

ICA-24: Treatment and Inspection of Aquatic Plants

REVISION REGISTER

| Date of issue | Amendment details |
|---------------|---|
| 27/08/1999 | Version 1.0 |
| 01/03/2001 | Version 2.0: All Pages |
| 27/02/2002 | Version 3.0: All Pages |
| 02/04/2002 | Version 3.1 |
| 24/05/2003 | Version 4.0: All pages |
| 23/04/2004 | Version 5.0: All Pages Review and Reformatting |
| 01/05/2006 | Version 5.1: Updating of PHAC |
| 31/12/2020 | Version 5.2: update procedure to new format; Definitions updated in line with standard definitions list (4); Updated departmental references to Agriculture Victoria; updated WA references; updated references (3); updated role from Authorised Inspection to Treatment Operator (6); updated dip disposal method (6.4.7); update Dispatch (6.9) to match work instruction. |
| 01/06/2022 | Version 5.3: update the reference for the permitted species list of Western Australia (6.1) |

Authorised and published by the Victorian Government
Department of Jobs, Precincts and Regions
1 Spring Street Melbourne Victoria 3000
Telephone (03) 9651 9999

© Copyright State of Victoria,
Department of Jobs, Precincts and Regions 2022

ISBN 978-1-76090-532-3 (pdf/online/MS word).

For more information contact the DJPR Customer Service Centre 136 186.

This document is also available in PDF format on the internet at www.agriculture.vic.gov.au

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

TABLE OF CONTENTS

| | | |
|-------|---|----|
| 1 | Purpose | 5 |
| 2 | Scope | 5 |
| 3 | References | 5 |
| 4 | Definitions | 5 |
| 5 | Responsibility | 6 |
| 6 | Procedure | 7 |
| 6.1 | Requirement | 7 |
| 6.2 | Area Designation and Product Security | 8 |
| 6.2.1 | Quarantine/Treatment Facility | 8 |
| 6.3 | Product Identification and Traceability | 8 |
| 6.4 | Post Harvest Treatment Procedures | 8 |
| 6.4.1 | Plant Immersion | 9 |
| 6.4.2 | Preparation of the Dipping Mixture | 9 |
| 6.4.3 | Dip Concentration Testing | 9 |
| 6.4.4 | Collecting, Storing and Packaging of the Sample | 10 |
| 6.4.5 | Chemical Mixture Analysis Records | 10 |
| 6.4.6 | Treatment Records | 10 |
| 6.4.7 | Disposal of Dip Mixture | 10 |
| 6.5 | Quarantine Storage | 10 |
| 6.6 | Product Inspection | 10 |
| 6.7 | Product Packing and Post Treatment Security | 11 |
| 6.7.1 | Package Identification Procedures | 11 |
| 6.8 | Product Rejection | 12 |
| 6.9 | Dispatch | 12 |
| 6.9.1 | Assurance Certificates | 12 |
| 6.9.2 | Assurance Certificate Distribution | 12 |
| 7 | Accreditation | 13 |
| 7.1 | Application for Accreditation | 13 |
| 7.2 | Audit Process | 13 |
| 7.2.1 | Initial Audit | 13 |
| 7.2.2 | Compliance Audits | 13 |
| 7.2.3 | Re-Accreditation | 13 |
| 7.3 | Certificate of Accreditation | 14 |
| 7.4 | Nonconformances and Sanctions | 14 |
| 7.4.1 | Nonconformances | 14 |
| 7.4.2 | Incident Reports | 14 |
| 7.4.3 | Suspension and Cancellation | 14 |

| | | |
|-------|-------------------------------|----|
| 7.4.4 | Prosecution | 14 |
| 8 | Records and Document Control | 15 |
| 8.1 | ICA System Records | 15 |
| 8.2 | 8.2. ICA System Documentation | 15 |
| 9 | Attachments | 15 |

1 Purpose

This procedure has been developed to describe:

- a) the principles of operation, design features and standards required for equipment and facilities; and
- b) the responsibilities and actions of personnel

that apply to dipping aquatic plants in a solution of copper sulphate, holding plants in quarantine and inspecting plants for freshwater snail under an Interstate Certification Assurance (ICA) arrangement.

