ICA-59

Property Freedom of Potatoes for Potato Cyst Nematode

Revision Register

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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 applies to the certification of property freedom of potatoes for Potato Cyst Nematode under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE
This Procedure covers all certification of potatoes from a Business operating under an ICA arrangement in New South Wales.

This Procedure is applicable where the requirements specified in section 6 are a specified condition of entry of an interstate quarantine authority for Potato Cyst Nematode.

**Disease:** Potato Cyst Nematode (PCN) (*Globodera spp*)

**Product:** Seed Potatoes (*Solanum tuberosum*)

**Destination:** QLD, VIC (excluding the Portland, Colac/Otways and Warragul Plant Protection Districts), SA (excluding the Kangaroo Island Protected Production Area), NT, NSW (excluding Seed Potato Protected Areas of NSW)

**Location:** This Procedure is separated into two sections:
- Part A covering grower activities, and
- Part B covering packer activities.

Certification under this Procedure may not fulfil all quarantine entry conditions for all produce to interstate markets. It is the responsibility of the consigning Business to ensure compliance with all applicable quarantine requirements.

Information on intra- and interstate quarantine requirements can be obtained from the Department, Plant Biosecurity Branch on 02 6391 3685.

3. REFERENCES
WI-01 Guidelines for Completion of Plant Health Assurance Certificates

4. DEFINITIONS
In this Procedure:

- **Act** means the *Plant Diseases Act 1924*.
- **Approved Laboratory** means a laboratory approved by the Department for testing for the presence of PCN.
- **Approved Field** means where under harvester sampling is proposed, the source block must be approved by the Department as an Approved Field. An Approved Field is a field which the Department accepts as being PCN uninfested and non-linked land.
- **Approved Sampling Person** means a person, independent to the Business, who has been trained in collecting soil in accordance with the requirements of this Procedure and who is approved to do so by the Department. The Approved Sampling Person cannot collect or certify soil collected from a crop that is owned by the...
Approved Sampling Person, or in which the Approved Sampling Person has a financial interest.

**Authorised Person** means an inspector or a person authorised pursuant to section 11(3) of the Act; or a person authorised under a law of another State or Territory that relates to plant biosecurity.

**Authorised Signatory** means a person whose name and specimen signature is provided as an Authorised Signatory on the Business’ Application for Accreditation.

**block** means an identifiable parcel of land on which host produce is grown and is detailed on the Business’ property plan submitted as part of the Application for Accreditation.

**Block Reference Code** means a number or code used to identify a block within the property from where potatoes are sourced for certification.

**Business** means the legal entity responsible for the operation of the facility and Interstate Certification Assurance arrangement detailed in the Business’ Application for Accreditation.

**Certification Assurance (CA)** means an arrangement approved by the Department which enables a Business accredited under the arrangement to certify that certain quarantine requirements have been satisfied for the movement of host produce to interstate and/or intrastate markets.

Note: An example of an approved Certification Assurance Arrangement is a Compliance Agreement, or the Interstate Certification Assurance (ICA) Scheme.

**consignment** means a discrete quantity of product transported to a single consignee at one (1) time covered by a single PHAC.

**Department** means the NSW Department of Trade and Investment, Regional Infrastructure and Services – Office of Primary Industries.

**equipment** means all equipment, machinery and packages used for planting, cultivating and harvesting of host produce.

**facility** means the property where the produce is grown and harvesting is carried out, and the location where post-harvest operations covered by the arrangement are carried out.

**infested land** means any block which has had a positive detection of Potato Cyst Nematode (PCN).

**Inspector** see Authorised Person.

**Interstate Certification Assurance (ICA)** means a system of Certification Assurance developed to meet the requirements of State and Territory governments for the certification of produce for interstate and intrastate quarantine purposes.

**lot** means a quantify of homogenous product assembled for inspection at one (1) place and at one (1) time. A lot could consist of product from one (1) or more growers/blocks/properties.

**lot identification** means any coding or marking method used to identify a lot (e.g., date, date code or block code).

**non-conformance** means a failure to fulfil a specified requirement.

**package** means the complete outer covering or container used to transport and market the product.

**packed product** means host produce in packages following grading and packing and ready for marketing.
**PCN linked land or linked land** means land which has been sampled and tested for PCN during the current growing season in accordance with the National PCN Testing Protocol (Hinch 1991) and PCN has not been detected; and is:

- worked by an operator who has previously farmed PCN infested land; or
- land farmed with equipment that has been used in other PCN infested land; or
- land with a contiguous border with a land parcel infested with PCN; or
- land exposed to direct drainage from PCN infested areas; or
- land planted with seed sourced from PCN infested land or land exposed to PCN.

**PCN Survey** means a survey conducted during the current growing season on land intended for the production of potatoes under the protocol by one of the following means:

- coring of the block so that cores are collected at the intersections of a 10 m by 10 m grid, with at least one (1) kg of soil collected per hectare, and where each sample to be submitted for testing is no less than 500 g, collected as a representative sub-sample of soil from every two (2) hectares of block; or
- accumulation of soil in a receptacle positioned within a potato harvester during harvest, with at least one (1) kg of soil collected per hectare, and where each sample to be submitted for testing is no less than 500 g for each two (2) hectares or part thereof harvested, and is collected as a representative sub-sample of the total soil accumulated during harvest.

**PCN Survey Record** means a record detailing the location of the PCN survey undertaken on the property including the laboratory tests result for the presence or absence of PCN.

**Plant Health Assurance Certificate (PHAC)** means a document (known as a Plant Health Assurance Certificate) issued by a business under a Certification Assurance Arrangement.

**Potato Cyst Nematode (PCN)** means the pest *Globodera rostochiensis* Wollenweber.

**Potato Cyst Nematode (PCN) Test** means a test for Potato Cyst Nematode (PCN) conducted in accordance with the National PCN Protocol (Hinch 1991) or in another manner approved by the Department.

**property** means one (1) or more contiguous parcels of land (lots on plan), owned or leased by a Business, that are managed as a unit and isolated from any other parcel of land owned or leased by the same Business.

**Quarantine secure manner** means sealed within three (3) layers of packaging, the outer layer being a sealed box or courier satchel, and the inner two (2) layers being sealed paper, cardboard or plastic containers including bags or boxes, one of which must be a strong plastic bag. A label stating “Quarantine Material – Do Not Open” must be affixed between the second and third layer of packaging.

