

# PCN Compliance Agreement

PS-14

Sourcing potatoes from a PCN Control Area

Version 2.3

**REVISION REGISTER**

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7/05/2007	Version 2.3: withdraw changes made under version 2.2

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## 1. Purpose

This Agreement enables potatoes, grown in an area that is known to be infested with the pest Potato Cyst Nematode, to be received and processed by a business located outside of the area.

## 2. Scope

This agreement covers the receipt and processing of ware and processing potatoes out of a PCN Control Area. Following processing, the potatoes or potato products may be consigned elsewhere in Victoria.

This agreement does not provide for such potatoes, or potato products to be consigned to another state or territory.

## 3. References

*Plant Health and Plant Products Act 1995.*

*Plant Health and Plant Products Regulations 2006.*

## 4. Definitions

<b>Accredited Business</b>	means a business that has accreditation with the DPI to operate under this agreement.
<b>Act</b>	means the <i>Plant Health and Plant Products Act 1995</i> .
<b>Audit</b>	means an activity undertaken to evaluate conformance or nonconformance with accreditation requirements.
<b>Authenticated Copy</b>	means a fax copy of a Potato Transfer 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 authorised signatory and endorsed with the words "this is a true copy of the original".
<b>Business</b>	means the legal entity responsible for the operation of the facility and arrangement detailed in the Application for Accreditation.
<b>Compliance Agreement (CA)</b>	means an agreement with the DPI whereby the business undertakes to perform verification and recording procedures as documented in this manual.
<b>Consignment</b>	means a discrete quantity of packages consigned to one business at the one time covered by a single declaration.

<b>Permit</b>	means a document issued by an Authorised Officer whereby allowing the movement of a regulated article from a declared PCN control area.
<b>PCN</b>	means the pest Potato Cyst Nematode, <i>Globodera rostochiensis</i>
<b>PCN Control Area</b>	means an area declared by Order under the Act to be a Control Area for the purpose of preventing the spread of PCN.
<b>Potato Transfer Certificate (PTC)</b>	means a certificate issued by a grower for the movement of potatoes out of the Control Area.

## 5. Responsibility

*The position titles used reflect the responsibilities of staff under this compliance agreement. 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 locations where verification occurs are nominated on the application for accreditation;
- staff abide by the CA;
- a Register of Key Personnel is maintained and the Plant Standards Branch notified of any changes;
- staff are trained and are familiar with this agreement;
- growers/suppliers are informed of receival requirements; and
- they are present at all audits.

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

- ensuring receivals are segregated;
- checking consignments and verifying certification;
- keeping declarations, permits and receival records;
- isolating material not meeting certification requirements and informing the DPI; and
- being available at all audits.

## 6. Requirements

### 6.1. Potato Movement

Ware and processing potatoes sourced from inside a PCN Control Area must be accompanied by a Potato Transfer Certificate (see Attachment 1) when transported out of the area, whether grown in a paddock which has tested negative or positive for PCN, or a paddock untested for PCN prior to or during that growing season.

## 6.2. Receiving

The Certification Controller shall ensure that:

- potatoes sourced from a control area are segregated from all other potatoes handled by the business (see section 6.4);
- each consignment of potatoes sourced from a PCN control area is accompanied by a completed Potato Transfer Certificate;
- the accompanying documentation is verified and the contents of each consignment match the details of the Potato Transfer Certificate;
- the accompanying documentation is marked with the word “verified”, and signed and dated;
- all Potato Transfer Certificates are retained;
- the consignment details are noted on the Potato Receiving Record ([Attachment 2](#)).

### 6.2.1. Release

The Certification Controller may release consignments for packing or processing once the accompanying documentation has been verified with the consignment.

## 6.3. Spills

The business must have a documented clean up and disinfection procedure if there is a spill of soil or potatoes at any point during the receiving, packing or processing of potatoes.

**Businesses must provide a clean up procedure at the time the application for accreditation is made. Any subsequent changes must be lodged with Plant Standards before implementation.**

## 6.4. Segregation

The business must have a documented procedure to show segregation of:

- potatoes grown in a PCN tested negative control area paddock; and
- potatoes grown in a PCN tested positive or untested control area paddock; and
- any other potatoes handled by the business;

Segregation must take place at all times within the facility during receiving, grading, packaging and prior to and including product distribution.

