

## **Peer review report checklist**

Protocol:

Date of review:

### **Notes**

Please answer the questions listed below to complete the table. **Yes** or **No** answers are sufficient for most questions. However, for some questions, we also ask that you fill out the “comments” column. The “Issues to be considered” column is intended as a guide to consider when recording comments and to assist in identifying possible improvements.

Please summarise your review of the protocol in a separate letter or report. General comments may be made at the end of this document or in your report. If there is some problem with the protocol that is not addressed in the questions provided, please note the problem at the end of the document or in the report. Suggested changes should be made as track changes to the protocol. Alternatively they can be presented as comments in this document or in the report.

For more information on the requirements of a protocol and the peer review and verification process please refer to SPHDS RS 2 Technical Procedures V3.0 (Section Part B) and SPHDS RS 4 Verification and Peer Review V1.0 (relevant sections included).

## **1. Overall quality**

Question		Issues to be considered	Y/N	Comments
1.1	<b>Will the protocol allow a taxonomically accurate identification of the organism?</b> <i>You may wish to answer this question in conjunction with the specific questions on identification listed below.</i>	If not, then please note the elements of the protocol that could hinder taxonomic identification. Please note how an ambiguity could arise.		

Question		Issues to be considered	Y/N	Comments
1.2	Is the entire document concise?	Please briefly identify sentences, paragraphs or sections that are unnecessary for detection or identification or that could be shorter.		
1.3	Is every section of the document clear?	Please briefly note any section that may be confusing. Identify inconsistencies and contradictions.		
1.4	Does the document include information about the presence or distribution of the pest in Australia? <i>No such information should be included.</i>	If so, please identify the section where this information is given.		

## 2. Introduction

Question		Issues to be considered	Y/N	Comments
2.1	Are the pest species causing the damage or disease clearly described and referenced?			
2.2	Is the information directly relevant to diagnostic identification and also accurate and up to date?	Please identify any sentences or paragraphs unnecessary for identification of the species or that could be replaced by an appropriate reference.		
2.3	Does it contain information that would be better placed in another section of the protocol, such as information on detection, identification or taxonomy?	Please identify any such sentences or paragraphs and indicate where they should be placed.		

Question		Issues to be considered	Y/N	Comments
2.4	Is the introduction less than 400 words?			
2.5	Is the host range properly described, taking account of taxonomic revisions, and using primary reference sources?			
2.6	Is the host range listed necessary for diagnosis?			

### 3. Taxonomy

Question		Issues to be considered	Y/N	Comments
3.1	Has a complete taxonomic classification been provided and properly referenced with all recognised taxonomic levels and the correct authority?	If not, then please indicate what is missing.		
3.2	Is the taxonomy accurate and up to date and does it take into account the most recent revisions?	If not, please note the reference for the current accepted taxonomy.		
3.3	Is some taxonomic uncertainty indicated in the document?			

### 4. Detection

This covers the information needed to detect the pest in the host material. Different procedures are often used for detection and identification. However for some pests, particularly insects, there may be significant overlap between detection and identification. In the following questions please limit comments to those dealing with detection.

Question		Issues to be considered	Y/N	Comments
4.1	<b>Does the protocol provide adequate information for detection of the organism?</b>			
4.2	<b>Is there information in this section that would be better placed in the identification section?</b> <i>For some insects there may be significant overlap of the information.</i>	Is so, please identify the sentences, paragraphs or and sections and specify where they would be best placed.		
4.3	<b>Are detection methods described in sufficient detail to be followed without referring to other literature?</b>	If not, then please identify the methods or elements requiring more details.		
4.4	<b>Are signs or symptoms associated with the pest adequately described?</b>	If not, please indicate which signs or symptoms require further explanation		
4.5	<b>Are the life stages that are likely to be encountered adequately described?</b>	If not, please indicate which life stages require further description and explanation.		
4.6	<b>Is there sufficient information on organisms or symptoms that may be confused with the pest?</b>	If not, please indicate possible areas of confusion		
4.7	<b>Is a sampling procedure required, and if so, is the procedure adequately described?</b>			

Question		Issues to be considered	Y/N	Comments
4.8	Does the sampling procedure identify aspects of the sample that may impact on detection and diagnosis?			
4.9	Is there any point of contention, uncertainty or ambiguity in the detection information?	Please briefly note these potential problems.		
4.10	Is the most up-to-date information on detection provided?	If not, please note the sources of more up-to-date information.		
4.11	Is information for detection of the pest from asymptomatic plants or plant products provided?			

