Plant Health and Compliance Policy

Author	Version	Release Date	Summary of Changes
Alex Summers	1	01 September 2022	new policy

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National Botanic Garden of Wales
Gardd Fotaneg Genedlaethol Cymru

Plant Health and Compliance Policy

- September 2022 -

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1. Introduction

The National Botanic Garden of Wales (NBGW) is committed to operating to the highest plant health standards. Plant acquisition and trade will be undertaken in accordance with national and international policies. The following policy will provide the background, rationale and guidance for moving plant material onto and throughout the NBGW site. All users of the NBGW site will be expected to abide by the *Plant Health and Compliance Policy* (PHCP). This document will be reviewed on an annual basis to ensure that all information contained within it are in accordance with current legislation and best practise.

The PHCP is divided into three sections. The first outlines UK plant health and invasive species legislation and plant import systems under which NBGW works. The second section provides an overview of international and national guidelines which cover the sourcing and trade of plants. The third section details the site rules for all NBGW users. An appendix to the core document (Appendix 1) contains technical definitions, relevant contacts on site and externally.

2. Plant health regulations

Plant health legislation in the UK controls the import and movement of certain plant species and plant materials. It is essential that NBGW operates within the regulations set to ensure it is compliant with UK law and to minimise the risk of introducing or spreading plant pathogens, pests or invasive plant species. The following section (2) will outline the relevant plant health legislation under which the garden operates and provide links to all relevant government websites.

A pest and pathogen risk register (PPRR) is included in *Appendix 2* and this will provide a comprehensive list of all organisms that pose a potential threat to NBGW site and its collections. This PPRR will be updated on an annual basis and should be consulted before bringing any new plant material onto site, in accordance with the site rules outlined in *Section 4.1*.

2.1 Professional Operators and moving plant material in Great Britain (England, Scotland and Wales)

The NBGW is a PO (registration number: 35710). It is essential to know prior to any party bringing plant material onto the NBGW site whether they are classed as a PO as this will affect how the site rules are applied, see *Section 4.4*. If you are unsure whether a party, you're dealing with is a professional operator consult the *Curator* who will be able to advise on the designation.

In the UK any party dealing with plants professionally needs to be registered with the UK Animal and Plant Health Authority (APHA) (link) as outlined in the Plant Health Regulations, 2019 (PHR). In such cases these parties are considered to be a **professional operator (PO)**. A party will likely be a professional operator if they fulfil one or more of the following criteria:

- they regularly sell plants or plant products with a view to making a profit or earn commission from selling plants or plant products for other people or;
- their plants and plant products are clearly advertised as for sale to professional operators or;
- they grow or produce plants or plant products to sell regularly with a view to making a profit or;
- they are paid for a service (e.g. landscaping) you provide relating to plants or plant products.

A party will be considered to sell regularly with a view to making a profit if they:

- have a website or social media account devoted to trading plants or plant products or;
- have a price list for the plants or plant products they sell or;
- if they advertise plants for sale on a regular basis.

This may apply to certain societies, in such cases it is the society that should be registered, not individual members.

A party or person will not be considered to be a professional operator if they only grow plants for their own use but find that they have excess plants and want to give away these for free.

The following examples are provided by the Department for the Environment Food and Rural Affairs (DEFRA) and illustrate the application of the PO designation in a variety of scenarios.

Charitable organisations and charity events

Charities whose activities are specifically related to horticulture, arboriculture or similar, will be POs if they carry out any of the activities described in Article 2(9) of the PHR and will need to be registered with the plant health authority if they carry out the activities described in Article 65(1) of the PHR.

Home gardener

If they grow plants at home and only give away some of these plants for free to other home gardeners or charities (or if you only charge for postage), you would not be a PO. If they grow plants in their garden and sell them, they will only be considered to be a professional operator if they do so with a view to making a regular profit.

Church fetes, village or local fairs

Churches and private individuals organising local and village fairs or other events at which plants are sold for charitable causes would not be considered to be professional operators.

National Gardening Scheme

Home gardener members of the National Gardening Scheme who only sell their plants face-to-face to home gardeners for charitable purposes would not be considered to be POs.

A PO that trades by means of distance contracts (*e.g.* online or through mail order) or which supplies (or shares with) other professional operators must also be authorised to issue plant passports. An overview of plant passports is provided in the following section (*2.2*).

Operators may also need to be authorised to issue plant passports.

2.2 Plant passports

Great Britain (GB) operates a UK Plant Passport system for internal movements of plants both within and between GB and the Crown Dependencies (Guernsey, Jersey and Isle of Man). Northern Ireland (NI) continues to use the European Union (EU) Plant Passport system (in accordance with the Northern Ireland Protocol), and EU Plant Passports apply for movements of Qualifying Northern Ireland Goods (QNIGs) from NI to GB. Phytosanitary certificates are required when moving goods from GB to NI.

The standard format of the UK plant passport is provided below, together with direction on completing parts A to E (in italics). The content and format of UK plant passports is different to that of EU plant passports, further detail on this can be found on the UK Government guidance page for issuing plant passports. The *Plant Records Officer* is the point of contact with regards to UK plant passports and their issuance.

UK Plant Passport

A **[Botanical Name]** *must include full genus and species name where known – cultivar and variety name are optional*

B **[Registration Number]** *national registration number of professional operator*

C **[Traceability Code]** *code to identify and trace a consignment*

D **[Country of Origin]** *GB – this applies to the whole of the UK**

E **[GB(NI)]** *this should remain blank unless handling material from NI in which case the Curator must be consulted*

* The country of origin for any consignment must be recorded using the two-letter ISO code (ISO alpha-2). A list of these codes is on the UK Government guidance page for issuing plant passports.

