



PS-66: Pest Free Production Site for Tomato-Potato Psyllid

REVISION REGISTER

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1 Purpose

This Procedure describes:

- the operational requirements and principles for establishing, maintaining, and verifying Pest Free Production Sites from Tomato-Potato Psyllid (TPP), and
- the responsibilities and actions of personnel involved in surveillance, monitoring, phytosanitary measures, scouting, trap installation, response actions, record keeping, and audit compliance.

This Procedure enables the movement of TPP host and carrier products from Pest Free Production Facility (PFPF) accredited businesses to certify consignments as meeting the importing jurisdiction's requirements.

2 Scope

This Procedure applies to the management of host and carrier products grown and packed at a TPP Pest Free Production Site in Victoria to Interstate jurisdictions that accept Pest Free Production Sites:

- The management and monitoring of products grown under protected cropping systems (glasshouses, polyhouses, enclosed structures), and
- Requirements for inspection and secure packaging; and
- Dispatch and certification of products from businesses accredited in this procedure.

Pest: Tomato-Potato Psyllid (TPP)

Products: TPP host and carrier, includes nursery stock, produce e.g. fruit and vegetables, cut flowers, herbs, and associated packaging material) grown on the same property.

The scope covers all operational activities related to surveillance, scouting, trap installation, monitoring, phytosanitary measures, record-keeping, and compliance audits necessary to demonstrate and maintain property's freedom from TPP.

The procedure applies to consignments that are intended for importation into to Queensland, New South Wales, South Australia.

The procedure outlines the requirements and responsibilities of the business to establish, maintain, and verify property freedom from TPP. These requirements align with the principles of ISPM-10 (requirements for establishing and maintaining a "pest-free site").

Certification of treatment, inspection, and surveillance activities under this guideline may not meet all interstate quarantine entry conditions. Some markets may require additional certification or documentation as a condition of entry. It is the responsibility of the business to ensure compliance with all relevant quarantine requirements.

The business must maintain complete and accurate records demonstrating the systems used to establish freedom, the phytosanitary measures applied to maintain freedom, and the checks undertaken to verify freedom. All records must be retained and made available to Agriculture Victoria for audit upon request.

Agriculture Victoria and interstate quarantine authorities reserve the right to inspect products at any time and may refuse to accept a certificate or recognise property freedom status if products or processes do not conform to specified requirements.

3 References

Plant Biosecurity Act 2010

Standard Operating Procedure: Completion of Plant Health Assurance Certificates

Property Preparation Guide for Protected Cropping System (glasshouses, polyhouses, or enclosed structures) for Pest Free Production Sites for TPP (Attachment 1, TPP Pest Free Production Sites (PFPS) Guidelines)

4 Definitions

Act	means the <i>Plant Biosecurity Act 2010</i> (the Act).
Surveillance Officer	means any person appointed by the business to implement surveillance and monitoring for TPP, including trap monitoring and plant inspections for all life stages, under this accreditation arrangement. A Surveillance Officer must be formally authorised by the business by having their name and specimen signature recorded on the business's Surveillance Officer Training Register.
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.
Buffer Zone	means a designated area physically separated from production sites, used for the temporary holding and inspection of incoming plant material for TPP prior to entry into a pest-free production site. The buffer zone must be sufficiently distant from production areas
Certified/Certification	means covered by a valid Plant Health Assurance Certificate.
Consignment	means a discrete quantity of a products transported to a single consignee at one time.
Pest-Free Production Site (PFPS)	means a property where TPP is demonstrated to be absent based on surveillance, trap monitoring, phytosanitary measures, and verification checks undertaken in accordance with this Procedure. A PFPS may include one or more production blocks within a single accredited property.
TPP Host	means any plant or plant material that is from the Convolvulaceae and Solanaceae family of plants.
Inspection	means the act of inspecting products to determine if TPP is present.
Inspector	means the person authorised as an inspector under the Act.

Carrier products	means any plant or planting material (e.g. potted plants, rootstock, cuttings) that has green plant material attached to them from the Plantae kingdom. The definition excludes plants and planting material from the Convolvulaceae and Solanaceae families of plants.
Non-conformance	means a non-fulfilment of a specified requirement.
Plant Health Assurance Certificate (PHAC)	means certification issued by an Authorised Signatory of an accredited business.
Suspect TPP Sample	means any trap or plant sample containing an insect life stage that may be TPP, has not been confirmed, and requires verification by an approved authority.
Nursery Stock	means any plant or planting material (e.g. potted plants, rootstock, cuttings) that have green plant material attached to them from the Plantae kingdom. Seeds, tubers, and bulbs that do not have green plant material attached are exempt.
Packaging Material	means any material used in packing products including wrapping, containers, pallets, and trays.
Products	means nursery stock, fruit and vegetables, cut flowers and herbs from TPP hosts and carrier plants, and associated packaging e.g. wrapping material, containers, pallets, and trays.
Protected Cropping Systems	means glasshouses, shade houses, polyhouses, enclosed structures such tunnels that provide a physical barrier to insects, wind, and rain
Psyllid	means all life stages including eggs, nymphs, and adults of any species within the superfamily Psylloidea.
Surveillance Unit (SU)	<p>The smallest defined area within the property that is subject to systematic surveillance activities (trapping and scouting). A Surveillance Unit may be:</p> <ul style="list-style-type: none"> • a single Products Block • a section of a protected cropping structure. <p>Each SU must have clearly identified boundaries, a unique identifier, mapped trap locations, and a consistent monitoring and inspection schedule. SU allow the business to organise surveillance activities, record findings, and manage detections or corrective actions in a structured and auditable manner.</p>
Tomato-potato psyllid (TPP)	means all life stage including egg, nymph, and adult of <i>Bactericera cockerelli</i> .

