



PRODUCTION QUESTIONNAIRE FOR MICROALGAE

This questionnaire is required to be completed for microalgae used in:

1. Animal feed (stockfeed, stockfeed supplements, pet & fish food, aquaculture feed), and
2. Bioremediation agents or goods for use in the environment

- This questionnaire is to be completed, as indicated, by the:
 - Australian importer of the product **(Section A)**.
 - Manufacturer of the microalgae **(Section B)**; and
 - Manufacturer of the product intended for export to Australia **(Section C)**.
- Please submit with this questionnaire the application for a permit to import animal feed or bioremediation agents into Australia.
- The information collected will be used to determine import conditions for these products.
- Please note that if the information provided in response to this questionnaire is incomplete, this may delay the processing of your application.
- Please use additional paper, if insufficient space.

SECTION A (to be completed by Australian importer):

1. Import Permit Application reference number (if known): IP _____
2. Previous Import Permit reference number (if applicable): IP _____
3. Approved Arrangement (AA) details. For goods that may be required to be held under an Approved Arrangement. please provide details below if you have access to an AA:

AA site name:
AA site number:
Address:
Contact details:

4. Name of product as listed in the Import Permit Application:

5. End use of the product: (e.g. aquaculture hatchery use).

6. The microalgae species intended to be used in the product listed above:



IMPORTER'S DECLARATION

I declare that the information above is true and accurate to the best of my knowledge.

Signature: _____ Date: ____/____/____

Printed name: _____ Position: _____

Company name: _____

Address: _____

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of protected information including personal and sensitive information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing your application to transfer quarantine material and related purposes. If the relevant personal information requested in this form is not provided by you, the department may be unable to process your application. Information collected by the Department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to other Commonwealth or State Agencies. It will usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our [Privacy Policy](http://www.agriculture.gov.au/about/privacy) web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint.



SECTION B (to be completed by manufacturer of the microalgae):

1. Where is/are the microalgae manufactured? (Please provide name and address of the facility)

Name			
Address			
	City:	Country:	
	Phone:	Fax:	

2. Does the manufacturing facility have a certificate of Good Manufacturing Procedure (GMP) compliance and/or certificates of other Quality Assurance programs (e.g. ISO, HACCP)? (If yes, please attach photocopies of these certificates)

3. Is the facility inspected and approved by the relevant national or regional veterinary service or department of animal health or department of agriculture? (If yes, please attach photocopies of approval)

4. Taxonomically valid scientific name (genus and species, strain if known) and common name of microalgae cultivar:

5. Production of the Masterseed/Cultivar –

a. What is the source of the microalgae isolate (culture collection or origin of isolate)?

b. Provide the name of the culture collection, or describe the method of isolation and culture, and where the seed for new batches is obtained.

c. Provide details of all the ingredients used in the culture media used (Please list all raw ingredients below or attach a list – please include percentages of each ingredient adding up to 100%)



Ingredient	Composition in product (%)	Animal, plant, microbial, synthetic or chemical origin	Country and species of origin (animal derived material)

6. Cultivation/Growth System -

a. Provide a full list of ingredients of all fertilisers, culture media and nutrients used during each stage of cultivation/growth (include % of each ingredient adding up to 100%).

Ingredient	Animal, plant, microbial, synthetic or chemical origin	Country of origin (animal derived material)	Species of origin (animal derived material)

b. Attach a copy of the product label or tag of the fertilisers, culture media and/or nutrients.

c. Provide a detailed description of the cultivation/growth system, including if the system is:

- open or closed (culture system).
- outdoor or indoor ponds, raceways.
- enclosed vats or tanks.



d. Provide a detailed description of the harvest and processing. Attach photographs and flowchart indicating the inputs, outputs and controls applied from the commencement of cultivation through to harvesting, processing and packaging, including:

- i.** length of time that the microalgae batches are cultivated/grown.
- ii.** temperature.
- iii.** pH and salinity of the growth environment.

e. Provide a detailed description of the water source used in cultivation/production, including origin of the water source, microbial analysis and treatments applied (i.e. filtering, sterilisation, testing process).

7. Is a system in place to protect the microalgae, during and post-production, from contamination with extraneous materials, including soil, faeces, feathers, insects, viable seeds or bark? (please describe the system below, attach photographs where possible).

8. What other products/microalgae does the facility produce/cultivate? Please list below or attach a separate sheet)

1.		2.	
3.		4.	
5.		6.	

a. Do any of these products contain or are grown or manufactured using organic fertilisers, manure or animal material?



Yes

No

If yes, please provide details.

9. Processing -

a. Provide full processing details including treatments and/or inactivation method applied to the microalgae (e.g. flow chart, times and core temperatures, autoclave, moist or dry heat etc.).

b. Describe how and under what conditions the microalgae are held between harvesting and processing?

c. Is the microalgae product tested for purity (including culture purity, microbiological, viral or other contamination)?

Yes

No

If yes, please provide detail the testing regime.

d. Are test results available for recent batches of microalgae?

Yes

No

If yes, please attach.



10. Is a system in place to protect the product, during and post-production, from contamination with extraneous materials, including pests (birds/rodents), soil, faeces, feathers, insects, viable seeds or bark?

