



Biosecurity Services Group

Work Instruction

Movement Protocol for Live/Viable Quarantinable Material for OSP Analysis

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1. Purpose

To assess the risk posed by imported goods, it is necessary to identify any associated pests. This requires samples to be taken and transported to AQIS OSP laboratories where OSP staff can perform identifications of invertebrates, pathogens and seeds. The transportation of infested/diseased goods presents a risk of escape of exotic pests to the environment.

This work instruction outlines the procedures to be followed to ensure the safe and secure transfer of live/viable samples between Quarantine Intervention Points (QIP) and AQIS OSP Quarantine Laboratories for scientific analysis. This procedure does not apply to the forwarding of dead/non-viable samples (e.g. insects in 70% ethanol) for diagnostic purposes.

2. Scope

This document sets out the procedures to follow when packaging and transporting live/viable samples/specimens intercepted during inspections at the airport, mail facilities, container ports, depots, bond stores and quarantine approved premises (including post-entry quarantine samples).

These samples may be sent:

1. from the QIP to an AQIS OSP laboratory;
2. from one AQIS OSP laboratory to another AQIS OSP laboratory or
3. from an AQIS OSP laboratory to an AQIS approved commercial diagnostic laboratory.

3. OH&S Comments

Information pertaining to OH&S is available through the AQIS OH&S knowledge portal at <http://netprod.aqis.gov.au/ohskp/>. If unclear, clarification should be sought from your local OH&S officers.

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4. Definitions

In this WI, the following words are used as defined:

Term/Acronym	Definition
<i>AQIS Approved Laboratory:</i>	a laboratory that is approved by AQIS to undertake scientific analysis on potential quarantine material and meets the 'Quarantine Approved Premises Criteria' for that type of material.
<i>Quarantine Intervention Point (QIP):</i>	main border entry points including Airports, Seaports, Mail Facilities and Post Entry Plant Quarantine facilities at which imported goods are subject to quarantine intervention.
<i>Courier:</i>	service provider (commercial or AQIS employee) which ensures overnight/same day delivery of live quarantinable material with on-arrival signature receipt and/or tracking system
<i>Quarantine Container:</i>	AQIS labeled screw-top, receptacle of various sizes used for the transport of double zip-locked bagged live quarantinable material e.g. Bio-bottle or equivalent
<i>Live Quarantinable Material:</i>	<p>items of quarantine concern which are targeted for scientific analysis/survey purposes (<i>this does not apply to specimens preserved in ethanol</i>).</p> <p>(Live/viable material includes live insects and other invertebrates, fresh plant material, dried high risk plant material e.g. eucalypt leaves with potential guava rust infection, grain and weed seeds and perishables as well as live fungal and bacterial cultures.)</p>

5. Essential Equipment

Necessary consumables and equipment will be provided by the relevant AQIS program under the guidance of the Operational Science Program. Resources for the collection and transport of live/viable quarantine material will include:

- inspection kits,
- plastic zip-lock bags,
- QRM bags,

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- plastic screw-top, rubber sealed Quarantine Containers (e.g. Bio-bottles of various sizes),
- Falcon (centrifuge) tubes, and
- 'Hold Quarantine' tape.

The Quarantine Container in which the double-bagged material is to be secured for transport will be clearly labelled with quarantine stickers, including sample collection procedures (Attachment 1) and emergency contact details (Attachment 2). Alternatively, if the container is small, the container may be placed in a bag along with paperwork outlining the emergency contact details.

6. Responsibilities

Managers/Supervisors

AQIS managers/supervisors shall ensure that all quarantine officers:

- ❖ are aware of, and receive training in this work instruction;
- ❖ have access to it;
- ❖ understand all aspects of the work instruction in terms of the collection of live/viable quarantinable samples and the completion of the interception records, and
- ❖ are aware of the resources required and their location to enable them to carry out such duties

OSP Personnel (Entomologist/Plant Pathologist)

OSP staff are to ensure that:

- ❖ the AQIS OSP laboratory facilities and standards are maintained;
- ❖ quarantine officers are presented with training on the procedures set out in this Work Instruction;
- ❖ when required, quarantine officers are provided with sufficient information to assist them in following the procedures set out in this Work Instruction, and
- ❖ that AQIS officers are provided with feedback should the work instruction not be followed correctly.

