

# FUMIGATION FOR QUARANTINE (ICA-04)

## REVISION REGISTER

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7.0	09/07/2015	Fumigation rates aligned to amended APVMA permit (6.0); procedure transferred to generic template; renumbering of sections; revision of calculation of produce temperature (7.5.5); updated to DEDJTR.

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## 1. PURPOSE

The purpose of this procedure is to describe:

- the principles of operation, design features and standards required for fumigation chambers and facilities; and
- the responsibilities and actions of personnel;

that apply to the certification of produce fumigated under an Interstate Certification Assurance (ICA) arrangement.

## 2. SCOPE

This procedure covers fumigation of materials under an ICA arrangement.

This procedure covers the requirements of plant and plant material for quarantine treatment for Queensland fruit fly and other pests, where the requirements are a specified condition of entry of an interstate quarantine authority and/or intrastate markets.

This procedure does not override the responsibility of fumigators to comply with chemical use obligations and relevant occupational health and safety legislation.

Certification of fumigation under this procedure may not be an accepted quarantine entry condition for all produce to all intrastate or interstate markets.

Some intrastate or interstate markets may require additional plant health certification for other pests and diseases 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 interstate quarantine requirements can be obtained from a local DEDJTR Officer or the plant quarantine service in the destination state or territory.

## 3. REFERENCES

**PSW-02** Guidelines for Completion of Plant Health Interstate Assurance Certificates.

**Plant Biosecurity Act 2010**

## 4. DEFINITIONS

<b>Accredit</b>	means to accredit persons to issue Assurance Certificates under the Plant Biosecurity Act 2010.
<b>Act</b>	Plant Biosecurity Act 2010 (the Act).
<b>Application for Accreditation</b>	means an Application for Accreditation of a business for an Interstate Certification Assurance (ICA) arrangement.
<b>APVMA</b>	means the Australian Pesticides and Veterinary Medicines Authority.
<b>Assurance Certificate</b>	means a Plant Health Assurance Certificate (PHAC).
<b>Audit</b>	mean an activity undertaken to evaluate conformance or non-conformance with accreditation requirements.

<b>Authorised Signatory</b>	means an employee of an ICA accredited business whose name and specimen signature is provided on the business's Authorised Signatory form.
<b>Authorised Inspector</b>	means a person authorised as an inspector under the Act.
<b>Business</b>	means the legal entity responsible for the operation of the facility and arrangement detailed on the business's Application for Accreditation.
<b>Certification Assurance</b>	means a voluntary arrangement between the DEDJTR and a business that demonstrates effective in house quality management and provides assurance through documented procedures and records that produce meets specified requirements.
<b>Certified/certification</b>	means covered by a valid Plant Health Assurance Certificate.
<b>Chamber</b>	means a permanent or tarped enclosure made from gas proof material specifically designed for the purpose of fumigation.
<b>Colorimetric tubes</b>	means Draeger/Kitagawa stain or detector tubes for measuring fumigant concentrations.
<b>Facility</b>	means the approved location of the fumigation chamber or chambers covered by the Interstate Certification Assurance arrangement.
<b>Fumigant</b>	means 1000g/kg methyl bromide (CH <sub>3</sub> Br).
<b>Fumigation</b>	means the treatment of produce with methyl bromide fumigant.
<b>Fumigator</b>	means a person licensed to undertake fumigation pursuant to the requirements of relevant legislation.
<b>Load</b>	means total number of packages covered by one fumigation treatment.
<b>Lot</b>	means a discrete number of packages of one produce type (e.g. apples or mangoes) from one source (e.g. one packer).
<b>Queensland Fruit Fly (QFF)</b>	means all life stages of the species <i>Bactrocera tryoni</i> (Froggatt).
<b>Silverleaf Whitefly</b>	means all life stages and biotypes of the species <i>Bemisia tabaci</i> (Gennadius).
<b>Thrips</b>	means all species of the Thysanoptera Order that are of quarantine concern.

### 5. RESPONSIBILITY

The position titles used reflect responsibilities of staff under this arrangement. These positions may not be present in all businesses, or different titles may be used for staff who carry out these responsibilities. 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;
- ensuring the business has current accreditation under this procedure;
- training staff in their duties and responsibilities under this procedure;

- ensuring the business and its staff comply with their responsibilities and duties;
- ensuring all fumigation is performed by a licensed fumigator;
- ensuring the fumigation facility has been approved by relevant local Authorities;
- obtaining and reading the Material and Safety Data Sheet for the fumigant in use; and
- arranging workplace risk assessments in compliance with relevant Victorian legislation.

