Ready to Plant Assessment Application Guidance Notes

Please complete all parts of the application form:

Steps 1 and 2 are a general description of how you meet the requirement of the Plant Health Management Standard requirements.

Steps 3 and 4 are specific to the consignment of plants being supplied

- Step 1 - information about the business
- Step 2 - biosecurity checkpoints assessment
- Step 3 - Table 1 - consignment specific details – based on Delivery Note and Suppliers Document for plants or parts of plants for multifunctional forestry (Forest reproductive material (Great Britain) regulation)
- Step 4 - Table 2 - specific details of significant pest related to pest risk management plan

Please refer to the Ready to Plant assessment and guidance notes to help complete this application

For biosecurity checkpoints 1 (type and traceability) and biosecurity checkpoint 12 (pest risk management) we have provided tables for you to complete demonstrate how your meeting the criteria for these checkpoints.

Step 1 Information about the business

Complete details with relevant information.

Please supply the contract or grant reference. For example, if the plants or trees are being supplied to fulfil a government funded grant under the England Woodland Creation Offer (EWCO), please provide the EWCO reference number.

Step 2 Biosecurity checkpoints assessment

For each biosecurity checkpoint, please provide a description of the procedures in about 50 to 150 words (to a maximum of 200 words) for each checkpoint.

This is divided into four Biosecurity Clusters:

1. Traceability
2. Production
3. Dispatch and Returns
4. Biosecurity Management

Within each of these clusters there is a series of 'Biosecurity checkpoints' that links back to the Plant Health Management Standard (https://planthealthy.org.uk/assets/images/3_Plant-health-management-standard-v1.1-released_10-May-2021.pdf)

For each of the biosecurity checkpoints there is listed an assessment criterion, rationale and guidance on evidence sought (see Appendix 1)

Assessment criteria - this describes the type of procedures we are looking for at each checkpoint.

Rationale - an explanation of why we want this information.

Guidance on evidence sought - a description of the type and range of information that we are looking for.

For each biosecurity checkpoint, we are asking for a description of the procedures you have in place. We are looking for typically 50 to 150 words (to a maximum of 200 words) for each checkpoint.

Step 3 Consignment specific information

Table 1 - Type and traceability

Please supply copies of:

- Delivery Note
- Suppliers Document for plants or parts of plants for multifunctional forestry (Forest reproductive material (Great Britain) regulation)
- Complete Table 1

Stock details	Stock 1	Stock 2	Stock 3	Stock 4	Stock 5
Genus					
Species					
Stock reference					
Number of plants supplied					
Country of origin					

You will need to complete Table 1 below for each type of stock within the consignment*. Therefore, if the consignment is composed of five different species then you will need to complete an entry for Stocks 1-5. If greater than 5 species, copy and paste the table until you have sufficient blank tables to complete.

*Consignment – a consignment includes all the different stock (plants/trees) being supplied to a single customer to fulfil a single contract or grant e.g. EWCO grant. These stocks may have been grown on the nursery or grown elsewhere by a third-party. The same level of information is required regardless of source.

Step 4 Consignment specific information

Table 2 Pest risk management plan

Pest details	**Pest 1**	**Pest 2**	**Pest 3**	**Pest 4**	**Pest 5**
Pest scientific name*					
Distribution					
Present in UK (Y/N)*					
Present in place of production (Y/N)					
If no, explain why you believe it to be absent					
Additional Control Measures specific to these pests in addition to generic control measures					
Nursery control measures to a) reduce risk of entry b) manage pathways for movement (e.g. soil, weeds, VME etc) c) look for it during growing d) check for it prior to despatch e) what you do if you find it					
Describe why these control measures provide an appropriate level of protection (ALOP) for these specific pests					
Plant Health Actions					
Are you legally required to report a nursery finding of this pest to PHSI (Y/N)					

Completed by …….. Date…….

<u>Biosecurity checkpoint 12 - pest risk management</u>

Pests - the Ready to Plant assessment uses the word ‘pests’ according to international plant health legislation and the plant health management standard.

Pest - any species, strain or biotype of plant, animal or pathogenic agent injurious to plants or plant products.

Therefore, pest refers to invertebrate pests such as insects and mites etc as well as pathogens that cause diseases such as bacteria, fungi, viruses, nematodes.

The assessment asks you to complete a pest risk management plan for significant pests for the stocks (hosts) in the consignment. This information is collected in Table 2. You should identify the five most relevant 'significant pests' of the consignment and provide information about each of these pests concerning:

- Pest details
- Distribution
- Control Measures
- Plant Health Actions

You should also provide information about what the business does to reduce risk for the entire consignment against these significant pests and how you feel that these measures demonstrate an appropriate level of protection (ALOP) in your commitment to good biosecurity practices.

Identifying 'Significant Pests'

The Ready to Plant assessment requires you to produce pest risk management plans for 'significant pests' for the consignment as described in the plant health management standard:

'Significant pests are considered, as a minimum, to be (i) all notifiable pests and (ii) other pests specific to your business – see the UK Plant Health Risk Register for up-to-date pest and host information. This depends on the type of business and the plants being handled. Contact the local plant health and seeds inspector (PHSI) from APHA if you are uncertain of other statutory plant health requirements.'

The focus for the Ready to Plant assessment is on regulated/notifiable pests associated with the plants to be supplied.

You should identify between 3 to 5 significant pests for the entire consignment to encompass all species

Identifying 'significant pests' should be based on advice and guidance provided by the Defra Plant Health Portal, consultation with plant health officials and based on your knowledge of managing biosecurity risks within the business.

The following link will help you in identifying significant pests for a pest risk management plan.

https://planthealthportal.defra.gov.uk/plant-passports/

Please refer to the section called 'Pest & Disease Index (PDI)' at the bottom of this web page 'which provides both an Index (excel spread sheet) and a User guide.

Advice on completing a pest risk management plan (Table 2)

Some of information requested about the pests in this table can be obtained from the Defra UK plant health risk register (https://secure.fera.defra.gov.uk/phiw/riskRegister/index.cfm) which is freely available online. You do not need to set up account or have any form of login.

The risk register will help you fill in the areas in the table highlighted with an asterisk (pest name and presence in UK).

The plant health h risk register does not have information on the following areas:

- Presence of pest in place of production – you should use your local knowledge to answer this question or seek evidence from the supplying nursery if third party grown
- Nursery controls

Please describe the different types of control measures that you use to prevent the introduction on to and spread of these specific significant pests around and leaving the nursery. This should be specific to the significant pests and in addition to the general measures described in the assessment

This section will ask you to provide information about how the business:

f) reduces risk of entry
g) manage pathways for movement (e.g. soil, weeds, VME (vehicles, machinery, and equipment, etc)
h) look for pests during growth
i) check for pests prior to despatch
j) what you do if you find a pest

Describe why these controls provide an appropriate level of protection (ALOP)

Based on the information you have gathered concerning the potential threat and impact of these specific significant pests describe why you believe the mitigations that you are taking in the production of these plants and the management of your business provides an appropriate level of protection (ALOP).

