

Manual Number .....

Location: .....

MINISTRY OF AGRICULTURE, SAMOA



# OPERATIONS MANUAL

## PART 1: GENERAL OPERATIONAL PROCEDURES

Where to find information about the work you will do  
at the airport, seaport and Post Office.

## **ABOUT PART 1**

This Operations Manual is the first version prepared under Phase I of the Samoa Quarantine Improvement Project. It is based on the July, 1991 version of the Model Quarantine Manual compiled by an Expert Working Group on Plant Quarantine Procedures under the guidance of the South Pacific Commission (now Secretariat of the Pacific Community) Plant Protection Service.

This Manual includes work instructions and references to legislation, forms and general information for use by officers of the Samoa Quarantine Service. It is comprised of the following parts:

***Part 1: General Operational Procedures***

***Part 2: Commodity Clearance Procedures***

***Part 3: Appendices***

***Part 4: Ready Reference***

March, 2003

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## SECTION 1

**AIR CARGO CLEARANCE****1.0 AIR CARGO CLEARANCE****1. AIR CARGO PREPARATION**

- 1.1 Get manifest or other list of cargo and air waybills from the airline or agent.
- 1.2 Screen all air waybills for quarantinable items.
- 1.3 Stamp all copies of air waybills which include quarantinable items with a HOLD for QUARANTINE stamp (e.g. fresh fruit and vegetables.) and sign close to the stamp.
- 1.4 Use a highlight pen to indicate on the manifest all cargo that is to be held for Quarantine inspection.
- 1.5 Return the air waybills to the responsible airline.

**EQUIPMENT LIST**

Case opener  
Seed sampler (Trier)  
Sieve  
Hammer  
Wire cutters or pliers  
String and needles  
Adhesive tape  
Seals  
Plastic bags  
Torch  
Notebook and pen  
Specimen bottles  
Knife  
Hand lens  
Maggy Lamp  
Inspection table  
“HOLD QUARANTINE” tape  
“PASSED QUARANTINE” tape  
Seizure forms

**2. GENERAL CLEARANCE PROCEDURES FOR AIR CARGO**

**Note:** In the case of Faleolo International Airport the following procedures shall be carried out by the officer designated as the “24-hour Officer” at the airport. For Fagali’i Airport and Maota Airport the duties shall be carried out by the officer stationed there.

- 2.1 Quarantine Officers shall be available to inspect air cargo when required by the importer.
- 2.2 At Faleolo International Airport the 24-hour Officer shall be located at the Polynesian Air Cargo terminal during the hours of 9.00am to noon and 1.00pm to 3.00pm.
- 2.3 When called by an importer a Quarantine Officer shall attend to inspect air cargo.
- 2.4 The Quarantine Officer shall ask the importer to provide any permits or certificates required for the importation of the cargo to be cleared.
- 2.5 The Quarantine Officer shall examine documents for conformity with any import conditions and if the documentation is in order shall proceed to clear the goods in accordance with the procedures laid down for those goods. (Refer to part 3 below to determine where to find the clearance procedures for specific commodities.)
- 2.6 On completion of a satisfactory inspection → Release goods.

**3. CLEARANCE OF SPECIFIC COMMODITIES**

**Note:** Refer to Section 4 of this Manual for details of the clearance of air containers.

3.1 The clearance procedures for specific commodities are covered in Part 2 of this Manual

## SECTION 2

**AIRCRAFT CLEARANCE****2.0 AIRCRAFT CABINS AND HOLDS**

When sufficient staff are available:

**1. PASSENGER COMPARTMENT INSPECTION**

- 1.1 Collect any fruit, plant and animal products left in cabin by departing passengers.
- 1.2 Supervise removal or security of food, garbage and trash as in Table 1.

**Table 1: Aircraft Food, Garbage and Trash**

IF THE AIRCRAFT IS	ACTION
Terminating	Supervise removal of all food, garbage and trash
Transitting and locally catered	Supervise removal of food, garbage and trash. Ensure transit food is secured.
Transitting and not locally catered	Supervise removal of garbage and trash only. Ensure transit food is secured.

- 1.3 Dispose of garbage in accordance with Section 10 of Part 1 of this Manual

**2. SUPERVISION OF CARGO HOLDS**

- 2.1 When hold doors are opened, look for single shot spray cans. If present and empty, no further action is required.
- 2.2 If there are no spray cans present in the hold, or if there are cans but they are not empty, release a single shot spray can into the hold and close the cargo doors for 10 minutes.
- 2.3 Allow the cargo doors to be re-opened after 10 minutes and allow cargo to be discharged.

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## SECTION 3

**AIR PASSENGER CLEARANCE****3.0 AIR PASSENGER CLEARANCE**

Air passenger clearance involves the following:

1. Preparation
2. Passenger Processing
3. Clearance of VIP's

**1. PREPARATION**

- 1.1. Get passenger list - Number of landing Pax.  
Number of VIPs.
- 1.2. Check equipment.
- 1.3. Ensure that quarantine amnesty bins are in place with a plastic bag liner.
- 1.4. Ensure that your uniform is clean and tidy.

**2. PASSENGER PROCESSING**

After Immigration and Customs clearance:

- 2.1. Make your personal assessments of all passengers cleared by Customs through either the green or red channels.

**Note:** You may select any person coming through the Green channel if you see something which looks suspicious, or if you feel intuitively that they need further questioning, or their baggage inspected.

- 2.2. Greet passengers referred to the Quarantine barrier from Customs.
- 2.3. Read passenger declarations given to you by passenger.

Look for:

- signature and whether all questions answered.
- declared items.
- occupation.
- undeclared items being hand-carried by Pax.
- e.g. flowers, fruit, handicrafts, coolers

- 2.4. Ask questions about items on the declaration. For example:

- Is the card understood. "Do you understand the questions on the card?"
- Did the passenger sign the card. "Is this your signature?"
- Did the pax pack their own bags. "Are these all your bags?" or "Is this your bag?"  
"Did you pack these bags yourself?"  
"Are you aware of the contents of these bags?"
- Occupation.

**EQUIPMENT LIST**

Plastic bags  
Knife  
"PASSED QUARANTINE" tape  
Hand lens  
Plastic bags for seizures  
Plastic bags for Q bin  
Quarantine Operations Manual  
Quarantine Ready Reference  
Spare declarations  
Maggy lamp (if available)  
Stamps  
Forms  
Hold for Q stamp/ release stamp.  
"Release from Quarantine" forms  
"Seizure" forms.

- Nationality.
  - Reason for travel to Samoa.
  - Any additional items.
  - Other countries visited.
  - Whether the pax is carrying gifts or parcels for other people.
- 2.5 Clarify any information that is unclear or which needs further explanation (e.g. “manager”).
- 2.6 Identify which baggage belongs to the passenger.
- 2.7 Inspect the items declared by the passenger. If unsure about anything or if you feel that further inspection is required, ask the passenger to open any bags, boxes or other baggage and inspect the contents. While doing this, assess how the passenger is reacting to your questions or actions.
- Nervousness
  - Evasive answers
  - Attempts to stop your looking further into a bag or box
  - Rudeness
- 2.8 If nothing found after the inspection → thank the passenger and release.
- 2.9 If items **declared** → Check the items against the list of prohibited items (Table 2) if unsure of entry requirements.
- Your options are:
- Inspect and release
  - Inspect and hold for treatment (provide receipt)
  - Inspect and check import permit document conditions (release/hold/direct)
  - Inspect and hold for reshipment or destruction (provide receipt)
- 2.10 If you inspect and find prohibited items that are **NOT declared** → act as follows:
- Your options are:
- Establish why the passenger did not declare the items.
  - Seize prohibited item/s.
  - Ask passenger if there is anything else they have that has not been declared.
  - Take note of passenger details (Your Inspector’s notebook)
  - **If an obvious oversight** - Issue warning to passenger about not declaring quarantine items and the risk to Samoa.
  - **If you think it was deliberate** - Inform passenger that you will be referring the matter to a senior officer.
  - Isolate the seized goods and issue a Seizure Notice to the passenger.
- 2.11 If a passenger declares quarantinable items AND that he/she is *in transit* → seize the goods, issue a Seizure Notice and tell the passenger where the goods can be collected before the departure flight.
- 2.12 Finish the Quarantine search and release passenger.
- 2.13 When all passengers have been processed, collect seized goods and take them to the Quarantine Office at the airport.
- 2.14 List details of all seizures in the aircraft log book located in the office.
- 2.15 Isolate all seizures by placing them in plastic bags or small sample tubes with clear details to allow a traceback.
- 2.16 Refer unidentified goods or quarantine concerns to an appropriate person for identification.

- 2.17 Collect amnesty bins, check contents and note in the aircraft log book.
- 2.18 Where goods are being held for reshipment ensure that the following is recorded:

- Passenger name
- Description of item (and condition if perishable or breakable)
- Date intercepted
- Departure date
- Any special storage conditions e.g. refrigeration

**Note:** When passenger collects the item on departure they must sign it out of the book, and it must be handed over in an area where it is not possible for the passenger to give it to someone else not leaving on the flight (departure gate/lounge or at check-in counter into their bags)

- 2.19 Check ash trays, pot plants and rubbish bins in passenger arrival areas after all passengers have passed through Immigration. Collect all quarantinable items and place in plastic bags for delivery to the Quarantine Office to be recorded and disposed of.
- 2.20 After all transit passengers have boarded the departing aircraft one officer is to check transit lounge for quarantinable items left by PAX. Check rubbish bins, ash trays and pot plants and remove fruits and vegetables and or peelings. Seal in a plastic bag for later destruction with other quarantinable waste from the aircraft.
- 2.21 Clean Quarantine Room ready for next flight.
- 2.22 When leaving the office turn off the lights, and air conditioning unit.

