PLANT HEALTH IMPORTS – USER GUIDE TO PRE-NOTIFICATION ON PEACH

16/12/20

Introduction

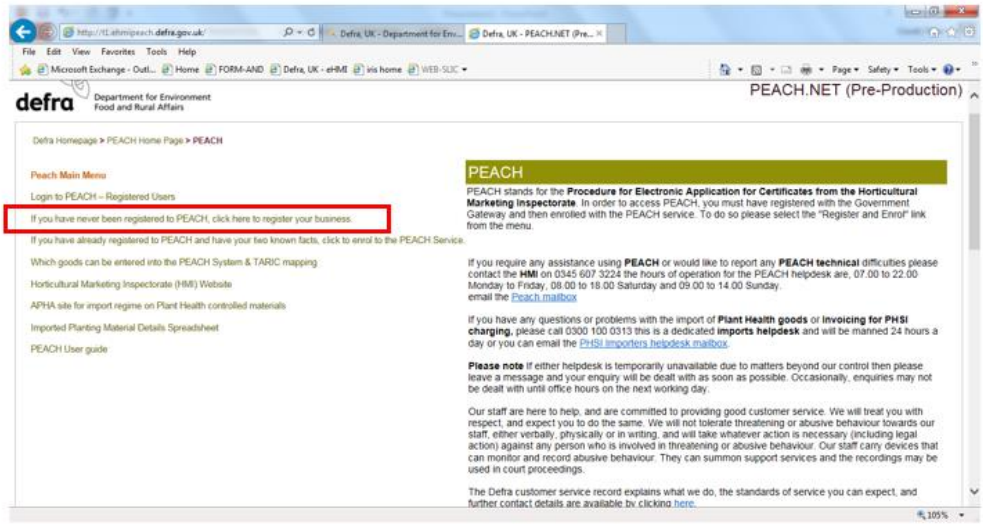
If you are an importer or agent bringing in consignments of plant health controlled goods you need to provide the Plant Health and Seeds Inspectorate (PHSI) with advance notification of such imports. We are required to undertake the necessary plant health controls before the consignment can be cleared by Customs.

For details of what plant material is subject to plant health controls see the Importers Guide at https://www.gov.uk/government/publications/plant-species-by-import-category

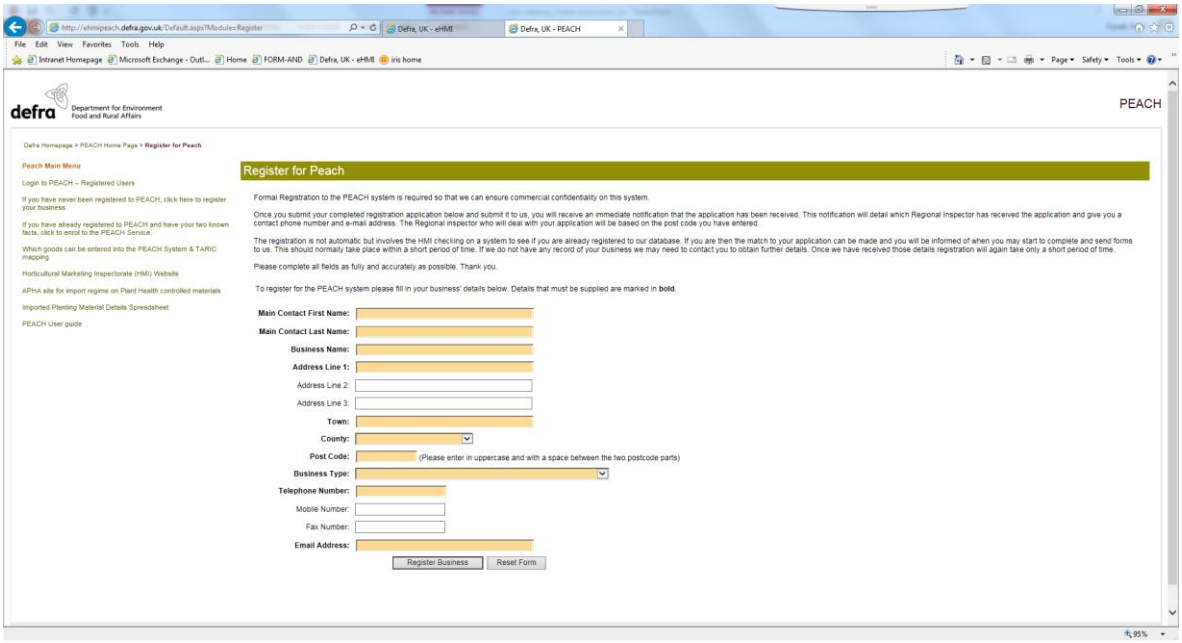
Registration

You are required to provide us with the advance notification of import using the Animal and Plant Health Agency (APHA) 'PEACH' IT system. Before you can use PEACH you need to register on PEACH and with the Government Gateway

To register on PEACH go to http://ehmipeach.defra.gov.uk/ Then select the 2nd radio button on the left. If you have never been registered to PEACH, click here to register your business.

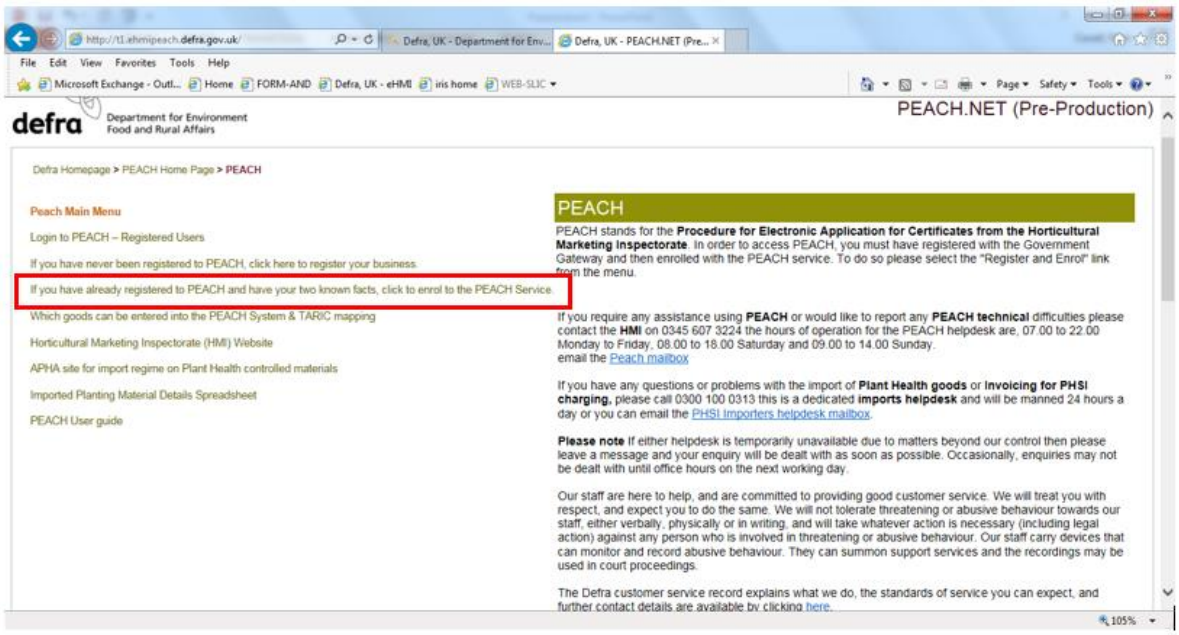


Arrive here and fill in the form and register business, **keep the company ID number displayed on screen you will need it later.**

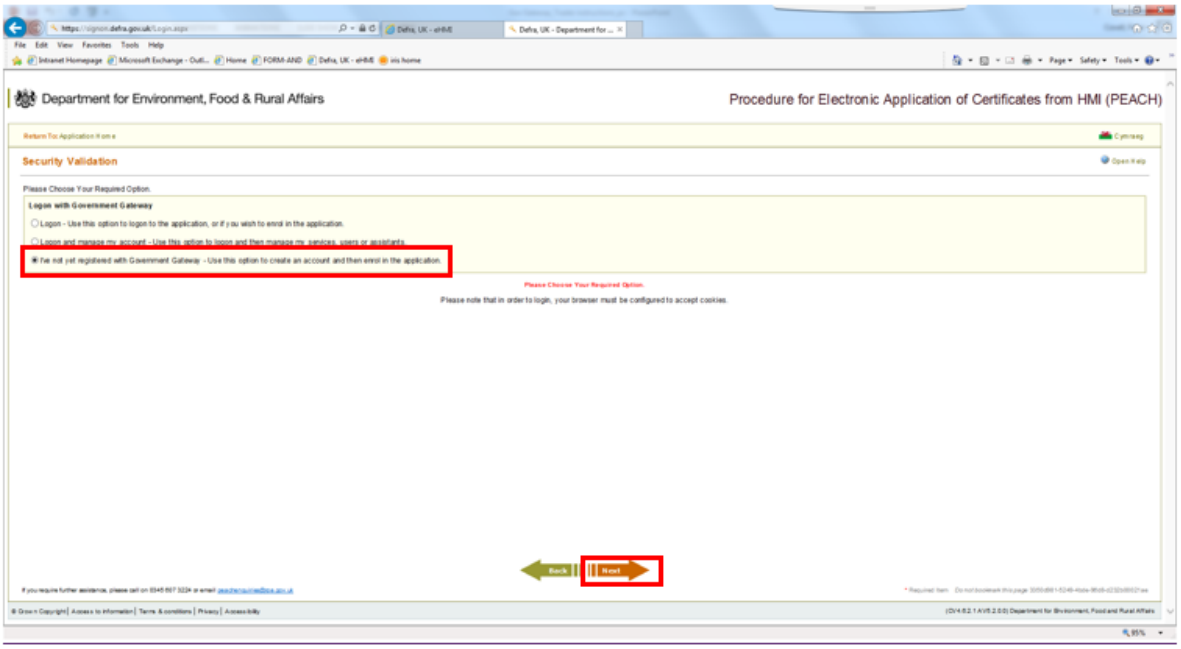


You should allow at least 2 working days for your registration to be processed and completed and then for you to be able to enter consignments on the system. Please ensure you provide all the correct information at the outset. Wrong /incorrect information will delay your registration.

Once your PEACH registration has been approved you will receive an e-mail with your trader number. Next, use the Defra, UK - PEACH.NET link again, then select the 3rd link down on the left hand side '<u>If you have already registered to PEACH and have your two known facts, click to enrol to the PEACH Service.</u>' This enrols you to PEACH via the government gateway.



Arrive here at the government gateway logon page. Select the 3rd radio button. Then click next.



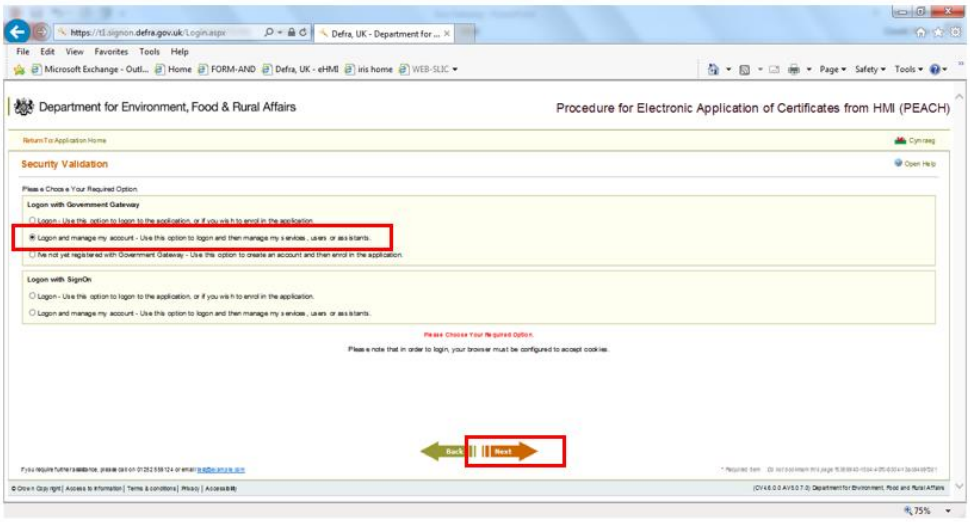
At the screen below, when registering on the government gateway (GG) **DO NOT** put the PEACH Company ID in the top box as this is for your Government gateway ID. Use the link '**Set up a user ID'** to create your GG user ID and password.

After your registration has been processed, if you are an importer using an Agent to enter your consignments onto PEACH you need to inform the APHA PEACH Helpdesk of which agents are operating on your behalf (telephone: 0345-607-3224, email: peachenquiries@defra.gov.uk). We require written authorisation from the owner of an account before we put in a link as this enables the specified agent to act on behalf of the importer.

