

Test Certifier Guideline

for

**content and format of
approved handler
test certificates**

(Agrichemical module)

2008

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1. Scope

This guideline is one of a series being prepared by ERMA New Zealand to assist test certifiers who are approved under the Hazardous Substances and New Organisms (HSNO) Act 1996.

The current guideline set a “minimum standard” for the content and format of approved handler test certificates issued by test certifiers under regulation 5 of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001. This module relates to approved handler test certificates issued for **Agrichemicals**.

2. Introduction

The requirement to record certain information on an approved handler test certificate is given in regulation 4 of the Personnel Qualifications Regulations 2001. Regulation 4 requires hazardous substances, or a combination of hazardous substances, or hazardous substances with one or more hazard classification to be specified in the certificate. Conditions and lifecycle phases must also be recorded, as must the approved handler contact details.

While regulation 4 does not specifically state the requirement to record the issue or expiry date, approved handler certificates are valid for 5 year periods only, and so should state the issue date and an expiry date to reflect this.

Uniformity and comprehensibility of approved handler test certificates is an important element of providing information. Test certificates that are easy to read and understand will simplify the job of enforcement agencies and others who may have to check or validate that a person is an approved handler for the substances and lifecycle phases specified. Test certificates that are inconsistent and/or complex leads to confusion in the market place, with the potential that hazardous substances may get into the hands of people who are not sufficiently trained or skilled to handle them.

These guidelines are designed to:

- a. Provide test certifiers with a means to standardise the information provided on an approved handler test certificate,
- b. Provide a checklist of required fields when issuing a test certificate,
- c. Provide the standard against which test certifiers will be assessed or audited in this area.

3. Information requirements

The following information is to be recorded on an approved handler test certificate.

3.1 Document Identifier and type

The certificate **must** be identified as a **Test Certificate** and must include the type of certificate being issued:

- Approved Handler Test Certificate

3.2 Certificate number

A certificate number **must** be recorded.

When a test certificate is generated in the ERMA New Zealand database, a certificate number is automatically generated, requiring no further action from the test certifier.¹ However, if a test certifier generates a certificate from their own database, a custom certificate number must be recorded on the certificate. A custom number is a unique number allocated to the test certificate by the issuing test certifier.

3.3 Contact details

The following contact details relating to the person being issued the test certificate **must** be recorded on the certificate:

- Surname
- Forename/Christian name, or the name by which the person may commonly be known as
- Residential address¹
- Home telephone number¹
- Work address
- Work telephone number
- Date of birth²

¹ Only in exceptional cases is this information to be omitted – see section 4 **Omission of contact details**

² Optional – whilst this requirement is not set down in the HSNO legislation, it is considered a means by which the person may be authenticated. Inclusion of the date of birth on a test certificate is considered best practice.

3.4 Hazard substances or classifications

A test certificate **must** record the name of the hazardous substance, or combination of hazardous substances or the hazard classification of the substances for which the approved handler has been assessed. Four examples of the possible formats that can be used to record this information are provided below.

3.4.1 Hazardous substance

In this format, the product name or active ingredient is specified on the test certificate. For example,

- Captan 80W
- or**
- wettable powders containing 800 g/kg Captan

¹ ERMA New Zealand is intending to change the process regarding the recording of test certificates in the test certificate database. This change will require test certifiers to report information on test certificates issued using a standard template. Test certifiers will not however be able to generate test certificates from the database. When this change is implemented this guideline will be updated accordingly.

IMPORTANT: Approved handler test certificates which reflect only product names and/or active ingredients are extremely limiting to the holder. This format should be issued only in extreme cases.