Appendix 1 Ready to Plant Biosecurity Checkpoints Assessment – clusters, checkpoints, criteria, rationale and guidance on evidence sought

Biosecurity Cluster	Biosecurity Checkpoints (PHMS reference)	Assessment criteria	*Rationale* Guidance on evidence sought
1. Traceability	1. Type (genus/species) & traceability (4.7.2 traceability)	Describe procedures on how plants produced meet Plant passporting requirements	*Accurate record keeping ensures plant material can be identified and traced in the event of any plant health issues* **Seeking evidence:** Complete Table 1 You will also be asked to provide a copy of these documents for each consignment e.g. Delivery note and Suppliers Document for plants or parts of plants for multifunctional forestry (Forest Reproductive Material (Great Britain) regulation)
	2. Plants-in checks (4.5 supply chain management)	Describe procedures on how plants brought on the premise meet Plant passporting requirements	*Incoming plants have the potential to introduce pests. Early detection will assist in reducing risk. Using certified or trusted suppliers and locally sourced material with good biosecurity procedures will help to reduce risk.* **Seeking evidence:** Description of inspection procedures for all incoming plants for signs of quarantine pests and diseases and accompanying labels to ensure that they are compliant with Plant Passporting requirements.
	3. Goods-in checks (4.7.1 goods in)	Describe procedures on how goods (but not plants) coming onto the premise that could harbour pests are checked and managed	*Plant-based materials (e.g. wooden pallets, canes, stakes etc) and consumables (e.g. packaging, pots, fleece, nets etc) could harbour and introduce pests which could then spread around the nursery. Other pathways such as seed and young plants, VME and Soil and Growing media are dealt with elsewhere.*

			Seeking evidence: Description of procedures to monitor and record movement of goods onto the premise. This should include how the goods are inspected, evidence recorded and actions in the event of finding potential plant pests.
2. Production	4. Soil health issues (4.6.1 Growing media and soil)	Describe procedures that ensures any growing media or soil have been assessed for the potential to harbour and transmit plant pests.	*Soil and growing media have the potential to provide a pathway for the introduction to the nursery, spread around the nursery and contamination of young plants with soilborne pests.* **Seeking evidence:** Containerised grown stock - evidence of quality assurance of bought in growing media (e.g. BSI PAS 100) Field grown stock - evidence of monitoring for pest issues related to soil In the event of detection of any pests within the soil used to grow the plants within the consignment describe the actions taken to mitigate against them.
	5. Weed management (4.6.2 Weed management)	Describe procedures that ensures weeds that could impact on plant health have been controlled	*Weeds have the potential to harbour pests, reduce vigour of plants due to competition and inhibit effective plant health monitoring of young trees due to overgrowth.* **Seeking evidence:** Description of weed management and records of physical and chemical treatments, evidence of effectiveness to allow plant health monitoring.
	6. Vehicles, Machinery, Equipment (VME) (4.6.4 cleaning and sterilisation)	Describe procedures for cleaning and sterilisation of VME (such as vehicles e.g. agricultural and transport, machinery e.g. harvesting and grading, and equipment e.g. PPE such as footwear, tools, pots, storage areas and bins	*VME have the potential to harbour pests in contaminated soil and plant material. They have the potential to introduce pests as well as spread them around the nursery. VME removed from site could also be responsible for spreading pests to a third-party. Advice and guidance in ISPM 41* **Seeking evidence:**

			Description of good biosecurity practice and evidence of cleaning and sterilisation as appropriate for VME used in producing plants within the consignment.
	7. Integrated pest management (IPM) (4.7.3 treatment and mitigation)	Describe procedures with respect to application of plant protection treatments, whether routine or following an interception or outbreak.	*IPM plays an important role in managing and controlling the presence of pests. Treatments may be routinely used in a preventative approach or may be advised to manage a pest outbreak.* **Seeking evidence:** IPM programme, justification for use and effectiveness in managing pests. Evidence of professional advice with respect to treatments applied.
	8. Plant Health Monitoring (4.8 monitoring and ongoing plant health assessment)	Describe procedures for monitoring for plant pests	*Early detection of plant pests is an essential part of plant health surveillance.* **Seeking evidence:** Description of monitoring regime e.g. timings through the crop lifecycle, frequency, record-keeping, actions due to findings
3. Dispatch and Returns	9. Pre-dispatch plant health checks (4.7.4 dispatch)	Describe procedures for checking plant health before despatch	*Checking plant material before dispatch to the customer will prevent the spread of pests to a new premise.* **Seeking evidence:** Description of methods of checking plants before despatch and record keeping.
	10. Returns policy (4.7.5 complaints, issues and returns)	Describe procedures of how customer complaints are managed with respect to plant health	*Customer complaints can provide a useful way of improving good biosecurity - understanding if pests are responsible for any plant health issues can help identify potential pathways of introduction and spread leading to improved mitigation activities.*

			Complaints can also help warn other customers of potential plant health issues. **Seeking evidence:** Procedure and record-keeping of customer complaints about plant health issues, investigation of causes, identification of any potential pests, actions due to findings and subsequent improvements to procedures to mitigate against repeated problems. Follow-up with other customers with related plants
4. Biosecurity management	11. Plant health and Biosecurity policy and responsibilities in the business (4.2 Plant health Policy)	Describe responsibilities for Plant Health and Biosecurity in the business	*A plant health and biosecurity policy provides a statement of intent and a commitment to maintain good biosecurity practices both within the nursery and for customers.* *This should include:* • *Recognition and commitment to good biosecurity practices* • *Roles and responsibilities including training and maintaining competency* • *Provides resources and time to achieve commitments to plant biosecurity* • *Compliance with statutory legislation and industry best practice* • *Communicates with competent authority* • *How the business keeps up to date, raises awareness with staff and customers* • *Maintains record and ensures traceability* • *Carries out risk assessment and management to prevent*