**seed potato** means potato (*Solanum tuberosum*) grown for propagation or planting.

### 5. RESPONSIBILITY

Position titles have been created to reflect the responsibilities which must be met by the Business under the ICA arrangement. These positions must be assigned to trained staff. One (1) person may carry out the responsibilities of more than one (1) position.
The **Certification Controller** is responsible for:

- representing the Business during audits and other matters relevant to the ICA Procedure;
- training staff in their duties and responsibilities under this ICA Procedure;
- ensuring the Business and staff comply with their responsibilities and duties;
- ensuring all certification of produce is carried out in accordance with this Procedure; and
- ensuring the requirements of the *Work Health and Safety Regulation 2011* or the *Work Health and Safety Act 2011* are addressed.

**UNDER PART A**

- Ensuring the Business has current accreditation for an ICA under PART A of this Procedure;
- maintaining a property plan for each property on which the produce is to be grown for certification under this Procedure;
- ensuring each block under the scope of the ICA arrangement is surveyed annually for the presence of PCN;
- maintaining PCN sampling facilities and equipment;
- maintaining a Register of Approved Sampling Persons;
- ensuring certified produce is identified and segregated from yet to be certified produce to avoid mixing;
- ensuring a ‘Harvest Record’ or PHAC is completed; and
- taking action following detection of PCN on any block.

**UNDER PART B**

- Ensuring the Business has current accreditation for an ICA under PART B of this Procedure;
- ensuring all produce received for post-harvest packing and certification under PART B of this Procedure are sourced from a Business accredited under PART A of this Procedure and are accompanied by a valid ‘Harvest Record’ or PHAC;
- providing and maintaining a facility plan;
- ensuring certified and yet to be certified produce are identified and controlled to prevent mixing during grading and packaging; and
- taking corrective action following detection of PCN on any block.

The **Approved Sampling Person** is responsible for:

- completing a course approved by the Department in collecting soil in accordance with PART A of this Procedure;
- surveying each block covered by the ICA arrangement for the presence of PCN annually prior to certification under this Procedure;
- preparing and dispatching all soil samples in a quarantine secure manner to an approved laboratory; and
- maintaining PCN Survey Records.

The **Authorised Signatory** is responsible for:

- signing and issuing the PHAC; and
- ensuring that potatoes certified under the PHAC or ‘Harvest Record’ has been completed in accordance with this ICA Procedure and that the details on the certificate or ‘Harvest Record’ are true and correct in every particular.
The Authorised Dispatcher is responsible for:

- ensuring all potatoes covered by a PHAC or a ‘Harvest Record’ issued by the Business are identified; and
- maintaining duplicate copies of all PHAC’s or ‘Harvest Records’ issued by the Business under the Procedure.

The Harvest Supervisor is responsible for:

- all harvest activities, including identification of certified and yet to be certified blocks and produce; and
- completion of ‘Harvest Records’.

The Produce Receival Officer is responsible for:

- ensuring all potatoes grown by another Business is accompanied by a completed PHAC or ‘Harvest Record’;
- maintain a register of all PHACs received; and
- maintain a ‘Potato Receival Record’.

The Grader/Packer is responsible for:

- ensuring all non-conforming produce is identified and controlled to prevent mixing with conforming produce.

6. REQUIREMENTS

Host produce certified under this ICA Procedure must comply with the following:

The block on which the host produce is grown, or intended to be grown, has been sampled by an Approved Sampling Person annually, and tested free from PCN using one of the following methods;

(a) the grid sampling method, where soil samples are collected at the intersections of a 10 m by 10 m grid; or

(b) the under-harvester sampling method, where soil samples are collected in a receptacle positioned within a potato harvester during harvest; and

(c) at least one (1) kg of soil is collected per hectare; and

(d) where each sample to be submitted for testing is no less than 500 g, collected as a representative sub-sample of soil from every two (2) hectares of the block.

An accredited Business may not certify produce that has been sourced from a block without a current Property Freedom Certificate from PCN.

The Department maintains the right to inspect, at any time, certified produce and to refuse to accept a certificate where the produce is found not to conform to specified requirements.

7. PROCEDURE – PART A

Part A – Covers grower activities.

7.1 Potato Cyst Nematode Property Freedom Certificate

The Certification Controller must ensure that the property is sampled by an Approved Sampling Person and tested free of Potato Cyst Nematode prior to initial accreditation being granted. A copy of the PCN Survey Record supplied by the Approved Sampling Person, including the date the block was sampled, and the date and result of the PCN laboratory test, must accompany the Business’ Application for Accreditation (Attachment 1) and Application for Property Freedom (Attachment 2).
The Certification Assurance Records Officer shall verify the application for property freedom and conformance with PCN freedom requirements, then issue a Property Freedom Certificate (Attachment 2) with the Businesses Certificate of Accreditation.

7.2 Property Plan

A property plan (Attachment 3) must be provided with the Business’ application for accreditation for each block on which host produce is grown, or is intended to be grown, for certification under this Procedure. The property plan must include the following:

(a) location of all the blocks on which the host produce is grown or intended to be grown; and
(b) the Block Reference Code or Number used to identify each block; and
(c) the cultivar of potatoes in each block; and
(d) the total land area of each block; and
(e) road access including street name/s; and
(f) internal roadways within the property; and
(g) location and identification of buildings (e.g., house, packing shed, equipment sheds, etc.); and
(h) whether it is intended to certify host produce harvested from the block under the ICA arrangement.

If any changes occur to the property plan information, a new property plan must be submitted to the Certification Assurance Records Officer.

7.3 Approved Sampling Person

A PCN survey may only be conducted by an Approved Sampling Person. Approved sampling persons shall successfully complete a training course in grid, or under-harvester soil sampling, and sample submission, approved by the Department.

The names, date of training and specimen signatures of each Approved Sampling Person shall be maintained by the Certification Controller on a Register of Approved Sampling Persons (Attachment 4). Only persons currently on the register shall carry out a PCN Survey.

7.3.1 Sample collection

All sampling is to be supervised or carried out by the Approved Sampling Person in accordance with either of the two (2) methods outlined below.

7.3.1.1 Grid sampling method

The soil sample has been collected by:

(a) coring of the block so that core samples are collected at the intersections of a 10 m by 10 m grid; and
(b) at least one (1) kg of soil is collected per hectare (approx. 10 g soil at each sample point); and
(c) there shall be one (1) container of soil for each two (2) hectares of the block sampled labelled with the following:
   (i) identification or the Block Reference Code for the block sampled;
   (ii) a code to identify which two (2) hectare area of the block the sample belongs to;
   (iii) the date the block was sampled; and
   (iv) the name of the Approved Sampling Person undertaking or supervising the sampling.

7.3.1.2 Under-harvester sampling method

The soil sample has been collected by:
(a) accumulation of soil during harvest of each block on which potatoes are grown at a rate of not less than one (1) kg per hectare within a receptacle fitted under the harvester; and

(b) there shall be one (1) container of soil for each two (2) hectares of the block sampled labelled with the following:

(i) identification or the Block Reference Code for the block sampled;

(ii) a code to identify which two (2) hectare area of the block the sample belongs to; and

(iii) the date the block was sampled; and

(iv) the name of the Approved Sampling Person undertaking or supervising the sampling.

