

Verification of Fire Ant Host Material

Protocol for Sourcing Host Material from outside 5km of an Outbreak
Version 3.0

REVISION REGISTER

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1. Purpose

This procedure describes requirements for the entry of fire ant host material imported from areas outside 5km of an outbreak area.

2. Scope

This procedure covers requirements ensuring consignments of fire ant host material from outside 5km of an outbreak of fire ant are correctly certified and verified. Importers receiving host material from within 5km of a known or suspected outbreak must declare the material to the DPI for inspection, or enter into a compliance agreement with the DPI.

Fire ants are currently only known to exist in Queensland.

3. References

Plant Health and Plant Products Act 1995.

4. Definitions

Accredited Business	means a business that has accreditation with the DPI to operate under this procedure.
Act	means the <i>Plant Health and Plant Products Act 1995</i> .
Agricultural Machinery	means any machinery or equipment used for cultivating, spraying, harvesting, packing and transporting containerised plants, potting media, plant mulch, turf and soil.
Audit	means the verification activity for evaluation of conformance or non-conformance with accreditation requirements.
Authenticated Copy	means a fax copy of a Plant Health Assurance Certificate that is provided by an accredited business as a means of verifying certification in situations where the original has been lost. It must be signed and dated by the accredited business and endorsed with the words "this is a true copy of the original". A fax copy of a Plant Health Certificate is only acceptable when faxed directly from the applicable interstate agriculture department (with the fax header clearly indicating the sender) to the receiver in Victoria.
Authorised Inspector	means an inspector appointed under <i>the Plant Health and Plant Products Act 1995</i> .
Authorised Signatory	means an officer of an accredited business whose name and specimen signature is provided as an authorised signatory within the Business' application for accreditation.

Business	means the legal entity responsible for the operation of the facility and arrangement detailed in the application for accreditation.
Consignment	means a discrete quantity of packages consigned to the one business at the one time covered by a single Plant Health Certificate or Plant Health Assurance Certificate.
Containerised Plant	means any plant in a container in potting media or soil or with potting mix or soil attached.
Fire Ant	means the exotic pest <i>Solenopsis invicta</i> .
Host material	means any plant or plant product or disease declared under the <i>Plant Health and Plant Products Act 1995</i> .
Plant Health Assurance Certificate (PHAC)	means certification issued by an authorised signatory of a business that has been accredited by the department responsible for agriculture of another state or territory.
Plant Health Certificate (PHC)	means a certificate issued by an officer of a department responsible for agriculture of another state or territory.
Plant Mulch	means any organic mulch, potting media, hay and straw.
Used Container	means any package which contains or is known to have contained or may reasonably be suspected of containing or having contained any plant or plant product.

5. Responsibility

The position titles used reflect the responsibilities of staff under the ICA arrangement. These positions may not be present in all businesses, or different titles may be used for staff who carry out these responsibilities. One person may carry out the responsibilities of more than one position.

The **Management Representative** is responsible for ensuring that:

- the business is accredited and all locations where verification is to occur are nominated in the application;
- staff abide by the requirements of this procedure;
- a register of Transport Companies and Fire Ant Host Receiving Record is maintained;
- staff are trained and are familiar with this procedure; and
- they are present at all audits.

The **Certification Controller** and deputies are responsible for:

- ensuring receivals are segregated until checked for certification;
- checking consignments and verifying certification;
- keeping copies of certificates and receiving records for audit by the DPI;
- isolating material not meeting certification requirements, or infested with suspect ants;
- being available at all audits.