5 Responsibility

The position titles used reflect 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. One person may carry out the responsibilities of more than one position.

The **Certification Controller** is responsible for:

- overall accountability for compliance and management of the site as PFPS
- representing the business during audits, verifications, investigations, and all matters relevant to this Procedure
- ensuring the business complies with all operational, surveillance, monitoring, and reporting requirements under this Procedure
- ensuring all staff are trained, competent, and aware of their duties, including surveillance and trap monitoring record keeping, and response actions
- Property Management Guidelines for PFPS (Attachment 1)
- ensuring the business adheres to the TPP trapping and monitoring program, by reviewing and verifying trap monitoring results, and any reported suspect TPP detections
- ensuring actions following the detection of a suspect or confirmed TPP samples are undertaken in accordance with the response requirements of this Procedure reporting to Agriculture Victoria within 24 hours of receiving a confirmed TPP detection within any part of the property operating under this accreditation.

The **Surveillance Officer** is responsible for:

- preparing and maintaining Surveillance Units (SU) (refer 7.1.3)
- conducting and recording results of weekly scouting for adult TPP (host and carrier) and other life stages (hosts); and trap monitoring fortnightly (refer 7.2.2, 7.2.3, 7.2.4)
- ensuring all sticky traps are routinely collected and sent to Crop Health Services (CHS) as required and keeping records in TPP Sample Submission Record (refer 7.1.5, 7.2.5, 7.3.4, 7.4.5)
- Monitoring and inspection records are submitted for official auditing
- providing technical verification and identification support
- ensuring maps, plans, and surveillance documents are available to Agriculture Victoria upon request
- reporting any suspect TPP detections immediately to the Certification Controller
- taking samples of suspect psyllid from plants or sticky traps and submission to AgriBio Crop Health Services (CHS) for identification (refer 7.3.5).

The **Authorised Signatory** is responsible for:

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

The **Authorised Dispatcher** is responsible for:

- ensuring all products are inspected and secured to prevent contamination (refer 8)
- ensuring all packages covered by a PHAC are identified and labelled (refer 8.1.1)
- ensuring all PHACs accompany consignments upon dispatch and maintaining copies of all PHACs issued by the business (refer 8.1.2, 8.1.3).

6 Requirement

Host and carrier products of TPP certified under this procedure must meet the following requirements –

1. Growing products in a PFPS in accordance with section 7.1, 7.2, and
2. Inspected and securely packaged in accordance with section 7.3, and
3. Certified and dispatched in accordance with section 8.

Agriculture Victoria will not be responsible for any interruption to business operations, delays in trade, products loss, property damage, or personal injury arising from the business's implementation of this Procedure or failure to meet its requirements.

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

7 Procedure

7.1 TPP PFPS Verification

To demonstrate PFPS, the business must submit pre-established evidence showing that the production site meets PFPS requirements. This evidence must include:

- property plans; and
- surveillance and monitoring evidence to support the absence of TPP from the site, demonstrated according to Surveillance Units, trap monitoring densities, and incoming stock management as described in throughout section 7.

7.1.1 Property Plan

A copy of the business's property plan must be submitted as part of the application for accreditation.

The property plan must include the following details:

- the location and boundaries of all surveillance units where the product is grown, packaged, and/or located
- the reference number, code or other identification used to identify each production unit
- road access, including street names
- the location and identification of all buildings or structures on the property.

The business must also clearly define all pest free measures relevant to the operation of the production system at the property, including any:

- protected facilities
- buffer Zones
- evidence of the site preparation in accordance with Attachment 1
- incoming stock inspection zone (refer 7.1.5) and consignment inspection zone (refer 7.3.1), and
- the location of all traps, monitoring and/or scouting inspections undertaken within the Surveillance Unit (SU) (refer 7.1.3).

7.1.2 Surveillance and Monitoring Evidence

Evidence of two consecutive surveillance and monitoring rounds, including trap inspections, verified by CHS or a laboratory approved by Agriculture Victoria, conducted within a two-week period and with no detection of TPP.

