



Department  
for Environment  
Food & Rural Affairs

# Exports

The Journey: Application, inspection  
methodologies and records

# Content

Within this module you will see how to make an export application and how to include the correct information to ensure your application is completed in a timely manner.

As an authorised person you will also need to inspect a representative sample of any export consignment and maintain and keep accurate and accessible records to show that inspections have been undertaken.



# International plant health learning objectives

Understand:

- How to register for export services
- How to complete an export application for PHEATS
- Different inspection methodologies for different commodities
- An effective sampling regime to ensure you are looking at a representative sample
- How to keep notes of your inspection activities.





Department  
for Environment  
Food & Rural Affairs

# How to Register on the Government Gateway

# Application Procedure

Application

- Register with APHA to make export applications
- Responsible person will conduct export inspection (You)
- Receive phytosanitary certificate

- You or someone within the business will need to register on the government gateway to apply for plant health exports.
- Currently you will need to apply for exports on eDomero.
- The next few slides will demonstrate how to make an export application on eDomero.
- You will also learn :
  - Online Application System Overview
  - How To: Enrolling for Government Gateway & eDomero Services
  - PHE36 General Application Overview
  - Important Information: Before You Submit Your Phytosanitary Certificate Application
  - How To: Applying for a PHE36 General Application
  - How To: Re-using details from a previous application for the same consignee to apply for a PHE36 General Application

## Online Application System Overview

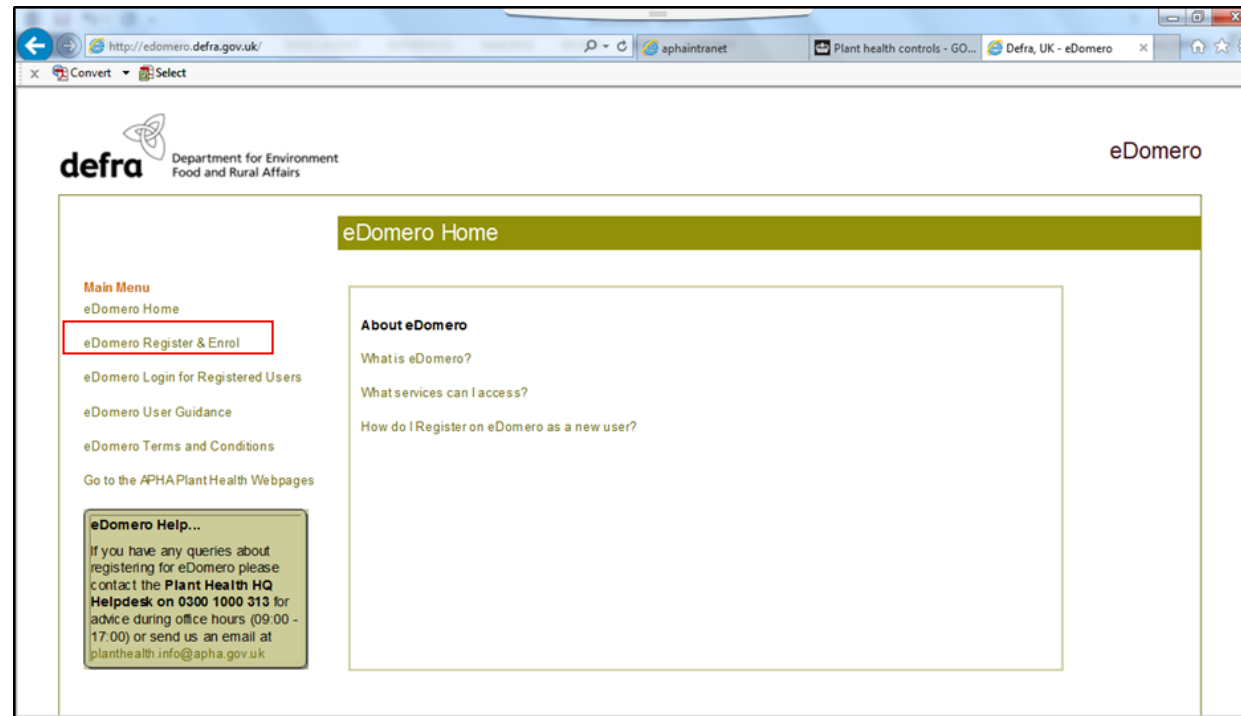
- eDomero is an online plant health service enabling you to electronically apply for export certification, plant passporting, potato classification and import licensing.

To register on eDomero as a new user you will need:

- A Client ID number (this is your unique PHSI identification number) If you don't already have a client ID number please contact your local Plant Health and Seeds Inspector (PHSI) to obtain one.
- A Government Gateway account is needed to use eDomero. If you have not already registered with the Government Gateway you will be prompted to do so before you can enrol to use eDomero.
- The following slides will advise how you can enrol for Government Gateway and eDomero services online. If you are already enrolled for these services, you can move ahead to the PHE36 General Application Overview section of this training.
- The link to eDomero is: <http://edomero.defra.gov.uk/>

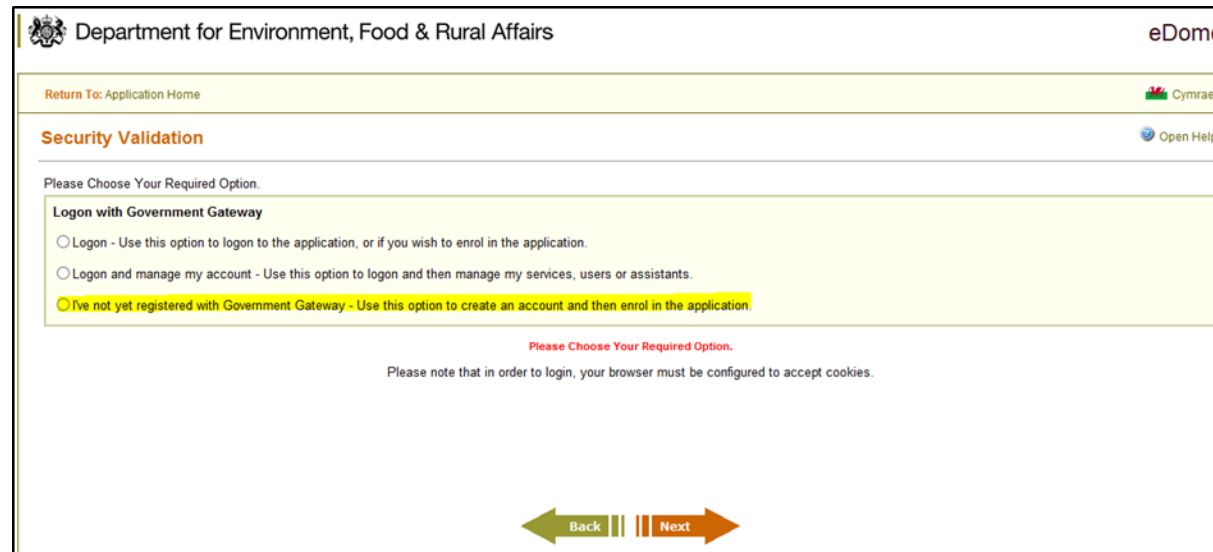
# Enrolling for Government Gateway & eDomero Services

**Step 1.** Open <http://edomero.defra.gov.uk/> where you will see the following screen below, and select 'eDomero Register & Enrol' from the menu on the left of the screen:



## Enrolling for Government Gateway & eDomero Services

**Step 2.** On the next screen, select ‘I’ve not yet registered with the Government Gateway – Use this option to create an account and then enrol in the application’ and click the ‘Next’ button:



The screenshot shows the 'Security Validation' screen of the eDomero application. The header includes the Department for Environment, Food & Rural Affairs logo and the text 'eDomero'. Below the header, there is a 'Return To: Application Home' link and a 'Cymrae' logo. The main content area is titled 'Security Validation' and contains the instruction 'Please Choose Your Required Option.' followed by three radio button options under the heading 'Logon with Government Gateway':

- Logon - Use this option to logon to the application, or if you wish to enrol in the application.
- Logon and manage my account - Use this option to logon and then manage my services, users or assistants.
- I've not yet registered with Government Gateway - Use this option to create an account and then enrol in the application.

Below the options, there is a red error message: 'Please Choose Your Required Option.' and a note: 'Please note that in order to login, your browser must be configured to accept cookies.' At the bottom of the screen, there are 'Back' and 'Next' navigation buttons.

Alternatively, if you are already registered on the Government Gateway, select ‘Logon – Use this option to logon to the application, or if you wish to enrol in the application’ and enter your Government Gateway User ID and password as prompted (and then follow instructions from step 11)



## Enrolling for Government Gateway & eDomero Services

**Step 3.** Click on 'Create sign in details' in order to create a Government Gateway User ID:

English | [Cymraeg](#)

# Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

## Enrolling for Government Gateway & eDomero Services

**Step 4.** Enter your e-mail address and tick the box to confirm that this e-mail address is correct, then click 'continue'. A code will be sent to the confirmed e-mail address, this code will be required at the next screen:

### What is your email address?

We will send you a code to confirm your email address.

Email address

This email address is correct

Continue

## Enrolling for Government Gateway & eDomero Services

**Step 5.** From the e-mail sent, enter the code provided (the start of the code is already populated, so it's just the remainder of the code required after the dash) and click 'Confirm'. If the e-mail has not been received, click on the 'I have not got the e-mail' link and follow the onscreen instructions:

### Enter the code

We have sent a code to [redacted]@[redacted].com

Code

For example, CF-DNCLRK

CF-  ×

▶ [I have not got the email](#)

Confirm

## Enrolling for Government Gateway & eDomero Services

**Step 6.** If you have entered the code and clicked 'confirm', the e-mail address will now be confirmed. Select the 'continue' option:

**Step 7.** You will now be required to enter your full name and click on 'continue':

### Email address confirmed

Continue

[Get help with this page](#)

### What is your full name?

Full name

Continue

## Enrolling for Government Gateway & eDomero Services

**Step 8.** Now create a password following the requirements stated below and click 'continue':

### Create a password

Your password must:

- be between 8 and 12 characters
- have at least one number (0 to 9)
- have at least one letter
- not contain special characters

Password

Confirm your password

### Create a password

Your password must:

- ✓ be between 8 and 12 characters
- ✓ have at least one number (0 to 9)
- ✓ have at least one letter
- ✓ not contain special characters

Password

Confirm your password

**NB** - If your password meets the required criteria each criterion will be auto-ticked. Any aspects that do not meet this will be marked with a red cross and you will need to amend the password as necessary. Then click 'continue'.

## Enrolling for Government Gateway & eDomero Services

**Step 9.** You will now need to set up a recovery word in order for you to regain access to the Government Gateway in the event that you forget your password. Click 'continue' in order to progress to the next screen:

**NB** - The recovery word must conform to the required standard as below, then click 'continue':

### Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

Continue

### Set up a recovery word

Make a note of this word in case you need it in the future.

The word must:

- ✓ be between 6 and 12 characters
- ✓ not contain spaces or special characters
- ✓ not contain numbers

Recovery word

Continue

# Enrolling for Government Gateway & eDomero Services

**Step 10.** Your Government Gateway user ID will be confirmed and sent to the e-mail address provided. Click 'continue' and this will take you on to the enrolment for the eDomero service.