The **Fumigator** is responsible for:

- maintain a current Agricultural Chemical User Permit issued by DEDJTR;
- maintaining the fumigation chamber and fumigation equipment;
- maintaining calibration and fumigation records.

The **Authorised Dispatcher** is responsible for:

- ensuring all packages intended for export under this procedure are covered by a PHAC;
- ensuring all packages covered by an Assurance Certificate are identified; and
- maintaining copies of all Assurance Certificates issued.

The **Authorised Signatory** is responsible for:

- ensuring prior to signing and issuing an Assurance Certificate, that produce covered by the certificate has been prepared in accordance with the business's ICA arrangement, and the details on the certificate are true and correct in every particular.

## 6. REQUIREMENT

Fumigation with a product containing 1,000g/kg Methyl bromide as its only active ingredient for a period of two hours at one of the following rates -

Flesh Temperature (°C)	Methyl Bromide (g/m <sup>3</sup> )
21 - 31.9	32
16 - 20.9	40
11 - 15.9	48
10 - 10.9	56

The use of fumigants containing chloropicrin does not have National Registration Authority approval for the fumigation of these commodities. Chloropicrin is phytotoxic and is likely to cause damage to any living plant material.

Fruit must be fumigated at flesh temperatures above 10 °C and below 32 °C. DO NOT apply when flesh temperatures exceed 31.9°C

Loading rates within the chamber must be-

- for fruits and vegetables- not less than 30% nor more than 50% of the volume of the chamber when empty;
- for all other plants and plant products- not more than 50% of the volume of the chamber when empty.

Inadequate ventilation of produce after fumigation may lead to residues of methyl bromide above the Maximum Residue Limit (MRL) and leave produce open to seizure by relevant authorities.

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

Some produce may be damaged by chemical treatments. Businesses applying chemical treatments should check with experienced persons such as Departmental Officers for any available information. Testing of small quantities is recommended.

The business must use products in accordance with the instructions included on the products approved label, any applicable APVMA Minor Use Permit and this procedure; and follow any first aid, safety, protection, storage and disposal directions on the product label.

### 6.1 Licence

Agricultural Chemicals that are Schedule 7 Poisons are "restricted use" chemicals under Victoria's Agricultural and Veterinary Chemicals (Control of Use) Act 1992. The fumigator must be authorised for use of fumigants and must carry out all fumigation activities under this procedure.

Note: Where conducting fumigation treatment for fee or reward, a Commercial Operator's Licence and/or a Pest Controllers Licence that authorises fumigation is required.

A current Agricultural Chemical User Permit (ACUP) for fumigants must be held by the fumigator where they are not receiving a fee or reward for conducting the treatment (e.g. treating their own produce only).

For more information on chemical use requirements go to [www.depi.vic.gov.au](http://www.depi.vic.gov.au)

## 7. PROCEDURE

### 7.1 Fumigation Facility

Each chamber operated at the facility for fumigation of produce must:

- a. be a permanently constructed chamber or a semi-permanent chamber made from gas-proof material designed specifically for the purpose of fumigation; and
- b. be covered by a current and valid Gas Retention Test Certificate issued by a licensed fumigator within the last six months (refer 7.1.2).

#### 7.1.1 Fumigation Dosage Chart

The Certification Controller shall ensure a record is maintained, which details the quantity of fumigant required to be added to the chamber to achieve the desired



concentration. This record shall be in the form of a Fumigation Dosage Chart (Attachment 2) or similar record. This record shall be kept in close proximity to the relevant chamber.

### 7.1.2 Fumigation Chamber and Equipment Maintenance

The Fumigator shall carry out regular checks of the fumigation chamber and any fumigation equipment such as halide lamps, gas monitoring devices and gas sampling tubes to ensure continued effective operation and freedom from malfunction, damage or excessive wear.

## 7.2 Gas Retention Testing

The Fumigator shall ensure all operational chambers are tested for gas retention at least every six months, or as required by an Authorised Inspector. All chambers used for fumigation must be covered by a valid Gas Retention Test Certificate.