			introduction and spread • *Reviews policy and procedures* **Seeking evidence:** Businesses' plant health and biosecurity policy, signed and dated by the person responsible for plant health within the organisation
	12. Pest risk management (4.4 PRA)	Describe how the business identifies and manages risk with respect to plant pests	*Identifying potential pest risks (e.g. use of UK Plant Health Risk Register, advice from competent authority re Quarantine Pests etc) to the consignment will help with surveillance and good biosecurity activities by understanding pathways of introduction and spread.* **Seeking evidence:** Complete Table 2
	13. Plant health training and staff competency and awareness (4.9.1 Plant health competencies, 4.9.3 information sharing, 4.9.4 other relevant training)	Describe how the business trains and maintains competency in plant health	*Early detection of plant health problems will help reduce the risk of spread of harmful organisms. Training staff, checking competency to recognise problems, and having mechanisms to escalate plant health concerns through the business are all essential to good biosecurity practices.* **Seeking evidence:** Qualifications and continual professional development (CPD) of named responsible person (s). Overview of training and competency assessment of staff. Description of how information is shared within the business.
	14. Wider environmental plant health management and record keeping (4.6.6 wider environment)	Describe procedures for monitoring and recording plant health issues in the vicinity around the nursery	*Plants growing around the nursery could harbour and act as a reservoir for a range of pests. Understanding the range of different pests that may be in the locality through publicised reports, contact with local plant and tree health officials*

			and surveillance will help identify risks and mitigating activities. **Seeking evidence:** Awareness of plant health issues and mitigating activities carried out by the nursery to reduce the impact on the consignment. Awareness of an understanding of other relevant nurseries and diversity of plants in the wider environment.
	15. Waste management (4.6.5 waste treatment and disposal)	Describe procedures for how plant residues and waste materials are managed	*Waste organic material (e.g. plants, soil, and growing media) could harbour pests that in turn, if not properly managed, could result in the spread of these organisms. Understanding the pathway of how this material is moved, re-utilised or disposed of could reduce the risk of spread.* **Seeking evidence:** How waste organic material is managed on the site, moved, composted, and then reused, evidence of any monitoring or checks, evidence of any issues with waste materials and what actions were taken to mitigate against them.
	16. Water management (4.6.3 water usage)	Describe procedures for monitoring water quality with respect to plant pests	*Some pests may be waterborne and spread through irrigation systems, they also have the ability to survive in standing water (e.g. lagoons, drainage systems, puddles etc) that in turn can contaminate VME leading to further spread further spread of these pests. Different water sources pose varying levels of risk (e.g. mains water, bore hole, lagoons etc)* **Seeking evidence:** An evaluation of risk of water sources used on the nursery. Monitoring, record keeping and actions if a waterborne pest has been a problem on the nursery or specifically with the consignment.

	17. Visitor management (4.6.7 visitors)	Describe procedures how good biosecurity procedures are communicated and enforced for visitors	*Visitors have the potential to both introduce and spread pests, potentially through vehicles, footwear, clothing etc. Restricting access and ensuring good biosecurity will mitigate against this risk* **Seeking evidence:** Information supplied to visitors (e.g. signage, posters etc), how access is restricted and controlled and measures, such as boot washing stations, etc are provided and enforced.

Appendix 2 Guidance on how to use UK plant health risk register

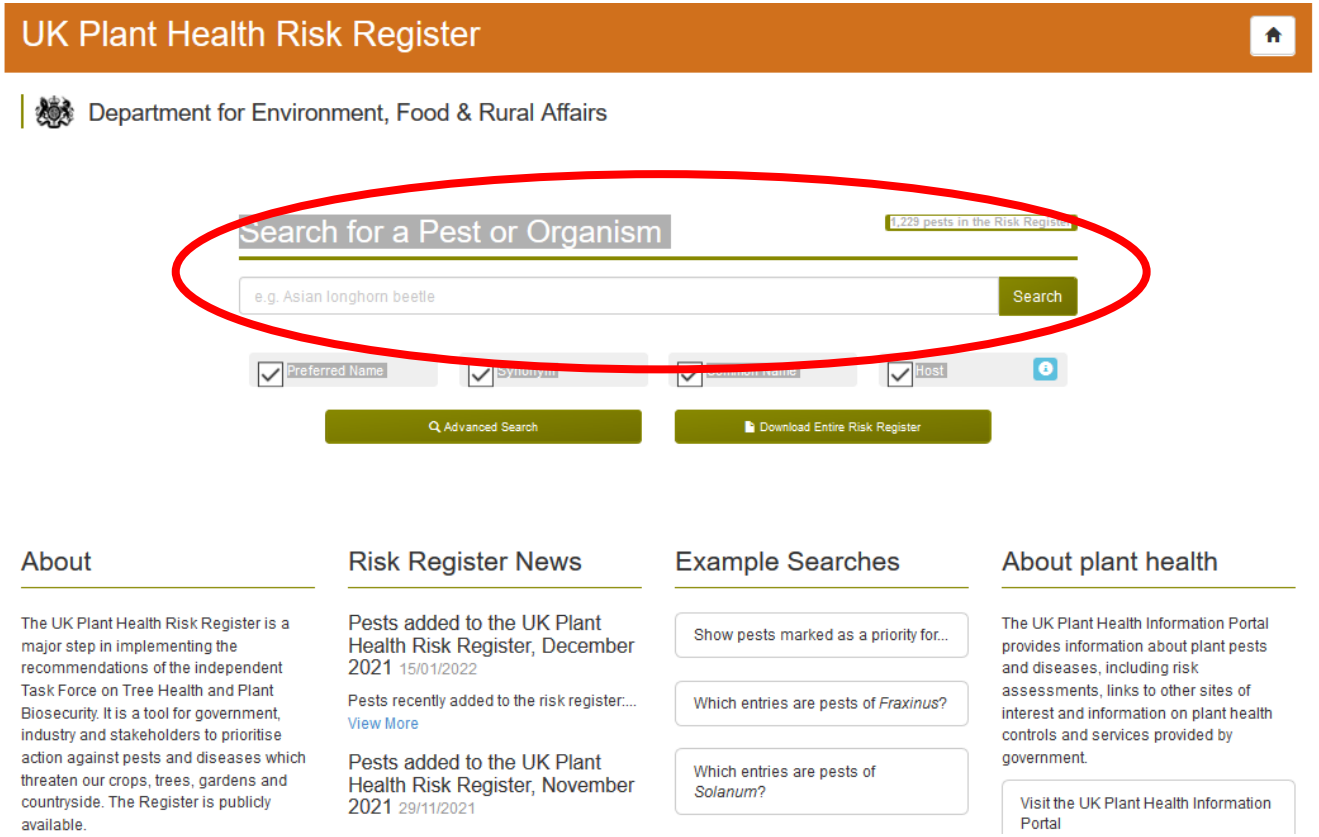
There is a detailed guide about the UK Risk register available as a link on the home screen at the bottom of the 'About' Section

However, here we provide a short user guide

Launch the Home screen of the UK plant health risk register

https://secure.fera.defra.gov.uk/phiw/riskRegister/index.cfm

Enter the name of the pest in the search box, you may use a scientific name (e.g *Dothistrom septosporum*) or a common name



