

COUNTY PROCEDURAL MANUAL

Cover Page: [COVER](#)

Section I: [INTRODUCTION](#)

- 1.1 Introduction to the Manual
- 1.2 History of Plant Quarantine in California
- 1.3 Administrative Responsibilities
 - 1.3.1 Federal responsibilities
 - 1.3.2 State responsibilities
 - 1.3.3 County responsibilities
- 1.4 National Plant Board

Section II: [LEGAL AUTHORITY AND QUARANTINE REGULATIONS](#)

- 2.1 Introduction - Food and Agricultural Code
- 2.2 Agency Responsibilities
 - 2.2.1 California Department of Food and Agriculture
 - 2.2.2 State Board of Food and Agriculture
 - 2.2.3 County Agricultural Commissioners
 - 2.2.4 MOU Plan for Pest Prevention
 - 2.2.5 MOU Plant Pest Quarantine Policy
 - 2.2.6 MOU Procedures for Handling Plant Quarantine Shipments
 - 2.2.7 General Regulations
- 2.3 California Code of Regulations
 - 2.3.1 Frequently Asked Questions
- 2.4 Plant Quarantine Manual
- 2.5 Office of Administrative Law
- 2.6 Compliance Agreements
- 2.7 Hold Notices
- 2.8 Special Permits
- 2.9 Gathering Evidence
- 2.10 Citations and MOU Plant Quarantine Policies
- 2.11 Intrastate Shipment compliance agreement

Section III: [INSPECTION PROCEDURES AND POLICIES](#)

- 3.1 Introduction

COUNTY PROCEDURAL MANUAL

- 3.2 Quarantine Pest Rating System
- 3.3 Phytosanitary Certifications
- 3.4 Conversion of bulk commodities to units
- 3.5 Approving Quarantine Material Handling Laboratories
- 3.6 Soil Policy and Approved Soil Laboratories
- 3.7 Postentry Quarantine
- 3.8 Specimen Collection and Submission Guidelines
 - 3.8.1 Disease Pathogen, Nematode and Insect Samples
 - 3.8.2 Weeds Samples
 - 3.8.3 Seeds Samples
 - 3.8.3.1 Noxious Weed Seeds
 - 3.8.3.2 Mill Approval
 - 3.8.3.3 Individual Seeds
 - 3.8.4 Soil Samples
 - 3.8.5 Documentation and General Laboratory Guides
- 3.9 Examples of Certificates
 - 3.9.1 a. Federal Domestic Quarantine Certificates/ Permits
 - b. Material Originating in Quarantine Areas
 - c. Verification by one State for Another
 - d. Communications with other States
 - 3.9.2 Certificate of Quarantine Compliance
 - 3.9.3 Notice of Rejection
 - 3.9.4 Monthly Reports 4/4a Instructions
- 3.10 Contraband Disposal
- 3.11 Commodity Treatments

Section IV: [SPECIAL COMMODITY INSPECTIONS](#)

- 4.1 Introductions
- 4.2 Quarantine Inspections
 - 4.2.1 Airport and Maritime Inspections
 - 4.2.2 Terminal Inspections
 - 4.2.3 Feed Grain Approval
 - 4.2.4 Gypsy Moth Inspection
 - 4.2.5 Red Imported Fire Ant plus Bee Colonies
 - 4.2.6 Hawaii Plant Materials
 - 4.2.7 High Risk Markets
 - 4.2.8 Wild Animal/Pet Stores
 - 4.2.9 Irradiated Plant Materials

COUNTY PROCEDURAL MANUAL

- 4.2.10 Frequency of regulatory inspections
- 4.3 Origin Certification Inspections
 - 4.3.1 Brown Garden Snail
 - 4.3.1.1 Florida
 - 4.3.1.2 Other States/Canada
 - 4.3.2 Guidelines for apple maggot certification
 - 4.3.3 Certification of nursery stock
 - 4.3.4 Other Information and Policies
 - 4.3.4.1 Guidelines for Inspection of Containerized Shipment of Plant Material
 - 4.3.4.2 Diversion of Pest Infested Material-Intrastate
 - 4.3.4.3 Diversion of Pest Infested Material-Interstate
 - 4.3.4.4 Proper Markings on Packages of Plant Material
 - 4.3.4.5 Hay Inspection
 - 4.3.4.6 Inspection of Forage: Growing, Baled, or Other Products for Noxious Weeds

Section V: [TRAINING REFERENCE MATERIALS](#)

- 5.1 Reference Manuals
- 5.2 Life history of Selected Pests
- 5.3 Review Questions and Answers

Section VI: [REGULATORY FORMS](#)