



PS-62: Inspection of Tomato Potato Psyllid Host Tubers, Carrier Produce and Dormant Nursery Stock for Freedom of Green Material

REVISION REGISTER

Revision No.	Date of issue	Amendment details
1.0	12/12/2025	Initial Issue

Authorised and published by the Victorian Government
Department of Energy, Environment and Climate Action
8 Nicholson St, Melbourne 3000
Telephone 136 186

© Copyright State of Victoria,
Department of Energy, Environment and Climate Action 2025

ISBN 978-1-76176-706-7 (pdf/online/MS word)

For more information contact the Customer Service Centre 136 186.

This document is also available in PDF format on the internet at www.agriculture.vic.gov.au

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

TABLE OF CONTENTS

1	Purpose	5
2	Scope	5
3	References	6
4	Definitions	6
5	Responsibility	7
6	Requirement	8
7	Inspection	8
7.1	Inspection procedure for produce	8
7.1.1	Sampling for End-point Inspection	8
7.1.2	Sampling for In-Line Inspection	9
7.2	Authorised Inspection Persons	9
7.3	Inspection Facilities and Equipment	9
7.4	Produce Inspection	9
7.4.1	Tomato-Potato Psyllid Inspection Records	9
7.4.2	Identification of Sample Packages (PPS Number)	10
7.5	In-Process Identification and Traceability	10
7.6	Action following detection of green plant material in inspected produce	11
7.7	Storage and Identification Procedure	11
8	Dispatch	11
8.1	Dispatch	11
8.1.1	Package identification	11
8.1.2	Plant Health Assurance Certificates	12
8.1.3	Plant Health Assurance Certificate Distribution	12
9	Accreditation	13
9.1	Application for Accreditation	13
9.1.1	Initial Audit	13
9.1.2	Compliance Audits	14
9.1.3	Re-Accreditation	14
9.2	Certificate of Accreditation	14
9.3	Non-conformances and Sanctions	14
9.3.1	Non-conformances	14
9.3.2	Incident Reports	15
9.3.3	Suspension and Cancellation	15
9.3.4	Prosecution	15
9.4	Charging Policy	15

10	Records and Document Control	15
10.1	System Records	15
10.2	System Documentation	16
11	Attachments	16

1 Purpose

The purpose of this procedure is to describe-

- (a) the requirements for post-harvest inspection; and
- (b) the responsibilities and actions of personnel;

that apply to:

- *Solanaceous* and *Convolvulaceous* tubers;
- Carrier produce including cut flowers, foliage, fruit and vegetables (not from *Solanaceae* or *Convolvulaceae* plant families); and
- Dormant (i.e. deciduous plants) nursery stock, including plant propagating material (e.g. bulbs, rhizomes, corms) from all plant families

under an accreditation arrangement.

2 Scope

This procedure covers certification of post-harvest inspected *Solanaceous* and *Convolvulaceous* tubers, carrier produce and dormant nursery stock that are **free of green plant material** for interstate movement by a business operating under an accreditation arrangement in Victoria to prevent the movement of the quarantine pest TPP.

This procedure is applicable where the requirements specified in section 6: Requirement are a specified movement condition by the receiving jurisdiction.

This procedure is only applicable for movement of product to Queensland.

Certification of post-harvest inspection of carrier produce under this procedure is not an accepted quarantine entry condition for all intrastate and interstate markets.

Some intrastate and interstate markets may require additional certification as a condition of entry.

It is the responsibility of the business consigning the produce to ensure compliance with all applicable quarantine entry requirements.

Information on intrastate quarantine requirements can be obtained from a local Agriculture Victoria Inspector.

Information on interstate requirements can be obtained from the plant quarantine service in the destination state or territory.

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

3 References

Plant Biosecurity Act 2010

Standard Operating Procedure: Completion of Plant Health Assurance Certificates

4 Definitions

Act	means the <i>Plant Biosecurity Act 2010</i> (the Act).
Inspection Person	means a person who conducts inspections for green plant material on behalf of the business.
Authorised Signatory	means a person whose name and specimen signature is provided on the business's Authorised Signatory form.
Business	means the legal entity responsible for the operation of the facility and the arrangement detailed on the business's Application for Accreditation.
Certified/Certification	means covered by a valid Plant Health Assurance Certificate.
Consignment	means a discrete quantity of produce transported to a single consignee at one time. A consignment may contain a number of lots
Dormant Nursery Stock	means plants from all families that are dormant and are free of any green vegetative plant material such as leaves or green buds or sprouts
End-point inspection	means the process by which a representative sample is drawn and inspected from the finalised consignment prior to certification.
Facility	means the location where produce is assembled, inspected, stored, certified and dispatched.
Green plant material	Means any green vegetative material including buds or leaves
Carrier Produce	Means all cut flowers, foliage and, field packed fruit and vegetables that are not from <i>Solanaceae</i> or <i>Convolvulaceae</i> plant families.
In-line Inspection	means the process by which a representative sample of produce is inspected during the processing and packing of the produce, prior to certification.
Inspection	means the act of inspecting produce to determine if green plant material is present.
Inspector	means the person authorised as an inspector under the Act.