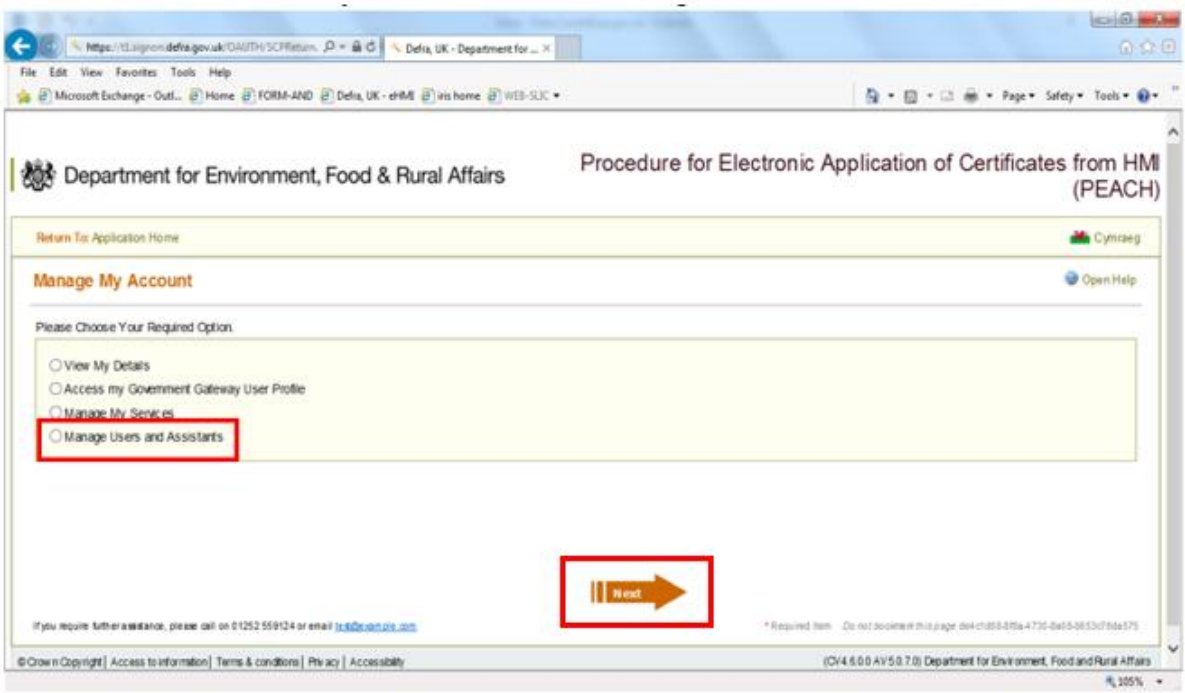
The APHA PEACH Helpdesk will inform PHSI of new applicants registering on PEACH and PHSI will register them onto their IT system (Edomero, which is linked to PEACH).

Once registered on PEACH and the GG the account administrators (Max 2) can add or remove users within their business. The account creator is default admin and they can add 1 more. **It is highly recommended for security reasons that each user has a separate GG login**

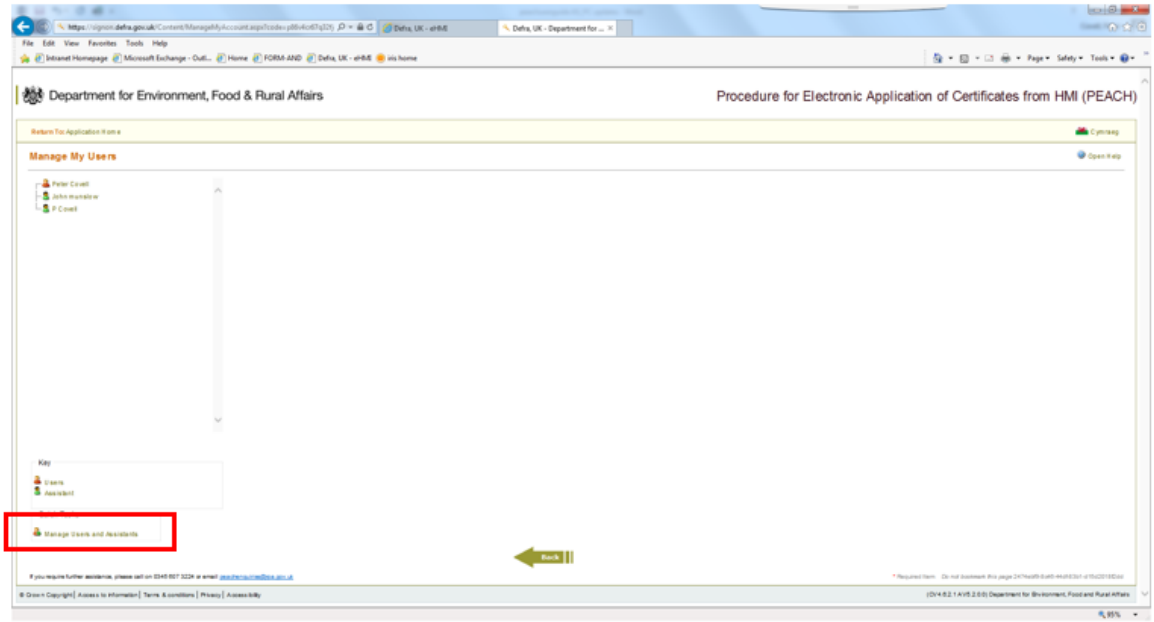
Go to the PEACH logon page using the Defra, UK - PEACH.NET link and select 'Login to PEACH – Registered Users' link on the left hand side, arrive at the screen below, select the 2nd radio button then click 'Next'.



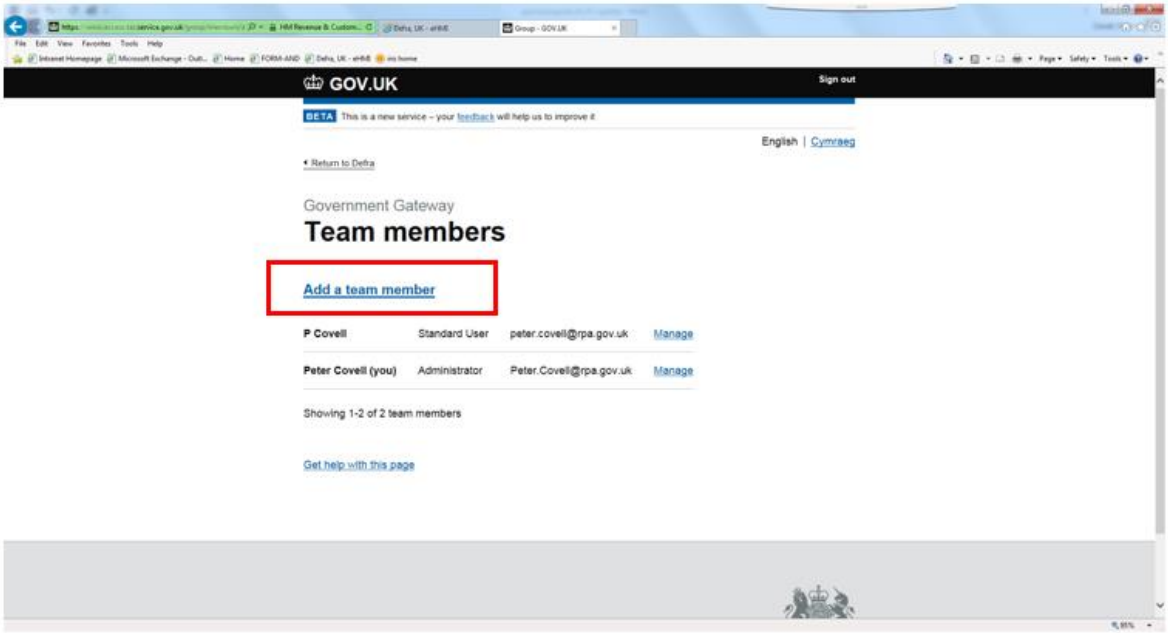
You will arrive at the screen below, at the government gateway manage account screen. To add or remove users from your account select 'Manage Users and Assistants', then click 'Next'.



You will arrive at the screen below. To manage users, go to bottom left of screen and select 'Manage Users and Assistants'



You will arrive at the screen below. You can add users from here.

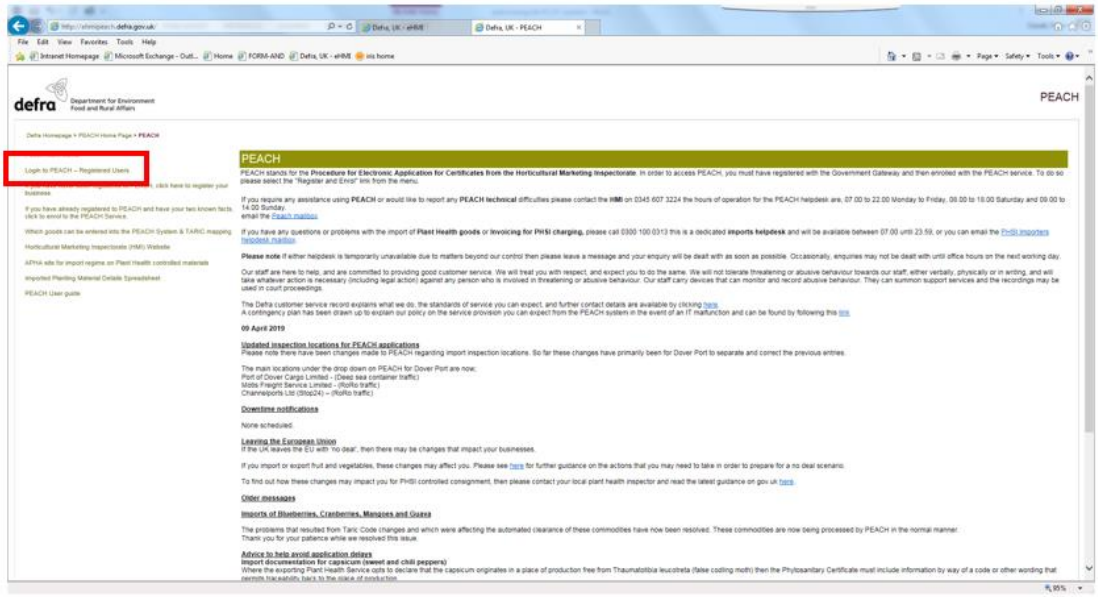


Once registered and any additional users are added you are ready to use the PEACH system to provide us with the required advanced pre notification.

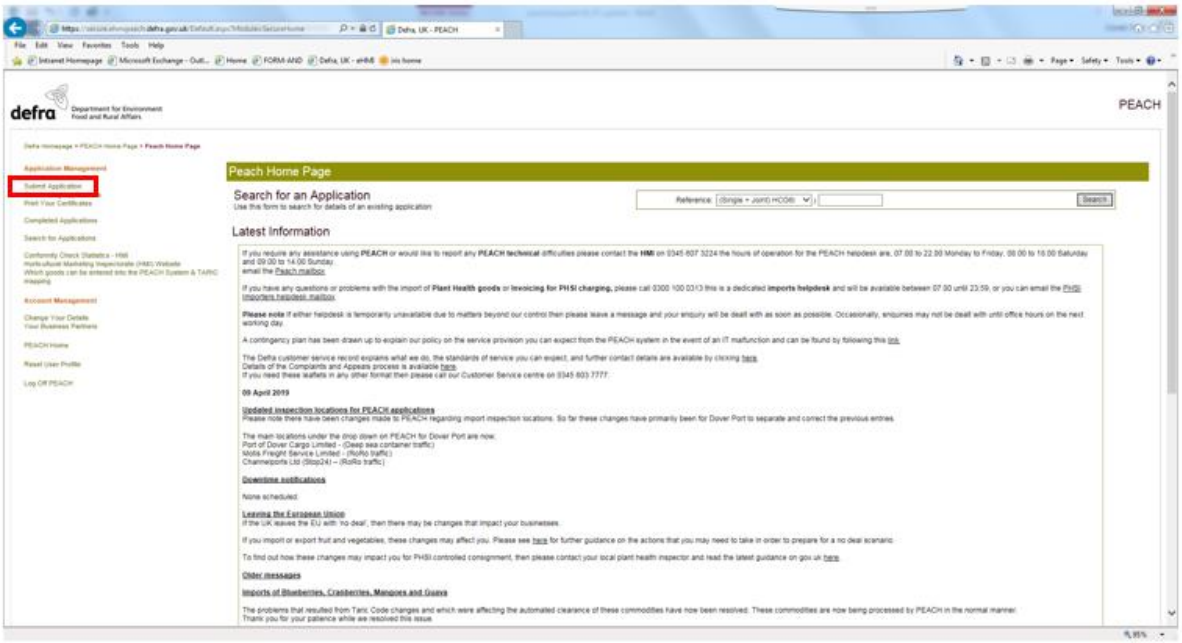
Using PEACH – Entering the details of an importation

Go to Defra, UK - PEACH.NET which is the PEACH Home page. Read the messages on this page which will alert you to important information and updates. You will find here contact details for the PEACH and PHSI Helpdesks.

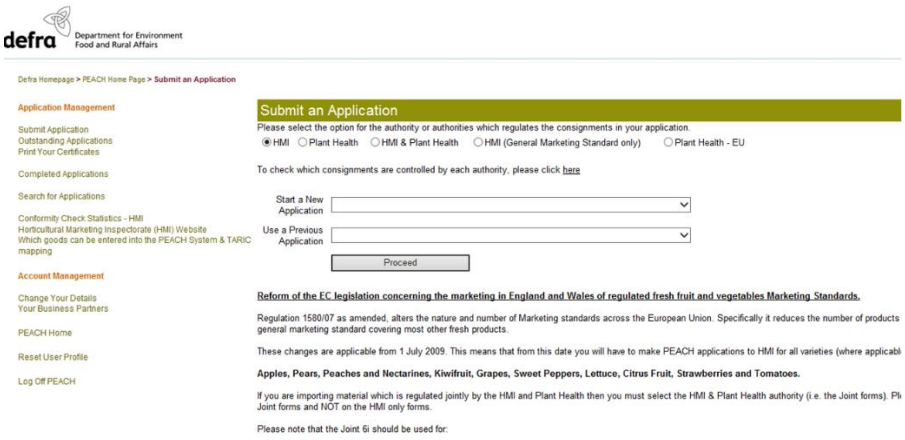
Click on 'Login to PEACH – Registered Users'.



You should then arrive at the page below. Select 'Submit Application' on the left hand side.