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AQIS Officers

Officers are to ensure that:

- ❖ the collection of live/viable quarantinable material is done in accordance with this work instruction and,
- ❖ if at any time they are unsure of what should be done, they should contact their local OSP Entomologist or Plant Pathologist for guidance.

7. Activities

Notification

If samples are being sent interstate or by an overnight commercial courier or Australia Post (only Express Parcel Service is permitted), notify your local AQIS OSP Entomologist or Plant Pathologist that you are intending to submit a live/viable sample. This should be done prior to packaging to ensure there are no additional precautions that should be taken and that staff will be available to take receipt of the parcel on its arrival.

If live invertebrates are involved, you must first contact the AQIS OSP Entomologist for advice before sending any samples.

Samples sent from AQIS officers to OSP Scientists

Perishables, live plant material, dried high risk plant material and seeds

Live/viable quarantinable material being sent for analysis must be double bagged using zip-lock bags. Bags are never to be overfilled and samples should be less than 1 kg. If there is too much material, a representative subsample should be selected. The remainder should be disposed of in an AQIS approved method. Material should not be able to pierce the bags.

A PDI Interception Summary Sheet should be submitted, either electronically via MAPS or Incidents (entered directly or transferred from AIMS) or manually via an Insect/Disease Interception Record (PI0930). All of the relevant data must be added. This document should be placed in between the two bags or taped to the outer bag. Paperwork should *not* be placed in the same bag as the sample due to contamination issues.

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Bags should be securely sealed with 'Hold Quarantine' Tape. The bagged material is then placed into a Quarantine Container (e.g. Bio-bottle or equivalent) that will be placed in a designated secure location. If the material is unable to be delivered within 48 hours to an AQIS Laboratory during business hours, it should be kept refrigerated (4°C) where possible until such time as delivery can take place. AQIS officers collecting samples from PEQ nurseries may double bag samples and place them in an esky until they return to the office.

The Quarantine Container should only be opened to place the seized material into it and the lid must be replaced securely. The Quarantine Container should not be overfilled – use another container if required.

A logbook is to be kept at each QIP (e.g. airport, nursery stock section, AQIS offices at ports etc.) where samples are taken and details of the date collected and sent and the type of goods must be recorded (Attachment 3).

Prior to sending to the AQIS Laboratory, the lid of the Quarantine Container must be labelled with 'Hold Quarantine' tape.

Where an external agency (Courier, Express Post, etc) is used to carry the samples, the recipient must email the sender to confirm arrival of the parcel and this information should be entered into the relevant log books/databases. The sender must contact the recipient to confirm delivery of the samples if delivery is not confirmed by the recipient.

Timber samples

Timber samples are often too big to package in containers and should be secured in the following ways:

If an *insect infestation* is suspected, the timber should be bagged and the inside of the bag sprayed with a residual insecticide and closed tightly. Appropriate personal protective equipment should be used. The sample should then be couriered to the AQIS Entomologist as soon as possible, preferably the day the sample was taken.

If *fungus rots/infections* are suspected, the timber should be double bagged and secured and couriered to the AQIS Plant Pathologist as soon as possible.

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Samples sent between AQIS Laboratories or to AQIS approved commercial diagnostic laboratories

Individual specimens being sent between AQIS Approved Laboratories for expert identification (in particular plant pathology samples) should ideally be non-viable. Where viable material has to be transported such as virus infected leaves, bacterial or fungal cultures, a minimum amount of sample should be sent and any fresh plant material must be thoroughly checked for live invertebrates prior to transport. Specimens must not be sent if live arthropod pests are detected.

