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| Insert the appropriate Territory or Government official symbol or logo | **UKOT [insert name of territory] Government**  **XXX [add the appropriate authority/government department]**  **BIOSECURITY** |

**Guidelines for Importers of live plant material**

These guidelines accompany the Import Health Standard for the Importation of LIVE PLANT MATERIAL FOR GROWING PURPOSES into UKOT [insert name of Territory].

Live plant material imported for growing purposes can be potentially damaging in two ways. Firstly, plant species new to the island could be invasive and become a weed on agricultural land and protected areas. Secondly, plant material can harbour pests and diseases which affect beneficial plants or UKOT [insert name of Territory]endemic species. These standards are designed to minimise both of these risks.

* You must obtain a licence to import all plant material for growing purposes, prior to entry into UKOT [insert name of Territory].
* The import health standards defined on the licence will depend on the species of plant, the nature of the material you want to import, and the country of origin.
* An import risk analysis will be undertaken to assess the risk. For new plant species or new pathways of introduction this can take between 3 and 6 months to complete so you are strongly recommended to contact XXX [add the appropriate authority/government department] early on to discuss your proposals.
* All consignments of plant material must meet the specified import health standards. This could require testing for diseases which may also take time before the consignment is passed for export.
* Certified seed potatoes can be imported.
* All consignments will require a phytosanitary certificate from recognised authority in the country of origin.
* It is your responsibility to make sure the supplier or packer has a copy of the import health standard and that plant material meets these conditions.
* On arrival the consignment will be inspected by an authorised agent.
* If they fail to meet the import health standards a fungicide or insecticide treatment may be required, at your expense.
* Badly contaminated items may be refused entry into UKOT [insert name of Territory] or be confiscated and destroyed.
* Further information can be obtained from:

XXX [Provide full details (telephone number and email) of a named government official. There can be a high turnover of staff with some territories so it may be necessary to add the names of a primary and secondary contact]

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| Insert the appropriate Territory or Government official symbol or logo | **Import Health Standard**  **for the importation of**  **LIVE PLANT MATERIAL**  **into UKOT [insert name of Territory]** |
| **BIOSECURITY** | Issued in pursuance of xxx [insert the relevant Territory legislation].  Version XXX |

**PURPOSE**

The purpose of this Import Health Standard (IHS) is to set out the requirements that must be met when importing live plant material into UKOT [insert name of Territory] in order to manage the biosecurity risks associated with them.

**GUIDE FOR USERS**

The information contained in this Import Health Standard is presented in numerically ordered sections with descriptive titles. Sections are grouped into one of 4 parts.

**PART A: General Information:** contains sections of general interest, including those relating to the legal basis for the UKOT [insert name of Territory] Import Health Standard for Live Plant Material and the general responsibilities of each importer of plant material.

**PART B. Importation Procedure:** contains sections which outline the requirements be met prior to and during importation. Whether a licence to import is required to be obtained prior to importation is noted, as are conditions of eligibility, and general conditions relating to documentation accompanying the consignment, if necessary.

**PART C: Clearance Procedure:** contains sections describing the requirements to be met at all UKOT [insert name of Territory] ports of entry and what may happen if the consignment does not meet the requirements of this Import Health Standard.

**PART D: Phytosanitary Certification:** contains model health certification which must be completed by the appropriate personnel as indicated in the certificate and must accompany the consignment to UKOT [insert name of Territory].

**Part A: General Information**

1. **Import Health Standard and Importer´s Responsibility**
   1. Pursuant to xxx [insert the relevant Territory legislation] of the Laws of UKOT [insert name of Territory], this is the Import Health Standard for the importation of live plant material into UKOT [insert name of Territory]. This IHS does not cover fresh fruit and vegetables but only covers plant material for growing purposes.
   2. Obtaining importation clearance for each consignment of specified live plant material for growing purposes imported into UKOT [insert name of Territory] is dependent upon the consignment meeting the requirements of this Import Health Standard.
   3. It is the importer or agent´s responsibility to ensure they are compliant with the current version of the Live Plant Material IHS at the time of importation of specified plant material into UKOT [insert name of Territory].
   4. Where it is known to the importer or agent that a consignment of plant material will not arrive on the ship voyage approved on the licence to import document, notification of this change should immediately be given to the contact listed at section 6.

**2. Review of Import Health Standard**

* 1. The import health standard may be review, amended or revoked if there are changes to policy or legislation on UKOT [insert name of Territory] or the plant health status of the originating country, or for any other lawful reason.