Gas Retention Test Certificates (see 7.2.1) shall be issued following testing under the supervision of an Authorised Inspector in accordance with the following:

- after preparing the chamber in accordance with the requirements of this procedure, gas concentrations shall be measured and recorded 20 minutes after the start of the fumigation and at two hours after the start of the fumigation prior to venting.
- a measurement shall be taken at all monitoring points to determine the concentration of fumigant. All measurements shall be within  $\pm 5\%$  of each other at the twenty minute monitoring where more than one monitoring point is in use (refer 7.5.4).
- where measurements are not within  $\pm 5\%$  of each other at the twenty minute monitoring, the fumigation will be deemed to have failed and the Fumigator shall vent off all fumigant, ensure gas freedom and then inspect the chamber for the possible cause.
- a minimum of 50% of the original fumigant concentration is required to be retained at the final monitoring (after two hours). If the required final concentration is not reached then the fumigation will be deemed to have failed and the Fumigator shall vent off all fumigant, ensure gas freedom and then inspect the chamber for the possible cause.

The Authorised Inspector may require additional retention testing if considered necessary.

It is recommended that newly constructed chambers be tested for leakage using a coloured smoke generator prior to gas retention testing.

### 7.2.1 Gas Retention Test Certificate

The test record shall be in the form of a Gas Retention Test Certificate (Attachment 4), or other certificate which captures the same information.

### 7.3 Calculation of Fumigation Chamber Volume

The volume of the space to be fumigated is calculated using a measuring tape or other suitable device to determine length, width and height and is to be expressed in cubic metres (m<sup>3</sup>).

Where an enclosed chamber is used for fumigation, the volume of any gas circulation equipment, external to the chamber, which is not sealed from the chamber during fumigation, must also be included in calculation of the chamber volume.

The following calculation may be used to determine the volume of the chamber:

- chamber height (m) x chamber length (m) x chamber width (m) + external ducting volume (m<sup>3</sup>) = total chamber volume (m<sup>3</sup>)

For example:

- Chamber Height = 2.5m    Length = 3m    Width = 3m
- Chamber Volume = 2.5 x 3 x 3 = 22.5 m<sup>3</sup>
- External Ducting Volume = 0.5 m<sup>3</sup> (if applicable)
- Total Chamber Volume = 22.5m<sup>3</sup> + 0.5m<sup>3</sup> = 23.0m<sup>3</sup>

Details of chamber volume and fumigant dosage rates shall be prominently displayed in the vicinity of the chamber (refer 7.1.1).

### 7.4 Thermometer Calibration

#### 7.4.1 Equipment

Thermometers used for measuring produce temperature may be of the bimetallic, glass (mercury or alcohol) or digital type, and shall be uniquely identified for calibration purposes.

Thermometers capable of reading in graduations of 0.1 or 0.2 °C shall be used.

#### 7.4.2 Calibration of Thermometers

Thermometers used for measuring produce temperatures shall have been calibrated within the previous six months and shall be accurate to within ± 0.5 °C.

Calibration may be undertaken using the ice-point check method, by checking against a calibrated reference platinum resistance thermometer, or by a recognised testing authority.

The business shall maintain results of thermometer calibration checks.

Thermometer calibration records shall record the following information:

- the date of calibration;
- the identification of the thermometer calibrated;
- the temperature reading(s) and the correction if any to the thermometer reading to an accuracy of at least ± 0.1°C; and
- the name of the Inspector or testing authority responsible for conducting the calibration.

**Ice - Point Check Calibration**

Thermometers should be washed with distilled or de-ionised water and stored for several hours at 0°C before calibration.

A slurry mixture of distilled or de-ionised water and shaved ice made from distilled water is prepared in an insulated vessel. Drain any excess free water and then fully immerse each thermometer to above the mercury column. Lift the thermometer until the mercury is just visible and read the indicated temperature.

Repeat this procedure until there is no change in the reading, then record the temperature.

The correction for the thermometer will be the deviation of the reading from 0 °C.

If the indicated temperature is outside the range  $0 \pm 0.5$  °C the thermometer is unsuitable for use under this procedure.

Whilst it may be possible to adjust electronic thermometers, inaccurate glass thermometers shall be replaced and appropriate records made.

**7.5 Preparing, Loading and Sealing the Chamber****7.5.1 Pre-Treatment Checks.**

The Fumigator shall, prior to the chamber being loaded:

- check the chamber for damage and possible leak sites;
- repair any damage (e.g. torn door seals or holes / tears in walls); and
- check that chamber circulation and ventilation systems are operating correctly and all vents are closed and sealed.

