

ICA-42: Nursery Freedom, Treatment and Inspection for Myrtle Rust

REVISION REGISTER

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1 Purpose

The purpose of this procedure is to describe-

- the applicable standards and principles of operation; and
- the responsibilities and practices of personnel;

that apply to certification of nursery freedom, treatment and inspection of live plants of the Myrtaceae family for freedom of myrtle rust under an Interstate Certification Assurance (ICA) arrangement.

2 Scope

This procedure details requirements for businesses operating under an ICA to:

- routinely inspect the nursery for presence of myrtle rust;
- treat and inspect myrtaceous plants;
- certify that live plants have been treated and inspected as required.

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

Some intrastate or interstate markets may require additional quarantine certification as a condition of entry. It is the responsibility of the business consigning the product 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.

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

3 References

Plant Biosecurity Act 2010

Standard Operating Procedure - Completion of Plant Health Assurance Certificates

4 Definitions

Act means the Plant Biosecurity Act 2010 (the Act).

Approved Fungicide means those fungicides that are registered for use and those other fungicides that have been approved for use under an APVMA permit.

APVMA means the Australian Pesticides and Veterinary Medicines Authority.

Authorised Inspection Person	means a person who has received a Certificate of Attainment issued by Agriculture Victoria for successfully completing the approved training for the detection and recognition of symptoms of myrtle rust.
Authorised Signatory	means a person whose name and specimen signature is provided as an authorised signatory on the business's Application for Accreditation.
Business	means the legal entity responsible for the operation of the facility and ICA arrangement.
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.
Consignment	means a discrete quantity of packages consigned to one business at one location at one time.
End-point Inspection	means the process by which a representative sample is drawn and inspected from the finalised consignment prior to certification.
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 product for interstate and intrastate quarantine purposes.
Homogenous	means plants that are all the same or similar kind or nature.
In-line Inspection	means the process by which a representative sample of product is drawn from a lot and inspected during the processing and packing of the plants.
Inspector	means a person authorised under the Act.
Inspection	means the act of inspecting plants to determine if the entry conditions or requirements for myrtle rust of the importing state or territory have been met.
Inspection Assistant	means a person who has received a Certificate of Competency issued by Agriculture Victoria for successfully completing the approved assessment for the detection and recognition of symptoms of myrtle rust.
Lot	means a quantity of homogeneous plants assembled for inspection and one place at one time. A lot could consist of plants from one or more growers/blocks/properties.
Myrtle rust	means the disease caused by the fungal pathogen <i>Uredo rangelii</i> .
Non-conformance	means a non-fulfilment of a specified requirement.
Package	means the complete outer covering or container used to transport and market plants.

Packed Product	means <ul style="list-style-type: none"> • for end-point inspection plants that have been packed into its final package. • for in-line inspection plants within a growing container or a plant(s) that is bare rooted.
Plant(s)	means a living plant in media or bare rooted of the Myrtaceae family.
Symptoms	means indications that plants are infected with myrtle rust e.g. pustules or spores
Plant Health Assurance Certificate (PHAC)	means certification issued by an Authorised Signatory of an accredited business.
Unit	means one or more plants in a growing container.

5 Responsibility

The position titles used reflect the responsibilities of staff under the arrangement. These positions may not be present in all businesses, or different titles may be used for staff that carry out these responsibilities. 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 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 Material and Safety Data Sheet (MSDS) for the chemical product in use;
- ensuring staff are trained in the use of chemicals, including awareness of MSDS; and
- ensuring the requirements of Occupational Health and Safety (Hazardous Substances) Regulations 1999 (Victoria) are addressed, including conducting of a risk assessment.

The **Treatment Operator** is responsible for:

- 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; and
- maintaining treatment equipment.

The **Product Controller** is responsible for:

- ensuring all myrtaceous plants received by the business are accompanied by a Plant Health Assurance Certificate;
- ensuring all myrtaceous plants are inspected for symptoms of myrtle rust upon receipt; and
- maintaining a receipt record for all consignments received containing myrtaceous plants.

The **Authorised Inspection Person** is responsible for:

- inspecting all myrtaceous plants within the accredited nursery for the presence of suspected myrtle rust at a minimum 14 days prior certification;
- maintaining myrtle rust property freedom inspection records;
- inspecting consignments for presence of myrtle rust prior to consignment;
- taking samples of suspect myrtle rust for diagnostic analysis; and
- immediately advising the Certification Controller of any detection of suspected myrtle rust within the nursery or during a consignment inspection.