The following guidelines should be used to send pathology specimens:

Virus/Phytoplasma/Viroid infected material:

Inspect for insects and if infested surface sterilise in either 1% bleach for 2 minutes or 70% alcohol prior to packaging in two zip locked bags. Alternatively, an insecticide may be used after consulting the AQIS Entomologist.

Bacterial cultures:

Bacterial cultures should be sent as preserved material on storage beads where possible. These should be placed in Eppendorf tubes and sealed with parafilm or similar tape. Alternatively, freshly subcultured slopes can be sent in Falcon tubes sealed with parafilm. These are then double bagged and placed into Bio-bottles or similar containers for overnight courier.

Fungal cultures:

Fungal cultures should be sent as freshly subcultured slopes in Falcon tubes. These are then sealed with parafilm before being placed in two zip lock plastic bags. The bags are placed into Bio-bottles or similar containers for overnight courier.

All bagged samples should be placed in a Quarantine Container (e.g. Bio-bottle or equivalent) which is labelled with the contact details of the sender and receiver (names and telephone numbers). An AIMS Movement Direction should also be included where appropriate i.e. when the sample is being sent to an AQIS approved commercial diagnostic laboratory.

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The container should be sent by overnight courier/express post with a tracking facility.

Procedures necessary for the safe transport of viable laboratory cultures of plant pathology specimens that require external expertise for further identification must be outlined in the Standard Operating Procedure or Procedural Manual for the AQIS OSP Laboratory.

Transportation

Where possible (in metropolitan areas such as Brisbane, Sydney, Perth, Darwin and Melbourne), the Quarantine Container should be couriered to the AQIS OSP Laboratory by an AQIS officer. If Quarantine Containers are being transported from a regional area or interstate, a courier that ensures overnight delivery and has a tracking system, must be used. Alternatively, the Australia Post Express Parcel Service may be used (only Express Post Service permitted as other Australia Post services are not trackable).

On delivery to OSP staff, the Quarantine Container will be checked for damage and the date, time and courier name must be entered into the log book (Attachment 3). An email is to be sent to the sender confirming delivery.

Specimens may be initially inspected in an AQIS inspection room associated with an OSP laboratory where perishables or nursery stock are inspected. If the samples are known to be infested/infected with a high risk pest, the samples are to be opened only within an OSP laboratory.

In case of an emergency regarding any of the above, an AQIS Senior Scientist or Manager must be immediately notified of the situation.

Processing of samples

Isolation and culturing of samples can only be carried out within the confines of the OSP or AQIS Approved Laboratory. A condition of operation is that each of these laboratories must be able to provide a written Standard Operating Procedure or Procedural Manual.

On arrival the 'Hold Quarantine' tape is to be removed from the Quarantine Container and the samples examined for invertebrates. If no live invertebrates are detected the specimen may undergo further analysis by a Plant Pathologist.

If live invertebrates are found on pathology specimens, the samples should be treated to kill the infestation or the sample destroyed.

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Killing may involve dipping in 70% ethanol, or spraying with an insecticide inside a plastic bag. Fumigation with Methyl bromide or freezing could also be used. Once the invertebrates are killed, further pathology analysis can be carried out.

If larval arthropod stages are present which require rearing out in AQIS laboratories for identification purposes, then the sample details such as the interception number, goods description and origin, entry/phytosanitary certificate number must be entered into a quarantine laboratory registry (in accordance with the relevant SOP). Any subsequent testing will be identified with the interception number.

Any residual plant samples may be retained in the bags inside a secure facility (i.e. the laboratory, cold room or lockable refrigerator) in the event that further samples need to be taken.

On completion of all testing, samples and associated material must be destroyed using an AQIS approved method. A final identification of the pest/disease and the completion date must be recorded in the AQIS Incidents Client database.

Prior to returning the Quarantine Container to the QIP location, the internal and external surfaces must be decontaminated with 70% ethanol.

A flow diagram detailing the steps involved in the collection and transport of live/viable quarantinable material from the QIP to the AQIS OSP Laboratory is provided (Attachment 4).

