



Service Level Agreement

RESTRICTED – MANAGEMENT AND COMMERCIAL

Service Level Agreement

between

*The Scottish Executive Environment and Rural Affairs
Department*

and

The Scottish Agricultural Science Agency

for

The provision of Scientific Services



Service Level Agreement

RESTRICTED – MANAGEMENT AND COMMERCIAL

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1. ***Aim, Scope and Terms of the Service Level Agreement***

1.1 ***Aim of the Agreement***

The aim of the Service Level Agreement is to provide a quasi-contractual framework covering the work of the Scottish Agricultural Science Agency in providing scientific services to the Scottish Executive Environment and Rural Affairs Department and on behalf of the Environment and Rural Affairs Department to external customers. The Agreement sets out formally the level of service which the Environment and Rural Affairs Department can expect from the Agency, the Department's role in these services, and the formal route for discussions and negotiations if services fail to meet the agreed level of service or the Department's requirements alter.

1.2 ***Scope of the Agreement***

The Service Level Agreement is between the Scottish Executive Environment and Rural Affairs Department, acting on behalf of Scottish Ministers (the Customer) and the Scottish Agricultural Science Agency (the Contractor/Supplier).

1.3 ***Period covered by the Agreement***

This Agreement will run from April 1 2006 to March 31 2007.

The parties to the Agreement are:

Customer Officer, ERAD
(Customer)

21/6/06

Date

Peter G Johnson
Assistant Chief Agricultural Officer

Chief Executive, SASA
(Contractor/Supplier)

21/6/06

Date

Gordon C Machray



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2. **Definitions**

"SLA" means the Service Level Agreement

"SEERAD" means The Scottish Executive Environment and Rural Affairs Department

"SASA" means The Scottish Agricultural Science Agency

"JIMS" is an acronym used for the Agency's in-house work-recording system and stands for job information management system

"CSR" means Comprehensive Spending Review

"FEPA" means Food and Environmental Protection Act

3. **Contact points**

3.1 SASA's SLA Manager: Mr S R Cooper (0131 244 8932)
SEERAD's Customer Officer: Mr P G Johnston (0131 244 6321)

4. **Services to be provided to the Department**

4.1 The detailed specification of the Services provided to SEERAD will comply with and be as set out in Annex 1 to this document for services to SEERAD.

5. **Services to be provided on behalf of the Department**

5.1 The detailed specification of the Services provided to external customers in discharge of SEERAD's statutory responsibilities will comply with and be as set out in Annex 1 to this document (note that several sections and functions in Annex 1 relate to both forms of service).

5.2 Annex 1 includes activities which support the following externally charged statutory services

- Plant Breeders' Rights Testing (DUS)
- National List Testing
- UK Seed Certification Schemes including Chargeable Seed Testing
- Supervision of Licensed Seed Testing Stations
- Seed Potato Classification Schemes
- Potato Cyst Nematode Consignment Testing
- Plant Diseases
- Nuclear Stock Production
- Plant Health Quarantine services
- Pesticides in foodstuffs (FEPA)
- Wildlife Incident Investigation Scheme (FEPA)
- Pesticide Usage Surveying (FEPA)

5.3 Annex 2 presents a comprehensive list of the legislation and regulations which SASA serves.

6. **Costing**

6.1 Annex 1 includes outturn figures for 2003-04 and 2004-05 which are *indicative* of the approximate annual cost for the financial year 2006-2007. SASA will produce quarterly estimates of expenditure within 4 weeks of the end of each quarter. A final outturn for the financial year will be produced within 1 month of the end of the year.

6.2 SEERAD acknowledges the freedom of SASA to enter into contracts outwith the Department for the provision of goods and services provided that eligibility criteria are met. However, this peripheral activity will be undertaken without detriment to the quality or cost of existing SLA obligations.

7. **Duty of care**

7.1 SASA will be responsible for ensuring that reasonable skill, care and diligence are exercised in carrying out the Services properly and efficiently according to the Agreement, and to the entire satisfaction of the Customer.

7.2 In turn, SEERAD will be charged directly for all necessary costs attributable to maintaining scientific competence.

8. **Sub-Contracting**

8.1 SASA will not sub-contract any significant services without the previous consent in writing of SEERAD and Finance-AF. The performance of any sub-contractor engaged to assist in the provision of the services will be taken into account in the general monitoring of SASA's performance.

9. **Use of premises, facilities and equipment**

9.1 The premises, facilities and equipment referred to in the Agency's Framework Document will be made available to SASA.

9.2 The Customer will expect the introduction of new or improved methods to increase value for money by lowering costs and/or extending scientific competence required in the SLA. Ultimately, the final commercial judgement will rest with the Agency.

10. **Agreement documents**

10.1 In any case of discrepancy between sections of this main Agreement Document and other associated documents, the sections of this main document will prevail.

11. **Amendments to the Agreement (main document)**

11.1 Any minor amendments to the terms of the SLA will be agreed with SASA and issued in writing by the Customer. The recorded amendments will be attached to the SLA document.

11.2 Fundamental amendments to the terms of this SLA will be proposed in writing *at least* 6 months before the date on which the amendment is intended to be effected. The agreement of both parties is essential and a meeting of key personnel from SASA and SEERAD will be held within 2 months of receipt of any proposal, to consider all the implications and confirm the intended date of implementation. Consultation with appropriate Units will take place as necessary.

12. **Variation in the requirements of the SLA (the attached annexes)**

12.1 SEERAD reserves the right to vary the requirements of the SLA should this become necessary at any time. In that event, adjustments to the previously agreed sums due under the SLA will be agreed between SEERAD and SASA. SEERAD will be responsible for initiating any consequent CSR adjustments whereas SASA will be required to adjust its operating budgets accordingly.

12.2 Where feasible, fundamental adjustments to the services provided under this SLA will be discussed, agreed and introduced annually in a planned manner.

12.3 In the case of an emergency (eg a rabies outbreak), the Chief Executive of SASA is empowered to direct resources from other functions to deal with that emergency.

13. **Financial management**

13.1 The Agency's work recording system will be used to calculate the charges for services provided to SEERAD and these will be advised quarterly in agreed format. Where feasible, costs will be reported against previously-determined budgets.

13.2 Requests from Customers for further explanation or financial detail should be routed in the first instance through the Agency's SLA manager.

13.3 Equally, the costs and external income received for statutory services provided on behalf of SEERAD will be reported annually in the form of memorandum trading accounts.

14. **Budget**

14.1 The Agency undertakes to provide all the services covered by this SLA within its agreed budget. In-year variations will be agreed in advance between SASA and SEERAD.

15. **Value added tax**

15.1 VAT will not apply to external charges for statutory functions advised under the SLA except insofar as it represents irrecoverable VAT on supplies and services purchased by SASA in providing the agreed services. VAT is charged for non-statutory functions.

16. **Review meetings**

16.1 There should be regular contact between the Customer Officer and SASA's SLA manager on a day-to-day basis if necessary.

16.2 In addition, within-year meetings attended by the Customer Officer and SASA's SLA manager will be held as necessary to consider performance, resolve complaints and shortfalls, and plan for improvements. Such meetings will be recorded.

16.3 An annual performance review meeting *for each section of the SLA* will be held and attended by the Customer Officer, SASA's SLA manager and relevant scientific staff to discuss and record progress and problems and any necessary amendments to the SLA. This meeting is in addition to the arrangements for reporting on individual functions which are listed in Annex 1.

17. **Reports on performance**

17.1 Reports together with supporting statistics will be produced to coincide with the review meetings that cover SASA's performance. Reports will cover qualitative and quantitative measures together with charges reported.

18. **Audit**

18.1 The operation of the SLA may be subject to audit by both Scottish Executive Audit Services and Audit Scotland. Supporting procedures within both SEERAD and SASA may also be subject to audit. In the event of such an audit, the auditors undertake to report and discuss matters arising via the SLA review meetings.



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19. **Penalties**

19.1 If SASA fails to perform the Services as specified in Annex 1 or exceeds an agreed budget total or pre-determined level of Departmental subsidy *without prior approval*, SEERAD may terminate the relevant part (or whole) of the SLA and put the work out to tender.

19.2 If a different organisation is required to take on particular Services at the expiry or termination of the SLA, SASA shall co-operate in the transfer.

20. **Arbitration**

20.1 Disputes that the parties cannot resolve will be referred to Head of Department, SEERAD for settlement.



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SERVICE LEVEL AGREEMENT BETWEEN SCOTTISH EXECUTIVE AND THE SCOTTISH AGRICULTURAL SCIENCE AGENCY ON INSPECTION AND ENFORCEMENT RELATING TO THE RELEASE AND MARKETING OF GENETICALLY MODIFIED ORGANISMS

The services to be provided and the functions to be carried out are those specified below, being the enforcement functions under Part VI of the Environmental Protection Act 1990 ("the 1990 Act") as amended by the Environmental Protection Act (Modification of Section 112) Regulations 1992.

