

## **Guidelines for Reporting Plant Quarantine Activities**



**Government of India  
Ministry of Agriculture  
Department of Agriculture & Cooperation  
Directorate of Plant Protection, Quarantine & Storage  
N.H-IV., Faridabad-121001, Haryana (State).**

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## Contents

Endorsement	3
Review & Amendment	4
Control & Distribution of standard	4
<b>Introduction</b>	
Scope	5
References	5
Definitions & Terms	5
Outline of Requirements	6
<b>Guidelines/procedures of Reporting</b>	
<b>1.0. General Requirements</b>	
1.1. Authority to whom to Report	6
1.2. Compilation of Master Report	7
1.3. Period of Reporting	7
1.4. Responsibilities of Reporting Officer	7
<b>2.0. Specific Requirements</b>	
2.1. Areas of Reporting of Plant Quarantine Activities	7
2.2. Methodology of Reporting	8
2.3. Reporting of Non-compliance	8
2.4. Reporting of Pest Interception	9
<b>Appendices</b>	
Appendix-I: Format of Fortnightly/Monthly Report	10
Appendix-II: Format of Master Report	14
Appendix-III: Format of Annual Report	15
Appendix-IV: Format of Report of Non-compliance	16
Appendix-V: Format of Pest Interception Report	17
Appendix-VI: Quarantine Pest Interception Record	18
Appendix-VII: Notification of Non-Compliance with phytosanitary requirement	19

## Endorsement

This standard on ‘**Guidelines for Reporting Plant Quarantine Activities**’ prepared by the **Directorate of Plant Protection, Quarantine & Storage (Dte of PPQ&S), Faridabad-121001** as a national standard for reporting plant quarantine activities performed by the various plant quarantine stations to ensure proper reporting of plant quarantine activities within the country and the activities performed by the Central/State Government functionaries and also proper notification of non-compliance with phytosanitary requirements to the country of export. This standard provides guidance to facilitate proper compilation of information about plant quarantine activities, which would be useful for policy planning for strengthening of plant quarantine activities.

1. This standard duly approved & endorsed for adoption by \_\_\_\_\_  
(P.S. Chandurkar)  
Plant Protection Adviser  
Dte of PPQS., Faridabad.

2. This standard issued and controlled for distribution by \_\_\_\_\_  
(O.R. Reddy)  
Jt. Director (PQ)  
Dte of PPQS., Faridabad.

## Review & Amendment

This national standard may be subject to periodic review and amendment. The next review date for this standard is March 2004 or any other date as may be agreed upon by the Plant Protection Adviser in consultation with Joint Director (PQ) and the standard shall be updated and revised as necessary. The standard holders shall ensure that the current edition of this standard being used.

## Control & Distribution of the standard

The master copy of this standard shall be held with Joint Director (PQ), Dte of Plant Protection Quarantine & Storage, Faridabad and controlled copy shall be distributed to all the Plant Quarantine Stations under reference to PPA. Any enquiries regarding this standard shall be made to the Joint Director (PQ), Dte of PPQS, Faridabad-121001.

