



Department of Primary Industries

Procedure

**PRIMARY INDUSTRIES
Biosecurity & Food Safety NSW**

PO Box 232, Taree NSW 2430
Tel: 02 6552 3000 Fax: :02 6552 7239
Email: bfs.admin@dpi.nsw.gov.au

ICA-01

DIPPING WITH DIMETHOATE

NUMBER	ICA01	VERSION	7.0
AUTHORISED BY	Manager, Plant Product Integrity & Standards		
AUTHORISED DATE		EFFECTIVE DATE	06/03/2019
ISSUED BY	Primary Industries, Biosecurity & Food Safety		

REVISION HISTORY

VERSION	DATE	AMENDMENTS	
		SECTION	DETAILS
1.0	16 Sept 2003	All	New ICA procedure
2.0	22 Dec 2003		Pages 8, 15,16, 17 & 18
3.0	14 Sept 2006		All pages
4.0	8 Sept 2011	All	Reformat
		2.0	Scope changed following APVMA suspension of Dimethoate for several host fruits.
5.0	18 Sept 2015	All	Remove use of Fenthion, include tank calibration certificate, including dip agitation, specifying when pH testing must be completed, specific reference to pH testing records, addition of calibration methods and records.
6.0	16 Jun 2017	All	Changes made to align with the <i>Biosecurity Act 2015</i> . Updated definitions, removed details for accreditation, auditing procedures, sanctions policy and charging, and replaced the application form and PHAC. Updated NSW Department of Primary Industries contact details.
7.0	8 Feb 2019	2.0	Scope changed following APVMA updating Dimethoate permit for several host fruits.

NEXT REVIEW DATE: 1 July 2020

Disclaimers

The information contained in this Procedure is based on knowledge and understanding at the time of writing (March 2019). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up-to-date and to check currency of the information with the appropriate officer of the Department or the user's independent adviser.

PROCEDURE

Contents

1.	PURPOSE	3
2.	SCOPE	4
3.	REFERENCES	4
4.	DEFINITIONS	5
5.	RESPONSIBILITY	6
6.	REQUIREMENTS	6
7.	PROCEDURE	7
7.1	<i>Dipping machinery and equipment</i>	7
7.1.1	Volume of the dip tank	7
7.2	<i>System Calibration</i>	7
7.2.1	Record of mechanical dip calibration	8
7.2.2	Maintaining correct pH	8
7.2.3	Topping-up	8
7.2.4	Top-up program	8
7.2.5	Top-up preparation records	8
7.3	<i>Dipping Treatment</i>	9
7.3.1	Dip mixture preparation chart	9
7.3.2	Preparing the dip mixture	9
7.3.3	Pre-dipping treatments	9
7.3.4	Last treatment before packing	10
7.3.5	Maintaining dip concentration and volume	10
7.3.6	Treatment records	10
7.4	<i>Dip treatment mixture concentration testing</i>	10
7.4.1	Frequency of Sampling	10
7.4.2	Collection of the sample	11
7.4.3	Storing and packaging the sample	11
7.4.4	Chemical mixture analysis records	11
7.5	<i>Disposal of the dip mixture</i>	11
7.6	<i>Dipping equipment maintenance</i>	11
7.7	<i>Post Treatment Security (Tasmania only)</i>	11
7.8	<i>Dispatch</i>	12
7.8.1	Package Identification	12
7.8.2	Plant Health Assurance Certificates (PHACs)	12
7.8.3	Plant Health Assurance Certificate (PHAC) distribution	13
8.	RECORDS AND DOCUMENT CONTROL	13
8.1	<i>ICA system records</i>	13
8.2	<i>ICA system documentation</i>	13
9.	ATTACHMENTS	13

1. PURPOSE

The purpose of this Procedure is to describe:

- the principles of operation, design features and standards required for post-harvest dipping Queensland fruit fly (QFF) host produce; and
- the responsibilities and actions of personnel;

that applies to the dipping of QFF host produce with Dimethoate under an Interstate Certification Assurance (ICA) arrangement.