**3. Convention on International Trade in Endangered Species**

* 1. The importation of plants and plant products of some plant species is regulated under the Convention on International Trade in Endangered Species of wild Fauna and Flora (CITES), of which UKOT [insert name of Territory] is a signatory. Application for import of plant species falling under provision 9.1.3 of Section 9 of CITES are regulated plant species and must be accompanied by a valid CITES export permit issued by the appropriate management authority in the country of export. Additional information can be obtained at: <http://www.cites.org>.

**4. Definition of Terms**

* 1. **Inspector**

XXX [Add the appropriate contact]

* 1. **XXX** [add and define here any abbreviations for the government departments referred to in this Standard

XXX is the Government Department**.**

* 1. **Equivalence**

Acceptance by the XXX [Add the appropriate authority/government department]that the circumstances relating to the importation of a consignment are such that the health status of the consignment is equivalent to the health status of a consignment that complies with the requirements of the import health standard.

* 1. **Importation clearance**

Means that fresh produce for human consumption given importation clearance is free from all restrictions.

**5. Equivalence**

* 1. It is expected that live plant material permitted to enter UKOT [insert name of Territory] will meet the conditions of this Import Health Standard in every respect. If the plant material does not comply with the requirements, an application for equivalence may be submitted to XXX [add the appropriate authority/government department]or consideration. Detailed information supporting the application for equivalence must also be forwarded for a decision, indicating which requirement cannot be met and what measures of an equivalent nature have been taken to mitigate any potential risk.

**6. Official Point of Contact**

1. The official point of contact(s) for this Import Health Standard is:

XXX [Provide full details (telephone number and email) of a named government official. There can be a high turnover of staff with some territories so it may be necessary to add the names of a primary and secondary contact]

**7. Fees and Costs**

7.1 All fees and costs involved with documentation, transport, storage and obtaining importation clearance shall be borne by the importer or agent.

**Part B: Importation Procedure**

**8. Licence to Import**

* 1. Importations into UKOT [insert name of Territory]of all eligible plant species and all material listed at Section 9.1.1 to 9.1.X which meet the requirements of this Import Health Standard, subject to xxx [insert the relevant Territory legislation] require a ‵licence to import′. Applications for a licence should be made on the prescribed ‵Application Form′ available from the XXX [add the appropriate authority/government department] and submitted to the official point of contact identified in Section 6.

**9. Eligibility**

* 1. This Import Health Standard covers the importation into UKOT [insert name of Territory] of the following eligible plant species and material of these species:

[Add or delete plant species as required depending on geographical region]

**Plant species:**

* + 1. **Fruit species** to include …
    2. **Ornamental and amenity plants** to include; …
    3. **Flower bulbs** to include; …
    4. **Other plant species** in support of commercial trialling purposes; …

**Forms of plant material:**

* + 1. **Whole plants in sterilised growing medium** (this means whole plants, potted in sterilised medium such as peat);
    2. **Bare rooted stock** (this means dormant whole plants with roots, the material is kept alive during transportation by being stored in chilled conditions);
    3. **Bud wood** (this means part of a plant from which branch, leaf or flower develops; is used for grafting purposes and material is kept alive during transportation under chilled conditions);
    4. **Cuttings** (a nursery stock commodity sub-class for bud wood and cutting propagation material that are stems only (no roots) and is often transported in a dormant state);
    5. **Bulbs** (this means the dry, dormant stage of the rounded underground storage organ of certain plants);
    6. **Tissue culture** (a commodity class for plants *in vitro* growing in an aseptic medium in a closed container);
    7. **Seeds** (a unit of reproduction used for sowing, includes mushroom spores but excludes bulbs and tubers except for seed potatoes and those flower species listed in 9.1.3).
  1. The plant material listed at 9.1.1 to 9.1.X is eligible for importation as long as the consignment is clearly labelled, commercially prepared and packed in original unopened packaging, in a pest-proof container. Each species and type of plant in the consignment must be clearly identified with its common and scientific name.
  2. Only inert/synthetic material may be used for the protection, packaging and shipping materials of the plant material. Consignments found to be contaminated with soil shall be treated, reshipped or destroyed at the expense of the importer.
  3. Tissue cultures imported in growing media must have been grown in the vessel in which they are imported. The container must be pest-proof, rigid, and either clear plastic or glass. The tissue culture media must not contain fungicides or antibiotics. Plants in tissue culture must be produced in a facility under conditions that prevent contamination with regulated pests.
  4. Specified pesticide treatments of whole plants and cuttings will depend on the likelihood of infestation by identified quarantine pests and diseases, and this will vary depending on the plant species, the form in which it is being imported and the country of origin. This will be assessed at the time of application and details of any pesticide treatment required included on the import licence. All pesticide treatments must be carried out in accordance with manufacturer’s recommendations, including labelling of the treated plant commodity with the name of the active ingredient used and any handling requirements.
  5. Mushroom spawn can be imported from a commercial supplier on sterilised or pasteurised medium, this is usually grain. The medium must be free from high-risk substrates such as soil and animal or avian manure.
  6. Seed potatoes can be imported if certified under a National Seed Potato Certification Scheme.