You should then arrive at the following page:



Select the relevant 'radio button' to choose an HMI only consignment, a Plant Health only consignment, a Joint HMI/PHSI or a High Priority Plant Health Consignment from the EU. If in doubt follow the instructions on screen and click where shown. From here on we are dealing with Joint PHSI/HMI applications only. For a PHSI or EU only application some boxes may be missing – but that is because they are not required. For further details on specific screens for High Priority Consignments from the EU please see Annex 1

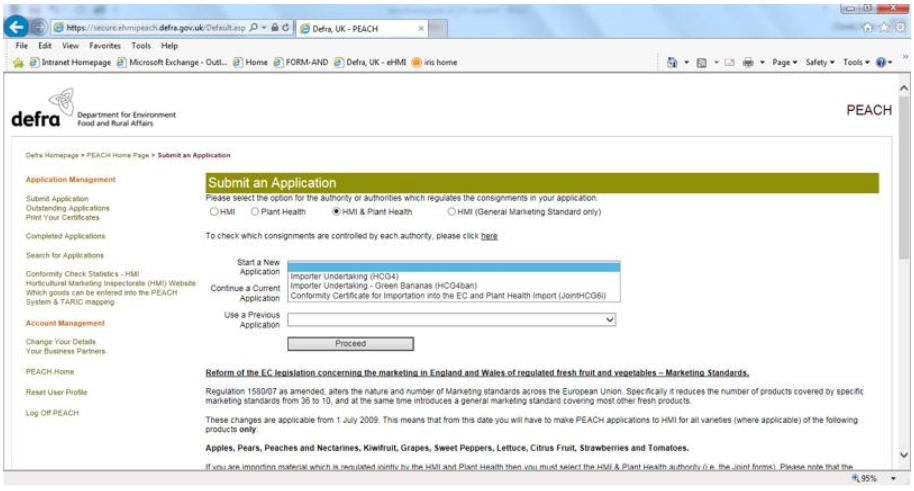
Then decide whether you want to:

- Start a new application or
- Continue a current application or
- Use a previous application.

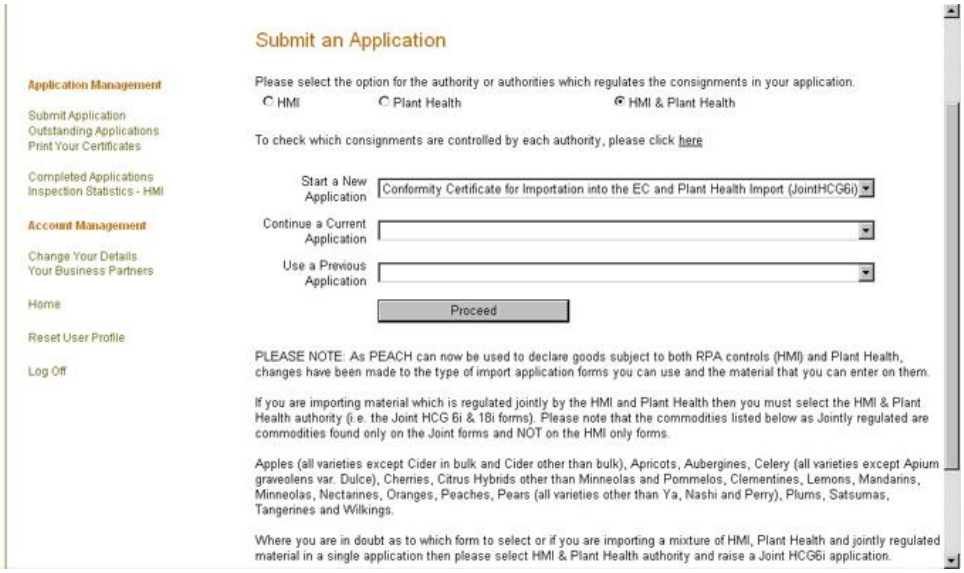
If you chose to use a previous application you must remember to change the relevant details or your application will be failed.

Click on the 'down arrow' at the right hand side of the chosen box. Below is what you see when you have selected a new application. (Tip: When using drop down lists, select the option you want and 'click' outside the box to avoid accidentally scrolling up or down the list and changing your selection to an option you did not intend to select.)

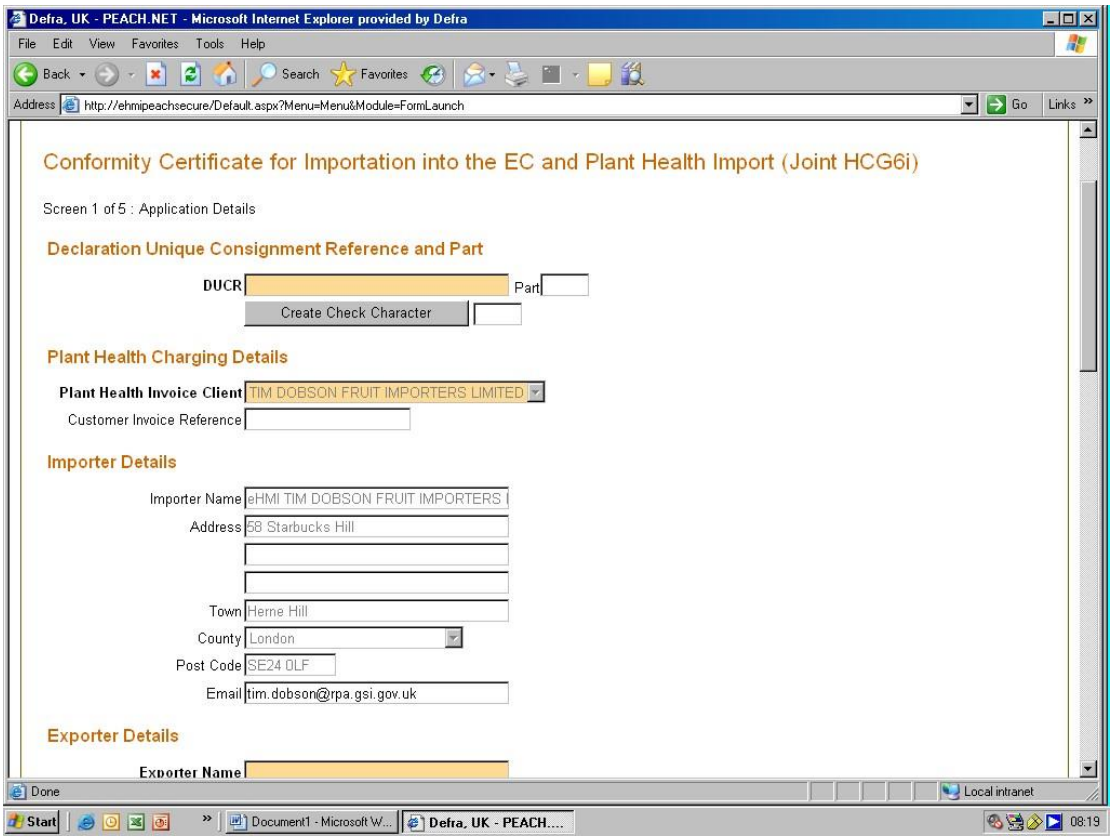
For other options follow the screen input commands/selections.



Click on 'Proceed'



You should see the following screen. All peach coloured boxes are forced fields that you must complete. White boxes are optional – but some you will find invaluable to complete.



DUCR stands for Declaration Unique Consignment Reference

The DUCR number will be required for a PEACH application. This is a number which will be used in Automatic Licence Verification System (ALVS). This is an IT link that passes the result of the PHSI inspection (of 'Pass' or 'Fail') directly to the HMRC and enables the rapid automated release of the consignment.

You must use the same DUCR number on your Customs declaration as you use on your PEACH application. Failure to do so will mean that Customs will not be able to match the

release from plant health controls to a Customs entry. The Customs clearance of your goods will be delayed.

This number should be made up of 4 distinct parts.

1) The last digit of the current year, so for 2019, this is 9.
2) The country reference for the entry, i.e. where the entry being made. For UK Traders this is GB.
3) the first 9 characters or the full 12 characters of the TURN of either the Consignor or the Declarant, so if the full 12 character Turn number is 111456712342, the first 9 characters are 111456712,
4) Trader's commercial reference so if the consignment is the 21st consignment for that company this month for instance you could enter 21. - Or if you wanted to you could enter the date and the container number.

This would in the example above make the DUCR 8GB11145671221.

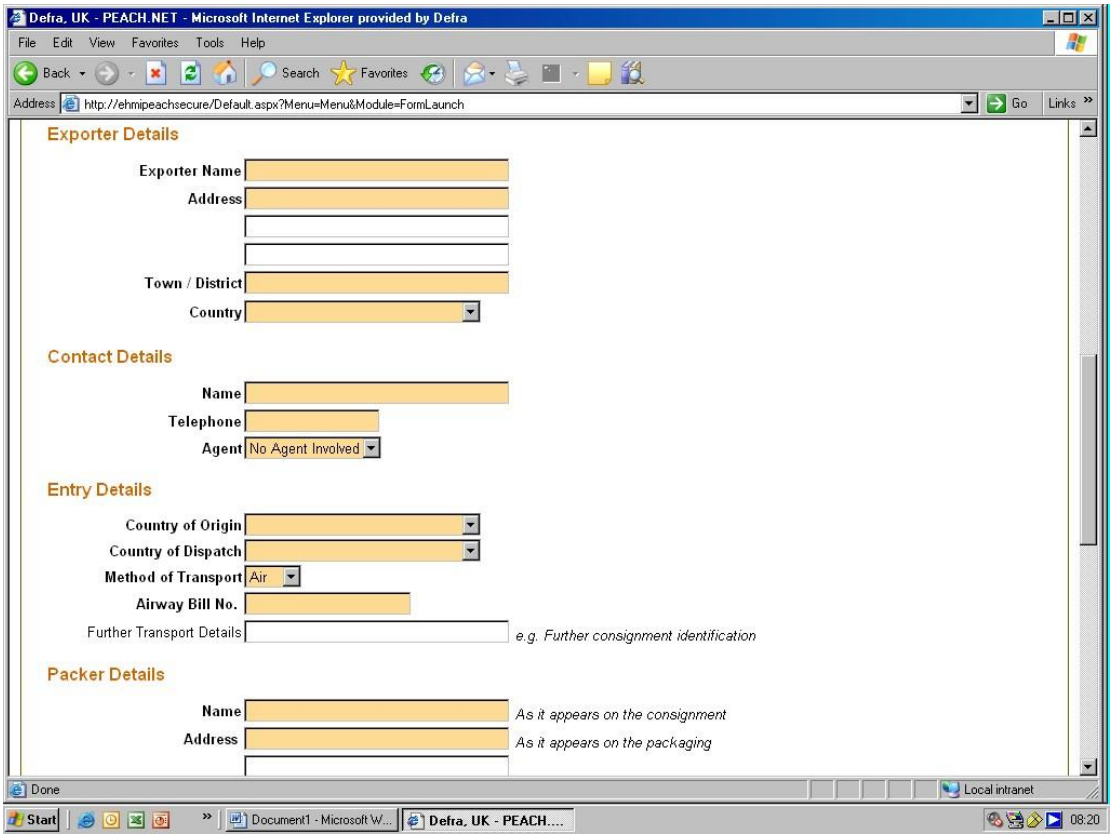
The DUCR part field in the PEACH application is not compulsory. For further information on the creation of the DUCR and ALVS see HM Revenue & Customs

If you make more than 1 PEACH application using the same DUCR number for each, please take care to ensure that you enter exactly the same DUCR number otherwise there will be no match, Customs clearance will be delayed and you will be charged more than you would be if the DUCR number is the same.

'Plant Health Invoice Client' - the name in the box is the firm who will receive the invoice for the plant health inspection fees. If you are an importer making the declaration your details are populated automatically and you cannot alter the details. If you are an Agent you have to choose who receives the invoice – you or the importer. Click on the down arrow at the right hand side of the box and select who is to receive the invoice. In the future this box will default to the importer when an agent is making the entry.

Customer Invoice Reference – what you enter in this box will appear on your invoice for this importation. It is not a forced field but you would be well advised to use it to link bill to import. Keep is as short as possible – there is a limited amount of space on the invoice.

Importer details – this is pre-populated from the login procedure. However, please note that if the details in this box do not match the 'Importer' details on the phytosanitary certificate you must provide suitable evidence to demonstrate that ownership of the consignment has passed to the firm listed as importer here.



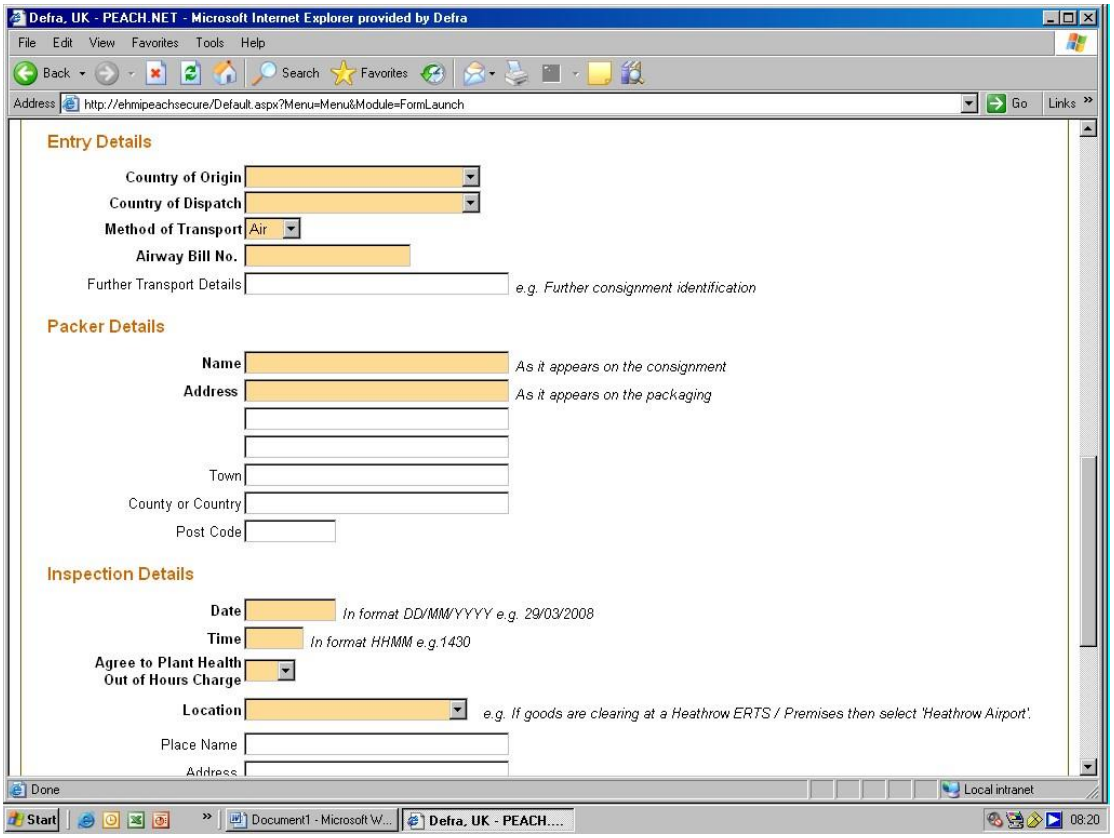
Exporter details – enter the relevant information. Chose country from the drop down list (click on down arrow at right of box).