The functions are to be exercised in relation to the release and marketing of genetically modified organisms under the 1990 Act and the Genetically Modified Organisms (Deliberate Release) (Scotland) Regulations 2002.

This Service Level Agreement should be considered as an adjunct to the main Agreement, dealing specifically with activities in support of Scottish Ministers' functions under the Environmental Protection Act. All the conditions in the main Agreement apply equally to this one.

The parties to the Agreement are:

The parties to the Agreement are:

Head of Agriculture and
Food Division
(Customer)

David Henderson-Howat

15 Jun 2006.

Date:

Director SASA
Contractor/Supplier)

Gordon C Machray

22/6/06.

Date:

RESPONSIBILITIES AND FUNCTIONS OF SASA

1. The programme of work will be carried out by SASA on behalf of the Scottish Executive. SASA will report to the Agriculture and Food Division on all aspects of this work. SASA will seek the expert advice of Agriculture and Food Division, as necessary, and report to them, as soon as practicable after their occurrence, on the investigation of any serious incidents or dangerous occurrences which have policy or prosecution implications or which might be widely publicised. Recommendations on whether to take proceedings under the act will be made to Agriculture and Food Division who will then decide if they wish to institute them.

Appointment of Inspectors

2. SASA will propose sufficient numbers of suitably qualified staff as Inspectors to perform the duties outlined in the agreed programme of work. Inspectors will be appointed by the Head of the Agriculture and Food Division on the recommendation of the Chief Executive of SASA and will have the powers set out in sections 115 and 117 of the 1990 Act. SASA will inform Agriculture and Food Division of any proposed changes to the deployment of these Inspectors.

Functions to be Exercised Under the Environmental Protection Act

3. Inspectors will exercise the following functions under the Act:

the service and withdrawal of prohibition notices (section 110);

entry to and inspection of premises where GMOs are kept or have been released (Section 115);

the service of notices requiring persons to furnish information (section 116);

provision of advice on the institution of proceedings (section 118(10));

the power to arrange for the remedying for harm (section 121).

Programme of work

4. SASA will perform the relevant functions in accordance with an agreed programme of work and with the requirements of the Scottish Ministers for environmental protection.

5. There will be an annual meeting to review the programme of work for the current year and to plan the programme for the next year. This meeting will discuss all matters of relevance to the work programme.

Annual Report

6. SASA will submit an annual report detailing the work carried out during the preceding financial year and highlighting any problems that might have been encountered.

Exchange of information

7. Scottish Ministers will provide to SASA such information as they may at any time reasonably require for the purpose of performing the functions specified in the agreement, and SASA will provide to Scottish Ministers such information as they may at any time reasonably require in connection with the performance of those functions.

Financial arrangements

8. Activity undertaken by SASA under this approved programme of work, and the financial provision for it will be considered annually in the context of revisions to the Service Level Agreement between SASA and the Scottish Executive.

Period of Agreement

9. This agreement shall come into immediate effect and shall terminate on the expiry of 6 months written notice given at any time by either party.

**SERVICE LEVEL AGREEMENT 2006/2007 -
GLOSSARY**

ACP	Advisory Committee on Pesticides	LSTS	Licensed Seed Testing Station
ACRE	Advisory Committee on Release to the Environment	MRL	Minimum Residue Level
AFB	American Foul Brood	NIAB	National Institute of Agricultural Botany (England)
AQC	Analytical Quality Control	OSTS	Official Seed Testing Station
BioSS	Biostatistics and Statistics, Scotland	PCN	Potato Cyst Nematode
BSPB	British Society of Plant Breeders	PRC	Pesticide Residues Committee
CIP	International Potato Centre	PVRO	Plant Variety Rights Office
COSHH	Control of Substances Hazardous to Health	ROAME	Rationale/Objectives/Appraisal/Monitoring/Evaluation
CPVO	Community Plant Variety Office (European Union)	SAC	Scottish Agricultural College
DEFRA	Department for Environment, Food and Rural Affairs	SACGM(CU)	Scientific Advisory Committee on Genetic Modification (Contained Use).
DARD	Department of Agriculture and Rural Development	SCRI	Scottish Crop Research Institute
DUS	Distinctness, Uniformity and Stability	SLA	Service Level Agreement
EEG-DR	European Enforcement Group (Deliberate Release)	SMB	SASA Management Board
EFB	European Foul Brood	SOP	Standard Operating Procedure
ENGL	European Network of GMO Laboratories	UKAS	United Kingdom Accreditation System
FAPAS	Food Analysis Proficiency Assessment Scheme	UPOV	International Union for the Protection of Plant Varieties
FSA	Food Standards Agency	VCU	Value for Cultivation and Use
GMO	Genetically Modified Organism(s)	VTSC	Virus Tested Stem Cutting
IACR	Institute of Arable Crops Research	WIIS	Wildlife Incident Investigation Scheme
IGER	Institute of Grassland and Environmental Research	WPPUS	Working Party on Pesticide Usage Surveys
ISTA	International Seed Testing Association		
ITMAG	Information Technology Management Group (SASA)		

**SERVICE LEVEL AGREEMENT 2006/2007 -
Section 1 - Plant Variety Testing**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
1.1 Advice and technical support to ERAD (and representation) on DUS testing, National Listing, plant genetic resources	Direct advice to ERAD Defra, CPVO, EU, UPOV, ISTA. Participation in UK, EC and international fora; official correspondence	Accuracy, appropriateness and timing of advice; satisfactory representation of ERAD/UK; maintenance of professional competence and standing	Meeting deadlines for reports and advice as appropriate; report to Chief Executive on overseas visits within one week of return	Demand-led	ERAD , EPHAS 1
1.2 Distinctness, Uniformity and Stability Testing for UK National List and Plant Breeder's Rights and European Plant Breeder's Rights	Field and laboratory testing of agricultural and vegetable crops in accordance with UK and EU legislation	Meet UK and international demand and requirements for testing	- Provide reports on candidate varieties as required by UK Plant Variety Rights Office (PVRO) and foreign authorities, according to agreed timetable; - Provide official	Demand-led from outside SASA/ERAD; notifiable disease constraints; comply with CPVO or UK protocols, or in their absence, UPOV guidelines	ERAD EPHAS 1; other UK Agricultural Departments; UK PVRO

**SERVICE LEVEL AGREEMENT 2006/2007 -
Section 1 - Plant Variety Testing**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
1.3 Maintenance of definitive reference collections for UK DUS Testing	Store and monitor seeds and tubers; maintain viability and health of planting material procure, grow and describe new foreign registered varieties. and validate replacement varieties	Meet all cultivar requirements for each growing season	Report annually on seed collections to the National List and Seeds Committee	Depends upon function 1.2	As for function 1.2
1.4 UK Value for Cultivation and Use (VCU) Trials carried out in Scotland	Technical oversight and co-ordination of VCU trialling of agricultural crops in Scotland; field and laboratory testing of potatoes; testing potatoes for PCN resistance	Advise ERAD EPHAS 1 as appropriate on trials carried out by SAC; meet UK demand for testing;	Attend Procedure Development Groups. Attend National List and Seeds Committee to advise on decisions; attend annual meeting with SAC and EPHAS 1 on non-potato crops	SAC; BioSS	ERAD EPHAS 1; UK PVRO

**SERVICE LEVEL AGREEMENT 2006/2007 -
Section 1 - Plant Variety Testing**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
1.5 Advice to industry	Advice and services to the plant breeding industry, seed industry and farmers; provision of trialling facilities for IGER	Meet demand for services and advice	Via Service First Standard	Priority to be accorded to meeting other ERAD requirements where resources are limited	ERAD EPHAS 1
1.6 Development and other work in support of Plant Variety Testing	Maintenance of non-statutory seed reference collections; maintenance of EU Potato database; advice and germplasm to plant breeders and overseas authorities; R&D projects	Maintain collections to UK and international standards; meet demand for advice, information and seed as appropriate; meet R&D milestones	ROAME-type reporting for R&D projects, or external reporting standard	Progress depends upon demand for other functions; demand determined outside SASA/ERAD	ERAD EPHAS 1 and other UK Agriculture Departments
				TOTAL (Section 1)	

SERVICE LEVEL AGREEMENT 2006/2007 -

Section 2 - Seed Potatoes (Seed Potato Certification Scheme: SPCS)

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
2.1 Advice and Technical Support to ERAD, and representation	Direct advice to ERAD; participation in UK, EC and international fora and exhibitions; dealing with technical visitors; official correspondence	Accuracy appropriateness and timing of advice, satisfactory representation of ERAD/UK; maintenance of professional competence and standing;	Meeting deadlines for reports and advice as appropriate; report to Chief Executive on overseas visits within one week of return Hold meetings with EPHAS 1 in Spring and Autumn; publication of information	Demand-led; liaison necessary with Agricultural Staff, other Agricultural Departments, scientific institutes and the industry	ERAD EPHAS 1
2.2 Management and administration of the Seed Potato Classification Scheme	Process applications, reports and invoices; issue advisory letters and scheme information; respond to queries from industry, the Agricultural Staff and EPHAS 1; liaise with Agricultural Staff on PCN sampling, and growing crop and tuber inspections.	Publish register of basic seed potatoes by 31 October; publish information on the internet for 50% of registered crops by 30 September and for 90% by 15 October.	Meet deadlines as appropriate.	Demand-led; liaison necessary with other Agricultural Departments, scientific institutes and the industry	ERAD EPHAS 1.

