



## ICA39

# TREATMENT OF BULK MEDIA AND TREATMENT AND INSPECTION OF POTTED PLANTS FROM WITHIN THE RED IMPORTED FIRE ANT QUARANTINE AREA

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AUTHORISED BY Manager, Plant Product Integrity and Standards

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ISSUED BY Primary Industries, Biosecurity & Food Safety

## REVISION HISTORY

VERSION	DATE	AMENDMENTS	
		SECTION	DETAILS
1.0	8 July 2024	All	All new procedure.

## Disclaimers

The information contained in this Procedure is based on knowledge and understanding at the time of writing (July 2024). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up-to-date and to check currency of the information with the appropriate officer of the Department or the user's independent adviser.

# PROCEDURE

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## 1. PURPOSE

The purpose of this procedure is to describe:

- (a) the operation and principles; and
- (b) the responsibilities and actions of personnel.

that apply to the treatment and inspection of potted plants in growing media and treatment of bulk growing media used in potted plants for red imported fire ant detection under an Interstate Certification Assurance (ICA) procedure.

## 2. SCOPE

This procedure covers certification of bulk growing media and potted plants in a Red Imported Fire Ant Interstate Quarantine Area by a business operating an ICA procedure in NSW

**Pest:** Red imported fire ant (RIFA) [*Solenopsis invicta* Buren]

**Commodity:** Potted plants in growing media and bulk growing media

**Location:** Red Imported Fire Ant Interstate Plant Quarantine Area of all States and the Northern Territory.

***There are additional requirements for moving potted plants and bulk media into Western Australia and Tasmania***

Certification of bulk growing media and potted plants under this Operational Procedure may not be an accepted quarantine entry condition for all intrastate or interstate markets.

Some intrastate or interstate markets may require additional plant quarantine certification for pests and diseases other than Red Imported Fire Ant as a condition of entry.

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

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

### IMPORTANT

#### ALWAYS READ THE LABEL

Users of agricultural (or veterinary) chemical products **must** always read the label and any Permit before using the product and strictly comply with the directions on the label and the conditions of any Permit. Users are not absolved from compliance with the directions of the label or the conditions of the Permit by reason of any statement made or omitted to be made in this Procedure.

### 3. REFERENCES

#### [Biosecurity Act 2015](#)

Further information – <https://www.dpi.nsw.gov.au/biosecurity/plant>

Policies – <https://www.dpi.nsw.gov.au/about-us/policies-procedures>

Accreditation of Biosecurity Certifiers

Biosecurity Audit Frequency

Work Instruction – <https://www.dpi.nsw.gov.au/biosecurity/plant>

WI-01 – ‘Guidelines for Completion of Plant Health Assurance Certificates’

### 4. DEFINITIONS

In this Procedure:

<i>Act</i>	means the <u><a href="#">Biosecurity Act 2015</a></u> .
<i>APVMA</i>	means the Australian Pesticides and Veterinary Medicines Authority.
<i>Authorised Person</i>	means an authorised officer under the Act or a person authorised under a law of another State or Territory that relates to plant biosecurity.
<i>Authorised Signatory</i>	means a person whose name is notified to the Secretary as a person who can issue a biosecurity certificate on behalf of the Business.
<i>Bulk media</i>	means a quantity of growing media that is intended for use in a container.
<i>Business</i>	means the legal entity accredited as a biosecurity certifier under the Act.
<i>consignment</i>	means a quantity of potted plants treated and described on a Plant Health Assurance Certificate.
<i>container</i>	means any container used for the growing of plants e.g., plastic pots, plastic planter bags, plastic trays, ceramic pots, material planter bags.
<i>Department</i>	means NSW Department of Primary Industries, Regional New South Wales
<i>designated treatment area</i>	means a designated area where plants are treated in accordance with this procedure. The treatment area must be a hard surface including cement or gravel. An accredited facility may have more than one designated treatment area.
<i>drench</i>	means applying the treatment solution to the point where the growing media of the potted plant is totally saturated.
<i>facility</i>	means the location where potted plants or bulk potting media are treated under the Interstate Certification Assurance arrangement.
<i>growing media</i>	means soil, growing mixtures (soil-less media) and other non-liquid mixtures of organic and inorganic material in which plants can grow.

<i>immersion</i>	means submersing the entire container of the potted plant so that the growing media is completely covered by the treatment solution until bubbling ceases.
<i>media</i>	means soil, potting mixtures (soil-less media) and other non-liquid mixtures of organic and inorganic material in which plants can grow.
<i>PHAC</i>	means a Plant Health Assurance Certificate that is issued in accordance with the requirements of an Interstate Certification Assurance Arrangement.
<i>potted plant</i>	means a plant grown in a growing media in a container and includes the container, the growing media and the plant.
<i>Red Imported Fire Ant Interstate Quarantine Area</i>	means a 5km area surrounding a detection of Red Imported Fire Ant that is subject to interstate plant quarantine movement restrictions
<i>RIFA</i>	means red imported fire ant [ <i>Solenopsis invicta</i> Buren].
<i>saturated</i>	means made thoroughly wet and unable to absorb or dissolve any more liquid.
<i>source property</i>	means any property owned, operated or leased by the business on which: <ul style="list-style-type: none"> <li>a) growing media or plants are treated, stored, and handled under this procedure; and/or</li> <li>b) treated growing media or potted plants received, stored, prepared (if applicable), certified and dispatched under this procedure.</li> </ul>
<i>treatment date</i>	means the date on which the chemical protection period commences.

