Export Guidelines protocol

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Issued by the Department of Agriculture
Stanley
Falkland Islands

Introduction

This protocol provides guidelines on what to provide for exporting goods. This is not commonly done for commodities but rather for scientific purposes. As each country will have different import requirements for different things, this is a guide only.

ALWAYS MAKE SURE THE EXPORTER HAS THE APPROPRIATE IMPORT PERMIT FROM THE COUNTRY THEY ARE IMPORTING TO – THAT WILL TELL YOU WHAT YOU NEED TO PROVIDE.

Documentation

The following documentation is typically provided, or has been provided in the past, for exports.

Export	Paperwork	Notes
Plant, parts of a plant, lichens, algae, moss, seaweed etc.	A phytosanitary certificate is usually provided by Biosecurity If plant is CITES listed, they will also need a CITES export permit from Customs	The phytosanitary template is found here: ..\02 Phytosanitary certificates\00 Templates\Template.doc Some type of treatment is usually undertaken and should be noted on the certificate. Check the import permit for the country they are taking it to to check if they have any specific requirements. Check the CITES list here: https://cites.org/eng/disc/species.php
Soil	A phytosanitary certificate is usually provided by Biosecurity	As above
Insects	A phytosanitary certificate has been done in the past for dead insect specimens but it should really be a zoosanitary certificate. A letter may also be acceptable.	You may want to draft up a zoosanitary certificate template based on others from around the world. See insect export examples in the Archive: ..\02 Phytosanitary certificates\01 Archive\PC 18-19\certificates\01 - 18-19 Naomi Insect sample for UK.doc
Any dead non-CITES animal or animal part	Should be a zoosanitary certificate but we usually do a letter	As above, see example: ..\02 Phytosanitary certificates\01 Archive\PC 18-19\Jess Fish samples 15.10.18.pdf
Any dead CITES animal or animal part	A CITES export permit is required from Customs	Check the CITES list here: https://cites.org/eng/disc/species.php
Water samples	A letter is usually sufficient	See examples in the Archive: ..\02 Phytosanitary certificates\01 Archive\PC 17-18\Letter D Groff Water samples 08.02.18.docx
Live animals	Refer to the vets	-
Fish samples for fisheries of fishing companies	Refer to Gordon	-

Inspections

Before completing the phytosanitary certificate or letter you have to physically check the samples to ensure they are not infested with anything or are carrying any diseases (as far as you are able). This may involve

checking the treatment is carried out (samples are usually frozen or dried in the DOA lab so this is easy to do). You may want to inspect some of the samples under the microscope to check for any insects/mites/excessive soil etc.

Issuing the certificate or letter

If you are happy with the treatment and/or storage of the samples you can issue the phytosanitary certificate / letter. Fill in the phytosanitary template or letter, you will need the following information from the exporter:

- Name and address of exporter
- Name and address of consignee (who is receiving it?) – this could be the same as the exporter
- How is it being transported: air or sea (add vessel name if known)
- Point of entry in the country it is going to (this will be an airport or port usually)
- Description of the samples (species name, number of each and how each has been treated). If species name is unknown, put down a best guess e.g. 3 x spider species for identification. If it is a long list you can attach a table/spreadsheet to the certificate

Print out the phytosanitary certificate/letter and stamp with the biosecurity stamp. Sign the phytosanitary certificate/letter and initial the stamp. Scan in and email to the exporter. If you can, also give them the original to include in the package or to take with them. Advise that they should put a copy inside the package, one on the outside and have another copy on their person (if they are also travelling) in case it gets lost.

Save a copy in the Archive folder here: ..\02 Phytosanitary certificates\01 Archive

And, for phytosanitary certificates, note the number in the log here: ..\02 Phytosanitary certificates\Phyto LOG.xls