

## Submitting biological specimens for vouchering

POLICY NUMBER: IND-O-210	VERSION: 1.1
AUTHORISED BY: Director Plant Biosecurity & Product Integrity	AUTHORISED DATE: 25/09/2017
ISSUED BY: Biosecurity & Food Safety	EFFECTIVE DATE: 25/09/2017
CATEGORY: Operations and Industry	REVIEW DATE 18/04/2020

### Policy Statement

The object of this policy is to ensure the safe preservation of reference specimens of plant pests and diseases by vouchering.

New South Wales Department of Primary Industries Biosecurity Collections are protected by the *Agricultural Scientific Collections Trust Act 1983*.

These collections must be maintained and new specimens added to ensure New South Wales plant pest and disease records remain accurate and current.

### Scope

This policy applies to New South Wales Department of Primary Industries (NSW DPI) staff within the Department of Industry, particularly those who carry out research and diagnostics in plant pests and diseases.

### Requirements

1. Biological specimens will be submitted to the Biosecurity Collections, Orange Agricultural Institute for vouchering.
2. Biological specimens will be submitted with collection data including at least location, date collected, collector, identifier and host.
3. Full and accurate records relating to the management of collection items must be captured into the appropriate business system.

### Procedures

To submit a specimen, first contact Biosecurity Collections to discuss the specimen and how it should be handled, packaged and dispatched:

- Ring 02 6391 3800
- Email [biosecurity.collections@dpi.nsw.gov.au](mailto:biosecurity.collections@dpi.nsw.gov.au)

### Roles and responsibilities

- Leader Insect and Mite collection: determines the suitability of a specimen for vouchering
- Leader Plant Pathology collection: determines the suitability of a specimen for vouchering
- NSW DPI staff: submit biological specimens for vouchering
- NSW DPI staff: aware of their record keeping responsibilities in accordance with the Department's Record Management Policy IND-I-177

## Safety considerations

Nil

## Delegations

Nil

## Definitions

- Biological specimen: an individual, item or part used as an example of its species or type for scientific study or display
- Vouchering: deposition and preservation of a biological specimen, its data and associated materials into an internationally recognised curated collection

## Legislation

- *Agricultural Scientific Collections Trust Act 1983*
- *Biosecurity Act 2015 (NSW)*
- *State Records Act 1998 (NSW)*
- *Government Information (Public Access) Act 2009 (GIPA Act)*
- *Biosecurity Act 2015 (Commonwealth)*

## Related policies

- Records Management Policy (IND-I-177)
- Information Security Policy (IND-I-197)
- Classified Information Policy (IND-I-196)
- Government Information (Public Access) Policy (IND-I-178)
- Work Health and Safety Policy (IND-P-185)
- Code of Conduct Policy (IND-P-184)

## Other related documents

- New South Wales Biosecurity Strategy 2013-2021
- Guidelines for submitting a specimen to the Biosecurity Collections
- Functional Retention and Disposal Authority 258

## Superseded documents

This policy replaces:

- N/A

## Revision history

Version	Date issued	Notes	By
1.0	18/04/2017	New Policy defining the process for submitting biological specimens to the Biosecurity Collections for vouchering.	Manager Plant Pest & Disease Surveillance
1.1	25/09/2017	Modified email address to new address. Replaced <i>NSW Plant Diseases Act 1924 No. 38</i> with <i>Biosecurity Act 2015 (NSW)</i> .	Senior Project Officer, Standards & Procedures

## Contact

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