



ICA-39 FOLDER

RECOMMENDED ORDER

1



Accreditation
& ICA Documents

2



Granular Treatment
Records

3



Liquid Treatment
Records

4



Consignment &
Treatment Declarations

5



Potting / Re-potting
Records

6



PHAC &
Dispatch Records



1

1. Accreditation & ICA Documents

Keep the current core documents together at the front of the folder.

- a. Certificate of Accreditation
- b. Application for Accreditation
- c. Current ICA-39 Operational Procedure
- d. Current ICA-WI-02
- e. Property Map/ Plan
- f. Relevant accreditation/supporting documents

Note: Previous audit reports do not need to be kept in the ICA-39 folder. The auditor should have the business's accreditation history within their paper file and review this prior to the audit. However, if the business wishes to retain copies of previous audit reports for its own records, these can be kept at the back of the folder.

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CERTIFICATE OF ACCREDITATION
FOR AN INTERSTATE CERTIFICATION ASSURANCE (ICA)
ARRANGEMENT

NAME OF ACCREDITED CERTIFIER

TRADING NAME/S OF ACCREDITED CERTIFIER

POSTAL ADDRESS OF ACCREDITED CERTIFIER

STREET ADDRESS OF ACCREDITED FACILITY

INTERSTATE PRODUCE (IP) NUMBER

Q9999

REAL PROPERTY DESCRIPTION OF SOURCE
PROPERTY

1/RP123456; 2/RP098765

PERIOD OF ACCREDITATION

From 28 June 2026 to 27 June 2027

INTERSTATE CERTIFICATION ASSURANCE
(ICA) ARRANGEMENT NUMBER

Q9999-01-ICA39

SCOPE OF ACCREDITATION

The business is accredited under the *Biosecurity Act 2014* for an Interstate Certification Assurance (ICA) arrangement for the following operational procedure. The scope of the accreditation covers the produce types, chemicals and other restrictions listed under Restrictions on Accreditation. Accreditation is subject to the conditions specified on the application form.

PROCEDURE CODE

ICA39

OPERATIONAL PROCEDURE TITLE

Treatment of Bulk Growing Media and Potted Plants for Red Imported Fire Ant

RESTRICTIONS ON ACCREDITATION

PRODUCE

Plants (potted)

CHEMICAL/S

Bifenthrin

OTHER RESTRICTIONS

Parts A & B

Authorisation signature
02 September 2026

Official stamp

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**Application for accreditation of an accredited certifier
for an Interstate Certification Assurance (ICA) arrangement**Pursuant to section 420 of the *Biosecurity Act 2014***OFFICE USE ONLY**

DATE RECEIVED:
PAY NUMBER:
DATE APPROVED OR REFUSED:
FURTHER INFORMATION REQUEST DATE:
DATE FURTHER INFORMATION RECEIVED:
PAYMENT PROCESSED DATE:
PAYMENT AMOUNT RECEIVED:
RECEIPT NUMBER:

Important information for applicants

This form is to be used to apply as an accredited certifier for an Interstate Certification Assurance (ICA) arrangement.

Information requested will enable your application to be processed as prescribed by the *Biosecurity Act 2014*. Your application must be assessed and granted by the chief executive before you can proceed with the proposed activity.

Before lodging this application you should be familiar with the requirements of the *Biosecurity Act 2014* available on the Office of the Queensland Parliamentary Counsel website www.legislation.qld.gov.au.

How to complete form for a new application

- Must complete entire form.

How to complete form for an amendment or renewal

- Update any areas that require amendments;
- Must complete part A section 1, part B sections 2-4 and part C.

How to submit this form

- In person to:
Any [Department of Agriculture and Fisheries regional office](#); or
- Via post to:
Department of Agriculture and Fisheries
PO Box 5083
Nambour Qld 4560

Prescribed fee

- For the current fees visit www.daf.qld.gov.au/biosecurity-fees
- Fees are applicable until the end of the financial year.
- The prescribed fee must be paid at the time the application is submitted for it to be processed.

Term of accreditation

The term of this accreditation shall be one (1) year unless sooner cancelled or suspended from the date of your application being approved.