8. Reference Material

This work instruction should be read in conjunction with the following:

AQIS Technical and Operational References:

- ❖ **Quarantine Management of Imported Goods:** Standard Operating Procedure: particularly section 5.

<http://mylink.agdaff.gov.au/aqis/iml/quarantine/Airports/Clearance%20Goods/3%20Standard%20Operating%20Procedures/Quarantine%20Management%20of%20Imported%20Goods%20SOP.pdf>

- ❖ **Incidents Client v1.2.1 User Guide** and its associated PI0930 PDI Interception Summary Sheet.

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<http://mylink.agdaff.gov.au/aqis/impl/quarantine/ImportClearance/Forms/AllItems.aspx?RootFolder=%2faqis%2fiml%2fquarantine%2fImportClearance%2fElectronic%20Systems%2fIncidents%2f5%20Technical%20and%20Operational%20References&FolderCTID=0x01200063B8F2C3B966AB48861BE9F8CCDEC58D&View=%7b08DA4C76%2d7996%2d4EE7%2d860D%2dEC079FE2C93F%7d>

- ❖ **Mail and Passenger System User Guide (MAPS) for airports, mail facilities and seaports** – available from:

http://in.aqis.gov.au/aqiskmsdoc/AQISElectroSys_MAPS/maps_or_g.doc

- ❖ **AQIS National Guidelines** for the Approval and Registration of Class 5 Quarantine Laboratories for microbiological analysis and plant laboratory containment by the Australian Quarantine and Inspection Service.

- ❖ **Databases:**

- Incidents
- AIMS
- ICON
- MAPS

Detailed Version History

Date Published	Version	Reason for Issue	Author
	1	First issue	Sarah Russell
30 Apr 2010	2	Amended due to Laboratory accreditation	Vanessa Brake
7 Jun 2010	3	Updated to amend definition of AQIS Approved Laboratory	Angus Sly

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Attachment 1: Sampling and packaging procedures

INSTRUCTIONS

SAMPLE COLLECTION METHOD FOR PEST & DISEASE DIAGNOSIS

- **Notify Entomologist or Plant Pathologist of intention to send the sample, particularly if from interstate or regional offices.**
- **Keep sample sizes small (less than 1kg)**
- **Double bag specimens in zip-lock plastic bags (do not pierce bags) and seal with 'Hold Quarantine' tape.**
- **Provide "PDI Interception Summary Sheet" and any other relevant information**
- **Loosely pack samples into the container**
- **Replace the lid and complete the logbook with details of date and goods collected**
- **Keep in cool, secure location prior to courier pick-up (or at 4°C if unable to be delivered within 48 hours)**
- **Place 'Hold Quarantine tape' over the lid to seal it once the specimens have been packed for dispatch to the AQIS quarantine laboratory via courier.**
- **Maintain hygiene by cleaning all work areas and wash hands on completion of bagging specimens.**

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Attachment 2: Container Labelling - B



Department of
**AGRICULTURE
FISHERIES &
FORESTRY –
AUSTRALIA**

SUBJECT TO QUARANTINE

The contents are perishable.

Deliver to:
AQIS Approved Laboratory
[Postal Address]
[Suburb]
[State] [Postcode]

IN CASE OF EMERGENCY

Phone [Regional AQIS Entomologist/Plant Pathologist –
phone number]