Note: Country of origin is considered to have changed if plants have been *grown-on*. A plant has been *grown-on* if:

- potted, re-potted, grafted or rooted;
- in active growth under protection for at least 2 weeks;
- in active growth outside for at least 4 weeks;
- subject to high risk of infestation by a quarantine organism *i.e.* grown on a premises subject to a statutory notice.

A PO must renew its authorisation to issue plant passports on an annual basis. At NBGW the *Curator* is responsible for ensuring its institutional certification is maintained. The NBGW Registration Number is:

35710

The plant passport must travel as a hard copy with the plant consignment. The plant passport must be replicated on all parts of a consignment if it is carried in multiple pallets, boxes, trays or bags. Multiple plant species can be listed on a single plant passport as long as traceability is provided for all plants or plant material. At NBGW such batches will be dealt with via a packing slip created by the *Plant Records Officer* via the plant records database.

At NBGW the plant passport is either printed on the plant label or provided as a packing slip for batches of multiple plant accessions or species. In both cases the *Plant Records Officer* will supply the plant passport.

2.3 Supplier document

Fruit, vegetable plants and ornamental plant propagating material including seeds, require a separate supplier document as well as a plant passport for movement within Great Britain. The *Plant Records Officer* is the point of contact with regards to the issuance of the supplier document.

For fruit and vegetable plants the supplier document must include:

a) the phrase 'EU Quality'
b) 'UK'
c) 'EW' – the code for the Animal and Plant Health Authority (APHA)
d) APHA registration number - 35710
e) company name
f) unique serial, batch or invoice number
g) date
h) botanical name of plants or common name of vegetable
i) variety name for rootstocks
j) the quantity in the consignment

For ornamental plants the supplier document should be adjusted as follows; (h) the botanical name of the plants only, and an extra part (k) the country of production, if the plants and plant material have been imported from a non-EU country.

2.4 Quarantine pests and pest-free areas

The UK Government maintains a list of GB quarantine (notifiable) pests, these are absent throughout Great Britain. Plant species which are hosts of GB quarantine pests only require standard UK plant passports. A current list (together with factsheets) of GB quarantine pests and diseases is provided via this link and any persons bringing new material onto site that could be potential host for GB quarantine pest or disease species must get a *Site Plant Inspector (SPIs)* to complete a thorough inspection to ensure these are not present. Further detail on *SPIs* is provided in *Section 4.2*. If at any point a non-indigenous or quarantine pest is found or is suspect to be present the *Curator* should be notified immediately and they will contact the APHA, see *Section 4*.

Pest-free areas (PFAs) are an internationally recognised designation (in EU these are subsumed into protected zones (PZs)). PFAs refer to the exclusion of a pest species within a set locality which can be an entire country, a non-infested part of a country with a limited

infested area and a non-infested part of country within a generally infested area. In each of these cases, the delimitation of the PFA will be related to the biology of the pest. PFAs are generally delimited by easily recognised borders.

Pest exclusion within a determined area includes pest mitigation activities to prevent introduction into the PFA. A current list of PFAs can be found via the following link.

In the UK moving plants and plant products which are hosts of PFA pests require PFA UK plant passports, the required additions to the standard UK plant passport are inserted in red below. The *Plant Records Officer* at NBGW is the point of contact for their issuance.

UK Plant Passport – PFA
[EPPO Code/ Scientific Name] *EPPO code is on the PFA list on the UK Government website*

A **[Botanical Name]** *must include full genus and species name where known – cultivar and variety name are optional*

B **[Registration Number]** *national registration number of professional operator*

C **[Traceability Code]** *code to identify and trace a consignment*

D **[Country of Origin]** *GB – this applies to the whole of the UK**

E **[GB(NI)]** *this should remain blank unless handling material from NI in which case the Curator must be consulted*

2.5 Record keeping

A record of plant passports issued and recipients of this plant material must be kept for three years. At NBGW this record of material is maintained in the plant records database and is managed by the *Plant Records Officer*. This is maintained in two formats either as a numbered exchange for batches of material or individually recorded through the label request system. This maintains an auditable pathway for all passported material.

For plant material arriving into NBGW, the plant passport is scanned and stored digitally as part of the extended accession record on the plant records database. All paperwork for plant material arriving into NBGW must be supplied to the *Plant Records Officer* on arrival onsite.

Plant material sourced by Plant Sales have the plant passport details printed on the delivery note. These delivery notes are stored in box files (in the Plant Sales facility) as a hard copy and held for three years (as required by DEFRA).

2.6 Specific restrictions (NBGW site)

NBGW operates specific site restrictions in relation to high-risk pathogens. These are updated by the *Curator* as UK Government guidance changes. These restrictions may entail the prohibition of certain plant taxa from site, additional checks at point of entry, longer

quarantine periods in the Plant Reception Facility (PRF) or nomination of preferred acquisition pathways for certain taxa *i.e.* seed rather than plants. The taxa listed below are flagged on the plant records database to provide an extra layer of security and this is over seen by the *Plant Records Officer*.

