



Core Standard Nursery Manual Template

PLANT PRODUCTION BIOSECURITY SCHEME



DRAFT for PILOT P1.0 – 5 SEPTEMBER 2018

Core Standard

Nursery Manual Template Contents

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Core Standard

Nursery Manual Template

Purpose

The purpose of this document is to provide a Nursery Manual template to assist producers achieve the Core Standard of the Plant Production Biosecurity Scheme.

The Scheme requires participating producers to implement a systems-based approach to pest risk management. They must maintain a management system appropriate to the scale and nature of their operation and that demonstrates that plant production has been undertaken under conditions of high biosecurity risk and hazard management.

A Nursery Manual and its implementation records are one way of demonstrating the operation of the management system. Alternatively, a systematic approach to biosecurity risk management can be supported by a collation of a body of evidence to demonstrate how the producer the requirements of scheme certification.

Numbering used in the Nursery Manual correspond to that used in the Core Standard. The Core Standard should be referred to for compliance criteria required for each point.

More details on the Plant Production Biosecurity Scheme can be found in the Plant Production Biosecurity Scheme Overview Paper and in the Core Standard.

Once systems outlined in this Nursery Manual have been developed and implemented they must be maintained by the producer. The Nursery Manual must be amended when the producer introduces new products or procedures that alter biosecurity hazards and/or how they are and managed.

6. Part A: Nursery Essentials

Note: Numbering intentionally begins at 6 to align with the Core Standard

6.1 Nursery Details

CONTACT DETAILS

Nursery Name

Scheme identity reference (if established):

Physical Address:

Mailing address if different from physical address:

Phone:

Email Address:

Person responsible for the nursery:

Person responsible for implementing this biosecurity Scheme:

Person responsible for undertaking internal audits for the nursery is implementation of the Scheme:

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Production system

What is the production system that is used by your nursery (example containerised, undercover, field grown, combination or other)? The description of the production system should be sufficient for the reader to get an understanding of the operational process.

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Productions sites

List all production sites (owned and leased) indicating their size, and location if different to the address above. The size of each production site should be indicated in either total square meters or hectares.

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Nursery maps

For each production site prepare a map locating specific key areas (if they exist) of the nursery such as:

- Mother plants
- Isolation areas
- Areas for incoming plants
- Growing media preparation and/or storage areas
- Potting facilities
- Propagation area
- Production area (greenhouses, outdoor growing areas)
- Dispatch and shipping areas

The map must show the numbers, letters or names that are used at the nursery to designate blocks, fields, rows or buildings. This information will be used in the inventory system to track plant movement at the nursery.

6.2 Staff and management responsibilities

Who is responsible for the implementing the Core Standard?

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Who is responsible for conducting internal audits?

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6.3 Staff training

Describe your staff biosecurity induction processes

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Describe your staff biosecurity induction training processes

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Where are training records kept

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6.4 Signage

Describe requirements for signage that

- Highlights the importance of biosecurity within the nursery;
- Indicates that entry is restricted to permitted persons only;
- Shows visitors where to park; and
- Directs visitors to the office or provide contact details for a visitor to register presence.

6.5 Visitors

Describe how are visitors made aware of biosecurity requirements?

Describe how are the risks that visitors and their vehicles present to production areas are mitigated?

Where is the visitor register located and how it is maintained?

7. Part B: Biosecurity Management Fundamentals

7.1 Biosecurity best practice

Describe measures you use to prevent incursions from pests

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Describe measures you use to prevent exposure to pests during the production cycle

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Describe measures you use to control weeds

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7.2 Hygiene

Describe how access to nursery production areas is controlled

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Describe how staff and visitors are informed of nursery hygiene measures

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Describe how equipment and vehicles are cleaned

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Describe how plant and other biological waste is disposed of

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Describe how work areas are kept clean

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Describe how movements between multiple sites are managed (if more the nursery operates on more than one site)

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7.3 Crop Monitoring

Describe how monitoring for the presence of pests is conducted in the nursery.