This must be supported by documented records, including:

- TPP Trap Inspection Records (refer section 7.1); and
- Scouting / Visual Inspection Records (refer section 7.2).

7.1.3 Surveillance Units

Each SU must have a unique SU ID and clearly marked boundaries (e.g., greenhouse walls, internal bays), and all relevant pest free measures clearly shown on the property plan including the cropping system, product type, and trap site locations.

7.1.4 Trap Monitoring Densities

Trap monitoring locations within each SU must be in accordance with the following requirements.

Protected Cropping Systems	Trap Density Requirement
Glasshouses, polyhouses, enclosed structures	1 trap per 300 m²
Propagation bays	1 trap per 100 m²
Entry points	1 trap per entry
Ventilation hotspots, warm zones	Additional traps as needed

7.1.5 Incoming Stock Management

All incoming plant material must be unloaded into a designated inspection zone and visually inspected for TPP adults, nymphs, and eggs according to section 7.3.3.

Any suspect TPP must be submitted for identification in accordance with the TPP Sample Submission Record (Attachment 5). The completed submission record must be filled out in full and retained on file in accordance with section 7.4.

Any suspect detections shall trigger an immediate hold, and the Certificate Controller must be notified, and

Unverified stock shall not be moved into production areas.

OR

Businesses can choose to source in-coming stock through alternative approaches (e.g. tissue-culture, sourcing under PS-57 or ICA-62, PS-66, or PS-57).

A record of stock receival must be maintained (Attachment 2).

7.2 Surveillance and monitoring of TPP

7.2.1 Surveillance Officer

Businesses can nominate to be accredited by one of 2 options:

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Option A: The business may appoint a Surveillance Officer who has successfully completed the approved Agriculture Victoria training course, TPP – Authorised Inspection Person, in the detection and recognition of TPP and is responsible for:

- sending labelled and packaged sticky traps fortnightly to a laboratory approved by Agriculture Victoria (e.g., CHS) for identification and verification of TPP
- ensuring installation preparation and removal of traps
- Ensuring traps are labelled in line with the trap requirements under this protocol (Refer 7.2.2).

Option B: The business may appoint an Agriculture Victoria–approved Surveillance Officer with demonstrated entomology and or pest identification experience (or equivalent qualification), and successfully completed the approved Agriculture Victoria training course, TPP – Authorised Inspection Person, in the detection and recognition of TPP and is responsible for:

- submission one set of fortnightly property traps to a laboratory approved by Agriculture Victoria (e.g., CHS) once every two months for verification
- Responsible for ensuring installation preparation and removal of traps fortnightly
- Ensuring traps are labelled in line with the trap requirements under this protocol (Refer 7.2.2).

Providing evidence of qualifications allows the Surveillance Officer to inspect their own traps fortnightly and to send one set of fortnightly traps to a laboratory approved by Agriculture Victoria once every 2 months. Evidence required; a degree or postgraduate qualification in entomology or a science degree or postgraduate qualification.

The Certification Controller must ensure that they have at least one Surveillance Officer whilst accredited under this procedure.

A Register of Surveillance Officer's (Attachment 4) must be maintained by the accredited business. The register must include:

- the name of the Surveillance Officer
- date of successful completion of a defined training and assessment program
- a copy of each Surveillance Officer's Certificate of Attainment for the successful completion of Option A and or B training requirements, e.g. degree or postgraduate qualification in science or entomology with evidence of training in psyllid taxonomy.

7.2.2 Trap Monitoring

Trap Type

- Yellow sticky traps or yellow delta traps with dual-sided sticky inserts.
- The minimum acceptable size for sticky cards is 100 x 250 mm.
- In Victoria, any glue trap sold or used for insect capture must include a cage, barrier, cover, or other design feature that prevents animals from encountering the adhesive surface.

Trapping Grid

- The number of traps to deployed must be in accordance with the trap density requirements for each SU (refer 7.3)
- Traps must be hung at the height of the plants canopy and adjusted as required
- Traps must be visible and placed where leaves will not touch them, as direct contact reduces effectiveness
- Traps must be distributed across the SU at trap locations shown on the Property Plan.

Trap Inspection

- Traps must be inspected every 14 days (± 1 day) and recorded in the TPP Trap Monitoring Record Sheet (Attachment 3).

- Traps should be put out on the first of the month where feasible and retrieved every fortnight (e.g. approx. 14 days). Then another set of traps established on the same day.

Handling requirements of sticky cards from traps

- When taking down traps, sticky traps should be wrapped in clear cellophane and marked with the trap number and date of placement which is referenced in the SU.
- Place in a fridge until transported to the CHS as specified in the Procedure.
- Transported in cool conditions, double wrapped in cellophane or a transparent plastic, and placed in a sturdy envelope.

Trap Site Maintenance

- Traps must be maintained in good condition and replaced when they become dirty, covered with dust, wet, or heavily contaminated with insects. Records of trap replacement should be kept using the Trap Monitoring Record Sheet using the TPP Trap Monitoring Record Sheet.