**7.5.2 Loading**

The Fumigator shall ensure that an adequate distance is maintained between each package, pallet or bulk bin and the sides and top of the chamber to allow circulation of the fumigant. A 5 cm space shall be left between each package, pallet load or bulk bin in the chamber with a minimum space of 10 cm between the top and sides of produce to the walls and ceiling.

The Fumigator shall calculate loading rates within the chamber to ensure specified loading rates are not exceeded for the commodity or commodities being fumigated.

Chamber loadings shall be recorded as a percentage of the chamber volume for each fumigation (refer 8.4).

Loading rates within the chamber must be:

- a. for fruits and vegetables, not less than 30% nor more than 50% of the volume of the chamber when empty; and
- b. for all other plants and plant products, not more than 50% of the volume of the chamber when empty.

Produce may be fumigated either unpacked, in bulk bins or the following packing. The Fumigator shall ensure that any produce which is packaged or covered with impervious

materials such as plastic bags or waxed paper are opened, cut or removed to allow adequate penetration of the gas.

### 7.5.3 Gas Supply Line(s)

The gas supply line(s) shall be strategically placed within the chamber to allow the effective introduction and dispersal of the gas. As the fumigant is heavier than air, the gas should be introduced directly into the airstream of the circulation fan. Precautions must be taken to prevent any liquid fumigant coming in contact with produce being fumigated. A piece of impermeable sheeting (plastic or rubberised canvas) or a tray may be used.

Adequate fan circulation must be provided to circulate the fumigant (refer 8.2.4).

### 7.5.4 Gas Sampling Line(s)

For monitoring of gas concentrations during each fumigation, gas-sampling lines must be positioned within the chamber. Sampling lines must be crushproof (for example 6 mm internal diameter hydraulic hose) and must be positioned as follows:

- a. for chambers less than 5m<sup>3</sup>, one gas sampling line shall be located in the centre of the stack; or
- b. for chambers 5m<sup>3</sup> or greater, three sampling lines shall be used and located at the top back, centre, and base front of the stack.

### 7.5.5 Calculation of Produce Temperature

Immediately prior to the commencement of fumigation, the Fumigator shall determine the minimum flesh temperature of each load of produce to be fumigated using a calibrated thermometer (7.4). A minimum of three temperature readings shall be taken from each lot to be fumigated.

#### a) Fruits and Vegetables

For each sample, the thermometer shall be inserted into the piece(s) of fruit or vegetable and the flesh temperature measured. Separate temperature measurements shall be taken from each lot of fruit or vegetables in the load.

##### i. For palletised produce or bulk bins:

The Fumigator shall collect a minimum of two samples of fruit or vegetable from each bin/pallet or lot on each pallet:

- one from the centre/inside/middle; and
- one from the outer edge.

##### ii. For un-palletised produce:

The Fumigator shall collect a minimum of two samples of fruit or vegetable from every twentieth package:

- one from the inner region; and
- one from the outer edge.

#### b) Live Plants and Plant Products

The Fumigator shall take sufficient temperature readings from each lot to be fumigated to determine the minimum and maximum temperatures of the load.

Temperature measurement sites shall be varied between the top, middle and bottom, and from outer and inner packages of each load.

Example: Where one pallet contains five lots (e.g. peach, apricot, apple, pear nectarine), three temperature readings must be taken from each lot on the pallet (3 measurements times 5 lots = 15 total temperature measurements for the whole pallet).

Where there are two pallets from one lot (e.g. two pallets of nectarines from the same grower), two temperature readings must be taken from each pallet (2 measurements for each pallet = 4 total temperature measurements for the lot)

### 7.5.6 Produce Temperature Records

The Fumigator shall record each temperature reading and the maximum and minimum produce temperatures of the load on the Fumigation Treatment Record (Attachment 3).

### 7.5.7 Sealing the Chamber

Once all of the produce has been placed into the chamber, the Fumigator shall ensure the chamber is gas tight by closing all vents and access points and checking all possible leak sites such as doors, gaskets and joints.

## 7.6 Fumigation Treatment

After the chamber has been sealed the Fumigator turns on all circulation fan(s).

### 7.6.1 Calculation of Fumigant Dosage

The fumigant dosage rates are specified in this procedure (6) and the APVMA Permit. The dosage rate varies for change in temperature from a minimum of 10°C to maximum of 31.9°C.

