

# Production questionnaire: Microalgae intended for Animal Consumption or Environmental Purposes

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

- Feed for animal consumption (stockfeed, stockfeed supplements, aquaculture feed and food for pet animals, including fish), and
- Goods used for industrial or environment purposes

Form approved under the *Biosecurity Act 2015*

## Section A: General information

### Purpose of this form

This questionnaire is to be completed, as indicated, by the manufacturer of microalgae products intended for export to Australia; or the microalgae component of a composite product intended for export to Australia.

*A separate form must be completed by each facility involved in the propagation, culture, or manufacture of microalgae goods used in products exported to Australia for animal or environmental purposes where there are multiple facilities involved in the manufacturing process.*

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### The completed form must include

English language versions of:

- ☐ relevant quality assurance and compliance certification
- ☐ 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 department's minimum documentary and import declaration requirements policy.

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### More information

Phone 1800 900 090 (within Australia).  
Email [imports@agriculture.gov.au](mailto:imports@agriculture.gov.au)

+61 3 8318 6700 (outside Australia)  
Web [agriculture.gov.au](http://agriculture.gov.au)

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## Section B: Manufacturer details *(to be completed by manufacturer of the microalgae)*

### 1. Manufacturer details *(Where is the microalgae product grown, propagated or manufactured)*

|                                                                                            |                  |                                    |
|--------------------------------------------------------------------------------------------|------------------|------------------------------------|
| <b>Facility name</b>                                                                       |                  |                                    |
| <b>Address</b><br><i>(Include City and Country)</i>                                        |                  |                                    |
| <b>Phone</b>                                                                               |                  |                                    |
| <b>Email</b>                                                                               |                  |                                    |
| <b>Authorised person to sign this form</b><br><i>(must be an employee of the facility)</i> | <b>Full name</b> | <b>Position</b> <i>(Job title)</i> |

*If import documentation will be provided from an alternative location (e.g. head office) please provide both the manufacturing site and head office details.*

### 2. Administrative Office details

*① Only necessary if different from Manufacturer details e.g. Head Office address. (If the company name differs, please state the relationship between the different companies)*

|                                                            |  |
|------------------------------------------------------------|--|
| <b>Administrative office</b>                               |  |
| <b>Street address</b><br><i>(Include City and Country)</i> |  |
| <b>Phone</b>                                               |  |
| <b>Email</b>                                               |  |

## Section C: Product details

3. **Product details** - Please provide a list of all ingredients contained within the final product intended for export to Australia (or sold on to manufacturers that have subsequently manufactured a product intended for export to Australia).

| Product name                               | All ingredients within the final product totalling 100% | Percentage of product | Species of origin<br>Genus and species | Country of origin<br><i>Required for biological ingredients only. Please note the EU is not a country.</i> |
|--------------------------------------------|---------------------------------------------------------|-----------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------|
| Sample answer – [Brand] Microalgae special | Spirulina                                               | 60%                   | <i>Arthrospira platensis</i>           | NA                                                                                                         |
|                                            | Vanilla cream powder                                    | 40%                   | Bos Taurus                             | France                                                                                                     |
|                                            |                                                         |                       | Plant                                  | NA                                                                                                         |
|                                            |                                                         |                       |                                        |                                                                                                            |
|                                            |                                                         |                       |                                        |                                                                                                            |
|                                            |                                                         |                       |                                        |                                                                                                            |
|                                            |                                                         |                       |                                        |                                                                                                            |

*① This questionnaire covers the microalgae components of goods only. If your goods are a composite product containing other biological ingredients, the manufacturer of the product intended for export to Australia must complete the [Production questionnaire: animal consumption, animal cosmetic use or environmental purposes](#) in addition to this completed microalgae questionnaire. Also available at: <https://www.agriculture.gov.au/biosecurity-trade/import/goods/biological/checklist/animal-baits>*

## Section D: Microalgae propagation process

4. Provide details of all the ingredients used in the culture media for propagation (insert additional rows if required).

| Names of the microalgae<br><i>① Taxonomically valid scientific name (genus and species, strain if known) and common name of the microalgae cultivar.</i> | List all ingredients contained in the growth media | ingredient origin<br><i>Animal/ plant/ micro/ mineral/ synthetic</i> | Species - if biological<br><i>(genus and species name)</i> | Country of origin<br><i>(required for biological ingredients only).</i> | Method of sterilising the media including specifications | Method of harvest, extraction and/or purification |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------|
| Sample answer                                                                                                                                            | Ingredient 1                                       | Animal                                                               | Bos Taurus                                                 | France, Brazil, India                                                   | Autoclave sterilisation at 121°C for 20 minutes          | Metabolised during the propagation process        |
|                                                                                                                                                          | Ingredient 2                                       | Synthetic                                                            |                                                            |                                                                         |                                                          |                                                   |
|                                                                                                                                                          | Ingredient 3                                       | Synthetic                                                            |                                                            |                                                                         |                                                          |                                                   |
|                                                                                                                                                          |                                                    |                                                                      |                                                            |                                                                         |                                                          |                                                   |
|                                                                                                                                                          |                                                    |                                                                      |                                                            |                                                                         |                                                          |                                                   |

5. What is the source of the master seed microalgae isolate (culture collection or origin of isolate)?

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

7. 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).

