

PLANT QUARANTINE MANUAL



Bhutan Agriculture and Food Regulatory Authority
Ministry of Agriculture and Forests
2021

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FOREWORD

Biosecurity pertaining to plant, animal and food products is an emerging global concern with the increase in international trade of agriculture commodities and goods pose a major threat to human livelihoods and the environment. A core element with such concerns is from introduction of pests and diseases including invasive alien species (IAS). Bhutan is fortunate to be relatively free from many quarantine pests and diseases, and however, we cannot remain complacent. The inherent risks also pose a major threat to the horticulture industries and rich biodiversity of Bhutan.

Since, BAFRA is entrusted with the mandate to protect plant health and on rich biodiversity by preventing the entry of pest and diseases, it is therefore crucial to have an effective import verification process and phytosanitary measures in place. The aims of developing this plant quarantine manual are to streamline inspection and verification of import and quarantining of plant and plant products to have effective management of plant biosecurity risk. This manual will serve as practical guide for plant officials ensuring credible inspection and certification activities. This manual can be concomitantly applied for import and export of plant and plant products and other allied regulated products. It can also be catalytic also to provide guidance for proper record keeping and enabling effective implementation of relevant legislations in place. I therefore, hope that with such tools in hand which has both theoretical and pragmatic perspectives, it will also enhance the competence and professionalism of our colleagues.

I would like to express my gratitude to all the individuals from BAFRA offices for their invaluable contributions and feedback during the consultation process. I re-iterate and appreciate the leadership of the "Coordinator" and "Co-coordinators" for their astuteness and perseverance in developing this manual.

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DEFINITION

Consignment	Any quantity of plants, plant products and/or other articles being moved from one country to another and covered, when required by a single phytosanitary certificate (a consignment may be composed of one or more commodities or lots)
Detention	Keeping a consignment in official custody or confinement, as a phytosanitary measure
Inspection	Officials visual examination of plant, plant products or other regulated articles to determine if pests are present or to determine compliance with phytosanitary regulations
Nursery operator	Any individual/private entities engaged in commercial production and sale of seeds
Pest	Any species, strain or biotype of plant, animal or pathogenic agent injurious to plant and plant products
Phytosanitary legislation	Basic laws granting legal authority to a national plant protection organization from which phytosanitary regulations may be drafted
Phytosanitary treatment	
Plant Official	Authorized BAFRA officials (Regulatory and Quarantine Inspector and Regulatory and Quarantine Officer)
Point of Entry	Airport, seaport, land border point, or any other location officially designated for the importation of consignments, or the entrance of persons
Quarantine	Official confinement of regulated articles for observation and research or for further inspection, testing and/or treatment

Seed	Any planting materials used for sowing or planting, and includes seeds of food, feed, oilseeds, forages, vegetables crops, tubers, bulbs, rhizomes, roots, cuttings, ornamental and forestry plants, and all type of grafts and other vegetative propagated material for food, fiber and timber.
Test	Official examination, other than visual to determine if pests are present or to identify pest

ACRONYM

ARDC	Agriculture Research and Development Center
BAFRA	Bhutan Agriculture and Food Regulatory Authority
DoA	Department of Agriculture
EC	Export Certification
IP	Import Permit
MoAF	Ministry of Agriculture and Forests
NC	Non-compliance
NPPC	National Plant Protection Centre
NSB	National Seed Board
NWFP	Non-wood Forest Products
OIC	Officer Incharge
PEQ	Post Entry Quarantine
PSC	Phytosanitary Certificate
QP	Quarantine pest
RNR	Renewal Natural Resources

