



## Department of Primary Industries

## Procedure

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### ICA-29

## TREATMENT OF NURSERY STOCK AND SOIL-LESS MEDIA

NUMBER	ICA 29	VERSION	5.0
AUTHORISED BY	Manager, Plant Product Integrity and Standards		
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ISSUED BY	Primary Industries, Biosecurity & Food Safety		

### REVISION HISTORY

VERSION	DATE	AMENDMENTS	
		SECTION	DETAILS
1.0	07 Mar 2007	All	All new procedure.
2.0	14 Aug 2007	All	Addition of alternative chemicals, additional certification & update APVMA permit references. Remove suSCon Green and Furalaxyl from Treatment Table page 7. Replace permit PER9795 with version 2.
3.0	11 Jul 2013	All	Reformat document and amend treatment tables.
4.0	26 June 2017	All	Include Propamocarb, update procedure to new template. Reinsert requirements from protocol for equipment calibrations. Include requirements from protocol for treatment of bulk media, update application form and include application for additional accreditation. 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.
5.0	20 Aug 2021	4, 6, Attachment numbering	Amended requirements to reflect the less restrictive import conditions for Tasmania (6(d)), removed fungicides not accepted by WA and Tasmania (6(b),(c),(d) and (e)), removed accreditation codes (7.7.1,) updated Department name, updated Attachment numbers.

**Disclaimers**

The information contained in this Procedure is based on knowledge and understanding at the time of writing (September 2021). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up-to-date and to check currency of the information with the appropriate officer of the Department or the user's independent adviser.

# PROCEDURE

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## 1. PURPOSE

The purpose of this Procedure is to describe:

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

that applies to treatment of soil-less potting media and cover spraying of nursery stock for various quarantine pests and diseases, under this Interstate Certification Assurance (ICA) arrangement.

## 2. SCOPE

This Procedure covers all certification of Nursery Stock by a Business operating under an ICA arrangement in New South Wales.

**Pest/s:** Various pests and diseases.

**Produce:** Nursery stock.

- Nursery stock includes plants and seedlings in soil-less media, bare rooted plants and cuttings with leaves, dormant deciduous bare rooted plants and cuttings, bulbs, corms and rhizomes.
- Nursery stock does not include plants in pots greater than 20 L, nursery stock bearing fruit, plants from the Myrtaceae family, and culinary herbs and leafy vegetables for consumption

**Location:** Tasmania and Western Australia.

### IMPORTANT

#### ALWAYS READ THE LABEL

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

#### All States accepting this Procedure have additional entry conditions

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

Accreditation of Biosecurity Certifiers

Biosecurity Audit Frequency

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

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

## 4. DEFINITIONS

In this Procedure:

<i>Act</i>	means the <u>Biosecurity Act 2015</u> .
<i>APVMA</i>	means the Australian Pesticides and Veterinary Medicines Authority.
<i>Authorised Person</i>	means an authorised officer under the Act or a person authorised under a law of another State or Territory that relates to plant biosecurity.
<i>Authorised Signatory</i>	means a person whose name is notified to the Secretary as a person who can issue a biosecurity certificate on behalf of the Business.
<i>Business</i>	means the legal entity accredited as a biosecurity certifier under the Act.
<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 plants transported to a single consignee at one time covered by a single PHAC.
<i>cover spraying</i>	means saturating all exposed parts of the plant, trunks, stems, leaves, buds, flowers, fronds or isolated parts to the point of run-off with a chemical solution or suspension.
<i>Department</i>	means the NSW Department of Primary Industries, Regional New South Wales.
<i>drench</i>	means to wet thoroughly by immersion or falling liquid to the point of saturation.
<i>facility</i>	means a location where produce is assembled, securely stored, certified and dispatched, and where certification operations covered by the ICA arrangement are conducted.
<i>granule</i>	means a solid formulation comprising particles of defined size for application without further dilution, usually to soil.
<i>host produce</i>	means Nursery Stock and soil-less media
<i>nursery stock</i>	means living above ground and below ground vegetative structures for propagation, including plants, seedlings, bare rooted plants and cuttings with leaves, dormant deciduous bare rooted plants and cuttings, bulbs, corms and rhizomes, but excluding plants in pots greater than 20 L, nursery stock bearing fruit, plants from the Myrtaceae family, and culinary herbs and leafy vegetables for consumption
<i>PHAC</i>	means a Plant Health Assurance Certificate that is issued in accordance with the requirements of a Certification Assurance Arrangement.
<i>property</i>	means one or more contiguous parcels of land (lots on plan), owned or leased by a Business, that are managed as a unit and isolated from any other parcel of land owned or leased by the same Business.

