

TRANSFER OF GRAPE MUST AND FRESH JUICE FROM A PHYLLOXERA INFESTED ZONE OR A PHYLLOXERA RISK ZONE FOR WINEMAKING IN A PHYLLOXERA EXCLUSION ZONE

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Businesses accredited for this Operational Procedure will be forwarded a copy of any reissues or revisions on release.

Authorised:



ICA Project Leader

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1. PURPOSE

The purpose of this procedure is to describe -

- (a) the principles of operation and standards required; and
- (b) the responsibilities and practices of personnel;

that apply to the certification of grape must and fresh juice moving from a Phylloxera Infested Zone (PIZ) or Phylloxera Risk Zone (PRZ) to a Phylloxera Exclusion Zone (PEZ) under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This procedure covers all certification of grape must and fresh juice moving from a PIZ or PRZ to a PEZ from businesses operating under an ICA arrangement in Queensland.

The state of Queensland is classified as a PRZ.

Certification under this Operational Procedure may not be an accepted quarantine entry condition for entry of grape must and fresh juice to all interstate markets.

Some interstate markets may require additional certification for pests and diseases other than phylloxera 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 ICA Supervisor for your district.

3. REFERENCES

NPMP *National Phylloxera Management Protocol*
National Vine Health Steering Committee (June 2002)

4. DEFINITIONS

accredit means to accredit persons to issue Assurance Certificates under section 21 of the *Plant Protection Act 1989*.

Application for Accreditation means an *Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement* [FDU 385].

Assurance Certificate means a *Product Movement Declaration for Product Processed and Transported from a PIZ or PRZ for Winemaking in a PEZ*.

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Authorised Signatory	means an officer of an ICA accredited business whose name and specimen signature is provided as an authorised signatory with the business' Application for Accreditation.
business	means the legal entity responsible for the operation of the facility and ICA arrangement detailed in the business' Application for Accreditation.
Certification Assurance	means a voluntary arrangement between the Department of Primary Industries and a business that demonstrates effective in-house quality management and provides assurance through documented procedures and records that produce meets specified requirements.
certified/certification	means covered by a valid <i>Product Movement Declaration for Product Processed and Transported from a PIZ or PRZ for Winemaking in a PEZ.</i>
Crusher	means the accredited business that operates the grape crushing and pressing facility that supplies must and fresh juice to a Winery for further processing.
facility	means the location of the operations covered by the ICA arrangement.
fresh juice	means the liquid fraction (unfiltered juice) from must, excluding skins, seeds and other large solids but which may contain some suspended solids.
ICA	means Interstate Certification Assurance.
Interstate Certification Assurance	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.
marc	means the solids residue from pressing must or wine fermented on skins and containing skins, seeds and possibly stems.
must	means the total product of crushing grape berries and includes juice, skins, seeds, pulp and possibly some stems and leaves.
nonconformance	means a nonfulfilment of a specified requirement.
PEZ	means a Phylloxera Exclusion Zone.
Phylloxera Exclusion Zone	means a defined area recognised by the National Vine Health Steering Committee to be free of phylloxera.
Phylloxera Infested Zone	means a defined area recognised by the National Vine Health Steering Committee as containing one or more infested vineyards.

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Phylloxera Risk Zone	means all areas not otherwise defined as a PIZ or PEZ.
PIZ	means a Phylloxera Infested Zone.
Product Movement Declaration	means a <i>Product Movement Declaration for Product Processed and Transported from a PIZ or PRZ for Winemaking in a PEZ.</i>
PRZ	means a Phylloxera Risk Zone.
tanker	means the truck or prime mover and the tank or other bulk container used to carry must or fresh juice.
Transport Company	means the accredited business carrying certified must or fresh juice from a Crusher in a PRZ or PIZ to a Winery in a PEZ.
Winery	means the accredited business in a PEZ receiving must or fresh juice from a PRZ or PIZ for secondary processing (winemaking).

5. RESPONSIBILITY

These position titles have been used to reflect the responsibilities of staff under the ICA arrangement. These positions may not be present in all businesses, or different titles may be used for staff who carry out these responsibilities. In some businesses one person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for -

- representing the business during audits and other matters relevant to ICA accreditation;

PART A (covering the crushing facility and operations)

- ensuring the business and its staff comply with their responsibilities and duties under Part A of this Operational Procedure;
- ensuring the business has current accreditation for an ICA arrangement under Part A of this Operational Procedure (refer [7.1.3](#));
- ensuring the crushing facility conforms to requirements specified in Part A of this Operational Procedure (refer [7.2](#));
- maintaining a crushing facility plan for the facility in which grapes are processed and loaded for certification under this Operational Procedure (refer [7.3](#));
- training staff in their duties and responsibilities under this Operational Procedure (refer [7.4](#));
- maintaining a Staff Training Register detailing the training provided to staff relevant to the operation of the ICA arrangement (refer [7.4](#));
- ensuring ICA system records and documentation are maintained in accordance with the requirements specified in Part A of this Operational Procedure (refer [7.6](#) and [7.7](#));

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PART B (covering the transport operations)