2.6.1 *Xyllela fastidiosa*

Xylella fastidiosa (Xf) is a bacterial pathogen that poses a very high risk to the horticultural industry and to wild plants. It is not currently present in the UK and is a notifiable disease. A 150 plant taxa have been found to be infected with various subspecies and strains of Xf (for full list see following link). The UK Government has produced a high risk Xf host list of seven taxa (Table 1). In all cases plant material of these plant taxa can only be brought onto NBGW premises if:

- UK sourced and grown (from UK propagation material) *i.e.* from seeds or cuttings from a UK origin parent and appropriate due diligence is provided to confirm this scenario;
- or, they arrive as seed (in some cases this will be refused depending on literature and advice – from a UK Plant Health and Seed Inspector – related to that species)

In both scenarios the *Curator* must be notified in advance of arrival and must provide written permission for the material to be brought onto site.

Genus	*species*	Common Name
Coffea	all species	coffee
Hebe (syn. *Veronica*)	all species	hebe
Lavandula	all species	lavender
Nerium	*oleander*	oleander
Olea	*europaea*	olive
Polygala	all species	milkworts
Prunus	all species	cherries, damsons, almonds, etc.
Spartium	*junceum*	Spanish broom
Salvia	*rosmarinus*	rosemary

Table 1 *Xyllela fastidiosa* UK Government host list

2.6.2 *Erwinia amylovora* (fireblight)

Erwinia amylovora (Ef) is a bacterial pathogen that is widespread in the UK. It affects species in the family Rosaceae – notably the genera *Sorbus* (rowans and whitebeams) and *Malus* (apples), which are both components of the core collections at NBGW. As transmission of this pathogen is mainly via short-distance dispersal, managing movement of susceptible material is critical to minimising new introductions of this pathogen to the site.

In all cases all new Rosaceae material arriving onto site must arrive at the Plant Reception Facility (PRF). If the material has not been inspected (by a UK Plant Health and Seed Inspector) at the donor site prior to arrival it must be held for a minimum full growing season prior to release into the garden for planting. Otherwise, it should be treated as per the PRF protocol in *Appendix 3.*

2.6.3 *Aculops fuchsiae* (Fuchsia gall mite)

Aculops fuchsiae (Af) or *Fuchsia* gall mite is an introduced gall mite that causes extensive galling and unsightly distortion on the vegetation and flowers of the genus *Fuchsia*. Af is currently recorded from the southern counties of England and is yet to be recorded from Wales. Due diligence must be completed on the source of any *Fuchsia* material that is to be acquired for the NBGW site and this must be submitted to the *Curator* prior to its arrival. If the source is a location within an affected area or if the source information is vague, permission to bring material onto site will be denied.

2.6.4 *Cydalima perspectalis* (box tree moth)

Cydalima perspectalis (Cp) or box tree moth caterpillars cause severe defoliation of *Buxus* (box) plants. CP is currently absent from NBGW and all *Buxus spp.* as plant material are prohibited from entering the NBGW site. Seed of all *Buxus spp.* is permitted to enter the site.

2.6.5 Rose rosette virus (RRV)

Rose rosette virus (RRV) is a pathogen of *Rosa spp.*, causing Rose Rosette Disease (RRD) which leads to severe distortion and even death of the host. RRV is not currently recorded for the UK and there are strict plant heath regulations in place to avoid the introduction of RRV or its mite vector (*Phyllocoptes fructiphilus*) from its current distribution – North America and India. At NBGW, UK grown plants should be the primary avenue of acquisition for plants or flowers of *Rosa*. Material imported from North America or India areas is prohibited from entering the NBGW site.

2.6.6 *Thaumatopoea processionea* (oak processionary moth)

Thaumatopoea processionea (Tp) or oak processionary moth caterpillars infest *Quercus spp.* (oak) and are covered in hairs that can be a risk to human health. The moth was inadvertently introduced to the UK on infected material in 2006 from mainland Europe. It is currently restricted to southeast England (Figure 1) and has not got a permanent presence in Wales, although it has been recorded from the country. Any *Quercus* material sourced for NBGW should either be sourced as seed, haven been grown in an OPM-free area of the UK or had a thorough inspection by a UK Plant Health Inspector before arriving on the NBGW site. The *Curator* should be made aware of all *Quercus* plant material before it arrives on site.

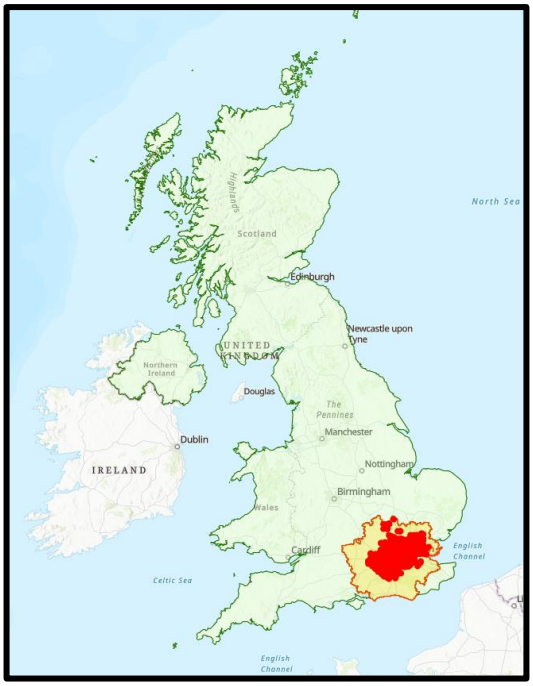


Fig. 1 Distribution of *Thaumatopoea processionea*, 2022

2.6.7 Semi-mature trees

A semi-mature tree is defined as a tree with a girth above 18-20cm and a height of over 4.5m according to British Standard BS 3936 (Nursery Stock Specification for Trees and Shrubs). Semi-mature trees pose a significant plant health risk providing a vehicle for the introduction of pest species and pathogens either on or with the tree or in the soil of the root plate. The following guidelines should be followed if semi-mature are to be acquired for the NBGW site:

- sourced and grown in the UK, with a thorough inspection of the tree at its arrival on site by a person designated as competent by the *Curator*;
- if imported from outside the UK – it should be held and monitored at a UK nursery or site outside of the NBGW site for a year prior to arrival at the site – a UK Plant Health Inspector must be consulted, to certify the tree can be admitted to the NBGW site.