**BETA** This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

**Your Government Gateway user ID is:**

[Redacted]

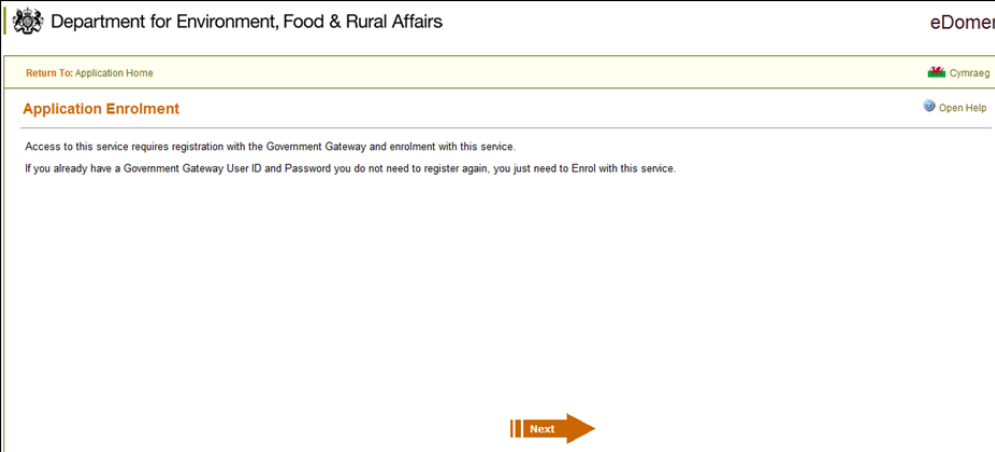
We have sent it to [Redacted]@[Redacted].com

You will need this user ID and your password every time you sign in to Government Gateway.

[Continue](#)

## Enrolling for Government Gateway & eDomero Services

**Step 11.** Following on from the Government Gateway registration and confirmation of your Government Gateway User ID, you will now need to enrol for eDomero services by clicking 'next':



Department for Environment, Food & Rural Affairs eDomero

Return To: Application Home Cymraeg

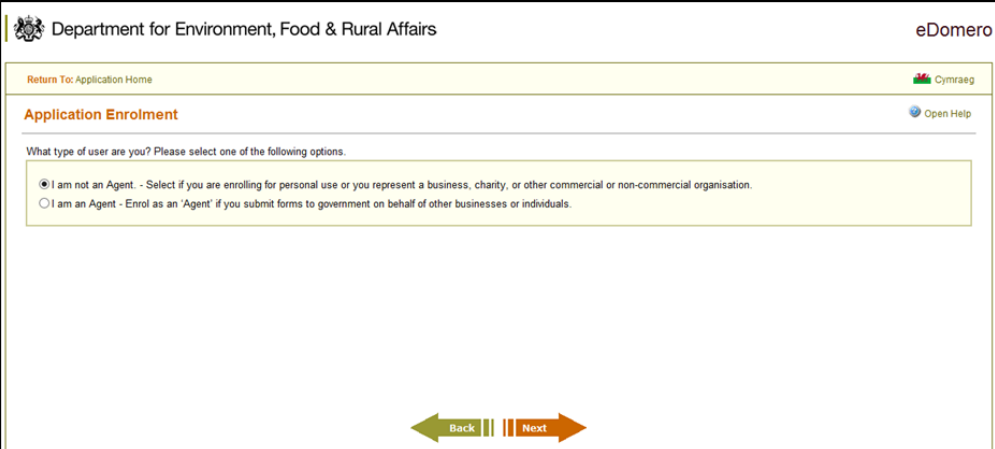
### Application Enrolment

Open Help

Access to this service requires registration with the Government Gateway and enrolment with this service.  
If you already have a Government Gateway User ID and Password you do not need to register again, you just need to Enrol with this service.

Next

**Step 12.** Unless you submit applications regularly on behalf of another business or individual as an agent, you will need to select the 'I am not an Agent' option and click on 'next':



Department for Environment, Food & Rural Affairs eDomero

Return To: Application Home Cymraeg

### Application Enrolment

Open Help

What type of user are you? Please select one of the following options.

I am not an Agent - Select if you are enrolling for personal use or you represent a business, charity, or other commercial or non-commercial organisation.

I am an Agent - Enrol as an 'Agent' if you submit forms to government on behalf of other businesses or individuals.

Back Next



## Enrolling for Government Gateway & eDomero Services

**Step 13.** Enter your Client ID reference number (CRN) and your postcode and click 'next':

Department for Environment, Food & Rural Affairs eDomero

Return To: Application Home Cymraeg

### Application Enrolment

Open Help

To uniquely identify you and allow you to gain access to this service please enter the following information that should previously have been provided to you.

Please enter your ClientID and postcode e.g. GU12 2LD

ClientID \*  e.g. 987654321

Postcode \*  e.g. GU12 2LD

The above information must be provided in order to enrol for this service.

Back Next

No further assistance data provided \* Required item Do not bookmark this page 9a720a54-6733-4d0b-a284-a572aa9d40a0

**Step 14.** Enter a personal reference to this enrolment (this step is not mandatory):

Department for Environment, Food & Rural Affairs eDomero

Return To: Application Home Cymraeg

### Application Enrolment

Open Help

Optionally, you can enter a description of this enrolment below to make it easier to remember.

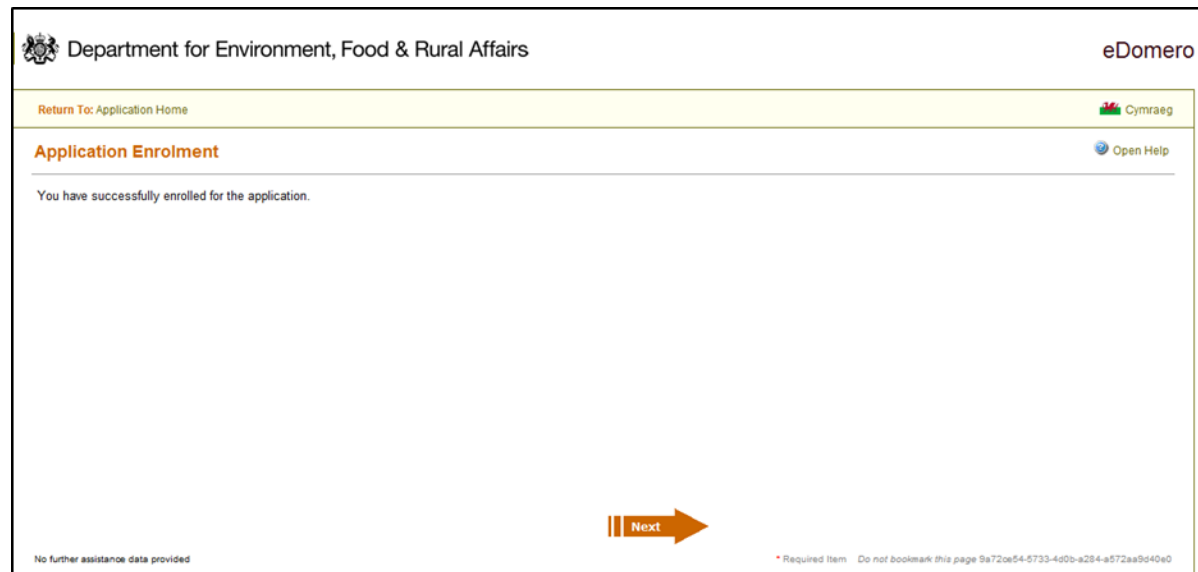
Reference Name

Back Next

No further assistance data provided \* Required item Do not bookmark this page 9a720a54-6733-4d0b-a284-a572aa9d40a0

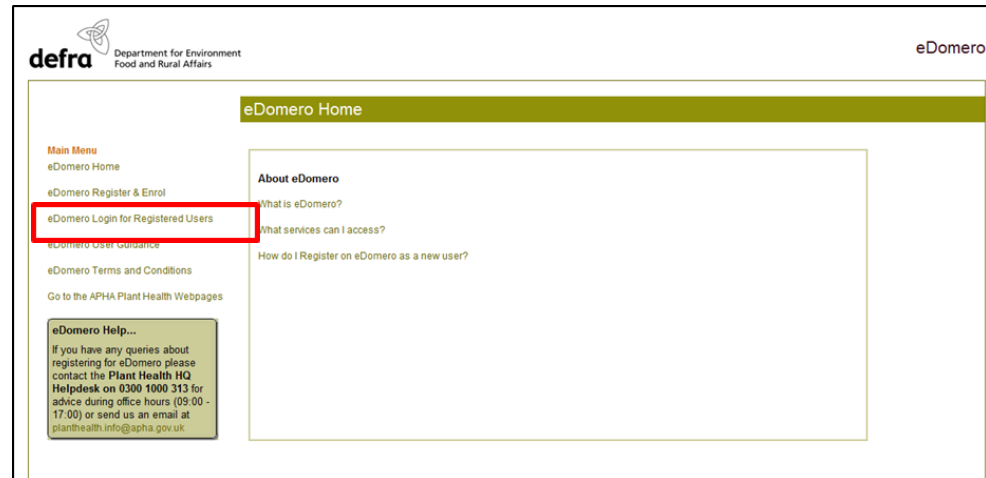
## Enrolling for Government Gateway & eDomero Services

**Step 15.** Your enrolment for eDomero is now complete, click on 'next':

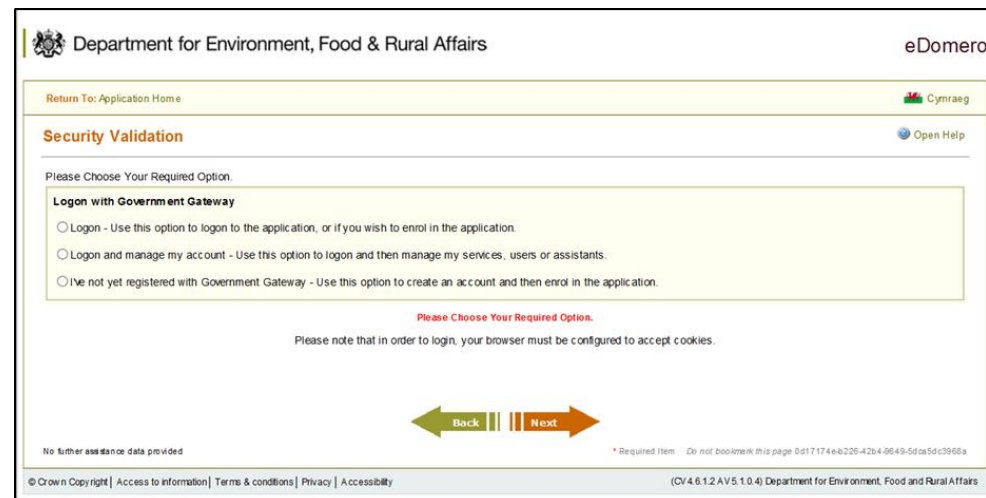


# Enrolling for Government Gateway & eDomero Services

**Step 16.** You will now be directed to the homepage of eDomero where you will need to select the 'eDomero Login for Registered Users':



**Step 17.** Select the option to 'Logon – Use this option to logon to the application, or if you wish to enrol in the application' and select 'next':



## Enrolling for Government Gateway & eDomero Services

**Step 18.** Sign into the Government Gateway using your Government Gateway User ID and Password, you will then be directed back to the eDomero homepage for you to make your required online application:



The screenshot shows the Government Gateway sign-in page. At the top, there is a black header with the GOV.UK logo. Below the header, a blue banner indicates that the service is in BETA and encourages user feedback. The main heading is "Sign in using Government Gateway". There are two input fields: "Government Gateway user ID" (with a note that it can be up to 12 characters) and "Password". A green "Sign in" button is located at the bottom of the form. Language options for "English" and "Cymraeg" are visible in the top right corner.



Department  
for Environment  
Food & Rural Affairs

# PHE36 General Application Overview

How to make an export application

## PHE36 General Application Overview

- PHE36 General application is an application for Inspection and Certification of Plants/Produce for Export – General
- PHE36 General application should be used for applying for a phytosanitary certificate (PC) under the PHEATS scheme for exporting **fresh produce and cut flowers only** (the application should not include commodities that are prohibited e.g. potatoes to the EU)
- PHE36 General applications should only be made once the authorised person has officially inspected the consignment.
- Import PC or PEACH numbers must be attached to the application for commodities with a country of origin outside the UK. Import PC must include the special requirements (additional declarations) required for export to the EU.

