



Assured Land-Based Contractor (CIPC Application) Scheme

August 2015



Representing Agricultural and Amenity Contractors



NAAC Assured Land-Based Contractor (CIPC Application) Scheme Guidance Notes VERSION 03 August 2015



1. Aims

Quality control, safety, professionalism and traceability are essential elements in carrying out chlorpropham (CIPC) application and the NAAC has taken a proactive role in establishing an independently audited quality standard for all those that apply CIPC as a potato sprout suppressant. This will cover the quality of service which the contractor provides and will be known as the NAAC Assured Land-Based Contractor (CIPC Application) Scheme. CIPC applicators and their customers must co-operate to ensure a safe, professional operation can take place. This Scheme offers customers genuine assurance about the application process. Businesses will only be certified if they can meet the appropriate standards.

In addition to the NAAC's CIPC Application Specific Standard, the contractor must also have been assessed against the NAAC Assured Land-Based Contractor (Generic) Standard in the current scheme year. Ideally, both audits will be carried out together. Please note, certification cannot be granted without conformity with the generic and CIPC application standards.

2. Scope

This scheme applies to the application of CIPC on-farm.
Where the term 'contractor' is used in this standard it refers to the applicator of CIPC.

3. Objectives

The NAAC scheme is designed to help those involved in CIPC application to identify the hazards and critical control points of the process. The scheme aims to help the person carrying out the operation to fully understand, and to be able to show full understanding of, the operation and the critical control points of that process. These critical control points will include:

- Ensuring that personnel involved in the operations are suitably skilled;
- Ensuring that machinery is regularly and appropriately maintained and cleaned;
- Adopting production processes, such as record keeping, which ensures full traceability;
- Identifying and controlling hazards which might occur.

The scheme will establish a framework of good and safe working practices, to be verified by independent external assessors that will enable members of the scheme to provide a safe, traceable and professional application service to meet the requirements of national quality assurance programmes.

4. Requirements

All clauses of the CIPC application standard are compulsory. Compulsory standards have to be met in full at all times for sites to be granted or to retain their certification.

Contractors must also comply with national law.

5. Multiple Depots

A depot is defined as a separate satellite base which includes a chemical store/independently operating office.

Where contracting operations have multiple depots, each depot must be audited annually as a part of the CIPC application scheme standards.

6. Operating Procedures

Certification to this standard is conditional on a successful initial assessment visit and surveillance assessments thereafter. The certification system is an independent third party system for determining conformity with product standards. The certification system requires examination of the production process, the production environment, and assessment of the quality management system. Acceptance after initial assessment is followed by ongoing surveillance. The certification system is linked to a Certificate of Conformity and, where appropriate, approved scheme marks. The mark is the property of NAAC and is issued, under licence, through NSF Certification.

NAAC – November 2011

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NAAC Assured Land-Based Contractor (CIPC Application) Scheme

Std No.		Guidance for Contractors
C 1.0 Personnel		
C 1.1	Staff carrying out CIPC application must have appropriate documented skills and training to match the scale, risks and complexity of the operations. The company is required to keep records of all training.	The inspector will ask to see your staff training records* (refer G 2.5)
C 1.2	<p>CIPC applicators must be qualified to PA1 and PA9 issued by the City and Guilds Land-Based Services (formerly NPTC).</p> <p><i>Additional training can be in-house and should cover areas such as:</i></p> <ul style="list-style-type: none"> • <i>health and safety;</i> • <i>an understanding of operations;</i> • <i>the need for accuracy in use of equipment;</i> • <i>record keeping;</i> • <i>specialist machinery.</i> 	The inspector will ask to see proof of training (refer C 1.1)
C 1.3	All operators must be members of the National Register of Sprayer Operators (NRoSO), unless BASIS qualified and on the BASIS professional register (see C 1.4)	The inspector will ask to see their membership card for NRoSO, also the inspector will ask to see proof that continued professional development points are being collected/obtained, a record of CPD points must be kept on file refer C 1.1.
C 1.4	A BASIS Certificate (either in Crop Protection or Stored Potatoes) must be held by each person who advises on the CIPC application and the rate of application. They must also be part of the BASIS Professional Register.	If there is a requirement for a BASIS certificate in crop protection then the inspector will ask to see the certificate. The certificate number should be recorded in the training records refer C 1.1.
C 1.5	For operations where more than one person is involved, there must be an organisational chart detailing all persons working and the tasks that they are authorised to perform.	Keep a copy of your up-to-date organizational chart* ready for inspection.