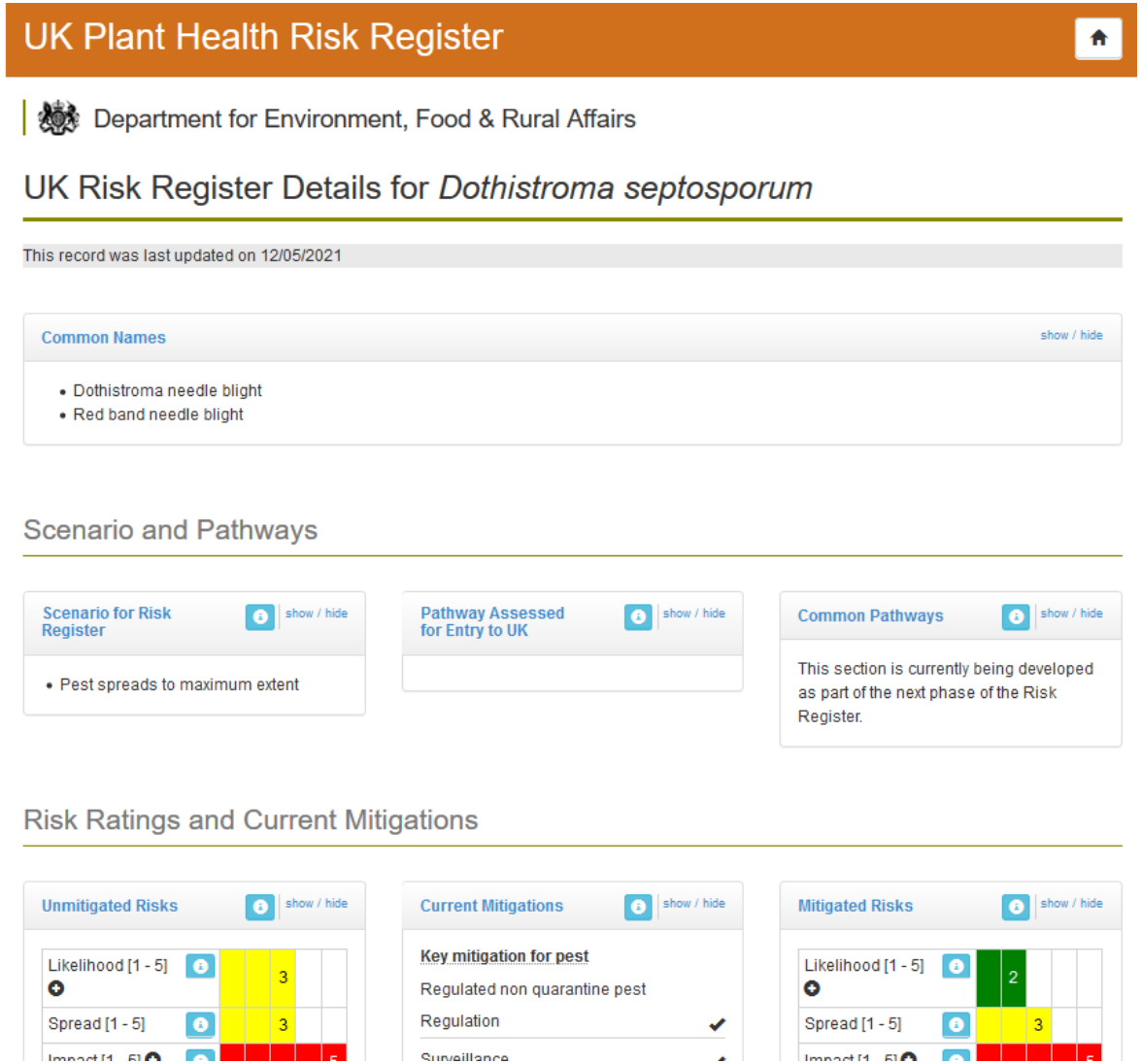
Once you have typed the name in, press search you will see the following screen.

This has correctly identified that there is an entry for what you typed in as illustrated on the right-hand side a ‘1 results’.

Click on the blue text on the left-hand side

The organism that you are interested in will appear. Click on the name of the organism to upload the UK risk register entry.

The UK risk register information will now appear, you can scroll up-and-down the page to find the information that you are looking for.



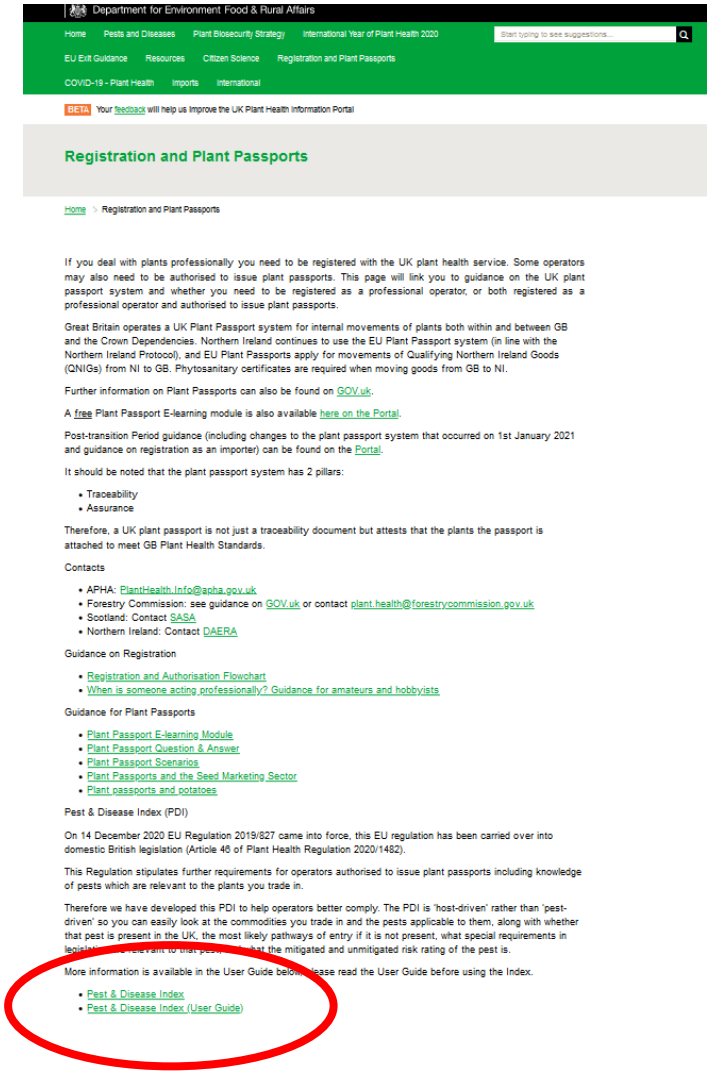
Appendix 3 – Brief guide to accessing the Pest & Disease Index (PDI)

https://planthealthportal.defra.gov.uk/plant-passports/

Please refer to the section called 'Pest & Disease Index (PDI)' at the end of this web page which provides both the index (excel spread sheet) and a user guide.