# Important Information: Before You submit Your Phytosanitary Certificate Application

## Important Information before you submit your application...

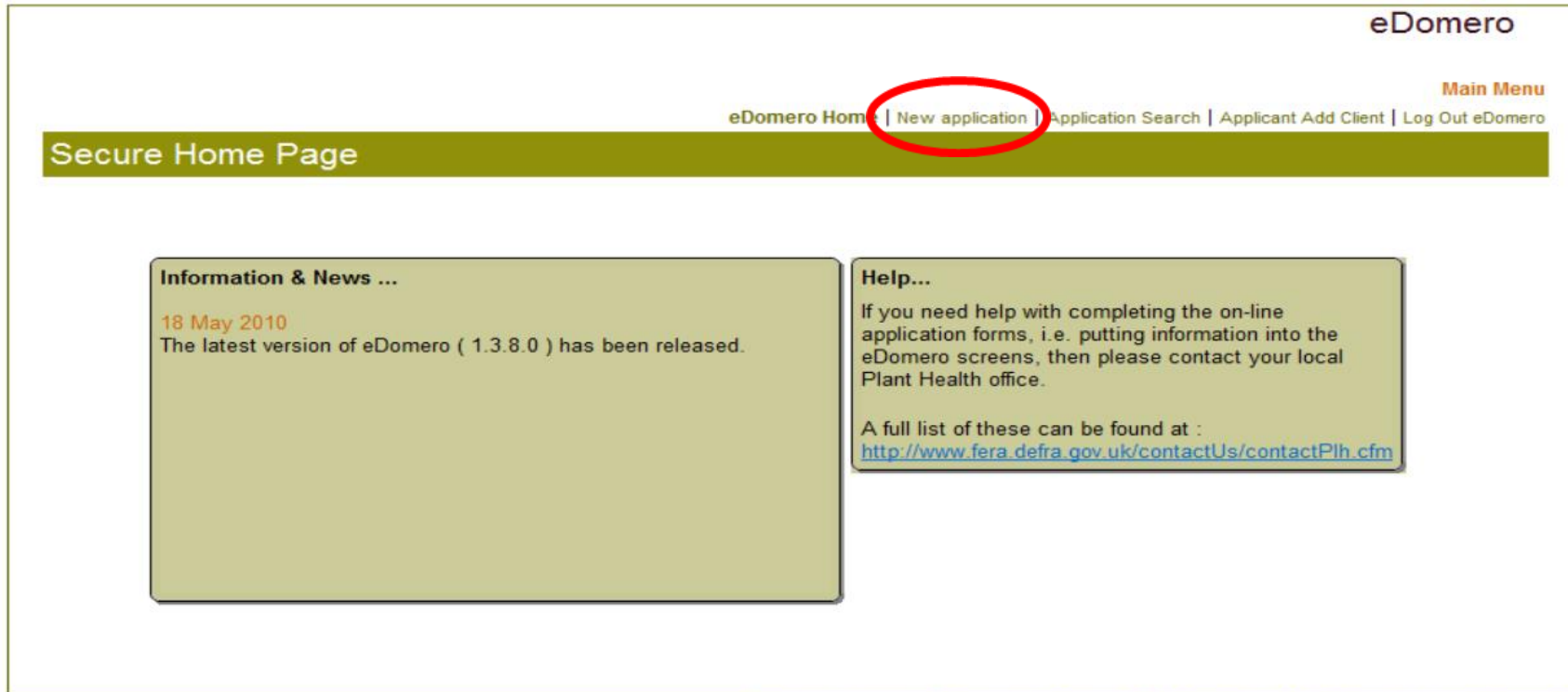
- The Animal and Plant Health Agency (APHA) will produce the phytosanitary certificate (PC) for England and Wales.
- PCs will only be produced with the information input on the eDomero application. APHA will not add or remove information on a PC.
- It is the client's responsibility to ensure their application holds the correct required information. If an error is made the application will need to be cancelled and the client will need to submit a new PHE36 General application.
- Applications submitted with missing or incorrect information will be rejected by APHA and the client will need to submit a new PHE36 General application.
- Applications must include the accepted scientific names, at least to genus level but preferably to species level for each commodity.
- To request PCs to be issued, you should email a list of their submitted application numbers to [PHEATS@apha.gov.uk](mailto:PHEATS@apha.gov.uk) once their applications are ready.



## Applying for a PHE36 General Application

On the eDomero 'Secure Home Page'

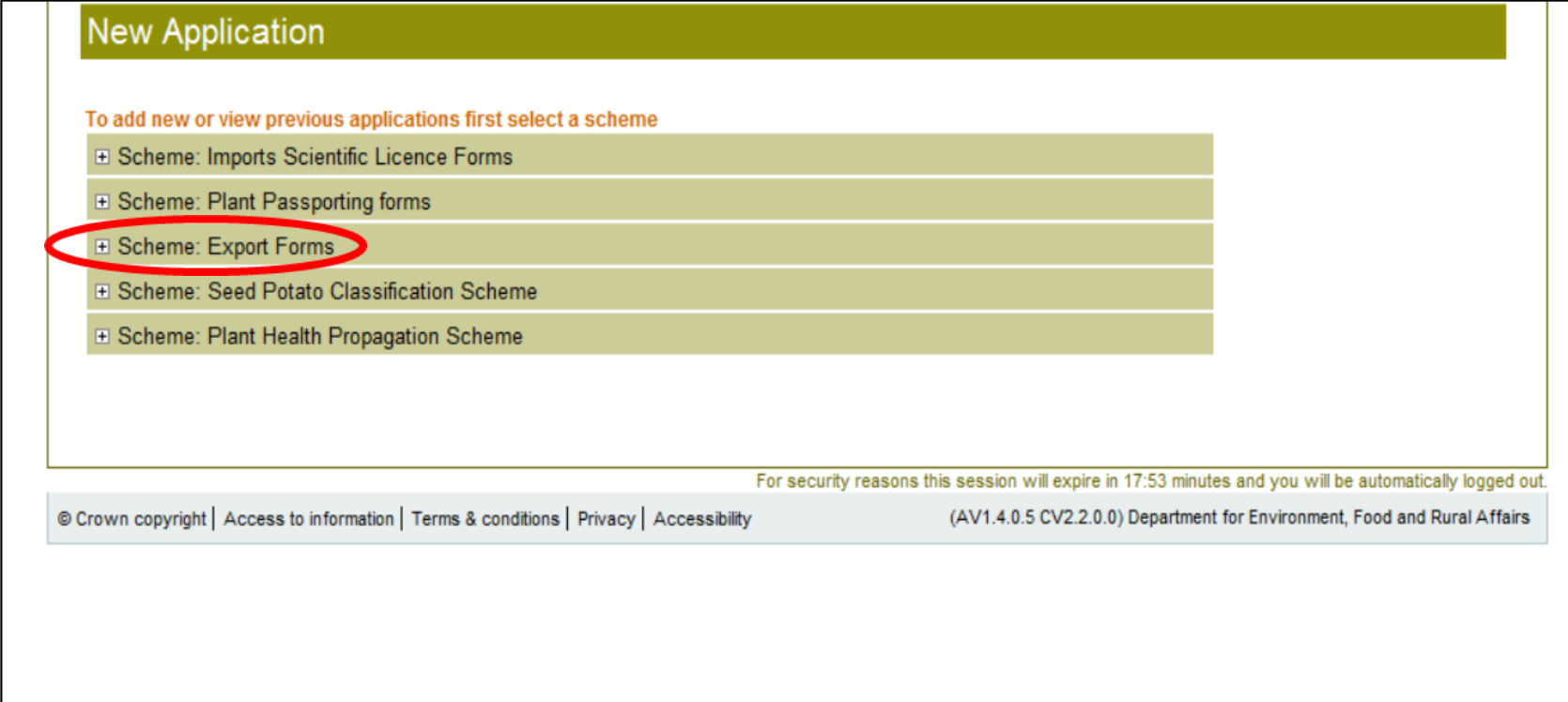
- Select 'New application'.



The screenshot displays the eDomero 'Secure Home Page'. At the top right, the text 'eDomero' is visible. Below it, a 'Main Menu' is listed with several options: 'eDomero Home', 'New application', 'Application Search', 'Applicant Add Client', and 'Log Out eDomero'. The 'New application' link is circled in red. A green banner below the menu reads 'Secure Home Page'. The main content area is divided into two columns. The left column, titled 'Information & News ...', contains a date '18 May 2010' and the text 'The latest version of eDomero ( 1.3.8.0 ) has been released.' The right column, titled 'Help...', contains the text 'If you need help with completing the on-line application forms, i.e. putting information into the eDomero screens, then please contact your local Plant Health office.' and a link: 'A full list of these can be found at : <http://www.fera.defra.gov.uk/contactUs/contactPlh.cfm>'. At the bottom of the page, a small footer reads: 'For security reasons this session will expire in 17:48 minutes and you will be automatically logged out'.

## Applying for a PHE36 General Application

- Click on the + button for Export Forms.



**New Application**

To add new or view previous applications first select a scheme

- + Scheme: Imports Scientific Licence Forms
- + Scheme: Plant Passporting forms
- + **Scheme: Export Forms**
- + Scheme: Seed Potato Classification Scheme
- + Scheme: Plant Health Propagation Scheme

For security reasons this session will expire in 17:53 minutes and you will be automatically logged out.

© Crown copyright | Access to information | Terms & conditions | Privacy | Accessibility (AV1.4.0.5 CV2.2.0.0) Department for Environment, Food and Rural Affairs

## Applying for a PHE36 General Application

- Select 'Add new PHE36 General'

The screenshot shows a web interface titled "New Application". Below the title, there is a instruction: "To add new or view previous applications first select a scheme". There are three expandable sections for schemes: "Scheme: Imports Scientific Licence Forms", "Scheme: Plant Passporting forms", and "Scheme: Export Forms". Under "Scheme: Export Forms", a list of application types is displayed. The "Add new PHE36 General" option is circled in red. The list includes:

- Type of application: [Add new HH36A](#) Application for Examination and Certification of Used Farm Machinery for Export
- Type of application: [Add new HH87](#) Application for Certification of Plant Material for Re-Forwarding
- Type of application: [Add new HH93](#) Application for certification of consignments of grain for export
- Type of application: [Add new KO1](#) Application for Bulb Pre-export Inspection
- Type of application: [Add new PHE36 Bulbex](#) Application for Inspection and Certification of Plants for Export - Bulbex USA Clearance
- Type of application: [Add new PHE36 General](#) Application for Inspection and Certification of Plants for Export - General
- Type of application: [Add new PHE60](#) Export of Potatoes to Non-EC Countries
- Type of application: [Add new PHE60 Amend](#) Export of Potatoes to Non-EC Countries - Amendment
- Type of application: [Add new PHE86 Bulbs](#) Bulbs - Application for Growing Season Inspection
- Type of application: [Add new PHE86 GSI](#) Application for Growing Season Inspection
- Type of application: [Add new PHE86 Seeds](#) Seeds - Application for Growing Season Inspection
- Type of application: [Add new PHE90a](#) Application for Examination and phytosanitary certification of consignment of seeds for export - Sampling Request
- Type of application: [Add new PHE90b](#) Application for Examination and phytosanitary certification of consignment of seeds for export - Certification Request

You can re-use information on a previous application – how to do this will be covered in later slides

## Applying for a PHE36 General Application

To read the APHA's Personal Information Charter click on the [www.gov.uk](http://www.gov.uk) link and use the search box on the webpage to find the Charter.

- Tick the box next to 'I Agree'.
- Click 'Continue'.

Application for Inspection and Certification of Plants for Export - General

**Data Protection**

For information on how we handle personal data please go to [www.gov.uk](http://www.gov.uk) and search Animal and Plant Health Agency Personal Information Charter.

I Agree

Continue

For security reasons this session will expire in 16:26 minutes and you will be automatically logged out.

© Crown copyright | Access to information | Terms & conditions | Privacy | Accessibility (AV1.0.0.0 AV2.7.2.1 CV2.4.1.0) Department for Environment, Food and Rural Affairs

# Applying for a PHE36 General Application

## Inspection Details:

If the inspection premises is the same as the Applicant Address click on 'Same as applicant address'

If the inspection premises is different from the Applicant Address input the details in the Inspection Address section and Click 'Go' and select the correct address.