## 5. RESPONSIBILITY

Position titles have been created to reflect the responsibilities which must be met by the Business under the procedure. These positions must be assigned to trained staff. One person may carry out the responsibilities of more than one position.

**Certification Controller** is responsible for:

- ensuring the Business and its staff comply with their responsibilities under this Procedure.
- representing the Business during audits and other matters relevant to Procedure.
- training staff in their responsibilities under this Procedure.
- ensuring the Business has a current accreditation for an CA procedure under this Procedure.
- maintaining a property plan for each source property for certification under this Operational Procedure

***under PART A (covers treatment of bulk growing media and treatment of potted plants by granular incorporation or with liquid insecticide)***

- ensuring the Business has current accreditation for an ICA arrangement under Part A of this Operational Procedure
- ensuring all bulk growing media and potted plants consigned under Part A of the ICA arrangement are treated with granular insecticide, or drenched or immersed using an insecticide treatment in accordance with the requirements of the Operational Procedure
- ensuring that prior to issuance of a *Plant Health Assurance Certificate* any consignment containing bulk growing media and/or potted plants has been subjected to insecticide treatment.
- ensuring that treated and untreated growing media and/or treated and untreated potted plants can always be identified.
- ensuring a completed Consignment and Insecticide Treatment Declaration is provided with each delivery of treated bulk growing media or potted plants supplied to the packing business for certification.

***under PART B (covers receipt, storage, preparation (if applicable) and certification and dispatch of treated plants)***

- ensuring the Business has current accreditation for an ICA arrangement under Part B of this Operational Procedure.
- ensuring the consigning business is accredited under Part A of this Operational Procedure and each consignment received is accompanied by a duly completed *Consignment and Insecticide Treatment Declaration*, or an acceptable biosecurity certificate, certifying that the bulk growing media or potted plants has been treated in accordance with the requirements for certification under this Operational Procedure.
- ensuring that treated and untreated growing media and/or treated and untreated potted plants can always be identified.
- ensuring that where a business prepares potted or re-pots plants, the business maintains a system which ensures only growing media which has been treated in accordance with the requirements in this procedure are used in the preparation of the potted or re-potted plants for certification under this Operational Procedure.
- ensuring a *Potting Record* is completed when staging/potting or re-staging/potting plants.
- ensuring that all consignments covered by an Assurance Certificate issued by the Business under this Operational Procedure are identified.
- ensuring a *Plant Health Assurance Certificate* is completed and signed by an Authorised Signatory of the business prior to dispatch of the consignment from the facility to a market requiring certification of bulk growing media and/or potted plants from the facility.
- ensuring *Plant Health Assurance Certificates* are completed, issued and distributed in accordance with the *Work Instruction Guidelines for Completion of Plant Health Assurance Certificates*

- maintaining copies of all Assurance Certificates issued by the Business under the ICA arrangement.

The **Treatment Operator** is responsible for –

- ensuring all bulk growing media and potted plants consigned under Part A of the ICA arrangement are treated with granular insecticide, or drench or immersed using an insecticide treatment in accordance with the requirements of the Operational Procedure
- ensuring treatments are performed in a designated treatment area.
- ensuring that treated and untreated growing media and/or treated and/or untreated potted plants systems are in place to ensure that treated and untreated growing media and treated and untreated potted plants can always be identified; **and**

#### ***Granular insecticide media treatment***

- ensuring equipment used to apply granular insecticide media treatments are calibrated for accuracy (if applicable) with calibration tests recorded.
- maintaining *Granular Insecticide Treatment Preparation Chart* for each equipment used to prepare the treatment and for each granular insecticide (each active ingredient) used for growing media of different bulk densities.
- maintaining a *Granular Insecticide Treatment Application Record* for each treatment of growing media or potted plants; **or**

#### ***Liquid insecticide media treatment***

- ensuring liquid insecticide media treatments are measured with a graduated measuring vessel that has been calibrated and confirmed as accurate upon purchase or during the initial audit.
- ensuring the treatment mixture tank used to apply liquid treatment mixtures is calibrated for accuracy with calibration tests recorded for each tank used (if applicable)

The **Authorised Signatory** is responsible for:

- ensuring, prior to signing and issuing an Assurance Certificate, that produce covered by the certificate has been prepared in accordance with the Business's ICA arrangement and that the details on the certificate are true and correct in every particular.
- if applicable, ensure the completion of the Insecticide Treatment Declaration for certification under Part A of this Operational Procedure has been completed.

## 6. REQUIREMENTS

### ***Pesticides Act 1999***

There may be additional requirements, including records which must be kept, that a Business must meet under the Pesticides Regulation 2009 of the Pesticides Act 1999 that are not specified in this ICA Procedure.

1. Potted plants and bulk growing media for certification under this Procedure **must meet** one of the following requirements: in accordance with the instructions included on the product's approved label or APVMA permit:

1.	2.	3.	4.
<i>Method of treating growing media</i>	<i>Chemical and active constituent</i>	<i>Dose Rate<sup>1</sup></i>	<i>Maximum certification period</i>
Immersion or drench	Chlorpyrifos 500g/L	30-40mL/100L water	28 days
Immersion or drench	Bifenthrin 80g/L	2.5mL/L water	28 days
Immersion or drench	Bifenthrin 100g/L	2mL/L water	28 days
Immersion or drench	Bifenthrin 240g/L	0.8mL/L water	28 days
Drench	Betacyfluthrin 25g/L	16mL/10L water	72 hours
Granular incorporation	Chlorpyrifos 100g/kg	1kg per cubic metre	12 months
Granular incorporation	Bifenthrin 2g/kg	10ppm (bulk density x 10ppm)/2	6 months
Granular incorporation	Bifenthrin 2g/kg	12ppm	12 months
Granular incorporation	Bifenthrin 2g/kg	15ppm	24 months

<sup>1</sup> For Bifenthrin granular incorporation, the dose rate = bulk density x desired concentration / active constituent.