Lot	means a quantity of homogeneous products assembled for inspection at one place at one time. A lot could consist of products from one or more growers /properties
Non-conformance	means a non-fulfilment of a specified requirement.
Package	means the complete outer covering or container used to transport and market the produce. This includes cartons, trays, bags, bins and pallets.
Packed Product	means produce that has been packed into its final package that may be from one or many lots.
Plant Health Assurance Certificate (PHAC)	means certification issued by an Authorised Signatory of an accredited business.
Product	means <i>Solanaceous</i> and <i>Convolvulaceous</i> tubers, dormant nursery stock or carrier produce
Tomato-potato psyllid (TPP)	means <i>Bactericera cockerelli</i> .
Unit	means the minimum commercial unit that the consigned product will be marketed in and may include a box, carton, bag, punnet or other similar packaging.

5 Responsibility

Position titles used reflect the responsibilities of staff under this arrangement. These positions may not be present in all businesses, or different titles may be used for staff who carry out these responsibilities. In some businesses one person may have responsibility for more than one position.

The **Certification Controller** is responsible for:

- representing the business during audits and other matters relevant to this procedure;
- training staff in their duties and responsibilities under this procedure;
- ensuring the business and staff comply with their responsibilities and duties under this procedure;
- ensuring the business has current accreditation for this procedure;
- maintaining the required inspection facilities and equipment;
- ensuring actions taken by the business following the detection of green plant material are completed in accordance with this procedure;
- ensure all certification of produce is carried out in accordance with this procedure.

The **Inspection Person** is responsible for:

- sampling and inspecting as per section 6: Requirement for the presence of green plant material prior to certification under this Operational Procedure;
- immediately advising the Certification Controller of any detection of green plant material;
- identifying and segregating packages following detection of green plant material;
- maintaining Green Plant Material Inspection Records.

The **Authorised Signatories** are responsible for:

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

The **Authorised Dispatcher** is responsible for:

- ensuring all packages covered by a PHAC are identified;
- maintaining copies of all PHAC issued.

6 Requirement

This procedure sets out the steps required for compliance with the relevant law(s) or regulatory standards. Before following this procedure, you should ensure all personal protection and safety measures are in place to prevent injury to person(s).

When carrying out inspections, you will be responsible for ensuring compliance with the procedure, taking into account each applicable standard, manufacturing guideline or recommended operating procedure, all workplace health and safety requirements, and compliance with each applicable interstate or national requirement.

For further information contact the Customer Service Centre on 136 186 or visit www.agriculture.vic.gov.au.

1. For *Solanaceous* and *Convolvulaceous* tubers and carrier produce, if green plant material is present it must be removed.
2. All *Solanaceous* and *Convolvulaceous* tubers, carrier produce, or dormant nursery stock is inspected and found free of green plant material by:
 - a. The consignment being inspected at the rate of 2% of the consignment package/carton count or 600 pieces/plants.

7 Inspection

7.1 Inspection procedure for product

Solanaceous and *Convolvulaceous* tubers, carrier produce, or dormant nursery stock must be inspected as either an in-line (refer 7.1.2) or end-point inspection (refer 7.1.1) at the rate of 2% of the consignment package/carton count or 600 pieces/plants and found free of green plant material.

7.1.1 Sampling for End-point Inspection

End-point inspection must be conducted after the consignment has been consolidated, but prior to certification and dispatch.

Each consignment of *Solanaceous* and *Convolvulaceous* tubers, carrier produce or dormant nursery stock to be certified must be sampled at the rate specified in section 6: Requirement, and must be selected at random from the final packed product.

Units examined shall be marked with a PPS number as per section 7.4.2.

7.1.2 Sampling for In-Line Inspection

In-line inspection may only be carried out during packing of the *Solanaceous* and *Convolvulaceous* tubers, carrier produce or dormant nursery stock for certification under the procedure.

The in-line inspection method must be carried out at the last point of packing (prior to consolidation).