AQIS

AUSTRALIAN QUARANTINE
AND INSPECTION SERVICE

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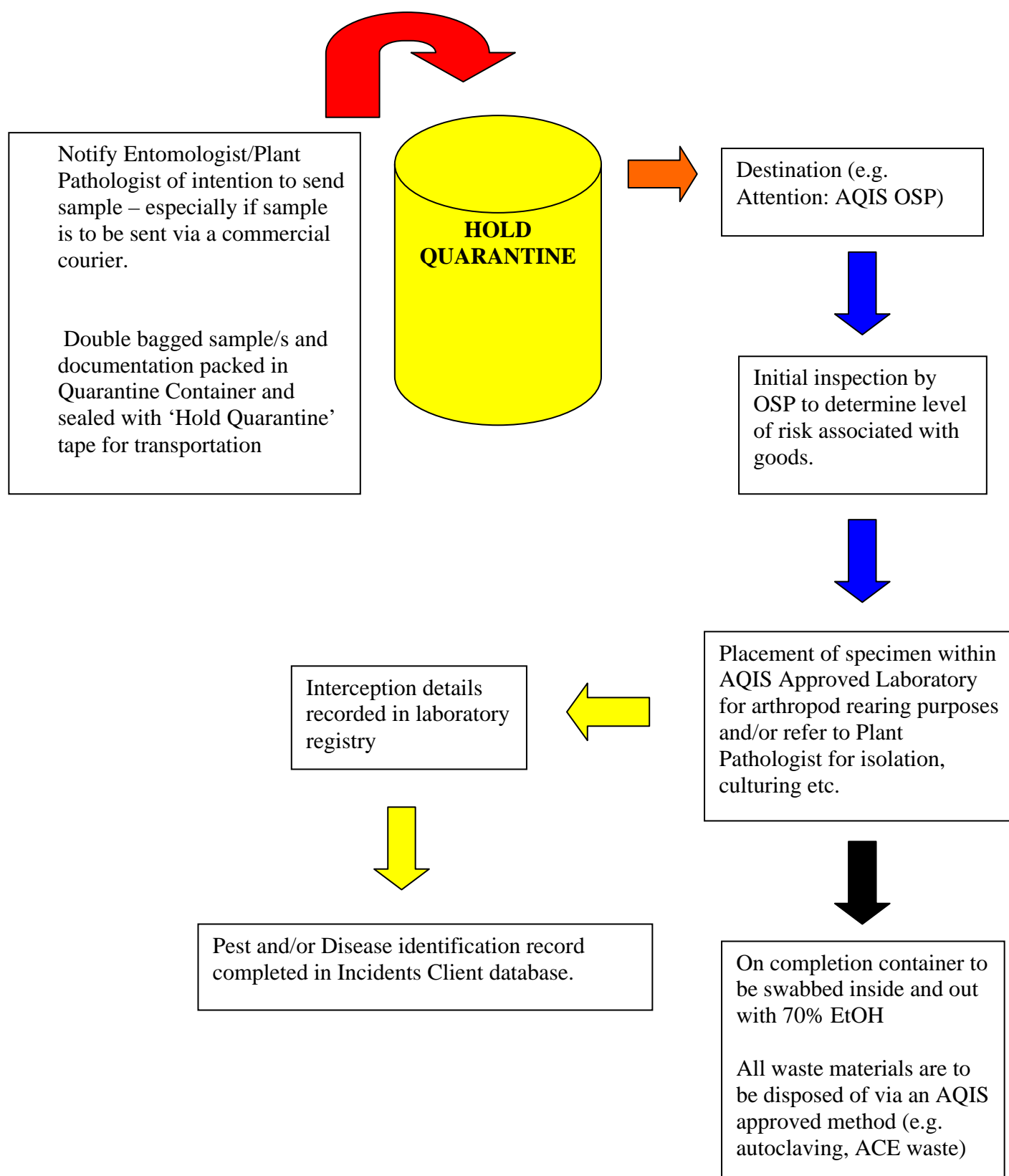
Attachment 3: Example Log

Example of log entry for the sending and receipt of samples. In order to maintain consistency between the regions it is proposed that this document be available on the AQIS Intranet .

	A	B	C	D	E	F	G	H	I
	Date	Time of pick up	Origin and Description	Quantity	Courier	Tracking No. (Con note no.)	Authorising officer	Receivers Name and Phone no.	Receipt notification: date
1									
2									
3	3/02/2008	12.30 am	PNG mask with borers	1	AQIS	XXXXXXXX	S. Peabody	D. Peck 3246 8775	Email 4/2/2008
4									
5	2/02/2009	10.00 am	Leaf samples AAWXY9WRT	5	Aust Post	YYYYYYY	V. Brake	TASAG 0362336845	Phone call 3/2/2009
6									
7									
8									
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Attachment 4: Specimen Collection Flow Diagram



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Attachment 5: Transport containers for the movement of live/viable samples for OSP analysis

Note: Information, prices and hyperlinks current as of April 2009 but may be subject to change without notice.