The under-harvester method may only be used in an Approved Field.

7.3.2 Sample preparation

The Approved Sampling Person is to prepare and dispatch all soil samples to an approved laboratory.

At the completion of sample collection, calculate the area sampled to the nearest hectare. The area must be rounded up, (i.e., 5.2 ha shall be taken up to six (6) ha). Samples must be prepared so that 500 g of soil is submitted for testing for every two (2) hectares sampled. For example, for a six (6) ha block, there will be three (3) 500 g bags of labelled samples. There shall be one (1) uniquely identified container of soil for each two (2) hectares sampled.

For each adjacent two (2) hectares of the area sampled:

(a) combine all soil and pass three (3) times through a riffle box soil splitter, or mix within a clean cement-free cement mixer for 10 minutes; and

(b) weigh out a 500 g soil subsample using a trowel and place into a ziplock bag.

Each ziplock bag should be clearly labelled with:

(a) the identification or Block Reference Code for the block sampled;

(b) a code to identify which two (2) hectare area of the block the sample belongs to;

(c) the date the block was sampled; and

(d) the name of the Approved Sampling Person preparing the sample.

Every 500 g sample is to be forwarded for testing and diagnosis to an approved laboratory.

7.3.3 Sample submission

The Approved Sampling Person is to prepare and dispatch all soil samples to the approved laboratory within one (1) business day of collecting and preparing the sample.

Samples must be packaged in a quarantine secure manner; and the package must be clearly displayed and legibly marked on the outside with the name of the Approved Sampling Officer, the place of collection, and the name and address of the recipient.

7.4 Inspection Facilities and Equipment

The Certification Controller must maintain the following inspection facilities and equipment:

(a) a designated sample preparation area; and

(b) a riffle box soil splitter, or a clean cement-free cement mixer; and

(c) a set of scales; and

(d) a trowel; and

(e) ziplock bags; and

(f) boxes or courier satchels; and
(g) cardboard or plastic bags or boxes; and
(h) strong plastic bags; and
(i) labels stating “Quarantine Material – Do Not Open”; and
(j) Sample submission forms.

7.4.1 PCN Survey Records
A ‘PCN Survey Record’ must be completed and retained each time the Approved Sampling Officer conducts or supervises a PCN survey undertaken on the property. The ‘PCN Survey Record’ (Attachment 5) must include the following information:
(a) name and postal address of the accredited Business; and
(b) the Interstate Produce (IP) number of the accredited Business; and
(c) contact details of the accredited Business; and
(d) location of the property; and
(e) identification or Block Reference Code(s) for the block(s) surveyed for the presence of PCN; and
(f) total area of property (ha); and
(g) total area of crop (ha); and
(h) total area sampled for presence of PCN (ha); and
(i) potato variety(s) sown on the property; and
(j) growing district; and
(k) whether the potatoes are intended for intrastate, interstate or international export; and
(l) the date the block was sampled; and
(m) the name of the Approved Sampling Person undertaking the sampling; and
(n) the number of samples collected; and
(o) if applicable, the grid size sampled; and
(p) certification controller signature; and
(q) the date and result of the PCN laboratory test; and
(r) name of laboratory examining PCN testing results.

7.5 Harvest
The Harvest Supervisor must oversee the harvest process to ensure only host produce intended for certification under this Procedure is harvested.

7.5.1 Identification of blocks of host produce
A Business with blocks of certified and yet to be certified host produce must identify the status of blocks to prevent mixing of certified and yet to be certified host produce.

Example of acceptable methods of identifying certified and yet to be certified blocks include:
- signs indicating both certified and yet to be certified blocks; or
- colour markers indicating certified and yet to be certified blocks.

Other methods may be used provided they clearly identify certified and yet to be certified blocks and are acceptable to the Auditor.
7.5.2 Identification of certified and yet to be certified host produce at harvest

A Business that maintains certified and yet to be certified blocks of host produce must identify the status of harvested produce to prevent mixing of certified and yet to be certified host produce.

Examples of acceptable methods of identifying certified and yet to be certified host produce include:

- using bins which differ in colour for certified and yet to be certified host produce; or
- using bins which differ significantly in appearance for certified and yet to be certified host produce.

Other methods may be used provided they clearly identify certified and yet to be certified host produce at harvest and are acceptable to the Auditor.

7.6 Harvest Record

The Harvest Supervisor shall ensure a record is kept of all potatoes harvested for certification under this Procedure. The ‘Harvest Record’ (Attachment 6) shall include:

(a) name and postal address of the accredited Business; and
(b) the Interstate Produce (IP) number of the accredited Business; and
(c) contact details of the accredited Business; and
(d) location of the property; and
(e) identification or Block Reference Code(s) for the block(s) harvested as indicated on the property plan; and
(f) total area of property (ha); and
(g) total area of crop harvested (ha); and
(h) potato variety harvested; and
(i) growing district; and
(j) date of PCN soil sampling and its result; and
(k) Certification Controller name and signature.

Where potatoes are graded and packed at a facility used solely by the Business accredited under Part A of this Procedure, consignments of potatoes from source blocks awaiting a negative PCN test result and business accreditation under this Procedure must be accompanied by a ‘Harvest Record’. Harvest records are not valid for interstate movement of potatoes.

7.7 Action following positive PCN test result

Where a positive PCN test is returned for a given source block, accreditation under this Procedure will be immediately cancelled, and all produce harvested from the source block, and any linked land, must not be consigned under this Procedure.

7.8 Dispatch

7.8.1 Package identification

The Authorised Dispatcher must ensure that, prior to issuing a Plant Health Assurance Certificate (PHAC), each package intended for certification under this Procedure is marked in indelible and legible characters of at least 5 mm with:

(a) the Interstate (IP) number of the Business that grows the host produce; and
(b) the words “Meets ICA-59”; and
(c) the date (or date code) on which the host produce was packed; and
(d) the unique identification of the block from which the potatoes were harvested.
Any packages containing host produce that has not been prepared in accordance with the requirements of this Procedure must not be marked as stated above.

7.8.2 **Plant Health Assurance Certificates**

The Authorised Dispatcher must ensure a PHAC (Attachment 7) is completed and signed by an Authorised Signatory prior to the consignment being dispatched.

Assurance Certificates must be completed, issued and distributed in accordance with the work instruction *WI-01 Guidelines for the completion of Plant Health Assurance Certificates*.

