Manual Number	**Location:** .....

MINISTRY OF AGRICULTURE, SAMOA

OPERATIONS MANUAL

PART 2: COMMODITY CLEARANCE PROCEDURES

[Where to find information about clearing imported goods]

ABOUT PART 2

Part 2 of this Quarantine Operations Manual contains the sets of procedures that relate to the clearance of specific commodities.

The sets of procedures described here may need to be read in conjunction with commodity or passenger clearance operations being carried out in a functional area such as an International Airport or a first port of entry for shipping and yachts. The procedures to be followed in those functional areas are set out in Part 1 of the Quarantine Operations Manual.

March 2003

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1. Inspection Procedures 1

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The available options for the senior officer are:

- order appropriate treatment to eliminate quarantine risks, if possible (including cleaning the outside of packaging and/or removing infested timber)
- allow importer to re-export goods.
- seize goods and order destruction.

Take action as directed by the senior officer. Complete a Seizure of Quarantine Materials form

Kangaroo meat	Nil	Any export abattoir in Australia
Crocodile meat	Nil	Any export abattoir in Australia

1.2.6 Refer to the "Conditions" column in Table 6 to see what conditions are required for entry.

1.2.7 If the conditions are satisfied look at the "Origin" column in Table 3.

1.2.8 If the product is approved and the Health Certificate is in order inspect a sample of the product and release if the product conforms to documentation. If the product does not conform in some way it must be held and the matter referred to a senior officer.

The senior officer is to make a decision on the matter or refer the matter to a Veterinary Officer at Livestock Division for advice.

2. SPECIAL PROVISIONS

2.1 Accompanied consignments – Air passengers

Note: Special conditions have been developed to cope with small consignments of meats that are not considered to present a significant animal quarantine risk. In every case the meat must be in unbroken commercial packaging and MUST clearly state the country of origin.

The maximum quantity of meat products which may be imported as passenger's baggage is 1 kg AND may be imet BT/TT1

Table 4: Clearance Conditions for Accompanied Animal Products

Commodity/Products	Conditions	Origin
BEEF/VENISON/BUFFALO Sausage, luncheon, saveloy, meat, hot dogs, frankfurts, pies	Cooked, Uncooked (including frozen, smoked, salted, dried and chilled)	Australia, New Zealand, United States of America, Vanuatu
POULTRY: (including Turkey, Duck, Chicken, Ostrich), carcasses, pieces, sausage, luncheon meat, frankfurts, offal	Cooked, Uncooked (including frozen, smoked, dried and chilled)	Australia, New Zealand, United States of America
PIG MEATS: Ham, sausage, bacon, saveloy, luncheon meat, hot dogs, pies, salami, frankfurts	Frozen, cooked	Australia, New Zealand, United States of America
	Chilled ONLY	Australia, New Zealand,
SHEEP AND GOAT MEATS: Mutton, lamb,	Cooked, Uncooked (including frozen, smoked, salted, dried and chilled)	Australia, New Zealand,
SHEEP Offal	Must be frozen and/or cooked	Australia, New Zealand, United States of America
CHICKEN EGGS	Not permitted with passengers unless they have an Import Permit and an Animal Health Certificate from the country of origin	All countries
MILK PRODUCTS: Yoghurt, cheese, milk, ice cream, UHT products	Commercially packed	Australia, New Zealand, United States of America

2.3.1 In the case of yachts Quarantine Officers may exercise some discretion and permit more than 10kg of meat where it can be proven that the meat is from an approved source.

2.3.2 See Yacht Clearance for further instructions.

2.4 Other Meat Products NOT Listed above:

All meat products not listed in Table 4 **MUST** be seized and referred to the Senior Officer on duty. In the case of yachts with significant quantities of meat not approved on the above list the meat is to be bonded on board and further instructions sought from a Senior Officer or the Veterinary Officer, Livestock Division, Avele.

2.4.1 Further information on animal products is contained under the commodity listings in the Quarantine Ready Reference.

3. PROHIBITED ITEMS

1.4 Inspect every stem in sample cartons, and look for:

- Á pests and diseases.
- Á propagatable material.
- Á prohibited species.
- Á contaminants.