Sarstedt Containers

(Sarstedt has many different containers available – check on-line at <http://www.sarstedt.com/php/main.php?newlanguage=en;>)

In Australia contact: Sarstedt, 16 Park Way Technology Park, Mawson Lakes, SA, 5095, Australia ph: (08) 8349 6555.

Order Number	Volume	Length	Diameter	Quantity	Price	Comments
62.547.254 PP	50 ml	114 mm	28 mm	25/bag 300/case	\$112.74	Good for cultures or holding eppendorf tubes. Sterile with cap (Centrifuge tube)
75.9922.523 PS	250 ml	78 mm	70 mm	180/case	\$166.13	
78.895 (mailing tube)	70 ml	114 mm	44 mm	250/case	\$165.43	Can be bought with an absorbent liner (cost is extra)
650678 (Cap for above container)				250/case	\$84.33	
78.9925.418	500 ml	180 mm	82 mm	50/case	\$382.13	Labmailer consists of screw cap container with absorbent wadding (and cardboard cylinder optional) (<i>see image below</i>)

Mailing Container & Bags



Mailing Container

Labmailer

Labmailer provides proven protection for laboratory samples during transport. Comprises a protective cardboard cylinder, a durable 500 ml screw cap container and absorbent wadding.

Order Number: 78.9925.418

Packaging: 50/case

*\$382.13 + GST.
2410 each.*

Also available in a large version, which contains 2 of the 500 ml screw cap containers

Order Number: 78.9925.419

Packaging: 24/case

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Bio-Bottles Australia

Bio-Bottles Australia supply mailing containers for infectious material (see attached leaflet below)

Contact: Bio-Bottles Australia, P.O. Box 600, Mascot, NSW, 1460 Ph. 02 9669 4599 or Fax 02 9669 1933 or sales@bio-bottles.com.au

Examples – these are available in packs of 12



850 ml (AM3) Bio-bottle (\$10.20 +GST each)



2 litre (AM4) Bio-bottle (\$17.50 + GST each)
(3 litre also available AM6 -\$19.50 + GST each)

Diagnostic P.I. 650 UN3373 Ambient Products

3 litre yellow top Bio-Bottle kit (AM6)
2 litre orange top Bio-Bottle kit (AM4)
850 ml white top Bio-Bottle kit (AM3)

Bio-Pouch kits:
28 cm x 19 cm x 7 cm with 2NZ: BIO650/2
28 cm x 19 cm x 7 cm with 5NZ: BIO650/5
28 cm x 19 cm x 10 cm with 5NZ: BIO650/5H
37 cm x 24 cm x 10 cm with 10NZ: BIO650/10H

Bio-Pouch kit components:
15 cm x 18 cm bubble wrap bag: BBAG02
31 cm x 18 cm bubble wrap bag: BBAG01
Absorbent pads: ABSORB

small Bio-Pouch meets 95kPa test 24 cm x 17 cm (2NZ)
medium Bio-Pouch meets 95kPa test 24 cm x 34 cm (5NZ)
large Bio-Pouch meets 95kPa test 43 cm x 33 cm (10NZ)