Wherever possible tree sourcing should focus on seed and sapling material, from reputable and documented UK sources.

2.7 Invasive non-native plant species

A list of UK non-native plant species that are banned from sale and movement within the UK or banned for deliberate introduction into the wild (but allowed to be sold) are provided in *Schedule 9* Part II of the *Wildlife and Countryside Act 1981*. These must not under any circumstances enter the NBGW site and if found on site must be removed either by a certified contractor or according to the guidelines set out in the: *Treatment and disposal of*

non-native plants RPS 178. If any of these species are found on site, the *Curator* must be notified.

The following *Schedule 9* taxa are currently included in the collections: *Cotoneaster integrifolius, Rosa rugosa* and *Carpobrotus edulis*. These accessions are tagged for deaccession and disposal by 2025.

Horizon scanning for potential future weeds to the bioclimatic and edaphic conditions of the NBGW site remains ever relevant. If you are aware of such plant species the *Curator* should be notified and these will be listed in an addendum to this document and banned from the site.

2.8 Soil, mulches and growing media

The movement of unsterilized soil and mulches poses a significant risk to the transfer of non-native species including pests, pathogens and unwanted organisms between sites. The movement of soil across national borders is highly controlled for this reason. To minimise the risk of introducing pest, pathogens and unwanted species to the NBGW site any soil acquired for use on the site must be sterilised or from a local source (West Wales). Prior to acquiring soil for the site, the *Horticultural Supervisor* must be consulted and they will be able to provide a trusted supplier or list trusted of suppliers.

Wood and green waste mulches provide a route for the introduction of pest and pathogens if the feedstock is diseased or if they have been inadequately processed. A list of trusted suppliers is held by the *Horticultural Supervisor* and they should be consulted if these are required for use on the NBGW site. In all situations mulches should be produced and used on-site where possible.

Proprietary growing media, is produced from sterilised components and is certified to be pest and disease free. NBGW is a peat-free site and peat products should not be brought onto site, any proprietary growing mix purchased should be checked to ensure it does not contain peat. Larger quantities of growing media are ordered by the *Horticultural Supervisor* for the site and they should be consulted if other users on site require this item.

2.9 Importing plant material into Great Britain (GB)

Any site user who intends to acquire plant material from outside Great Britain must consult the *Curator* before engaging in this process. If the import of such material has the potential to negatively impact on NBGWs collection, site or reputation or does not have the relevant documentation, the request to acquire such material will be denied.

To import plant material into Great Britain the following information is required:

- a list of the species to be sourced with associated MTA;
- phytosanitary certificate number/s from export country;
- Declaration Unique Consignment Reference (DUCR) number;
- exporter details (name and full address);
- entry details: origin of material, method of transport (air, sea or land) – this will require the Cargo Movement Request (CRM) number, bill of landing or airway bill;

- location of entry into GB
- date and time of inspection of plant material at Point of Destination (PoD) – NBGW is a registered POD;
- number of packages in which plant material is being transported, type of packaging and net weight (kg)

DUCR number

DUCR number should be structured as follows:

<year> <country><EORI><-><trader reference>

2GB692340334000-NBGW001

<year> - is the year your Import Declaration is being generated in, for example '8' if for 2008.
<country> - the ISO country code where your imported consignments will arrive in, this is 'GB'.
<EORI> = is the identity of the trader as known to HMRC. EORI number of the trader (12 characters) – NBGW EORI # 692340334000
<-> = a dash.
<trader reference> = a unique series of characters that the trader, whose TURN is included in the DUCR, devises and which provides an audit trail within the traders commercial records. This component of the DUCR is restricted to numbers, upper case letters and certain special characters viz. '0' to '9', 'A' to 'Z', '-', '(' and ')'.
Forward slashes (/) and colons (:) must NOT be used.

Plants and plant products fall into two categories: high priority and regulated and notifiable. The former requires pre-notification and must be accompanied by a phytosanitary certificate, the latter just requires pre-notification. An application is submitted via the PEACH Homepage. NBGW is a registered user and the login details (Government Gateway ID and password) are held by the *Curator* who will provide these on request.

A detailed overviewed of how to complete an application is provided in this video link and the *Curator* can provide support with the application process.

3. Policies and protocols

The ownership of biodiversity by sovereign nations together with the conservation and sustainable use of that biodiversity is governed by a number of international treaties, policies and protocols. These are ratified by signatory countries and complement national laws to provide a legal framework for protecting, accessing and using biodiversity. The acquisition of any material for the living collections, herbarium, seedbank or research at NBGW must be done in accordance with these treaties, policies and protocols. The following section (3) outlines the relevant ones for NBGW staff and users of the site and routes to adhering to these when acquiring or sharing material.

3.1 Convention on Biological Diversity (CBD)

The *Convention on Biological Diversity* (CBD) is a multilateral treaty which was adopted at the Conference on Environment and Development (the 'Earth' Summit), Rio de Janeiro in 1992. It has three main goals:

- the conservation of biodiversity;
- the sustainable use of its components;
- the fair and equitable sharing of the benefits arising from genetic resources.