<b>Controlled Copy Holder</b>	<b>Copy No.</b>
Plant Protection Adviser, Dte of PPQ&S, N.H.IV., Faridabad-121001	1
PQ Division, Dte of PPQ&S, N.H.IV., Faridabad	2
Dy Director (PP/Ent), In-charge of NPQStation, Rangapuri, New Delhi-110037	3
Dy Director (Ent.), In-charge of RPQStation, Amritsar	4
Dy. Director (Ent./PP), In-charge of RPQStation, Kolkata	5
Dy. Director (Ent/PP), In-charge of RPQStation, Chennai	6
Dy Director (PP/Ent.), In-charge of RPQStation, Mumbai	7
Plant Protection Officer, Incharge of PQStation, Visakhapatnam/Kakinada	8
Plant Protection Officer, In-charge of Plant Quarantine Station, Cochin	9
Plant Protection Officer, In-charge of Plant Quarantine Station. Tuticorin	10.
Plant Protection Officer, In-charge of Plant Quarantine Station, Trivandrum	11
Plant Protection Officer, In-charge of PQStation, Kandla/Bhavnagar	12
Plant Protection Officer, In-charge of Plant Quarantine Station, Bangaon	13
Plant Protection Officer, In-charge of Plant Quarantine Station, Gede	14
Plant Protection Officer, In-charge of PQStation, Panitanki/Kalimpong	15.
Officer-in-charge of Plant Quarantine Station, Hyderabad	16.
Officer-in-charge of CIPMC, Bangalore.	17.
Officer-in-charge, Plant Quarantine Station, Patna/Raxual	18.
Officer-in-charge, Plant Quarantine Station, Tiruchy	19.
Officer-in-charge, Plant Quarantine Station, Varanasi	20.
Officer-in-charge, CIPMC Lucknow/PQS, Rupadiha	21.
Officer-in-charge, Plant Quarantine Station, Sonauli	22
Officer-in-charge, Plant Quarantine Station, Jogbani	23
Officer-in- charge, CIPMC/PQS, Gowahati	24
Officer-in-charge, Plant Quarantine Station, Banbasa	25

## **Introduction**

### **Scope**

This standard provides guidance for proper scientific reporting of plant quarantine activities of various plant quarantine stations and thus compilation of information would become easier and accurate. Further this standard renders guidance for proper communication of non-compliances with phytosanitary requirements to the country of export and proper report of interception of pest.

### **References**

**The International Plant Protection Convention (Revised Text 1997), FAO, Rome.**

**The Destructive Insects & Pests Act, 1914 and Amendments issued there under.**

**The Plants, Fruits & Seeds (Regulation of Import into India) Order, 1989 and Amendments issued there under.**

**ISPM 5: Glossary of phytosanitary terms., 1999, FAO, Rome.**

**ISPM 13: Guidelines for the Notification of Non-Compliance and Emergency Action., 2001, FAO, Rome.**

**PQ1: Operating Systems Manual (1999)., Dte of PPQS., Faridabad.**

**PQ11: Issuance of Import Permit Manual (1999), Dte of PPQS., Faridabad.**

**PQ12: Import Inspection Manual (1999), Dte of PPQS., Faridabad.**

**PQ14: Post-Entry Quarantine Inspection Manual (1999) Dte of PPQS., Faridabad.**

**PQ15: Export Inspection & Phytosanitary certification Manual (1999)., Dte of PPQS., Faridabad**

### **Definitions & Terms**

**‘Commodity Code’-** the code assigned to a particular category of similar commodities for the purpose of reporting.

**‘Consignment’-** A quantity of plants, plant products and/or other articles being moved from one country to another and covered by a single phytosanitary certificate.

- ‘Emergency action’-** A prompt phytosanitary action undertaken in a new or unexpected phytosanitary situation.
- ‘Phytosanitary action’-** Any official action such as inspection, testing, treatment, surveillance, detention, deportation and/or destruction undertaken to implement phytosanitary regulations or procedures.
- ‘Regulated pest’-** A pest regulated by phytosanitary regulations and include both quarantine pest/non-quarantine pest.
- ‘Reporting Officer’-** An officer-in-charge of PQ station or other Central/State Government functionaries assigned with reporting of any kind of phytosanitary activities.

## **Out line of Requirement**

Proper reporting of information about the plant quarantine activities considered to be of vital importance for working out appropriate strategies for strengthening plant quarantine facilities. Such periodical reporting of information concerning various plant quarantine activities is necessary to ensure proper implementation of plant quarantine regulations, guidelines/procedures prescribed under the Destructive Insects and Pests Act, 1914 and to further harmonize plant quarantine functioning. Further report of non-compliance with phytosanitary requirements to the country of export is an obligatory requirement for the importing country under the provisions of the Article VII.2 (f) of the International Plant Protection Convention.