1.5 Flower inspections are to be conducted under good lighting and preferably on a white table top. Inspect each flower and stem. Hold flower stems over a white table, or white paper, and gently shake stems to see if insects are dislodged.

1.6 If no pests/diseases found, and stems not propagatable - Go to Step 1.11.

1.7 If no pests/diseases found, and stems propagatable, treat as below (Devitalisation). On completion of treatment - Go to Step 1.11.

1.8 If pests found, fumigate with methyl bromide, as below - Go to Step 1.9.

1.9 If disease/s found, refer to a senior officer for instructions.

The available options for the senior officer are:

- Á order appropriate treatment to eliminate quarantine risks, if possible.*
- Á seize flowers and order destruction.

* If treatment undertaken and release recommended - Go to Step 1.11.

1.10 If no disease - Go to Step 1.11.

1.11 Advise importer of fees due, collect fees - Go to Step 1.12.

1.12 Release flowers.

*** Treatments**

Fumigation - methyl bromide at 32 g/m^3 for 2 hours at 21^0C.

Devitalisation - Glyphosate (Roundup) Immerse stems for 15 minutes and do not wash off for 2 hours. Rate: Roses - 15ml Roundup/L; Other flowers - 5ml Roundup/L

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SECTION 3

FRESH FRUIT AND VEGETABLES

The available options for the senior officer are:

- order fruit/vegetables to be held in secure storage pending receipt of certificate/s, or amendments to certificates.
- order appropriate treatment to eliminate quarantine risks, if possible.
- allow importer to re-export goods.
- seize fruit/vegetables and order destruction.

If the final option is to be taken the exporter is to be advised that he/she will be required to pay for the costs incurred in destroying the material. Complete a Seizure of Quarantine Materials form and ask the owner/agent to sign the form. Hand the white copy of the form to the owner/agent. If the goods are valued in excess of $200 also complete a Quarantine Destruction/Re/export Notice (Form 4) and forward the top copy to the CEO of MoA for approval to undertake the destruction of the goods.

1.3 Direct the agent to deliver the consignment to an appropriate place for inspection. Ask for the owner or his agent to be present during the inspection. The owner must arrange for the opening of containers, cartons, boxes etc. and for repacking following inspection.

1.4 If necessary, arrange for an inspection table to be located close to the point of inspection. The inspection facilities must be protected from direct sunlight, wind and rain. The area should have good lighting. If too dark, arrange for supplementary lighting or do not commence inspection until the light improves.

2. INSPECTION PROCEDURES

2.1 Determine random sample size using Table 6 below:

- Hold the fruit over a white table or a piece of white board on the inspection table. Use a small paint brush and brush around crevices of fruits and vegetables. Visually examine the debris removed in this way. Use a magnifying glass, maggy lamp or hand lens to examine debris.

- Use a hand lens to examine fruits or inspect each piece under a maggy lamp.

Look for:

. fruit fly strikes/stings.	. mites.	. caterpillars.
. nematode galls or symptoms.	. frass.	. soil.
. scale insects/mealy bugs.	. plant debris.	. thrips.
. ants, spiders, earwigs etc.	. disease symptoms.	. leaf miners.
. fruit fly larvae and pupae.	. slugs and snails.	
. beetles and other surface pests.		

In **all** cases when any pest or disease is found refer to a senior officer to determine further action. **DO NOT** permit release of the consignment until you receive further advice.

2.3 Record details on Produce Inspection Report (Table 7).

2.4 Collect specimens of pests 1 tle0ni0.3den Keep duplfiace0niof ossiabl7).

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Notes for inspector - **Advise your Senior Officer if:**

- **insects, pest or disease are found.**
- **no phytosanitary certificate is included with the consignment.**

In both of the above cases - the Head of Quarantine Division (MoA) should advise the exporting country's Plant Health Authorities of the non-conformity with Samoan entry requirements.

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SECTION 5

LIVE ANIMAL CLEARANCE

5.0 LIVE ANIMALS

EQUIPMENT LIST

Notebook and pen

1.13 For animals showing no signs of pest/disease, the Assistant CEO, Quarantine Division, MoA will arrange to advise the importer of any fees due and upon payment of those fees will release the animal/s from Quarantine.