2 Scope

This procedure covers the post-harvest treatment, quarantine, inspection and certification of submergent aquatic plants, which are packed in Victoria and exported to Western Australia by a business operating under an ICA arrangement.

3 References

Plant Biosecurity Act 2010

PSW-02: Guide for Completion of Plant Health Assurance Certificates

Western Australian Organism List (WAOL) <https://www.agric.wa.gov.au/bam/western-australian-organism-list-waol>

Biosecurity and Agriculture Management Act 2007 of Western Australia

4 Definitions

| | |
|--------------------------------|---|
| Act | means the <i>Plant Biosecurity Act 2010</i> (the Act) |
| Approved Laboratory | means a diagnostic facility approved by the National Association of Testing Authorities (NATA) or Agriculture Victoria (AV). |
| APVMA | means Australian Pesticides and Veterinary Medicines Authority. |
| Authorised Signatory | means an employee of an ICA accredited business whose name and specimen signature are provided on the business's Authorised Signatory form. |
| Barrier | means an obstacle, moat or lid, which effectively obstructs the movement of prescribed pests. |
| Business | means a legal entity responsible for the operation of the facility and arrangement detailed in the Application for Accreditation. |
| Certification Assurance | means a voluntary arrangement between the Accrediting Authority and a business that demonstrates effective in-house quality management and provides |

| | |
|---|---|
| | assurance through documented procedures and records that product meets specified requirements. |
| Certified/Certification | a Plant Health Certificate or a Plant Health Assurance Certificate, which verifies that a consignment meets the requirements of an Interstate Certification Assurance Operational Procedure or an interstate quarantine entry requirement |
| Consignment | means a discrete quantity of product transport to a single consignee at one time. |
| Dipping | means full immersion in a specified chemical mixture. |
| Facility | means the approved location where produce is repacked and where certification operations covered by the ICA arrangement are conducted. |
| Interstate Certification Assurance (ICA) | means a system of Certification Assurance developed to meet the requirements of State and Territory Governments for the plant health certification of produce for interstate and intrastate quarantine purposes. |
| Inspector | means an inspector appointed under the Act. |
| Nonconformance | means a nonfulfillment of a specified requirement. |
| Pest or Prescribed Pest | means snails and/or eggs of American Ribbed Fluke Snail (<i>Pseudosuccinea columella</i>). |
| Plant Health Assurance Certificate | means certification issued by an Authorised Signatory of an ICA accredited business. |
| Scheme Supply | means reticulated town or metropolitan, potable water supply, approved for human consumption by local health authorities and unlikely to have snails present. |

5 Responsibility

These position titles have been used to 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. In some businesses one person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for -

- representing the business during audits and other matters relevant to ICA accreditation;
- ensuring the business has current accreditation under this procedure;
- training staff in their duties and responsibilities under this procedure;
- ensuring the business and staff comply with responsibilities and duties under this procedure;
- ensuring all treatment and inspection is carried out in accordance with this procedure;
- ensuring records are maintained at all stages from post-harvest to dispatch, including documentation for treatment, quarantine, storage and the completion of certification for interstate movement.

The **Treatment Operator** is responsible for:

- preparing and maintaining dip mixtures;
- maintaining dip preparation, treatment and analysis records;
- maintaining dipping equipment;
- ensuring that the product is chemically treated, quarantined and inspected;
- ensuring that all product storage trays, crates and tanks are identified;
- monitoring and assessment during and after quarantine period, ensuring that any presence of prescribed pests is recorded.

The **Authorised Dispatcher** is responsible for:

- ensuring all packages covered by an Assurance Certificate are identified and labelled correctly;
- maintaining copies of all Assurance Certificates issued by the business.

The **Authorised Signatories** are responsible for:

- ensuring, prior to signing and issuing an Assurance Certificate, that product covered by the Certificate has been prepared in accordance with the business's ICA arrangement, and all details are true and correct in every particular

6 Procedure

6.1 Requirement

Plants consigned under this arrangement must be submergent aquatic species, as permitted in Western Australian Organism List (WAOL) <https://www.agric.wa.gov.au/bam/western-australian-organism-list-waol>. These must be treated in a solution of 2ppm copper for 24 hours, then held in quarantine for 6 days followed by inspection and found free from freshwater snail.