Assurance Certificates must include:

(a) in the ‘Accredited Business that Prepared the Produce’ section, the name and address of the Accredited Business that grew the potatoes; and

(b) in the ‘Grower’ section, the name and address of the property on which the potatoes were grown; and

(c) in the ‘Consignment Details’ section,
   (i) the number and type of packages in the consignment; or
   (ii) in the case of bulk transportation, the registration details of the truck and trailer; and
   (iii) the unique identification of the block from which the potatoes were harvested; and

(d) in the ‘Type of Produce’ column, a description of the potatoes.

The Business must not issue a PHAC for potatoes owned by another Business. An individual PHAC must be issued to cover each consignment to avoid splitting of consignments.

Books of pre-printed PHACs are available from Plant Biosecurity, NSW Department of Primary Industries.

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

7.8.3 **PHAC Distribution**

The original (yellow copy) must accompany the consignment.

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

8. **PROCEDURE – PART B**

Part B – Covers the packer activities of host produce receival, grading and packing, and certification.

8.1 **Facility Plan**

A ‘Facility Plan’ must be provided with the Business’ application for accreditation for the approved facility. (See Attachment 8.)

The ‘Facility Plan’ must include the following:

(a) the location and identification of buildings and facilities including loading docks; and

(b) host product receival areas; and

(c) segregated storage areas; and

(d) produce grader; and

(e) sorting / packing lines; and

(f) a designated sample preparation area; and
(g) for each location identified on the plan, the name of the location or location code used to identify the location; and

(h) road access including street names; and

(i) internal roadways.

A copy of the ‘Facility Plan’ must be included with the Business’ Application for Accreditation (Attachment 1).

8.2 Receival of produce

The **Produce Receival Officer** must ensure that consignments of potatoes grown by another Business shall be received with a PHAC.

A PHAC is not required where a Business grows and packs its own potatoes and holds accreditation under Part A & B of the Procedure.

Where potatoes are graded and packed at a facility used solely by the Business accredited under Part A of this Procedure, consignments of potatoes from source blocks awaiting a negative PCN test result and Business accreditation under this Procedure must be accompanied by a ‘Harvest Record’. Harvest records are not valid for interstate movement of potatoes.

The Produce Receival Officer must ensure that host produce, not clearly identified, must be immediately segregated and isolated from verified host produce and rejected and managed as non-conforming host produce for the purpose of this Procedure.

8.2.1 Consignment receival and verification by PHAC

Consignments of potatoes grown by another Business must be received with a PHAC.

The Produce Receival Officer shall maintain a’ Potato Receival Record’ (Attachment 9) which shall include the following information:

(a) name of the accredited Business; and

(b) the record number; and

(c) date of receipt of each consignment; and

(d) the PHAC number received; and

(e) the grower IP number; and

(f) quantity of host produce; and

(g) package type; and

(h) supplier/grower name; and

(i) origin of the produce; and

(j) potato cultivar/variety.

The Part B accredited Business shall ensure:

(a) a PHAC is received with all consignments of potatoes; and

(b) the contents of the consignment and labelling matches the details on the PHAC.

The receiving Business must verify the property freedom status of each consignment of host produce received. The Business shall release a consignment for packing and mark each PHAC with the word “verified”, and sign and date the PHAC.

A consignment that does not pass verification upon receival shall be immediately segregated and isolated from verified host produce.
8.2.2 **Consignment receival and verification by Harvest Record**

Where potatoes are graded and packed at a facility used solely by the Business accredited under Part A of this Procedure, consignments of potatoes from source blocks awaiting a negative PCN test result and business accreditation under this Procedure must be accompanied by a ‘Harvest Record’. Harvest records are not valid for interstate movement of potatoes.

The Business shall maintain a register of all ‘Harvest Records’ received and a ‘Potato Receival Record’ (Attachment 9) which shall include the following information:

(a) name of the accredited Business; and
(b) the record number; and
(c) the grower Interstate Produce (IP) number; and
(d) date of receipt of each consignment; and
(e) whether there is a ‘Harvest Record’ (Y/N); and
(f) quantity of produce; and
(g) package type; and
(h) supplier/grower name; and
(i) origin of the produce; and
(j) potato cultivar/variety.

The Part B accredited Business shall ensure:

(a) a ‘Harvest Record’ is received with all consignments of potatoes; and
(b) the contents of the consignment and labelling matches the details on the ‘Harvest Record’.

The receiving Business must verify the origin of the produce of each consignment of host produce received, and that PCN soil samples have been submitted. The Business shall release a consignment for packing and mark each ‘Harvest Record’ with the word “verified”, and sign and date the ‘Harvest Record’.

A consignment that does not pass verification upon receival shall be immediately segregated and isolated from verified host produce.

Once a current Property Freedom Certificate and negative PCN test result has been forwarded to the Part B accredited Business, the Business shall release stored, graded or packed product for certification and mark each ‘Harvest Record’ with the word “negative” after the word “verified”, and sign and date the ‘Harvest Record’.

8.3 **Action following positive PCN test result**

Where a positive PCN test is returned for a given source block, accreditation under this Procedure will be immediately cancelled, and all produce harvested from the source block, and any linked land, must not be certified under this Procedure.

8.4 **Detection of non-conforming host produce**

The Produce Receival Officer must take the following actions on the detection of non-conforming packed product.

The Produce Receival Officer must immediately advise the Certification Controller if any non-conforming host produce is identified. The Certification Controller must ensure that all rejected packages are isolated and clearly identified to prevent mixing with conforming packages.

Packages rejected for non-conformance must be either:

(a) certified in accordance with an alternative quarantine entry condition; or
(b) consigned to markets that do not require certification for property freedom for PCN.
8.5 Dispatch

8.5.1 Package identification

The Authorised Dispatcher must ensure that, prior to issuing a PHAC, each package intended for certification under this Procedure is marked in indelible and legible characters of at least 5 mm with:

(a) the Interstate Produce (IP) number of the Business that operates the approved facility in which the host produce was packed; and

(b) the words “Meets ICA-59”; and

(c) the date (or date code) on which the host produce was packed; and

(d) the Interstate Produce (IP) number or other identifier of the grower of the produce, where the grower is a different Business to the packer.

Where the packer uses a different identifier to the IP number of the grower, the packer must maintain a Grower Identifier Record that matches the grower identifier with the grower’s names or IP number so that the grower can be easily identified if required.

Any packages containing host produce that has not been prepared in accordance with the requirements of this Procedure must not be marked as stated above.

8.5.2 Plant Health Assurance Certificates

The Authorised Dispatcher must ensure a PHAC (Attachment 7) is completed and signed by an Authorised Signatory prior to the consignment being dispatched.

Assurance Certificates must be completed, issued and distributed in accordance with the work instruction WI-01 Guidelines for the completion of Plant Health Assurance Certificates.