C 2.0 Hazard Analysis and Quality Control		
C 2.1	<p>A designated person with awareness and understanding of HACCP (Hazard Analysis and Critical Control) must take responsibility for quality control and produce, approve, implement and review a written Quality Control plan. This person must be at a managerial level and their duties must be incorporated in his/her job description.</p> <p>The quality control plan must contain:</p> <ul style="list-style-type: none"> • details of the whereabouts of various documentation or record keeping systems; • identification of any hazards that must be prevented, eliminated or reduced to acceptable levels; • information on any critical points in the operation that could give rise to hazard and undue risks, together with controls; • the operator contamination procedure (refer C4.0) • details of cleaning operation protocols, to include machinery and equipment; • a summary of the operational procedures in place to ensure the desired quality of service. 	<p>The inspector will ask to see your organisational chart (refer C 1.5) and training records (refer C 1.1).</p> <p>The inspector will ask to see your written Quality Control Plan*.</p>
C 2.2	<p>The designated person in C 2.1 must record any departure from procedures agreed in the Quality Control plan.</p>	<p>If you change your procedures keep a record*.</p>
C 3.0 Emergency Action Plans		
C 3.1	<p>The contractor must have an emergency action plan in place for each site/depot and it must be readily available to all staff.</p> <p><i>(the emergency action plan must include:</i></p> <ul style="list-style-type: none"> • <i>Contractors yard/depot address and telephone numbers;</i> • <i>A list of any hazardous substances and their location;</i> 	<p>The inspector will ask to see the emergency action plans for the contractors' yard/depot*.</p>

	<ul style="list-style-type: none"> • Location of fire extinguishers, spillage kits, washing facilities, mains water supply, surface and foul water drains and access points and gas and electricity isolation points; • Contact details for the local authority/environmental health, doctor, local police, electrical company, gas company, water company, emergency waste disposal company) 	
C 3.2	<p>Records must be available in the event of a CIPC emergency to include:</p> <ul style="list-style-type: none"> • Safety data sheet details of the product being applied, to be carried in each vehicle; • the address of the store; • contact information for the store owner and any persons who need to be notified to cover any risks associated with lone working. <p><i>Remember that, in some isolated locations, it may not be possible to rely on mobile communications and a landline may need to be identified for emergency communications.</i></p>	The inspector will ask to see you CIPC emergency records.
C 4.0 Operator Contamination		
C 4.1	<p>The company must have a written procedure in place to deal with operator contamination.</p> <p><i>(For further guidance refer Code of Practice for the Use of Plant Protection Products in essential documents)</i></p>	The inspector will ask to see the written procedure in the quality control plan (refer C 2.1).
C 4.2	<p>All staff involved in the operation must be made aware of and understand the operator contamination procedure.</p>	The inspector will ask how this is done.

