



# KENYA PLANT HEALTH INSPECTORATE SERVICE

## STANDARD OPERATING PROCEDURE

**Department: IMPORT EXPORT AND BORDER CONTROL**

Revision No: 7

Issue No:01

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### SOP FOR PEST DIAGNOSIS

SOP/KEPHIS/IEBC/07

Issued by: DD-IEBC

Approved by:

DD-IEBC

Inspector

Date:30/09/2024

Date:30/09/2024



## **1.0 PURPOSE**

To assure accurate and rapid pest diagnosis is accomplished using appropriate scientific techniques and provide appropriate advice.

## **2.0 SCOPE**

The procedure covers pest diagnosis from sample collection/receipt to release of reports to clients.

## **3.0 REFERENCES**

- 3.1 Identification manuals.
- 3.2 Crop protection compendium CD.
- 3.3 ISO 9001:2015 Standard
- 3.4 PEST SPECIFIC PROTOCOLS

## **4.0 DEFINITIONS**

- 4.1 WI – Working Instructions
- 4.2 DD IEBC- Deputy director import export and border control

## **5.0 RESPONSIBILITIES**

The deputy director IEBC will be responsible for implementation of this procedure



## 6.0 Schematic representation

| PEST DIAGNOSIS                                                                                      |                                                                                                                                                                  |                                                                                                                                                                   |                                                                                  |                                                                                                                          |                                                                                                                                                |                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Sources of Inputs                                                                                   | Inputs                                                                                                                                                           | Activities                                                                                                                                                        | Outputs                                                                          | Receivers of Outputs                                                                                                     | Risks                                                                                                                                          | Checks/Controls                                                                                                                              |
| <ul style="list-style-type: none"> <li>Client</li> <li>Surveillance</li> <li>Other NPPOs</li> </ul> | <ul style="list-style-type: none"> <li>Client requests</li> <li>Surveillance activity</li> <li>Laboratory technologist</li> <li>Laboratory equipment/</li> </ul> | <ul style="list-style-type: none"> <li>Diagnosis request</li> <li>Assigning of technologist</li> <li>Actual diagnosis</li> <li>Requisition of reagents</li> </ul> | <ul style="list-style-type: none"> <li>Generation of diagnosis report</li> </ul> | <ul style="list-style-type: none"> <li>Client</li> <li>Plant health inspector</li> <li>Country of origin NPPO</li> </ul> | <ul style="list-style-type: none"> <li>Deteriorated sample</li> <li>Equipment breakdown</li> <li>Bureaucratic procurement processes</li> </ul> | <ul style="list-style-type: none"> <li>Maintaining records</li> <li>Regular maintenance of Equipment</li> </ul>                              |
|                                                                                                     | <ul style="list-style-type: none"> <li>machines</li> <li>Reagents</li> <li>Security papers</li> </ul>                                                            | <ul style="list-style-type: none"> <li>Regular maintenance of machines</li> </ul>                                                                                 |                                                                                  |                                                                                                                          |                                                                                                                                                | <ul style="list-style-type: none"> <li>Early planning for reagent requisition</li> <li>Various signatories for report endorsement</li> </ul> |

## 7.0 PROCEDURES

7.1 Laboratory technician/ technologist receives samples and checks their condition.

7.1.1 If they are in good condition for diagnosis the technician/ technologist records in a sample register and forwards to the laboratory for diagnosis.

7.1.2 If samples are not in good condition they are rejected and the client is advised on sample collection.



7.2 The laboratory technician/ technologist carries out a diagnosis of the pest with reference to plant quarantine operations manual.

7.2.1 If unable to identify, the samples are referred to other laboratories.

7.2.2 If diagnosis is done, a report is prepared and forwarded to the lead molecular lab who Communicates the same to the client

## **8.0 RECORDS**

8.1 File register for samples.

8.2 Clients' contract to perform pest diagnosis.

8.3 Pest diagnosis report

8.4 Customer satisfaction forms



| REVISION DETAILS                                                                                                                                          |                                                                         |            |            |              |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------|------------|--------------|-----------------|
| REVISION SUMMARY                                                                                                                                          | REASON                                                                  | DATE       | REVISED BY | ISSUE NUMBER | REVISION NUMBER |
| 1. Change Section 5.0 to read Head Biosafety & Phytosanitary Services<br><br>2. Amend clause 6.1 and 6.2 to include technologist together with technician | To reflect organizational changes<br><br>To provide clarity for the SOP | 16/09/2014 | Ag. MD     | 0            | 5               |
| 3. Change of Issuer and Approver                                                                                                                          | To reflect organizational changes                                       | 11/03/2015 | H-PB       | 1            | 5               |
| 4. Review of entire procedure                                                                                                                             | To align to ISO 9001:2015 requirements                                  | 20/05/2018 | H- PB      | 1            | 6               |
| 5. Review of entire procedure                                                                                                                             | To align to ISO 9001:2015 requirements                                  | 30/09/2024 | DD-IEBC    | 1            | 7               |