



Production questionnaire: Plant-Based Goods for Environmental Purposes

Section A: General information

Purpose of this form

This form is for completion by facilities involved in the manufacture and export of goods to Australia for environmental purposes. It is to collect relevant information for the purpose of assessing an import permit application as authorised under section 178 (6) of the *Biosecurity Act 2015*.

Each manufacturing facility must complete a separate copy of this form.

Submit this form at the same time or following lodgement of the import permit application.

The completed form must include

English language versions of:

- ☐ relevant quality assurance and compliance certification (if required)
- ☐ flowchart showing the product manufacturing process
- ☐ a sample product label or tag.

All documentation supplied in support of an import permit application is required to meet the [Minimum documentary and import declaration requirements policy - DAFF](#)

More information

Phone 1800 900 090 (within Australia)
+61 3 8318 6700 (outside Australia)
Email imports@aff.gov.au
Web www.agriculture.gov.au

Please note: This form will only be accepted if all sections are completed, and it is signed and dated within 6 months of the application submission.

Section B: Preliminary information

1. How will the product be used in Australia? What is the **End Use**? Please select all relevant options:

① How goods are used once they are imported into Australia is relevant to the level of biosecurity risk associated with those goods and the conditions needed to mitigate this risk.

☐ Bait and lures for pest control

☐ Biological control agents

☐ Environmental purposes

☐ Bioremediation agent

☐ Growing media

☐ Other (provide details)

☐ Fertiliser (including Coir and peat)

☐ Herbicides, insecticides, and pesticides

Section C: Facility details

2. Where is the product **manufactured**? (Please provide name and address of the facility) – **This will be included on the Import Permit so please ensure correct spelling.**

- If there are multiple facilities, please provide additional [Production Questionnaires](#)
- If there are additional packing facilities, please complete the [Third-Party Production Questionnaire](#)

Facility name		
Address: <i>(Include City and Country)</i>	No. Street. City. State. Country. Postcode	
Phone:		
Email:		
Authorised person to sign this form <i>(must be an employee of the facility)</i>	Full name:	Position in company/Job title

Section D: Product details

3. Product name(s): _____

4. Product ingredients – Provide the list of ingredients for each product exported to Australia (insert additional rows if required). **All sections must be completed.**

① The ingredients in a product define the scope of the department's risk assessment. Different ingredients present a different biosecurity risk based on their origin, how the ingredient is produced and how it is treated.

Product name	Product form - Liquid - Solid	Ingredient name/s	Origin of ingredient - Animal - Plant - Microbial - Mineral - Synthetic - Chemical	Species of origin <i>(Provide genus and species name of any biological ingredients)</i> <i>For example,</i> - <i>Saccharomyces cerevisiae</i> - <i>Bos taurus</i>	Country of origin <i>(Where the plant/animal was grown, or the mineral ingredient is mined)</i> Please note: EU is not a country	Percentage of each ingredient in the product (%) - Must add up to 100%	Processing details <i>Processing may include:</i> - boiling, - drying, - milling, refining and extraction. For any heat treatment, please provide minimum times and core temperatures achieved. <i>Provide supporting documents as attachments.</i>

5. Are any of the ingredients derived from **microbial** propagation (for example bacterial cultures or enzymes derived from microbes)?

① Microorganisms grown at an industrial scale are commonly used to produce commercial goods (e.g. amino acids, vitamins, enzymes). The manufacturer must provide information about the growth media, sterilisation processes, and processes of purification to allow assessors to quantify the level of biosecurity risk. Certain infectious agents such as prions are resistant to standard processing techniques. If different media are used for storage, mother stock, working seed, and production of the microbial culture, provide a different table for each.

- ☐ No
- ☐ Yes. Provide details below. (Insert additional rows if required)

Names of the microbial ingredient <i>(As listed in question 4)</i>	List all ingredients contained in the growth media	Origin of ingredient of growth media <i>- Animal - Plant - Mineral - Synthetic - Chemical</i>	Country of origin <i>Please note: EU is not a country</i>	Method of sterilising the culture media including times and temperatures <i>e.g. Autoclave sterilisation at 121°C for 20 minutes</i>	Method of harvest, extraction, purification or treatment.

6. Are any of the ingredients in the product **timber** (for example sawdust, wood powder, wood shavings/chips etc.)

- ☐ No
- ☐ Yes. Provide details below, including:

I. What is the species of timber?

II. How is it processed?

III. Is there bark present? ☐ No ☐ Yes

If there is bark within the product, additional treatment may apply as it can change the outcome of the biosecurity risk assessment.

7. Does the manufacturing facility store, handle or process any **animal material**? This includes animal material of terrestrial, avian or marine origin such as dairy, oils, and protein meals?