The **Inspection Assistant** is responsible for:

- inspecting all myrtaceous plants within the accredited nursery for the presence of suspected myrtle rust at a minimum 14 days prior certification; and
- maintaining myrtle rust property freedom inspection records.

The **Authorised Signatories** are responsible for:

- ensuring, prior to signing and issuing a PHAC, that product covered by the certificate has been treated and inspected in accordance with this procedure and that the details on the certificate are true and correct.

The **Authorised Dispatcher** is responsible for:

- ensuring all packages covered by a PHAC are identified; and
- maintaining copies of PHACs issued.

6 Requirement

This procedure sets out the steps required for compliance with the relevant law(s) or regulatory standards. Before following this procedure, you should:

- assess the effects of chemical treatment on small quantities of your plants or plant product to eliminate the risk of any damage to plant or plant product; and
- ensure all personal protection and safety measures are in place to prevent injury to person(s) carrying out the treatments.

When carrying out treatments, you will be responsible for ensuring compliance with the procedure, taking into account each applicable standard, manufacturing guideline or recommended operating procedure, all workplace health and safety requirements, and compliance with each applicable interstate or national requirement.

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

The business has the responsibility of ensuring that treated product does not contain an agricultural chemical residue above the Maximum Residue Level (MRL).

Agriculture Victoria will not be responsible for any damage to plant or plant product or any personal injury that may result from your use or application of treatments.

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

Product certified under this Procedure must meet the following three (3) requirements:

- a) The nursery of origin must be inspected by an accredited person (Authorised Inspection Person or Inspection Assistant) within fourteen (14) days of dispatch and found free from symptoms of myrtle rust:

and

- b) All myrtaceous plants:

- in the consignment must be treated with an approved fungicide* within seven (7) days of dispatch; or
- in the nursery must be treated with an approved fungicide* twice within twenty-eight (28) days of dispatch at fourteen (14) day intervals;

and

- c) The consignment must be inspected at the rate of six hundred (600) plants or two percent (2%), whichever is greater, of plants in the consignment and found free from symptoms of myrtle rust.

*Approved fungicides are:

- fungicides containing chlorothalonil, which contain label instructions relating to treatment of "rust" diseases on ornamentals; and
- other chemicals for which the Australian Pesticides and Veterinary Medicines Authority (APVMA) has issued a permit to treat myrtle rust on plants; and
- any chemicals listed in this procedure.

Use of any chemical products must be in accordance with the approved label instructions relating to the directions for use, rate of application and any critical use instructions that apply. Chemicals used under APVMA permit conditions must also be used in conjunction with relevant approved label conditions.

7 Procedure

7.1 Property Plan

The Certification Controller shall maintain a Myrtle Rust Property Plan (Attachment 1) for each property on which myrtaceous plants are grown.

The property plan shall include the following:

- the location and identification of buildings and growing facilities (i.e. equipment sheds, glasshouses, polyhouses, shade houses, growing beds);
- for each location identified on the plan, the name of the location or location code used to identify the location must also be completed;
- sources of propagation material such as mother stock beds;
- potting, packing and storage facilities;
- media preparation and storage facilities;
- treatment, preparation, inspection and dispatch facilities;
- road access including street name/s; and
- internal roadways.

A copy of the property plan/s must be included with the Application for Accreditation.

7.2 Myrtle Rust Freedom Verification

The Certification Controller must ensure the nursery is inspected by an Inspector and found free of myrtle rust symptoms prior to initial accreditation being granted. A statement of myrtle rust freedom issued by an Authorised Inspector and the date of the inspection shall be submitted with the business's Application for Accreditation.

The property will be inspected by an Inspector at the business's annual compliance audit (8.3.2) to ensure the property continues to be free of the disease.

7.3 Myrtaceous Plants Sourced from other Properties

All myrtaceous plants supplied to the business must be supplied with either:

- a Plant Health Assurance Certificate (PHAC) issued in accordance with ICA-42; or
- a Myrtle Rust Management Plan Declaration issued in accordance with the Nursery Industry Myrtle Rust Management Plan.

The Product Controller must maintain a Myrtle Rust Register of Receipt (Attachment 2) for all myrtaceous consignments received by the business.