The in-line inspection must involve a selection of *Solanaceous* and *Convolvulaceous* tubers, carrier produce or dormant nursery stock from a lot, packed on the one day for certification under this procedure, and sampled at the rate specified in section 6: Requirement. The units must be selected at random during the processing and packing of the consignment, prior to consolidation.

Units examined shall be marked with a PPS number as per section 7.4.2.

7.2 Inspection Persons

The Inspection Persons must ensure that all *Solanaceous* and *Convolvulaceous* tubers, carrier produce or dormant nursery stock in each consignment is inspected for green plant material in accordance with Section 6: Requirement.

7.3 Inspection Facilities

Businesses must maintain a designated inspection area that enables product to be inspected for green plant material according to Section 6: Requirement and application of a stamp or sticker for identification of inspected sample packages (refer 7.4.2).

The business must provide a means of:

- segregating and isolating produce which has 'passed' inspection from all other produce; and
- segregating and isolating produce which has 'failed' inspection, from all other produce.

7.4 Produce Inspection

Inspection must be carried out according to section 6: Requirements. Samples for inspection must be drawn at random and the Authorised Inspection Person must carry out 100% inspection of the produce from each sample package for freedom of green plant material.

The Inspection Person must record information on the Green Plant Material Inspection Record (Attachment 1).

7.4.1 Green Plant Material Inspection Records

The business must maintain records of the results of packed *Solanaceous* and *Convolvulaceous* tubers, carrier produce or dormant nursery stock inspection for green plant material.

Packed *Solanaceous* and *Convolvulaceous* tubers, carrier produce or dormant nursery stock inspection records must be in the form of a Green Plant Material Inspection Record (Attachment 1) or a record that captures the same information.

The Tomato-Potato Psyllid Inspection Record must include –

- type of produce
- place of inspection
- rate of inspection (2% or 600 units)
- the Interstate Produce (IP) Number of the business that operates the approved facility in which the produce was packed;
- the date of inspection of the units;
- the sample package sequential number (PPS No.) in the Comments/Findings column;
- the inspection results for the produce in the Comments/Findings column e.g. no green plant material found or green plant material found;
- the number of any withdrawn or reject units
- the inspection results and follow-up action by the Certification Controller following withdrawal;
- the Inspection Person name and signature.

7.4.2 Identification of Sample Packages (PPS Number)

Inspected units shall be sequentially numbered during packing.

The Inspection Person shall identify each inspected unit by placing a stamp or sticker with the lettering PPS Number (Packed Product Sample Number) on the exposed end of the unit and mark on or below the identifier the sequential sample number the date and their initials prior to returning it to the pallet.

The unit examined by the Inspection Person shall be stacked on the package (tray or pallet) with the PPS Number visible on the outside of each package packed under this procedure.

If the PPS Number on individual units cannot be made visible on the outside of the package, the Inspection Person shall place an additional stamp or sticker on the outside of the package indicating the PPS numbers of the inspected packages.

An example of a PPS No. stamp or sticker is shown in Attachment 2 – Identification of Packed Product Sample Packages

7.5 In-Process Identification and Traceability

Where the business receives, grades and packs inspected and un-inspected *Solanaceous* and *Convolvulaceous* tubers, carrier produce or dormant nursery stock, sorting systems must be in place for identifying the inspection status of inspected and un-inspected produce. Identification must be maintained from receipt, through grading and packing and as final packed product.

The business must maintain an area within the facility for product which has been inspected and found free of green plant material. The business must also identify an area within the facility for segregating and securing product on which green plant material has been detected.

Sorting systems shall ensure separation is maintained between inspected and un-inspected product at all times. All un-inspected product and product found to be nonconforming shall be segregated to prevent mixing.

Examples of segregation includes –

- (a) locating nonconforming product in a defined and separate area; or
- (b) placing nonconforming product in clearly marked containers to distinguish them from conforming product.

7.6 Action following detection of green plant material in inspected *Solanaceous* and *Convolvulaceous* tubers, carrier produce or dormant nursery stock

The Inspection Person must immediately advise the Certification Controller of any detection of green plant material. The Certification Controller must then reject and segregate the entire consignment that has been presented for inspection.

The Inspection Person must record the detection on the Green Plant Material Inspection Record (refer Attachment 1) or records which capture the same information.

Product that is rejected and segregated from certification is to be either:

- Consigned to a market that does not require certification for TPP; or
- Re-graded/processed to remove green material and re-inspected; or
- Treated in accordance with an alternative quarantine entry requirement for the control of TPP (i.e. fumigation).

7.7 Storage and Identification Procedure

Each final packed package must conform to the marking requirements described in section 8.1.1.

All product that is rejected must not be marked as described in section 8.1.1.