- ensuring the business and its staff comply with their responsibilities and duties under Part B of this Operational Procedure;
- ensuring the business has current accreditation for an ICA arrangement under Part B of this Operational Procedure (refer [7.1.3](#));
- ensuring tankers used in the transport of certified must or fresh juice conforms to the requirements specified in Part B of this Operational Procedure (refer [7.8](#));
- maintaining a Transport Company Tanker Register detailing trucks and tankers approved for transporting certified must or fresh juice from the crushing facility to the receiving Winery (refer [7.8.1](#));
- maintaining details of approved transport routes for transporting certified must or fresh juice from the crushing facility to the receiving Winery (refer [7.8.2](#));
- training staff in their duties and responsibilities under this Operational Procedure (refer [7.9](#));
- maintaining a Staff Training Register detailing the training provided to staff relevant to the operation of the ICA arrangement (refer [7.9](#));
- approving an alternative transport route where tankers are unable to use approved transport routes (refer [7.10.4](#));
- ensuring ICA system records and documentation are maintained in accordance with the requirements specified in Part B of this Operational Procedure (refer [7.11](#) and [7.12](#));

PART C (covering the Winery facilities and operations)

- ensuring the business and its staff comply with their responsibilities and duties under Part C of this Operational Procedure;
- ensuring the business has current accreditation for an ICA arrangement under Part C of this Operational Procedure (refer [7.1.3](#));
- ensuring the Winery facility conforms to requirements specified in Part C of this Operational Procedure (refer [7.13](#));
- maintaining a Winery facility plan for the facility in which certified must or fresh juice is received and processed under this Operational Procedure (refer [7.14](#));
- preparing and maintaining a Winery Operations Manual covering all aspects of the ICA system including the crushing, transport, receipt and secondary processing of must and fresh juice from a PRZ or PIZ (refer [7.15](#));
- training staff in their duties and responsibilities under this Operational Procedure (refer [7.16](#));
- maintaining a Staff Training Register detailing the training provided to staff relevant to the operation of the ICA arrangement (refer [7.16](#));
- ensuring certified must and fresh juice received from a PRZ or PIZ is processed as required within specified timeframes (refer [7.17](#));
- ensuring ICA system records and documentation are maintained in accordance with the requirements specified in Part B of this Operational Procedure (refer [7.18](#) and [7.19](#)).

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Authorised Signatories for the Crusher are responsible for -

- inspecting tankers prior to certification and dispatch to ensure they are thoroughly clean and free from soil and plant residues and all valves, hatches and other openings are effectively sealed (refer [7.5.2](#));
- completing the 'Crusher' section of a Product Movement Declaration for each tanker load of must or fresh juice consigned to a PEZ (refer [7.5.3](#)).

Authorised Signatories (Tanker Drivers) for the Transport Company are responsible for -

- ensuring only approved tankers are used for transporting certified must or fresh juice from a PIZ or PRZ to a PEZ (refer [7.8.1](#))
- ensuring tankers are thoroughly cleaned inside and out prior to loading (refer [7.10.2](#));
- checking tankers are free from soil and plant residues and valves, hatches and other openings are effectively sealed prior to inspection by an Authorised Signatory of the Crusher (refer [7.10.2](#));
- ensuring the original and duplicate copies of a completed Product Movement Declaration are obtained prior to departure from the crushing facility (refer [7.10.3](#));
- following the approved transport route from the crushing facility to the receiving Winery, or obtaining approval from the Transport Company's Certification Controller of an alternative route if it is not possible to follow the approved transport route and detailing the variation on the Product Movement Declaration (refer [7.10.4](#));
- completing the 'Carrier' section of the Product Movement Declaration on arrival at the receiving Winery, supplying the original copy to the Winery and returning the duplicate copy to the Transport Company's Certification Controller (Transport Coordinator) for filing (refer [7.10.4](#));
- ensuring specified procedures are followed in the event of spillage of certified must or fresh juice en route from the crushing facility to the receiving Winery (refer [7.10.5](#));
- ensuring tankers are cleaned and disinfested prior to leaving the Winery or are hosed down and moved to an accredited facility for cleaning and disinfestation following unloading of certified must or fresh juice at the Winery (refer [7.10.6](#)).

Authorised Signatories for the Winery are responsible for -

- inspecting tankers carrying certified must or fresh juice on arrival for cleanliness and adequate sealing of the tanks (refer [7.17.1](#));
- checking Product Movement Declarations prior to unloading to ensure they are complete and all required procedures have been followed (refer [7.17.1](#));
- completing the 'Winery' section of the Product Movement Declaration following unloading and processing of certified must or fresh juice (refer [7.17.2](#));
- ensuring specified procedures are followed in the event of spillage of certified must or fresh juice at the Winery (refer [7.17.3](#)).

6. REQUIREMENT

Must or fresh juice certified under this Operational Procedure must meet the following requirements:

1. Sourced from a Crusher accredited under Part A of this Operational Procedure.
2. Transported by a Transport Company accredited under Part B of this Operational Procedure.
3. Received and processed by a Winery accredited under Part C of this Operational Procedure.

The Department of Primary Industries and interstate quarantine authorities maintain the right to inspect certified produce at any time and to refuse to accept a certificate where produce is found not to conform to specified requirements.

