

# Restricted Overseas Sample Submission Requirements for Clients

## 1.1 Introduction

This procedure describes the process involved for Hill Laboratories' Overseas Clients that wish to send mainly food samples to the laboratory for testing. Some of these sample types are higher risk and need to be classed as '**Restricted**' i.e. viable samples.

Due to Hill Laboratories upgrading to a 'Containment Facility,' MAF and Environmental Risk Management Authority (ERMA) are now imposing stricter controls. This means that more details are required from the client and this additional information needs to be attached to the consignment, before sending to the laboratory.

### 1.1.1 Definition of 'Restricted' Overseas Samples

Restricted Overseas Samples strictly speaking fall into the category of being a '**Genetically Modified Organism**' or a '**New Organism**' i.e. **viable**, which are a risk to the NZ agriculture and horticultural industries. Overseas Clients of Hill Laboratories are therefore obliged to be extremely vigilant at identifying these types of samples **prior to shipment** and enclosing more documentation, as described below.

### 1.1.2 Checking Sample Conditions

Before shipping any samples to New Zealand, Clients must always check to ensure they are not on ERMA's **Banned Animal & Plant List**. Refer to ERMA's website:

<http://www.ermanz.govt.nz/no/aboutno/banned.html>

Any **FruitFly Host Material** e.g. Fresh Fruit from tropical/subtropical Countries must be **frozen for 7 days at a minimum of -18°C with a signed declaration that this process has been followed**.

Refer to Hill Laboratories Website for a current list of Fruit Fly Host Sample Material:

<http://www.hill-labs.co.nz> (Search: Overseas).

## 1.2 Procedure for Clients when sending Restricted Overseas Samples

### 1. Label all Restricted Samples

If there are any Restricted Samples in the consignment then please label the sample(s) as follows. Refer to Appendix 1 for an indicative list of 'Restricted' samples.

**RESTRICTED Overseas Samples must be labelled with a Red 'Restricted Overseas Containment Sample Label' (see Appendix 1 for cut-outs labels to use.)**



If **no** samples are deemed to be restricted/viable then they do not need to be labelled as 'Restricted.' The following paperwork should still be attached if food samples are being sent though to reduce the likelihood of MAF opening the consignment for inspection.

## 2. Ensure All Samples are securely Packaged to avoid Spillage

‘Restricted’ Overseas Samples should where possible be **sealed in clear packaging material** so that MAF can inspect the samples without opening them and should be **triple wrapped to avoid any spillage**.

## 3. Attach Paperwork on the Outside of the Consignment so it is Clearly Visible to MAF

Additional ERMA Documentation needs to be attached to allow MAF Border Control to see that the consignment is being transported to a ‘Containment Facility.’ This should prevent them having to open the consignment for inspection.

The following Declaration Documentation must accompany each consignment:

- A **detailed** description of the Samples including Numbers and Analysis Required
- \*A current copy of the relevant Hill Laboratories’ Sample Import Permit (which includes the ERMA Approval Codes GMC 001307 & NOC 002483.)

*\*Download from Hill Laboratories Website:*

<http://www.hill-labs.co.nz> (Search: Overseas).

## 4. Securely attach the following label to the outside of the consignment with the following important details and address:

**Hill Laboratories**  
(Containment Facility)  
**1 Clyde Street**  
**Hamilton East**  
**Hamilton**  
**New Zealand**



**“MAF Border Control must NOT open Primary Packages.**



**Restricted Samples must remain sealed until they arrive at Hill Laboratories  
Containment Facility.”**

**ERMA New Zealand’s Approval Codes: GMC 001307 & NOC 002483**

## Appendix 1: Indicative List of Restricted Overseas Samples (Genetically Modified or New Organisms)

Identification of Restricted Samples (GMO or New Organisms) from non-restricted samples can be made using the following categories: 'Viable or NON-Viable'. Remember to check samples that may contain viable seeds e.g. Hay samples with **seeds**; plant samples containing **spores** etc.

If there is any doubt about whether the sample is GMO or a New Organism then **always** label as **'Restricted'**.

<b>Description of Viable Sample Types = 'Restricted'</b>	<b>Description of NON-Viable Sample Types = NON-Restricted</b>
<b>Viable (Unprocessed) Fresh Samples e.g.</b> Fresh Root Vegetables Plants with Intact Roots, Bulbs, Spores	Processed Food Samples in commercial packaging e.g. heat-sealed plastic bag, tinfoil sealed bag, sealed tin, plastic sealed container, cooked etc.
<b>Whole Untreated Viable Seeds e.g.</b> Carob Seeds (not already present in NZ)	Dried, Ground or Powdered Samples
<b>Fresh Crops/Grain e.g.</b> Soybeans, Green Coffee Beans, Maize, Rice, Wheat, Hay, Corn, Ryegrass, Chicory	Fresh Samples Frozen e.g. Fruit, Vegetables
<b>Untreated Fungi, Moss or Lichen</b>	Any Plant Material that is not Intact e.g. plant without roots, leaves, stems
<b>Any other Fresh Whole Plant Samples that do not have Botanical Name Supplied</b>	Soil, Sediment
	Water (raw or treated)
	<b>Non-viable Biological Samples e.g. Animal Internal Organs, Fish, Fish Oils, Shellfish, Blood</b>

### Labelling of Restricted Samples

Print these labels in colour, cut out and attach to any Restricted Samples in the consignment. If a colour printer is not available then please contact the appropriate Client Service Manager to inform them of pending Restricted Samples being sent.



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