Assurance Certificates must include:

(a) in the ‘Accredited Business that Prepared the Produce’ section, the name and address of the Accredited Business that grew the potatoes; and

(b) in the ‘Grower’ section, the name and address of the property on which the potatoes were grown; and

(c) in the ‘Consignment Details’ section,

(i) the number and type of packages in the consignment; or

(ii) in the case of bulk transportation, the registration details of the truck and trailer; and

(iii) the unique identification of the block from which the potatoes were harvested; and

(d) in the ‘Produce Type’ column, a description of the potatoes.

The Business must not issue a PHAC for potatoes owned by another Business. An individual PHAC must be issued to cover each consignment to avoid splitting of consignments.

Books of pre-printed PHACs are available from Plant Biosecurity, NSW Department of Primary Industries.

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

8.5.3 PHAC Distribution

The original (yellow copy) must accompany the consignment.

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

In order to become accredited, the *Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement* provided with this document must be signed and returned. The application form includes the terms and conditions applying to this Arrangement.

9.1  **Application for Accreditation**

A Business seeking accreditation for an ICA arrangement under this Procedure must make an application for accreditation at least 10 working days prior to the intended date of commencement of certification of potatoes.

9.1.1  **Required application documents**

A Business may apply for accreditation by lodging a completed application package which must include the following documents:

(a) a fully completed Application for Accreditation form (Attachment 1); and
(b) proof of Business registration; and
(c) complete Property and / or Facility Plan (Attachments 3 and 8).

Failure to provide any of the above documentation may result in delays to your application for accreditation.

9.1.2  **Submission of application package**

Application packages must be submitted in hardcopy to:

Certification Assurance Records Officer
Plant Product Integrity & Standards
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800

With prior approval from the Certification Assurance Records Officer, a copy of the application package (inclusive of all documents) forms may be faxed to 02 6391 3206. The original application documents must be received by this office within 10 working days from receipt of the faxed documents.

Submission of the original documents to the Auditor during an initial audit only (generally conducted within four (4) weeks of initial application) will be considered as received by this office.

9.2  **Audit Process**

9.2.1  **Initial Audit**

Prior to accrediting a Business, an Authorised Person will carry 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 ICA Procedure, and the system is effective in ensuring compliance with the specified requirements of the ICA arrangement.

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

A decision may be made to refuse accreditations under certain circumstances, including:

- incomplete knowledge of the ICA Procedure;
- insufficient management or control to operate the ICA Procedure;
- staff had poor awareness and knowledge of the ICA Procedure; and
- record keeping was deficient.
Where accreditation is refused the applicant will be given written notice stating the reasons for the decision. The Business will be provided the opportunity to appeal the decision by providing, in writing, the grounds for reconsidering the decision to:

Manager, Plant Product Integrity & Standards  
NSW Department of Primary Industries  
Locked Bag 21  
Orange NSW 2800

9.2.2 Compliance Audit

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

Compliance audits are, wherever practical, conducted when the ICA Procedure is in operation.

A compliance audit is conducted:

(a) within four (4) weeks of the initial audit and accreditation or issue of the first PHAC; and
(b) within 12 weeks of the Business applying for re-accreditation; and
(c) in the case of a Business operating for more than six (6) months of a year, between six (6) and nine (9) months after accreditation or re-accreditation.

On completion of a successful initial compliance audit, accreditation is granted up to a maximum of 12 months from the date of provisional accreditation.

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

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

9.3 Certificate of Accreditation

An accredited Business will receive a Certificate of Accreditation for an Interstate Certification Assurance Arrangement detailing the facility location, Operational Procedure, scope and period of accreditation.

A Business must maintain a current Certificate of Accreditation and make this available on request by an Authorised Person.

A Business may not commence or continue certification of host produce under the ICA arrangement unless it is in possession of a valid and current Certificate of Accreditation for the Procedure, produce type and treatments covered.

9.4 Re-Accreditation

Accredited Businesses are required to re-apply for accreditation each year the Business seeks to operate under the ICA arrangement.

A Business seeking re-accreditation must lodge a renewal application package prior to accreditation lapsing or, if accreditation has lapsed, prior to commencing further certification of produce under the ICA arrangement.

10. RECORDS AND DOCUMENT CONTROL

10.1 ICA System Records

The Business must maintain the following records, or similar which record the same information:

Under PART A
(a) a current Property Freedom Certificate; and
(b) a current ‘Property Plan’ for each property where produce is grown for certification under this Procedure; and
(c) ‘PCN Survey Records’ which correspond to the property plan; and
(d) a ‘Harvest Record’; and
(e) duplicates of all Plant Health Assurance Certificates (PHAC).

Under PART B
(a) a copy of the ‘Facility Plan’; and
(b) copies of source Property Freedom Certificates; and
(c) ‘Harvest Records’ or PHACs received with consignments of potatoes; and
(d) ‘Potato Receival Record’; and
(e) duplicates of all Plant Health Assurance Certificates (PHAC).

Records must be retained for at least 12 months from completion or until the next compliance audit, whichever is the latter.

Records shall be made available on request to an Authorised Person.

10.2 ICA System Documentation

The Business must maintain the following documentation:
(a) a copy of the current endorsed Application for Accreditation; and
(b) a current copy of the ICA Procedure; and
(c) a current Property Freedom Certificate; and
(d) a current Certificate of Accreditation.

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

11. AUDITING PROCEDURES

11.1 ICA System Audits

The Department reserves the right to audit an accredited Business on all or part of the Procedure. At each audit the Auditor will check the following:
(a) the Business has current copies of the Application for Accreditation and ICA Procedure; and
(b) the Certification Controller and staff understand their responsibilities and have a good knowledge of certification specifications; and
(c) the Approved Sampling Person holds current accreditation by the Department and has completed the required training; and
(d) the current signatories have been authorised by the Department; and
(e) all records associated with this ICA Procedure have been kept; and
(f) the ICA arrangement is being operated effectively.

11.2 Non-conformances and Corrective Action Requests

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 (1) 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.

If a non-conformance is detected during an audit one (1) of the following actions will be taken:

(a) If a critical non-conformance is detected at audit the ICA arrangement can be immediately suspended and state and territory authorities will be informed.

(b) If a major non-conformance is detected a written NCR will be issued and a follow-up audit will be re-scheduled. The ICA Arrangement may be suspended if the problem is not rectified.

(c) If a minor non-conformance is detected, the Business will be issued with a written NCR which must be rectified by the next scheduled audit.

Separate from this audit process the Department can, under certain other circumstances; issue to a Business a notice of suspension, cancellation, or amendment of an ICA arrangement. (Refer Section 12 – Sanctions Policy and Charging.)

11.3 Audit reports

The Business will be provided with an audit report for all audits performed. This report will summarise the audit findings and will include any non-conformities detected. Reference to appropriate NCRs will also be included in this report.