Contact details – enter details of contact in relation to this entry (importer/agent). This will help if any problems are encountered.

Entry details – select country of origin from drop down list

- select country of dispatch from drop down list
- select means of transport from the drop down list

This defaults to 'Air' and the subsequent box asks for Airway bill No.
Select 'Sea' and subsequent box asks for 'Bill of Lading'
Select 'Other' and the subsequent box asks you for the CMR Form Number



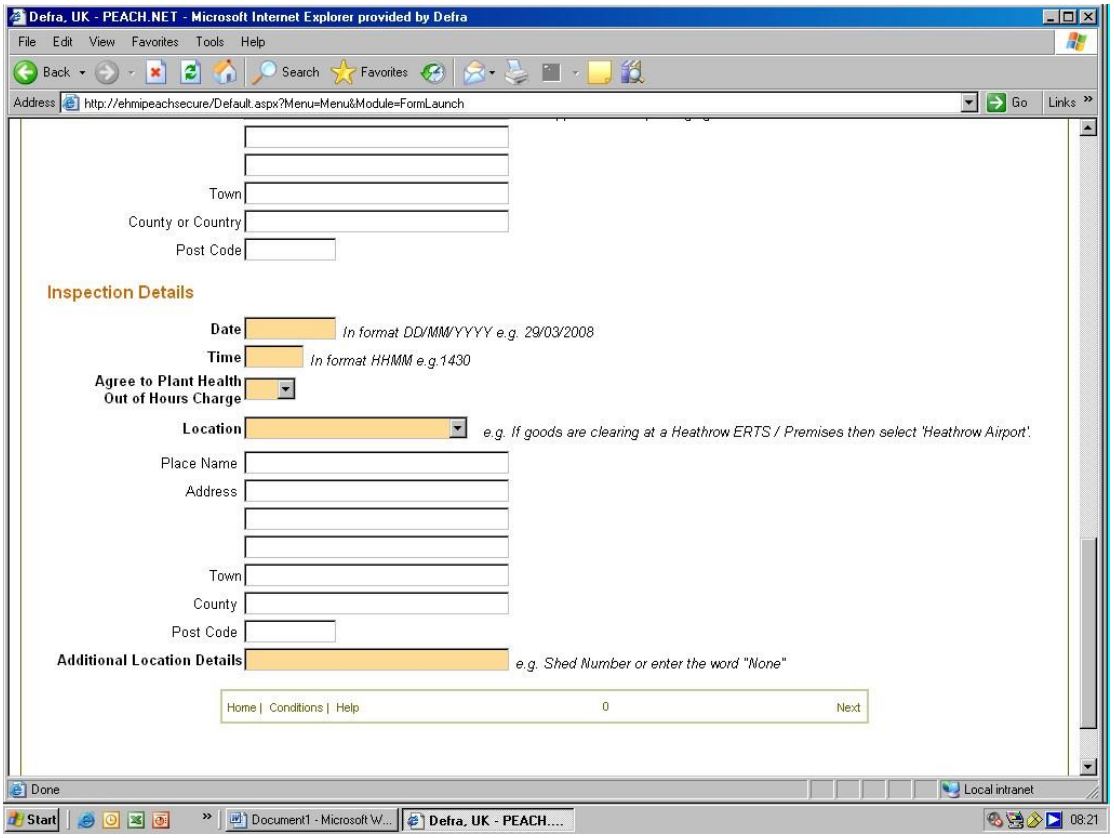
Packer details – enter details

Inspection details – Enter date and time the consignment will be available for inspection in the format shown. It is not the date/time the ship is expected to dock; it is not the estimated time of arrival of the flight. It is acknowledged that the date and time of arrival, and thus time available for inspection may alter for reasons outside of your control so, particularly for sea freight, the time the import is available for inspection may change. Please keep inspectors advised by updating or cancelling PEACH applications as appropriate. If the import is found not to be available at the date and time shown it will invalidate any Service Standard we have and may delay the clearance of the consignment as Inspectors may have to come back later.

Location – this is the point of entry, External Temporary Storage Facility (ETSF), or Customs Freight Simplified Procedure (CFSP) approved point of destination. The legislation requires imports to have their plant health checks carried out at the point of entry or a Customs approved inland destination point (CFSP). We will accept an ETSF somewhere other than the point of entry providing the goods are moved under HMRC Customs control and providing this facility is not abused. Select the point of entry/CFSP from the drop down list.

If you select a point of entry with more than one 'Approved Point of Inspection', such as Heathrow airport, you will get another box from which to select the point of inspection from a drop down list.

Make sure you select the correct location as what you enter here determines where the Inspector goes to inspect your import. If the goods are not where stated it will waste Inspectors time, take longer to clear the goods, invalidate Service Standards and, in the long run, push up costs.

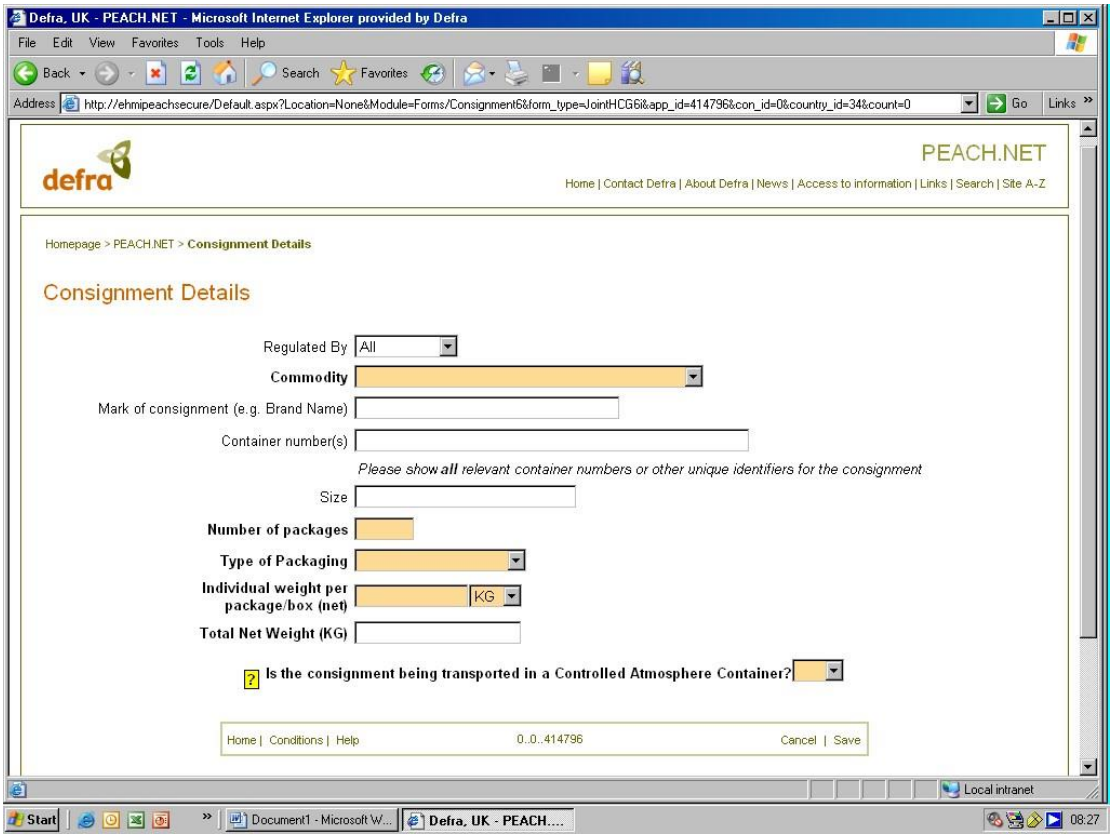


Additional Location Details – enter any relevant information that will help identify the location of the goods to the Inspector

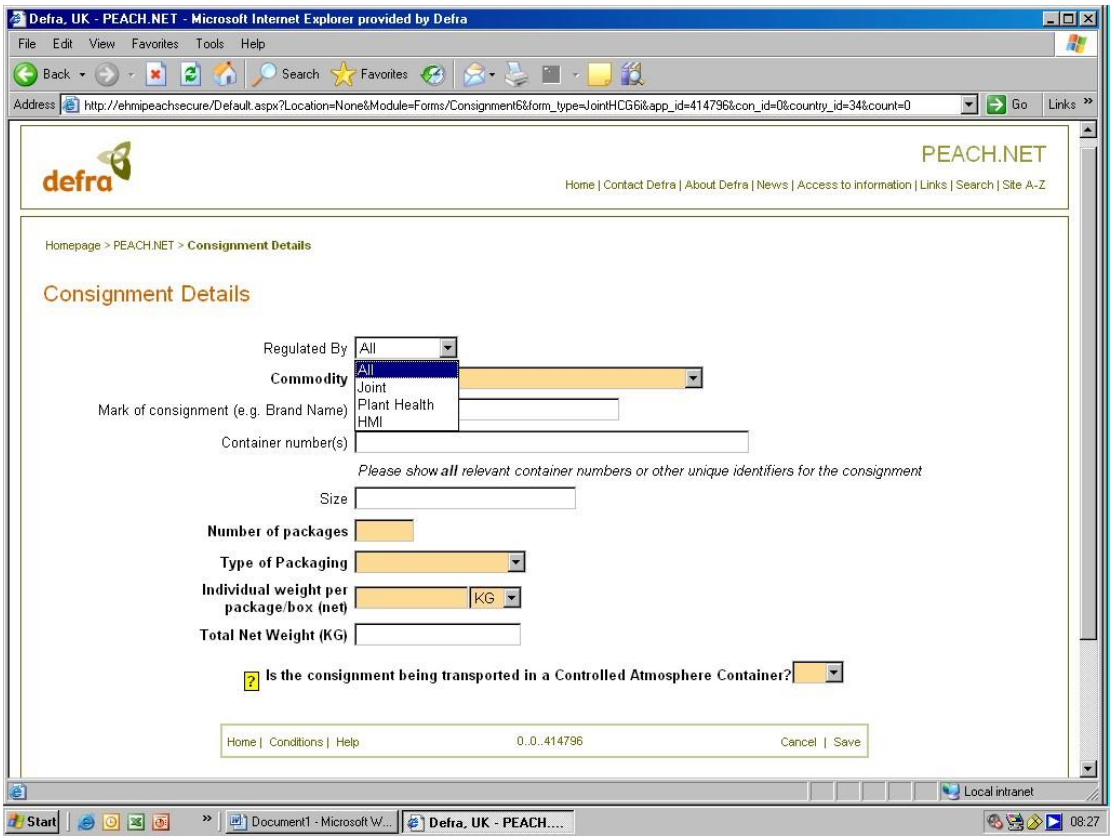
When you are content that the information given so far is correct click on ‘Next’ at the right hand side of the box at the very bottom of the screen. This will take you to details of the goods being imported. You should see the following screen.

The number in the middle of the box (just below 'New Consignment') is the PEACH application reference number for this entry.

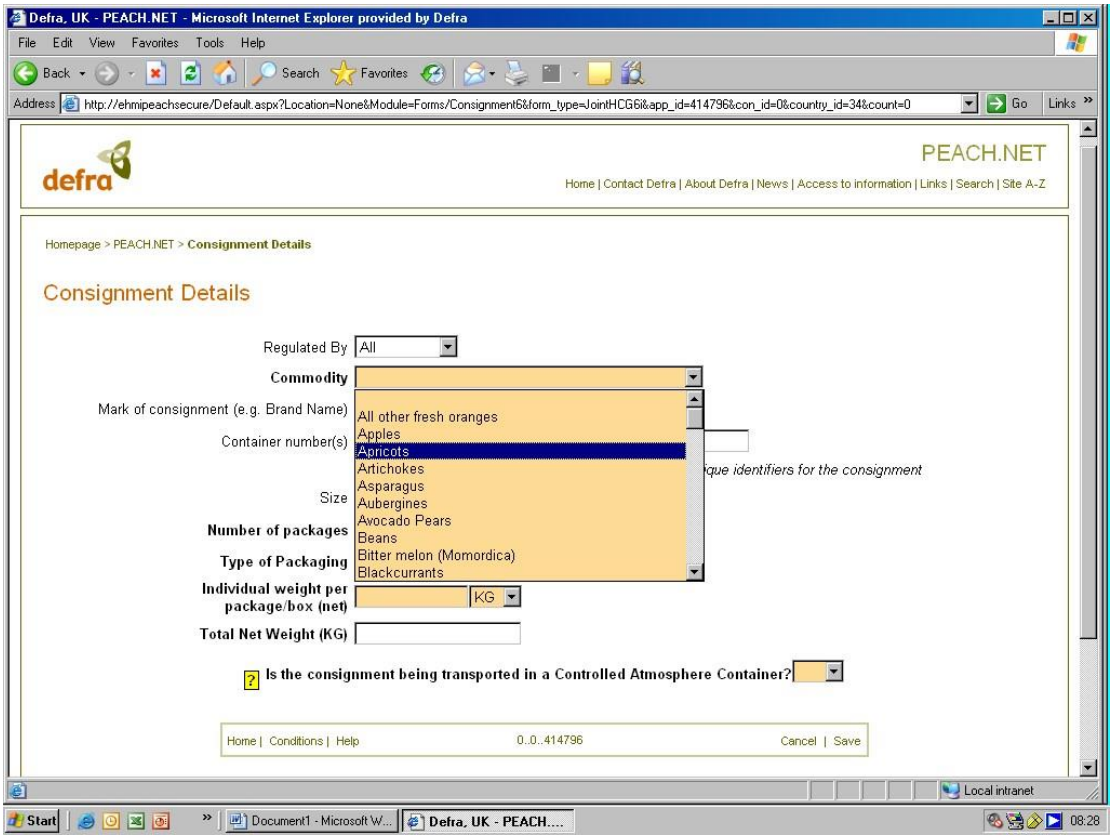
Click on 'New Consignment' to enter details of the goods being imported.