- (a) Bulk growing media and potted plants must be treated with a chemical listed in column 2 of the table above at the rate specified in column 3 of that table in accordance with all APVMA permit conditions or label requirements, and
- (b) Potted plants must be moved out of the Red Imported Fire Ant Interstate Plant Quarantine Area before the certification period in column 4 of the table above has expired.

The Business must use products in accordance with the instructions included on the product's approved permit and label, including any first aid, safety, protection, and storage and disposal directions.

Following the treatment requirements in this Procedure does not absolve the Business from the responsibility of ensuring that any pesticide run-off is fully contained and managed within the property.

*The Department maintains the right to inspect certified produce at any time and to take appropriate action if produce is found not to conform to specified requirements.*

## 7. PROCEDURE

**PART A and or B –** (covers property identification for each source property covered for certification under this Operational Procedure.

### 7.1 Property plan

A property plan must be provided with the business's application for accreditation for each source property covered by this procedure (see Attachment 1)

The property plan must include -

- source property boundary;
- all enclosed, covered and open area/s;
- the approximate size and location of the treatment area/s;
- the approximate size and location of the storage area/s;
- internal and entering roadways;
- dams, sheds, houses and other structures or features on the property;
- treatment area

Amendments made to the property plan must be advised soon as practicable within 10 working days of the change occurring.

**PART A -** (Covers treatment of bulk growing media and treatment of potted plants by granular incorporation or with liquid insecticide)

### 7.2 Insecticide Treatment Program

All bulk growing media and potted plants consigned under Part A of this operational procedure must be treated with granular insecticide or drenched or immersed using an insecticide treatment in accordance with the requirements (refer 6 Requirement) of this Operational Procedure.

All treatments must be applied in accordance with the instructions on the manufacturer's product label or current APVMA permit for use.

All treatments must be performed in a designated treatment area.

### 7.2.1 Granular insecticide growing media treatments.

**This section is applicable to granular insecticide please check the relevant APVMA Permit or approved label to ensure that the intended use is approved, and treatments are prepared in accordance with requirements specified.**

**All media must have the bulk density determined in accordance with an agreed industry standard prior to granular insecticide treatments being applied.**

The rate of chemical product to add to bulk growing media will vary dependant of the growing media density. The dry bulk density ( $\text{kg/m}^3$ ) of the bulk growing media must be calculated and the correct amount of chemical must be applied to achieve the correct dose rate.

The following table is a guide to average densities of commonly used growing media. Where the growing media to be treated varies from the specified ratios below, the average composition of the growing media shall be used to determine the application rate for the chemical product.

Media Mixture	Estimate Density
100 % peat	Light (approx. $175 \text{ kg/m}^3$ )
100 % bark	Light (approx. $200 \text{ kg/m}^3$ )
15% sand with 85% peat	Light – Medium (approx. $250 \text{ kg/m}^3$ )
15% sand with 85% bark	Light – Medium (approx. $300 \text{ kg/m}^3$ )
15% coir with 85% bark	Light (approx. $200 \text{ kg/m}^3$ )
50% vermiculite with 50% peat	Light (approx. $100 \text{ kg/m}^3$ )
25% perlite with 75% bark	Light (approx. $175 \text{ kg/m}^3$ )
25% perlite with 75% peat	Light (approx. $150 \text{ kg/m}^3$ )

#### 7.2.1.1 Measuring the Growing Media Volume

The quantity of chemical product that will be added to growing media depends on the manufacturer's label instructions or relevant APVMA permit. The quantity of growing media to be treated with the chemical product must first be determined as either:

- a volume expressed in cubic metres ( $\text{m}^3$ ); or

- a volume expressed in litres (L).

Refer to calculation examples 7.2.1.2.

Once the quantity of growing bulk or potted media to be treated is known, the amount of the chemical product required to treat that quantity of growing media can be calculated by multiplying the specified application rate by the quantity of growing media.

### 7.2.1.2 Calculation Examples

Bulk density (t/m<sup>3</sup>) x desired concentration (ppm) / concentration (g/kg) = amount to be incorporated (kg).

<b>Rate of Brigade Granular Insecticide (or other approved insecticides containing 2 g/kg bifenthrin) (kg/m<sup>3</sup>)</b>	=	Bulk density of potting media (kg/m <sup>3</sup> )	x	Required concentration of bifenthrin active constituent in potting mix (ppm)	,	2
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The following calculations may be used to determine the volume of bulk growing media in cubic metres (m<sup>3</sup>)

**Cube/rectangular prism** – Length (L) x Width (W) x Height (H)

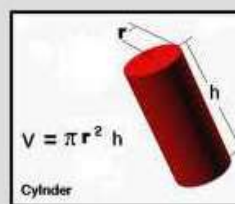
**For example**

Pile of media that is:

$$4.0 \text{ (L)} \times 3.0 \text{ (W)} \times 1.0 \text{ (H)} = 12 \text{ m}^3$$

**Cylinders – Pi (3.1416) x radius squared (r<sup>2</sup>) x height (h)**

- Determine the top diameter and divide by 2 to get the radius.
- Determine the vertical height of the container by measuring from the centre top to the bottom.



