

Pursuant to Article 12 paragraph 5 and Article 23 paragraph 4 of the Law on Plant Health Protection („Official Gazette of the Republic of Montenegro 28/06), the Ministry of Agriculture, Forestry and Water Management adopted

## **RULEBOOK ON PHYTOSANITARY MEASURES FOR PACKAGING WOOD MATERIAL IN INTERNATIONAL TRADE**

(„Official Gazette of Montenegro“ 04/10 from 14th Jan. 2010)

### **Subject Article 1**

Packaging wood material in international trade is handled and labelled in manner and under conditions prescribed by this Rulebook.

### **Meaning of terms Article 2**

Some of the terms referred to in this Rulebook shall have the following meanings:

- **packaging wood material** is wood and wood products partially or fully made of untreated wood, which are used for packaging, protection, holding, strengthening or on the occasion of transport of any type of goods;
- **treating** of packaging wood material is procedure by which packaging wood material is subject to prescribed treatment with the aim of destruction of harmful organisms;
- **heat treatment** is a procedure by which packaging wood material is exposed to heat until minimum temperature is achieved in minimum time period;
- **official label** is a sign or mark on packaging wood material, which is internationally recognized and by which it is marked that packaging wood material has been treated in accordance with this rulebook;
- **international Standard for Phytosanitary Measures 15** is standard approved by interim commission for phytosanitary measures within the International Convention for Plant Protection, and which regulates phytosanitary requirements which packaging wood material must meet .

### **Packaging wood material Article 3**

Provisions of this rulebook refer to packaging wood material which is used for packaging, holding or strengthening of a consignment during goods transportation, and it comprises pallets, cases, boxes, frames, holders, shelves, wrappings and other products.

Provisions of this rulebook shall not apply to packaging wood material made wholly from chips, parts, waste, plywood, veneer etc. processed wood material nor to packaging wood material made of non-processed wood thick less than 6 mm.

### **Treatment procedure Article 4**

Packaging wood material in international trade is treated by the process of heat treatment, as phytosanitary measure, for the purpose of destruction of all harmful organisms.

Treatment process referred to in paragraph 1 of this Article is carried out by heating of wood until minimum temperature in the middle element of 56 °C is achieved, in duration of at least 30 minutes.

Treatment referred to in paragraph 2 of this Article shall also comprise drying in a chamber, chemical impregnation under pressure, removal of bark and other measures if the same effects are achieved by their usage as by heat treatment process.

More detailed requirements and method of heat treatment are given in Annex 1 which is printed to this rulebook and makes its integral part.

#### Certificate of testing **Article 5**

Person who conducted treatment shall issue a certificate on conducted testing of packaging wood material.

Certificate referred to in paragraph 1 of this Article may be issued by a person entered in to the Register of persons for treatment and/or labelling of packaging wood material (hereinafter: Register) of the Phytosanitary Administration.

Form and contents of the Register are given in Annex 2, which is printed to this rulebook and makes its integral part.

Form of certificate referred to in paragraph 2 of this Article is given in Annex 3 which is printed to this rulebook and makes its integral part.

#### Labelling **Article 6**

Packaging wood material which is treated in accordance with Article 4 of this rulebook prior to placement in the market, must be labelled by a legal commercial entity, legal entity or entrepreneur entered in the Register with a label given in Annex 4, which is printed to this rulebook and makes its integral part.

Official label referred to in paragraph 1 of this Article shall contain:

- IPPC – symbol of the International Plant Protection Convention;
- ME - ISO code of the state;
- unique number of three digits established by the Phytosanitary Administration to the commercial entity, legal entity or entrepreneur entered in the Register;
- abbreviation of procedure applied for treatment of packaging wood material (HT).

Label referred to in paragraph 1 of this Article is of rectangular shape, it must be readable, consistent and intransferrable, put in a visible place, when it is possible, on two opposite sides and it can be of red or orange colour.

#### Renewal and recycling **Article 7**

In case of recycling, i.e. modification of packaging wood material, every integral part of that material must be re-treated and/or marked in accordance with Articles 4 and 6 of this rulebook.

If installation of new elements in packaging wood material which is already labelled, these elements shall be subject to treatment and/or labelling process in accordance with provisions of this rulebook.

## Requirements for entry into the Register

### **Article 8**

For entry into Register, a commercial entity, legal entity or entrepreneur who perform the process of testing and/or labelling of packaging wood material shall submit an application given in Annex 5, which is printed to this rulebook and makes its integral part.