12. SANCTIONS POLICY AND CHARGING

12.1 Notice of Suspension or Cancellation of Accreditation

The Department may suspend or cancel an accreditation when an accredited Business is found, for example, to have:

- obtained accreditation through the provision of false or misleading information;
- not paid fees owing to the Department;
- not submitted a completed application form;
- contravened a requirement that compromises the integrity of the ICA arrangement; or
- not rectified a non-conformance.

If the Department decides action needs to be taken it will write to the Business at its postal address:

(a) stating the proposed action and grounds for the proposed action; and
(b) outlining the facts and circumstances forming the basis for the grounds; and
(c) if the proposed action is to suspend or cancel the accreditation; and
(d) invite the Business to show, within 21 days, why the proposed action should not be taken.

If following consideration of all representations the Department decides to suspend or cancel the ICA arrangement the Business will receive a written notice stating:

(a) the decision; and
(b) the reason for the decision; and
(c) that the Business may provide in writing the reasons why the decision should be reconsidered, to:

Manager, Plant Product Integrity & Standards
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800
12.2 Immediate Suspension

An immediate suspension of the ICA arrangement is normally only issued at an audit where a critical non-conformance is judged to have occurred.

A critical non-conformance is one which has, or will, compromise the effectiveness of the ICA arrangement.

The Auditor, at the exit meeting, will give notice to the Business in writing that a critical non-conformance has been detected and consequently an immediate suspension will apply. However, before this action can be taken by an Auditor, the findings of the audit have to be considered by a senior officer of the Department and authority given by that officer for an immediate suspension of the Business.

Where a decision is made to immediately suspend the Business the Auditor will issue the Business with a Notice of Immediate Suspension of an Interstate Certification Assurance (ICA) Arrangement, which details the reasons for the immediate suspension of the Business.

Immediate suspension requires the Business to immediately cease consigning produce under the ICA arrangement.

The Business may appeal this decision by stating the reasons the Business believes are relevant for the reinstatement of accreditation in writing to:

Manager, Plant Product Integrity & Standards
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800

12.3 Notice of Suspension, Cancellation and Amendment of an ICA Procedure

If the Department suspends, cancels or amends an ICA Procedure, the Business will receive a written notice to that effect.

12.4 Charging Policy

The Business will be charged for all audit and investigation activities. These charges will be based, on the fee-for-service rates that are applied by the Department for other regulatory services.

The Business will also be charged an administration or renewal fee. Further information on costs is available from the Certification Assurance Records Officer on 02 6391 3732.

13. ATTACHMENTS

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 1</td>
<td>Application for Accreditation of a Business for an ICA Arrangement</td>
</tr>
<tr>
<td>Attachment 2</td>
<td>Application for Property Freedom</td>
</tr>
<tr>
<td>Attachment 3</td>
<td>Property Plan – ICA-59</td>
</tr>
<tr>
<td>Attachment 4</td>
<td>Register of Approved Sampling Persons</td>
</tr>
<tr>
<td>Attachment 5</td>
<td>PCN Survey Record</td>
</tr>
<tr>
<td>Attachment 6</td>
<td>Harvest Record</td>
</tr>
<tr>
<td>Attachment 7</td>
<td>Plant Health Assurance Certificate (PHAC)</td>
</tr>
<tr>
<td>Attachment 8</td>
<td>Facility Plan</td>
</tr>
<tr>
<td>Attachment 9</td>
<td>Potato Receival Record</td>
</tr>
</tbody>
</table>
# Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement

Indicate the type of application being made
- [ ] New
- [ ] Renewal
- [ ] Amendment

1. **Business Details**
   - **Type of Ownership of Business**
     - [ ] Individual
     - [ ] Incorporated Company
     - [ ] Other
     - [ ] Partnership
     - [ ] Cooperative Association
   
   (please specify)

   **Name of Applicant/s**
   (Please print your full name including any given names. For partnerships, print the full name of each partner in their normal order. For incorporated companies and cooperatives, print the full registered name of the organisation.)

   Australian Company Number or Australian Registered Body Number
   - [ ] ACN
   - [ ] ARBN

   Companies must provide proof of incorporation by attaching a copy of their Certificate of Incorporation or similar document from the Australian Securities Commission. Cooperative associations must provide a copy of their Certificate of Registration or registration search from the Department of Justice.

   **Trading Name/s of the business** (as shown on packages sent to market)
   - ABN

2. **Operational Procedure and Facility Details**
   - **Postal address of the Business**
     - [ ] Telephone
     - [ ] Facsimile
     - [ ] Mobile

   - [ ] Has the business been registered previously for the interstate movement of produce?
     - [ ] No
     - [ ] Yes

   - [ ] Does the business intend to operate this ICA for more than 6 months of this accreditation year?
     - [ ] Yes
     - [ ] No

   **Lot/DP Numbers**
   - [ ] Yes
   - [ ] No

   If insufficient space attach list

2. **Operational Procedure and Facility Details**
   - **Operational Procedure used in this ICA arrangement**

   **Lot/DP number**

   If yes, give the business' Interstate Produce (IP) Number and facility number

   **Street address of the facility** (Note: a separate ICA application is required for each facility, if more than one)

   **3. Responsible Personnel**

<table>
<thead>
<tr>
<th>Certification Controller</th>
<th>Family Name</th>
<th>Given Names</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back-Up Certification Controller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorised Signatory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Authorised Signatories</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Types of Produce to be Prepared Under the ICA Arrangement

5. Interstate Certification Assurance System Records

What records do you maintain to verify that the business is carrying out its responsibilities and duties under the Operational Procedure nominated in Section 2(a)?

☑ We maintain all our records in accordance with the examples provided in the applicable Operational Procedure (2a).

or ☐ We have developed alternative or additional records to those provided in the applicable Operational Procedure (2a).

List the alternative or additional records you intend to use and attach a copy to this application.

6. Accreditation Conditions

1. For the purpose of this agreement the following definitions shall apply:

   "applicant" means the person, corporation, or other legal entity who is accredited under this agreement.
   "inspector" means an inspector appointed under the Plant Diseases Act 1924.
   "Department" means Department of Primary Industries.
   "Interstate Certificate Assurance System" means the processes, equipment, personnel and resources used to implement the Operational Procedure nominated in Section 2(a).
   "You" means the applicant or one of the persons named in this application.

