

QUARANTINE INSPECTION PROCEDURES AT PORTS OF ENTRY

Prepared By:
Mr. Roberto B. Manzanero
Assistant Director of Quarantine (Ag)



BELIZE AGRICULTURAL HEALTH AUTHORITY

(BAHA)

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Likewise, thanks to the Senior Quarantine Inspectors that provided insights of the daily activities at their stations and the rest of the Quarantine staff that continue to work as a team, forming the first line of defense against the entrance and establishment of regulated and exotic pests and diseases of agricultural importance, and for whom this manual was developed as a guide.

The expectation is that with its use, along with other relevant reference materials, the services to our clients will be improved and the protection of our plant health, animal and human health and life in Belize will be enhanced.

Special thanks to Mr. Giovanni Canto for suffering silently the many demands made of his time and expertise in computer and Ms. Delilah A. Cabb whose advice and invaluable knowledge of the English language were unselfishly offered during the development of this manual, **which is a project in progress**. To anyone that assisted in anyway, my sincere appreciation.

INTRODUCTION

The Belize Agricultural Health Authority (BAHA) was established through the BAHA Act Chapter 211 of the laws of Belize, Revised Edition 2000. Since then, what was previously the Plant Protection and Animal Health Services of the Ministry of Agriculture, through a gradual restructuring, is now divided into four (4) Technical Departments: Plant Health, Animal Health, Food Safety and Quarantine Departments forming the major sections of BAHA. Each department is administrated by a Director. Directors of all four (4) Departments answer directly to the Managing Director, who is also responsible for the Administration Department at BAHA Headquarters in Belmopan. The Mandate placed on BAHA was conceptualized into a Mission Statement which reads; *“TO PROVIDE OPTIMUM, COMPETENT AND PROFESSIONAL SERVICES IN FOOD SAFETY, QUARANTINE, PLANT AND ANIMAL HEALTH IN ORDER TO SAFEGUARD THE HEALTH OF THE NATION AND FACILITATE TRADE AND COMMERCE”*.

The achievement of BAHA’s Mission must be through a collaborative effort of the organization as a whole. All Departments must join efforts in accomplishing objectives and their related activities. A major role is placed on the Quarantine Department, whose main objective is to serve as the first line of defense to prevent or delay the introduction of exotic pests and diseases into Belize to protect Plant Health, Animal and Human Health and Life. Other objectives of the Quarantine Department are the certification of exports, and in-country surveillance to monitor illegal imports of quarantine importance. The technical support to quarantine therefore, must be readily available from the other Departments especially in activities such as pest and disease identification or from Food Safety laboratory results, with prompt decisions and recommendations of actions to implement.

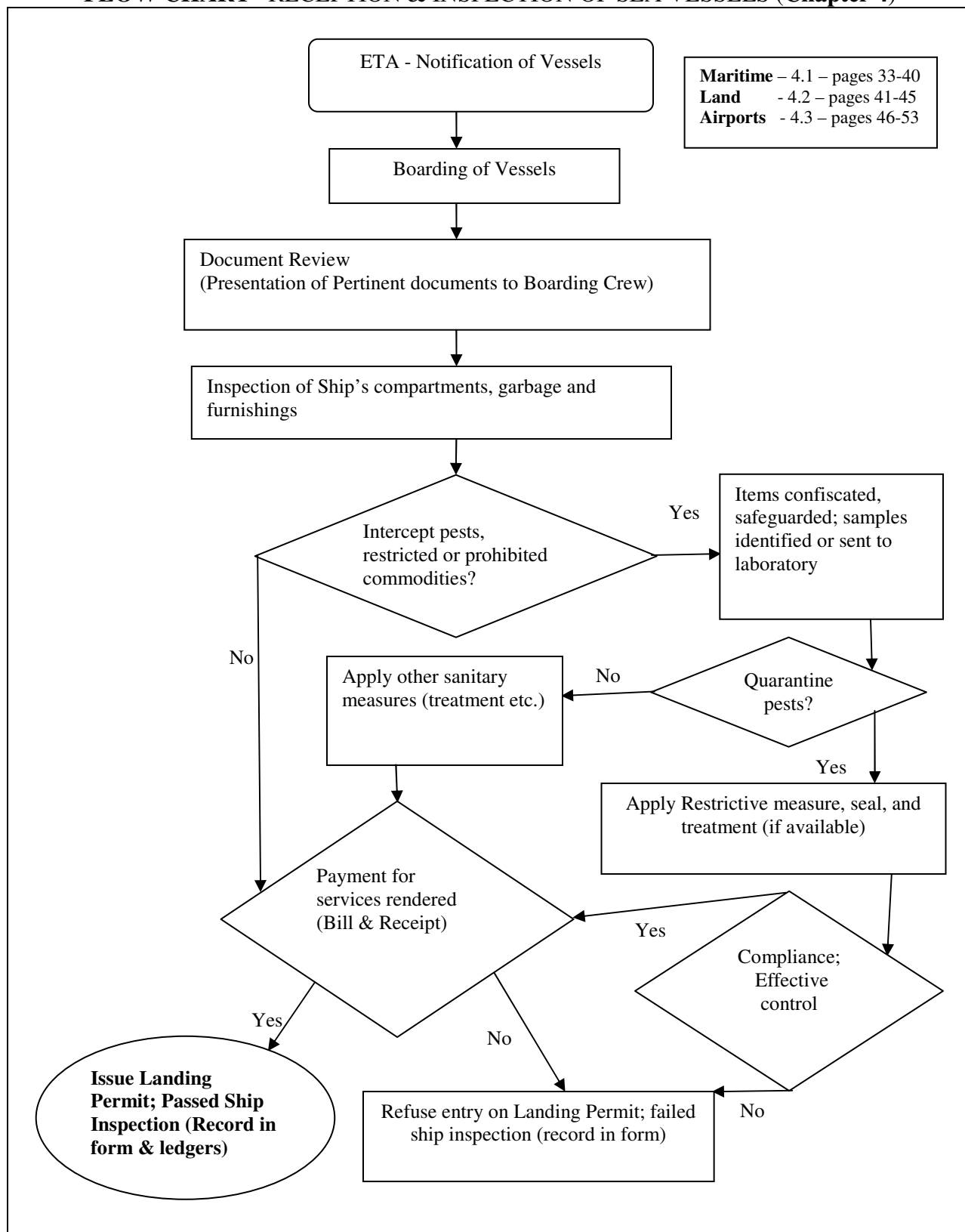
For the Quarantine Department to achieve its objectives; regulations, general and specific procedures, forms and guidelines must be readily available to assist the Quarantine Personnel. Therefore, the development of this Procedural Manual will greatly provide support in serving as a guide in the execution of quarantine duties. The intention is to be constantly reviewing and updating the manual to keep up with the fast-paced world of trade.

Under the World Trade Organization’s Free Trade Agreement, countries will only be able to implement Sanitary and Phytosanitary Measures to safeguard their agricultural health, provided measures taken are scientifically-based. The fast movement of passengers or cargo through aircrafts from one continent to the next poses high risks of pest and disease introduction from one country to another. Trading with countries having exotic pests and diseases also poses serious concerns. Surrounded by countries with high risk pests and diseases such as Citrus Leprosis and Avian Influenza, and the above given examples, further emphasizes how important an updated Quarantine Inspection Procedural Manual is, as a support tool for our First Line Defenders.

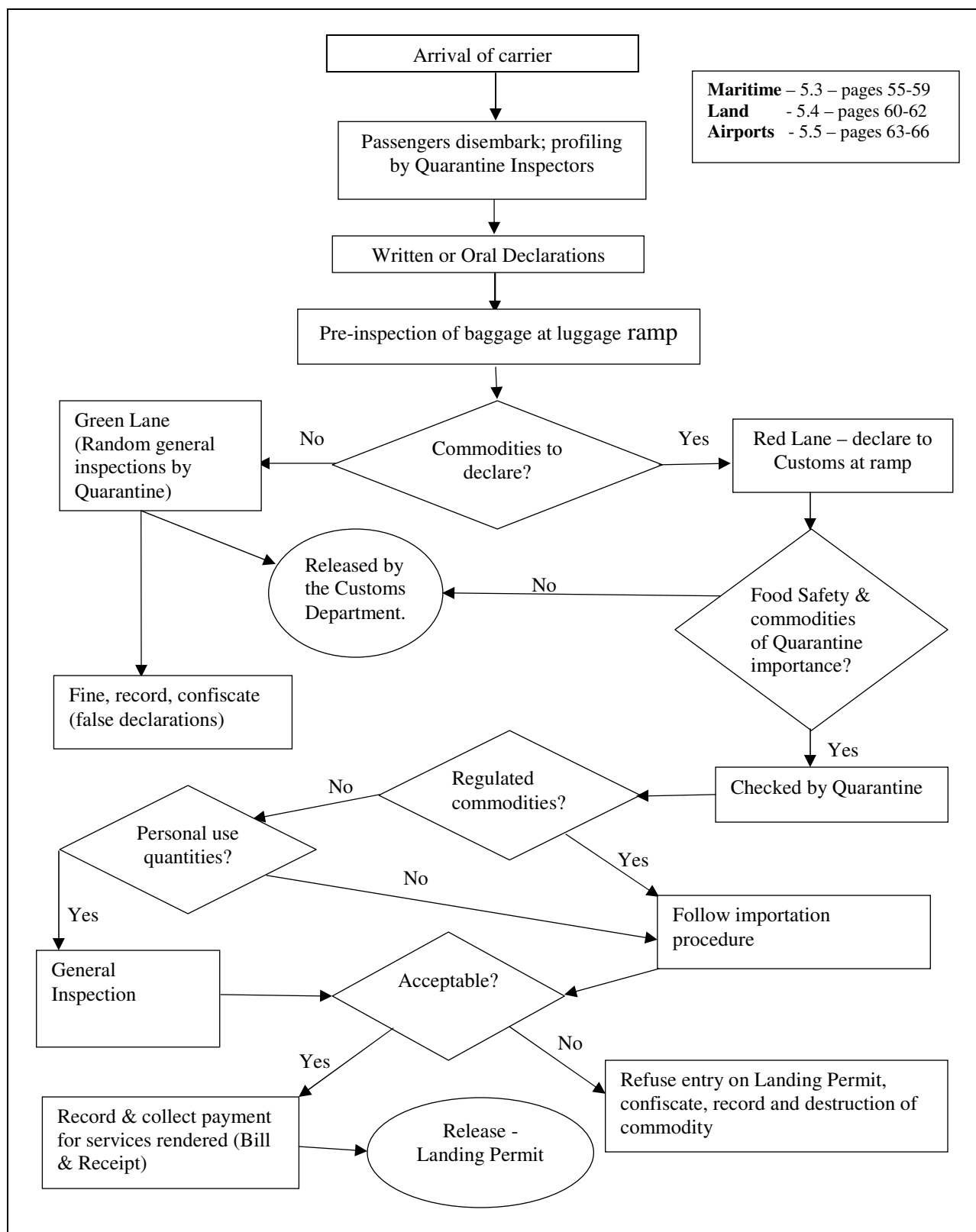
MARGARITO GARCIA

QUARANTINE DIRECTOR

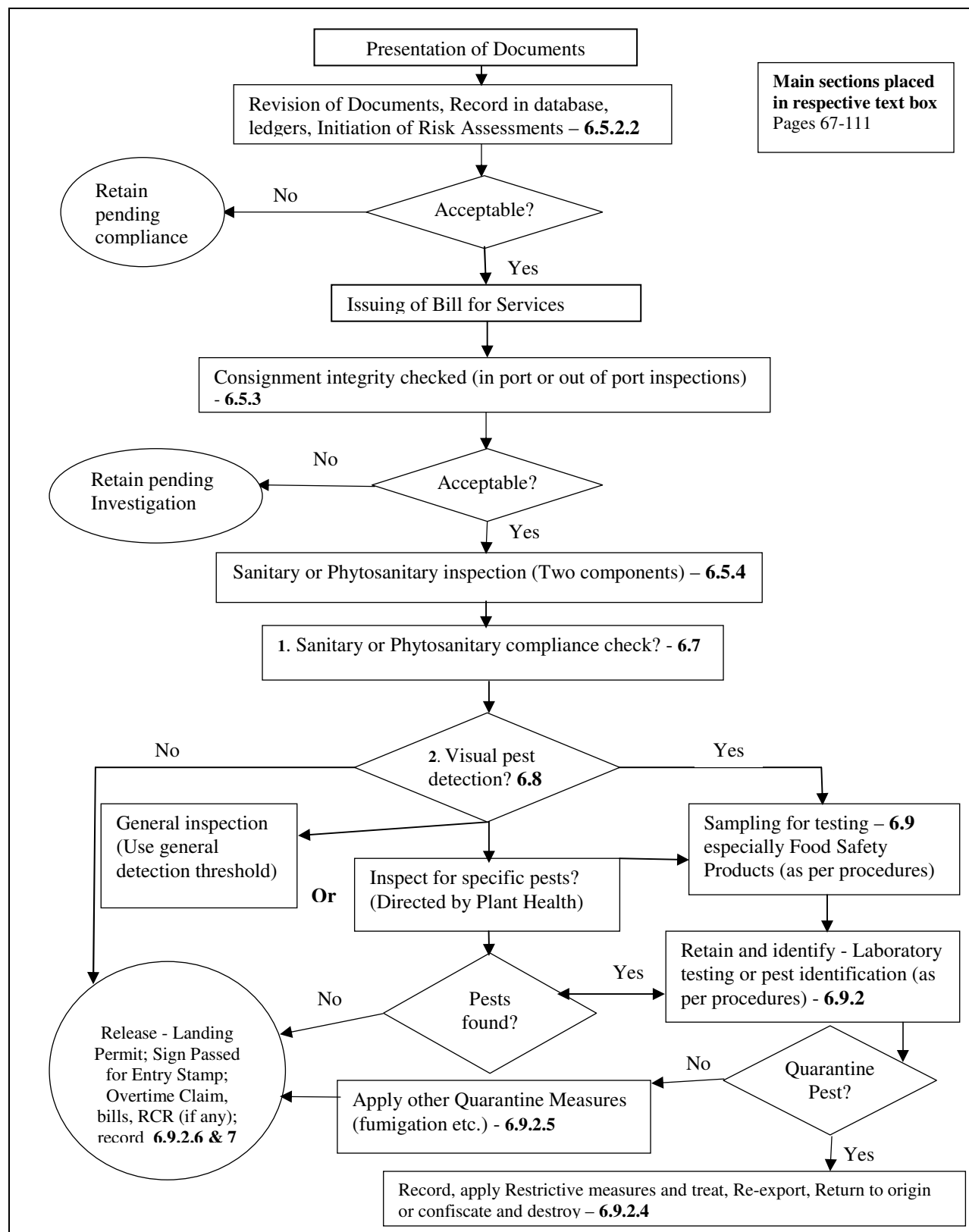
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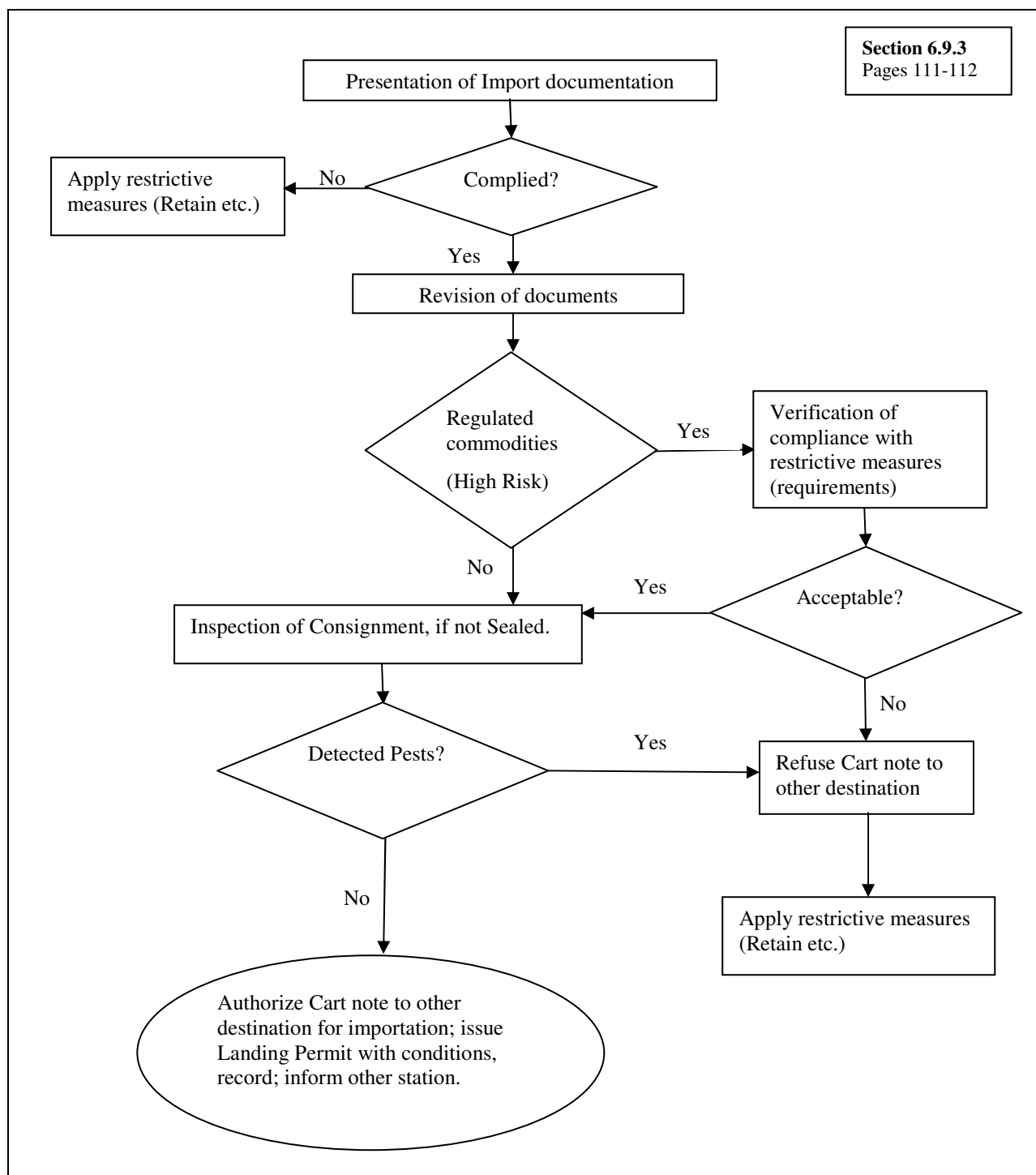
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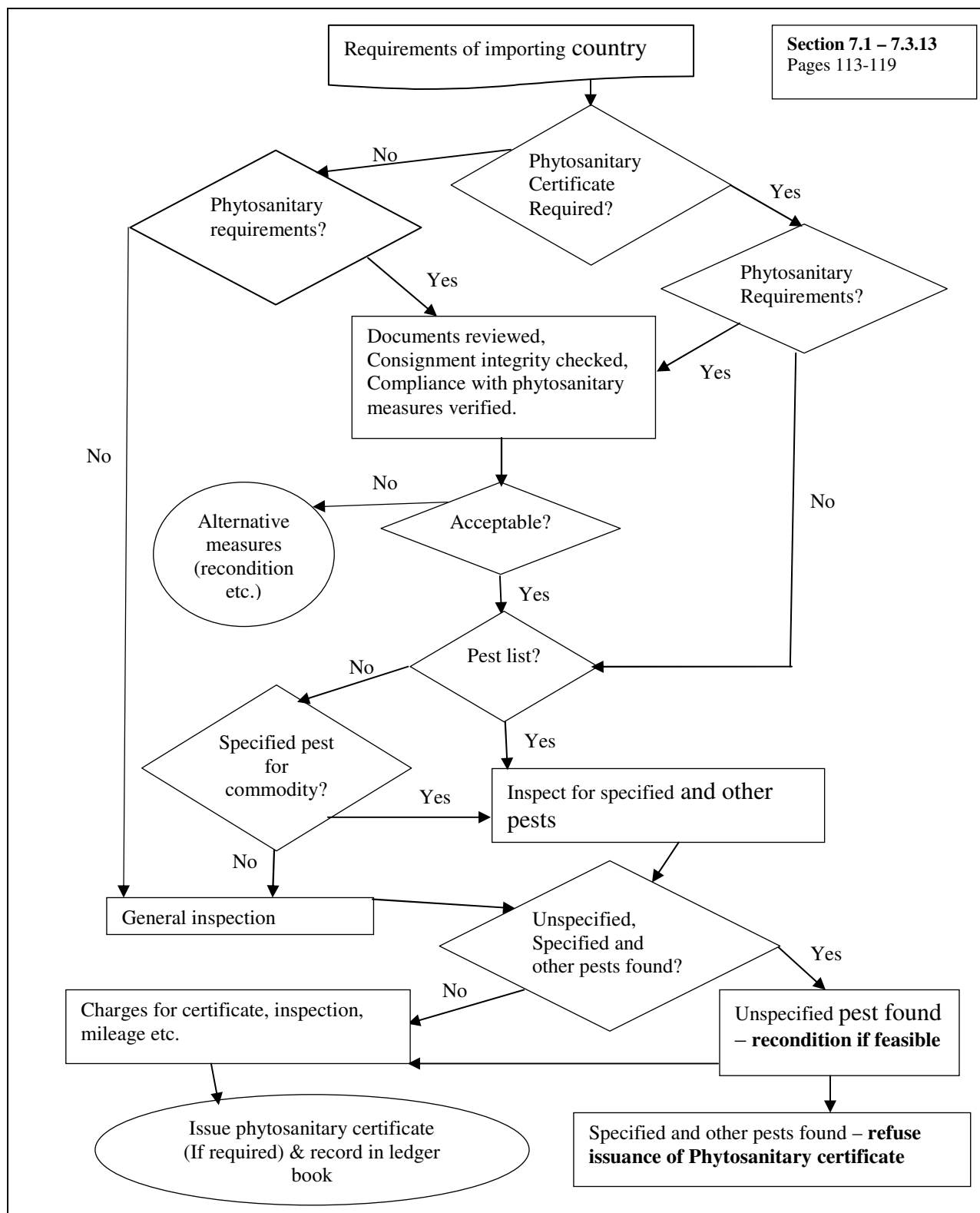
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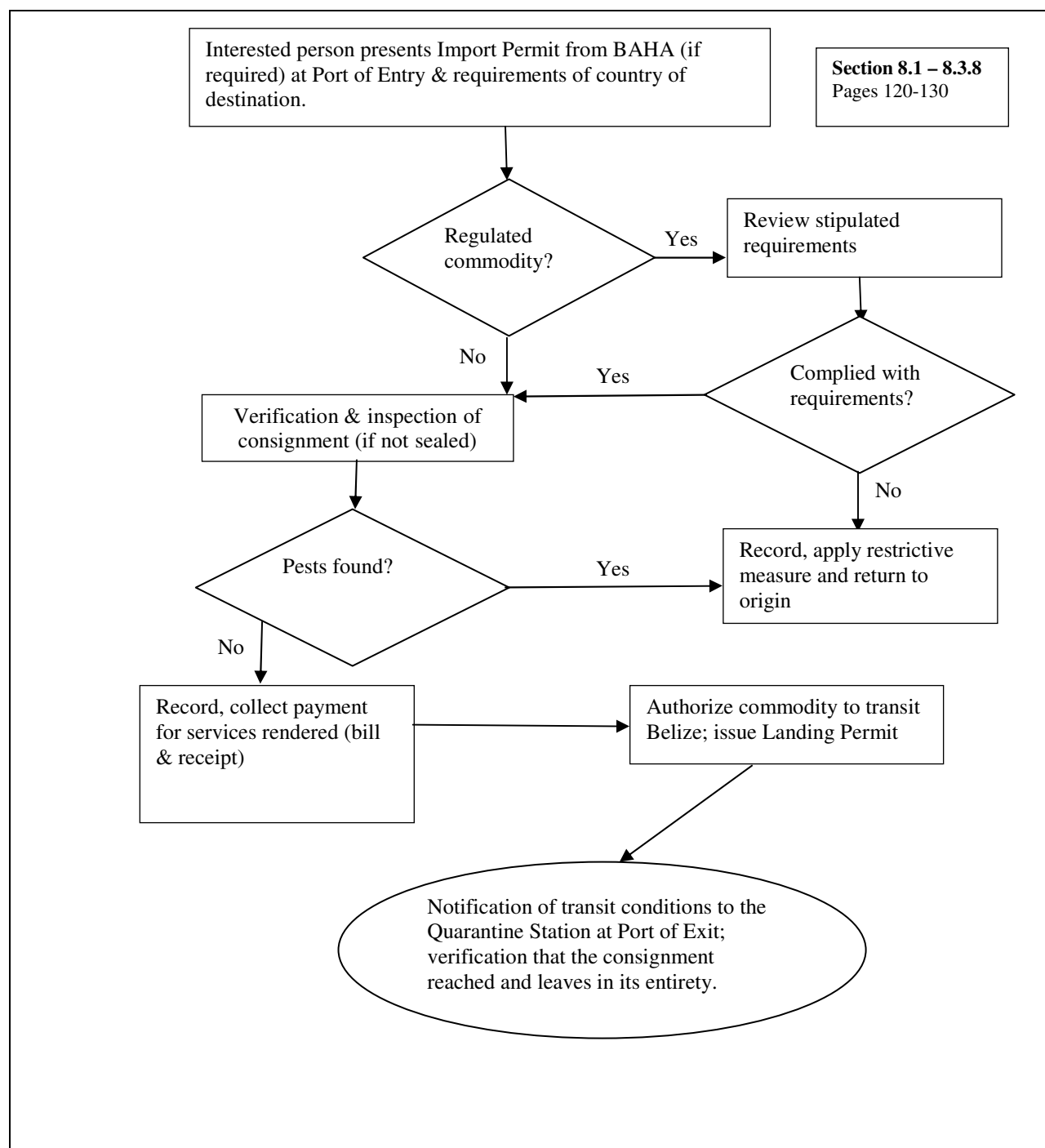
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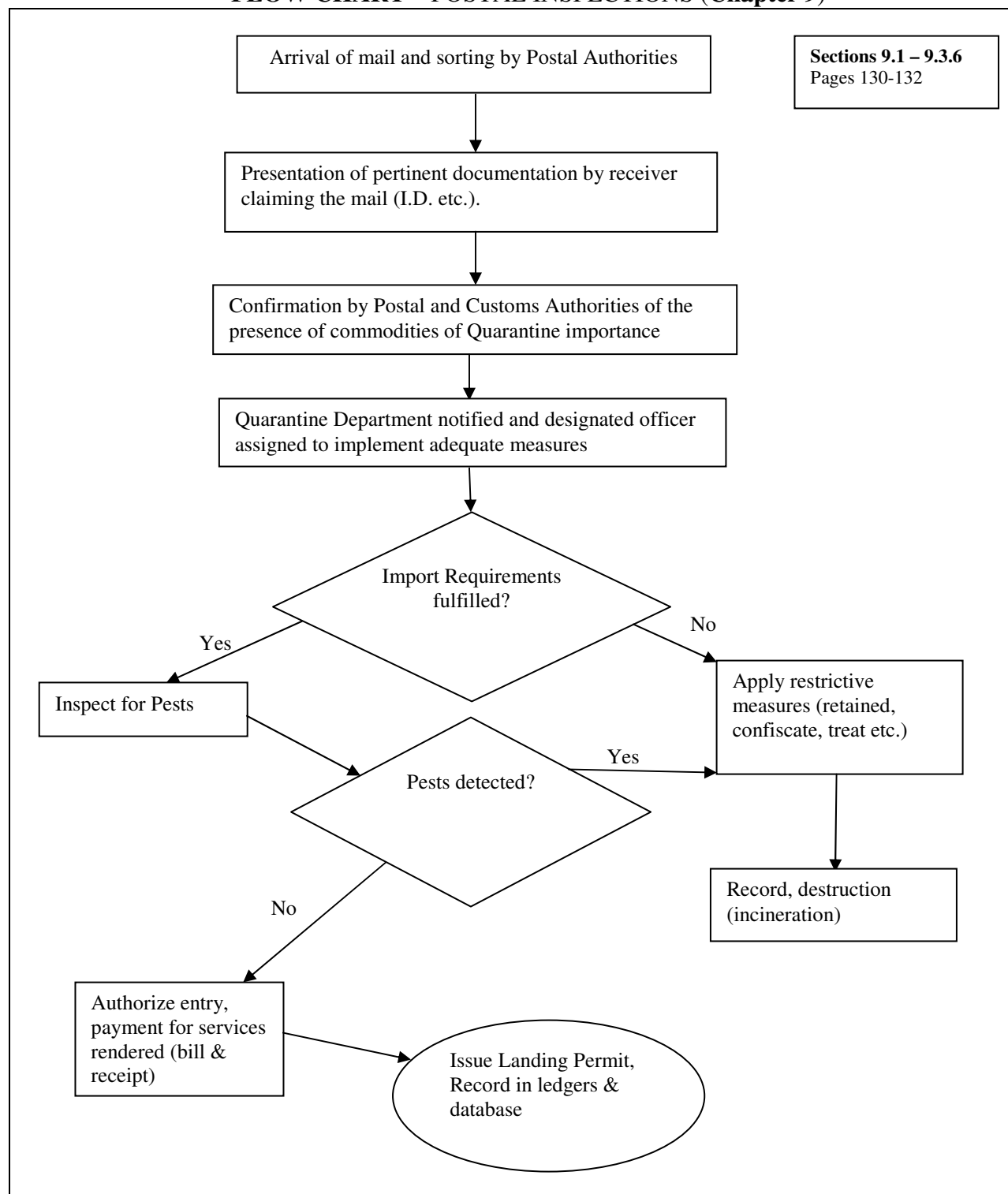


FLOW CHART - EXPORT INSPECTION PROCESS (CHAPTER 7)