It has been ratified by 196 signatory countries, including the UK, and contracting parties are required to develop national strategies to conserve, protect and enhance biodiversity. In the UK this has been delivered through the *UK Post-2010 Biodiversity Framework* and prior to this the *UK Biodiversity Action Plan* (1992-2012). The primary instrument for the protection of wildlife and specifically plants in the case of this document is the *Wildlife and Countryside Act 1981* – see *Section 3.4*.

Global Strategy for Plant Conservation (2002) is a program of the CBD and was adopted by the parties in 2002. It provides five objectives and 16 targets that set goals for plant conservation to be implemented by a range of operators from national governments, to conservation and research organisations, right down to community groups and the private sector. With regards to development and use of the collections within botanic gardens the targets provide clear goals and set out a responsible framework within which to operate. This document guides all aspects of operations within the collections at NBGW and should be consulted when developing any new projects.

3.2 Nagoya Protocol

The Nagoya Protocol is a supplementary agreement to the CBD, adopted by the parties in 2010 with 137 signatory countries. It provides a framework for the effective implementation of one of the three objectives of the Convention on Biological Diversity: the fair and equitable sharing of benefits arising out of the utilisation of genetic resources. The regulations apply when research and development is conducted on genetic resources and or associated traditional knowledge (aTK). The UK Access and Benefit Sharing (ABS) Regulations apply to any user conducting research and development on genetic resources or aTK where the genetic resource or aTK:

- was accessed on or after 12th October 2015
- was accessed from a country that is party to the Nagoya Protocol and ABS legislation

It should be noted that the UK has chosen not to exercise its sovereign rights for accessing its genetic resources under the Nagoya Protocol.

A company, individual or organisation wishing to use a genetic resource and / or aTK from a country that is a party to the Nagoya Protocol must exercise due diligence to show that relevant country requirements have been met. Depending on the national measures that apply, the user may need to demonstrate prior informed consent (PIC) to access the genetic resource and assent to mutually agreed terms (MAT) for undertaking research and

development. These terms will also provide for benefit sharing, whether this is in monetary or non-monetary form, as well as addressing aTK associated with a genetic resource.

The *Access and Benefit Sharing Clearing House* (ABSCH) is a platform for exchanging information on access and benefit sharing measures that countries have established, as well as supporting the tracking of genetic resources between provider and user. It assists the implementation of the Nagoya Protocol and parties are required to place national legislation on it to provide legal clarity. Users of genetic resources should use this information source as part of their due diligence process.

As a botanic garden the collections at NBGW are managed and developed for the purpose of research, conservation, education and amenity. The first of these foci require, together with NBGW's responsibility as a BGCI accredited national botanic garden necessitate operation to the highest standard. Any plant material used on site at NBGW must comply with the UK ABS regulations, as set out above. Due diligence on the source of the material will be required before any plant material can enter the site. If the appropriate permits, licences or consents cannot be provided to the *Curator* or *relevant collection or area manager* the material will be refused entry. Further detail on UK ABS regulations can be accessed through this link.

3.3 Convention in Trade of Endangered Species (CITES)

The Convention in Trade of Endangered Species of Wild Fauna and Flora (CITES) is a multilateral treaty that controls the trade and use of threatened species to prevent over-exploitation. CITES is voluntary treaty and entered into force in 1975. It currently has 184 signatory countries or parties. CITES provides a framework which each party must adopt into their own domestic legislation to implement CITES at the national level. The UK is a signatory party and is beholden to provisions and rules of CITES. CITES controls trade between parties and as such movement of CITES material in the UK does not require a permit, however it should be done in a responsible manner and according to best practise.

CITES operates by subjecting the trade of listed species to certain controls. The controls depend on the appendix in which the species is listed. There are three appendices; I, II and III, which are regulated as follows:

- Appendix I (species threatened with extinction) – trade in wild material is illegal with permits only provided in exceptional circumstances. Cultivated plants of Appendix I species are considered Appendix II specimens.
- Appendix II (species that may become threatened with extinction if trade is not regulated) – trade may be permitted by the granting of export permits or re-export certificates. Import permits maybe required depending on the destination country.
- Appendix III (species listed following request by a country to manage trade in this species) – export permit and certificate of origin are required for trade and movement of these species.

Species listings can be checked via the following link, together with lists for each of the appendices, which can be segregated by higher taxon. As part of any preparations to wild collect or as part of due diligence for the acquisition of new accessions at NBGW a check for any CITES listed species must be completed. If a species is listed on Appendix I, only certified cultivated stock of this species can be sourced, with appropriate paperwork, as for Appendix II and III species. The *Curator* can provide support with the application process.

In the UK, CITES is administered by the Animal and Plant Health Authority and queries relating to the acquisition of CITES species should be directed to:

wildlife.licensing@apha.gov.uk

An individual or institution does not have to be registered in order to transfer or trade CITES listed goods; any person or company can apply for permits or certificates to import or (re)-export specimens which meet the legal criteria. NBGW is not currently a CITES Registered Scientific Institution (RSI). RSI status simplifies the process of non-commercial transfers of certain materials between two RSIs and can be useful if making regular transactions of that nature. The *Curator* will regularly review the necessity for RSI status for NBGW and if operations require will apply for this designation.

Any CITES paperwork that is either supplied with a plant or related plant product (herbarium voucher or seed) from NBGW or is provided at the point of acquisition of plant material must be shared with the *Plant Records Officer*. This will be permanently held in digital format on the plant records database, as part of the accession record.