Application referred to in paragraph 1 of this Article shall contain:

- name, i.e. first and last name, unique identification number, seat, address, phone number, fax and e-mail of the applicant;
- data on the type of procedure (treatment and/or labelling);
- first and last name and unique identification number of person responsible for conducting of the procedure;
- first, last name and signature of authorized person and stamp of the applicant;
- date and place of submission of the application.

With application referred to in paragraph 2 of this Article, data shall be submitted on:

- entry into Central Register of the Commercial Court;
- level of education of the employee responsible for conducting the treatment procedure and/or labelling of packaging wood material (copy of diploma: Forestry faculty – department for forestry or wood processing, Faculty of Mechanical Engineering – department for wood processing, Faculty of Agriculture – department for plant protection or plant production, some other faculty-department for wood processing, post-secondary school. – department for wood technologies, secondary forestry school – department for forestry or wood processing or secondary level of education and at least five years of experience in wood technology);
- employment of person in charge (confirmation that the person is employed);
- technical equipment for performing of procedures referred to in Articles 4 and 6 of this rulebook (sketch of facility and locations, enclosed photographs etc.).

Applicant shall file completed declaration given in Annex 6, which is printed to this rulebook and makes its integral part, on technical equipment for conducting of this and/or labelling procedure for packaging wood material.

## Contents and method of keeping of Register

### **Article 9**

Register is kept in the form of a book and/or in electronic form.

Book has hard binding with numbered and certified pages.

On front page of the book referred to in paragraph 2 of this Article, name of the Register is written.

Certification of the Register is carried out on the first page of the Register, with signature of the authorized person who keeps the register and with Phytosanitary Administration stamp.

Entry into force  
**Article 10**

This rulebooks shall enter into force on the eight day from the day of its publication in the „Official Gazette of Montenegro”.

No:11/10-0401-56/2  
Podgorica, 18th Jan 2010

Minister

**Milutin Simović, MA**

**Annex 1**

**DIRECTION FOR CHECK OF FULFILLMENT OF REQUIREMENTS REGARDING EQUIPMENT FOR HEAT TESTING OF PACKAGING WOOD MATERIAL**

**DEVICE DESCRIPTION**

Heat testing device means a technological apparatus i.e. device of geometrically unchangeable form, rectangular or cylindrical, able to contain wooden material, to maintain and register certain temperature. Heat treatment device should have panel for command, control and supervision, as well as system for registering of temperatures reached at points of biggest thickness (density) of wood (inside wood). Heat treatment device should have the system for compulsory internal circulation of air and heat generator. All changes on heat treatment device including structural and geometric variations of form, system for command, control and supervision, system for temperature maintenance, system for compulsory air circulating, heat generator should be reported by device owner to the Phytosanitary Administration.

**STRUCTURE AND FORM OF DEVICE**

Structure should be solid, stable, not easily changeable due to own statistics and personnel in charge of maintenance. Capacity (net and total volume) of the heat treatment device is characteristic and unchangeable data, except in case of change. Device can be installed in open area and in close area, if it meets requirements for retaining of water and resistance to atmospheric occurrences such as snow, wind etc.

**SYSTEM OF COMMAND, CONTROL AND SUPERVISION**

Heat treatment device should have a system for command, control and supervision. System should enable supervision of the entire treatment cycle in all stages. Position of command, control and supervision should be in immediate vicinity of the heat treatment device (and additional remote position can be allowed in the function of supervision and entry of data prior to treatment).

Setting of parameters for material which is tested can be carried by use of a password (so that initiation of cycle is not possible for unauthorized persons).

System of command, control and supervision should carry out the following operations:

- manual level of transfer;
- manual and automatic stopping;
- recording of:
  - o data on packaging wood material;

- number of received document;
- received quantities;
- supervision of process probe temperature;
- supervision of air temperature inside the heat treatment device;
- keeping data of entire treatment cycle;
- transfer of data of entire treatment cycle;
- printing of graphs of achieved probe temperatures, with automatic entry of information which characterized material, date, time of initiation and end of treatment, number of device register, name of legal entity performing the heat treatment;
- commands of auxiliary devices such as air-conditioners etc.

System of command, control and supervision should guarantee, as an integral part of the system, inability of change i.e. manipulation of data, day, month, year, initiation and end of treatment as well as complete sketches of heat treatment.

### **SYSTEM OF WOOD TEMPERATURE REGISTRATION**

Heat treatment device should have the system for recording of temperatures reached in the internal part of packaging wood material in the course of the treatment (in wood core). There should be a scheme with corresponding data on the point of insertion of probes in packaging wood material which should correspond to the coldest points of heat treatment device. Probes should be such to enable reading of the temperature at the very peak, and not in the whole surface nor by length. If temperature falls under 56 °C in the course of thirty minutes, the treatment is not considered valid.

