

ICA-29: Treatment of Nursery Stock for Export to the Interstate Markets

REVISION REGISTER

Date of issue	Amendment details
09/03/2011	Version 6.0: add guidance notes covering chemical use records (6.0, 10.1), add reference to PS-28: Sanitised Containers (6.0), make generic for other states
24/10/2011	Version 6.1: remove quitozene option (6.0:table); remove requirement to send PHAC to SA (8.2); amend additional certification (9.0); amend table (8.3.2); add Tas PHAC example (att 2); update PHAC example (att 1);
10/01/2012	Version 6.2: review treatments (6.0); add requirements for sourcing stock (7.0); revise post treatment security (8.8), revise requirements for additional certification (9.0)
16/01/2012	Version 6.3: add pots and packaging reference (9.1), addition of SLW host list (9.5.1)
21/02/2013	Version 6.4: updated to DEPI and Plant Biosecurity Act 2010.
10/04/2018	Version 6.5: Reviewed and reformatted
23/11/2021	Version 6.6: update procedure to new format and update Departmental references; update of scope to list product included and excluded from certification, reformatting the requirements table in section 6, clearly identify which treatments are for Tas and WA, reorder sections moving calibrations to 8.1, preparation to 8.2 and treatment to 8.3. Addition of calibration of weighting equipment (8.1.1), exemption for a tank calibration record for small dip tanks and handhold sprayers (8.1.2), splitting the preparation charts into liquid and solids (8.2.2), addition of a formula for drench solution (8.4), update of additional certification (9.5) with the removal of SLW01, PCN03, and almond, quince and stone fruit additional declaration. Addition of attachments Liquid Treatment Mixture Preparation Chart (att 2), Solid Treatment Mixture Preparation Chart (att 3), Weighing equipment calibration record (att 6).
19/10/2022	Version 6.7: clarify that the treatment record must be completed within 48 hours of treatment (8.2.3), update of wetter specification (6, 8.4), update of Tas and WA notification email (9.6.2), add definition of Lot, clarify mail order PHAC requirements (9.6.2) ; update of reference (3) change name of PSW-02 to SOP, update of chemical treatments under Requirement; addition of charging policy 10.5; acceptance of up to 50L pots for certification to Tas.

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

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ISBN 978-1-76090-580-4 (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

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1 Purpose

The purpose of this procedure is to describe the:

- principles of operation, design features and standards required for treatment equipment; and
- responsibilities and actions of personnel;

that apply to the treatment of nursery stock plants for various quarantine pests and diseases, under an Interstate Certification Assurance (ICA) arrangement.

2 Scope

This procedure allows a business accredited to issue certification facilitating the movement to interstate markets of nursery stock that has been treated and certified by a business operating under an Interstate Certification Assurance arrangement in Victoria.

Pest: various pests and diseases

Host: nursery stock

- Nursery stock includes plants and seedlings in soil-less media, bare rooted plants and cuttings with leaves, dormant deciduous bare rooted plants and cuttings, bulbs, corms and rhizomes;
- Nursery stock does not include nursery stock bearing fruit, culinary herbs and leafy vegetables for consumption, or plants in pots greater than 20 L, for export to Western Australia or greater than 50 L for export to Tasmania
- The following plants **cannot** be certified under this accreditation:
 - Poinsettia (*Euphorbia pulcherrima*)
 - Plants of the Myrtaceae family
 - Grapevines (*Vitis spp*)
 - Solanaceous stock (e.g. capsicum, tomato, chilli, ornamental chilli and eggplant) sourced or treated within 20km of a PCN detection
 - For export into Tas - plants of *Capsicum* spp (Capsicum & chilli pepper), or *Lycopersicon* spp. (Tomato, cherry tomato) sourced or treated within 20km of a Tomato Yellow Leaf Curl Virus (TYLCV) detection
- The following plants require additional certification prior to being certified under this accreditation for export to WA:
 - Any Tomato Yellow Leaf Curl virus or vector (silverleaf whitefly) host plants – see link for a list of host plants.
<https://www.agric.wa.gov.au/iaquarantine/regulations.asp?txtcommodity=15180&optformat=10&optstate=Any&optregid=C26>

Location: For export to Tasmania and Western Australia.

Certification under this procedure may not fulfil all quarantine entry conditions for all produce to interstate markets.

It is the responsibility of the business consigning the produce to ensure compliance with all applicable quarantine requirements.

Information on intrastate quarantine requirements can be obtained from a local Agriculture Victoria Inspector.