Complete:

- 'Customer Reference' this can contain an internal reference number to assist with cross references
- 'Date ready for inspection' – (input the current date as you will already have completed your own inspection)
- 'Date of Despatch'
- 'Email Address'
- Secondary Email Address – (can be added if necessary)

Page 1 of 4

(R) Indicates this information must be supplied

**Applicant Address**  
APHA PH TEST, Plant Health Department, Rm 11G02, The Animal and Plant Health Agency, Sand Hutton, YORK, North Yorkshire, YO41 1LZ, UNITED KINGDOM, 020802 62408.

[Same as applicant address](#)

**Inspection Address**

Search for Inspection Address

Postcode	Client Name	Client Ref	Area code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>

Customer Reference


Date ready for inspection (R)  ( dd/mm/yyyy )

Date of Despatch (R)  ( dd/mm/yyyy )

Email Address (R)

Please supply an email address to receive email confirmation of your application. The address provided will not be shared with any 3rd party organisations.

Secondary Email Address

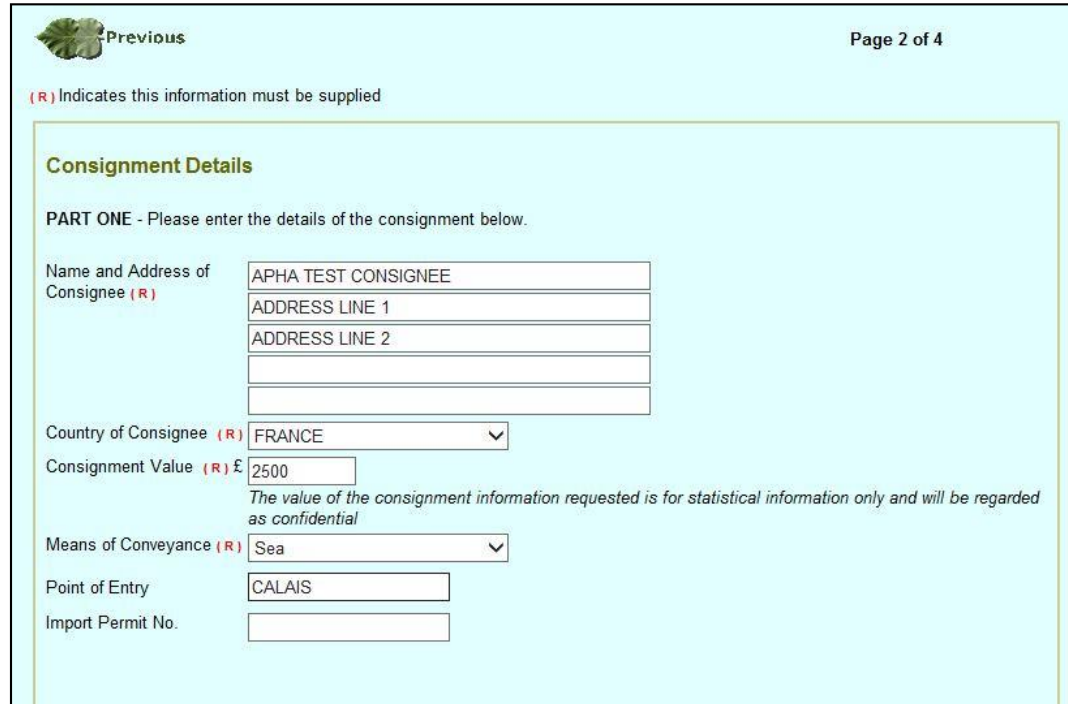
Next 

- Click 'Next'

## Applying for a PHE36 General Application

### Consignment Details:

- Enter the Name and Address of Consignee
- Use the drop down list to select the 'Country of Consignee'
- Enter the 'Consignment Value'
- Use the drop down list to select the 'Means of Conveyance'
- Enter the 'Point of Entry' (this should be the port/airport and/or country of entry)
- If an Import Permit is required enter the 'Import Permit No'(a copy of the Import Permit must be attached to the application if one is required)



Previous Page 2 of 4

(R) Indicates this information must be supplied

#### Consignment Details

PART ONE - Please enter the details of the consignment below.

Name and Address of Consignee (R)	APHA TEST CONSIGNEE
	ADDRESS LINE 1
	ADDRESS LINE 2
Country of Consignee (R)	FRANCE
Consignment Value (R) £	2500
	<i>The value of the consignment information requested is for statistical information only and will be regarded as confidential</i>
Means of Conveyance (R)	Sea
Point of Entry	CALAIS
Import Permit No.	

## Applying for a PHE36 General Application

### Commodity Details:

There are two ways of adding commodities to a PHE36 General application which will be demonstrated in the following slides:

- Example 1 shows how to add commodity details when you have a few different commodities.
- Example 2 shows how to add commodity details when you have a large amount of different commodities.

(Only commodities that have passed the official inspection should be added)

## Applying for a PHE36 General Application

### Commodity Details (Example 1)

- If you do not know the botanical (scientific) name of your commodity, type in your commodity name in to the 'Host Common Name' field.

- Click on 'Check against list'

The screen will refresh and eDomero will add the genus and species to the 'Host Genus' and 'Host Species' fields.

You must click the 'Check against list' button otherwise you cannot complete the rest of the application.

If you don't know the Scientific name you can always try an internet search for it.

**Commodity Details**

Host Genus  Host Species

Host Common Name

EPPO Code

Variety

Quantity (R)  Please Select

Further Information

Number of Packages (R)

Distinguishing Marks

Country of Origin (R)

Host Species

Commodity Group (R) Please Select

Lot Reference

Type of Package (R)

Packing Material Used

<  >

or

If you wish to attach a file detailing the Commodity Details for this consignment please tick the box below.

Attach file detailing commodity information.



## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

If eDomero holds more than one genus/species it will bring up a list for you to select from.

In this example 'cauliflower' was typed into the 'Host Common Name' field and when the 'Check against list' button was clicked eDomero brought up a pick list to select from. Select the correct genus/species from the drop down list.

The screen will refresh and the selected genus/species will appear

- Click on the 'Select the chosen Genus and Species' button

**Commodity Details**

Host Genus  Host Species

Host Common Name

EPPO Code

(R)

**Search Criteria**

*Hint: Wildcards can be used to reduce the results returned e.g. vib\* in the genus field if looking for viburnum or \*egg\* in the common name field if looking for a type of egg plant.*

**Common Name ( Genus - Species - EPPO )**

- Cauliflower ( Brassica - cretica - )
- Cauliflower ( Brassica - oleracea - BRSOB )
- Clubmoos, stagshom ( Lycopodium - clavatum - LYOCL )
- Clubmoss ( Lycopodium - - LYOSS )
- Clubmoss, climbing ( Lycopodium - volubile - LYOVO )

If the host you were looking for could not be found from the list, please tick this box and enter a description of the host being inspected

**Commodity Details**

Host Genus  Host Species

Host Common Name

EPPO Code

(R)

**Search Criteria**

*Hint: Wildcards can be used to reduce the results returned e.g. vib\* in the genus field if looking for viburnum or \*egg\* in the common name field if looking for a type of egg plant.*

**Cauliflower ( Brassica - cretica - )**

If the host you were looking for could not be found from the list, please tick this box and enter a description of the host being inspected

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

The 'Variety' field is where, if applicable, you would enter the variety of your commodity.

The screenshot shows a web form titled "Commodity Details" with the following fields and options:

- Host Genus:
- Host Species:
- Host Common Name:
- EPPO Code:
- Variety:  (circled in red)
- Quantity (R):   (dropdown arrow)
- Commodity Group (R):  (dropdown menu open, showing options: Micropropagated material, Plant Products, Plants, Produce(fruit/flowers/veg)) (circled in red)
- Lot Reference:
- Check against list:
- Further Information:

*Please convert G to KG and note Tonnes means Metric Tonnes*

Commodity Group - Click the drop down arrow and select the appropriate commodity group. For PHEATS you will only be required to select the **Produce (fruit/flowers/veg)**.

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

- 'Quantity' - Enter the numeric quantity of the consignment.
- Select the unit of measurement from the dropdown list. Kilograms is preferred.
- Lot Reference - If applicable, enter any lot references in the 'Lot reference' box

**Commodity Details**

Host Genus:  Host Species:

Host Common Name:

EPPO Code:

Variety:  Commodity Group (R):

Quantity (R):    
*Please convert to Metric Tonnes*

Lot Reference:

Further Information:

Number of Packages (R):

Distinguishing Marks:  *E.g. Container etc*

Country of Origin (R):

**Unit of Measurement Dropdown:**  
Please Select  
Bunches  
Hectares  
Kilograms  
Litre  
Machinery  
Metres  
Non rigid container  
Number of Plants  
Rigid container  
Stems  
Tonnes  
Trays

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

'Further Information' - if applicable, enter additional information. Additional information should only be relevant to phytosanitary requirements and will appear as an additional page to the PC exactly as it is inputted by the client, but may contain information not relevant to the phytosanitary status of the consignment.

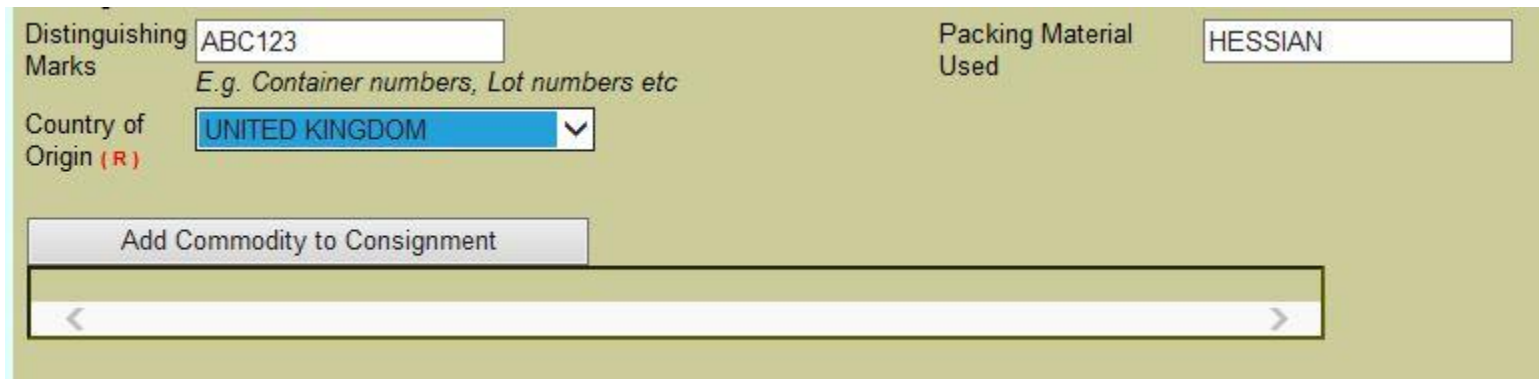
Quantity (R)	<input type="text" value="200"/>	<input type="text" value="Kilograms"/>	Lot Reference	<input type="text" value="1234"/>
<i>Please convert G to KG and note Tonnes means Metric Tonnes</i>				
Further Information	<input type="text"/>			
Number of Packages (R)	<input type="text" value="12"/>	Type of Package (R)	<input type="text" value="BAGS"/>	

- 'Number of Packages' – enter the number of packages.
- 'Type of Packages' – enter the type of packages

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

- 'Distinguishing Marks' – distinguishing marks on packages (e.g. lot numbers, serial numbers) and conveyance identification numbers or names (e.g. container numbers or vessel name in the case of bulk shipments) should be included if necessary for the identification of the consignment.
- 'Packing Material Used' – the type of packing material can be added to this field.



The screenshot shows a form with the following fields:

- Distinguishing Marks:** A text input field containing 'ABC123'. Below it is a small text note: 'E.g. Container numbers, Lot numbers etc'.
- Packing Material Used:** A text input field containing 'HESSIAN'.
- Country of Origin (R):** A dropdown menu with 'UNITED KINGDOM' selected.
- Buttons:** A button labeled 'Add Commodity to Consignment' and a horizontal scroll bar below it.