2. SCOPE

This Procedure covers all certification of dipping with Dimethoate of eligible QFF fruit fly host produce by a Business operating under an ICA arrangement in New South Wales.

Pests: Queensland Fruit Fly (*Bactrocera tyroni*).

Produce: Dimethoate may be used for:

- all fruits specified on the APVMA label or minor use permit. The label or APVMA minor use permit currently includes:
 - citrus fruit (excluding edible skin species e.g. kumquats), and citrus fruit that has received pre-harvest treatment with dimethoate),
 - tropical and sub-tropical fruit with inedible peel - Abiu/Abius, Akee Apple, Avocados, Bananas, Banana Passionfruit, Breadfruit, Cactus Fruit, Caimito/Star Apple, Canistel, Casimiro / White Sapote, Cherimoya, Custard Apples, Durian, Feijoas, Granadilla, Guavas (inedible peel varieties), Ilama, Jackfruit, Kiwifruit (Chinese Gooseberries, inedible peel varieties), Longan, Lychees (inedible peel varieties), Mangoes, Mangosteen, Passionfruit, Paw Paws, Plantain, Pomegranates, Pulasan, Rambutan, Rollinia, Santol, Sapodilla, Sapote (black, green, mammey & white), Soursop, Sweetsop/Sugar apple, Tamarillos, Wax Jambus.

Location: New South Wales.

IMPORTANT

Suspension of Dimethoate

The Australian Pesticides and Veterinary Medicines Authority (APVMA) have suspended certain use patterns for Dimethoate. Dipping of some host fruits previously eligible for treatment are no longer permitted. Check the APVMA website at www.apvma.gov.au for further details.

ALWAYS READ THE LABEL

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

Certification of fruit fly host produce under this Procedure may not be an accepted quarantine entry condition for all produce to all intrastate and interstate markets.

Some intrastate or interstate markets may require additional plant health certification for pests and diseases other than fruit fly 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 by phoning 1800 084 881 or accessing <http://www.interstatequarantine.org.au/>.

3. REFERENCES

[Biosecurity Act 2015](#)

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

Policies – <http://www.dpi.nsw.gov.au/biosecurityact/procedures>

Accreditation of Biosecurity Certifiers

Biosecurity Audit Frequency

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

4. DEFINITIONS

In this Procedure:

<i>Act</i>	means the Biosecurity Act 2015 .
<i>APVMA</i>	means the Australian Pesticides and Veterinary Medicines Authority.
<i>Authorised Person</i>	means an authorised officer under the Act or a person authorised under a law of another State or Territory that relates to plant biosecurity.
<i>Authorised Signatory</i>	means a person whose name is notified to the Secretary as a person who can issue a biosecurity certificate on behalf of the business.
<i>Business</i>	means the legal entity accredited as a biosecurity certifier under the Act.
<i>Certification</i>	means a Plant Health Certificate or a Plant Health Assurance Certificate, which verifies that a consignment meets the requirements of an Interstate Certification Assurance Procedure or an interstate quarantine entry requirement.
<i>Certification Assurance Arrangement</i>	means a CA Arrangement that enables a business or a person authorised under a corresponding law of a State or Territory, to issue a Plant Health Assurance Certificate that meets certain plant health quarantine conditions for trade within the State or between the State and other States and Territories.
<i>consignment</i>	means a discrete quantity of host produce transported to a single consignee at one (1) time covered by a single PHAC.
<i>Department</i>	means the NSW Department of Industry – Office of Primary Industries.
<i>dipping</i>	means full immersion in a diluted chemical mixture.
<i>facility</i>	means the approved location where produce is repacked and where certification operations covered by the ICA arrangement are conducted.
<i>host produce</i>	means fruit or vegetables which are susceptible to infestation by Queensland fruit fly.
<i>ICA Scheme</i>	means a scheme developed by the States and Territories to meet their respective plant quarantine requirements under the Memorandum of Understanding on Interstate Certification Assurance dated 6 August 1999.
<i>SDS</i>	means Safety Data Sheet, a procedure for handling or working with chemicals in a safe manner and includes information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment and spill-handling procedures.
<i>non-conformance</i>	means a failure to fulfil a specified requirement.
<i>PHAC</i>	means a Plant Health Assurance Certificate that is issued in accordance with the requirements of a Certification Assurance Arrangement.
<i>Queensland fruit fly</i>	means the pest <i>Bactrocera tyroni</i> (Froggatt).