TABLE OF CONTENTS

Foreword	iii
Definition	v
Acronym	vii
Background	ix
Objectives:	ix
Section I General Import Quarantine Procedure and organizational management	1
i) Application process for import of plant and plant products	1
ii) Operational support and arrangement	1
Section II Inspection and diagnostic facilities	2
i) Inspection facilities	2
ii) Diagnostic facilities	3
iii) Post Entry Quarantine facilities and operation	3
iv) Phytosanitary treatment facilities	4
Section III Inspection and phytosanitary measures	5
i) Import Inspection of plant and plant products	5
ii) Post Entry Quarantine (PEQ) requirements	7
iii) Phytosanitary treatment measures	7
iv) Release of consignment	8
v) Inspection for research and trial purpose	8
vi) Pest surveillance for large-area plantations	8
Section IV: Inspection and certification of seed and seedlings	9
i) Inspection for seed certification	9
ii) Inspection for in-country movement permit	9
Section V: General export and re-export procedure	11
i) Application and issuance of certificates	11
ii) Re-export procedure	11
Section VI Non-compliance, emergency action and reporting	12
a. Type of Non-compliance	12
b. Required information for Non-compliance	13
Section VII Documentation	14
Section VIII: Miscellaneous	15
Annexure	16
Annexure 1: Pest specimen diagnostic records	16
Annexure 2: Tools and equipments	17
Annexure 3: Post Entry Quarantine facilities	24
Annexure 4 Standard Operating Procedure for categorization of plants and plant products for export certifications through courier services	25

BACKGROUND

With the increase in the international trade and traffic of goods and movement of human worldwide, the risk of introduction and spread of plant pests and diseases has also increased manifolds. The emerging risk from potential pests and diseases necessitates having a plant quarantine protocol in place to prevent entry, establishment and spread. In the absence of standard quarantine procedures, systematic and effective implementation of phytosanitary measures in the entry points remained challenge for quarantine officials thereby biosecurity of the country is at stake.

This manual will guide BAFRA Plant Officials during general inspection for clearing plants and plant products for both import and exports of agricultural RNR products.

OBJECTIVES

To streamline import/export inspections and application of phytosanitary measures uniformly at all entry points and across the country to prevent entry, establishment and spread of pests and diseases including Invasive alien species (IAS).

- To apply and guide implementation of effective plant quarantine measures in harmony with international standards and facilitate both imports and exports

SECTION I GENERAL IMPORT QUARANTINE PROCEDURE AND ORGANIZATIONAL MANAGEMENT

The concerned Officer Incharge (OIC)/Base Incharge shall arrange adequate resources and facilities for effective operation of import inspections and quarantine measures.

i) Application process for import of plant and plant products

- The OIC shall forward the import applications after verification to Head quarter (HQ) for approval.
- BAFRA HQ shall issue the import permit after technical assessment and approval.
- Import applications which warrant Pest Risk Analysis (PRA) shall wait for the assessment to complete and approval or rejection shall be communicated.

ii) Operational support and arrangement

- The Officer Incharge (OIC)/Branch Incharge shall assign a Plant Official to coordinate the plant related inspection and quarantine activities.
- The OIC shall mobilize adequate resources (facilities, tools and equipment, diagnostic equipments, human resources & expertise) to support implementation of the quarantine activities.

SECTION II INSPECTION AND DIAGNOSTIC FACILITIES

The following adequate facilities shall be maintained for inspection, identification, detection and specimen preparations;

i) Inspection facilities

a) Appropriate facilities for inspection

- Detention room (adequate light and ventilation)
- Table with magnifying glass
- Screen house (well protected)
- Greenhouse
- Glasshouse

b) Inspection guide for quarantine pest

- Pictorial handbook
- Brochures
- Leaflets

c) Diagnostic protocols

- Specific pest diagnostic protocols

d) Forms and formats

- Application forms
- Inspection formats
- Record books

e) Manual and guidelines

- Inspection guidelines
- Pest surveillance
- Treatment procedures (fumigation, fungicidal dip, disinfestations, disinfection)

f) Insect and disease taxonomic keys

- Factsheets
- Database (National and International)

ii) Diagnostic facilities

- Diagnostic room with adequate structures
- Facilities for dress change and disinfection (foot dip)
- Sample storage and preservation with controlled facilities
- Maintain minimal biosecurity measures at the quarantine facilities (isolation, signboard, buffer etc)
- Basic identification laboratory facilities at entry points (e.g. Stereomicroscope, apparatus, reagent etc)

iii) Post Entry Quarantine facilities and operation

A proper post-entry quarantine (PEQ) facilities is required for holding imported plant consignments for determination of quarantine pest to facilitate observation, further inspection, testing or treatment and research.

