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| Insert the appropriate Territory or Government official symbol or logo | **UKOT [insert name of territory] Government**  **XXX [add the appropriate authority/government department]**  **BIOSECURITY** |

**Guidelines for Importers of sawdust, wood chips and wood shavings**

These guidelines accompany the Import Health Standard (IHS) for the Importation of SAWDUST, WOOD CHIPS AND WOOD SHAVINGS into UKOT [insert name of Territory].

Wood itself is capable of harbouring potentially harmful forestry pests and diseases, while sawdust, wood chippings and wood shavings can carry weeds seeds and potentially harmful insects, spiders and mites. They therefore pose a biosecurity risk which these standards are designed to minimise.

* You do not require an import licence to import sawdust, wood chips and wood shavings into UKOT [insert name of Territory].
* However, all consignments must meet specified import health standards.
* It is your responsibility to make sure the supplier or packer has a copy of the import health standard and understands that consignments of sawdust, wood chips and wood shavings must meet these conditions.
* It is your responsibility to ensure the consignments are free of live insects, seeds and other contaminants prior to arrival in UKOT [insert name of Territory].
* On arrival they may be inspected by an authorised agent.
* If they fail to meet the import health standards, they may be refused entry, or confiscated and destroyed.
* If live insects are found treatment will be required, at your expense.
* Badly contaminated items may be refused entry to UKOT [insert name of Territory].
* Further information can be obtained from:

XXX [Provide full details (telephone number and email) of a named government official. There can be a high turnover of staff with some territories so it may be necessary to add the names of a primary and secondary contact]

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| Insert the appropriate Territory or Government official symbol or logo | **Import Health Standard**  **for the importation of**  **SAWDUST, WOOD CHIPS AND WOOD SHAVINGS**  **into UKOT [insert name of Territory]** |
| **BIOSECURITY** | Issued in pursuance of xxx [insert the relevant Territory legislation].  Version XXX |

**PURPOSE**

The purpose of this Import Health Standard (IHS) is to set out the requirements that must be met when importing sawdust, wood chips and wood shavings into UKOT[insert name of Territory] in order to manage the biosecurity risks associated with them.

**GUIDE FOR USERS**

The information contained in this product Import Health Standard is presented in numerically ordered sections with descriptive titles. Sections are grouped into one of 3 parts.

**PART A: General Information:** contains sections of general interest, including those relating to the legal basis for the UKOT[insert name of Territory]Import Health Standard for sawdust, wood chips and wood shavings and the general responsibilities of each importer for these items.

**PART B. Importation Procedure:** contains sections which outline the requirements be met prior to and during importation and conditions of eligibility.

**PART C: Clearance Procedure:** contains sections describing the requirements to be met at all UKOT[insert name of Territory]ports of entry and what may happen if the consignment does not meet the requirements of this Import Health Standard.

**Part A: General Information**

1. **Import Health Standard and Importer´s Responsibility**
2. Pursuant to xxx [insert the relevant Territory legislation] of the Laws of UKOT[insert name of Territory], this is the Import Health Standard for the importation of sawdust, wood chips and wood shavings into UKOT[insert name of Territory].
3. Obtaining importation clearance for each consignment of sawdust, wood chips and wood shavings imported into UKOT[insert name of Territory]is dependent upon the consignment meeting the requirements of the this Import Health Standard.
4. It is the importer or agent´s responsibility to ensure they are compliant with the current version of the sawdust, wood chips and wood shavings Import Health Standard at the time of importation of these items into UKOT[insert name of Territory].
5. Where it is known to the importer or agent that a consignment of sawdust, wood chips and wood shavings will not arrive on the ship voyage approved on the licence to import document, notification of this change should immediately be given to the contact listed at section 6.

**2. Review of Import Health Standard**

2.1 The import health standard may be review, amended or revoked if there are changes to policy or legislation on UKOT[insert name of Territory] or for any other lawful reason.

**3. Convention on International Trade in Endangered Species**

3.1 The importation of organic products derived from corals of some species are regulated under the Convention on International Trade in Endangered Species of wild Fauna and Flora (CITES), of which UKOT[insert name of Territory] is a signatory. Application for import of species identified in Appendices I, II or III must be accompanied by a valid CITES export permit issued by the appropriate management authority in the country of export, unless covered by exemptions as specified in Article VII. Additional information can be obtained at: <http://www.cites.org>.

**4. Definition of Terms**

* 1. **Inspector**

XXX [Add the appropriate contact]

* 1. **XXX** [add and define here any abbreviations for the government departments referred to in this Standard]

XXX is the Government Department**.**

* 1. **Equivalence**

Acceptance by the XXX [Add the appropriate authority/government department] that the circumstances relating to the importation of a consignment are such that the health status of the consignment is equivalent to the health status of a consignment that complies with the requirements of the import health standard.

* 1. **Importation clearance**

Means that sawdust, wood chips and wood shavings given importation clearance is free from all restrictions.