 *Animal material can be a source of contamination of product destined for the Australian market. A biosecurity risk assessment will include a review of measures that are in place to mitigate this risk.*

- ☐ No
- ☐ Yes. Provide details below. (Insert additional rows if required)

Name of the animal material	Species of origin <i>Provide genus and species name</i> <i>For example,</i> <i>- Bos taurus</i>	Country of origin <i>Please note:</i> <i>EU is not a country</i>	Product form <i>- powder</i> <i>- liquid</i>	How is this animal material stored and handled at the site?	Is this animal material processed on the same production line as that used to produce goods for the Australian market?	If yes, provide information about any controls in place to prevent cross-contamination with product for Australia.

8. Does the manufacturing facility store, handle or process whole **seeds and/or grains** that are not a part of the product?

 *Plant material can be a source of contamination of product destined for the Australian market. A biosecurity risk assessment will include a review of measures that are in place to mitigate this risk.*

- ☐ No
- ☐ Yes. Provide details below. (Insert additional rows if required)

Name of the seed or grain	Species of origin <i>Provide genus and species name</i> <i>For example,</i> <i>- Panicum miliaceum</i>	Country of origin <i>Please note:</i> <i>EU is not a country</i>	Product form <i>- powder</i> <i>- liquid</i>	How is this seed or grain material stored and handled at the site?	Is the seed or grain processed on the same production line as that used to produce goods for the Australian market?	If yes, provide information about any controls in place to prevent cross-contamination with product for Australia.

Section E: Manufacturing process

9. Provide a detailed description of the manufacturing process below. This includes a flow chart in e.

① A detailed assessment of treatment processes as they relate to individual ingredients in a product can change conditions required to mitigate biosecurity risk or change the outcome of the biosecurity risk assessment.

a. Has the product been treated using **heat** and/or **pressure** during the manufacturing process?

☐ No

☐ Yes. Provide details below, including:

- i. Equipment used, such as batch heater or conveyor system _____
- ii. The type of heat applied (i.e. moist or dry heat) _____
- iii. **Minimum core temperatures** of the product (in degrees Celsius) _____
and the **duration** (hours, minutes) the product is held at this temperature _____
- iv. The water content of the product at the beginning and end of each heating step _____

b. Has the product been treated using **chemicals** during the manufacturing process?

☐ No

☐ Yes. Provide details below, including:

- i. The purpose of the chemical treatment and the chemical used _____
- ii. The concentration of the chemical and the **duration** or **exposure time** (hours, minutes) of the treatment _____
- iii. For acid or alkaline treatments, the **pH** of the product during treatment and exposure time of the treatment _____
- iv. The procedure used to remove or neutralise the chemical following treatment, if applicable _____

c. Have ingredients in the product been subjected to **mechanical** treatment/s during the manufacturing process (i.e., accepted mesh or particle size)?

① The department requires this information to assess whether the biosecurity risk has been effectively managed through mechanical processing where an ingredient has not undergone sufficient thermal or chemical processing.

☐ No

☐ Yes. Provide details below, including:

- i. The type of equipment used _____
- ii. The purpose of the mechanical treatment such as de-husking, extraction, grinding _____
- iii. The particle, filter or mesh size _____

d. Is water used during the manufacturing process, including water for cleaning?

If there is water in the product, it must be listed in the ingredients list.

 Water from rivers, lakes or other untreated sources presents a risk of introducing waterborne pathogens and contamination. The department requires this information to assess whether the water treatments to non-potable water have sufficiently managed the associated biosecurity risk.

- ☐ No
- ☐ Yes. Provide details below, including:

i. What is the source of the water (for example *municipal city tap water, surface water – river/lake/wetland, groundwater, rainwater, seawater, greywater, stormwater, effluent water*)?

ii. Is the water potable? ☐ No ☐ Yes

iii. If No, provide details of treatments employed to make the water fit for production (for example cleaning, filtration, purification, sterilisation)

