**Penn State’s Spotted Lanternfly Quarantine Implementation Worksheet**

This Worksheet is intended to present an overview of the steps to implement the Spotted Lanternfly (SLF) Quarantine requirements at Penn State. For more information, refer to the [EHS Spotted Lanternfly website](https://ehs.psu.edu/spotted-lanternfly/overview).

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| ***Unit Official: Campus DBS or College/Unit Safety Officer Responsibilities*** |
| 1. **Identify Unit and Unit Official**

Campus/College/Unit:Campus DBS or College/Unit Safety Officer Name: |
| 1. **Determine if Unit personnel travel into the Quarantine Zone**
	* Includes Unit vehicles, Fleet long-term (permanently assigned) and short-term (daily) rentals, or in personal vehicles on university business
	* Quarantine requirements do not apply to travelers that that stop only for fueling or traffic control within the Quarantine Zone
 | [ ]  YES [ ]  NOIf no, then no further action required;If yes, Unit must implement Spotted Lanternfly Quarantine requirements |
| 1. **Assign Spotted Lanternfly Designated Employee(s) to oversee implementation**
	* Decide if Campus/College/Unit will manage all internal departments as a single SLF area with one set of permits, or if departments will be separated into more than one SLF area
	* One SLF Quarantine Implementation Worksheet should be completed per SLF Designated Employee
 | [ ]  1 SLF Designated Employee for Unit[ ]  2+ SLF Designated Employees for UnitSLF Designated Employee Information:Name:Email:Phone:Area(s) Covered: |
| ***Spotted Lanternfly Designated Employee Responsibilities*** |
| 1. **Determine number of vehicles within Campus/College/Unit that will potentially travel within the Quarantine Zone**
	* Permits will be required for each vehicle entering Quarantine Zone
	* Recommend include a few floaters
 | # of Vehicle-Specific Permits:# of Floater Permits: Total # Permits: |
| 1. **Complete required training and submit request for permits.**
	* SLF Designated Employees must complete training with [PA Department of Agriculture](https://extension.psu.edu/spotted-lanternfly-permit-training)
	* Upon completion of the training, submit permit # request
 | [ ]  Training Completed[ ]  Permits Requested |
| 1. **Assemble SLF Kits and place in vehicles with permits**
	* Recommend preparation of a few floater SLF Kits for occasional travelers
 | [ ]  SLF Kits Prepared[ ]  SLF Kits and Permits in Vehicles |
| 1. **Direct employees to take SLF training in LRN and provide certificates to SLF Designated Employee**
	* Employees that will be driving into, out of, or within the Quarantine Zone must complete the Penn State online training available via the [Learning Resource Network](http://lrn.psu.edu/) – search on Spotted Lanternfly
	* Employees provide a copy of training certificate to the SLF Designated Employee
 | [ ]  Unit Employees Notified[ ]  Training Certificates on File |
| 1. **Complete SLF Self-Audit for Unit on annual basis**
	* Each year in December complete a self-audit and submit it to EHS and the Campus DBS or College/Unit Safety Officer
 | [ ]  Self-Audit submitted to Unit Official[ ]  Self-Audit submitted to EHS |
| ***Unit Employee Responsibilities*** |
| 1. **Business travel in Quarantine Zone with unit/personal vehicle**
	* Complete SLF inspection of the vehicle and document the inspection on the form located within the vehicle
	* Form is to be returned to the SLF Designated Employee upon completion as per the area’s procedures
 | [ ]  Employees aware of program requirements |
| 1. **Business travel in Quarantine Zone with Fleet short-term rental**
	* Employee (or designee) must attest that employee completed training and is aware of the Quarantine requirements during the rental request
	* Complete SLF inspection of the vehicle and document the inspection on the form located within the vehicle
	* Form is to be left within the vehicle upon return to Fleet Operations
 | [ ]  Employees aware of program requirements |