## Revision register

<table>
<thead>
<tr>
<th>Date of Issue</th>
<th>Amendment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/09/2004</td>
<td>First Issue</td>
</tr>
<tr>
<td>05/07/2005</td>
<td>First Issue, Rev 1 – Revision of Section 6.3 &amp; 7</td>
</tr>
<tr>
<td>7/02/2007</td>
<td>Version 2: complete review</td>
</tr>
<tr>
<td>9/02/2007</td>
<td>Version 2.1: amend section 6.6</td>
</tr>
<tr>
<td>2/05/2007</td>
<td>Version 2.2: amend 7.2 allowing other methods of identification</td>
</tr>
<tr>
<td>7/05/2007</td>
<td>Version 2.3: withdraw changes made under version 2.2</td>
</tr>
<tr>
<td>30/01/2009</td>
<td>Version 3.0: add definition of 'linked' (4.0), information on processing (6.5); amend to allow for processing in a control area (1.0), requirements for packaging (7.0)</td>
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<tr>
<td>4/03/2010</td>
<td>Version 4.0: general review, including references to linked, infested and uninfested land</td>
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<tr>
<td>11/03/2010</td>
<td>Version 4.1: removed labelling option (7.2) and requirement for address on labels 8.1.1, 8.1.2)</td>
</tr>
<tr>
<td>08/08/2013</td>
<td>Version 4.2: updated to DEPI and Plant Biosecurity Act 2010</td>
</tr>
<tr>
<td>12/12/2013</td>
<td>Version 4.3: Reviewed and reformatted</td>
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PS-14: Sourcing potatoes from a PCN Control Area  
Version 4.3 – December 2013
1. Purpose

This Agreement enables potatoes, grown in an area that is known to be infested with the pest Potato Cyst Nematode, to be received and processed by:
- a business located outside of the area; or
- a business located inside the area, then consigned out of the area.

2. Scope

This agreement covers the receival and processing of ware and processing potatoes out of a PCN Control Area. Following processing, the potatoes or potato products may be consigned elsewhere in Victoria. This agreement does not provide for such potatoes to be consigned to any other state or territory.

3. References


4. Definitions

APCO means Animal, Plant & Chemical Operations

Audit means an activity undertaken to evaluate conformance or non-conformance with accreditation requirements.

Authenticated Copy means a fax copy of a Potato Transfer Certificate that is provided by a grower as a means of verifying certification in situations where the original has been lost. It must be signed and dated by the authorised signatory and endorsed with the words "this is a true copy of the original".

Consignment means a discrete quantity of packages consigned to one business at the one time covered by a single declaration.

Infested Land means any paddock or area which has had a positive PCN detection

Linked means any paddock or area which-
- is operated by a farmer who has farmed, or does farm, on Infested Land; or
- has been farmed using equipment which has been used on Infested Land; or
- borders Infested Land; or
- receives drainage from Infested Land

National Plan means the National PCN Management Plan

National Protocol means the provisions of the National PCN Sampling Strategy (J. Hinch, 1991)

Permit means a document issued by an Authorised Officer whereby allowing the movement of a potatoes from a PCN control area.

PCN means the pest Potato Cyst Nematode, Globodera rostochiensis
PCN Control Area means an area declared by Order under the Act to be a Control Area for the purpose of preventing the spread of PCN.

Potato Transfer Certificate (PTC) means a certificate issued by a grower for the movement of potatoes out of the Control Area.

Uninfested Land means any paddock or area which-
- is not Linked Land; and
- has been sampled and tested within 18 months prior to the current crop being harvested, in accordance with National Protocols and has been found to be free of PCN.

Untested Land means any paddock or area that has not been tested within 18 months prior to the current crop being harvested, in accordance with National Plan.

5. Responsibility

The position titles used reflect the responsibilities of staff under this compliance agreement. These positions may not be present in all businesses, or different titles may be used for staff who carry out these responsibilities. One person may carry out the responsibilities of more than one position.

The Management Representative is responsible for ensuring that:
- the business is accredited and locations where verification occurs are nominated on the application for accreditation;
- staff abide by the CA;
- a Register of Key Personnel is maintained and APCO is notified of changes;
- staff are trained and are familiar with this agreement;
- growers/suppliers are informed of receipt requirements; and
- they are present at all audits.

The Certification Controller and deputies are responsible for:
- ensuring receivals are segregated;
- checking consignments and verifying certification;
- keeping declarations, permits and receival records;
- isolating material not meeting certification requirements and informing the DEPI; and
- being available at all audits.

6. Ware Potatoes

6.1. Movement

Ware potatoes sourced from inside a PCN Control Area must be-
- in the case of potatoes grown in uninfested land, labelled with the name of the grower / packer, the name and postcode of the nearest town and the word 'potato'; or
- brushed or washed so as to remove loose soil, and labelled (refer 8.1); or
- accompanied by a Potato Transfer Certificate (PTC - see Attachment 1 - PSF-191) and consigned to a business accredited under this procedure.