The dosage rate applied to fumigation shall be determined by the temperature of the **coldest** produce from any lot to be fumigated in the chamber load.

Treatment of fruit must not commence if the temperature of the fruit is below 10°C or above 31.9°C.

Determine the amount of fumigant required in grams (g) using the following formula:

- Chamber volume (m<sup>3</sup>) x dosage rate (g/m<sup>3</sup>) = fumigant (g)

The Fumigator shall maintain records of the total amount of fumigant applied for each treatment on the Fumigation Treatment Record (Attachment 3).

### 7.6.2 Application of Fumigant

The Fumigator shall measure out the required amount of fumigant into the measuring cylinder. After the required amount of fumigant has been decanted and checked, the fumigant is introduced into the chamber via the volatiliser.

### 7.6.3 Vaporiser/Volatiliser

Although the fumigant has a boiling point of 3.6°C and will vaporise when released at temperatures above 4.0°C, freezing may occur as the gas is released from the delivery cylinder. For this reason a vaporiser or volatiliser must be used to introduce the fumigant as a hot gas.

A suitable device has part of the delivery tube of copper, coiled and submerged in hot water.

#### 7.6.4 Mixing of Fumigant

To ensure adequate mixing, fans shall be used to disperse the gas throughout the chamber and thereby enhance the penetration of the fumigant. Once the gas is evenly distributed it must maintain that condition unless an outside event such as excessive leakage occurs.

It is suggested that an axial fan capable of providing 60 room changes of volume per hour be used for 15 minutes after the introduction of the gas. Low velocity/low volume fans may be used for longer periods.

The use of high velocity/high volume fans for periods longer than 15 minutes may lead to the fumigant being forced from the chamber.

Fumigation commences once all the fumigant has been introduced into the chamber and vaporised (the time of vaporisation).

Effective mixing of the fumigant may be determined by monitoring gas concentrations at all monitoring points 20 minutes after the introduction of the gas (refer 8.2.6). All monitoring points must equilibrate within  $\pm 5\%$  of each other (where more than one sampling point is used) otherwise the fumigation is deemed to have failed.

#### 7.6.5 Testing for Leaks

Once the fumigation has commenced, the Fumigator shall test the chamber for leaks using "TIF" or "Riken" leak detectors.

Sites checked shall include:

- doors sealing points;
- external ducting; and
- exit points for supply lines and gas sampling lines.

Any leaks detected shall be repaired immediately. If leaks are detected that cannot be repaired during treatment, the fumigation must be aborted and the chamber repaired before further use.

#### 7.6.6 Monitoring Fumigant Concentration

Effective treatment is dependent on maintaining a satisfactory level of fumigant within the chamber during the fumigation.

Where monitoring indicates that the required concentration will not be achieved, the Fumigator shall vent off all fumigant, ensure gas freedom and then inspect the chamber for the cause.

Label information advises that produce must not be re-treated with methyl bromide. Where fumigation has failed, affected produce must be destroyed or sent to another market, and must not be certified under this procedure.

## 7.7 Completion of Fumigation

### 7.7.1 Venting

After two hours of treatment the chamber shall be ventilated by running the exhaust system to extract all of the remaining gas and ensure that the concentration of the fumigant is below 5ppm before produce is released from the chamber.

Fumigant concentrations should be checked by drawing an air sample from the chamber into a colorimetric tube before releasing the produce. Air samples must be taken near the floor of the chamber in the vicinity of the exhaust duct. This can be accomplished by installing a metal tube in the chamber to transport the sample from the floor to an opening in the chamber wall.

The concentration of the fumigant in the chamber must be below the Exposure Standard of 5ppm or less before the product can be released. If the concentration is greater than 5ppm then forced venting should be resumed and further measurements of concentration taken.

Inadequate aeration of produce poses grave risks to the health of workers involved in unpacking, transport and marketing of fumigated fruit.

### 7.7.2 Unloading the Chamber

Unloading of the chamber may commence after the Fumigator has released the produce. The ventilation system should be kept running during this process.

### 7.7.3 Aeration of Produce

Treated produce shall be given sufficient time to air after treatment to allow adequate dispersal of the fumigant out of the produce and ensure that the Exposure Standards of 5ppm of fumigant and any applicable maximum residue limits are not exceeded.

### 7.7.4 Identification and Control of Treated and Untreated Produce

Procedures must be in place to prevent mixing of treated and untreated produce at the facility.