SECTION 6

NURSERY STOCK

6.0 NURSERY STOCK

1. INSPECTION PROCEDURES

EQUIPMENT LIST

Plastic bags
Knife
Hand lens
Manual
Maggy lamp
Inspection table
Specimen bottles
Notebook and pen

1.1 Sight import permit.

- Check validity.
- Check for permit conditions.

1.2 Sight Phytosanitary Certificate.

- Check for compliance with permit.
- Check that the certificate relates to the correct consignment.

1.3 If importer cannot produce import permit or correct Phytosanitary Certificate - seize plants and refer to a senior officer for instructions.

The available options for the senior officer are:
. permit importer to lodge application for a permit to import
. advise importer to abandon plants.

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SECTION 7

SEEDS FOR PLANTING

7.0 SEEDS FOR PLANTING

1. INSPECTION PROCEDURES

EQUIPMENT LIST

Knife
Hand lens
Maggy lamp
Inspection table
Sieves
Seed sampler (trier)
Specimen bottles
Notebook and pen

1.1 Commercial Consignments

1.1.1 Sight import permit.

- Check validity.
- Check for permit conditions.

1.1.2 Sight Phytosanitary Certificate.

- Check for compliance with permit.
- Check that certificate relates to the correct consignment.

1.1.3 Sight the orange International Seed Testing Certificate where this is a condition of the importation.

1.1.4 If importer cannot produce permit - SEIZE SEEDS. Issue a Seizure of Quarantine Materials form. Advise owner to apply for a permit to import. If Import Permit is issued take appropriate action, as below. If permit is refused seed may be re-exported or destroyed at the owner's expense.

1.1.5 If importer cannot produce a Phytosanitary Certificate (or International Seed Testing Certificate, where required)- refer the matter to a Senior Officer for directions.

The available options for the senior officer are:

. order goods to be held in secure storage pending receipt of a certificates.
. order appropriate treatment to eliminate quarantine risks, if possible.
. allow importer to re-export goods.
. sor t consignment.

1.2 Small Retail Packets

1.2.1 Small packets of seeds will occasionally be intercepted at the airport. Provided that they are not prohibited by legislation they may enter subject to the following procedure:

1.3 Non-Commercial Imports by Passengers

1.3.1 If from a known reputable seed company, small commercial packs of flower seeds, fruit seeds and vegetable seeds may be released without inspection unless they are of a type known to be prohibited.

1.3.2 If from an unknown seed company, small commercial packs of flower seeds, fruit seeds and vegetable seeds must be opened and inspected. Release if clean and true to name. Seize for destruction if contaminated with other seeds, debris, disease and/or insects.

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SECTION 8

STORED PRODUCTS

8.0 STORED PRODUCTS

1. INSPECTION PROCEDURES

EQUIPMENT LIST

Knife
Hand lens
Maggy lamp
Inspection table
Sieves
Specimen bottles
Notebook and pen

1.1 Sight import permit, if required.

- Check for validity.

- Check for conditions.

1.2 Sight Phytosanitary Certificate, if required.

- Check for compliance.

1.3 An import permit would normally only be required for viable seeds such as peanuts. If an import permit and/or Phytosanitary Certificate is required and the importer cannot produce either - refer the matter to a senior officer for directions. A Phytosanitary Certificate would rarely be called for, but may be required as a means of establishing the origin of the product.

The available options for the senior officer are:

. inspect and treat if necessary (and if possible).
. seize produce and order importer to re-export at own expense.
. seize and destroy at importer's expense.

1.4 If documents **OK**, inspect the outside of the bag/s (especially ears and seams), and take a sample of the contents. (For large consignments sample as for Table 8 in 'Seeds for Planting')

Look for:

. khapra beetle
. soil
. contaminant seeds
. chewing damage
. disease symptoms
. frass
. pests
. webbing

1.5 If no pests/disease/contaminants found - Go to Step 1.7.

1.6 If pests/disease/contaminants found, refer to a senior officer.

The available options for the senior officer are:

. order appropriate treatment to eliminate quarantine risks, if possible. (including cleaning the outside of packaging.)*
. allow importer to re-export produce**.
. seize produce and order destruction.