The PEQ station must consist of screen house, green house, glass house, laboratory and field sites and appropriately located. PEQ operational requirements consist of policies and procedures pertaining to staff, technical and operational procedures and record keepings.

PEQ station must have detection, treatment, removal or disposal capability and facilities. If the existing measures cannot be met in the PEQ station, the following arrangement must be applied;

Plant Pest/disease diagnosis and analysis

Plant/Pest samples shall be referred to National Plant Protection Center (NPPC)/International laboratories and other relevant agencies for in-depth testing, analysis and confirmation.

Seed health test and analysis

Seed samples shall be referred to Agriculture Research and Development Center (ARDC) at Bajo for health and quality test. For post entry growth test, BAFRA shall collaborate with relevant ARDC and academic institutes for assessment and confirmation.

To fulfill seed health requirements for exports, samples shall be subcontracted to international accredited laboratories.

iv) Phytosanitary treatment facilities

For both import/export treatment measures, following adequate infrastructures and facilities at the designated quarantine station shall be established.

- a) Fumigation treatment facilities
- b) Chemical treatment facility
- c) Decontamination facilities
- d) Soil treatment facilities
- e) Seed treatment facility
- f) Destruction facilities
- g) Biological pit
- h) Any other treatment facilities

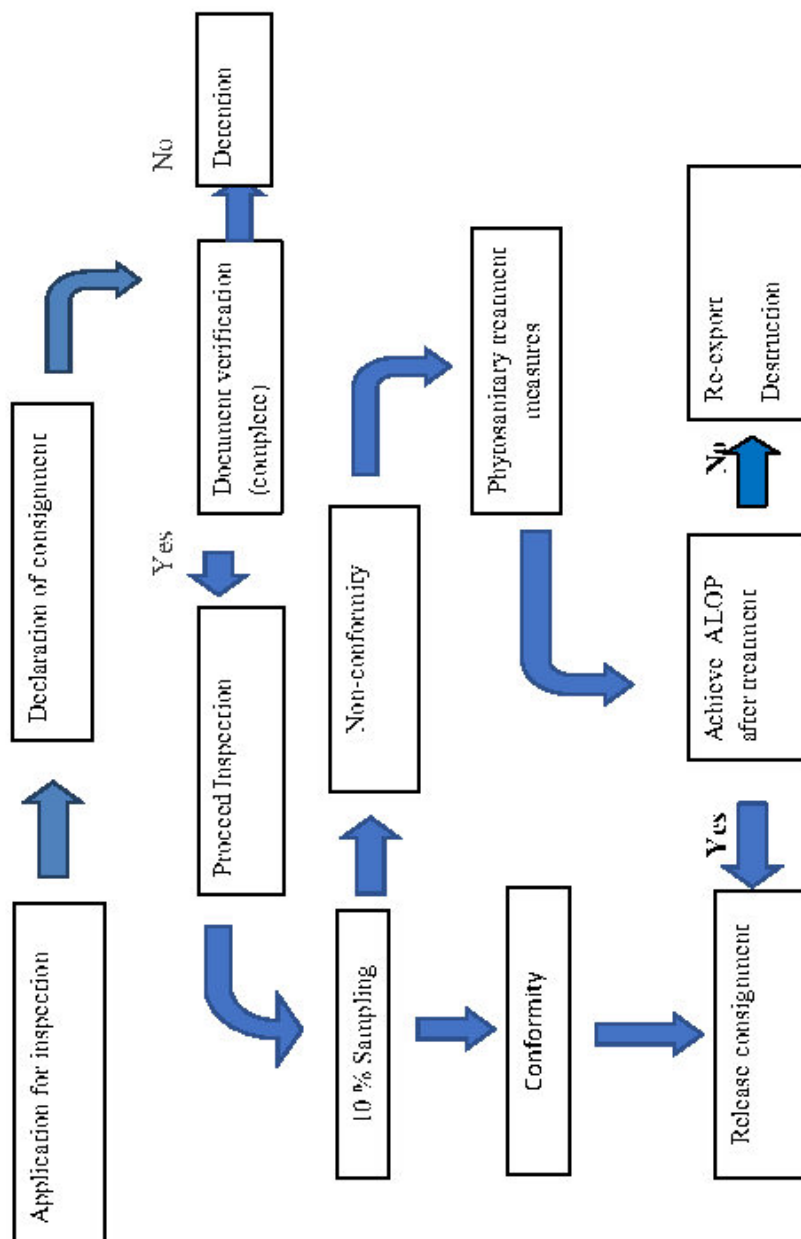
SECTION III INSPECTION AND PHYTOSANITARY MEASURES

i) Import Inspection of plant and plant products

The import inspections are designed to verify the conformity of imported consignments with the phytosanitary requirements to prevent the entry and spread of regulated pests.

- a) Importer shall declare the plant and plant products at the point of entry and the plant officials shall verify the required documents accompanying the consignment as per the checklist.
- b) After verification of the documents, the plant officials shall proceed for inspection of integrity, quality check and for any sign of pest and diseases
- c) Random sampling of minimum 10% inspection shall be conducted and adhere with the seed sampling manual 2021.
- d) The consignments which do not meet the import requirements shall be allowed to return to the place of origin or detained or destroyed.
- e) After meeting the import conditions, the consignments shall be released.
- f) If the pest or disease detected is not of quarantine importance, it may be treated and permitted for entry.
- g) The consignment with quarantine risk shall be destroyed.

Flowchart for Import Inspection Procedure