C 5.0 Transport of CIPC		
C 5.1	Transporting and use of CIPC/pesticides must be carried out in accordance with the Code of Practice for Using Plant Protection Products, Defra's Yellow Code and The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 ("CDG 2009"), <u>SI 2009 No 1348</u> . (refer essential documents 14.1)	The inspector will ask how the chemicals are transported.
C 5.2	No chemical must be carried in any vehicle cab.	The inspector will ask to see the protocol within the quality control plan refer C 2.1*.
C5.3	Fire extinguishers must be carried in all vehicles, in accordance with the CDG requirements.	The inspector will ask to see your fire extinguishers.
C 6.0 Storage of CIPC		
C 6.1	The contractor's chemical store must be BASIS registered if the contractor sells or supplies any pesticides. If the company does not sell or supply then the chemical store must meet the criteria in APPENDIX 1. <i>(if the contractor provides the chemical as part of the service then a BASIS registered store is not required)</i>	If the contractors chemical store is BASIS registered, then the inspector will ask for a valid up-to-date BASIS certificate for the chemical store. If it is not BASIS registered the inspector will assess the contractors' chemical store, this will be carried out using the criteria in APPENDIX 1.
C 6.2	Companies storing over 200 litres / 200 Kgs of chemical for sale or supply must have a nominated storekeeper who holds a BASIS Certificate of competence in the Storage and Handling of Crop Protection Products (store keepers certificate). If the contractor stores pesticides then they must meet the standards in APPENDIX 1.	If relevant the inspector will ask to see the store keepers certificate number, this number must be recorded in the training records refer C 1.1.

C 7.0 CIPC Application Equipment		
C 7.1	<p>All application equipment must be National Sprayer Testing Scheme (NSTS) certified.</p> <p><i>(If the NSTS certificate runs out within two weeks of the CIPC application audit then the assessor will require a copy of the pass certificate for the equipment once it has passed the NSTS test)</i></p>	The inspector will ask to see the up-to-date NSTS certificate.
C 7.2	<p>Regular calibrations must be carried out to ensure chemicals are applied to their statutory requirements; at a minimum on an annual basis.</p> <p>Records of these calibrations must be kept.</p>	The inspector will ask to see records of when these calibrations are carried out*.
C 8.0 Biosecurity		
C 8.1	<p>Persons entering or leaving a premises should ensure their footwear, clothing and machinery are clean when they enter and again when they leave. Contractors should make use of any facilities provided on-farm. Contractors must follow up-to-date Defra guidance on bio-security; the contractor must follow the farms/customers biosecurity policy if it is more stringent than Defra's biosecurity policy.</p>	The inspector will ask how this is achieved. A copy of the Defra guidance should be kept refer essential documents.
C 9.0 Farmer Supplied Inputs/Responsibility		
C 9.1	<p>The contractor must obtain the following information before any work is carried out:</p> <ul style="list-style-type: none"> • Designated responsibility for waste produced from the operations carried out by the contractor; • Clear and detailed instruction on the operation(s) to be carried out by the contractor (in writing if advice is given by a BASIS advisor); • Store location requiring treatment; • Pesticides to use; 	<p>The inspector will ask how this is carried out.</p> <p>This can be achieved verbally or by asking each customer to sign and complete a written proforma*.</p> <p>The written proformas should be kept on file for inspection.</p>

	<ul style="list-style-type: none"> • Dosage required; • Designated responsibility for the notification of neighbours; • Agreement that storage of the treated crop is solely the responsibility of the farmer/customer; • Any hazards that may affect the contractor carrying out the operation such as; <ul style="list-style-type: none"> ▪ Members of the public/public footpaths ▪ Manhole covers ▪ Drains <p>The contractor can obtain this information verbally from the farmer/customer.</p> <p><i>Recommendation: It is recommended that a written customer proforma is used containing the above information and it is signed by the farmer/customer before any work is carried out.</i></p>	
C 10.0 CIPC Application		
C 10.1	The store to be treated must meet the requirements of the CIPC stewardship checklist (refer appendix 2). The customer should be alerted to any problems and must make the final decision whether to treat the store.	The inspector will ask to see how this is achieved.
C 10.2	<p>Warning signs must be displayed in the vicinity of the store and following treatment at any store-entry points.</p> <p>These must include details of what has been applied and when it is safe to re-enter the store, as per the label.</p>	The inspector will ask how this is achieved.
C 10.3	<p>CIPC must be applied according to the statutory and label requirements.</p> <p><i>Assess and plan the usage of CIPC taking into account any specific requirements on the label which are pertinent to the crop to be treated.</i></p>	The inspector will ask how this is achieved.