* If treatment undertaken and release recommended - Go to Step 1.7.

** If the goods were intercepted with a passenger complete a Seizure of Quarantine

SECTION 9

TYRES - NEW AND USED

9.0 TYRES – NEW AND USED

****** NOTE ******

New and used tyres are considered to present a major quarantine risk if they have held water at any time. They provide an ideal breeding site for container breeding mosquitoes including those of the *Aedes sp*. which are important vectors of the human diseases yellow fever, dengue fever and dengue haemorrhagic fever.

1. INSPECTION PROCEDURES - N

that water has been in the tyre at some stage. Use a torch for this inspection, if necessary. Release tyres if no evidence of watermarks or mosquito eggs is found.

1.12. If there is evidence of a water mark or mosquito eggs in any tyres – direct the owner/importer to treat all tyres with a chlorine solution at the rate of 200ppm. [See Step 1.8 for details]

1.13. Release tyres after supervising the treatment.

2. INSPECTION PROCEDURES – USED TYRES

Note: ALL previously used tyres MUST be treated before release.

2.1. Ask the agent or owner if he/she has a fumigation certificate for the used tyres. If YES, check the certificate for conformity with treatment requirements.

2.2. If the treatment certificate is **OK** Ą proceed through Steps 2.4 to 2.5.

2.3. If the treatment certificate is **NOT OK** or if the owner/agent does not have a certificate Ą proceed through Steps 2.6 to 2.7.

2.4. **CERTIFICATE OK**. Inspect the tyres for contamination (by animal and/or plant material and/or soil) and release if clean.

2.5. If contamination is found on tyres, direct the owner/agent to remove the contamination and release the tyres after they have been cleaned.

2.6. **CERTIFICATE NOT OK** or **NOT AVAILABLE**. Direct the owner/agent to unpack the tyres and treat with chlorine solution at the rate of 200ppm. [See Step 1.8 for details.]

2.7. If tyres have evidence of contamination by animal and/or plant material and/or soil Ą direct the owner/agent to clean the tyres. Release the tyres when clean.

3. INSPECTION PROCEDURES – TYRES ON WHEELS

3.1. Inspect the tyres to ensure that they are inflated. If inflated and free from contamination Ą Release. If inflated and contaminated Ą Go to Step 3.4.

3.2. If tyres are not inflated, inspect for evidence of water inside the tyre. If no evidence is found and if no contamination Ą Release. If contaminated Ą Go to Step 3.4.

3.3. If evidence of water is found in tyres direct the owner to treat the tyre with a 200ppm solution of chlorine prepared as in Step 1.8 above and release after treatment.

3.4. If tyres have evidence of contamination by animal and/or plant material and/or soil Ą direct the owner/agent to clean the tyres. Release the tyres when clean.

SECTION 10

USED VEHICLES, MACHINERY AND PARTS

- internal screens, and augers in harvesting

SECTION 11

WOOD IMPORTS

11.0 WOOD IMPORTS

****** NOTE ******
See the Appendices for details of currently approved timber treatments.

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* *Because of the difficulty of inspection, mandatory fumigation with methyl bromide is to be carried out on all previously used timber unless it is covered by a valid fumigation certificate. The certificate must not be more than 21 days old.*

If inspection is recommended - Go to Step 1.1.2.

The inspection involves visually checking for:

- boredust, frass and faecal pellets.
- tunnels, and attempting to classify the insect type. [Refer to Appendix 9 for details.]
- movement, eg. ants, adult insects, etc.
- gaps and shelter sites e.g. between individual boards in stacks and in the knots of timber such as red cedar.
- spillage, soil, termite galleries etc.

In addition, timber should be probed for areas of weakness which may indicate an infestation.

Ideally, timber inspections should be conducted on two occasions:

i) conduct an initial inspection 24 hours after timber is placed on the wharf (or 24 hours after rain). Search the outside surfaces for signs of insect activity or holes. Mark holes by circling them with a lumber crayon. This inspection is best carried out by two officers. One officer should work from the ground and the other should work on the top of the stack.

ii) if any holes have been marked with crayon, re-inspect after about six hours or more. If there is active insect infestation in the timber this should be revealed during re-inspection.

