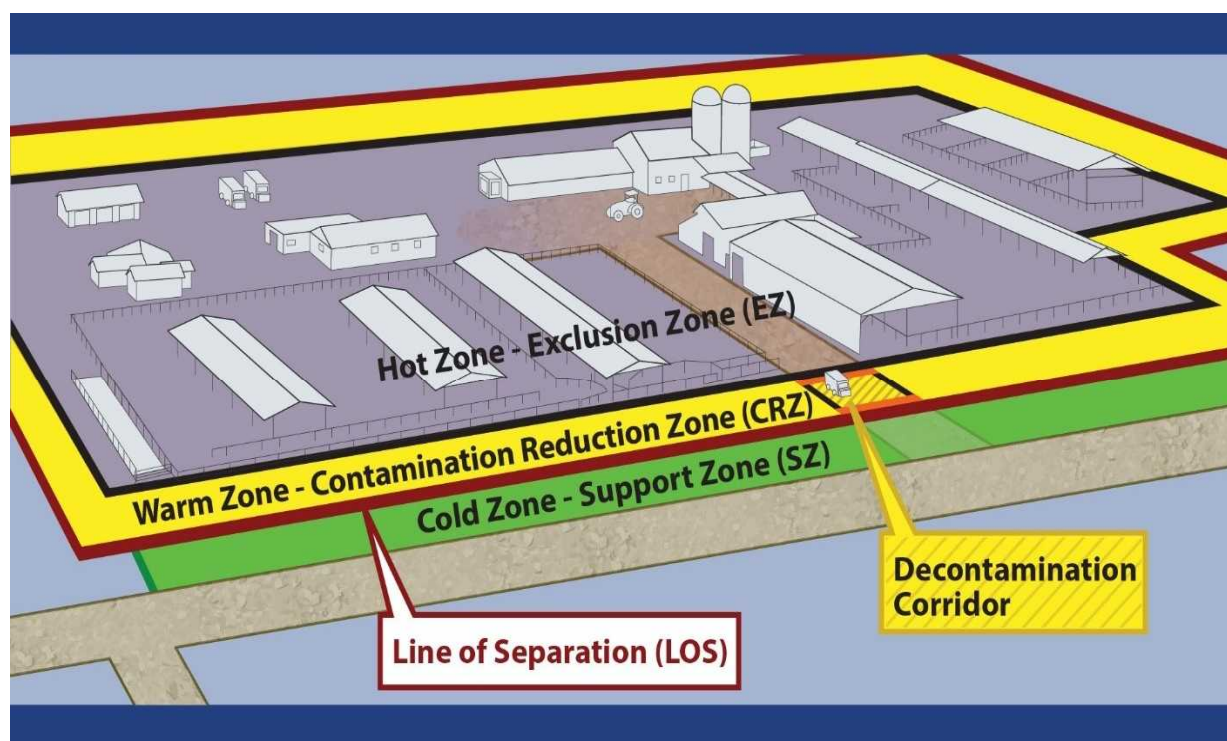
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Figure 15-1. Example of an Incident Command Structure¹



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The plan should also cover the various C&D/virus elimination methods that apply to that specific site. It must also specify the cleanliness and effectiveness to be achieved and identify the surfaces and structures to undergo C&D/virus elimination. There are different ways to accomplish C&D and a combination of methods may be necessary. (See the *FAD PReP/NAHEMS Guidelines: C&D* for guidance on choosing a C&D method.)




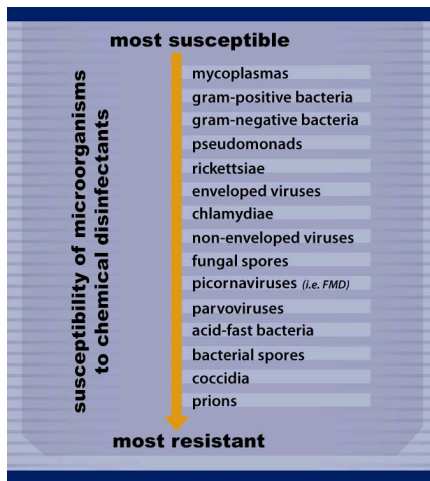

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Figure 15-4. Susceptibility of Microorganisms to Chemical Disinfectants

Source: Clint May and Andrew Kingsbury, Iowa State University.



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The following steps for recommended:

1. Minimize remaining most cases the be visible on floors, wood or metal).

Figure 15-5. Heavy Cleaning

Source: FAD PReP/NAHEMS



cleaning are

organic material; in original surface should walls, and fans (e.g.,

Equipment for Dry

Guidelines: C&D


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Figure 15-6. Test Kits

Source: FAD PReP/NAHEMS Guidelines: C&D.

1 Calculate the required amount of disinfectant. For liquid chemical disinfectant solution, calculate the total surface area of the floor, equipment requiring treatment. In diluted disinfectant usually covers square foot of surface area. Use test-diluted solution contains the ingredient.