Notification

The applicant will be notified of the outcome within thirty (30) days of receipt of the application. The applicant will be notified by post to the applicant's postal address.

The application is deemed to have been received when the [District Co-ordinator \(Certification and Accreditation Services\)](#) in your district is in receipt of an accurate and complete application and payment of the prescribed fee has been received, processed and cleared.

Contact us

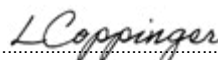
For more information please contact the District Co-ordinator (Certification and Accreditation Services), Plant Biosecurity & Product Integrity, Biosecurity Queensland, Department of Agriculture and Fisheries in your district or the Department of Agriculture and Fisheries Customer Service Centre on 13 25 23.



TREATMENT OF BULK GROWING MEDIA AND POTTED PLANTS FOR RED IMPORTED FIRE ANT

REVISION REGISTER

Version	Date of Issue	Amendment Details
1	19/11/01	
2	29/11/21	Replaces version 1. All pages.

Authorised: 
Plant Biosecurity & Product Integrity

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INTERSTATE CERTIFICATION ASSURANCE

ICA-WI-02

DEPARTMENT OF AGRICULTURE AND FISHERIES

GUIDELINES FOR COMPLETION OF PLANT HEALTH ASSURANCE CERTIFICATES

VERSION REGISTER

Version No.	Date of Issue	Amendment Details
7	09/12/19	Version 7 issued. Replaces version 6 to include updated version of PHAC and definitions.

Authorised: 
Biosecurity Queensland

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WORK INSTRUCTION

Version: 7
Date: 09/12/19

Page 1 of 12

2

3

4

5

6



2

3

4

5

6

PROPERTY PLAN



INDICATE NORTH

CAF-00 (11/16) V1

Page 1 of 2

Attachment 3



2. Granular Treatment Records

Where granular treatment is used.

- a. Granular measuring equipment calibration records – Attachment 4
- b. Current Treatment Charts – Attachments 5 & 6
- c. Completed Granular Application Records – Attachment 7

Tip: Keep completed records together and in a consistent date order.

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GRANULAR INSECTICIDE TREATMENT CHART

CHEMICAL CONCENTRATE = BIFENTHRIN (2g/kg)

Potting Media Mix = _____

Bulk Media Density = _____ kg/m³

Product Application Rate = _____ g/L

CHEMICAL CONCENTRATE = CHLORPYRIFOS (100g/kg)

Product Application Rate = _____ kg/m³

BIFENTHRIN INCREMENTAL VOLUMES

_____ Media X _____ g Concentrate = _____ g/L Total Concentrate

_____ Media X _____ g Concentrate = _____ g/L Total Concentrate

_____ Media X _____ g Concentrate = _____ g/L Total Concentrate

CHLORPYRIFOS INCREMENTAL VOLUMES

_____ Media X _____ kg Concentrate = _____ kg Total Concentrate

_____ Media X _____ kg Concentrate = _____ kg Total Concentrate

_____ Media X _____ kg Concentrate = _____ kg Total Concentrate

Prepared by: _____ / /
Printed Name Signature Date

CAF-138 (07-18)

Attachment 5

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[illegible]

Attachment 7

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3. Liquid Treatment Records

Where liquid treatment is used.

- a. Treatment tank calibration certificate – Attachment 8, where required
- b. Current Treatment Mixture Chart – Attachment 9
- c. Completed Liquid Treatment Records – Attachment 10

Important: Ensure liquid treatment records clearly show the total volume of prepared treatment mixture, not just the chemical concentration or application rate.

For example, recording “Bifenthrin 2 g/L” identifies the active ingredient and concentration, but the record should also show the actual amount of product used and the total volume of treatment mixture prepared.

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CHEMICAL MIXTURE TANK CALIBRATION CERTIFICATE

EQUIPMENT CALIBRATED

Name and Address of
Owner of Equipment:

Type of equipment
(eg boom spray, mister):

Brand:

Model:

Serial No.:

Other Identification:

TESTING DETAILS

Name and Address of the
Business Conducting the
Test:

Date of Testing:

Type of Flow Meter Used:

Date of Latest Calibration
of Flow Meter:

CALIBRATION RESULTS

Maximum Mixture Level Volume (litres)

Incremental Volumes (litres)
(as marked on the spray tank):

CERTIFICATION

The spray mixture tank on the equipment described above has been calibrated in the normal filling position using a calibrated flow meter. Volume indicator marks have been clearly marked on the tank with the volume in litres required to fill the tank to that level.