Information on interstate quarantine requirements can be obtained from the plant quarantine service in the destination state.

3 References

APVMA Permit PER9796 – Bifenthrin

APVMA Permit PER9795 – Bifenthrin/Imidacloprid/Mancozeb, Bifenthrin/Mancozeb

APVMA Permit PER10043 – Bifenthrin

Plant Biosecurity Act 2010

Standard Operating Procedure - Completion of Plant Health Assurance Certificates

4 Definitions

Accrediting Authority	means the government department responsible for accrediting a business under this protocol in the exporting State or Territory.
Act	means the Plant Biosecurity Act 2010 (the Act).
APVMA	means Australian Pesticides and Veterinary Medicines Authority.
Authorised Signatory	means an employee of an ICA accredited business whose name and specimen signature is provided on the business's Authorised Signatory form.
Business	means the legal entity responsible for the operation of the facility and ICA arrangement detailed on the business's 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 produce meets specified requirements.
Consignment	means a discrete quantity of product transported to a single consignee at one time.
Cover Spraying	means saturating all exposed parts of the plant i.e., trunks, stems, leaves, buds, flowers, fronds, or isolated parts (when specified), to the point of run-off with a chemical solution or suspension.

Facility	means the approved location of the facility covered by the ICA arrangement.
Inspector	means the person authorised as an inspector under the Act.
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.
Non-conformance	means a non-fulfilment of a specified requirement.
Package	means the final outer covering in which certified produce is consigned and may include a box, carton, bin, bundle or other packaging unit.
Plant Health Assurance Certificate (PHAC)	means certification issued by an Authorised Signatory of an accredited business.

5 Responsibility

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. In some businesses one person may have responsibility for more than one position.

The **Certification Controller** is responsible for -

- representing the business during audits and other matters relevant to the ICA;
- training staff in their duties and responsibilities under this ICA;
- ensuring the business and staff comply with their responsibilities and duties;
- ensuring the business has current accreditation for an ICA under this procedure;
- obtaining and reading the Safety Data Sheet (SDS) for the chemical product in use;
- ensuring staff are trained in the use of chemicals, including awareness of SDS; and
- ensuring the requirements of WorkSafe are addressed, including the conduct of a risk assessment.

The **Product Controller** is responsible for:

- ensuring all stock received by the business is sourced in accordance with this procedure; and
- maintaining a record of receipt that is kept and updated.

The **Treatment Operator** is responsible for:

- maintaining a current calibration record for treatment equipment;
- preparation, safe use and disposal of treatment mixtures;
- applying treatment to all lots of plants within the interval specified prior to dispatch;
- maintaining preparation and treatment records of treatment.
- maintaining treatment equipment.

The **Authorised Signatories** are responsible for:

- ensuring that, prior to signing and issuing an Assurance Certificate, produce covered by the certificate has been treated in accordance with this procedure, and the details on the certificate are true and correct in every particular.

The **Authorised Dispatcher** is responsible for:

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

6 Requirement

- All potted plants must be in a soil-less potting medium.
- Plant are not to bear fruit (hard, green immature fruit less than 1 cm is acceptable).
- Plants in pots no greater than 20 L for export to Western Australia or no greater than 50 L for export to Tasmania
- All pots/containers used in consignment must be new and in clean condition.
- Second-hand or used product containers may be used for entry into WA, and must be cleaned, sanitised and certified by an accredited business under PS-28: Sanitised Containers.
- For all potting media treatments, the volume of solution applied must be at least 20% of the volume of the container and applied when the media is not saturated. For example, for a 20L pot, 4L of solution to be applied when the potting media is sufficiently dry so that the solution is absorbed by the potting media.
- Any runoff from watering of treated pot plants should be prevented from entering drains and waterways
- All spray, full immersion and drench treatments to be applied with a wetting agent (8.2.7) at the manufacturers recommended rate to attain 100% coverage, until the point of run off.
- All treatments to be carried out within 10 days prior to dispatch unless specific elsewhere.
- Clean peat moss (including coir and coco) used for packing is not required to be treated.

The following plants **cannot** be certified under this accreditation:

- Poinsettia (*Euphorbia pulcherrima*)
- Plants of the Myrtaceae family
- Grapevines (*Vitis spp*)
- Solanaceous stock (e.g. capsicum, tomato, chilli, ornamental chilli and eggplant) sourced or treated within 20km of a PCN detection
- Plants of *Capsicum* spp (Capsicum & chilli pepper), or *Lycopersicon* spp. (Tomato, cherry tomato) sourced or treated within 20km of a Tomato Yellow Leaf Curl Virus (TYLCV) detection for export into Tas
- Any Tomato Yellow Leaf Curl virus or vector (silverleaf whitefly) host plants for export into WA – see link for a list of host plants.
<https://www.agric.wa.gov.au/iaquarantine/regulations.asp?txtcommodity=15180&optformat=10&optstate=Any&optregid=C26>

Note: Cover spraying must be the last treatment before packing or loading for dispatch.