*(e.g. municipal water, filtered ground water, river water, sea water, water sourced from aquaculture or effluent systems). The department requires this information to assess whether the water treatments to non-potable water have sufficiently managed the associated biosecurity risk.*

8. **Fertiliser** - Provide a full list of all ingredients of all fertilisers (including manure) and nutrients used during each stage of production (cultivation/growth) of the microalgae (insert additional rows if required).

| Ingredient<br><i>Please list all ingredients below.</i> | Origin of ingredient and species <i>(if biological)</i><br><i>(Animal, plant, microbial, mineral, synthetic )</i> |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Sample answer - manure                                  | Bos taurus                                                                                                        |
| Sample answer - Nitrogen                                | synthetic                                                                                                         |
|                                                         |                                                                                                                   |
|                                                         |                                                                                                                   |
|                                                         |                                                                                                                   |
|                                                         |                                                                                                                   |
|                                                         |                                                                                                                   |

9. Is the microalgae production system open or closed?

☐ Open system

☐ Closed system

*ⓘ A closed system is one which protects the production of the algae from the open environment and includes the use of hermetically sealed vats, bioreactors and photobioreactors Covered ponds/raceways are not considered closed systems.*

*Attach clear photographs of the production system taken within the previous 6-months*

10. Does the manufacturing facility store, handle, utilise or process material of terrestrial (including avian) or marine animal origin (e.g. dairy, oils, protein meals)? This includes all organic fertilisers, manure or other ingredients with animal materials used for microalgae not intended for Australian export.

*ⓘ 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<br>(Provide genus and species name) | Country of origin | Product form<br>(e.g. powder, liquid) | How is this animal material stored and handled at the site? | Is this animal material processed or used on the same production line or equipment as goods for the Australian market? | If yes, describe the controls in place to prevent cross-contamination. |
|-----------------------------------------------------------------|-------------------|---------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|                                                                 |                   |                                       |                                                             |                                                                                                                        |                                                                        |
|                                                                 |                   |                                       |                                                             |                                                                                                                        |                                                                        |
|                                                                 |                   |                                       |                                                             |                                                                                                                        |                                                                        |

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

☐ No

☐ Yes - Please provide details of the testing regime and provide results for one batch produced recently below or as a separate attachment.

*Provide a response here.*

12. Please insert a flow chart of production or provide a detailed description of the manufacturing process below, indicating the inputs, outputs and controls applied from the commencement of cultivation through to harvesting, processing and packaging.

*[i](#) Processing details including treatments (extraction solvents/ heat treatments) and/or inactivation method applied to the microalgae and/or the final product (i.e. temperatures, durations, concentrations, etc.)*

*Provide a response here.*

## Section E: Packaging specifications

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

|    |                                                                                                                                                                                                                            |                              |                             |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| a. | Packaged in clean and new packaging.<br><i>(Please note: Intermediate Bulk Containers (IBC's) that have been recycled are not considered to be new – please specify if using cleaned and recycled packaging materials)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. | What is the volume of each individually packaged unit?<br><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>                              |                              |                             |
| c. | Loose product filled directly into a shipping container at the manufacturing facility.                                                                                                                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. | Loose product filled directly into a shipping container at another facility.                                                                                                                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. | Bulk packed directly into the ship's hold.                                                                                                                                                                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. | Other <i>(please specify)</i> :                                                                                                                                                                                            |                              |                             |

14. Does this product have a label or tag?

☐ Yes - Attach a photograph of the retail ready product; or provide a copy of the label or tag in the box below.

☐ No - Explain how the product can be visually identified.

*Provide a response here.*

15. In post-production, how is the product protected from contamination with extraneous materials, including soil, faeces, feathers, insects, whole seeds, grains or bark?

*Provide a response here.*

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

 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

☐ No

## Section E: Quality assurance and compliance certification

17. Is the microalgae manufacturing facility certified compliant with a code of Good Manufacturing Practice (GMP) and/or other quality management system (e.g. GMP+, ISO, HACCP, government registration, licenses)?

☐ Yes - *Provide copies of these certificates.*

☐ No - *Provide details of internal quality management systems in place at the manufacturing facility*

*Provide a response here. 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.*

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

☐ Yes - *provide copies of these certificates* separately.

☐ No

## Section G: Authorised person's declaration

*Must be completed by the authorised person listed in Section B of this questionnaire*

### Privacy notice

'Personal information' means information or an opinion about an identified, or reasonably identifiable, individual. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the Act.

The Department of Agriculture, Fisheries and Forestry collects your 'protected information', including personal information in relation to this form, as required under the Biosecurity Act for the purposes of determining import conditions for your goods. If you fail to provide some or all of the relevant personal information requested in this form, the department may be unable to process the import permit application that relates to this form. Information collected by the department will only be used or disclosed as authorised under the Biosecurity Act and under other relevant laws, particularly the *Privacy Act 1988*. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

The department may disclose your personal information to other Australian Government agencies, persons or organisations. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act. See our privacy policy web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +1800 900 090 (or +61 3 8318 6700 outside Australia).

I declare that the information I have provided is true and correct. I understand that giving false or misleading information is a serious offence.

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.

Signature \_\_\_\_\_

Date (dd/mm/yyyy) \_\_\_\_\_

Full name \_\_\_\_\_