7.2.3 Routine submission of the traps

Carefully remove sticky cards from traps without damaging the card or specimen. Place each sticky card into a transparent plastic sleeve, then place the sleeved card into an outer snap-lock (zip-lock) bag for protection during handling and transport.

Bags must be:

- labelled with the date of collection
- kept cool (in chiller bag/box) until forwarding for submission
- accompanied by a TPP Sample Submission Record (Attachment 5)
- forwarded all bags to Agribio CHS to confirm identification of TPP at the business's expense within 24 hours.

AgriBio Crop Health Services
Phone: (03) 9032 7515
Sample Reception - Main Loading Dock
5 Ring Road

7.2.4 Scouting and Plant Inspection

Monitoring Inspection Locations and Frequency

Monitoring inspections must be conducted every week (± 2 days) within each SU and recorded in the TPP Scouting and Inspection Record. (Attachment 6).

Plants, inspected throughout the SU, must be in accordance with the following requirements:

- Scout each SU in a systematic manner such as a W-pattern, M-pattern, Z-pattern, or figure 8 pattern.
- Inspect any plant that is showing signs of TPP infestation
- If no signs of infestation are observed, inspect a minimum of five (5) plants per 500m^2 at random.

7.2.5 Plant Inspections

Plants must be inspected in accordance with the following steps:

1. Growing Tips and Apical Buds

Thoroughly inspect the youngest leaves and developing shoots (this is often where the first eggs and early nymphs appear).

Look for twisting, yellowing, or abnormal growth that suggests early TPP activity.

2. Middle Canopy (Primary Psyllid Zone)

Examine the middle part of the plant carefully, lifting leaves to inspect both upper and lower surfaces ((TPP adults and older nymphs are commonly found here).

Inspect leaves for flattened nymphs with waxy halos and sticky honeydew.

3. Leaf Margins and Petiole Junctions

Inspect the leaf edges and the junction where the petiole meets the leaf blade.

Look for tiny orange or yellow eggs standing on short stalks (pedicels).

4. Stems and Upper Foliage

Visually scan stems, upper leaves, and petioles for adult psyllids ((lightly tapping foliage may help dislodge adults for easier detection).

5. Symptom Checks

Scan for all plant symptoms such as leaf curling, chlorosis (“psyllid yellows”), honeydew, sooty mould, or patchy yellowing.

7.3 Inspection of consignment

Inspection must be carried out as an end-point inspection following assembly of a consignment for dispatch. End-point inspection must be conducted after the consignment has been consolidated but prior to certification and immediately prior to dispatch. Each consignment dispatched by the business must be inspected to verify freedom from suspect TPP by a Surveillance Officer.

7.3.1 Inspection Facilities and Equipment

Businesses must maintain the following inspection facilities and equipment:

- segregated consignment inspection zone that is well-lit and adequately ventilated, with a flat, sealed, and durable surface (e.g. concrete)
- a hand lens, microscope or other device that provides at least X10 magnification for the observation of suspected psyllids
- a white coloured tray i.e. plastic photograph tray or other surface for dislodging suspect psyllids into for inspection
- reference illustrations and photographs for identification of TPP and other common psyllids
- sealable plastic bags for collecting specimens of infested/contaminated plant samples
- sealable specimen bottles for placing samples of suspected psyllids
- sticky labels for identification of specimens
- a fine paint brush for collecting samples of suspected psyllids
- a pocketknife or similar item to further investigate for the presence of psyllids.

7.3.2 Inspection Rate

Each consignment must have product randomly selected and inspected at the rate of 600 pieces, or if the consignment is less than 600 all pieces inspected, and found free of TPP.

If the consignment is less than 600 pieces all the consignment must be inspected.

The total number of pieces inspected per consignment is capped at 600.

Inspections must be conducted prior to dispatch to ensure the consignment is free from TPP at the time of consignment.

7.3.3 Examination of the sample

Samples must be examined by the Surveillance Officer by:

- placing samples on the inspection bench or an appropriate area in a designated inspection zone
- visually examining the required number of units for TPP
- thoroughly inspecting all nursery products selected for inspection on both sides of the leaves, flowers, and stems. (Particular attention must be given to leaf margins and the undersides of leaves where eggs and nymphs are commonly found, and common hiding sites for TPP adults, including stem axils, the underside of leaves, inside the calyx, within tightly folded or overlapping plant material and around flowers)
- returning the units to the consignment following the inspection.

7.3.4 TPP Inspection Records

The business must keep inspection records for each consignment inspected. The Surveillance Officer must complete the Tomato-Potato Psyllid Inspection Record (Attachment 8) at the time of inspection, recording all required inspection details and outcomes.