	<ul style="list-style-type: none"> • <i>The total amount of chlorpropham applied to potatoes destined for the <u>fresh</u> market must not exceed 30 g CIPC/tonne per season.</i> • <i>The Maximum individual dose is 18g/tonne.</i> • <i>Where the total dose exceeds 30g CIPC/tonne, the crop must only be used for commercial processing (this includes peeling and fish & chip shops).</i> • <i>The total amount of chlorpropham applied to potatoes destined for the <u>processing</u> market (incl. fish & chip shops) must not exceed 50g CIPC/tonne per season.</i> <p>All products must have a current approval.</p>	
C 11.0 Storage of Treated Potatoes		
C 11.1	<p>The farmer customer must take sole responsibility for the on-farm storage of the treated crop.</p> <p><i>Ideally a safety datasheet should be left with the customer.</i></p>	The inspector will want to see evidence of how this is communicated to the customer (refer C 9.1)
C 12.0 Disposal of Waste		
C 12.1	<p>If the empty chemical containers and waste are taken away by the contractor then they must be disposed of in accordance with:</p> <ul style="list-style-type: none"> • Code of Practice for Using Plant Protection Products (Defra) • Environment Agency recommendations • Any manufacturers' guidelines (e.g. returnable's) • Local waste disposal contractor. 	The inspector will ask how the contractor disposes waste pesticide packaging.
C 13.0 Record Keeping		

C 13.1	Records must be kept up to date and retained for a minimum of 12 months.	The inspector will ask to review your records.
C 13.2	<p>The information which must be recorded will include:</p> <ul style="list-style-type: none"> • date of application and date of recommendation • name of person requesting application and/or name of person formally recommending application (with BASIS number) • product name and MAPP number • batch number • date and time of application, with machine used • store/crop identification and tonnage treated • volume/weight of product applied and dose of CIPC in grams per tonne • calibration records and service/testing records of the machine, with NSTS records • the name of the operator • declaration of earliest dates for re-treatment and crop removal from the store for sale or processing • An example of the product data sheet should also be retained. <p><i>Contractors must ensure these records are made available to the store owner/manager.</i></p>	
C 14.0 Essential Documents		
C 14.1	<p>The following documents must be available at the main office headquarters:</p> <ul style="list-style-type: none"> • NAAC Assured Land-Based Contractor Generic and CIPC Application Sector Specific Standards (latest versions). • Defra: Code of Practice for Using Plant Protection Products. <i>Defra, revised 2006, A4 166pp, PB 11090 (CD-ROM version is also acceptable)</i> 	

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| | <ul style="list-style-type: none"> • Defra; <i>Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry (The Yellow Code)</i>. A4 67pp, PB3529 • <i>Potato Industry CIPC Stewardship Group Industry Code of Best Practice for Application of CIPC Potato Sprout Suppressant</i>. |
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APPENDIX 1

NAAC Assured Land-Based Contractor (CIPC Application) Scheme




Pesticide Storage Criteria


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The following chemical storage criteria must be met in order to pass the NAAC Assured Land-Based Contractors (CIPC Application) Scheme, unless the company is operating a BASIS registered store (refer C 6.1).