3.4 The Wildlife and Countryside Act, 1981 and collecting in the UK

The *Wildlife and Countryside Act 1981* (WCA) is the primary legislation in Great Britain for the protection of wildlife and nature (in Northern Ireland similar protections are given under the *Wildlife Order 1985*). According to this act, it is illegal to intentionally uproot (dig-up or otherwise remove the plant from the land on which it is growing) any naturally occurring wild plant without the permission of the landowner or occupier. Any NBGW work that involves wild collecting a UK species must ensure that the landowner's permission is provided in written format and that this is supplied to the *Plant Records Officer* or, to the *Assistant Curator, Seedbank and Herbarium* to be digitally stored with the accessions record on the plant records database.

If a plant species is to be collected from a protected area (PA), National Nature Reserves (NNRs) or Sites of Special Scientific Interest (SSSIs), further permission must be sought. Prior consent must be attained from the appropriate statutory conservation agency:

- Wales – National Resources Wales (NRW) – PAs will have a designated NRW representative and the landowner or occupier should be able to help with contacting this individual. It is good practise to inform the Vascular Plants Officer at NRW of any work planned – Dr Julian Woodman – julian.woodman@cyfoethnaturiolcymru.gov.uk
- England – Natural England
- Scotland – NatureScot
- Northern Ireland – Environment and Heritage Service

In addition to the above requirements, the WCA includes a list of threatened species, that are particularly vulnerable to collection and/or exploitation, under *Schedule 8* of the act. If these species are to be collected as part of NGBW activities a license must be sought from the relevant statutory authority (see above) – the *Curator* must be notified of an application and can support with the process. License application documentation for Wales is provided via this link.

4. Site rules - National Botanic Garden of Wales

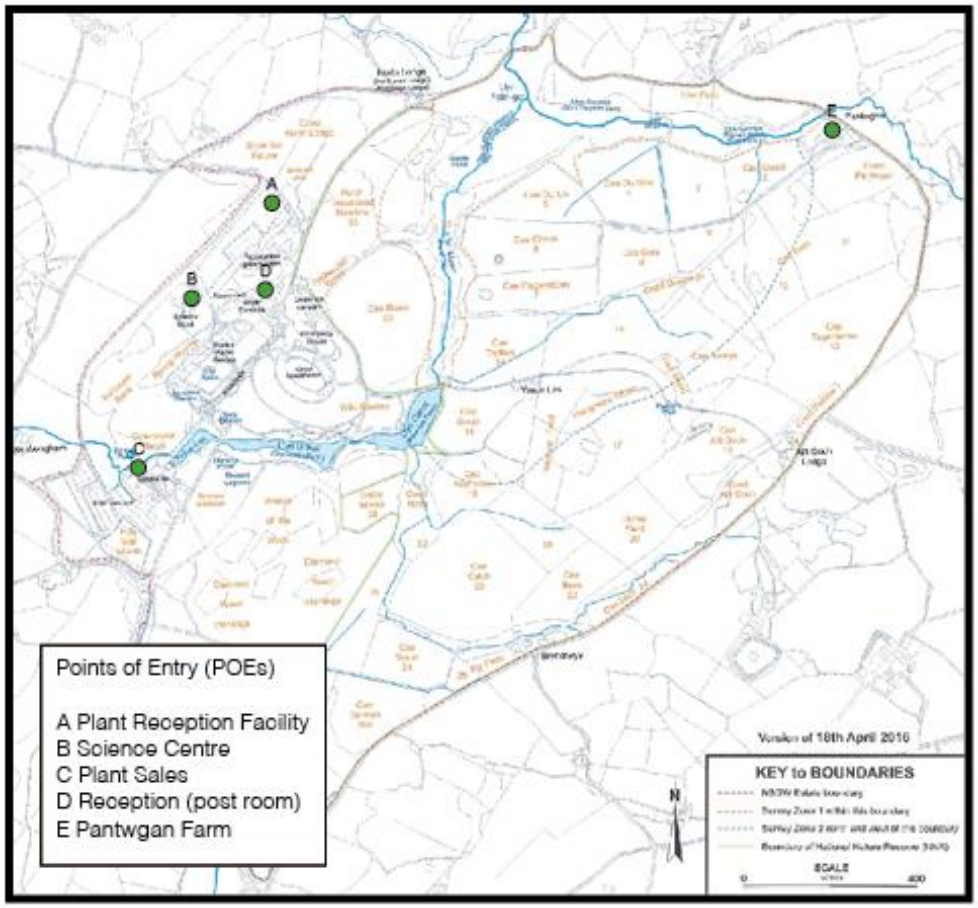
The acquisition of plant material or plant related products for NBGW and the entry of these onto site must be done in accordance with the *Plant Health and Compliance Policy*. This is to avoid being in contravention of national laws and international treaties, to avoid introduction of novel pests or pathogens to the site and the collections and to observe the highest standard of operation as a national botanic garden.

The following section provides a concise methodology for any site user, identifies the permitted points of entry and the plant hygiene practises expected. *Section 4* stands alone from the *Plant Health and Compliance Policy* and should be shared with any party who is involved with bringing plant material or plant related products onto the site.