Methods of identifying the status of treated and untreated produce after fumigation include:

- locating untreated produce in a clearly identified and separate area to treated produce and maintaining separation until dispatch; or
- marking each package of treated produce in a manner that clearly identifies the produce as conforming to the requirements specified under this procedure (refer 7.10.1).

Other methods may be used provided treated and untreated produce are clearly identified and segregated.

## 7.8 Treatment Records

The business must record each treatment using a Fumigation Treatment Record (Attachment 3) or similar record which capture the same information.

## 7.9 Post Treatment Security

The following requirements apply to any product consigned to Tasmania.

Treated fruit may be allowed to air adequately prior to securing the produce against reinfestation. Treated fruit shall be held for the minimum practical period after fumigation and airing before it must be secured against reinfestation.

Any fruit which is stored outside the treatment facility after treatment and prior to dispatch must be held under secure conditions.

Any treated fruit which remains unpacked at the end of the day must be held in secure conditions until packed.

Certified fruit must be transported from the facility in secure conditions that prevent infestation by fruit fly. Secure conditions include:

- a. unvented packages;
- b. packages with vents secured with gauze/mesh with a maximum aperture of 1.6 mm;
- c. fully enclosed under tarpaulins, hessian, shade cloth, mesh or other covering which provides a maximum aperture of 1.6mm;
- d. shrink wrapped and sealed as a palletised unit; or
- e. fully enclosed or screened buildings, coldrooms, vehicles or other facilities free from gaps or other entry points greater than 1.6 mm.

Fruit consigned to Tasmania must be transported in full container lots sealed prior to transport or as lesser container lots in accordance with the requirements of (a), (b) or (d) above.

Where consignments are transported to Tasmania as full container lots, the seal number must be included in the Brand Name or Identifying Marks section of the Assurance Certificate covering the consignment (Attachment 1).

Where consignments are transported in vented packages that are sealed as a palletised unit in accordance with (d) above, the business must secure the top layer of the pallet by applying a row of tape over the shrink wrap and have applied to the tape in waterproof ink the signature of an Authorised Signatory, the number of the Plant Health Assurance Certificate covering the consignment and the date.

## 7.10 Dispatch

### 7.10.1 Package Identification

The Authorised Dispatcher shall ensure that each package is marked in indelible, visible and legible characters of at least 5 mm, with:

- the Interstate Produce number of the business which fumigated the produce;
- the words "MEETS ICA 04"; and
- the date (or date code) on which the fruit/produce was treated;

prior to the issuing an Assurance Certificate by the business under this procedure.

Packages may be marked prior to fumigation; however any packages containing produce that has not been treated in accordance with the requirements of this procedure shall not leave the fumigation facility if marked as stated above.



### 7.10.2 Assurance Certificates

The Authorised Dispatcher shall ensure an Assurance Certificate, in the form of a Plant Health Assurance Certificate (Attachment 1) is completed and signed by an Authorised Signatory of the business prior to dispatch of the consignment from the facility to a market requiring certification of fumigation.

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

PHACs shall be completed, issued and distributed in accordance with the Work Instruction Guide for Completion of Plant Health Assurance Certificates (PSW-02).

### 7.10.3 Assurance Certificate Distribution

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

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

## 8. ACCREDITATION

In order to become accredited, the *Application for Accreditation of a Business for an Interstate Certification Assurance (ICA) Arrangement* (Attachment 5) provided with this document must be signed and returned. The application form includes the terms and conditions applying to this agreement.

### 8.1 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 produce.

#### 8.1.1 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 5); and
- (b) proof of business registration.

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

### 8.2 Audit process

#### 8.2.1 Initial audit

Prior to accrediting a business, an Authorised Inspector shall conduct an initial audit of the business to verify the system is implemented and capable of operating in accordance with the requirements of this ICA procedure, and the system is effective in ensuring compliance with the specified requirements of the arrangement.

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

## 8.2.2 Compliance Audits

Compliance Audits are conducted to verify that the ICA system continues to operate in accordance with the requirements of this procedure. Compliance audits are, wherever practical, conducted when the system is operating.

A compliance audit is conducted:

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

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

Random audits are conducted on a selected number of accredited businesses each year. 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.

## 8.2.3 Re-Accreditation

Accredited businesses are required to re-apply for accreditation each year the business seeks to operate under the 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 arrangement.

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

A compliance audit is conducted between six and nine months after the date of re-accreditation for an arrangement that operates for more than six months of the year.