7. PROCEDURE

7.1 Accreditation

7.1.1 Application for Accreditation

A business seeking accreditation for an ICA arrangement under this Operational Procedure shall make application for accreditation (refer [Attachment 1](#)) at least 10 working days prior to the intended date of commencement of certification of produce.

The application shall indicate whether the business is applying for accreditation as a Crusher (Part A), a Transport Company (Part B) or a Winery (Part C).

Businesses applying for accreditation under Part A (Crusher) shall include with the application a completed Crushing Facility Plan (refer [Attachment 3](#)).

Businesses applying for accreditation under Part B (Transport Company) shall include with the application a completed Transport Company Tanker Register (refer [Attachment 4](#)) and details of approved transport routes.

Businesses applying for accreditation under Part C (Winery) shall include with the application a completed Winery Facility Plan (refer [Attachment 5](#))

7.1.2 Audit Process

Initial Audit

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

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On completion of a successful initial audit, applicants will be granted provisional accreditation and posted a Certificate of Accreditation (refer [7.1.3 Certificate of Accreditation](#)).

Compliance Audits

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

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

A compliance audit is conducted within four weeks of the initial audit and accreditation of the business.

On completion of a successful compliance audit, annual accreditation is granted to cover the current season, up to a maximum of twelve months from the date of provisional accreditation, and a new Certificate of Accreditation issued (refer [7.1.3 Certificate of 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 examine certified produce, ICA system records or ICA system documentation.

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

Re-Accreditation

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

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

7.1.3 Certificate of Accreditation

An accredited business will receive a *Certificate of Accreditation for an Interstate Certification Assurance Arrangement* detailing the scope of the arrangement including –

- the facility location;
- the Operational Procedure covered;
- the type of produce covered;
- other restrictions on the accreditation; and
- the period of accreditation.

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

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

PART A - Covers the Crusher responsibilities and crushing facility and operations.

7.2 Crushing Facility Specifications

The Crusher's crushing facility shall provide:

- (a) A dedicated tanker cleaning and inspection area.

The tanker cleaning and inspection area must have a hard stand (sealed) surface for cleaning, wash-down and inspection of tankers carrying certified must and fresh juice. The area must have adequate drainage for the collection and removal of wash water from the area.

- (b) A dedicated tanker loading area.

The loading area must have a hard stand (sealed) surface and be separated from the grape receipt and processing areas.

A multi-purpose cleaning, inspection and loading area is acceptable.

Roadways for tankers should be sealed or at least properly formed with a hard surface with adequate drainage and separated from roadways adjacent to vineyards and other roadways used for carrying grapes from vineyards to the crushing facility.

Appropriate signage and notices shall be displayed to ensure proper use of designated areas, applicable speed limits, restricted area access etc.

7.3 Crushing Facility Plan

The Crusher's Certification Controller shall maintain a plan of the crushing facility.

The crushing facility plan shall include the following -

- (a) the location and identification of buildings and other permanent structures at the facility;
- (b) product flow lines from the receipt of grapes into the facility to the exit of product in the tanker;
- (c) the tanker cleaning and inspection area;
- (d) the tanker loading area;
- (e) internal roadways within the facility including a clearly designated route for tankers carrying certified must and fresh juice within the facility.

A copy of the crushing facility plan shall be included with the business' Application for Accreditation (refer [7.1.1 Application for Accreditation](#)). A copy of the crushing facility plan must also be forwarded to the receiving Winery for inclusion in the Winery's Operations Manual (refer [7.15 Winery Operations Manual](#)).

A blank Crushing Facility Plan is included as [Attachment 3](#) and should be copied for completion and inclusion with the business's Application for Accreditation.

7.4 Crushing Facility Staff Training

The Crusher's Certification Controller shall ensure staff are trained in their roles and responsibilities under the ICA arrangement and the process controls outlined in [7.5 Crushing Facility Process Control](#).

The Crusher's Certification Controller shall maintain a Staff Training Register detailing the training provided to staff relevant to the operation of the ICA arrangement.

7.5 Crushing Facility Process Control

7.5.1 Grape Processing

Grapes grown in a PIZ or PRZ must be transferred directly to the crushing facility.

Grapes must be processed as follows –

- (a) where it is intended to transfer and certify whole must (eg from red/black grapes destined for red wine), the grapes must be de-stemmed and crushed; or
- (b) where it is intended to transfer and certify fresh juice, grapes may be crushed with or without de-stemming.

Records shall be maintained of the origin of grapes and their processing for all product certified under this Operational Procedure.

7.5.2 Loading and Dispatch

Must and/or fresh juice must only be loaded into transport tankers in the designated tanker loading area.

The tanker must be inspected for freedom from soil and plant residues by an Authorised Signatory of the Crusher prior to dispatch. Any residues found on inspection must be removed to the satisfaction of the Authorised Signatory prior to issuance of certification (refer [7.5.3 Certification and Dispatch](#)).

The Authorised Signatory must also ensure that all valves, hatches and other openings in the tanker are effectively sealed prior to certification.

7.5.3 Certification and Dispatch

An Authorised Signatory of the Crusher must certify each tanker load of product that leaves the crushing facility for a PEZ using a *Product Movement Declaration for Product Processed and Transported from a PIZ or PRZ for Winemaking in a PEZ* (Product Movement Declaration) (refer [Attachment 2](#)). The Product Movement Declaration must include a description of the product, either must or fresh juice, and the quantity covered by the tanker load.