**5. Equivalence**

* 1. It is expected that the sawdust, wood chips and wood shavings permitted to enter UKOT[insert name of Territory] will meet the conditions of this import health standard in every respect. If the products do not comply with the requirements, an application for equivalence may be submitted to the XXX [add the appropriate authority/government department]for consideration prior to importation. Detailed information supporting the application for equivalence must also be forwarded for a decision, indicating which requirement cannot be met and what measures of an equivalent nature have been taken to compensate.

**6. Official Point of Contact**

* 1. The official point of contact(s) for this Import Health Standard is:

XXX [Provide full details (telephone number and email) of a named government official. There can be a high turnover of staff with some territories so it may be necessary to add the names of a primary and secondary contact]

**7. Fees and Costs**

7.1 All fees and costs involved with documentation, transport, storage and obtaining importation clearance shall be borne by the importer or agent.

**Part B: Importation Procedure**

**8. Licence to Import**

* 1. Importations into UKOT[insert name of Territory]of all sawdust, wood chips and wood shavings listed at Section 9.1.1 to 9.1.2 which meet the requirements of this health standard do notrequire a licence to import.

**9. Eligibility**

9.1 This Import Health Standard covers the importation into UKOT[insert name of Territory]of the following sawdust, wood chips and wood shavings:

9.1.1 Sawdust, wood chips, wood shavings and wood wool includes wood that has been sawn, chipped, shaved or peeled to form wood pieces that are either no larger than 15 mm in length and 10 mm in cross-section, or no greater than 3 mm in cross-section if longer than 15 mm.

But excludes sawdust, wood chips and wood shavings principally made up of bark.

9.2 All sawdust, wood chips and wood shavings listed at 9.1.1 above must be:

* + 1. Free of live insects or other visible signs of pests.
    2. Packed and shipped in a manner that prevents infestation and/or contamination by regulated pests, such as: plastic wrapping, 6-sided boxing, or a closed shipping container.
    3. Relatively free of extraneous material (e.g. leaves, soil, bark); a contamination rate of 0.01% w/w extraneous material is considered acceptable.
    4. The consignment must be in unopened original bags from a commercial supplier. Bags must be clean and free from any contaminants).

9.3 It is the importer's responsibility to ensure each consignment is **clean** and **free of all quarantine risk material,** including live insects, seeds, soil, mud, clay, animal faeces, animal material, plant material such as straw, twigs, leaves, roots, bark, and debris prior to arrival in Ascension.

9.4 Any packaging used with the consignment must be clean and new.

**Part C. Importing Clearance Procedure:**

10.1 An inspector at the port of arrival may inspect the consignment, or a sample of the consignment. Providing that the consignment meets the conditions of **Eligibility** in Section 9 the consignment will be given clearance.

10.2 If any contamination is found on inspection the consignment may be confiscated and destroyed, at the importers expense.

10.3 If live insects are found, consignment is subject to the following treatment:

Cold storage at -18°C for 7 consecutive days starting when the core temperature of the consignment reaches -18°C. A core temperature of -18°C must be maintained over 7 consecutive days.

10.4 Treatment will be carried out by an authorised officer. After treatment the item is re-checked for signs of live insects and a second treatment will be applied, if necessary.

10.5 Treatment will be carried out at the importer’s expense.

10.6 A consignment of sawdust, wood chips or wood shavings found to be badly contaminated may be refused entry to UKOT[insert name of Territory], or confiscated and destroyed at the importers expense.

**Part D: Amendment Record – Import Health Standard for Sawdust, wood chips and wood shavings**

Amendments to this Standard will be given a consecutive number and will be dated in the body of the table. Brief details of the amended pages will be included.

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**List of Guidance notes and Import Health Standard Templates available:**

* Guidance notes and Import Health Standard for the importation of FRESH FRUIT AND VEGETABLES FOR HUMAN CONSUMPTION
* Guidance notes and Import Health Standard for the importation of LIVE PLANT MATERIAL
* Guidance notes and Import Health Standard for the importation of VEHICLES, MACHINERY AND TYRES
* Guidance notes and Import Health Standard for the importation of COMPOSTS AND PEAT
* Guidance notes and Import Health Standard for the importation of Rock, stone, sand and pebbles
* Guidance notes and Import Health Standard for the importation of SAWDUST, WOOD CHIPS AND WOOD SHAVINGS
* Guidance notes and Import Health Standard for the importation of SHIPPING CONTAINERS

**List of Inspection Protocol Templates available:**

* Inspection protocol for FRESH FRUIT AND VEGETABLES FOR HUMAN CONSUMPTION
* Inspection protocol for LIVE PLANT MATERIAL
* Inspection protocol for VEHICLES, MACHINERY AND TYRES

These Guidance notes, Import Health Standards and Inspection Protocols were adapted from documents developed by *Biosecurity St Helena*