*soil-less media*

means washed river sand, decaying vegetable material such as peat, sphagnum peat moss, hypnaceous peat moss, bark, sawdust, perlite, vermiculite, rice husks, gravel or rock or any combination of these, but excludes soil

## 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 one position.

**Certification Controller** is responsible for:

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

**Treatment Operator** is responsible for:

- maintaining a current calibration certificate for treatment equipment;
- preparation, safe use and disposal of treatment mixtures;
- applying treatment to all lots of plants within the interval specified prior to dispatch;
- maintaining preparation and treatment records; and
- maintaining treatment equipment.

**Authorised Dispatcher** is responsible for:

- ensuring all packages covered by a PHAC are identified;
- 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 host produce covered by the certificate has been treated 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.

All host produce certified under this Procedure must be treated in accordance with the following requirements:

- (a) Each species in the consignment must be identified by scientific name (genus and species); and**
- (b) Plants and seedlings in pots must be;**
  - (i) potted in soil-less media; and

- (ii) the volume of the treatment solution that is applied to soil-less media as full immersion or drench of the container is to be;
  - (A) applied with a commercial wetting agent in accordance with the manufacturer's recommended rate to attain 100% coverage until the point of run-off, except where otherwise specified on the label of the relevant chemical; and
  - (B) at least 20% of the volume of the container; and
  - (C) applied when the media is not saturated; and
- (iii) the soil-less media must be treated within 10 days of export (unless otherwise specified)
  - (A) with an insecticide/miticide containing;
    1. 2 g/kg bifenthrin applied within 60 days of export; or
    2. 80 g/L bifenthrin; and
  - (B) with a fungicide containing;
    1. 250 g/kg thiophanate-methyl and 150 g/kg etridiazole; or
    2. 50 g/kg thiophanate-methyl and 30 g/kg etridiazole; or
    3. 350 g/kg etridiazole; or
    4. 600 g/L propamocarb; or
    5. 605 g/L propamocarb;

in accordance with all label requirements and APVMA permit directions; and

- (iv) the plants and seedlings must be cover sprayed following the treatment of soil-less media within 10 days of export;
  - (A) with an insecticide containing;
    1. 200 g/L imidacloprid; or
    2. 225 g/L acetamiprid; and
  - (B) with an insecticide/miticide containing;
    1. 80 g/L bifenthrin; or
    2. 100 g/L bifenthrin; or
    3. 250 g/L bifenthrin; and
  - (C) with a fungicide containing
    1. 750 g/kg mancozeb; or
    2. 800 g/kg mancozeb; or
    3. 500 g/kg chlorothalonil; or
    4. any other fungicide from Activity Group 28, 29, M1, M2, M3, M4, M5, M7 (Tasmania only) or M9;

in accordance with all label requirements and APVMA permit directions.

**(c) Bare rooted plants and cuttings with leaves must be cover sprayed within 10 days of export;**

- (i) with an insecticide containing;
  - (A) 200 g/L imidacloprid; or
  - (B) 225 g/L acetamiprid; and
- (ii) with an insecticide/miticide containing;
  - (A) 80 g/L bifenthrin; or
  - (B) 100 g/L bifenthrin; or

- (C) 250 g/L bifenthrin; and
- (iii) with a fungicide containing
  - (A) 750 g/kg mancozeb; or
  - (B) 800 g/kg mancozeb; or
  - (C) 500 g/kg chlorothalonil; or
  - (D) any other fungicide from Activity Group 28, 29, M1, M2, M3, M4, M5, M7 (Tasmania only) or M9;

in accordance with all label requirements and APVMA permit directions.