Printed Name

Signature

Date

CAF-03 (05/17) V1

Attachment 8

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LIQUID INSECTICIDE TREATMENT MIXTURE PREPARATION CHART

Spray Unit /Tank _____

Product (*Trade Name*) _____

Active Ingredient _____ Conc. _____ /

Product Mixing Ratio _____ /Litre

Full Tank/Spray Unit

Volume of Water = _____ Litres

Quantity of Product = _____ millilitres/grams

Part Fill

_____ mL Product / _____ Litres Water

_____ mL Product / _____ Litres Water

_____ mL Product / _____ Litres Water

Prepared by: _____ / /
Printed Name Signature Date

A decorative vertical bar on the left side of the page. It features a central purple stripe flanked by silver-colored metallic-looking bands. Three silver-colored rings, each with a plus sign in the center, are positioned vertically along the bar.

ICA-39 Liquid Treatment Record Template

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4. Consignment & Treatment Declarations

Where applicable.

- a. Consignment and Insecticide Treatment Declarations – Attachment 11
- b. Relevant supporting consignment records e.g. Supplier delivery dockets

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CONSIGNMENT AND INSECTICIDE TREATMENT DECLARATION

I _____ of _____ hereby declare to - _____ at _____

(full printed name) Q (address)

(full printed name) Q (address)

that the following product/s have been treated as indicated:

Product description	Quantity	Treatment Details (Indicate type of treatment and treatment date below)									
		Chlorpyrifos 500 g/L at a rate of 40mL/100L	Bifenthrin 80 g/L at a rate of 2.5mL/L	Bifenthrin 100 g/L at a rate of 2mL/L	Bifenthrin 240 g/L at a rate of 0.8mL/L	Delacyfluthrin 25g/L at a rate of 16mL/10L	Chlorpyrifos 100 g/kg at a rate of 1kg per cubic metre	Bifenthrin 2 g/kg at a rate of 10ppm	Bifenthrin 2 g/kg at a rate of 12ppm	Bifenthrin 2 g/kg at a rate of 15ppm	
		☐ Treatment date: / /	☐ Treatment date: / /	☐ Treatment date: / /	☐ Treatment date: / /	☐ Treatment date: / /	☐ Treatment date: / /	☐ Treatment date: / /	☐ Treatment date: / /	☐ Treatment date: / /	
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In accordance with;

- ☐ ICA Operational Procedure *Treatment of Bulk Growing Media and Potted Plants for Red Imported Fire Ant* [ICA-39]; or
- ☐ BioSecure HACCP Entry Condition Compliance Procedure (ECCP No. _____)

_____/_____/_____
Name & Signature Date





5. Potting / Re-potting Records

Where potting or re-potting is undertaken.

- a. Completed Potting Records – Attachment 12
- b. Relevant supporting treatment information e.g. Supplier invoices / delivery dockets for bought-in treated potting media

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[illegible]

Attachment 12



6. PHAC & Dispatch Records

Keep these together so the treatment and movement of stock can be easily followed.

- a. Copies of Plant Health Assurance Certificates (PHACs)
- b. Relevant dispatch records
- c. Supporting traceability records

Keep PHACs and associated records in a consistent order, such as by PHAC number or date, so individual consignments can be easily located.

What Doesn't Need a Folder Section

Storage & Segregation doesn't need its own divider or records section. There isn't a formal record to file for this. During the audit, the business should instead be able to explain and show how treated and untreated media/plants are identified and segregated.





**Queensland
Government**

Plant Health Assurance Certificate

Pursuant to Sections 412 and 413 of the Biosecurity Act 2014

(Means a biosecurity certificate issued in accordance with Chapter 15 of the Biosecurity Act 2014.)