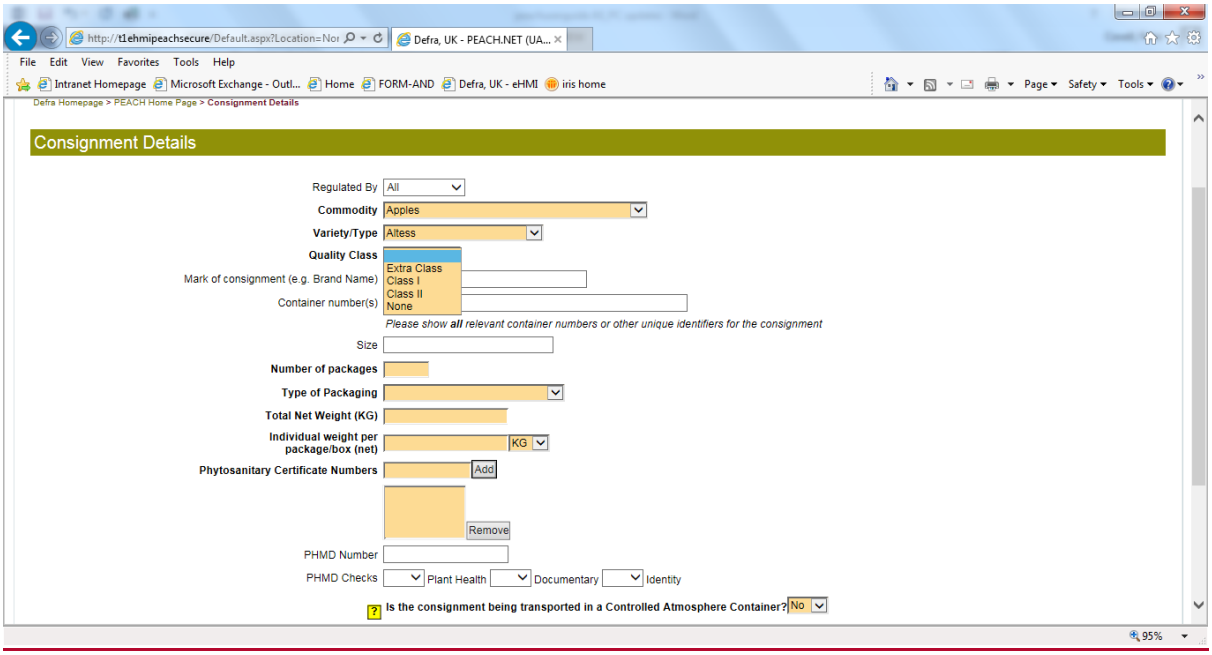
Regulated by – you can select All, Plant Health, HMI or Joint from the drop down list – see below.



Whichever you select will give you a list of commodities regulated by your selection.



Commodity - Select the commodity you are wishing to pre-notify the arrival of.
If the commodity you are looking for is not listed in the list you are looking at, change the 'Regulated by' list. If the commodity is not on any list it is either not subject to plant health controls or it is prohibited. Check in the Importers Guide (see beginning of this document).



Variety /Type – select from the drop down list. This is an HMI requirement not a PHSI one.

Quality Class – select from drop down list. This is an HMI requirement not a PHSI one.

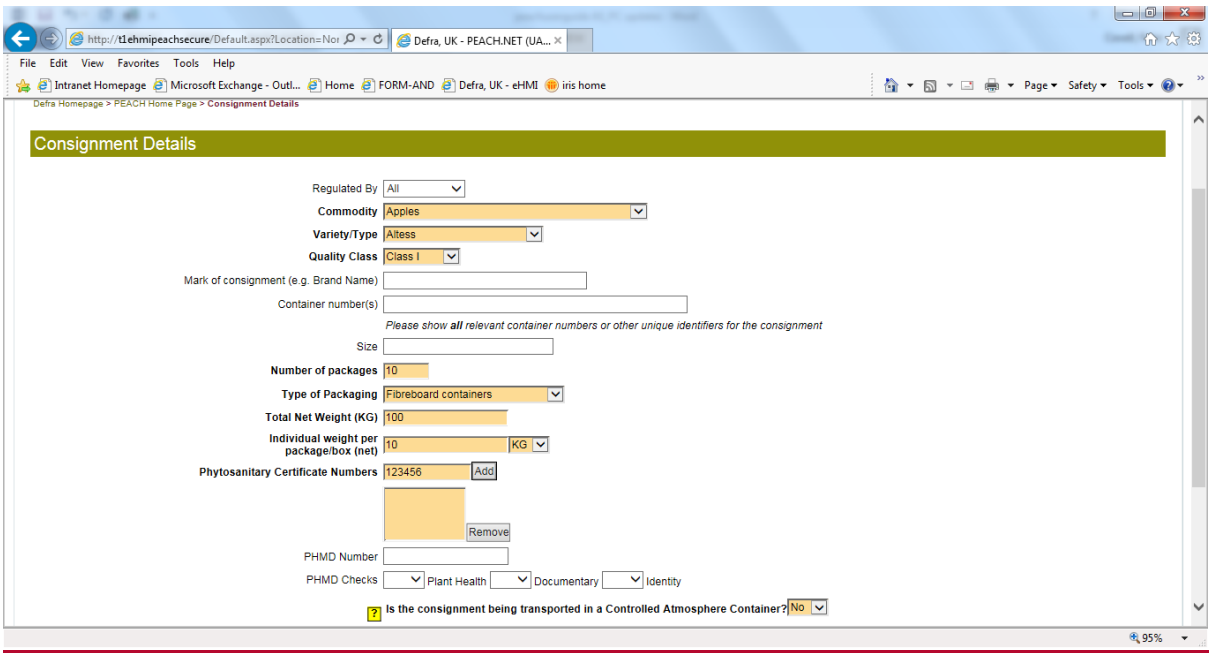
Mark of consignment/brand – this is not a forced field. **However**, you **must** complete this section for Egyptian potatoes where you must enter the Basin Number in this box and you must enter a 'New Consignment' for each Basin number.

Container numbers – where the goods are in containers you should enter all the container numbers in full here. Leave a space between each container number. Failure to include the container numbers or get them wrong may 'Fail' the Documentary/Identity checks and delay clearance of the goods.

Please ensure your supplier gets the plant health service in the country of export to put the container numbers on the phytosanitary certificate.

Number of packages – enter the relevant number. Should you have one package of several commodities all subject only to plant health controls, it is suggested that you enter the main/largest commodity in the 'Commodity' box, enter '1' for the number of packages and enter a description of the whole consignment in the Mark/brand box e.g. Cut carnations, cut roses in 1 box. For jointly (PHSI & HMI) controlled consignments a separate entry should be made for each consignment even if it is only 1 box to fit the definition of a consignment under the UK legislation enforced by the HMI.
(**NB**. In this context, a consignment / lot is described as one regulated product, of one variety and one quality class, received on one day, from one source, with the same lot mark.)

Type of package – select the appropriate type of container from the drop down list.



Individual weight per package – enter the appropriate weight. Select the relevant unit of weight. Make sure it is the same unit of weight as that on the phytosanitary certificate.

Total net weight – this is calculated for you from the previous information you entered. If the net weight on the phytosanitary certificate is less than declared here the consignment will fail its Documentary/ID check.

Please ensure that your supplier has the weight and, where appropriate, the numbers, of the commodity entered on the phytosanitary certificate. If the phytosanitary certificate has only (say) the number of packages on it, the import may fail its Identity check as we cannot determine from the phytosanitary certificate whether the phytosanitary certificate represents the consignment correctly. (Currently, if we can match the weight from other commercial documents we are doing so – but in the future the information will need to be on the phytosanitary certificate or the consignment will 'Fail'. A replacement phytosanitary certificate with the relevant information will need to be sought by the importer and a new PEACH application made.)

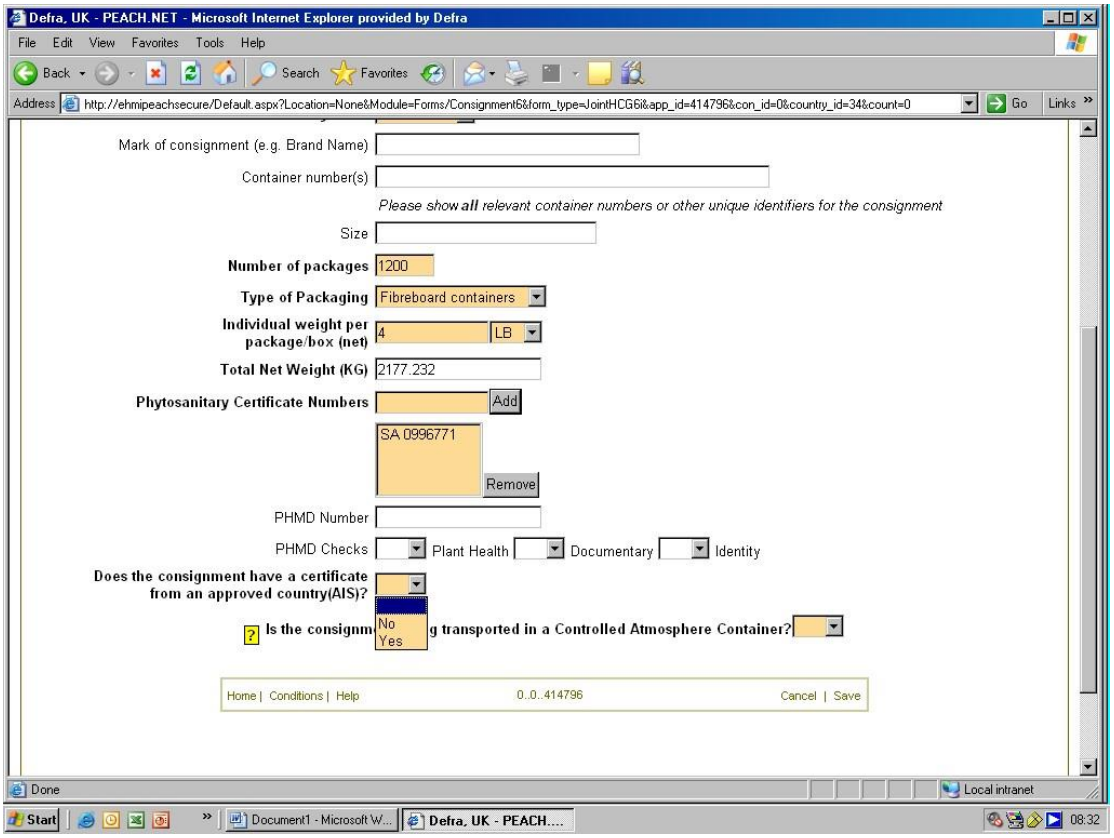
Phytosanitary certificate number(s) – enter all the phytosanitary certificate relevant to this import here. Enter the number of the first certificate in the box then click on 'Add'. This will enter that number in the larger box below. Enter subsequent numbers in the same way. If you accidentally enter a wrong number into the large box, highlight the number and click on 'Remove'. This will delete that number.

Do not enter 'Not known', 'TBA' or any other spurious data as your application will fail its Documentary check and you will have to submit a new application.

If you have to make more than 1 PEACH application because there are more than 4 commodities subject to plant health controls, all covered by the same phytosanitary certificate, you can/should enter the same certificate number(s) on each PEACH application. Provided the DUCR number is the same for each PEACH entry you will only be charged a Documentary and ID charge once for each phytosanitary certificate.