This procedure covers the provision of Assurance Certificates by an accredited business, certifying that product has been confirmed as a permitted import, treated, stored, and packed in a manner which ensures that it is free from prescribed pests.

Agriculture Victoria and interstate quarantine authorities maintain the right to inspect at any time certified product and to refuse to accept a certificate where product is found not to conform to specified requirements.

Some product may be damaged by chemical treatments. Businesses applying chemical treatments should check with experienced persons for any available information. Testing of small quantities is recommended.

The business must use chemical products in accordance with the instructions included on the products approved label, APVMA permit and this ICA procedure, and follow any first aid, safety, protection, storage and disposal directions on the product label.

The Agricultural and Veterinary Chemical (Control of Use) Regulations 2017 specifies certain chemical use records must be made within 48 hours of use and kept for a minimum of 2 years. Businesses may be required to keep more records of chemical use than as specified by this procedure. ICA record keeping is in addition to the Agricultural and Veterinary Chemical (Control of Use) Regulations record keeping.

Businesses who treat produce for fee or reward are required to hold a Commercial Operators Licence with Agriculture Victoria. Contact the Customer Service Centre (136 186) for information.

Following the required treatments in this procedure does not absolve the business from the responsibility of ensuring that treated product does not contain a pesticide residue above the Maximum Residue Level (MRL).

For further information contact the Customer Service Centre on 136 186 or visit www.agriculture.vic.gov.au.

6.2 Area Designation and Product Security

With the business must provide a diagram of the premises including a post-harvest storage area, a treatment area, a quarantine area and a designated packing area.

Product must be stored in a way that minimises the risk of infestation by the placement of appropriate signs at each of these nominated areas and by the isolation of product from all other plants or plant material.

6.2.1 Quarantine/Treatment Facility

The quarantine/treatment facilities must:

- a) be a separate unit used only for the treatment and quarantine of aquatic plants for which approval has been granted whilst it is registered for the interstate export of plants;
- b) be situated at least 10 metres from plants of the same or related species to those being treated in quarantine;
- c) be a substantial polyhouse, screen house or approved tunnel house;
- d) be fully equipped with a concrete floor (or acceptable impervious substitute) drained to a trap or waste point which does not constitute an infestation source or reservoir. Plastic floors are acceptable, but the minimum requirement is a double layer of 250-micron thick poly film. The integrity of such a floor must be monitored due to the high risk of damage;
- e) have adequate facilities such as dipping and holding tanks to ensure treatment and storage of product outlined in sections [6.4](#) and [Error! Reference source not found.](#); and
- f) have affixed near the entrance, a sign clearly exhibiting the following information (in black lettering >7 cm high on a yellow background):

QUARANTINE AREA
NO UNAUTHORISED ENTRY

6.3 Product Identification and Traceability

All products destined for export to must be clearly identifiable from harvest/receival to dispatch. Tanks, trays or crates used for storage and movement of product prior to packaging must be clearly identified by labelling or tagging. Plants must be bare-rooted, submergent aquatics, reliably identified to species level and be permitted under the *Biosecurity and Agriculture Management Act 2007 of Western Australia*.

Security of product must be maintained at all times, including isolation from all other stock during storage, packaging and dispatch.

Certified product must be packed individually in new, clean, unused packages.

6.4 Post Harvest Treatment Procedures

Plants must be identified (refer section [6.2](#)) before being taken to the designated treatment area.

Each treatment tank must be placed inside a tray containing the copper sulphate (CuSO_4) treatment solution so that a lethal barrier (2.5 cm deep \times 5 cm wide) is maintained for escaping snails during treatment and holding quarantine. Materials such as gauze tank lids may substitute if approved by the Inspector.

6.4.1 Plant Immersion

The Treatment Operator shall ensure all plants to be treated are placed into the treatment tanks containing sufficient dip mixture to completely cover the plants. It must be ensured that the plants remain fully immersed in the mixture for at least 24 hours and that barriers are in place.

All product treatment details must be recorded in the Treatment, Quarantine and Inspection Record (see [Attachment 2](#)) or similar record. Tanks and accessories (anchors, airlines, etc.) must be disinfected with sodium hypochlorite after use.