There are no restrictions or conditions on any potatoes moving within a control area.

Bulk ware potatoes shall be treated in accordance with the requirements for processing potatoes (see 7).
6.2. Receival
The Certification Controller shall ensure that:
- potatoes sourced from a control area are segregated from all other potatoes handled by the business (see 6.5);
- each consignment of potatoes is labelled or is accompanied by a PTC (see 6.1);
- the consignment and PTC are compared ("verified") to ensure the details of the Potato Transfer Certificate match the consignment;
- the PTC is marked with the word “verified”, and signed and dated;
- all Potato Transfer Certificates are retained;
- consignment details are noted on the Potato Receival Record (Attachment 2 - PSF-155).

6.3. Release
The Certification Controller may release consignments for packing once the accompanying documentation has been verified with the consignment.

6.4. Spills
The business must have a documented clean up and disinfestation procedure describing how a spill of soil or potatoes during receival or handling shall be controlled. Businesses must provide a clean up procedure at the time the application for accreditation is made. Any subsequent changes must be lodged with APCO before implementation.

6.5. Segregation
The business must have a documented procedure to show segregation of:
- potatoes grown in uninfested land; and
- potatoes grown in infested or untested; and
- any other potatoes handled by the business;
Segregation must take place at all times within the facility during receival, grading, packaging and prior to and including product distribution.
Businesses must provide a segregation procedure at the time the application for accreditation is made. Any subsequent changes must be lodged with APCO before implementation.

7. Processing Potatoes

7.1. Movement
Processing potatoes sourced from inside a PCN Control Area must be-
- accompanied by a Potato Transfer Certificate (PTC - see Attachment 1 - PSF-191).

7.2. Receival
The Certification Controller shall ensure that:
- potatoes sourced from a control area are segregated from all other potatoes handled by the business (see 6.5);
- each consignment of potatoes is accompanied by a PTC (see 6.1);
- the consignment and PTC are compared ("verified") to ensure the details of the Potato Transfer Certificate match the consignment;
- the PTC is marked with the word “verified”, and signed and dated;
- all Potato Transfer Certificates are retained;
• consignment details are noted on the Potato Receival Record (Attachment 2 - PSF-155).

7.3. Release
The Certification Controller may release consignments for processing once the accompanying documentation has been verified with the consignment.

7.4. Spills
The business must have a documented clean up and disinfestation procedure describing how a spill of soil or potatoes during receival or handling shall be controlled.

Businesses must provide a clean up procedure at the time the application for accreditation is made. Any subsequent changes must be lodged with APCO before implementation.

7.5. Containers

7.5.1. Bins and bags
Bins and bags used to transport potatoes from a PCN Control area must, when empty, be:
• segregated from all other bins on site; and
• returned to the property from which the potatoes were sourced within 5 working days.

7.5.2. Trucks
Trucks used to transport potatoes from a PCN control area must, when empty, be cleaned free from visible soil by:
• hot water or steam; or
• high pressure mains cold water.

A record of trucks cleaned shall be maintained (Attachment 2 - PSF-155)

7.6. Processing
The business must have equipment available:
• to wash potatoes so as to appear visually free of soil; or
• to brush potatoes so as to meet Soil Adhesion Standards described in the National Protocol (Attachment 5 - PSF-063).

7.6.1. Facility
The unloading and holding facilities at the business must be constructed of concrete or another suitable hard surface that can be cleaned free from visible loose soil.

7.6.2. Equipment
The business must have a documented procedure for the clean up and disinfestation of grading equipment and packing lines, or has a separate designated line for handling control area potatoes.
Where a business is grading control area potatoes and non control area potatoes on the same grading line/packing line, the Certification Controller must complete the cleaning record (Attachment 4 - PSF-301) prior to processing non control area potatoes.
Where a business is brushing or washing control area potatoes and non control area potatoes through the same system, the Certification Controller must complete the cleaning record (Attachment 4 - PSF-301) prior to processing non control area potatoes.

Businesses must provide a procedure for the clean up of facilities and equipment at the time the application for accreditation is made. Any subsequent changes must be lodged with APCO before implementation.

7.7. Waste Material

7.7.1. Soil
Soil collected after washing of potatoes must be sent to landfill. The business must have a documented waste disposal procedure for the disposal of soil generated in the packing or processing of potatoes from a PCN control area.
Businesses must provide a waste disposal procedure at the time the application for accreditation is made. Any subsequent changes must be lodged with APCO before implementation.