## **Guidelines for Reporting**

### **1.0. General Requirements**

#### **1.1. Authority to whom to report**

The officer-in- charge of concerned plant quarantine station or other Central/State Government functionaries shall report the information concerning all the plant quarantine activities to the Plant Protection Adviser to the Government of India, Dte of PPQS, Faridabad at periodic intervals as specified hereunder. Further the report of non-compliance with phytosanitary requirements shall be communicated to the country of export with the approval of Plant Protection Adviser and also the report of interception of a quarantine pest.

## **1.2. Compilation of Master Report**

The fortnightly/monthly reports received from various PQ stations shall be consolidated into a master report by the Dte of Plant Protection, Quarantine & Storage in the format prescribed under Appendix- II for submission to Department of Agriculture & Cooperation. Separate consolidated report shall be prepared regarding the information received from other Central /State Government functionaries. The information from the annual reports of various PQ stations shall be consolidated into an annual report of PQ Division.

## **1.3. Period of Reporting**

The report of plant quarantine activities shall be submitted by the Officer-in-charge of concerned plant quarantine station at fortnightly/monthly intervals. The first fortnight report shall be 1<sup>st</sup> -15<sup>th</sup> day of each month and the second fortnight report shall be from 16<sup>th</sup> – last day of the month. They should ensure that the fortnightly/monthly reports reach the Dte of PPQ&S with in a maximum period of 3 working days and the annual report with in a maximum period of 7 days at the end of each financial year.

## **1.4. Responsibilities of Reporting Officer**

The Reporting officer shall be responsible for timely submission of the reports to the Dte of PPQ&S and for the accuracy and compleateness of the information provided in the report. Further he shall be responsible for correct nomenclature (common/ scientific name) of the commodity inspected & pest intercepted and the authenticity of identification of intercepted pest.

## **2.0. Specific Requirements**

### **2.1. Areas of Reporting of Plant Quarantine Activities**

The reporting shall cover the following areas of plant quarantine activities viz.,

- a) Issuance of import permits
- b) Import inspection and quarantine clearance
- c) Export inspection & phytosanitary certification
- d) Realisation of inspection fees
- e) Interception of pests
- f) Treatment of commodities
- g) Non-compliance with phytosanitary requirements and action taken
- h) Post-entry quarantine inspection
- i) Any other technical activity pertaining to plant quarantine

## **2.2. Method of Reporting**

The fortnightly/ monthly reports shall be prepared and submitted in the format prescribed in Appendix-IA to ID and the annual report in Appendix-III. For the purpose of reporting the commodities shall be categorized into following categories and under each category the commodities shall be listed by common name with scientific name indicated in bracket:

### **1.0. Plants and Plant material for Propagation**

- 1.1. Live plants (including cuttings/saplings/bud wood etc)
- 1.2. Bulbs/Tubers/Corms etc.
- 1.3. Seeds & Seed sprouts
- 1.4. Tissue cultures

### **2.0. Plants and Plant material for Consumption/Industrial Processing**

- 2.1. Cereals & Cereal Products
- 2.2. Pulses & Pulse Products
- 2.3. Oil seeds & extracts
- 2.4. Fresh fruits & Vegetables
- 2.5. Dry fruits and Nuts
- 2.6. Cut flowers & Ornamental Foliage
- 2.7. Spices & Condiments
- 2.8. Medicinal Herbs
- 2.9. Fibers (Cotton/Jute etc.)
- 2.10. Narcotics (Tobacco/Coffee/Tea/Cocoa etc)
- 2.11. Timber (wooden logs)
- 2.12. Any other plant products

### **3.0. Other Regulated Articles**

- 3.1. Soil/Peat or Sphagnum moss
- 3.2. Live Fungi (including mushroom spawn cultures)
- 3.3. Live Insects (including bio-control agents)

## **2.3. Report of Non-compliance**

The report of non-compliance with phytosanitary requirements shall be submitted by the respective PQ station in the format prescribed in Appendix-IV. The report shall carry the Import Ref. No & date, Commodity/host name (common/scientific name), plant parts imported, quantity, country of origin, foreign port of shipment, port of entry, PSC, if any, nature of non-compliance noted, emergency treatment and phytosanitary action taken. The following may be considered to be non-compliance for the purpose of communication viz.,