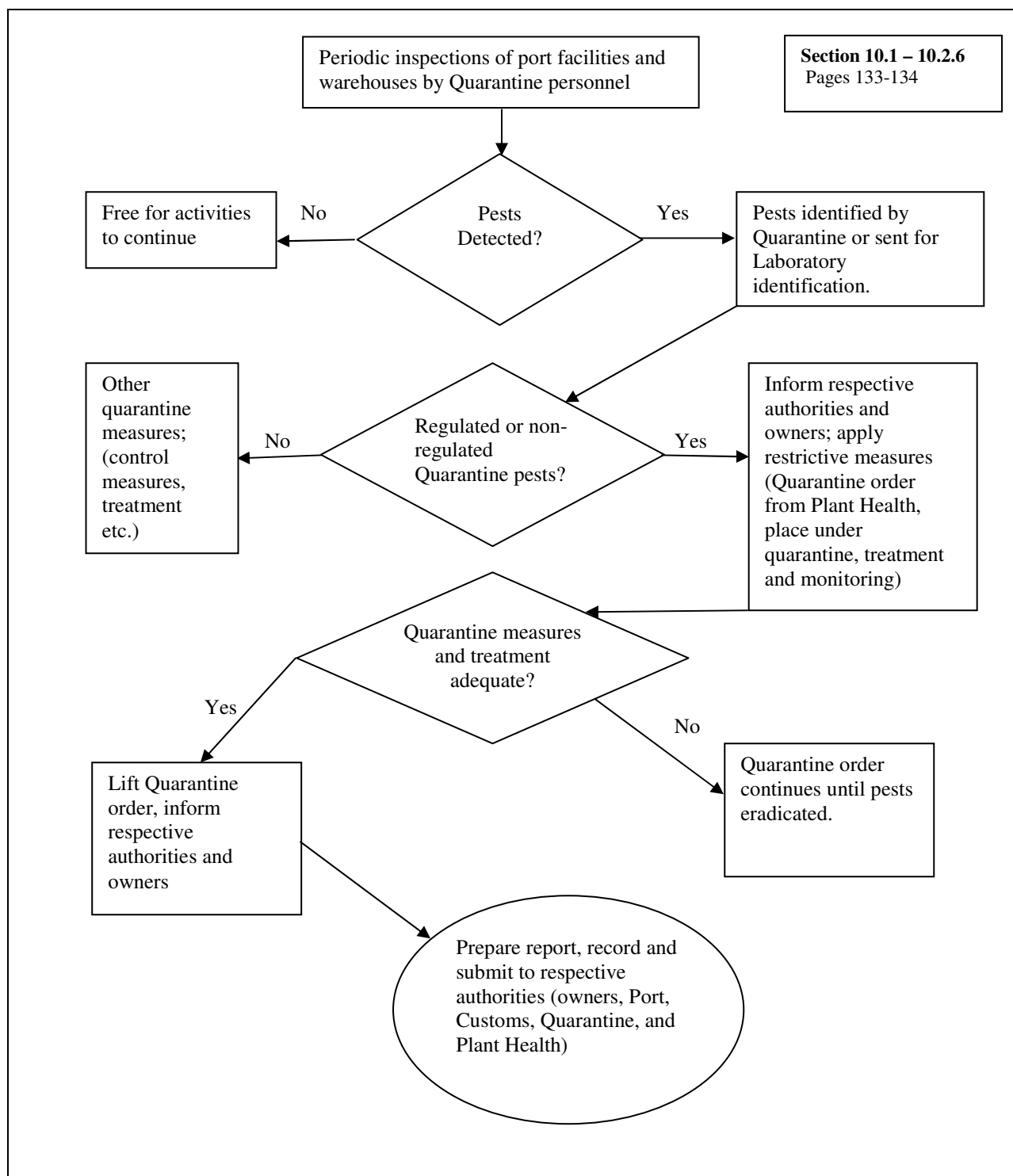


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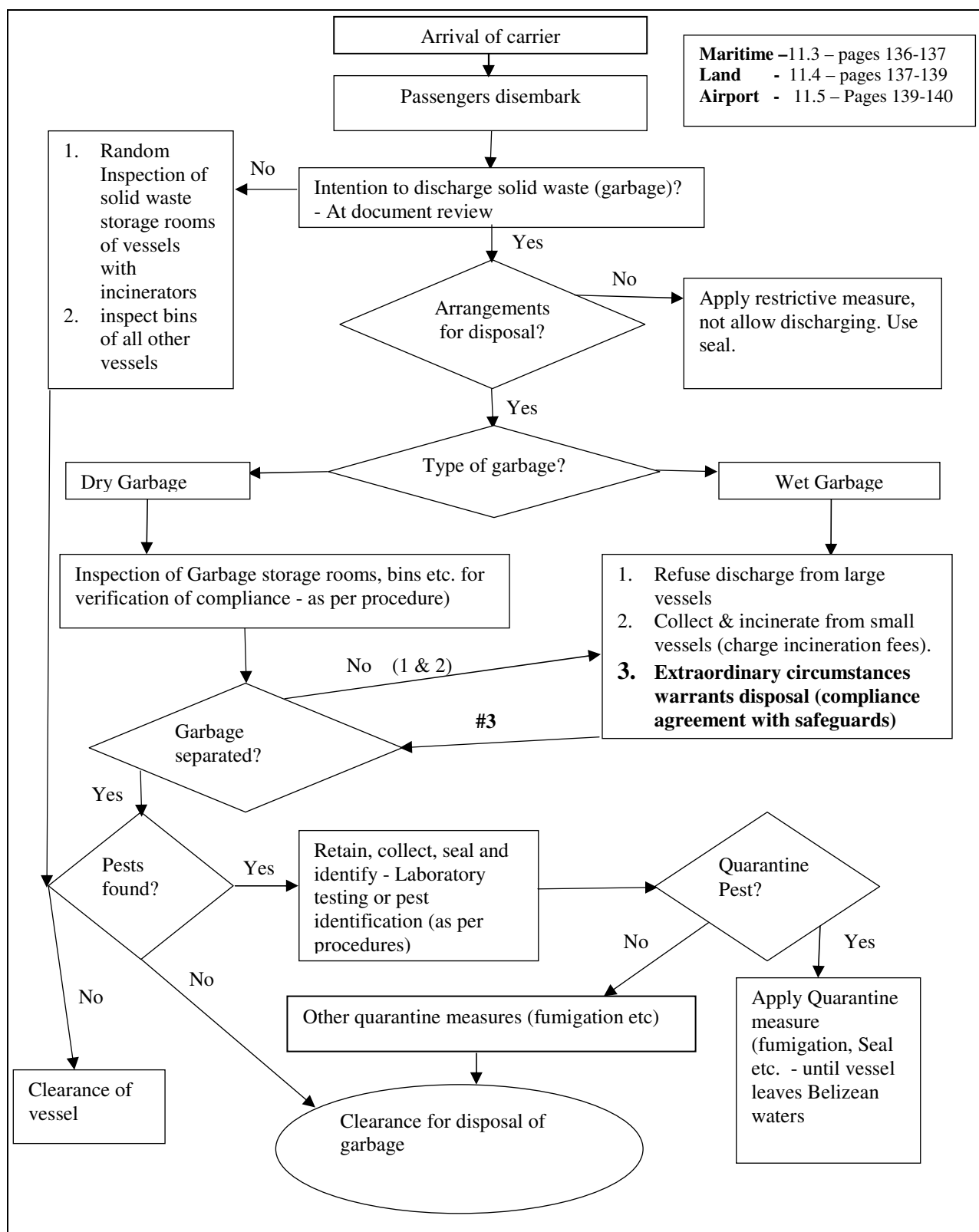


FLOW CHART – POSTAL INSPECTIONS (Chapter 9)

FLOW CHART – INSPECTION OF PORT FACILITIES (Chapter 10)



FLOW CHART - SOLID WASTE (GARBAGE) MANAGEMENT (Chapter 11)



CHAPTER 1

BACKGROUND

1.1 OBJECTIVES

One of the principal objectives of the Belize Agricultural Health Authority (BAHA) is to prevent the introduction of exotic and regulated plant and animal pests and diseases into Belize. To meet these objectives a series of procedures have been developed for implementation by the Quarantine Department at all official points of entry, through the inspections of incoming carriers (sea, air or land), passenger's and crew's baggage, carrier's provisions, storerooms' furnishings, cargo and associated packing material, plants, plant products, and byproducts, animal and animal products for importation, exportation and transiting the country, inputs for use in agriculture, and the application of sanitary and phytosanitary measures to commodities, when necessary. The purpose and the procedures in the manual will be discussed in more detail in the chapters that follow.

The accomplishment of the objectives and strategies will ensure the fulfillment of the purpose and goal of BAHA through the achievement of the Quarantine Department's Mission statement and objectives.

1.2 PURPOSE OF THE MANUAL

The purpose of this manual is to provide to the technical and professional personnel that are stationed at the points of entry, a guide to assist in the execution of their functions as Quarantine Inspectors in order to achieve the vision, mission, goal and purpose of the Belize Agricultural Health Authority, through the accomplishment of the mission of the Quarantine Department by the attainment of our main objectives.

1.3 BAHA'S VISION STATEMENT

To Be The Leading Agricultural Health Institute In The Region

1.4 BAHA'S MISSION STATEMENT

To Provide Optimum, Competent And Professional Services In Food Safety, Quarantine, Plant And Animal Health In Order To Safeguard The Health Of The Nation And Facilitate Trade And Commerce

1.5 BAHA'S GOAL

To Safeguard Agricultural & Human Health, Serving As A Catalyst For The Promotion Of Agricultural Trade In Goods And Services For Existing, New And Emerging Markets By Providing Optimal And Competent Services In Agricultural Health & Food Safety.

1.6 BAHA'S PURPOSE

To Provide Optimal And Competent Service In Agricultural Health And Food Safety.

1.7 QUARANTINE DEPARTMENT - MISSION STATEMENT

To Safeguard Belize's Agricultural Production And Export Market By Ensuring The Wholesomeness And Safety Of Imported Food Products And Agricultural Goods Through Inspection And Certification Programmes.

1.8 QUARANTINE DEPARTMENT - MAIN OBJECTIVES

- (i) To Maintain An Efficient Inspection Service At Ports Of Entry That Will Prevent The Introduction Of Exotic Pest And Diseases And Guarantee Compliance As To Quality And Standards.
- (ii) To Certify Pest and Disease Free Status, As Well As the Quality and Standard of Export Commodities.
- (iii) Maintain Local Surveillance Program To Intercept Illegally Imported Goods Of Quarantine Importance.

CHAPTER 2

LEGAL AUTHORITY

2.1 GENERAL: COMMENTS

The relevant laws of Belize that regulate the compliance with all administrative and technical requirements of the various authorized departments stationed at the points of entry; by all vessels, persons, consignments being imported, exported or transiting Belize are listed below. The designated officers of BAHA execute duties in conjunction with the officers of the various departments whose functions are to enforce the following regulations; or act as authorized officers for other agencies.

- (i) AGREEMENT ON THE APPLICATION OF SANITARY AND PHYTOSANITARY MEASURES.
- (ii) AGREEMENT ON SANITARY AND PHYTOSANITARY MEASURES.
- (iii) THE BELIZE AGRICULTURAL HEALTH AUTHORITY ACT, CHAPTER 211 OF THE LAWS OF BELIZE, REVISED EDITION OF 2000, SHOWING THE LAW AS AT 31ST DECEMBER 2000.
- (iv) THE BELIZE AGRICULTURAL HEALTH AUTHORITY ACT, CHAPTER 211 OF THE LAWS OF BELIZE, REVISED EDITION OF 2003, SHOWING THE SUBSIDIARY LAWS AS AT 31ST OCTOBER 2003.
- (v) CIVIL AVIATION ACT, CHAPTER 239 OF THE LAWS OF BELIZE, REVISED EDITIONS 2000 & 2003.
- (vi) CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF FAUNA AND FLORA (CITES)
- (vii) CUSTOMS REGULATIONS ACT, CHAPTER 49 OF THE LAWS OF BELIZE, REVISED EDITION 2000 (OFFICIAL PORTS OF ENTRY).
- (viii) ENVIRONMENTAL PROTECTION ACT, CHAPTER 238 OF THE LAWS OF BELIZE, REVISED EDITION 2000.
- (ix) FISHERIES ACT, CHAPTER 210 OF THE LAWS OF BELIZE, REVISED EDITION 2000.
- (x) FOREST ACT, CHAPTER 213 OF THE LAWS OF BELIZE, REVISED EDITION 2000, SHOWING THE LAW AS AT 31ST DECEMBER 2000.

- (xi) FOREST ACT, CHAPTER 213 OF THE LAWS OF BELIZE, REVISED EDITION 2003, SHOWING THE SUBSIDIARY LAWS AS AT 31ST OCTOBER 2003.
- (xii) HARBOURS & MERCHANT SHIPPING ACT, CHAPTER 234 OF THE LAWS OF BELIZE, REVISED EDITIONS 2000 AND 2003.
- (xiii) INTERNATIONAL PLANT PROTECTION CONVENTION, REVISED TEXTS 1997.
- (xiv) MARITIME AREAS ACT, CHAPTER 11, OF THE LAWS OF BELIZE REVISED EDITION 2003 (MARITIME BOUNDARIES).
- (xv) PESTICIDE CONTROL ACT, CHAPTER 216 OF THE LAWS OF BELIZE, REVISED EDITION 2003, SHOWING THE SUBSTANTIVE LAWS AS AT 31ST MAY 2003.
- (xvi) PESTICIDE CONTROL ACT, CHAPTER 216 OF THE LAWS OF BELIZE, REVISED EDITION 2003, SHOWING THE SUBSIDIARY LAWS AS AT 31ST OCTOBER 2003.
- (xvii) POST OFFICE ACT, CHAPTER 228 OF THE LAWS OF BELIZE, REVISED EDITION 2003.
- (xviii) PUBLIC HEALTH ACT, CHAPTER 40 OF THE LAWS OF BELIZE, REVISED EDITION 2003.
- (xix) WILDLIFE PROTECTION ACT, CHAPTER 220, REVISED EDITION 2000, REVISED EDITION 2000, SHOWING THE LAW AS AT 31ST DECEMBER 2000.
- (xx) WILDLIFE PROTECTION ACT, CHAPTER 220, REVISED EDITION 2003, SHOWING THE SUBSIDIARY LAWS AS AT 31ST OCTOBER 2003.
- (xxi) STANDARDS ACT, CHAPTER 295 OF THE LAWS OF BELIZE, REVISED EDITION 2000 (STANDARDS FOR IMPORTED PRODUCTS).

2.2 RELEVANT SECTIONS OF THE REGULATIONS USED MOST OFTEN

2.2.1 BAHA ACT NO. 47 OF 1999.

Plant Health Import Permit	Part VI Section 27(1)	Requirement for importation
	Part VI Section 27(2)	Contravenes above-fine
	Part VI Section 28 (1)	Regulations of Import (prohibit or regulate)
	Part VI Section 28 (2) (a)	Conditions for importation
	Part VI Section 28 (2) (b)	Seizure and/or disposal of prohibited items
	Part VI Section 28 (3)	Contravention above – fine
Animal Health Import Permit	Part X 60 (1)	Prohibition of Importation
	Part X 61 (1) (2)	Regulations of Import
	Part X 62	Import Permits
	Part X 63	Quarantine Depots
	Part X 64	Placement under Quarantine
Modification of Permits	Part VI Section 29 (1) & (2)	Permits issued for which due to health status are revoked or modified
Importation for experimental purposes	Part VI Section 30	May be granted – through BAHA
Phytosanitary Certificate	Part VI Section 31	All plant imports must come with a Phytosanitary Certificate
	Part VI Section 32	
Quarantine Orders	Part VII Section 33 (a)	Quarantine pests (Affected by imports & contraband)
	Part VII Section 33 (b)	Areas (Med fly and Internal Quarantine)
Order to Amend Definition of Disease	Part VII Section 34	For new pests and disease to be placed on list
Internal Quarantine	Part VII Section (35) (a-i)	Nurseries, notifiable pests, land
	Part VII Section 36 (1) & (2)	Occupier's responsibility
	Part VII Section (37) (1-3)	Pest control notice
	Part VII Section (38) (1) & (2)	Reimbursement or waiver of expenses
Med fly and others	Part VII Section 39	Determination of Eradication
	Part VII Section 40	Inability to locate owner or occupier
Enforcement- Ports of Entry	Part VIII Section 41 (a) & (b)	Duty of Comptroller of Customs
Inspection of Imports	Part VIII Section 42 (1)	Inspection at points of entry
Quarantine Treatment	Part VIII Section 42 (2)	Disinfection, fumigation and treatments
Return To Country of Origin	Part VIII Section 42 (3)	From port of entry – pest status –return to origin
Internal Quarantine	Part VIII Section 43 (1)	If suspect diseases – power to enter premises
	Part VIII Section 43 (2)	Treat on site
	Part VIII Section 43 (3)	Confiscate and destroy on private land
Post Entry Quarantine	Part VIII Section 44	Supervise treatments and/or make recommendations on treatments
Mail	Part VIII Section 45	Duty of Belize Postal Service
Regulations-Restricted Articles	Part VI Section 28 (1) & (2)	Restricted Articles

2.2.2 *Statutory Instrument # 182 of 2004 OR ANY SUBSEQUENT REGULATION THAT SHALL DEAL WITH FEES FOR SERVICES RENDERED.*

CHAPTER 3

RESPONSIBILITIES, ROLES AND JOB DESCRIPTION OF DESIGNATED OFFICERS OF THE QUARANTINE DEPARTMENT

3.1 GENERAL

The responsibilities of the Quarantine Inspector as well as those of the Senior Quarantine Inspector (Supervisors) will be indicated in this section. Likewise, the characteristics and qualifications that each officer should possess with the objective to properly fulfil the roles and duties that each must perform, when stationed at ports of entry.

3.1.1 PROFILE OF THE INSPECTOR AND SUPERVISOR.

The inspectors and supervisors of the Quarantine Department should have the legal mandate to enable him/her to perform their duties, the required qualifications and the specified characteristics which will be listed below:

- 3.1.1.1 be designated as an officer of the Quarantine Department of BAHA and have the corresponding credentials.
- 3.1.1.2 be in possession of an Associate or Bachelor Degree in Applied Sciences (Agricultural Sciences or equivalent); and
- 3.1.1.3 present the following characteristics:
 - (i) Perform duties with authority and moderation.
 - (ii) Have good public relations.
 - (iii) Being objective and independent in decisions.
 - (iv) To be consistent in the performance of duties.
 - (v) Possess adequate training in quarantine.
 - (vi) Bilingual (English and knowledge of Spanish would be an asset).
 - (vii) Be honest and responsible in performance of his duties as a Quarantine Inspector stationed at ports of entry.
 - (viii) Be in good health.

3.1.2 LEVEL OF PREPARATION OF THE INSPECTOR AND SUPERVISOR.

The supervisors and quarantine inspectors at ports of entry must be knowledgeable and be versed in the following:

- (i) The international laws that govern Plant and Animal Quarantine.
- (ii) Laws of Belize which are associated with duties and functions of BAHA.
- (iii) BAHA Act and related Regulations that provide legal support to the procedures of importations, exportations, and transit consignments of plants, their by-products, animal and animal products, and food safety products. Likewise, agreements between BAHA and other international organizations.
- (iv) The understanding and application of this manual.
- (v) Regulated and non-regulated pests of plants, plant products (A1 and A2), and other regulated products of Quarantine importance, and being able to collect and submit samples to the relevant laboratories.
- (vi) Notifiable Animal diseases included in the World Organization for Animal Health (OIE) guidelines and others of quarantine importance.
- (vii) The CITES regulations on Endangered Species of Fauna and Flora.
- (viii) Explain to persons intercepted with regulated commodities the reasons for measures taken; stating the threats and consequences the entry of such commodities can pose to Belize's Agricultural and Human Health.
- (ix) Be methodical and thorough in performing his/her functions and duties.
- (x) Have knowledge in inspection and profiling of persons entering Belize.

3.1.3 ROLES OF A QUARANTINE INSPECTOR - AS FOLLOWS:

The designated officers have specific roles which must be performed diligently to ensure that the technical and administrative requirements of BAHA be adhered to by all agencies working at points of entry, anyone entering or leaving the country (specific occasions) and persons interested in importing, exporting, or in the transit of consignments of quarantine importance.

3.1.3.1 Process of Compliance

- (i) Ensure that the Customs Declaration is filled appropriately by persons with products (that must be declared to quarantine) of quarantine importance.

- (ii) Inspect the baggage of persons entering Belize as indicated in the following sections (baggage inspection).
- (iii) Inspect the means of transportation entering Belize as indicated in the following sections.
- (iv) Intercept plant and animal products, as well as wild flora and fauna regulated by CITES that do not comply with the administrative, sanitary and phytosanitary regulations established in the laws of Belize.
- (v) Register and forward irregularities (offences) to Quarantine Headquarters and place the offender in the custody of the Police Department.
- (vi) Apply the administrative and sanitary and phytosanitary measures as stipulated in the regulations of BAHA.
- (vii) Inform, appraise, and request for assistance from immediate supervisor when in difficult situations, or to higher authorities through immediate supervisor, if measures to be taken must be made by higher authorities of BAHA.
- (viii) Maintain records of entries and measures implemented that can be audited for production of statistics and reports (monthly reports etc.).
- (ix) Whenever possible, random inspection of vehicles and baggage leaving the country should be conducted to ensure compliance with BAHA and CITES regulations.

3.1.3.2 In the Importation Process:

- (i) Perform sanitary and phytosanitary inspections of agricultural products (plants and animal origin), wild flora and fauna and food safety products being imported.
- (ii) Perform documental revision of consignments being imported.
- (iii) Effect registry and document revision for cart noted consignments.
- (iv) Recommend and supervise quarantine treatments or the sanitary measures as specified in the regulations of BAHA.
- (v) Perform sampling of regulated or high risk commodities for submission to the respective laboratories for analysis (identification or testing).
- (vi) Verify CITES permits on Endangered Species of Fauna and Flora.

3.1.3.3 In the Exportation Process:

- (i) Perform inspections and certification of plants and plant products when they have not been certified at place of origin, to verify compliance with the import requirements stipulated by the competent authority of the country of destination.
- (ii) Verify that animals and animal products have complied with the import requirements stipulated by the competent authority of the country of destination.
- (iii) Perform sampling of regulated or high risk commodities for submission to the respective laboratories for analysis.
- (iv) Verify that seals placed on containers by designated BAHA officers have not been tampered with, compromising certification of commodities certified at place of origin.
- (v) Verify that CITES permits have been issued for Endangered Species of Fauna and Flora.

3.1.3.4 In the Transit Process:

- (i) Revision of the accompanying documents of the consignments, allowing the entry of commodities that fulfill the administrative and sanitary and phytosanitary requirements stipulated in the regulations of BAHA.
- (ii) Ensure that the modes of transportation arrive sealed at the port of entry or are sealed upon entry into Belize before allowing the transit process to continue.
- (iii) The Quarantine Inspector must inform the Supervisor at the port of exit of the consignment transiting Belize, providing estimated arrival time of the same at that port.
- (iv) The Quarantine Inspector at the port of exit must examine if the seal had been tampered with, remove the seal if placed by quarantine, and inform the port of entry of the time the consignment left Belize.

3.1.4 ROLES OF THE SENIOR QUARANTINE INSPECTOR/SUPERVISOR

The proper functioning of any station is one of the roles of the Senior Quarantine Inspectors, which they must perform as supervisors of the officers and the points of entry within the district placed under their responsibility as well the following:

- (i) Perform duties of a Quarantine Inspector.
- (ii) Verify that the officers of the department are properly attired in their complete uniforms and identifications; likewise oversee the proper behaviour and well-being of the officers on shift.
- (iii) Ensure that officers enforce the sanitary and phytosanitary regulations of BAHA as well as the regulations of any other department for whom agency duties are performed (e.g. CITES for Conservation Unit/Ministry of Natural Resources; pesticides for Pesticides Control Board).
- (iv) Record in the diary book any relevant incidents that occurred during his shift.
- (v) Serve as an Intermediary to address and solve misunderstandings or other job related problems that may arise between an Inspector and a client.
- (vi) Forward information to the immediate supervisor on any incident of importance or on any query that needs addressed at a higher level.
- (vii) Keep immediate supervisor informed on suggestions and comments subscribed by the users of our services, and recording in Complaint Book.
- (viii) Coordinate activities with the other entities present and working at the port of entry.
- (ix) Distribute confiscated commodities of non-quarantine importance to the proper authorities.
- (x) Distribute confiscated commodities, classified as posing a very low risk to our Agricultural and Human Health, following the **Procedure for the Disposal of Confiscated Commodities PRO/QRT/10/03(01) (Annex 21)**.
- (xi) Ensure that disposal of confiscated commodities of quarantine importance is properly conducted.
- (xii) Maintain in optimum conditions all technical and administrative documentation received and ensure that all officers become acquainted with them.
- (xiii) Maintain in optimum conditions all equipment received and ensure that all officers become acquainted with them.
- (xiv) Ensure that the handing over of shifts are conducted properly following regulations and procedures.
- (xv) Gather intelligence, organize, coordinate, and participate in quarantine surveillance.

3.1.5 JOB DESCRIPTION OF DESIGNATED OFFICERS OF THE QUARANTINE DEPARTMENT

The job descriptions and required qualifications in the Terms of Reference of BAHA and which may be revised periodically by the Management Committee for the designated officers of the Quarantine Department executing the functions of Quarantine Inspectors and Senior Quarantine Supervisors are:

3.1.5.1 Job Description for Quarantine Inspectors

3.1.5.1.1 General

- (i) Ensure that goods of quarantine importance are accompanied by valid documents, either for importation or exportation.
- (ii) Prevent the introduction and dissemination of plant and animal diseases from foreign countries, by prohibited and/or restricting the entry or movement of goods of quarantine importance.
- (iii) Inspect and quarantine (if required) imported plants, animals and their products, and byproducts (veterinarians are responsible for live animals excluding pets.)
- (iv) Inspection of carriers for prohibited and restricted plants and animals products and by products as well for plants and animals pests and diseases (vessels, aircrafts, vehicles, cargo, baggage, mail, pedestrians etc.)
- (v) Inspection of plants and animals, their products and by-products being retained on vessels as well as those being offered for import, in order to prevent the introduction, dissemination and possible establishment of exotic plant and animal pests and diseases.
- (vi) Confiscation and destruction (preferably by incineration or whatever means necessary) of prohibited commodities of quarantine importance.
- (vii) Participate actively in the control and eradication of an exotic pest or disease introduction.
- (viii) Facilitate the exportation of agricultural or forestry products by inspection, and supervision of quarantine treatment (whenever applicable) and, if requirements are met, issuance of Phytosanitary Certificate post inspection.
- (ix) Attend workshops, seminars and/or meetings related to the job.

- (x) Conduct market inspection and ensure that all quarantine products were legally imported.
- (xi) Establish check-points and participate in raids either alone as a Department or in conjunction with other related government law enforcement departments with the aim of restricting the trafficking of illegal commodities.
- (xii) Determine which goods/products should be treated, dictate type of quarantine treatment, determine location of such treatment, and supervise treatment prior to importation or exportation of such commodities.
- (xiii) Submit weekly, monthly, and yearly reports.
- (xiv) Verify that all pesticides, declared at ports of entry, comply with the Pesticide Control Board import permit requirements; stamp and sign corresponding entry forms and issue landing permits once conditions have been met.
- (xv) All other duties assigned from time to time.

3.1.5.1.2 Qualifications: *Associates Degree in Applied Sciences (emphasis in general agriculture)*

3.1.5.2 Job Description for Senior Quarantine Inspectors (Supervisors)

3.1.5.2.1 General

- (i) Perform duties of a Quarantine Inspector.
- (ii) Responsible for the day to day Management of assigned stations/stations, ensuring the following:
 - ❖ that office is equipped with basic equipment and stationary
 - ❖ to review log books,
 - ❖ to review confiscation, importation, exportation documents,
 - ❖ ensure accurate data is entered and extracted from data base,
 - ❖ ensure visitors comments in Visitor's Log Book prior departure from office are recorded in database and forwarded to headquarters and read by staff,
 - ❖ ensure all Quarantine Inspectors record important follow-up activities in Handing-Over Ledger Book.

- (iii) To inspect the physical structure of the station, so as to get a first hand view of what can be done to improve the working conditions of the officers.
- (iv) Liaise with the officers to determine the needs and recommend possible solutions for issues and concerns.
- (v) Monitor and evaluate quarantine inspectors' performance, efficiency, punctuality and dress code and public relations, at all ports of entry.
- (vi) Issue and record disciplinary measures for the non-compliance of responsibilities and duties of the designated officers under his supervision and forward information to Quarantine & Inspection Service Headquarters.
- (vii) To serve as a conduit for the flow of information from the officers to the Director of Quarantine, and vice versa.
- (viii) To assist in research of new quarantine strategies, emerging and existing exotic pests and diseases, and submitting information for approval and dissemination to Quarantine & Inspection Service Headquarters.
- (ix) Organize market inspections.
- (x) To issue Phytosanitary Certificates.
- (xi) To review and analyze monthly reports and supporting documents submitted by Quarantine Inspectors, extrapolate any needed information, and use it to make recommendations for improving the system.
- (xii) Ensure accurate monthly reports are submitted on a timely basis to Director of Quarantine; maintain a database and store written copies for a period of ten years.
- (xiii) Any other duties that may be assigned from time to time.

3.1.5.2.2 Qualifications:

- ❖ *Associates Degree in Applied Sciences with at least ten (10) years of experience in Quarantine or*
- ❖ *Bachelor of Science Degree in General Agriculture or other closely related field.*

CHAPTER 4

THE RECEPTION AND INSPECTION OF CARRIERS

4.1 MARITIME PORTS - SEA VESSELS

4.1.1 GENERAL

All sea vessels arriving from foreign ports, as well as from designated areas under official internal quarantine within Belize (pests or disease under official mandatory control); need to be boarded by officers from the Belize Agricultural Health Authority assigned for this activity.

This procedure applies to foreign and Belizean vessels arriving from foreign ports even though they have docked at other Belizean ports. In the event that a vessel has depleted its stores in Belizean territory and (restocked) provisioned locally and being evident to the Quarantine Inspector, he/she must record it in the Ship Inspection form for the awareness of other inspectors stationed at other ports of call of the vessel.