SERVICE LEVEL AGREEMENT 2006/2007 -**Section 2 - Seed Potatoes (Seed Potato Certification Scheme: SPCS)**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
2.3 Production of initial pathogen-free potatoes	Maintenance of nucleus stocks; supply of pre-basic starting material; disease screening and diagnosis	Meet demand for starting material; detection of all pathogens			ERAD EPHAS 1; Pre-basic and VTSC growers
2.4 Supervision of pre-basic and VTSC production and micropropagating facilities	Visits to growers; monitoring for tuber health; advice to ERAD and industry	Visit each grower once every 2 years; monitor tuber health of 10% of growers' stocks each year; sample check of micropropagation material	Annual report to ERAD and industry in November (formal meeting with VTSC Association); periodic reviews.	Agricultural Staff for field problems; EU/International standards for micropropagation	ERAD EPHAS 1
2.5 Supervision and Support for Seed Potato Inspections	Provide technical and scientific support to inspectors as appropriate; formal training for new and experienced staff on growing crop and tuber inspections; review of training programme; provision of resources and equipment	Visit problem crops as requested; provide advice to inspectors to resolve issues; conduct appropriate development work to resolve issues; meet training requirements as agreed annually with Agricultural Staff	Report to inspectors at training courses or annual meeting	Agricultural Staff	ERAD EPHAS 1

SERVICE LEVEL AGREEMENT 2006/2007 -**Section 2 - Seed Potatoes (Seed Potato Certification Scheme: SPCS)**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
2.6 Detection and identification of Potato Cyst Nematode (PCN) in soils (see also 3.2)	Isolate and identify PCN cysts from sampled soils; approximately 6,000 first samples and 250 samples for retests and substitute fields;	Process all first samples within 30 working days of receipt of sample or maintain a minimum throughput of 250 samples per week; process retests etc within 7 working days of receipt; accuracy of diagnosis;	Timeliness and unit costs reported annually to SMB and ERAD	Output depends upon pattern of supply by Agricultural Staff	ERAD EPHAS 1
2.7 Aphid monitoring in relation to potato virus transmission	Daily (April-November) or weekly suction trapping; identification of species; advice and forecasts (to ERAD; IACR; SAC; SCRI "aphid alert areas")	Meet sampling and identification protocols; April forecast of arrival of first potato aphids in Scotland;	Report to ERAD EPHAS 1 and Area Agricultural Staff; information disseminated via Scottish Aphid Bulletin, and to IACR reports	SCRI, SAC, Agricultural Staff, International suction trapping network	ERAD EPHAS 1;

SERVICE LEVEL AGREEMENT 2006/2007 -**Section 2 - Seed Potatoes (Seed Potato Certification Scheme: SPCS)**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
2.8 Disease Testing	Detection and identification of pathogens (viruses, bacteria, fungi and nematodes) in the Scottish seed potato crop (leaf and post-harvest tuber testing); generation of virus-infected material from <i>in-vitro</i> collection for training plots; (internal) advice on diagnosis;	Minimise disease-incidence in field crops (later commercial stocks); early identification of crops at risk. Report results of leaf tests within 3 days of receipt, post-harvest tuber tests within 8 weeks of sample receipt; second, quality-control, test of 5% of all tests	Results reported directly to Agricultural Staff; laboratory results checked continually against visual assessments in field by Agricultural Staff; annual report on quality control tests to ERAD; annual report on performance of leaf and post-harvest tuber testing to ERAD; annual report on unit costs to SASA Management Board;	Services integrated with activities of Agricultural Staff	ERAD EPHAS 1

**SERVICE LEVEL AGREEMENT 2006/2007 -
Section 2 - Seed Potatoes (Seed Potato Certification Scheme: SPCS)**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
2.9 Development (to underpin policy-related functions)	Investigations of: seed tuber health; variation in minituber production; health aspects of commercial min-tuber production (relates to function 2.2); new and improved assays for pathogens; antibodies to indigenous pathogens; potato virus epidemiology	Ensure that classification procedures reflect current scientific knowledge and understanding	Annual reports to SMB and ERAD EPHAS 1; peer-reviewed publication of results;	Agricultural Staff (various roles)	ERAD EPHAS 1
				TOTAL (Section 2)	

**SERVICE LEVEL AGREEMENT 2006/2007 -
Section 3 - Plant Health**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
3.1 Advice to ERAD, and representation, on plant health (quarantine, non-indigenous and certification pests and risks)	Direct advice to ERAD; participation in UK, EC and international fora; official correspondence; provision of advice and support to EPHAS 1 on SAC's crop care programme	Accuracy, appropriateness and timing of advice; satisfactory representation of ERAD/UK; maintenance of professional competence and standing	Meeting deadlines for reports and advice as appropriate; report to Chief Executive on overseas visits within one week of return	Demand-led; services integrated with activities of Agricultural Staff	ERAD EPHAS 1
3.2 Technical support on quarantine and non-indigenous organisms	Disease and pest diagnoses; surveys; import/exports and plant passports; prepare contingencies in case of outbreaks; PCN consignment tests	Meet agreed levels of diagnostic support; meet agreed level of support in the event of an outbreak; process PCN consignment tests within 3h for seed potatoes (5 working days of receipt of other material)	By Fax to ERAD Area Agricultural Staff and EPHAS 1; Annual Report on consignment testing to EPHAS 1	Services integrated with activities of Agricultural Staff	ERAD EPHAS 1

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 3 - Plant Health**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
3.3 Technical support on certification and marketing schemes (bulbs, soft fruit)	Disease and pest diagnoses; surveys	Meet agreed levels of diagnostic support; meet agreed level of support in the event of an outbreak	Results reported directly to Agricultural Staff; monitoring of complaints by ERAD; completion of agreed test reports and forms; Quinquennial review of health of stocks	Services integrated with activities of Agricultural Staff	ERAD EPHAS 1
3.4 Potato quarantine testing	Testing of material as required from outside the EC, breeding lines and gene banks, for pests and diseases	Tests according to plant health protocols; success in excluding pathogens potentially harmful to UK crops	Biennial review meetings with ERAD, Defra, DARD and BSPB; annual report to SASA Management Board on unit costs of diagnosis	Liaison with other quarantine stations and international organisations, including CIP	ERAD EPHAS 1; other Agricultural Departments

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 3 - Plant Health**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
3.5 Plant Health Licensing	Issuing licences and authorisations for pests, plants and soil material and genetically modified plant pests; potato phytosanitary certificates; inspection of licensed premises	Issue 94% of licences within 10 working days; inspect each containment site every 12 months and as otherwise required; inspect each field site before and within 3 months of licence	Timeliness of issue reported annually to SASA Management Board		ERAD EPHAS 1
3.6 Testing for Wart Disease susceptibility in new potato cultivars (see also 1.4)	Laboratory testing, in accordance with EC legislation; development work to improve protocols	Provide data to Defra on demand			ERAD EPHAS 1
3.7 Training and support of Agricultural and Horticultural Inspectorate	Formal training and retraining (disease diagnosis; review of training programme; provision of resources and equipment	Meet requirements as agreed annually with Agricultural Staff	Continued dialogue with Agricultural Staff	Integrated activity with Agricultural Staff	ERAD EPHAS 1

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 3 - Plant Health**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
3.8 Support for seed potato exports.	Pro-active liaison with importing countries, industry, SASA colleagues and ERAD regarding the establishment, interpretation and application of conditions for Scottish seed potatoes. Ensuring that conditions for export are fully understood and applied by industry, ERAD and SASA, and responsibility for the accurate provision of information and statistics regarding exports.	Accurate provision of export conditions and statistics via the SASA website.	Biannual SASA/ERAD Seed Potato liaison meeting. Annual meeting with seed potato exporters.	Ag Staff/ EPHAS 1	EPHAS 1