6. Requirement

6.1. Host Material

Fire Ants are most commonly spread through transportation of materials. It is important that the following material are checked carefully and appropriate inquiries are made when transferring of the following products:

- containerised plants
- soil
- turf
- agricultural machinery
- potting media
- organic mulch
- hay or straw
- used containers

6.2. Receival

6.2.1. Certification

Fire ant host material must be accompanied by either a:

- Plant Health Certificate ([attachment 3](#)); or
- Plant Health Assurance Certificate ([attachment 4](#))

6.2.2. Verification

Upon receival of each consignment of fire ant host material the Certification Controller shall:

- check for the presence of certification;
- check for certificate authenticity. If an original certificate is not provided with the consignment at the time of arrival, the consignment must be segregated and not sold and the DPI notified immediately. However an authenticated copy (see Definition) is acceptable when the original is lost in transit.
- check contents of the consignment (quantities and varieties) match the certificate;
- check certificate details are complete and correct and have been signed and stamped;
- inspect the consignment thoroughly (ie every pot) for suspect ants;
- mark the verified certificate with the word “Verified” and initial and date it;
- record the consignment details in the Produce Receival Record ([attachment 2](#)); and
- file the certificate(s).

6.3. Release of Consignment

The Certification Controller can release consignments once verification activities have been completed.

6.4. Control of Nonconforming Material

Consignments arriving without certification, incorrect certification or suspect ant infestation must be segregated from other consignments, labelled *Hold for Verification* and the DPI notified immediately.

If the consignment is not accompanied by certification the Certification Controller can contact the supplier and seek an authenticated copy. The consignment cannot be released for sale or use until a certificate is obtained.

7. Accreditation

7.1. Application for Accreditation

A business seeking accreditation under this procedure shall contact the DPI at least 10 working days prior to the intended date of commencement of receipt of material.

The business will receive an Application for Accreditation and a Register of Transport Companies ([Attachment 1](#)). Businesses shall apply for accreditation by lodging completed documentation (Application for Accreditation and Register of Transport Companies) with the fee payment with the DPI (refer to [7.6](#)).

The Application for Accreditation is checked upon receipt. The business shall be contacted if any further information is required.

7.2. Training

Upon acceptance of the Application for Accreditation, training for key personnel, covering responsibilities described in this procedure, shall be arranged.

7.3. Audit Process

7.3.1. Initial Audit

Prior to accrediting a business, an Authorised Inspector shall conduct an initial audit of the business to verify the arrangement is implemented and capable of operating in accordance with the requirements of this procedure.

On completion of a successful initial audit, applicants will be granted accreditation and provided with a certificate of accreditation.

7.3.2. Compliance Audits

One scheduled compliance audit will be conducted annually. Where possible, this audit will coincide with other visits by the DPI.

7.3.3. Unscheduled Audits

Unscheduled compliance audits may be conducted at any time to investigate reported or suspected nonconformances.

7.3.4. Re-Accreditation

Accredited businesses are required to re-apply for accreditation each year for continuation of the arrangement. Businesses seeking re-accreditation must lodge a renewal application prior to accreditation lapsing or if accreditation has lapsed, prior to being accredited to verify produce under the arrangement.

7.4. Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation, which must be made available upon request by an Authorised Inspector.

7.5. Nonconformances and Sanctions

7.5.1. Nonconformances

Audits are regularly undertaken to evaluate the effectiveness of implementation of requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meet one or more accreditation requirements, the auditor may raise a Nonconformance Report (NCR). Actions required to address the nonconformance shall be discussed and recorded on the NCR.

If the integrity of the accreditation has been significantly compromised, the nonconformance may provide grounds for the suspension or cancellation of the accreditation, and prosecution.

7.5.2. Suspension and Cancellation

The DPI may suspend or cancel an accreditation when an accredited business is found, for example, to have:

- obtained accreditation through the provision of false or misleading information;
- not paid fees owing to the DPI;
- contravened an accreditation requirement that compromises the integrity of the arrangement
- not rectified a non-conformance;

Any action taken by the DPI to suspend or cancel an accreditation shall be provided in writing to the Business. This shall also provide guidance on the lodgement of a written appeal requesting that the decision be reviewed.

7.5.3. Prosecution

Businesses found to be operating contrary to the Act may be liable for prosecution.

7.6. Charging Policy

The business will be charged an annual accreditation fee. This fee may be waived if other accreditations are held by the business.