5. RESPONSIBILITY

Position titles have been created to reflect the responsibilities which must be met by the Business under the ICA arrangement. These positions must be assigned to trained staff. One person may carry out the responsibilities of more than 1 position.

Certification Controller is responsible for:

ensuring the Business and its staff comply with their responsibilities and duties under this Procedure;

- representing the Business during audits and other matters relevant to ICA accreditation;
- training staff in their duties and responsibilities under this Procedure;
- ensuring the Business has a current accreditation for an ICA arrangement under this Procedure; and
- ensuring all certification of host produce is carried out in accordance with this Procedure.

The **Treatment Operator** is responsible for:

- reading the label and/or permit, and SDS for the chemical product in use;
- preparing and maintaining dip mixtures and top-up mixtures;
- maintaining dip preparation, top-up and treatment records;
- maintaining dip concentration testing analysis records;
- where applicable, calibrating mechanical fruit feeding equipment and maintaining calibration test records; and
- maintaining dipping equipment.

The **Authorised Dispatcher** is responsible for:

- ensuring all packages covered by a PHAC are identified (refer to [7.8](#));
- ensuring certified produce is transported in secure conditions (Tasmania only); and
- maintaining copies of all PHACs issued by the Business under this Procedure.

The **Authorised Signatory** is responsible for:

- ensuring, prior to signing and issuing a PHAC, that produce covered by the certificate has been prepared in accordance with this Procedure;
- ensuring the details on the certificate are true and correct in every particular; and
- signing and issuing the PHAC.

6. REQUIREMENTS

Pesticides Act 1999

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

Host produce certified for post-harvest treatment under this Procedure must comply with the following requirements:

- (a) Host produce must be treated with a mixture containing 400 gm/L Dimethoate mixed at 100 mL of concentrate per 100L water; and
- (b) Host produce must be fully immersed for not less than 60 seconds except passionfruit which may be dipped for 10 seconds, after which the passionfruit must remain wet for a period of not less than 60 seconds; and

- (c) Dipping must be the last treatment before packing; and,
- (d) For citrus only;
 - (i) non-recovery gloss coating (“wax”) may be applied not less than 60 seconds after treatment; and
 - (ii) host produce may be washed, treated with a fungicide and/or a gloss coating applied a minimum of 24 hours after dipping.

7. PROCEDURE

7.1 Dipping machinery and equipment

Dipping equipment shall be designed and operated to ensure host produce remains fully immersed in the treatment mixture for a duration of not less than 60 seconds, except for passionfruit, which may be dipped for not less than 10 seconds and then remain wet for no less than 60 seconds after treatment.

Mechanical host produce feed mechanisms must be designed in a manner that ensures host produce is fully immersed and prevents host produce from passing through the dip before it has been completely immersed for the required duration.

7.1.1 Volume of the dip tank

Prior to initial use of tank, the equipment shall be calibrated for tank volume using a calibrated flow meter. Recalibration is required where the tank has been altered to the extent that the changes will impact the volume calibration, i.e., changed tank size.

During calibration, permanent volume indicator marks shall be made on the inside of the tank, or on a sight tube or sight panel on the outside of the tank, or by some other device which clearly and accurately indicates the maximum mixture level and incremental volumes used.

Volume indicator marks shall include the volume in litres required to fill the tank to that level.