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 3 - Plant Health**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
3.9 Development (to underpin policy-related functions)	Investigations of: new and improved assays and antibodies for the detection and identification of non-indigenous pathogens; improved quarantine techniques	Ensure that plant health procedures reflect current scientific knowledge and understanding	Annual reports to SASA Management Board and ERAD EPHAS 1; peer-reviewed publication of results	Collaboration with a range of other institutes	ERAD EPHAS 1
				TOTAL (Section 3)	

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 4 - Seed Certification and Enforcement**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
4.1 Advice and technical support to ERAD, and representation, on seed certification	Direct advice to ERAD; participation in UK, EC and international fora in relation to crop certification and seed testing; official correspondence	Accuracy, appropriateness and timing of advice; satisfactory representation of ERAD/UK; maintenance of professional competence and standing	Meeting deadlines for reports and advice as appropriate; report to Chief Executive on overseas visits within one week of return; annual reports to ERAD EPHAS 1	Demand-led; liaison with other UK Agriculture Departments	ERAD EPHAS 1 EU Commission

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<p>4.2 Seed certification</p>	<p>Testing of seed samples in accordance with Seed Regulations; maintenance and examination of control plots; field inspections; licensing of crop inspectors and seed samplers maintenance of the register of Registered Persons, associated administration</p>	<p>All tests and inspections to comply with UK, EC and international protocols; meet demand for certification and associated deadlines; respond to 100% of initial crop applications within 2 working days; 100% of crop inspection results to be sent to applicants before crop is processed; purity and other seed determination results available within 2 working days of sample receipt; register to be updated as needed and an updated list to be published each November (Registered Persons) and January (samplers)</p>	<p>Crop, seedlot and registration statistics reported annually to ERAD and Defra. Annual report on timeliness to SASA Management Board</p>	<p>Agricultural Staff; close liaison with other Agriculture Departments and NIAB; Demand-led</p>	<p>ERAD EPHAS 1</p>
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**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 4 - Seed Certification and Enforcement**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
4.3 Training	Training and examining official and licensed personnel in crop inspection, seed sampling and testing, and post-licensing control checks. Training to comply with UK, EC and international protocols	Provision of training, examination and related advice to timetable as required by ERAD	Test results reported to ERAD; check inspection report to ERAD EPHAS 1 and Defra; customer satisfaction by course questionnaires; candidates informed of their own results	Agricultural Staff; Close liaison necessary with ERAD EPHAS 1; Demand-led	ERAD EPHAS 1
4.4 Enforcement and Certification Control	Advice and technical support including identification of possible infringements, field plot work, seed testing and analysis of seed treatments	Meet demand for services to timetable set with ERAD	Report suspected infringements to ERAD EPHAS 1 within one week; start seed testing within 2 days of receipt; Annual report to and annual meeting with ERAD EPHAS 1 and Agricultural Staff	Integrated activity with ERAD EPHAS 1 and Agricultural Staff; Demand-led	ERAD EPHAS 1

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 4 - Seed Certification and Enforcement**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
4.5 Supervision of seed testing services	Supervision of seed testing services within Scotland, including operation of the Official Seed Testing Station, provision of advice to ERAD on applications for licensing of Licensed Seed Testing Stations and quality checks on the OSTs and LSTs	<ul style="list-style-type: none"> - Ensure that the OSTs and LSTs provide reliable testing services by: checking 5% of all tests carried out by OSTs and checking 9% of all tests carried out by LSTs - Discrepancy rate to be maintained at that expected by chance, ie 5% - Maintain levels of customer satisfaction in Annual Customer Service Survey 	Reports on poor performance and advice on action required provided to EPHAS 1 as soon as problem identified; Annual report to EPHAS 1 on overall performance with details of results of Customer Service Survey as appropriate; Annual report on timeliness and unit costs to SASA Management Board	Co-ordination with OSTs in England and Northern Ireland to comply with ISTA rules for seed testing	ERAD EPHAS 1

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 4 - Seed Certification and Enforcement**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
4.6 Advice to the industry	Handling general enquiries from, and provision of technical and scientific advice and services including non statutory training, analytical and other services, to: the seed trade; farmers; and others	Initiate supply of information and documentation on certification within 2 working days; maintain levels of customer satisfaction by Annual Customer Service Survey and Customer Care surveys completed at the end of training courses (where appropriate)	Annual report to ERAD EPHAS 1	Priority to be accorded to meeting other ERAD requirements where resources are limited	ERAD EPHAS 1

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 4 - Seed Certification and Enforcement**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
4.7 Development in support of seed certification and testing	Development and improvement of diagnostic, inspection and analytical techniques, including participation in collaborative projects and trials with other bodies	Maintain agreed programme of projects; complete individual projects by dates agreed with ERAD	Annual report to ERAD EPHAS 1	Priority to be accorded to meeting other ERAD requirements where resources are limited	ERAD EPHAS 2
				TOTAL (Section 4)	

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 5 - Rabies Control**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
5.1 Contingency planning	Advice to ERAD on changes in procedures and practice, and maintaining awareness and preparedness; attendance at planning meetings; liaison with research workers and Defra;	Attend 100% of planning meetings; maintenance of professional competence and standing in relation to rabies and wildlife generally	Continued dialogue with ERAD AHW1 and Vet. Service	Defra; Assistant Director of the Veterinary Field Service, Scotland; CSL rabies monitors; active membership of Defra Feral Cat Control Team	AHW1
5.2 In the event of an outbreak	(i) Alert stage: Advice on wildlife involvement and need for, and scope of, action; (ii) Following declaration of control area: Advice and information on technical aspects of wildlife control	(Effective control of outbreak) Continuous availability of appropriate staff	Contribution to final report on handling and outcome of incident	Defra; Assistant Director of the Veterinary Field Service, Scotland	AHW1
				TOTAL (Section 5)	

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 6 – Pesticides**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
6.1 Advice and technical support to ERAD, and representation, in relation to pesticide and fertiliser registration and use	Direct advice and support to ERAD (including legislation and codes of practice); participation in UK, EC and international fora (including representation for ERAD on statutory bodies); provide support to government campaigns; official correspondence	Accuracy, appropriateness and timing of advice; satisfactory representation of ERAD/UK; maintenance of professional competence and standing; meet requirements of government campaigns	Continuing dialogue with policy divisions; triennial review of representational duties; documentation of campaign activities	Close liaison required with Defra and its Agencies, FSA and Agricultural Staff; need to keep abreast of a wide range of legislation and agricultural practices as well as developments in analytical chemistry	ERAD EPHAS 1 ERAD EPHAS 2 ERAD EPU (subject to resources from client)
6.2 Analysis of Pesticide Residues in Food (for the ACP Pesticide Residues Committee, PRC) (including priority analyses and related support)	Analytical chemistry (Annual surveys of commodities in the fruit and vegetable, cereal and animal product sectors) (Analyses for enforcement of MRL Regulations and other food safety issues)	Meet reporting requirements of ERAD and PRC. Provide assurance of quality of analytical data	Annual reports submitted to ERAD and PRC; report on timeliness and unit costs to SASA Management Board; performance in national (FAPAS) and EC proficiency exercises; supporting quality validation/AQC data included in reports	Liaison with other government departments and agencies (part of a GB scheme)	ERAD EPHAS 2

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 6 - Pesticides**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
6.3 Surveys of pesticide usage in Scotland (for the ACP Working Party on Pesticide Usage Surveys, WPPUS)	Collection and reporting of quantitative and qualitative data on the use of pesticides in agriculture, horticulture, forestry and food storage, and on other agronomic practices; database development and maintenance	Meet reporting requirements of ERAD and WPPUS/ACP	Reports submitted to ERAD and WPPUS, following peer review; annual report on timeliness and unit costs to SASA Management Board	ERAD/ESU for samples of holdings; BioSS for statistical advice; liaison with other government departments and agencies (part of a UK scheme)	ERAD EPHAS 2
6.4 Operation of the Wildlife Incident Investigation Scheme (WIIS) in Scotland	Analytical chemistry, and post-mortem services where necessary; co-ordination of, and communication with, original sender, ERAD, police, RSPB, SSPCA and other relevant parties; act as expert witnesses as required	Complete investigations of positive incidents within 20 working days; give priority to cases which may lead to, or in support of, enforcement action by ERAD; provide assurance of quality of analytical data	Contribute to annual report published by the Environmental Panel; annual/quarterly report on timeliness and unit costs to SASA Management Board; supporting quality validation/AQC data included in reports	Demand-led; liaison with other government departments and agencies (part of a GB scheme); Agriculture Staff and a range of other bodies (see left); need to ensure standards of corroboration/sample custody to support possible prosecutions	ERAD EPHAS 2 EPU