- Failure to comply with phytosanitary requirements of the importing country
- Detection of quarantine pest/regulated non-quarantine pest
- Failure to comply with documentation requirements including: absence of phytosanitary certificates, uncertified alterations, corrections or erasures to phytosanitary certificates, serious deficiency of information on phytosanitary certificates, fraudulent phytosanitary certificates or certificates are not issued as per model certificate prescribed under IPPC
- Prohibited consignment
- Contamination by soil/quarantine weed species
- Consignment packed in objectionable package material
- Failure of treatment given at the country of origin as evidenced by the interception of live infestation at the point of entry in the treated commodity.

Further a list of non-compliances with the phytosanitary requirements shall be compiled country-wise by JD (PQ) as per the format prescribed under Appendix-VII based on the reports received from the PQ Stations and shall be forwarded to DAC with the approval of PPA for notifying the national plant protection organization of the respective country.

#### **2.4. Report of Pest Interception**

The report of pest interception shall be communicated in the format prescribed in Appendix-V. The report shall carry information pertaining to Name of Pest (Scientific / Common Name) intercepted, category, life stage(s) intercepted, Host species (Scientific/ Common Name) & plant parts examined, country of origin & quarantine significance, if any. Further the interception record of quarantine pest shall be maintained in the format prescribed in Appendix-VI.

## Fortnightly/Monthly Report

<b>1. Station:</b>										
<b>2. Period of Reporting:</b>										
<b>3. Summary of Report:</b>										
<b>3.1. Issuance of Import Permit</b>										
Category	No of Appl Received	No of Appl. Rejected	No of Permits issued	Qty Permitted		Remarks				
				Wt	Nos					
Consumption										
Propagation										
<b>Total</b>										
<b>3.2. Import Inspection</b>										
Category	Inspected		Treated		Released		Detained			
	No. of Cons.	Qty Wt/Nos	No. of Cons	Qty Wt/Nos	No. of Cons	Qty Wt/Nos	No. of Con	Qty Wt/Nos		
Baggage										
Courier/ Mail										
Cargo (A/S/L)*										
<b>Total</b>										
<b>3.3. Export Inspection</b>										
Category	Inspected		Treated		Certified		Rejected			
	No. of Cons	Qty Wt/Nos	No. of Cons	Qty Wt/Nos	No. of Cons	Qty Wt/Nos	No. of Cons	Qty Wt/Nos		
Consumption										
Propagation										
<b>Total</b>										
<b>3.4. Fees Realized</b>										
Item of Activity	Issuance of Permit	Import Inspection	Export inspection	Total						
Amount (Rs.)										
<b>4.0. Signature/Name &amp; designation of Reporting officer with Date</b>										

## Issuance of Permit Report

Station:

Period: from \_\_\_\_\_ to \_\_\_\_\_

Code	Commodity (Common/Scientific Name)	Import from	IP No. &Date	Quantity Permitted		Fee (Rs.)
				Wt	Nos.	
<b>1.1.</b>	<b>Live Plants</b>					
1.1.1.	Strawberry (Fragaria spp.) rooted cuttings					
<b>Total</b>						
<p><b>Commodity codes: 1.1=Live plants (including cuttings/saplings/bud wood etc); 1.2=Bulbs/Tubers/ Corms etc; 1.3=Seeds &amp; seed sprouts; 1.4=Tissue cultures; 2.1Cereals &amp; Cereal Products; 2.2=Pulses &amp; Pulse Products; 2.3=Oil seeds &amp; extracts; 2.4=Fresh fruits &amp; Vegetables; 2.5=Dry fruits and Nuts; 2.6=Cut flowers/Ornamental foliage; 2.7=Spices &amp; Condiments; 2.8 Medicinal Herbs; 2. 9=Fibers (Cotton/Jute etc.); 2. 10=Narcotics (Tobacco/Coffee/Tea/Cocoa etc); 2.11=Timber (wooden logs); 2.12=Other plant products; 3.1=Soil/Peat or Sphagnum moss etc; 3.2=Live Fungi (including mushroom spawn cultures); 3.3=Live Insects (including bio-control agents);</b></p>						