3.4.2 A combination of hazardous substances

In this format, a combination of product names or a broader (more generic) term is specified on the test certificate. For example,

- Captan 80W
- Gaucho

IMPORTANT: Approved handler test certificates which reflect only product names and/or active ingredients are extremely limiting to the holder. This format should be issued only in extreme cases.

or

- Agrichemicals

When the term “Agrichemicals” is used, the following statement must be included on the test certificate: *“Agrichemicals” has the meaning given in the latest version of NZS 8409 and includes agricultural compounds, veterinary medicines, fumigants, detergents and sanitisers used in an agricultural context.*

When using the term “Agrichemicals”, the test certifier is confirming that they have assessed the approved handler for all substances relating to pesticides, agricultural compounds, veterinary medicines, fumigants, detergents and sanitisers used in an agricultural context. If this not the case, for example a crop farmer who has been assessed in the use of pesticides only, a limitation under the Special Conditions should be noted restricting the test certificate to crop pesticides (see Section 3.7).

3.4.3 Hazard classes

In this format, the relevant hazard classes are specified on the test certificate. For example,

- Class 3.1
- Class 6.1
- Class 6.7
- Class 8.2
- Class 9

When hazard classes are used, an **industry, equipment** or **“type of use”** limitation must be noted under the Special Conditions on the certificate. For example, for an approved handler who has been assessed for the use of substances in the turf industry, a limitation on the certificate should note *the approval is limited to pesticides used in the Turf Industry only.*

Failing to restrict the approved handler to an industry or equipment (this will be dealt with in section 7 of this guideline) essentially means that a test certifier

confirms that they have assessed the approved handler's competency for all class 6.1A, 6.1B, 6.1C, 6.7A, 8.2A, 9.1A, 9.2A, 9.3A, 9.4A substances in all industries. Clearly it would be highly unlikely that this was the case and the test certifier concerned would need to ensure that their test certifier approval allowed for this.

When using hazard classes, the test certifier must only record the classes requiring approved handler status on the certificate. For example, with Captan 80W, which has a hazard classification of 6.1C, 6.3B, 6.5B, 6.7B, 6.9B, 8.3A, 9.1A, only class 6.1 and class 9 should be recorded.

3.4.4 A combination of the term "Agrichemicals" and hazard classes

In this format, the term "Agrichemicals" together with the relevant hazard classes are specified on the test certificate. For example,

- Agrichemical, Class 6.1
- Agrichemical, Class 6.7
- Agrichemical, Class 8.2
- Agrichemical, Class 9

As noted in Section 3.4.3, this approach will require an **industry, equipment** or **"type of use"** limitation to be noted under the Special Conditions on the certificate.

This is the most comprehensive format and is the preferred method that ERMA New Zealand recommends test certifiers use.

3.5 Lifecycles

Lifecycles **must** appear on the approved handler test certificate. Only the lifecycles mentioned below have been identified for use on approved handler test certificates. Under no circumstance should different types of lifecycles be recorded.

- Use
- Storage³
- Disposal
- Manufacture
- Transport⁴

³ Differentiations between the assessment of the approved handler's knowledge and previous practical experience, in relation to minor storage (on farm) or warehouse storage (retailer stores, suppliers warehouses) should be reflected in the special conditions on the test certificate (see Special Conditions). As an example, should a farmer seek approved handler status for agrichemicals in the use, storage and disposal lifecycles, and that farmer's knowledge and previous practical experience was assessed by the test certifier in relation to "on farm" activities, then the storage lifecycle should be limited to reflect this. In this case the limitation must then read: "Limited to "on farm" or minor storage".

⁴ Only add transport to the test certificate if the approved handler has been **assessed in the transporting of substances in bulk** – note this is a specialist area.

Lifecycles such as Sales and Purchase are **not acceptable** and must not be recorded on certificates.