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

Some produce 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 treating 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 produce does not contain an agricultural chemical 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.

The business must comply with the requirements of the local government, environmental and workplace health and safety authorities. Plants must be treated in accordance with the following table:

Chemical Active Ingredient & required rate Select one treatment from each of the 5 parts as applicable		Potted Stock		Bare rooted and cuttings – with Leaves	Bare rooted and cuttings – without leaves dormant / deciduous	Bulbs, corms, rhizomes
		Potting Media	Above ground parts	All plant parts	All plant parts	All plant parts
1	a. Bifenthrin 2g/kg (granules) at 61g/10L potting mix within 60 days of export (permit 9796) or b. SuSCon Green® at label rate applied within 180 days prior to export or c. full immersion/drenching in 80g/L Bifenthrin at 2.5ml/10L (permit 10043) or d. full immersion/drenching in a solution of Chlorpyrifos 500g/L at least 4ml/10L.		N/A	N/A	N/A	N/A
2	a. Etridiazole / Thiophante-Methyl at label rate (e.g., Banrot) or b. Etridiazole 350g/kg at label rate (e.g., Terrazole) or c. Propamocarb at label rates applied		N/A	N/A	N/A	N/A
3	a. Imidacloprid 200g/L at 2.5mL per 10L (permit 9795) or b. Acetamiprid 225g/L at 44ml/100L	N/A			N/A	*Only for WA
4	a. Bifenthrin 80g/L at 6mL/10L (permit 9795) or b. Bifenthrin 100g/L at 5mL/10L (permit 9795) or c. Bifenthrin 250g/L at 2mL/10L (permit 9795)	N/A			*Only for WA	*Only for WA
5	a. Mancozeb 800g/kg at 15g/10L (permit 9795) or b. Mancozeb 750g/kg at 18g/10L (permit 9795) or c. Chlorothalonil 500g/kg at 20ml/10L (permit 9795) or d. Any other fungicide from Activity Group 28, 29 (WA only), 92 (Tas only) M1, M2, M3, M4, M5, M7 (Tas only) or M9 at label rate.	N/A				
6	White Oil at 120 ml/10L at label recommendations	N/A	N/A	N/A		N/A

7 Sourcing Stock

7.1 Stock Grown by Another Business

Where the business intends to certify stock that has been sourced from a property owned or operated by another business, the Product Controller shall ensure -

- a record of receipt is maintained (attachment 1);
- each source business is accredited under ICA-29 or PS-27 with relevant endorsements for potato cyst nematode for their growing properties;
- each delivery of stock supplied is checked for current ICA-29 or PS-27 accreditation;
- stock has been transported under secure conditions; and
- identification of the stock and any supporting documentation is maintained from receipt through to certification and dispatch.

Prior to signing a certificate (refer 9.4), the Authorised Signatory must check that all stock in the consignment has been sourced from an ICA-29 or PS-27 accredited business and from source properties endorsed for the quarantine requirement being certified.

The Product Controller must obtain a copy of the Certificate of Accreditation from the source business. The status of the property must be checked by referring to the period of approval and ensuring the potato cyst nematode quarantine requirement is covered.

Nursery hygiene measures must be in place to ensure pests covered under this procedure are not introduced from non-accredited source businesses.

8 Treatment

8.1 Equipment Calibrations

8.1.1 Calibration of weighing equipment

The Treatment Operator must carry out calibration tests on the load range of any weighing equipment used to determine quantities of solid chemical concentrates, using the manufacturer's calibration instructions. Calibration tests must be carried out annually.

The balance used must be calibrated (with 3 calibrated known weights covering at least 50% of the load range of the balance) and must be verified as consistently accurate to within $\pm 1\%$ of the total load range (to a maximum error of 10g). Calibration results shall be recorded on the Weighing equipment calibration record (attachment 6) or records which capture the same information.

8.1.2 Spray Tank Volume and Calibration

Permanent volume indicator marks shall be made on the side of the spray tank, on a sight tube or sight panel on the outside of the tank, or by some other method which clearly and accurately indicates the maximum mixture level and any incremental volumes used.