PS 1.0 General		
PS 1.1	The walls and the floor of the pesticide store must be constructed from a material that will withstand fire for 30 minutes.	The inspector will check and make sure that the walls are made from materials that will withstand fire for 30 minutes
PS 1.2	The bund must be located around the periphery of the store or must be an integral part of the store (i.e. the walls and the floor form part of the bund).	The inspector will make sure that the bund is in the correct place.
PS 1.3	The bund must be able to contain 110% of the total quantity of chemical stored. This figure will increase to 185% in an environmentally sensitive area.	The inspector will visually make sure the bund in place is sufficient in size.
PS 1.4	The bund must be manufactured from materials that are resistant to liquids. The bund must be constructed from the following: <ul style="list-style-type: none"> • Metal (with special relevance to cabinet and chest stores) • Concrete[°] • Brick[°] • Stone Slab[°] [°] Rendering or sealing maybe required especially on the joints.	The inspector will asses the bund to make sure he is satisfied that the bund will retain any pesticide spillages.
PS 1.5	The floor must have no cracks and its sealant must be in good condition	The inspector will make sure that there are no cracks in the floor that could lead to further contamination.
PS 1.6	All windows/doors/lids must be locked when not in use.	The inspector will check that all windows can be securely locked and all doors have a secure lock in place and both are locked when the store is not in use.
PS 1.7	Sufficient lighting must be provided so that chemical labels can be clearly read.	The inspector will make sure that there is sufficient light in the pesticide store.
PS 1.8	Avoid water pipes running through the bunded area.	The inspector will make sure that there are no water pipes running through the bunded area.

<p>PS 1.9</p>	<p>The store must protect the pesticides from frost, if any heating equipment is required then only use equipment that does not have an exposed element.</p>	<p>The inspector will make sure that the pesticides are protected from frost and if any heating equipment is being used it does not have any exposed elements.</p>
<p>PS 2.0 Signs</p>		
<p>PS 2.1</p>	<p>The general danger sign must be appear on the exterior of the chemical store. If the chemical store forms a part of a larger building then a general danger sign must be mounted on the exterior of larger building by the entrance.</p>  <p>General Danger (BS 5378)</p>	<p>The inspector will make sure that the General Danger sign is located on the chemical store or it appears on the outside of the larger building in which the pesticides store forms a small part.</p>
<p>PS 2.2</p>	<p>The “No Smoking” and “No Naked Flames” signs must be mounted on the exterior of the chemical store door.</p>  <p>No Smoking</p>  <p>No Naked Lights</p>	<p>The inspector will check to see these signs are on the door of the pesticide store.</p>

PS 3.0 Fire Fighting Equipment		
PS 3.1	Fire extinguishers must be present in the chemical store and labelled with the last date of inspection.	The inspector will make sure that there is a fire extinguisher in the chemical store and it has been regularly checked and maintained according to manufacturer guidelines.
PS 3.2	Fire fighting equipment location signs must be in place. 	The inspector will make sure that fire extinguisher location signs are in place.
PS 4.0 Personal Protective Equipment (PPE)		
PS 4.1	Appropriate PPE for the products contained in the store must be available on-site. The PPE listed below must be chemically resistant and contaminant free: <ul style="list-style-type: none"> • Face shield • Coverall • Apron • Boots • Protective Gloves 	The inspector will check that all items on the list are available in-store.
PS 4.2	Respiratory Protective Equipment (RPE) must be available on-site if any of the products stored require the use of breathing apparatus.	If there are products in the chemical store that require the use of RPE then it must be available in the pesticide store and the inspector will check this.
PS 4.3	The PPE and RPE must be kept in a dry, clean, well ventilated locker or separate container.	The inspector will make sure that the PPE and RPE are kept clean and dry and away from the pesticides.

