

## **AD guide tool produce – User instructions**

### **Introduction**

The AD guide tool is a look up spreadsheet to find the special requirements also known as additional declaration (AD) requirements for produce. It includes current AD requirements under The Plant Health (Phytosanitary Conditions) (Amendment) (EU Exit) Regulations 2020.

The produce tool consists of 3 sheets:



Use each sheet as follows:

- **ADs** to establish AD requirements for produce.
- **Prohibitions** to check details for prohibited commodities.
- **No Phyto** lists commodities that do not require a phytosanitary certificate.

The sheets can be used individually as required but to check an application in a systematic way a step by step approach is suggested as below:

STEP ONE – Establishing additional declarations for the consignment

STEP TWO - Screening for prohibited plants

ADs for the UK protected zone are not included as their application is still under review by Policy.

Please note that it is the responsibility of the exporting NPPO to understand specific AD requirements in relation to their local situation. Rather than providing specific guidance, advise importers to use the ['Importers Guide'](#) to ascertain if the consignment is prohibited or needs a phyto and notification.

## STEP ONE – Establishing additional declarations for the consignment

ADs (Fig. 1) contains AD requirements for different produce groups. The AD tool will return the relevant ADs based on user selection from three search categories

1. Plant category
2. Origin
3. Genus

Plant category                      Origin                      Genus

1. Plant category - select one option

Basil & Celery leaves
Bitter melon
Citrus fruit
Citrus fruit for processing
Corn (Sweetcorn)
Cut flowers
Fruit of Solanaceae (Tomato family i.e. Chilli, Tomato, Aubergi...
Fruit sweet (Apples, Avocado, Blueberries, Mango, Papaya, ...
Grain
Machinery and vehicles
Parts of plants - herbaceous

2. Origin - select 'Third Countries' and country of origin if listed (hold CTRL to select more than o...

A Ds for all Third Countries (alw...	Afghanistan	African continent countries
Albania	Algeria	Americas
Andorra	Argentina	Armenia
Australia	Azerbaijan	Belarus
Belize	Bosnia & Herzegovina	Brazil
Canada	Canary Islands	Cape Verde
China	Costa Rica	Dominican Republic
Egypt	El Salvador	Faeroe Islands
French Polynesia	Georgia	Guatemala
Honduras	Iceland	India
Iran	Iraq	Israel

3. Genus - select 'all genera' & specific genus if listed (hol

A Ds for all genera (a...	Acer	Actinidia
Adiantum	Aegle	Aeglopsis
Aesculus	Afraegle	Amyris
Apium	Arbutus	Arctostaph
Atalantia	Balsamocitrus	Betula
Burkillanthus	Calluna	Calodendr
Camellia	Capsicum	Casimiroa
Castanea	Choisya	Chrysanth
Citropsis	Citrus	Clausena
Conifer genera (all)	Cryptocoryne	Dianthus
Eremocitrus	Esenbeckia	Fagus

Figure 1 ADs category selections

Select options from each category as follows:

1. **Plant category** – only 1 selection required. Choose the category that matches the consignment.
2. **Origin** – First select the option 'A Ds for all Third Countries'. This will return ADs that apply to all third countries for the selected commodity. This option is not available for 'Grain' and 'Potatoes' and in these cases select the country of origin if available.

Next select the country of origin if it is listed and not greyed out. This will add country specific ADs.

Options that do not apply are automatically removed or greyed out and cannot be selected. If no selection is possible or applicable no additional specific ADs apply.

Example: Chillies (*Capsicum annum*) originating from an African country will need AD 101 (*Neoleucinodes elegantalis*) and AD 95 (*Spodoptera frugiperda*) because these two AD requirements apply to all third countries. In addition, they will also need AD 94 (*Thaumatotibia leucotreta*) which applies specifically to African countries.

3. **Genus** – select the appropriate option that matches the commodity. This will add genus specific ADs. Options that do not apply are automatically removed or greyed out and cannot be selected. If the genus is not listed no specific ADs apply.

Once selections in all three categories have been applied, ADs for the consignment will be listed below the selections (Fig. 2). The tool automatically filters out options that do not apply.