Sudden interruptions in temperature elevation in the initial phase of heat treatment cycle (before reaching 56 °C) do not cause any interruption in the cycle itself. In case when temperature falls, due to various sudden outward cause below 56 °C and in the course of thirty minutes, at least thirty minutes should elapse before new reaching of the mentioned temperature. System should possess at least 4 process probes, which serve for measurement of temperature in the centre of wood. Process probes should be of solid construction in order to sustain mechanical impact in the course of operation. Probes are placed inside the heat treatment device, on corresponding holders. Radius of probes will determine diameter of opening which can not be bigger than 0.5 compared to diameter of a probe.

Process probes should be placed in made opening and not be sensitive from temperature of air present in side the device. Therefore, impact of air temperature on probe measurement should be unabled. IN case of the sealed system (hermetically closed) of openings – probes with silicone thermo insulation substances, it should be proven that introduction of probe is guaranteed at all phases of loading of packaging wood material into hat treatment device. It should be demonstrated that probe point touches the end of location opening in a continuous manner.

There should be at least 4 process probes, for every type of treated wood.

In case of treatment of several types with same processing cycle, the number of probes should be doubled.

In case of brakeage or anomaly of some probe or part for control and reading, treatment cycle shall be considered invalid.

In case the system is supplied with more than four probes for individual treated type and in case of anomaly – son breakage, treatment shall be considered valid if at least four remain in use.

Temperature flow should be registered continuously, frequency at which temperature is marked should be at least thirty seconds.

## **PROBES PLACEMENT**

Probes are placed in the coldest zones of a device, where heat is spread more slowly, which is registered on appropriate scheme.

Probes are placed into an element of bigger dimensions, which is in case of pallets in a blocks and massive wood panels (figure 1). In case when blocks are in wood agglomerate, probes should be introduced in central part of wood placed above the block (figure 2).

For treatment of a set of smaller parts, process probes are placed in the lowest part at distance of at least 20 cm from the edge so that impact of heat would be reduced to minimum (figures 3 and 4). For bigger parts, probes are placed in central part.

At packaging material of various wood types, probes are placed:

- for wet wood in type of wood which has bigger density;
- for well-dried wood in type of lower density wood.

2

In heat testing plants where one of cold points is in contact with floor, in case there is no thermal insulation of floor itself or in case of presence of condensed water, wood material is placed on holders at least 3 cm height or probes are positioned on packaging wood material directly in contact with the floor.

## **SYSTEM OF COMPULSORY AIR CIRCULATION**

Heat treatment device should have the system for compulsory circulation of internal air which should be adjusted to the specific case and of solid construction.

## **HEAT GENERATOR**

Heat treatment device should have heat generator, which should be of solid construction. Any changes on heat generator should be reported to the Phytosanitary Administration. Modifications of heat generator type (air-air or water-air) are considered essential modifications. Change of generator – heat without modification of the heat diffusion system is not considered an essential modification.

System should be adjusted to memorising of management data for a long period and it should enable transfer and printing of conducted treatment.

System should be organized so as to enable automatic entry of data (non-variable), such as: time of initiation and end of treatment, constructor of heat treatment device, number of device register, name of legal entity conducting heat treatment. Insertion of lot number should be manual and unchangeable by the moment of initiation of the heat treatment cycle.

Heat treatment device should have the Manual for use with the following instructions:

- data on producer and date of production
- method of use of device
- device description
- characteristics and technical data
- setting of device into operation
- documentation which is followed at inspection controls
- warranty
- responsibilities
- maintenance
- original certificates

Manual should exist in two copies which are readable and clear.