6.4.2 Preparation of the Dipping Mixture

Product must be treated in a solution containing at least 2 parts per million (ppm) (w/v) of Copper (Cu), in the form of dissolved Copper Sulphate (CuSO_4), in a manner corresponding with the Western Australian Import Condition D05. Water used for the treatment solution and for maintenance in the holding tanks must be from a source that has been established as free from aquatic snails (e.g. treated or scheme supply).

An initial stock solution may be made from 39.28 grams of CuSO_4 with 2.5 litres of water. 100 millilitres of the stock solution must then be diluted with 200 litres of water to produce a final solution of 8 ppm $\text{CuSO}_4\text{H}_2\text{O}$, or 2 ppm Cu. The final solution should be thoroughly mixed at ambient temperature before plants are introduced. It is recommended that the effects of the final solution be tested in a pilot trial, as there is a risk that the concentration is phytotoxic to growing plants but is safe for dormant specimens.

The copper sulphate solution must be discarded after each treatment.

Other ingredients may only be added to the mixture if they are known to be compatible with the chemical used to control prescribed pests.

6.4.3 Dip Concentration Testing

The business must test dip concentrations by providing samples of the dip mixture to an approved laboratory. Samples shall be tested:

- once prior to initial approval of the facility; and
- at least annually during each export season.

Annual sampling is required during the season for each plant species being treated where there is a change to the method of processing the plants (i.e. one species is dipped wet and the other dry), or in chemicals or other treatments applied to the plants prior to dipping (i.e. one species is treated with a fungicide and one is not) where these may materially affect the maintenance of the dip mixture concentration.

Dip samples shall be collected at a minimum of:

- immediately following preparation of a fresh dip mixture;
- at cessation of treatment after the chemical mixture has been used to treat the maximum quantity of plants that will be treated in the facility before a dip mixture is discarded.

Results of the second sample must not reveal a reduction exceeding 15% (0.3 ppm) (w/v) of Cu, from that of initial sample. If the concentration has fallen below 15%, trial dipping, sampling and testing of a reduced number of plants must be repeated to establish the maximum number of plants treated per batch of dip mixture.

6.4.4 Collecting, Storing and Packaging of the Sample

Samples of a minimum of 200 mL shall be taken from the centre of the dip tank and placed in a clean glass sample bottle with a secure watertight lid. Samples should be stored under refrigeration and dispatched within 24 hours of collection.

6.4.5 Chemical Mixture Analysis Records

Analysis of the treatment solution from an approved laboratory must show a minimum concentration of 2 ppm Cu as dissolved CuSO₄·H₂O. Results of the analysis must be retained by the business for a minimum of 12 months from receipt and be made available when requested by an Inspector. Any deficiency in an analysis must, as soon as practical, be reported to Agriculture Victoria so an investigation may be carried out to determine the cause and rectify any problems.

Details of chemical mixture analysis shall be recorded on the submission form (refer Attachment 4).

Additional data that should be recorded by the business includes:

- the name and quantity of any detergents, fungicides or other additives used on plants prior to dipping; and
- whether the plants were dry, moist or wet when they entered the dip mixture (Attachment 4).

6.4.6 Treatment Records

The Treatment Operator must record all dip mixture preparation and product treatment using the Treatment, Quarantine and Inspection Record (see Attachment 2) or similar record.

6.4.7 Disposal of Dip Mixture

Disposal of spent dipping solution must be carried out in accordance with the provisions of the Environment Protection Act 1970 and the Environment Protection (Prescribed Waste) Regulations 1998. For more information regarding disposal of spent dipping solution, contact your local water authority or an EPA-approved waste transporter.

Empty chemical containers must be triple rinsed and if eligible can be recycled via the drumMUSTER program or managed in accordance with EPA requirements.

6.5 Quarantine Storage

After treatment the product must be transported to the quarantine area. The product must be stored for a period of no less than six days after treatment (with barriers in place), before final inspection. Non-treated product of any type must not be housed in the facility while it is being used for quarantine purposes.