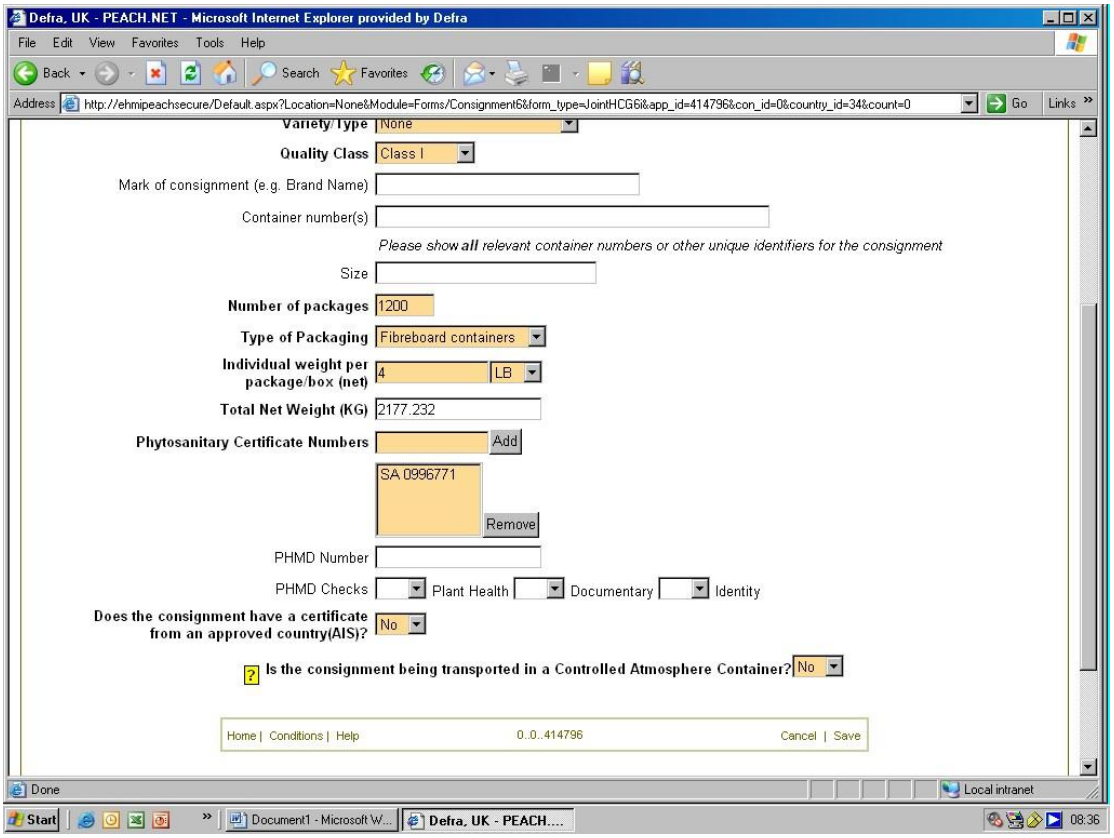
Many imports require Additional Declarations to be stated on the phytosanitary certificate. Please ensure that your suppliers have the required Additional Declarations put on the phytosanitary certificate by the plant health service in the country of export. Failure to have the correct Additional Declarations present will result in the entry being failed. This means you will have to attempt to get a replacement phytosanitary certificate with the correct Additional Declarations on and submit a new application. Failure to obtain a replacement phytosanitary certificate will result in the consignment being destroyed or re-exported.

Conformity Certificate from an approved country? – select the appropriate entry from the drop down list. This is an HMI requirement, not a PHSI one.



Controlled Atmosphere container? – select 'Yes' or 'No' as appropriate from the drop down list. If your goods are in a controlled atmosphere container they will still have to be inspected unless they are one of the commodities subject to reduced check inspections, in which case they may not always be subject to a physical inspection.

If you wish to have someone present to check the atmosphere levels on opening the container please liaise with the local Inspectors. We will work with you on this but if whoever you instruct to carry out the measurement for you cannot be present when the container and Inspectors are available for inspection this may negate our Service Standard for this inspection.

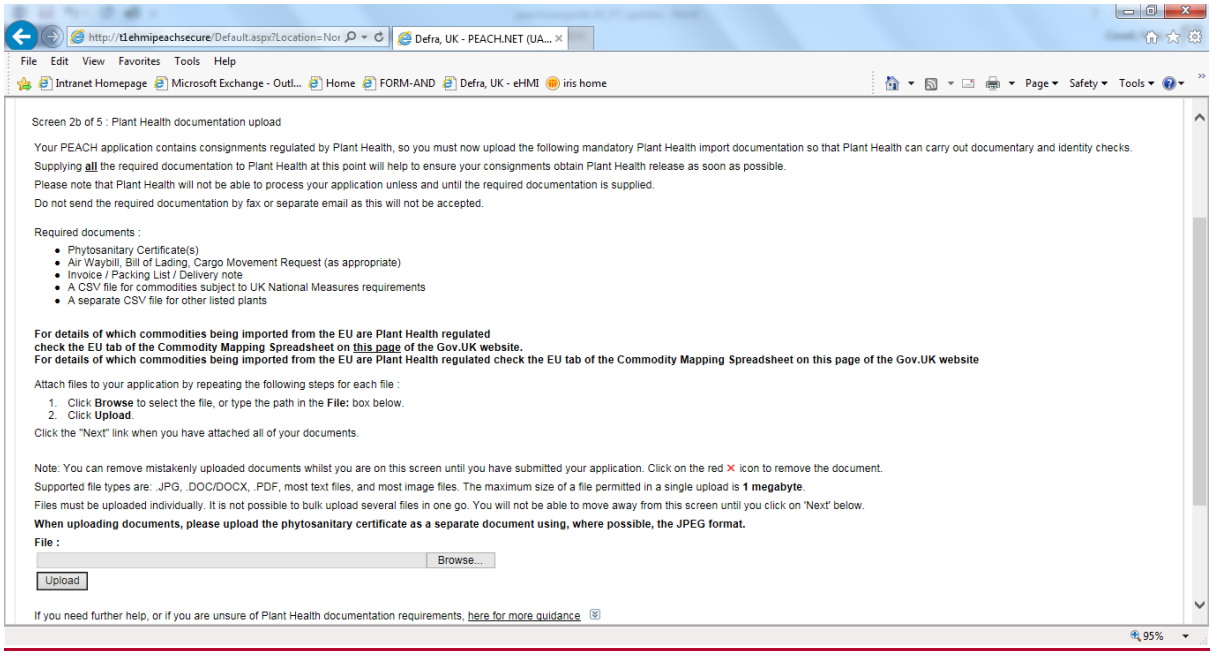


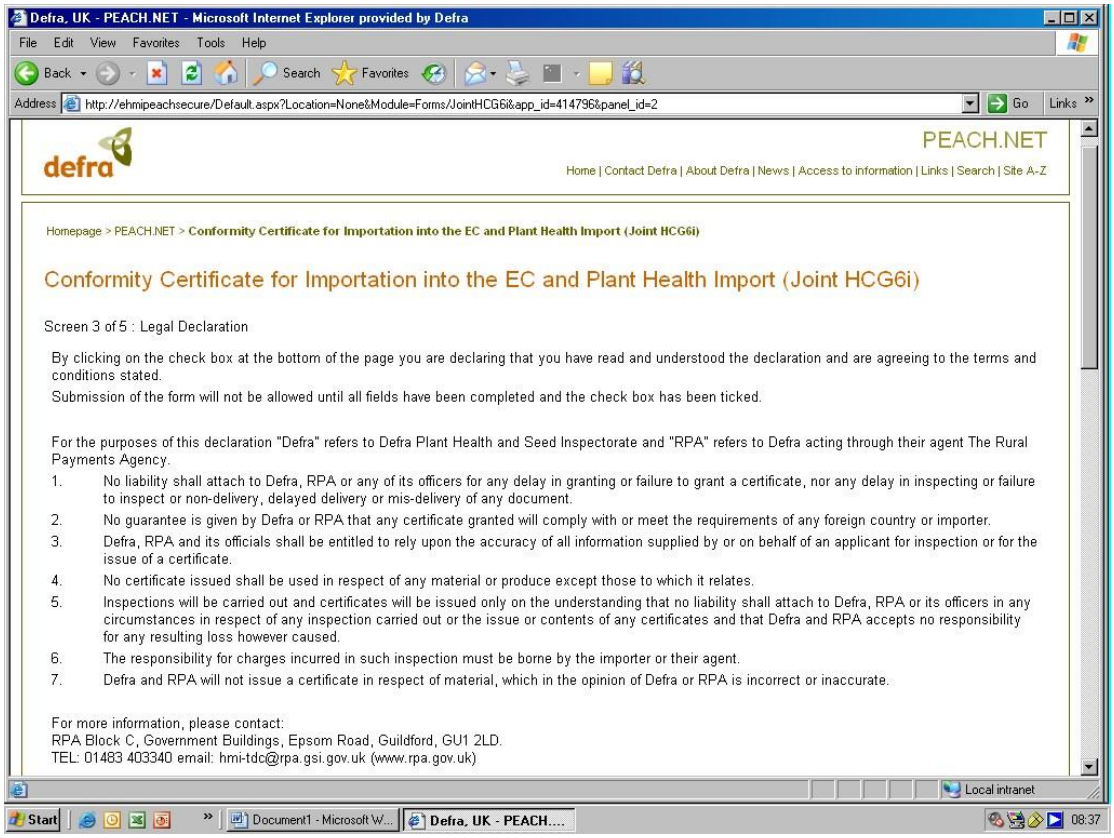
Once you are satisfied that all the above information is correct click on ‘Save’ in the box at the bottom of the screen. You will see the following

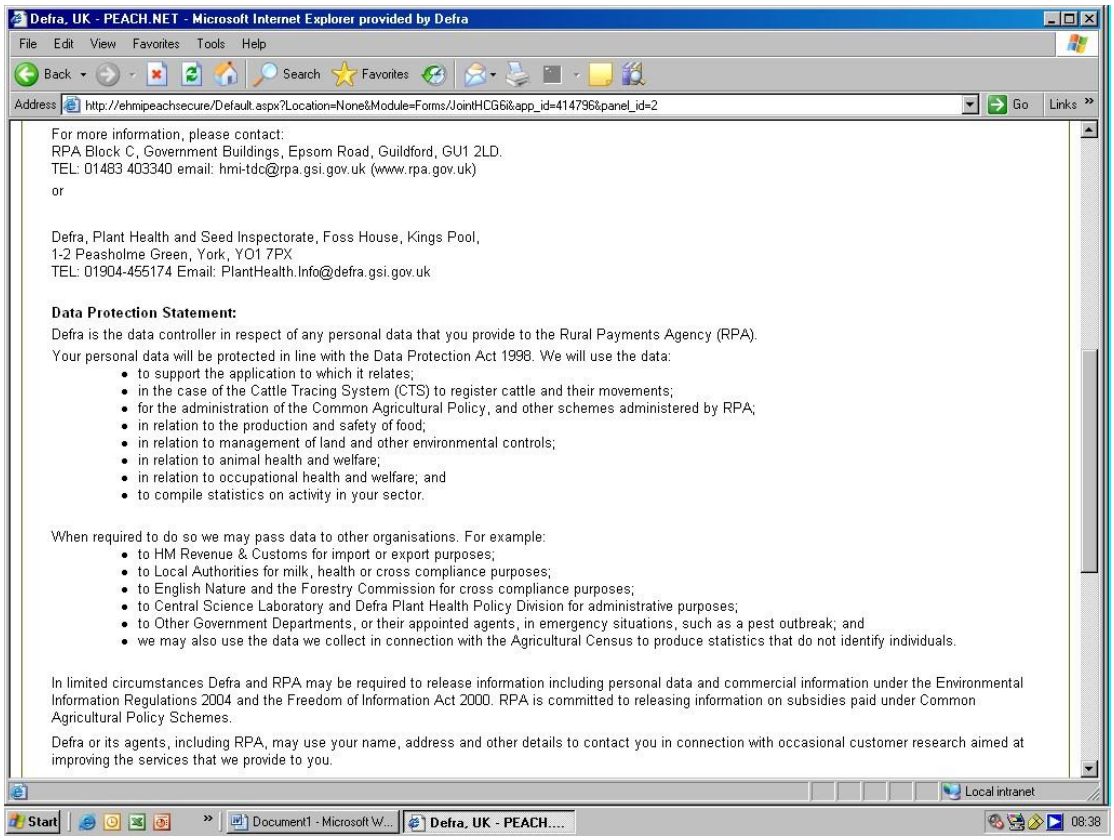
If you have other commodities to add – click on 'New Consignment' and go through the procedure again. At present there is a limit of four consignments to each PEACH application. Where you have more than four consignments please make more PEACH applications as described earlier. If you have to make more than 1 PEACH application to cover all the consignments in one import you need to consider what DUCR number you use. If you use different DUCR numbers for each PEACH application you will be charged more than you otherwise would – as plant health import charges are based on DUCR numbers.
When you have finished entering commodities for this PEACH application click on 'Next' in the small box at the very end of the screen. You should see the following

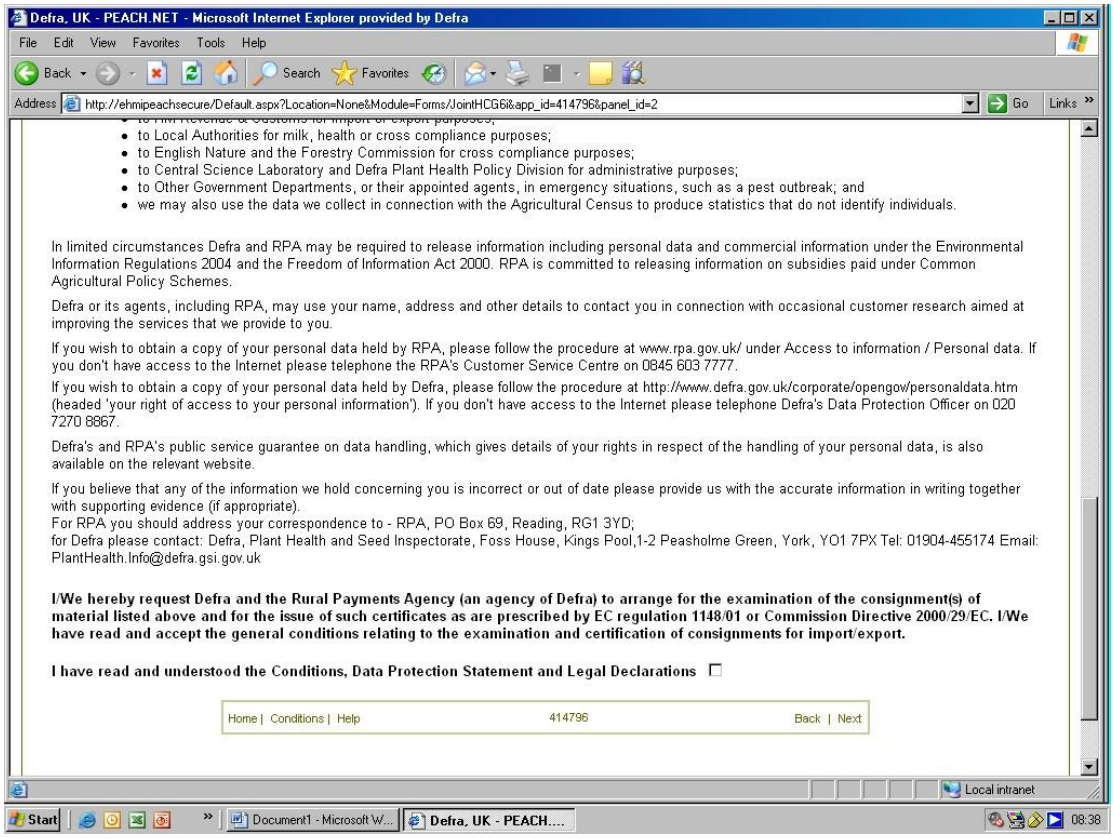
The next step is only required for Joint, Plant Health, Plant Health, and Plant Health only applications not visible for HMI only and GMS applications

This is to upload the phytosanitary certificate and any csv file **NOTE MAX file size 1MB** click browse select files and click upload.