This inspection includes carriers (sea vessels) of: passengers, general cargo, and fishing, Maritime Wing of the Belize Defense Force and other foreign naval fleet, as well as other small private vessels that arrive from foreign ports.

4.1.2 INSPECTION SITE

This activity should be performed along with the other members of the Boarding Party consisting of representatives from the Shipping Agency, Ports Authority and the Departments of Customs, Immigration and Public Health.

The physical site where this activity is performed is within the vessel located at the wharf before any disembarkation is initiated. Notwithstanding the aforementioned vessels can be boarded in stream (anchored in a harbour, river or bay), ships traveling coastwise may be boarded to verify previous inspections of the ship's stores and to ascertain the nature of any safeguards that may have been imposed or cargo that may have to be discharged. Boarding and inspection procedures can be waived when notification is given to the Quarantine Inspector from the last port of call by his equal that restricted or prohibited products are not on board.

4.1.3 PROCESS OF INSPECTION

The procedure for the inspection and clearance of sea vessels for authorization to remain in Belizean waters for the Quarantine Department's purpose will be outlined below. The process is executed in conjunction with the other members of the Boarding Party.

- 4.1.3.1 The shipping agency or captain in charge of any vessel must apply for services and submit the expected time of arrival and cargo manifest to the Quarantine Service before the arrival and reception of the vessel. These prerequisites should be delivered to the Senior Quarantine Inspector at the Quarantine Office of the corresponding port where the vessel will be processed, twenty-four (24) hours before its arrival.
- (i) Private vessels that do not have an agent in Belize upon docking at any marina in Belize are required to contact the respective authorities (Immigration, Customs, Quarantine and Public Health) immediately and before disembarking to request clearance for the vessel and the persons aboard the vessel.
- 4.1.3.2 Once the members of the Boarding Party are present the vessel is boarded. The Quarantine Inspector along with the members of the boarding party shall proceed to the room designated by the Captain as the area where the ship's documents will be reviewed. If, in the unlikely event, a Quarantine Inspector is not a part of the original boarding party, he/she should perform the boarding as soon as possible, making sure that all the pertinent information and documents are received for the process to be properly completed. The Quarantine Inspector should request and be provided the following documents by the Captain or the Shipping Agent (if the vessel has one):
- (i) Ship's particulars (Information sheet - Name of ship, description, owner, operator, nationality, certificates etc.).
 - (ii) The Ship Inspections Form (**Annex 1**), if the vessel has visited other Belizean ports.
 - (iii) Ship's Travel Itinerary - This consists of a list of ports and countries the ship has visited and will visit on its present voyage.
 - (iv) Cargo Manifest (if it had not been delivered to the Quarantine Office previously) - a complete list of all cargo, containerized or bulk and country of origin of the same. All cargo being transported must be listed on the ship's manifest either remaining in Belize or transiting to other countries. If the ship is not transporting any cargo but has come into port to load; the manifest should register that it is **in ballast**. The type of ballast used to stabilize the vessel should be ascertained and where it was taken in or loaded (example – water).
 - (v) Packing List – An itemized listing of the contents of a container and the owners of the products.
 - (vi) Passenger List - a list of fare-paying persons on board the vessel (includes names, number of passengers, number of luggage, their ports of embarkation and destination).

- (vii) Passenger Baggage Declaration - A list of items that the passenger purchased in foreign countries and intends to bring into Belize. Otherwise the passenger will declare only personal effects.
- (viii) Crew List - a list of the names and nationalities of all personnel that work on the vessel (crew).
- (ix) Crew Effects Declaration - A list of items that the crew members have purchased in other countries and have in their cabins. This is important if some of the crew members are Belizeans and are given shore leave.
- (x) Nil List – This comprises of declarations by the captain of the sea vessel that there is not any presence of regulated narcotics, guns, ammunition, stowaways, mail, cargo and animals. If any of the items are present it is listed in the store's list or manifested. The interest of the Quarantine Inspector is directed to the declaration of the presence or not of mails, cargo, animals or plants on the vessel.
- (xi) Stores List - A list of provisions that the ship's crew and passengers use for their personal consumption. It includes fresh, dried and preserved products. It shall include:
 - ❖ details of plant products, their products and byproducts; animal products.
 - ❖ port of embarkation of these products (as much as possible).
 - ❖ quantities available that can be found in the refrigerators, freezers and dry store rooms or any other area of the vessel
 - ❖ signature of the Captain or designated ship's officer on all the documents above.

The Quarantine Inspector will be able to fill the Ship Inspection Form properly with the information provided in the documents mentioned above and from answers to pertinent questions provided by the Captain or the designated officer of the vessel.

4.1.3.3 Ships Store's Inspection

Once all the relevant information is secured from the ship's documents, the Quarantine Inspector requests the assistance of the Chief Steward in escorting him to the areas where the provisions are located for his inspection to be effected and verification that the information given in the Stores List corresponds with the products in the Storage areas. The areas that should be checked are:

- (i) Refrigerators, freezers and dry stores compartments.
- (ii) Kitchen and Mess rooms.
- (iii) Any other area where provisions are stored.
- (iv) Crew cabins - inspect some of the cabins of the crew, especially if they are Belizeans and will be disembarking. The owners of the cabins should be present to witness the search in order to avoid claims being lodged thereafter, of the wrongful removal of anything from the cabin.
- (v) Passenger Cabins - If passengers are disembarking in Belize, their cabins should be thoroughly searched in their presence for prohibited or restricted products.

The Quarantine Inspector should question the Chief Steward and try to determine the origin or place of purchase of products of quarantine importance found in the area. Likewise, the inspector should inspect the labeling on the boxes, products in the boxes and the area around the boxes, including the floors, walls and the pallets on which the boxes are stacked. During inspection the officer should determine if products are rotten, have insect bites or holes, are infested with insects or other pests or have labels which indicate that the products are from quarantine high risk countries. If pests are intercepted, samples should be taken and a Laboratory Submission Form for Pest Interception (**Annex 2**) issued. The samples should be submitted to the respective department for analysis. The result will be recorded in the Scientific Justification for Quarantine Measures form (**Annex 3**), sent to the station where the interception was made with the specific quarantine measure that must be implemented stated within. Provisionally, the area where pests are found should be treated, sealed and put under quarantine until the ship leaves Belizean territorial waters or apply the measure adopted as a result of the laboratory analysis.

- 4.1.3.4 Upon detection of prohibited or restricted products that do not meet the entry requirements of Belize the storage area should be sealed with a Quarantine notice, in order to prevent the introduction of the products ashore. Likewise, products found in crew cabins can be sealed in the main freezers if the quantity is significant. If small quantities of prohibited products are found these should be confiscated instead of placing them under quarantine. The Quarantined areas should remain under seal while the vessel is at port and its removal should be effected in the presence of a Quarantine Inspector. The seal can be removed by the Captain, only when the vessel has set sail and leaves Belizean territorial waters.

- (i) The Chief Steward should be advised that verification of the seal as unbroken can be performed at any time while the carrier is in Belizean waters.
- (ii) Prohibited or restricted products encountered upon inspection that will not be permitted to land but represents minimal or no risk of introducing pests and diseases, provided they remain on board the vessel, can be **safeguarded**. This means that the products may remain aboard the ship and be used to prepare meals for the crew. However, the Chief Steward must agree that the products and their garbage will not be permitted to leave the ship.
- (iii) Any inconformity will automatically cause a penalty to be imposed on the ship's captain or the shipping line as stated in the Belize Agricultural Health Authority Regulations, Chapter 211 of the Laws of Belize, Revised Edition of 2000 and its Subsidiary Laws.

4.1.3.5 Ship Furnishings:

All plant and plant products, aboard the vessel will be inspected. If they are examined and found healthy and free of pests and diseases they may be retained on board and noted in the Ship Inspection Form. If the inspection reveals the presence of any living insects or plant disease symptoms and presents a pest risk, these will be confiscated and destroyed. The relevant certificates (Confiscation and Retention Certificate with the applied measure ticked,- (**Annex 4**) should be filled and the signatures of the responsible ship's officer, at least one witness and the Quarantine Inspector should be affixed to the forms.

- #### 4.1.3.6
- When products with insects or symptoms of plant disease are encountered samples should be taken and sent to the appropriate laboratory (plant- Plant Health, Central Farm, animal- Veterinary Clinic, Central Farm or Food Safety- Central Investigation Laboratory, Belize City) ensuring the adherence to the proper collection and submission protocols.

- #### 4.1.3.7
- In the event that regulated insects are detected in significant quantities in the areas inspected, the quarantine measure of treatment will be adopted, if practicable. The treatment will be applied by the International Regional Organization for Health in Agriculture (OIRSA), the organization authorized to apply quarantine treatments in Belize. This measure will be supervised by the Quarantine or Plant Health Department.**

- 4.1.3.8 Besides the inspection of the stores and ship's furnishings the Quarantine Inspector should examine the rest of the compartments of the vessel, especially the main deck (preferably under the lights), cargo holds and after decks. If any egg mass is detected, offloading of any agricultural product, cargo or containers will not be authorized. Passengers, crew and their baggage can disembark. Samples should be carefully collected and sent immediately to the laboratory for quick identification.
- 4.1.3.9 The detection of regulated insects in the compartments mentioned above will require the application of a quarantine treatment as related in section (4.1.3.7), especially if a positive identification of Gypsy Moth is confirmed (Gypsy Moth is a destructive pest of forest trees).
- 4.1.3.10 **The disposition of garbage and refuse from vessels should be handled with great care. This will be explained in a separate section as a procedure in this manual.**
- 4.1.3.11 Lumber used as dunnage is prohibited from entering and must not be disembarked at the port of unloading. This is against the regulations of the BAHA Act, Chapter 211 of the Laws of Belize, Revised edition 2000.
- 4.1.3.12 **CRUISE SHIPS** - Most if not all the large cruise ships only visit Belize for short periods of approximately twelve (12) hours and remain anchored in the harbour in Belize City. All the above mentioned procedures will be implemented upon the arrival of a vessel in its visits to Belize. This will ascertain the hygienic condition and the general upkeep of the vessel. Should the vessel pass the inspection or recommendation implemented for correction of deficiencies, the vessel will be issued a Landing Permit for clearance and the completed Ship Inspection Form.
- The Quarantine Inspector requests that the Captain makes an announcement to all disembarking passengers and crew that fruits, vegetables and unprocessed animal products are not allowed to be taken off the vessel.
- 4.1.3.13 The Quarantine Inspector issues a Bill For Service Rendered (**Annex 5**) to the captain or the Shipping Agent stating the service rendered, numbers of hours applicable (from the time the officer was engaged for the service, conducts the inspection and the estimated time of arrival at the main office), and the fees applicable as stated in *SI. # 182 of 2004 or any subsequent regulations that shall deal with fees for services by BAHA (Boarding etc., of vessels).*

4.1.3.14 The Captain or the Shipping Agent signs the Bill confirming that the information is correct. If the shipping line does not have an agent in Belize, the fees are paid forthwith and an official BAHA Receipt (**Annex 6**) is issued for the amount paid.

4.1.3.15 Once all the steps described before have been accomplished the Quarantine Inspector proceeds to issue the clearance for the vessel by issuing a Landing Permit (**Annex 7**) and the completed Ship Inspection Form. These forms consist of original copies, which are distributed as follows:

- (i) The original (white copies) of the Landing Permit and the Ship Inspection Form for the Captain or the shipping agency.
- (ii) The first copy (yellow) of the Landing Permit remains for the archives at the office at the port for officers to enter the particulars in the Sea Vessel Inspection log book. The exhausted Landing Permit book should be sent to Quarantine Headquarters at Central Farm, Cayo District.
- (iii) The first copy (pink) of the Ship Inspection Form is sent to Quarantine Headquarters at Central Farm, Cayo District.
- (iv) The second copy (yellow) remains for the archives at the quarantine office at the port, for officers to enter the particulars in the Sea Vessel Inspection log book. The exhausted Ship Inspection form book should be sent to quarantine headquarters at Central Farm, Cayo District.

4.1.3.16 The non-fulfillment of any of the measures mentioned above will enable the Belize Agricultural Health Authority to apply pertinent sanctions as stated in the *Belize Agricultural Health Authority Act, Chapter 211 of the Laws of Belize, Revised Edition 2000 and its Subsidiary Laws* to the Captain of the vessel, Shipping agent in charge or the Shipping line as the owner of the vessel.

4.1.4 Important Reminders

Quarantine Inspectors must ensure that each class of vessels be inspected accordingly to mitigate the risks that each pose due to the particular characteristics and practices of the owners, passengers, itineraries and ports where provisions are bought.

4.1.4.1 **Cruise Ships:** Remain in Belize for short periods of time.

(i) Main concerns:

- ❖ Garbage - ensure that it is adequately safeguarded as per Garbage procedure, **Section 11.4** (*Garbage Management – Maritime Ports*) in the garbage storage rooms and bins.
- ❖ Ship's stores - origin of fruits and vegetables, and meat products since tourists are provided lunch for their tours.
- ❖ Ship furnishings - plant species on board which may be prohibited because of being hosts of serious quarantine pests.

4.1.4.2 **Yachts:** Belize is quickly becoming a yachting destination.

(i) Main concerns:

- ❖ Arrival at any given time and can layover before checking with authorities.
- ❖ They carry fresh fruits, vegetables, meat and meat products.
- ❖ Many yachtsmen collect samples of exotic plants or plant products that can pose a potential threat.
- ❖ Garbage disposal of plant & animal products, since they do not have incinerators.
- ❖ Difficult to inspect every vessel that arrives because of limited officers.

4.1.4.3 **Cargo Skiffs:** Trading between Mexico - Belize, Guatemala - Belize, Honduras - Belize to the mainland or islands.

(i) Main concerns:

- ❖ Entrepreneurs involved in trading agricultural products (especially plants and plant products, meat and meat products).
- ❖ Loosely packed in carton boxes or in polyethylene bags.
- ❖ Do not have fixed itineraries.
- ❖ Difficult to inspect every vessel that arrives because of limited personnel.

Therefore, having a close collaboration with an adequately trained and informed Customs Service is very important, since they can help to enforce compliance in our absence and likewise for Quarantine Inspectors to provide adequate information to owners of vessels for ensured compliance of our quarantine regulations, while in Belizean waters.

4.2 LAND BORDERS - (TERRESTRIAL POINTS OF ENTRY) - Vehicles; Animals

4.2.1 GENERAL.

Belize provides agricultural quarantine services at its established official terrestrial points of entry into the country. Services are rendered to prevent the unrestricted introduction of plants, plant products, animals and animal products, which are restricted or prohibited by our Plant and Animal Health Regulations (Belize Agricultural Health Authority Act, Chapter 211 of the Laws of Belize, Revised Edition 2000 and its Subsidiary Laws) and which may be transported across our political boundary by automobiles, trailers, trucks, buses, horses, pedestrians or any other type of carriers.

Terrestrial points of entry constitute one of the Sanitary and Phytosanitary control points of major importance and where traditionally a larger percentage of quarantine pests have been intercepted. This is related proportionately to the high flow of passengers and drivers that enter Belize through these ports and who may transport products of high pest and disease risk that could devastate our Forestry and Agriculture production.

The Belize Agricultural Health Authority through the Quarantine Department performs inspection services at the established official points of entry in Belize at the Santa Elena Northern Border in the Corozal District with Chetumal, Mexico and at the Benque Viejo Western Border, in the Cayo District with Melchor De Mencos, Peten, Guatemala.

4.2.2 TYPES OF INSPECTIONS.

Services are rendered to persons entering the country, in relation to their baggage and modes of transportation and likewise, to commercial cargo of plants, plant products and byproducts, animals and their products and inputs for use in agricultural practices that are imported into Belize.

Quarantine Inspectors stationed at terrestrial points of entry are concerned with the following types of inspections:

- (i) all modes of transportation as mentioned above.
- (ii) passenger, pedestrian & Diplomatic Corps' baggage.
- (iii) cargo - all types
- (iv) supervision of treatments.

Quarantine Inspectors must understand that pest species and animal diseases can occur on both sides of a land border but further inland pests and diseases can differ extensively within our three countries of Belize, Guatemala and Mexico.

Quarantine Inspectors stationed at terrestrial points of entry need to exercise great care in the implementation of their responsibilities, since at these ports there is greater contact and interaction with the public. Therefore, it is imperative for the officer to perform duties as a public relations outlet to keep the public informed of BAHA's purpose and to inform of developments that affect both the officer's responsibilities and the public, as users of our services.

Customs can inspect the vehicles and call on the Quarantine Inspector, if any product of quarantine importance is found but the quarantine personnel is also authorized to inspect any vehicle and on most occasions they inspect the vehicles themselves or together with the Customs Officers carrying out duties at the checkpoint.

4.2.3 INSPECTION OF MEANS OF TRANSPORTATION.

All persons responsible for any means of transportation are required to comply with the administrative and technical requirements of BAHA and being enforced by the Quarantine Department at all land borders. The following are the processes that officers should follow for the visual inspection of the means of transportation at terrestrial points of entry.

4.2.3.1 GUIDELINES

- (i) Means of transportation are required to undergo treatment by the International Regional Organization for Health in Agriculture (OIRSA) personnel as soon as they enter into Belizean Territory and before they reach the Customs Inspection Checkpoint of the Border as regulated by the Belize Agricultural Health Authority Act, Chapter 211 of the Laws of Belize, Revised Edition 2000 and its Subsidiary Laws (Prevention of Plant and Animal Diseases through Fumigation, **Statutory Instrument # 159 of 2003**).

Most treatments will entail pressurized spraying of the exterior of vehicles with an approved insecticide registered for use within the territory of Belize.

- (ii) The interior of any vehicle can be treated with an approved and effective method of insecticide application specified for this purpose upon the discretion of the Quarantine Inspector should any pest be encountered upon inspection.
- (iii) The appropriate fees will be paid by the driver of any carrier for treatment applied by OIRSA's personnel as prescribed in the Belize Agricultural Health Authority Act, Chapter 211 of the Laws of Belize, Revised Edition 2000 and its Subsidiary Laws (Prevention of Plant and Animal Diseases through Fumigation, **Statutory Instrument #159 of 2003**).

- (iv) All equines (horses, mules and donkeys) and other species used for transportation will be inspected for fresh wounds and external parasites and will be refused entry, if any are detected.

4.2.3.2 PRIVATE VEHICLES:

- (i) All drivers and passengers must disembark and declare themselves to the Immigration Department and thereafter, receive authorization from the Customs Department for the entry of the vehicle into Belize.
- (ii) The driver must ensure that all baggage be unloaded and presented with a declaration (form or oral) to the Customs Department at the inspection ramps. If a declaration form is available all persons 18 years and older must fill the form or one per family, if traveling together.
- (iii) When products of quarantine importance are declared or encountered by the Customs Department, they must be presented to the Quarantine Inspector for inspection and for the appropriate measure to be applied.
- (iv) Once the driver has completed the immigration process, and provided vehicle and baggage declarations to the appropriate authorities within the building he can return for vehicular inspection at the checkpoint. The vehicle must be free of any baggage.
- (v) A request for either a declaration form (if any is available) or a verbal declaration of the contents of the mode of transportation should be acquired from the driver. Thereafter, in the presence of the driver proceed to inspect the different areas of the vehicle such as:
 - ❖ the complete interior above and below the seats.
 - ❖ the glove compartment or any compartment within the vehicle.
 - ❖ the side panels of the doors.
 - ❖ the trunk and under the hood.
 - ❖ station wagon type bodies - check the side panels and lift the spare tire compartment under the rug.
 - ❖ if a compartment for the spare tire is not inside the vehicle, inspect the vehicle where the tire is clipped. Some drivers can place products in tires in the inverted position.

4.2.3.3 Passenger Vehicles (Bus, Minibus, Vans and Taxis):

- (i) Taxis can be inspected the same as private vehicles.
- (ii) Driver and passengers must disembark and present themselves to the Immigration, Customs and Quarantine Departments (Quarantine inspection will be performed **if they have any plants, plant products, animals, animal products**) in the main building with all their baggage and personal effects.
- (iii) Once the driver has cleared with the respective departments inside the building the vehicle is retrieved and driven to the ramp for document verification and inspection by other officers from the three aforementioned departments, assigned duties at the checkpoint.
- (iv) All baggage left behind (intentionally or not) must be inspected in the presence of the driver then carried inside the building for the owner to claim it. The officers then proceed to inspect the vehicles. Areas to inspect:

❖ Inside compartments:

- Overhead compartments above the driver's head (at times a space exists between the windshield and the panel).
- Behind the folding doors if any is present.
- Engine compartment inside the bus, minibus or van (lift the cover)
- Space under the seats
- The backrest of each seat
- Overhead racks
- Ensure that the aluminum paneling of the isle does not have any screws recently replaced nor has signs of tampering.

❖ Outside compartments:

- Battery
- Baggage
- Engine
- Spare tires
- Dead space at the rear above the engines
- Ensure that the aluminum paneling before, after and in-

between the baggage compartments do not have signs of tampering.

If any signs of tampering are observed, request that the driver open them and if a space is found perform a thorough search of the area.

4.2.3.4 Trucks, Trailers, Tow-heads and Empty Containers.

- (i) All procedures must be followed as before with the three departments within the building.
- (ii) Areas to inspect in these transports:
 - ❖ cabin and sleeping area (if any)
 - ❖ tools compartments (tow-head - on both sides)
 - ❖ battery compartments
 - ❖ underside of the vehicles
 - ❖ flatbeds or containers to ensure that no pests, soil or residues are present
 - ❖ In the refrigeration compartment (if any is present)
 - ❖ Observe for false compartments within the containers
- (iii) If any vehicle has excess soil or any contaminating matter the driver must remove as much as necessary (Quarantine Inspector's assessment) for proper treatment and disinfections to be effectively applied.
- (iv) If the driver refuses to clean the transportation, entry of the vehicle should be refused. If a driver declares a "No" (either verbally or in the Declaration form), and products of quarantine importance are encountered; the Quarantine Inspector must proceed to apply the penalties as stated in the Belize Agricultural Health Authority Act, Chapter 211 of the Laws of Belize, Revised Edition of 2000 and its Subsidiary Laws for the particular offence. Otherwise, the entry of the vehicle into Belize is not authorized. This process is applied to any driver of any mode of transportation as mentioned beforehand.
- (v) If the transport is encountered free of any products and the driver has complied with all entry requirements, authorize entry of the vehicle into Belize.

4.3 AIRPORTS – AIRCRAFTS

4.3.1 GENERAL

The Quarantine Services at International Airports serve as the first non-tariff barrier of a technical character, being the first line of defense in preventing the entry of exotic pests and diseases into Belize, that constitute real threats to the economy, to agricultural industries, and in instances to human health. The process of aircraft inspection is explained in detail below consisting of documentary review, the application of technical measures based on risk assessment, the physical examination of aircrafts and the eventuality that pest are intercepted, the measures to implement.

4.3.2 AIRCRAFT INSPECTION

It is the visual appraisal to establish the sanitary and phytosanitary condition of the compartments used to transport cargo, mails, people, luggage, similarly that of galleys, garbage bins, among others.

4.3.3 OBJECTIVES

- (i) To detect in airplanes the existence of plants, animals, their products and by-products that have the capacity to transfer agricultural pests, and other materials that do not fulfill the Quarantine laws and regulations and which may pose a threat to the well being of Belize's population, agriculture and its related industries.
- (ii) Determine the presence of pests.
- (iii) Execute other technical quarantine measures in instances of pest risk.
- (iv) Ensure that the airplanes and transported commodities do not present a risk for the introduction of regulated quarantine pests and non-regulated pests.

4.3.4 GUIDELINES

- (i) Inspection of the airplane (commercial flight, private, charter, corporate, cargo and others) consists in the scrutiny of documents, passengers, observation of compartments, the commodities and packages.
- (ii) Thorough inspections must be performed on aircrafts that originate from countries of high quarantine risk areas.
- (iii) Inspections must be performed on aircrafts without cargo or empty for the possibility of having pests in meat scraps or plant waste capable of transporting them. In transit aircrafts are included.
- (iv) The quarantine inspection must be performed causing minimum inconvenience or delay to the international transportations, but still permits for the respective objectives to be achieved.

- (v) The food provisions for the crew and passengers must be sealed or placed under quarantine, while the flight remains in the terminal area or Apron.
- (vi) The quarantine authorities can apply any technical quarantine measure to garbage, scraps residues and waste.

4.3.5 PROCEDURE FOR AIRCRAFT INSPECTION **BEFORE** BOARDING THE AIRCRAFT

4.3.5.1 Designation of Quarantine personnel posted at the apron.

4.3.5.2 Notice of arrival of aircraft:
All Airline representatives, owners of aircrafts and private dispatching agents are to contact the quarantine office, and inform inspectors, at the earliest convenience of scheduled arrival of aircrafts at international airports. Such notice should be given twenty-four (24) hours in advance whenever possible.

4.3.5.3 Presentation of documents to Quarantine before or after an aircraft has landed.

4.3.5.3.1 General Declarations:

- (i) the country from which the flight originated and the next country it is going to when it leaves Belize.
- (ii) the crew list.
- (iii) the total number of passengers.

4.3.5.3.2 Passenger Manifests: These documents will provide a complete listing of all arriving and departing passengers.

4.3.5.3.3 Cargo manifests: These documents should have the number of pieces of cargo, the type of cargo and the country of origin.

4.3.5.3.4 Copy of the manifest of cargo of quarantine interest, which is being transported in-transit to other countries, if compartment holding the commodity is to be opened, while in Belize or is to remain in Belize for more than one (1) hour.

4.3.5.4 Examination of documents:

The following documents are scrutinized in order to gather information of the possible risk that could be posed to the country for the

introduction of pests and diseases by the crew, passengers and cargo by determination of the flight's origin.

4.3.5.4.1 General Declarations:

Information gathered from these documents includes:

- (i) the country from which the flight originated and the next country it is going to when it leaves Belize.
- (ii) the crew list.
- (iii) the total number of passengers.

4.3.5.4.2 Passenger Manifests: These documents will provide a complete listing of all arriving and departing passengers.

4.3.5.4.3 Cargo manifests: These documents should have the number of pieces of cargo, type of cargo and the country of origin.

4.3.5.5 The Quarantine Inspector/Quarantine Assistant must document in the ledger book all relevant information provided and acquired from start to finish of an aircraft inspection.

4.3.5.6 Application of technical measures based on results of risk assessment incorporating the following:

- (i) Origin and last port of the aircraft, its cargo or persons that it transports.
- (ii) Capacity to transport/transfer pests.
- (iii) Nature and quarantine risk of the cargo it transports.
- (iv) In transit places or airports visited.
- (v) Type of aircraft.
- (vi) Nature, origin, and phytosanitary condition of the plant products and foodstuff in the galley for the crew and passengers.
- (vii) Probable pests that can be transported.
- (viii) Apply necessary treatments.
- (ix) Any other factor that indicates the risk for the introduction of pests.

4.3.6 INSPECTION OF AIRCRAFTS – Physical Examination of Aircrafts

The quarantine inspection is the most important action that is performed on board, each time; it is the technical reason for decisions imposed. It consists of a detailed examination directed at the galley, cabins, garbage bins, compartments, containers, aisles among others of the aircraft.

4.3.6.1 Passenger Aircrafts

4.3.6.1.1 Turn around (Short Stops); in transit (Private or Commercial)

- (i) As soon as the aircraft comes to a stop, the Quarantine Inspector should be present to ensure that OIRSA personnel open the doors of the baggage compartment and treat the interiors with an approved pesticide and close the doors for at least three (3) minutes.
- (ii) After the baggage compartments have been treated, the Quarantine Inspector should proceed to a spot where he can observe the disembarking passengers.
- (iii) Determine whether any passenger is carrying products of quarantine importance or suspicious looking packages that may have such products in them (any suspicious observation must be informed to the Quarantine Officer conducting baggage inspection by means of hand held radios provided). These products and packages will warrant further scrutiny when their owners are clearing through Customs inside the terminal building.
- (iv) Immediately after the passengers have disembarked the Quarantine Inspector and OIRSA personnel accompanied with a security personnel from the airline proceeds into the aircraft considering:

4.3.6.1.2 Flight's origin - from Low risk countries:

- (i) In transit Passenger flight - apply a minimum treatment of pesticide around the exits to discourage any pests present from leaving the aircraft.
- (ii) Turn Around Flight – The Quarantine Inspector boards the plane along with airline personnel and performs a quick appraisal of the aircraft to verify

conformity with quarantine regulations. If the officer considers that a pest risk is present, follow step **4.3.6.1.2(i)** (*Flight's origin – from Low risk countries – In transit Passenger flight*) or apply, a heavier dosage of an approved pesticide to the entire plane.

- (iii) Overnight flight – follow step **4.3.6.1.3(iii)** (*Flight's origin is from a high risk country – Overnight Flight*).

4.3.6.1.3 Flight's origin is from a high risk country:

- (i) In transit Passenger flight

The Quarantine Inspector and OIRSA personnel close all exits and thoroughly spray the passenger and crew cabins and baggage compartments. In this way the Quarantine Inspector can be reasonably assured that all living stages of pests that may be present are killed or at least incapacitated thus preventing them from leaving the aircraft. The spray is only applied if all passengers have disembarked otherwise, follow step **4.3.6.1.2** (*Flight's origin - from Low risk countries*) and inspect more thoroughly.

- (ii) Turn Around Flight

The Quarantine Inspector, OIRSA personnel, and airline personnel boards the plane. The Quarantine Inspector and OIRSA personnel close all exits and thoroughly spray the baggage compartments, passenger and crew cabins. In this way the Quarantine Inspector can be reasonably assured that all living stages of pests that may be present are killed or at least incapacitated thus preventing them from leaving the aircraft. The spray is only applied if all passengers have disembarked, otherwise follow **4.3.6.1.2(i)** (*Flight's origin – from Low risk countries – In transit Passenger flight*) and inspect more thoroughly.