1. Plant category - select one option  
Fruit of Solanaceae (Tomato family i.e. Chili, Tomato, Aubergines...)

2. Origin - select 'Third Countries' and country of origin if listed (hold CTRL to select m...  
 A Ds for all Third Countries (alwa... African continent countries Belize  
 Cape Verde Costa Rica Dominican Republic  
 El Salvador French Polynesia Guatemala  
 Honduras Israel Jamaica  
 La Reunion Madagascar Mauritius  
 Mexico Nicaragua Panama  
 Puerto Rico Saint Helena United States  
 Afghanistan Albania Algeria  
 Americas Andorra Armenia  
 Australia Azerbaijan Belarus  
 Bosnia & Herzegovina Bosnia and Herzegovina Canada

3. Genus - select 'all genera' & specific genus if listed (hol...  
Capsicum Solarium

Does not apply to the following	Genus	Species	Prohibitions apply	Not required for the following	Only applies to origins where	AD requirement	Additional statements or requirements	AD quarantine pest or pathogen	Comments
n/a	Capsicum	All	n/a	n/a	n/a	94 (a) or 94 (b) or 94 (c) (i) & (ii) & (iii) or 94 (d)	(b) The name of the area(s) must be included in the phytosanitary certificate under "Additional declaration". (d) The use of a systems approach or details of the treatment method must be included in the phytosanitary certificate. (c) (ii) information on traceability must be included on the phytosanitary certificate.	<i>Thaumatotibia leucotreta</i>	(a) Country freedom must have been communicated in writing to the U (b) Area freedom status must have been communicated in writing to the U (c) Written details of the treatment method must be included in the phytosanitary certificate
n/a	Capsicum	annuum	n/a	EU Member States, Liechtenstein & Switzerland	n/a	101 (a) or 101 (b) or 101 (c) (i) & (ii) & (iii) or 101 (d)	(b) The name of the area(s) must be included in the phytosanitary certificate under "Additional declaration". (c) (i) The name of the place of production(s) must be included in the phytosanitary certificate under "Additional declaration". (c) (ii) & (d) Information on traceability is included in the phytosanitary certificate.	<i>Neoleucinodes elegantalis</i>	(a) Country freedom must have been communicated in writing to the U (b) Area freedom status must have been communicated in writing to the U
n/a	Capsicum	All	n/a	EU Member States, Liechtenstein & Switzerland	n/a	95 (a) or 95 (b) or 95 (c) (i) & (ii) & (iii)	(b) The name of the pest free area must be recorded on the phytosanitary certificate.	<i>Spodoptera frugiperda</i>	n/a

Figure 2 ADs selection for Chillies (*Capsicum annuum*) with results displayed below.

The information for each AD contains important details as many ADs will have specific requirements on how and where certain statements should be displayed on the phytosanitary certificate (Fig.3).

Does not apply to the following	Genus	Species	Prohibitions apply	Not required for the following	Only applies to origins where	AD requirement	Additional statements or requirements	AD quarantine pest or pathogen	Comments
n/a	Capsicum	All	n/a	n/a	n/a	94 (a) or 94 (b) or 94 (c) (i) & (ii) & (iii) or 94 (d)	(b) The name of the area(s) must be included in the phytosanitary certificate under "Additional declaration". (d) The use of a systems approach or details of the treatment method must be included in the phytosanitary certificate. (c) (ii) information on traceability must be included on the phytosanitary certificate.	<i>Thaumatotibia leucotreta</i>	(a) Country freedom must have been communicated in writing to the U (b) Area freedom status must have been communicated in writing to the U (c) Written details of the treatment method must be included in the phytosanitary certificate

Figure 3 AD detail for *Thaumatotibia leucotreta* for Chillies from an African Country.

Read the information then check that the phytosanitary certificate complies with the listed requirements for the consignment.

Some ADs are specific to a species only and where this is the case a species name will be listed in the relevant record for an AD.

In Figure 3 the requirements for different AD options are listed: (b) The name of the pest free area must be mentioned on under 'Additional declaration'. (c) Information on traceability is included in the phytosanitary certificate. (d) The use of a systems approach or details of the treatment method are indicated on the phytosanitary certificate.

Each AD entry will also indicate if prohibitions apply. In this is the case, check the **Prohibitions** for further details.

Some ADs do not require a statement on the phyto. If this is the case the comments box will state 'If phyto issued, this requirement can be taken to be fulfilled – no official statement needed'.

To navigate in the ADs sheet selection boxes follow these instructions:

*Selecting more than one option:* Select the first option, then hold the Ctrl key at the same time and select additional options.

*Clearing selections:* To clear a selection click on the funnel symbol with the red cross (Fig. 4). This will clear the selection and the funnel symbol will no longer show a red cross. (Fig. 5).

*Moving up and down tables:* Use the scroll bar on the right to move up and down lists.