**(d) Dormant deciduous bare rooted plants and cuttings must be cover sprayed within 10 days of export;**

- (i) with a fungicide containing
  - (A) 750 g/kg mancozeb; or
  - (B) 800 g/kg mancozeb; or
  - (C) 500 g/kg chlorothalonil; or
  - (D) any other fungicide from Activity Group 28, 29, M1, M2, M3, M4, M5, M7(Tasmania only) or M9; and
- (ii) **For Western Australia only**, with white oil to above ground parts; and
- (iii) **For Western Australia only**, with an insecticide/miticide containing;
  - (A) 80 g/L bifenthrin; or
  - (B) 100 g/L bifenthrin; or
  - (C) 250 g/L bifenthrin

in accordance with all label requirements and APVMA permit directions.

**(e) Bulbs, corms, rhizomes and below ground vegetative structures must be;**

- (i) free from leaves, soil, and soil-less potting media; and
- (ii) cover sprayed within 10 days of export;
  - (A) with an insecticide containing;
    1. 200 g/L imidacloprid; or
    2. 225 g/L acetamiprid; and
  - (B) with an insecticide/miticide containing;
    1. 80 g/L bifenthrin; or
    2. 100 g/L bifenthrin; or
    3. 250 g/L bifenthrin; and
  - (C) with a fungicide containing
    1. 750 g/kg mancozeb; or
    2. 800 g/kg mancozeb; or
    3. 500 g/kg chlorothalonil; or
    4. any other fungicide from Activity Group 28, 29, M1, M2, M3, M4, M5, M7(Tasmania only) or M9;

in accordance with all label requirements and APVMA permit directions.

Note: clean peat moss (including coir and coco) used for packing is not required to be treated.



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

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

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

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

## 7. PROCEDURE

### 7.1 Equipment calibrations

#### 7.1.1 Calibration of weighing equipment

The **Treatment Operator** must carry out calibration tests on the load range of any weighing equipment used to determine quantities of solid chemical concentrates, using the manufacturer's calibration instructions.

Calibration tests must be carried out annually. The balance must be verified as accurate to within  $\pm 1\%$  of the total load range. A maximum error margin of 10 g applies.

The Business must maintain a 'Weighing Equipment Calibration Record' (see example at Attachment 2), which includes the following details;

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

#### 7.1.2 Spray Tank Volume and Calibration

Permanent volume indicator marks are to be made on the side of the spray tank, on a sight tube or sight panel on the outside of the tank, or by some other method which clearly and accurately indicates the maximum mixture level and any incremental volumes used.

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

Each of the volume indicator marks must be calibrated with the tank at the normal filling position. The person conducting the calibration test must issue a record of calibration of the spray tank, which must be available to the auditor at the initial audit and all compliance audits. New equipment intended to apply liquid treatments after the initial audit must also have calibration records.

The 'Spray Tank Calibration Record' (see example at Attachment 3) must include the following details;

- (a) business name and address of owner of equipment;
- (b) the identification of the equipment to be calibrated;
- (c) the date of calibration;

- (d) the calibration results including the maximum mixture level volume in litres and any incremental volumes;
- (e) the name and signature of the person conducting the calibration.

A tank calibration record is not required for small dip tanks or hand held spray equipment such as hand held misters or knapsack sprayers, where the capacity of the treatment mixture is less than 25 litres.

## 7.2 Treatment preparation

All treatments of plants and media must be performed in a designated treatment area. A designated treatment area can be portable and move to different areas within the accredited facility. No plants or media are to be introduced to a designated treatment area once treatments have commenced.

### 7.2.1 Mixture preparation charts

The **Treatment Operator** must maintain a 'Mixture Preparation Chart' near the mixture preparation area for each treatment used by the Business under this Procedure.

The 'Liquid Treatment Mixture Preparation Chart' (see example at Attachment 4) must include the following details:

- (a) the name of the chemical concentration; and
- (b) mixture application rate; and
- (c) the total volume in litres of the spray tank when filled to the maximum mixture level mark; and
- (d) the volume in millilitres (mL) or the weight in grams (g) of concentrate required to achieve the required mixture when filled to the maximum mixture level mark; and
- (e) the quantity of wetting agent required to achieve the required mixture when filled to the maximum mixture level mark; and
- (f) the volume in millilitres (mL) or the weight in grams (g) of concentrate and the wetting agent required (L) to achieve the required mixture for any known incremental volumes used; and
- (g) the printed name and signature of the person responsible for the chart's preparation and the date of preparation.

