

Australian Biosecurity Guidelines



Herbarium material entering Australia is subject to inspection by the Department of Agriculture and Water Resources (DAWR) for biosecurity risks.

All herbarium specimens sent to the National Herbarium of New South Wales (NSW) must be fully processed (dried and labelled), documented, and packaged in accordance with the following instructions.

NSW will provide the relevant documentation when we request a loan. Please contact herbarium.nsw@rbgsyd.nsw.gov.au to request current versions of all documentation before sending any herbarium specimens.

Instructions:

1. Postage

Please send parcels via **normal post** (i.e. trackable mail), **not courier**. If you need to use a courier please contact herbarium.nsw@rbgsyd.nsw.gov.au for advice.

Inform NSW via email (herbarium.nsw@rbgsyd.nsw.gov.au) when the parcel(s) have been dispatched.

2. Address

Use the following address for parcels:

National Herbarium of New South Wales (NSW)
Royal Botanic Gardens and Domain Trust
Mrs Macquaries Road
Sydney NSW 2000
AUSTRALIA
CITES: AU036

3. Biosecurity documentation

Enclose one copy of each of the following documents in an envelope (or clear pocket) on the **outside of each parcel** and a **second copy inside the parcel**:

- 1) Completed Biosecurity Declaration (printed on institutional letterhead), including a Reference Number for the Loan or donation/exchange;
- 2) Loan/exchange paperwork. Please ensure that the paperwork clearly states:
 - a. what the material is (e.g., research loan being sent to NSW, return of material borrowed from NSW, etc.);
 - b. includes a Reference Number for the Loan or donation/exchange.
- 3) Itemized taxon list;
- 4) A copy of an Australian Import Permit (when required*)

*An Import Permit is only required for knowingly infected and/or pathogenic organisms. Herbarium specimens of non-infected and non-pathogenic vascular plants, algae, fungi, lichens or bryophytes **do not** require an Import Permit.

Import permits **are** required for fully processed herbarium specimens of **knowingly infected** specimens, and/or **pathogenic organisms** such as bacteria, fungi, viruses, viroid, phytoplasmas and oomycetes (pythiums, phytophthoras) or any other microorganism requiring a plant host. The receiving herbarium is responsible for acquiring the necessary Import Permit and meeting the import conditions.

Please ensure that the specimens are wrapped separately from the documents.

4. Biosecurity Parcel Label

Print the provided 'Attention Biosecurity' label on **yellow** paper (if possible) and attach one to the outside of each parcel.

Please direct any queries to herbarium.nsw@rbgsyd.nsw.gov.au or Shelley James, Manager Collections, phone +61 2 9231 8013 or shelley.james@rbgsyd.nsw.gov.au.

Further information about Australian Biosecurity Import Conditions, please see the BICON website (<https://bicon.agriculture.gov.au/BiconWeb4.0/>).

Thank you for your co-operation.

Australian Biosecurity Supplier's Declaration

to accompany herbarium specimens being sent to the

National Herbarium of New South Wales (NSW)

This declaration is a requirement of the Australian Department of Agriculture and Water Resources (DAWR) for Australian biosecurity purposes.

Please print this document on your institutional letterhead. To obtain an electronic copy of the declaration, please contact herbarium.nsw@rbgsyd.nsw.gov.au

Australian Biosecurity Supplier's Declaration

Reference Number for Loan or donation/exchange: **<Insert number>**

I declare that:

- The enclosed are **processed herbarium specimens for scientific research**;
- They are of high scientific value and of no commercial value;
- A list of taxa and other documentation is enclosed;
- **Prior to packaging, the specimens were free from live insects and excess soil, and this consignment does NOT require an Import Permit.** *The specimens are not knowingly infected with potentially viable pathogenic micro-organisms.*

Signed: _____

Name: _____

Position: _____

Institution: _____

Date: _____

ATTENTION BIOSECURITY

HERBARIUM SPECIMENS

DO NOT OPEN OR DESTROY PARCEL

Included Goods: Processed herbarium specimens for scientific research

HS-Code: 9705.00

Sending Institution: <name of institution>

Sender Contact Details: <name of Curator/Collection manager>

Sender Email: <email address>

Reference Number for Loan or donation/exchange: <insert number>

Receiving Institution: National Herbarium of New South Wales

Herbarium Code of receiving institution: NSW

No Import Permit required

Contact Receiving Institution:

- **Telephone:** (02) 9231 8013 OR (02) 9231 8111
- **Email:** herbarium.nsw@rbgsyd.nsw.gov.au

Envelope/Clear pocket contains Biosecurity documentation

Package contains irreplaceable scientific/heritage specimens

High scientific value and no commercial value

DAWR CONTACT: Assistant Director Plant Import Operations Branch

ATTENTION BIOSECURITY

HERBARIUM SPECIMENS

DO NOT OPEN OR DESTROY PARCEL

Included Goods: Processed herbarium specimens for scientific research

HS-Code: 9705.00

Sending Institution: <name of institution>

Sender Contact Details: <name of Curator/Collection manager>

Sender Email: <email address>

Reference Number for Loan or donation/exchange: <insert number>

Receiving Institution: National Herbarium of New South Wales

Herbarium Code of receiving institution: NSW

No Import Permit required

Contact Receiving Institution:

- **Telephone:** (02) 9231 8013 OR (02) 9231 8111
- **Email:** herbarium.nsw@rbgsyd.nsw.gov.au

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