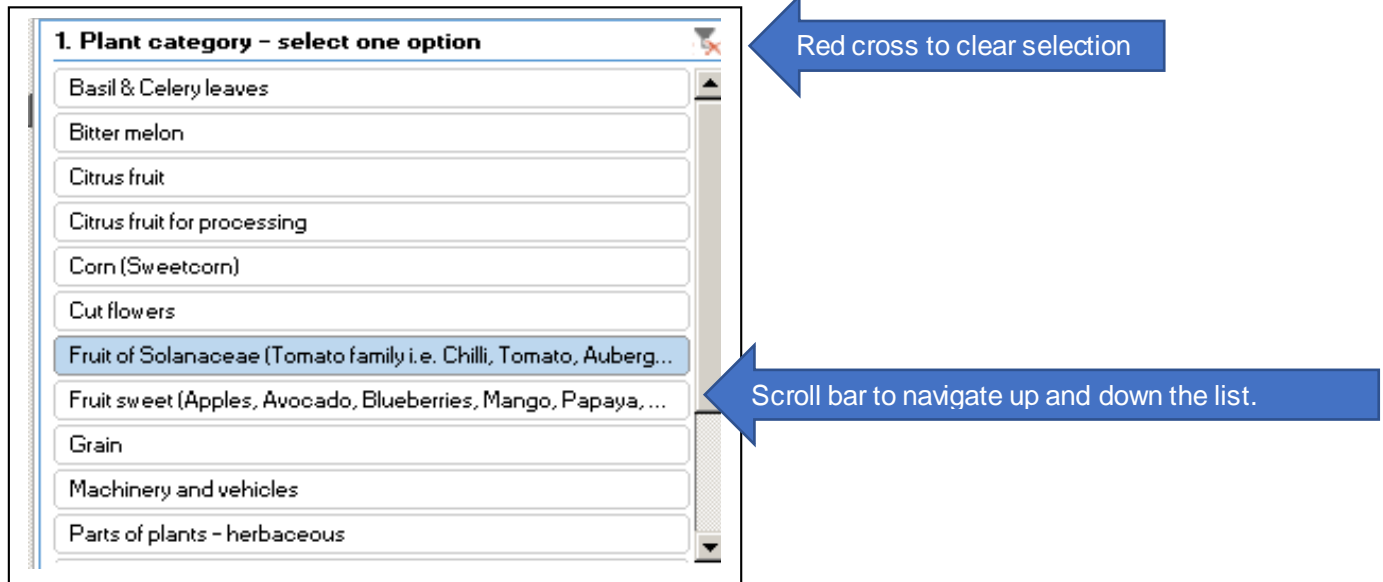


Figure 4 Click on the funnel with the red cross to clear a selection. Use the scroll bar to move up and down the table.