### 3. VIP CLEARANCE

All diplomats and politicians should be politely questioned by a senior officer about their quarantine declaration. **Diplomats and politicians are not exempt from baggage inspection.** However, because of the status of these VIP's and the sensitivity in dealing with them, their baggage should only be examined if there are good reasons for believing that there are quarantinable items present.

The senior officer must make any decision to search baggage and the inspection should be carried out in private.

It is important that the diplomat and politician understands why the inspection is necessary and he/she must be treated with the utmost courtesy.

*The Diplomatic bag must not be searched under any circumstances. If you become aware that the Diplomatic bag has some quarantine risk materials in it you should report the matter to your senior officer. He/she will decide on the action to be taken. In general, the matter will be referred to the senior management of the Ministry of Agriculture who will refer the matter to the appropriate Samoan Government Ministry (probably Foreign Affairs). Officers of that Ministry should take the matter up with the Diplomat's senior representative in Samoa. This will normally be the Ambassador or High Commissioner.*

**Table 2: Prohibited Imports**

◆	All Alocasia and Colocasia plant species or related plants except as tissue culture under special permit for research purposes
◆	All cacao plants and parts thereof from areas where Witch's Broom Disease ( <i>Morasmium fernicious</i> ) or Swollen Shoot Virus occur
◆	All citrus and related plants or parts thereof except from areas known to be free from Citrus canker ( <i>Xanthomonas citri</i> )
◆	All coconut plants and parts thereof
◆	All coffee plants from areas where coffee bean borer ( <i>Stephenderes coffea</i> ) exists or where Blackwood disease ( <i>Thielaviopsis neocaledoniai</i> ) is known to occur
◆	Fresh fruit, susceptible vegetables and seeds covered with pulp from areas where harmful fruit fly species are known to exist
◆	No hay, chaff, grain husks or leaves shall be imported into the Territory as packing or bedding material and all other packing or bedding material shall be subject to fumigation on arrival at the expense of the importer
◆	All pineapples and related plants from Fiji and areas other than those embraced by SPC
◆	Plants carrying any form of fungus, bacterium or virus or any living stage of any invertebrate animal which may directly or indirectly injure or cause an unhealthy condition in any plant.
◆	All plants of the genus Musa (Bananas and related plants) from areas where Panama Disease ( <i>Fusarium oxisporum</i> var. <i>cubense</i> ) or Bunchytop Virus Disease occur
◆	All rice plants and parts thereof except milled rice for human consumption
◆	All rubber plants ( <i>Hevea spp.</i> ) and parts thereof from areas where the American leaf disease ( <i>Dothidella ulei</i> ) occurs, and from other areas only in the form of seed or budwood
◆	Soil, sand, clay or earth
◆	All sugar cane plants or parts thereof
◆	All yam, cassava or any root crop or vegetable where it is considered by the Director that the introduction may introduce a disease/pest likely to cause injury to plants or economic potential in Samoa

**Reference:** *Plant Importation Instructions 1984*



## SECTION 4

**CONTAINERS - AIR****4.0 AIR CONTAINERS**

Air cargo containers are used with some aircraft entering Samoa. The following procedures are to be followed when dealing with them:

**1. INSPECTION PROCEDURES**

- 1.1 Inspect all containers for contaminants (external and internal) during and after unpacking.
- 1.2 If contaminants found, direct the containers for cleaning or other treatment according to Table 3 below and dispose of contaminants.
- 1.3 If live insects are found, close the container until it can be disinfected. Investigate the reason why insects were not destroyed during on-arrival cargo hold disinsection.
- 1.4 Reinspect the container after cleaning or fumigation.

**Table 3: Dealing with Contaminated Air Containers**

CONTAMINANT	METHOD OF CLEANING
Seeds, grain, leaves, plant material, soil.	Sweep or vacuum and incinerate the waste.
Insects, snails.	Fumigate with methyl bromide at 48g/m <sup>3</sup> for 24 hours for insects. Increase the rate to 128g/m <sup>3</sup> for 24 hours for snails.
Wooden dunnage.	Remove dunnage and fumigate with methyl bromide at 48g/m <sup>3</sup> for 24 hours, OR incinerate.
Meat, blood, fat.	Wash container thoroughly.

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## SECTION 5

## CONTAINER CLEARANCE

## SEA CONTAINERS

## 1. PREPARATION

- 1.1 Importers/Agents must obtain a 'Gate Release' form from the main Quarantine Office at the wharf before attempting to remove a container from the wharf.
- 1.2 If an Importer/Agent/Owner or driver attempt to remove containers from the wharf without first obtaining a Gate Release form direct them to the Main Office to obtain a form.
- 1.3 All containers are subject to inspection BEFORE leaving the wharf. This may involve an external inspection of the container only or it may involve a tailgate inspection to verify contents. Where the inspection is carried out may vary. (See **INSPECTION PROCEDURES** below)

## EQUIPMENT LIST

Case opener  
Seed Sampler (Trier)  
Sieve  
Hammer  
Pliers  
String/needles  
Adhesive tape  
Quarantine seals  
Plastic bags  
Torch  
Notebook and pen  
Specimen bottles  
Hand lens  
Maggy lamp  
Inspection table  
"Hold Quarantine" stamp  
"Passed Quarantine" Tape

## 2. INSPECTION PROCEDURES

- 2.1 Externally inspect **ALL** containers before they leave the wharf. This will normally be carried out while the container is on a truck. To avoid delays at the main exit gate from the wharf inspection should normally occur BEFORE the truck reaches the gate.

Inspections of containers from ships that have visited ports where giant African snail occurs should be especially thorough. Inspect all external sides of containers including the underside and top. (The underside is highly likely to carry contamination including snails and soil. The top may show evidence of spillage from a container or vehicle that has travelled on top.)

- 2.2 Use supplementary lighting (e.g. a torch), if necessary, and look for soil, snails/giant African snail, insects, plant debris and seeds. Pay special attention to the inspection of tyne pockets, twistlocks, the undersides of containers and the doors and seals.

If clean -----> Go to Step 2.3

If soil, seeds or other debris ----> Go to Step 2.4

If snails, snail eggs or insects --> Go to Step 2.5

- 2.3 If LCL, -----> Go to Step 3.1  
If FCL, with cargo *Subject to Quarantine* -----> Go to Step 4.1  
If FCL with cargo NOT *Subject to Quarantine* --> tailgate inspection to verify contents, then --> Go to Step 4.4  
If it is an empty container -----> Refuse permission to leave the wharf and report the matter to a Senior Officer. [**Note:** Empty containers are not generally permitted to leave the wharf. Export containers will normally be sourced from containers that have arrived in the country with goods and which are held at depots off the wharf.]

- 2.4 Direct the container for cleaning BEFORE it leaves the wharf. Collect and dispose of contaminants. If the wash from containers is discharged into the harbour no treatment will be necessary. If wash water is collected it must be treated with chlorine. Collected sediment should be fumigated or small quantities may be disposed of in the quarantine incinerator.

When the container has been cleaned externally -----> Go to Step 2.3

- 2.5 Direct the container for *fumigation* at the recommended rate for snails or insects, as appropriate. Monitor fumigation.
- 2.6 After treatment -----> Go to Step 2.3

### **3. LCL (LESS THAN CONTAINER LOAD) CONTAINERS.**

#### **3.1 General**

- 3.1.1 Collect the 'Gate Release' form from the driver and allow the container to leave the wharf. (The name of the approved premises (depot) where the unpack will take place must appear in the Further Directions section of the Gate Release form.
- 3.1.2 Enter details from the Gate Release form into the log book, ensuring that where more than one container is listed on the Gate Release form that only the containers that have left the wharf are shown in the log. The remaining containers will be listed in the log when they are collected from the wharf.

#### **3.2 Clearance of LCL Cargo**

- 3.2.1 At the container depot (Shipping agent) staff will unpack the container and place goods into a designated location on their premises.
- 3.2.2 Importers/Agents must arrange for Customs and Quarantine clearance. The normal practice is for the owner to contact the appropriate offices at the Mata'utu Wharf and arrange for a Quarantine Officer. (A Customs Officer will normally be permanently stationed at the depot.) The Importer/Agent must provide transport for the Quarantine Officer, if required.

#### **3.3 Inspection of LCL Cargo**

- 3.3.1 Look for:

- |                                  |                              |                     |
|----------------------------------|------------------------------|---------------------|
| . fruit and vegetables           | . nursery stock              | . wood              |
| . seeds                          | . stored products            | . insects in goods* |
| . personal and household effects | . vehicles, machinery, parts | . animal products   |

If any of these goods are found refer to the appropriate section of this manual for further instructions.