The Product Controller must reject any Myrtaceous plants not received with a PHAC or Myrtle Rust Management Plan Declaration. A business that receives myrtaceous plants contrary to these conditions may have their accreditation suspended (8.5.3).

7.4 Inspection Equipment

The Authorised Inspection Person shall maintain the following inspection equipment:

- a hand lens, microscope or other device that provides X10 or greater magnification;
- reference illustrations and photographs for identification of myrtle rust;
- new paper bags;
- wire or plastic twist type bag ties;
- new sealable plastic bags;
- secateurs or scissors;
- marker pen (permanent ink);
- labels;
- disinfectant (alcohol-based spray, gel or wipes);
- Myrtle Rust sample interception form (Attachment 3).

7.5 Nursery Inspection

Nursery freedom inspections may only be conducted by an appropriately trained Authorised Inspection Person or Inspection Assistant (8.2). The Certification Controller shall record all trained and authorised staff names and specimen signatures on the Key Personnel Register (Attachment 4). These records must be presented to an Inspector upon request.

The Authorised Inspection Person or Inspection Assistant shall assess all production and non-production plants of the Myrtaceae family within the entire nursery (as defined on the Property Plan) for suspected symptoms of myrtle rust at a maximum of 14 days prior to dispatch of any consignments.

7.5.1 Nursery Inspection Records

The Authorised Inspection Person or Inspection Assistant must record the details of all nursery freedom inspections on the Myrtle Rust Nursery Inspection Record (Attachment 5).

7.5.2 Detection at Inspection

During nursery freedom inspection, consignment inspection or at any other time where any plants are found to be exhibiting signs of suspect myrtle rust infestation, the Certification Controller shall:

- immediately cease certification of Myrtaceae plants under this ICA procedure, including any plants which have been prepared for consignment under certification remain on the property.
- advise Agriculture Victoria within 1 working day of the suspected myrtle rust symptoms.
- ensure the Authorised Inspection Person collects and submits a sample to Agriculture Victoria for analysis within 24 hours of collection.
- take note of the location of the suspect detection and exclude staff from the area where practicable.
- immediately treat all Myrtaceae plants within the nursery with an approved fungicide (7.6).

Consignment of myrtaceous plants under certification may only resume once Agriculture Victoria has advised the business in writing that the suspect sample was negative for myrtle rust.

7.5.3 Collection and Transport of Suspect Samples

The Authorised Inspection Person must collect samples of suspected myrtle rust. The sample must be double bagged in paper bags (place sample into one bag and then place bagged sample into second bag) and then enclosed in a plastic bag and sealed. A Myrtle Rust Sample Interception Form (Attachment 3) must be completed and accompany the sample. The Sample Submission Form is to be placed in the plastic bag with the paper bags containing the sample, do not place the Sample Submission form into the paper bags.

The Certification Controller will be directed as to where to send the suspect sample once they have contacted Agriculture Victoria.

The ICA accreditation may be suspended until identification of the sample is complete.

7.5.4 Reinstatement of Accreditation after Myrtle Rust Detection

The business may seek reinstatement of the accreditation by undertaking the following actions:

- conduct a nursery treatment (7.6); and
- have the nursery inspected by an authorised officer 15 days after the nursery treatment has occurred.

If the nursery is found to be free of the disease, a letter will be supplied to the business reinstating the business's accreditation.

7.6 Treatment

The Treatment Operator must use chemical products in accordance with the instructions included on the product's approved label, APVMA permit and this procedure.

All myrtaceous plants must be treated by one of the following methods:

- Consignment Treatment:
 - Treated with an approved fungicide within seven (7) days of dispatch; or

- Nursery Treatment:
 - Treated with an approved fungicide twice within twenty-eight (28) days of dispatch at fourteen (14) day intervals.

Approved fungicides are:

- fungicides containing chlorothalonil, which contain label instructions relating to treatment of "rust" diseases on ornamentals; and
- other chemicals for which the Australian Pesticides and Veterinary Medicines Authority (APVMA) has issued a permit for the treatment of myrtle rust on plants; and
- any chemicals listed in this procedure.

Use of any chemical products must be in accordance with the approved label instructions relating to the directions for use, rate of application and any critical use instructions that apply. Chemicals used under APVMA permit conditions must also be used in conjunction with relevant approved label conditions.

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.