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 6 – Pesticides**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
6.5 Development (in support of policy functions)	Strategic development of analytical methodology to support customer requests; specific objectives to extend capability, increase analytical efficiency and reduce unit costs; extension of usage surveys to cover new areas	Ensure that procedures reflect current scientific knowledge and understanding; generation of standard operating procedures (SOPS) and accredited analytical methods; accommodate changing reporting requirements for WPPUS	SOPs added to quality system; extensions/ amendments to scope of UKAS accreditation; feedback/response from WPPUS peer reviews	SASA ITS; Priority to meeting other ERAD requirements where resources are limited	ERAD EPHAS 1 ERAD EPHAS 2
				TOTAL (Section 6)	

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 7 - Vertebrate Wildlife**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
7.1 Advice and technical support to ERAD, and representation, on the implementation of vertebrate pest control	Direct advice to ERAD (including licenses to shoot protected species); representation of ERAD support on policy/legislative changes relating to the wildlife/agriculture / conservation complex; official correspondence	Accuracy, appropriateness and timing of advice; satisfactory representation of ERAD; maintenance of professional competence and standing; meet timeliness deadlines set by ERAD	Continuous dialogue with policy customers	Demand-led, site visit based	ERAD EPHAS 2, Agricultural Staff and L&H ERAD FFA2
7.2 Policy led research and development and/or monitoring of vertebrate wildlife management methodologies	Long or short-term studies investigating aspects of vertebrate wildlife management according to policy needs at the time.	Collection and analysis of scientific data suitable for publication whenever appropriate, or submission to policy areas according to agreed deadlines	Submission of reports to customer at intervals appropriate to current investigation, or at least annually.	Network of professional contacts	ERAD EPHAS 2
				TOTAL (Section 7)	

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 8 - Control of Notifiable Bee Diseases**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
8.1 Advice and technical support to ERAD in support of policy to operate the relevant orders	Direct advice to ERAD; participation in UK and other fora; diagnostic services in relation to AFB, EFB and Varroa; notification to beekeepers and bees officers of results of laboratory examination; training and resourcing of bee inspectors; official correspondence; support of enforcement of legislation	Accuracy appropriateness and timing of advice; diagnosis and training; maintenance of professional competence and standing		Liaison with Defra bee experts and authorised bee officers	AHW1
				TOTAL (Section 8)	

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 9 – Support on Genetically Modified Organisms**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
9.1. Advice and technical support to ERAD (and representation) on deliberate release and contained use of GMOs.	Direct advice to ERAD ; participation in UK (ACRE and SACGM(CU)) meetings, and EC and international fora; official correspondence	Accuracy, appropriateness and timing of advice; satisfactory representation of ERAD/UK; maintenance of professional competence and standing	Meeting deadlines for reports and advice as appropriate; report to Director on overseas visits within one week of return	Demand-led	ERAD GM Team ERAD EPHAS 1
9.2 GM Inspectorate Services	Compliance with the GMO (Deliberate Release) Regulations.	Meet reporting requirements of ERAD; maintain membership of EEG-DR (European Enforcement Group (Deliberate Release))	Inspection report, web- summaries and an annual report submitted to ERAD.	Co-ordination with CSL and liaison with Defra	ERAD GM Team EPHAS 1

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 9 – Support on Genetically Modified Organisms**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
9.3 Development (in support of policy functions)	Strategic development of analytical methodology to support enforcement activities.	Ensure that procedures reflect current scientific knowledge and understanding; generation of standard operating procedures (SOPS) and accredited analytical methods; maintain membership of ENGL	Annual report on molecular biology to SMB; participation in ring tests and other trials; peer-reviewed publication.	Co-ordination with CSL and liaison with Defra	ERAD GM Team EPHAS 1
				<i>TOTAL (Section 9)</i>	

**SERVICE LEVEL AGREEMENT 2006/2007 –
Section 10 – General**

Function	Description of services	Performance Targets	Arrangements for reporting on performance	Other participants or critical features	Customer
10.1 IT Services in support of SLA	Customer support; network maintenance; systems engineering; software development and maintenance; advice and technical support	As set by ITMAG	Reporting directly to ITMAG		Scientific Sections
10.2 Quality Assurance	Scoping studies; production of procedural manuals; application and maintenance of accreditation; staff training	As set by the Corporate Plan and Accreditation Authorities	Annual review by SASA Management Board and ERAD as part of corporate planning		All Policy Divisions
10.3 Health and Safety	Compliance with COSHH and other H&S regulations; development of protocols, manuals etc; supervision and inspection of work places;	UK Regulations	Via Heads of Sections and SASA Management Board		All staff

SERVICE LEVEL AGREEMENT 2006/2007 –

<i>Function</i>	<i>Description of services</i>	<i>Performance Targets</i>	<i>Arrangements for reporting on performance</i>	<i>Other participants or critical features</i>	<i>Customer</i>
10.4 SASA Relocation Project	Project planning; production of design briefs; interface with contractors; advice	As set by Project Board	Reporting to Project Board		SASA Relocation Project Board
10.6 Publicity	Publicity including support to policy divisions	As determined by SMB	Report to SASA Management Board		
				<i>TOTAL (Section 10)</i>	

PRINCIPAL DOMESTIC LEGISLATION

Agriculture (Scotland) Act 1948	(VW)
Agriculture (Miscellaneous Provisions) Act 1972	(PH)
Animals (Scientific Procedures) Act 1986	(VW)
Animals (Scientific Procedures) Act 1986 (Amendment) Regulations 1998	(VW)
Bees Act 1980	(BDC)
Bees Act 1980 (Commencement) Order 1980	(BDC)
Bee Diseases Control Order 1982	(BDC)
Beet Seeds Regulations 1993	(PVS)
Beet Seeds (Amendment) Regulations 1999 No 1861	(PVS)
Beet Seeds (Amendment)(Scotland) Regulations 2000 No 246	(PVS)
Biocidal Products Regulations 2001 No 880	(P)
Cereal Seed (Scotland) Regulations 2005 No 328	(PVS)
Conservation (Natural Habitats &c.)(Amendment) Regulations 1997 No 3055	(VW)
Conservation (Natural Habitats &c.) Amendment (Scotland) Regulations 2004	(VW)
Control of Pesticides Regulations 1986	(P)
Control of Pesticides (Amendment) Regulations 1997	(P)
Control of Pollution Act 1974	(P)
Environmental Protection Act 1990	(PH,PVS)
European Communities Act 1972	
Fertiliser Regulations 1991	(P)
Fertiliser (Amendment) Regulations 1995	(P)
Fertiliser (Amendment) Regulations 1997	(P)
Fertiliser (Amendment) Regulations 1998	(P)
Fertiliser (Sampling and Analysis) Regulations 1991	(P)
Fertiliser (Sampling and Analysis) Regulations 1994	(P)
Fertiliser (Sampling and Analysis) Regulations 1996	(P)
Fodder Plant Seed (Scotland) Regulations 2005 No 329	(PVS)
Food and Environment Protection Act 1985	(P)
Food Safety Act 1990	(P)
Genetically Modified Organisms (Contained Use) Regulations 2000 No 2831	(PH)
Genetically Modified Organisms (Contained Use) (Amendment) Regulations 2002	(PVS)
Genetically Modified Organisms (Deliberate Release) Regulations 2002 No 2443	(PH)
Genetically Modified Organisms (Deliberate Release) (Scotland) Regulations 2002	(PVS)
Genetically Modified Organisms (Deliberate Release) (Scotland) Regulations 2004	(PVS)
Genetically Modified Organisms (Deliberate Release and Risk Assessment) (Amendment) Regulations 1997 No 1900	(PH)
Genetically Modified Organisms (Risk Assessment) (Records and Exemptions) Regulations 1996	(PH)
Genetically Modified Organisms (Traceability and labelling) (Scotland) Regulations 2004 No 438	(PH)
Genetically Modified Organisms (Transboundary Movements) (Scotland)(PVS) Regulation 2005	(PH)
Importation of Bees Order 1997	(BDC)
Marketing of Fruit Plant Material Regulations 1995	(PH)
Marketing of Fruit Plant Material Amendment (Scotland) Regulations 2004 No 471	(PH)
Marketing of Ornamental Plant Propagating Material Regulations 1999 No 1801	(PH)
Marketing of Vegetable Plant Propagating Material Regulations 1995	(PH)
Nature Conservation (Scotland) Act 2004	(VW)
Oil and Fibre Plant Seed (Scotland) Regulations 2004 No 317	(PVS)
Pesticides Act 1998	(P)
Pesticides (Maximum Residue Levels in Crops, Food & Feeding Stuff) (Scotland) Regulations 2000	
Pesticides (Maximum Residue Levels in Crops, Food & Feeding Stuff) (Scotland) Amendment Regulations 2001 No 84	(P)