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The original copy (Winery copy) and duplicate copy (Transport Company copy) must be given to the tanker driver to accompany the consignment and the triplicate copy (Crusher copy) filed by the Crusher with records on the origin of the grapes, their processing, loading and dispatch (refer [7.6 ICA System Records](#)).

7.6 ICA System Records

The Crusher business shall maintain the following records -

- (a) Crushing Facility Plan (refer [7.3](#));
- (b) Staff Training Register (refer [7.4](#));
- (c) grape processing records (refer [7.5.1](#));
- (d) the triplicate copy of each *Product Movement Declaration for Product Processed and Transported from a PIZ or PRZ for Winemaking in a PEZ* issued by the business (refer [7.5.3](#)).

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.

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

7.7 ICA System Documentation

The Crusher business shall maintain the following documentation -

- (a) a current copy of the receiving Winery's Operations Manual (refer [7.15](#));
- (b) a copy of the business' current Application for Accreditation (refer [Attachment 1](#));
- (c) a current copy of this Operational Procedure;
- (d) a current *Certificate of Accreditation for an Interstate Certification Assurance (ICA) Arrangement*.

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

PART B - Covers the Transport Company responsibilities and transport operations.

7.8 Transport Company Specifications

The Transport Company's tankers used for carrying certified must or fresh juice must be –

- (a) in good condition, thoroughly clean and readily cleanable inside and out;
- (b) able to be sealed effectively to prevent leakage or spillage of must or fresh juice;
- (c) possess valves that enable the tanker to drain dry after emptying and cleaning.

Warning labels or stickers should be used on the tankers outlet valves indicating the product originated in a PIZ or PRZ and is potentially infested with phylloxera.

Trucks must be equipped with an effective means of mobile communication such as a CB radio or mobile phone.

7.8.1 Tanker Register

The Transport Company's Certification Controller (Transport Coordinator) shall maintain a Transport Company Tanker Register (refer [Attachment 4](#)) detailing the trucks and tankers that meet the specifications outlined above and which are approved for transporting certified must and fresh juice from the crushing facility to the receiving Winery. A copy of the Transport Company Tanker Register shall be submitted with the Transport Company's Application for Accreditation (refer [7.1.1 Application for Accreditation](#)).

7.8.2 Approved Transport Route

The Transport Company's Certification Controller (Transport Coordinator) shall establish and maintain an approved route for transport of must and fresh juice from the crushing facility to the receiving Winery. A copy of the approved transport route shall be submitted with the Transport Company's Application for Accreditation (refer [7.1.1 Application for Accreditation](#)).

A copy of the approved transport route shall be supplied to the receiving Winery for inclusion in the Winery's Operations Manual (refer [7.15 Winery Operations Manual](#)).

7.9 Transport Company Staff Training

The Transport Company's Certification Controller (Transport Coordinator) shall ensure Tanker Drivers are trained in their roles and responsibilities under the ICA arrangement and the process controls outlined in [7.10 Transport Company Process Control](#).

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The Transport Operator's Certification Controller (Transport Coordinator) shall maintain a Staff Training Register detailing the training provided to staff relevant to the operation of the ICA arrangement.

Only trained and authorised Tanker Drivers shall transport certified must or fresh juice under the ICA arrangement. Authorised Tanker Drivers shall be listed as Authorised Signatories on the Transport Company's Application for Accreditation (refer [7.1.1 Application for Accreditation](#)).

7.10 Transport Company Process Control

7.10.1 Movement Within the Crushing Facility

Tankers entering the crushing facility must travel by the specified route observing a 15 km/h speed limit unless otherwise specified.

Tankers must proceed directly to the dedicated cleaning and inspection area when entering the crushing facility.

Transport Drivers must not enter vineyards or grape processing areas.

7.10.2 Cleaning and Inspection

On arrival, tankers must be thoroughly cleaned inside and out using high-pressure water and/or steam. Special attention shall be given to ensure that the undersides of the vehicle, suspension, mudguards and other areas are free from soil and plant residues.

After cleaning, the Transport Driver must thoroughly inspect the tanker for cleanliness prior to filling.

7.10.3 Loading and Dispatch

During filling, any must or fresh juice spillage or overflow is to be washed off the tanker to the waste disposal system.

Tankers Drivers must check all hatches and valves are sealed prior to inspection by the Authorised Signatory of the crushing facility (refer [7.5.2 Loading and Dispatch](#)).

Prior to leaving the crushing facility, the Tanker Driver shall obtain the original and duplicate copy of a completed Product Movement Declaration (refer [Attachment 2](#)) from the Crusher.

7.10.4 Transport and Delivery

The Tanker Driver must follow the approved transport route from the crushing facility to the receiving Winery (refer [7.8.2 Approved Transport Route](#)).

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Where it is not possible to follow the approved route (eg because of flooding, roadworks etc) the Transport Company's Certification Controller (Transport Coordinator) shall approve an alternative route. The alternative route must be as direct as possible, confined to hard surfaced roads (preferably sealed), and must not include entry to vineyards or their immediate surrounds.

