

# Manual for Fire Ant Host Material

Compliance Agreement for Host Materials sourced from Queensland  
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 within 5km of an outbreak area.

## 2. Scope

This procedure covers procedures required to ensure consignments of fire ant host material from within 5km of an outbreak of fire ant are correctly certified and verified. Consignments of fire ant host material sourced from outside 5km of an outbreak may also be verified in accordance with the requirements of this manual.

Fire ants are currently only known to exist in Queensland.

## 3. References

Plant Health and Plant Products Act 1995.

## 4. Definitions

<b>Accredited Business</b>	means a business that has accreditation with the DPI to operate under this procedure.
<b>Act</b>	means the <i>Plant Health and Plant Products Act 1995</i> .
<b>Audit</b>	means the verification activity for evaluation of conformance or non-conformance with accreditation requirements.
<b>Authenticated Copy</b>	means a fax copy of a Plant Health Assurance Certificate that is provided by an accredited business/person as a means of verifying certification in situations where the original has been lost. It must be signed and dated by the accredited business/person 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.
<b>Authorised Inspector</b>	means a person appointed as an inspector under <i>the Plant Health and Plant Products Act 1995</i> .
<b>Authorised Signatory</b>	means an officer of an accredited business whose name and specimen signature is provided as an authorised signatory within the business' application for accreditation.
<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/person undertakes to perform verification and recording procedures as documented in this manual.
<b>Consignment</b>	means a discrete quantity of packages consigned to the one business at the one time covered by a single Plant Health Assurance Certificate or Plant Health Certificate.
<b>Containerised Plant</b>	means any plant in a container in potting media or soil or with potting mix or soil attached.
<b>Fire Ant</b>	means the exotic pest <i>Solenopsis invicta</i> .
<b>Host material</b>	means any plant or plant product declared under the <i>Plant Health and Plant Products Act 1995</i> .
<b>Plant Health Assurance Certificate (PHAC)</b>	means certification issued by an authorised signatory of a business that has been accredited by department responsible for agriculture of another state or territory.
<b>Plant Health Certificate (PHC)</b>	means a certificate issued by an officer of a department responsible for agriculture of another state or territory.
<b>Plant Mulch</b>	means any organic mulch, potting media, hay and straw.
<b>Used Container</b>	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 this 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 CA
- a register of key personnel and Transport Notification List is maintained;
- staff are trained and are familiar with this agreement;
- 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 receipt records for audit by the DPI;
- isolating material not meeting certification requirements, or is 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 packages

### 6.2. Receival

#### 6.2.1. Certification

Fire Ant host material sourced must be accompanied by either a:

- Plant Health Certificate ([attachment 4](#)); or
- Plant Health Assurance Certificate ([attachment 5](#)).

Host material sourced from **within 5 km** of an outbreak must be accompanied by a PHC or PHAC for treatment or property inspection. Host material from **outside 5 km** of an outbreak must be accompanied by a PHAC, or a PHC for property freedom.

#### 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 Plant Standards Branch 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 the consignment thoroughly (ie every pot) for suspect ants;
- check certificate details are complete and correct and have been signed and stamped by an Authorised Inspector or Authorised Signatory;
- mark the verified certificate with the word “Verified” and initial and date it;
- record the consignment details in the Fire Ant Host Receival Record provided; and
- file the certificate(s) for audit purposes.

### 6.2.3. Release of Consignment

The Certification Controller can release consignments once the consignment has been verified.

### 6.2.4. Control of Nonconforming Product

Consignments from fire ant affected areas arriving without certification, incorrect certification or suspect ant infestation must be segregated from other material, 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 for an arrangement under this CA must 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, two Legal Agreements and a Register of Transport Companies ([Attachment 3](#)). A business shall apply for accreditation by lodging the completed documentation (Application for Accreditation, Legal Agreements and Register of Transport Companies) with the fee payment with the DPI (refer to [7.5.1](#)).

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 Inspector carries out an initial audit of the Business to verify the arrangement is implemented and capable of operating in accordance with the requirements of the CA.

On completion of a successful initial audit, applicants will be granted accreditation and posted a Certificate of Accreditation.

#### 7.3.2. 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 twelve (12) weeks of the initial audit and accreditation of the business.

Two scheduled compliance audit will be conducted annually. Where possible, these compliance audits will be timed 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 material 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 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.

## 7.7. System Records

The business shall maintain the following records:

- Plant Health Certificates;
- Plant Health Assurance Certificates;
- Register of Transport Companies;
- Register of Key Personnel;
- Fire Ant Host Material Reveal 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 Authorised Inspector.

## 7.8. System Documentation

The Business shall maintain the following documentation:

- a copy of the current Application for Accreditation;
- Legal Agreement;
- a copy of this CA; and
- a current Certification of Accreditation.

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

# 8. Attachments

<a href="#">Attachment 1</a>	Register of Transport Companies
<a href="#">Attachment 2</a>	Host Reveal Record
<a href="#">Attachment 3</a>	Register of Key Personnel
<a href="#">Attachment 4</a>	Plant Health Certificate (example)
<a href="#">Attachment 5</a>	Plant Health Assurance Certificate (example)





## 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: \_\_\_\_\_





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  
 Address

Road Truck/Trailer Registration  
 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
<b>3</b>	<b>Cartons</b>	<b>Mixed Plants</b> <b>See Attachment</b>	

Date	Treatment	Chemical (Active Ingredient)	Concentration	Duration and Temperature
<del>/ /</del>	<input type="checkbox"/> Dipping	<del>Dimethoate</del>	<del>400ppm</del>	<input type="checkbox"/> One min. <input type="checkbox"/> 10 sec. then wet for 60 sec.
<del>/ /</del>	<input type="checkbox"/> Dipping	<del>Fenthion</del>	<del>412.5ppm</del>	<input type="checkbox"/> One min. <input type="checkbox"/> 10 sec. then wet for 60 sec.
<del>/ /</del>	<input type="checkbox"/> Flood Spraying	<del>Dimethoate</del>	<del>400ppm</del>	<del>10 seconds then wet for 60 seconds</del>
<del>/ /</del>	<input type="checkbox"/> Flood Spraying	<del>Fenthion</del>	<del>412.5ppm</del>	<del>10 seconds then wet for 60 seconds</del>
<del>/ /</del>	<input type="checkbox"/> Non-recirculated Spray	<del>Fenthion</del>	<del>412.5ppm</del>	<del>10 seconds then wet for 60 seconds</del>
<del>/ /</del>	<input type="checkbox"/> Fumigation	<del>Methyl Bromide</del>	<del>g/m<sup>3</sup></del>	<del>Two hours @ °C</del>
<del>/ /</del>	<input type="checkbox"/> Heat Treatment	<input type="checkbox"/> Hot Air <input type="checkbox"/> Hot Water		<del>min. @ °C</del>
<b>30/07/01</b>	<input checked="" type="checkbox"/> <b>Drench</b>	<b>500 g/L c chlorpyrifos at 0.4 mL/L</b>		
<del>/ /</del>	<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**