ii) Post Entry Quarantine (PEQ) requirements

- Interception of any unknown pest of potential economic importance in the consignment
- The consignment shall be moved carefully to quarantine facilities for removal quarantine risk
- Maintain detailed records of the consignment under quarantine
- Maintain general condition record of the plant; the cause of death of any plants at PEQ
- Sorting and reconfiguring of consignments shall be done to remove quarantine risk at the PEQ facilities
- For interception of any unidentifiable pest and signs of diseases in plant and plant products, collect and prepare specimens and refer for expert's identification and management measures.
- If further confirmation is required the consignment shall be isolated and moved to well protected plastic house/green house for growth test and study
- During the quarantine period, the consignment shall be initiated treatment. Maintain records of the treatment.
- For seed health and quality check, samples will be collected and referred to identified laboratory for testing.
- Following confirmation of the pest/disease and the test results from laboratory, the consignment shall be released.

iii) Phytosanitary treatment measures

- For quarantine pest and diseases shall be treated as per the Biosecurity Contingency Plan and diagnostic protocols.
- Fumigation treatment for specific quarantine pest shall be in accordance with Bhutan Phytosanitary Treatment Manual 2020.

iv) Release of consignment

- The consignment shall be immediately released to the importers by the Quarantine officials on duty after completion of inspection.
- The Quarantine officials on duty shall submit clearance to OIC after completion of the phytosanitary treatment process in quarantine for immediate release.
- The OIC shall intimate the importers for release of consignment with information to concern OIC BAFRA office at the destination for follow up action.

v) Inspection for research and trial purpose

- BAFRA shall monitor the pest status of plants imported for research and trials
- Annually/seasonally, research institute shall submit pest status report to BAFRA
- Monitoring and evaluation shall be done by BAFRA to monitor pest status
- Seeds imported for research purpose must adhere with the VRC protocols

vi) Pest surveillance for large-area plantations

- BAFRA shall monitor the pest status of plants imported for plantations
- Annually/seasonally, clients shall submit pest status report to BAFRA
- BAFRA shall monitor pest of plant and plant products occurring through online business (e-Commerce)
- Any plant and products coming in through courier services shall be declared to BAFRA by the courier companies in Bhutan.