Treated plants must be retained in the quarantine facility, which is to be kept locked at all times except when access by authorised persons is required. Access to the facility is to be restricted to those persons required to carry out essential work only. Members of the public and persons other than authorised staff are not permitted entry. The initial quarantine and release dates must be recorded for each product batch in the Treatment, Quarantine and Inspection Record (see Attachment 2) or similar record.

6.6 Product Inspection

The Treatment Operator must inspect the plants and tanks prior to packing, but after treatment and quarantine storage procedures have been completed.

The product and tanks must be thoroughly inspected and found free of freshwater snails and egg masses, to be released for packaging. If non-conforming product or facilities are detected the Certification Controller must carry out Product Rejection Procedures (refer 6.8). Details of all product inspections must be recorded (Attachment 2).

6.7 Product Packing and Post Treatment Security

The Authorised Dispatcher must check that the Treatment, Quarantine and Inspection Record (see Attachment 2) or similar record has been endorsed by the Treatment Operator. The plants cannot be released for packing until the Authorised Dispatcher receives this clearance.

Product must be packed within the quarantine facility and shall commence as soon as practicable after clearance from quarantine. Product may be allowed to dry, prior to packing.

Treated product shall be held for the minimum practical period after treatment before it must be secured against reinfestation. Any product, which is stored outside the treatment facility after treatment and prior to dispatch, must be held under secure conditions. Any treated product, which remains unpacked at the end of the day, must be held in secure conditions until packed.

All packing materials must be new and clean. Completed pallets shall be held for the minimum practical period before placing in secure conditions. Certified product must be stored at and transported from the facility in secure conditions, which prevent infestation, by prescribed pests.

Secure conditions include:

- a) unvented packages;
- b) vented packages with vents secured with gauze/mesh with a maximum aperture of 1.6 mm;
- c) fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.6 mm;
- d) shrink wrapped and sealed as a palletised unit; or
- e) fully enclosed in screened buildings, cool rooms, vehicles or other facilities free from gaps or other entry points greater than 1.6 mm.

All product packed for export must be recorded in the Product Packing and Dispatch Record (see Attachment 4) or similar record. An Authorised Dispatcher responsible to the business accredited under this ICA arrangement must supervise packing.

6.7.1 Package Identification Procedures

The Authorised Dispatcher shall ensure that, after treating and packing, each package is marked in indelible and legible characters of at least 5 mm, with:

- a) the name of the product type, e.g. 'aquarium plants'
- b) the name of the person/company responsible for the package;
- c) the name and postcode of the town nearest to the location at which the product was treated/packed;
- d) the business Interstate Produce (IP) Number
- e) the words "MEETS ICA-24"; and
- f) the date or date code of quarantine clearance.

The above must be completed prior to the issuance of an Assurance Certificate by the business under this procedure.

6.8 Product Rejection

Water and plants in any tank where snails or eggs are detected must be rejected by the Treatment Operator as nonconforming product and immediately removed from the quarantine planthouse. Each tank must be identified with a lot number, and rejections recorded. If hygiene standards cannot be demonstrated, all tanks must be considered contaminated and the entire contents or batch of product must be rejected for export.

Rejected product must be isolated from all other product and clearly identified to prevent cross-infestation. This product should be labelled with a "rejected" sign or label, indicating product rejection. The Authorised Dispatcher must initiate rejection procedures if nonconforming product (indications of snails) is detected in product that has been treated and released for packing.

The Certification Controller is responsible for an immediate investigation including traceback of nonconforming product to the source of contamination or process failure.

The Certification Controller must temporarily suspend the certification procedure until the problem can be identified and rectified. The business has the option of redirecting the nonconforming product for local distribution.

The Certification Controller is responsible for documentation of all product rejections, including those performed by the business prior to dispatch, those by the Authorised Dispatcher and interstate consignment rejections by either the consignee or the interstate authority.

The history of rejected interstate consignments must be investigated by the Certification Controller. A report on the traceback, identification and any corrective action taken, including inspection and dispatch records relating to the consignment must be available for audit purposes.

6.9 Dispatch

At the time packaged product is consigned from the accredited business, the record of dispatch must be completed by the Authorised Dispatcher (Attachment 3).