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

The APVMA website contains copies of all off-label permits that have been issued which approve the use of off label treatments for myrtle rust: www.apvma.gov.au

7.6.1 Treatment Preparation Chart

The Treatment Operator shall maintain a Treatment Preparation Chart (Attachment 6) or similar record in close proximity to the mixture preparation area at the time of making up the spray mixture.

Calculate the weights or volumes of concentrate for the maximum mixture level and each of the incremental volumes marked on the spray tank and record these on the chart.

An individual chart shall be prepared for each treatment used and shall provide the following -

- name of the Chemical Concentrate;
- 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.

7.6.2 Spray Tank

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.

7.6.3 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 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 mixture preparation on the Preparation and Treatment Record (Attachment 7).

The mixture may contain other chemicals provided they are approved for use and known to be compatible with the concentrate used.

7.6.4 Cover Spray Equipment Maintenance

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.

7.6.5 Preparation and treatment records

The Treatment Operator must record details of all chemical preparation and treatments using a Preparation and Treatment Record (Attachment 7) or a similar record which captures the same information.

The Treatment Operator shall refer to the Treatment Preparation Chart (7.6.1) to determine the amount of concentrate required to make up the desired quantity of spray mixture.

Under the Agricultural and Veterinary Chemical (Control of Use) Regulations 2017 there are a number of records that must be maintained which may require additional information to those requirements specified under this accreditation.

7.6.6 Post Treatment Security and Identification

The Treatment Operator shall ensure each treatment lot is 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.

Where myrtaceous plants have treated as a consignment, the Treatment Operator must ensure all the plants are held post treatment in the designated treatment area until consolidated/packed for consignment.

7.7 Consignment Inspection

The Authorised Inspection Person shall ensure each consignment dispatched under certification by the business is inspected for freedom from suspect symptoms of myrtle rust. Appropriate inspection equipment (7.4) must be maintained for inspection of suspect myrtle rust symptoms.

The Authorised Inspection Person shall conduct inspections in accordance with sections 7.7.1 or 7.7.2.

7.7.1 End-point Inspection

End-point inspection must be conducted after the consignment has been consolidated but prior to certification and dispatch.

Once consolidated or packed, the myrtaceous plants within each consignment destined for certification shall be sampled at the rate of a minimum of 600 units or 2% (e.g. one in every fifty packed product), whichever is greater. The plants shall be selected at random from within the consignment.

7.7.2 In-line Inspection

In-line inspections may only be performed at facilities where plants are being grown and packed.

The in-line inspection shall involve selection of a sample of product from a lot, for packing on the one day for certification. Myrtaceous plants shall be sampled at the rate of a minimum of 600 units or 2% of the total product (one in every fifty), whichever is greater, or part thereof and be selected at random as it leaves the packing line for consolidation.

In-line inspections must be conducted within a defined inspection area, which may be portable. Defined inspection areas include:

- signage on the outer perimeter clearly identifying the inspection area; or
- barrier system using tape or similar that clearly identifies the inspection area.

7.7.3 Detection at inspection

If suspected myrtle rust symptoms are detected during the consignment inspection, the Authorised Inspection person must follow the steps outlined in section 7.5.2.

7.7.4 Inspection Records

The Authorised Inspection Person must maintain records of inspection on the Myrtle Rust Consignment Inspection Record (Attachment 8) or a similar record which captures the same information

7.8 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 7).

The Authorised Signatory shall ensure that only product that meets the requirements of this procedure has been certified. Consignments must be transported under secure conditions that prevent cross-infestation from uncertified product.

7.8.1 Package Identification

The Authorised Signatory shall ensure that, prior to issuing a Plant Health Assurance Certificate (PHAC), each package (e.g. carton/box) 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-42"
- the date (or date code) on which the product was packed;
- description of the contents indicating Genus and species.

Any packages containing plants that have not been prepared in accordance with this procedure must not be marked as stated above.

Plants consigned loose (e.g. individual pots) 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.

7.8.2 Plant Health Assurance Certificates

The Authorised Dispatcher shall ensure a PHAC (Attachment 9) is completed and signed by an Authorised Signatory of the business prior to the consignment of product.

Each PHAC 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 certified 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 types of package in the consignment (e.g. bare rooted plants or potted plants);
 - in the produce type column, the full genus and species name.
- in the 'Additional Certification' section -
 - the words "Meets ICA 42";
 - any additional certification relevant to the business

An individual PHAC shall be issued to cover each consignment (i.e. a discreet quantity of product transported to a single consignee at one time) to avoid splitting of consignments.