A tank calibration certificate shall be issued, which shall include the following minimum information:

- (a) Business IP number;
- (b) unique identification of the tank;
- (c) name of person conducting calibration;
- (d) date of calibration;
- (e) type of calibrated flow meter used;
- (f) date of last calibration of calibrated flow meter;
- (g) maximum volume calibrated; and
- (h) incremental volumes calibrated.

7.2 System Calibration

Treatment calibration tests must be conducted on mechanical dip feeding mechanisms to ensure host produce is completely immersed by the dip mixture for not less than 60 seconds, or for passionfruit; the produce is dipped for not less than 10 seconds and remains wet for a period of not less than 60 seconds after immersion treatment.

Treatment calibration tests must be repeated until the requirement can be met. An accurate timing mechanism capable of measuring time to the second shall be used to time the calibration period.

Calibration tests shall be conducted:

- (a) once immediately prior to commencement of treatment and certification of produce each season for each host produce type being treated; and

- (b) within a minimum of 4 weeks of commencement of treatment each season, or prior to the compliance audit, whichever is the earlier; and
- (c) once a month during certification of produce under the Procedure.

7.2.1 Record of mechanical dip calibration

Records of mechanical dip calibration tests shall be kept (Attachment 2) and shall include

- (a) the name of the person conducting the test;
- (b) the date of testing; and
- (c) the results achieved during the tests.

7.2.2 Maintaining correct pH

Dimethoate dip mixture shall be maintained at a pH below 7.0 to prevent breakdown of the pesticide.

The mixture pH must be monitored at commencement of treatment each day to ensure correct pH. The mixture shall be tested with a commercially available pH tester. The dip mixture pH monitoring record (Attachment 3) shall include;

- (a) person conducting check;
- (b) date and time of check;
- (c) result; and
- (d) corrective action taken, for example, type of buffer added and quantity.

7.2.3 Topping-up

During the dipping process, it may be necessary for top-up of the dip mixture to maintain the required concentration and/or volume. This is done by adding the required quantity of water with the required amount of concentrate to the dip mixture as determined by the facility's top-up program.

Where top-up mixtures are prepared in the dip tank, volume of the top-up mixture must be calculated by using either the incremental volume marks, or a calibrated measuring vessel or liquid metering device so that allowance is made for mixture already in the dip tank.

Ensure that the chemical is completely diluted in all of the water by thoroughly mixing the tank for a minimum of two (2) minutes before recommencing dipping.

7.2.4 Top-up program

A facility which uses topping-up as a means of maintaining dip volume and/or concentration must develop and document a top-up program for maintaining dip mixture concentration.

The top-up program shall state:

- (a) the frequency of topping-up based on the quantity of host produce treated or time; and
- (b) the quantity of concentrate and water required to be added.

The Business shall provide evidence that the dip top-up program is effective in achieving and maintaining dip mixture concentration within +/- 15% of the required concentration.

7.2.5 Top-up preparation records

Records of dip top-up preparation shall be maintained (Attachment 3). The record must include:

- (a) the date and time of topping up; and
- (b) operator initials; and
- (c) volume of concentrate added to dip mixture (mL); and
- (d) volume of water added to dip mixture (L).

7.3 Dipping Treatment

Mixture concentration and application shall meet the [Requirements](#) of this Procedure.

The dip mixture shall be prepared at a maximum of every 48 hours or more frequently, as required.

Unused dip mixture may be held overnight for use the next day, however, the mixture must be thoroughly mixed for at least 2 minutes prior to further use.

Periods longer than 48 hours may be considered where a Business can demonstrate, by analysis of the chemical mixture, the ability to control and maintain concentration for a specified longer period.

Host produce should be clean before dip treatment is applied to avoid fouling the dip mixture and restricting or reducing contact of the chemical with the host produce surface.