Lifecycle stages permitted on an agrichemicals approved handler test certificate are defined below:

- Use
 - when agrichemicals are mixed and applied.
- Storage
 - handling packaged agrichemicals held in a workroom, store or warehouse prior to use, manufacture or disposal. The packages would normally be closed, but will include the breaking down of packages and repackaging into different containers. It does not include the re-packaging of an agrichemical in which an individual package is open and there is potential for a person to be exposed (this is Manufacture – see below);
 - the unloading of vehicles and the loading of agrichemicals onto a vehicle for sale;
 - the transfer of agrichemicals into and out of a bulk store or storage tank prior to sale or disposal. It would include the transfer of the agrichemical to a bulk vehicle or container for despatch but not to a manufacturing process or other use.
- Disposal
 - treating agrichemicals in such a way that they are no longer hazardous;
 - discharging agrichemicals into the environment as waste;
 - exporting agrichemicals as a waste from New Zealand.
- Manufacture
 - the handling or control of a substance or substances being mixed, blended or reacted together to produce an agrichemical. It will include the packing of finished product where this is the final stage of the manufacturing process;
 - where an agrichemical is used in a manufacturing process to produce another substance (whether hazardous or not) or a manufactured article;
 - the repackaging of an agrichemical in which an individual package is open and the agrichemical is exposed, For example, opening a 200 litre drum of an agrichemical and decanting it into smaller containers.
- Transport
 - a person handling or in control of an agrichemical being transported by road, rail, sea or air **in bulk**.

3.6 Conditions

The following standard conditions **must** be included on the test certificate:

- This certificate must be produced at the request of an enforcement officer appointed under the HSNO Act 1996.

- Unless surrendered or revoked beforehand, this certificate shall remain in force until the (expiry date) **dd/mm/yyyy** and may be renewed thereafter by an authorised test certifier.

3.7 Special conditions

Special conditions should be placed on test certificates if warranted. As mentioned in section 3.4.2, a test certifier must limit an approved handler test certificate to an industry type to reflect the approved handler's knowledge and competency using substances in that industry. Limitations could be placed on industry types, equipment, tracked substances etc. Limitations remove doubt and ensure that approved handler test certificate reflects the substances and operating equipment and systems the handler has been assessed in.

Examples of limitations applicable to agrichemical approved handler test certificates are:

- Limited to handlers in the (?) type of industry (this **must** be used when listing hazard classes rather than hazardous substances)
- Limited to handlers using (?) type of equipment
- Limited to "on farm" or minor storage
- Excludes substances used in an Urban Pest Management context
- Excludes Fumigants used in an agricultural context⁵
- Excludes Veterinary Medicines⁶

⁵ this limitation can be removed from the certificate if the person has demonstrated previous experience and competency using fumigants in an agricultural context.

⁶ this limitation can be removed from the certificate if the person has demonstrated previous experience and competency with veterinary medicines. .

3.8 Issue date

The issue date **must** be recorded in date/month/year (dd/mm/yyyy) format.

3.9 Expiry date

The expiry date **must** be recorded in date/month/year (dd/mm/yyyy) format.

3.10 Identifying the Act and Regulations

An approved handler test certificate is a legal document issued pursuant to the HSNO Act. The certificate **must** therefore identify the section in the Act and regulations under which the certificate is issued. The certificate must state:

Issued pursuant to Section 82 of the Hazardous Substances and New Organisms Act 1996

and

This certificate is issued in accordance with Regulation 5 of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001. This certifies that the handler has met the relevant requirements for the substances and lifecycles specified below:

3.11 Test Certifier identification

The test certifier's name and registration (approval) number given on the test certifier's Approval Certificate **must** be recorded on the approved handler test certificate.

3.12 Test Certifier signature

The test certifier's signature (electronic or manual) **must** appear on the test certificate. This signature must be the standard signature used by the test certifier, not an abbreviated form or their initials. Remember, the test certificate is a legal document, and there may be times when its authenticity needs to be validated. The test certifiers signature is an important means to do this.

3.13 Other

The test certifier may record additional information on a test certificates such as:

- their company logo
- their contact details

IMPORTANT: Under no circumstances may the ERMA New Zealand logo be included on a test certificate, or any reference to ERMA New Zealand as implying that we are endorsing the test certificate. .