Defra, UK - PEACH.NET - Microsoft Internet Explorer provided by Defra
File Edit View Favorites Tools Help
Back Search Favorites
Address http://ehmipeachsecure/Default.aspx?Location=None&Module=Forms/JointHCG6i&app_id=414796&panel_id=2
Go Links
defra
PEACH.NET
Home | Contact Defra | About Defra | News | Access to information | Links | Search | Site A-Z
Homepage > PEACH.NET > Conformity Certificate for Importation into the EC and Plant Health Import (Joint HCG6i)
Conformity Certificate for Importation into the EC and Plant Health Import (Joint HCG6i)
Screen 3 of 5 : Legal Declaration
By clicking on the check box at the bottom of the page you are declaring that you have read and understood the declaration and are agreeing to the terms and conditions stated.
Submission of the form will not be allowed until all fields have been completed and the check box has been ticked.
For the purposes of this declaration "Defra" refers to Defra Plant Health and Seed Inspectorate and "RPA" refers to Defra acting through their agent The Rural Payments Agency.
1. No liability shall attach to Defra, RPA or any of its officers for any delay in granting or failure to grant a certificate, nor any delay in inspecting or failure to inspect or non-delivery, delayed delivery or mis-delivery of any document.
2. No guarantee is given by Defra or RPA that any certificate granted will comply with or meet the requirements of any foreign country or importer.
3. Defra, RPA and its officials shall be entitled to rely upon the accuracy of all information supplied by or on behalf of an applicant for inspection or for the issue of a certificate.
4. No certificate issued shall be used in respect of any material or produce except those to which it relates.
5. Inspections will be carried out and certificates will be issued only on the understanding that no liability shall attach to Defra, RPA or its officers in any circumstances in respect of any inspection carried out or the issue or contents of any certificates and that Defra and RPA accepts no responsibility for any resulting loss however caused.
6. The responsibility for charges incurred in such inspection must be borne by the importer or their agent.
7. Defra and RPA will not issue a certificate in respect of material, which in the opinion of Defra or RPA is incorrect or inaccurate.
For more information, please contact:
RPA Block C, Government Buildings, Epsom Road, Guildford, GU1 2LD.
TEL: 01483 403340 email: hmi-tdc@rpa.gsi.gov.uk (www.rpa.gov.uk)
Local intranet
Start
Document1 - Microsoft W...
Defra, UK - PEACH....
08:37


Defra, UK - PEACH.NET - Microsoft Internet Explorer provided by Defra
File Edit View Favorites Tools Help
Back Search Favorites
Address http://ehmipeachsecure/Default.aspx?Location=None&Module=Forms/JointHCG6i&app_id=414796&panel_id=2
Go Links
For more information, please contact:
RPA Block C, Government Buildings, Epsom Road, Guildford, GU1 2LD.
TEL: 01483 403340 email: hmi-tdc@rpa.gsi.gov.uk (www.rpa.gov.uk)
or
Defra, Plant Health and Seed Inspectorate, Foss House, Kings Pool,
1-2 Peasholme Green, York, YO1 7PX
TEL: 01904-455174 Email: PlantHealth.Info@defra.gsi.gov.uk
Data Protection Statement:
Defra is the data controller in respect of any personal data that you provide to the Rural Payments Agency (RPA).
Your personal data will be protected in line with the Data Protection Act 1998. We will use the data:
• to support the application to which it relates;
• in the case of the Cattle Tracing System (CTS) to register cattle and their movements;
• for the administration of the Common Agricultural Policy, and other schemes administered by RPA;
• in relation to the production and safety of food;
• in relation to management of land and other environmental controls;
• in relation to animal health and welfare;
• in relation to occupational health and welfare; and
• to compile statistics on activity in your sector.
When required to do so we may pass data to other organisations. For example:
• to HM Revenue & Customs for import or export purposes;
• to Local Authorities for milk, health or cross compliance purposes;
• to English Nature and the Forestry Commission for cross compliance purposes;
• to Central Science Laboratory and Defra Plant Health Policy Division for administrative purposes;
• to Other Government Departments, or their appointed agents, in emergency situations, such as a pest outbreak; and
• we may also use the data we collect in connection with the Agricultural Census to produce statistics that do not identify individuals.
In limited circumstances Defra and RPA may be required to release information including personal data and commercial information under the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. RPA is committed to releasing information on subsidies paid under Common Agricultural Policy Schemes.
Defra or its agents, including RPA, may use your name, address and other details to contact you in connection with occasional customer research aimed at improving the services that we provide to you.
Local intranet
Start
Document1 - Microsoft W...
Defra, UK - PEACH....
08:38



Read the Legal declaration. If you do not agree to the Conditions etc. your application will not be accepted.

If you accept the conditions, click on the box against the text that says you have read and understood the conditions etc. You should see the following

Decide whether you want to save the application details for future use. If so, click the box at the side of the text.

Click on 'View' if you want to see a summary of the PEACH application.

Click on 'Submit' to submit your application.

On submission of your application you will receive a computer generated email informing you that your application has been accepted for plant health controlled goods. You will also get another email saying it has been accepted by HMI if it is a jointly controlled consignment.

Using PEACH – Deciding how to enter an import

If you have several containers, all of one commodity, from one exporter, to one importer, from one origin (country), each container with one phytosanitary certificate you can (with one exception which is Egyptian potatoes) enter all the containers as one PEACH line. Or you can enter one container per PEACH line (or any combination in between if you wish).

If you decide to enter all the containers as one PEACH line you will need to include all the container numbers and all the phytosanitary numbers for the whole of the import. We will carry out a Documentary and Identity check on each phytosanitary certificate. We will select one, possibly more, containers from which to carry out one physical inspection. If everything is in order all the containers will be released. This will save on inspection time. The downside is that if there is a problem all the containers will be held/failed. However, if this was the case you can re-enter all the containers, each one as a PEACH line. The failed ones will still be failed but we will then do a physical inspection from all the containers and if others pass, and the risk is acceptable, the ones that pass may be released. You will not be charged a second time for Documentary or identity checks or charged any more for the physical inspection so long as the consignments are entered under the same DUCR number.

In the same example, if you are dealing with a 'reduced check trade', it may be preferable for you to enter each container as a separate PEACH line. There will be no difference if the charges you pay (providing they are entered under the same DUCR number) but some of the PEACH lines may not be selected for a physical inspection and may be released sooner than otherwise might be the case.

Similarly if you have an import of cut flowers of different types (say carnations and roses) from several growers in one country (say Colombia), from one exporter, to one importer, with one or several phytosanitarys, you can enter each type of cut flower as one PEACH line, listing all the phytosanitary requirements for that commodity. You will be charged a Documentary and Identity check per phytosanitary certificate but the carnations will be added together and charged as one physical inspection, as will the roses. If there is a problem in one grower's carnations then all the carnations will fail. But you can re-enter all of them listing each grower's carnations as one PEACH line. We will have to carry out a physical inspection on each grower's carnations, which will delay the clearance of them, but the healthy ones will pass and will be cleared whilst the contaminated ones will be required to be destroyed.

Or you could enter each grower's flowers as separate PEACH lines. There will be no difference in what you are charged providing they are all entered under the same DUCR number.

You the importer/agent will have to decide how you consider it best to enter your imports in your circumstances.

After PEACH application submission

Once you have submitted your PEACH entries you should be able to view the status of your application on PEACH. You will see coloured balls similar to those for APHA HMI commodities. Below is an example produced on 12/05/2008.

You will note that in the 'Commodity' column there are 2 lines of boxes for each commodity. The top line relates to HMI controls and the bottom line relates to PHSI controls.

Where there is nothing showing in the top line it means the commodity is not controlled by HMI. Where there is nothing showing in the bottom line it means that the commodity is not plant health controlled.

The balls next to (HMI) show the status of the commodity in relation to HMI inspections.

The balls next to (PH) show the status of the commodity in relation to PHSI inspections.

	Date	Form	Importer	Inspection	HMI	By	Transport Details	From/To	Commodi
1	11/05	J6i/429326			Heathrow & WIM	AIR	072-59914293	Thailand	(HMI) Cucumbers ((PH) Bitter mel (3) (HMI) Aubergines (PH) (PH) Sweet Bas
2	13/05	J6i/429859			Kirton	AIR	932-9557-0580	USA	(HMI) Cherries (46 (PH)
3	13/05	J6i/429642			Kirton	AIR	125 1517 4902 NCNS 21	USA	(HMI) Cherries (93 (PH)
4	13/05	J6i/429857			Kirton	AIR	125-0331-1276	USA	

									(HMI) Cherries (4 (PH)
5	13/05	6i/429536			Heathrow & WIM	AIR	057-46444650	USA	(HMI) Lettuce (43
6	13/05	PHSI/15433			N/A	AIR	083-83854374	Zambia	(PH) Cut Flowe
7	14/05	J6i/430071			Kirton	AIR	125 1517 4946 NCNS24	USA	(HMI) Cherries (837 (PH)
8	18/05	PHSI/15074			N/A	AIR	083-83854164	Zambia	(PH) Cut Flowers

PHSI Ball colours:

- Silver balls = **either** the time/date the commodity is available for inspection is 'outside the assessment period' (it is more than 5 days to the time/date available for inspection) **or** the IT communications between PEACH and e-Edomero (the PHSI IT system) have broken down. If you see silver balls when the commodity is within the assessment period please first try clicking on the 'Refresh' icon on your computer screen. If this does not make any difference phone either the PHSI Imports Helpdesk on 0300 1000 313or the PEACH helpdesk on 0345 607 3224 (or both to be on the safe side) as we will need to inform our IT providers of the problem to get it fixed.
- Orange balls = (currently) decision awaited on inspection (legally every commodity subject to plant health controls [each commodity entered on PEACH] must be inspected but we do not have the resource to achieve that as yet)
- Red balls = commodity for inspection or 'Held' because of a problem. If held you will be contacted about the problem
- Green balls = commodity cleared
- Red ball with white horizontal line = commodity refused entry because of a problem, in which case you will be contacted about the problem

Where there is a green ball against the PH line, the symbol appears in the fifth column under the 'Action' heading. This indicates that you can print your Quarantine Release Certificate.

HMI Ball colours

Silver balls = **either** the time/date the commodity is available for inspection is 'outside the assessment period' (it is more than 5 days to the time/date available for inspection)
Amber = Awaiting inspector decision
Green = consignment certificated
Red = on hold for inspection
Red with green P = Banana moving inland
Purple = AIS country random post clearance check.
Green with Red Cross AIS certificate expired
Red/White no entry sign = Failed inspection
Black = Rejected application inaccurate information

Having submitted your PEACH application you must send the original phytosanitary certificate(s)

You must send the original phytosanitary certificates to:
For Heathrow/ Gatwick Imports - to APHA – PHSI, 1st floor Building, 4 Heathrow Boulevard, 284 Bath Road West, Drayton, Middlesex, UB7 0DQ

For all other point of entry imports – CSC Plant Health, APHA, Defra, Foss House, Kings Pool 1-2 Peasholme Green, York, YO1 7PX

-
-

The original phytosanitary certificates must be sent to us within 3 days of when the consignment is landed. We will monitor receipt of original documents against expected documents and failure to provide the original documents will be taken up with the firms involved and action escalated as necessary.

ACTION BY PHSI

Plant Health Checks

We are required to undertake Documentary, Identity and Physical checks.

Documentary and Identity checks

For each PEACH entry made, we are required to undertake Documentary and Identity checks to ensure that the phytosanitary certificate complies with UK Plant Health import requirements and that the goods declared correspond to what has actually arrived.

The documentary check will include checks to ensure that:

i) All of the relevant Additional Declarations are present.

ii) The net weight/number of plants etc. detailed on the phytosanitary certificate is not less than that declared on PEACH.

iii) The consignee details match those declared on PEACH and on the supporting documentation. If the consignee on the phytosanitary certificate and the PEACH application are not the same you must provide suitable evidence to demonstrate that ownership of the consignment has passed to the firm listed as importer on the PEACH application.

iv) The number of packages (if applicable) is present.

v) The certificate is generally complete (i.e. contains an official Plant Protection Organisation signature and stamp, botanical names for planting material etc.).

If the Documentary or Identity check are failed the consignment will not be Customs released. A replacement phytosanitary certificate with the correct information present will need to be obtained and a new PEACH application made. The replacement phytosanitary must be sent directly from the plant health authority in the country of export to the PHSI. Failure to obtain an acceptable replacement phytosanitary certificate will result in the consignment being destroyed or re-exported.

Physical checks (Inspections)

Our highest priority will be to inspect all consignments of planting material, potatoes, grain and soil which we will inspect 100% of consignments. This may mean consignments being detained overnight and over weekends. Our next priority is to inspect the required number of inspections of reduced checks trades. The percentage level of inspection varies according to the Commodity/Country combination, finally, we inspect the remaining material according to risk. At present, in relation to containerised sea freight, we are informing the dock operator of the containers we wish to inspect. We are content to do this for the time being but this practice needs to be reviewed. We are incurring costs to access the various systems used by ports to hold containers and call them for inspection. There may be various options including:

- continuing as at present and including all the time and access costs in the fees review
- the trade to call the containers for inspection
- If there is any way in which the ports can have access to the PEACH information that you see to tell them which containers need to be brought for inspection.