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Pesticides (Maximum Residue Levels in Crops, Food & Feeding Stuffs) (Scotland) (No2) Regulations 2001 No 221	(P)
Pesticides (Maximum Residue Levels in Crops, Food & Feeding Stuffs) (Scotland) Amendment Regulations 2003 No 118	(P)
Pesticides (Maximum Residue Levels in Crops, Food & Feeding Stuffs) (Scotland) Amendment Regulations 2004 No 104	(P)
Pesticides (Maximum Residue Levels in Crops, Food & Feeding Stuffs) (Scotland) Amendment (No 2) Regulations 2004 No 489	(P)
Pesticides (Maximum Residue Levels in Crops, Food & Feeding Stuffs) (Scotland) Amendment (No 3) Regulations 2004 No 399	(P)
The Pesticides (Maximum Residue Levels in Crops, Food and Feeding Stuffs) (Scotland) Amendment Regulations 2005 No 109	(P)
Pesticides (Fees and Enforcement) Act 1989	(P)
Plant Breeders Rights: The Plant Varieties and Seeds Tribunal Rules 1974 No 1136	(PVS)
Plant Breeders Rights Regulations 1998 No 1027	(PVS)
Plant Breeders Rights (Fees) Regulations 1998 No 1021	(PVS)
Plant Breeders Rights (Fees) (Amendment) Regulations 1999 No 1089	(PVS)
Plant Breeders Rights (Information Notices) Regulations 1998 No 1023	(PVS)
Plant Breeders Rights (Information Notices) Regulations 1998 No 1024	(PVS)
Plant Breeders Rights (Farm Saved Seed) (Specification of Species and Groups) Order 1998 No 1025	(PVS)
Plant Breeders Rights (Farm Saved Seed) (Specified Information) Regulations 1998 No 1026	(PVS)
Plant Breeders Rights and Seeds, Plant Varieties Act 1997 (Commencement) Order 1998 No 1028	(PVS)
Plant Breeders' Rights (Discontinuation of Prior Use Exemption) (Scotland) Order 2005 No460	(PVS)
Plant Health Act 1967	(PH)
Plant Health (Amendment) (Scotland) Order 1999 No 22	(PH, SP)
Plant Health (Export Certification) (Scotland) Order 2004 No 248	(PH)
Plant Health Fees (Scotland) Regulations 1996 No 1784	(PH)
Plant Health Fees (Scotland) Amendment Regulations 2004 No 249	(PH)
Plant Health (Great Britain) Order 1993 No 1320	(PH, SP)
Plant Health (Great Britain) (Amendment) Order 1995 No 1358	(PH)
Plant Health (Great Britain) (Amendment) (No 2) Order 1995 No 2929	(PH, SP)
Plant Health (Great Britain) (Amendment) Order 1996 No 25	(PH, SP)
Plant Health (Great Britain) (Amendment) (No 2) Order 1996 No 1165	(PH, SP)
Plant Health (Great Britain) (Amendment) (No 3) Order 1996 No 3242	(PH, SP)
Plant Health (Great Britain) (Amendment) Order 1997 No 1145	(PH, SP)
Plant Health (Great Britain) (Amendment) (No 2) Order 1997 No 2907	(PH, SP)
Plant Health (Great Britain) (Amendment) Order 1998 No 349	(PH, SP)
Plant Health (Great Britain) (Amendment) (No 2) Order 1998 No 1121	(PH, SP)
Plant Health (Great Britain) (Amendment) (No 3) Order 1998 No 2245	(PH, SP)
Plant Health (Great Britain) Amendment (Potatoes) Order 1993 No 3212	(PH, SP)
Plant Health (Great Britain) Amendment (Scotland) Order 2001 No 249	(PH)
Plant Health (Great Britain) Amendment (Scotland) Order 2002 No 164	(PH)
Plant Health (Great Britain) Amendment (Scotland) Order 2003 No 224	(PH)
Plant Health (Great Britain) Amendment (Scotland) Order 2004 No 440	(PH)
Plant Health (<i>Phytophthora ramorum</i>) (Scotland) (No 2) Order 2002 No 483	(PH)
Plant Health (<i>Phytophthora ramorum</i>) (Scotland) Order 2004 No 488	(PH)
Plant Health (Import Inspection Fees) (Scotland) Regulations 2005 No 216	(PH)
Plant Health (Scotland) Amendment (No 2) Order 1999 No 129	(PH)
Plant Protection Products (Scotland) Regulations 2005 No 331	(P)
Plant Protection Products Amendment (No2) (Scotland) Regulations 2001 No 202	(P)

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Plant Protection Products (Amendments) Regulations 1996 No 1940	(P)
Plant Protection Products (Amendment) Regulations 1998	(P)
Plant Protection Products (Basic Conditions) Regulations 1997 No 189	(P)
Plant Protection Products (Fees) (Amendment) Regulations 1998	(P)
Plant Protection Products (Fees) Regulations 2001 No 2477	(P)
Plant Varieties and Seeds Act 1964	(PVS)
Plant Varieties Act 1997 (Commencement) Order 1998 No 1028	(PVS)
Poisons Act 1972	(P)
Poisons Rules 1982	(P)
Poisons (Amendment) Rules 1985	(P)
Possession of Pesticides (Scotland) Order 2005 No 66	(P)
Potatoes Originating in Egypt (Scotland) Regulations 2004 No 111	(PH)
Potatoes Originating in Egypt (Scotland) Amendment Regulations 2005 No 39	(PH)
Potatoes Originating in Germany (Notification) (Scotland) Order 2001 No 333	(PH)
Potatoes Originating in Poland (Notification) (Scotland) Order 2004 No 255	(PH)
Potatoes Originating in the Netherlands (Notification) (Scotland) Order 2005 No 73	(PH)
Rabies Act 1974	(VW)
Rabies (Control) Order 1974	(VW)
Rabies (Compensation) Order 1976	(VW)
Rabies (Importation of Dogs, Cats, and other Mammals) Order 1974	(VW)
Scotland Act 1998	(PH)
Seeds (Fees) (Scotland) Regulations 2002 No 526	(PVS)
Seeds (Fees) (Scotland) (Amendment) Regulations 2006 No 70	(PVS)
Seeds (Registration Licensing and Enforcement) Regulations 1985 No 980	(PVS)
Seeds (Registration, Licensing and Enforcement) (Amendment) Regulations 1987 No 1098	(PVS)
Seeds (Registration, Licensing and Enforcement) (Amendment) Regulations 1990 No 611	(PVS)
Seeds (Registration, Licensing and Enforcement) (Amendment) Regulations 1993 No 2530	(PVS)
Seeds (National List of Varieties)(Fees) Regulations 1994 No 676	(PVS)
Seeds (National List of Varieties) Regulations 2001 No 3510	(PVS)
Seeds (National List of Varieties) Regulations 2004 No 2949	(PVS)
Seeds (Miscellaneous Amendments) Regulations 1997 No 616	(PVS)
Seeds (Miscellaneous Amendments) (No2)(Scotland) Regulations 2002 No 564	(PVS)
Seed Potatoes (Fees) (Scotland) Regulations 1993 No 1311	(PVS, SP)
Seed Potatoes (Fees) (Scotland) Regulations 1994 No 1859	(PVS, SP)
Seed Potatoes (Fees) (Scotland) Regulations 1998 No 1228	(PVS, SP)
Seed Potatoes (Fees) (Scotland) Regulations 2004 No 250	(PVS, SP)
Seed Potatoes (Fees) (Scotland) Regulations 2005 No 279	(PVS, SP)
Seed Potatoes (Scotland) Amendment Regulations 2005-08 No 280	(PVS, SP)
Seeds Potatoes (Scotland) Regulations 2000 No 201	(PVS, SP)
Sheep Scab Order 1997	(P)
Vegetable Seeds Regulations 1993 No 2008	(PVS)
Vegetable Seeds Regulations (Amendment) Regulations 1996 No 1452	(PVS)
Vegetable Seeds Regulations (Amendment) Regulations 1999 No 1863	(PVS)
Vegetable Seeds (Amendment) (Scotland) Regulations 2000 No 250	(PVS)
Weeds Act 1959	(PVS)
Wildlife and Countryside Act 1981	(VW, P, PH)
Wildlife and Countryside Act 1981 (Variation of Schedule) (Scotland) Order 2005 No 308	(VW, P, PH)