4. Omission of contact details

There is a legal requirement to provide the personal details of the approved handler when issuing an approved handler test certificate. The HSNO Personnel Qualifications Reg 4(2) states "A test certificate as an approved handler must state the name of the approved handler, and his or her residential and work contact information" (such as a street address and telephone number).

Feedback from test certifiers has highlighted the fact that in some cases, approved handlers do not wish to supply this information as they do not want their employers or work colleagues to have access to their residential details. While there will always be extenuating circumstances, an approved handler test certificate without this information is invalid.

ERMA New Zealand has previously stated that test certifiers may in certain cases omit residential details from an approved handler test certificate, but in extreme cases only. If test certifiers do omit personal details, these details **must** be recorded in the test certifiers own record keeping system. In these cases, we rely on the discretion of the test certifier when making a judgement call on when to omit personal details from the certificate. Omitting personal details should not be done lightly.

5. Recording of information for the ERMA New Zealand test certificate database

Once a test certifier is satisfied that a test certificate can be issued, they can either enter and generate an approved handler test certificate directly from the ERMA New Zealand test certificate database or generate their own test certificate and then provide ERMA New Zealand with a copy of that certificate. If the latter, the following information relating to the approved handler certificate must be provided to the Authority within **one month** from the test certificate's date of issue. The information, listed below, can be provided to ERMA New Zealand in either hard copy or electronically in an excel spreadsheet.

- Issue date
- Expiry date
- Test Certifier name
- Matter for which the certificate was issued – e.g. Agrichemicals
- Details of prescribed requirements – Limitation and/or conditions
- Approved handler's name (surname and Christian name)
- Name and address of the approved handler's place of work
- Residential address of the approved handler
- Date of birth of the approved handler.

6. Summary

Test certifiers **must** ensure that every agrichemical approved handler test certificate they issue **accurately reflects** the knowledge and competencies of the approved handler in relation to substances, lifecycles and equipment. Documentary evidence of all decision pathways and assessment material used by the test certifier during the assessment of the approved handler must be recorded (kept on file) for the life of the certificate.

7. Examples

To illustrate the various approved handler test certificate formats, three scenarios are given below and their corresponding test certificates recorded in Appendices 1 to 3. The approved handler test certificates are for persons handling **Agrichemicals** in various industries and environments.

Appendix 1

The applicant works in the kiwi fruit industry. The test certifier received written record that the person successfully completed a GROWSAFE™ Introductory Course and was provided with third party evidence from a works supervisor that the applicant has working experience using, storing and disposing of a restricted number of pesticides using a tractor mounted mist blower. The test certifier is satisfied the person is competent. Note that although used in this example, the manner in which the Substances/Classes are recorded on the test certificate is not recommended by ERMA New Zealand (see Section 3.4.1).

Appendix 2

The applicant works in a rural retail store. The test certifier has received written record that the person successfully completed training and was provided with third party evidence from a work supervisor that the applicant has previous practical experience storing agrichemicals. The test certifier is satisfied the person is competent.

Appendix 3

The applicant works as a commercial contractor. The test certifier has received written record that the person has successfully completed training and has been provided with third party evidence from a training provider that the person has extensive working experience using, storing and disposing of a wide variety of pesticides, fumigants (in hot houses) and veterinary medicines using a variety of equipment types. The test certifier is satisfied the person is competent.

8. Checklists

A checklist is provided in this document (after the examples) to help you ensure the completeness and accuracy of the information that you record on a test certificate. The use of a check list (whether the particular one provided or an equivalent version) is an important quality assurance step that must be taken prior to issuing a test certificate.