8 Dispatch

8.1 Dispatch

8.1.1 Package identification

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

- the **Interstate Produce (IP)** number of the business that operates the approved facility in which the produce was inspected and packed; and
- the words “**MEETS PS-62**”; and
- the **date (or date code)** on which the produce was packed and inspected.

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

8.1.2 Plant Health Assurance Certificates

The Authorised Dispatcher must ensure that only carrier produce conforming to the requirements specified under this Operational Procedure is certified.

The Authorised Dispatcher must ensure a PHAC is completed, dated and signed by an Authorised Signatory of the business prior to consignment of carrier produce to a market requiring certification of inspection for freedom from green plant material. PHACs must include:

- (a) in the 'Consignor' section –
 - a. the name and address of the accredited business that inspected and packed the product;
- (b) in the 'Certificate details' section –
 - a. the IP No. of the accredited business that inspected and packed the product;
 - b. the facility number
 - c. the procedure number 'PS-62'
- (c) In the 'Date or date code' section –
 - a. the date or date code on which the product was inspected and packed
- (d) in the 'Number of packages', 'Type of packages' and 'Types of produce' sections –
 - a. the number and description of each type of product and packages in the consignment;

Where there is insufficient room to list each produce category the words "See Attachment" are to be used and an Attachment Sheet securely attached to each copy of the assurance certificate.

The Attachment Sheet must include the words 'ATTACHMENT SHEET', the name and address of the consignor, the assurance certificate number, the signature of the Authorised Signatory that signed the certificate and the date.

PHACs must be completed and issued to cover each consignment to avoid splitting of consignments. A completed example is shown as Attachment 3.

Prior to issuing a PHAC, the Authorised Signatory must reconcile the carrier produce to be certified with the relevant Tomato-Potato Psyllid Inspection Record and record the PHAC number(s) on the corresponding Tomato-Potato Psyllid Inspection Record.

PHACs must be completed, issued and distributed in accordance with the Standard Operating Procedure - Completion of Plant Health Assurance Certificates.

8.2 Plant Health Assurance Certificate Distribution

The original (yellow copy) must accompany the consignment.

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

8.2.1 Commercial Lots – Dormant Nursery Stock

In the case of commercial lots of dormant nursery stock, the Plant Health Assurance Certificate (PHAC) certifying that the consignment meets the conditions of this accreditation must accompany each consignment.

8.2.2 Mail Order Lots – Dormant Nursery Stock

In the case of non-commercial mail-order nursery stock:

- a single PHAC may be issued to each consignee; or
- a PHAC may be issued for each lot distributed, where each consignee must receive a copy of the PHAC endorsed "this is a true copy of the original", signed and dated,

and

- a copy of each PHAC and the list of consignees, including their name, physical address (not PO Box), contact number, product name and quantity, must be sent to the receiving state as specified below.

	Email	Post	Fax
Queensland	qld.plantquarantine@dpi.qld.gov.au	Biosecurity Queensland Department of Primary Industries 47 Mayers Road, Nambour, Nambour QLD 4560 PO Box 5083 SCMC Nambour, QLD 4560	N/A

9 Accreditation

In order to become accredited, the Application for Accreditation must be completed, signed and returned. The application form includes the terms and conditions applying to this agreement.

9.1 Application for Accreditation

A business seeking accreditation for this procedure shall make an application for accreditation at least ten (10) working days prior to the intended date of commencement of operation under this arrangement. Audit Process

9.1.1 Initial Audit

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

On completion of a successful initial audit, applicants will be granted provisional accreditation and issued a Certificate of Accreditation (refer 9.3).

9.1.2 Compliance Audits

Compliance audits are conducted to verify that the system continues to operate in accordance with the requirements of this procedure.

Compliance audits are, wherever practical, conducted when the system is operating.

A compliance audit is conducted:

- within four (4) weeks of the initial audit or issuance of the first PHAC, whichever is later;
- within twelve weeks of the business applying for re-accreditation; and
- in the case of a business operating for more than six (6) months of a year, between six (6) and nine (9) months after accreditation or re-accreditation.

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

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

9.1.3 Re-Accreditation

Accredited businesses are required to re-apply for accreditation each year the business seeks to operate under the arrangement. Businesses seeking re-accreditation must lodge a renewal application prior to accreditation lapsing, or if accreditation has lapsed, prior to being accredited to certify produce under the arrangement.

A compliance audit is conducted within twelve (12) weeks of the business applying for re-accreditation each year.

9.2 Certificate of Accreditation

An accredited business will receive a Certificate of Accreditation detailing the facility location, procedure, scope (type of produce) and period of accreditation.