2 Ensure that the correct concentrate is added to the correct

3 If ambient temperature is the surfaces to be treated to prevent around liquid containers, or add up water when mixing solutions.

4 Mix the required amount of accordance with label instructions exemption criteria. Always add water to concentrate.

5 In cold temperatures, the building may require heating to ensure that the disinfectant is effective; please consult with a subject matter expert on disinfectant effectiveness.

6 Once a solution has been prepared, it must be used on the same day or it may become inactive. If there are concerns about the chemical's effectiveness, test kits can help to determine whether any chemical degradation of the disinfectant's active ingredients has occurred.




walls, ceiling, and fixed general, one gallon of approximately 100–150 kits to ensure that the necessary amount of active

proportion of disinfectant volume of water.

below freezing, either heat freezing, use heat blankets to 40% propylene glycol in


disinfectant solution in or FIFRA Section 18 concentrate to water, not

Cleaning	The removal of gross contamination, organic material, and debris from the premises or respective structures, via mechanical means like sweeping (dry cleaning) and/or the use of water and soap or detergent (wet cleaning). The goal is to minimize organic material so disinfection can be effective.
Disinfection	Methods used on surfaces to destroy or eliminate a specific species of infectious microorganism through physical (e.g., heat) or chemical (e.g., disinfectant) means. A combination of methods may be required.
Virus Elimination	C&D measures conducted with the primary purpose to destroy or eliminate all viruses on the premises as cost effectively as possible.
1 pair	Coveralls—cloth
2 pair	Coveralls—disposable
1 each	Coat—waterproof
1 each	Pants—waterproof
1 each	Hat—waterproof
1 pair	Gloves—heavy gauntlet rubber
5 pair	Gloves—surgical rubber (for fine work if needed)
3 each	Masks—surgical (if needed)
1 each	Respirator (if needed)
2 each	Claws hammer

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2 each	Pliers
2 each	Screwdriver
2 each	Philips screwdriver
2 each	Crescent wrench (12 inch)
2 each	Crowbar
2 each	Hatchet
2 dozen	Wire brushes (with scraper nose) Fiber brushes (long handled)
6 each	Pails (12–14 quart)
2 dozen	Sponges
1 each	Tent (or other shelter)
2 each	Axe
2 each	Shovels (flat)
2 each	Fork (manure)
3 each	Brooms (heavy)
4 each	Hoes
2 each	Garden rakes
2 each	Scrapers (long handled) (i.e., ice scrapers or straighten hoes)
2 each	Post-hole digger
3 each	Hose (3/4 inch × 25 foot)
1 each	Shop vacuum
1 each	Electrical cord (12 gauge—100 ft)

10 pair	Rubber gloves
4 each	Safety goggles
2 each	Plastic tub (10 gallon)
2 each	Metal cans (10 gallon)
2 each	Garbage can (galvanized—30 gallon)
100 each	Plastic bag (8 mil—50 gallon)—for debris
50 each	Plastic bag (4 mil—30 gallon)—for clothes and miscellaneous
1 each	First Aid kit with eye wash
1 gallon per person	Bottled water (in pint or quart portions)
1 quart per person	Sports drink
1 per person	Soap (for personnel decontamination)
1 gallon	Detergent (liquid)
	Virkon® S
	Bleach
100 lbs for 300 gallons working	Soda Ash (Sec. 18) (anhydrous sodium carbonate [Na ₂ CO ₃] 4%)

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Vessel	Caustic Concentration	Sanitizer Concentration	Initial
Tanker			
Line			
Silo			

Vessel	Caustic Concentration	Sanitizer Concentration	Initial
Tanker			
Line			
Silo			

Vessel	Caustic Concentration	Sanitizer Concentration	Initial
Tanker			
Line			
Silo			

depopulation, disposal, and decontamination

3D	
APHIS	Animal and Plant Health Inspection Service
C&D	cleaning and disinfection
CFSPH	Center for Food Security and Public Health
CIP	cleaning-in-place
CRZ	Contamination Reduction Zone
EPA	Environmental Protection Agency
EPI	Epidemiologist
EZ	Exclusion Zone
FAD	foreign animal disease
FAD PRoP	Foreign Animal Disease Preparedness and Response Plan
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FMD	foot-and-mouth disease
FMDV	foot-and-mouth disease virus

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HPAI	highly pathogenic avian influenza
ICG	Incident Coordination Group
ICS	Incident Command System
IMT	Incident Management Team
LOS	line of separation
NAHEMS	National Animal Health Emergency Management
NVS	System National Veterinary Stockpile
OIE	World Organization for Animal Health

Signature Manifest

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Quick Approval

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Name/Signature	Title	Date	Meaning/Reason
Aniket Raje (ARAJE)		08 Aug 2022, 12:26:38 AM	Approved