TPP Inspection Record must include –

- type of plants
- date of inspection
- place of inspection
- rate of inspection (inspection rate - 2% or 600 pieces)
- details of each consignment inspected i.e. package identification (IP No., name and address of grower and packer)
- number of packages sampled
- number of pieces sampled in each package
- total number sampled
- if applicable, the time the sample was taken
- total number of packages in the consignment or lot
- the inspection results including absence or presence of suspect psyllid
- actions taken resulting from detection of suspected TPP
- the number of the PHAC(s) to which the inspection relates
- the name and signature of the Authorised Surveillance Officer.

7.4 Action following detection of live suspect TPP in inspected products

The Surveillance Officer must immediately advise the Certification Controller of any detection of live suspect psyllids or psyllid-like insects identified during the TPP inspection. The Certification Controller must then reject the consignment that has been presented for inspection.

The Surveillance Officer must record the detection of live suspect psyllid or psyllid-like insects on the Tomato-Potato Psyllid Inspection Record (refer Attachment 8) or records which capture the same information.

Products that are rejected and segregated from certification is to be either:

- held in an identified area until sample analysis of the suspect psyllid is conducted and written results confirming the suspect psyllid is not TPP is provided; or
- consigned to a market that does not require certification of freedom from TPP; or

- treated in accordance with an alternative quarantine entry requirement for the control of TPP (i.e. fumigation).

If the suspect psyllid sample is returned confirming the sample is not TPP, all rejected product that is segregated may be reconsidered for certification under this Operational Procedure provided all requirements have been met.

If TPP is confirmed by diagnosis of the sample, the consignment must be rejected for certification under the Operational Procedure.

7.5 Handling Suspect Psyllid Specimens

The Surveillance Officer must take each sample by:

- carefully retrieving the suspect psyllid with an appropriate instrument i.e. brush, forceps or scalpel
- placing the suspect psyllid in a specimen bottle
- where a suspect psyllid is contained on the produce, the produce with the suspect psyllid must be wrapped in damp paper towel and placed into a plastic bag
- completing a Psyllid Identification Record for each sample taken
- take clear photographs that clearly showing the wings of the suspect psyllids
- submit the photographs to Agriculture Victoria at via the online reporting form at: <https://agriculture.vic.gov.au/biosecurity/pest-insects-and-mites/report-an-unusual-plant-insect-pest-or-disease>, noting in the 'details' section of the form that this is for a PS-66 accreditation
- placing the specimen bottle or produce (if applicable) along with completed Psyllid Identification Record into a sealable plastic bag
- storing the suspect psyllid in its plastic bag for further identification in a refrigerator
- suspect psyllid sample must be stored until a result is received from Agriculture Victoria.

If Agriculture Victoria is unable to identify the suspect psyllid based on the submitted photographs, Agriculture Victoria may instruct the Surveillance Officer to provide additional images to support identification, or to submit physical specimens for laboratory-based analysis at the business's expense.

7.5.1 Psyllid Identification Record

The Surveillance Officer or Authorised Inspection Person must record the required details for suspect psyllid specimens submitted for identification by completing the TPP Sample Submission Record, which is submitted to CHS (Attachment 5):

- the name of the Surveillance Officer taking the sample
- the Interstate Produce (IP No.) number of the accredited business
- the type and quantity of plant sample was taken
- the date the sample was taken the date the sample was submitted to entomologists
- the contact telephone number and e-mail and fax contact of the Surveillance Officer
- and the type of sample, diagnosis request, and sample details e.g. Surveillance Unit ID.

7.5.2 Submitting Suspect Psyllid Specimens

The Surveillance Officer must forward suspect TPP samples as follows:

- If the suspect TPP is detected on a sticky trap, place the sticky card in a transparent plastic sleeve to protect the specimen
- If the suspect TPP is detected on a plant, fruit or vegetable sample, place the affected material in a separate plastic snap-lock (zip-lock) bag to prevent cross-contamination
- Place each sleeve or snap-lock bag into an outer protective bag for transport
- Clearly label each bag or sleeve with:
 - Surveillance Unit (SU) ID and trap number
 - Interstate Produce Number (V-number) and facility number
 - Date of collection
- Keep all samples cool (e.g. in a chiller bag or insulated box) until submission
- Ensure all samples are accompanied by a completed TPP Sample Submission Record (Attachment 5)

- Forward all suspect TPP samples and sticky cards to AgriBio Crop Health Services (CHS) for identification within 24 hours, at the business's expense
- Samples may be delivered in person, by mail, or by courier to:

AgriBio Crop Health Services
 Phone: (03) 9032 7515
 Sample Reception - Main Loading Dock
 5 Ring Road
 La Trobe University
 Bundoora VIC 3083

7.5.2.1 Awaiting Results

The business must obtain written notification of all sample results from CHS by completing the diagnosis details requested section of the TPP Sample Submission Record and return it to the Certification Controller of the accredited business.

While waiting for the outcome of the laboratory-based analysis of the physical specimens, the consignment must be rejected and segregated from this certification, either be:

- held in an identified area until sample analysis of the suspect psyllid is conducted and results provided; or
- consigned to a market that does not require certification of freedom from TPP.