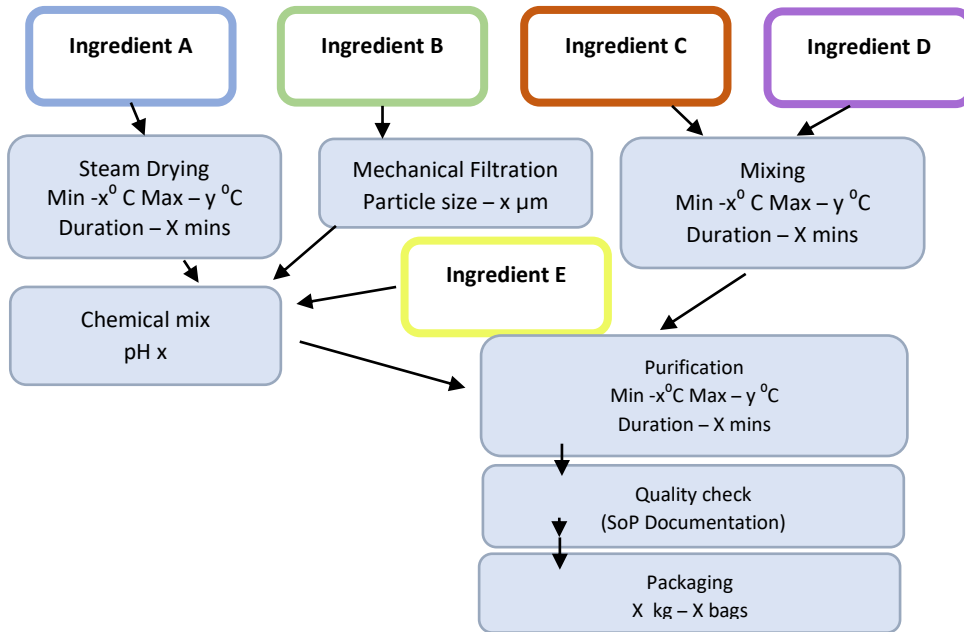
e. **Manufacturing flow chart.** Include the flow chart in the space below or attach as a supporting document.

Please advised if this is attached as a supporting document ☐ No ☐ Yes

Supporting documents must be signed and dated within 6 months of the date of application submission.

① A detailed assessment of treatment processes as they relate to individual ingredients in a product can change conditions required to mitigate biosecurity risk or change the outcome of the biosecurity risk assessment.

Example Manufacturing Flow Chart



- Heating:
 - Minimum duration (mins) _____
 - Minimum Temp (°C) _____
- Particle size
 - _____ μm
- pH
 - _____

Section F: Packaging and export

10. Are the goods packaged into the final packaging and ready for export immediately after processing at the manufacturing facility?

① The potential for goods to be contaminated after any treatment processes is a critical part of the biosecurity risk assessment.

☐ Yes

☐ No. The [Third-Party Production Questionnaire](#) will need to be supplied by the other facility handling the goods.

11. Is the finished product packaged for direct retail sale?

① The goods require no further processing or packaging to be sold directly to the consumer.

☐ Yes

☐ No. Provide details of how the goods have been packaged for export to Australia (please include packaging details and size).

12. Prior to export to Australia, is the product handled, stored or packaged at a facility that is not the manufacturing facility or the wharf at the point of export?

① Where there are multiple facilities that handle, store or package the final product, the likelihood of cross-contamination can increase. The department requires this information to ensure the import conditions accurately reflect the movement of the goods post-processing.

☐ Yes. [Third-Party Production Questionnaire](#) will need to be supplied by this facility.

☐ No

13. In what way is the product packaged for export?

I.	Packaged in clean, new packaging. <i>(Please note: Intermediate Bulk Containers (IBC's) that have been recycled are not considered to be new)</i>	☐ Yes	☐ No
II.	What is the volume of each individually packaged unit? <i>Please specify size e.g. 250g retail-ready bags, 5-20kg lined bags, 1000kg bulk bags, flexi-liners/ flexi-bags and iso-tanks</i>		

14. Does this product have a label or tag?

Please attach any labels as a supporting document.

- ☐ Yes. This has been included as a supporting document.
- ☐ No. Provide details of how the goods are labelled for export.

Section G: Quality assurance and compliance certification

You may need to provide proof that the manufacturing facility is certified compliant with a code of Good Manufacturing Practice (GMP), Standard Operating Procedures (SOP), cleaning procedures and/or other quality management systems such as GMP+, ISO, HACCP, government registration and/or licenses.

NOTE: This can include an excerpt from the quality manual, or a list of standard operating procedures relating to quality assurance, quality control and change control.

Please advise if you can provide these certificates if required.

- ☐ Yes
- ☐ No. Provide details of internal quality management systems in place at the manufacturing facility below:

Section H: Privacy notice

‘Personal information’ means information or an opinion about an identified, or reasonably identifiable, individual.

By completing and submitting this form, you consent to the collection of all personal information contained in this form. The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form, as required under the *Biosecurity Act 2015*, for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to Australian Government agencies, persons, or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be handled in accordance with the Australian Privacy Principles and the Biosecurity Act 2015.

Learn more about our [Privacy Policy](#), including how to access or correct personal information or make a complaint. Alternatively, email our Privacy Officer at Privacy@aff.gov.au.

Section I: Authorised person’s declaration

To be completed by the authorised person listed in Section C of this questionnaire.

By submitting this form, the applicant declares the information provided is true and correct at the time of submission and that it is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information to an Australian Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months’ imprisonment.

I will notify the Australian Government Department of Agriculture, Fisheries and Forestry as soon as possible if I become aware that the information I have provided is incomplete or incorrect.

I have read and understood the privacy notice and privacy policy.

Full name _____

Signature _____

Date (dd/mm/yyyy) _____