\* If insects are found order appropriate treatment. Usually this will be fumigation with methyl bromide. Determine whether the goods are able to be fumigated. Treat as per Treatment Schedule.

- 3.3.2 If the container is still on the premises inspect it for internal contaminants such as:

- |                         |                                     |
|-------------------------|-------------------------------------|
| . meat.                 | . rodents.                          |
| . leaves.               | . seeds.                            |
| . stored products.      | . wooden dunnage.                   |
| . other plant material. | . giant African snail/other snails. |

- . insects (especially Khapra beetle)
- 3.3.3 If contaminants found, direct the container for cleaning and disposal of the contaminants, OR fumigation, as considered appropriate to remove quarantine risks.
- 3.3.4 On completion of the inspection and/or treatment advise the Importer/Agent and the Depot staff that the goods may be released.
- 3.3.5 Complete a Quarantine Release form and hand it to the Importer/Agent.

#### **4. FCL (FULL CONTAINER LOAD) CONTAINERS**

- 4.1 Collect the 'Gate Release' form from the driver and allow the driver to take the container to a Quarantine-approved place for unpacking. (The name of the approved premises where the unpack and inspection will take place must appear in the Further Directions section of the Gate Release form.
- 4.2 Enter details from the Gate Release form into the log book, ensuring that where more than one container is listed on the Gate Release form that only the containers that have left the wharf are shown in the log. The remaining containers will be listed in the log when they are collected from the wharf. Then -----> Go to Step 4.3

##### **4.3 Clearance of FCL Cargo Subject to Quarantine**

- 4.3.1 The Importer/Agent must arrange for a Quarantine Officer to be present when the container is opened at the quarantine approved premises. The Importer/Agent must provide transport for the Quarantine Officer, if required.
- 4.3.2 At the quarantine approved premises staff will unpack the container.
- 4.3.3 Inspect goods as they are unpacked, as for LCL cargo. (See 3.3. above)

##### **4.4 Clearance of FCL Cargo Not Subject to Quarantine**

- 4.4.1 If the tailgate inspection reveals that the contents of the FCL container are different to those described on the manifest - contact your senior officer for instructions. (Provide details of ship, supplier, contents, documentation provided, contaminants etc.)

The senior officer has the following options:

- . contact the shipping company to advise of the problems encountered **and** seek a satisfactory explanation.

If a satisfactory explanation is given - no further action -----> Release to Importer's nominated premises.

If a satisfactory explanation is not given and/or the shipping company is not prepared to amend the situation in the future – advise the shipping company that all future imports of FCL containers by the company from the same source will be directed to a depot for unpack until further notice. Direct the current container to a depot for unpack and inspection.

- 4.4.2 If the contents of the container are as described on the manifest -----> Release

[**Note:** When staff resources are available Quarantine Officers are to be directed to follow up approximately 5 containers in each 100 FCL containers released without inspection to monitor the validity of shipping documents and other documents provided by the Importer/Agent. Non-

conformities are to be reported to a Senior Officer for action. Monitoring inspections are to be carried out at the unpack location and are not a chargeable operation.]

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## SECTION 6

**CRUISE SHIP'S PASSENGERS****6.0 CRUISE SHIP'S PASSENGERS**

- 1.1 Tell Purser/Captain to make the following announcement to disembarking passengers on at least two occasions:

*"The following is an important message from the Samoa Quarantine Service to all transit passengers. It is strictly prohibited to take ashore any food, fruit, meat, flowers, cut or packed lunches, plants and animals from this ship. Severe penalties exist for breaches of quarantine laws. Your co-operation will be greatly appreciated."*

If this is the last port of call for any passengers, add the following:

*"Passengers finally landing are required to complete a passenger declaration which may be obtained from a Customs Officer, Quarantine Officer or Immigration Officer on board. Thank you for your co-operation."*

- 1.2 Clear landing passengers together with Immigration and Customs as for Section 3 : Air Passengers.
- 1.3 Transit passengers - Inspect hand baggage for quarantinable items.

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## SECTION 7

**EXPORT PRODUCE INSPECTION - FALEOLO****7.0 INSPECTION OF ACCOMPANIED EXPORT CONSIGNMENTS****Preparation****1. PRODUCE INSPECTION**

- 1.1 Be at the airport at least two hours before the expected time of arrival of flights.
- 1.2 Check flight schedules when you arrive and update arrival/departure times with Background officers.
- 1.3 Officer posted on a weekly basis (the 24-hour Officer) must be at the airport at all times.
- 1.4 Ensure that Quarantine Room and inspection table is clean and tidy and report any air conditioning or plumbing problems to the Airport Authority.
- 1.5 Ensure you have all the equipment with you that you need to carry out your duties. (Refer to the EQUIPMENT LIST)
- 1.6 Check inspection equipment (magnifying lamp) and report any faults to SQO or PRO.
- 1.7 Cover the mattress with a bed sheet or blanket (and provide your own pillows, if needed).
- 1.8 Place a bin at the foot of the inspection table for scraps and rejects. If no bin is available place a plastic sheet on the floor to catch scraps.

**EQUIPMENT LIST**

Phytosanitary Certificate book.  
Additional declarations for green bananas and other produce to NZ.  
Masking/cello tape/packaging tape.  
Pocket knife, magnifying glass, plastic bags, labels, marking pens, twine or rubber bands.  
Insect collecting bottles.  
Lists of plants and fish.  
Q seals, breadfruit stickers.  
“Passed for Export” stickers.

**When passengers present produce for inspection:**

- 1.9 Ensure that the officer who is handling produce is wearing clean, new, disposable gloves.
- 1.10 When inspectors are ready to conduct inspections, open the window for public access and unlock the trap door.
- 1.11 Open cartons and remove all contents.
- 1.12 Unwrap all wrapped items
- 1.13 Inspect all produce and advise second inspector of the result of the inspection.
- 1.14 Collect shipment details from passenger and hand to the second inspector who shall enter details on the Phytosanitary Certificate if the produce is fresh.

- 1.15 If the plant produce is known to require an Import Permit for access to the designated country – ask for a copy of the Permit and inspect for conformity with Permit requirements. If there is no Import Permit reject the relevant produce and do not permit the export.
- 1.16 For breadfruit, select the breadfruit that appears to be least cooked and cut at least one fruit to ensure that cooking has been complete to the centre of the fruit.
- 1.17 Remove any produce that is considered to be insufficiently cooked.
- 1.18 Repack the carton/s taking care to ensure that all acceptable produce is inside the plastic bag in the carton. (**Note:** This is an airline requirement but aids security for quarantine purposes)
- 1.19 Twist the top of the plastic bag and place a seal around it in such a way that the bag cannot be accessed without damaging the bag or its seal.
- 1.20 Close the carton and seal with adhesive packaging tape.
- 1.21 For cartons containing cooked breadfruit, place an approved sticker on the top of the box, ensuring that the sticker covers the point where the two halves of the lid meet.
- 1.22 For cartons containing cooked breadfruit, record the number of the sticker in the “Breadfruit Record Book”
- 1.23 For fresh produce, issue a completed Phytosanitary Certificate to the passenger.
- 1.24 Collect fees from the passenger and issue a receipt.
- 1.25 Return the passenger’s tickets, passports and other documents used to collect details for documentation.
- 1.26 Return the sealed carton to the passenger.
- 1.27 Clean the table and remove remnants of inspection before commencing the next inspection.
- 1.28 When all inspections have been completed – clean the inspection table with a sanitising solution, collect all residues and rejected plant materials and place in a plastic bag or a bin.
- 1.29 Close the public access window and seal the trap door.
- 1.30 Sweep the room.
- 1.31 Remove garbage and take for disposal.

## SECTION 8

**FEE COLLECTION****8.0 FEE COLLECTION****1. GENERAL PROCEDURES**

On completion of the inspection:

- 1.1 Inform the customer how much is to be paid.
- 1.2 Receive and count the money. Double check the amount collected. Provide change, if necessary.
- 1.3 Place the money in the cash box and lock it for security reasons.
- 1.4 Receipt the money collected. On the receipt, record the certificate number or the seal number and hand the receipt to the customer. [Be sure that you issue the certificate or other document to the customer.]

**EQUIPMENT LIST**

Receipt book  
Cash box  
Fee schedule  
Calculator  
Pen/Notebook

**\*\*\*\* NOTE \*\*\*\***

If you are using a cash box, please do not leave it open when it is not in use and ensure that it is retained in a safe place when the office is unoccupied.

**2. PROCEDURES FOR FALEOLO AIRPORT**

- 2.1 Complete General Procedures as for 1. above.
- 2.2 On Monday morning and Wednesday afternoon each week the Senior Quarantine Officer on background duty is to collect a receipt book from the QD Administrative Officer.

**Monday Receipt Book**

The receipt book collected on Monday morning shall be used to issue receipts from the first daytime flight on the Monday and shall be returned to the Administrative Officer on Thursday morning together with the revenue collected for that period.

**Wednesday Receipt Book**

The receipt book collected on Wednesday shall be used to issue receipts from the end of the Wednesday evening shift and shall be returned to the Administrative Officer on Monday morning together with the revenue collected for that period.

- 2.3 At the end of each shift, the 24-hour Quarantine Officer is to balance the money in the cashbox against the receipts that have been issued during the shift and complete a revenue form. (See the Revenue Form at the end of this section.)