Volume indicator marks shall include the volume in litres required to fill the tank to that level.

Each of the volume indicator marks shall be calibrated with the tank at the normal filling position. The person conducting the calibration test shall issue a certificate of calibration of the spray tank, which must be available to the auditor at all compliance audits. New equipment intended to apply liquid treatments after the initial audit shall also have tank calibration records verified for accuracy by an auditor.

The person conducting the calibration test must be approved to do so by Agriculture Victoria.

An example Tank Calibration Record is shown as attachment 5.

A tank calibration record is not required for small dip tanks or handheld spray equipment such as handheld misters or knapsack sprayers, where the capacity of the treatment mixture is less than 25 litres.

The Treatment Operator shall carry out regular checks of spraying equipment to ensure it continues to operate effectively and remains free from malfunction, blockages, damage or excessive wear.

8.2 Treatment Preparation

The chemical treatments used in this procedure are available in granular, wettable powder and liquid (emulsifiable, soluble and suspension concentrates) formulations. All treatments shall be applied in accordance with the manufacturer's product label or current APVMA permit for use.

8.2.1 Designated Treatment Area

All treatments of plants and media must be performed in a designated treatment area. A designated treatment area can be portable and move to different areas within the accredited facility. No plants or media are to be introduced to a designated treatment area once treatments have commenced.

8.2.2 Mixture Preparation Charts

The Business shall maintain a Treatment Preparation Chart or similar record in close proximity to the mixture preparation area at the time of making up the spray mixture.

The 'Liquid Treatment Mixture Preparation Chart' (attachment 2) must include the following details:

- name of the Active Ingredient and Chemical Concentration;
- mixture application rate; and
- total volume in litres of the tank when filled to the maximum mixture level mark;
- volume in millilitres (ml) or the weight in grams (g) of concentrate required to achieve the required mixture when filled to the maximum mixture level mark;
- volume in millilitres (ml) or the weight in grams (g) of concentrate required to achieve the required mixture for any incremental volumes used; and
- name and signature of the person responsible for the chart and the date of preparation.

The Solid Treatment Mixture Preparation Chart (attachment 3) must include the following details:

- name of the Active Ingredient and Chemical Concentration;
- the product application rate;
- if applicable, the estimate of potting media make-up (sand/peat/bark ratio);
- if applicable, the bulk media density;
- application rate;

- the calculation of target mixture concentration per litre (L), or cubic metre (m³) for any known incremental volumes used;
- the name and signature of the person responsible for the chart and the date of preparation.

8.2.3 Preparation and Treatment Records

The Treatment Operator must record details of all chemical preparation and treatments using a Preparation and Treatment Record (attachment 4) or a similar record which captures the same information within 48 hours of treatment.

The Treatment Operator shall:

- refer to the Treatment Preparation Chart (attachment 2) to determine the amount of concentrate required to make up the desired quantity of spray mixture;
- sign the Preparation and Treatment Record;
- treat between 2-10 days prior to export.

8.2.4 Preparing the Treatment Mixture

The Treatment Operator shall:

- add required amount of concentrate to the spray tank in accordance with the manufacturer's directions. Solid concentrates should be mixed with water before adding to the tank.
- fill the spray supply tank with clean water to the incremental volume mark or maximum mixture level mark.
- ensure that the chemical is completely diluted in all of the water by mixing the tank for a minimum of two minutes before commencing the spray operation. Some equipment may require extended periods of mixing to fully dilute the chemical in the water.
- Spray equipment must have a means of continuous mixing of the spray mixture in the spray tank throughout the spray operation to avoid settling or separation of the concentrate. This can be achieved by mechanical mixing devices in the spray tank, or agitation from spray mixture returned via a by-pass from the spray pump.
- record preparation of a mixture on a Preparation and Treatment Record (attachment 4).

The mixture may contain a fungicide or other chemical provided it is approved for use and known to be compatible with the concentrate used.

The addition of commercial wetting agents may be specified for some treatment requirements, and these may also vary in compatibility. The Treatment Operator must have evidence that compatibility of spray mixture ingredients has been verified.

8.2.5 Liquid Concentrate

Using a clean graduated measuring vessel, measure the amount of liquid concentrate required to achieve the specified number of millilitres (ml) per litre of mixture of the specified concentrate for the required volume of mixture.

Suitable vessels include graduated plastic or glass measuring cylinders or syringes.

8.2.6 Solid Concentrate

For solid concentrates, the required number of grams (g) must be weighed on a balance with tare or measured allowance taken into consideration for the weight of container used.