Import inspection Report

Station: \_\_\_\_\_ Period: from \_\_\_\_\_ to \_\_\_\_\_

Code	Commodity (Common/Scientific Name)	Import From	No of Consign	Quantity Wt/Nos	Value in Rs.	Fees in Rs.
1.1.	Live plants					
1.1.1.	Rose ( <i>Rosa spp</i> ) rooted cuttings					
<b>Total</b>						

Commodity codes: 1.1=Live plants (including cuttings/saplings/bud wood etc); 1.2=Bulbs/Tubers/ Corms & etc; 1.3=Seeds & seed sprouts; 1.4=Tissue cultures; 2.1 Cereals & Cereal Products; 2.2=Pulses & Pulse Products; 2.3=Oil seeds & extracts; 2.4=Fresh fruits & Vegetables; 2.5=Dry fruits and Nuts; 2.6=Cut flowers & Ornamental foliage; 2.7=Spices & Condiments; 2.8 Medicinal Herbs; 2. 9=Fibers (Cotton/Jute etc.); 2. 10=Narcotics (Tobacco/Coffee/Tea/Cocoa etc); 2.11=Timber (wooden logs); 2.12=Other plant products; 3.1=Soil/Peat or Sphagnum moss etc; 3.2=Live Fungi (including mushroom spawn cultures); 3.3=Live Insects (including bio-control agents);

## Export inspection Report

Station:

Period: from \_\_\_\_\_ to \_\_\_\_\_

Code	Commodity (Common/Scientific Name)	Export to	No of Consign	Quantity Wt/Nos	Value (Rs.)	Fees (Rs.)
2.1.	Cereals & cereal products					
2.1.1.	Rice ( <i>Oryza sativa</i> )					
<b>Total</b>						
<p>Commodity codes: 1.1=Live plants (including cuttings/saplings/bud wood etc); 1.2=Bulbs/Tubers/ Corms etc; 1.3=Seeds &amp; seed sprouts; 1.4=Tissue cultures; 2.1 Cereals &amp; Cereal Products; 2.2=Pulses &amp; Pulse Products; 2.3=Oil seeds &amp; extracts; 2.4=Fresh fruits &amp; Vegetables; 2.5=Dry fruits and Nuts; 2.6=Cut flowers &amp; Ornamental foliage; 2.7=Spices &amp; Condiments; 2.8 Medicinal Herbs; 2. 9=Fibers (Cotton/Jute etc.); 2. 10=Narcotics (Tobacco/Coffee/Tea/Cocoa etc); 2.11=Timber (wooden logs); 2.12=Other plant products; 3.1=Soil/Peat or Sphagnum moss etc; 3.2=Live Fungi (including mushroom spawn cultures); 3.3=Live Insects (including bio-control agents;</p>						

**Appendix-II**

**Master Report**

<b>PQ Division, Dte of PPQS, Faridabad</b>				<b>Period of Reporting: from _____ to _____</b>			
<b>Code</b>	<b>Commodity</b>	<b>Issuance of Permit</b>		<b>Import inspection</b>		<b>Export inspection</b>	
		<b>No. of Permits issued</b>	<b>Qty Wt/Nos</b>	<b>No. of consign inspected</b>	<b>Qty Wt/Nos</b>	<b>No of Consign certified</b>	<b>Qty Wt/Nos</b>
1.1.	Live plants ( cuttings/ saplings/bud wood etc)						
1.2.	Bulbs/Tubers/Corms						
1.3.	Seeds & Seed sprouts						
1.4.	Tissue cultures						
	<b>Total</b>						
2.1.	Cereals & Cereal Products						
2.2.	Pulses & Pulse Products						
2.3.	Oil seeds & extracts						
2.4.	Fresh fruits & Vegetables						
2.5.	Dry Fruits & Nuts						
2.6.	Cut flowers & Ornamental foliage						
2.7.	Spices & Condiments						
2.8.	Medicinal herbs						
2.9.	Fibers (Cotton/Jute etc)						
2.10.	Narcotics (Tobacco/Tea /Coffee/Cocoa etc)						
2.11.	Timber (wooden logs)						
2.12.	Other Plant Products						
	<b>Total</b>						
3.1.	Soil/Peat or sphagnum moss etc.						
3.2.	Live fungi (including mushroom spawns)						
3.3.	Live Insects (including bio-control agents)						
<b>Signature/Name &amp; Designation of Reporting Officer with Date.</b>							