(If you search for Defra Plant Health Portal – select on the Registration and Passports link in the Green Banner at the top of the page)

Registration and plant passports homepage - pest and disease index and user guide links at the bottom of the page



Department for Environment Food & Rural Affairs

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EU Exit Guidance | Resources | Citizen Science | Registration and Plant Passports

COVID-19 - Plant Health | Imports | International

BETA Your feedback will help us improve the UK Plant Health Information Portal

Registration and Plant Passports

Home > Registration and Plant Passports

If you deal with plants professionally you need to be registered with the UK plant health service. Some operators may also need to be authorised to issue plant passports. This page will link you to guidance on the UK plant passport system and whether you need to be registered as a professional operator, or both registered as a professional operator and authorised to issue plant passports.

Great Britain operates a UK Plant Passport system for internal movements of plants both within and between GB and the Crown Dependencies. Northern Ireland continues to use the EU Plant Passport system (in line with the Northern Ireland Protocol), and EU Plant Passports apply for movements of Qualifying Northern Ireland Goods (QNIGs) from NI to GB. Phytosanitary certificates are required when moving goods from GB to NI.

Further information on Plant Passports can also be found on GOV.uk.

A free Plant Passport E-learning module is also available here on the Portal.

Post-transition Period guidance (including changes to the plant passport system that occurred on 1st January 2021 and guidance on registration as an importer) can be found on the Portal.

It should be noted that the plant passport system has 2 pillars:

- Traceability
- Assurance

Therefore, a UK plant passport is not just a traceability document but attests that the plants the passport is attached to meet GB Plant Health Standards.

Contacts

- APHA: PlantHealth.Info@apha.gov.uk
- Forestry Commission: see guidance on GOV.uk or contact plant.health@forestrycommission.gov.uk
- Scotland: Contact SASA
- Northern Ireland: Contact DAERA

Guidance on Registration

- Registration and Authorisation Flowchart
- When is someone acting professionally? Guidance for amateurs and hobbyists

Guidance for Plant Passports

- Plant Passport E-learning Module
- Plant Passport Question & Answer
- Plant Passport Scenarios
- Plant Passports and the Seed Marketing Sector
- Plant passports and potatoes

Pest & Disease Index (PDI)

On 14 December 2020 EU Regulation 2019/827 came into force, this EU regulation has been carried over into domestic British legislation (Article 46 of Plant Health Regulation 2020/1482).

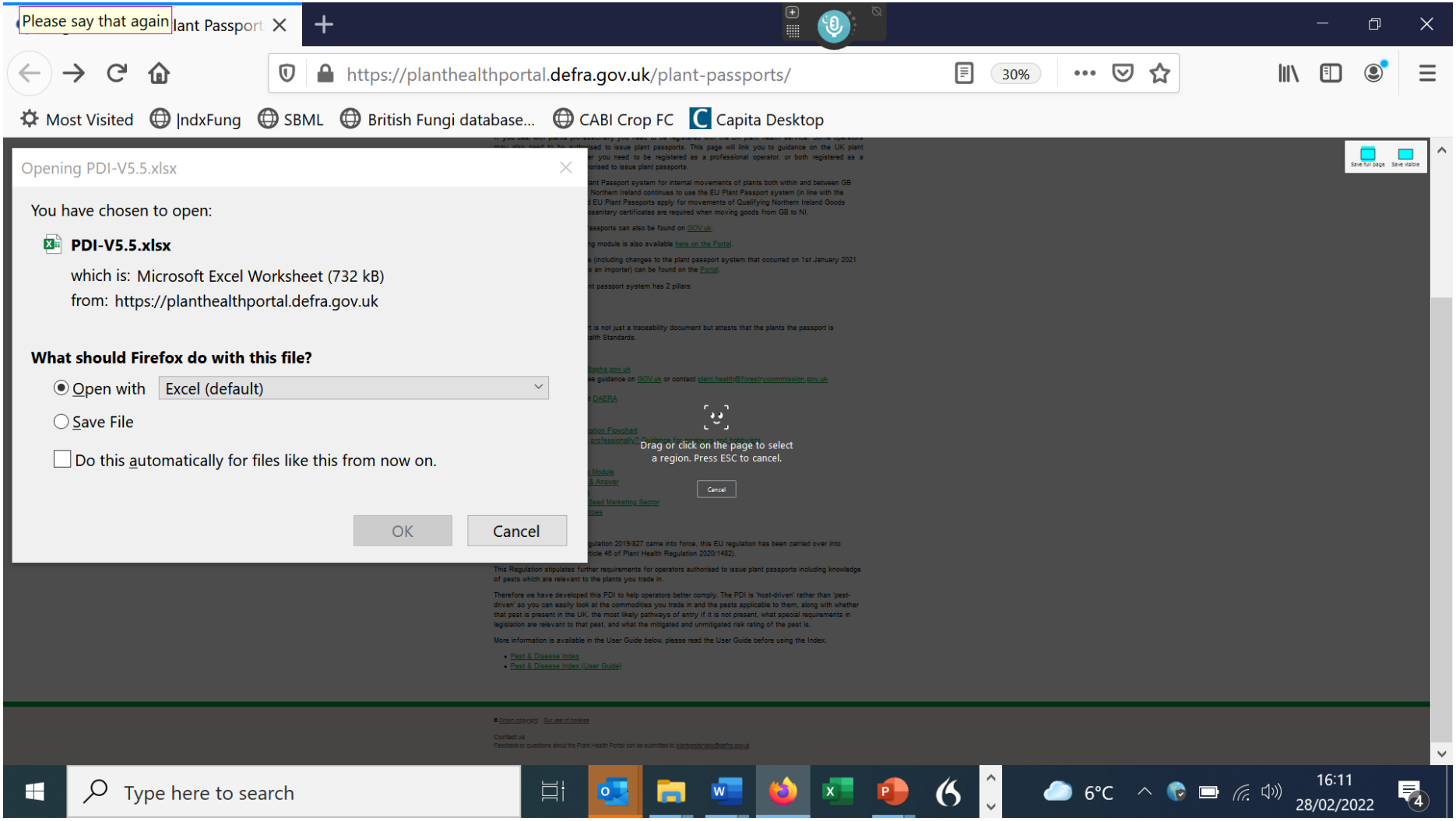
This Regulation stipulates further requirements for operators authorised to issue plant passports including knowledge of pests which are relevant to the plants you trade in.

Therefore we have developed this PDI to help operators better comply. The PDI is 'host-driven' rather than 'pest-driven' so you can easily look at the commodities you trade in and the pests applicable to them, along with whether that pest is present in the UK, the most likely pathways of entry if it is not present, what special requirements in legislation are relevant to that pest, what the mitigated and unmitigated risk rating of the pest is.