The Solid Treatment Mixture Preparation Chart (see example at Attachment 5) must include the following details:

- (a) the active ingredient of the concentrate to which the chart applies;
- (b) the product application rate;
- (c) if applicable, the estimate of potting media make-up (sand/peat/bark ratio);
- (d) if applicable, the bulk media density;
- (e) application rate;
- (f) the calculation of target mixture concentration per litre (L), or cubic metre (m<sup>3</sup>) for any known incremental volumes used;
- (g) the name and signature of the person responsible for the chart's preparation and the date of preparation.

### 7.2.2 Preparation and treatment records

The **Treatment Operator** must record details of all mixture preparations and treatments using a 'Preparation and Treatment Record' (see example at Attachment 6).

The 'Preparation and Treatment Record' must include the following information:

- (a) the name and Interstate Produce (IP) Number of the accredited Business; and
- (b) the date of the mixture preparation and treatment; and

- (c) the trade name of the concentrate used; and
- (d) the formulation of the chemical (either granule, wettable powder or liquid); and
- (e) the quantity of the product used in the treatment mixture; and
- (f) the quantity of wetting agent used in the treatment mixture (if applicable); and
- (g) the total volume (litres) of the made up mixture (if applicable); and
- (h) the method of the application of the treatment (either incorporation, drench, immersion or cover spray); and
- (i) the nursery stock or soil-less media treated; and
- (j) the quantity of nursery stock or soil-less media treated; and
- (k) the name and signature of the Treatment Operator.

### 7.2.3 *Preparing the treatment mixture*

The **Treatment Operator** must ensure that:

- (a) a fresh mixture is prepared for each day that treatment is to be applied; and
- (b) treatment is to commence and finish within the interval specified as a requirement for that treatment prior to scheduled dispatch; and
- (c) all treatments are performed in the designated treatment area; and
- (d) all plants remain in the treatment area for the duration of the treatment.

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

Add the required amount of concentrate to the spray tank in accordance with the manufacturer's directions on the label. Fill the spray supply tank with clean water to the incremental volume mark or maximum mixture level mark.

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

Spray equipment must have a means of continuous mixing of the spray mixture in the spray tank throughout the spray operation to avoid settling or separation on the concentrate. This can be achieved by mechanical mixing devices in the spray tank, or agitation from spray mixture returned via a by-pass from the spray pump.

The mixture may contain a fungicide or other chemical provided it is approved for use and known to be compatible with the concentrate used.

The addition of commercial wetting agents may be specified for some treatment requirements and these may also vary in compatibility. The Treatment Operator must have evidence that compatibility of spray mixture ingredients has been verified.

#### 7.2.3.1 *Liquid concentrate*

The **Treatment Operator must** use a clean graduated measuring vessel to measure the amount of liquid concentrate required, to achieve the specified number of millilitres (mL) per litre (L) of mixture of the specified concentrate for the required volume of mixture.

Suitable measuring cylinders include graduated plastic or glass measuring cylinders or syringes.

#### 7.2.3.2 *Solid concentrate*

The **Treatment Operator must** ensure that weighing of solid chemical concentrates is conducted using calibrated scales on a flat surface in a sheltered area protected from dust and moisture.

For solid concentrates, the required amount of grams (g) must be weighed on a balance with tare or measured allowance taken into consideration for the weight of container used.

### 7.2.3.3 *Wetting agent*

All soil-less media immersion or drench treatments must be applied with wetting agent at the manufacturer's label rate to attain 100% coverage, to the point of run-off. Follow the label instructions for the compatible product recommended.

## 7.3 **Soil-less media treatment**

Treatments to be incorporated into bulk media must be undertaken prior to placing media into containers for planting. Treatments must be incorporated and mixed evenly into the media.

### 7.3.1 *Media density*

The rate of chemical product to add to media will vary dependent on the density of the media. Table 1 is a guide to the estimated densities of commonly used media. Where the media to be treated varies from the specified ratios below, the average composition of the media shall be used to determine the application rate for the chemical product.

**Table 1 Estimated density of media mixtures**

Media mixture	Estimated Density
100% peat/bark	Light
75% peat/bark with 25% sand	Light - Medium
50% peat/bark with 50% sand	Medium
25% peat/bark with 75% sand	Medium - Heavy
100% sand	Heavy

### 7.3.2 *Measuring bulk and potted media*

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

- (a) a volume expressed in cubic metres (m<sup>3</sup>); or
- (b) a volume expressed in litres (L).