The reasons for any variation from the approved route shall be recorded in the 'Transport' section of the Product Movement Declaration (refer [Attachment 2](#)) covering the load.

The Tanker Driver must use the specified roadways when entering the receiving Winery and proceed directly to the Winery's dedicated unloading area.

On arrival, the Tanker Driver must complete the 'Carrier' section of the Product Movement Declaration (refer [Attachment 2](#)).

The completed Winery (original) copy must be provided to the Certification Controller or other authorised person for the Winery prior to unloading and the Transport Company (duplicate) copy retained and returned to the Transport Company's Certification Controller (Transport Coordinator) for filing (refer [7.11 ICA System Records](#)).

7.10.5 Control of Accidental Spillage En Route

In the event of an accident and spillage en route:

1. The Contact Officer of the Department of Agriculture/Primary Industries in the state or territory in which the spill occurred must be notified immediately. A list of Contact Officers is shown in [Attachment 6](#).
2. The Tanker Driver must comply with the following procedures:
 - (a) In a PIZ –
 - (i) wash spilled material (liquid and solid) from the roadway. Restrict access by passing traffic and people to avoid cross contamination.
 - (b) In a PEZ or PRZ remote* from any vine –
 - (i) as above.
 - (c) In a PEZ or PRZ close to and likely to contact vines if not controlled –
 - (i) restrict access by passing traffic and people;
 - (ii) if a minor spill, ie less than 100 litres:
 - wash material from road way
 - attempt to contain spill with sand, block drainage toward vines;

* 'Remote' means in excess of 300m. However topography and drainage patterns must be considered. A vineyard on higher ground than the spill may be considered remote if within 300m while vines down hill in the drainage path may at risk at distances greater than 300m.

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- (iii) if a major spill, ie greater than 100 litres:
- attempt to contain the spill by blocking drainage toward vines
 - absorb spilled material with sand
 - remove contaminated sand to a dry disposal site at least 500m from any vines
 - spray the cleared area with an appropriate insecticide.

7.10.6 Washing Down Tankers After Unloading

Tankers must be cleaned inside and out with high-pressure hoses and disinfested with hot water or steam before they leave the Winery.

Alternatively, approval may be given for tankers to be taken off-site to an accredited site for cleaning and disinfestation instead of cleaning at the Winery. Applications for approval of off-winery disinfestation facilities must be submitted to the ICA Authority in the state where the Winery is located.

Where tankers are to be cleaned and disinfested off-site, Tanker Drivers must ensure tankers are thoroughly hosed down, with particular attention given to surfaces on and below the tank, prior to leaving the Winery.

7.11 ICA System Records

The Transport Company shall maintain the following records -

- (a) Staff Training Register (refer [7.9](#));
- (b) Tanker Register (refer [7.8.1](#));
- (c) Approved Transport Route/s (refer [7.10.4](#));
- (d) the duplicate copy of each *Product Movement Declaration for Product Processed and Transported from a PIZ or PRZ for Winemaking in a PEZ* issued by the business (refer [7.10.5](#)).

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.

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

7.12 ICA System Documentation

The Transport Company shall maintain the following documentation -

- (e) a current copy of the receiving Winery's Operations Manual (refer [7.15](#));
- (f) a copy of the business' current Application for Accreditation (refer [Attachment 1](#));
- (g) a current copy of this Operational Procedure;
- (h) a current *Certificate of Accreditation for an Interstate Certification Assurance (ICA) Arrangement*.

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

PART C - Covers the Winery responsibility and winery facility and operations

7.13 Winery Facility Specifications

The Winery's facility must provide a dedicated unloading area for certified must and fresh juice. The unloading area must:

- (a) be separated from traffic to and from vineyards (eg the route for trucks delivering grapes to the Winery);
- (b) have a sealed, hard surface with wash down cleaning facilities; and
- (c) have drainage to a defined area with no risk of wastewater or spillage running into vineyards.

The Winery must have adequate security for storage vessels used for storing certified must and fresh juice received from a PRZ or PIZ to prevent accidental or malicious spillage. Appropriate signage should be used to indicate designated areas and roadways and controlled no-entry areas.

All waste (both solid and liquid) from must or fresh juice received from a PIZ or PRZ must be controlled. Waste treatment systems, including wastewater, must promote containment of waste and prevent cross-contamination of vines.

Wastewater systems must comply with Environmental Protection Authority (EPA) installation and operational guidelines for prevention of accidental spillage. A retention time for wastewater of 72 hours is required. Systems will be assessed on an individual basis by the accrediting ICA Authority and may include examination of underground delivery of wastewater if required.

Waste material, other than wastewater, must be stored in an area at least 500m from any vines and remote from traffic routes to and from vineyards, or an equivalent secure system. Engineered systems with design and operational measures to retain solids would allow for dispensation from these distance specifications.

7.14 Winery Facility Plan

The Winery's Certification Controller shall maintain a plan of the winery facility.

The winery facility plan shall include the following -

- (a) the location and identification of buildings and other permanent structures at the facility;
- (b) the tanker unloading area;
- (c) product flow lines from the receipt of must and fresh juice into the facility to processing of the product;
- (d) waste treatment facilities including, if applicable, the solids disposal area;
- (e) internal roadways within the facility including a clearly designated route for tankers carrying certified must and fresh juice within the facility.