## 8.3 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation detailing the facility location, procedure, scope (type of produce covered) and period of accreditation. This Certificate of Accreditation will also detail which interstate markets the business is permitted to send to.

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

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

## 8.4 Non-conformances and Sanctions

### 8.4.1 Non-conformances

Audits are regularly undertaken to evaluate the effectiveness of implementation requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meet one or more accreditation requirements, the auditor may raise a

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

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

#### **8.4.2 Incident Reports**

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in produce certified under this arrangement. An investigation into the incident shall be conducted and findings reported back to the originator.

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

#### **8.4.3 Suspension and Cancellation**

The DEDJTR 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 DEDJTR;
- contravened a requirement that compromises the integrity of the arrangement;
- not rectified a non-conformance.

Any action taken by the DEDJTR to suspend or cancel an accreditation shall be provided in writing to the business. This shall also provide guidance on the lodgement of a written appeal requesting that the decision be reviewed.

#### **8.4.4 Prosecution**

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

### **8.5 Charging Policy**

The business will be charged for all audit and investigation activities and an annual accreditation fee. This fee may be waived if other accreditations are held by the business.

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

## **9. RECORDS AND DOCUMENT CONTROL**

### **9.1 ICA System Records**

The business shall maintain the following records:

- Fumigation Dosage Chart for each chamber (Attachment 2);
- Gas Retention Test Certificate for each chamber (Attachment 4);
- Thermometer calibration records;
- Fumigation Treatment Record (Attachment 3); and

- A copy of each Plant Health Assurance Certificate issued by the business.

ICA system records shall be retained for a period of at least 24 months from completion, or until the next compliance audit of the ICA arrangement, whichever is the later.

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

## 9.2 ICA System Documentation

The business shall maintain the following documentation:

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

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

## 10. ATTACHMENTS

Attachment 1	Plant Health Assurance Certificate (PSE-030)
Attachment 2	Fumigation Dosage Chart (PSF-093)
Attachment 3	Fumigation Treatment Record (PSF-092)
Attachment 4	Gas Retention Test Certificate (PSF-094)
Attachment 5	Application for Accreditation (PSF-001)

# Plant Health Assurance Certificate

Certificate number  
XXXXXXXX

## Consignment details (please print)

<b>Consignor</b>
Name <b>ABC PTY LTD</b>
Address <b>STORE 21, STREET ROAD, MELBOURNE, VIC 3000</b>
<b>Consignee</b>
Name <b>TOMATO PRODUCE</b>
Address <b>221 PRODUCE ROAD, ADELAIDE, SA</b>
<b>Reconsigned to</b> (splitting consignments or reconsigning whole consignments)
Name
Address

## Certificate details (please print)

<b>IP Number</b>	<b>Facility number</b>	<b>Procedure</b>
<b>V9999</b>	<b>01</b>	<b>ICA-04</b>
<b>Accredited business that prepared the produce</b>		
Name <b>ABC PTY LTD</b>		
Address <b>STORE 21 STREET ROAD, MELBOURNE, VIC 3000</b>		
<b>Grower or Packer</b>		
Name <b>ABC PTY LTD</b>		
Address <b>STORE 21 STREET ROAD, MELBOURNE, VIC 3000</b>		
<b>Other facilities supplying produce</b>		

<b>Brand name OR identifying marks</b> (as marked on packages)	<b>Date OR date code</b> (as marked on packages)
<b>ABC PRODUCE</b>	<b>12/09/2011</b>

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
20	Trays	Tomato	

EXAMPLE ONLY

## Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature
12/09/2011	Fumigation	Methyl Bromide	48g/m <sup>3</sup> for 2 hours at 12°C

<b>Additional certification / Codes</b>
<b>Declaration:</b> I, an Authorised Signatory of the accredited business that prepared the plants or plant products described above, hereby declare that the plants or plant products have been prepared in the business' approved facility in accordance with the business' Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the <b>Plant Biosecurity Act 2010</b> to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.