## **Annual Report**

**Title Page**

**Table of contents**

- 1. Executive Summary**
- 2. Introduction**
- 3. Administrative Aspects**

**Staff Position**

**Budget**

**Fees Realized**

- 4. Technical Aspects**

**Issuance of Import Permits**

**Import Inspection**

**Interception of Pests**

**Report of Non-Compliances**

**Post-entry quarantine inspection**

**Export Inspection & Phytosanitary Certification**

**Quarantine Pest Surveillance**

- 5. Miscellaneous Activities**

**VIP Visits**

**Tours/Workshops/Seminars**

**Trainings**

**Transfers/Promotion/Retirement of staff**

**Publications**

### **Appendices**

- Appendix-I: Details of issuance of Import Permit
- Appendix-II: Details of import inspection
- Appendix-III: Details of Post-entry Quarantine Inspection
- Appendix-IV: Details of Export inspection
- Appendix-V: Details of interception of pests
- Appendix-VI: Details of non-compliance

### Report of Non-Compliance with Phytosanitary Requirements.

<b>1. Import Ref. No &amp; Date</b>	
<b>2. Commodity/Host Plant Species (Common/Scientific name)</b>	
<b>3. Plant parts imported</b>	
<b>4. Quantity (Wt/Nos)</b>	
<b>5. Distinguished Marks, if any</b>	
<b>5. Country of origin</b>	<b>6. Foreign port of shipment</b>
<b>7. Name of Consignee (Exporter)</b>	<b>8. Name of Consignor (Importer)</b>
<b>9. PSC No. /Date/ Place of Issue</b>	
<b>10. Arrived by</b>	<b>11. Date of Arrival</b>
<b>12. Port of Entry</b>	<b>13. Date of Inspection</b>
<b>14. Nature of Non-Compliance</b>	
<b>15. Phytosanitary Action taken</b>	
<b>16. Signature/Name &amp; Designation of Reporting Officer with date.</b>	





### Quarantine Pest Interception Record

<b>Station:</b>	<b>QPIR No &amp; Date:</b>
<b>1. Quarantine Pest Intercepted (Scientific/Common Name)</b>	
<b>2. Category of QP</b>	
<b>3. Taxonomic Position</b>	
<b>4. Life Stages Intercepted</b>	
<b>5. Description of the QP (include micro-photographs, photos, digital images etc)</b>	
<b>6. Host/Commodity/Variety (Scientific/Common Name)</b>	
<b>7. Plant parts examined</b>	
<b>8. Origin</b>	
<b>9. Import Reference No &amp; Date</b>	
<b>10. Port of Entry</b>	
<b>11. Method of Detection</b>	
<b>12. Intercepted by</b>	
<b>13. Confirmed by</b>	
<b>14. Signature/Name &amp; Designation of Officer-in-Charge of Station</b>	

**Notification of Non-Compliance with Phytosanitary Requirement.**

<b>To:</b>					<b>Notification No:</b>					
					<b>Date of Issue:</b>					
<b>S. No.</b>	<b>Commodity (Scientific/ Common Name)</b>	<b>Plant product</b>	<b>Qty</b>	<b>Exporter</b>	<b>Port of Shipment</b>	<b>PSC No./ Date</b>	<b>Issuing Authority</b>	<b>Port of Entry</b>	<b>Nature of Non-compliance</b>	<b>Action taken</b>
<b>Signature/Name &amp; Designation of Notifying Authority with Date</b>										