6.9.1 Assurance Certificates

The Authorised Dispatcher shall ensure an Assurance Certificate is completed and signed by an Authorised Signatory of the business prior to consignment of produce to a market requiring certification of dip treatment.

Assurance Certificates shall be in the form of a Plant Health Assurance Certificate (Attachment 1).

Individual Assurance Certificates shall be issued to cover each consignment to avoid splitting of consignments.

Assurance Certificates shall be completed, issued and distributed in accordance with the Guide for Completion of Plant Health Assurance Certificates [PSW-02].

6.9.2 Assurance Certificate Distribution

The **original** (Yellow copy) must accompany the consignment.

The **duplicate** (White copy) must be retained by the business.

7 Accreditation

7.1 Application for Accreditation

A business seeking accreditation for an ICA arrangement under this procedure shall make application for accreditation at least 10 working days prior to the intended date of commencement of certification of produce.

7.2 Audit Process

7.2.1 Initial Audit

Prior to accrediting a business, an Inspector carries out an initial audit of the business to verify the ICA system is implemented and capable of operating in accordance with the requirements of the procedure, and the system is effective in ensuring compliance with the specified requirements of the ICA arrangement.

On completion of a successful initial audit, applicants will be granted provisional accreditation and issued a Certificate of Accreditation (refer 7.3).

7.2.2 Compliance Audits

Compliance audits are conducted to verify that the ICA system continues to operate in accordance with the requirements of the procedure.

Compliance audits are, wherever practical, conducted when the ICA system is operating.

A compliance audit is conducted:

- within four (4) weeks of the initial audit and accreditation or issuance of first PHAC;
- within twelve weeks of the business applying for re-accreditation; and
- in the case of a business operating for more than six (6) months of a year, between six (6) and nine (9) months after accreditation or re-accreditation.

On completion of a successful compliance audit, annual accreditation is granted to cover the current season, up to a maximum of twelve months from the date of provisional accreditation (refer 7.3).

A compliance audit is conducted between six and nine months after the date of accreditation for an ICA arrangement that operates for more than six months of the year.

Random audits are conducted on a selected number of accredited businesses each year. Random audits may take the form of a full compliance audit, or audits of limited scope to sample treatment mixtures, certified produce, ICA system records or ICA system documentation.

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

7.2.3 Re-Accreditation

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

7.3 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation for an ICA arrangement detailing the facility location, procedure, scope (type of produce and chemical covered) and period of accreditation.

The business must maintain a current Certificate of Accreditation and make this available on request by an Inspector.

A business may not commence or continue certification of produce under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure, produce type and chemical covered by the Assurance Certificate.

7.4 Nonconformances and Sanctions

7.4.1 Nonconformances

Audits are regularly undertaken to evaluate the effectiveness of implementation of ICA 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.

7.4.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a nonconformance in produce certified under this ICA arrangement. An investigation into the incident shall be conducted and findings reported back to the originator.

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

7.4.3 Suspension and Cancellation

Agriculture Victoria 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 Agriculture Victoria;
- contravened an accreditation requirement that compromises the integrity of the arrangement; and/or
- not rectified a non-conformance.

Any action taken by the Agriculture Victoria 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.

7.4.4 Prosecution

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

8 Records and Document Control

8.1 ICA System Records

The business shall maintain the following records:

- a) Chemical Mixture Analysis Records (refer 6.4.5);
- b) Treatment, Quarantine and Inspection Record (refer 6.4.6);
- c) Product Packing and Dispatch Record (refer 6.6);
- d) The duplicate copy of each Plant Health Assurance Certificate and associated consignment manifests.

ICA system records shall be retained for a period of not less than 12 months from completion and shall be made available on request by an Inspector.

8.2 ICA System Documentation

The business shall maintain the following documentation:

- a) copy of the business's current Application for Accreditation;
- b) current copy of this Operational Procedure;
- c) a copy of the business's current Authorised Signatory form;
- d) current Certificate of Accreditation for an ICA Arrangement; and
- e) list of permitted species covering genera that have or may be treated at the accredited business.

ICA system documentation shall be made available on request by an Inspector.