SECTION IV: INSPECTION AND CERTIFICATION OF SEED AND SEEDLINGS

BAFRA shall carry out nursery farm inspection and certification of seed and seedlings for domestic sale. The inspection procedures are as follow:

i) Inspection for seed certification

1. Registered nursery operators shall submit an application to the concerned BAFRA office requesting a seed certificate for sale of seeds.
2. Inspect and check biosecurity aspects of the registered nurseries.
3. Inspection of seed and seedlings shall be conducted as per the minimum standards prescribed.
4. Use checklist for the inspection of seed and seedlings.
5. In case of any pests and diseases incidence, Nursery Operator (NO) shall inform the concern BAFRA office.
6. BAFRA officials shall collect pests and diseases specimens for further examination.
7. Records of pest and disease outbreak will be maintained by the nursery operators.
8. Record on pest management measures and treatment shall be maintained by operators.
9. BAFRA shall ensure that seeds and seedling are destroyed and disposed properly in case of infestations.
10. Records on sale, import details, changes of cropping practices shall be maintained.
11. The certified seeds for sale/trade shall be always accompanied by a copy of valid seed certificate issued by BAFRA.
12. BAFRA will conduct market pest surveillance to monitor quality standards and free of pests and diseases.

ii) Inspection for in-country movement permit

1. Any individual intending to move plants from a quarantined area shall apply for in country movement permit.
2. In-country movement permit shall be issued in case of international trans-boundary movement of plant and products after inspections.
3. In-country movement permits shall be issued after inspection of consignment and verification of relevant documents.
4. If required, the consignment shall be treated at the cost of clients before shipment.

SECTION V: GENERAL EXPORT AND RE-EXPORT PROCEDURE

i) Application and issuance of certificates

- Application shall be submitted to BAFRA office for export of plant and plant products.
- After verifying the application, the consignment intended for exports shall be inspected.
- The inspection shall be carried out based on the checklist.
- To obtain traceability and integrity, the consignment lot shall be marked and labeled.
- Issuance of phytosanitary certificate for export after inspection and based on the requirements of the importing country.

ii) Re-export procedure

- Application shall be submitted to nearest BAFRA office for re-export of plant and plant products.
- Applicants shall provide full details of multiplication site, and contact growers.
- The plant official of concern BAFRA office shall carry out inspection and monitoring.
- A copy of Letter of undertaking shall be obtained for re-export issued by Department of Agriculture.
- Issue Phytosanitary certificate for re-export after inspection.

SECTION VI NON-COMPLIANCE, EMERGENCY ACTION AND REPORTING

Any incidence of non-compliance must be reported to NPPO of exporting country. The importing contracting party is required to notify the exporting country the significant non-compliances at the earliest possible and emergency actions applied to imported consignments. The exporting country may investigate and make necessary corrections.

The plant official will report NC to the OIC for further submission to Head office. The IPPC focal point will communicate to the NPPO exporting country.

a. Type of Non-compliance

Sl. No.	Non-compliance	Actions	Remarks
1	Failure to comply with import requirements	Detention	Seek information
2	Serious deficiencies of information in PSC	Detention	Seek information
3	Fraudulent PSC	Detention	Seek information
4	Prohibited consignment	Detention/Destroyed	
5	Missing information in the PSC	Detention	Seek information from NPPO of exporting country
6	Consignment without PSC	Detention	Verification
7	Detection of Quarantine pest	Treatment/destroy	Notify
8	Regulated Non-quarantine pest	Treatment/destroy	Notify
9	Not meeting the farm standards (sanitation, hygiene)	Correction	Notification
10	Export inspection	Sorting, re-grade, repack, phytosanitary measures etc.	Notify traders

b. Required information for Non-compliance

Notification should contain the following information:

- Reference number
- Date of notification
- Identity of the NPPO of importing country
- Identity of the NPPO of exporting country
- Identity of the consignment
- Identity of consignee and consignor
- Date of first action on the consignment
- Specific information on the type of non-compliance
- Phytosanitary actions taken
- Authentication mark

SECTION VII DOCUMENTATION

- Adequate records shall be maintained including site plan
- Data capturing sheet (What, when, how)
- Records of equipments
- Records of training and skills of staff
- Records of visitors
- Plant health recording sheet (pest observation, symptom, mortality etc),
- treatment record sheet
- Import inspection record
- Export/Re-export inspection record
- Destruction report
- Evidence, photos

SECTION VIII: MISCELLANEOUS

This guideline shall be reviewed periodically to address issues and adopt measures related to an emerging risk and management options. The Post Entry Quarantine (PEQ) station shall be audited on regular basis to ensure that the quarantine station meets the physical and operational requirements. This will support building and strengthening comprehensive infrastructure and facilities of PEQ stations adequately manage plant quarantine measures.