## 5. Identification

Question		Issues to be considered	Y/N	Comments
5.1	Where there are multiple procedures, is a flow diagram identifying the processes for identification included?			
5.2	Are the suggested steps sufficient for accurate identification, and are the steps in a suitable order?			
5.3	Are the minimum requirements for a positive identification included?			

For each identification method, please answer each of the following questions. Where there is more than one identification method, please duplicate the table below, label the table as per the detection method, and answer the questions specific to that particular identification method. Later tables contain additional questions that relate to morphological and molecular identification.

Method 1

Name of method:

Question		Issues to be considered	Y/N	Comments
5.4	Has the author selected the most useful and accurate diagnosis method(s)?	If not, then please briefly comment on the deficiency in terms of utility.		
5.5	Is the most up-to-date identification method(s) used?	If not, please note the more up-to-date method(s) not used.		
5.6	Is there any point of contention or uncertainty in the method?	Please briefly note any point of contention or uncertainty in the method.		
5.7	Is the method described in sufficient detail to be followed without referring to other literature?	If not, then please note the elements that require more detail.		
5.8	Are the results and observations required for identification clearly stated?	Please note where any lack of clarity occurs.		
5.9	Does the method require a specific control and if it does, is the control properly described	Please note the kind of information that is lacking.		
5.10	If reference material (a positive control) is required, is a source of the reference material noted in the document?			

Question		Issues to be considered	Y/N	Comments
5.11	Are unambiguous criteria provided for positive and negative results?			
5.12	Is guidance provided on distinguishing the pest organism from related species or taxa?			

## 6. Morphological identification

If morphological identification is included, then please answer the following questions in addition to those above.

Question		Issues to be considered	Y/N	Comments
6.1	Are methods for preparing, mounting and examining the pest provided?			
6.2	If culturing or isolation is necessary, are sufficient details provided so that this may be done without referring to other literature?			
6.3	Is an identification key provided?			
6.4	If provided, could the key be followed by a diagnostician who is not an expert on the family of organisms?	If not, then please note the part of the key that would present difficulty.		



Question		Issues to be considered	Y/N	Comments
6.5	<b>Does the morphological description include all necessary information and indications of difficulties? <i>For example, descriptions of each gender, illustrations of diagnostic features, morphometric data, taxonomic description of organism, culture characteristics.</i></b>	If not, then please indicate what is missing and the significance, if any, of the deficiency.		

## 7. Molecular and serological tests

Question		Issues to be considered	Y/N	Comments
7.1	<b>If a nucleic acid test is described, does the protocol identify a reference sequence (including accession number) in a publicly available database, such as GenBank, from an isolate or specimen that has been sufficiently described (validated) in a collection, publication or database?</b>			
7.2	<b>If a commercial kit is used, is it readily available?</b>			
7.3	<b>If a commercial kit is available but is not used, are adequate reasons given for using an alternative?</b>			

Please complete the following table. If no (N) is indicated please briefly state why the criteria was not met in the comments column.

Is adequate information provided on the following for each identification method:	Method 1 Y/N N/A	Method 2 Y/N N/A	Method 3 Y/N N/A	Comments
Accuracy				
Specificity				
Reproducibility				
Sensitivity				
Positive control				
Negative control				
Reference material				
Sources of test reagents				
Specifications of test reagents				
Equipment				
Specifications of equipment				

#### 8. References, copyright, contracts and acknowledgements

Question		Issues to be considered	Y/N	Comments
	Is all information appropriately referenced?	Please identify significant information used in the document that is not referenced.		
8.1	Is the reference list complete?	Identify references that have been used but not entered in the reference list or vice versa.		
8.2	Are the most important references used?	Identify important papers and other sources that have been missed.		

Question		Issues to be considered	Y/N	Comments
8.3	Are you aware of any material in the protocol very similar or identical to material published elsewhere? <i>This may be significant for copyright reasons.</i>	If so, please identify the material.		
8.4	Does the document include photographs, and if so, is the region or country identified where the photograph was taken and is the photographer acknowledged?	If not, then please note the elements that require more detail.		
8.5	Are the names and addresses of the authors of the protocol provided?			
8.6	Have the major contributors been appropriately acknowledged?			
8.7	Are the details of a contact person or laboratory with expertise on the organism provided?			

## 9. General comments

Please comment on the suitability of the protocol for definitive diagnosis and suggest improvements if appropriate.

Reviewer:

Signature: