



PLANT PASSPORTS

Guidance document

How to implement the new regulations coming in to force on 14 December 2019

Sally Cullimore, HTA Policy Manager
policy@hta.org.uk

Plant Passports

October 2019

“What’s key is that both traceability and assurance are provided for by the plant passport”

As of 14 December 2019 the UK has not left the EU and is in an extension period, therefore these regulations will be fully adopted.

Please sign up on the HTA website for updates and subscribe to HTA e-news for the latest updates.

Table of Contents

1.	What’s changing?	2
2.	When?	2
3.	Why?	3
4.	Who does it affect?.....	3
5.	What do I need to know?	3
5.1	Key Essentials	3
5.2	Becoming a Professional Operator	3
5.3	Plant Passport Authorisation Fees.....	4
6.	Legislation.....	4
7.	Definitions	5
7.1	Plant passport.....	5
7.2	Trade unit.....	5
7.3	Plants for planting	6
7.4	Plant products	6
7.5	Professional Operator	6
7.6	Authorised Professional Operator	6
8.	When to Passport.....	6
8.1	Important.....	7
8.1.1	Trolleys or deliveries with many species on them (New)	7
8.2	Growers	7
8.3	Garden centres	7
8.4	Online retailers and distance sellers.....	8
8.5	Cash and Carry businesses	8
8.6	Landscapers and Professional Gardeners	8
8.7	Interior landscapers / plant rental companies	8
8.8	Re-passporting	9
8.9	In-trade samples and trials	9
8.10	Charity giveaways.....	9
8.11	The 10 Mile Rule	9

9.	How to passport.....	9
9.1	Plant passport design and content.....	9
9.1.1	Design	9
9.1.2	Content	9
9.1.3	Examples.....	10
	Suggested Accepted Examples.....	11
9.2	Nomenclature.....	14
9.2.1	Multiple species	14
9.3	Physical attachment.....	14
10.	Record keeping	14
11.	Contacts for advice & information	15
	In England & Wales.....	15
	In Scotland	15
	In Northern Ireland.....	15
	All HTA Members across the UK.....	16
13.	Summary of actions	16

1. What's changing?

The principles of plant health control in the UK will be enshrined in new all-encompassing legislation -

The use and application of the plant passport system in the UK is changing significantly.

This will affect all businesses professionally involved with plants and plant products, both domestically and within the EU.

The implementing legislation 2016/2031 can be [viewed online](#).

2. When?

14 December 2019

- All plants for planting and some plant products will require the physical attachment of a plant passport (PP) which contains information conforming to a pre-determined set of requirements.
- All businesses or persons involved professionally in activities plants & plant products will be required to register with the Animal & Plant Health Agency (APHA) for plant health purposes and may also need to become an Authorised Professional Operator in order to issue plant passports.

14 December 2020

- All businesses or persons involved professionally in activities plants & plant products will be required to be compliant as a Professional Operator (PO) with the Animal & Plant Health Agency (APHA) (they may also need to become an authorised to issue plant passports)
- All Professional Operators will further be required to ensure compliance with enhanced competencies published by DEFRA/APHA. The competencies will be published in the near future.
- See [definitions section](#) for further information on Registration with Plant Health & Professional Operators

3. Why?

To ensure full traceability of all plants in trade from producer to retailer, i.e. right through the supply chain. Traceability enhances the biosecurity of all our plants and trees by protecting the environment from harmful pests and diseases. The new system is essential for plant health in the UK and across Europe and the Plant Passport is a conformity document designed to ensure traceability within the supply chain while also going some way to providing assurance that a consignment has undergone the necessary checks to ensure it is pest free.

4. Who does it affect?

The new law will affect **all horticultural businesses professionally involved with plants** or plant products.

Either you will need be authorised to issue plant passports or you will be required to keep plant passports (for 3 years) that you receive, or a combination of both.

All businesses affected will be required to be registered with Plant Health and before 14 December 2020 have fulfilled the criteria necessary to become a Professional Operator

This is regardless of whether you trade solely within the UK or import and export from other countries.

This law is not a law about imports / exports but it is about plant health, biosecurity and traceability both within the UK and across EU borders.

The UK is still under EU law when the regulations come in, and therefore these regulations will be 100% implemented.

It is **essential that businesses prepare for full implementation.**

5. What do I need to know?

5.1 Key Essentials

(see the [Definitions](#) section for further explanations of terms used)

There are several important areas that should be addressed; -

- All businesses professionally involved in activities relating to plants or plant products must be registered for plant health purposes with APHA before 14 December 2019.
- If necessary, a business must also become an Authorised to issue plant passports.
- Plant passports must be issued & travel with with all plants for planting and some plant products in trade
- Plant passports must be physically attached to the trade unit
- Plant passports must conform to a set of guidelines that contain a certain set of data
- Plant passport records for all PPs sent or received must be kept for three years

A business is authorised by the Animal & Plant Health Agency (APHA), a DEFRA agency, to be a Professional Operator &, if necessary, issue their own plant passports.

5.2 Becoming a Professional Operator

Before 14 December 2019 all businesses involved in the trade in plants must register with APHA for plant health purposes.

Further more, during the course of 2020 legislation will be brought that requires businesses to become Professional Operators (PO). A PO is “any person, governed by public or private law, involved professionally in, or legally responsible for, one or more of the following activities concerning plants, plant products; -

- Planting
- Breeding

- Production (including growing, multiplying & maintaining)
- Introduction into, and movement within and out of, the Union territory
- Making available on the market (i.e. retailing, selling or trading)
- Storage, collection, dispatching or processing”

Basically, this covers every horticultural business, whether sole trader or large business in every part of the supply chain.

So, everyone must register with APHA now for the purposes of becoming a registered Professional Operator before December 2020. Also APHA will need to be aware you are involved in the plant trade and therefore highly likely to be handling plant passports (whether issuing, receiving or sending on), so you must register with them now.

You can do this by contacting your local PHSI (Plant Health & Seeds) inspector who will give you a Client ID (Plant Health number). This is your unique plant health number identification number. Details of PHSI offices are available online at: - <https://www.gov.uk/government/organisations/animal-and-plant-health-agency/about/access-and-opening>.

Or you can fill in a registration form, for free, which can be downloaded at <https://www.gov.uk/government/publications/plant-passports-application> and then emailed to plantpassportregistration@apha.gov.uk

For advice & help you can email planthealth.info@apha.gov.uk or telephone the Plant Health Helpline on 01904405138 for advice. They can help you obtain your Client ID.

For more information on the Smarter Rules For Safer Food legislation (the overarching legislation covering plant passports) you can email srsf@apha.gov.uk

In addition, you may also need to be authorised to issue Plant Passports. Once you have your Client ID, you can do this online via e-Domero, the governments plant health online service. You will also need a Government Gateway account for this.

Being a Professional Operator does not mean you have to issue Plant Passports, but it does mean there are some plant health criteria you will need to comply with. The exact process for registering and the compliance required to be successfully registered is being devised at this moment.

Until that process is finalised, its best to contact your local Plant Health & Seeds inspector for PO registration & advice.

5.3 Plant Passport Authorisation Fees

If you do need to become authorised to issue PPs as a Professional Operator, then a fee will be charged for your inspection.

From 1 October 2019 the fee will be reduced to £61.58 for each 15 minutes (or part thereof) with a minimum fee of £123.16. Renewal fees are the same as the first inspection.

The fees are charged for every quarter of an hour or part of that time that an inspection and associated activities takes, including the time it takes inspectors to travel to your site.

If you apply by paper an additional £20.66 is charged – so cheaper to apply online at <https://www.gov.uk/government/publications/plant-passports-application>.

6. Legislation

The legislation that will be coming into force is part of a wider set of EU Regulations called “**Smarter Rules for Safer Food**”. The legislation implementation was fully supported by the UK, and indeed the UK shaped and led many of the important parts of the decision-making process and resulting regulations.

You can read about the whole package on the UK Government's [Smarter Rules for Safer Food webpage](#) on Gov.uk

The plant passport legislation is mostly set out in the [Plant Health Controls legislation 2016/2031](#), which you can find a link to on the above web page.

The legislation contains 'Articles' (sections) that are all relevant to the ornamental horticulture industry and the trade in plants, three Articles are of special interest to businesses are ; -

- The Definitions (Article 2) - covered in part by the explanations below
- The Physical Attachment of the PP (Article 89)
- The Registration of Professional Operators (Article 65)

There is also separate legislation that defines the format and content of the plant passport (see [plant passport designs and content section](#) below). You can see this [legislation 2017/2313 here](#)

7. Definitions

7.1 Plant passport

CURRENT SITUATION up to 14 December 2019

A plant passport (PP) is currently issued when a variety from a specific list of plant species is traded. Currently the information required to issue a PP can be stated with paperwork that travels with the plants, such as an invoice, packing note or delivery note, and does not need to adhere to any guidelines for design nor physically attached to the trade unit.

NOTE: The current plant passport is not a certificate of health, it is a conformity document designed for traceability within the system for certain species posing a risk.

NEW SITUATION after 14 December 2019

The plant passport is a **traceability & assurance** document applied to **all plants** for planting and plant products.

It is defined as **an official label** for movement of plants and plant products within the Union Territory and where applicable, into and within protected zones (PZ), which attests **compliance** with all requirements set out (in the relevant legislation) and has the **content and format** set out (in the relevant legislation).

The **new plant passport** is a certificate of health as it provides assurance that the issuer is obliged to check consignments to ensure they are pest free and meet the substantive requirements set out in Articles 85 and 86 in the legislation.

7.2 Trade unit

A trade unit can be defined as the smallest **tradeable** unit (this is not necessarily the smallest **trading** unit, which may be a single pot). For example, a Danish trolley can be the trading unit for a business, but it is not the smallest tradeable unit, unless it fulfils the criteria below.

There is a full definition in the regulations at Article 2.

The trade unit must fit all the below criteria to enable the plant passport to be attached to it; -

- must be homogenous
- from the same origin
- of the same species
- in the same format
- from the same batch
- going to the same place
- be contained and be sold as that unit

————→ **the PP must be physically attached to that trade unit.**

However if you are selling a consignment of plants or plant products to a final user as one delivery or one order for travel to their final location (e.g. a trolley to a retail store or a delivery to a planting location) then you can plant passport all the plants in that consignment onto one plant passport and attach it to the delivery (e.g. the Danish trolley of plants of the delivery of plants for planting). You can also plant passport as one a consignment of plants at a Cash & Carry that is for collection by an final user whereby those plants are one planting in one location. Traceability must be maintained at all times for all plants and plant products, and the plants must be going to their final location and be prepared for final planting.

If you have a final trade unit that is multi-species, such as a mixed planter, multi-species hanging basket or mixed species bedding pack, then you should plant passport that unit and you can include all the species onto the one passport.

If you moving plants in trade and they are not travelling to their final destination then they must be plant passported per homogenous trade unit.

Traceability must be maintained at all times for all plants at all stages of the supply chain.

7.3 Plants for planting

All plants for planting must be passported.

All plants for planting means living plants intended to remain planted, to be planted or to be replanted. There is a full definition in the regulations at Article 2.

Some seed varieties are included (e.g. *Helianthus annuus*, *Allium cepa*, *Brassica rapa* etc), these are listed in the Annexes XIII and XIV, which are currently under consultation but are publicly available for viewing.

e.g. pot plants, bulbs, grubbed up Christmas trees, bare root plants, seedlings, cuttings, young plants, liners, houseplants, trees, hedging, large specimens, bulbs and tubers, aquatic plants, amongst many others.

7.4 Plant products

Plant products means unmanufactured material of plant origin, or any other manufactured products that might create a risk of the spread of quarantine pests. There is a full definition in the regulations at Article 2(2)

Excluded are items such as growing media, pinecones, bamboo canes, willow baskets (if treated) etc included is foliage cut from a living tree above 3m in height,

E.g. foliage cut from a tree over 3m in height, wood from walnut, untreated non-coniferous rough wood, non-coniferous wood chips, bark. Check Annex XIII in the draft regulation if unclear.

7.5 Professional Operator

A Professional Operator is any person involved professionally in and legally responsible for activities concerning plants or plant products. There is a full definition at section 5.3

(See [Professional / Authorised Operator section](#))

e.g. activities such as planting, production, marketing, storing, dispatch, breeding or maintaining – amongst many others. Therefore, this includes most horticultural businesses

7.6 Authorised Professional Operator

An Authorised Operator is a Professional Operator who is authorised by the ‘relevant plant health authority’ (e.g. APHA in England and Wales, SASA in Scotland) to issue plant passports.

8. When to Passport

All plants for planting must be plant passported at every stage in the supply chain, apart from to the end user / consumer. There are exceptions to this rule, e.g. [online retailers](#) who must plant passport down to the end user.

8.1 Important

If you receive product that is already plant passported, and you are not further preparing that product (e.g. it's a plant already prepared for the end user and you are a wholesaler) and/or you are not breaking down the trade unit that is plant passported then you do not need to re-passport the product. You can just pass the PP information on.

You must ensure full traceability – i.e. know where the plant came from and where it is going to – and keep & record the plant passport information you receive (for 3 years) – and pass that plant passporting information on to the next professional operator in the supply chain, but you will not need to 're-label' it with your own plant passport.

If you change the plant in any way, e.g. plant it in a mixed container, pot it on etc then you must plant passport it from your own business.

If you break a trade unit down, e.g. you've received a shelf of 8 plants that have been passported together and sell 2 to one PO and the other to another PO then you must plant passport it from your own business.

8.1.1 Trolleys or deliveries with many species on them (New)

A PP can be attached to a trolley or a delivery of a mix of species, even when those species are in separate pots or other units (e.g. trays or boxes),

This is allowable **only if that trolley or delivery is going directly to retail or its final planting location** and traceability is maintained for all the plants and plant products on that trolley. In such cases the PP must be attached to the trolley or delivery, and not travel in the cab with the delivery driver.

For examples, this could apply to retail to the final consumer, to deliveries to final planting locations at developments and consignments of plants collected at a cash and carry by a landscaper for one order for one job.

It is confirmed, however, that there is new legislation coming in Jan/Feb that will increase the number of species that have to be PPD down to the final consumer and also will require a traceability code, therefore not plant passporting individual trade units could be an issue.

Also the possibility that some retailers may have to PP onto professional gardeners & landscapers if the plants don't come individually labelled with a PP, so therefore breaking the chain of passporting.

Some examples; -

8.2 Growers

If you grow and sell plants on to another business, trader or organisation then all the plants must be plant passported to the next stage in the supply chain. You need to decide what your trade unit is and plant passport that unit.

8.3 Garden centres

A garden centre does not need to passport on to a private customer, but must keep records of all plant passports received for three years (see the [record keeping section](#))

If your garden centre is selling to another business, trader or organisation then all the plants must be plant passported to the next stage in the supply chain, as they are deemed professional operators and part of the supply chain.

You are not under any obligation to check to see if someone buying from you is a professional operator, however if they make themselves known to you as such then you must passport on to them.

This may mean simply passing on the information you have already received if the plant is passported already. You may not need to passport yourself.

If you make hanging baskets / mixed containers for businesses and organisations (not for retail on site), then you must plant passport those containers as you have further prepared plants within the supply chain. You need to pass the plant passport information to those businesses and organisations. Planting containers & baskets for private customers does not require a plant passport.

8.4 Online retailers and distance sellers

If you sell plants online, you **MUST** passport those plants right down to the end user / consumer. This means labelling every unit sent by mail and keeping detailed records of where you stock came from and who it went to.

Distance selling is defined as; -

8.5 Cash and Carry businesses

If you operate a cash and carry and are selling to another business, trader or organisation then all the plants must be plant passported to the next stage in the supply chain.

Plants will arrive to you passported and you must keep that information for 3 years.

However, this may mean that plants are not already passported individually, as they may arrive to you passported by trade unit, which could mean by the pallet or by the trolley rather than passported by the individual plant.

In this case, you will need to plant passport those plants as they are sold and keep detailed records of what was sold and where it went to.

You must pass the information on to the traders you sell to.

If your deliveries to your amenity customers are the final users (though they are professional operators, as in the Cash & Carry example), and the final step in the supply chain, one PP can cover a multiple species as long as:

1. They are for a single customer, going to a single location.
2. Traceability is maintained for all the plants covered by that PP.

In addition, if you are making multiple deliveries to final locations, then a PP can cover each delivery, as long as that delivery meets the above 2 criteria.

8.6 Landscapers and Professional Gardeners

If you are providing plants to another business, trader or organisation then all the plants must be plant passported to the next stage in the supply chain. This may mean if the plants you receive are already passported you just need to keep the information you receive and pass the passport information on to the next business or organisation you are doing the work for.

If you are planting in or providing plants to private gardens, then you do not need to plant passport.

However, you must keep records for three years of all plant passports received (See [record keeping section](#)).

If you are an amenity customer who would be a final user (though you are a professional operator), and you are the the final step in the supply chain, then one PP can cover a multiple species as long as:

3. They are for a single customer, going to a single location.
4. Traceability is maintained for all the plants covered by that PP.

8.7 Interior landscapers / plant rental companies

If your company rents plants out, but retains legal responsibility for them, then you must ensure you issue a plant passport for the rental, in order to retain traceability of where your plants you are responsible for are located. However you do not need to pass that information on to the company who is renting them as they have no legal obligation under the legislation for those plants.

8.8 Re-passporting

A general rule; -

If you receive products into your business and send or sell them on **in the same trade unit**, you do not need to re-passport onwards down the supply chain. However, you must keep a record of this to ensure full traceability and compliance. (See [record keeping section](#))

If you receive products in and at any point the trade unit is broken down or split up or changed in anyway, when those items are then despatched out of your premises, you must plant passport them.

If you receive products in and further prepare them in any way, then you must plant passport them yourself.

If you are moving plants between premises of the same company, you do not need to plant passport between the locations **unless those locations are 10 miles or more apart**.

You do not need to plant passport between premises of the same company if you receive plants into a distribution centre and send them back out again **in the same trade unit**. If you break the trade units down in any way, then you **must re-passport** unless your premises are within 10 miles.

However, at all stages **you must keep records** of those plant movements to ensure full compliance and traceability.

8.9 In-trade samples and trials

If you send out samples or trial plants, these must be plant passported and records kept.

8.10 Charity giveaways

If you give plants away to an individual member of the public, you do not need to plant passport.

However, if you give plants to a charity or organisation, then those plants must be plant passported according to the regulations and records kept.

8.11 The 10 Mile Rule

If you are moving plants between premises of the same legal entity (e.g. if you have 2 nurseries locations or 2 retail stores) then you do not need to plant passport between them **unless** they are more than 10 miles away (as the crow flies).

You **must** maintain full traceability for all plants and plant products at all times, regardless of whether they are plant passported or not.

9. How to passport

9.1 Plant passport design and content

9.1.1 Design

The guidelines state;

The elements of the plant passport are:

- to be arranged within a rectangular or square shape
- to be clearly separated from any other written or pictorial matter by a border line or otherwise in order to enhance the visibility of plant passports and their distinctiveness from any other information or label.

9.1.2 Content

The information to put onto the plant passport is arranged succinctly into four categories, each preceded by a letter; -

A – Genus and species.

Genus is acceptable on occasion; however, genus and species should be the adopted standard.

- B – The plant passport issuers authorisation number, preceded by the code GB (or relevant EU member state as appropriate).
 - C – The traceability code.
This could be a batch number, production code or any other unique identifier that enables full traceability of the trade unit by the supplier and the relevant plant health authority. This part is up to the individual issuer to format, but it must represent that trade unit / batch uniquely and allow the PP issuer to trace the source of any material when requested by APHA. If the plant you are passporting is prepared for the end user / consumer you do not need to print a traceability code on the plant passport itself, but you must keep traceability records for all plants that you trade in and out of your business.
 - D – The country of origin.
GB if grown in the UK.
The definition of grown in the UK is a little woolly currently.
A loose explanation is that if a plant is potted on from material sourced from another country and is grown on for a significant amount of time so that the plant changes in nature (e.g. from a seedling to a mature plant) then it might be allowed to be labelled as of GB origin.
Check back on the [HTA Plant Passporting](#) webpage for further clarification as information is released.
- In addition, you must have an EU flag in the top left-hand corner. This can be in colour (blue background, yellow stars) or black and white (white stars on a black background or black stars on a white background – see example below).
** Check back for further updates if we leave the EU without a deal – this may change to a Union flag.
 - The words ‘Plant Passport’ centre top / top right as a title.
 - A PZ - if moving into or within a Protected Zone, denotes by the letters PZ after ‘Plant Passport’ followed by the PZ identifier code.

9.1.3 Examples

The official guidelines are simply that - a set of guidelines. They can viewed in the implementing legislation [2017/2313](#).

The guidelines do not set in stone the format of plant passports, but they do provide examples which can be copied directly or amended to suit your business.

This will allow some flexibility so that individual manufacturer’s capabilities can be accommodated, provided that the basic content and overall aim of the passport requirements are met then the passport will be accepted as the ‘official label’.

However, they must contain the information shown above.

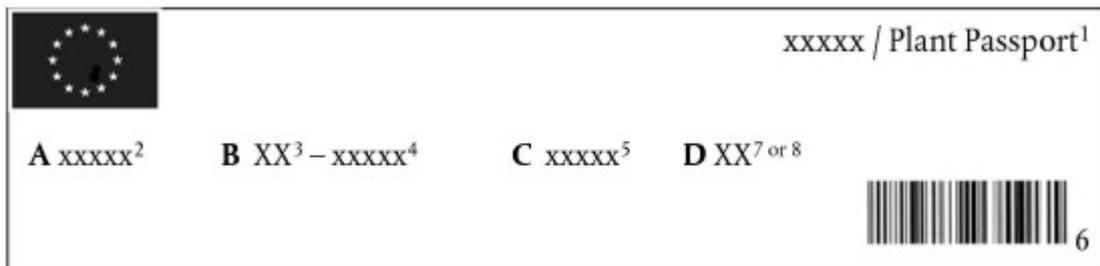
It is worth contacting your software provider to check to see if they can produce plant passport labels directly from the software programme and allow you to generate electronic copies for sending to your customer for record keeping.

Suggested Accepted Examples

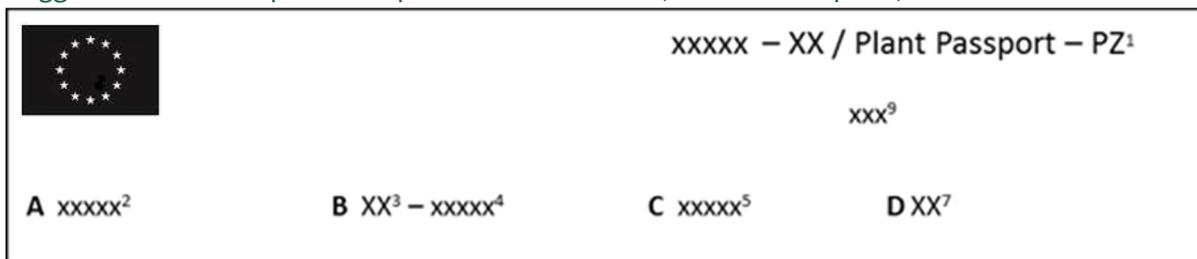
Plant passport example - Square



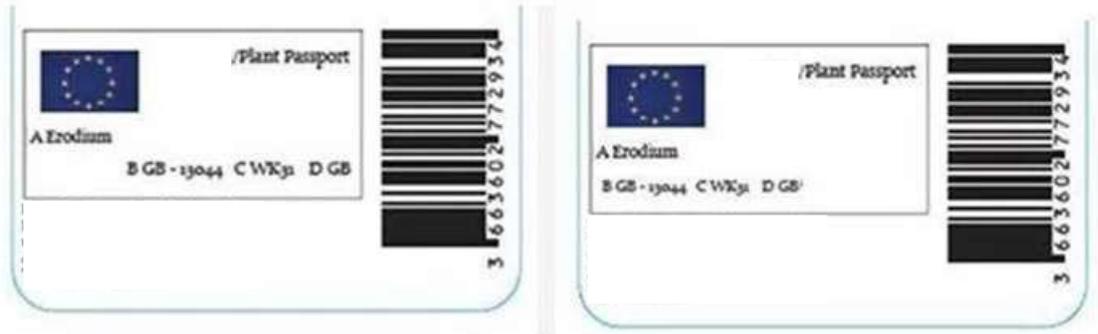
Plant passport Example – Rectangular – with Barcode



Suggested Plant Passport Example – Protected Zone (can also be square)



Plant passport examples on the base of care card to be attached to the pot. Must be visible and not below the level of the soil



Legend for example pictures

- (1) 'Plant Passport' in English (can be preceded by 'Plant Passport' in another language) and PZ
- (2) Genus and species
- (3) Country code of the issuing authority (GB if issued in the UK)
- (4) The authorised issuers registration number for issuing plant passports
- (5) Unique traceability code
- (6) Placeholder for traceability barcode or other e.g. QR code.
- (7) Country of origin code (GB if grown in the UK)
- (8) Unique Protected Zone identifier

Multi-species plant passport for delivery to a final location (e.g. on one trolley) (or for a multi-species trade unit e.g. hanging basket)

		Plant			
A. Fragaria x ananassa	B. GB-7858	C. 135120	D. GB		
A. Muscari armeniacum	B. GB-7858	C. 519826	D. NL		
A. Tulipa praestans	B. GB-7858	C. C68914	D. NL		
A. Thymus officianlis	B. GB-7858	C. W51-678	D. GB		
A. Rubus idaeus	B. GB-7858	C. 555486	D. GB		
A. Nigella sativa	B. GB-7858	C. 447879	D. GB		
A. Salvia officianlis	B. GB-7858	C. 475368	D. DE		
A. Allium tuberosum	B. GB-7858	C. 135120	D. GB		
A. Fragaria x ananassa	B. GB-7858	C. 135120	D. GB		
A. Quercus rubra	B. GB-7858	C. T7845	D. BE		
A. Achillea millefolium	B. GB-7858	C. W06-557	D. GB		
A. Allysum maritimum	B. GB-7858	C. 145896	D. GB		
A. Coreopsis verticillum	B. GB-7858	C. F56711	D. GB		
A. Digitalis purpurea	B. GB-7858	C. D56782	D. GB		
A. Philotheca myoporoides	B. GB-7858	C. M62278	D. GB		
A. Myosotis sylvatica	B. GB-7858	C. W04-65	D. DE		
A. Viola wittrockiana	B. GB-7858	C. V18254	D. NL		
A. Salvia patens	B. GB-7858	C. P92341	D. GB		
A. Lathyrus odorata	B. GB-7858	C. W12-587	D. NL		
A. Colchicum autmnale	B. GB-7858	C. B78456	D. NL		
A. Symphyotrichum novae-	B. GB-7858	C. S73563	D. GB		

Example of label for retail, including plant passport



Plant passport example on tie labels (e.g. for shrubs etc)

Strawberry Elsanta runners b/root www.plantnursery.co.uk	
	Plant Passport A. <i>Fragaria x ananassa</i> B. GB-7858 C. 135120 D. GB Nov 19
Cherry Stella Gisela 5 Maiden b/root www.plantnursery.co.uk	
	Plant Passport A. <i>Prunus avium</i> B. GB-7858 C. 52678 D. GB Nov 19
Rhubarb Pink Blossom Potted 3 Litre www.plantnursery.co.uk	
	Plant Passport A. <i>Rheum x hybridum</i> B. GB-7858 C. RH67820 D. GB Nov 19
Rhubarb Timperley Early Potted 3 Litre www.plantnursery.co.uk	
	Plant Passport A. <i>Rheum x hybridum</i> B. GB-7858 C. RH445670 D. GB Nov 19

The following is the full text from the regulation 2016/2031 Annex VII, Part A detailing plant passport content (except material going into and moving within a PZ) ; -

- “The plant passport for movement within the Union territory shall contain the following elements:
- (a) the words ‘Plant Passport’ in its upper right-hand corner, in one of the official languages of the Union and in English, if different, separated by a slash;
 - (b) the flag of the Union in its upper left-hand corner, printed in colour or in black and white;
 - (c) the letter ‘A.’, followed by the botanical name of the plant species or taxon concerned, in the case of plants and plant products, or, where appropriate, the name of the object concerned, and, optionally, the name of the variety;
 - (d) the letter ‘B.’, followed by subsequently the two-letter code, referred to in point (a) of Article 67, for the Member State in which the professional operator issuing the plant passport is registered, a hyphen and the registration number of the professional operator concerned who issues the plant passport or for whom the plant passport is issued by the competent authority;
 - (e) the letter ‘C.’, followed by the traceability code of the plant, plant product or the other object concerned;
 - (f) the letter ‘D.’, where applicable followed by:
 - (i) the name of the third country of origin, or
 - (ii) two-letter code, referred to in point (a) of Article 67, of the Member State of origin.
- (2) The traceability code referred to in point (1)(e) may also be supplemented by a reference to a unique traceability barcode, hologram, chip or other data carrier, present on the trade unit.”

9.2 Nomenclature

On the passport the genus and species should be shown at Section A. It will be acceptable to use genus if the species is not available, however genus and species should be used as standard.

Plant names are in constant change, and although businesses will be expected to keep up to date with changes in nomenclature, it is not expected that plant passports will change immediately to reflect new names. For example, the *Aster* (Michaelmas Daisy) has now changed to be *Symphotrichum* and the late flowering *Sedum* (Stonecrop) has change to *Hylotelephium* neither of which is widely known within trade. However, trade should do its best to reflect changes as soon as possible to ensure full traceability in case of any plant health issues.

It is also the case that maybe a care card label may not reflect the plant passport name – e.g. *Aster novi-belgii* 'Jenny' would be on the care card while the plant passport would state *Symphotrichum novi-belgii* 'Jenny'.

It is recommended that businesses utilise the most up to date data they can find. The RHS Plant Finder will reflect correct naming protocols.

It is not necessary to put the series, cultivar, colour or variety on the PP.