ANNEXURE

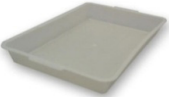
Annexure 1: Pest specimen diagnostic records

Diagnostic pest observation records

Sl.No.	Date	Host/crops	Habitat/Site	Pest	Observation	Symptoms	Actions

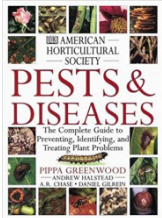
Lead observer: _____

Annexure 2: Tools and equipments

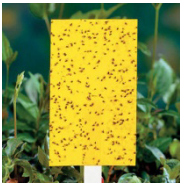
Sl. No.	Tools & equipments	Purpose	Pictures
1	Sampling Trier	For seed sample analysis and test	
2	Sampling bags/Ziplock	Sample collection	
3	Sampling tag	Labeling	
4	Petri dish	Facilitate analysis and test, pest preservation	
5	Seed moisture meter	Moisture content	
6	Sampling tray	Sample preparation	
	Digital weighing balance	Weight	

	Wrap up tape	Sealing	
	Wax	Seal and heal	
	Wood moisture meter	Wood treatment(fumigation)	
	Hand lens/ Magnifying glass	Identification & detection	
	Budding/ Grafting knife	Grafting/budding	
	Ethanol alcohol/Clove oil/acetate	Insects killing and preservation, sterilization of equipments	
	Secateur	Pruning	
	Insect counter	For estimating insects population in a colony Pest survey	
	Fine paint brush	For cleaning and insects sample collection	

	Sweep net	Insect trapping Pest survey	
	Vials	Collect insect sample/ Preservation	
	Eppendorf tube	For collection plant sap samples Preservation	
	Insect box	Preservation/mounting insect/ storage	
	Insect pins	Pinning of insects	
	PPE For Treatments Gloves Head Gear Lab coat Sanitizer Gum boot Slipper	Prevent contamination and personal protection	

	Cool Box	Sample storage and transportation	
	Flash Light	Used for low intensity light	
	Hand book for pest and diseases identification with color photo	Pest and diseases identification	
	Pill box (adult insect)	For carrying the insect / store	
	Stereo-microscope	study plant specimens or to carry out close work such as dissection,	
	Refrigerator	For storing sample	
	Killing jars	Kill insects	
	Insect pinning forceps	Specimen preparation	
	Insect display box	For keeping the collected insect	
	Cotton roll	For cleaning and preparing the insect sample	

	Trolley	Transportation of consignment	
	Refrigerator	Sample storage	
	ladder	Arrangement	
	Goggles	Protection	
	Specimen dryer	Specimen preparation	
	beakers		
	funnels	Nematode extractions	
	Pipette	For reagent and formulation	
	Plant press	Specimen/herbarium	
	Rearing box	Insect rearing	
	Naphthalene	Preservation of specimen	
	Mounting/ spread board		

	Knapsack sprayer		
	Water pressure pump		
	Sieve	Sample preparation	
	Survey trap (yellow sticky trap, pheromone, light trap etc)	Pest Surveillance	
	Autoclave	Soil sterilization	
	Pinning hammer/block	Pining & labelling	
	Thermometer	Research purpose Maintain temperature in greenhouse	
	Watering can	Quarantine	
	Spade	Field/nursery preparation	
	Hoe	Weeding	
	Heater	Quarantine facilities	
	Sprinkler	Quarantine facilities	
	Drip irrigation	Quarantine facilities	
	Hygrometer	Humidity measurement	
	Plastic wash bottle	Specimen preparation	

	Water dispenser	Cleaning	
	Seedling tray	Anchor and transportation of materials	
	Polybags	Raising seedlings	
	Water pipes	Irrigation	
	Garden fork	Quarantine facilities	
	Caliper	Measurement	
	Ruler	Measurement	
	Weather data logger	Study	

(Courtesy: Picture from Internet source)