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

#### 7.3.2.1 *Granulated potting media treatment (bifenthrin)*

All bifenthrin granules are to be applied topically to pot surface. Apply granules at the rate dependent on the potting media density using **Table 2 Guide to average potting mix densities for bifenthrin treatment** (below). If the media to be treated varies from the specified ratios in Table 2, determine the average composition of the media to be treated and apply the rate that correlates with a mix with similar density.

**Table 2 Guide to average potting mix densities for bifenthrin treatment**

Potting mix	Specific gravity	Product g/L
100% peat (light)	0.50	1.60
75% peat / 25% sand	0.85	2.70

Potting mix	Specific gravity	Product g/L
50% peat / 50% sand	1.20	3.80
25% peat / 75% sand	1.55	5.00
100% sand	1.90	6.10

### 7.3.2.2 Potting media treatment by immersion or drench cover spray

The treatment must include a wetting agent. The volume of solution applied is to be at least 20% of the volume of the container and applied when the media is not saturated. For example, a five litre volume of media will require a one litre volume of treatment mixture to be applied when the potting media is sufficiently dry so that the solution is absorbed by the potting media.

Apply a single treatment if the whole amount is applied in one session. If the potting medium cannot be allowed to dry out to the extent that it could absorb a drench equivalent to 20% of the container, a number of treatments must be applied within 10 days prior to export.

## 7.4 Cover spray treatment of Nursery Stock

Treatment of plants must be carried out following treatment of bulk and potted media.

The Treatment Operator must carry out regular checks of spraying equipment to ensure it continues to operate effectively and remains free from malfunction, blockages, damage or excessive wear.

The Business must ensure cover spray mixture is applied to plants with wetting agent at the manufacturer's recommended rate to attain 100% coverage until the point of run-off.

## 7.5 Post treatment identification

All treated plants must be held post treatment in a designated treatment area which is physically isolated from untreated plants.

Each treatment lot must be identified with a lot number affixed to all individual plant containers in the lot or a sign placed at entry points to the designated treatment area immediately after treatment is completed.

## 7.6 Dispatch

The **Authorised Dispatcher** must ensure that the host produce treated under this Procedure is clearly identified and can be referenced to the 'Preparation and Treatment Record' (Attachment 6).

The Authorised Dispatcher must ensure that only host produce that meets the requirements has been certified. The consignment must be transported under conditions that prevent cross-infestation from uncertified produce.

### 7.6.1 Package identification

The **Authorised Dispatcher** shall ensure that, prior to issuing a PHAC, each package is marked on an outermost side or end surface in indelible and legible characters of at least 5 mm high, with:

- the Interstate Produce (IP) number of the accredited Business;
- the words "**MEETS ICA-29**";
- the date (or date code) on which the host produce was packed;
- description of the contents indicating Genus and species; and
- be completed prior to the issuance of a PHAC by the Business under this Procedure.

Any packages containing host produce that has not been treated and meet the requirements specified in this Procedure must not be marked as stated above.

Host produce consigned loose must be identified by one of the following methods:

- the above information is written on the consignment note or the invoice accompanying the plants and signed and dated by an **Authorised Signatory**; or
- each plant has a tag securely attached that includes the above information; or
- sealed in an enclosed vehicle or container and the seal number is included in the 'Brand Name or Identifying Marks' section of the PHAC accompanying the consignment.

## 7.7 Plant Health Assurance Certificates

The **Authorised Dispatcher** must ensure a PHAC is completed and signed by an Authorised Signatory of the Business prior to the consignment of host produce.

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

- in the 'Accredited Business that Prepared the Produce' section – the name and address of the Accredited Business that treated the host produce; and
- in the 'IP No. of Accredited Business' section – the IP No. of the Accredited Business that treated the host produce; and
- in the 'Number of Packages/Type of Packages' section – the number and description of plants of each plant category in the consignment; and
- in the 'Type of Produce' column, the full Genus and species name.

Where there is insufficient room to list each plant category, an "Attachment Sheet ICA-29" (see example at Attachment 8) should be used and securely attached to the relevant PHAC. Please ensure the certification section is signed and completed.