Yes

No

If yes, please describe the system below:

If no, please describe how the product is protected from contamination including, access by live animals (Attach photographs where possible)

11. Transport/containment/packaging -

a. In what way is the product packaged?

i	Packaged in new packaging?	☐ Yes	☐ No
ii	Packaged in bags, drums or other retail/ bulk packaging?	☐ Yes (please specify packaging type and individual quantity size)Kg or Litres	☐ No
iii	Bulk (not in individually packaged units) packed into shipping containers at the production facility?	☐ Yes	☐ No
iv	Bulk (not in individually packaged units) packed into shipping containers elsewhere (not at the production facility)	☐ Yes	☐ No
v	Bulk (not in individually packaged units) packed directly into the ship's hold	☐ Yes	☐ No
vi	Other (please specify):		

b. Is the product ever stored at any location other than at the manufacturing facility and the wharf at the point of export?

Yes

No

If yes, please provide details below:



12. Please attach a sample copy of the product label or tag.

MANUFACTURER'S DECLARATION

I declare that the information above is true and accurate to the best of my knowledge.

Signature: _____

Date: ____/____/____

Printed name: _____

Position: _____

Company name: _____

Address: _____



SECTION C (to be completed by manufacturer of the final product exported to Australia containing microalgae):

1. Manufacture of the final product containing microalgae -

a. Manufacturer details

Name			
Address			
	City:	Country:	
	Email:		

b. Exporter's Details

Name			
Address			
	City:	Country:	
	Email:		

2. Does the manufacturing facility have a certificate of Good Manufacturing Procedure (GMP) compliance and/or certificates of other Quality Assurance programs (e.g. ISO, HACCP)?

Yes

No

(If yes, please attach photocopies)

3. Production details including processing/packaging/transport and storage -

a. Name of product(s) to be imported

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

b. What animal species is the final product manufactured for?



c. List all ingredients in each product - a separate table is required for each product (Please list all raw ingredients below or attach a list

Product	Ingredient	Composition in product (%)	Animal, plant, microbial, synthetic or chemical origin	Country and species of origin (animal derived material)

d. Describe the manufacturing process for this/these product(s) (Please also attach a flow chart detailing processing of raw material into finished product)



e. Has the final product been heat- and/or pressure treated?

Yes

No

Minimum Core Temperature (°Celsius)		Duration (minutes or hours)		Heat type (dry, moist etc.)	
Minimum pressure (bars or kilopascals)		Duration (seconds or minutes)			

f. What is the form for the final product to be imported into Australia? (i.e. powder, tablet/capsules, pellets, crumbles, kibbles, flakes)

g. In what way is the product packaged?

i	Packaged in new packaging?	☐ Yes	☐ No
ii	Packaged in bags, drums or other retail/bulk packaging?	☐ Yes (please specify packaging type and individual quantity size)Kg or Litres	
iii	Bulk (not in individually packaged units) packed into shipping containers at the production facility?	☐ Yes	☐ No
iv	Bulk (not in individually packaged units) packed into shipping containers elsewhere (not at the production facility)	☐ Yes	☐ No
v	Bulk (not in individually packaged units) packed directly into the ship's hold	☐ Yes	☐ No
vi	Other (please specify):		

h. Is the product ever stored at any location other than at the manufacturing facility and the wharf at the point of export?

Yes

No

(If yes, please provide details below)

4. Please list other products the facility produces.

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	



5. List all raw ingredients for all products manufactured at this facility

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

6. Is a system in place to protect the product, during and post-production, from contamination with extraneous materials, including soil, faeces, feathers, insects, viable seeds or bark?

Yes

No

(If yes, please describe the system below)

6. Does the manufacturing facility have a certificate of Good Manufacturing Procedure (GMP) compliance and/or certificates of other Quality Assurance programs (e.g. ISO, HACCP)?

Yes

No

(If yes, please attach photocopies)

7. Is the facility inspected/approved by the relevant national or regional veterinary service or department of animal health or department of agriculture?

Yes

No

(If yes, please attach photocopies)

8. Please attach a sample copy of the product label or tag.



Please note: Information provided in this questionnaire will be used to assess the biosecurity risk of product being imported into Australia i.e. the risk of imported product introducing a pest or disease into Australia. Based on a review of this information the Department of Agriculture and Water Resources, Animal and Biological Import Assessments Branch will, where possible, apply conditions to an import permit that allows the relevant product(s) to be brought into Australia.

Under the *Biosecurity Act 2015* the department has powers to inspect, sample, test and/or treat imported goods to mitigate biosecurity risk. These powers will be used where a Biosecurity Officer (or other authorised person) is of the opinion that imported goods may represent an unacceptable level of biosecurity risk. These powers are distinct from those related to the import permit process.

The department may contact overseas Government competent authorities to verify any information provided by overseas manufacturers.

MANUFACTURER'S DECLARATION

I declare that the information above is true and accurate to the best of my knowledge.

Signature:	_____	Date:	____/____/____
Printed name:	_____	Position:	_____
Company name:	_____		
Address:	_____		

For notification of any changes in above details, please contact:

Department of Agriculture, Fisheries and Forestry
Animal and Biological Imports Branch
Phone: 1800 900 090
Email: imports@aff.gov.au