- (iii) Overnight Flight

The Quarantine Inspector and OIRSA personnel should close all exits and thoroughly spray the baggage compartments, passenger and crew cabins. In this way the Quarantine Inspector can be reasonably assured that all living stages of pests that may be present are killed

or at least incapacitated thus preventing them from leaving the aircraft.

4.3.6.2 Cargo Aircrafts

Cargo aircrafts pose a high risk for the introduction of pests and diseases into Belize, since consignments are transported in wooden packaging materials or bundled loosely and covered by nets then placed on metal pallets. Untreated Wooden materials may be infested with exotic pests such as Asian Long Beetles that are very destructive pests of forest trees. Therefore, careful inspection and proper treatment should be performed to mitigate the possible introduction of these pests through this pathway.

- (i) The Quarantine Inspector and OIRSA personnel should close all exits and thoroughly spray the cargo compartments (underside, back & main compartment) and crew cabins. In this way the Quarantine Inspector can be reasonably assured that all living stages of pests that may be present are killed or at least incapacitated thus preventing them from leaving the aircraft.
- (ii) If live animals are present remove and follow step **4.3.6.2 (i)** above (Cargo Aircrafts (i)) or if live animals are going in transit and cannot be moved, perform a thorough visual inspection. Any cargo unloaded is thoroughly examined at the respective warehouse of the airline agents and the appropriate technical quarantine measures applied.

4.3.6.3 Military Aircrafts

Military aircrafts usually receive courtesy treatment upon their arrival; the Quarantine Inspector requests information from the captain of his last port of departure and asks for cooperation for any of the following measures:

- (i) In transit: from a high risk country, supervise the spraying around the exit to discourage any pest present from leaving, otherwise perform a keen examination of the areas close to the exits and ask that the doors be kept closed, while the aircraft remains on the apron.
- (ii) Overnight: from any area – spray the aircraft and close for at least three minutes for the approved insecticide to be effective.
- (iii) Remove any fresh fruits, vegetables, or meats found in the galleys during inspection, for treatment and destruction. If any garbage is present, remove for appropriate treatment and disposal.

4.3.7 GARBAGE MANAGEMENT - COLLECTION, INSPECTION, TREATMENT AND DISPOSAL - WILL BE EXPLAINED IN THE GARBAGE COLLECTION AND DISPOSAL PROCEDURE.

4.3.8 PEST INTERCEPTIONS AND QUARANTINE MEASURES TO BE FOLLOWED:

If pests are encountered during inspection, after the spraying interval, dead or alive:

- (i) Follow with sample collection and submission procedures and remit to the appropriate BAHA laboratories for identification and follow Section **6.9.2** (*Interceptions*).
- (ii) If no pests are encountered release the aircraft.
- (iii) The Quarantine Inspector informs the Senior Quarantine Inspector immediately of interceptions, and if further technical measures are required, the appropriate authorities are informed.
- (iv) The Senior Quarantine Inspector assesses pest risk situations and recommends safeguards to mitigate any dissemination before the specific technical quarantine measure to eliminate the risk is recommended by the Plant Health Department or dictates the appropriate and recognized quarantine measure to resolve the situation.
- (v) The Quarantine Inspector assigned at the apron, supervises OIRSA technicians or he/she applies the technical quarantine measure by abiding with the set procedures.

4.3.9 ILLUSTRATION CHART: PROCEDURE (AIRCRAFT INSPECTION)

ACTIVITY	STEP	RESPONSIBLE PERSON
Assigns the personnel to be stationed at the apron for the inspection of aircrafts upon their arrival.	1	Senior Quarantine Inspector
Notice of arrival of aircraft.	2	Owner/Pilot/Airline agent
Presentation of documents	3	Owner/Pilot/Airline agent
Examination of the documents immediately before the arrival of the aircraft (commercial, private, cargo, etc) and determines the origin of the same.	4	Senior Quarantine Inspector, Quarantine Inspector
Records the report of aircraft inspections daily.	5	Quarantine Inspector/Assistant
Application of technical measures: Communicate with OIRSA personnel on the Quarantine treatment to be applied. Supervise that the treatment is performed properly.	6	Quarantine Inspector
Inspection of the aircraft follow Section 4.3.6	7	Quarantine Inspector
Garbage collection, inspection, treatment & disposal: Inspects the cargo compartments and/or luggage, garbage bins, galley, passenger area that can shelter pests, confiscate the food products, waste and/or materials of quarantine importance for proper destruction (Section 11.5 – Garbage Management - Airports).	8	Quarantine Inspector
According to the result of the inspection decide: If the presence of pests is detected, either dead or alive after spraying, proceed to apply the subsequent technical quarantine measures. If no pest was found release the aircraft.	9	Quarantine Inspector/ Senior Quarantine Inspector
Quarantine Inspector informs the Senior Quarantine Inspector immediately of interceptions and if further technical measures needs to be applied, the appropriate authorities are informed.	10	Senior Quarantine Inspector
Senior Quarantine Inspector assesses the pest risk situations and recommends a technical quarantine measure to eliminate the risk.	11	Senior Quarantine Inspector
The Quarantine Inspector assigned at the apron supervises or applies the technical quarantine measures by following established procedures.	12	Quarantine Inspector

CHAPTER 5

INSPECTION OF BAGGAGE

5.1 GENERAL

The inspection of a person's baggage arriving in Belize by any means of transportation and any point of entry (Sea, Air, and Land) is of great importance and addressed in this chapter, since records show that a large percentage of interceptions of plant and animal products with prohibited or restricted entry into Belize are transported in baggage. These products can pose a serious threat to our agricultural Health and Economy, since they can harbour pests and diseases of quarantine importance. Therefore, a thorough search of passenger's and crew's baggage is indispensable, since the origin of materials found in baggage cannot always be verified with certainty by the Quarantine Inspector. The appropriate quarantine measure to apply would then be to confiscate the material.

Quarantine Inspectors must realize that plant material in baggage may be in small quantities but may pose a high risk. Therefore, keen attention must be placed on the inspection of baggage. Even though, Quarantine Inspectors are authorized by law to inspect baggage, (*BAHA ACT, Chapter 211 of the Laws of Belize Revised Edition 2000, Part VIII, Section 42*) it is the responsibility of the Customs Officers to perform all inspections and to call upon the services of a Quarantine Inspector to make the final determination concerning the disposition of any products of quarantine importance, that may be encountered during the course of their inspections. Nevertheless, Quarantine Inspectors should remain vigilant and profile persons entering Belize in order to intercept anything the Customs Officers may have missed or overlooked during the inspection.

5.2 PROFILING (for quarantine purposes)

The process of extrapolating information about persons based on known tendencies. This process will assist the Quarantine Inspector to direct careful visual examinations of persons with particular characteristics before their arrival and presentation of their baggage at the Customs ramp, in order to detect products that may pose a risk to the plant, animal and human health and life of Belize.

5.2.1 TIPS THAT MIGHT BE USEFUL WHEN DOING PASSENGER PROFILING

- (i) Asian, African and Central American immigrants are all people who like to travel with their foods and seasonings, because they claim it is difficult to get in Belize.
- (ii) Belizean Americans coming home for weddings, funerals, and baptisms normally bring food that are too expensive or are not available in Belize.

- (iii) Native Belizeans vacationing abroad are normally given gifts of food to take home and like to bring exotic plants with them.
- (iv) Low budget travellers who move from country to country and do not like to leave behind their leftover food. They will most likely have this food with them in their backpack.
- (v) Farmers usually want to bring back new varieties of seeds and plants which they have observed growing very vigorously in the country they have visited.
- (vi) Resident Aliens returning from vacation in their homeland would normally come back with their food that they cannot get in Belize.
- (vii) Women with young babies (up to 2 years old) will have milk and milk products with them to feed the children.
- (viii) Passengers travelling with containers presenting signs of leakage of liquids such as: coolers, wet and grease stained boxes or suitcases.

The Comptroller of Customs is required by law to notify the Authority (BAHA) through its officers (Quarantine Inspectors) of the arrival of any product of quarantine importance through his Customs Officers and not to release or dispose of the material or article unless so authorized by the Authority or any of its officers as stated in the BAHA ACT, Chapter 211 of the Laws of Belize Revised Edition 2000, Part VIII Section 41.

5.3 MARITIME (SEA) PORTS

5.3.1 INSPECTION SITE

The physical inspection of baggage at maritime ports is performed along with Customs Officers, once all have presented their baggage, at the place designated by the ship's officer for document inspection or at a designated inspection site on the shore.

Quarantine Inspectors should note that most passengers and crew do not disembark in Belize as their final destination but come ashore to explore Belize City or embark on guided tours for approximately eight (8) hours and leave the same day. Others transit Belize and almost always leave directly to the airport to depart the country.

The Customs Service also has a declaration form that is signed under oath which requests a written declaration of the contents of a person's baggage and includes a section for plant and animal products. All persons are required to fill out this form.

5.3.2 PROCEDURE FOR INSPECTION AT MARITIME PORTS

5.3.2.1 Presentation of all baggage and belongings by passengers or crew to the Customs Officer/or Quarantine Inspector.

5.3.2.2 The Customs Officer requests the declaration form issued to departing passengers or crew with Belize as their final destination or transiting the country.

The majority of cargo ships arriving in Belize do not have passengers onboard, and most likely it would be that a crew member would disembark and leave Belize through the Phillip Goldson International Airport (PGIA) being replaced by another crew member, which has cleared his baggage upon arrival at the PGIA.

5.3.2.3 All baggage and handbags are inspected by the Customs Officers with the Quarantine Inspector in close attendance observing the inspection in the presence of the respective owners.

5.3.2.4 Upon the interception of any plant or animal product or by-product or inputs for use in agricultural practices that do not comply with the import regulations established by BAHA, the quarantine inspector should proceed to issue the respective Confiscation and Retention Certificate with the appropriate measure taken, ticked in the form. A Landing Permit (**Annex 7**) must also be filled and presented to the importer with the reason for refusal of entry stated on the form.

5.3.2.5 The product intercepted must be inspected by the Quarantine Inspector at the inspection site and if any sanitary or phytosanitary reasons for concern is encountered, a sample is taken and sent to the respective laboratories of the authority, accompanied with the Laboratory Submission Form for Pest Interceptions. The remaining material must be destroyed by the appropriate method if it is not being retained.

5.3.2.6 If any passenger or crew refuses that inspection be performed on the baggage, the Quarantine Inspector should request the assistance of the Immigration and Customs Officers in denying the entry or disembarkation of the person until a thorough inspection is executed.

5.3.2.7 If a passenger presents credentials that identifies him as a member of the **Diplomatic Corps** the Quarantine Inspector should politely request his declaration and cooperation in the inspection of his baggage. Most Diplomats are cooperative but in the case of an uncooperative diplomat the Quarantine Inspector should explain the necessity of his assistance in the prevention of the entry and establishment of exotic pest and diseases.

If no cooperation is forthcoming, the Inspector should record his particulars (name, post and nationality) and immediately inform the Technical Director through his supervisor on everything that transpired during the conversation with the Diplomat. The verbal account should be followed immediately by a written report to the Technical Director of Quarantine for forwarding to the Managing Director of BAHA. The Manager Director will in turn forward an official complaint to the Ministry of Foreign Affairs.

- 5.3.2.8 In the event that any passenger or crew wants to introduce any plant or animal, their products and by-product or inputs for use in agricultural practices and has the respective sanitary certificates but not an Import Permit (Phytosanitary Import Permit - **Annex 8**, Animal Import Permit - **Annex 9**, Processed Food Products Import permit - **Annex 10** and Fish and Fishery Products Import Permit – **Annex 11**), the Quarantine Inspector should perform the necessary risk assessment. Apply any safeguards, contact the supervisor if assistance is required for the appropriate quarantine measure to implement; whether it is to confiscate or retain the commodity. If necessary, the appropriate departments can be contacted for a directive or final decision on the measure to implement.
- 5.3.2.9 When a passenger or crew member wants to introduce any product of quarantine importance and presents all the required documents and through inspection and verification is ascertained that all conditions are satisfied, the Quarantine Inspector gives clearance, issues a Landing Permit that allows the product to enter Belize and notifies the Customs Officer of his decision. This importer may need to visit the Quarantine Office to complete the importation procedure.
- 5.3.2.10 If any plant, animal, their products and by-product or inputs for use in agricultural practices is found hidden in baggage with the intention of avoiding detection by the officers and not declared either verbally or in the Customs Declaration form the Quarantine Inspector should charge the person the penalty for non-declaration as required by the BAHA Regulations, Chapter 211 of the Laws of Belize Revised Edition 2000 and any subsidiary regulations made there-under.

5.3.3 IMPORTANT REMINDERS

The general public and designated officers of the Quarantine Department must profile passengers and crew arriving through any sea port and apply any corresponding sanitary and phytosanitary measure with regards to commodities encountered within baggage or presented as such. Cruise and passenger skiffs are different where disembarking passengers and their baggage is concerned.

5.3.3.1 CRUISE/PASSENGER VESSELS:

- (i) Quarantine Inspectors should request that the Captain announce over the ship's communication system that plant and animal products especially fruits, vegetables and meats are not allowed to be taken off the ship by passengers or crew that will disembark for tours in Belize. An instant penalty will be levied to anyone that contravenes the quarantine regulations, if intercepted with the said products upon disembarkation from the tenders at the Tourist Village in Belize City or at the wharves at other areas of the country.
- (ii) The Quarantine Inspector must ensure that all members (including him/herself) of the Boarding Party abide by the same regulations as passengers and crew.
- (iii) The Quarantine Inspector should ensure through the ship's agents or the Captain that the ship's security officers ensure that the aforementioned products are not included in prepared picnic lunches provided by the ship for their passengers and crew.
- (iv) The Quarantine Inspector must profile and request the ship's security officers to aid in the inspection of passengers' handheld baggage, while they are in the process of being assigned their disembarkation slot and tender before departing from the ship. Signs should be placed conspicuously for passengers and crew to have knowledge of the regulations and location of the receptacles for these products to be placed when discarded by anyone; upon reading the sign or made aware of the quarantine regulation with regards to fruits, vegetables and meat products.
- (v) Quarantine Inspectors with assistance of the Boarding Party can observe passengers and crew while travelling in the tenders to the Tourist Village for the presence of the restricted commodities and upon reaching the wharf tactfully explain to the ship's agents for the inspection of the suspected person's handheld bags to be effected and the appropriate quarantine measure to be applied.
- (vi) If any plant or animal, their product or by-product is found, the passenger or crew is to be issued the respective Confiscation and Retention Certificate and a receipt for the penalty imposed for contravention of the quarantine regulations even after all the announcements and signs were broadcasted onboard the ship.

(vii) Passenger boats and skiffs

- ❖ All passengers arriving at the smaller seaports by skiffs and motorboat are required to present a verbal or written declaration of the contents of their baggage to the Customs Officers. If any commodity which Quarantine Inspectors are required to inspect is encountered the person is directed to the Quarantine Inspector for inspection of the commodity.
- ❖ Small seaports not having a Sea port facility but where passenger skiffs arrive on a regular schedule will be inspected by a designated officer of BAHA to enforce the clearance of baggage of the passengers. All the laws, regulations and procedures of the Belize Agricultural Health Authority will be implemented.

5.3.3.2 CARGO VESSELS:

- (i) Most cargo vessels that call on Belizean ports do not have passengers onboard and few crew members disembark in Belize as their final destination. Nevertheless, Quarantine Inspectors must be alert, since crew members are given shore leave or come ashore while the vessels load or unload cargo.
- (ii) Quarantine Inspectors should note that crew members bring gifts or souvenirs which can be of plant or animal origin and can be of quarantine importance. Therefore, while the ship is anchored at the wharf they should keep a sharp lookout for crew members not to bring ashore any such products.
- (iii) Crew members that come ashore while the ship is at the wharf must be made aware that plant or animal products or souvenirs of quarantine importance cannot be carried overboard and presented as gifts to friends or family, if the Quarantine Inspector has not cleared the product.
- (iv) If any plant or animal product is found on crew members on shore, the respective quarantine measure and penalty will be imposed. The respective Confiscation and Retention Certificate will be issued and a receipt for the penalty imposed for contravention of the quarantine regulations, even after all the announcements onboard the ship were relayed to the designated ship's officer or Captain for dissemination to the crew members.

5.4 LAND BORDERS – (TERRESTRIAL POINTS OF ENTRY)

5.4.1 GENERAL

The Customs Department is responsible for the actual inspection of baggage at the Santa Elena Northern Border and Benque Viejo Western Border, as at other ports of entry. The Quarantine Inspector stands by, in an advisory capacity, to decide which measures to apply when products of quarantine importance are encountered in baggage. At times, the inspector must also assist in the actual inspection, especially under observation of a suspicious package or baggage and communicates it to the Customs Officer.

- (i) Quarantine Inspectors perform inspections upon request for assistance or as part of his/her responsibility, especially when small bags or packages of pedestrians are missed or overlooked by the Customs Officers. These can contain plant or animal products, which are of quarantine importance and possible carriers of serious pests or diseases which can negatively affect our plant health, animal and human health and life.
- (i) The Quarantine Inspector must profile all incoming persons and assess which bags carried by certain categories of passengers, may likely contain products of quarantine importance and therefore, request that their baggage be inspected more closely by the Customs Officer. Profiling can be performed while passengers are waiting in the Immigration line for processing and before they reach the Customs ramp. This activity is very important, since baggage inspection at our Belizean points of entry is performed manually.
- (ii) The Quarantine Inspector then moves to a good vantage point close to the **Inspection ramp** in the Customs building to observe keenly the inspection process and also to request and indicate to the Customs Officer which baggage needs closer inspection.

5.4.2 INSPECTION PROCESS

5.4.2.1 Quarantine Officers must be adequately positioned close to the inspection ramp for a good observation point.

5.4.2.2 All baggage must be unloaded from the mode of transportation and after the passenger is processed by the Immigration authorities, present their baggage to the Customs Officers at the inspection ramp located inside the main building.

- 5.4.2.3 Passengers are required to give an oral declaration or fill a Declaration form of the contents of their baggage. The baggage is inspected in the owner's presence by the Customs Officer.
- 5.4.2.4 If a positive declaration is received of plants, animals, their products or by-products or inputs for the use in agriculture, the Quarantine Inspector is summoned and he/she can either inspect the baggage at the ramp, if it does not require a lengthy inspection, or assign another inspector to examine the product inside the Quarantine Office, if the flow of passengers is very demanding.
- 5.4.2.5 The owner is asked to give a brief description of the product in the baggage in order to evaluate its pest risk and begin the respective quarantine measure.
- 5.4.2.6 If a negative declaration is received, verify and release and continue the inspection of the other passengers.
- 5.4.2.7 In the event of the retention of plants, plant products and by-products, animals, their products or inputs for use in agriculture, and products regulated by the CITES regulations, the Confiscation and Retention Certificate must be filled appropriately and issue to the affected person.
- 5.4.2.8 If a person gives a negative declaration and products of quarantine importance are encountered, the Quarantine Inspector must proceed to apply the respective procedure and penalty as stated in BAHA Regulations, Chapter 211 of the Laws of Belize Revised Edition 2000 and any subsidiary regulations made there-under.
- 5.4.2.9 When a pest is encountered or there is suspicion of its presence in a product, withhold, a Confiscation and Retention Certificate should be issued to the owner, a preliminary identification attempted and a sample sent to the respective BAHA laboratory for further confirmation.
- 5.4.2.10 When products are retained pending further investigation the appropriate form should be issued and a copy presented to the owner. Depending on the identification result the product after treatment (if available or feasible) it may or may not be returned to the importer.
- 5.4.2.11 If a person refuses to have his/her baggage to be inspected by a Quarantine Inspector, request assistance from either a Police Officer on duty, Customs or Immigration Officers, in order to refuse the person entry into Belize, until such time inspection is effected.

- 5.4.2.12 If during the presentation of baggage at the ramp a person presents a Diplomatic identification, the Quarantine Officer should politely request his/her cooperation for submission of a declaration (Customs Officers most times do not request a declaration from holders of Diplomatic Identifications) and the inspection of his baggage, if he/she suspects that products of quarantine importance are inside. If the person refuses the Quarantine Inspector must record his particulars (name, post and nationality), immediately give a verbal report to his supervisor, followed by a written report. These must be forwarded expeditiously to the Quarantine Headquarters (Technical Director of Quarantine or his Assistant). The report then will be remitted to the Managing Director for referral to the Ministry of Foreign Affairs.
- 5.4.2.13 In the event that a person desires to import a product of quarantine importance, has the pertinent permits and meets the requested conditions stated on the Import permit, the procedure for importation should be followed and the appropriate quarantine measure applied.
- 5.4.2.14 All confiscated products must be examined for pests or diseases and destroyed according to the Procedure for the Disposal of Confiscated Commodities.
- (i) When time allows during the day, cut and inspect the confiscated commodities (fruits, vegetables etc.) for pests.
 - (ii) Place in the freezer until time allows for incineration.
 - (iii) Incinerate all confiscated products in the BAHA incinerator available at the respective port or the most adequate method of destruction.
 - (iv) The Certificate of Destruction (**Annex 12**) is filled properly along with signatures of witnesses that verified the destruction of the confiscated commodities.
- 5.4.2.15 The Quarantine Inspector should record all quarantine activities performed daily in the appropriate ledger books and in the computer database for inclusion in the monthly report which is submitted to Quarantine headquarters on the third (3) day of the following month.

5.5 AIRPORTS – (INSPECTION OF BAGGAGE)

5.5.1 DEFINITION

Visual examination of luggage that enters into the country, to determine the presence of plants, animals (small pets) their products and by-products and other materials subject to Quarantine Regulations.

5.5.2 OBJECTIVES

- (i) Avoid the entry of plants, animals (pets), plant and animal products and by-products that do not comply with the quarantine regulations.
- (ii) Timely detection of the presence of pests and the application of the respective quarantine measures.
- (iii) Anticipate the execution of the technical quarantine measures to adequately handle situations of pests risk and the non-fulfilment of the established quarantine regulations.
- (iv) Retain the plants, plant products and by-products that enter in luggage in order to apply the procedures of importation when the previously acquired documents are presented being it a formal importation.
- (v) Retain the animals (pets), products of animal origin and their by-product brought in by travellers in order to apply the procedures of importation when the previously acquired documents are presented, being it a formal importation.

5.5.3 GENERAL GUIDELINES

- (i) The Senior Quarantine Inspector should maintain adequate coordination with the Customs, Health, Immigration and Special Branch Police and other related authorities to foster their support in the execution of the inspection of luggage.
- (ii) Passengers and crew luggage will be searched by Customs officers and will be directed to Quarantine Inspectors when products of Quarantine importance are encountered.
- (iii) Quarantine Inspectors should perform a preliminary inspection of luggage arriving at the luggage carrousel and monitor those that have indicative signs of containing products of quarantine importance. He/she then, proceeds to mingle with the arriving passengers when their luggage is being inspected in order to have a clear view of inspections being performed by Customs.

- (iv) He/she must recall previously suspect luggage and indicate them to the Customs Officers to send them to Quarantine. A Quarantine Inspector must never remain stationary at any point when passengers and luggage are being inspected. He/she must always be vigilant and profiling all arrivals.
- (v) The Officers assigned to the inspection of luggage should kindly request the cooperation of the passengers and crew, likewise to inform the technical reasons for the respective quarantine action.
- (vi) The Senior Quarantine Inspector should establish the specific strategies and methods of inspection of luggage, adapted to the risk that the different types of luggage, passengers and origins present.
- (vii) In all instances that retentions and confiscations are executed, a copy of the Retention and Confiscation Certificates (along with the Landing Permit) should be presented to the affected person.
- (viii) The inspection of luggage includes handbags of passengers and the crew.
- (ix) Assure that the confiscated products are destroyed as soon as possible.
- (x) All the products confiscated should be treated to eliminate flying insects and minced (crushed) before sending it for final destruction.
- (xi) All confiscations should be immediately bagged and sealed.
- (xii) The inspectors should record all of the information derived from the daily duties in the corresponding ledger books and safeguard them properly.
- (xiii) The Senior Quarantine Inspector of the station will maintain supervision of the Quarantine Inspectors that perform luggage inspection verifying that it is performed properly.
- (xiv) The Directors of Quarantine will provide security guidelines and protective materials for the officers that perform inspections in order to safeguard their health.
- (xv) The luggage that is not taken away by the passenger and remains in the airline's care should be inspected before it is released, when claimed.
- (xvi) Customs Officers will be advised that all luggage containing suspect signs or markings of products of quarantine importance will be carefully inspected by Quarantine personnel.

- (xvii) At the exit of the arrival lounge a Quarantine Inspector should monitor passengers passing through the green lane to ensure that products of quarantine importance do not leave without being declared to the Quarantine Officers.
- (xviii) Quarantine Officers can monitor passengers passing through the green lane and advise the Customs Officer that a random search of luggage will be performed.
- (xix) Quarantine Officers have the authority to recall and search any passenger or baggage that he suspects contains products of quarantine importance, which has escaped the search or was overlooked by a Customs Officer.
- (xx) In the areas where luggage is inspected or the immediate vicinity posters and signs should be placed indicating, the risks involved for the dissemination of pests and diseases, the obligation to declare the existence of plants, animals, their products and by-products in the luggage or hand carried before an inspection is performed on it and penalties that can be incurred by non-declaration.

5.5.4 PROCEDURE

- (i) All luggage pass through the inspection lanes – Goods to declare (Red lane) or Green Lane (no goods to declare).
- (ii) The luggage in which no product of risk is declared after scrutiny of the Customs Declaration form is released.
- (iii) The luggage in which products of risk is declared or detected is directed for inspection.
- (iv) Before the inspection of the luggage is performed the Quarantine Inspector should request the passport and Customs Declaration Form from the passenger for review.
- (v) If the person brings products with documentation, wishes to do an importation and has a signed agreement, the product is retained until the Quarantine Inspector has dealt with all the arriving passengers and for the respective procedure to be performed.
- (vi) If products of risk are present, the appropriate technical quarantine measure is applied.

- (vii) If products do not comply with the established quarantine regulations apply the appropriate quarantine measures (retention, return to origin, treatment, confiscation, destruction etc.).
- (viii) When any of the above measures are taken, the appropriate certificates and Landing Permit are filled and delivered to the affected person.
- (ix) The products are treated, frozen and sealed properly for incineration or any approved method of destruction.
- (x) Record all transactions performed during working hours and safeguard any documents received.
- (xi) Prepare a monthly report and submit to the supervisor for his assessment.
- (xii) The Senior Quarantine Inspector submits all reports to Quarantine Headquarters within the third (3) day of the following month.

5.5.5 ILLUSTRATION OF PROCEDURE FOR BAGGAGE CONTROL

ACTIVITY	Stage	RESPONSIBLE PERSON
Establishes inspection strategies and inspection methods of Baggage that enters through the station in coordination with other airport authorities.	1	Senior Quarantine Inspector
Assigns the personnel to execute the inspection of luggage.	2	Senior Quarantine Inspector
Inspects the luggage and handbags of passengers and crew.	3	Quarantine Inspector
As a result of the inspection determines: <ul style="list-style-type: none"> a. If plants, animals, their products and by-products subject to quarantine regulations are encountered, they are retained and/or confiscated and submitted for the respective technical quarantine measures to be implemented and continue with step 5. b. If no detection of plants, animals, their products and by-products subject to quarantine regulations are made, permit the free entry of the luggage into the country. 	4	Quarantine Inspector
Fill the Retention and Confiscation Certificate.	5	Quarantine Inspector
Maintains in safekeeping the plants, animals, their products and by-products retained or confiscated and does the recording of the respective information.	6	Quarantine Inspector
Delivers to the persons the respective quarantine documents for the products retained or confiscated.	7	Quarantine Inspector
Subsequently orders the respective technical quarantine measures.	8	Senior Quarantine Inspector
The appropriate certificate is filled with the measure applied indicated on the form and signed by witnesses to its destruction.	9	Quarantine Inspector
A report of all activities performed during the month is submitted to Quarantine Headquarters by the third (3 rd) working day of the following month.	10	Senior Quarantine Inspector

CHAPTER 6

INSPECTION OF CONSIGNMENTS – IMPORTATIONS

6.1 GENERAL REQUIREMENTS

Inspection is the official visual examination of plants, plant products, animals, animal products or other regulated products to determine if pests or diseases are present and/or to determine compliance with sanitary and phytosanitary regulations.

With the globalization of markets, there has been an increase in the commercial exchange between countries, hence the importation and exportation of agricultural commodities and the modes of transportation have become important, as means by which various pests and diseases can enter and be disseminated easily in Belize. Therefore, the **INSPECTION OF CONSIGNMENTS** is one of the most important duties performed by a designated officer in stopping or delaying the entry and establishment of pests and diseases of quarantine importance of both plants (Regulated and non-regulated - list A1; A2) and animals (OIE guidelines – list A; B).

6.2 GUIDELINES

6.2.1 PROCEDURES FOR THE INSPECTION OF CONSIGNMENTS VARY ACCORDING TO:

- (i) Sanitary and phytosanitary Import requirements for the commodity.
- (ii) The pests and diseases that can negatively influence our plant, animal and human health and life.
- (iii) Country of origin.
- (iv) Place of production.
- (v) Mitigation measures taken by the exporting country.
- (vi) Whether visual inspection is the only measure implemented or combined with other measures.
- (vii) The type of commodity, value and intended use.
- (viii) Size of the consignment and configuration.
- (ix) Volume, frequency and timing of shipments.
- (x) Experience with the origin or shipper of the consignments.
- (xi) The means of conveyance and packaging.

- (xii) Previous handling and processing of the commodities.
- (xiii) Sampling methods necessary to achieve the inspection objectives.
- (xiv) Available resources either financial or technical (includes pest identification capabilities).
- (xv) The difficulty in the detection of pests on a specific commodity.
- (xvi) Experience and the results of previous inspections.
- (xvii) The perishability of the commodity.
- (xviii) Entry requirements that must be fulfilled by the importer.

Certain commodities present a greater risk of having exotic pests and diseases. Therefore, the percentage inspected will vary according to the risk mitigation measures applied. The size of a consignment will require more work for the performance of a proper inspection even though the percentage inspected remains the same, once the commodities are similar. This process entails that the Quarantine Inspector must be knowledgeable in appropriate sampling methods in order to uniformly inspect the commodities properly.