- 'Country of Origin' - From the drop down menu, select the country of origin for your consignment. (The place of origin refers to places where the commodity was grown or produced and where it was possibly exposed to infestation or contamination by regulated pests)
- Click on 'Add Commodity to Consignment'

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

On clicking the 'Add Commodity to Consignment' button, the page will refresh and the commodity details will appear in the box. If you have any further commodities to add, repeat the steps to add each of your commodity details.

**Commodity Details**

Host Genus  Host Species

Host Common Name

EPPO Code   (R)

Variety  Commodity Group (R)  (v)

Quantity (R)   (v) Lot Reference

*Please convert G to KG and note Tonnes means Metric Tonnes*




Further Information

Number of Packages (R)  Type of Package (R)

Distinguishing Marks  Packing Material Used

*E.g. Container numbers, Lot numbers etc*

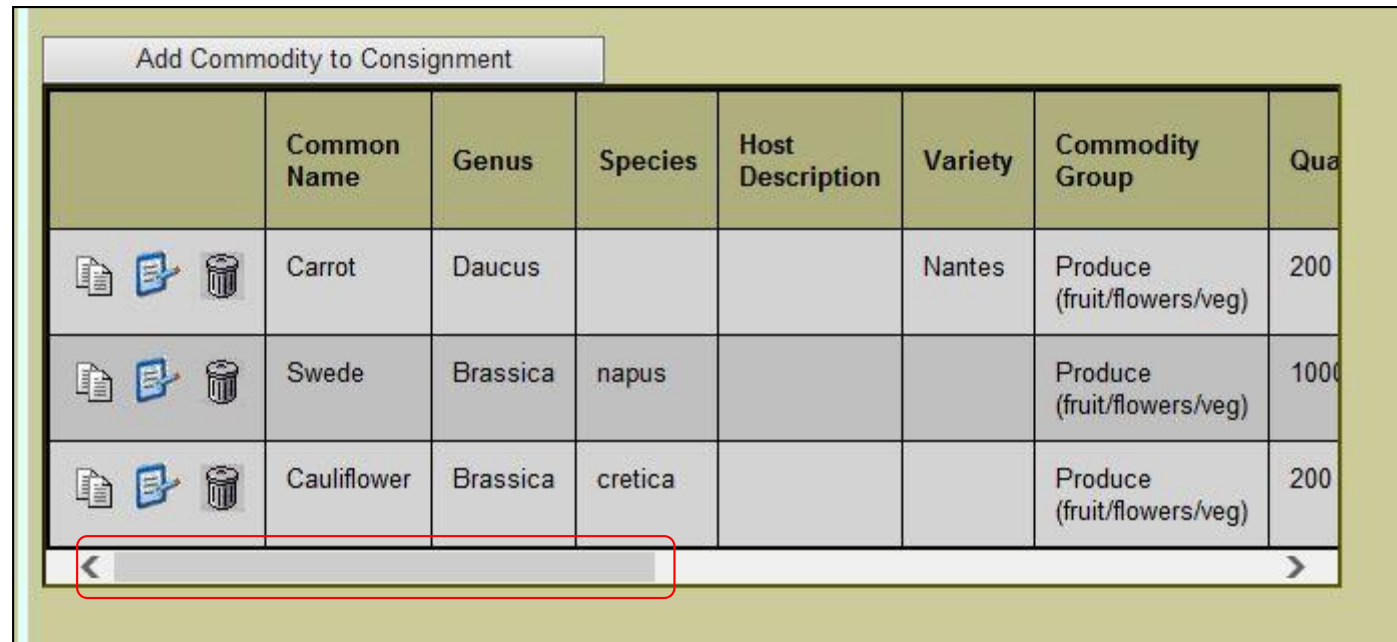
Country of Origin (R)  (v)










	Common Name	Genus	Species	Host Description	Variety	Commodity Group	Quant
  	Carrot	Daucus			Nantes	Produce (fruit/flowers/veg)	200

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

The example below shows three commodities added to the PHE36 General Application.



	Common Name	Genus	Species	Host Description	Variety	Commodity Group	Quantity
  	Carrot	Daucus			Nantes	Produce (fruit/flowers/veg)	200
  	Swede	Brassica	napus			Produce (fruit/flowers/veg)	1000
  	Cauliflower	Brassica	cretica			Produce (fruit/flowers/veg)	200

Use the scroll bar to view full commodity details.

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):


Once all commodities are entered:

- Click on 'Add Consignment Record'
- Click 'Next'

**PART THREE-** Once you have entered all the details of this consignment, including the commodities, please add this consignment to the list. If you have additional consignments to add, please repeat this process.

**Add Consignment Record**

Name and Address of Consignee	Name and Address of Exporter	Country of Consignee	Consignment Value	Means of Conveyance	Point of Entry	Import Permit No.	Commodities
-------------------------------	------------------------------	----------------------	-------------------	---------------------	----------------	-------------------	-------------

**Next** 

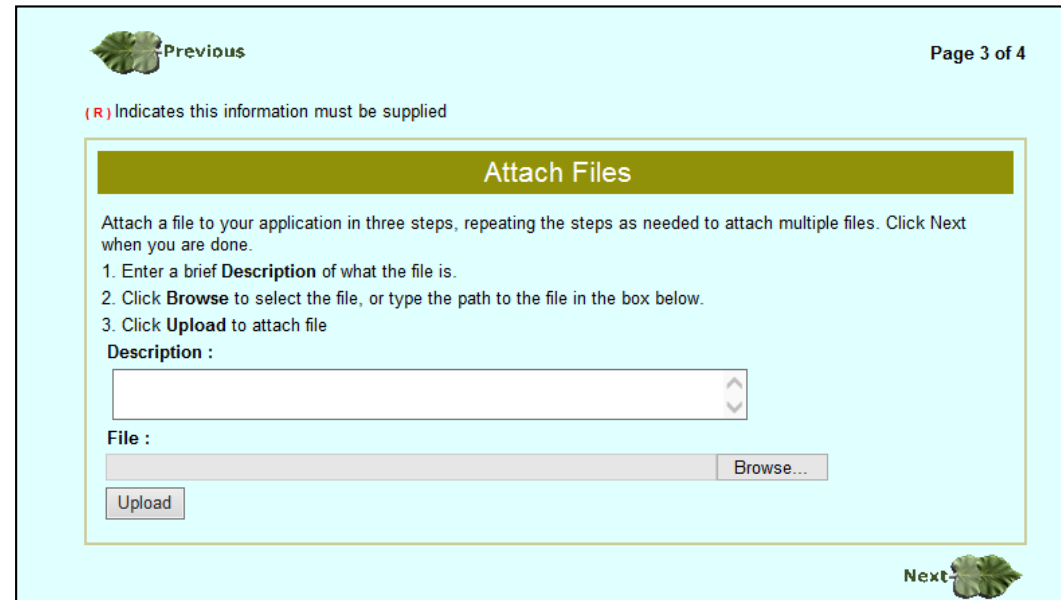


## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

**Import PC or PEACH numbers must be attached to the application for commodities with a country of origin outside the UK.** Import PC must include Additional Declarations (ADs) required for export to the EU. Also, if a commodity requires an Import Permit this must also be attached.

To upload the file(s) - Simply add a short description and upload the file by browsing your folders when prompted with this screen. Once uploaded click 'Next'.



The screenshot shows a web form titled "Attach Files" on a light blue background. At the top left is a "Previous" button with a leaf icon, and at the top right is "Page 3 of 4". Below this is a red "(R)" icon followed by the text "(R) Indicates this information must be supplied". The main content area is enclosed in a white box with a green border. Inside this box, there is a green header bar with the text "Attach Files". Below the header, there is instructional text: "Attach a file to your application in three steps, repeating the steps as needed to attach multiple files. Click Next when you are done." followed by a numbered list: "1. Enter a brief **Description** of what the file is.", "2. Click **Browse** to select the file, or type the path to the file in the box below.", and "3. Click **Upload** to attach file". Below the list, there is a "Description :" label followed by a text input field with a vertical scrollbar. Underneath that is a "File :" label followed by a file selection input field with a "Browse..." button. At the bottom left of the form is an "Upload" button. At the bottom right of the form is a "Next" button with a leaf icon.

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

Review the application information to check the accuracy.

If you wish to amend any information simply click 'Previous' and alter the relevant information.

If everything is correct:

- Read the declaration
- Select the box agreeing to the declaration
- Click 'Submit Application to PHSI'.

Previous Page 4 of 4

Please review the application below and read the terms and conditions before submitting to PHSI

**Applicant Details**

APHA PH TEST, Plant Health Department, Rm 11G02, The Animal and Plant Health Agency, Sand Hutton, YORK, North Yorkshire, YO41 1LZ, UNITED KINGDOM, 020802 62408,	<b>Inspection Details</b>	APHA PH TEST, Plant Health Department, Rm 11G02, The Animal and Plant Health Agency, Sand Hutton, YORK, North Yorkshire, YO41 1LZ, UNITED KINGDOM, 020802 62408,
--	---------------------------	--

**Customer Reference**

<b>Date Ready for inspection</b>	30/09/2020	<b>Dispatch Date</b>	01/10/2020
----------------------------------	------------	----------------------	------------

**Email Address** na@na.com

**Consignment Details**

**Attached Files** None

**Declaration**

- I / We hereby request Defra to arrange for the examination of the consignment(s) of plants listed overleaf and for the issue of such certificates as are prescribed by the Plant Health Regulations of the importing country.
- I / We have read and accept the general conditions as set out above, and the scale of charges as laid down in the Export Certification Charges Explanatory Leaflet (PHE 1)

I accept the above information is correct and agree to the declaration above.

**Submit Application to PHSI**

## Applying for a PHE36 General Application

### Commodity Details (Example 1 Continued):

Your application number will then be displayed on screen as below.

You must make a note of your application reference as this will be needed to request your phytosanitary certificate.

Email a list of application numbers once they are ready to be issued to [PHEATS@apha.gov.uk](mailto:PHEATS@apha.gov.uk) .

**Application for Inspection and Certification of Plants for Export - General**

Thank You. Your application has been received by PHSI. Your unique application reference is **122188/332168**  
Please quote this number when referring to this application.

<b>Applicant Details</b>	<b>Inspection Details</b>
APHA PH TEST	APHA PH TEST
Plant Health Department, Rm 11G02	Plant Health Department, Rm 11G02
The Animal and Plant Health Agency, Sand Hutton	The Animal and Plant Health Agency, Sand Hutton
YORK	YORK
YO41 1LZ	YO41 1LZ
UNITED KINGDOM	UNITED KINGDOM
<b>Customer Reference</b>	
<b>Date Ready for Dispatch</b>	<b>Date Ready for Inspection</b>
01/10/2020	30/09/2020
<b>Email Address</b>	
na@na.com	

End of process for Example 1.

## Applying for a PHE36 General Application

### Commodity Details (Example 2)

If you have a large list of commodities, which have passed the official inspection, when submitting your application you can utilise the file attachment section of the application to attach a commodity list (i.e. a spreadsheet or Word.doc).

Any commodity list attachments used must include all of relevant commodity information as highlighted in the main body of the PHE36 application against each commodity line i.e.:

- Commodity name
- Scientific name
- Country of origin
- Number of packages
- Quantity (weight)

If information is missing from the attachment, the application will be rejected and you will need to submit a new application and attach an updated commodity list containing the correct information.

## Applying for a PHE36 General Application

### Commodity Details (Example 2 Continued):

The following actions have already been covered in the earlier slides:

- Log on to eDomero
- On the 'New Application' page click on the '+' symbol next to 'Scheme: Export Forms'
- Select 'Add new PHE36 General'
- Read the 'Animal and Plant Health Agency Personal Information Charter'
- Select 'I Agree'
- Click on 'Continue'
- Complete the Inspection details page. If the Inspection Address is the same as the applicant address select 'Same as applicant address' if not, input the details into the 'Inspection Address' section to find the correct address. Input 'Date ready for inspection' (using current date) Input 'Date of Despatch'. Add the applicant's email address. Click 'Next'

## Applying for a PHE36 General Application

### Commodity Details (Example 2 Continued):

If a large number of commodities, which have passed the official inspection, are on the consignment, they can be added to the application by attaching a file to the application.