**TRANSFER OF GRAPE MUST AND FRESH JUICE FROM A PHYLLOXERA INFESTED ZONE
OR A PHYLLOXERA RISK ZONE FOR WINEMAKING IN A PHYLLOXERA EXCLUSION ZONE**

A copy of the winery facility plan shall be included with the business's Application for Accreditation (refer [7.1.1 Application for Accreditation](#)). A copy of the winery facility plan must be included in the Winery's Operations Manual (refer [7.15 Winery Operations Manual](#)).

A blank Winery Facility Plan is included as [Attachment 5](#) and should be copied for completion and inclusion with the business's Application for Accreditation.

7.15 Winery Operations Manual

The Winery's Certification Controller shall prepare and maintain an Operations Manual covering all aspects of the ICA system including the crushing, transport, receipt and secondary processing of must and fresh juice from a PRZ or PIZ. The Winery Operations Manual shall comprise as a minimum:

- (a) a current copy of this Operational Procedure;
- (b) copies of the current Crushing Facility Plan for each crushing facility supplying must and fresh juice from a PRZ or PIZ (refer [Attachment 3](#));
- (c) copies of the current Tanker Register for each Transport Company carrying must and fresh juice from a PRZ or PIZ (refer [Attachment 4](#));
- (d) copies of Approved Transport Routes for each Transport Company and crushing facility supplying must and fresh juice from a PRZ or PIZ;
- (e) a copy of the Winery's current Winery Facility Plan (refer [Attachment 5](#));
- (f) details of the current contact officers for each state's Department of Agriculture/Primary Industries (refer [Attachment 6](#)).

Copies of the Winery's Operations Manual must be supplied and maintained for each accredited Crusher and Transport Company involved in the supply of certified must and fresh juice from a PRZ or PIZ.

7.16 Winery Staff Training

The Winery's Certification Controller shall ensure Winery staff are trained in their roles and responsibilities under the ICA arrangement and the process controls outlined in [7.15 Winery Process Control](#).

The Winery's Certification Controller shall maintain a Staff Training Register detailing the training provided to staff relevant to the operation of the ICA arrangement.

7.17 Winery Process Control

7.17.1 Receiving of Must and Fresh Juice from a PIZ or PRZ

Tankers entering the Winery must travel via the specified roadways direct to the dedicated unloading area observing a 15 km/h speed limit unless otherwise specified.

**TRANSFER OF GRAPE MUST AND FRESH JUICE FROM A PHYLLOXERA INFESTED ZONE
OR A PHYLLOXERA RISK ZONE FOR WINEMAKING IN A PHYLLOXERA EXCLUSION ZONE**

Tankers are to be inspected by an Authorised Signatory immediately upon arrival for cleanliness (especially plant residues and soil) and adequate sealing of the tanks.

Prior to commencing unloading, the Tanker Driver must complete the 'Carrier' section of the Product Movement Declaration (refer [Attachment 2](#)) and provide the original copy to the Winery's Certification Controller or other Authorised Signatory at the Winery.

The Product Movement Declaration must be checked by the Authorised Signatory to ensure it is complete and all required procedures have been followed prior to unloading.

Any spillage during unloading is to be washed down into the Winery's waste disposal system.

7.17.2 Processing Must or Fresh Juice from a PIZ or PRZ

Must and fresh juice must be pumped to a closed fermentation vessel or heat concentrator after unloading.

Must from a PIZ or PRZ must not be separated into juice and pre-fermentation marc at the receiving Winery.

Fermentation of must or fresh juice must be initiated within 4 hours of unloading.

Must shall be fermented:

- (a) for at least 4 days before separation of new wine from marc; or
- (b) for at least 2 days before separation of new wine and marc, in which case the partially fermented marc must be kept separate from other marc and the press emptied and cleaned before further use.

The separated marc must be fermented to dryness before removal either:

- (a) for further processing by steam extraction or distilling; or
- (b) composting in a site at least 500m from any vine.

The 'Receiving Winery' section of the Product Movement Declaration is to be completed by an Authorised Signatory of the Winery following unloading and processing of certified must or fresh juice.

Records of the origin of all must and fresh juice received from a PIZ or PRZ, their processing details and the disposal of marc must be retained and filed with the completed original Product Movement Declaration covering each load of certified product (refer [7.18 ICA System Records](#)).

7.17.3 Control of Accidental Spillage at the Winery

In the event of an accident and spillage at the Winery:

1. The Contact Officer of the Department of Agriculture/Primary Industries in the state or territory in which the spill occurred must be notified immediately. A list of Contact Officers is shown in [Attachment 6](#).
2. The Winery must comply with the following procedures:
 - (a) In a situation remote* from any vine –
 - (i) wash spilled material (liquid and solid) from the roadway. Restrict access by passing traffic and people to avoid cross contamination.
 - (b) In the Winery close to and likely to contact vines if not controlled –
 - (i) restrict access by passing traffic and people;
 - (ii) if a minor spill, ie less than 100 litres:
 - wash material from road way
 - attempt to contain spill with sand, block drainage toward vines;
 - (iii) if a major spill, ie greater than 100 litres:
 - attempt to contain the spill by blocking drainage toward vines
 - absorb spilled material with sand
 - remove contaminated sand to a dry disposal site at least 500m from any vines
 - spray the cleared area with an appropriate insecticide.
 - (c) In the Winery adjacent to or actually in a vineyard:
 - (i) as for (b) above;
 - (ii) ICA Authority to quarantine the vineyard and test for the presence of phylloxera.