A fee will be charged for all scheduled audits conducted on the business. Unannounced audits will not be charged. Contact the DPI for a schedule of fees.

8. Records and Document Control

8.1. System Records

The business shall maintain the following records -

- Plant Health Certificates;
- Plant Health Assurance certificates;
- Register of Transport Companies;
- Fire Ant Host Receival Records.

Records shall be retained for a period of not less than 36 months. These records shall be made available on the request of an Inspector.

8.2. System Documentation

The business shall maintain the following documentation:

- a copy of the current Application for Accreditation;
- a copy of this procedure; and
- a current Certification of Accreditation.

These documents shall be made available at the request of an Authorised Inspector.

9. Attachments

Attachment 1	Register of Transport Companies
Attachment 2	Fire Ant Host Receival Record
Attachment 3	Plant Health Certificate
Attachment 4	Plant Health Assurance Certificate



Original (yellow) - Consignment Copy
 Duplicate (white) - Business Copy
 ABN 78 342 684 030

Plant Health Assurance Certificate

ORIGINAL

Consignment Details (Please print)

Certificate Number

9999999

Consignor

Consignee

Name **Tropics Plant Nursery P/L**
 Address **Nursery Road**
Wacol QLD 4076

Name **Plant Wholesalers P/L**
 Address **14-16 Long Street**
Footscray VIC 3011

Reconsigned To (Splitting consignments or reconsigning whole consignments)

Method of Transport (Provide details where known)

Name

Road Truck/Trailer Registration

Address

Rail Consignment

Air Airline/Flight no.

Sea Vessel Name & Voyage no.

Certification Details (Please print)

Accredited Business that Prepared the Produce

Grower or Packer

Name **Tropics Plant Nursery P/L**
 Address **Nursery Road**
Wacol QLD 4076

Name **Tropics Plant Nursery P/L**
 Address **Nursery Road**
Wacol QLD 4076

IP No. of Acc. Business Brand Name or Identifying Marks (as marked on packages)

Date Code (as marked on packages)

Q 9999

Tropics Nursery Plants

010730

Number of Packages	Type of Packages (eg. trays, cartons)	Type of Produce	Authorisation for Split Consignment
3	Cartons	Mixed Plants See Attachment	

Date	Treatment	Chemical (Active Ingredient)	Concentration	Duration and Temperature
/ /	<input type="checkbox"/> Dipping	Dimethoate	400ppm	<input type="checkbox"/> One min. <input type="checkbox"/> 10 sec. then wet for 60 sec.
/ /	<input type="checkbox"/> Dipping	Fenthion	412.5ppm	<input type="checkbox"/> One min. <input type="checkbox"/> 10 sec. then wet for 60 sec.
/ /	<input type="checkbox"/> Flood Spraying	Dimethoate	400ppm	10 seconds then wet for 60 seconds
/ /	<input type="checkbox"/> Flood Spraying	Fenthion	412.5ppm	10 seconds then wet for 60 seconds
/ /	<input type="checkbox"/> Non-recirculated Spray	Fenthion	412.5ppm	10 seconds then wet for 60 seconds
/ /	<input type="checkbox"/> Fumigation	Methyl Bromide	g/m³	Two hours @ °C
/ /	<input type="checkbox"/> Heat Treatment	<input type="checkbox"/> Hot Air <input type="checkbox"/> Hot Water		min. @ °C
30/07/01	<input checked="" type="checkbox"/> Drench	500 g/L c chlorpyrifos at 0.4 mL/L		
/ /	<input type="checkbox"/> Bananas in a hard green condition with unbroken skin			

Additional Certification

Inspected and found free of red imported fire ant.

Declaration

I, an Authorised Signatory of the accredited business that prepared the plants or plant produce described above, hereby declare that the plants or plant produce have been prepared in the business's approved facilities in accordance with the accreditation(s) granted to the business under the *Plant Protection Act 1989* and that the details shown above are true and correct in every particular.

Authorised Signatory's Name (Please print)

Signature

Date

Arthur John Signatory

AJ Signatory

30/07/01