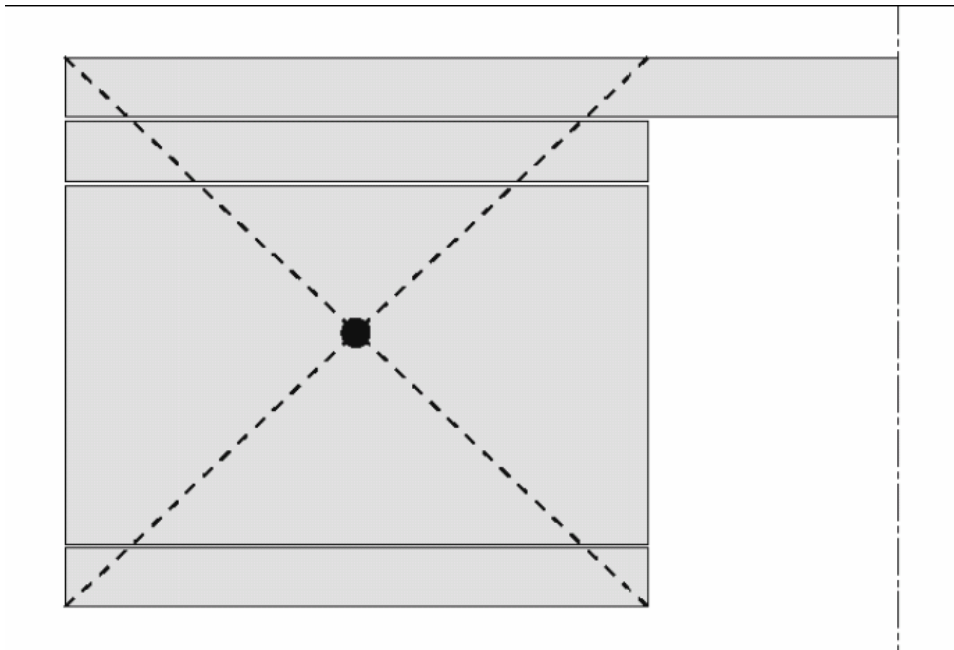
## RESPONSIBLE PERSON

Persons dealing with affairs of treatment and/or labelling of packaging wood material should have an employee in charge of heat treatment devices. Person in charge should be trained regarding specific practical aspects of treatment as well as understanding of phytosanitary aspects of wood processing.

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**figure 1**

Scheme of placement of probes on semi-processed wood material and pallets  
Position of probes in pallets with blocks and massive wood panels



**figure 2**

Scheme of placement of probes on semi-processed wood material and pallets  
Position of probes in pallets with blocks in wood agglomerate

**figure 3**

Placement of probes in semi-processed packaging of smaller parts of wood  
In front of the first panel, at least 20 cm from the head

4

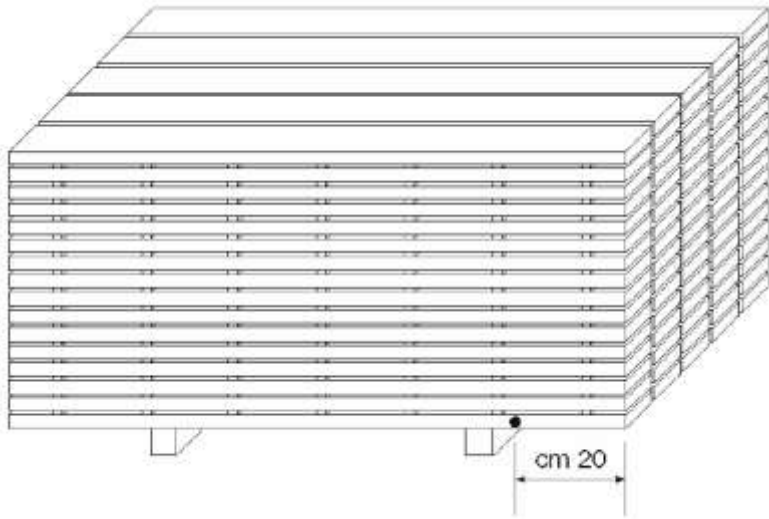
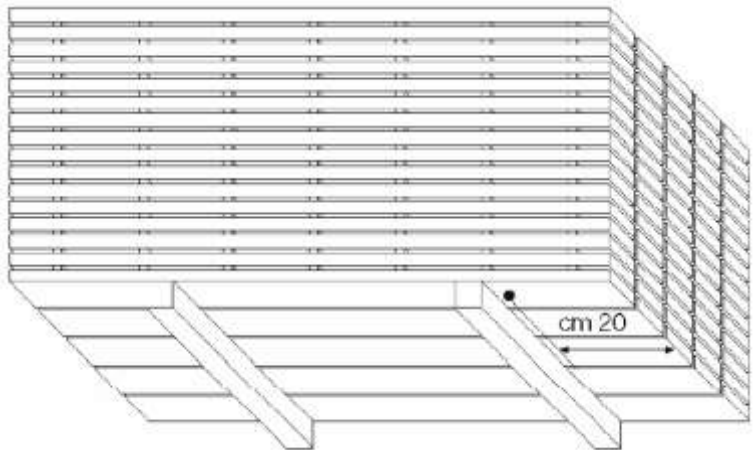


figure 4  
Placement of probes in semi-processed packaging of smaller parts of wood  
below the first panel, at least 20 cm from the head