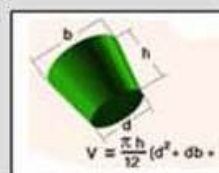
**Example**

For a tube with a diameter 6.26 cm, radius 3.13 cm and height 6.75 cm, the calculation is

$$3.1416 \times (3.13 \times 3.13) \times 6.75 = 207.8 \text{ cubic centimetres (cm}^3\text{)}$$

**Pot (frustum)**

- Determine the top and bottom diameters
- Determine the pot height



Use the following equation:

Volume = Pi x Height (h) divided by 12 x (bottom diameter<sup>2</sup> + bottom diameter x top diameter + top diameter<sup>2</sup>)

**Example**

Pot – 8cm high, top diameter of 6.0 cm and bottom diameter of 3.0 cm

$$3.1416 \times 8/12 (3^2 + 3 \times 6 + 6^2)$$

$$2.094 \times (9 + 18 + 36) = 131.922 \text{ cm}^3$$

**Converting cubic centimetres to Litres**

1,000 cm<sup>3</sup> = 1litre so to convert cm<sup>3</sup> into litres divide by 1,000

For example, 132 cm<sup>3</sup> / 1000 = 0.132 L

### 7.2.1.3 Granular Insecticide Measuring Equipment Calibration

For granular insecticide growing media treatments the Treatment Operator must use accurately calibrated measuring equipment i.e., scales or measuring vessel to measure the correct amount of product required.

The Treatment Operator must maintain a record of calibration or similar record for each measuring equipment used to measure the correct amount of product required. The record must include:

- (a) business name and Interstate Produce (IP) Number;
- (b) the identification of the equipment calibrated;
- (c) the date of calibration;
- (d) the results achieved during the calibration;
- (e) comments or actions taken to adjust weighing equipment;
- (f) the name and signature of the person conducting the calibration.

An example *Granular Insecticide Chemical Measuring Equipment Calibration Record* is shown as Attachment 2.

If using a measuring vessel, volume indicator marks must be made on the outside of the measuring vessel, or by some other method which clearly and accurately indicates the maximum level and any incremental volumes used. Indicator marks must include the volume in grams or kilograms required to fill the measuring vessel to that level.

A calibration record is not required for handheld vessels such as a scoop where the amount of granular insecticide can be verified by volume or weight.

#### **7.2.1.4 Granular Insecticide Treatment Chart**

The Treatment Operator must maintain a *Granular Insecticide Treatment Chart* (see Attachment 3) or similar record in close proximity to the treatment area. A separate chart must be prepared for each equipment used by the business to prepare granular insecticide treatment mixture and apply granular insecticide to growing media consigned under this procedure. A different chart is required for each granular insecticide (each active ingredient) used and for growing media of different bulk densities.

The *Granular Insecticide Treatment Chart* must include –

- (a) identification of the measuring equipment;
- (b) the name and concentration of the insecticide active ingredient in the concentrate to which the chart applies;
- (c) if applicable, the estimate of growing media make-up (sand/peat/bark ratio);
- (d) if applicable, the dry bulk media density;
- (e) the volume in cubic metres of each known quantity of growing media to be treated;
- (f) the volume in cubic meters of the insecticide concentrate required when added to the growing media; and
- (g) the calculation of target concentration per litre (L), or cubic metre (m<sup>3</sup>) for any known incremental volumes used;
- (h) the name and signature of the person responsible for the chart's preparation and the date of preparation.

### **7.2.1.5 Granular Insecticide Treatment Application Record**

The Treatment Operator must maintain a *Granular Insecticide Treatment Application Record* (See Attachment 4) or similar record for each granular treatment.

The record must include -

- (a) the trade name of the concentrate used;
- (b) volume of insecticide active (g/kg) in the treatment;
- (c) the total volume (kg/m<sup>3</sup>) of the treatment applied;
- (d) the date and time of treatment;
- (e) the type of growing media treated;
- (f) the dry bulk density of the growing media treated;
- (g) the volume of growing media treated;
- (h) if applicable, the number of potted plants treated; and
- (i) the name and signature of the Treatment Operator.

### **7.2.2 Liquid insecticide media treatments**

For liquid insecticide treatments the Treatment Operator must use a clean graduated measuring vessel to measure the amount of product required for the required volume of mixture.

Using a clean graduated measuring vessel, measure the amount of product required for the required volume of mixture. Suitable measuring vessels include graduated plastic or glass measuring cylinders or syringes.

Add the required amount of product to the spray tank in accordance with the manufacturer's directions on the label or APVMA permit.

If required, add the required amount of commercial wetting agent in accordance with the manufacturer's directions on the label.

Fill the treatment tank with clean water to the appropriate incremental volume mark or maximum mixture level mark.

Ensure that the product is completely diluted in all of the water by mixing the tank for a minimum of two minutes, or as per label direction, before commencing the spray operation. Some facilities may require extended periods of mixing to fully dilute the product 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.

#### **7.2.2.1 Tank Calibrations Records**

The treatment mixture tank used to apply liquid insecticide treatment mixtures must be calibrated for accuracy. The person conducting the calibration test must complete a record of calibration.

The calibration record must be verified as accurate by an auditor during the initial audit. New equipment intended to apply liquid treatments after the initial audit must be calibrated and also have calibration records verified for accuracy by an auditor at the next compliance audit. A separate calibration record is required for each tank used.

For liquid insecticide treatments permanent volume indicator marks must be made on the outside of the treatment mixture 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 using a calibrated flow meter, or by some other method which accurately measures any volumes used. The person conducting the calibration test shall issue a certificate of calibration of the spray tank which must be available to the auditor at the initial audit and all compliance audits.