More information is available in the User Guide below. Please read the User Guide before using the Index.

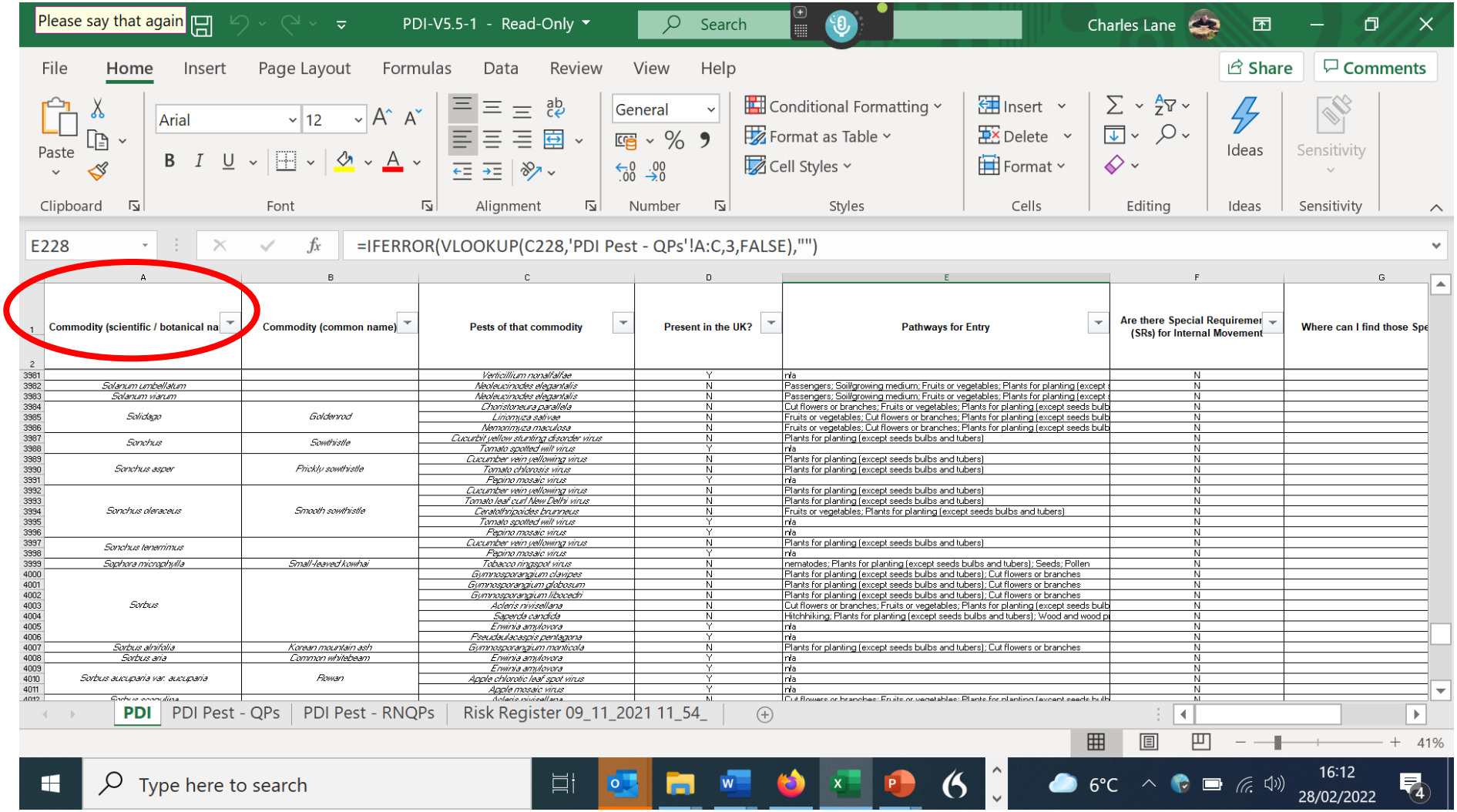
- Pest & Disease Index
- Pest & Disease Index (User Guide)

Open PDI Excel file



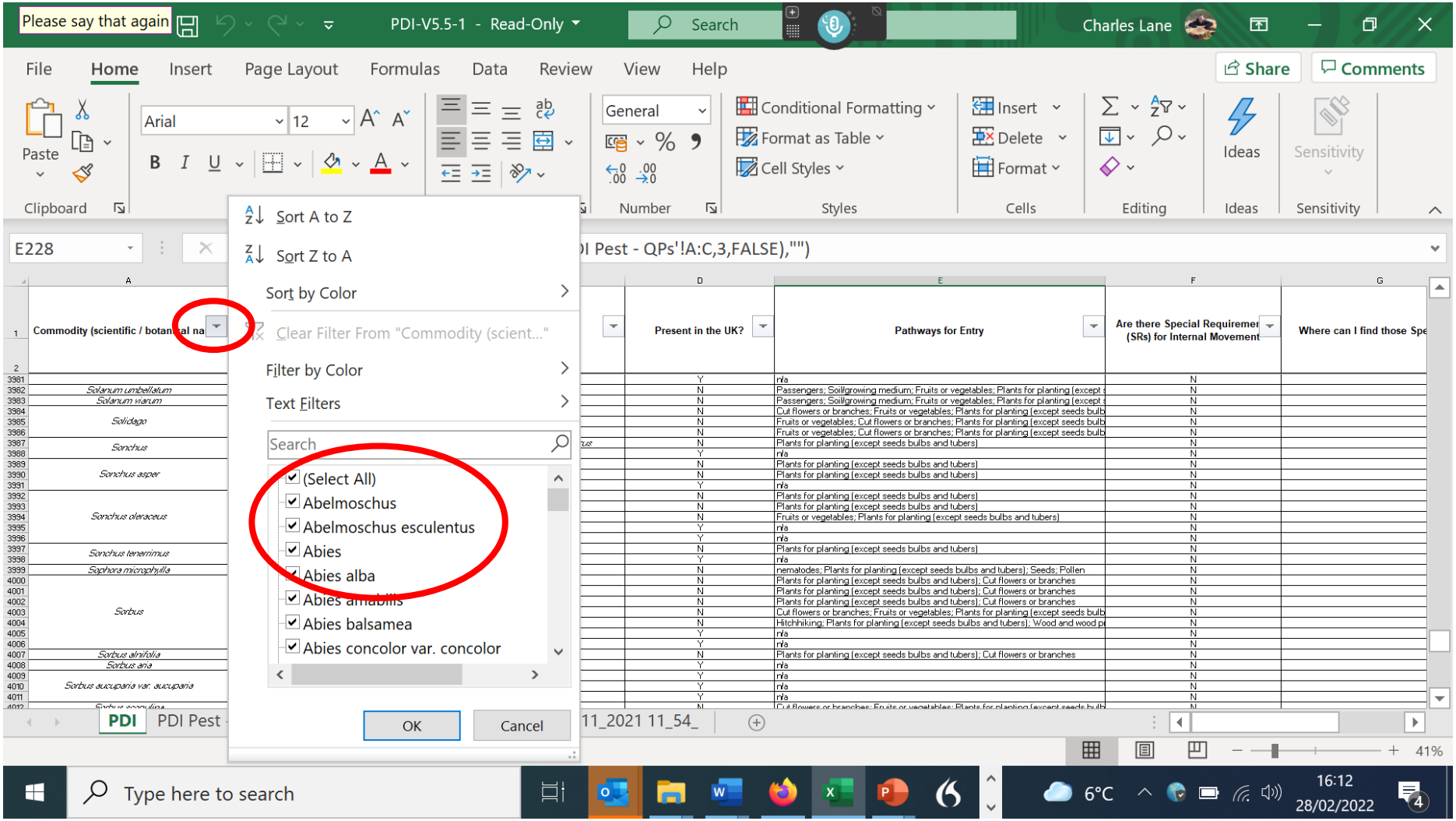
Excel file – scroll to the far lefy hand side to show ‘Column A’ (scientific.botanical name’