6.2.2 THE ENTRY REQUIREMENTS THAT THE IMPORTER MUST FULFIL ARE ALSO VERY IMPORTANT AND FAILURE TO COMPLY COULD RESULT IN:

- (i) Delays for the importer to receive the consignment.
- (ii) Retention of the consignments.
- (iii) Imposition of quarantine treatments.
- (iv) Return of the consignment to the country of origin or precedence.
- (v) Confiscation and destruction of the consignment (depends on the result of the pest/disease risk assessment and the size of the consignment)

The Quarantine Department is upgrading its inspection system so as to provide a more effective and efficient service. Its main objective being to promptly detect pests and diseases associated with high risk commodities. This will allow the designated officer to prescribe the appropriate sanitary and phytosanitary measure to the commodities involved or to the modes of transportation at the inspection site, before the consignment is allowed to leave the port of entry.

Designated officers should always perform evaluations of the probability of the introduction and spread of a pest and of the associated potential economic consequences on the commodities that are being imported from the initial presentation of documents for review by the importer/agent through to the phytosanitary inspection of the consignment (**pest and disease risk assessments**).

6.3 OFFICIAL POINTS OF ENTRY

Belize presently has 6 (six) major international ports of entry (POE) where importations of commodities are allowed and monitoring presence at 3 (three) other sites by the Customs Department to discourage illegal trade. The Quarantine Department has officers at all the major ports and at two monitoring sites. These sites are:

PORT OF ENTRY	DISTRICT	LOCALITY	SEA/RIVER, AIR, LAND	MAJOR ACTIVITIES			DEPARTMENTS PRESENT at POE	REMARKS
Santa Elena Northern Border	Corozal	North, Santa Elena	Land	Import	Export	Transit	Quarantine Customs	Major Station
Blue Creek	Corozal	North, Blue Creek Village	River				Customs	Monitoring Presence
La Union	Orange Walk	North, La Union Village	River				Customs	Monitoring Presence
Punta Gorda	Toledo	South, Punta Gorda Town	Sea				Quarantine Customs	Small Quantities
Big Creek	Stann Creek	South, Mango Creek Area	Sea				Quarantine Customs	Major Station
Placencia	Stann Creek	South, Placencia Village	Sea				Quarantine	Monitoring Presence - for Sea vessels and tourists
Commerce Bight	Stann Creek	South, Dangriga Town	Sea				BAHA personnel	Mostly Passengers
Port of Belize Ltd.	Belize	East, Belize City	Sea				Quarantine Customs	Major Station
Phillip Goldson International Airport	Belize	East, Ladyville	Air				Quarantine Customs	Major Station
San Pedro	Belize	East, Ambergris Caye	Sea				Quarantine Customs	Monitoring Presence – for Sea vessels and tourists
Benque Viejo Western Border	Cayo	West, Benque Viejo Town	Land				Quarantine Customs	Major Station

Note – The darker the area signifies higher activity of Imports, Exports or Consignments in Transit.

6.3.1 INSPECTION SITES FOR COMMODITIES.

The inspection process of importations or in-transit cargo must be executed at:

6.3.1.1 Designated areas at the authorized points of entry are:

- (i) Terrestrial points of entry - at the inspection yard designated for that purpose by the Border Management Agency.
- (ii) Phillip Goldson International Airport (PGIA) - the apron, the Amerijet warehouse or at any other authorized warehouse.
- (iii) Maritime Ports - at the designated warehouses in these areas.
- (iv) Queen's bond warehouses controlled by the Customs Department.
- (v) Private warehouses (**prior to Out of Port inspections, permission must be approved**) – the importer must submit a Container Inspection Request Form for Out of Port Inspection (**Annex 13**) to the Quarantine Office.

6.3.1.2 The inspection of commodities should be performed in areas with sufficient space, light and freedom from interruptions.

6.3.1.3 In Bulk cargo, inspections must be performed in the ship, before authorizing its unloading and subsequently samples taken at intervals during the unloading process at the pier.

In Belize, maritime cargo is stored in the Port of Belize Limited yard (after the ship inspection and permission is granted to unload). The containers with consolidated cargo are opened and the commodity stored in the port shed (warehouse). Refrigerated containers are placed by the reefer section that has all the electrical connection for electricity to keep the commodity at the prescribed storage temperatures, and the dry containers are stacked at the back of the yard. All containers are treated by pressurized chemical application (spraying) by OIRSA personnel with an approved insecticide as soon as they enter the yard and before being placed at their designated areas.

Approved insecticides are listed in the Belize Pesticide Manual 2002, Second Edition. The manual is published and updated by the Pesticide Control Board under the Registered and Restricted Pesticides (Registration) Regulations, 1995.

6.3.2 CONTACT NUMBERS FOR QUARANTINE AND OTHER BAHA OFFICES (**ANNEX 14**).

6.4 SANITARY AND PHYTOSANITARY MEASURES APPLIED TO COMMODITIES

6.4.1 INTERCEPTION OF COMMODITY - this measure is executed when:

- (i) The commodity does not meet the measures required for its importations (sanitary and phytosanitary requirements and corresponding documents).
- (ii) The commodity does not have an Import Permit (when required).
- (iii) The commodity has evident signs of not complying with sanitary and phytosanitary (SPS) requirements and SPS measures to facilitate compliance are not adequate or available (a Certificate of Destruction is issued to the importer).

6.4.2 RETENTION OF COMMODITY: - executed when:

- (i) The commodity does not comply with the importation requirements, is not a perishable commodity and the owner desires to return it to the country of origin. The maximum retention time is **one week**.
- (ii) No Import Permit
- (iii) The sanitary and phytosanitary status of the commodity and the sanitary certificate are questionable.
- (iv) The commodity has not complied with the CITES (Convention on International Trade on Endangered Species of Wild fauna and flora) regulations adopted in the Wildlife Protection Act, Chapter 220, Edition 2000 and 220S Revised Edition 2003.
- (v) The commodity does not comply with the importation requirements at the time of arrival, and the owner is in the process of acquiring the remaining certification documents and is aware that otherwise, it will be confiscated and destroyed.
- (vi) A quarantine treatment was not applied to the commodity as per conditions on an Import Permit.
- (vii) A treatment alternative is available and the owner agrees for it to be applied.

- (viii) The commodity (by its nature) must be transported to a post entry quarantine facility or requires more specialized sanitary and phytosanitary inspection.
- (ix) The Import Permit is processed but not presented at the Point of Entry or samples were taken and sent for laboratory analysis before a decision is dictated.
- (x) The Quarantine Inspector is not sure which measure to apply, and the Senior Quarantine Inspector is not present and is not able to contact a person higher in authority within the department for a decision.

A Confiscation and Retention Certificate is used in this instance with the measure being applied indicated on the form.

6.4.3 LABORATORY SUBMISSIONS: performed when:

- (i) Samples must be sent to the appropriate laboratory for all interceptions. All the information must be supplied on the Laboratory Submission Forms.
- (ii) Upon the detection of a pest.
- (iii) Samples or materials for propagation under post entry quarantine facilities. These can have apparent or latent sanitary and phytosanitary non-compliances, which may be difficult to detect visually.
- (iv) Samples collected for Food Safety testing at specified sampling intervals.

A Laboratory Submission Form for Pest Interception must be used in this instance.

6.4.4 QUARANTINE TREATMENTS – performed when: (Following guidelines from the United States Department of Agriculture (USDA) and the OIRSA manuals)

- (i) Evidence or the presence of a regulated pest or non-regulated quarantine pest has been detected in a commodity being imported or its packaging.
- (ii) Evidence or the presence of pests has been detected in storage or inspection facilities at the ports of entry.
- (iii) Treatments will be performed by OIRSA under the supervision of a Quarantine Inspector certified in the applications treatments.
- (iv) Commodities imported without specified treatment being applied at place of origin and which is stated as a requirement for its importation.

6.4.5 CONFISCATION AND DESTRUCTION OF PRODUCTS - occurs when:

- (i) The commodity does not have an Import permit.
- (ii) A commodity does not comply with entry requirements.
- (iii) The commodity is infested or infected with a regulated pest or disease (Plants -lists A1; A2 – **Annex 15**) or (Animals – OIE guidelines- **Annex 16**).
- (iv) The retention period of the commodity has expired.

The Destruction Certificate must be signed by the Quarantine Inspector, the Senior Quarantine Inspector, and at least two witnesses (A Customs Officer and the Owner, if the destruction is performed at the port of entry, and they are present).

Commodities that are confiscated are disposed by following the **Procedure for the Disposal for Confiscated Commodities PRO/QRT/10/03(01)**.

6.4.6 RETURN TO ORIGIN - performed when:

- (i) The commodity does not comply with the documentary requirements.
- (ii) The commodity is found infested with regulated pests.
- (iii) The sanitary conditions of the commodity make it inadequate for human consumption.
- (iv) The owner has decided to return the commodity to the country of origin, since its entry was not allowed.
- (v) The commodity may be shipped to a third country that is willing to accept it with its particular characteristics.

6.4.7 REFUSE ENTRY - occurs when:

- (i) A shipment does not comply with the conditions stated in the Import Permit and those conditions cannot be met by means of laboratory analysis, through quarantine treatments, or by new documentation in Belize.
- (ii) When a quarantine risk is detected and confirmed by laboratory analysis.
- (iii) Further actions as a result of a rejection are destruction of the product or return to origin.

6.4.8 RELEASE FOR ENTRY/IMPORTATION - action executed when:

- (i) The product has complied with all the import requirements, being documentary, sanitary and phytosanitary conditions or with any other requirements requested.

6.4.9 PHYTOSANITARY CERTIFICATION (EXPORT) - A Phytosanitary Certificate (**Annex 17**) is issued when the following requirements are met:

- (i) The commodity is found free of soil, pests and diseases.
- (ii) A phytosanitary measure (treatment) is applied when necessary and supervised by a Quarantine inspector.
- (iii) The conditions for entry into the importing country have been met and can be attested accurately on the Phytosanitary Certificate (as an additional declaration).
- (iv) The exporter is responsible to acquire and provide all necessary information so that the designated officer can facilitate the exportation process.
- (v) Phytosanitary Certification has a cost for inspection and issuance of a certificate (stipulated in Statutory Instrument No. 182 of 2004 or any regulation that has provisions for such).

A Certificate of Treatment (**Annex 18**) is issued when a treatment is applied to the product.

6.4.10 PHYTOSANITARY CERTIFICATION FOR RE-EXPORT - A Phytosanitary certificate for re-export (**Annex 19**) is issued when the following requirements are met:

- (i) The same conditions as in **Section 6.4.9** (Phytosanitary Certification – Export).
- (ii) A Phytosanitary Certificate from the country of origin should be presented to the designated officer conducting the inspection before the issuance of the certificate.

6.5 TECHNICAL REQUIREMENTS FOR IMPORTATIONS

The technical requirements of inspection consist of three distinct processes designed to ensure the adherence to guidelines and practical implementation.

6.5.1 THE THREE COMPONENTS FOR THE IMPORTATION PROCEDURE ARE:

- 6.5.1.1 the review of documents associated with the consignment,
- 6.5.1.2 verifying the integrity of the consignment,
- 6.5.1.3 the phytosanitary inspection of the consignment. This component includes two (2) processes:
 - (i) Checking the consignment for phytosanitary compliance.
 - (ii) Visual inspection for pests and/or sampling for testing.

These procedures will be described in more detail to facilitate its implementation by Quarantine Inspectors at Ports of entry.

6.5.2 DOCUMENT REVIEW OF CONSIGNMENTS (expanded):

The importation procedure of plants, plant and their by-products, animals and animal products, inputs for the use in agricultural practices or any product of quarantine importance through any authorized points of entry starts with:

- 6.5.2.1 The presentation of documents for commodities can be either the invoice for small or personal quantities or a Customs entry for commercial quantities. The Customs documents are presented by the importer or his authorized agent. The Customs entry can be processed in various forms:
 - (i) Normal - when the commodity has arrived at the point of entry.
 - (ii) Pre-declaration - processing of the documents for the shipment before the physical arrival of the commodity at the point of entry.
 - (iii) Provisional Entry - declaration and clearance of commodities when the quantity and value are not known precisely. The cargo is cleared and inspected with the invoices. All import requirements must be met prior to release. The corrected Customs entry is presented at a further date with the exact quantities and values. These amounts can be corrected in the entry made at the Quarantine Office for the commodities in the ledger books.

6.5.2.2 All the required documentation for the shipment is presented to the Quarantine Inspector. They include:

- (i) The original copy of the Import Permit (when required).
- (ii) The original copy of the sanitary, phytosanitary or international veterinary certificate from the country of origin, including any additional declaration (if stipulated in the permit).
- (iii) The complete Customs Entry.
- (iv) Copy of the corresponding forms for removal from warehouse (storage); which may include
 - ❖ Copy of the Commercial Invoice.
 - ❖ Copy of the Airway Bill.
 - ❖ The Waybill given by the port authorities.
- (v) In instances of high risk, before the arrival of the commodity, the requirement is established to present the Certificate of Origin and copies of any other accompanying documents of the shipments. This allows for the verification of its sanitary and phytosanitary status before its arrival.
- (vi) In cases of re-exported commodities, a copy of the Phytosanitary certificate of the country of origin and a Re-export Certificate from the exporting country shall be presented to the Quarantine Inspectors.
- (vii) CITES Certificates - when required.
- (viii) Wildlife permits - when required.
- (ix) A treatment certificate (if requested).
- (x) The information gathered from these documents is reviewed for correctness, completeness, consistency, accuracy and validity; any discrepancy should be addressed, clarified and corrected with the importer before proceeding with the process.

6.5.2.3 The information on the associated documents (Customs Entry etc.) should be recorded in the appropriate ledger book and subsequently in the databases. The ledger books at all ports are: **Plant, animal, in transit and cart-note ledger books etc.** Information to record in the first instance is:

- (i) Date the Customs entry was lodged
- (ii) Name of the consignee
- (iii) Name of the consignor
- (iv) BAHA's Import Permit Number and date issued.
- (v) Type and brand of commodity
- (vi) Quantity and package sizes of commodity
- (vii) Value of the commodity
- (viii) Origin of the commodity
- (ix) Bill of lading number/ Invoice
- (x) Name and means of transportation
- (xi) Name of the Quarantine Inspector that recorded the commodity declared in the Customs Entry.

6.5.2.4 The importer/agent is advised that all the documents are required to be delivered to the designated officer upon presentation of all documents pertaining to the consignment, at the moment the consignment is declared at the Quarantine Office and recorded in the Import ledgers. The original documents are retained and the copies returned to the importer.

6.5.2.5 The Customs Entry is stamped with the "Visual Inspection Required" stamp, dated and signed by the Designated Officer.

6.5.2.6 A Bill for Services rendered is filled and issued to the importer/agent with the appropriate fees charged as legislated in Statutory Instrument (SI) No. 182 of 2004 or any subsequent regulations that shall deal with fees for services, stating the charges for services rendered by BAHA personnel.

6.5.2.7 The importer/agent then lodges the entry at the Customs Department and subsequently returns to the Quarantine Office to continue the clearance process for the release of the cargo. All copies of the documents associated with the consignment are presented and the "Passed for Entry" stamped is affixed to the Customs entry or invoices. The imprint of the stamp is not signed.

6.5.3 VERIFICATION OF THE INTEGRITY OF THE CONSIGNMENT (expanded):

6.5.3.1 Inspection of documents when release of the consignment is requested.

The Quarantine Inspectors perform a thorough study of each and every document presented by the importer or his agent, verifying that the commodity described, their scientific and common names, likewise that the quantities, origins, consignee and consignor coincide; in order to:

- (i) Verify that the competent authority of the country of origin has complied with the sanitary and phytosanitary requirements stipulated in the Import Permit.
- (ii) Verify that the commodity declared coincides with the information that accompanies the shipment. This will entail checking seals (number, unbroken etc), container number, type of container (dry, refrigerated etc.) - if the consignment will be inspected at private warehouses (out of port inspection). When the consignments are inspected at the Queens Bond or Port warehouses, the identity (tags, labels etc), configuration of the commodities, safeguards or any other condition attached (in order to allow its importation), can be verified.
- (iii) Verify the existence of the shipment and its conditions that:
 - ❖ The shipment and the documents accompanying it are consistent with the findings.
 - ❖ The commodities from different importers are not mixed in the same containers (allocations per importer).
 - ❖ The packing list is orderly and the commodities are not mixed within the shipment.
 - ❖ Examining the commodities and determine their condition (e.g. rotten, badly damaged or decayed) since, to continue sampling the shipment to determine the presence of pests or diseases would not be reliable; because of its condition. The shipment would have been refused due to its conditions.
 - ❖ Determination of the pests or disease risk levels (**Risk Assessment**) guides:
 - Stage of manufacture or processing of the commodity
 - Potential for the transfer of pests.
 - Presentation and/or condition of the commodity.
 - Origin of the product considering if it is coming from a region, packaging facility or farm.
 - Type of transport and its conditions for the capability for the transfer of pests.

- Use and final destination in which it will be employed: example fresh (raw) for consumption, raw material, propagation, investigation and other uses.
- Other indicating factors to assess the risk.

6.5.4 PHYTOSANITARY INSPECTION OF THE CONSIGNMENT (expanded)

This process ensures that the consignment complies with the sanitary and phytosanitary requirements of Belize.

6.5.4.1 PRECAUTIONS AND WARNINGS WHEN CONDUCTING INSPECTIONS:

6.5.4.1.1 Safety Instructions (**PRECAUTIONS**) When Inspecting different Types of Consignments:

(i) Vehicular Inspection.

- ❖ Ensure that the engine is not running and the driver is present to observe the inspection.
- ❖ Before initiating the inspection ensure that the vehicle is parked on level ground.
- ❖ When inspecting underneath any vehicle, use a metal or wood probe; never use your hands.
- ❖ When inspecting under the hood or engine area, do not lean on metal parts, it may be hot and cause burns.

(ii) Inspection of outsides of containers.

- ❖ Inspect containers once placed on a chassis and in a safe area, removed from moving heavy equipment and not when the container is still suspended by hooks and cables.
- ❖ The Senior Quarantine Inspector and another responsible person should be informed of your whereabouts in the container inspection area.
- ❖ The designated officer should be alert for any moving vehicle.

(iii) Inspection of the insides of full containers.

- ❖ Ensure that the container is parked securely and stabilized.
- ❖ Request that the importer/agent open and close the doors of the container.
- ❖ Keep a safe distance from the door when it is being opened, as any cargo leaning against the door may fall out.
- ❖ If the container is dark, use a flashlight to ensure adequate lighting
- ❖ Use of a dust respirator mask is recommended, if the container is dusty.
- ❖ Do not climb on any unstable cargo, ensure that it is stabilized.
- ❖ Protect and establish the location of cargo and machinery with protruding parts.

(iv) Inspection of the inside of empty containers.

- ❖ Ensure that the container is parked securely and stabilized.
- ❖ Inform a responsible person (Senior Quarantine Inspector, Customs Officer, importer/agent or the Port Authority Officer) of your whereabouts and purpose in the port yard/inspection area. This will ensure that the container not be moved from the area while the Inspector is inside. Marking the container being inspected is recommended.
- ❖ If the container is dark, use a flashlight to ensure adequate lighting.
- ❖ Use of a dust respirator mask is recommended, if the container is dusty.
- ❖ Precaution must always be exercised and the designated officer should be alert for sharp edges of the panelling of the container.

- (v) Inspection of wooden packaging materials (crating, dunnage etc.).
- ❖ Evaluation of any hazardous condition must be performed when the inspection of dunnage will be performed. Request that the importer/agent eliminate the hazard before initiating the inspection.
- ❖ The designated officer must ensure that adequate lighting is available before performing any inspection; otherwise a flashlight should be used.
- ❖ Safety goggles should be used when chipping or tools for prying are used to remove or uncover any boring insects.

6.5.4.1.2 **WARNINGS** –before inspecting certain types of commodities that could arrive treated (Plants and parts of plants, wood packaging materials etc.), follow these guides for inspections and protection of your health and life.

- (i) Inspection and revision of the container for labels and markings and accompanying documentation should be performed, to ascertain if the container or the contents were treated.
 - ❖ When the accompanying documents indicate that the contents of the container were treated go to Section **6.5.4.1.2(iii)** (below).
 - ❖ If the documents do not have the information, then follow with Section **6.5.4.1.2(ii)** (next below).
- (ii) Once it could not be established through the documents, that a treatment had been applied, examine the container and its contents for pesticide residues.
 - ❖ When a chemical odour is detected, it is suspect that a treatment was applied to the contents.
 - ❖ When a pesticide is suspected, identify the product by the revision of the documents and labels. This enables the designated officer to take the most appropriate action, and if exposure to a toxic chemical is suspected.

- ❖ Once the pesticide is identified, the appropriate aeration time can be established before inspection is initiated.
 - The Quarantine Inspector should request that the importer/agent open and aerate the container before examining any treated commodity.
- (iii) When the container is opened, an adequate distance in a well ventilated area should be kept, in order not to breathe the air around the container, if work continues in the area.
- ❖ The designated officer should ensure that the importer/agent arrange for the removal of the contents of the container for inspection. The importer/agent shall vacuum and remove any residue from chemicals which remained in the container due to treatment.
- ❖ Latex gloves should be used if the inspection entails touching the treated commodity. Handle the commodity as little as possible to increase the margin of protection.
- ❖ The latex gloves should be discarded and the hands washed with soap, after completion of the Inspection process.
- ❖ The shipment and the accompanying documentation should be marked, if it was treated and does not indicate it. This measure is to ensure that persons that will handle the shipment, be alerted and take the necessary precautions.

6.6 INSPECTION AND PROPER COLLECTION OF CONTAMINANTS (PLANT PESTS AND DISEASES) ARE INFLUENCED BY:

- 6.6.1 THESE MAY (CONTAMINANTS) AFFECT THE COMMODITY OR BE A HITCHHIKING PEST such as:
- (i) Insects
 - (ii) Mites
 - (iii) Nematodes
 - (iv) Pathogens
 - (v) Weeds
 - (vi) Plant debris
 - (vii) Soil

6.6.2 REQUIREMENTS OF A **DESIGNATED AREA** FOR EASIER AND MORE EFFECTIVE INSPECTION.

- (i) A table with a white top.
- (ii) Good lighting to see small objects (fluorescent bulbs, table lamp and a magnifying lens).
- (iii) In-door location in order to avoid the weather to prevent pests escaping, if present (varies with the type of commodity).
- (iv) A safe and uncluttered area, situated away from unstable consignments and traffic.

6.6.3 EQUIPMENT REQUIRED TO CONDUCT INSPECTION (depends on the commodity which will be inspected):

- (i) Alcohol – for insect preservation
- (ii) Brush – picking up insects
- (iii) Flashlight
- (iv) Hand lens
- (v) Knife
- (vi) Vials for insects
- (vii) Dust respirators
- (viii) Hard hats (for port installations, dangerous cargo and high traffic areas)
- (ix) Plastic or rubber gloves
- (x) Probes
- (xi) Safety goggles
- (xii) Crowbar, chisel or mallet – inspecting lumber, crates & dunnage.
- (xiii) Marking pens
- (xiv) Ziploc bags
- (xv) Adhesive tapes.
- (xvi) All relevant stamps required for inspections.

6.6.4 SANITARY AND PHYTOSANITARY MEASURES implemented based on the results of the inspection:

6.6.4.1 Contaminants: (plant debris, soil etc.)

- (i) Hold the shipment
- (ii) Require its removal and disposal
- (iii) Refuse entry

6.6.4.2 Pests or Disease (insects, molluscs, pathogens)

6.6.4.2.1 Pending the result of a preliminary identification by the inspector with positive results for a quarantine pest or disease, hold the shipment and order a treatment upon consultation with the Senior Quarantine Inspector.

6.6.4.2.2 If the designated officer is not able or capable of identifying the pests/disease, then:

- (i) Hold the shipment.
- (ii) Submit the interception to the appropriate laboratory and await the result and recommendation.

6.6.4.2.3 When the commodity meets all entry requirements and conditions – release the shipment.

6.6.5 RECORD THE MEASURE IMPLEMENTED AND STAMP AND SIGN ALL THE RELEVANT DOCUMENTS APPROPRIATELY.

- (i) Customs entry.
- (ii) Invoices, Airway bill, receipts.
- (iii) Import permits and accompanying documents.
- (iv) Landing permit with measure implemented.
- (v) Laboratory Submission and Interception form.
- (vi) Confiscation and Retention form.

The importation process of consignments continues with the physical inspection of the consignment.

6.7 CHECKING FOR SANITARY AND PHYTOSANITARY COMPLIANCE:

The process of sanitary and phytosanitary compliance of consignments and the visual inspection for pests or sampling for testing are the two components the process of physical inspection of consignments entail and which will be expanded and outlined in this section.

6.7.1 The Customs entry is affixed with the “Passed for Entry” stamp but not signed by the designated officer. The commodities need to be visually inspected and the designated officer that performs this duty, signs the vacant space on the “Passed For Entry” stamp on the Customs entry at the inspection site.

6.7.2 The consignment can be inspected at the following areas as stated in **Section 6.3.1** (*Inspection Sites for Commodities*).

6.7.3 **The Quarantine Inspector should start performing a pest and disease risk assessment from the instant the commodity was declared and before it is release, based on:**

- (i) Stage of manufacture or processing of the commodity
- (ii) Capacity for the transfer of pests.
- (iii) Presentation or conditioning - of the commodity.
- (iv) Origin of the product considering if it is coming from a region, packaging facility or farm.
- (v) Freedom from contaminants (e.g. leaves; soil).
- (vi) Required growth stage, variety, colour, age etc.
- (vii) Type of transport and its conditions for the capability for the transfer of pests.
- (viii) Use and final destination in which it will be employed: example – fresh (raw) for consumption, raw material, propagation, investigation and other uses.
- (ix) Complying with the present sanitary and phytosanitary requirements of Belize.
- (x) Freedom from unauthorized commodities or articles.
- (xi) Requirements established for the premises for post entry quarantine (e.g. screening, waste removal, avoiding cross-contamination).
- (xii) Other indicating factors to assess any phytosanitary hazard.

6.8 VISUAL INSPECTION FOR SANITARY AND PHYTOSANITARY HAZARDS:

6.8.1 INSPECTION OF THE CONSIGNMENT - **guidelines to follow:**

The Quarantine Inspector carries all associated documents to the inspection site; in order to verify that the commodity declared is the same as described in the invoices, or the Customs entry - (examples):

- (i) **Consignments of Quarantine Importance**
Having knowledge of the origin of the plant and animal product, proceed in placing interest in finding signs or damage that will give an alert to the presence of pests and diseases. This inspection is directed to the commodity, the mode of transportation, package and packing material to establish and verify the sanitary and phytosanitary condition and the fulfilment of the conditions that were established as requirements.
- (ii) **Commodities of Quarantine Importance**
Having knowledge of the risk level that characterizes the shipment proceed to detect signs and damage that points to the presence of pests and diseases. Therefore, it is important to consider the conditions of the means of transportation and packaging to determine places and spaces where it is most possible to find live insects, on the upper sections of containerized

consignments classified as dry shipments (cargo without refrigeration). The same probability exists in refrigerated containers when examination or inspection is performed at the end of the container; that is, close to the rear doors. When dealing with fresh fruits in cardboard boxes it is important to examine at least two percent (2%) of the cases in the shipment by a random sampling, directing attention to the stems and the crowns of the fruits; in the case of foliage and flowers it is important to shake them on the examination table having a white surface, which facilitates the process of interceptions.

(iii) Mode of Transportation

It is fundamental to thoroughly inspect the floors, the area near the doors and the cracks in dry containers.

During inspection determine whether a risk may be introduced by refuse (waste) of a previous shipment that could contaminated the present cargo. If such refuse is present and infested, proceed to collect it, send for laboratory analysis (at the cost of the owner/agent) and apply the respective restrictive measure not only to the mode of transportation but also to the commodity. Even though cargo holds, containers, warehouse or compartments may be sealed, separated or with horizontal divisions between batches (lots, stacks) of the same commodity or for different commodities, in the event of the detection of a pest of quarantine importance or non-regulated pest; the carrier should be considered as one unit, therefore apply the restrictive quarantine measure to all the shipments (cargo).

(iv) Packaging or Packing Material

The inspector must pay keen attention to the logos, captions and labels (tags) on sacks, bags, cases, tins, drums or packages and/or packing material in general as these will help to identify: the type of commodity contained, the country of origin, stage of processing and in some instances its nature and chemical composition, expiry date and other characteristics of the commodity.

Once the characteristics of the commodity have been verified by its packaging medium, proceed to open it, stir, turn or move in various forms (if its weight and conditions allows it), preferable on a white table or smooth surface for easy detection of the presence of pests and diseases. In the case of wood packaging, these should be thoroughly inspected for perforations and/or live insects, and prescribe the appropriate sanitary or phytosanitary measures.

6.8.2 TECHNICAL REFERENCES FOR THE EXAMINATION OF DIFFERENT CATEGORIES OF COMMODITIES

6.8.2.1 Fruits and Vegetables

(i) Fresh

General Description:

These are plant products of which the fruit (especially fleshy or pulpy fruits and vegetables) can be commercialized and can be in presentations (wrapped in plastic) that are packaged or shipped in bulk in plastic crates and reusable containers. Fruits and vegetables include tomato, egg plant, cucumber, sweet peppers and others.

Associated pests:

These products present a high level of pest risk. Pests that can be encountered during the inspection are: larvae, mites, mealy bugs, Medfly, stinkbugs, thrips, slugs, scales; lesions caused by bacteria, virus and fungi. These products can serve as media for the introduction of fruit flies and pests such as *Thrips palmi* and *Maconellincoccus hirsutus* (Green).

Quarantine Management:

These should be inspected thoroughly, especially at the stem and calyx ends since these offer good hiding spots, using the proper equipment for detection and for preliminary identification and should be handled carefully to avoid bruising (bad treatment). When encountered with leaves, perform a thorough inspection to verify the absence of leaf mining insects, thrips, and scales among others. Look for discoloured spots, lesions and surface irregularities that may indicate disease symptoms. In fleshy fruits and vegetables look for signs of boring and feeding and when necessary slice the product and look for larvae and other pests.