- 2.4 At the end of the Wednesday evening shift, the Senior Quarantine Officer on background duty is to check the balance of the money in the cashbox against the receipts that have been issued since the beginning of the Monday morning shift. He/she shall countersign the Revenue Form to show that it has been checked and found correct.
- 2.5 At the end of the Sunday evening shift, the Senior Quarantine Officer on background duty is to check the balance of the money in the cashbox against the receipts that have been issued since the beginning of the Thursday morning shift. He/she shall countersign the Revenue Form to show that it has been checked and found correct.
- 2.6 The Senior Quarantine Officer on the background duty shall pay in revenues to the QD Administrative Officer on Monday morning and Thursday morning and shall return the receipt book used during the preceding period together with the completed and countersigned Revenue Form.

### **3. PROCEDURES FOR FAGALI'I AIRPORT**

- 3.1 Complete General Procedures as for 1. above.
- 3.2 Every Monday morning (except Public holidays) all moneys collected during the previous week and the receipt book shall be returned to the QD Administrative Officer together with a completed and signed Revenue Form. This form does not need to be countersigned by a senior Quarantine Officer.

### **4. PROCEDURES FOR MAOTA, SAVAII**

- 4.1 Complete General Procedures as for 1. above.

**As there is nowhere to store collected moneys, the Quarantine Officer shall retain such moneys in a safe place at all times.**

- 4.2 Every Monday morning (except Public holidays) all moneys collected during the previous week and the receipt book shall be returned to the QD Administrative Officer together with a completed and signed Revenue Form. This form does not need to be countersigned by a senior Quarantine Officer.

**SAMOA QUARANTINE SERVICE**

## QUARANTINE REVENUE

Location:.....

Week ending: .....

[illegible]

**Total revenue:** .....

Reconciled by: .....

Verified by:.....

[Quarantine Officer]

[Senior Quarantine Officer]

Date: .....

Date: .....

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## SECTION 9

**FUMIGATION WITH METHYL BROMIDE****9.0 FUMIGATION WITH METHYL BROMIDE**

\*\*\*\* NOTE \*\*\*\*

**METHYL BROMIDE IS LETHAL!****ENSURE THAT YOU:**

- ✱ FOLLOW ALL SAFETY INSTRUCTIONS
- ✱ WEAR RECOMMENDED SAFETY EQUIPMENT
- ✱ USE GAS DETECTION EQUIPMENT (Sniffer)
- ✱ CONSIDER THE SAFETY OF THOSE AROUND YOU

**1. SHEET FUMIGATIONS****1.1 Preparation**

- 1.1.1 Ensure that the concrete or bitumen fumigation slab is clean and free from nails and sharp objects which could damage the fumigation sheet.
- 1.1.2 Assemble goods or container to be fumigated. Ensure that the goods are all suitable for fumigation. Check Table 12.
- 1.1.3 Put some form of protection onto sharp corners. Use used motor tyres, carpet etc.
- 1.1.4 Place the gas inlet tube into the stack or container and connect the furthest end of the tube to the methyl bromide source.
- 1.1.5 Place at least two 9.0mm clear plastic gas monitoring tubes into different areas of the container or stack in order to be able to monitor whether gas has adequately circulated to all areas. These tubes must protrude at least 3 metres from the stack. Seal the ends by bending the tubing and fixing with a large clip.
- 1.1.6 Place an electric circulation fan within the stack or container and connect the electric lead to a power point.
- 1.1.7 Using two or more officers, pull a fumigation sheet over the container or stack, roll corners and seal with large compression clips to prevent the sheet from flapping in the breeze.

**EQUIPMENT LIST**

Methyl bromide gas  
Methyl bromide decanter  
Methyl bromide vapouriser  
Halide lamp  
Matches  
Riken gas monitor  
Self Contained Breathing Apparatus  
Fumigation sheet/s  
Fans  
Clamps  
Scales  
Sand snakes or loose sand and shovel  
Old tyres/bagging  
Repair tape for fumigation sheet  
Calculator  
Pen/Notebook

- 1.1.8 Cover the skirt of the sheet with sand or sand snakes.
- 1.1.9 Inspect the sheet for holes and tears. Repair with pieces of fumigation sheet and contact glue or use book binding tape.
- 1.1.10 Using a measuring tape and calculator, calculate the volume of the fumigation stack or container.
- 1.1.11 Place warning sign in front of the fumigation stack.
- 1.1.12 Complete the fumigation calculation by entering details of date, volume, rate and calculate the amount of methyl bromide fumigant to be used.
- 1.1.13 Refer your calculation to your senior officer and ask him/her to double check the calculation.
- 1.1.14 Wearing a respirator, use a sniffer to check the methyl bromide cylinder, valves and connections for gas leaks.
- 1.1.15 Fill the vapouriser tank with hot water.
- 1.1.16 Turn on the power to the circulating fan.
- 1.1.17 Slowly open the valves on the top of the methyl bromide cylinder and allow gas to pass through the vapouriser and into the stack undergoing fumigation until the scale reads the figure shown in the calculation.
- 1.1.18 Continue to check for leaks while you feed gas into the chamber.
- 1.1.19 When the calculated amount of gas has been expelled into the chamber turn off the small valve on the pipe leading into the fumigation stack or container.
- 1.1.20 Turn off the main valve on the methyl bromide cylinder.
- 1.1.21 After 20 minutes turn off the fans and monitor the fumigation using a Riken monitor connected to each of the monitoring tubes (One at a time.) If the gas concentration is less than required check the sheet for leaks, repair leaks and add additional methyl bromide, if necessary.
- 1.1.22 Use the Riken to check gas concentration at various times during the fumigation period. [Refer to Table 5 for the acceptable concentrations at various intervals after the commencement of fumigation.]

## **1.2 When Fumigation Is Finished**

- 1.2.1 Wearing a SCBA, remove the sand snakes (or free sand) from the base of the sheet. Remove any clips on corners and unroll corners.
- 1.2.2 Lift the sheet and open at least one end to allow fresh air to circulate and methyl bromide to escape.
- 1.2.3 Turn on the circulation fan and leave container or fumigation stack to aerate for 30 minutes.
- 1.2.4 After 30 minutes turn off the circulation fan and, while wearing a respirator, check for residual gas using a halide lamp.
- 1.2.5 If the container or stack is free from gas remove the SCBA and remove the fumigation sheet.

- 1.2.6 Remove the exhaust fan and gas lines before the container or fumigated goods are removed from the fumigation area.
- 1.2.7 Fold or roll-up the fumigation sheet and store the sheet, monitoring tubes, gas inlet tube, clips, electric lead and warning sign in a dry place.
- 1.2.8 Remove any water remaining in the vapouriser and ensure that all valves on the fumigation distribution system are properly turned off. Turn off the power to the scales and lock the Operations Room.
- 1.2.8 Ensure that the inside of the SCBA mask has been cleaned and dried, then store in a SCBA locker. If the air cylinder low gas warning has sounded - refill cylinder BEFORE storing it away.
- 1.2.9 Store the Riken gas monitor in a clean dry place.

**Table 5: Acceptable Methyl Bromide Concentrations Over Time**

<b>GAS CONCENTRATION</b>					
<b>At Atmospheric Conditions 21°C</b>					
Original Dosage (g/m <sup>3</sup> )	Required minimum concentration (g/m <sup>3</sup> ) Time after commencement of fumigation (Hr)				
	1/2	1/2-4	4-12	12-24	24-48
32	24	16	11.2	9.6	8
40	30	20	14	12	10
48	36	24	16.8	14.4	12
64	48	32	22.4	19.2	16
72	54	36	25.2	24.6	18
80	60	40	28	24	20
96	72	48	33.6	28.8	24
128	96	64	44.8	38.4	32

For temperatures below 21°C, a correction of an additional 8 grams methyl bromide per cubic metre for each 5 degrees Celsius should be applied.

Similar compensations for higher fumigation temperatures are sometimes made by reducing the dosage of methyl bromide by 8g/m<sup>3</sup> for every 5°C above 25°C,

e.g. flowers, normally 32 g/m<sup>3</sup> for 2 hours at 21°C - 25°C.  
 24 g/m<sup>3</sup> for 2 hours at 26°C - 30°C  
 16 g/m<sup>3</sup> for two hours at 31°C and above

**\*\*\*\*\* EMERGENCY AID \*\*\*\*\***

Remove any clothing which has been contaminated with liquid fumigant and wash skin thoroughly with copious quantities of water. If blistering occurs cover affected parts with sterile dressings.

Where gas inhalation has occurred quickly remove patient from further exposure and place in a semi-recumbent position to provide easy breathing. If breathing is impaired provide oxygen if available, otherwise artificial respiration. Quickly seek medical assistance even if symptoms disappear.

**\*\*\*\* NOTE \*\*\*\***

**Additional information on the characteristics of methyl bromide and equipment is included in APPENDIX 14 of Part 3 Quarantine Operations Manual - Appendices.**

**Table 6: Goods Which Should NOT Normally be Fumigated with Methyl Bromide**

- Butter, lard and fats
- Bonemeal, charcoal and cinder blocks
- Furs, felt horsehair articles, feather pillows, writing paper and other papers with high sulphur content
- Iodised salts, salt blocks containing sulphur or its compounds
- Leather goods, particularly kid leather
- Photographic chemicals, prints and blueprints
- Rubber goods particularly sponge and foam rubber and upholstered furniture
- Soybean flour, whole wheat flour, other high protein flour and baking powders
- Woollens, angora, soft yarns, sweaters and viscose rayon fabrics.