Scroll up and down as necessary – all host scientific data available (not filtered)

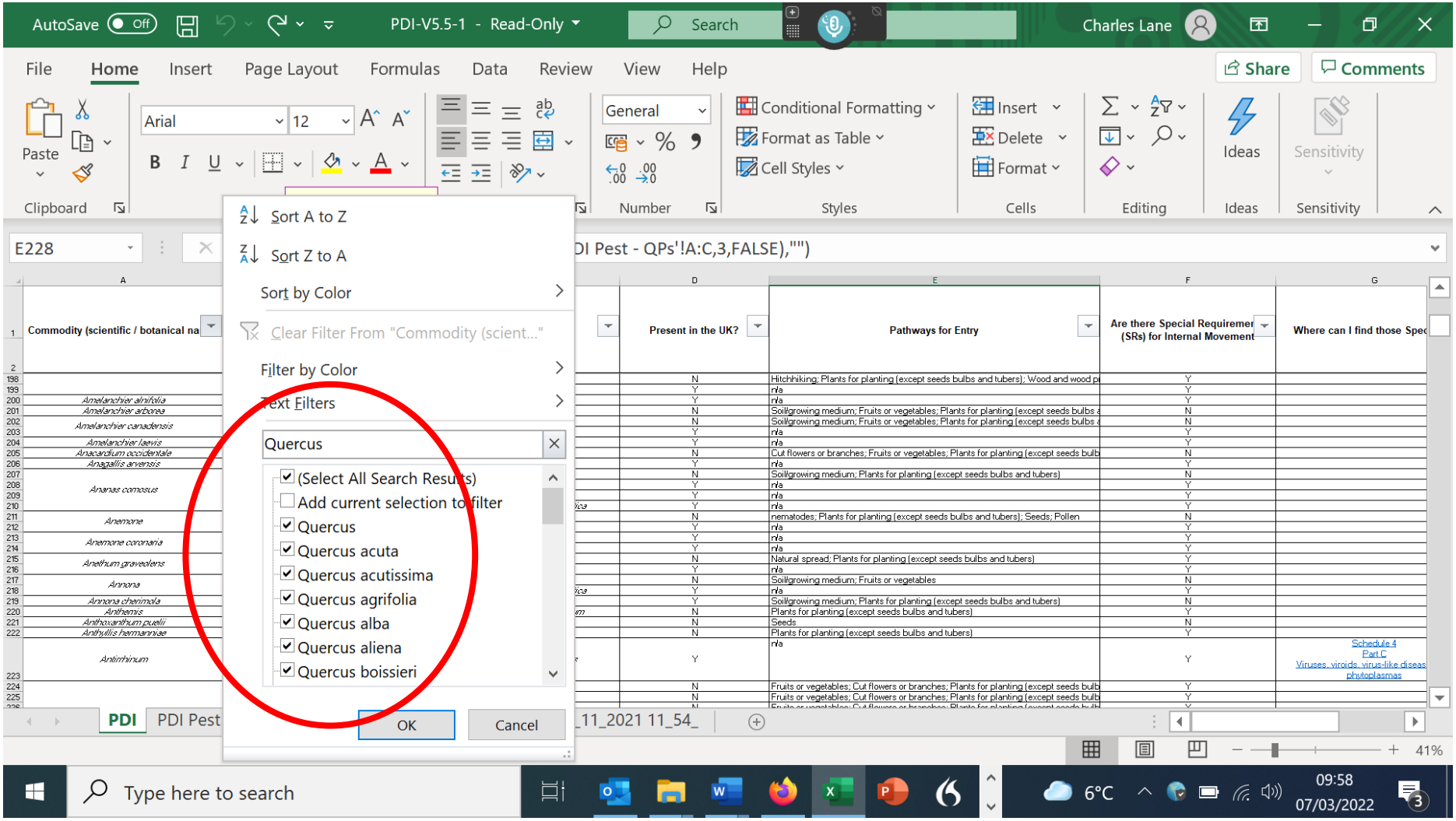


Filter data by clicking on the down arrow box in the top right corner on Column A Commofity