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" are 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.

7.8.3 Distribution of PHACs

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

The **original** (yellow copy) must;

- in the case of commercial quantities:
 - accompany each consignment.
- in the case of non-commercial quantities of mail-order nursery stock;
 - a single PHAC may be issued for each lot distributed; 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
SA	PIRSA.PlantHealthMarketAccess@sa.gov.au	PIRSA Biosecurity SA 46 Prospect Rd, Prospect, SA 5082	(08) 8344 6033

8 Accreditation

8.1 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 product.

8.2 Training

Staff must have undergone specific training to undertake key roles within this procedure. The Authorised Inspection Person must have undergone specific training to be authorised to inspect plants for presence of myrtle rust prior to dispatch.

8.2.1 Authorised Inspection Person

The Authorised Inspection Person must have successfully completed an Agriculture Victoria approved training course for the identification of myrtle rust. The local accreditation office can supply details of the types of training that are recognised.

The final consignment inspection prior to consignment and the collection of suspect myrtle rust samples may only be conducted by the Authorised Inspection Person.

8.2.2 Inspection Assistant

The Inspection Assistant must have received training from the Authorised Inspection Person to perform the functions described in this manual and have successfully completed a test provided by Agriculture Victoria.

8.2.3 Training Records

The Certification Controller must maintain a Key Personnel Training Register (Attachment 4) for all staff authorised to undertake inspections for myrtle rust infestations for the roles of Authorised Inspection Person and Inspection Assistant.

8.3 Audit Process

8.3.1 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.

The Inspector shall inspect each nursery for freedom from myrtle rust at the initial audit and verify that all staff have been trained in the responsibilities and duties under the ICA arrangement.

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

8.3.2 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. (refer [8.4](#))

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 product, ICA system records or ICA system documentation.

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

8.3.3 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.

8.4 Certificate of Accreditation

A business will receive a Certificate of Accreditation detailing the facility location, procedure, scope (type of product 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 product under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the procedure, product type and chemical covered by the Assurance Certificate.

8.5 Non-conformances and Sanctions

8.5.1 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.

8.5.2 Incident Reports

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

8.5.3 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;
- had a suspect or confirmed detection of myrtle rust.

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.

8.5.4 Prosecution

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

8.6 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.

9 Records and Document Control

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

9.1 ICA System Records

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

- Current Property Plan;
- Myrtle Rust Register of Receipt;
- Myrtle Rust Nursery Inspection records;
- Treatment Preparation Chart;
- Preparation and Treatment Records;
- Myrtle Rust Consignment Inspection records;
- Key Personnel Register;
- A duplicate copy of each Plant Health Assurance Certificate issued.

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

Under the Agricultural and Veterinary Chemical (Control of Use) Regulations 2017 there are a number of records that must be maintained which may require additional information to those requirements specified under this accreditation.