7.7.2. Organic Matter
Waste potatoes (eg ‘smalls’) may only be sent to a place approved by an inspector.

The business must have a documented waste disposal procedure for the disposal of all organic waste generated in the packing or processing of potatoes from a PCN control area.

7.7.3. Water
Waste water shall be sent to:
- sewer; or
- a settling pond.

8. Packaging

8.1. Ware Potatoes

8.1.1. Sourced from Uninfested Land
All ware potatoes sourced from uninfested land must be packed into bags, crates or cartons and labelled with-
- the name of the grower or packer;
- the name and postcode of the town nearest to where the potatoes were grown; and
- the word “POTATO”.
Product packed must be isolated from ungraded and in-process potatoes at all times.

8.1.2. Sourced from Other Areas
All ware potatoes sourced from infested or untested land must be packed washed or brushed free of soil and labelled with-
- the name of the grower or packer;
- the name and postcode of the town nearest to where the potatoes were grown; and
- the words “POTATO” and “not for planting”.
If the date code corresponds to a unique code system that the business applies to the product then APCO must be advised of this system for interpretation.

The date codes system must be able to be traced back to the individual consignment received for packing. The Certification Controller must complete a traceability record (Attachment 5 - PSF-300) on completion of the day’s operations for potatoes from a control area.
Product packed must be isolated from ungraded and in-process potatoes at all times.

8.2. Processing Potatoes
All processing potatoes sourced from within a PCN control area must be washed visually free of soil and labelled with-
- the packers IP number and date or
- the packers physical address and date code.
If the date code corresponds to a unique code system that the business applies to the product then APCO must be advised of this system for interpretation.

The date codes system must be able to be traced back to the individual consignment received for packing. The Certification Controller must complete the traceability record (Attachment 5 - PSF-300) on completion of the day’s operations for potatoes from a control area.
Product packed must be isolated from ungraded and in-process potatoes at all times.
9. Traceability

The business must have a documented product traceability system that enables the tracing of bagged product and bins to a grower/supplier from a PCN control area and the paddock in which the potatoes were grown.

The system may require the completion of the traceability record (Attachment 5 - PSF-300) on completion of the day’s operations for potatoes from a control area.

Businesses must provide a procedure for traceability at the time the application for accreditation is made. Any subsequent changes must be lodged with APCO before implementation.

10. Control of Nonconforming Material

Consignments of potatoes, sourced from any property within a PCN Control Area, arriving without a Potato Transfer Certificate, or with an incorrect Potato Transfer Certificate must be segregated from other material until the document is obtained.

The Certification Controller may contact the supplier and seek an authenticated copy. The consignment cannot be released for processing until an authenticated copy of a Potato Transfer Certificate is obtained. If the document cannot be obtained the DEPI must be contacted.

11. Accreditation

11.1. Application

A person seeking accreditation for an arrangement under this CA must contact APCO at least 10 working days prior to the intended date of commencement of receipt of material.

The person will receive an Application for Accreditation and two Legal Agreements. A business shall apply for accreditation by lodging the completed documentation (application form and both Legal Agreements are to be signed by a natural person(s) or office bearer of the company) with the fee payment made out to the Department of Environment & Primary Industries.

The business must also submit the following procedures for approval by APCO -

- clean up procedure;
- segregation procedure;
- traceability procedure;
- waste disposal procedure.

Upon the receipt of a properly completed application forms and legal agreements, approval of the grading, packing and washing/brushing systems will be processed by DEPI as soon as possible from the time an application for accreditation is lodged.

11.1.1. Training

Upon acceptance of the Application for Accreditation, APCO will arrange with the business training for key personnel to perform CA functions.

A record of training must be maintained on the Register of Key Personnel (Attachment 3 - PSF-030).
11.2. Audit Process

Initial Audit
Prior to accrediting a business, an Authorised Inspector shall conduct an initial audit to verify the business is capable of operating in accordance with the requirements of the CA.

Compliance Audits
Compliance audits are conducted to verify that the business continues to operate in accordance with the requirements of the CA.

A compliance audit will be conducted at the facility within four (4) weeks of the initial audit and accreditation of the business.

Two scheduled compliance audits will be conducted annually, where the business operates for more than six months of the year. Where possible, these compliance audits will be timed with other visits by the DEPI.

Unscheduled Audits
Unscheduled compliance audits may be conducted at any time to investigate reported or suspected non-conformances.

Re-Accreditation
Accredited businesses are required to re-apply for accreditation each year for continuation of the arrangement. Businesses seeking re-accreditation must lodge a renewal application prior to accreditation lapsing or if accreditation has lapsed, prior to being accredited to verify material under the arrangement.