4.1 Points of entry (POEs)

Specified points of entry (POEs) are identified for the NBGW site and plant material or plant related products should only enter the site through these access points. If material has been found to enter the site through an alternative POE to those specified below, the *Curator* or *Horticultural Supervisor* should be notified immediately. Failure to comply with this will result in the possible destruction of this material and likely expulsion of it from site. Site POEs are listed below together with the plant material categories that can enter at each POE and the staff member responsible for that POE:

- Plant Reception Facility (PRF) via the Corporate Entrance – *Plant Records Officer* – any plant material for the core garden, collections, research or other NBGW related activities – a PRF protocol for handling and managing material is provided in *Appendix 2*;
- Science Building - Seed Lab and Herbarium – *Assistant Curator, Seedbank & Herbarium* – seed (and plant material associated with seed collection) for seed-banking, plant material for herbarium vouchers;
- Plant Sales – *Plant Sales Manager* – plant material and plant products to be sold through Plant Sales – this may not be used as an alternative entry point for plant materials for the core garden, collections and research;
- Reception – *Plant Records Officer* – any seed or plant material arriving by post, plant material should remain in its packaging and be transferred to the PRF for handling and processing, seed material should go to the *Plant Records Officer* to be checked for compliance, for a general visual inspection and accessioning before it goes the final user;
- Pantwgan Farm – *Farm Manager* – any plant or seed material for farm activities – this may not be used as an alternative entry point for plant materials for the core garden, collections and research.



4.2 Site Plant Inspectors (SPIs)

At each POE there is/are designated Site Plant Inspectors (SPIs) who will complete a check of the plant material to ensure that it:

a. does not include any genera, species or plant material not allowed onto the site see Flowchart in *Appendix 4*;
b. does not show any signs of pest, disease or unexplained damage or distortion;
c. complies with any list, delivery note, packing slip or material transfer agreement accompanying it;
d. has all relevant passports, permits, licenses and/or phytosanitary certificates.

The SPI will be organised by the staff member who oversees the POE as designated above. SPIs will be trained and report to the *Curator*, *Horticultural Supervisor* and *Plant Records Officer*. Refresher training will be completed on an annual basis with the support of NBGWs UK Plant Health and Seed Inspector. A SPI has the power to refuse entry of material to the site if it is non-compliant.

4.3 Removal or destruction of non-compliant material

Non-compliant plant material will be dealt with by one of two mechanisms.

1. If the plant material poses any threat to the site or collection through the transmission of pests or pathogens or is an invasive non-native species (INNS) it will be immediately bagged or contained. The SPI with support from the *Horticultural Supervisor* will organise the transfer of the bagged or contained material to a designated location on site to be burnt. If the pest, pathogen or plant symptoms indicate a notifiable species or a species that is unknown, the *Curator* will consult with a UK Plant Health Inspector before any destructive action is taken.
2. If the plant material does not have the relevant passports, permits, licenses and/or phytosanitary certificates, it will either be turned away from site at the POE; held until these are provided or destroyed (as above) if it poses any risk to the NBGW's legal operation. In exceptional circumstances *e.g.,* a very rare species, the *Curator* will contact the relevant permitting facility to discuss a route to legally hold this plant material.

4.4 Site methodology

A flow chart is provided in *Appendix 3* to determine the checks that need to be conducted prior to arrival of material onto site and post entry onto the site. Prior to any site user bringing plant material onto site, they must be familiar with this flowchart. To bring any material onto site it must follow a green route through the flowchart. If the route terminates in a red box, then the material must not enter the site and if it does it will either be removed or destroyed, see *Section 4.3*. A list of plant genera that cannot be brought onto site without the prior consent of the *Curator* is included in this flowchart.

4.5 Hygiene

The prevention of the introduction of novel pests, pathogens or invasive non-native species (INNS) onto the NBGW site depends on maintaining high standards of hygiene. The following guidelines and practices should be followed to protect the site and its collections:

- pre-used tools should not be used on site unless thoroughly cleaned and sterilised to prevent possible cross contamination of pests, pathogens or INNSs from other sites – where practicable only NBGW site specific tools should be the preferred option;
- when NBGW staff are visiting other sites care should be taken to clean and sterilise clothes, boots and any other workwear before re-entering the NBGW site;
- any other materials arriving with new plant material *e.g.,* pots or stakes, should be sterilised thoroughly if possible before re-use on the NBGW site – if this is not possible they should be disposed of;
- POEs should be kept clean, tidy and clear of plant material to prevent easy transfer of pests or pathogens onto surrounding plant material.

4.3 Cut flowers and other plant products

Cut flowers and plant products (products of plant origin, unprocessed or having undergone simple preparation, in so far as these are not plants, including wood and bark) can provide a

route of entry for pest and disease onto the NBGW site. Prior to the arrival of these on-site the *Curator* or *Horticultural Supervisor* should be contacted for permission. Cut flowers and plant products sourced by Plant Sales to be sold at through this outlet are exempt from the above requirement, as long as this is undertaken by the *Plant Sales Manager* or with their permission.

4.4 Events

Plant material for events can only enter the NBGW site as either cut flowers, produce, seeds or bulbs. Potted plant material from nurseries and other plant retailers will not be permitted onto the site. An exception may be provided to Plant Sales in the case that all material is:

- inspected by a SPI and;
- sourced from a reputable UK grower.

In exceptional circumstances clearance may be given to plant material or a nursery stand, but this must be provided in writing by the *Curator*.

5. Appendix

5.1 Appendix 1 - Technical definitions and site contacts

Definition of terms:

plant(s) means a living plant (including trees) or a living part of a plant at any stage of growth (including seeds).

plant product means products of plant origin, unprocessed or having undergone simple preparation, in so far as these are not plants, including wood and bark.

pest(s) refers to any organism injurious to plants.

pathogen(s) disease causing organisms - fungi, bacteria, viruses, virus-like agents and phytoplasmas.