Water without chemical concentrate may be used in these calibration tests.

An example *Chemical Mixture Tank Calibration Certificate* is shown as Attachment 5.

A Tank Calibration Certificate is not required for handheld equipment such as handheld misters or knapsack sprayers, where the capacity of the spray tank is less than 25 litres.

#### **7.2.2.2 Liquid Insecticide Treatment Mixture Preparation Chart**

Each of the volume indicator marks shall be calibrated with the tank at the normal filling position using a calibrated flow meter, or by some other method which accurately measures any volumes used. The person conducting the calibration test shall issue a certificate of calibration of the spray tank which must be available to the auditor at the initial audit and all compliance audits.

Water without chemical concentrate may be used in these calibration tests.

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A Tank Calibration Certificate is not required for handheld equipment such as handheld misters or knapsack sprayers, where the capacity of the spray tank is less than 25 litres.

#### **7.3.2.2 Liquid Insecticide Treatment Mixture Preparation Chart**

The business must maintain a *Liquid Insecticide Treatment Mixture Preparation Chart* (see Attachment 6) as or similar record in close proximity to the treatment area. A separate chart must be prepared for each spray unit used by the business for liquid spraying under this Operational Procedure.

The chart must include -

- (a) identification of the spray equipment and, if applicable, the associated tractor/equipment;
- (b) the trade name of the concentrate;
- (c) the name and concentration of the active ingredient in the concentrate;
- (d) the application rate in litres of the spray equipment;
- (e) the quantity of concentrate required per litre of liquid treatment spray mixture in mL per litre;
- (f) the total volume in litres of the spray when filled to the maximum mixture level mark;

- (g) the volume in millilitres (ml) of concentrate required in the mixture when filled to the maximum mixture level mark;
- (h) the volume in millilitre (ml) of a concentrate required in the mixture for any known incremental volumes used; and
- (i) the printed name and signature of the person responsible for the chart's preparation and the date of preparation.

### **7.2.2.3 Liquid Insecticide Treatment Mixture Preparation and Treatment Records**

The Spray Operator must maintain a *Liquid Insecticide Treatment Mixture Preparation and Treatment Record* (see Attachment 7) or records which capture the same information for all treatments.

The record must include -

- (a) the date of treatment mixture preparation;
- (b) the trade name of the concentrate used;
- (c) volume of concentrate used (millilitres) in the treatment mixture;
- (d) total volume of concentrate used (millilitres) in the treatment mixture;
- (e) the total volume (litres) of the made-up treatment mixture;
- (f) any other chemical or additives in the treatment mixture;
- (g) the date of application of the treatment;
- (h) the type and size of potted plants treated;
- (i) the number of potted plants treated; and
- (j) the name and signature of the Treatment Operator.

### **7.2.3 Storage of growing media and/or potted plants**

A business which maintains treated and untreated growing media and/or treated or untreated potted plants shall identify the treatment status to prevent mixing of treated and untreated product.

Examples of acceptable methods of identifying treated and untreated bulk growing media and potted plants –

- (a) physical segregation of treated and untreated growing media and/or potted plants;
- (b) using storage facilities which differ significantly in appearance;
- (c) using signs for treated and untreated media and/or potted plants;
- (d) using colour markers for treated and untreated product.

Other methods may be used provided they clearly and accurately identify treated and untreated media and/or potted plants.

The business must ensure treated growing media and/or potted plants which has been stored after the expiry of the chemical protection period are not dispatched for use under this Operational Procedure.

## 7.2.4 Consignment and Insecticide Treatment Declaration

A business that provides treated bulk growing media or potted plants to a business accredited under Part B of this procedure shall ensure each consignment is accompanied by a completed *Consignment and Insecticide Treatment Declaration* (See Attachment 10).

The Certification Controller must ensure a completed *Consignment and Insecticide Treatment Declaration* is provided with each consignment of treated bulk growing media or potted plants supplied to the receiving business.

***A Consignment and Insecticide Treatment Declaration is not required where the Business that treats the bulk growing media or potted plants is the same business that packs and certifies under this Operational Procedure.***

The *Consignment and Insecticide Treatment Declaration* must include the following:

- (a) the name, address and IP/Q number of the business consigning the treated growing media or plants;
- (b) the name, address and IP/Q number of the business receiving the treated growing media or plants;
- (c) a description i.e., quantity and type of growing media or plants being consigned;
- (d) the treatment details i.e., chemical name, rate of application, date of chemical treatment applied to the growing media or plants;
- (e) a statement certifying that the growing media or potted plants has been treated in accordance with requirements of this Operational Procedure or the relevant BioSecure HACCP Entry Condition Compliance Procedure (ECCP);
- (f) name and signature of the Certification Controller or an Authorised Signatory; and
- (g) date consignment was dispatched.

The declaration maybe in the form of Plant Health Certificate (PHC), Plant Health Assurance Certificate (PHAC) or BioSecure HACCP Biosecurity Certificate (BHBC).

A copy of each declaration issued by the business must be maintained

**PART B -** (Covers receipt, storage, preparation (if applicable), certification and dispatch of treated plants )

## 7.3 Receipt of treated growing media or plants

The Certification Controller shall ensure that the treatment status of bulk growing media and/or potted plants is clearly identified at receipt to prevent mixing of treated and untreated product.

Any consignments received which are not clearly identified shall be regarded as untreated for the purpose of this Operational Procedure.