2. You agree that
   (a) you have read the Operations Procedure for the ICA nominated in Section 2(a) of this form, and agree to comply with all the requirements contained therein;
   (b) to operate the Interstate Certification Assurance system in accordance with the Operational Procedure as nominated in Section 2(a), and maintain the records specified in the Operational Procedure;
   (c) that you will upon request, allow an inspector to enter any premises where produce certified under the agreement is treated or dispatched, or where any produce, equipment, chemicals, documents or records are stored;
   (d) to allow an inspector to inspect or take samples of any relevant item present on the premises;
   (e) to take all steps to assist an inspector in the conduct of audits including allowing the inspector to interview any employee of the applicant(s) in relation to the implementation of the Interstate Certification Assurance system;
   (f) to allow the persons listed in Section 3 of this application to issue certificates on your behalf;
   (g) that the Department may inform the regulatory authority of the importing state of the details of any non-conformities in the operation of the ICA and withdrawal of your accreditation;
   (h) if your accreditation is cancelled or suspended you must, if requested by the Department, return within 14 days, your certificate or accreditation and any unused Plant Health Assurance Certificates in your possession;
   (i) to pay to the Department any costs associated with the conduct of audits by an inspector. The applicant will be notified of these costs at the time of accreditation.

You agree to abide by the accreditation conditions above and understand that the Department may withdraw your accreditation according to the conditions set out in the Sanctions Policy and Charging section of the Operational Procedure, if it reasonably believes that any of the above conditions have been breached.

You agree that all of the information contained in this application is true and correct.

Signature(s) Date(s) Signature(s) Date(s)
☐ Individual ☐ Partner ☐ Company Director ☐ Sole Director & Company Secretary ☐ Partner ☐ Company Director ☐ Company Secretary

☐ Do you currently have a DPI maintained QFF trap on your property? (Tick for Yes)

Note: Where the applicant is a corporation, the application must be signed by two Directors of the company; or a Director and a Company Secretary of the company, or in the case of a proprietary company that has a sole Director who is also the Company Secretary, that Director. Where the applicants are members of a partnership, each of the partners must sign the declaration.

Privacy Notice under Privacy and Personal Information Protection Act 1998

The information provided by your business herewith is being collected by the Department for the purpose of management of the National ICA Accreditation Scheme. It will be used by the Department for accreditation, management and audit of the scheme and may be provided to State and Territory accreditation authorities. You agree the information has been provided voluntarily and is being held on a secure Departmental database. You may correct your information by contacting the ICA Records Management Officer on telephone number (02) 6391 3732 or by writing to ICA Records Management Officer, Department of Primary Industries, Plant Biosecurity Operations, Locked Bag 21, Orange NSW 2890.

Office Use Only

Action
Initial Date Date... Provisional Date Date... Compliance Date ... Active Date... Name... Signature...
Application for additional accreditation to send plant material/produce (specify by name) __________________________________________

BUSINESS / PROPERTY IDENTIFICATION
Interstate Produce Number (if applicable) N ____________________________
Lot/DP Number ____________________________
Facility Location (PRINT) ____________________________________________
Business Name (PRINT) ____________________________________________
Principal Person/Owner (PRINT) ______________________________________
Postal Address (PRINT) ____________________________ Post code _______
Telephone ________________ Facsimile ________________

DEPARTMENTAL ENDORSEMENT – ADDITIONAL CERTIFICATION
Officer’s Name (PRINT): ________________
Signature: ______________________
Designation: NSW DPI Regulatory/Authorised Officer ________________
Location: ______________________
Telephone: ______________________
Facsimile: ______________________
Date: ______________________

Pest Certificate Code Enter code/s in space below
Melon Thrips MTF01, MTF02, MTF04
Potato cyst nematode PCN01, PCN02, PCN03, PCN04, PCN05, PCN06, PCN09
Phylloxera PHY01, PHY02
Soil sterilisation NPM01, NPM02, NPM03, NPM04
Spiralling Whitefly SPW02

This document must be submitted following initial and or annual compliance audit, if associated with an Interstate Certification Assurance (ICA) Arrangement. If this form is not submitted at this time, the business’ accreditation will be delayed or suspended, pending receipt and will not be permitted to issue a Plant Health Assurance Certificate under an ICA.

ONLY AN ORIGINAL FORM WILL BE ACCEPTED
A FAXED COPY IS NOT ACCEPTED
Plant Product Integrity and Standards
EXPLANATION OF CERTIFICATION CODES

All businesses must have their accreditation endorsed by a NSW Department of Primary Industries Regulatory Officer for the following pest (refer to Pest & Title) column below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Pest &amp; Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTF01</td>
<td>Melon Thrips Area Freedom &gt;100 km</td>
<td>Grown and packed on a property more than 100 km from a known infestation of Melon Thrips</td>
</tr>
<tr>
<td>MTF02</td>
<td>Melon Thrips Property Freedom Trapping</td>
<td>Grown and packed on a property monitored for freedom from Melon Thrips</td>
</tr>
<tr>
<td>MTF04</td>
<td>Melon Thrips Approved Treatment</td>
<td>Approved postharvest treatment for Melon Thrips</td>
</tr>
<tr>
<td>NPM01</td>
<td>Nursery Potting Mix</td>
<td>Soilless potting media</td>
</tr>
<tr>
<td>NPM02</td>
<td>Nursery Potting Mix (containing soil)</td>
<td>Steam pasteurisation</td>
</tr>
<tr>
<td>NPM03</td>
<td>Nursery Potting Mix (containing soil)</td>
<td>Methyl bromide fumigation</td>
</tr>
<tr>
<td>NPM04</td>
<td>Nursery Potting Mix (containing soil)</td>
<td>Dazomet treatment</td>
</tr>
<tr>
<td>PCN01</td>
<td>Potato Cyst Nematode – potted plant stock</td>
<td>Plant material grown and packed in a soil-less media</td>
</tr>
<tr>
<td>PCN02</td>
<td>Potato Cyst Nematode – bare rooted material</td>
<td>Plant material washed free of all soil and packed free of potting media</td>
</tr>
<tr>
<td>PCN03</td>
<td>Potato Cyst Nematode – advanced field grown trees</td>
<td>Consignment approval obtained from the importing State or Territory</td>
</tr>
<tr>
<td>PCN04</td>
<td>Potato Cyst Nematode – bulb stock</td>
<td>Bulb stock free of all soil and packed free of potting media</td>
</tr>
<tr>
<td>PCN05</td>
<td>Potato Cyst Nematode – potted plant stock</td>
<td>Plants grown above ground in pots &gt;20 km from a known outbreak of Potato Cyst Nematode</td>
</tr>
<tr>
<td>PCN06</td>
<td>Potato Cyst Nematode &gt;20 km</td>
<td>Grown in an area more 20 km from a known outbreak of Potato Cyst Nematode</td>
</tr>
<tr>
<td>PCN09</td>
<td>Potato Cyst Nematode – Property Freedom</td>
<td>The source property has been soil sampled within the past 12 months and found free from Potato Cyst Nematode</td>
</tr>
<tr>
<td>PHY01</td>
<td>Phylloxera Area Freedom</td>
<td>The tree or plant has been grown &gt;45 m from any grapevine or root thereof; and no phylloxera exists or has existed in a nursery or garden in which the tree or plant has been grown</td>
</tr>
<tr>
<td>PHY02</td>
<td>Phylloxera Area Freedom</td>
<td>Grown in an area free of Phylloxera (Vine protection district of a Phylloxera Exclusion Zone)</td>
</tr>
<tr>
<td>SPW02</td>
<td>Spiralling Whitefly Area Freedom &gt;500 km</td>
<td>Grown and packed on a property &gt;500 km from a known infestation of Spiralling Whitefly</td>
</tr>
</tbody>
</table>

A current Certificate of Accreditation for property accreditation must be maintained by the accredited business and be presented on request to an authorised officer of NSW Department of Primary Industries.