- Scroll down the 'Commodity Details' page.
- Select 'Attach file detailing commodity information'

**Commodity Details**

Host Genus	<input type="text"/>	Host Species	<input type="text"/>
Host Common Name	<input type="text"/>		
EPPO Code	<input type="text"/>	<input type="button" value="Check against list"/>	
Variety	<input type="text"/>	Commodity Group (R)	<input type="text" value="Please Select"/>
Quantity (R)	<input type="text"/> <input type="text" value="Please Select"/>	Lot Reference	<input type="text"/>
<i>Please convert G to KG and note Tonnes means Metric Tonnes</i>			
Further Information	<input type="text"/>		
Number of Packages (R)	<input type="text"/>	Type of Package (R)	<input type="text"/>
Distinguishing Marks	<input type="text"/>	Packing Material Used	<input type="text"/>
<i>E.g. Container numbers, Lot numbers etc</i>			
Country of Origin (R)	<input type="text" value="Please Select"/>		

or

If you wish to attach a file detailing the Commodity Details for this consignment please tick the box below.

Attach file detailing commodity information.

## Applying for a PHE36 General Application

### Commodity Details (Example 2 Continued):

The screen will refresh.

Input:

- 'Name and Address of Consignee'
- 'Country of Consignee'
- 'Consignment Value'
- 'Means of Conveyance'
- 'Point of Entry'
- Import permit Number (if applicable)

To attach files:

- Select the 'Commodity Group' using the drop down selection.
- Click on the box next to 'Attach File'

#### Consignment Details

**PART ONE** - Please enter the details of the consignment below.

Name and Address of Consignee (R)

Country of Consignee (R)

Consignment Value (R) £   
*The value of the consignment information requested is for statistical information only and will be regarded as confidential*

Means of Conveyance (R)

Point of Entry

Import Permit No.

If you wish to attach a file detailing the Commodity Details for this consignment please tick the box below.

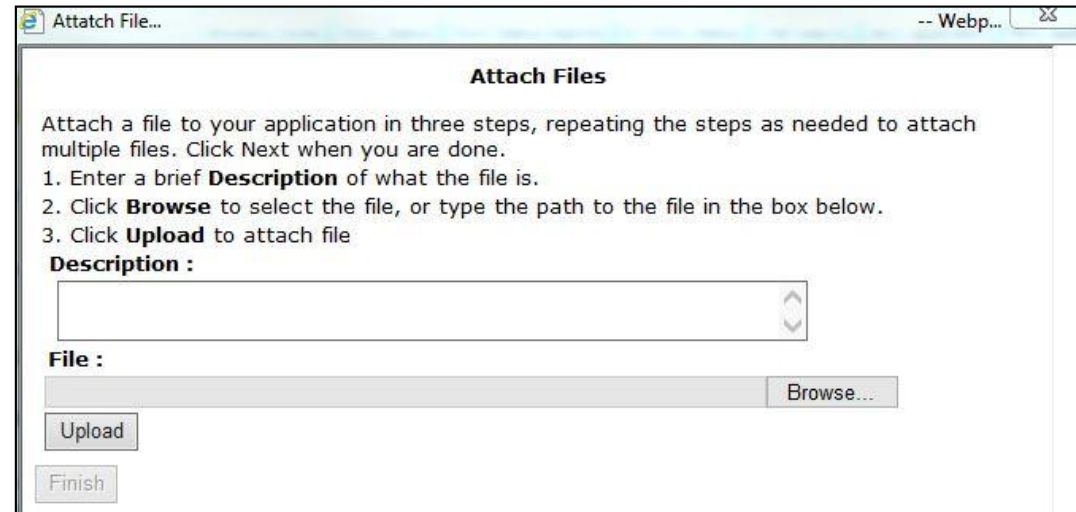
Attach file detailing commodity information.

Commodity Group

## Applying for a PHE36 General Application

### Commodity Details (Example 2 Continued):

A separate Attach Files box will appear. To upload the file(s) - Simply add a short description and upload the commodity file by browsing your folders. Once uploaded click 'Finish'.



The screenshot shows a web browser window titled "Attatch File..." with a sub-window titled "Attach Files". The sub-window contains the following text and controls:

**Attach Files**

Attach a file to your application in three steps, repeating the steps as needed to attach multiple files. Click Next when you are done.

1. Enter a brief **Description** of what the file is.
2. Click **Browse** to select the file, or type the path to the file in the box below.
3. Click **Upload** to attach file

**Description :**

[Text input field]

**File :**

[Text input field] [Browse...]

[Upload]

[Finish]



## Applying for a PHE36 General Application

### Commodity Details (Example 2 Continued):

Once the commodity file has been attached.

- Click 'Add Consignment Record'

The screen will refresh and the consignment details will appear.

- Click 'Next'

If you wish to attach a file detailing the Commodity Details for this consignment please tick the box below.

Attach file detailing commodity information.


Commodity Group

Attach File  **Currently Selected File -**  
[PHEATS TEST CASE SPREADSHEET.docx](#) consignment details

**PART THREE-** Once you have entered all the details of this consignment, including the commodities, please add this consignment to the list. If you have additional consignments to add, please repeat this process.

**Add Consignment Record**

	Name and Address of Consignee	Name and Address of Exporter	Country of Consignee	Consignment Value	Means of Conveyance	Point of Entry	Import Permit No.	Commodities	
<									>

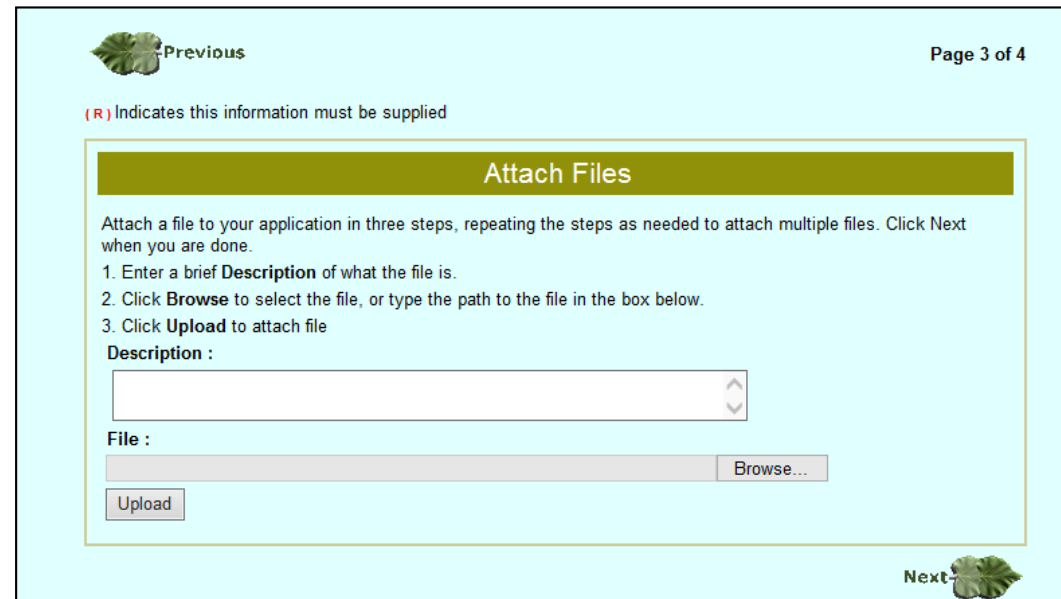
**Next** 

## Applying for a PHE36 General Application

### Commodity Details (Example 2 Continued):

**Import PC or PEACH numbers must be attached to the application for commodities with a country of origin outside the UK.** Import PC must include Additional Declarations (ADs) required for export to the EU. Also, if a commodity requires an Import Permit this must also be attached.

To upload the file(s) - Simply add a short description and upload the file by browsing your folders when prompted by this screen. Once uploaded click 'Next'.



The screenshot shows a web form titled "Attach Files" with a light blue background. At the top left is a "Previous" button with a leaf icon, and at the top right is "Page 3 of 4". A red "(R)" icon is followed by the text "(R) Indicates this information must be supplied". The main content area has a dark green header "Attach Files". Below this, instructions state: "Attach a file to your application in three steps, repeating the steps as needed to attach multiple files. Click Next when you are done." The steps are: 1. Enter a brief **Description** of what the file is. 2. Click **Browse** to select the file, or type the path to the file in the box below. 3. Click **Upload** to attach file. There is a text input field for "Description:" with a dropdown arrow on the right. Below it is a "File:" label, a text input field, and a "Browse..." button. At the bottom left of the form is an "Upload" button. At the bottom right is a "Next" button with a leaf icon.

## Applying for a PHE36 General Application

### Commodity Details (Example 2 Continued):

Review the application information to check the accuracy.

If you wish to amend any information simply click 'Previous' and alter the relevant information.

Previous Page 4 of 4

Please review the application below and read the terms and conditions before submitting to PHSI

**Applicant Details**

APHA PH TEST, Plant Health Department, Rm 11G02, The Animal and Plant Health Agency, Sand Hutton, YORK, North Yorkshire, YO41 1LZ, UNITED KINGDOM, 020802 62408,	<b>Inspection Details</b>	APHA PH TEST, Plant Health Department, Rm 11G02, The Animal and Plant Health Agency, Sand Hutton, YORK, North Yorkshire, YO41 1LZ, UNITED KINGDOM, 020802 62408,
--	---------------------------	--

**Customer Reference**

<b>Date Ready for inspection</b>	30/09/2020	<b>Dispatch Date</b>	01/10/2020
----------------------------------	------------	----------------------	------------

**Email Address** na@na.com

**Consignment Details**

If everything is correct:

- Read the declaration stated
- Select the box agreeing to the declaration
- Click 'Submit Application to PHSI'.

**Attached Files** None

**Declaration**

- I / We hereby request Defra to arrange for the examination of the consignment(s) of plants listed overleaf and for the issue of such certificates as are prescribed by the Plant Health Regulations of the importing country.
- I / We have read and accept the general conditions as set out above, and the scale of charges as laid down in the Export Certification Charges Explanatory Leaflet (PHE 1)

I accept the above information is correct and agree to the declaration above.

**Submit Application to PHSI**

## Applying for a PHE36 General Application

### Commodity Details (Example 2 Continued):

Your application number will then be displayed on screen as below.

You must make a note of your application reference as this will be needed to request your phytosanitary certificate.

Email a list of application numbers once they are ready to be issued to [PHEATS@apha.gov.uk](mailto:PHEATS@apha.gov.uk)

**Application for Inspection and Certification of Plants for Export - General**

Thank You. Your application has been received by PHSI. Your unique application reference is **122188/332168**  
Please quote this number when referring to this application.

<b>Applicant Details</b>		<b>Inspection Details</b>	
APHA PH TEST		APHA PH TEST	
Plant Health Department, Rm 11G02		Plant Health Department, Rm 11G02	
The Animal and Plant Health Agency, Sand Hutton		The Animal and Plant Health Agency, Sand Hutton	
YORK		YORK	
YO41 1LZ		YO41 1LZ	
UNITED KINGDOM		UNITED KINGDOM	
<b>Customer Reference</b>		<b>Date Ready for Inspection</b>	30/09/2020
<b>Date Ready for Dispatch</b>	01/10/2020		
<b>Email Address</b>	na@na.com		

End of process for Example 2.