<b>Authorised Signatory</b> (print name) <b>A. Signature</b>	<b>Signature</b> <i>A. Signature</i>	<b>Date</b> <b>12 / 09 / 2011</b>
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# FUMIGATION DOSAGE CHART

Business Name: \_\_\_\_\_

Facility Address \_\_\_\_\_

\_\_\_\_\_

Interstate Produce No. V \_\_\_\_\_

Chamber Identification: \_\_\_\_\_

Total Chamber Volume: \_\_\_\_\_ m<sup>3</sup>

## DOSAGE CHART

Concentration (g/m <sup>3</sup> )	Quantity of Fumigant Grams (g)
32	
40	
48	
56	

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







# APPLICATION FOR ACCREDITATION

1. Has the Business been accredited previously and given a Interstate Produce (IP) Number ?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If no, proceed to Question 3
2. Have any business or contact details changed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If no, proceed to Question 4

## 3. Business Details

Name of Business / Partners	
	Supply names of legal entity in full. For a partnership, list the full names of each partner in their nominal order. For companies the Australian Company Number (ACN) must be provided with a copy of the Certificate of Incorporation. For Cooperative associations proof of registration must be provided (eg. a copy of the Certificate of Registration or registration search from the Australian Securities & Investments Commission ASIC).

Trading Name/s

	ACN No.											
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Contact Person (Management Representative / Certification Controller)

Name		email				
Mobile		Phone		Fax		
Postal address						

## 4. Arrangement details (where known)

Accreditation No	V	Business Name				
Reference No.	Title of procedure, protocol or arrangement. Where relevant indicate Part A, B or A & B					

Nominated street address of the facility(s) / property(s) (Attach additional page if required)

1.	
2.	

## 5. Types of Plants/Products to be treated (eg apples, oranges, herbs, mature trees - if insufficient space, attach list)


## 6. Applicant Signatures (acceptance and acknowledgment of the conditions of the application - see Part 8)

**Note:** If the applicant is a corporation, the company seal may be applied, and signed by an authorised officer. If the applicants are members of a partnership, each partner must sign the application. An Authorised Delegate may also sign here.

Name	Position	Signature	Date

**7. Delegation** (only complete if the Contact Person is not an Owner, Partner or Director)

Maintaining accreditation and contact with the Department are essential functions which may be delegated to a person with day to day responsibility for these activities.

I, as an office bearer of the above company, hereby authorise the person whose name is shown below, to act for and on behalf of the company, for adherence to all accreditation conditions, as listed in Section 8, and for all future decisions regarding the accreditation, for the lifetime of the accreditation, or written advice from me to the contrary:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acceptance of delegation:  
I accept responsibility for all accreditation conditions, as listed in Section 8

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** for the delegation to be effective all parts of Question 7 must be completed. Authorisation may not be further delegated.

**8. Conditions**

For the purposes of this application the following conditions apply:	
<b>“applicant”</b>	means the person, corporation or other legal entity listed in Section 3 of this form.
<b>“inspector”</b>	means a person appointed as an inspector under the <i>Plant Biosecurity Act 2010</i> .
<b>“Department”</b>	means the Department of Economic Development, Jobs, Transport and Resources, Victoria.
<b>“certification assurance system”</b>	means the processes, equipment, personnel and resources used to implement the Procedure/Protocol or Agreement nominated in Section 4.

In signing this form the applicants, or their delegate, are acknowledging the following conditions and agreeing to:

- maintain and operate the accreditation in accordance with the Procedure/Protocol or Agreement as nominated in Section 4;
- upon request, allow an inspector to enter any premises where product certified under the accreditation is treated or despatched, or where any product, equipment, chemicals, documents or records are stored;
- allow the inspector to inspect or take samples of any relevant item present on the premises at the time of this search;
- take all steps to assist an inspector in the conduct of audits, including allowing the inspector to interview any employee of the applicant in relation to the implementation of the certification assurance system;
- pay to the Secretary of the Department or an approved inspection service any costs associated with the conduct of audits by an inspector. The applicant will be notified of these costs at the time of accreditation;
- unconditionally return all unused portions of Plant Health Assurance Certificate booklets if accreditation has been cancelled, suspended and/ or lapsed;
- abide by the accreditation conditions listed above and acknowledges that any accreditation is granted subject to those conditions;
- certify that all of the information contained in this application is true and correct

<b>Office Use only</b>	
Desk Audit Passed Date: / /	<input type="checkbox"/> .....Name
Facility GPS Locations (decimal degrees) (1) S(-)____.____ E____.____ -(2) S(-)____.____ E____.____	
The facilities and Arrangement conditions covered by this application have been audited and I recommend accreditation of the applicant listed in part 3. Name (print) ..... Signature .....Date: / /	PHAC Book No. Issued: .....