**Businesses must provide a segregation procedure at the time the application for accreditation is made. Any subsequent changes must be lodged with Plant Standards before implementation.**

## 6.5. Cleaning

### 6.5.1. Facility

The unloading and holding facilities at the business must be constructed of concrete or another suitable hard surface that can be cleaned free from visible loose soil.

### 6.5.2. Equipment

The business must have a documented procedure for the clean up and disinfestation of grading equipment and packing lines, or has a separate designated line for handling control area potatoes.

Where a business is grading control area potatoes and non control area potatoes on the same grading line/packing line, the Certification Controller must complete the cleaning record ([Attachment 4](#)) prior to processing non control area potatoes.

Where a business is washing control area potatoes and non control area potatoes through the same system, the Certification Controller must complete the cleaning record ([Attachment 4](#)) prior to processing non control area potatoes.

**Businesses must provide a procedure for the clean up of facilities and equipment at the time the application for accreditation is made. Any subsequent changes must be lodged with Plant Standards before implementation.**

## 6.6. Containers

### 6.6.1. Bins and bags

Bins and bags used to transport potatoes from a PCN Control area must, when empty, be:

- segregated from all other bins on site;
- returned to the property from which the potatoes were sourced within 5 working days.

### 6.6.2. Trucks

Trucks used to transport potatoes from a PCN control area must, when empty, be cleaned free from visible soil by:

- hot water or steam; or
- high pressure mains cold water.

A record of trucks cleaned shall be maintained ([Attachment 2](#))

## 6.7. Control Area Wastes

The business must have a documented waste disposal procedure for the disposal of all organic waste and soil generated in the packing or processing of potatoes from a PCN control area.

**Businesses must provide a waste disposal procedure at the time the application for accreditation is made. Any subsequent changes must be lodged with Plant Standards before implementation.**

Waste water shall be sent to:

- sewer; or
- a settling pond.

## 7. Packaging

### 7.1. Labelling

All ware potatoes sourced from a PCN control area **must** be packed into bags:

- weighing not more than 20kg; and
- labelled with the words “NOT FOR PLANTING”; and
- labelled with traceability information (refer 7.2 Traceability).

Packed product must be isolated from ungraded and in-process potatoes at all times.

Bags must be placed on pallets which are labelled with the following information:

- name, address and accreditation number of the packer;
- the date or date code (refer 7.2..1)
- the words “for Victoria only”.

### 7.2. Traceability

#### 7.2.1. Bags

Bags of potatoes must be labelled with the following information:

- the name and address of the packer (or a code approved by Plant Standards);
- the accreditation number of the packer (or a code approved by Plant Standards);
- date or date code;
- the letter ‘A’ to identify potatoes sourced from a PCN infested area.

#### 7.2.2. Potatoes

The business must have a documented product traceability system that enables the tracing of bagged product and bins to a grower/supplier from a PCN control area and the paddock in which the potatoes were grown.

The system may require the completion of the traceability record ([Attachment 5](#)) on completion of the day’s operations for potatoes from a control area.

**Businesses must provide a procedure for traceability at the time the application for accreditation is made. Any subsequent changes must be lodged with Plant Standards before implementation.**

## 8. Control of Nonconforming Material

Consignments of potatoes, sourced from any property within a PCN Control Area, arriving without a Potato Transfer Certificate, or with an incorrect Potato Transfer Certificate must be segregated from other material until the document is obtained.

The Certification Controller may contact the supplier and seek an authenticated copy. The consignment cannot be released for processing until an authenticated copy of a Potato Transfer Certificate is obtained. If the document cannot be obtained the DPI must be contacted.

## 9. Accreditation

### 9.1.1. Application

A person seeking accreditation for an arrangement under this CA must contact Plant Standards at least 10 working days prior to the intended date of commencement of receipt of material.

The person will receive an Application for Accreditation and two Legal Agreements. A business shall apply for accreditation by lodging the completed documentation (application form and both Legal Agreements are to be signed by a natural person(s) or office bearer of the company) with the fee payment made out to the Department of Primary Industries.