# Applying for a PHE36 General Application

Video demonstration of applying for a PHEATS Application using a PHE36 General application form:

The screenshot shows the eDomero SWE application portal. At the top left is the Defra logo (Department for Environment, Food and Rural Affairs). At the top right is the text 'eDomero SWE'. Below the logo is the address: 'APHA PH TEST, Plant Health Department, Rm 11G02, The Animal and Plant Health Agency, Sand Hutton, YORK, North Yorkshire, YO41 1LZ, UNITED KINGDOM, 020802 62408,'. To the right of the address is a 'Main Menu' link. Below the address is a navigation bar with links: 'eDomero Home | Work Status | Work Status Imports | EU Work Status | Visit search | **New application** | New application (existing) | Plant Health Incident Management Administration | Application Search | Monthly Work Record | Log Out eDomero'. The main content area is titled 'New Application' and contains the instruction 'To add new or view previous applications first select a scheme'. Below this instruction is a list of six schemes, each with a plus icon and a text label: 'Scheme: Imports Scientific Licence Forms', 'Scheme: Plant Passporting forms', 'Scheme: Export Forms', 'Scheme: Seed Potato Classification Scheme', 'Scheme: Specific Plant Health Notification', and 'Scheme: EU Tree and Plant Notifications'. At the bottom of the page, there is a footer with copyright information: '© Crown copyright | Access to information | Terms & conditions | Privacy | Accessibility' and a session expiration notice: 'For security reasons this session will expire in 17:47 minutes and you will be automatically logged out. (AV1.0.0.0 AV2.7.4.2 CV2.4.1.0) Department for Environment, Food and Rural Affairs'.


# How To: Re-using details from a previous application for the same consignee to apply for a PHE36 General Application

## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

You can re-use details from previous applications for the same consignee to make a new application.

To do this:

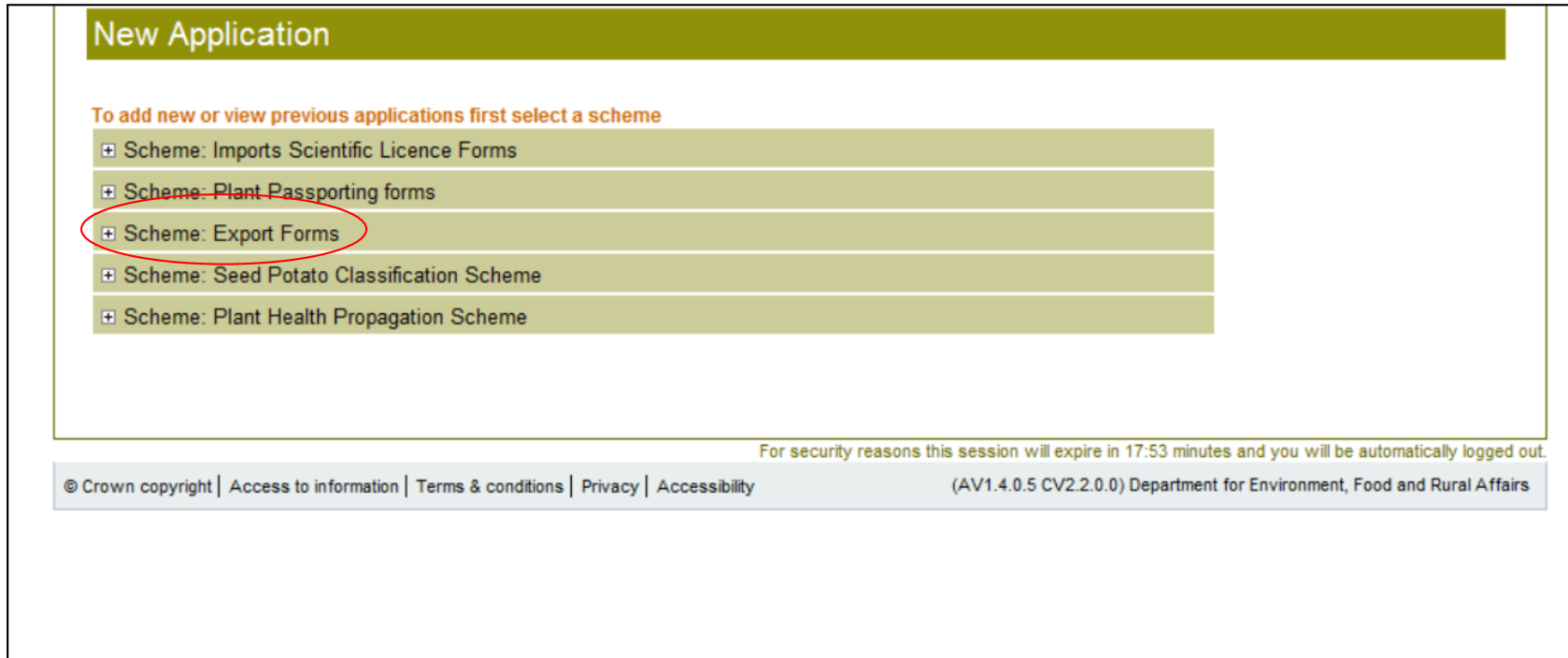
- Click on 'New application'



The screenshot shows the eDomero web application interface. At the top right, the logo "eDomero" is displayed. Below it, a navigation menu includes "eDomero Home", "New application" (circled in red), "Application Search", "Applicant Add Client", and "Log Out eDomero". A "Main Menu" link is also visible. A green banner below the navigation menu reads "Secure Home Page". The main content area contains two boxes: "Information & News ..." with a date of "18 May 2010" and a message about the latest version of eDomero (1.3.8.0) being released, and "Help..." with instructions on how to get help and a link to a full list of resources: <http://www.fera.defra.gov.uk/contactUs/contactPlh.cfm>. At the bottom of the page, a security notice states: "For security reasons this session will expire in 17:48 minutes and you will be automatically logged out".

## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

- Click on the + button for Export Forms.



The screenshot shows a web interface for creating a new application. At the top, there is a green header with the text "New Application". Below this, a message in orange text reads: "To add new or view previous applications first select a scheme". Underneath, there is a list of five schemes, each with a small plus sign icon to its left. The third item in the list, "Scheme: Export Forms", is circled in red. The other schemes are "Scheme: Imports Scientific Licence Forms", "Scheme: Plant Passporting forms", "Scheme: Seed Potato Classification Scheme", and "Scheme: Plant Health Propagation Scheme". At the bottom of the page, there is a footer with the text: "For security reasons this session will expire in 17:53 minutes and you will be automatically logged out." Below that, there is a copyright notice: "© Crown copyright | Access to information | Terms & conditions | Privacy | Accessibility" and the version information: "(AV1.4.0.5 CV2.2.0.0) Department for Environment, Food and Rural Affairs".



## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

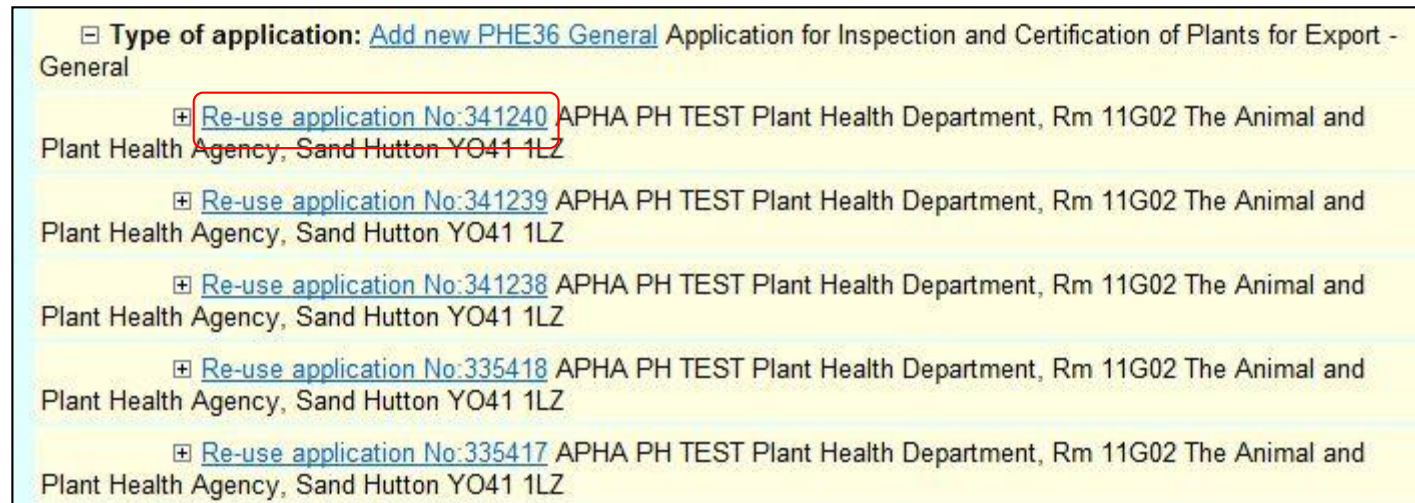
If previous applications have been made you will see a '+' in front of the 'Add new PHE36 General line.

- Click on the '+'



## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

The previous applications will appear. To find a previous application for the same consignee you will have to click on the '+' button in front of 'Re-use application No:xxxxx' until you find one for the same consignee.



☐ **Type of application:** [Add new PHE36 General](#) Application for Inspection and Certification of Plants for Export - General

☐ [Re-use application No:341240](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

☐ [Re-use application No:341239](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

☐ [Re-use application No:341238](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

☐ [Re-use application No:335418](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

☐ [Re-use application No:335417](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

Click on the '+' button to view the consignment details.

If your new application is for the same consignee and country of export you can re-use that application to apply for the new PHE36 General Application. Select the correct previous application by clicking on on 'Re-use application No:xxxxx'

**Type of application:** [Add new PHE36 General](#) Application for Inspection and Certification of Plants for Export - General

[Re-use application No:341240](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

**Consignment details:** TEST CONSIGNEE (LYON PRODUCE SUPPLIES LTD Country of Export: FRANCE)

[Re-use application No:341239](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

[Re-use application No:341238](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and

**Type of application:** [Add new PHE36 General](#) Application for Inspection and Certification of Plants for Export - General

[Re-use application No:341240](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

**Consignment details:** TEST CONSIGNEE (LYON PRODUCE SUPPLIES LTD Country of Export: FRANCE)

[Re-use application No:341239](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and Plant Health Agency, Sand Hutton YO41 1LZ

[Re-use application No:341238](#) APHA PH TEST Plant Health Department, Rm 11G02 The Animal and

## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

Read the APHA's Personal Information Charter

- Tick the box next to 'I Agree'.
- Click 'Continue'.



Application for Inspection and Certification of Plants for Export - General

**Data Protection**

For information on how we handle personal data please go to [www.gov.uk](http://www.gov.uk) and search Animal and Plant Health Agency Personal Information Charter.

I Agree

Continue

For security reasons this session will expire in 16:26 minutes and you will be automatically logged out.




© Crown copyright | Access to information | Terms & conditions | Privacy | Accessibility (AV1.0.0.0 AV2.7.2.1 CV2.4.1.0) Department for Environment, Food and Rural Affairs

## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

Complete the Inspection details section (as shown in the previous slides)

On the Commodity Details page scroll down to the bottom of the page to view the previous application's details. Check the details to see if any information needs to be changed.

If you need to edit the application - the blue notepad icon is the edit button, the white page icon is copy and the bin icon is delete.

	Name and Address of Consignee	Name and Address of Exporter	Country of Consignee	Consignment Value	Means of Conveyance	Point of Entry	Import Permit No.
  	TEST CONSIGNEE (LYON PRODUCE SUPPLIES LTD TEST ADDRESS LINE 1 TEST ADDRESS LINE 2 LYON		FRANCE	2500	Sea	CALAIS, FRANCE	

## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

If you need to edit the application details click on the blue notepad icon. The application details will change colour.