## SECTION 10

**GARBAGE CONTROL****10.0 GARBAGE CONTROL****1. GENERAL PROCEDURES**

1.1 Make daily checks of security of quarantinable garbage on ships, wharves and airports.

Look for the following:

- all garbage receptacles have lids on and are secured.
- all garbage is stored in drums, kept wholly within the vessel.
- leak-proof garbage drums are being used.
- restricted access to animals/birds/humans.

1.2 If problems are found, advise the Ship's Master, Harbourmaster or Airport Manager, as appropriate, to take corrective action.

1.3 Make daily checks on incinerator facilities for:

- restricted access to animals/birds/humans. Garbage **MUST** not be left in exposed containers or in the open. Garbage in plastic bags **MUST** be placed into secure bins to prevent access by animals.
- cleanliness of facility. Ensure that garbage is either burnt daily or stored in sealed containers until it can be burnt.
- unburnt material in ash. If found, direct for reburning.
- correct disposal of ash. Properly burnt ash does not present a quarantine risk. If ash is not properly burnt it should be either re-burnt or deep buried under at least 1 metre of soil.
- pillage of items from garbage. All reasonable steps should be taken to ensure that stealing cannot occur from any quarantine waste.

"Reasonable steps" might include:

- the use of lockable garbage containers
- garbage being stored in a fenced area
- daily destruction of garbage

1.4 Report continuing problems to a senior officer.

## 2. SPECIFIC PROCEDURES

### 2.1 Aircraft Garbage

When staff numbers permit:

- 2.1.1 One Quarantine Officer will visit the passenger area of the aircraft after passengers have disembarked.
- 2.1.2 Observe galley stripping and garbage removal by airline staff.
- 2.1.3 Check pockets of seats for food and other quarantinable material and include in quarantine waste being removed by airline staff.
- 2.1.4 Ensure that all garbage is properly secured before it leaves the aircraft to ensure that it does not spill or leak.
- 2.1.5 Observe garbage removal from the aircraft and follow it to Polynesian Terminal.

#### EQUIPMENT LIST

Large plastic garbage bags  
Quarantine seals  
Matches/lighter

After aircraft waste is delivered to the Polynesian Terminal:

- 2.1.6 Observe unloading and ensure that no food is removed. Ensure that there are no stray animals in the area and order their removal if any are present. Report the presence of any animals to a senior airline official and issue an instruction for the animals to be permanently removed from the vicinity.
- 2.1.7 Inspect waste and place quarantinable items into a large plastic garbage bag. Seal the bag when the waste sorting has been completed and take the garbage to the Quarantine Office and either retain for destruction or store in the freezer until it can be destroyed.
- 2.1.8 During daylight hours only, remove quarantine waste from the Quarantine office and take it to the quarantine incinerator for destruction.
- 2.1.9 Destroy quarantine waste by complete incineration. Ensure that all garbage is properly destroyed. **NO** unburnt garbage is to left at the incinerator.

### 2.2 Ship's Garbage

Most quarantine garbage at the wharf will come from visiting warships and itinerant vessels such as newly arrived yachts. Little, if any, garbage is deposited by shipping vessels which are regular callers to Samoa. These vessels have facilities for onboard destruction, or storage for garbage which is subsequently dumped at sea.

#### EQUIPMENT LIST

Large plastic garbage bags  
Quarantine seals  
Matches/lighter

During warship and yacht clearance operations Masters/Captains are to be advised of the arrangements for disposing of garbage in the port.

*Waste from yachts:*

- 2.2.1 On completion of yacht inspections collect quarantinable garbage in a plastic bag and remove it from the vessel for destruction. Advise Masters where to deposit garbage on the wharf and advise of any fees that must be paid for garbage disposal.

- 2.2.2 Ensure that quarantine waste from vessels is secured in a manner that will prevent it being disturbed by man or animals at the wharf.
- 2.2.3 If quarantinable food is permitted to remain onboard advise Masters of any local arrangements for the collection/destruction of food waste.

*Waste from war ships and itinerant vessels/fishing vessels:*

- 2.2.4 Advise the captains to arrange for **ALL** garbage to be delivered to the Quarantine facilities at the wharf for destruction. Garbage is to be delivered in sealed plastic bags.
- 2.2.5 Advise captains of any fees due and how these are to be collected.

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## SECTION 11

## MAIL

## 11.0 MAIL

## 1. PREPARATION

- 1.1 Check equipment.

## 2. INSPECTION PROCEDURES FOR PARCELS

*On arrival at the Post Office -*

- 2.1 Check postal declarations on all sorted parcels.
- 2.2 Refer to risk profiles in Table 7 to determine criteria to use when checking postal declarations.

## EQUIPMENT LIST

Knife  
Hand lens  
Torch  
Specimen bottles  
Notebook and pen  
"PASSED QUARANTINE" tape  
Information sheets  
Seizure of Quarantine Materials forms  
Specimen Submission Forms

**Table 7: Risk Profiles for Postal Articles**

DECLARATIONS	ADDRESSES	ORIGINS
No postal declaration Quarantinable items Personal effects Foreign language declaration	Ministry of Agriculture Universities Nurseries Previous offenders Volunteers Commercial Agric' companies Farmers Missionaries	Pacific islands Asia Central & S. Europe USA
<b>Suspicious parcels and letters</b> Smelly, oily stains, insect infestation, sound (seeds), odd shape/weight, fruit/vegetable and egg cartons		

- 2.3 Identify goods of Quarantine concern and advise Customs.

*When the owner comes to collect mail –*

- 2.4 Ask the owner to open the package.
- 2.5 Conduct an inspection of the package - look through the contents to determine whether there is anything of quarantine risk. e.g. plant material, meat, seeds, insect infested foods, straw, rawhide or wooden items.
- 2.6 Carefully inspect any items of concern. Ensure that the area in which this is carried out is well lit.

- 2.7 If pests are seen, remove any infested article, seal it in a plastic bag, labelled with the owner's name and address. Tell the owner that it will be sent for treatment and advise the owner about costs and how the goods may be collected on completion of the treatment. Issue the owner with a Seizure Notice.
- 2.8 Release any goods not subject to quarantine and hand them to the owner.
- 2.9 If intercepted goods require an Import Permit, ask the owner for a copy. If the owner cannot show you a copy of a permit, advise how to obtain a permit and seize goods until a permit is obtained. Issue the owner with a Seizure Notice. Take the package to the Quarantine Office. If the owner does not return with a permit within 30 days the goods are to be destroyed.
- 2.10 If an Import Permit is available for goods requiring a permit read the conditions of import and inspect for conformity with import conditions. If the goods comply and no further quarantine action is required on arrival → release the goods.
- 2.11 If an Import Permit is available for goods AND further quarantine action is required → seize the goods and refer them to the Quarantine Office for further action. Issue the owner with a Seizure Notice.

**Warning:** *The inspection of mail can be hazardous to your health. Always consider your own safety. Bombs and toxic substances are just some of the risks. Ensure that owners always open mail and wash your hands before eating or smoking.*

- 2.12 If goods are packed in a fruit/vegetable cartons or egg carton remove the carton and arrange for it to be destroyed by Quarantine. Advise the owner of the reason for the removal of the carton.

### 3. REGISTERED MAIL

- 3.1 Visit the Registered Mail area where Post (SamoaTel) staff have sorted registered mail from the letter class and other article (LCOA) mail.
- 3.2 Check declarations
- 3.3 Identify goods of Quarantine concern and advise Customs

*When the owner comes to collect mail –*

- 3.4 Follow procedures as for PARCELS

### 4. MAIL FOR SAVAII

- 4.1 With Customs and SamoaTel Staff check declarations.
- 4.2 Ask SamoaTel staff to open packages with identified Quarantine concerns.
- 4.3 If quarantinable items are detected ask SamoaTel staff to advise the owner to come to the Post office to clear the package.

*When the owner comes to collect mail –*

- 4.4 Advise the owner how to remove the quarantine impediment. E.g. if an Import Permit is required, explain how to obtain an Import Permit.
- 4.5 Issue a Seizure Notice to the owner and arrange for the package to be taken to the Quarantine Office for further action.
- 4.6 When the quarantine impediment has been removed → Release the package.
- 4.7 Where an import permit is required – If the owner does not return to the office with an import permit within 30 days the goods are to be destroyed.
- 4.8 Record all quarantine activities in the Register, each parcel or piece of mail intercepted is to be entered separately, and on a daily basis. All actions are to be recorded.



Government of Samoa

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**MINISTRY OF AGRICULTURE**

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**QUARANTINE DIVISION**

Notice of Interception of Quarantinable Goods

Date .../.../.....

Dear Sir/Madam,

You are hereby advised that the following goods which are subject to Quarantine have been intercepted at the Post Office in a parcel/package addressed to you.

Description of Goods: .....  
.....  
.....