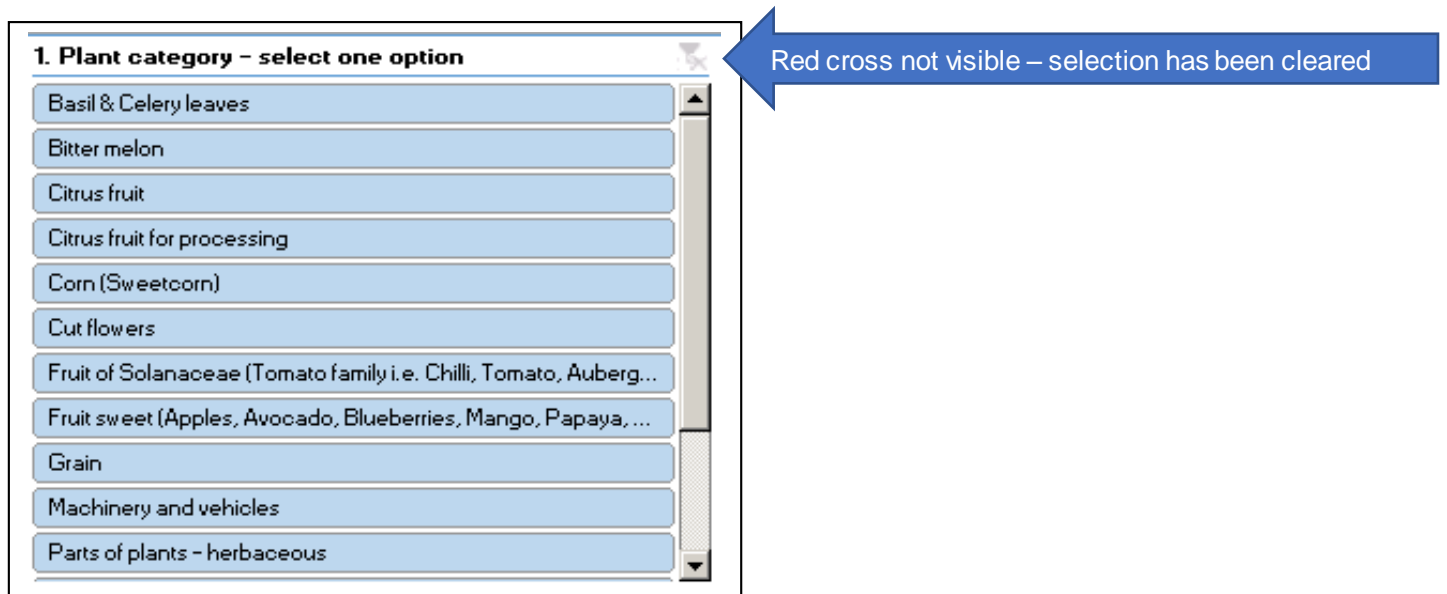


Figure 5 Selection has been cleared and red cross is no longer visible

**NEXT: Go to Prohibitions.**

## STEP TWO - Screening for prohibited commodities

This part of the tool can be used to check for prohibited plant material. Import prohibitions often apply to specific origins, or plant types (e.g. plants for planting but not fruits, plants with leaves etc.) (Fig. 6). **ADs** will indicate if prohibitions apply for a specific genus and **Prohibitions** can be used to establish further details.

Use **Prohibitions** to screen the consignment for material that cannot be imported.

<b>Prohibited commodities</b>		Import only allowed under licence from prohibited origins	
<b>Genus</b>	<b>Plant part</b>	<b>Prohibited origins</b>	<b>Notes</b>
<i>Abies</i> Mill.	Plants, other than fruit and seeds	Third countries other than: Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Canary Islands, Faeroe Islands, Georgia, Iceland, Liechtenstein, Moldova, Monaco, Montenegro, North Macedonia, Norway, Russia (only the following parts: Central Federal District (Tsentralny federalny okrug), Northwestern Federal District (Severo-Zapadny federalny okrug), Southern Federal District (Yuzhny federalny okrug), North Caucasian Federal District (Severo-Kavkazsky federalny okrug) and Volga Federal District (Privolzhsky federalny okrug)), San Marino, Serbia, Switzerland, Turkey and Ukraine	
<i>Cedrus</i> Trew	Plants, other than fruit and seeds	Third countries other than: Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Canary Islands, Faeroe Islands, Georgia, Iceland, Liechtenstein, Moldova, Monaco, Montenegro, North Macedonia, Norway, Russia (only the following parts: Central Federal District (Tsentralny federalny okrug), Northwestern Federal District (Severo-Zapadny federalny okrug), Southern Federal District (Yuzhny federalny okrug), North Caucasian Federal District (Severo-Kavkazsky federalny okrug) and Volga Federal District (Privolzhsky federalny okrug)), San Marino, Serbia, Switzerland, Turkey and Ukraine	
<i>Chamaecyparis</i> Spach	Plants, other than fruit and seeds	Third countries other than: Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Canary Islands, Faeroe Islands, Georgia, Iceland, Liechtenstein, Moldova, Monaco, Montenegro, North Macedonia, Norway, Russia (only the following parts: Central Federal District (Tsentralny federalny okrug), Northwestern Federal District (Severo-Zapadny federalny okrug), Southern Federal District (Yuzhny federalny okrug), North Caucasian Federal District (Severo-Kavkazsky federalny okrug) and Volga Federal District (Privolzhsky federalny okrug)), San Marino, Serbia, Switzerland, Turkey and Ukraine	
<i>Juniperus</i> L.	Plants, other than fruit and seeds	Third countries other than: Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Canary Islands, Faeroe Islands, Georgia, Iceland, Liechtenstein, Moldova, Monaco, Montenegro, North Macedonia, Norway, Russia (only the following parts: Central Federal District (Tsentralny federalny okrug), Northwestern Federal District (Severo-Zapadny federalny okrug), Southern Federal District (Yuzhny federalny okrug), North Caucasian Federal District (Severo-Kavkazsky federalny okrug) and Volga Federal District (Privolzhsky federalny okrug)), San Marino, Serbia, Switzerland, Turkey and Ukraine	

Figure 6 Prohibitions

To navigate the list use the filter or scroll down the list to check for prohibitions.

This completes the AD check for Produce.

**Check all selections in each sheet of the AD tool have been cleared and close the tool.**