Legislation requires us to inspect all consignments of imported plant health controlled goods so there is no automated 'risk assessment' applied on each PEACH entry – unlike the procedures HMI implement.
Consequently no consignments will automatically appear on traders work status screen as green balls. All will initially appear as amber.

During working hours, we will assess your PEACH applications and will select those commodities we will inspect. These will then show red balls against PH on your PEACH work status screen, as will commodities on which a problem has already been found. These commodities will not be cleared until we have carried out our inspections.

All other commodities will remain as amber balls.

Consignments with amber balls will be normally be cleared, with the exception of planting material, potatoes, grain and soil, at the end of the Service Standard times if we have not selected them for inspection. However, if we find importers / agents are deliberately not providing us with the legally required amount of pre-notification we will raise the profile of those traders and none of their consignments will be cleared and all their imports will be inspected.

Consignments of planting material, potatoes, grain and soil will automatically be turned to red balls. These commodities will not be cleared until we have carried out our inspections.

Results of our checks will be entered as quickly as possible and the result will be fed back to you via your PEACH status screen.

When there is a green ball against the PH line, the symbol appears in the fifth column under the 'Action' heading. This indicates that you can print your Quarantine Release Certificate (QRC).
If a commodity 'Fails' its physical inspection due to the presence of a quarantine organism, you will not be able to print a QRC for this part of the consignment. You will be served with a statutory Notice (PHAR5) which tells you what action you must take in relation to this failed commodity. This may be to destroy or re-export the consignment. Or it may allow the movement inland for processing. In such circumstances you must fax a copy of the PHAR5 to HMRC to square the action with HMRC records. The PHAR5 Notice should include the DUCR number of the relevant material.

For commodities that are subject to both HMI and plant health controls, where HMI inspect a commodity they are undertaking an inspection for plant health purposes as well as their own quality marketing standards. We will not normally inspect consignments that HMI have select for inspection – thus removing the potential for duplication of inspection. However, if HMI find any potential quarantine pests they will alert us and one of our Inspectors will undertake an inspection. If HMI chose to inspect a consignment but then find they cannot get to inspect it we will, once we have the resource, have to inspect those consignments.

Plant Health Imports Helpdesk

We provide an Imports Helpdesk to deal with queries from traders / agents relating to the plant health requirement for importing plant health controlled goods. The Imports Helpdesk can be contacted during office hours by 'phoning 0300 1000313 or by email at phsi-importers@apha.gov.uk The Helpdesk is open 06:00 to midnight every day of the year.

Any problems relating to the PEACH system (such as access to the system) should be directed to the HMI Helpdesk (Tel: 0345 607 3224). Or email peachenquiries@rpa.gov.uk

PHSI SERVICE STANDARDS

For PHSI Service standards please refer to GOV.UK:
https://www.gov.uk/guidance/importing-plants-fruit-vegetables-or-plant-material-to-the-uk#get-materials-inspected-at-the-uk-border

CHARGING

PHSI charges are raised based on the DUCR number. DUCR 'Parts' will not be considered in the charging calculation.

Assuming 1 DUCR will cover the entire import of 1 consignment, from one exporter to one importer, from one origin.
We will charge one Documentary and Identity check fee for each phytosanitary certificate included under the DUCR, even if this entails more than 1 PEACH application.

We will also charge one physical inspection fee for each 'Commodity Group' under each DUCR.

A 'Commodity Group' is each plant, plant product or other object description in column 1 of Schedule 1 of The Plant Health etc. (Fees) (England) Regulations 2018. For reduced checks trades, each Genus and Country of origin combination in Schedule 2 of The Plant
The Plant Health etc. (Fees) (England) Regulations 2018 (as amended)
.

For imports into Wales the 'Commodity Groups' follow the same description as above but as in the equivalent Welsh legislation.

Invoices will be sent to the person/firm shown in the 'Plant Health Invoice' box on the PEACH application.

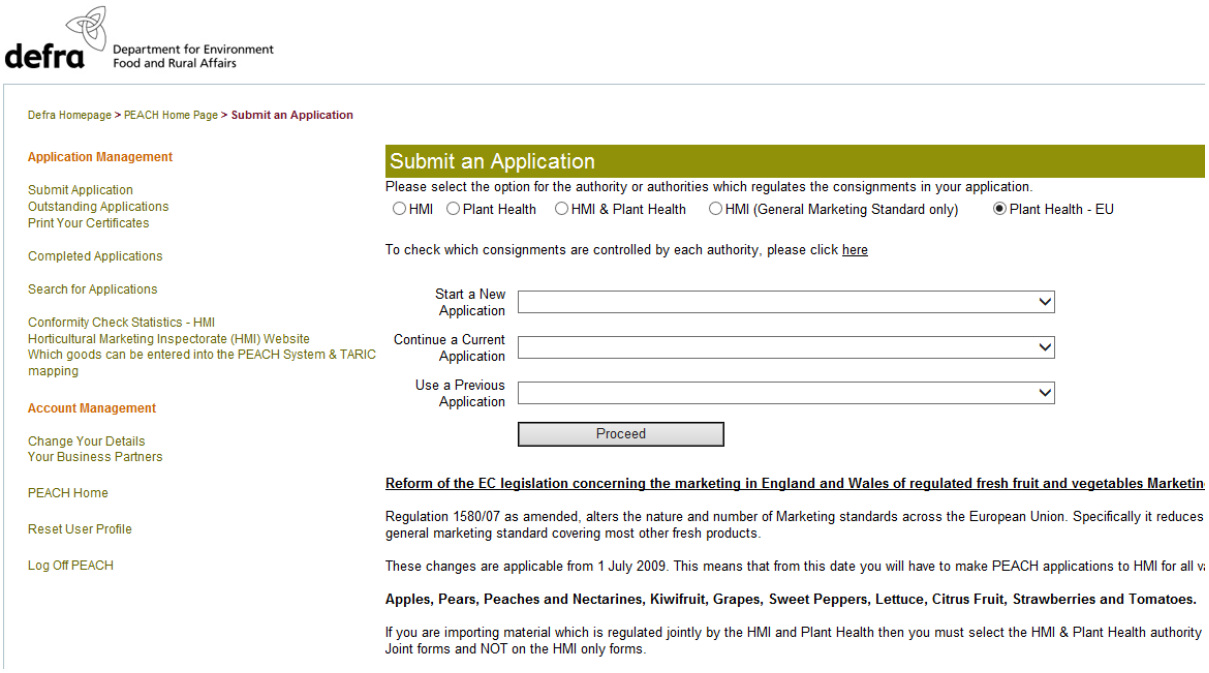
Each invoice will contain a minimum of 2 'Lines'. One for the Documentary and Identity check charge (multiplied by the number of phytosanitary certificates under that DUCR). There will also be at least one for line for the Physical check charge for each 'Commodity Group'.

The first words on each 'Line' on the invoice start with an 'IMP ..... Code'. Following this is wording (saying either Doc, ID or physical check). Then there is the PEACH application number and text entered into the 'Customer Invoice Reference' box on the PEACH application.

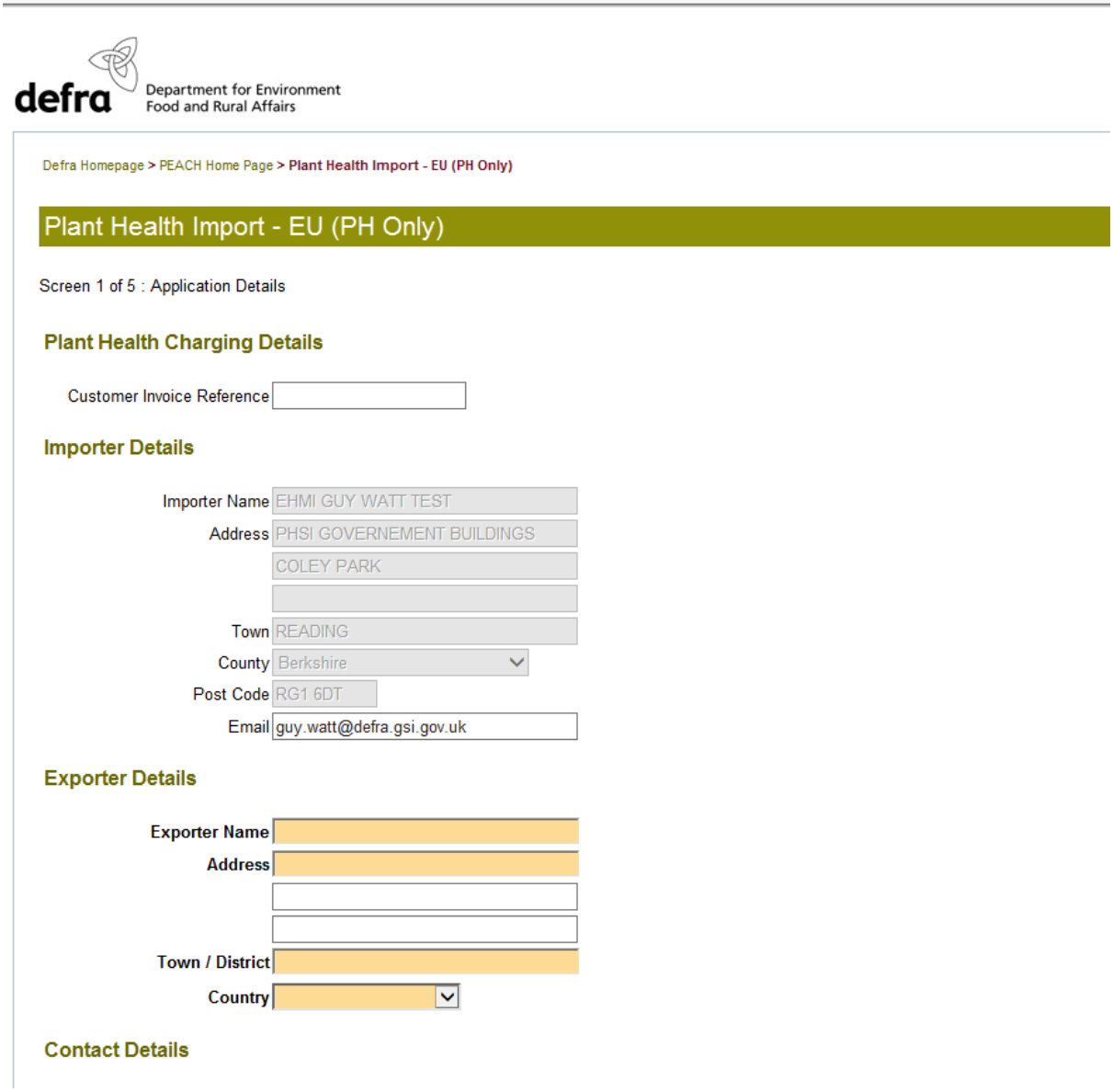
There is a limit to the text that can be accommodated on the invoice so if there are several PEACH entries it is possible that some of the text will be lost – but the information describe above should at least be present.

Annex 1

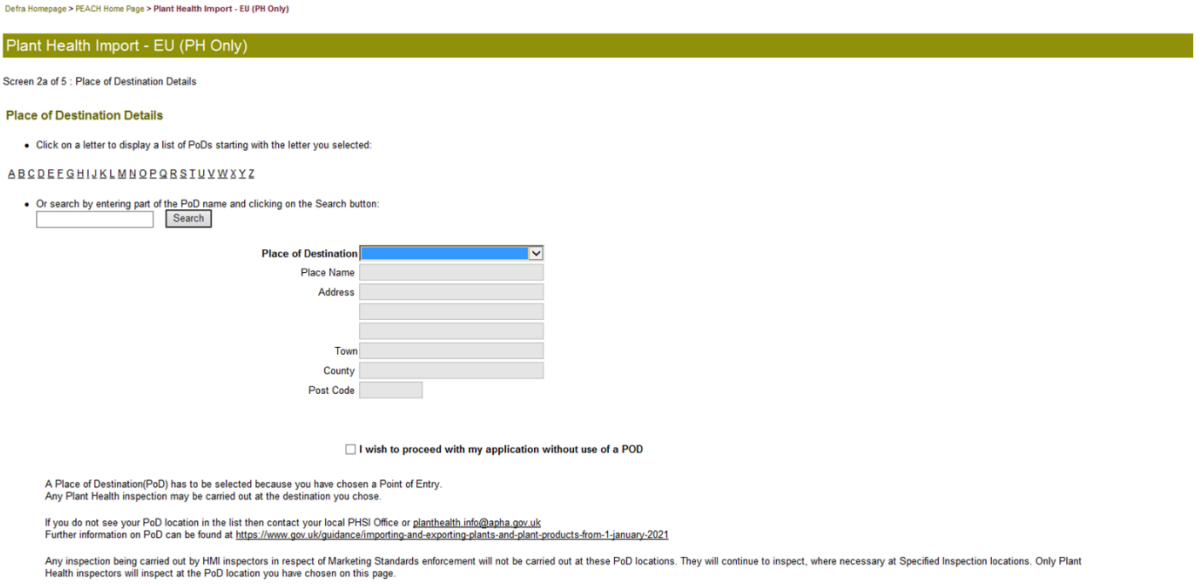
Specific screens for High Priority Consignments from the EU



Where the Plant Health – EU button has been selected users will be required to create an application as above (though a DUCR number will not be required).



Once details of the Importer, Exporter and consignment have been entered users will be presented with the following screen where they enter the Place of Destination (PoD) details;



If you are not using a PoD but rather a Border Control post then this can be indicated on the above screen and you will be offered the option to select a BCP Specific Inspection Location.