A business who accepts treated growing media or treated potted plants from another business must ensure that either:

- (h) the consigning business is accredited under Part A of this Operational Procedure and the consignment is accompanied by a duly completed *Consignment and Insecticide Treatment Declaration* for the growing media and/or potted plants; or
- (i) the consignment is accompanied by an acceptable biosecurity certificate i.e., *Plant Health Certificate* (PHC), *Plant Health Assurance Certificate* (PHAC) or *BioSecure HACCP Biosecurity Certificate* (BHBC) certifying that the growing media or potted plants has been treated in accordance with requirements of this procedure or the relevant BioSecure HACCP Entry Conditions Compliance Procedure (ECCP).

The Business shall maintain copies of all declarations received from growers whose produce they pack and certify under this Operational Procedure

#### **7.4 Storage of growing media and/or potted plants**

A business that receives treated and untreated growing media and/or treated or untreated potted plants shall implement systems to identify the treatment status to prevent mixing of treated and untreated product.

A record must be maintained that describes where all treated and untreated growing media and/or treated and untreated potted plants are stored and date of treatment.

Examples of acceptable methods of identifying treated and untreated product –

- (a) physical segregation of treated and untreated growing media and/or potted plants.
- (b) using storage facilities which differ significantly in appearance.
- (c) using signs for treated and untreated growing media and/or potted plants.
- (d) using colour markers for treated and untreated product.

Other methods may be used provided they clearly and accurately identify treated and untreated growing media and/or potted plants.

The business must ensure treated growing media and/or potted plants which has been stored after the expiry of the chemical protection period are not dispatched for use under this Operational Procedure.

#### **7.5 Preparation of potted plants**

Where a business prepares potted plants or re-pots/stages plants, the business must maintain a system which ensures only growing media which has been treated in accordance with the requirements in this procedure are used in the preparation of the potted or re-potted/staged plants for certification under this procedure. The Certification Controller shall ensure a *Potting Record* (see Attachment 9) or record which includes the following information is completed when potting or re-potting/staging plants:

- (a) the date of potting or re-potting/staging.
- (b) the number of plants potted or re-potted/staged.
- (c) the type and size of containers.
- (d) type of treatment applied to growing media.
- (e) the treatment date on which chemical was applied to growing media; and
- (f) the identification of the staff potting/staging.

## 7.6 Dispatch

### 7.6.1 Package Identification

The Certification Controller shall ensure that, after packing, each conforming package is marked in indelible and legible characters of at least 5 mm, with -

- (a) the Interstate Produce (IP) number of the accredited business that packed the consignment.
- (b) the words “**Meets ICA-39**”; and
- (c) details of the treatments applied including the date, method of application (incorporated, immersion or drenched), the name and concentration of the active ingredient prior to the issuance of an Assurance Certificate by the Business under this Operational Procedure.

The plant health assurance certificate must include a description of each type of potted plant in the consignment including the number of plants, the common or scientific name of the plant and the size of container.

The business must maintain a system which ensures potted plants are dispatched prior to the treatment expiry period for the relevant chemical treatment as described in the requirements of this procedure.

**Any consignment containing bulk growing media and potted plants that has not been subjected to granular incorporation or with liquid insecticide in accordance with the requirements of this Operational Procedure shall not be marked as stated above.**

### 7.6.2 Plant Health Assurance Certificates

The Certification Controller shall ensure a Plant Health Assurance Certificate is completed and signed by an Authorised Signatory of the Business prior to dispatch of the consignment from the facility to a market requiring certification of bulk growing media and/or potted plants from the facility.

Plant Health Assurance Certificates shall include -

- (a) in the “Accredited Business that Prepared the Produce” section –
  - the name and address of the Accredited Business that packed the bulk growing media and/or potted plants;
- (b) in the “Grower or Packer” section –
  - the name and address of the Accredited Business that was responsible for **treatment of bulk growing media and/or potted plants**.
  - Where the consignment contains treated bulk growing media and/or potted plants by a number of suppliers the word “VARIOUS” shall be used;
  - in the “IP No. of Acc. Business” section –the IP No. of the Accredited Business that **packed** the bulk growing media and/or potted plants;

(c) in the “Treatment” section -

the **insecticide treatment** details including:

- in the Date column, the **most recent date** or dates of treatment of the source block/s;
- in the Treatment column, the words “Granular Insecticide Treatment” or “Liquid Insecticide Treatment”;
- in the Chemical (Active Ingredient) column, the concentration and name of the active ingredient in the concentrate used (e.g., “100 g/kg Chlorpyrifos”);
- in the Concentration column, the mixing rate of the concentrate (e.g., “at 40 mL/100 L”); and
- in the Duration and Temperature column indicate the type of application (for example, “immersion”, ‘drench”, “granular incorporation”)

(d) in the “Additional Certification” section the words –

- **“Meets ICA-39”**;

Individual Assurance Certificates shall be issued to cover each consignment (i.e., a discrete quantity of product transported to a single consignee at one time) to avoid splitting of consignments.

Assurance Certificates shall be completed, issued and distributed in accordance with the Work Instruction *Guidelines for Completion of Plant Health Assurance Certificates* [ICA-WI-02].

### 7.6.3 Assurance Certificate Distribution

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

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

Individual Plant Health Assurance Certificates shall be issued to cover each consignment (i.e., a discrete quantity of product transported to a single consignee at one time) to avoid splitting of consignments.

Books of pre-printed PHACs are available from ICA Records Management, Department of Primary Industries, phone 02 6552 3000.

Upon suspension, cancellation or withdrawal of accreditation, the PHAC book must be immediately returned to the Department.