8.2.7 Wetting Agent

All spray, full immersion and drench treatments shall be applied with wetting agent at the manufacturers recommended rate to attain 100% coverage, till the point of run off. Follow the label instructions for the compatible product recommended, and record amounts in the Preparation and Treatment Record (attachment 4).

Chemical products for which the label prohibits the use of a wetter, must not be combined and sprayed in a mixture which contains other chemical products that require application with a wetter.

8.3 Treatment

The Treatment Operator shall ensure that:

- a fresh mixture is prepared for each day that treatment (see table in section 6 requirement) is to be applied;
- treatment is to commence and finish within the interval specified as a requirement for that treatment prior to scheduled dispatch;
- all treatments are performed in the designated treatment area;
- all plants remain in the treatment area for the duration of the treatment.

Clean peat moss (including coir and coco) used for packing is not required to be treated.

8.4 Potting Media Drench Treatment

For all potting media treatments, the volume of solution applied is to be at least 20% of the volume of the container and applied when the media is not saturated.

All potting media drenches are to be applied with a wetter.

Any run-off from watering of treated pot plants should be prevented from entering drains and waterways.

To identify the volume of mixture required, the Treatment Operator shall identify the total volume of media to be treated and calculate 20% of the total volume. The result of the calculation will be the minimum volume of treatment mixture to be applied.

Calculation is volume of pot x 0.2 (20%) = volume of drench solution.
 $20L \times 0.2 = 4L$ of drench solution.

For example, for a 20L pot, 4L of solution is to be applied when the potting media is sufficiently dry so that the solution is absorbed by the potting media.

Volume of Pot	20% Volume of Drench Solution required
1L	0.2L
2L	0.4L
5L	1L
10L	2L
20L	4L

Apply a single drench (if whole amount of drench is applied in one session) or drenches (if a number of drenches need to be applied, e.g., if the potting medium cannot be allowed to dry out to the extent that it could absorb a drench equivalent to 20% of the container) must be applied within 10 days prior to export.

Apply as drench to potting mix in containers. The total amount (either applies as a once off or cumulative application) of the drench to be equivalent to 20% of the volume of the container.

8.5 Potting Media Granular Treatment

8.5.1 Bifenthrin

Bifenthrin granules are to be applied topically to pot surface, at the rate dependent upon the potting media density using Table 1. Guide to Average Potting Mix Densities (below). If the media to be treated varies from the specified ratios in Table 1 determine the average composition of the media to be treated and apply the rate that correlates with a mix with similar density (extract from APVMA Off Label Permit PER 9796).

Table 1. Guide to Average Potting Mix Densities

Potting Mix	Specific Gravity	Product (g/L)
100% peat (light)	0.50	1.60
25% sand / 75% peat	0.85	2.70
50% sand / 50% peat	1.20	3.80
75% sand / 25% peat	1.55	5.00
100% sand (heavy)	1.90	6.10

8.5.2 suSCon Green® / Chlorpyrifos

Apply suSCon Green granules into media according to manufacturer's label.

8.6 Cover spray treatment of Nursery Stock

Treatment of plants must be carried out following treatment of bulk and potted media.

The Business must ensure cover spray mixture is applied to plants with wetting agent at the manufacturer's recommended rate to attain 100% coverage until the point of run-off.

8.7 Post Treatment Security and Identification

All treated plants must be held post treatment in a designated treatment area which is physically isolated from untreated plants.

Each treatment lot must be identified with a lot number affixed to all individual plant containers in the lot or a sign placed at entry points to the designated treatment area immediately after treatment is completed.

9 Dispatch

The Authorised Dispatcher shall ensure that product that has been treated is clearly identified and can be referenced to the Preparation and Treatment Record (attachment 4).

The Authorised Dispatcher shall ensure that only product that meets the requirements has been certified. Consignments must be transported under secure conditions that prevent cross-infestation from uncertified produce. Secure packaging may include new, clean packaging such as shrink wrapping or containment in a truck or container compartment.

9.1 Pots and Packaging

Pots and product containers must:

- be in pots no greater than 20 L for export to Western Australia or no greater than 50 L for export to Tasmania
- unless included in the certification, are free of weeds and other plants growing within the pot (e.g. liverworts and mosses);
- not have been in contact with soil;
- be new and in clean condition (WA & Tas), or;
- for second-hand or used product containers, be cleaned, sanitised and certified by an accredited business under PS-28: Sanitised Containers (WA only).

