ICA-39 SETUP GUIDE & COMPLIANCE WORKBOOK

Fire Ant Ready Program | Greenlife Industry Queensland

Important: This guide is designed to support practical setup. It does not replace the current ICA-39 Operational Procedure, state entry conditions, product labels, APVMA permits, or instructions from the relevant authority. Users should always confirm current requirements before certifying or dispatching stock.

How to use this workbook

This workbook is designed to help a nursery business move from initial setup to daily operations if needing to move plants interstate. Some sections are guidance, and some are templates that can be completed and kept as supporting records.

Section	Purpose	Use
Setup sections	Help the business decide its scope, map the site, assign responsibilities and choose a treatment/traceability system.	Complete during setup and review when business practices change.
Operational sections	Help staff apply treatment, separate stock, check dispatch requirements and retain records.	Use when treating, storing and dispatching stock.
Appendices	Provide templates for records, training, dispatch checks and self-audits.	Copy, print or adapt for day-to-day use.

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Quick start pathway

1. Confirm whether the business needs Part A treatment, Part B dispatch, or both.
2. Confirm the current ICA-39 procedure, destination state requirements, approved treatment options and labels/permits.
3. Prepare a property plan showing treated and untreated areas, treatment areas, storage areas and dispatch/loading areas.
4. Allocate staff responsibilities, including a Certification Controller, Treatment Operator and Authorised Signatories.
5. Set up treatment, batch identification, stock separation and record keeping systems.
6. Train staff and complete a mock batch from treatment through to dispatch.
7. Complete an internal self-check before audit or before issuing certificates under the system.

Becoming ICA -39 Accredited

The purpose of this workbook is to help your business establish the systems and records required to operate under ICA-39 accreditation. Completing this workbook does not automatically grant accreditation. Businesses must apply to Queensland DPI biosecurity authority and successfully complete the accreditation process.

STEP 1

Apply for Accreditation

Contact QLD DPI biosecurity to apply for ICA-39 accreditation.

You will be required to:

- Fill in an online application form
- Provide a property plan
- Evidence of treatment and traceability systems
- Name key staff members

STEP 2

Initial Audit

Before accreditation can be granted, an authorised auditor will generally conduct an on-site audit to verify that your systems comply with ICA-39 requirements.

The auditor may review:

- Treatment areas and equipment
- Storage and dispatch areas
- Stock identification and separation systems
- Traceability systems
- Treatment records
- Staff knowledge and responsibilities

Once approved, an Interstate Produce (IP) Number will be issued to your business.

STEP 3

Compliance Audit

Accredited businesses may be subject to scheduled or unscheduled audits by the accrediting authority to verify ongoing compliance with ICA-39 requirements. Please note currently audits will take place on a 6 monthly basis after initial and 4 week visits, however, audits may be conducted without prior warning and at random.

Audits may include:

- Review of treatment records
- Review of Plant Health Assurance Certificates (PHACs)
- Traceability checks
- Inspection of treated and untreated stock
- Review of stock separation procedures
- Review of staff training records
- Verification of property plans and operating procedures

Below are the questions you will be asked for your ICA-39 accreditation, it is good practice to have this information on hand at each audit when being asked questions.

1. Business details and accreditation scope

Item	Business Response
Business Name	
Site Address	
Postal Address	
Main Contact	
Phone/Email	
IP Number / Accreditation Number	
Date Workbook Started	
Date Last Reviewed	

Select the proposed or current ICA-39 scope:

☐ Part A - Treatment - You apply approved fire ant treatments yourself.

☐ Part B - Dispatch - You dispatch eligible stock under ICA-39.

☐ Both Part A and Part B - You treat stock and dispatch stock under your own accreditation.

Note: A business should only operate within the scope of its approved accreditation.

2. Property plan

Attach or draw a property plan that clearly shows how treated and untreated stock are managed. The plan should be simple enough for staff and auditors to understand.

Please label the below on your map.

- Treatment area(s)
- Growing media storage areas
- Treated stock storage areas
- Untreated stock storage areas
- Quarantine/hold area for unclear or non-compliant stock
- Dispatch/loading area
- Roads, buildings and key site features
- Direction of stock movement through the nursery

TIP

You can use a drone to photograph, you are also welcome to hand draw or even take a screen shot from a Google map view.

TIP

Treated and untreated stock must be clearly identified and separated to prevent mixing, loss of traceability or recontamination.

3. Staff responsibilities

Assign clear responsibility for each part of the system. Include trained back-up staff so the system can continue during absences or staff turnover.

Role	Person responsible	Back-up person	Main duties
Certification Controller			Oversees the ICA-39 system, keeps records, checks traceability and maintains audit readiness.
Treatment Operator			Applies approved treatments, completes treatment records and confirms treatment details.
Authorised Signatory			Checks compliance before dispatch and signs Plant Health Assurance Certificates where permitted. Confirm correct stock, labels, certificate details and retained records before dispatch.
Record Keeper / Admin			Files PHACs, treatment records, supplier records, training records and self-audit records.

4. Staff training

Staff should understand the parts of the system relevant to their role. Training does not need to be complicated, but it should be documented.

- Who can treat stock
- Who can move stock into treated areas
- How treated stock is labelled or identified
- How treatment expiry is checked
- How dispatch checks are completed
- Who can complete or sign PHACs
- What to do if stock status is unclear

Staff member	Role	Training complete	Date	Trainer / Signature

5. Treatment system

Document the treatment methods used by the business. Only use treatment options, rates and products that are approved under the current ICA-39 procedure, product label and any relevant permit.

Please see page 8 for treatment requirements.