(ii) Fruits shipped in bulk

Description

These consists of fruits that are commercialized without the packaging that are used by the commercial firms and that generally originate directly from the fruit farms or as discarded products by the packing plants for not having the quality and standards to be commercialized as

high quality fruits, also they can originate from collecting centers. Generally these are destined for the urban supply markets or for raw material for the food industries of nectars and juices. Examples: avocado, pineapple, watermelon, orange, banana and others.

Associated Pests:

In these products the following can be found during their inspection - eggs, larvae and adults of fruit flies, mites, mealy bugs, stink bugs, tripods, snails, bacteria, virus and fungi, others like the pineapple, can transport weed seeds. They can serve as a medium for the introduction of *Thrips palmi* and *Maconellicoccus hirsutus* (Green).

Quarantine Management:

Bulk fruit shipments have a high level of risk for the introduction of pests. Examine bins, plastic crates or boxes (if these are used) and the fruits very closely on all sides. Some fruits should be cut and examined, also on the crown, leaves, pedicle (if they have it). Verify if the fruits have perforations that indicate insect activity or lesions from diseases. In the case of pineapple, examine the crown and basal leaves if these are present in order to detect the presence of mealy bugs and snails.

(iii) Leafy vegetables

Descriptions:

These are vegetable products that are produced for their nutritional value of their leaves. They can be transported either in bulk or packaged and are usually bought at markets or urban collection and distribution centers like supermarkets and places that sell these type of products. Examples: cabbage, cauliflower, lettuce, celery and others.

Associated Pests:

These products offer a high level of risk for the introduction of pests. Associated with these types of products are: White flies (Aleirodidae), larvae of leaf miners, cutters or perforators, mites, mealy bugs, stink bugs, thrips, slugs, snails, and also symptoms of bacterial, viral and fungi diseases. They can serve as mediums for the introduction of *Thrips palmi* and *Maconellicoccus hirsutus* (Green).

Quarantine management:

Inspect thoroughly the axles of the leaves. If it is appropriate shake the leafy vegetable on a white surface to determine the presence of insects and larvae. These should be examined on all sides for the absence or

presence of spots and symptoms of rot and fungi, furthermore to be free of soil, snails, slugs, perforations and insects and their excretions in general. The presence of slime will indicate that molluscs are present. Discoloured paths (silvery) under the leaf surface (mines) indicate that leaf miners are present.

Using a probe or knife, extract the leaf miner larvae by pricking the leaf surface at the end of a path and examine for small larvae. Use a dissecting scope or hand lens to find the larvae. In leafy vegetables grown close to the ground, inspect for soil which was not removed properly.

6.8.2.2 Plants, Foliage and Ornamental Flowers

Description:

These are nursery or plantation products destined for ornamental purposes and not for propagation. It also includes flowers, foliage, and other plant parts, fresh or prepared for bouquets and adornments.

Associated Pests:

This type of product can be associated with miner larvae of leaf and vegetative tissue, borers (coleopterans) of twigs, mites, thrips, scales, stinkbugs, mealy bugs, slugs, snails, and others. They offer a high risk for the introduction of Thrips palmi and *Maconellicoccus hirsutus* (Green) and nematodes in roots.

Quarantine Management:

These are products with a high risk for the introduction of pests, therefore should be examined thoroughly to determine that they are completely free of soil and of roots. Observe carefully the axles of the leaves, the health of the stem and roots. In cases of cuttings and flowers these should be shaken against a white surface to determine the presence of insects. In the event that foliage in bouquets are encountered and these are compact (packed tightly) release the tie that binds them to facilitate the inspection of the leaves. With plants thorough inspections must be performed on the roots, when present, since here large quantities of insects, nematodes and molluscs can be lodged. This examination requires the removal of the saw dust (wood chippings) or cover material with which the plants are packaged.

6.8.2.2 Seeds for planting

Description:

Botanical seeds (for planting purposes), having the capability to reproduce the species. These can originate from specialized establishments packaged in cans or envelopes and includes: vegetable seeds and some fruits; the seeds of pasture grasses, forestry species, grains, legumes, ornamentals and others for agricultural purposes can come in bags

Associated Pests:

These have a medium risk for the introduction of pests. When packaged in hermetically sealed containers the potential risks are from fungi, bacteria, virus or weed seeds, but when packaged in bags or envelopes can also have mites, boring insects, and weed seeds as well. Attention must be directed to detect the presence of weed seeds.

Quarantine Management:

In canned containers verify that the requirements of labelling are fulfilled. In the event of seeds packaged in non-hermetical mediums like bags, sacks and envelopes, the inspector must thoroughly examine the seeds for assurance that insects, soil, other type of seeds and fungi (molds) are not present. Verification of treatment with any insecticide, fungicide or disinfectant must be performed. It is recommended that screens, sieves be used and gloves be worn.

6.8.2.3 Propagation Material (Asexual)

Description:

Consists of plants and parts of plants that are capable of reproducing the species and are destined for the reproduction of plants as: seedlings, cuttings, bulbs, rhizomes, corms, bud wood twigs (fruits trees etc.), tissue cultures and others.

Associated Pests:

These are materials of high risk for the introduction of pests. In vegetative material, Lepidoptera and Coleopteran adults, their boring or mining larvae, scales, thrips, mealy bugs, stinkbugs, aphids and nematodes can be encountered, likewise symptoms of diseases caused by bacteria, phytoplasma, virus, viroids and fungi. These can serve as media for the introduction of *Thrips palmi*, *Maconellicoccus hirsutus* (Green), Lethal Yellowing of coconuts, *Globodera* spp, and Citrus Leprosis among others.

Quarantine Management:

In the case of shoots it is important to examine thoroughly the leaf axles, shake small bunches of shoots on a white surface to check for the presence of insects or their larvae. Determine that the leaves do not have mines, cysts, spots, mycelia and any other symptom that indicates the presence of pests. Ensure that the material is free of soil. In the case of cuttings, examine for the presence of perforations that indicate the presence of adult insects or boring larvae.

6.8.2.5 Bulbs, Roots and Tubers**Description:**

It includes crops of whose the roots and the underground parts are utilized and can be destined for human and animal consumption or for industrial processing for production of flours, starch or pancake; examples cassava, yams (coco yams, dasheen etc.), potato, onion, beets, carrots and others. These can be transported in bulk or using various packaging materials (nets, bags, sacks, crates among others), used and new (plastic crates).

Associated Pests:

These products can be associated with larvae of boring insects, scales, mites, nematodes and fungal, viral and bacterial diseases.

Quarantine Management:

Due to the nature of these products it is prohibited to import them with soil because of the quarantine implications that they represent. The inspection must be geared to determine the presence of lesions like: rots and/or holes that cause suspicion of the presence of pests. Both adults and larvae will feed inside the root crops and while larvae will feed more commonly in bulbs.

6.8.2.6 Processed plant products and by-product**Description:**

Included in this type are plant products and by-products that are commercialized as raw material or inputs for industrial processes, including spices and condiments, flours from seeds, bran, oil cakes, vegetable fibres, dried cacao, semi-processed tobacco, and dried fruits among others. Generally these are transported in bulk or in used or new packages (bundles, sacks, bags, crates, among others).

Associated Pests:

These can be associated with storage pests (Lepidoptera & Coleoptera) in larval stages. These products are ideal for the introduction of the Khapra beetle.

Quarantine Management:

The products that originate from Asian countries like spices and others have a high pest risk, like the Khapra beetle. The inspection must be directed to find perforations and damage that point to suspicion of the presence of insects or larvae. The sewing of sacks must be inspected, piles of excretion and residues (rubbish) at the bottom of packages and the floor of the containers or transports.

6.8.2.7 Grains and cereals in bulk.**Description:**

These are seeds of plants destined for human or animal consumption such as, whole and dried legumes (beans, lentils, peas, garbanzo etc.); and cereals (wheat, hops, malt, corn, whole or polished rice, birdseed, sorghum, among others). These can be transported in bulk or in bags.

Associated pests:

These commodities are exclusively associated with storage pests; these can be Coleoptera or Lepidoptera adults or their larvae and likewise weed seeds. The Khapra beetle is particularly associated with this type of product.

Quarantine Management:

The examination of these types of commodities should be preceded by thorough inspection of the transporting vehicles with special attention to dents and cracks, likewise the packaging if not new, (used bags etc.) examine the sewing of the bags. The shipments of grains and cereals must be adequately sampled to guarantee a representative sample which will allow for the detection of the presence of pests. The examination should be performed using sieves and screens. When Khapra beetle is detected; quarantine measures should be strictly applied.

6.8.2.8 Manufactured plant products

Description:

Included in this type of products are processed plant/plant products destined for the consumer, which generally are in their final packaging (boxes, flasks, bottles, cans, bags, cases, among others). Examples are: spices, condiments (seasonings), concentrates, pre-cooked products, puree, extracts, and articles of wood, among others.

Associated Pests:

These products have lost nearly all their capacity of risk for the introduction of pests. Nevertheless, some products stored for long periods, depending on the type of packaging material, if damaged, can be infested with storage pests such as moths and weevils.

Quarantine Management:

The quarantine handling is reduced but verification must be done for it to coincide with documents of the shipment. It is recommended to practice Food Safety inspection procedures.

6.8.2.9 Wood (Lumber)

Description:

Includes lumber in bulk (loose), sawn, semi-processed, articles and pieces of wood that even though has undergone processing has not lost the potential for the introduction of pests.

Associated Pests:

These products are associated with wood boring pests such Long Horn beetles and Pine Bark beetles.

Quarantine Management:

Determine whether perforations with live insects are present. Examine all sides of the products and inspect the mode of transportation for excretion of insects and wood dust.

6.8.2.10 Live Animals/Animal Products

Description:

This category includes live animals, their products and by-products, for consumption, reproduction, production and enhancement programs.

Quarantine Management:

- (i) Determine that the animals (chicks, dogs, cats) are not diseased, have closed and healed wounds, consistency of their faeces and the general appearance of the animals is normal and that they comply with all the requirements stated in the Import Permit.
- (ii) For large animals (horses, goats, pigs) inform the veterinary officer of BAHA and the pertinent authorities in order that he/she may inspect the animals along with the Quarantine Inspector. Once the Veterinary officer gives the approval of health of the animals, the Quarantine officer continues with the importation procedure. Special mention must be emphasized for post entry quarantine arrangements to minimize the introduction of diseases and weed seeds in the excrement of the animals.

6.8.2.11 Miscellaneous

Description:

Included in this category are products that have not been classified in previous categories or do not have evident plant characteristics but nevertheless can present the risk for the introduction of pests. These products can be: used papers, used packages, packing material (stuffing) of vegetable fibre (used & new), crafts and souvenir, dried floral arrangements, potpourri decorations from plant materials such as wood chippings, leaves and pine cones etc., baskets, mats, organic samples for analysis, used and new vehicles and used farm machinery.

Associated Pests:

Depending on the material or articles we can encounter any pests, for example in the dried floral arrangements we can find plants with viable seeds that are weeds and boring insects; in used machinery any pest and weed seeds associated with soil or crops in which it was used can be introduced, in crafts or souvenir of wood, wood boring insects of forest trees can be transported (e.g. Scolitidae family – order Coleoptera).

Quarantine Management:

Determine that perforations with live insects are not present and for it to be free of fungus such as molds or mildew. Examination should be performed on all sides. The mode of transportation must be inspected thoroughly for the presence of live insects like coleopterans, moths and others. Also examine carefully the packaging of the mode of transportation such as crates, plywood boxes and scraps of lumber.

6.9 SAMPLE SIZE ESTIMATION AND SELECTION (FOR PESTS OR TESTING)**6.9.1 SAMPLING.**

The process or technique of selecting a representative part (sample) of a population (shipment). The purpose being to determine, parameters or characteristics of the whole population, through inspection and analysis.

6.9.1.1 Factors to consider for Sampling and Inspection**6.9.1.1.1 Determination of the nature and characteristics of the commodity or shipment.**

- (i) Any type of clearance or treatment applied to the commodity (Precleared shipment, cold Treated, etc.).
- (ii) Means of shipment (Sea, Air, Land, Mail etc.)

6.9.1.1.2 Determination of the entry status or any specific conditions required for its entry.

- (i) Commodity originating from countries categorized as high or low risk or having a poor or effective quarantine organization.
- (ii) Revision of Import permits (if any is required).
- (iii) Determination of appropriate measures to implement based on results of (i) and (ii) above.

6.9.1.2 Selecting the Sample.

To determine pests and diseases or contaminants in a shipment, Quarantine Inspectors are required to inspect and sample. A representative sample of the whole shipment needs to be selected and collected. The amount and method of selection is very important in order that proper decisions be made on quarantine measures to be implemented.

6.9.1.2.1 General considerations with respect to sampling protocols

(i) Definitions/Terms

- ❖ Defect – will be used to denote one positive test result (such as 1 infested or diseased vegetable or fruit observed visually).
- ❖ Percentage of defects (prevalence) in a sample – is the number of defects (defective individuals) divided by the total number of individuals x 100.

(ii) General principles for sample size estimation as they relate to Quarantine. It is important to distinguish between whether the objective of sampling is to:

- ❖ detect whether a defect is present at all in the population (field or shipment) being sampled, such as in cases of zero tolerance with exotic pests or diseases, or
- ❖ estimate:
 - the prevalence of defects in the population to determine if it is acceptable (tolerance levels will be set by the Plant Health Department – as in cases of certain endemic pests and diseases and zero tolerance for exotic pests and diseases.), or
 - the level of a variable (relevant to Quarantine are the concentrations of insects, disease and lesions; toxins and residues more related to Food Safety Department for which Quarantine Inspector would still collect the sample and submit to Food Safety).

6.9.1.2.2 Guidelines

- (i) Generally two percent (2%) is used as a standard sample rate (especially fruits and vegetables).
- (ii) The sample rate should be increased for smaller quantities.

- (iii) The sample rate should be decreased for larger quantities.
- (iv) In the determination of a sample size, experience with the consignor and the type of commodity should be taken into consideration.
- (v) When a commodity is encountered for the first time, the sampling rate should be increased.
- (vi) The sample rate should be decreased for low risk commodities (considerations of pests and disease status of the country, high or low risk countries and the effectiveness of their Quarantine systems).
- (vii) In containerized cargo, the cleaner packages may be placed at the tail of the container. Therefore, the Quarantine Inspector must ensure that the importer/agent move, present, open and repackage the selected unit for sampling.

6.9.1.2.3 Sampling method for established thresholds of infestations/infection and Sample size.

Presently the Quarantine Department performs inspections mainly for detection of pests and diseases of plants and animals and Food safety (wholesomeness, expiry dates, ruptured containers of processed products etc.).

Specific sample sizes and threshold for different commodities in relation to defects, prevalence, and levels of variables will be developed for Belize and included in the manual as annexes.

6.9.1.2.3 (i) **INSPECTIONS FOR THE PRESENCE OF PESTS OR DISEASE.** Import shipments with items packed in discrete units (bags or boxes – for example - Fruits and vegetables)

- ❖ Selection of the number of units to sample from Table 1 (Standard)

The recommended rates of sampling provide at least a 95% confidence of detecting a pest if approximately 4 - 5% or more of the units are infested when the total number of units is up to 400, if approximately 2.5-3% or more of the units are infested when the total number of

units are 401-5000 and if approximately 1-2% or more of the units are infested when the total number of units exceeds 5000. Since larger shipments pose a larger risk, a statistically more conservative approach is used for larger shipments.

Table 1. Percentage of units to sample from shipments of different sizes

Total number of units in shipment	Percentage of units to sample
1-25	100%
26-40	80%
41-60	60%
61-90	50%
91-120	40%
160-300	20%
301-800	15%
801-1500	10%
1501-2400	7%
>2400	5%

- ❖ Random sampling will indicate which unit to select and can be used for bulk shipment for time based collection intervals. In most situations, this can be achieved by taking a systematic sampling, as follows:

- Identify the N units (boxes or bags) in the shipment to be sampled by serially numbering them from 1 to N.

For instance, suppose boxes of papayas for export are arranged on three pallets. On each pallet there are five rows of ten boxes and the rows are eight boxes deep. Hence there are $5 \times 10 \times 8 = 400$ boxes on each pallet, and $N = 3 \times 400 = 1,200$. Starting in the top left-hand corner of the first pallet, the boxes in the front five rows are numbered from 1 to 50, in the direction of reading a text. The boxes immediately behind them are then numbered 51-100, and so on. The numbering is then repeated in

the same fashion on the second pallet, starting with number 401. Note that it is not necessary to actually write numbers of the boxes.

- If a sample of size n is desired, find an integer k , called the sampling interval, where $k = N/n$. (round down if necessary)
- Using a random number table, randomly select a number j between 1 and k .

Suppose the number 21 is chosen.

- The required systematic sample is then produced by the shipment units corresponding to the numbers: $j, j + k, j + 2k \dots j + (n-1)k$.

The boxes of papaya selected to make up a systematic sample of size 12 will then be those with position numbers:

$j, j + k, j + 2k \dots j + 11k$

21, 21 + 100, 21 + (2 x 100) ... 21 + (11 x 100)

21, 121, 221 ... 1121

That is, select the 21st box and every 100th box after that until twelve boxes have been selected.

❖ Example of Random Tables (**Annex 20**) & their applications:

(HOW TO USE THE RANDOM NUMBER TABLE)

- First you pick your page (provided you have a handbook or sheet of tables for probability).
- Second, you need to use a table to select each of your samples (select a table from the page).
 - Number all of the units of a consignment. Record the population.
 - Then select which two digits, which direction, and drop your pencil again (eyes closed) for a starting point.
 - Are the two digits that you selected between 01 and the total population?

- If yes, that's your first sample element.
- If not, keep going in the preset direction until you find such a number.
 - Write it down.
 - Then, go back to the random number table, continuing to move in the preset direction until you find the next number between 01 and the number for the population. That is your second element. And so on.

6.9.1.2.3 (ii) **VISUALLY INSPECT ALL ITEMS IN THE SELECTED UNITS.**

- ❖ If no defects are found, the shipment is passed.
- ❖ If defects are found, and there is zero tolerance for the defect (exotic pests and diseases) the shipment is rejected.
- ❖ If defects are found, and there is a greater than zero tolerance for the defect, estimate the percentage of defects. Estimate the percentage of defects as per the formula:
 - **for insects or diseases that occur in individuals:**

The number of defective individuals (fruits or vegetables) found
 ----- X 100
 The number of individuals examined (this can be estimated as the no. of units sampled x the average no. of individuals per unit)

- **for insects that fly or crawl and are not associated with individual fruits/vegetables**
 - if the container is opened and insects are found loose in the container, then the shipment is considered to be 100% infested
 - if no insects are observed loose in the container, but insects are found crawling or flying in some of the units that have been randomly selected for examination, then each unit that is opened and found to contain insects will be considered 100% infested. The infestation rate for the container or the shipment is then estimated as:

The number of units (e.g. sacks or boxes) in which insects were found

-----X 100

The number of units opened and examined

6.9.1.2.3 (iii) DETERMINATION OF SANITARY AND PHYTOSANITARY MEASURE USING THE TABLE:

- ❖ Use Table 2 to determine whether the shipment is rejected, permitted to enter (possibly with a quarantine treatment if the percentage is greater than zero) or
- ❖ If a second sampling is warranted. If a second sampling is warranted, and the original sample size was <100, use the same sample size again. If the original sample size was 100, resample 5% of the shipment. The numbers in the table represent the percentages of defective individuals as estimated by the inspector.

Table 2: Guideline percentages of defects for acceptance/rejection or re-sampling of shipments for pests or diseases for which tolerable thresholds have been pre-determined;

n = sample size

Thresh- old	n < 50			n = 51-150			n = 151-600			n > 600		
	Fail	Pass	Re- sample	Fail	Pass	Re-sample	Fail	Pass	Re- sample	Fail	Pass	Re-sample
2%	≤15	0	>0-<15	≤9	0	>0-<9	≤5	#0.5	>0.5-<5	≤3.5	#1	>1-<3.5
5%	≤20	0	>0-<20	≤13	#1.5	>1.5-<13	≤8	#3	>3-<8	≤7	#3.5	>3.5-<7
10%	≤25	#4	>4-<25	≤19	#4.5	>4.5-<19	≤15	#7	>7-<15	≤12	#8	>8-<12
15%	≤30	#6	>6-<30	≤25	#8	>8-<25	≤20	#10	>10-<20	≤18	#12	>12-<18
20%	≤40	#10	>10-<40	≤31	#12	>12-<31	≤26	#15	>15-<26	≤23	#17	>17-<23

- ❖ If a second sampling has been carried out, re-calculate the percentage of defects for both samples combined. If it is less than the threshold level, accept the shipment; if not, reject the shipment.

Quarantine Inspectors will need to be supplied with hand calculators in order to use Tables 1 and 2.

- ❖ If samples are being submitted for laboratory inspection, select five (5) fruits or vegetables from each sampled unit. Calculate the percentage of defects as shown in formula (1) and make decisions about passing, failing or re-sampling the shipment as outlined above in Table 2.

6.9.2 INTERCEPTIONS

6.9.2.1 What to collect and submit.

- (i) All plant pests including – insects, mites, other arthropods and molluscs
- (ii) Plant host material with disease symptoms
- (iii) Abnormalities on roots, stems, foliage, bulbs, tubers, corms, seeds and fruits

6.9.2.2 Collection and Submission

It is important for that Quarantine Inspectors be familiar with the correct method of preservation and submission of intercepted specimens in order that Plant Health personnel may be able to perform a proper diagnosis.

The following instructions should be followed:

6.9.2.2.1 **Insect Material**

- (i) SPECIMENS OF THE INSECT ORDERS BELOW AND CERTAIN STAGES OF THE SAME (WHEN SPECIFIED) SHOULD BE PRESERVED IN ALCOHOL (The standard is 70-75% ethyl alcohol or **ethanol**, however, 40-50% isopropyl alcohol or isopropanol is used on some orders).

SPECIAL INSTRUCTIONS:

- ❖ **All larval stages** should killed in boiling water and should be kept for 1 – 5 minutes, depending on the size, then transferred to alcohol. The vials should be half-full of alcohol and not packed with specimens.
- ❖ Living insects should never be submitted alive unless instructed, with special instructions and safeguards. (Send live Larval stages of the specimen collected in a properly sealed container and with BAHA personnel that will deliver it directly to the laboratory on the same day.
- ❖ **Always send as many as possible (>5 and <20).**

❖ Insect Orders are:

- Protura (proturans, proturios)
- Thysanura (thysanurans, 3 pronged bristletails, silver fish, slickers)
- Diplura (diplurans – 2 Pronged Bristletails)
- Phthiraptera (Mallophaga – chewing lice; Anoplura – sucking lice)
- Collembola (springtails, snow fleas)
- Dermaptera (earwigs)
- Isoptera (termites, white ants)
- Embioptera (Embiidina, Web Spinners)
- Psocoptera (psocids, book lice, Barklice)
- Thysanoptera (thrips)
- Hemiptera, Suborder Heteroptera (bugs)
- Hemiptera, Suborder Homoptera (cicadas, leaf hoppers, treehoppers, spittle bugs, lantern flies, psyllids, aphids, except scale insects on host material and Aleyrodidae).
- Coleoptera (beetles) – place adults in a freezer for 20 minutes to kill them.
- Hymenoptera (only ants, gall wasps and parasites)
- Diptera (only minute forms – eye gnats, fungus gnats)
- Siphonoptera (fleas)
- The immature stages of all orders.
- Other Arthropods (centipedes, millipedes, mites, spiders, ticks, etc.)

(ii) ADULT SPECIMENS OF THE ORDERS BELOW SHOULD BE PRESERVED DRY. SPECIAL INSTRUCTIONS.

- ❖ Generally materials which will be preserved dry are placed in a pill box (match boxes) between layers of cellucotton and packed tightly enough so that the specimens will not move about, but not pressed down, since it would flatten or distort the specimen.

- ❖ Bulky insects should be dried (partially or fully) before being placed in a container.
- ❖ Medium and small sized moths and butterflies should be placed carefully in the pill boxes (match boxes) between layers of cellucotton (if not small, one specimen to a layer). Moths and butterflies and odonata are too large for pill boxes and should be placed in folded paper triangles.
- ❖ Larvae, pupae and adults of the same species should be separated by stages and not submitted together in the same vial but under the same number.
- ❖ Specimens of different species should be separated and submitted under different numbers.
- ❖ Scale insects and Aleyrodidae (White flies) on succulent plant parts should be partially dried and wrapped in several layers of newspaper or paper towel for drying to continue.
- ❖ **Always send as many as possible (>5 and <20).**
- ❖ Insect Orders are:
 - Odonata (damselflies, dragonflies, devil's darning needles, etc.)
 - Orthoptera (locusts, grasshoppers, crickets, mole crickets, roaches etc.)
 - Neuroptera (lace-wings flies, Dobson flies, ant lions, etc.)
 - Hemiptera, Suborder Homoptera (only scale insects on host material and Aleyrodidae – White flies)
 - Lepidoptera (butterflies and moths) – place adults in a freezer for 20 minutes to kill them.
 - Hymenoptera (bees, wasps, and saw flies, but not ants, gall wasps and parasites).
 - Diptera (flies and mosquitoes, not certain minute forms such as eye gnats and fungus gnats).

(iii) PUPAL STAGES OF INSECTS.

- ❖ If the insect is in a pupal stage submit in a sealed container on top of a slightly dampened tissue at the base (not in a plastic bag).

6.9.2.2.2 **Plant Disease Material:**

Specimens of diseased material should be handled in a way that they arrive at the laboratory in as natural a state as possible because the determination of many diseases is based on symptoms. The symptoms would be modified or destroyed if the sample becomes dried, moldy or rotten. Plant material submitted should be selected to show all the stages of a disease. A good portion of material should be submitted for a sample (the whole unit should be sent whenever possible).

- (i) Pest/Disease believed to be present in planting medium (e.g. Nematodes, larvae etc.)
 - ❖ Submit the root and planting medium in a plastic bag firmly sealed to prevent spillage.
 - ❖ Feeder roots should be submitted, since parasitic nematodes (endoparasitic form) may be present in them.
 - ❖ Soil or growing medium close to the leader roots may contain the ectoparasitic form of nematodes. Therefore, collect 100 grams of soil and 2 – 4 grams of roots or if the plant is small submit the whole unit but the sample can range from 500 cc to 4 liters.
 - ❖ Samples can be placed for 1 or 2 days in refrigerator or freezer at about 5 degrees Centigrade (40 degrees Fahrenheit), if it cannot be delivered quickly to the laboratory.
 - ❖ The free cyst stage of nematodes should be preserved in 5% formalin (preservative medium).
 - ❖ Cut the stem and leaves (follow submission instructions).
- (ii) Pest/Disease believed to be present in plant tissues.
 - ❖ Leaves: (e.g. Leaf miners etc.)
 - Leaf samples should be placed between two or three sheets of damp (not soaking wet) paper towels, newspaper or other suitable paper that can retain moisture.

- If leaves are succulent, dry partially (when necessary) and wrap between several layers of newspapers.
 - Submit in a plastic bag and ensure that air is left inside.
- ❖ Stems, leaves, flowers
- Cut 4 – 6 inches above and below the location and submit the sample in a plastic bag or suitable container (for diseases).
 - Collect sufficient portions of the infested plant part and submit in a vial with preservative (sucking insects).
 - If the pupa is attached to a plant part, cut 4 – 6 inches above and below the attachment site and submit in a container and not in a plastic bag.
- ❖ Roots: infected or infested
- Submit 2 – 4 grams of roots or if the plant is small submit the whole unit in a plastic bag or in a vial with preservative, whenever possible.
 - Watery roots should be wrapped in several layers of newspaper first and placed in a plastic bag to prevent spillage. Spoilage of the sample occurs when placed **only** in a plastic bag.
- ❖ Fruits, Vegetables and Nuts:
- Submission of the whole infected or infested unit should be practiced (when practicable).
 - A generous amount of healthy tissue should be submitted for diseased or infected areas of fruits and vegetables (if the whole unit is too large).
 - Submit the sample in a suitable container that can be sealed tightly and not in plastic or paper bag.

6.9.2.2.3 Pests in Dry goods or grain:

- (i) Capture the specimen and place in a vial containing a preservative (70-75% ethanol).
- (ii) Extract not more than 5 pounds of the consignment (random sampling) and submit to the laboratory.

6.9.2.2.4 Molluscs:

- (i) Shell specimens should be submitted empty and packed dry in cellucotton or paper towel in a non-crushable container.
- (ii) If the animal is living and within the shell at the time of interception, the molluscs must be placed in water and heated until it is dead. The water does need to be boiling. The animal is then removed and packed as above.
- (iii) Immature stages and shell-less forms should be prepared (killed in boiling water, keeping from 1-5 minutes and then preserving in 70-75% ethanol).

6.9.2.2.5 Earthworms:

- (i) Specimens should be killed in a 70% alcohol solution.
- (ii) The dead specimen should then be straightened out on several layers of newspaper until rigor mortis sets.
- (iii) Thereafter, the worm should then be preserved in 5% formalin.

6.9.2.3 After the sample has been collected and submitted the Procedure for Disposal of Confiscated Commodities should be followed and the process for the importation of the consignments continues.

6.9.2.4 Apply the corresponding measures, depending on the inspection of the commodity as in **Section 6.4** (*Sanitary and Phytosanitary Measures Applied to Commodities*).

6.9.2.5 Issue the Landing Permit and state the quarantine measure applied and the documentation presented by the importer for the release of the commodity.

6.9.2.6 Sign the Customs Entry form on the “Passed for Entry” stamp which was left unsigned by the Quarantine Inspector that granted its release for inspection and authorize the entry of the commodity, if it passed documentary and physical inspection and complied with all required conditions for its importation.

- 6.9.2.7 Record and update all information in the ledger books. Information must be compiled in the databases and a monthly report sent to Headquarters at Central Farm, in the first three days of the following month.