9.2.1 Multiple species

Where you have a final trade unit that contains multiple species, the varieties (genus & species) can be listed at Section A on the same passport.

For example, if you had a six pack of mixed bedding, you can list the plants on the same PP, genus & species only. If you have multiple colours or cultivars of the same species, you do not need to list each one.

This could apply to products such as added value containers / hanging baskets / pack bedding / multi-species plugs etc.

9.3 Physical attachment

The regulations state that plant passports must be **physically attached to the trade unit**.

You must generate the information on the plant passport at point of despatch.

When deciding on how and where to attach the plant passport, it is worth bearing in mind the Defra guidance, which states; -

“Stakeholders are encouraged to plant passport each pot if practical, labels can be printed rather than stuck on pots, or indeed a plant passport can be placed in the pot as long as it is distinct and visible from other information, e.g. care cards.

What’s key is that both traceability and assurance are provided for by the plant passport”

Sending the plant passport with supplier documentation (delivery note, packing note, invoice etc) is **no longer acceptable**.

You can print copies of the plant passports onto the supplier documentation if you wish, in order for your customer to keep them for their records, but the plant passport **MUST** be physically attached to the plants (trade unit) (see [record keeping section](#)).

You can send copies electronically (see [record keeping section](#)).

10. Record keeping

If you receive a plant passport, you must keep it for **three** years.

You do not have to keep the physical plant passport that was attached to the trade unit, if you have received a copy via an alternative method.

You can keep it in paper or electronic form.

Electronic copies need only include the data content of the plant passport, not a facsimile of the passport itself.

The legislation itself states that ‘relevant information relating to the plant passport’ should be recorded, so this would be the data contained on the plant passport; -

- PZ code (if applicable)
- Section A Botanical name
- Section B Country code of PP issuer and Registration number of the operator
- Section C Traceability code
- Section D Country of origin

Defra advice states; -

“Regarding traceability and what documents to keep, Article 69 states that the following information should be kept for **three** years:

- (a) where applicable, the professional operator who supplied the trade unit concerned;
- (b) the professional operator to whom the trade unit concerned was supplied; and
- (c) relevant information relating to the plant passport.

Invoices and delivery documents could include some of that information and therefore could be considered part of the paper chain to be recorded for **three** years.”

11. Contacts for advice & information

In England & Wales

DEFRA (Department of Environment Food & Rural Affairs)

APHA (Animal & Plant Health agency) a part of Defra

PHSI (Plant Health & Seeds Inspector) a representative of APHA

APHA office list can be found on the gov.uk website -

<https://www.gov.uk/government/organisations/animal-and-plant-health-agency/about/access-and-opening>.

Download the free plant health registration form <https://www.gov.uk/government/publications/plant-passports-application> and then email it to plantpassportregistration@apha.gov.uk

For more information on the Smarter Rules For Safer Food legislation (the overarching legislation covering plant passports) you can email srsf@apha.gov.uk

For general plant health & plant passporting advice & help you can email planthealth.info@apha.gov.uk

Or telephone the Plant Health Helpline on 01904405138.

In Scotland

SASA (Science & Advice for Scottish Agriculture – Scotland’s Plant health service)

E-mail hort.marketing@gov.scot

Telephone 0131 244 8923

In Northern Ireland

DAERA (Department for Agriculture, Environment & Rural Affairs – Northern Ireland)

E-mail planthealth@daeri-ni.gov.uk

Telephone 0300 200 7847

All HTA Members across the UK

The HTA

If you require more information, please contact the HTA via policy@hta.org.uk or check back on the [HTA Plant Passporting pages](#)

13. Summary of actions

- Make yourself known to Plant Health by contacting your local Animal & Plant Health Agency inspector or filling in the plant health registration form and sending it off
- Ensure you have full traceability systems in place for every plant that enters and leaves your business
- Register to be authorised to issue plant passports, if needs be
- Decide what trade unit you will utilise for attaching the plant passport, if needs be
- Devise your method of printing & attaching the PP to the trade unit, if needs be
- Decide how you will keep records of PPs received in to your business
- Ensure your customers are aware of the new regulations
- Talk to your suppliers about how they will be complying with the new regulations
- Decide how to furnish your customers with a record of the PP
- Check the [HTA Plant Passporting pages](#) regularly for updates
- Subscribe to the weekly HTA e-News for regular news items
- Download the FOC Plant Passporting Seminars or webinars on 14 November 2019 held by the HTA