You are required to take the following action:\*

1. Contact the Quarantine Officer at the address given below.
2. Provide a copy of a permit to introduce the goods.
3. Indicate your intention to apply for a permit to import the goods.
4. Provide a phytosanitary certificate for the plants/seeds.
5. Indicate that you propose to re-export the goods at your own cost.

\* Strike out those lines which do not apply

If you fail to reply to this notice within 30 days of issue, the goods will be destroyed without further notice.

Yours faithfully,

.....  
[Quarantine Officer]

In reply please contact: ..... [Print Quarantine Officer's name]

Mata'utu Wharf  
Quarantine Office  
(Telephone 20924)

The opening and repacking of this parcel/package was witnessed by:

Postal Officer: .....  
[Sign name] [Print name]

Customs Officer: .....  
[Sign name] [Print name]



Government of Samoa

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**MINISTRY OF AGRICULTURE**

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**QUARANTINE DIVISION**

**Notice of Repacking of a Parcel/Package**

Date .../.../.....

Dear Sir/Madam,

You are advised that this parcel/package has been repacked at the Post Office in order to remove the original fruit/ vegetable/egg carton in which the goods were packed on arrival.

You are further advised that the use of these packages is prohibited because of the risks of introducing pests and diseases which may have serious effects for Samoan plant and animal production.

Could you kindly advise the sender of our concerns with respect to fruit/ vegetable and egg cartons and ensure that these cartons are not used to send goods into Samoa in future.

Yours faithfully,

.....  
Quarantine Officer

The opening and repacking of this parcel/package was witnessed by:

Postal Officer: .....  
[Sign name] [Print name]

Customs Officer: .....  
[Sign name] [Print name]

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## SECTION 12

**SAVAII – CARGO AND VEHICLE CLEARANCE****12.0 CARGO AND VEHICLE CLEARANCE****1. SEA CARGO PREPARATION**

- 1.1 Get manifest from shipping agent.
- 1.2 Screen manifest for quarantinable items.
- 1.3 Use a highlighter pen to mark the manifest to indicate the containers to be held for quarantine inspection or further documentation.
- 1.4 Create a folder for each vessel/voyage.
- 1.5 Take the manifest to the shipping agent for the vessel and ask for their copy of the manifest for the vessel/voyage.
- 1.6 On the shipping company copy of the manifest indicate the containers that are to be held for Quarantine inspection by stamping the appropriate container numbers with a HOLD for QUARANTINE stamp.
- 1.7 Return to the Quarantine Office at the wharf and place the manifest in the file created for it.
- 1.8 Refer to Section 7 for Container Clearance requirements.

**2. CLEARANCE OF SPECIFIC COMMODITIES**

- 2.1 The clearance procedures for specific commodities are covered in Part 2 of this manual.

**EQUIPMENT LIST**

Case opener  
Seed sampler (Trier)  
Sieve  
Hammer  
Wire cutters or pliers  
String and needles  
Adhesive tape  
Seals  
Plastic bags  
Torch  
Notebook and pens  
Specimen bottles  
Knife  
Hand lens  
“Maggy Lamp”  
Inspection table  
“HOLD QUARANTINE” tape  
“PASSED QUARANTINE” tape  
Seizure forms

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## SECTION 13

**SEA CARGO CLEARANCE****13.0 CARGO CLEARANCE****1. PREPARATION**

- 1.1 Importer/agent delivers manifest to SQS office at Mata'utu Wharf.
- 1.2 Quarantine Officer receiving the manifest signs the agent's book to indicate that the manifest has been received.
- 1.3 Screen the manifest for quarantinable items.
- 1.4 Circle or mark those items of quarantine concern.
- 1.5 Create a folder for each vessel/voyage.
- 1.6 Transfer details of quarantinable cargo/containers onto a 'Quarantine Cargo from Manifest' form. No further action until the importer/agent visits the office to clear goods.
- 1.7 Importer/agent visits the Wharf Office to clear consignment. Submits shipping documents, permits, invoices, treatment certificates, phytosanitary certificates and health certificates, as necessary.
- 1.8 Quarantine Officer assesses documentation submitted by the Importer/agent.
- 1.9 Where documentation indicates:
  - i) conformity with all import requirements AND Release is indicated - QO to complete 'Gate Release' form (AQS 2004/3), stamp it with a SQS stamp and give it to the Importer/Agent. Stamp 'Further Directions' section RELEASED.
  - ii) conformity with import requirements AND Treatment or Inspection is indicated - QO to complete 'Gate Release' form (AQS 2004/3), stamp it with a SQS stamp and give it to the Importer/Agent. Mark 'Further Directions' section TREATMENT or INSPECTION, as appropriate, and indicate where this action is to take place.
  - iii) failure to conform with import requirements – tell the Importer/agent why the consignment does not conform and, if possible, what must be done to allow the goods to be cleared. Prepare a Seizure form to place the goods under quarantine control and prevent them moving from the Wharf.
- 1.10 If consignment cannot be made to comply with import requirements advise the Importer/agent of alternatives - destruction or re-export. Note the appropriate direction on the Seizure form and hand the original copy of the form to the Importer/agent.
- 1.11 Where goods/containers are to be removed from the wharf the Importer/agent must provide a copy of the 'Gate release' form to the Quarantine Officer located at the gateway to the wharf.

**EQUIPMENT LIST**

Case opener  
Adhesive tape  
Seals  
Plastic bags  
Torch  
Notebook and pen  
Specimen bottles  
Knife  
Hand lens  
"Maggy Lamp"  
Inspection table  
"HOLD QUARANTINE" tape  
"PASSED QUARANTINE" tape  
Seizure forms

The Quarantine Officer must ensure that the 'Gate Release' form relates to the consignment being removed from the wharf.

- 1.12 The Quarantine Officer at the gate must collect the 'Gate Release' form and put details of the cargo/container leaving the wharf into the log book. The 'Gate Release' form may be retained at the gate until all goods/containers approved for release have been removed from the wharf.
- 1.13 All containers must be given an external inspection for contamination (soil, animal/plant material, insects etc.) before they leave the wharf area. Where containers are found to have external contamination they are to be directed to return to the wharf to be cleaned. Notify the SQS Supervisor responsible for treatments that there is a container on the wharf that requires cleaning.
- 1.14 Carry out a tailgate inspection of all containers with meat and/or poultry before allowing release from the wharf to ensure that they conform with documentation submitted.
- 1.15 As time allows, perform random tailgate inspections on containers that are being released from the wharf, to monitor for continuing compliance.

## **2. CLEARANCE OF SPECIFIC COMMODITIES**

- 2.1 The clearance procedures for specific commodities are covered in Part 2 of this manual.

**\*\*\*\* NOTE \*\*\*\***

**See also "Savaii - Cargo and Vehicles" in this Manual for the procedures to be followed in clearing consignments for transfer by local vessel between Apia, Mulifanua and Savaii.**

## SECTION 14

**SPECIMENS FOR IDENTIFICATION****14.0 SPECIMENS FOR IDENTIFICATION****1. USING THE SPECIMEN REPORT FORM**

- 1.1 A Specimen Report Form is to be completed and included with all insects/plants submitted for identification. (A copy of the form is on the next page.

- 1.2 If **insects** are to be submitted to an entomologist at Nu'u - prepare specimens as follows:

Mites and soft bodied insects, inc. larvae - immerse in ethyl alcohol (to avoid causing damage to specimens it may be useful to include the leaf, or other material on which the insect/mite is found)

Hard bodied insects - kill and send dry in a specimen tube or box.

- 1.3 **Plant material** - ideally, specimens should be secured in a plastic bag and delivered immediately to a plant pathologist or entomologist for identification of the problem.



Plants (with suspect disease symptoms) which are to be despatched elsewhere for confirmation of identification (e.g. overseas) should be packed in dry paper.

**EQUIPMENT LIST**

Specimen forms  
Specimen tubes  
Ethyl alcohol  
Killing jar  
Ethyl acetate  
Labels  
Packing materials  
Posting cartons

**2. WHAT HAPPENS TO THE INFORMATION COLLECTED?**

- 2.1 These forms should be filed for future reference. If possible the information should be placed into a computer database which has appropriate cross references to pests/ diseases/ commodities/ sources/ mode of entry/ importer/ etc. The data will assist in building up information which may be used when considering future applications for import.

 Government of Samoa <b>Ministry of Agriculture</b>	 <b>QUARANTINE</b> Protecting Samoa's Natural Heritage <i>Puipui Samoa</i> Plants Act 1984
<b>SPECIMEN REPORT FORM</b>	
<p><b>To the Plant Pathologist/Entomologist.</b>          The attached specimen is a Quarantine interception and is submitted for your attention :          This form should be dealt with as : EMERGENCY/URGENT/ROUTINE.</p> <p>Interception No ..... Date .....</p> <p>Inspector .....</p> <p>Description of pest/disease          .....          .....</p> <p>Intercepted on (Commodity) .....          Description of damage (if any)          .....          .....</p> <p>Country of Origin .....</p> <p>Importer/Carrier .....</p> <p>Interception port or airport .....</p> <p>Phytosanitary Certificate Number (if any) .....</p> <p>Where found -          Baggage/Cargo/Mail/Stores/Aircraft cabin/Other *</p> <p style="padding-left: 40px;">If other please indicate area .....</p> <p>Action taken with consignment :          .....</p> <p><u>Extent of infestation :</u> .....</p> <hr/> <p><b>IDENTIFICATION :</b> .....</p> <p>Recommended Action          .....          .....</p> <p>Identifier's name : ..... Signed : .....</p> <p style="text-align: center;"><i>[The specimen may be retained for reference provided that it does not constitute a quarantine risk]</i></p> <p>Return this form and specimen to : .....</p>	

## SECTION 15

**UNACCOMPANIED BAGGAGE  
/PERSONAL/HOUSEHOLD EFFECTS****15.0 UNACCOMPANIED BAGGAGE, PERSONAL/HOUSEHOLD EFFECTS****1. INSPECTION PROCEDURES**

1.1. Obtain a list of contents from the agent or owner, if possible.

1.2. Unaccompanied baggage received at the passenger terminal of the Airport should be held until all passengers have been cleared. Baggage is to be forwarded to the Airline's air cargo premises for quarantine clearance in the presence of the owner/agent and a Customs Officer.