Consignment Details (Please print)

Certificate Number **9999999**

Consignor

Name **Nursery Pty Ltd**
Address **123 Brisbane Road**
Brisbane Qld 4001

Consignee

Name **Nursery Suppliers Pty Ltd**
Address **123 Victoria Market**
Talbot VIC 3371

Reconsigned To (Splitting consignments or reconsigning whole consignments)

Name
Address

Method of Transport (Provide details where known)

☐ Road Truck/Trailer Registration
☐ Rail Consignment
☐ Air Airline/Flight no.
☐ Sea Vessel Name & Voyage no.

Certification Details (Please print)

Accredited Certifier/Carrier of Biosecurity Matter

Name **Nursery Pty Ltd**
Address **123 Brisbane Road**
Brisbane Qld 4001

Grower or Packer

Name **VARIOUS**
Address

IP No. of Acc. Certifier

Q 9999

Brand Name or Identifying Marks (as marked on packages)

Nursery Pty Ltd

Date Code (as marked on packages)

17/09/2021

Facility No.	Procedure Code	Expiry Date	Facility No.	Procedure Code	Expiry Date
01	ICA-39	01/12/21			/ /

Number of Packages	Type of Packages (e.g. trays, cartons)	Type of Carrier of Biosecurity Matter	Authorisation for Split Consignment
450	Cartons	Potted Plants	

Date	Treatment	Chemical (Active Ingredient)	Concentration	Duration and Temperature
/ /	☐ Dipping	Dimethoate	400ppm	☐ One min. ☐ 10 sec. then wet for 60 sec.
/ /	☐ Flood Spraying	Dimethoate	400ppm	10 seconds then wet for 60 seconds
/ /	☐ Fumigation	Methyl Bromide	g/m ³	Two hours @ °C
/ /	☐ Grown and packed on a property free from red imported fire ant			
/ /	☐ Sourced from a property located more than 5km from a known infestation of red imported fire ant			
/ /	☐ Mature green condition at packing			
/ /	☐ Bananas in a hard green condition with unbroken skin			
/ /	☐ Inspected and found free of melon thrips			
21/08/21	Liquid insecticide Treatment (80 g/L Bifenthrin / 2.5 ml/L Water) Maximum certification period 28 Days			

Additional Certification

Meets ICA-39

Declaration

I, an Authorised Signatory of the accredited certifier that prepared the Carrier of Biosecurity Matter described above, hereby declare that the Carrier of Biosecurity Matter have been prepared in the accredited certifier's approved facilities in accordance with the accreditation(s) granted to the accredited certifier under the Biosecurity Act 2014 and that the details shown above are true and correct in every particular.

Authorised Signatory's Name (Please print)

Arthur John Signatory

Signature

A J Signatory

Date

17/09/2021

Yellow copy: Consignment copy (original) White copy: Accredited Certifier's copy (duplicate copy)

QAF-16 (02/19) V4



GREENLIFE INDUSTRY QLD NURSERY PTY LTD

ABN 12 345 678 901

123 Nursery Road, Greenbank QLD 4124 | (07) 3000 0000 | accounts@example.com.au

TAX INVOICE

Invoice No: INV-001245 **Invoice Date:** 3 September 2026
Dispatch Date: 3 September 2026 **Customer Order No:** PO-4587

BILL TO

Example Garden Centre

45 Garden Street, Toowoomba QLD 4350

DELIVER TO

Example Garden Centre

Qty	Description	Pot Size	Unit Price	Amount
50	<i>Syzygium australe</i>	200 mm	\$12.00	\$600.00
40	Callistemon 'Little John'	200 mm	\$11.50	\$460.00
30	Lomandra 'Tanika'	140 mm	\$6.00	\$180.00

Subtotal: \$1,240.00 **GST:** \$124.00 **TOTAL AUD:** \$1,364.00

DISPATCH DETAILS

Delivery Method: Nursery delivery truck
Vehicle / Load Ref: TRUCK-02 / LOAD-030926-A
PHAC No.: PHAC-EXAMPLE-001 **Total Plants:** 120

EXAMPLE ONLY – NOT A VALID TAX INVOICE OR PHAC

Fictional example of a supporting dispatch record for an ICA-39 folder.