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

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

9.3 Non-conformances and Sanctions

9.3.1 Non-conformances

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

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

9.3.2 Incident Reports

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

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

9.3.3 Suspension and Cancellation

Agriculture Victoria 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 Agriculture Victoria;
- contravened an accreditation requirement that compromises the integrity of the arrangement; and/or
- not rectified a non-conformance.

Any action taken by Agriculture Victoria 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.

9.3.4 Prosecution

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

9.4 Charging Policy

The business will be charged an annual accreditation fee.

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

10 Records and Document Control

10.1 System Records

The accredited business must maintain the following records:

- Green Plant Material Inspection Record; and
- the duplicate copy of each PHAC issued by the Business.

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

System records must be made available on request by an Inspector.

10.2 System Documentation

The business must maintain the following documentation:

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

System documentation must be made available on request by an Inspector.

11 Attachments

Attachment 1 Green Plant Material Inspection Record (PSF-512)

Attachment 2 Identification of Packed Product Sample Packages (PSF-015)

Attachment 3 Plant Health Assurance Certificate – Example (PSE-068)

Green Plant Material Inspection Record

Date of Inspection:		Package Identification		
Place of Inspection:		IP Number: _____		
Name of Inspection Person:		PHAC No(s): _____		
Inspection Rate	<input type="checkbox"/> 600 Unit <input type="checkbox"/> 2 %		Name & Address of Grower and / or Packer: (if multiple, list in comments/findings column)	
Notes:			Produce type: (if multiple, list in comments/findings column)	
Total Number of Packages in Lot / Consignment: (list separately if multiple commodities)				
Package No.	Number of units sampled in package	Total number of units in package	Comments / Findings	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
Pass		Fail	Signature of Inspection Person:	
Actions resulting from detection of green material in the consignment.				

IDENTIFICATION OF PACKED PRODUCT SAMPLE PACKAGES

Marking Sample Packages After Packed Product Inspection

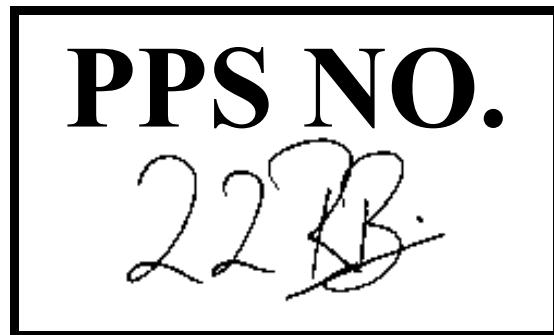
Following inspection, the Packed Product Controller must -

- (a) mark one end of each sample package by applying a stamp or sticker with the PPS No. (Packed Product Sample No.) and their initials as shown below;
- (b) ensure that the PPS No. stamp or sticker is visible on the exposed end of the package when the package is assembled on the pallet.

Stamp or Sticker Design (Example Only)



Completed Stamp or Sticker (Example Only)



Plant Health Assurance Certificate

Certificate number
XXXXXXX

Consignment details (please print)

Consignor	
Name	ABC PTY LTD
Address STREET ROAD, COBRAM VIC	

Consignee	
Name	PRODUCE PEOPLE
Address SOMEWHERE ROAD, BRISBANE QLD	

Reconsigned to (splitting consignments or reconsigning whole consignments)	
Name	
Address	

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	PS-62

Accredited business that prepared the produce

Name	ABC PTY LTD
Address	STREET ROAD, COBRAM VIC

Grower or Packer

Name	ABC PTY LTD
Address	STREET ROAD, COBRAM VIC

Other facilities supplying produce

Brand name OR identifying marks (as marked on packages)	Date OR date code (as marked on packages)
ABC PRODUCE	12/12/2025

Number of packages	Type of packages (e.g. trays, cartons)	Type of produce	Authorisation for split consignment
20	cartons	ware potatoes (Solanum tuberosum)	

Treatment details

Treatment date	Treatment	Chemical (active ingredient)	Concentration / duration and temperature

Additional certification / Codes

Declaration: I, an Authorised Signatory of the accredited business that prepared the plants, plant products, used equipment, used packages or earth materials described above, hereby declare that the plants, plant products, used equipment, used packages or earth materials have been prepared in the business' approved facility in accordance with the business' Certification Assurance arrangement and that the details shown above are true and correct in every particular. I acknowledge that it is an offence under the Plant Biosecurity Act 2010 to issue assurance certificates without being accredited and/or to make false statements in certificates and declarations.			
Authorised Signatory (print name) A.Signature	Signature A.Sign	Date 25 / 06 / 2022	