Definition of regions:

EU refers to EU member states, Switzerland and Lichtenstein (common phytosanitary area).

Third-party countries refers to countries other than UK and EU.

GB solely the island of Britain, including England, Scotland and Wales and the outlying islands that they administer.

UK the island of Britain (England, Scotland and Wales) and Northern Island.

Site contacts:

Curator Alex Summers
alex.summers@gardenofwales.org.uk

Horticultural Supervisor James Kettle
james.kettle@gardenofwales.org.uk

Assistant Curator (Seedbank & Herbarium) Dr Kevin McGinn
kevin.mcginn@gardenofwales.org.uk

Plant Records Officer Dawn Moore
dawn.moore@gardenofwales.org.uk

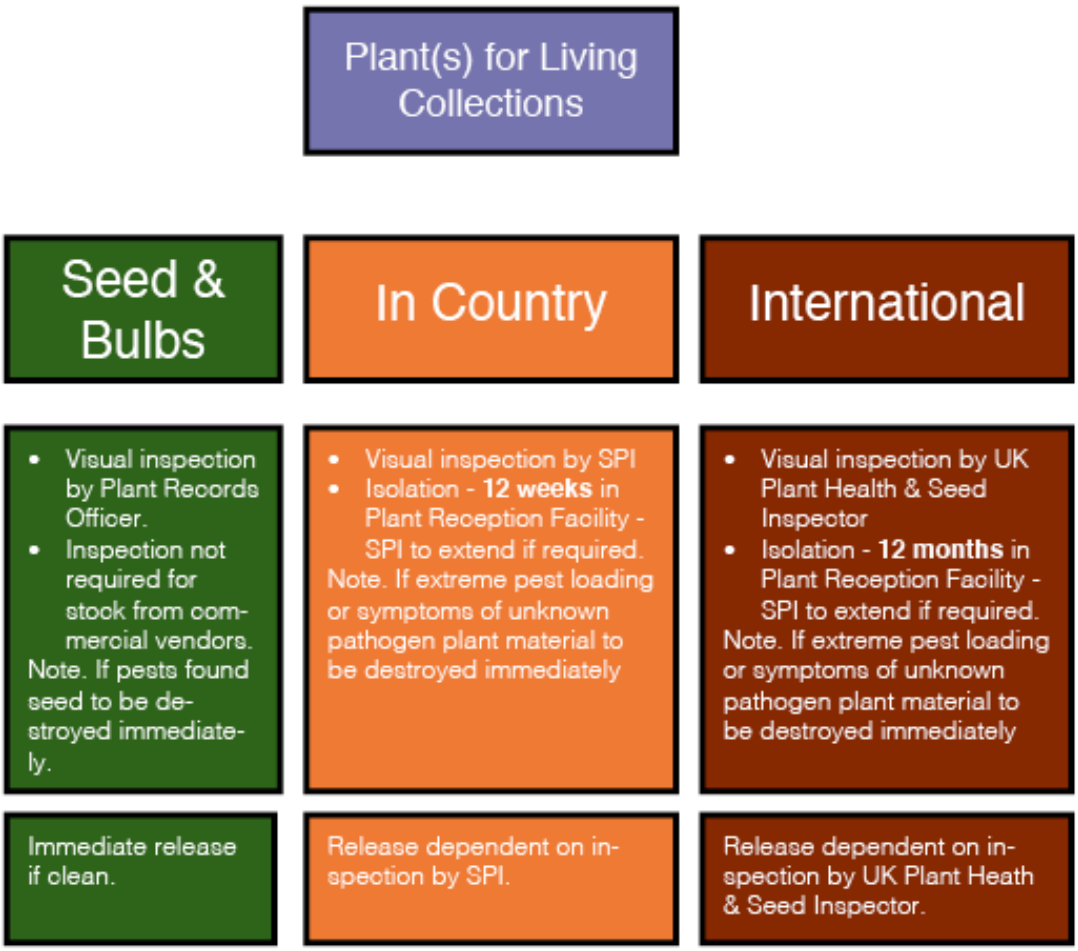
Plant Sales
plant.sales@gardenofwales.org.uk

Farm Manager Huw Jones
huw.jones@gardenofwales.org.uk

UK Plant Health Inspector: kevin.izzard@apha.gov.uk Kevin Izzard

5.2 Appendix 2 – Pest and Pathogen Risk Register

5.3 Appendix 3 - Plant Reception Facility – Operational Protocol



Plant Reception Facility

Rules of use:

- On arrival all material entering the facility must be inspected by either a Site Plant Inspector (SPI) or a UK Plant Health & Seed Inspector.
- All material must have an MTA or invoice and plant passport(s) and this must be passed onto the Plant Records Manager on, or prior to, arrival.
- Each pod should only be used for plant material from a single source.
- Plant material can only leave its respective pod and enter the NBGW site once it has been signed-off by a SPI or UK Plant Health Inspector.

Hygiene:

- No tools or equipment are to be taken into or removed from the PRF or moved between areas in the PRF. Tools should be sterilised following the release of plant material from a pod prior to the arrival of new material.
- Pods are to be cleaned after use with a suitable horticultural disinfectant.
- On entry into the PRF loose clothes should be removed, shoes dipped in footbath and tyvek suit worn whilst working in pods. Shoes are to be dipped on leaving the PRF.

5.4 Appendix 4 – Site Methodology (sample – live document held separately)