6.9.2.8 PARTICULARS FOR DIFFERENT PORTS OF ENTRY

The inspection of consignments varies in some aspects depending at which type of port (sea, land, air) it arrives and the clearance process is initiated. The characteristics of each port will be detailed below.

6.9.2.8.1 MARITIME POINTS OF ENTRY

6.9.2.8.1.1 Consolidated/Container Cargo

- (i) The original or copy of documents is sent or delivered to the Quarantine Inspector performing duties at the port shed by the importer or another Quarantine Inspector.
- (ii) The Quarantine Inspector accompanies the Customs Officer working in the shed for inspections to be performed simultaneously in order to avoid delays as much as possible.
- (iii) The cargo is inspected and the appropriate sanitary or phytosanitary measure is applied.
- (iv) The Quarantine Inspector signs the Customs entry on the "Passed for entry" stamp mark which was left unsigned for visual inspection to be performed and if the commodity met all required conditions to allow its importation.
- (v) The Quarantine Inspectors working at the port shed should always have the portable radio for quick and direct communication with the officers at the main office.
- (vi) The Quarantine supervisor assigns his officers to specific containers/warehouses or importers that have applied for out of

port inspections and which have been approved. The list of containers that are subject for inspections for a particular day is collected from the Customs Examination office daily.

- (vii) If any discrepancy is observed, notification should be given to the Customs Examiner immediately in order that the identified cargo/container is not released for inspection, until clearance from Quarantine has been received by the Customs Examiner. Therefore, it is important for the Quarantine Supervisor to review the manifest and identify and list the containers with commodities of quarantine importance that need to be remitted to the Quarantine office before its release.
- (viii) Inspections can be performed during the day in the port compound, transportation lots nearby (with prior permission from the Senior Quarantine Inspector), Queen's bond warehouse and inspection lot and at private warehouses. Inspections at private warehouses are performed during or after working hours pending on the availability of Quarantine Inspectors which can be assigned this duty. An application for Out of Port Inspection Services is requested, filled and delivered to the Quarantine office for the services of an inspector to be engaged for the day.
- (ix) Adequate lighting and space should be provided at inspection sites.
- (x) The designated officer shall carry all documents pertaining to a shipment for inspection, including a LANDING PERMIT book for issuance of a granted/refuse permission to land clearance for the commodity or any other measure applied based on his/her inspection and described by the conditions that will be recorded in the Landing Permit form.

6.9.2.8.1.2 Bulk Cargo

- (i) When the hatch of a hold is opened the designated officer should be alert for the detection of flying insects and close it immediately if any are detected.
- (ii) Samples from the holds of ships or any other carrier transporting the commodity should be taken first before unloading is authorized.
- (iii) Thereafter, samples should be taken at specific intervals depending on the commodity and its characteristics.
- (iv) Order the treatment of the hold (ship compartment) when necessary.

6.9.2.8.2 Terrestrial Points of Entry (Land borders)

- (i) Small quantities of cargo are inspected in the office or in the open lots close to the Customs building and larger quantities transported in trucks and trailers are inspected in the designated cargo area, identified by the Border Management Agency.
- (ii) The main office keeps in contact through the hand-held radios should any advice, information or update be required by the officer/officers assigned in that area.
- (iii) The officer working in the cargo area inspects the cargo for compliance with the regulations, and signs the passed for entry stamp placed on the Customs Entry for his approval.
- (iv) The Landing Permit is issued and the remarks placed should be consistent with the sanitary or phytosanitary measure applied to the product.
- (v) All inspections either at the main office or in the cargo area for high risk commodity of quarantine importance should only be performed during regular working hours when adequate light is available for a proper inspection to be effected.

6.9.2.8.3 Airports (Phillip Goldson International Airport)

The process consists of a thorough visual inspection of the consignment, likewise to its mode of transportation, its packaging or packing material, to verify first-hand the sanitary and phytosanitary condition of the shipment. It is the most important action of the quarantine service; it is the activity that will determine subsequent decisions like sampling, laboratory analysis, application of restrictive measures and/or release of the cargo.

- (i) The shipments are given a preliminary revision at the time of their arrival and when being unloaded from the aircraft to the apron.
- (ii) Late Night Flights – The shipments are then stored in the respective warehouse until the owners/agents arrive to initiate release procedures.
- (iii) Daylight Flights – The shipments are inspected on the plane prior to unloading. Application of technical quarantine measures is performed.
- (iv) The products are permitted to be transferred to a transport or carted to the warehouse until the owners/agents initiate release procedures.
- (v) Application of the respective technical quarantine measure is applied to the aircraft and cargo upon its arrival and also to the cargo when the procedure of importation is initiated.

6.9.3 CART-NOTED CONSIGNMENTS

Definition:

Cart-noted consignments applies to commodities of plant or animal origin that will not be cleared at the point of entry, which requires an authorization from the Quarantine and Customs Departments, for it to be transferred to a bonded warehouse or another Customs Station in the country in order that the importation process for Customs purposes be finalized.

6.9.3.1 Process for Cart-note to be Authorization :

- (i) The original documents (airway bill, invoice, bill of lading) are presented to the Quarantine Inspector verifying the entry of the consignment.

- (ii) The commodity is recorded in the cart note ledger book for the consignment to be released from storage. The consignment will be allowed to be transported to another area of the country, only if it does not present any sanitary or phytosanitary risks.
- (iii) All regulated commodities or products shall have an Import Permit with the requirements that must be provided to the Quarantine Inspector before its arrival or authorization to be cart noted to another port or warehouse in Belize.
- (iv) A Landing Permit stating the conditions to which the product is bound will be issued to the owner/agent of the cargo.
- (v) The designated officers at the Quarantine office in the area where the cargo will be cart noted shall be notified by the office at the point of entry, with regards to the destination of the cargo and the conditions attached for its movement.
- (vi) A copy of the quarantine documents should be delivered to the designated officers in the Quarantine Office by the custodian (Customs guard/ designated officers) accompanying the cargo.

CHAPTER 7

CONSIGNMENTS FOR EXPORT

7.1 DEFINITIONS OF TERMS FREQUENTLY USED IN THIS CHAPTER

7.1.1 INSPECTION OF CONSIGNMENTS

Inspection means official visual examination of plants, plant products, animal, animal products or other regulated articles to determine if pests or diseases are present and/or to determine compliance with sanitary and Phytosanitary regulations. Inspection is undertaken to determine compliance with sanitary and phytosanitary regulations and in particular the detection of regulated pests.

7.1.2 CERTIFICATION

- (i) Certification - means the procedure by which official certification bodies or officially recognized certification bodies provide written or equivalent assurance that foods or food control systems conform with requirements. Certification of food may be, as appropriate, based on a range of inspection activities which may include continuous online inspections, auditing of quality assurance systems, and examination of finished products;
- (ii) Phytosanitary certification – Use of phytosanitary procedures leading to the issue of a Phytosanitary Certificate (FAO, 1990).

7.2 REQUIREMENTS

7.2.1 LEGAL AUTHORITY

BAHA has the legal authority as the NPPO of Belize for certification and issue, and control of the issuance of sanitary and phytosanitary certificates for commodities being exported. This is established by the Belize Agricultural Health Authority Act, Chapter 211 of the Laws of Belize, Revised Edition of 2000 and its Subsidiary Laws.

This Act and its subsidiary regulations also provide BAHA with the legal mandate to prevent the exportation of consignments that do not meet the importing country's requirements.

7.2.2 RESPONSIBILITY FOR INSPECTION

Sanitary and Phytosanitary Inspections and certifications are performed by designated officers of BAHA.

7.2.2.1 PLANT HEALTH

The Plant Health Department has two sections that certify and issue Phytosanitary certificates:

- (i) Plant Health Officers, who fall under the direct supervision of the Plant Health Director issue certificates for commodities that may or may not fall under a specified protocol as determined by a Memorandum of Understanding signed by the Ministry of Agriculture on behalf of the Government of Belize and another Country.
- (ii) Certification Officers, who fall under the supervision of the Coordinator of the Mediterranean Fruitfly Surveillance Program, which in turn reports to the Plant Health Director, issue certificates for products that fall under a specified protocol as determined by a Memorandum of Understanding signed by the Ministry of Agriculture on behalf of the Government of Belize and another Country. Commodities governed by protocols are regulated by a monitoring program from the field to the pack house and thereafter to the point of export.

7.2.2.2 Animal Health Department

The Veterinary Section is responsible for issuing Health and Veterinary certificates following the international guidelines of the World Organization for Animal Health (OIE). The certificates are issued for national and international movement of animal products (e.g. Cow hides etc.) and live animals including birds.

7.2.2.3 The Food Safety Department

The department is responsible for certifying and issuing sanitary certificates to establishments that process and pack commodities for the export market (fresh seafood products or processed commodities) and for certifying processed products that do not comply with the requirement of supplying a sanitary certificate upon importation, as per SI #182 of 2004.

7.2.2.4 THE QUARANTINE DEPARTMENT

Quarantine Inspectors issue phytosanitary certificates at the point of export for commodities that are not being regulated under a certification program. These commodities include medicinal herbs for personal use, plants and plants products that do not require any specific certification that would be performed at the point of origin. However, it should be noted that any of the above mentioned officers may be designated to issue certificates, once authorized by the Authority.

7.3 RESOURCES FOR EFFECTIVE IMPLEMENTATION OF THE INSPECTION AND CERTIFICATION PROCESS FOR EXPORTS BY BAHA (NPPO)

7.3.1 RESPONSIBILITIES OF DESIGNATED OFFICERS OF THE QUARANTINE DEPARTMENT

Quarantine Inspectors perform inspections before issuing the certificates for the following:

- (i) Plants, Plant products and other regulated commodities that require certification (upon request);
- (ii) To verify the plant and plant products being exported;
- (iii) Detect and identify regulated or non-regulated quarantine pests;
- (iv) Perform and supervise phytosanitary treatments required for the certification (as requested on the import permit by the importing country);
- (v) Ensure that all associated documents are reviewed for correctness, completeness, consistency, accuracy and validity; any discrepancy should be addressed, clarified and corrected with the exporter before proceeding with the process.
- (vi) To prevent the export of any consignment that does not meet the sanitary and phytosanitary requirements of the country of destination. The information of the non-conforming consignments should be recorded and reported immediately to the Senior Quarantine Inspector and subsequently to the Technical Director of Quarantine. A written report should be forwarded as soon as possible to headquarters.

7.3.2 OBJECTIVES

- (i) **The Objective** of the inspection of consignments is to ensure and confirm compliance with the export requirements, including the absence of or specified tolerance for regulated pests. This guarantees that the consignment meets the specified phytosanitary requirements of the importing country, if any is requested on the import permit. *BAHA only issues certificates for consignments that will be exported within 48 hours after being inspected and certified.*
- (ii) In the absence of requirements related to the commodities for export for specified regulated pests by the importing country, inspection is used for the detection of non-specific pests, which are not included in the list of regulated pests and diseases of the importing country and the OIRSA region.

7.3.3 TECHNICAL REQUIREMENTS

The technical requirements for the inspection of consignments for exportation, follows the guidelines of the inspections performed for consignments being imported, **Sections 6.4 to 6.9.2, which includes:**

- (i) The review of documents associated with the consignment.
- (ii) Checking the integrity of the consignment.
- (iii) The phytosanitary inspection of the consignment. This process includes:
 - ❖ Checking the consignment for phytosanitary compliance.
 - ❖ Visual inspection for pests and/or sampling for testing.

7.3.4 REQUIREMENTS OF DESTINATION COUNTRY

Information with regards to the requirements of the importing country is the responsibility of the importer. This information should be provided to the relevant department that will issue the sanitary or phytosanitary certificate not less than seventy-two (72) hours prior to the inspection date, in order to conduct assessments and verify, if compliance of the conditions can be fulfilled. Information of the requirements of the importing country can also be received through the Sanitary and Phytosanitary Enquiry Point of BAHA.

7.3.5 DOCUMENTS ASSOCIATED WITH EXPORTS

The documents that should be checked and which are associated with export certification include:

- (i) Certificate of origin within Belize.
- (ii) Field inspection certificates (designated officer).
- (iii) Certificate of Treatment (either supervised by the Quarantine Inspector or administered by Plant Health Officers).
- (iv) The producer and packing records (designated officer).
- (v) Import permit from the country of destination (with specific requirements when requested).
- (vi) Certification program documents (pest free production sites; pest free areas - Medfly free area etc). This applies when commodities need additional declaration as required by conditions stated in the import permit from the trading partner.

- (vii) Sanitary and Phytosanitary Certificates issued by the other technical departments of BAHA. When the consignment has been issued a certificate at other areas of the country, the Quarantine Inspector should request the original for verification that the consignment has been inspected and certified for export and a copy of the original for the records of the Quarantine Office.
- (viii) Commercial Invoices
- (ix) Customs Entry

7.3.6 RECORDS OF INFORMATION

The information is documented in the appropriate ledger books and in the Import/Export database. This ensures accurate information to be recorded for traceability purposes and submission of a monthly report to Quarantine Headquarters.

7.3.7 COMPLIANCE WITH REQUIREMENTS

If the consignment required inspection and certification and it meets the export requirements, the Quarantine Inspector issues a phytosanitary certificate, if any is requested, filling the form with all the relevant information. The Phytosanitary Certificate of Belize follows the model and guidelines as described in the annex of the revised text of the IPPC (1997). This information is recorded in the Phytosanitary Certificate database and reports subsequently sent to Quarantine Headquarters on a monthly basis.

7.3.8 PHYTOSANITARY CERTIFICATE FOR RE-EXPORT

The certificate issued by BAHA follows the model and guidelines as described in the annex of the revised text of the IPPC (1997). When Belize has **consignments for re-export**, the Quarantine Inspectors should examine the original phytosanitary certificate issued by the country of origin before inspection and re-certification of the consignment. This measure is performed to determine compliance with:

7.3.8.1 Requirements

- (i) If the requirements of the country of destination are more stringent.
- (ii) The requirements are equivalent.
- (iii) The requirements are less stringent than what the phytosanitary certificate has satisfied.

7.3.8.2 Integrity of consignments being re-exported may be compromised based on:

- (i) If the consignment was repacked, the Quarantine Inspector should perform additional inspections regardless of the requirements of the country of destination.

- (ii) If the consignment was not repacked, two situations should be verified and complied with:
 - ❖ Additional inspection may not be required, if the requirements of the country of destination are the same or less stringent.
 - ❖ Additional inspection should be performed when the requirements are more stringent.
- (iii) **Additional declarations or special requirements**
 When the country of destination requests special requirements, which cannot be fulfilled by Belize (country of re-export), a phytosanitary certificate for re-export should not be issued unless:
 - ❖ The special requirement was included or declared on the phytosanitary certificate from the country of origin.
 - ❖ Equivalent Laboratory Testing of samples obtained from the consignment is performed with prior agreement with the country of destination.
 - ❖ Agreements exist between BAHA and the NPPO of the country of origin to satisfy any special requirements requested by the country of destination for consignments that are re-exported on a regular basis from Belize.
- (iv) When a phytosanitary certificate is not requested by BAHA for a certain commodity but the country of destination requires it and the requirements can be fulfilled by visual inspection and laboratory testing of samples, then the Quarantine Inspectors may issue a phytosanitary certificate, stating the country of origin in brackets.

7.3.9 ASSOCIATED FEES FOR SERVICES RENDERED

All fees associated with the issuance of sanitary and phytosanitary certificates and any other expenses incurred by the designated BAHA officer will be the responsibility of the exporter.

7.3.10 VERIFICATION OF PAYMENT

An official BAHA receipt will be issued for payment received for services rendered by the officer.

7.3.11 INTEGRITY OF SEAL

The Quarantine Inspector verifies at the point of export, that the seal placed by designated certifying officers of BAHA, on the container to safeguard the consignment, has not been compromised. The seal number should be recorded.

7.3.12 COMPLETION OF EXPORT PROCESS

All associated documents are sealed with the export stamp at the port of exit by the Quarantine Department after verification of the integrity and sanitary and phytosanitary condition of the consignment. This process is followed, if the inspection is performed at the point of export or to verify that the integrity and sanitary condition of the consignment has been maintained through the transportation stage to the point of export; when the consignment has been certified by designated officers of the other technical departments of BAHA at other areas in Belize.

7.3.13 REQUEST AND ENQUIRIES

Any requests and information required by the importing country, exporters or agents should be directed to the offices of the Coordinator of the Sanitary and Phytosanitary Enquiry Point of BAHA.

CHAPTER 8

Consignments in Transit

8.1 DEFINITION

Actions through which we verify the fulfillment of the applicable Plant and Animal and Food Safety Legislations and the application of the technical quarantine, administrative and legal measures, established for the authorization of transit of plants, animals, their products and by-products originating from other countries which utilize Belize, to reach a third country in its entirety.

8.2 PHYTOSANITARY RISK ASSESSMENT FOR TRANSITING BELIZE

The designated officers of BAHA are required to gather information that will assist the technical directors and supervisors (Scientific Steering Committee) to formulate proper measures that will mitigate the risk of the introduction of pests and diseases through consignments that request permission to transit the territory of Belize.

8.2.1 INFORMATION FOR HAZARD IDENTIFICATION

In order to identify beforehand, hazards and the corresponding phytosanitary measures which, will be required for implementation, in the existing Customs-based transit system of Belize, Quarantine Inspectors must collect, review and be knowledgeable regarding information of the following:

- (i) Belize's Customs procedures in relation with in transit consignments.
- (ii) The regulations and procedures that are implemented by the Belize Agricultural Health Authority for categories of commodities in consignments transiting Belize.
- (iii) Existing phytosanitary measures that are being implemented by BAHA, through their respective ports of entry, and which are executed by the Quarantine Department.
- (iv) The commodities that transit Belize, through the ports of entry where they are stationed.
- (v) The means and methods of transport utilized to move the consignments, from the port of entry to the port of exit.
- (vi) The pests associated with the type of commodities in the consignments that transit Belize.
- (vii) Consignments of non-regulated commodities may continue to be allowed permission to transit Belize, while they pose no phytosanitary hazard to the health of our plants and animals. Their status may change in accordance with the type of packaging or dunnage used in their transportation.

- (viii) Phytosanitary measures will be imposed on regulated commodities as stated in **8.2.3** (*Phytosanitary Risk Categorization of transit commodities*). The measures imposed will be based on technical justifications, developed through the implementation of assessments used to identify and categorize, the risks associated with any phytosanitary hazards, the consignments may pose, and the best methods used to mitigate any detrimental effect to our agricultural health.

8.2.2 RISK CATEGORIZATION - APPLICATION OF TECHNICAL MEASURES

The designated officer should confirm the existence of the shipment and apply the risk assessment based on:

- (i) Origin of the commodity considering, if it originates from a region, processing plant or farm.
- (ii) The pests and diseases being regulated by Belize, which can be associated with the commodities in the consignments.
- (iii) Degree of processing and manufacture of the commodity.
- (iv) Use and purpose for which it will be used: fresh for consumption, raw material, propagation, investigation and others.
- (v) Capacity for the transfer (transportation) of pests.
- (vi) Presentation and/or packaging of the commodity (bulk, bagged, boxed etc.)
- (vii) Type of transportation (land, air, sea) and the way a consignment is transported (closed, sealed, refrigerated containers etc).
- (viii) The change of configuration (combined, split or repackaged) of the consignments due to unloading or reloading and the type of transport.
- (ix) The time which the consignments will take to transit Belize. This will be influenced by the type of commodity and transport. The type of transportation will be directly associated with the level of the phytosanitary risk in relation to the length of time the transport takes to transit Belize. This includes storage, if the consignment remains in the custody of the Customs Department with safeguards implemented by BAHA (if any are required).
- (x) The transit route can be designated by BAHA in consultation with the Customs Department to mitigate some phytosanitary hazards, which can be posed to our plant, animal and human health and life.
- (xi) The frequency, volume and season of transit of regulated commodities can be regulated by the Belize Agricultural Health Authority.
- (xii) Fulfillment of the import requirements.

- (xiii) Other measuring (indicative) factors to characterize the risk.
- (xiv) Sealing of the conveyance (transport). This is implemented by either affixing a seal from the Customs or Quarantine Department or both to the conveyance in order to ensure the integrity of the consignment while transiting Belize.

8.2.3 PHYTOSANITARY RISK CATEGORIZATION OF TRANSIT COMMODITIES

The categories are defined by the risk involved or which could be posed by the in transit commodity or its packaging.

8.2.3.1 Consignments Subject to Customs Control Only.

The commodities which fall in this category are non-regulated commodities as defined by the regulations of the Belize Agricultural Health Authority through risk assessments/analysis and which can be transported without any special sanitary or phytosanitary measures. The passage through Belize of these commodities is subject to transiting in enclosed containers, not being split up, combined with other consignments or having their packaging changed. These consignments are required to be presented to the Quarantine Department at the port of entry for their particulars to be recorded in the ledger for transit products. Once it is verified that the Customs procedure and safeguards are adequate for transiting; an authorization for transiting Belize is issued by the Quarantine Department.

The Customs procedure must ensure:

- (i) The integrity of the consignment.
- (ii) The security of the consignment.
- (iii) The consignment leaves the country in its entirety.

Customs control is ensured by sealing the container in which the consignment is being transported and assigning a designated Customs Guard to accompany the consignment from the port of entry to the port of exit, while having control of all pertinent documents (including the Landing Permit authorizing the transit) of the consignment. The documents are surrendered by the Customs Guard to the Customs Department and the Quarantine Office (Landing Permit) at the port of exit; for the respective officers of both authorities to verify the arrival and exit of the consignment at that port.

8.2.3.2 Consignments Subject to BAHA and Customs Control.

The commodities which fall in this category are regulated commodities as defined by the regulations of the Belize Agricultural Health Authority through risk assessments/analysis and which will be transported open rather than enclosed, their enclosure satisfies the Customs requirements only, and while under Customs control is split up or changes the type of transportation. These consignments may be combined or repacked. The consignments in this category present a Phytosanitary risk to Belize since; they may not transit directly through Belize and remain under the custody of the Customs Department for a period of time. Additional phytosanitary measures may be implemented together with the Customs controls to ensure the safeguarding and effective transit of the consignments through Belize.

8.3 PHYTOSANITARY RISK MANAGEMENT FOR CONSIGNMENTS

8.3.2 Both the Customs Department and the Belize Agricultural Health Authority procedures apply to the control of consignments that transit Belize. The measures applied are based on the classifications as stated in **8.2.3** (*Phytosanitary Risk Categorization of Transit Commodities*).

8.3.1 TRANSIT UNDER CUSTOMS CONTROL:

The procedure for transit through Belize with only Customs Control includes:

- (i) Document verification and particulars of the consignment.
- (ii) Confirmation of the existence of the consignment.
Presentation of documents to the designated officers at the Port of entry. The designated officers verify **both (i) and (ii)** along with the Customs Officers. A copy of all documents is kept for the records for the Quarantine Department.
- (iii) The Landing Permit is issued (with remarks: to be presented at the port of exit upon arrival by the Customs Guard) and attached with the Invoices or Customs entry for its presentation to the Quarantine Office at the port of exit. The designated officer at the port of entry informs his counterpart at the port of exit of the consignment in-transit and its particulars.
- (iv) The consignment is sealed by the Customs department and the number is noted in the Cart note form.
- (v) The Customs Department issues a Cart note with all information attached to the form. The time of departure is recorded in both, the Cart note form and the transit ledger book.

- (vi) A Customs Guard is designated to accompany the consignment to the port of exit. The name of the officer is recorded in the Cart note and in the Customs Transit Records Book. The consignment is instructed to proceed directly to the port of exit with the Customs Guard in accompaniment, to ensure that the Customs Regulations are fulfilled.
- (vii) Upon arrival of the consignment at the port of exit, the Customs Guard ensures the security of the consignment by withholding the key of the transport and presenting it along with the documents to the Customs Department. The Landing Permit is presented to the Quarantine Office at the port of exit for verification that the consignment arrived and for its eventual departure from Belize.
- (viii) The officers of both entities confirm that the consignment arrived in its entirety by verifying that the seal had not been tampered with or broken.

8.3.2 TRANSIT WITH PHYTOSANITARY MEASURES ALONG WITH CUSTOMS CONTROL

The objective that quarantine wants to achieve, the guidelines that can apply and the process that consignments that desire to transit Belize, to reach a third country, must undergo are:

8.3.2.1 OBJECTIVES

- (i) To verify that the shipment coincides with the documents that accompany it and that it complies with the Sanitary and phytosanitary requirements of the importing country.
- (ii) Ensure that the products and by-products of plant/or animal and animal products have fulfilled the technical and administrative procedures established by Belize, as the country being used as the transit point.
- (iii) Ensure that the products declared as in-transit exit the country. This may be guaranteed by the assignation of a designated officer of BAH to accompany the consignment from the port of entry to the port of exit (e.g. Quarantine Inspector, Veterinary Officer Etc). This officer will accompany the consignment along with the Customs Guard.
- (iv) Guarantee that the transit does not represent a risk for the introduction of pests or diseases.
- (v) Generate access of information that establishes the rules for consignments in transit, and measures to which they are subjected.
- (vi) Inform the quarantine station at the exit point of the country of the products declared and being transported through Belize.

8.3.2.2 Guidelines:

- (i) All consignments that present sanitary and phytosanitary hazards to our agricultural and human health and life will be treated as an importation. The commodities in the consignment will need to meet all import requirements of Belize.
- (ii) The administrative requirements and technical measures are applied in direct form considering the intrinsic risk of each product. It is the exclusive responsibility of the owner to communicate to his foreign provider/consignor, the requirements and conditions established by the quarantine authorities of Belize and the importing country, before the transit date.
- (iii) Adequate areas and installations should be in place for proper inspection of the product, with permits for the proper handling under secure sanitary and phytosanitary conditions.
- (iv) In the event that detection is made of regulated pests and diseases, immediately send the Laboratory Submission Certificate and sample to the laboratory and give the result to the interested parties. Place the commodity under quarantine and apply the recommended technical phytosanitary measures.
- (v) Not authorizing the transit of prohibited regulated products; or order the return of the product to the country of origin if the import requirements are not satisfied.

8.3.2.3 Procedure: for the acquisition of permission to transit with consignments at ports of entry.

8.3.2.3.1 Presentation of Documents:

The documents required (Originals must be presented and copies will remain at the Quarantine Office) for the authorization of an in transit consignment are:

- (i) Import permit from BAHA (original) for regulated commodities and specified requirements.
- (ii) Copy of the required Sanitary or Phytosanitary Import Permit of the importing country.
- (iii) Copy of Sanitary and Phytosanitary Certificate of the country of origin, including additional declarations (when required by the Import Permit) of pests and Quarantine Treatments.
- (iv) Copy of the Commercial Invoice (and packing list when required.)

8.3.2.3.2 Inspection of Documents:

- (i) A careful revision of the required documents should be performed to verify that the products described, their scientific names, quantity, origin, consignees and consignors coincide in all the supporting documents.
- (ii) Verification of the authenticity and validity of the documents that accompany the shipment.
- (iii) Verification that sanitary or phytosanitary requirements, established by the competent authorities of the importing country are fulfilled in the official Sanitary and Phytosanitary Certificate of the country of origin and during the respective inspection.

8.3.2.3.3 Inspection of the Shipment:

The inspection is the most important activity of the quarantine services because it marks the stage for the making of decisions, including sampling, laboratory analysis, and application of restrictive measures and/or release of the shipment. It consists of a thorough visual inspection directed at the product and its mode of transportation, its packaging or packing to verify the sanitary and phytosanitary condition of the shipment and the fulfillment of the conditions that were established as requirements by the importing country as well as for Belize.

8.3.2.3.3.1 Mode of transportation:

- (i) In this case it is important to carefully inspect the floor, the area close to the doors and the cracks or breathers in dry containers.
- (ii) Ensure, in the case of transferred cargo from containers that in the modes of transportation there are no residues or waste of the shipments transported in previous trips. If these are present and are infested, proceed to collect them, perform a laboratory analysis and order the respective Phytosanitary measure, not only to the mode of transportation but also to the commodity.

- (iii) In the event of bulk commodities fumigated at its origin, and whose integrity has been compromised, were not sealed at origin, ensure that the doors of the containers remain open from one to three hours (or appropriate time) before the inspection.
- (iv) In refrigerated or sealed containers whose seals have not broken or were not compromised in the assessment of the Quarantine Inspector the process of transit can proceed to the next step.

8.3.2.3.3.2 Packing or Packaging:

- (i) Inspect the markings, tags or labels of the bags, sacks, cases, drums and others. In general, these will help identify the type of product within, its country of origin, degree of processing, expiry dates and other characteristics of the product.
- (ii) Proceed to open, turn, rotate or move in different ways (if its weight permits). Preferably this should be performed on a white-topped table for easier detection of the presence of pests.
- (iii) In the case of wood packaging, a thorough inspection should be performed to find perforations and/or live insects and prescribe the corresponding technical measure.

8.3.2.3.3.3 Commodity or Shipment of Regulated Commodities:

- (i) Considering the level of risk that characterizes the shipment, the designated officers should proceed to find symptoms and damage that provides evidence of the presence of pests.
- (ii) It is also important to consider the conditions of the mode of transportation and its packaging to determine places and spaces with the most possibility to do

interceptions. For example, there is a higher probability to find live insects in the upper part of a dry shipment (no refrigeration) and likewise; equal probability exists in refrigerated containers when examining the back of the containers (near the doors).

- (iii) When dealing with fruits packed in cases, it is important to inspect at least 2% of the total shipment randomly (or as indicated in the sampling methods), directing our interest at the stems and crowns of the fruits.
- (iv) In foliage it is important to shake them on the inspection table with a white surface which facilitates interceptions.

8.3.2.3.3.4 Apply the Corresponding Measures based on the Inspection of the Product as in **Section 6.4** (*Sanitary and Phytosanitary measures Applied to Commodities*).

8.3.2.3.3.5 Authorized Process:

- (i) Preparation of the inspection record.
- (ii) Charging for services rendered.
- (iii) Stamping of the Customs documents.
- (iv) Documents required:
 - ❖ Copy of the Import Permit of the Importing Country.
 - ❖ Import Permit from BAHA and specified requirements (when required).
 - ❖ Copy of the Customs Entry, Commercial Invoice or Packing list, whichever applies.
 - ❖ Inspection or Treatment Certificate.
 - ❖ Copy of the Sanitary and Phytosanitary Certificate of the country of origin.
- (v) The delivery of documents for the Customs procedure to proceed.