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Describe the procedure to follow when a given pest is detected.

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Describe the procedure to follow when a pest and/or, signs and/or symptoms of a pest are detected but is not able to be identified immediately.

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7.4 Traceability

Describe how batches of plants are established and identified.

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Describe the system of traceability from supplier through the nursery system to the customer, including

- The source of nursery inputs and propagative or young plant material.
- How inputs and plant materials are traced through the production process.
- How sales and/or shipments can be traced.

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7.5 Trusted suppliers

Describe how suppliers are assessed so that the producer has confidence pests are unlikely to be introduced on materials sourced offsite.

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8. Part C: Hazard Management

8.1 Transplant

8.1.1 Plant stock for planting

Describe how you record the origin any plant material brought onto site.

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Describe how you record the location of any mother stock plants.

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Describe your measures to inspect plant material brought onto site and/or mother stock plants to ensure contaminated plant materials are detected early and corrective action undertaken.

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8.1.2 Growing media

Describe how you record where growing media and/or its components come from.

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Describe measures you undertake to ensure growing media, and/or its components are practically free of pests.

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Describe your measures to ensure growing media and/or its components are prepared and stored to avoid pest contamination.

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Describe your measures to manage pest contamination risk if soilless growing media or components are recycled.

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8.1.3 Fertiliser

Describe how you record where fertilisers come from.

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Describe measures you undertake to ensure fertilisers are practically free of pests.

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Describe your measures to ensure fertilisers are prepared and stored to avoid pest incursions.

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Describe your measures to manage contamination risk if organic manures are used.

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8.1.4 Containers

Describe how you record where containers come from.

Describe measures you undertake to ensure containers are practically free of pests.

Describe your measures to ensure containers are stored to avoid pest contamination.

Describe your measures to manage contamination risk if containers are recycled.

8.1.5 Propagation

Describe measures undertaken to avoid contamination during the propagation process.

8.1.6 Potting and re-potting

Describe measures undertaken to avoid contamination during the potting process.

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8.1.7 Transport to and Placement in Container Growing Area

Describe measures undertaken to ensure container grown plants are not contaminated during transportation to and placement in the growing area.

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8.1.8 Transport to and Planting in Field

Describe measures undertaken to ensure plants are not contaminated during transportation to and planting in field.

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8.2 Growing

8.2.1 Growing area

Describe measures to ensure plants are not contaminated while growing in greenhouses, container standing out beds and/or in the field.

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8.2.2 Irrigation

Name the sources of water that are used in the nursery

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Describe measures as appropriate to manage the risk of pests being introduced and spread through irrigation.

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Describe measures to ensure that water run-off does not re-enter growing areas.

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8.2.3 Nutrition amendment – top-dressing and/or fertigation

Describe measures to manage the risk of pests being spread while undertaking nutrition amendment.

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8.2.4 Crop protection – pest, pathogen and weed control

Describe the nursery's crop protection plan including;

- Key pest threats and corrective action
- Agrichemicals selected for corrective action
- If appropriate, details of a routine agrichemical programme.

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Where are agrichemical diary records are stored.

8.2.5 Plant growth and training

Describe measures to avoid contamination during the plant growth maintenance process.

8.2.6 Harvest from field

Describe measures to avoid contamination during the harvest process.

8.3 Dispatch

Describe the process and person(s) authorised to undertake and release plants for dispatch.

Describe measures to avoid contamination during the dispatch process.

Describe how you undertake final inspection and signoff, date of dispatch and any pre-dispatch treatment, and traceability information (including reference to invoice which should detail species shipped).

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8.4 Plant distribution and transport

Describe the process for the completion of nursery dispatch clearance.

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Describe how you ensure transport operators have a Standard Operating Procedure describing measures to manage plant debris is on truck decks.

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9. Documents and claims

Describe how your participation in the Scheme is used in documents and identified.

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10. Audits

Describe how internal audits are conducted, results are reviewed, corrective actions are prepared and implemented.

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