**10. Documentation**

10.1 The licence to import and all other required documentation must accompany the imported fresh produce to UKOT [insert name of Territory].

10.2 Documentation shall be in English.

10.3 It is the importers responsibility to ensure that any documentation presented in accordance with the requirements of this Import Health Standard is original (unless otherwise specified) and clearly legible. Failure to do so may result in delays in obtaining clearance or rejection of consignments.

**Phytosanitary certificate**

10.4 All consignments must be accompanied by a Phytosanitary Certificate certifying that the fresh produce has been inspected in the exporting country in accordance with appropriate official procedures and found to be free of visually detectable regulated pests; and conforms to UKOT’s [insert name of Territory] current import requirements. If visually detectable pests are found which are not listed in the Import Health Standard, the certifying National Plant Protection Organisation must establish their regulatory status prior to issuing the certificate.

10.5 If satisfied that the specified pre-shipment pesticide treatments have been undertaken, the exporting country National Plant Protection Organisation must confirm this by recording the treatments applied in the ˋDisinfestation and/or Disinfection Treatment´ section of the phytosanitary certificate.

10.6 In addition, where treatments have been carried out, such as fumigation, a valid treatment certificate must accompany the consignment on arrival.

10.8 Where the country of origin is different to the country of export a copy of the original phytosanitary certificate must accompany the consignment. If there is no recognised biosecurity authority in the country of origin the produce will not be accepted into UKOT [insert name of Territory].

10.9 For whole plants in sterilised compost media the phytosanitary certificate must have the following additional declaration:

‘The plants have been raised in or re-potted in sterilised containers and the roots have been appropriately cleaned of soil rooting material prior to being placed in soil-less rooting media and such containers have been maintained out of contact with the soil’

10.10 For plantlets recently removed from *in-vitro* tissue culture, the phytosanitary certificate must be endorsed that:

‘these plantlets were removed from their original culture container(s) in which they were grown, not more 48 hours before export, and have not been in contact with any other growing media’.

10.11 Some plant species may have entry requirements that require special entry conditions to be developed. Differences may involve:

1. Special treatment requirements;
2. Special phytosanitary certificate additional declarations.

Consignments must also meet the conditions outlined in Sections 9.2 to 9.7 and 10.1 to 10.7, as appropriate, unless a variation to these conditions is specified.

**11. Transit Requirements and Contaminants**

* 1. The produce must be packed and shipped in a manner to prevent contamination by regulated pests.

**Part E: Amendment Record – Import Health Standard for Live Plant Material**

Amendments to this Standard will be given a consecutive number and will be dated in the body of the table. Brief details of the amended pages will be included.

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**List of Guidance notes and Import Health Standard Templates available:**

* Guidance notes and Import Health Standard for the importation of FRESH FRUIT AND VEGETABLES FOR HUMAN CONSUMPTION
* Guidance notes and Import Health Standard for the importation of LIVE PLANT MATERIAL
* Guidance notes and Import Health Standard for the importation of VEHICLES, MACHINERY AND TYRES
* Guidance notes and Import Health Standard for the importation of COMPOSTS AND PEAT
* Guidance notes and Import Health Standard for the importation of Rock, stone, sand and pebbles
* Guidance notes and Import Health Standard for the importation of SAWDUST, WOOD CHIPS AND WOOD SHAVINGS
* Guidance notes and Import Health Standard for the importation of SHIPPING CONTAINERS

**List of Inspection Protocol Templates available:**

* Inspection protocol for FRESH FRUIT AND VEGETABLES FOR HUMAN CONSUMPTION
* Inspection protocol for LIVE PLANT MATERIAL
* Inspection protocol for VEHICLES, MACHINERY AND TYRES

These Guidance notes, Import Health Standards and Inspection Protocols were adapted from documents developed by *Biosecurity St Helena*