If the laboratory-based analysis confirms that the suspect psyllid **is not** TPP, with written evidence from Agriculture Victoria, all rejected produce may be reconsidered for certification under this Operational Procedure provided all requirements have been met (i.e. inspection is completed in accordance with this operational procedure and the produce is found free from TPP and all other conditions have been met

7.5.2.2 Confirmation of TPP

Where a suspect psyllid is confirmed as TPP, or where Agriculture Victoria determines that the specimen cannot be positively identified as not TPP, the Certification Controller of the accredited business must obtain written confirmation from the CHS entomologist or taxonomist.

Following confirmation of TPP:

- the Pest Free Production Site endorsement under this procedure is immediately withdrawn
- the Certification Controller must ensure that all affected consignments or lots are rejected for certification under this Operational Procedure
- the Certification Controller must notify Agriculture Victoria at market.access@agriculture.vic.gov.au within 24 hours of receiving confirmation
- products from the affected site may only be consigned to markets that do not impose TPP-related entry restrictions
- the affected site must operate under an appropriate ICA or PS arrangement, depending on whether the product is a host or carrier, and must comply with the entry requirements of the receiving jurisdiction.

Any alternative certification or movement arrangement must be assessed and approved by Agriculture Victoria prior to dispatch.

8 Packing and transport under secure conditions

Once the consignment is inspected, certified products must be stored at and transported from the facility in secure conditions which prevent infestation by TPP.

Secure conditions include at least one of the following:

- unvented packages
- vented packages with the vents secured with mesh which has a maximum aperture of 1.6 mm

- wrapping or bagging in sealed plastic sleeves or bags
- fully enclosed consignments under tarpaulins, hessian, shade cloth, mesh, or other covering which has a maximum aperture of 1.6 mm
- consignment shrink-wrapped and sealed as a palletised unit
- fully enclosed or screened buildings, cold-rooms, vehicles (including tautliners in good condition)
- other facilities free from gaps or other entry points greater than 1.6 mm.

8.1 Dispatch

8.1.1 Package identification

The Authorised Dispatcher must ensure that each package is marked in indelible (making marks that cannot be removed) 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 products was grown, inspected, and packed, and
- the words “MEETS PS-66”, and
- the date (or date code) on which the product was packed; and
- prior to the issuance of a PHAC by the business under this Operational Procedure.

If the products are consigned loose and not in packages, the carrier nursery stock must be secured from re-contamination as per section 6: Requirement, and identification of plants must conform to one of the following, depending on the specified requirements of the importing state or territory:

- the above information is written on the consignment note or the invoice accompanying the plants and signed and dated by an Authorised Signatory of the Business certifying the carrier nursery stock; or
- each carrier nursery stock has a tag or label securely attached to it that includes the above information; or
- the carrier nursery stock is 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.

8.1.2 Plant Health Assurance Certificates

The Authorised Dispatcher must ensure a PHAC is completed, dated, and signed by an Authorised Signatory of the Business prior to dispatch of the consignment from the facility to a market requiring certification of PFPS.

Plant Health Assurance Certificates (Attachment 7) must include:

1. in the ‘Accredited Business that Prepared the nursery stock’ section:
 - (a) the name and address of the PFPS accredited business that produced, inspected, and packed the products;
2. in the ‘Certificate Details’ section:
 - (a) in the IP Number column, the IP Number of the accredited business that inspected and treated the carrier nursery stock;
 - (b) in the Facility Number column, the Facility Number of the accredited business that inspected and treated the carrier nursery stock;
3. in the Procedure column, the word ‘PS-66’
4. in the ‘Number of packages,’ ‘Type of Packages,’ ‘Type of nursery stock’ sections:
 - (a) the number and description of each type of package and carrier nursery stock in the consignment;

Where there is insufficient room to list each product 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 issued to cover each consignment to avoid splitting of consignments

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

8.1.3 Additional certification

For businesses that have carrier nursery stock treated in accordance with the requirements of another procedure, e.g., ICA-29, ICA42 or PS-27, and want to certify the consignment under this procedure, the Authorised Signatory must include the following in the "additional certification" section of the other procedure: 'Meets PS-66'.

8.1.4 PHAC Distribution

The original (yellow copy) must accompany the consignment.

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

9 Accreditation

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.

9.2 Audit Process

9.2.1 Initial Audit

Prior to accrediting a business, an Inspector carries out an initial audit of the business to verify (refer 7.1) that the PFPS 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 Procedure.

At the initial audit, the inspector shall request: a copy of

- Property Plan
- Relevant evidence to establish the Pest Free Production Facility in accordance with Attachment 1
- Training records and
- Surveillance and monitoring records

On completion of a successful initial audit, applicants will be granted provisional accreditation and issued a Certificate of Accreditation (refer 10.3).

9.2.2 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 6 months of a year, between 6 and 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.