Plant Product Integrity and Standards
Property Plan – ICA-59

<table>
<thead>
<tr>
<th>Business Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Address:</td>
<td></td>
</tr>
</tbody>
</table>

The Property Plan is to include the following:

(a) location of all the blocks on which the host produce is grown or intended to be grown; and
(b) the Block Reference Code or Number used to identify each block; and
(c) the cultivar of potatoes in each block; and
(d) the total land area of each block; and
(e) road access including street name/s; and
(f) internal roadways within the property; and
(g) location and identification of buildings (e.g., house, packing shed, equipment sheds, etc.,); and
(h) whether it is intended to certify host produce harvested from the block under the ICA arrangement.

Note: A Property Plan (overleaf) must be included for each property covered by the Business’ Interstate Certification Assurance arrangement.

Complete the following details for each block shown on the Property Plan:

<table>
<thead>
<tr>
<th>Block Reference Code or No.</th>
<th>Cultivar</th>
<th>Total land Area</th>
<th>For certification Y/N</th>
</tr>
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<tbody>
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</tbody>
</table>

ATTACHMENT 3
## Register of Approved Sampling Persons

<table>
<thead>
<tr>
<th>Accredited Business Name</th>
<th>IP Number:</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of training</td>
<td>Approved Sampling Person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printed Name</td>
<td>Signature</td>
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</tbody>
</table>

ATTACHMENT 4
# PCN Survey Record

<table>
<thead>
<tr>
<th>Business Name</th>
<th>IP Number:</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
<td>Contact Number:</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Property area (Ha)</th>
<th>Growing district</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Block Reference Code</th>
<th>Area of crop (Ha)</th>
<th>Date sampled</th>
<th>Total area sampled for PCN (Ha)</th>
<th>Number of samples collected</th>
<th>Grid (G) or Under harvester (UH)</th>
<th>Variety</th>
<th>Intended market (intrastate, interstate, export)</th>
<th>Approved Sampling Officers Name</th>
<th>Laboratory</th>
<th>Date and result of PCN test</th>
<th>Certification Controller signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
# Harvest Record

<table>
<thead>
<tr>
<th>Business Name</th>
<th>IP Number: N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
<td>Contact Number:</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property area (Ha)</th>
<th>Growing district</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Block Reference Code</th>
<th>Area of crop harvested (Ha)</th>
<th>Variety</th>
<th>Date and result of PCN test</th>
<th>Certification Controller</th>
</tr>
</thead>
<tbody>
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</table>

Certification Controller

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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</table>
**Plant Health Assurance Certificate**

All accreditation details must be completed. Please print clearly and initial any alterations.

### Consignment Details

<table>
<thead>
<tr>
<th>Consignor</th>
<th>Certification Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>IP Number</td>
</tr>
<tr>
<td>Address</td>
<td>Facility Number</td>
</tr>
<tr>
<td></td>
<td>Procedure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consignee</th>
<th>Accredited Business that prepared produce (As IP Number above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Reconsign to:</th>
<th>Grower(s) (If more than one grower – attach list)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
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<tr>
<td>Address</td>
<td>Address</td>
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</tbody>
</table>

For ICA23 each source property must have current Property/Approval.

### Certificate Number

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>Business Specific Information*</th>
<th>Dispatch Date</th>
<th>Arrival Date</th>
<th>PO No.</th>
</tr>
</thead>
</table>

* 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.

### Certification Details

<table>
<thead>
<tr>
<th>IP Number</th>
<th>Facility Number</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>N</td>
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</table>

### Consignment Details

<table>
<thead>
<tr>
<th>Consignor</th>
<th>IP Number</th>
<th>Facility Number</th>
<th>Procedure</th>
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<tbody>
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<td>Name</td>
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<table>
<thead>
<tr>
<th>Consignee</th>
<th>Name</th>
<th>Address</th>
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<tbody>
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<td>Name</td>
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<table>
<thead>
<tr>
<th>Reconsign to:</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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### Treatment Details

<table>
<thead>
<tr>
<th>Number of Packages</th>
<th>Type of Packages (e.g. trays, cartons)</th>
<th>Type of Produce</th>
<th>Brand Name or identifying marks (As marked on packages)</th>
<th>Date Code (As marked on packages)</th>
<th>Authorisation for reconsignment</th>
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<table>
<thead>
<tr>
<th>Treatment Details</th>
<th>Treatment Date</th>
<th>Treatment Chemical (Active Ingredient), Concentration, Duration, Temperature</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Additional Certification</th>
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(Apply ICA Stamp here)

### Declaration

I, an Authorised Signatory of the accredited business that prepared the plants or plant produce described above, hereby declare that the plants or plant produce have been prepared in the business’s approved facilities in accordance with the business’s Interstate Certification Assurance arrangement and that the details shown above are true and correct in every particular.

<table>
<thead>
<tr>
<th>Authorised Signatory’s Name (Please print)</th>
<th>Signature</th>
<th>Date</th>
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**ATTACHMENT 7**
Facility Plan – ICA-59

Business Name:

Property Address:

The facility plan is to include the following:

(a) the location and identification of buildings and facilities including loading docks; and
(b) host product receival areas; and
(c) segregated storage areas; and
(d) produce grader; and
(e) sorting / packing lines; and
(f) a designated sample preparation area; and
(g) for each location identified on the plan, the name of the location or location code used to identify the location; and
(h) road access including street names; and
(i) internal roadways.

NOTE: A Facility Plan (overleaf) must be included for each property covered by the Business’ Certification Assurance arrangement.

<table>
<thead>
<tr>
<th>Reference Code or No. on Plan</th>
<th>Location name (e.g., Produce grader)</th>
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Complete the following details for each location shown on the Facility Plan:
# Potato Receival Record

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>N</th>
<th>Record No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHAC Number</strong></td>
<td><strong>Harvest Record Y/N</strong></td>
<td><strong>Date of Receipt</strong></td>
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