7.18 ICA System Records

The Winery shall maintain the following records -

- (a) Staff Training Register (refer [7.16](#));
- (b) the original copy of each *Product Movement Declaration for Product Processed and Transported from a PIZ or PRZ for Winemaking in a PEZ* received by the business (refer [7.17.1](#));
- (c) processing and disposition records for all must and fresh juice received from a PIZ or PRZ (refer [7.17.2](#)).

* 'Remote' means in excess of 300m. However topography and drainage patterns must be considered. A vineyard on higher ground than the spill may be considered remote if within 300m while vines down hill in the drainage path may at risk at distances greater than 300m.

TRANSFER OF GRAPE MUST AND FRESH JUICE FROM A PHYLLOXERA INFESTED ZONE OR A PHYLLOXERA RISK ZONE FOR WINEMAKING IN A PHYLLOXERA EXCLUSION ZONE

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.

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

7.19 ICA System Documentation

The Winery shall maintain the following documentation -

- (i) a current copy of the receiving Winery's Operations Manual (refer [7.15](#));
- (j) a copy of the business' current Application for Accreditation (refer [Attachment 1](#));
- (k) a current copy of this Operational Procedure;
- (l) a current *Certificate of Accreditation for an Interstate Certification Assurance (ICA) Arrangement*.

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

8. ATTACHMENTS

Attachment 1	<i>Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement</i>	FDU 385 (FRONT PAGE ONLY)
Attachment 2	<i>Product Movement Declaration for Product Processed and Transported from a PIZ or PRZ for Winemaking in a PEZ</i>	(BLANK)
Attachment 3	<i>Crushing Facility Plan</i>	(BLANK)
Attachment 4	<i>Transport Company Tanker Register</i>	(BLANK)
Attachment 5	<i>Winery Facility Plan</i>	(BLANK)
Attachment 6	Contact Officers for State Department of Agriculture/Primary Industries	

Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement

Indicate the type of application being made

New Renewal Amendment

Tick each box that describes your business and the type of application and provide specific details where required. Only one ICA arrangement, that is one Operational Procedure at one facility, may be covered in one application.

1. Business Details

(a) Type of Ownership of Business

Individual Incorporated Company Other
 Partnership Cooperative Association

(please specify)

(b) Name of Applicant/s *(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 a registration search from the Department of Justice.

(c) Trading Name/s of the business *(include any business or brand names used by the business on packages of certified produce)*

(d) Postal address of the business

Telephone ()

Facsimile ()

Mobile

(e) Has the business been registered previously in Q'ld for the interstate movement of produce?

No Yes

If yes, give the business's Interstate Produce (IP) Number

Q

2. Operational Procedure and Facility Details

(a) Operational Procedure used in this ICA arrangement *(refer to list of Operational Procedures)*

Reference No.

ICA

If the Operational Procedure is documented in two parts, indicate the part or parts for which you are seeking accreditation.

Part A Part B Parts A & B

Title of Operational Procedure *(print the full title of the Operational Procedure)*

(b) Street address of the facility

Telephone ()

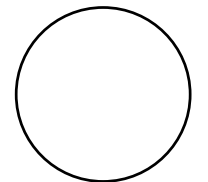
Facsimile ()

Mobile

3. Authorised Signatories (for Assurance Certificates)

	Family Name	Given Name/s	Specimen Signature
Certification Controller			
Back-Up Certification Controller			
Additional Authorised Signatories			

CRUSHING FACILITY PLAN



INDICATE NORTH

CRUSHING FACILITY SPECIFICATIONS

Crushers in a PIZ or PRZ must meet the following specifications:

- A dedicated tanker cleaning and inspection area. The tanker cleaning and inspection area must have a hard stand (sealed) surface for cleaning, wash-down and inspection of tankers carrying certified must and fresh juice. The area must have adequate drainage for the collection and removal of wash water from the area.
- A dedicated tanker loading area. The loading area must have a hard stand (sealed) surface and be separated from the grape receipt and processing areas. A multi-purpose cleaning, inspection and loading area is acceptable.
- Roadways for tankers should be sealed or at least properly formed with a hard surface with adequate drainage and separated from roadways adjacent to vineyards and other roadways used for carrying grapes from vineyards to the crushing facility.
- Appropriate signage and notices shall be displayed to ensure proper use of designated areas, applicable speed limits, restricted area access etc.

CRUSHING FACILITY PLAN DETAILS

The crushing facility plan (overleaf) is to include the following:

1. the location and identification of buildings and other permanent structures at the facility;
2. product flow lines from the receipt of grapes into the facility to the exit of product in the tanker;
3. the tanker cleaning and inspection area;
4. the tanker loading area;
5. internal roadways within the facility including a clearly designated route for tankers carrying certified must and fresh juice within the facility.