Key to Subject Categories

BDC	-	Bee Disease Control
PVS	-	Plant Varieties and Seeds
PH	-	Plant Health
P	-	Pesticides
SP	-	Seed Potatoes
VW	-	Vertebrate Wildlife (including rabies control)
AR	-	Applies to work As Required

EUROPEAN COMMUNITY LEGISLATION

66/402/EEC	Marketing of Cereal Seed	(PVS)
69/464/EEC	Potato Wart Disease	(PH)
69/465/EEC	Potato Cyst Nematode	(PH)
70/458/EEC	Marketing of Vegetable Seed	(PVS)
72/168/EEC	Determining the Characteristics and Minimum Conditions for Inspecting Vegetable Varieties	(PVS)
72/180/EEC	Determining the characteristics and minimum conditions for examining agricultural varieties	(PVS)
79/409/EEC	Conservation of Wild Birds	(VW)
81/675/EC	Establishing that particular sealing systems are “non-reusable” within the meaning of Council Directives 66/440/EEC, 66/401/EEC, 69/208/EEC and 70/458/EEC	(PVS)
86/362/EEC	Fixing Maximum Levels of Pesticides in Cereals	(P)
86/363/EEC	Fixing Maximum Levels of Pesticides in Foodstuffs of Animal Origin	(P)
90/219/EEC	Contained Use of Genetically Modified Micro-organisms	(P, PH)
90/220/EEC	Deliberate Release into the environment of Genetically Modified Organisms	(P, PH,PVS)
90/642/EEC	Fixing Maximum Levels of Pesticides in Products of Plant Origin (Fruit and Vegetables)	(P)
91/414/EEC	Placing of Plant Protection Products on the Market	(P)
92/33/EEC	Marketing of Young vegetables	(PH)
92/34/EEC	Marketing of Fruit Plants as amended by 03/111	(PH)
92/43/EEC	Habitats and Wild Flora and Fauna	(VW)
92/70/EEC	Rules for Surveys for the Recognition of Protected Zones	(PH)
92/90/EEC	Establishing Obligations for Plant Producers and Importers	(PH)
92/105/EEC	Standardisation of Plant Passports as amended by 05/17	(PH)
93/17/EEC	Community Grades of Basic Seed Potatoes	(PH, SP)
93/48/EEC	Marketing of Fruit Plants (schedule of conditions to be met)	(PH)
93/51/EEC	Rules for Movement of Plants and Plant Products through Protected Zones	(PH)
93/64/EEC	Implementing rules for supervision and monitoring of suppliers of fruit plants	(PH)
93/79/EEC	Additional implementing rules for fruit plants marketing	(PH)
93/85/EEC	Control of Potato Ring Rot	(PH)
93/452/EEC	Derogation for Bonsai from Japan (as amended by 94/816/EC, 96/711/EC, 98/641/EC, 2001/841/EC and 2002/877/EC)	(PH)
94/3/EC	Establishing Procedures for Notification of Interceptions	(PH)
94/43/EC	Establishing Annex VI to Directive 91/414/EEC (The Uniform Principles	(P)
94/29/EC	Amending Directives 86/362/EEC and 86/363/EEC concerning MRLs on cereals and foodstuffs of animal origin	(P)
94/30/EC	Amending Directive 90/642/EEC concerning MRLs on products of plant origin (Fruit and Vegetables)	(P)
	Council Regulation EC No 2100/94 Community Plant Variety Rights	(PVS)
	Council Regulation EC No 1467/94 Conservation, characterisation, collection and utilisation of genetic resources in agriculture	(PVS)
95/38/EC	Amending Annexes I and II to Directive 90/642/EEC on the fixing of maximum levels for pesticides in Products of Plant Origin	(P)
95/39/EC	Amending Annexes to Directives 86/362/EEC and 83/363/EEC on the fixing of maximum levels for pesticide residues in and on cereals and foodstuffs of animal origin	

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95/44/EC	Introduction or movement of harmful organisms etc within the Community for trial and scientific purposes (licensing rules) as amended by 97/46/EC	(PH)
95/232/EC	The organisation of a temporary experiment to establish conditions to be satisfied by the seed of hybrids and varietal associations of swede rape and turnip rape.	(PVS)
95/514/EC	Equivalence of field inspections carried out in third countries on seed producing crops and on the equivalence of seed produced in third countries.	(PVS)
96/32/EC	Amending Directive 76/895/EEC on the fixing of maximum levels for pesticide residues on fruit and vegetables and to Annex II of 90/642/EEC	(P)
96/33/EC	Amending Annexes to Directive 86/362/EEC and 86/363/EEC on the fixing of maximum levels for pesticide residues on cereals and foodstuffs of animal origin.	(P)
96/68/EC	Amending Council Directive 91/414/EEC concerning the placing of Plant Protection Products on the Market	(P)
	Council Regulation EC No 2470/96 Providing for an extension of the terms of a community plant rights in respect of potatoes	(SP)
	Council Regulation EC No 85799 Amending Regulation EC No 2200/96 on the common organisation of the marketing in fruit and vegetables	(PH)
96/301/EC	Temporary measures against dissemination of <i>Ralstonia solanacearum</i> as regards Egypt as amended by 98/105/EC, 98/503/EC, 199/842/EC, 2000/568/EC, 2001/644/EC and 2002/903/EC	(PH)
97/57/EC	Establishing Annex VI to Directive 91/414/EEC concerning the place of Plant Protection Products on the Market	(P)
97/41/EC	Amending Directives 76/895/EEC, 86/362/EEC, 86/363/EEC and 90/642/EEC relating to the fixing of maximum levels of pesticides	(P)
97/46/EC	Amending Directive 95/44/EC	(PH)
98/22/EC	Minimum conditions for Plant Health Checks at Inspection Posts	(PH)
98/56/EC	Marketing of Ornamental Plants	(PH)
98/57/EC	Control of <i>Ralstonia solanacearum</i>	(PH)
98/8/EC	Concerning the placing of Biocidal Products on the Market	(P)
98/83/EC	Recognising certain areas of Third Countries as free from certain Citrus Pathogens as amended by 1999/104/EC, 2001/440/EC and 2003/129/EC	(PH)
98/95/EC	Amends, in respect of the consolidation of the internal market, genetically modified plant varieties and plant genetic resources, Directives 66/400/EEC 66/401/EEC, 66/402/EEC, 66/403/EEC, 69/208/EEC, 70/457/EEC and 70/458/EEC	(PVS)
98/96/EC	Amends, in respect of unofficial field inspections, Directives 66/400/EEC, 66/401/EEC, 66/402/EEC, 66/403/EEC, 69/208/EEC, and 70/457/EEC and 70/458/EEC	(PVS)
98/320/EC	The organisation of a temporary experiment on seed sampling and seed testing pursuant to Council Directives 66/400/EEC, 66/401/EEC, 66/402/EEC and 69/208/EEC	(PVS)
99/842/EC	Authorising Member States to take additional measures against <i>Pseudomonas solanacearum</i> (amending 96/301/EC)	(PH)
00/24/EC	Amending Directive 76/895/EEC, 86/362/EEC and 90/642/EEC relating to the Fixing of Maximum Levels of Pesticides	(P)
00/29/EC	Plant Health Directive as amended by 01/33/EC, 02/28, 02/36, 02/89, 03/22, 03/47, 03/116, 04/31, 04/70, 04/102, 04/522, 05/15, 05/16	(PH)
00/42/EC	Amending Directives 86/362/EEC, 86/363/EEC and 90/642/EEC relating to the Fixing of Maximum Residue Levels of Pesticides	(P)
00/326/EC	Amending Decision 95/513/EC on the equivalence of seed potatoes produced in third countries and 95/514/EC on the equivalence of field inspections carried out in third countries on seed producing crops and on the equivalence of seeds produced in third countries.	(PVS)
01/18/EC	Deliberate Release into the environment of Genetically Modified Organisms And Repealing 90/220/EEC	(P,PH, PVS)
01/29/EC	On the harmonisation of certain aspects of copyright and related rights in the information society.	(AR)
01/32/EC	Recognising Protected Zones exposed to particular plant health risks in the Community amended by 2002/29/EC, 2003/21/EC, 2003/46/EC, 2004/32/EC and 2004/522/EC	(PH)