'Product' versus 'Transport' containers:

Product containers are subject to the above requirement. They are those used to contain the raw product itself (e.g. pots/trays used for potted plants and bins that do not contain a disposable lining and used to hold bulk (unpacked) fruit/vegetables/bare-rooted plants etc).

Transport containers are not considered 'used' as per the above requirement; however, they must be clean and will be inspected for contamination upon arrival. They are those used to hold product that is already potted or containerised for ease of transport (e.g. bins/metal cages used to hold potted plants).

NOTE: used fruit and vegetable containers such as cardboard and styrofoam cartons shall be regarded as product containers, not transport containers, regardless of their content at the time of inspection. Fruit and vegetable containers made of cardboard or styrofoam shall be considered used if they can be verified as not being new.

9.2 Package Identification

The Authorised Dispatcher shall ensure that, prior to issuing a PHAC, each package is marked on an outermost side or end surface in indelible, legible and visible characters of at least 5mm, with:

- the Interstate Produce (IP) number of the accredited business;
- the words "MEETS ICA-29";
- the date (or date code) on which the produce was packed; and
- description of the contents indicating Genus and species.

Any packages containing plants that have not been treated and do not meet the requirements specified in this Procedure must not be marked as stated above.

Plants consigned individually shall be identified by one of the following methods:

- the above information is written on the consignment note or the invoice accompanying the plants and signed and dated by an Authorised Signatory; or
- each plant has a tag securely attached that includes the above information; or
- sealed in an enclosed vehicle or container and the seal number is included in the 'Brand Name or Identifying Marks' section of the PHAC accompanying the consignment.

9.3 Security

Plants must be free of insects upon arrival in the destination state. All or part of the consignment, including other business' plants in the transport vehicle, may be detained at the exporter's cost until the insect(s) are identified.

All nursery stock must be held in a designated and secure treatment area post-treatment before being securely packaged in a way that prevents pest contamination during transport. Secure packaging may include new, clean packaging such as shrink wrapping or containment in a truck or container compartment. Nursery stock treated under this ICA must not come in contact with untreated nursery stock or other prescribed matter after treatment or during transport.

9.4 Plant Health Assurance Certificates

The Authorised Dispatcher shall ensure a PHAC is completed and signed by an Authorised Signatory of the business prior to the consignment of produce.

PHACs (attachment 7) shall include:

- in the 'Accredited Business that Prepared the Produce' section -
 - the name and address of the Accredited Business that treated the plants;
- in the 'Certification Details' section -
 - the IP No. of the Accredited Business that treated the plants;
- in the 'Grower or Packer' section -
 - the name and address of the property on which the plants were grown;
- in the 'Consignment Details' section -
 - the number and description of plants of each plant category (e.g. bulbs, bare rooted plants, potted plants) in the consignment;
 - in the produce type column, the full Genus and species name.
- in the 'Additional Certification' section -
 - any additional certification relevant to the business (see 9.5).

An individual PHAC shall be issued to cover each consignment (i.e., a discreet quantity of produce transported to a single consignee at one time) to avoid splitting of consignments, unless issued in accordance with 9.6.2.

PHACs shall be completed, issued and distributed in accordance with the Standard Operating Procedure - Completion of Plant Health Assurance Certificates.

NOTE: Where there is insufficient room to list each plant, the words "See Attachment" is to be used and an attachment sheet securely attached to each PHAC.

The Attachment Sheet must include the words “ATTACHMENT SHEET”, the name and address of the consignor, the PHAC number, the signature of the Authorised Signatory that signed the certificate and the date.

9.5 Additional Certification

Businesses must provide additional property endorsements on PHAC's, where relevant. The Certificate of Accreditation provides the property endorsement codes for which the business holds accreditation (10.3).

All properties where stock is grown or packed for consignment to another State must be inspected annually by an Inspector to ensure systems are implemented and effective.

9.5.1 Potato Cyst Nematode

General conditions

If the property is located within 20km of a PCN detection, property freedom requirements specified in following sections must be met.

An Inspector shall:

- confirm the property is not a confirmed PCN infested property; and
- review the cropping history to ensure that no solonaceous stock has been grown on the property within the last 10 years; and
- confirm the property does not share agricultural equipment with a potato grower, or with other nurseries within 20 km of an infestation that are not accredited under this protocol; and
- confirm the property is not exposed to the same irrigation source as an infested property or run-off from PCN-infested properties.

If any requirement cannot be met, endorsements may be restricted or not provided.