PS 5.0 Emergency Spillage Clean Up Equipment		
PS 5.1	The company must have a spillage procedure in the chemical store.	The inspector will ask to see a copy of the spillage procedure in the chemical store *.
PS 5.2	An inert absorbent material must be kept in the store in case of a spillage or leakage. <i>The following are suitable:</i> <ul style="list-style-type: none"> • Sand • Granules • Cat Litter 	The inspector will check that there is a suitable inert compound available in the pesticide store.
PS 5.3	A brush with soft bristles and a shovel must be kept with the absorbent material to help in the cleaning up process.	The inspector will make sure they are available in the store.
PS 5.4	Heavy duty impermeable bags with ties must be kept in the pesticide store to contain any spillage waste.	The inspector will make sure they are available in the store.
PS 6.0 Store and Product Management		
PS 6.1	All labels on the pesticide containers must be legible.	The inspector will make a visual check to make sure the containers and their labels are in good condition.
PS 6.2	All pesticides and adjuvants must carry an MAPP number on the label.	The inspector will make a visual assessment on the containers to make sure they are approved.
PS 6.3	Any leaking containers must be put into a sealed impervious container and kept within the bunded area.	The inspector will ask what is done with leaking containers.
PS 6.4	Stock rotation must be practiced in order to keep all pesticides within their storage life.	The inspector will ask how this is completed.
PS 6.5	Products having exceeded their storage life must be segregated and disposed of safely and in accordance with legislation.	The inspector will ask how this is achieved.

PS 6.6	The company store must have an up-to-date stock list.	The inspector will ask to see the stock list for the chemical store*.
PS 6.7	All dry formulations must be stored above liquids.	A visual assessment by the inspector will be carried out to make sure that all dry chemicals are stored above the liquid chemicals.
PS 6.8	Good store management should be adopted; herbicides, fungicides and insecticides should be kept segregated within the store.	A separated area within the store will be sufficient; this will be checked by the inspector.
PS 6.9	Flammable products must be segregated from other products in an area with the general danger sign clearly marked.	A separated area within the store will be sufficient; this will be checked by the inspector.
PS 6.10	Sodium Chlorate must be kept segregated from other products.	A separated area within the store will be sufficient; this will be checked by the inspector.
PS 6.11	All doorways must be kept clear.	The inspector will make sure that the doorways are clear.
PS 7.0 Loading and Un-loading Areas		
PS 7.1	The floor of the loading and un-loading areas must be impermeable; to reduce the risk of further contamination and to ease the cleaning process.	The inspector will check for an impermeable floor.
PS 7.2	Pollution prevention items must be available such as drain bungs, sand bags and a spillage kit.	The inspector will ask to see evidence.

Grower ID



STORE CHECKLIST

Assess your store against the criteria listed.
Address any red categories before treatment.
If red categories remain, DO NOT TREAT

For more information on best practice for use of CIPC visit www.cipccompliant.co.uk



Store ID	No
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Key issue	Guidelines	R	A	G
STORE LOCATION	Proximity to residential property Proximity to non-target crops, seed or other goods Sheltered from prevailing wind?	Adjacent	Distant	+Sheltered
STORE INTEGRITY	Leaks: close store, turn lights off & do lightproof test Check louvre and door seals Evidence of leakage, eg at eaves or base of walls?	Many leaks	Some	Few/None
EMPTY AIR SPACE IN STORE	Is the store full enough? Divide the building volume (length x width x average height) by the approximate volume occupied by the crop	Over 2.5	1.8-2.5	Below 1.8
CIPC APPLICATION POINT	Dedicated ports and/or ducts installed? Fog not directed straight on to boxes Centrally positioned or positive plenum for boxes	Poor	Fair	Good
UNIFORM STORE ENVIRONMENT	Facility to recirculate 24h before application without cooling to eliminate condensation and create even temperature throughout stack?	Poor	Fair	Good
BULK STORE SUITABILITY	Clear ductwork, adequate laterals Balanced airflow Inverters for slow speed recirculation of fog	Poor	Good	+Inverters
BOX STORE SUITABILITY	Unimpeded air circulation throughout store Clear pallet slots with even stack height Using plenum to stop fog going direct to roof space	Poor	Fair	+Plenum

I confirm that this checklist has been shown to the advisor(s) giving the BASIS recommendation for application and to the CIPC applicator(s).

Signed

Date

PICSG/Jul 2013/v3.1