11.3. Certificate of Accreditation
An accredited business will receive a Certificate of Accreditation.

11.4. Non-conformances and Sanctions

11.4.1. Non-conformances
Audits are regularly undertaken to evaluate the effectiveness of implementation of requirements. If, in the opinion of the auditor, there is evidence indicating that there has been a failure to meet one or more accreditation requirements, the auditor may raise a Non-conformance Report (NCR). Actions required to address the non-conformance shall be discussed and recorded on the NCR.

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

11.4.2. Suspension and Cancellation
The DEPI may suspend or cancel an accreditation when an accredited business is found, for example, to have:

- obtained accreditation through the provision of false or misleading information;
- not paid fees owing to the DEPI;
- contravened an accreditation requirement that compromises the integrity of the arrangement; and/or
- not rectified a non-conformance with the specified time frame.

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

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

11.5. Charging Policy
The business will be charged an annual accreditation fee. This fee may be waived if other accreditations are held by the business.

A fee will be charged for all scheduled audits conducted. Unannounced audits will not be charged. The DEPI can be contacted for a schedule of fees.
12. Records and Documentation

12.1. System Records
The business shall maintain the following records:

- Potato Transfer Certificates;
- Register of Key Personnel;
- Potato Receival Records.

Records shall be retained for a period of not less than 24 months. These records shall be made available on the request of an Inspector.

12.2. System Documentation
The business shall maintain the following documentation:

- current Application for Accreditation;
- copy of the Legal Agreement;
- a copy of this CA procedure;
- a current Certification of Accreditation;
- clean up procedure;
- segregation procedure;
- traceability procedure;
- waste procedure.

Note that these documents shall be made available at the request of an Inspector.

13. Attachments

Attachment 1  Potato Transfer Certificate (PSF-191)
Attachment 2  Potato Receival Record (PSF-155)
Attachment 3  Register of Key Personnel (PSF-030)
Attachment 4  Cleaning Record (PSF-301)
Attachment 5  Traceability Record (PSF-300)
Attachment 6  Soil Adhesion (PSF-063)
# Potato Transfer Certificate

**Plant Biosecurity Act 2010**

All applicable fields on this certificate must be completed.

<table>
<thead>
<tr>
<th>Grower Identification Number:</th>
<th>Date of Transfer (dd/mm/yy)</th>
</tr>
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<table>
<thead>
<tr>
<th>Business Name:</th>
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<table>
<thead>
<tr>
<th>Paddock Identification:</th>
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<table>
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<tr>
<th>Location of Paddock:</th>
<th>Address</th>
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<tr>
<th>PCN Association</th>
<th>Tick either of the following which best represents the PCN association of the consignment:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>□ grown on a property tested and found to be free from PCN, where no other property operated by the business is known to be PCN infested</td>
</tr>
<tr>
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<td>□ grown on a property tested and found free of PCN, but it is adjacent to another property operated by the business which has been tested and found to be PCN infested</td>
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<tr>
<td></td>
<td>□ grown on a property tested and found free of PCN, where another property operated by the business has been tested and found to be PCN infested, and the linked property is not adjacent to the source property</td>
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<tr>
<th>Potato Variety:</th>
<th>Tonnage:</th>
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<tr>
<th>Destination of load:</th>
<th>Business Name</th>
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Pursuant to section 134 of the **Plant Biosecurity Act 2010** penalties apply for any person providing a statement or information that the person knows to be false.

<table>
<thead>
<tr>
<th>Authorised Person:</th>
<th>Printed Name:</th>
<th>Signature:</th>
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I declare that the information provided is true and correct and that the potatoes referred to on this certificate meet the conditions set in the current Department of Primary Industries permit.
<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>PTC #</th>
<th>Grower IP #</th>
<th>Qty</th>
<th>Package Type</th>
<th>Supplier/Grower</th>
<th>Produce Origin</th>
<th>Produce Variety</th>
<th>Compliance Y/N</th>
<th>Certification Controller’s Initials</th>
<th>Comments</th>
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1 Potato Transfer Certificate
2 Note problems and discrepancies with consignment received
**REGISTER OF KEY PERSONNEL**

Name of Business: .......................... .......................................................... .......................................................... .......................................................... .......................................................... .......................................................... .......................................................... .......................................................... .......................................................... .......................................................... ..........................................................

<table>
<thead>
<tr>
<th>Position</th>
<th>Full Name</th>
<th>Nature of Training (Procedure and section)</th>
<th>Date Training Completed</th>
<th>Signature of Employee</th>
<th>Signature of Trainer</th>
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<tbody>
<tr>
<td>Management Representative</td>
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<tr>
<td>Certification Controller</td>
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<tr>
<td>Deputy Certification Controller</td>
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## CLEANING RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Batch/Load Number</th>
<th>Grading / brushing line clean down</th>
<th>Removal of loose potatoes and organic matter from grading line.</th>
<th>Signature of Employee</th>
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Nationally Accepted Soil Adhesion Standard