9.2.3 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 products under the arrangement.

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

9.3 Certificate of Accreditation

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

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

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

9.4 Non-conformances and Sanctions

9.4.1 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 nonconformance 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.

9.4.2 Incident Reports

Incident Reports may be raised by interstate quarantine authorities to report the detection of a non-conformance in products 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.

9.4.3 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 a requirement that compromises the integrity of the arrangement (e.g. not reporting the capture of suspect insects), 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.

9.4.4 Prosecution

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

9.5 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:

- Surveillance Officer Training Register (Attachment 4)
- Stock Receipt Record (Attachment 2)
- TPP Monitoring Record Sheet Fortnightly (Attachment 3)
- TPP Scouting and Inspection Record (Attachment 6)
- TPP Sample Submission Record (Attachment 5)
- Tomato-Potato Psyllid Inspection Record (Attachment 8)
- Property plan
- A copy of each Plant Health Assurance Certificate 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	TPP Pest Free Production Sites (PFPS) Guidelines
Attachment 2	Stock Receival Record (PSF-519)
Attachment 3	TPP Trap Monitoring Record Sheet Fortnightly (PSF-521)
Attachment 4	Surveillance Officer Training Register (PSF-522)
Attachment 5	TPP Sample Submission Record (PSF-523)
Attachment 6	TPP Scouting and Inspection Record (PSF-527)
Attachment 7	Plant Health Assurance certificate example (PSE-524)
Attachment 8	Tomato-Potato Psyllid Inspection Record (PSF-528)

Attachment 1 TPP Pest-Free Production Sites (PFPS) Guidelines

Effective property management is essential to prevent the entry, establishment, and spread of Tomato-Potato Psyllid (TPP). The business must ensure that all host plants, volunteer plants, waste material, equipment, and surrounding vegetation are managed in a way that supports Pest Free Production Site and meets the requirements of this Procedure.

The Certification Controller is responsible for overseeing implementation of the following requirements.

1. Host Plant and Volunteer Management

- No unmanaged Solanaceous and Convolvulaceae's volunteer hosts (e.g., nightshade, wild tomato, thornapple, cape gooseberry) may occur within any production area operating under this accreditation arrangement.
- All volunteers and weeds capable of supporting TPP must be removed from:
 - crop rows, bed edges, and walkways
 - fencelines, drains, and headlands
 - under benches or structural frames (protected cropping)
- Surrounding vegetation must be monitored regularly for volunteer hosts and removed promptly when identified.

2. Waste Plant Material and Produce Disposal

- All waste host plant material (e.g., pruning's, rejected fruit, cull piles, discarded plants, plant debris) must be removed promptly from production areas.
- Waste material must not be:
 - disposed of within or immediately adjacent to production blocks
- The business must maintain routine waste-collection processes to ensure waste is contained, removed off-site, or managed through an approved disposal pathway.

3. Property Hygiene and Surrounding Environment

- All areas must be kept free of accumulated plant debris, dropped fruit, old growing media, used containers, and other material that could shelter adult psyllids.
- Perimeter zones must be kept clean and maintained to reduce harbourage points.
- Boundary vegetation should be trimmed to reduce potential psyllid resting sites.
- Machinery access points, tracks, and laneways must be kept weed-free, with particular focus on Solanaceous weeds.

4. Equipment, Machinery and Tool Hygiene

- Machinery, tools, bins, crates, and equipment must be cleaned before entering production blocks to prevent movement of hitchhiking adults.
- Equipment used in unmanaged or weedy areas must not immediately enter production areas without thorough cleaning.
- Picking bins must be dedicated to the site or sanitised before reuse.

5. Movement and Access Controls

- Staff, contractors, and visitors must follow farm hygiene protocols, including cleaning footwear and removing plant debris before entering production areas.
- Movement should always flow from younger/cleaner blocks to older/higher-risk areas.
- Entry and exit points must be kept clean and free of vegetation that may harbour pests.
- The Certified Controller must maintain a record of all visitors conducting any activity within the PFPS. The property Visitor Disinfection Record must include the following details:
 - the date;
 - an acknowledgment that the visitor understands the disinfection protocol;
 - the visitors name and signature
 - the Facility Manager name and signature.

6. Property Boundaries and Adjacent Risk Areas

- Fencelines, borders, drains, neighbouring empty blocks, non-crop vegetation and unmanaged land must be routinely inspected for volunteer hosts and adult psyllids.
- Where feasible, maintain a clean buffer zone around the production area.
- Access tracks, irrigation channels, drainage lines and areas where machinery regularly passes must be included in routine inspections.

Attachment 2 :STOCK RECEIVAL RECORD

Name of Business: _____ Record Number: _____

*any other pests/diseases symptoms

PSF-519
Version 1.0 (Dec 2025)

OFFICIAL

TPP Trap Monitoring Record Sheet Fortnightly

Business Name		Location		IP:	V
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Trap #	Surveillance Unit ID	GPS Location

Instructions:

1. Week number refers to the week of the year.
2. Copy of trap record sheet must be kept for 24 months.
3. If businesses have another spreadsheet that records the same information, that may be used.