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

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

### 7.7.1 PHAC distribution

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

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

## 8. RECORDS AND DOCUMENT CONTROL

### 8.1 ICA system records

The Business must maintain the following records:

- Weighing equipment calibration record; and
- Spray tank calibration record; and
- Liquid Treatment Mixture Preparation Chart; and
- Solid Treatment Mixture Preparation Chart; and
- Preparation and Treatment Record; and
- the duplicate copy of each PHAC issued under this Procedure; and
- the duplicate copy of each Attachment ICA-29 issued under this Procedure.

Records must be retained for 4 years from completion.

Records must 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 ICA 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 of a Business for an Interstate Certification Assurance (ICA) Arrangement
Attachment 2	Weighing equipment calibration record (example)
Attachment 3	Spray tank calibration record (example)
Attachment 4	Liquid Treatment Mixture Preparation Chart (example)
Attachment 5	Solid Treatment Mixture Preparation Chart (example)
Attachment 6	Preparation and Treatment Record (example)
Attachment 7	Plant Health Assurance Certificate
Attachment 8	Attachment Sheet ICA-29 (example)

## **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 the NSW DPI Biosecurity forms web page:

<https://www.dpi.nsw.gov.au/biosecurity/managing-biosecurity/forms> under the heading **Applications**.

Alternatively, contact ICA Records Management:

Phone: 02 6552 3000

Fax: 02 6552 7239

Email: [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au)



# Weighing Equipment Calibration Record

<b>Business Name</b>		<b>IP Number:</b>				
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Date of Test	Equipment	Calibration Results			Adjustment	Printed Name	Signature	Comments
		Test 1	Test 2	Test 3				

# Spray Tank Calibration Record

## Equipment Calibrated

Name and Address of  
Owner of Equipment:

---

Type of equipment  
(e.g. boom spray mister):

---

Brand:

---

Model:

---

Serial No.:

---

Other Identification:

---

## Testing Details

Name and Address of the  
Business Conducting the  
Test:

---

Date of Testing:

---

Type of Flow Meter: Used:

---

Date of Latest Calibration:  
of Flow Meter:

---

## Calibration Results

Maximum Mixture Level Volume (litres):

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

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The spray mixture tank on the equipment described above has been calibrated in the normal filling position using a calibrated flow meter. Volume indicator marks have been clearly marked on the tank with the volume in litres required to fill the tank to that level.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## Liquid Treatment Mixture Preparation Chart

Concentrate (*Trade Name*): \_\_\_\_\_

Mixture Application Rate: \_\_\_\_\_

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

Full Tank Volume: \_\_\_\_\_ Litres

Concentrate in Full Tank: \_\_\_\_\_ mL or g

Quantity of Wetting Agent \_\_\_\_\_ 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

## Solid Treatment Mixture Preparation Chart

Concentrate (*Trade Name*): \_\_\_\_\_

Application Rate: \_\_\_\_\_

### Application Rate / m<sup>3</sup>

Potting Media Mix: \_\_\_\_\_ % sand \_\_\_\_\_ % peat / bark

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

Application Rate \_\_\_\_\_ g/m<sup>3</sup>

### Incremental Volumes

\_\_\_\_\_ m<sup>3</sup> \_\_\_\_\_ Total concentrate

\_\_\_\_\_ m<sup>3</sup> \_\_\_\_\_ Total concentrate

\_\_\_\_\_ m<sup>3</sup> \_\_\_\_\_ Total concentrate

\_\_\_\_\_ m<sup>3</sup> \_\_\_\_\_ Total concentrate

\_\_\_\_\_ m<sup>3</sup> \_\_\_\_\_ Total concentrate

\_\_\_\_\_ m<sup>3</sup> \_\_\_\_\_ Total concentrate

Prepared by: \_\_\_\_\_

Printed Name

Signature

Date

## Preparation and Treatment Record

<b>Business Name</b>		<b>IP Number:</b>	
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Mixture Preparation						Treatment Application				
Date of preparation and application	Trade name of concentrate	Formulation (granule, wettable powder or liquid)	Volume/Weight of concentrate (mL or g)	Volume/Weight of wetting agent (mL or g)	Volume of mixture (L)	Treatment method (incorporation, drench, immersion or cover spray)	Type of host produce	Quantity of media / nursery stock treated (m <sup>3</sup> or number)	Treatment Operator	
									Printed Name	Signature



Department of  
Primary Industries

Certificate Number	
<b>Business Specific Information*</b>	
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
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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.