(vi) **Recording of relevant information of the consignment.**

(vii) Notification to the quarantine station at the port of exit of the inspection result, time of departure in addition, the approximate time of arrival.

8.3.2 The consignment may be refused permission to transit Belize, should the appropriate phytosanitary measures not be available at our disposal and safeguards are impossible to apply.

8.3.3 Rejection of Transit

When the consignment is in Customs control and is stored or reloaded in a manner that presents a sanitary and phytosanitary risk, the Quarantine Inspector after consultation with his immediate supervisor, may decide that the consignment not be allowed to continue in transit through Belize,. The consignment will be required to meet import requirements or the appropriate phytosanitary measure be applied as in **6.4** (*Sanitary and Phytosanitary Measures Applied to Commodities*).

8.3.4 The Belize agricultural Health Authority is responsible for the application of sanitary and phytosanitary measures to consignments of regulated commodities. While, the Customs department has responsibility for the control of the consignments in transit.

8.3.5 The resources of BAHA and relevant departments may be called upon in any emergency measure that may be required to be implemented to contain any sanitary and phytosanitary hazard caused as a result of consignments in transit. The departments with the consent of their responsible officers may be Customs, Transport, the Police and Public Health Departments, among others.

8.3.6 A new phytosanitary certificate may be issued describing the new status of the commodities, if the consignment is exposed to contamination or infestation.

8.3.7 If the consignment is split up, repackaged or combined with other consignments the Quarantine Inspectors are authorized to issue a Phytosanitary Certificate for Re-exportation.

CHAPTER 9

POSTAL INSPECTION

9.1 INTRODUCTION

Quarantine Inspectors are authorized through the BAHA ACT (Part VIII Section 45) to inspect postal packages which the Postal Services of Belize (includes government and private entities) and the Customs Department have verified as containing a commodity of quarantine Importance.

Quarantine Inspectors must therefore, work closely with the Postal and Customs Authorities to minimize the risk of the introduction of pests and diseases by high risk commodities moving through the mail services of Belize. These authorities must be adequately trained and informed of quarantine procedures and regulations. This would enable the Quarantine Service to have more confidence that commodities encountered in the mail will be reported to the Quarantine Department for the adequate quarantine measures to be implemented.

9.2 GENERAL GUIDELINES

9.2.1 INTERCEPTION OF COMMODITIES OF QUARANTINE IMPORTANCE IN THE MAIL.

The correspondent declares the commodity in the package or is detected by the Postal authorities at the time of opening the package, notification to Customs and Quarantine Department or upon suspicion of the contents by any of the three authorities mentioned.

9.2.2 THE QUARANTINE DEPARTMENT RECEIVES NOTIFICATION OF THE EXISTENCE OF THE ABOVE-MENTIONED PACKAGE. The Senior Quarantine Inspector (supervisor) can either:

- (i) Assign a Quarantine Inspector to visit the postal service to assess the commodity and give a decision according to the importation regulations (when the quantity and value of the commodity is minimal, a receipt or invoice is accepted by Customs to clear the products) or
- (ii) The commodity is declared through a Customs entry by the importer/agent (when the value is high). In this instance, continue with the importation process for commodities.

9.2.3 THE QUARANTINE INSPECTOR PERFORMS DOCUMENTARY AND PHYSICAL ASSESSMENTS OF THE PRODUCT. Two options are available for implementation:

- (i) The commodity fulfills the entry requirements regulated by BAHA. Therefore, the Passed for Entry stamp, the Quarantine officer's signature and identification number are affixed to the postal documents.

- (ii) When the commodity does not comply with importation regulations, the package is retained and the owner is given ample time to present the pertinent documents or the Quarantine Inspector proceeds to confiscate, if the permission to import the commodity is not granted.

9.2.4 When the commodity is found infested, and treatment is not feasible or available the package or part of the package is confiscated. The appropriate documents are issued to the postal service for forwarding to the owner or delivered to the owner/agent if present.

9.2.5 Any packages moving through the mail service may be confiscated or refused entry when it:

- (i) Has been abandoned.
- (ii) The package is heavily infested or infected.
- (iii) The package has soil.
- (iv) The commodity cannot be treated adequately.
- (v) It cannot be sent for treatment to another site because it cannot be safeguarded adequately and probability of pest introduction is high.
- (vi) The commodity can be withheld until the conditions of importation are fulfilled either for the total or part of the package.

9.2.6 The appropriate quarantine measure as **Section 6.4** (*Sanitary and Phytosanitary Measures Applied to Commodities*) should be applied to the whole or part of the package at the discretion of the Quarantine Inspector based on the inspection results.

9.3 RETENTION OF PACKAGES

Packages are retained when importers do not meet the import requirements of BAHA for the commodity or consignment.

9.3.1 The Confiscation and Retention Form must be filled by the Quarantine Inspector and any two officers and a witness (the Quarantine inspector, Customs or Postal Officers) can sign the form.

9.3.2 The first copy must stay with the postal authorities and a copy of this must be attached with the Landing Permit stating the reason for the measures implemented and sent to the addressee. The package can remain at the postal office if pests are not present. The Quarantine Department would be notified when the owner is present at the postal office for the processing of the importation.

9.3.3 The Owner must contact the Quarantine Department within 10 days to provide the required documents or arrange its return to origin, confiscation or destruction of the retained commodity.

9.3.4 If the grace period has expired and the owner does not contact the post office or BAHA, or requests the destruction voluntarily, the respective documents are filled and proper procedures are implemented. If it is part of the shipment the other commodities are released once cross contamination is not detected in any form. Destruction is performed in the presence of a witness, who signs the Certificate of Destruction.

9.3.5 The Destruction Certificate is signed by the Quarantine Inspector, personnel from the Postal Service or the Customs Department and the owner, if present. Otherwise, a copy is provided to the Postal Service to send to the addressee.

9.3.6 If all requirements are fulfilled, the appropriate forms and stamps of the importation procedure are filled and issued to the importer.

These procedures must be regulated and follow the International Postal regulations as for notifications and seizure.

CHAPTER 10

INSPECTION OF PORT FACILITIES

10.1 INTRODUCTION:

Quarantine Officers are responsible for all quarantine activities, especially the sanitary and phytosanitary position of warehouses in and around the areas and facilities at all ports of entry, particularly in sea and airport areas. The inspection program is performed, since these areas are of high risk for the introduction of pests of quarantine importance, especially storage pests in the warehouses.

10.2 WAREHOUSE INSPECTION

The warehouses at ports of entry are prime target areas where, if a pest is introduced it may be found, as all types of consignments are stored or discharged in these spaces. Therefore, a periodic inspection of these facilities should be performed by the Quarantine Inspectors posted and working at these points of entry where the buildings are located. The following measures should be implemented.

- 10.2.1 AN INSPECTION SHOULD BE PERFORMED AT MONTHLY INTERVALS.
- 10.2.2 INSPECTION MUST INCLUDE STORED PRODUCE, FLOORS AND WALL OF THE STRUCTURES (STORAGE SHEDS), AND LOADED OR EMPTY CONTAINERS. OFFICERS MUST TARGET FLYING OR CRAWLING INSECTS.
- 10.2.3 SPECIMENS OF PESTS INTERCEPTED SHOULD BE IDENTIFIED IN THE FIRST INSTANCE BY THE QUARANTINE OFFICE AT THE PORT OR SENT TO THE APPROPRIATE LABORATORY FOR A MORE POSITIVE IDENTIFICATION
- 10.2.4 THE SPECIMEN MUST BE PROPERLY PRESERVED AND LABORATORY SUBMISSION FORM PROPERLY FILLED AND SENT TO THE LABORATORY.
- 10.2.5 THE INSPECTOR MUST PREPARE A REPORT OF THE FINDINGS IN THE WAREHOUSES WHICH SHOULD CONTAIN THE FOLLOWING:
 - (i) Date of inspection
 - (ii) Location of the warehouse
 - (iii) Infestation level
 - (iv) Date, type and number of specimens sent to the laboratory
 - (v) Number of the laboratory submission form
 - (vi) Recommendations (control instructions for medium and severe infestations)
 - (vii) Name and signature of the Quarantine Inspector who conducted the inspection.

10.2.6 DEPENDING ON THE IDENTIFICATION RESULT OF THE LABORATORY THE FOLLOWING IS APPLIED:

10.2.6.1 Positive identification of a quarantine pest of importance.

- (i) Acquire a quarantine order from the Technical Director of the Plant Health Department of BAHA.
- (ii) Inform the Port Authorities, Customs Department and the Warehouse Managers that the warehouse (infested area) has been placed under quarantine.
- (iii) Deliver the order to the appropriate authorities.
- (iv) Ensure the application of the quarantine measure dictated by the Technical Director of Plant Health, which will be applied by the OIRSA personnel and supervised by Quarantine Inspectors stationed at the respective port.
- (v) Wait for the correct period for the treatment to be effective, aerate the area and then confirm if the quarantine measure was effective.
- (vi) If the treatment was adequate inform the authorities that the quarantine is lifted.

10.2.6.2 When the result from the laboratory identifies the pest being of non-quarantine importance; the Senior Quarantine Inspector (Supervisor) will send a report to the respective authorities stating:

- (i) Date and warehouse (identification number) inspected.
- (ii) Type and level of infestation encountered.
- (iii) Control measure recommended.
- (iv) The warehouse is released from quarantine and cleared for use.
- (v) Copy of the report must be sent to the headquarters of the Owners of the premises, Quarantine and Plant Health Departments and Port Authorities.

CHAPTER 11

INSPECTION AND DISPOSAL PROCEDURE OF GARBAGE

(SOLID WASTE MANAGEMENT)

11.1 GENERAL

Garbage is a serious pathway for the introduction of pests and diseases into Belize, therefore the Quarantine Inspector along with the Public Health Inspector (when present) must direct much emphasis to its management and control aboard any conveyance. **The present policy of the Ministry of Health and BAHA does not allow wet garbage to be offloaded in Belize.**

11.1.1 **Garbage** is described as: “all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any such material onboard any means of conveyance, and including food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers’ or crew’ quarters, dining rooms, or any other areas on vessels, aircraft, or other means of conveyance.”

11.1.2 These products are disposed of by private waste control companies that incinerate the garbage and at certain ports by BAHA. Quarantine Inspectors should inspect this garbage, since carriers (shipping lines) will be tempted to mix wet and dry garbage in bags or compress them together in order that it passes unnoticed by the Inspector. All garbage derived from sea vessels should not be mixed with local garbage or burnt in open air, since plant pests could escape and fungal spores can be released into the atmosphere.

11.1.3 All garbage granted permission to be offloaded for incineration must be transported and disposed of properly. The Quarantine Inspectors are authorized to enter any premise where the disposal by incineration is performed and ensure that it is performed properly.

11.1.4 Notwithstanding the above, approval for discharge may be granted for wet garbage in Belize with prior arrangements for proper supervision to be implemented. This may be allowed only if the vessel remains for an extended period (more than three (3) days) in Belizean waters or the incinerators aboard malfunctions compromising its capacity for safe storage; and for air or terrestrial conveyances that it be properly secured and delivered to the designated officers of BAHA at the port of entry.

11.2 TYPES OF GARBAGE

- (i) **Wet garbage** is comprised of refuse of fresh or unprocessed vegetable matter and animal products used for consumption by the passengers and crew.
- (ii) **Dry garbage** is allowed to be discharged and consists of processed or manufactured products such as, but not limited to, plastic products, bottles, cans, bed linen and other products in the ship's disposable inventory.

11.3 GARBAGE MANAGEMENT - MARITIME PORTS

This process is also of interest to the Public Health Officer. Most times, both Quarantine and Public Health officials perform this task together.

- (i) When the Boarding party is in the designated area for document inspection, the Quarantine Inspector should enquire if any garbage will be discharged. The Quarantine Inspector should state his/her intentions to examine the garbage bins in the kitchen areas where initially garbage must be separated, likewise garbage drums or containers on deck or any storage area designated to hold garbage. The management of garbage from the kitchen onwards will give an indication that the vessel is complying with our regulations and not mixing dry and wet garbage together.
- (ii) The designated ship's officer leads the Quarantine and Health Inspectors to the kitchen garbage bins where the officers must verify that garbage is separated and stored hygienically and that pests and especially flies and larval stages of insects are not evident in and around the containers.
- (iii) The Quarantine Inspector must ensure that garbage drums or containers are inside the rails of the vessel and at a designated area for garbage.
- (iv) The garbage containers must not have any leakage of liquids since pathogenic organisms can be spread in this manner.
- (v) The garbage should be placed in large sturdy and leak-proof plastic bags lining the container and the container properly covered. This helps in preventing the escape of any living plant pests which may be present.
- (vi) All garbage must be kept aboard the vessel while in a Belizean ports, unless prior arrangements exist for discharge, adequate safeguarding and disposal under quarantine supervision or stipulations.
- (vii) Garbage may be disposed after the vessel has left Belizean territorial waters and following the guidelines in International Shipping regulations.

- (viii) If a vessel remains for an extended period in Belize and garbage must be discharged it must be executed under quarantine supervision or stipulations with BAHA as the monitoring and regulating agency.
- (ix) The non-compliance with the above mentioned procedures for garbage disposal and safeguards will be dealt with accordingly and the stipulated penalties imposed as stated in the BELIZE AGRICULTURAL HEALTH AUTHORITY Regulations, Chapter 211 of the Laws of Belize Revised Edition 2000 and its Subsidiary Laws
- (x) Many vessels have incineration facilities especially, cruise liners. All wet garbage is incinerated by these vessels. Permission should be requested to discharge dry garbage, under stipulations and supervision by Quarantine Inspectors for the execution of proper disposal and handling of those that pose a sanitary and phytosanitary threat to Belize.
- (xi) Garbage from smaller vessels that will remain for extended periods should be placed in double plastic bags and assistance or advice for disposal sought from the Quarantine Department at any port stated in the procedure and then disposed in a safe manner to prevent the rupture of the container.
- (xii) Cargo ships usually remain for short periods of time in the ports therefore; the garbage should be safeguarded on board the vessel. If garbage will be disposed, the quarantine measures stipulated by the Quarantine and Public Health Inspectors shall be followed.
- (xiii) Incinerators are located in accessible areas at the points of entry and managed by BAHA, the Port Authority or a private entity. If managed by a private entity, the Quarantine Department will have access to the facility to monitor that the proper disposal procedure is followed.

11.4 GARBAGE MANAGEMENT - LAND BORDERS (TERRESTRIAL POINTS OF ENTRY)

International garbage at terrestrial points of entry is of great concern and must be monitored by the Quarantine Department, since plant and animal pests and diseases can be introduced through this medium. International garbage must not be mixed with local garbage or burnt in open air since, plant pests could escape and fungal spores can be released into the atmosphere. Therefore, the measures taken to mitigate the possibilities of the entry, dispersal and establishment of pests and diseases that can adversely affect our plant, animal and human health and life.

- (i) Signs must be placed in conspicuous sites, both in English and Spanish for the traveling public to understand easily. Instructions must be provided for the placement of fresh fruits (parts or whole) and animal products in the quarantine disposal bins as the last option before baggage declaration to the Customs Department. This will enable a more feasible control of some of the garbage which could be detrimental to our agricultural health and food safety and will lead to proper disposal in the incinerators at these points of entry. Likewise, separation of dry and wet garbage will be achieved to some degree.
- (ii) Garbage derived from leftovers of discharged and released cargo such as pallets, wood packaging materials, dunnage or any refuse associated with commodities of quarantine importance, must be properly destroyed by the Quarantine Department with the responsibility for payment of the appropriate fees by the owner of the cargo. Garbage derived from cargo must be inspected properly, especially for insect borers associated with wood packaging materials.
- (iii) The Quarantine Inspector should monitor the Quarantine garbage bins, examine the commodities discarded for any pests and record the products encountered daily.
- (iv) The Quarantine Inspector will ensure that any quarantine measure recommended be followed and applied properly to the garbage (destruction by the most suitable method or treatment).
- (v) If by incineration, the commodities must then be destroyed properly at the prescribed temperatures by the Quarantine personnel at the port to ensure the destruction of any pest or disease associated with the commodity.
- (vi) If any pest is intercepted, samples must be collected properly and a preliminary identification performed followed by a further submission to the appropriate laboratory for confirmation.
- (vii) Owners of cargo are financially responsible for the destruction of garbage under Quarantine Supervision when a private contractor performs the task or the Quarantine Department burns the refuse in the incinerator, for prescribed fees and should the owner refuse, the release of his cargo will be withheld until compliance has been achieved.
- (viii) If any treatment must be performed because of pest infestation on garbage derived from cargo packaging or packing, the expenses will be borne by the importer/agent of the cargo.
- (ix) The appropriate treatment will be performed by the OIRSA personnel under instructions and supervision of the Quarantine Inspector.

- (x) The prescribed fees will be paid to the OIRSA personnel by the owner of any consignment for the treatment of any material or garbage derived from cargo transported by any carrier into Belize.
- (xi) The Quarantine Inspector may call for assistance from the Police Officer assigned duties at the points of entry for this procedure to be observed.

11.5 GARBAGE MANAGEMENT – AIRPORTS

The speed and rapid movement of aircrafts from one country or region to another, transporting passengers and consignments (cargo), facilitates the transfer of pests and disease that can negatively affect our plant, animal and human health and life. One of the many means of the entry of exotic or regulated pests and diseases of quarantine importance is through garbage, which passenger, cargo or private aircrafts discharge at their point of arrival. This makes it very essential that Quarantine Inspectors at international airports monitor; safeguard and apply the adequate quarantine measure to mitigate the possibility of the entry and establishment of plant and animal pests and diseases. Therefore, the necessity to have measures established and applied to various categories of flights. These include private, passenger (commercial), cargo and military aircrafts.

11.5.1 TURN AROUND OR IN-TRANSIT FLIGHTS: - PRIVATE, PASSENGER & CARGO

- (i) The Quarantine Inspector will board the aircraft accompanied by a security personnel from the aircraft, airline or with the catering crew.
- (ii) The airline stewardess should collect any plant or animal products and by-products, leftovers of food served in-flight and place in separate garbage bags from dry garbage (plastics, cartons etc), also the cleaning personnel will do likewise with leftovers plant or animal products and by-products and garbage collected when cleaning the airplane.
- (iii) The Quarantine Inspector will examine the garbage bins for compliance and will collect the bags with the restricted/prohibited waste (garbage) from the garbage bins and those collected by the cleaning crew for proper inspection, treatment and disposal.
- (iv) The cleaning crew must ensure that the garbage bags are not ruptured when handled.
- (v) Any noncompliance will be dealt with the application of rigorous enforcement of the appropriate technical measures and penalties will be enforced according to the existing quarantine regulations.

11.5.2 OVERNIGHT & LONG STOPS: - PRIVATE, PASSENGER & CARGO

- (i) The Quarantine Inspector, after treatment of the aircraft with the appropriate insecticide by OIRSA personnel will proceed to examine and collect any plant or animal products and by-products, leftovers of food served in-flight, from the garbage bins and any other food of quarantine importance present in the galley, which was not served to passengers and will not be used again on the return trip the following day.
- (ii) Inspection of the cargo compartments and/or luggage, garbage bins, galley, and passenger area that can shelter pests, confiscation of the food products, waste and/or materials of quarantine importance for proper destruction should then be performed.
- (iii) The Quarantine Inspector then ensures that the galley and aircraft itself is secured in order for any product of Quarantine importance to remain within and not be removed without his/her authorization. This step is performed after Section 4.3.6.1.3(iii) (*Inspection of Aircrafts – flight's origin is from a high risk area*) has been applied.

CHAPTER 12

GLOSSARY OF TERMS

12.1 SCOPE

The terms and definitions used in the manual conforms with the internationally agreed vocabulary associated with the implementation of the International Plant Protection Convention (IPPC) and International Standards for Phytosanitary Measures (ISPMs) and terms from Codex Alimentarius, the Agreement on Sanitary and Phytosanitary Measures (SPS) and The World Organization for Animal Health (OIE). Terms from the BAHA Act and its Statutory Instruments are also included and unless the context in the procedures otherwise requires it, the terms and definitions below mean:

12.2 TERMS AND DEFINITIONS

<u>Terms</u>	<u>Definitions</u>
“Authority”	means the Belize Agricultural Health Authority established under Section 3 of the BAHA Act;
“accredit or accredited”	means officially recognized by the competent authority to certify, inspect or audit the quality, or diagnostic or calibration laboratory; and to verify in the national environ, the compliance of technical conditions and requirements required for the functioning of the entities responsible for control and verifications of sanitary and Phytosanitary measures;
“additional declaration”	- means a statement that is required by an importing country to be entered on a phytosanitary certificate and which provides specific additional information pertinent to the phytosanitary condition of a consignment;
“BAHA”	means The Belize Agricultural Health Authority;
“cargo vessel”	means any conveyance carrying commodities from one place to another;
“certificate”	means an official document which attests to the sanitary or phytosanitary status of any consignment affected by sanitary or phytosanitary regulations;
“certification”	means the procedure by which official certification bodies or officially recognized certification bodies provide written or equivalent assurance that foods or food control systems confirm with requirements. Certification of food may be, as appropriate,

based on a range of inspection activities which may include continuous online inspections, auditing of quality assurance systems, and examination of finished products;

- “CITES” means Convention on International Trade in Endangered Species of Fauna and Flora;
- “clearance” (of a consignment) means verification of compliance with sanitary and phytosanitary regulations;
- “commodity” means any type of plant, animal, their products and byproducts, or other article being moved for trade or other purpose;
- “compliance procedure” (for a consignment) - means official procedure used to verify that a consignment complies with stated sanitary and phytosanitary requirements;
- “consignment” means a quantity of plants, plant products, animal, animal products or other regulated commodity being moved from one country or region to another;
- “consignment in transit” - means a consignment that is not imported into a country but passes through it to another country, subject to official procedures which ensure that it remains enclosed, and is not split up, not combined with other consignments nor has its packaging changed [FAO, 2002; ISPM No. 5];
- “contaminating pest” means a pest that is carried by a commodity and, in the case of plants and plant products, does not infest those plants or plant products [CEPM, 1996; revised CEPM, 1999];
- “contamination” means the presence in a commodity, storage place, conveyance or container, of pests or other regulated articles, not constituting an infestation (see infestation) [CEPM, 1997; revised CEPM, 1999];
- “conveyance” means any vessel, aircraft, train, vehicle, cart, container, animal or other thing that can convey plants, plant products, animal, animal product, carcass, biologics, veterinary drugs, pests, beneficial organisms, or other commodity from one place to another;
- “country of origin” of a consignment of plants means, country where the plants were grown; of a consignment of plant products, country where the plants from which the plant products were derived were grown; of other regulated products articles, country where the regulated articles were first exposed to contamination by pests;
- “cruise ship” means a ship carrying fare-paying passengers on a tour and docking at one or more ports;
- “detection threshold” means the minimum level of infestation or contamination that will be detected at a defined level of confidence with a specific

	sampling method;
“designated officer”	means a person employed and accredited or accredited to carry out the function of the Authority;
“dunnage”	means wood packaging material used to secure or support a commodity but which does not remain associated with the commodity [FAO, 1990; revised ISPM Pub. No. 15, 2002];
“entry”	means, in relation to a consignment, movement through any official designated port of entry into the territory of Belize;
“exporter”	means anyone who, whether as owner, consignor, consignee, agent, broker or otherwise, is in possession of or in any way entitled to the custody of any plant, plant product, animal, animal product, pest, beneficial organism or other regulated article landed or likely to be landed in any other country or region from Belize;
“ETA”	means estimated time of arrival;
“import”	means bringing into Belize by any means whatever;
“Import permit”	means official document authorizing importation of a commodity in accordance with specified sanitary and phytosanitary requirements;
“importer”	means any person who, whether as owner, consignor, consignee, agent, broker or otherwise, is in possession or in control of or in any way entitled to the custody of any plant, plant product, animal, animal product, pest, beneficial organism or other regulated article landed or likely to be landed in Belize from another country or region;
“inspection”	means official visual examination of plants, plant products, animal, animal products or other regulated articles to determine if pests or diseases are present and/or to determine compliance with sanitary and Phytosanitary regulations. Inspection is undertaken to determine compliance with sanitary and phytosanitary regulations and in particular the detection of regulated pests;
“inspector”	means a person authorized by a National Plant Protection Organization to discharge its functions [FAO, 1990];
“interception”	means (of a consignment) the refusal or controlled entry of an imported consignment due to failure to comply with sanitary and phytosanitary regulations;
“interception”	means (of a pest) the detection of a pest during inspection or testing of an imported consignment [FAO, 1990; revised CEPF, 1996];

“IPPC”	International Plant Protection Convention, as deposited in 1951 with FAO in Rome and as subsequently amended [FAO, 1990; revised ICPM, 2001];
“ISPM”	means International Standards for Phytosanitary measures [CEPM, 1996; revised ICPM, 2001];
“large yacht”	means a vessel measuring fifty (50) feet or more in length and ten (10) feet or more in beam;
“non-commercial purposes”	- means the importation of commodities or products for purposes other than for sale to the general public;
“non-quarantine pest”	- means a pest that is not a quarantine pest for an area;
“normal working hours”	- means the normal operating hours of government offices in Belize.
“NPPO”	means (National Plant Protection Organization) the official service established by a government to discharge the functions specified by the IPPC [FAO, 1990; formerly Plant Protection Organization (National)];
“Pest”	any species, strain or biotype of plant, animal or pathogenic agent injurious to plants or plant products [FAO, 1990; revised FAO, 1995; IPPC, 1997];
“pest free area”	means an area in which a specific pest does not occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained [FAO, 1995];
“pest risk assessment”	- means the evaluation of the probability of the introduction and spread of a pest and of the associated potential economic consequences [FAO, 1995; revised ISPM, Pub. No 11, 2001];
“phytosanitary certificate”	- means certificate patterned after the model certificates of the IPPC;
“phytosanitary certification”	- means use of phytosanitary procedures leading to the issue of a Phytosanitary certificate [FAO, 1990];
“phytosanitary hazard”	- means the potential to cause harm directly or indirectly to plants or plant products;
“phytosanitary regulations”	- means official rule to prevent the introduction and/or spread of quarantine pests, by regulating the production, movement, or existence of commodities or other articles, or the normal activity of persons, and by establishing schemes for phytosanitary certification;
“plant products”	means unmanufactured material of plant origin (including grain) and those manufactured products that, by their nature or

that of their processing, may create a risk for the introduction and spread of pests;

- “plants” means living plants and parts thereof, including seeds and germplasm;
- ”point of entry” means airport, seaport or land border point officially designated for the importation of consignments, and or entrance of passengers;
- “Quarantine Inspector” - means the person designated by the Belize agricultural Health Authority to discharge functions at Points of entry and any other area within the country that may be assigned;
- “quarantine pest” means a pest of potential economic importance to the area endangered thereby and not yet present there, or present but not widely distributed and being officially controlled [FAO, 1990; revised FAO, 1995; IPC 1997];
- “re-exported consignment” - means a consignment that has been imported into a country from which it is then exported. The consignment may be stored, split up, combined with other consignments or have its packaging changed (formerly country of re-export) [FAO, 1990; revised CEPM, 1996; CEPM, 1999; ICPM, 2001; ICPM, 2002];
- “regulated commodity” - means any commodity, storage place, packaging, conveyance, container, soil and any other organism, object or material capable of resulting in the entry, harbouring or spreading of pests or diseases;
- “regulated pest” means a quarantine pest or a regulated non-quarantine pests [IPPC, 1997];
- “release” means (of a consignment) authorization for the entry after clearance;
- “Senior Quarantine Inspector” - means a Quarantine Inspector assigned to Supervise a Port of Entry or Ports of Entry within a district of Belize;
- “sanitary and phytosanitary measure” - include all relevant laws, decrees, regulations, requirements and procedures including, inter alia, end product criteria, processes and production methods; testing, inspection, certification and approval procedures; quarantine treatments including relevant requirements associated with the transport of animals or plants, or with the materials necessary for their survival during transport; provisions on relevant statistical methods, sampling procedures and methods of risk assessment; and packaging and labeling requirements directly related to food safety;
- “S.I.” means Statutory Instrument

“small yacht”	means a vessel measuring less than fifty (50) feet in length and less than ten (10) feet in beam;
“SPS”	means Agreement on the Application of Sanitary and Phytosanitary Measures;
“station”	means the place where a designated officer is based;
“stored product”	means unmanufactured plant product intended for consumption or processing stored in a dried form (this includes particularly grain and dried fruit and vegetables) [FAO, 1990];
“test”	means official examination, other than visual, to determine if pests are present or to identify pests;
“treatment”	means officially authorized procedure for the killing, removal or rendering infertile of pests;
“visual inspection”	means the physical examination of plants, plant products, or other regulated articles using the unaided eye, a hand lens, or microscope to detect pests or contaminants without testing or processing;
“wood packaging material”	- means wood, dunnage or wood products, excluding paper products, used in supporting, protecting or carting a commodity;
“WTO”	World Trade Organization;

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ANNEXES

1. Ship Inspection form
2. Laboratory Submission Form For Pest Interception
3. Scientific Justification For Quarantine Measures form
4. Confiscation and Retention Certificate
5. Bills for Services Rendered
6. Receipt
7. Landing Permit
8. Phytosanitary Import Permit
9. Animal Import Permit
10. Food Safety Import Permit
11. Fish and Fishery Products Import Permit
12. Certificate of Destruction
13. Container Request Form for Out of Port Inspection
14. Contact Numbers for BAHA Offices
15. Regulated Plant Pests List (A1 and A2)
16. Animal Diseases of Importance – Office International des Epizooties Guidelines
17. Phytosanitary Certificate
18. Treatment Certificate
19. Phytosanitary Certificate for Re-export
20. Example of Random Tables (i) and (ii)
21. Procedure for the Disposal of Confiscated Commodities PRO/QRT/10/03(01)