If frass or boredust is found it is necessary to find a live insect before you may order treatment. Do this by using the hammer and chisel to dig into the timber around the site of the frass. Collect any insects, place them into specimen bottles and refer them to a MoA Entomologist.

1.1.4 If timber is infested with insect or snails, arrange to have it fumigated immediately. If fumigation cannot be carried out immediately **and** adult insects are present, spray with a knockdown spray and cover the timber to prevent the escape of flying insects. If timber is plastic wrapped, ensure that the plastic is slashed to allow penetration of fumigant. Check that timber is packed in such a way that fumigant will penetrate. If **NOT**, direct the importer to re-stack the timber with stickers inserted every twenty millimetres (8 inches) high. Insert gas monitoring tubes as the stack is being constructed.

1.1.5 If contaminated with soil, seeds or animal/plant matter instruct importer to treat and/or decontaminate. Contaminating material must be destroyed by burning or subject to fumigation with methyl bromide.

1.1.6 Re-inspect fumigated and decontaminated timber.

1.2 Cases, crates and pallets

1.2.1 Inspect

1.4 Processed Wood (canite, particle board, fibreboard, panel products)

1.4.1 If new, these products pose minimal quarantine risk except for wood packing materials and ply wood from S.E. Asian sources.

1.4.2 Previously used plywood and panel woods are to be subject to inspection and treatment if necessary.

2. A SUMMARY OF TIMBER IMPORT REQUIREMENTS

1. Logs

- may be imported without bark[3],
- inspect on arrival for bark, insects, soil, grain spillage
- fumigate with methyl bromide at 48 g/m^3 for 24 hours at 21^{0}C, if insects or bark found.

2. Sawn timber and timber mouldings

- inspection for insect infestation, soil, residues etc
- treatment by fumigation, if necessary. See rate under **Logs** above.

If containerised

- must have an acceptable fumigation certificate. If certificate states fumigation carried out in the container, inspect container to ensure that satisfactory fumigation was possible.
- if there is no fumigation certificate timber must be unloaded for inspection. Fumigate, if necessary as for **Logs** above.

If in Jumbo packs

- must have an acceptable fumigation certificate and be correctly stickered
- inspect to verify stickering
- if plastic wrapped, inspect to ensure gas penetration possible - slash plastic, if necessary.
- order fumigation, if necessary at the rate for **LOGS** above.

3. Dunnage

- if from conventional shipping, fumigate or destroy if it is not to be re-used on the ship. Alternatively, store in a secure area for re-use on a ship within 14 days. Do not store for more than 14 days at the wharf, without treatment.
- if in a container, must have a certificate of treatment, otherwise remove for fumigation, destruction or storage at the wharf for re-use on an outgoing ship within 14 days.

[3] Bark is a prohibited import, however in practical terms, you will occasionally encounter timber with a small amount of bark. This presents a quarantine risk because bark is an ideal hiding place for timber insects. Bark must be removed and fumigated or destroyed. Where bark removal is not posible, timber with bark must be fumigated, or destroyed by burning.

4. Packing, including timber pieces, boxes, crates, pallets

- if in a container - must have an acceptable fumigation certificate or certificate indicating that the timber has been immunised.
- if in a container but no certificate - the container must be unpacked and the timber inspected thoroughly.
- fumigate or destroy packing as appropriate.

5. Plywood veneer and particle board products

- may be imported subject to inspection on arrival.
- must have acceptable pre-shipment fumigation certificates or manufacturer's certificates certifying that they have been newly manufactured within 21 days of containerisation or shipment.

From New Zealand

- may be imported with approved treatment and without inspection
- if imported without approved treatment - must be inspected
- treatment by fumigation, if necessary.

6. Bark

- permitted entry as a small component of carvings **subject to prior heat treatment**
- must be accompanied by an official certificate of treatment
- inspection on-arrival
- treatment by fumigation, if necessary
- logs with bark attached are not permitted entry

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