9.2 ICA System Documentation

The business shall maintain the following documentation-

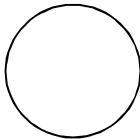
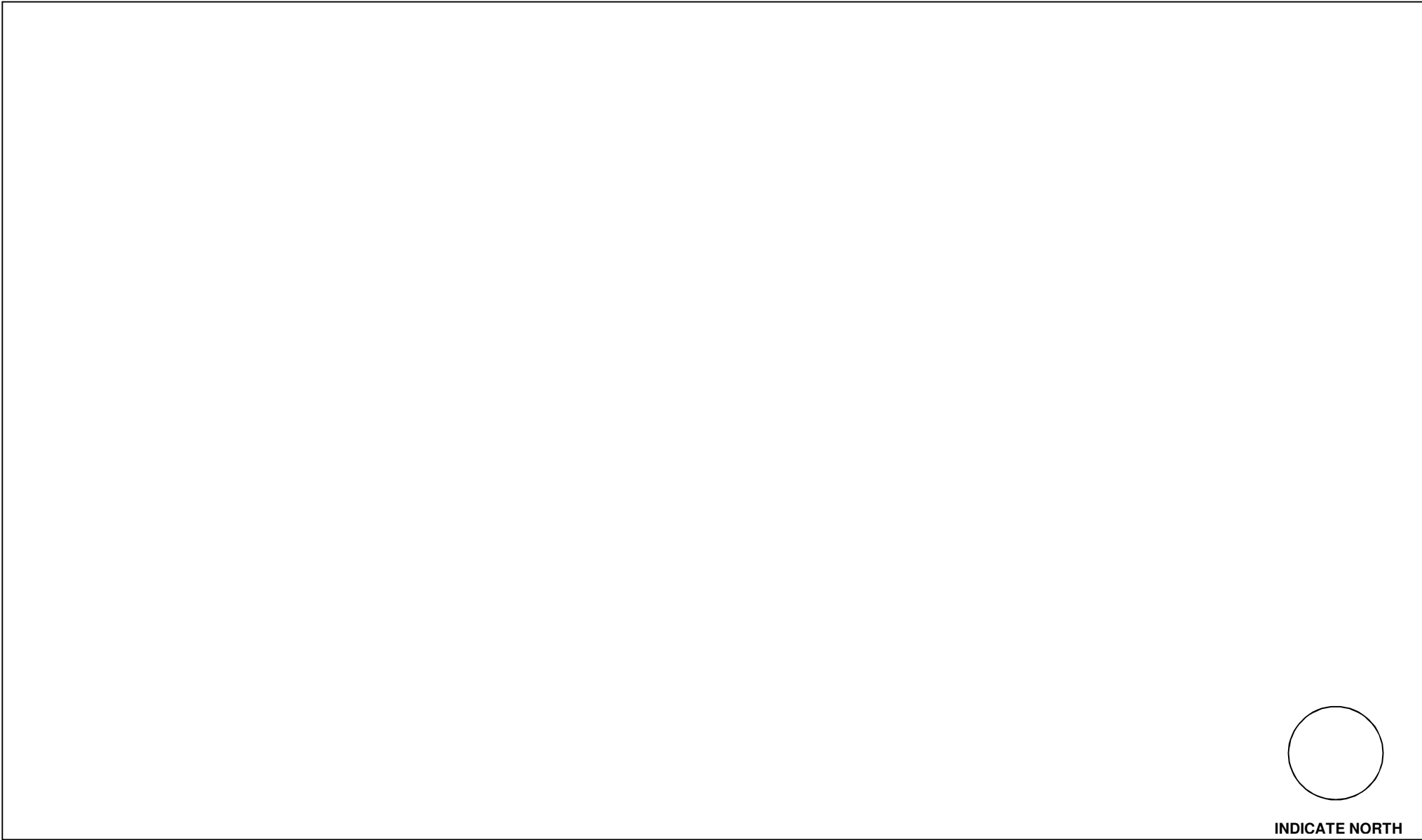
- a copy of the business's current endorsed Application for Accreditation;
- a copy of the current endorsed Authorised Signatory forms;
- a statement of the nursery's myrtle rust freedom issued by an Inspector;
- a current copy of this procedure; and
- a current Certificate of Accreditation.

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

10 Attachments

Attachment 1	Myrtle Rust Property Plan (PSF-376)
Attachment 2	Myrtle Rust Register of Receipt (PSF-377)
Attachment 3	Myrtle Rust Interception Record (PSF-378)
Attachment 4	Key Personnel Training Register (PSF-069)
Attachment 5	Myrtle Rust Nursery Inspection Record (PSF-379)
Attachment 6	Treatment Preparation Chart (PSF-072)
Attachment 7	Preparation and Treatment Record (PSF-073)
Attachment 8	Myrtle Rust Consignment Inspection Record (PSF-380)
Attachment 9	Plant Health Assurance Certificate (PSE-043)

ICA-42 MYRTLE RUST PROPERTY PLAN



INDICATE NORTH

ICA-42 MYRTLE RUST PROPERTY PLAN

Arrangement Details		
Applicant's Name (as shown on the application form)		
Scope Of Arrangement		
Street Address of Property		
		Postcode
Real Property Description(s) (available from Rates Notice)		

PROPERTY PLAN DETAILS

The Property Plan (overleaf) is to include the following-

- 1) the location and identification of buildings and growing facilities (i.e. equipment sheds, glasshouses, polyhouses, shade houses, growing beds);
 - a) for each location identified on the plan, the name of the location or location code used to identify the location must be included;
- 2) sources of propagation material such as mother stock beds;
- 3) potting, packing and storage facilities;
- 4) media preparation and storage facilities;
- 5) treatment, preparation, inspection and dispatch facilities;
- 6) road access including street name/s; and
- 7) internal roadways.