The business must also submit, for approval by Plant Standards, a:

- clean up procedure;
- segregation procedure;
- traceability procedure;
- waste disposal procedure.

Upon the receipt of a properly completed application forms and legal agreements, approval of the grading, packing and washing systems will be processed by DPI as soon as possible from the time an application for accreditation is lodged.

### 9.1.2. Training

Upon acceptance of the Application for Accreditation, Plant Standards will arrange with the business training for key personnel to perform CA functions.

A record of training must be maintained on the Register of Key Personnel ([Attachment 3](#)).

### 9.1.3. Audit Process

#### **Initial Audit**

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

#### **Compliance Audits**

Compliance audits are conducted to verify that the business continues to operate in accordance with the requirements of the CA.

A compliance audit will be conducted at the facility within four (4) weeks of the initial audit and accreditation of the business.

Two scheduled compliance audits will be conducted annually, where the business operates for more than six months of the year. Where possible, these compliance audits will be timed with other visits by the DPI.

### **Unscheduled Audits**

Unscheduled compliance audits may be conducted at any time to investigate reported or suspected non-conformances.

### **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 material under the arrangement.

#### 9.1.4. Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation.

## 9.2. Nonconformances and Sanctions

### 9.2.1. 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 accreditation, and prosecution.

### 9.2.2. 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; and/or
- not rectified a nonconformance with the specified time frame.

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.

### 9.2.3. Prosecution

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

### 9.3. 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. Unannounced audits will not be charged. The DPI can be contacted for a schedule of fees.

## 10. Records and Documentation

### 10.1. System Records

The business shall maintain the following records:

- Potato Transfer Certificates;
- Register of Key Personnel;
- Potato Receival Records.

Records shall be retained for a period of not less than 24 months. These records shall be made available on the request of an Inspector.

### 10.2. System Documentation

The business shall maintain the following documentation:

- current Application for Accreditation;
- copy of the Legal Agreement;
- a copy of this CA procedure; and
- a current Certification of Accreditation;
- clean up procedure;
- segregation procedure;
- traceability procedure;
- waste procedure.

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

## 11. Attachments

<a href="#">Attachment 1</a>	Potato Transfer Certificate (PSF-191)
<a href="#">Attachment 2</a>	Potato Receival Record (PSF-155)
<a href="#">Attachment 3</a>	Register of Key Personnel (PSF-030)
<a href="#">Attachment 4</a>	Cleaning Record (PSF-301)
<a href="#">Attachment 5</a>	Traceability Record (PSF-300)



# Potato Transfer Certificate

## Plant Health & Plant Products Act 1995

XXXXXX

All applicable fields on this certificate must be completed.

<b>Grower Identification Number:</b>		Date of Transfer (dd/mm/yy)
<b>Business Name:</b>		
<b>Paddock Identification:</b>		
<b>Location of Paddock:</b>		
<b>Potato Variety:</b>		<u>Tonnage:</u>
<b>Destination of load:</b>	<u>Business Name</u>	
Pursuant to section 71B of the <u>Plant Health &amp; Plant Products Act 1995</u> penalties apply for any person providing a statement or information that the person knows to be false.	<u>Destination (address):</u>	
	<u>TESTED PCN STATUS (Tick Box)</u> <input type="checkbox"/> <b>Untested</b> <input type="checkbox"/> <b>Positive</b> <input type="checkbox"/> <b>Negative</b>	
<b><u>Authorised Person:</u></b> I declare that the information provided is true and correct and that the potatoes referred to on this certificate meet the conditions set in the current Department of Primary Industries permit:	<u>Printed Name:</u>	<u>Signature:</u>

PSF-191

Original White: with load. **Recipient must retain original certificate.** - Duplicate Yellow: retain in book for audit purposes

Version 3.0 (Jan 2007)





## REGISTER OF KEY PERSONNEL

Name of Business: \_\_\_\_\_

Position	Full Name of Occupier	Describe Nature of Training	Date Training Completed	Signature of Employee	Signature of Trainer	Checked by Monitor
Management Representative						
Certification Controller						
Deputy Certification Controller						

Please note: This form must be kept updated by the Management Representative.

To the best of my knowledge this form is correct and completed:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