ARRANGEMENT DETAILS

Applicant's Name *(as shown on the application form)*

Street Address of Crushing Facility *(as shown on the application form)*

Postcode

I *(full printed name)* the

..... *(position in business)*
am authorised to sign on behalf of the business and declare that:

1. the crushing facility meets the requirements specified in Part A of the ICA Operational Procedure *Transfer of Grape Must or Fresh Juice from a Phylloxera Infested Area or Phylloxera Risk Area for Winemaking in a Phylloxera Free Area* [ICA-22]; and
2. I understand that application must be made to amend any of the current details in the *Application for Accreditation of a Business for an Interstate Certification Assurance Arrangement* [FDU 385] or this Crushing Facility Plan.

.....
Signature

/ /
Date

TRANSPORT COMPANY TANKER REGISTER

TRANSPORT COMPANY SPECIFICATIONS

- The Transport Company’s tankers used for carrying certified must or fresh juice must be –
 - (a) in good condition, thoroughly clean and readily cleanable inside and out;
 - (b) able to be sealed effectively to prevent leakage or spillage of must or fresh juice;
 - (c) possess valves that enable the tanker or bulk container to drain dry after emptying and cleaning.
- Warning labels or stickers should be used on the tankers outlet valves indicating the product originated in a PIZ or PRZ and is potentially infested with phylloxera.
- Trucks must be equipped with an effective means of mobile communication such as a CB radio or mobile phone.

TANKER REGISTER

Prime Mover Registration No.	Method of Communication	Tanker Identification	Meet Specifications?	Certification Controller Signature
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	

ARRANGEMENT DETAILS

Applicant’s Name *(as shown on the application form)*

Street Address of Transport Company Facility *(as shown on the application form)*

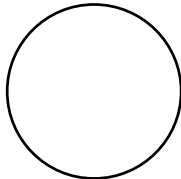
Postcode

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

1. the Transport Company and the tankers listed in the Tanker Register above meet the requirements specified in Part B of the ICA Operational Procedure *Transfer of Grape Must or Fresh Juice from a Phylloxera Infested Area or Phylloxera Risk Area for Winemaking in a Phylloxera Free Area* [ICA-22]; and
2. I understand that application must be made to amend any of the current details in the *Application for Accreditation of a Business for an Interstate Certification Assurance Arrangement* [FDU 385] or this Transport Company Tanker Register.

..... / /
 Signature Date

WINERY FACILITY PLAN



INDICATE NORTH

WINERY FACILITY SPECIFICATIONS

- The Winery's facility must provide a dedicated unloading area for certified must and fresh juice. The unloading area must:
 - (a) be separated from traffic to and from vineyards (eg the route for trucks delivering grapes to the Winery);
 - (b) have a sealed, hard surface with wash down cleaning facilities; and
 - (c) have drainage to a defined area with no risk of wastewater or spillage running into vineyards.
- The Winery must have adequate security for storage vessels used for storing certified must and fresh juice received from a PRZ or PIZ to prevent accidental or malicious spillage. Appropriate signage should be used to indicate designated areas and roadways and controlled no-entry areas.
- All waste (both solid and liquid) from must or fresh juice received from a PIZ or PRZ must be controlled. Waste treatment systems, including wastewater, must promote containment of waste and prevent cross-contamination of vines.
- Wastewater systems must comply with Environmental Protection Authority (EPA) installation and operational guidelines for prevention of accidental spillage. A retention time for wastewater of 72 hours is required. Systems will be assessed on an individual basis by the accrediting ICA Authority and may include examination of underground delivery of wastewater if required.
- Waste material, other than wastewater, must be stored in an area at least 500m from any vines and remote from traffic routes to and from vineyards, or an equivalent secure system. Engineered systems with design and operational measures to retain solids would allow for dispensation from these distance specifications.

WINERY FACILITY PLAN DETAILS

The Winery facility plan (overleaf) is to include the following-

1. the location and identification of buildings and other permanent structures at the facility;
2. the tanker unloading area;
3. product flow lines from the receipt of must and fresh juice into the facility to processing of the product;
4. waste treatment facilities including, if applicable, the solids disposal area;
5. internal roadways within the facility including a clearly designated route for tankers carrying certified must and fresh juice within the facility.

ARRANGEMENT DETAILS

Applicant's Name *(as shown on the application form)*

Street Address of Winery Facility *(as shown on the application form)*

Postcode

I *(full printed name)* the

..... *(position in business)*
am authorised to sign on behalf of the business and declare that:

3. the Winery facility meets the requirements specified in Part C of the ICA Operational Procedure *Transfer of Grape Must or Fresh Juice from a Phylloxera Infested Area or Phylloxera Risk Area for Winemaking in a Phylloxera Free Area* [ICA-22]; and
4. I understand that application must be made to amend any of the current details in the *Application for Accreditation of a Business for an Interstate Certification Assurance Arrangement* [FDU 385] or this Winery Facility Plan.

.....
Signature

/ /
Date

**CONTACT OFFICERS FOR STATE
DEPARTMENT OF AGRICULTURE/PRIMARY INDUSTRIES**

South Australia

or

Mr Bruce Baker
Program Leader
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