7.3.1 Dip mixture preparation chart

The Business shall maintain a 'Dip Mixture Preparation Chart' or similar record in close proximity to the dipping equipment (Attachment 4).

The Chart shall provide the following details -

- (a) the total volume in litres (L) of the dip tank when filled to the maximum mixture level mark;
- (b) the volume in millilitres (mL) of concentrate required in a full tank of the made up dip mixture;
- (c) the volume in millilitres (mL) of concentrate required to achieve a made up dip mixture for known incremental volumes or top-up volumes used; and
- (d) the printed name and signature of the person responsible for the Chart's preparation and the date of preparation.

7.3.2 Preparing the dip mixture

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

Other ingredients may only be added to the mixture if they are known to be compatible with the chemical used to control fruit flies.

Ensure that the chemical is completely diluted in all of the water by vigorously mixing the tank for a minimum of 2 minutes before commencing the dipping operation. Some facilities may require extended periods of mixing to fully dilute the chemical in the water.

The treatment preparation record (Attachment 3) must include:

- (a) the date and time of treatment preparation; and
- (b) person preparing mixture; and
- (c) pH of mixture; and
- (d) volume of concentrate in mixture (mL); and
- (e) volume of water in mixture (L).

7.3.3 Pre-dipping treatments

Host produce can be treated with water or other chemical treatments prior to dipping with Dimethoate provided there is enough time for the majority of the water to drain off to minimise the dilution of the dip mixture.

The direct addition of chemicals to the wash water, or carriage of chemicals on host produce, that raise pH or otherwise destroy the pesticide must be avoided.

Where host produce has undergone pre-dip treatment washing or chemical treatments, a dip mixture top-up program may be required to maintain the dip mixture concentration within the required tolerance.

7.3.4 Last treatment before packing

Dipping must be the last treatment before packing, except for melons and conditionally on citrus, which may:

- (a) have a non-recovery gloss coating (wax) applied at least 60 seconds after dipping with Dimethoate; or
- (b) be washed, fungicide treated and/or have a gloss coating applied a minimum of 24 hours after dipping with Dimethoate.

The **Treatment Operator** shall ensure that no other treatments, such as fungicide treatment or washing, are applied to host produce between dipping and packing. However, other processes may be approved provided they do not affect the efficacy of the dip treatment.

7.3.5 Maintaining dip concentration and volume

During dipping operations, the concentration of the chemical mixture must be maintained within $\pm 15\%$ of the required concentration and in accordance with any endorsed top-up program.

7.3.6 Treatment records

The Treatment Operator must record all dip mixture preparation, top-up mixture preparation and host produce treatment using a 'Dip Mixture Preparation, Top-Up and Treatment Record' or records which capture the required information (Attachment 3).

The Business' treatment records must include:

- (a) the date and time of dip mixture or top-up mixture preparation; and
- (b) whether the mixture is topping-up only; and
- (c) pH check; and
- (d) the volume of concentrate used (mL); and
- (e) the volume of the made-up dip mixture or top-up mixture (L); and
- (f) the trade name of the concentrate used and the chemical used; and
- (g) the date the dip mixture was discarded; and
- (h) the date of treatment; and
- (i) treatment commencement time; and
- (j) treatment completion time; and
- (k) the type of host produce treated; and
- (l) the approximate quantity of host produce treated; and
- (m) the identification of the Treatment Operator.

7.4 Dip treatment mixture concentration testing

The Business must verify the ability to achieve and maintain dip concentrations by providing the results of analysis of samples of a dip mixture from an approved laboratory.

7.4.1 Frequency of Sampling

Dip mixtures of Dimethoate must be sampled at least every 12 months and at any time the species of host produce being handled is changed, or there is a change to the method of processing the same species of host produce which could affect the concentration of insecticide.

Samples shall be collected:

- (a) once prior to initial approval of the facility (so an analysis result is available for the Authorised Person carrying out the initial audit of the Business facility and operating procedures); and
- (b) immediately following preparation of the dip mixture; and

- (c) at cessation of treatment after the chemical mixture has been used to treat the maximum quantity of host produce that will be treated in the facility before a dip mixture is discarded.