Treatment option	When it may be used	Key records needed	Certification period
Granular incorporation into growing media	Where the business incorporates approved insecticide into growing media or uses supplier-treated media.	Product details, rate, batch ID, quantity treated, treatment date, operator/ supplier documentation.	6 -24 months Confirm against current procedure, label and supporting documents.
Liquid drench or immersion	Where the business treats stock after potting using an approved liquid treatment method.	Product details, rate, batch ID, number/volume treated, treatment date, operator and expiry date.	28 days Confirm against current procedure, label and supporting documents.

TIP

Keep approved treatment chart in mixing area and beside records so staff can reference as needed.

6. Equipment and calibration

This section only applies where the business uses equipment to measure, mix or apply treatments. It may not apply where the business only purchases pre-treated media and does not undertake its own treatment.

- Scales or measuring equipment are suitable and accurate
- Spray tanks, drench tanks or immersion equipment are suitable for the method used
- Mixing or application equipment is suitable for the quantity treated
- Calibration or accuracy checks are recorded
- Equipment problems or adjustments are recorded

Equipment	Calibration/accuracy check required?	Frequency	Record location

7. Batch identification and traceability

All treated stock must be traceable from treatment through storage and dispatch. The batch ID should appear in treatment records and be visible enough for staff to identify the relevant stock.

Batch ID element	Example	Purpose
Date	010526	Shows when the treatment occurred.
Method	DRENCH or GRANULAR	Shows the treatment type.
Location or batch area	BAY3 or MEDIA1	Links the record to a physical area or batch.

Example batch ID: 010526-DRENCH-BAY3

TIP

Acceptable identification methods may include labels, tray tags, pallet labels, coloured markers or other systems that clearly link stock to the batch record.

8. Stock separation and treated stock control

The business should be able to show how treated stock is kept separate from untreated stock and how staff know which stock is eligible for dispatch.

- Treated stock clearly separated from untreated stock
- Treated stock labelled or otherwise identified
- Treatment expiry date can be checked easily
- Untreated or unclear stock cannot be accidentally dispatched
- Staff know who to ask if stock status is unclear

TIP

Colour systems can work well, but colours must link to treatment dates and expiry periods.
For example, ● Yellow = January treatments and ● Orange = February treatments.
The colour alone is not enough unless staff can link it to the treatment record.

9. Dispatch process

Before dispatch, staff should complete a final check that the stock, records, labels and certificate details match. This helps prevent accidental dispatch of untreated, expired or untraceable stock.

- ☐ Stock has been treated in accordance with the approved system
- ☐ Treatment records are complete and traceable to the stock
- ☐ Stock is within the relevant certification period
- ☐ Packages or labels include required certification information
- ☐ Plant Health Assurance Certificate is completed and signed by an authorised person
- ☐ Original PHAC accompanies the consignment
- ☐ A copy of the PHAC and supporting records is retained

10. Records required

The following records should be set up before operating the system. Keep records in a location that can be accessed for audit and business continuity.

Record type	Examples	Suggested location
Setup records	Current accreditation certificate, ICA-39 procedure, property plan, staff responsibility list.	Compliance folder or digital equivalent.
Treatment records	Treatment logs, supplier-treated media documentation, product/permit information.	Compliance folder or digital equivalent.
Calibration records	Equipment checks, adjustments, repairs and suitability checks.	Compliance folder or digital equivalent.
Traceability records	Batch ID records, stock movement records, treated stock area records.	Compliance folder or nursery system.
Dispatch records	PHACs issued, dispatch checklists, consignment notes, customer/destination records.	Dispatch or compliance folder.

TIP

The most common ICA-39 audit issues are incomplete treatment records, missing supplier declarations, expired treatment periods and poor separation of treated and untreated stock. Regular internal checks can help identify these issues before an audit.

11. Internal self-check

Complete a self-check before audit, after major staff changes, or after a change to treatment, storage or dispatch practices.

Check item	Yes/No	Action required	Completed by/date
Property plan reflects current nursery layout	☐ Yes ☐ No		
Staff roles and back-ups are current	☐ Yes ☐ No		
Treatment records are complete and easy to match to stock	☐ Yes ☐ No		
Treatment expiry can be checked before dispatch	☐ Yes ☐ No		
Treated and untreated stock are clearly separated	☐ Yes ☐ No		
PHACs and dispatch records are retained	☐ Yes ☐ No		
Any non-compliance or unclear stock process is understood by staff	☐ Yes ☐ No		

12. Treatment requirements

Bulk growing media and potted plants for certification under this procedure must meet one of the following requirements, in accordance with the instructions included on the respective product's approved label or an applicable APVMA permit:

Method of treating growing media	Chemical	Dose rate	Maximum certification period
Immersion or drench	Chlorpyrifos 500g/L	30-40mL/100L water	28 days
Immersion or drench	Bifenthrin 80g/L	2.5mL/L water	28 days
Immersion or drench	Bifenthrin 100g/L	2mL/L water	28 days
Immersion or drench	Bifenthrin 240g/L	0.8mL/L water	28 days
Drench	Betacyfluthrin 25g/L	16mL/10L water	72 hours
Granular incorporation	Chlorpyrifos 100g/kg	1kg per cubic metre	12 months
Granular incorporation	Bifenthrin 2g/kg	10ppm	6 months
Granular incorporation	Bifenthrin 2g/kg	12ppm	12 months
Granular incorporation	Bifenthrin 2g/kg	15ppm	24 months

(a) Bulk growing media and potted plants for certification under the ICA39 procedure must meet one of the following requirements, in accordance with the instructions included on the respective product's approved label or an applicable APVMA permit:

(b) Potted plants must be moved out of the Red Imported Fire Ant Interstate Plant Quarantine Area before the certification period in column 4 of the table above has expired.

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