Code	Nursery Stock	Criteria	Export State
PCN01	Potted Plant Stock in soil-less media	Stock must be: <ul style="list-style-type: none"> • grown in containers using a soil-less potting media. • grown in containers that are not in contact with the soil. 	Tas and WA
PCN02	Bare-rooted Plant Stock	Stock must be: <ul style="list-style-type: none"> • bare-rooted and visibly free of soil. 	Tas and WA
PCN04	Bulbs	Bulbs must be: <ul style="list-style-type: none"> • brushed, cleaned or washed so as to be visibly free of soil. 	Tas and WA
PCN06	20km from a PCN detection	a property is located more than 20km from a PCN detection	Tas and WA

9.6 Distribution of PHACs

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

The **duplicate** (white copy) must be retained by the Business.

9.6.1 Commercial Lots

In the case of commercial lots, the Plant Health Assurance Certificate (PHAC) certifying that the consignment meets the conditions of this accreditation must accompany each consignment.

9.6.2 Mail Order Lots

In the case of non-commercial mail-order nursery stock:

- a single PHAC may be issued to each consignee; or
- a PHAC may be issued for each lot distributed, where each consignee must receive a copy of the PHAC endorsed “this is a true copy of the original”, signed and dated,

and

- a copy of each PHAC and the list of consignees, including their name, address, contact number, product name and quantity, must be sent to the receiving state as specified below.

	email	Post	Fax
WA	qwa.import@dpird.wa.gov.au Phone: 08 9334 1841	WAQIS Locked Bag 69 Welshpool WA 6986	(08) 9334 1880
Tas	noi.biosecurity@nre.tas.gov.au Phone: 03 6165 3777	Quarantine Tasmania, Area Supervisor PO Box 287E, Devonport, TAS 7310	(03) 6427 0057

10 Accreditation

10.1 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.

10.2 Audit Process

10.2.1 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.

10.2.2 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 weeks of the initial audit and accreditation or issue of the first PHAC; and
- within twelve weeks of the business being reaccredited; and
- in the case of a business operating for more than six months of a year, between six and nine months after accreditation or reaccreditation.

On completion of a successful initial compliance audit, accreditation is granted to cover the current season, up to a maximum of twelve months.

Random audits are conducted on a selected number of accredited businesses each year. These 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 item to investigate reported or suspected non-conformances.

10.2.3 Re-Accreditation

Businesses are required to re-apply for accreditation each year by lodging a renewal application prior to accreditation lapsing,

A compliance audit is conducted within twelve (12) weeks of the business applying for re-accreditation each year.

10.3 Certificate of Accreditation

A business will receive a Certificate of Accreditation detailing the facility location, procedure, scope (type of produce and chemical covered) and period of accreditation.

The Certificate of Accreditation will also list any additional endorsements that may be applicable to the business.

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, property endorsement and chemical covered by the Assurance Certificate.

10.4 Non-conformances and Sanctions

10.4.1 Non-conformances

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 Non-conformance Report (NCR). Actions required to address the non-conformance shall be discussed and recorded on the NCR.

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

10.4.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance 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.

10.4.3 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;
- not rectified a non-conformance.

Any action taken by 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.

10.4.4 Prosecution

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

10.5 Charging Policy

The business will be charged an annual accreditation fee.

A fee will be charged for all scheduled audits conducted. Unannounced audits will not be charged. Agriculture Victoria can be contacted for a schedule of fees.

11 Records and Document Control

11.1 ICA System Records

The Agricultural and Veterinary Chemical (Control of Use) Regulations 2017 specify the chemical use records which must be kept. Businesses may be required to keep more records of chemical use than as specified by this procedure. For further information contact the Chemical Standards Branch on 136 186 or visit www.agriculture.vic.gov.au/chemicalstandards.

The business shall maintain the following records, or similar, which keep the same information-

- Weighing equipment calibration record;
- Liquid Treatment Mixture Preparation Chart;
- Solid Treatment Mixture Preparation Chart;
- Tank Calibration Record;
- Treatment Preparation Chart;
- Preparation and Treatment Records; and

- the duplicate copy of each Plant Health Assurance Certificate issued;
- a duplicate copy of each Attachment issued under this Procedure

Records shall be retained for least 12 months from completion, or until the next compliance audit of the ICA arrangement, whichever is the later.

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

11.2 ICA System Documentation

The business shall maintain the following documentation-

- a copy of the current Application for Accreditation;
- a copy of the business's Authorised Signatory forms;
- a current copy of this procedure; and
- a current Certificate of Accreditation.