There are penalties under the **Plant Biosecurity Act 2010**, for any person providing an Inspector with information that is false or misleading.

Attachment 4: Surveillance Officer Training Register



AgriBio – Crop Health Services
SAMPLE RECEPTION - MAIN LOADING DOCK
 5 Ring Rd, La Trobe University Campus,
 Bundoora, Victoria, 3083
 Phone: 03 9032 7323 Fax: 03 9032 7604
 Email: chs.reception@agriculture.vic.gov.au



LAB USE
ONLY
AgriBio
Submission No.

CHS SPECIMEN SUBMISSION FORM (TPP Sample Submission Record)

Date specimen received (Office use):

CONSIGNMENT DETAILS

Date of submitting Traps/ plant/ insect samples:	Surveillance Unit ID:
--------------------------------------------------	-----------------------

Business name:

Certification Controller name:

Address:	IP number:
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Postcode: State: Phone: Email:

Date sample collected:

SPECIMEN DETAILS (DEECA USE ONLY)

Date Traps/ Plant / insect sample taken	Date traps/ Plant sample submitted to CHS:
-----------------------------------------	--------------------------------------------

Surveillance Officer name:

Email	Phone	Fax
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TRAPS SUBMISSION

Consignment size	Description of Traps		
Trap <input type="checkbox"/>	# Traps		

Investigation requested:

Confirm the presence or absence of Tomato-Potato Psyllid.

If TPP confirmed confirm the presence or absence of *Candidatus Liberibacter solanaceum* (CLso)

PLANT SAMPLE SUBMISSION

Consignment size	Description of Plant sample		
Plant Sample type <input type="checkbox"/>	# e.g of leaves/ insect in vial		

Diagnosis details requested:

Confirm the presence or absence of tomato potato psyllid.

If TPP confirmed, confirm the presence or absence of *Candidatus Liberibacter solanaceum* (CLso)

Reporting requested: CHS personnel to inform Business (certified controller) for confirmation of a positive TPP ASAP.



Accredited for compliance with ISO/IEC 17025 - Testing Accreditation No 14477

Attachment 6: TPP Scouting and Inspection Record

Date of Inspection:	Surveillance Unit ID					
		Pattern (circle)	<input type="checkbox"/> M	<input type="checkbox"/> W	<input type="checkbox"/> Z	<input type="checkbox"/> 8
Name of Surveillance Officer:						
Name & Address of Business						
Notes:	Host and carrier product Type: (if multiple, list in comments/findings column)					
list separately if multiple produce.						
Row	Column	Plant inspected	Comments / Findings			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
Signature of Surveillance Officer:						
Actions resulting from a suspected detection of a quarantine pest (Notify Certificate Controller immediately and suspect samples must be sent to Crop Health Services by filling Attachment 5) If business has records recording the same information, they may choose to use those.						

Plant Health Assurance Certificate

Certificate number
XXXXXXX

Consignment details (please print)

Consignor
Name ABC PTY LTD
Address STREET ROAD MELBOURNE VIC 3000

Consignee
Name PRODUCE PEOPLE
Address SOMEWHERE ROAD NSW

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

Certificate details (please print)

IP Number	Facility number	Procedure
V9999	01	PS-66

Accredited business that prepared the Product
Name ABC PTY LTD
Address STREET ROAD MELBOURNE VIC 3000

Grower or Packer
Name ABC PTY LTD
Address STREET ROAD MELBOURNE VIC 3000

Other facilities supplying services

Brand name OR identifying marks (as marked on packages)	Date OR date code (as marked on packages)
ABC PRODUCE	18/11/2025

Number of packages	Type of packages (e.g. trays, cartons)	Type of Product	Authorisation for split consignment
40	Trays	Seedlings (see attachment)	

Additional certification / Codes
Meets PS-66

Declaration: I, an Authorised Signatory of the accredited business that prepared the plants or plant products described above, hereby declare that the plants or plant products 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)	Signature	Date
A Jones	A.Jones	18 / 11 / 2025

Attachment 8 : Tomato-Potato Psyllid Inspection Record

Date of Inspection:		Package Identification		
Place of Inspection:		IP Number: _____		
Name of Surveillance Officer :		PHAC No(s): _____		
Inspection Rate	<input type="checkbox"/> 600 Unit <input type="checkbox"/> or whole consignment if under 600			Name & Address of Grower:
Notes:				Nursery Product Type: (if multiple, list in comments/findings column)
Total Number of Packages/units in Consignment: (list separately if multiple commodities)				
Package No.	Number of units	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				
Pass		Fail		Signature of Surveillance Officer:
*Actions resulting from a suspected detection of a quarantine pest (e.g. Notified to Certification Controller and time taken, Suspension of the consignment).				