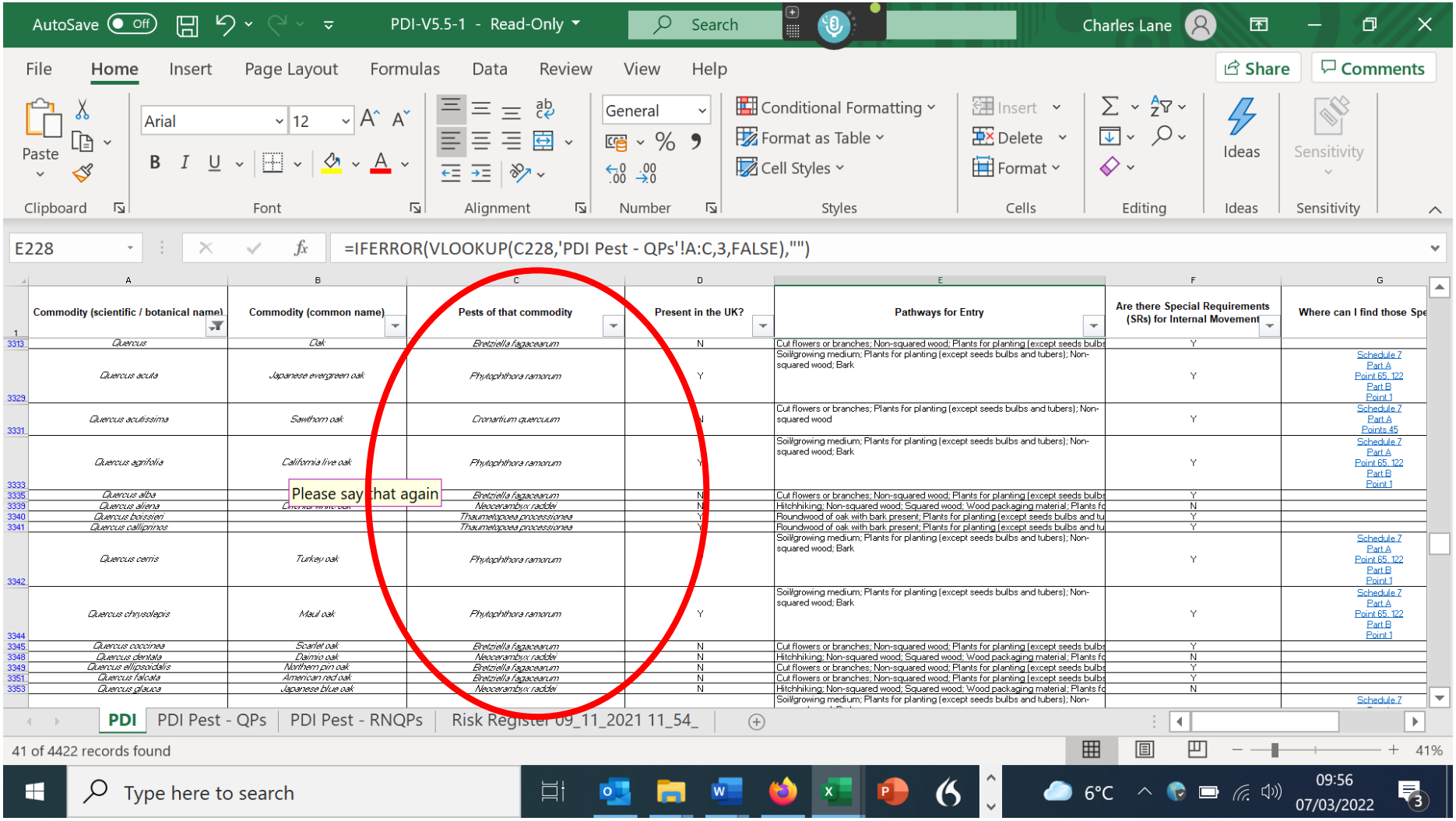
Automatically it will ‘Select All’ ticked to display all the data



You can select a host genus of interest but typing the Latin name in the search box or for an individual species by just 'ticking' the one of interest



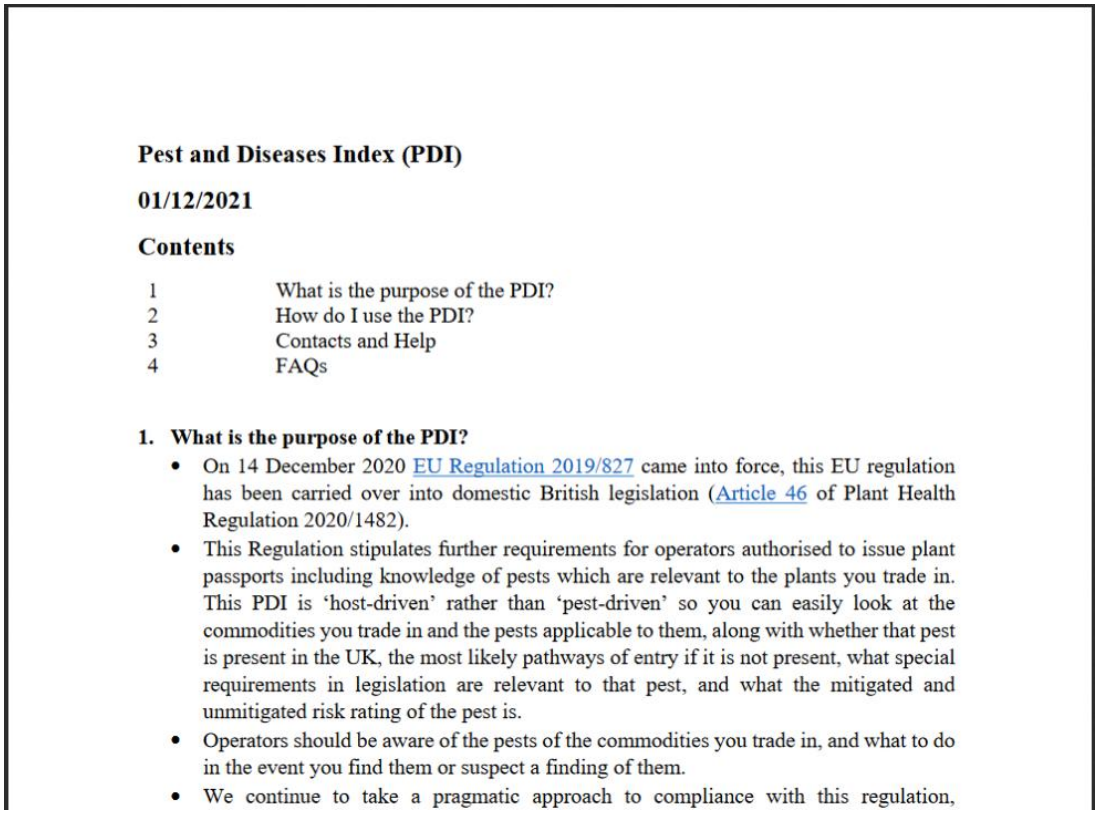
Data for Quercus



More detailed guidance available on-line – PD Index User guide

More information is available in the User Guide below, please read the User Guide before using the Index.

- Pest & Disease Index
- Pest & Disease Index (User Guide)



Pest and Diseases Index (PDI)

01/12/2021

Contents

1. What is the purpose of the PDI?

- On 14 December 2020 EU Regulation 2019/827 came into force, this EU regulation has been carried over into domestic British legislation (Article 46 of Plant Health Regulation 2020/1482).
- This Regulation stipulates further requirements for operators authorised to issue plant passports including knowledge of pests which are relevant to the plants you trade in. This PDI is 'host-driven' rather than 'pest-driven' so you can easily look at the commodities you trade in and the pests applicable to them, along with whether that pest is present in the UK, the most likely pathways of entry if it is not present, what special requirements in legislation are relevant to that pest, and what the mitigated and unmitigated risk rating of the pest is.
- Operators should be aware of the pests of the commodities you trade in, and what to do in the event you find them or suspect a finding of them.
- We continue to take a pragmatic approach to compliance with this regulation,