Name and Address of Consignee	Name and Address of Exporter	Country of Consignee	Consignment Value	Means of Conveyance	Point of Entry	Import Permit No.	Commodities				
TEST CONSIGNEE (LYON PRODUCE SUPPLIES LTD TEST ADDRESS LINE 1 TEST ADDRESS LINE 2 LYON		FRANCE	2500	Sea	CALAIS, FRANCE		<table border="1"> <tr> <td>Genus</td> <td>Spe</td> </tr> <tr> <td>Brassica</td> <td>cre</td> </tr> </table>	Genus	Spe	Brassica	cre
Genus	Spe										
Brassica	cre										

## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

Make the necessary alterations to the 'Commodity Details' page and add any new commodities to the consignment by clicking 'Add Commodity to Consignment'

**Commodity Details**

Host Genus  Host Species

Host Common Name

EPPO Code

Variety  Commodity Group (R)

Quantity (R)   Lot Reference

*Please convert G to KG and note Tonnes means Metric Tonnes*




Further Information

Number of Packages (R)  Type of Package (R)







Distinguishing Marks  Packing Material Used

*E.g. Container numbers, Lot numbers etc*

Country of Origin (R)

	Common Name	Genus	Species	Host Description	Variety	Commodity Group	Quantity
  	Cauliflower	Brassica	cretica			Produce (fruit/flowers/veg)	200

Delete any commodities from the previous application which are not applicable to the new application by clicking on the bin icon.

	Common Name	Genus	Species	Host Description	Variety	Commodity Group	Quantity
  	Cauliflower	Brassica	cretica			Produce (fruit/flowers/veg)	200
  	Swede	Brassica	napus			Produce (fruit/flowers/veg)	100

## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

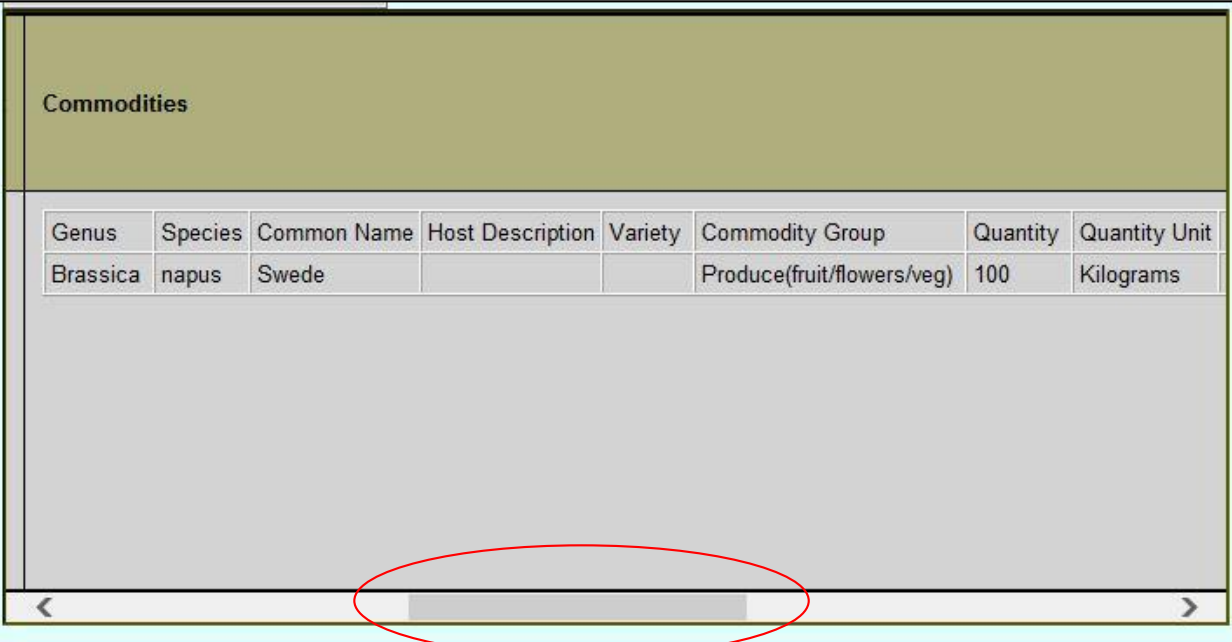
Click on 'Update Record'

Name and Address of Consignee	Name and Address of Exporter	Country of Consignee	Consignment Value	Means of Conveyance	Point of Entry	Import Permit No.	Commodities				
TEST CONSIGNEE (LYON PRODUCE SUPPLIES LTD TEST ADDRESS LINE 1 TEST ADDRESS LINE 2 LYON		FRANCE	2500	Sea	CALAIS, FRANCE		<table border="1"><tr><td>Genus</td><td>Spe</td></tr><tr><td>Brassica</td><td>cre</td></tr></table>	Genus	Spe	Brassica	cre
Genus	Spe										
Brassica	cre										



## How to re-use details from a previous application for the same consignee to apply for a PHE36 General Application

The updated application details will then appear in the Consignment Record Box.



Genus	Species	Common Name	Host Description	Variety	Commodity Group	Quantity	Quantity Unit
Brassica	napus	Swede			Produce(fruit/flowers/veg)	100	Kilograms

Use the scroll bar to view the full consignment details.

Once you have checked that the application is correct – click ‘Next’ and this will take you to the page where you can attach files.

You can continue with the application from this point as shown in the previous slides.



# Inspection of a Consignment

How to inspect an export consignment

# Inspections

## International Standards

- It is usually not feasible to inspect entire consignments, so phytosanitary inspections are performed mainly on samples obtained from a consignment. It is noted that the sampling concepts are available in ISPM 31 (Methodologies for sampling a consignment).
- Sampling methodologies used will depend on the sampling objectives (for example, sampling for testing) and may be solely statistically based or developed noting particular operational constraints. Methodologies developed to achieve the sampling objectives, within operational constraints, may not yield the same statistical confidence levels in the results as fully statistically based methods, but such methods may still give valid results depending on the desired sampling objective. If the sole purpose of sampling is to increase the chance of finding a pest, selective or targeted sampling is also valid.

# Inspections

## Intensity – How much should you look at

- Authorised persons should inspect 60 items of produce of every genus from 5 packages or bulk bins (or from all if less than 5). If the consignment contains less than 60 items then the whole consignment should be inspected. If 5 packages contain less than 60 items then more packages should be selected until 60 items is reached.
- Where items are contained in secondary packaging (e.g. small bags in boxes) then the individual items should be drawn, where possible, from at least 5 of the secondary packages.
- For consignments of leafy vegetables containing less than 500 items, then 30 items from 5 packages should be inspected.

## Location – Where to look in a consignment

- When selecting items to inspect, they should be drawn evenly from each box or package, e.g. top, middle and bottom of a consignment. Authorised persons should ensure that items are only inspected once during the inspection process. An inspection of any plant material should involve a visual examination of at least 75% of the surface area of each item.

# Inspection Rates

Consignment Inspection Procedure		
<u>Small Consignments</u>	<u>Large Consignments</u>	<u>Mixed Consignments</u>
( $<5$ packages / boxes / bulk bins, etc.)	(5 packages / boxes / bulk bins, etc.)	(e.g. a net of both lemons and limes, or a bunch of multiple flower types)
<p>Inspect 60 items of every genus from all of the containers.</p> <p>When selecting items to inspect, draw items evenly from each container, e.g. top, middle and bottom</p>	<p>Inspect 60 items of every genus from 5 containers.</p> <p>If 5 containers contain less than 60 items, more containers should be selected until 60 items reached.</p> <p>When selecting items to inspect, draw items evenly from each container, e.g. top, middle and bottom</p>	<p>Inspect a random sample of 60 items from each batch from 5 containers, or from all containers if less than 5.</p> <p>When selecting items to inspect, draw items evenly from each container, e.g. top, middle and bottom</p>

- This sampling scheme will be able to identify with 95 % reliability a level of presence of infected plants of 5 % or above
- This means that if the pest is present on just 5% of the commodity that 95 times out of a 100 you will be able to detect it.

# Inspections

## Fruit and Vegetables

- For fruit and vegetables which bear other botanical structures such as leaves or calices, then these should be visually examined, both on the upper surface and underneath. Produce which may exhibit signs of having pests or diseases should be cut to investigate further.

## Cut Flowers

- Where the leaves of cut flowers remain, particular attention should be paid to the underside of the leaves. Flowers packed in tied bunches can be examined without the need to split the bunch, provided 75% of the surface area is visible. Where there is a potential for thrips to be present then the flowers should be inverted over a white surface and tapped to induce the thrips to detach from the plant material. Where cut flowers are in mixed bouquets that contain regulated genera, then the bouquet can be considered as the item and 20 bunches from 5 boxes should be inspected.

## Soil

- Soil is prohibited from all third countries to the EU other than Switzerland. Root and tubercle vegetables should be managed or treated in a way to render it practically free from soil with a maximum tolerance of 1% by weight.

# Recording Inspections

## Notebooks

- All export inspections must be recorded in a notebook.
- Details recorded for an inspection should include enough information that enables the record to be tied back to an application.
- They will act as official records for the authorised person and must be bound and paginated.
- These records can be asked to be viewed by APHA at any time and must be retained for 3 years.
- Record the facts of the inspections including pest/disease findings, samples taken, inspecting less boxes than specified in SOP etc.
- Record details that are not already captured in eDomero such as outcome of inspection (pass/fail)
- Time and date entries
- Fill in as soon as practicable
- Log unusual occurrences/differences e.g. damaged goods or goods not found
- Can use abbreviations – these need to be consistent and explainable

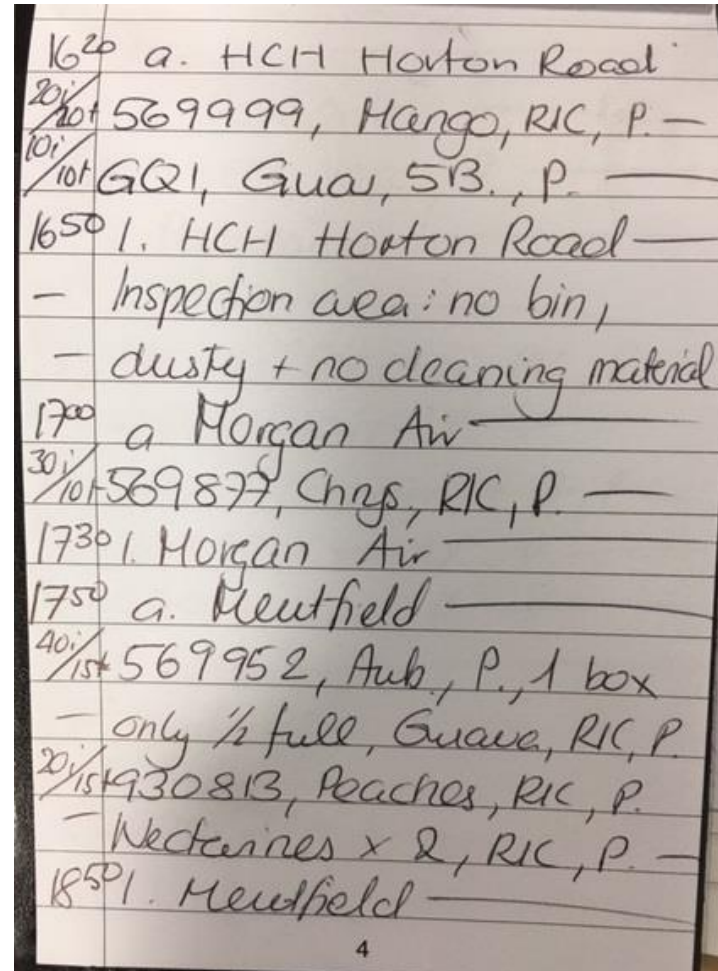
# Notebooks – Filling in your notebook (ELBOW)

<b>Erasures</b>	Never erase an entry made in your notebook. Strike through with one single line
<b>Lines missed</b>	These should also be struck through with a single stroke
<b>Blank spaces</b>	Strike through with a single stroke
<b>Overwriting</b>	Do not write over existing entries. Strike through the mistake
<b>Written in ink</b>	All entries must be written in ink.
<b>Spare pages</b>	Strike through a page with a single stroke Endorse missed pages or data with 'Omitted in error'





# Notebook Example



# Knowledge Test



# Knowledge Test

Please visit the below link to complete the knowledge test for this module:

PHEATS – Application, inspection methodologies and records

<https://forms.office.com/Pages/ResponsePage.aspx?id=UCQKdycCYkyQx044U38RAvJ7GY98lcdOvJfSZ-UDeKFUMUQxR1g2OVJMWkNZUINSWEIaUkRUVTNOSi4u>