9 Attachments

| | |
|--------------|--|
| Attachment 1 | Plant Health Assurance Certificate (PSF-003, example) |
| Attachment 2 | Treatment, Quarantine and Inspection Record (PSF-104) |
| Attachment 3 | Product Packing and Dispatch Record (PSF-099) |
| Attachment 4 | Chemical Treatment Sample for Analysis Submission Form (PSF-088) |

Plant Health Assurance Certificate

Certificate number
XXXXXX

Consignment details (please print)

| | |
|--|--------------------|
| Consignor | |
| Name | ABC PTY LTD |
| Address STREET ROAD, MELBOURNE VIC 3000 | |

| | |
|--|-----------------------|
| Consignee | |
| Name | PRODUCE PEOPLE |
| Address SOMEWHERE ROAD, PERTH, WA | |

| | |
|---|--|
| Reconsigned to (splitting consignments or reconsigning whole consignments) | |
| Name | |
| Address | |

Certificate details (please print)

| IP Number | Facility number | Procedure |
|--------------|-----------------|---------------|
| V9999 | 01 | ICA-24 |

Accredited business that prepared the produce

| | |
|---------|--|
| Name | ABC PTY LTD |
| Address | STREET ROAD, MELBOURNE VIC 3000 |

Grower or Packer

| | |
|---------|--|
| Name | ABC PTY LTD |
| Address | STREET ROAD, MELBOURNE VIC 3000 |

Other facilities supplying produce

| |
|--|
| |
| |

| Brand name OR identifying marks (as marked on packages) | Date OR date code (as marked on packages) |
|---|---|
| ABC PRODUCE | 25/08/2020 |

| Number of packages | Type of packages (e.g. trays, cartons) | Type of produce | Authorisation for split consignment |
|--------------------|--|-----------------------|-------------------------------------|
| 12 | Trays | Aquatic Plants | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Treatment details

| Treatment date | Treatment | Chemical (active ingredient) | Concentration / duration and temperature |
|----------------|-----------|------------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |

| Additional certification / Codes |
|----------------------------------|
| |

Declaration: I, an Authorised Signatory of the accredited business that prepared the plants, plant products, used equipment, used packages or earth materials described above, hereby declare that the plants, plant products, used equipment, used packages or earth materials have been prepared in the business' approved facility in accordance with the business' Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the **Plant Biosecurity Act 2010** to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.

| Authorised Signatory (print name) A.Signature | Signature A.Sign | Date 25 / 08 / 2020 |
|--|---------------------|------------------------|
| | | |

TREATMENT, QUARANTINE & INSPECTION RECORD

PRODUCT PACKING & DISPATCH RECORD

CHEMICAL TREATMENT SAMPLE FOR ANALYSIS SUBMISSION FORM

(Only one sample to be submitted per Form)

Sample Details:

| | | | | |
|---|--|-----------------|---|--|
| Client's Name: | | | IP Number: | |
| Postal Address: | | Street Address: | | |
| | | | | |
| | | | | |
| Telephone No: | | Fax No: | | |
| Product Treated: | | | | |
| Chemical used (tick one): | <input type="checkbox"/> Diazinon <input type="checkbox"/> Chlorpyrifos <input type="checkbox"/> White Petroleum Oil | | <input type="checkbox"/> Other (specify): | |
| Chemical Branch Name: | | | Batch Number: | |
| Total Volume of Mixture (litres): | | | | |
| Name and Amount of other chemicals added: | | | | |
| Date of Mixing: | | | Time of Mixing: | |
| Method of Application (tick one): | <input type="checkbox"/> Dip <input type="checkbox"/> Flood Spray <input type="checkbox"/> Non-recirculating Spray | | Other: | |
| Product Wetness immediately prior to Treatment (tick one): <input type="checkbox"/> Dry <input type="checkbox"/> Moist <input type="checkbox"/> Dripping | | Other: | | |
| Sample Number as marked on sample bottle: | | | | |
| Date sample collected: | | | Time sample collected: | |
| Product volume treated up until sample collected (kg): | | | | |
| Total volume of chemical mixture at time of sampling (litres): | | | | |
| Other information on sample: | | | | |

There are penalties under the **Plant Biosecurity Act 2010**, for any person providing an Inspector with information that is false or misleading.