1.3. Inspections of baggage other than in 1.2 above must be conducted in the presence of the owner/agent and a Customs Officer. If a list of contents is available ask the owner/agent to find and present for inspection those items which are considered to be a quarantine risk. If NO list is available commence a full inspection of the baggage/personal and household effects. If necessary, request the assistance of the owner/agent.

Items considered to be a quarantine risk include:

cases and crates; wooden furniture; mats; garden tools; old clothes; food; camping gear; plant pots; books; lawnmowers; saddlery; vacuum cleaner contents; toys; artefacts/handicrafts; cooking utensils; bicycles/motor cycles; beekeeping equipment; sea shells/giant African snail shells; animal cages and equipment; plant and seed collections; sports equipment (boots; golf bags); used carpets; seeds; live plants; soil; used motor vehicles; used machinery; used timber; rawhide and untanned animal skins; feathers.

1.4 If quarantinable items found make decision to:

- . inspect and release;
- . treat, if possible and if necessary;
- . hold prohibited and restricted items and refer to a senior officer for instructions.

The available options for the senior officer are:

- . advise importer to lodge an application for an import permit, if required.
- . order goods to be held in secure storage pending receipt of certificates.
- . order appropriate treatment to eliminate quarantine risks, if possible.
- . allow importer to re-export goods.
- . seize goods and order destruction.

1.5 If goods are seized at an air cargo bond for any purpose complete a Seizure of Quarantine Materials form. At the bottom of the form the owner/agent is to indicate the agreed procedure to

**EQUIPMENT LIST**

Knife  
Hand lens  
Hammer  
Case opener  
Specimen bottles  
Notebook and pen

be taken with the goods. He/she is then to sign the form in the appropriate position. Give the owner/agent a copy of the completed form and keep a copy with the goods concerned until the agreed action has taken place.

- 1.6 If goods are forwarded to another place, e.g. goods sent to Mata'utu Wharf for detention or treatment, include a copy of the Seizure of Quarantine Materials form with the goods.
- 1.7 On completion of inspection - advise importer of fees due, collect fees - Release goods.

## 2. HITCHHIKING CONTAMINANTS

- 2.1 When working in air and sea cargo stores look out for the following and take the recommended action as per Table 8 below:

**Table 8: Action on Hitchhiking Contaminants**

ITEM	ACTION
Giant African snail	Emergency response procedure (ERP)
Soil	Direct to be cleaned
Plant debris	Remove and destroy
Ants/bees/wasps	Fumigate
Grain	Treat if infested then remove and destroy
Snails	Treat
Bird droppings	Clean off
Rodents/snakes/birds/frogs	ERP/Fumigate

## SECTION 16

## YACHT CLEARANCE

## 16.0 YACHT CLEARANCES

## 1. PREPARATION

- 1.1 The usual method of getting information on new arrivals of yachts will be to note them in the harbour. You may also get arrival information directly from newly arrived yachtsmen who visit the office or from the Samoa Port Authority.
- 1.2 After receiving advice of a new yacht arrival - Arrange transport as necessary. If the yacht is moored away from the wharf arrange for the yacht owner to collect you.
- 1.3 Check that you have the required paperwork and equipment before leaving the office.

## EQUIPMENT NEEDED

Master's Certificates  
Notice to Masters (Appendix 3)  
Quarantine Agreement – Animals  
on Vessels (Appendix 2)  
Plastic bags  
Torch  
Notebook and pen  
Specimen bottles  
Knife  
Hand lens  
Seals/tape  
Aerosol insecticide cans  
Quarantine Ready Reference

## 2. YACHT INSPECTION

- 2.1 Board the yacht. **Even if the yachtsmen report to the quarantine office you should always board the yacht.**
- 2.2 See Captain/Owner - ask him/her to help to complete the Master's Certificate.
- 2.3 Inform the Captain/Owner that you wish to carry out an inspection of his/her vessel.
- 2.4 Inspect for quarantinable items.

Look for prohibited and pest infested items:

- . if **plants:** and not infested or diseased - order that they be kept in an enclosed cabin space. Remove prohibited plants for destruction. See Appendix 6 for a list of plants prohibited entry under Samoan legislation.
- . if **plants:** and diseased - seize for destruction.
- . if **plants:** and infested with a pest - spray with a pesticide and order that the plant be kept in an enclosed cabin space. Seize prohibited plants for destruction.
- . if **fruit/vegetables:** and infested with a pest - seize for destruction.
- . if **fruit/vegetables:** and infected with disease - seize for destruction.
- . if **fruit/vegetables:** and prohibited - seize for destruction. See Appendix 7 for a list of prohibited fruits and vegetables and further instructions.

- . if **meat**: if the meat can be consumed within one or two meals the crew must be advised to do so. A maximum of 5kgs of meat of all permitted types may be left on board. Any remaining meat must be removed for destruction unless its origin can be firmly established and it is from an approved source for the meat type. See Appendix 5 for a table of approved meat and meat products.
  - . if **timber** parts of the vessel are infested, advise the Captain to take appropriate control action. The yacht must not be permitted to tie alongside and no timber components are to be taken ashore. If the yacht is to remain in Samoan waters it is to be fumigated with methyl bromide.
- 2.5 **If there is a large quantity of meat on the vessel** and the captain is not willing to dispose of it then you must complete a Yacht Inspection Checklist and advise the Captain that all garbage from his/her vessel will be subject to quarantine for the period that the yacht is in Samoan waters. Tell the Captain where garbage is to be delivered for destruction and advise on fees payable. (**Note:** this method should only be applied in exceptional circumstances and should not be offered to each incoming vessel). When all imported meat has been consumed all garbage shall be considered to be local waste and no longer subject to quarantine.
- 2.6 Look for live animals and birds and if on board:
- . Ask the Captain to read the 'QUARANTINE AGREEMENT – ANIMALS ON VESSELS' and to sign two copies of the sheet. Leave one copy of the sheet with the Captain. (See Appendix 2)
  - . advise a Veterinary officer from Livestock Division that an animal is on board.
  - . order the Captain to hold the animal/s in a secure place below decks. [Arrange for a cage, if available. Seal bird cages with a quarantine seal.] Dogs may be permitted on deck for brief periods for exercise but must be kept restrained at all times. If the yacht will be in Samoa for a long period give instructions for isolating the animal while it is in Samoan waters.
  - . check animals daily while yacht is in port.
  - . yachts with animals on board must moor away from shore. If the yacht must be slipped or brought alongside for any reason, including brief periods for refuelling, the animal must be held below deck and not permitted to leave the yacht or come into contact with local animals.
  - . [remove quarantine seals and collect cage before the yacht departs.]
- 2.6 Explain to the Captain/Owner about local **garbage** requirements.
- . If all quarantine risk items have been removed at time of inspection then subsequent garbage does not need to be taken to the quarantine office for incineration.
  - . If the vessel is carrying a large quantity of quarantine risk supplies that are not confiscated on arrival (and an Inspection Checklist was completed as described above) then all garbage generated on the vessel must be delivered to the quarantine office for the duration of their stay in Apia.
  - . Give the Captain/Master a copy of the form 'NOTICE TO MASTERS' (Appendix 3)
- 2.7 Ask if any crew signing off: treat as arriving passengers.
- 2.8 Complete the Master's Certificate and ask the Master to sign the undertaking at the bottom of the form.



- 2.9 (When fees apply) Calculate any fees and advise the Master of the payment due.
- 2.10 (When fees apply) Where payment is made, issue a receipt and issue the white copy of the Master's Certificate to the Master.
- 2.11 (When fees apply) If payment is not made immediately, advise the Master where Samoan currency may be obtained locally and the place where the fees are to be paid.
- 2.12 (When fees apply) On payment of the fees, issue a receipt and hand the white copy of the completed Master's Certificate form to the Master.
- 2.13 If animals, plants or stores are bonded on board, complete a copy of the Yacht Inspection Checklist (Table 9) and add the results of each successive inspection as they occur.

### **3. FOLLOW-UP INSPECTIONS (IF REQUIRED)**

- 3.1 If animals on board the vessel these should be checked daily to ensure that they are still on the vessel and healthy.
- 3.2 If a Yacht Inspection Checklist was completed for foodstuffs or other items held on board then regular vessel inspections should be carried out. The checklist should be updated after each inspection and any garbage generated from the vessel delivered to the quarantine office for destruction. Fees must be collected and receipts issued for all garbage delivered for incineration.