Diagnostic P.I. 650 UN3373 Below Zero Products

	supplied with:	order code:
BZ22 4kg+24hrs	850 ml white top Bio-Bottle 2NZ - 24 mm x 17 mm Bio-Pouch 5NZ - 24 mm x 34 mm Bio-Pouch	BZ22 BZ22/2NZ BZ22/5NZ
BZ7 3kg+50hrs also available in "CHILL PACK" 4" x 8"	850 ml white top Bio-Bottle 2NZ - 24 mm x 17 mm Bio-Pouch 5NZ - 24 mm x 34 mm Bio-Pouch 10NZ - 43 mm x 33 mm Bio-Pouch	BZ7 BZ7/2NZ BZ7/5NZ BZ7/10NZ
BZ16 7kg+72hrs	2 litre orange top Bio-Bottle 3 litre yellow top Bio-Bottle 5NZ - 24 mm x 34 mm Bio-Pouch 10NZ - 43 mm x 33 mm Bio-Pouch	BZ16 BZ16/AM6 BZ16/5NZ BZ16/10NZ
BZ15 5kg+48hrs	850 ml white top Bio-Bottle 2NZ - 24 mm x 17 mm Bio-Pouch 5NZ - 24 mm x 34 mm Bio-Pouch 10NZ - 43 mm x 33 mm Bio-Pouch	BZ15 BZ15/2NZ BZ15/5NZ BZ15/10NZ
BZ20 overpack 20kg+5 days		

BIO-BOTTLE AUSTRALIA PTY LTD
ABN 52 206 113
Unit 14, 34-36 Ralph Street
Alexandria NSW 2015 Australia
T 2-9669 4599 F 2-9669 1933
mail: P.O. Box 600 Mascot NSW 1460
E sales@biobottle.com.au

Australia Post Express Parcel Service

Overview

There's no paperwork, no phone calls and no waiting for couriers. Just reach for your prepaid Express Post envelope or satchel, address it and post it in an Express Post GOLD posting box by 6.00 pm (earlier in Perth suburbs and some provincial centres) or over the counter at your nearest post office, by that office's mail closing time.

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Envelopes

Up to 500g in weight and up to 20mm thick

- C5 envelope; 229mm x 162mm
- B4 envelope; 353mm x 250mm
- Two-way B4 envelope; 353mm x 250mm. See the [two-way envelope brochure](#) (pdf 354 kb). ([Adobe Acrobat](#) is required to read this file. If you cannot access the file, call 13 13 18).
- DL envelope; 220mm x 110mm (window-faced envelope for machine addressed letters, available in packs of 10 only)

Satchels

Up to 500g

- 500g satchel; 353mm x 220mm

Up to 3kg

- 3kg satchel; 405mm x 310mm

Items too large for a satchel, or weighing from 3kg to 20kg, can be delivered by [Express Post Parcels](#).

The Guarantee

Next business day delivery is guaranteed within defined networks, if posted on a business day Monday to Friday, in accordance with conditions set out on the back of Express Post envelopes and satchels. We will provide a free replacement envelope or satchel of the type posted.

Australia Post Express Post Envelopes and Satchels

Description	Per Item *	1 - 9 Ten Packs *	10 or more Ten Packs *
C5 envelope	\$4.40	\$41.80	\$39.60
DL windowface	n/a	\$41.80	\$39.60
B4 envelope	\$5.50	\$52.25	\$49.50
B4 two-way envelope	\$9.40	\$89.30	\$84.60
500g satchel	\$7.70	\$73.15	\$69.30
3kg satchel	\$10.90	\$103.55	\$98.10

Remember, if you buy packs of ten, you can save up to 10%.

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Express Post Parcel Charges

- Up to **500grams** in weight - \$7.70 *
- From **500grams to 20kgs** in weight - Charges can be assessed by using the online [Postage Calculator](#). The parcel weight used by the calculator when assessing a parcel charge is the actual weight when this is more than the cubic weight, and the cubic weight when this is more than actual weight.

Cubic weight is calculated by measuring and multiplying the length, height and width of the parcel. The result is then multiplied by the cubic weight conversion factor of 250, e.g. a parcel measuring 40cm long (0.4m) x 20cm high (0.2m) x 30cm wide (0.3m) is equal to 0.024 cubic metres. The cubic volume multiplied by a conversion factor of 250 gives the cubic weight of 6kg, i.e. $0.4 \times 0.2 \times 0.3 = 0.024 \times 250 = 6\text{kg}$. If the physical weight is 4kg, postage would be assessed on the basis of the cubic weight of 6kg.

* All prices are GST inclusive.

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