## 7.7 RECORDS AND DOCUMENT CONTROL

The Business shall maintain the following records –

### PART A

- (a) Property Plan for each property; **and**
- (b) a Granular Insecticide Chemical Measuring Equipment Calibration Record for each measuring equipment used to measure the amount of product required for the mixture to be prepared;
- (c) a copy of each Granular Insecticide Treatment Preparation Chart
- (d) Granular Insecticide Treatment Application Records **or**
- (e) Chemical Mixture Tank Calibration Certificate
- (f) a copy of each Liquid Insecticide Treatment Mixture Preparation Chart
- (g) Liquid Insecticide Treatment Mixture Preparation and Treatment Records
- (h) a copy of each Consignment and Insecticide Treatment Declaration (if applicable)

### PART B

- (a) Property Plan for each property and
- (b) a copy of each *Consignment and Insecticide Treatment Declaration*] received.
- (c) a Potting Record and
- (d) a copy of each *Plant Health Assurance Certificate* issued by the Business ICA system records shall be retained for a period of at least 12 months from completion, or until the next compliance audit of the ICA arrangement, whichever is the later.

***An accredited business must hold a minimum of 12 months ICA system records at the time of any compliance audit. If the compliance audit is conducted more than 12 months from the last compliance audit, the Business must maintain all records completed since the previous compliance audit.***

## 7.8 ICA system documentation

The Business must maintain the following documentation:

- (a) a current copy of the ICA Procedure; and
- (b) a current Certificate of Accreditation.

Documentation must be made available on request to an Authorised Person.

## **ATTACHMENTS**

Attachment 1 Property Plan

Attachment 2 Granular insecticide measuring equipment calibration record.

Attachment 3 Granular insecticide treatment chart

Attachment 4 Granular Insecticide treatment application record

Attachment 5 Chemical Mixture Tank Calibration Certificate

Attachment 6 Liquid Treatment Mixture Preparation chart

Attachment 7 Liquid Treatment Mixture Preparation and Treatment Record

Attachment 8 Plant Health Assurance Certificate

Attachment 9 Potting record

Attachment 10 Consignment and Insecticide Treatment Declaration

Property Plan

ARRANGEMENT DETAILS

Applicants Name (*as shown on the application form*)

DECLARATION

I..... (*full printed name*) the  
.....(*position in Business*) am authorised to sign on behalf of the Business and I understand that:

- (a) a Property Plan must be submitted with the *Application for Accreditation*;
- (b) an application must be made to amend any of the current details in the *Application for Accreditation* 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 as a Biosecurity Certifier* covering the arrangement.

.....

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

## PROPERTY PLAN



INDICATE NORTH

**Business Name..... Interstae Produce (IP) Number N.....**

**NOTES**

1. Scales and other measuring equipment used to calculate quantities of solid chemical concentrations shall be calibrated annually.
2. The balance must be calibrated using the manufacturer's instructions for the equipment.
3. The balance must be verified as consistently accurate to within  $\pm 1\%$  of the total load range.
4. A maximum error margin of 10g applies.



# GRANULAR INSECTICIDE TREATMENT CHART

## CHEMICAL CONCENTRATE = BIFENTHRIN (2g/kg)

Potting Media Mix = \_\_\_\_\_

Bulk Media Density = \_\_\_\_\_ kg/m<sup>3</sup>

Product Application Rate = \_\_\_\_\_ g/L

## CHEMICAL CONCENTRATE = CHLORPYRIFOS (100g/kg)

Product Application Rate = \_\_\_\_\_ kg/m<sup>3</sup>

## BIFENTHRIN INCREMENTAL VOLUMES

\_\_\_\_\_ Media X \_\_\_\_\_ g Concentrate = \_\_\_\_\_ g/L Total Concentrate

\_\_\_\_\_ Media X \_\_\_\_\_ g Concentrate = \_\_\_\_\_ g/L Total Concentrate

\_\_\_\_\_ Media X \_\_\_\_\_ g Concentrate = \_\_\_\_\_ g/L Total Concentrate

## CHLORPYRIFOS INCREMENTAL VOLUMES

\_\_\_\_\_ Media X \_\_\_\_\_ kg Concentrate = \_\_\_\_\_ kg Total Concentrate

\_\_\_\_\_ Media X \_\_\_\_\_ kg Concentrate = \_\_\_\_\_ kg Total Concentrate

\_\_\_\_\_ Media X \_\_\_\_\_ kg Concentrate = \_\_\_\_\_ kg Total Concentrate

Prepared by: \_\_\_\_\_ / /  
Printed Name Signature Date

# GRANULAR INSECTICIDE TREATMENT CHART

**CHEMICAL CONCENTRATE = BIFENTHRIN (2g/kg)**

Potting Media Mix = 25% sand with & 75% peat

Bulk Media Density = 0.85 kg/m<sup>3</sup>

Product Application Rate = 2.7 g/L

**CHEMICAL CONCENTRATE = CHLORPYRIFOS (100g/kg)**

Product Application Rate = 1 kg/m<sup>3</sup>

## **BIFENTHRIN INCREMENTAL VOLUMES (per litre)**

20L Media X 2.7g Concentrate = 54g Total Concentrate

30L Media X 2.7g Concentrate = 81g Total Concentrate

40L Media X 2.7g Concentrate = 108g Total Concentrate

## **CHLORPYRIFOS INCREMENTAL VOLUMES (per cubic metre)**

2m3 Media X 1 kg Concentrate = 2kg Total Concentrate

3m3 Media X 1 kg Concentrate = 3kg Total Concentrate

4m3 Media X 1 kg Concentrate = 4kg Total Concentrate

Prepared by:

A Signatory  
Printed Name

*A Signatory*  
Signature

28/06/2021  
Date

## Attachment 4

[illegible]

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## CHEMICAL MIXTURE TANK CALIBRATION CERTIFICATE

### EQUIPMENT CALIBRATED

Name and Address of  
Owner of Equipment:

Type of equipment  
(eg boom spray, mister):

Brand:

Model:

Serial No.:

Other Identification:

### TESTING DETAILS

Name and Address of the  
Business Conducting the  
Test:

Date of Testing:

Type of Flow Meter Used:  
Date of Latest Calibration  
of Flow Meter:

### CALIBRATION RESULTS

Maximum Mixture Level Volume (litres)

Incremental Volumes (litres)  
(as marked on the spray tank):

### CERTIFICATION

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

# LIQUID INSECTICIDE TREATMENT MIXTURE PREPARATION CHART

Spray Unit /Tank \_\_\_\_\_

Product (*Trade Name*) \_\_\_\_\_

Active Ingredient \_\_\_\_\_ Conc. \_\_\_\_\_ /

Product Mixing Ratio \_\_\_\_\_ /Litre

## Full Tank/Spray Unit

Volume of Water = \_\_\_\_\_ Litres

Quantity of Product = \_\_\_\_\_ millilitres/grams

## Part Fill

\_\_\_\_\_ mL Product / \_\_\_\_\_ Litres Water

\_\_\_\_\_ mL Product / \_\_\_\_\_ Litres Water

\_\_\_\_\_ mL Product / \_\_\_\_\_ Litres Water

Prepared by: \_\_\_\_\_ / /  
Printed Name Signature Date

## LIQUID INSECTICIDE TREATMENT MIXTURE PREPARATION AND TREATMENT RECORD

[illegible]

CAE 168 (8/20) V1



Department of  
Primary Industries

Certificate Number	
Business Specific Information*	
Dispatch Date: / /	Ref No:
Arrival Date: / /	PO No:
* These items display business specific information entered at the discretion of the consignor. They do not represent any part of the certifying conditions of the produce.	

## Plant Health Assurance Certificate

A biosecurity certificate issued under Part 13 of the *NSW Biosecurity Act 2015*  
All accreditation details must be completed. Please print clearly and initial any alterations.

### Consignment Details

<b>Consignor</b>	
Name	
Address	
State	Postcode
<b>Consignee</b>	
Name	
Address	
State	Postcode

**Reconsign to:** (If applicable)  
Splitting consignments, preparing composite lots or reconsigning whole consignments

Name	
Address	
State	Postcode

### Certification Details

<b>IP Number</b>	<b>Facility Number</b>	<b>Procedure</b>
N		
<b>Accredited Business that prepared produce</b>		
Name		
Address		
State	Postcode	

**Grower(s)** (If more than one grower – attach list)

Name	
Address	
State	Postcode

	Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Produce	Brand Name or identifying marks (as marked on packages)	Date Code (as marked on packages)	Authorisation for reconsignment
1						
2						
3						
4						

### Treatment Details

	Treatment Date	Treatment Chemical (Active Ingredient), Concentration, Duration, Temperature
1	/ /	
2	/ /	
3	/ /	
4	/ /	

### Additional Certification/Codes:

This certificate is valid for 21 days from date of certification

### Declaration

I am a person authorised under the *NSW Biosecurity Act 2015* to issue this biosecurity certificate and I hereby certify that the details shown above are true and correct and the procedure(s) listed above have been completed.

Full name

Signature

Date

*Note: A person who provides false or misleading information on a biosecurity certificate is guilty of an offence under the Act. Such action could result in a penalty infringement notice or prosecution. The maximum penalty for an individual is \$1,100,000, and the maximum penalty for a corporation is \$2,200,000. This information is collected by the collecting agency identified in this form in relation to its functions under the Biosecurity Act 2015. This agency/s and the NSW Department of Industry may use and disclose this information as reasonably necessary for the purpose of performing biosecurity risk functions under, or reasonably contemplated by, the Biosecurity Act 2015.*

## POTTING RECORD

[illegible]



**CONSIGNMENT AND INSECTICIDE TREATMENT DECLARATION**

I -----(full printed name) N-----

Of-----(address)

Hereby declare to-

----- (full printed name) N-----

At----- (address)

That the following products have been treated as indicated:

Product description	Quantity	Treatment Details (Indicate type of treatment and treatment date below)								
		Chlorpyrifos 500 g/L at a rate of 40mL/100L	Bifenthrin 80 g/L at a rate of 2.5mL/L	Bifenthrin 100 g/L at a rate of 2mL/L	Bifenthrin 240 g/L at a rate of 0.8mL/L	Betacyfluthrin 25g/L at a rate of 16mL/10L	Chlorpyrifos 100 g/kg at a rate of 1kg per cubic metre	Bifenthrin 2 g/kg at a rate of 10ppm	Bifenthrin 2 g/kg at a rate of 12ppm	Bifenthrin 2 g/kg at a rate of 15ppm
		<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /
		<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /
		<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /
		<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /	<input type="checkbox"/> Treatment date: / /

In accordance with;

☐ ICA Operational Procedure *Treatment of Bulk Growing Media and Potted Plants for Red Imported Fire Ant* [ICA-39]; or☐ BioSecure HACCP Entry Condition Compliance Procedure (ECCP No. \_\_\_\_\_ )

/ /

Name & Signature

Date