**Table 9: Yacht Inspection Checklist**

Yacht name: ..... Berth: .....  
 Arrival date: ..... Expected Departure date: .....  
 Type of cargo: ..... Next port: .....  
 Bonded Animals: YES/NO  
 Bonded Foodstuffs: YES/NO

**Arrival Check List****Comments**

Master's Certificate ☐ .....  
 Quarantine Agreement – Animals on Vessels form. ☐ .....  
 Crew signing off cleared. ☐ .....  
 Yacht stores/fridges inspected ☐ .....  
 Yacht checked for animals and plants ☐ .....  
 Animals inspected, secured, Agreement signed ☐ .....  
 Captain told about garbage rules ☐ .....  
 Crew cycles and sports gear inspected ☐ .....

Signed: .....

(Quarantine Officer)

**RECORD OF DAILY CHECKS** (To be completed if bonded goods or animals on board)

DATE	GARBAGE	ANIMALS & PLANTS	BONDED STORES	REMARKS	SIGN HERE

**Additional Remarks:**

.....  
 .....  
 .....  
 .....  
 .....

## SECTION 17

**SHIP CLEARANCE****17.0 CARGO/PASSENGER SHIPS****1. PREPARATION**

1.1 Check with shipping agent for:

- . name of ship
- . type
- . nationality
- . ETA
- . number of passengers (landing or in transit)
- . manifest
- . supplementary manifests (if any)
- . container list(s)
- . animal and plant health certificate(s)
- . length of stay
- . last port
- . next port

1.2 Process manifests.

1.3 Arrange for Quarantine Officers to conduct ship inspection.

1.4 Arrange for transport, if necessary.

1.5 Check ship clearance bag for equipment as listed.

**EQUIPMENT LIST**

Master's Certificate Forms  
Notice to Pax (Appendix 4)  
Notice to Masters (Appendix 3)  
Quarantine Agreement – Animals on Vessels (Appendix 2)  
Plastic bags  
Torch  
Notebook and pen  
Specimen bottles  
Knife  
Hand lens  
Seals/tape  
Aerosol cans  
Amnesty bins (cruise ships)  
Warning signs (cruise ships)

**2. SHIP INSPECTION**

2.1 Board ship with Customs, Immigration and Health.

2.2 See Captain or First Officer - ask for the Customs Crew Search List

2.3 Inspect "Customs Crew Search List" for quarantinable goods, inspect and make quarantine decision:

Prohibited	-->	Must remain on ship.
Restricted	-->	Refer to Section 13 : Sea Cargo Clearance.
No risk	-->	No action.

2.4 With the assistance of the Captain, Purser or First Officer complete the Master's Certificate. Inform him about garbage arrangements and quarantine requirements at your port. Give "Notice to Masters" to Captain (refer to Appendix 3 for a copy of this information sheet).

2.5 Ask for any supplementary manifests.

2.6 Ask whether any crew are signing off:

- If **YES** - treat as arriving passengers - refer to Section 3: Air Passengers.

2.7 Inspect ship's stores, galley fridges, cold room, freezers and crew's cabins, as necessary.

- . Check against Master's Certificate.
- . Look for prohibited items and/or pest infested items and take action as below:
  - . if **plants: and not infested or diseased** - order that they be kept in an enclosed cabin space. Plants which are prohibited are to be removed for destruction.
  - . if **plants: and diseased** – seize, isolate and send for destruction.
  - . if **plants: and infested with a pest** - spray with a pesticide and order that the plant be kept in an enclosed cabin space. Seize prohibited plants, isolate, and send for destruction.
  - . if **fruit/vegetables: and infested with a pest** - seize for destruction.
  - . if **fruit/vegetables: and infected with disease** - order them to be kept in a sealed cupboard, locker or refrigerator/freezer until the ship leaves port.
  - . if **flour or grain stores** infested order infested goods to be placed in plastic bags and spray an insecticide around the storage.
  - . if **timber components of the vessel** infested advise Captain to take appropriate control action.
  - . if evidence of recent **rat or mouse infestation** order the Captain to fit rat guards to mooring lines and to take action to control rats/mice.

2.8 Inspect garbage containers. Ensure they are:

- . on the deck or in an enclosed space (NOT over the side of the ship).
- . tightly covered.
- . leak proof.

2.10 Look for live animals/birds/fish and if on board:

- . Ask the Captain to read the 'QUARANTINE AGREEMENT – ANIMALS ON VESSELS' and to sign two copies of the sheet. Leave one copy of the sheet with the Captain. (See Appendix 2)
- . advise a Veterinary officer from Livestock Division that an animal is on board.
- . order the Captain to hold the animal/s in a secure place below decks. [Arrange for a cage, if available. Seal bird cages with a quarantine seal.] Dogs may be permitted on deck for brief periods for exercise but must be kept restrained at all times. If the vessel will be in Samoa for a long period give instructions for isolating the animal while it is in Samoan waters.
- . check animals daily while yacht is in port.
- . check animals daily while ship is in port.

- . if a cage has been provided, collect cage before the ship departs.
- 2.11 Inspect dunnage, where appropriate, and issue instructions that it is to be kept on board.
- 2.12 If crew wish to land bicycles, golf clubs, sports gear - Inspect each item. If dirty, instruct crew to clean them.
- 2.13 Check rat guards are on mooring lines.
- 2.14 Complete a Master's Certificate and have it signed by the Captain. Hand a copy to the Captain.

### **3. SURVEILLANCE IN PORT**

- 3.1 Make daily checks of:
  - . garbage drums.
  - . animals.
  - . dunnage.

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## SECTION 18

**DESICCATED COCONUT INSPECTION****18.0 DESICCATED COCONUT INSPECTION****1. PURPOSE**

To ensure that the Quarantine Service (SQS) can confidently endorse export consignments of desiccated coconut free from metal contaminants.

(Ref. Cabinet F.K (03) 12 and consultation with Desico Samoa Ltd Operational Manager and metal detector engineers – 22 May 2003)

**2. SCOPE**

- Technical specifications
- Verification of process
- Monitoring of imported shipments
- Audit of domestic production
- Sampling
- Export endorsement

**EQUIPMENT LIST**

Phytosanitary Certificates  
Plastic bags  
Torch  
Notebook and pen  
Specimen bottles  
Knife  
Hand lens  
Seals/tape

**3. ACTIONS FOR COPRA**

3.1 Desico Samoa Ltd shall provide SQS with:

- a) Technical specifications for the processing machine which shall include details on (metal) particle size removal.
- b) Details of calibration of machine including latest calibration results.
- c) Operating instructions for staff, which include details on how contaminants are disposed of and security in place to ensure that contaminants are not able to re-enter the processing chain once identified.
- d) Records kept on contaminants, amounts destroyed, method and date of destruction.

3.2 SQS shall provide monitoring and auditing services as follows:

**Imported Consignments of Copra**

- 3.3 In addition to normal arrival inspections and transport security SQS shall be present at all times during processing of imported consignments to monitor and verify the status of the final processed product.
- 3.4 SQS will inspect the contaminants removed from the process and check disposal arrangements.
- 3.5 SQS will examine and check records to verify the process.
- 3.6 SQS will sample (approx one kilo sample) final product per day and visually check for contaminants.

- 3.7 SQS will advise Desico Samoa Ltd of any non-conformances found and seek immediate rectification if the company wishes to maintain export endorsement status.

**Domestic Copra**

- 3.8 SQS shall conduct a monitoring regime approximately once every fortnight or when particularly large volumes of coconuts are being processed.
- 3.9 SQS shall maintain an appropriate presence during processing to monitor and verify the status of the final processed product.
- 3.10 SQS will inspect the contaminants removed from the process and check disposal arrangements.
- 3.11 SQS will examine and check records to verify the process.
- 3.12 SQS will sample (approx one kilo sample) final product per day and visually check for contaminants.
- 3.13 SQS will advise Desico Samoa Ltd of any non-conformances found and seek immediate rectification if the company wishes to maintain export endorsement status.

**4. REPORTING**

- 4.1 SQS shall report all non-conformances found to the company supervisor as soon as possible after discovery.
- 4.2 The inspecting officer shall inform the Senior Officer of the non-conformance as soon as they return to the office.
- 4.3 If the company fails to take action of any non-conformance the ACEO Quarantine is to be informed and the export endorsement status reviewed.
- 4.4 Records are to be kept of all correspondence between the parties

**5. EXPORT ENDORSEMENT FOR COPRA**

- 5.1 Issuing officer shall check the current status of the monitoring program for Desico Samoa Ltd and if still complying shall, on request, issue an export certificate with the endorsement –

*“This consignment is free from all metal contaminants”*

**6. COST RECOVERY FOR COPRA**

- 6.1 All costs associated with the auditing, monitoring and endorsement process shall be borne by the company.
- 6.2 SQS shall make regular checks with MoA Accounts Section to check the account status of Desico Samoa Ltd.
- 6.3 If an account falls more than one month overdue ,monitoring and endorsement services shall be withdrawn immediately, and the company informed accordingly.
- 6.4 Service may be resumed once all account debts have been paid.





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