Declaration

I(full printed name) the

.....(position in business)

am authorised to sign on behalf of the business and I understand that-

1.
 - (a) a Property Plan must be submitted with the *Application for Accreditation* [PSF 001];
 - (b) an application must be made to amend any of the current details in the *Application for Accreditation* [PSF 001] or this Property Plan; and
 - (c) following accreditation, certification can only be issued in accordance with the scope of accreditation detailed in the *Certificate of Accreditation for an Interstate Certification Assurance (ICA) Arrangement* covering the arrangement.
2. the nursery covered by this Property Plan has been inspected by an Authorised Inspection Person on / / and found free of myrtle rust.

Signature		Date/...../.....
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MYRTLE RUST REGISTER OF RECEIPT

Business Name:				Interstate Produce (IP) No.				Record No.:	
Date of Receipt	Produce Type	Quantity	PHAC # / Declaration	Name of Product Controller				Signature of Product Controller	



IP #: V _____

Date: ____ / ____ / ____

MYTLE RUST INTERCEPTION RECORD

1. BUSINESS DETAILS

Business name
Submitted by (name)
Source address

2. DESCRIPTION OF MATERIAL

Type of goods	Plant	Fruit	Seeds
Name of Goods			
Organic produce	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Suspect Material received from another business?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	(if yes complete 3 below, otherwise continue to 4)

3. DETAILS FOR RECEIVED MATERIAL

Agent/importer/owner						
Method of transport	post	air	sea	rail	road	other
Certification type (if any)						
Certification number (if any)						
Treatment (if any)						

4. SAMPLE DETAILS

Sample Details (including symptoms, stage, and infestation):.....						
.....						
.....						
.....						
.....						
Diseased parts	Leaves	Branches	Roots	Fruit	Flowers	

To be completed by diagnostician only:		Diagnostician database reference no:	
Sample identity		Seal intact on arrival <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Signature.....	
Comments (if any)			
Name (print)		Signature	Date: / /

Please fax identification to.....and return completed identification sheet to the Plant Standards team of Agriculture Victoria at plant.standards@agriculture.vic.gov.au

KEY PERSONNEL AND TRAINING REGISTER

Name	Position	Date Appointed	Date of Training	Training Course	Signature Person Trained	Name and Signature of Trainer



Myrtle Rust Nursery Inspection Record

Business Name:							IP Number:	V			
Street Address of Nursery:											
Date of Inspection	Area/s Inspected (as defined in the Property Plan)	Free of myrtle rust?		Comments	Authorised Inspection Person						
		Yes	No		Printed Name	Signature					

TREATMENT PREPARATION CHART

Chemical Concentrate: _____

Full Tank Volume: _____ L

Concentrate in Full Tank: _____ 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

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

Prepared by: _____

Printed Name

Signature

Date

PREPARATION AND TREATMENT RECORD FOR _____

(crop/commodity treated)

MIXTURE PREPARATION					TREATMENT							
Date	Time	Quantity of Concentrate (mL or g)	Quantity of Mixture (Litres)	Trade Name of Product and other pesticides /additives	Location where product was used	Date of Application	Application rate (eg. 100ml/100L)	Equipment / Treatment Used	Treatment Lot No.	Quantity Treated	Wind speed and direction (if applicable)	Chemical User's Name and Signature

MYRTLE RUST CONSIGNMENT INSPECTION RECORD

Date of Inspection:		Lot or PHAC No:	
Place of Inspection:		IP Number:	
Name of Authorised Inspection Person:		Name & Address of Grower & Packer: <small>(if multiple, list in comments/findings column)</small>	
Inspection Type: <input type="checkbox"/> End-point <input type="checkbox"/> In-line		Total Number of Packages/Units in Consignment:	
Inspection Rate: <input type="checkbox"/> 600 Unit <input type="checkbox"/> 2%			
Number of Units Inspected	Total Number of Units	Plant Species and Variety	Comments/Findings
Pass		Fail	
Signature of Authorised Inspection Person:			
Actions resulting from a suspected detection of a quarantine pest:			



OPlant 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, ADELAIDE SA

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

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	ICA-42

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
20	Potted Plants	Syzygium smithii	

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature
14/01/2012	Spray	500g/kg Azoxystrobin	20g/100L

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 <i>Plant Biosecurity Act 2010</i> 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