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01/64/EC	Amending Directive 66/401/EEC on the marketing of Fodder Plant Seed and Directive 66/402/EEC on the marketing of Cereal Seed	(PVS)
02/8/EC	Amending Directives 72/168/EEC and 72/180/EEC	(PVS)
02/42/EC	Amending Council Directives 86/362/EEC, 86/363/EEC and 90/642/EEC relating to the fixing of Maximum Residue Levels of Pesticides	(P)
02/53/EC	Common Catalogue of Varieties of agricultural plant species (consolidates 70/457/EEC and amending Directives)	
02/54/EC	Marketing of Beet Seed (consolidates 66/400/EEC and amending Directives)	(PVS)
02/55/EC	On the marketing of vegetable seed, consolidating Council Directive 70/458/EEC and amending Directives.	(PVS)
02/56/EC	On the marketing of Seed Potatoes	(SP)
02/57/EC	Marketing of Oil and Fibre Plants (consolidates 69/208/EEC and amending Directives)	(PVS)
02/66/EC	Amending Council Directives 76/895/EEC, 86/362/EEC, 86/363/EEC and 90/642/EEC relating to the fixing of Maximum Residue Levels of Pesticides	(P)
02/454/EC	Commission Decision on a temporary experiment with regard to increasing the maximum weight of a lot of certain fodder plant seeds under Council Directive 66/401/EEC	(PVS)
02/757/EC	Emergency Measures to prevent the Introduction and Spread of <i>Phytophthora ramorum</i>	(PH)
03/04/EC	Public access to Environmental Information	(AR)
03/17/EC	On the equivalence of field inspections carried out in third countries on seed-producing crops and on the equivalence of seed produced in third Countries	(PVS)
03/45/EC	Amending Council Directive 2002/57/EC on the marketing of oil and fibre plants	(PVS)
03/60/EC	Amending Directives 76/895/EEC, 86/362/EEC, 86/363/EEC and 90/642/EEC fixing the Maximum Residue Levels of Pesticides on cereals, foodstuffs of animal and plant origin, including fruit and vegetables	(P)
03/61/EC	Amending Directives 66/401/EEC, 66/402/EC, 68/193/EEC, 92/33/EEC, 92/34/EEC, 98/56/EC, 2002/54/EC, 2002/55/EC, 2002/56/EC, and 2002/57/EC	(PVS)
03/113/EC	Amending Directives 86/362/EEC, 86/363/EEC and 90/642/EEC fixing the maximum residue levels for certain pesticides on cereals, foodstuffs of animal and plant origin, including fruit and vegetables	(P)
03/234/EC	Commission Decision amending Decision 74/360/EEC regarding UK exemption from applying to hemp (<i>Cannabis sativa</i>) Council Directive 2002/57/EC on the marketing of seed of oil and fibre plants	(PVS)
03/766/EC	Emergency measures to prevent the spread of <i>Diabrotica virgifera</i>	(PH)
04/55/EC	Commission Directive amending Council Directive 66/401/EEC on the marketing of Fodder plant seed	(PVS)
04/103/EC	Identity and plant health checks ... which may be carried out at a place other than the point of entry into the community ...	(PH)
04/105/EC	Models of official phytosanitary certificates of phytosanitary certificates for re-export accompanying plants, plant products or other objects from third countries	(PH)
04/117/EC	Amending Directives 64/401/EC, 66/402/EC, 66/402/EC, 2002/54/EC, 2002/55/EC and 2002/57/EC as regards examinations carried out under official supervision and equivalence of seed produced in third countries.	(PVS)
04/200/EC	Measures to prevent the introduction and spread of <i>Pepino Mosaic Virus</i>	(PH)
04/278/EC	Agreement between the EC and Switzerland	(PH)
04/426/EC	Amending Commission Decision 2002/757/EC on preventing the spread of <i>Phytophthora ramorum</i>	(PH)
04/597/EC	Approving the accession of the European Community to the International Plant Protection Convention, as revised and approved by Resolution 12/97 of the 29 th Session of the FAO Conference in November 1997	(PH)
04/842/EC	Commission Decision concerning implementing rules for the placing on the market seed belonging to varieties for which an application for entry in the national catalogue of agricultural plant species or vegetable species has been submitted.	(PVS)
05/25/EC	Amending Directive 91/414/EEC for plant protection products containing micro-organisms	(P)
05/260	Agreement between the European Community and the Swiss Confederation of trade in Agricultural Products	(PH)

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1829/2003	Regulation on genetically modified food and feed	(PH, PVS)
1830/2003	Regulation on the traceability and labelling of GMOs and the traceability of food and feed products from GMOs and amending 2001/18/EC	(PVS)
1946/2003	Regulation on the transboundary movements of Genetically Modified Organisms	(PVS)
2003/2003	Regulation on EC fertilisers	(AR)
1756/2004	Commission Regulation specifying the detailed condition for the evidence required for reduced plant health checks	(PH)
396/2005	Regulation on maximum residue levels of pesticides in food and feed of plant and animal origin	(P)
[2005]	Corrigendum to 00/29 on the colour of the paper and printing for phytosanitary certificates and re-forwarding phytosanitary certificates	(PH)

OTHER RELEVANT DOMESTIC LEGISLATION

Animals (Cruel Poisons) Act 1962	(P, VW)
Animal Health Act 1981	(VW)
Chemicals (Hazard Information and Packaging for Supply) (Amendment)(No3) Regulations 1999 No 3194	(AR)
The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002	(AR)
Construction (Health, Safety and Welfare) Regulations 1996	(AR)
Construction (Design and Management) Regulations 1994	(AR)
Control of Substances Hazardous to Health (Amendment) Regulations 2003 No 978	(AR)
Control of Substances Hazardous to Health (Amendment) Regulations 2004	(AR)
Copyright, Designs and Patents Act 1988	(AR)
Copyright and Related Rights Regulations 2003 No 2498	(AR)
Confined Spaces At Work Regulations 2002	(AR)
Control of Asbestos At Work Regulations 2002	(AR)
Control of Vibration at Work Regulations 2005-09-02	(AR)
Dangerous Wild Animals Act 1976	(VW)
Data Protection Act 1998	(AR)
Deer (Scotland) Act 1959	(VW)
Destructive Imported Animals Act 1932	(VW)
Electricity at Work Regulations 1989	(AR)
Environmental Information (Scotland) Regulations 2004 No.520	(AR)
Fire Precautions Act 1971	(AR)
Fire Precautions (Workplace) Regulations 1997 No1840	(AR)
Fire Precautions (Workplace) (Amendment) Regulations 1999 No 1877	(AR)
Firearms Act 1968	(VW)
Firearms (Dangerous Air Weapons) Rules 1969	(VW)
Freedom of Information (Scotland) Act 2002	(AR)
Game Act 1831	(VW)
Gas Safety (Installation and Use) Regulations 1998	(AR)
Genetically Modified Animal Feed (Scotland) Regulations 2004 No 433	(PVS)
Genetically Modified Food (Scotland) Regulations 2004 No 432	(PVS)
Grey Squirrels (Warfarin) Order 1973	(VW)
Ground Game Act 1880	(VW)
Hares Preservation Act 1892	(VW)
Hazardous Waste (England and Wales) Regulations 2005-09-02	(AR)
Health and Safety (Display Screens Equipment) Regulations 1992	(AR)
Health and Safety (Fees) Regulations 2005-09-02	(AR)
Health and Safety (First Aid) Regulations 1981	(AR)
Health and Safety (Consultation with Employees) Regulations 1996	(AR)
Health and Safety Information for Employees Regulations 1989	(AR)
Health and Safety at Work Act 1974	(AR)
Health and Safety (Safety, Signs and Signals) Regulations 1996	(AR)
Health and Safety (Miscellaneous Amendment) Regulations 2002	(AR)
Lifting Operations and Lifting Equipment Regulations 1998	(AR)
Management of Health and Safety at Work Regulations 1999	(AR)
Manual Handling Operations Regulations 1992	(AR)
Noise at Work Regulations 1989	(AR)
Occupiers' Liability Acts 1957 and 1984	(AR)

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Personal Protective Equipment at Work Regulations 1992	(AR)
Pests Act 1954	(P, VW)
Prevention of Damage by Pests Act 1949	(VW)
Protection of Animals Act 1911	(VW)
Protection of Badgers Act 1992	(VW)
Protection of Wild Mammals (Scotland) Act 2002	(VW)
Provision and Use of Work Equipment Regulations 1998	(AR)
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	(AR)
Road Transport (Working-Time) Regulations 2005-09-02	(AR)
Safety Representative and Safety Committee Regulations 1997	(AR)
Small Ground Vermin Traps Order 1958	(VW)
Spring Trap Approval (Scotland) Order 1996	(VW)
Supply of Machinery (Safety) Regulations 1992	(AR)
Supply of Machinery (Safety)(Amendment) Regulations 1994	(AR)
Workplace (Health, Safety and Welfare) Regulations 1992	(AR)
Work at Height Regulations 2005	(AR)
Working Time Regulations 1998	(AR)
Zoo Act 1981	(VW)