Annexure 3: Post Entry Quarantine facilities

Sl.	Facility	Purpose	Picture
1	Green House	For strict temperature and humidity controls	
2	Screen House	Ensure optimal growing conditions Survival of the Plants	
3	Glass House	Prevent the spread of pest and entry of pest	
4	Laboratory	Satellite lab	
5	Field Site	For growth test	
6	Incinerator/ Autoclave	Sterilization	

(Courtesy: Picture from Internet source)

Annexure 4 Standard Operating Procedure for categorization of plants and plant products for export certifications through courier services

1. BACKGROUND

Bhutan Agriculture and Food Regulatory (BAFRA) currently, face implementing challenges during inspection and certification of plant commodities intended for exports through courier services. Plant officials have difficulties in categorizing commodities for issuance of certificates intended for exports. This procedure will be a guiding document for issuance of clearances and certificates.

2. Objective

- Categorize commodities according to their pest risk and facilitate export of plants origin including non-wood forest products (NWFPs).
- Guide inspection and certification process for export of agriculture products consistently across all BAFRA field offices.

3. Categorization of commodities

3.1. Processed

Sl. No	Commodity	Use	Action
	Cordyceps capsule, powder,	Commercial	Export certificate
	Non Wood Forest Products (e.g. lemon grass oil, oil extract of plants, pepper etc)	Personal and Commercial	• Material Transfer Agreement • Technical clearance (Internal Timber Movement) • Issue “To whom it may concern”

	Polished rice (Red, local rice), grains	Personal Commercial	• Fit for consumption certificate • Issue of PSC (if required by importing country)
	Painted wood and canes, fibers	Decorations	• Clearance/export permit • To whom it may concern • Phytosanitary certificate
	Dehydrated fruit, dry fruits, chopped fruits and vegetables	For consumption	• Fit for consumption certificate
	Herbs	Medicinal use	• Clearance/export permit • To whom it may concern
	Frozen fruits and vegetables	For consumption	• Fit for consumption certificate
	Flour (Wheat, Millet) Chilli powder	Consumption	• Fit for consumption certificate • PSC if required
	Dried vegetables (pumpkin, mushroom, shitake, chayote etc)	Consumption	• Fit for consumption certificate
	Fresh/dried Matsutake	Personal/ commercial	• PSC
	Tea leaves	Consumption	• Fit for consumption certificate
	Local sea weed	Consumption	• Fit for consumption certificate
	Chirayita	Medicinal	• MTA/ PSC
	Wild pepper	Consumption	• Fit for consumption certificate

	Pulses(Lentils, dry peas, beans, chickpeas)	Consumption	• Fit for consumption certificate • PSC if required
	Bamboo crafts	Consumption	• To whom it may concern • PSC

3.3. Non processed

Sl. No	Commodity	Use	Actions
1	NWFPS	Personal and commercial use	• Seek clearance from NMC, DoFPS, NBC • Fit for consumption/ PSC
2	Fresh fruits (apple, mandarin, Cardamom etc)	Personal/ commercials	• Phytosanitary certificate
3	Fresh vegetables (Potato, tomato, eggplant)	Personal/ commercials	• Phytosanitary certificate
4	Samples (Plants and plant products/ insects/water etc)	Research purposes	• MTA • Plants and Plant Products (PSC) • Concern letter issued (Specimen)
5	Cut flower, propagating materials, seeds	Plant materials	• MTA • Phytosanitary certificate
6	Cordyceps	Commercial	• Export certificate

4. Human resource and logistics arrangement

The Officer Incharge shall deploy officials for facilitating certification for exports and arrange adequate facilities and resources.

4.1. Phytosanitary Certificate (PSC)

Designated plant official (technically qualified) is only authorized to issue PSC. This is as per the international standards and maintains credibility of the inspections and technicalities knowledge involved.

4.2. Export of Certificate (EC)

Any BAFRA official deployed shall issue Export Certificate as it involved quantity and document verifications. This certificate is mainly to facilitate trade.

4.3. Fit for Consumption Certificate (FCC)

Any BAFRA officials is authorized to issue fit for consumption certificate as the certification is based on GHP/GMP practices.

4.4. Issuance of “ To Whom It May Concern”

Any BAFRA officials is authorized to issue “To whom it may concern” certificate to facilitate trade.