An additional dip mixture sample is required for a facility using a top-up program after topping-up the mixture according to the facility's documented top-up program.

7.4.2 Collection of the sample

Samples of the dip shall be taken from the centre of the dip tank and placed in a clean glass sample bottle with a secure water tight lid. The sample size will be of sufficient quantity for chemical analysis.

7.4.3 Storing and packaging the sample

Samples should be stored under refrigeration and dispatched within 24 hours of collection to minimise losses in chemical concentration.

Samples must be carefully packaged to prevent damage in transit and comply with any hazardous chemical packaging and transport requirements.

Samples shall be accompanied by a fully and accurately completed Sample Analysis Request form for chemical used in fruit fly treatment dip (Attachment 5).

7.4.4 Chemical mixture analysis records

Results of the analysis must be retained by the Business for a minimum of 24 months from receipt and be made available when requested by an Authorised Person.

Details of chemical mixture analysis results shall be maintained using a Chemical Treatment Analysis Record or records which capture the required information (Attachment 6).

The Business chemical mixture analysis records must include:

- (a) the date and time of collection of the sample; and
- (b) the full trade name and batch number and expiry date of the concentrate used; and
- (c) the total volume of concentrate added to the dip mixture; and
- (d) the total volume of the prepared dip mixture from which the sample was taken.

Once the Business is accredited, any deficiency in an analysis result must be reported to the accrediting authority within 24 hours so an investigation may be carried out to determine the cause and rectify any problems.

7.5 Disposal of the dip mixture

The treatment facility must dispose of dip mixture in accordance with local government and Environmental Protection Authority (EPA) requirements.

7.6 Dipping equipment maintenance

The Treatment Operator shall carry out regular checks of dipping equipment to ensure it continues to operate effectively according to the required standards and remains free from soiling, malfunction, blockages, damage or excessive wear.

7.7 Post Treatment Security (Tasmania only)

Packing shall commence as soon as practicable after treatment. Host produce may be allowed to dry adequately prior to packing.

Treated host produce shall be held for the minimum practical period after treatment before it must be secured against reinfestation.

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

Any treated host produce which remains unpacked at the end of the day must be held in secure conditions until packed. Completed pallets shall be held for the minimum practical period before placing in secure conditions.

Certified host produce must be stored at, and transported from, the facility in secure conditions which prevent infestation by fruit fly.

PHACs must state that host produce was; "Packed in such a way as to prevent infestation of fruit fly".

Secure conditions are:

- (a) unvented packages;
- (b) vented packages with the 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 1.6 mm;
- (d) shrink wrapped and sealed as a palletised unit;
- (e) fully enclosed or screened buildings, cold rooms, vehicles or other facilities free from gaps or other entry points greater than 1.6 mm.

The Business shall have adequate procedures in place which prevent mixing of treated and untreated host produce at the facility.

Host produce 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 additional declaration section of the PHAC covering the consignment (Attachment 7).

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 PHAC covering the consignment and the date.

7.8 Dispatch

7.8.1 Package Identification

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

- (a) the Interstate Produce (IP) number of the Business that operates the approved facility in which the produce was treated;
- (b) the words "MEETS ICA-01"; and
- (c) the date (or date code) on which the host produce was treated;

prior to the issuance of a PHAC by the Business under this Procedure.

Produce that has not been verified as conforming to the requirements specified in this Procedure must not be marked as stated above.

7.8.2 Plant Health Assurance Certificates (PHACs)

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

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

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

Books of pre-printed PHACs are available from ICA Records Management, Department of Primary Industries, phone 02 6552 3000. Upon suspension, cancellation or withdrawal of accreditation, the PHAC book must be immediately returned to the Department.