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

12 Attachments

Attachment 1	Produce Receival Record (PSF-032)
Attachment 2	Liquid Treatment Mixture Preparation Chart (PSF-451)
Attachment 3	Solid Treatment Mixture Preparation Chart (PSF-452)
Attachment 4	Preparation and Treatment Record (PSF-383)
Attachment 5	Tank Calibration Record (PSF-086)
Attachment 6	Weighing equipment calibration record (PSF-450)
Attachment 7	Plant Health Assurance Certificate (PSE-057)

PRODUCE RECEIVAL RECORD

Name of Business: _____

Record Number: _____

Receival Date	Cert No	Supplier/Grower/Packer	Produce Origin	IP No.	Interstate agent	Produce Type	Quantity	Comments*
29/8/09	12343567	Joe's Fruit	Cairns	Q9999	-	Bananas	1584	EXAMPLE ONLY

* Column for recording problems and discrepancies, and relevant pest or disease (e.g. fruit fly, fire ant, blueberry rust).

LIQUID TREATMENT PREPARATION CHART

Chemical Concentrate: _____

Mixture Application Rate: _____

Full Tank (Concentrate [mL or g] / Mixture [L])

Full Tank Volume: _____ L

Concentrate in Full Tank: _____ mL or g

Quantity of Wetting Agent: _____ mL or g

Part Fill or Top-Up (Concentrate [mL or g] / Mixture [L])

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

Prepared by: _____
Printed Name Signature Date

SOLID TREATMENT PREPARATION CHART

Chemical Concentrate: _____

Application Rate: _____

Application Rate / m³

Potting Media Mix: _____ % sand _____ % peat/bark

Bulk Media Density: _____ kg/m³

Application Rate: _____ g/m³

Incremental Volumes

_____ m³ _____ Total concentrate

_____ m³ _____ Total concentrate

_____ m³ _____ Total concentrate

_____ m³ _____ Total concentrate

_____ m³ _____ Total concentrate

_____ m³ _____ Total concentrate

_____ m³ _____ Total concentrate

Prepared by: _____
Printed Name Signature Date

ICA-29 PREPARATION AND TREATMENT RECORD

Business Name: _____

IP Number: _____

Mixture Preparation						Treatment					
Date and time of preparation	Trade Name of Concentrate	Formulation (granule, wettable powder or liquid)	Volume/Weight of concentrate (mL or g)	Volume/Weight of wetting agent (mL or g)	Volume of mixture (L)	Date of Application	Treatment Method (incorporation, drench, immersion or cover spray)	Type of host produce	Quantity of media / nursery stock treated (m ³ or number)	Treatment Operator's Name	Treatment Operator's Signature



TANK CALIBRATION RECORD

<i>Equipment Calibrated</i>	
Name And Address Of Owner Of Equipment:	
Type Of Equipment (e.g. Boom Spray, Mister):	
Brand:	
Model:	
Serial No.:	
Other Identification:	

<i>Testing Details</i>	
Name And Address Of The Business Conducting The Test:	
Date Of Testing:	
Type Of Flow Meter Used:	
Date Of Latest Calibration Of Flow Meter:	

<i>Calibration Results</i>	
Maximum Mixture Level Volume (Litres):	
Incremental Volumes (Litres) (As Marked On The Spray Tank):	

<i>Certification</i>				
The spray mixture tank on the equipment described above has been calibrated in the normal filling position using a calibrated flow meter. Volume indicator marks have been clearly marked on the tank with the volume in litres required to fill the tank to that level.				
Printed Name		Signature		Date / /

WEIGHING EQUIPMENT CALIBRATION RECORD

Name of Business: _____

Record Number: _____

Date of Test	Equipment	Calibration Results			Adjustment	Printed Name	Signature	Comments
		Test 1	Test 2	Test 3				



Plant Health Assurance

Certificate

Certificate number
XXXXXXXX**Consignment details** (please print)

Consignor	
Name	ABC PTY LTD
Address	STREET ROAD MELBOURNE VIC 3000

Consignee	
Name	PRODUCE PEOPLE
Address	SOMEWHERE ROAD HOBART TAS

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

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	ICA-29

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	18/011/2021

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
20	Potted plants, olives	Olea europaea	
20	Bags, daffodil bulbs	Narcissus poeticus	

Treatment details

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

Additional certification / Codes		
PCN01 (pots), PCN04 (bulbs)		
<p>Declaration: I, an Authorised Signatory of the accredited business that prepared the plants or plant products described above, hereby declare that the plants or plant products 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 <i>Plant Biosecurity Act 2010</i> to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.</p>		
Authorised Signatory (print name) A Jones	Signature A.Jones	Date 18 / 11 / 2021