Appendix 1

Certificate No: 01

TEST CERTIFICATE

Approved Handler

Issued pursuant to Section 82 of the Hazardous Substances and New Organisms Act 1996

Name: Joe Bloggs

Date of Birth: 10-06-1965

Residential contact details:

123 Alpha Road
Te Kuiti

Telephone: (04) 123 4567

Work contact details:

Kiwi Suppliers
457 Bravo Street
Te Kuiti

Telephone: 0800 123 456

This certificate is issued in accordance with Regulation 5 of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001. This certifies that the handler has met the relevant requirements for the substances and lifecycles specified below:

Substances/Classes

Lorsban 50EC, Diazinon 800 EC,

Lifecycles

Use, storage, disposal

Conditions:

1. Unless surrendered or revoked beforehand, this certificate shall remain in force until **6 December 2011** and may be renewed thereafter by an authorised test certifier.
2. This certificate must be produced at the request of an enforcement officer appointed under the HSNO Act 1996.

Special conditions:

1. The certificate is **limited** to handlers in control of the above mentioned substances using a tractor mounted mist blower or similar wide dispersive equipment.
2. The certificate **excludes:** substances being used in the Built Environment (Urban Pest Management), fumigants used in an agricultural context, and Veterinary Medicines.

Test certifier name: Charlie Foxtrot

Test certifier registration no: TST000501

Issue date: 6 December 2006

Expiry date: 6 December 2011

Appendix 2

Certificate No: 02

TEST CERTIFICATE

Approved Handler

Issued pursuant to Section 82 of the Hazardous Substances and New Organisms Act 1996

Name: Joe Bloggs

Date of Birth: 10-06-1965

Residential contact details:

123 Alpha Road
Katikati

Telephone: (04) 123 4567

Work contact details:

ABC Rural Supply Ltd
457 Bravo Street
Katikati

Telephone: 0800 123 456

This certificate is issued in accordance with Regulation 5 of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001. This certifies that the handler has met the relevant requirements for the substances and lifecycles specified below:

Substances/Classes

Agrichemicals

Lifecycles

Storage, disposal

"Agrichemicals" has the meaning given in the latest version of NZS 8409 and includes agricultural compounds, veterinary medicines, fumigants, detergents and sanitisers used in an agricultural context.

Conditions:

1. Unless surrendered or revoked beforehand, this certificate shall remain in force until **6 December 2011** and may be renewed thereafter by an authorised test certifier.
2. This certificate must be produced at the request of an enforcement officer appointed under the HSNO Act 1996.

Special conditions: None

Test certifier name: Charlie Foxtrot

Test certifier registration no: TST000501

Issue date: 6 December 2006

Expiry date: 6 December 2011

Appendix 3

Certificate No: 03

TEST CERTIFICATE

Approved Handler

Issued pursuant to Section 82 of the Hazardous Substances and New Organisms Act 1996

Name: Joe Bloggs

Date of Birth: 10-06-1965

Residential contact details:

123 Alpha Road
Wanganui

Work contact details:

Wanganui Spray Contractors
123 Alpha Road
Wanganui

Telephone: (04) 123 4567

This certificate is issued in accordance with Regulation 5 of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001. This certifies that the handler has met the relevant requirements for the substances and lifecycles specified below:

Substances/Classes

Classes 2.1.2A, 3.1B, 6.1, 6.7, 8.2 & 9

Lifecycles

Use, storage, disposal

Conditions:

- 1) Unless surrendered or revoked beforehand, this certificate shall remain in force until **6 December 2011** and may be renewed thereafter by an authorised test certifier.
- 2) This certificate must be produced at the request of an enforcement officer appointed under the HSNO Act 1996.

Special conditions:

- 1) The certificate is **limited** to handlers in control of agrichemicals used in an agricultural context and fumigants used in a hot house environment.
- 2) The certificate **excludes**: substances used in the Built Environment (Urban Pest Management).

Test certifier name: Charlie Foxtrot

Test certifier registration no: TST000501

Issue date: 6 December 2006

Expiry date: 6 December 2011

Checklist 1

Use this checklist when you generate, print and issue approved handler test certificates direct from the **ERMA New Zealand test certificate database**.

Check that your certificate meets the “minimum requirements” for information required on an approved handler test certificate for agrichemicals:

Item	<input type="checkbox"/> Check <input checked="" type="checkbox"/> Automatically generated –check not required
Document Identifier and type	<input checked="" type="checkbox"/>
Certificate number	<input checked="" type="checkbox"/>
Contact details <ul style="list-style-type: none"> ○ Surname ○ Name ○ Residential Address & telephone number ○ Work Address & telephone number ○ Date of Birth 	<input type="checkbox"/>
Hazard substances or classifications <ul style="list-style-type: none"> ○ Hazardous substance - product name, or ○ Combination of hazardous substances – product names or “Agrichemicals” or ○ Hazard classes 	<input type="checkbox"/>
Lifecycles <ul style="list-style-type: none"> ○ Use ○ Storage ○ Disposal ○ Manufacture ○ Transport 	<input type="checkbox"/>
Conditions <ul style="list-style-type: none"> ○ This certificate must be produced at the request of an enforcement officer appointed under the HSNO Act 1996. ○ Unless surrendered or revoked beforehand, this certificate shall remain in force until the (expiry date) dd/mm/yyyy and may be renewed thereafter by an authorised test certifier. 	<input checked="" type="checkbox"/>
Special conditions (examples are): <ul style="list-style-type: none"> ○ Limited to handlers in the (?) type of industry ○ Limited to handlers using (?) type of equipment ○ Excludes substances used in the Built Environment (UPM) ○ Excludes Fumigants ○ Excludes Veterinary Medicines ○ Excludes “Tracked” substances 	<input type="checkbox"/>
Issue date	<input type="checkbox"/>
Expiry date (5 years from issue date)	<input type="checkbox"/>
Phrases identifying the section of the Act and Regulations under which the certificate is issued	<input checked="" type="checkbox"/>
Test Certifier name	<input checked="" type="checkbox"/>
Test Certifier registration number	<input type="checkbox"/>
Test Certifier signature	<input type="checkbox"/>
Other	<input type="checkbox"/>

Checklist 2

Use this checklist when you generate, print and issue approved handler test certificates direct from **your own** test certificate database.

Check that your certificate meets the “minimum requirements” for information required on an approved handler test certificate for agrichemicals:

Item	<input type="checkbox"/> Check
Document Identifier and type	<input type="checkbox"/>
Certificate number	<input type="checkbox"/>
Contact details <ul style="list-style-type: none">○ Surname○ Name○ Residential Address & telephone number○ Work Address & telephone number○ Date of Birth	<input type="checkbox"/>
Hazard substances or classifications <ul style="list-style-type: none">○ Hazardous substance - product name, or○ Combination of hazardous substances – product names or “Agrichemicals” or○ Hazard classes	<input type="checkbox"/>
Lifecycles <ul style="list-style-type: none">○ Use○ Storage○ Disposal○ Manufacture○ Transport	<input type="checkbox"/>
Conditions <ul style="list-style-type: none">○ This certificate must be produced at the request of an enforcement officer appointed under the HSNO Act 1996.○ Unless surrendered or revoked beforehand, this certificate shall remain in force until the (expiry date) dd/mm/yyyy and may be renewed thereafter by an authorised test certifier.	<input type="checkbox"/>
Special conditions (examples are): <ul style="list-style-type: none">○ Limited to handlers in the (?) type of industry○ Limited to handlers using (?) type of equipment○ Excludes substances used in the Built Environment (UPM)○ Excludes Fumigants○ Excludes Veterinary Medicines○ Excludes “Tracked” substances	<input type="checkbox"/>
Issue date	<input type="checkbox"/>
Expiry date (5 years from issue date)	<input type="checkbox"/>
Phrases identifying the section of the Act and Regulations under which the certificate is issued	<input type="checkbox"/>
Test Certifier name	<input type="checkbox"/>
Test Certifier registration number	<input type="checkbox"/>
Test Certifier signature	<input type="checkbox"/>
Other	<input type="checkbox"/>