7.8.3 *Plant Health Assurance Certificate (PHAC) distribution*

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

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

8. RECORDS AND DOCUMENT CONTROL

8.1 ICA system records

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

- (a) 'Mechanical Dip Calibration Test Record' (Attachment 2); and
- (b) 'Dip Mixture Preparation, Top-up and Treatment Record' (Attachment 3); and
- (c) 'Dip Mixture Preparation Chart' (Attachment 4); and
- (d) 'Fruit Fly Chemical Treatment Sample for Analysis Form' (Attachment 5); and
- (e) 'Chemical Mixture Analysis Record' (Attachment 6); and
- (f) the duplicate copy of each PHAC issued (Attachment 7).

Records must be retained for 4 years from completion.

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

8.2 ICA system documentation

The Business must maintain the following documentation:

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

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

9. ATTACHMENTS

Attachment 1	Application for Accreditation as a Biosecurity Certifier
Attachment 2	Mechanical Dip Calibration Test Record
Attachment 3	Dip Mixture Preparation, Top-Up And Treatment Record
Attachment 4	Dip Mixture Preparation Chart
Attachment 5	Fruit Fly Chemical Treatment Sample For Analysis Form
Attachment 6	Chemical Mixture Analysis Record
Attachment 7	Plant Health Assurance Certificate

Application for accreditation as a Biosecurity Certifier

A business seeking to become accredited or renew accreditation for an ICA or CA arrangement must complete and lodge an application for accreditation using the prescribed form and paying the application fee.

The application form can be accessed at:

<https://www.dpi.nsw.gov.au/biosecurity/plant> under the heading **Market Access**.

Alternatively, contact ICA Records Management:

Phone: 02 6552 3000

Fax: 02 6552 7239

Email: bfs.admin@dpi.nsw.gov.au

Mechanical Dip Calibration Test Record

Date of test	Host produce type	Time immersed in dip (seconds)			Time to drying process (seconds)	Name of Testing Officer	Comments
		Test 1	Test 2	Test 3			
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

NOTES

1. Mechanical fruit feed equipment calibration tests must be carried out immediately prior to commencement of treatment and certification of produce, within 4 weeks of commencement of treatment or prior to the Business compliance audit, and once a month during the season for each fruit type being treated.
2. Three (3) tests must be carried out. For each test, record the number of seconds an identifiable piece of fruit is completely immersed in the dipping mixture in the normal flow of fruit.
3. For small fruits requiring only a 10 second dip, record the minimum time period between completion of the 10 second dip and any drying process (e.g., fans, blowers or heaters) is applied to the fruit. Where no drying process is applied show not applicable (N/A).
4. Adjust the equipment and repeat the test if any of the 3 tests are below the minimum specified time period for complete immersion or drying of small fruits.

Dip Mixture Preparation, Top-up and Treatment Record

Dip Mixture Preparation & Top-up Preparation								Host Produce Treatment						
Date	Time	Top-Up (✓)	pH check (✓)	Volume of Concentrate (mL)	Volume of mixture (L)	Trade name of Concentrate	Date mixture discarded	Date of treatment	Start time	Finish time	Type of host produce treated	Quantity of host produce treated (kg or packages)	Treatment Operator's Name	Treatment Operator's Signature

Dip Mixture Preparation Chart

Concentrate (*Trade Name*): _____

Target Mixture Concentration: _____

Full Tank (Concentrate [mL or g]/Mixture [L])

Full Tank Volume: _____ Litres

Concentrate in Full Tank: _____ mL or g

Part Fill or Top-Up (Concentrate [mL or g]/Mixture [L])

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

_____ mL/g Concentrate / _____ Litres Mixture

Prepared by: _____

Printed Name

Signature

Date

FRUIT FLY CHEMICAL TREATMENT SAMPLE FOR ANALYSIS FORM

SAMPLE DETAILS

Client's Name: IP Number:

Postal Address:

Street Address:

Telephone No: () Fax No: ()

Crop Treated:

Chemical used (tick): Dimethoate

Chemical Brand Name: Batch Number:

Total Volume of Mixture: litres Volume of concentrate added: mL

Name and Amount of other chemicals added:

Date of Mixing: Time of Mixing:

Method of Application (tick one): Dip Flood Spray Non-recirculating Spray

Fruit Wetness immediately prior to Treatment (tick one): Dry Moist Dripping

Sample Number as marked on sample bottle:

Date sample collected: Time sample collected:

Fruit volume treated up until sample collected: cartons

Total volume of chemical mixture **at time of sampling**: litres

Other information on sample:

ANALYSIS DETAILS - For Laboratory Use Only

Laboratory Identification:
(Apply stamp)

Laboratory Number: Date Received: Date Analysed:

Analysis Method:

Result: Chemical: Concentration: mg/L Date Reported:

Comments:

Analyst Name: Signature: Date:

Chemical Mixture Analysis Record

Sample Details	Chemical Mixture Details		Fruit Details	Analysis Details
Date of Sampling- _____ Time of Sampling- _____ Sample No.- _____	Trade Name of Concentrate- _____ Batch No.- _____ Volume of Concentrate- _____ mL	Other Additive/s- _____ Volume of Additive/s- _____ mL Total Volume of Mixture- _____ Litres	Fruit Treated- _____ Quantity Treated- _____ Condition <input checked="" type="checkbox"/> - <input type="checkbox"/> Dry <input type="checkbox"/> Moist <input type="checkbox"/> Wet	Laboratory- _____ Analysis No.- _____ Analysis Result- _____
Date of Sampling- _____ Time of Sampling- _____ Sample No.- _____	Trade Name of Concentrate- _____ Batch No.- _____ Volume of Concentrate- _____ mL	Other Additive/s- _____ Volume of Additive/s- _____ mL Total Volume of Mixture- _____ Litres	Fruit Treated- _____ Quantity Treated- _____ Condition <input checked="" type="checkbox"/> - <input type="checkbox"/> Dry <input type="checkbox"/> Moist <input type="checkbox"/> Wet	Laboratory- _____ Analysis No.- _____ Analysis Result- _____
Date of Sampling- _____ Time of Sampling- _____ Sample No.- _____	Trade Name of Concentrate- _____ Batch No.- _____ Volume of Concentrate- _____ mL	Other Additive/s- _____ Volume of Additive/s- _____ mL Total Volume of Mixture- _____ Litres	Fruit Treated- _____ Quantity Treated- _____ Condition <input checked="" type="checkbox"/> - <input type="checkbox"/> Dry <input type="checkbox"/> Moist <input type="checkbox"/> Wet	Laboratory- _____ Analysis No.- _____ Analysis Result- _____
Date of Sampling- _____ Time of Sampling- _____ Sample No.- _____	Trade Name of Concentrate- _____ Batch No.- _____ Volume of Concentrate- _____ mL	Other Additive/s- _____ Volume of Additive/s- _____ mL Total Volume of Mixture- _____ Litres	Fruit Treated- _____ Quantity Treated- _____ Condition <input checked="" type="checkbox"/> - <input type="checkbox"/> Dry <input type="checkbox"/> Moist <input type="checkbox"/> Wet	Laboratory- _____ Analysis No.- _____ Analysis Result- _____



Department of
Primary Industries

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

Plant Health Assurance Certificate

A biosecurity certificate issued under Part 13 of the *NSW Biosecurity Act 2015*

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

Consignment Details

Consignor

Name

Address

State Postcode

Consignee

Name

Address

State Postcode

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

Name

Address

State Postcode

Certification Details

IP Number	Facility Number	Procedure
N		

Accredited Business that prepared produce

Name

Address

State Postcode

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

Name

Address

State Postcode

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

Treatment Details

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

Additional Certification/Codes:

This certificate is valid for 21 days from date of certification

Declaration

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

Full name _____ Signature _____ Date _____

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