**REGISTER OF  
ENTITIES FOR TREATMENT AND/OR  
LABELLING OF PACKAGING WOOD MATERIAL**

**Phytosanitary Administration**

L.S. \_\_\_\_\_  
(name and surname and signature of person in charge of keeping the Register)

No	Date/ place	Name/ First and last name	Seat/ address	Phone, fax and e-mail	Number and date of decision	Procedure (treatment and/or labelling)	Unique number (three digits) for labelling	Authorized person	Person in charge of treatment and/or labelling	Note
1										
2										
3										
4										
5										
6										
7										
8										

.....  
(Name/first and last name and seat/address of entity conducting testing)

.....  
(PIB/unique identification number of entity conducting testing)

.....  
(phone, fax, e-mail)

.....  
(place and date)

**CERTIFICATE no. \_\_\_\_\_  
on conducted treatment of packaging wood material**

.....  
(Name/first and last name and seat/address of owner of packaging wood material)

.....  
(PIB/unique identification number of owner of packaging wood material)

.....  
(phone, fax, e-mail of owner of packaging wood material)

Hereby, we confirm that packaging wood material is:

- 1) reception document no.....dated.....
- 2) number of contract for conducting treatment with owner of the material.....
- 3) type of packaging wood material which is treated.....
- 4) quantity of packaging wood material which is treated.....

duly treated by application of:

- 1. heat treatment (HT)
- 2. other (indicate procedure)

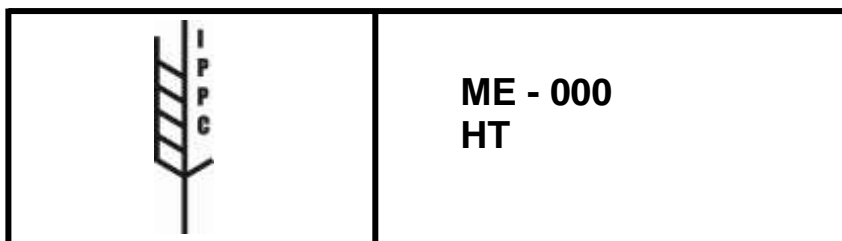
Entity in charge of testing procedure

.....  
(first and last name and unique identification number)

.....  
(Signature)

L. S. ....  
( first and last name of the authorized entity)

.....  
(Signature)

**OFFICIAL LABEL FOR PACKAGING WOOD MATERIAL**

Legend:

ME	ISO country code
000	Single three-digit number established by the Phytosanitary Administration to the person entered in the Register
HT	Heat treatment procedure

.....  
(Name/first and last name and seat/address of the applicant)

.....  
(PIB/unique identification number of the applicant)

.....  
(phone, fax, e-mail)

.....  
(place and date)

**Phytosanitary Administration**  
**Application for entry into Register**

On the basis of fulfilment of requirements for application of procedures (tick):

- a) treatment of packaging wood material
- b) labelling of packaging wood material\*
- c) treatment and labelling of packaging wood material

conduct entry into Register of entities for treatment and/or labelling of packaging wood material.

Person in charge of conducting of the procedure:

.....  
(First and last name, unique identification number of responsible person)

.....  
(date and place)

L. S . .....  
(First and last name of the authorized person)

.....  
(Signature )

In the annex, we submit the proofs of:

- entry into Central Register of the Commercial Court;
- on employed person in charge for conducting of the procedure of treatment of packaging wood material;
- on technical equipment for conducting of procedures (sketch of premises and locations, enclosed photos etc.)
- Statement on technical equipment and prescribed obligations for conducting of the procedure of treatment and labelling of packaging wood material.

\* in case referred to in item b) it is necessary to submit a certified copy of contract concluded between owner of goods and person who conducted heat treatment, as well as contract for conducting of affairs of labelling with owner of goods. If person who conducts labelling is at the same time the owner of goods, eh submits the proof of ownership.

.....  
(Name/first and last name and seat/address of the applicant)

.....  
(PIB/unique identification number of the applicant)

.....  
(phone, fax, e-mail)

.....  
(Place and date)

**DECLARATION ON  
TECHNICAL EQUIPMENT FOR CONDUCTING TREATMENT PROCEDURE AND  
LABELLING OF WOOD MATEIRAL FOR PACKAGING**

**GENERAL DATA:**

Basic activity/wood processing-related activity:

.....  
.....

Number of employees – total / at wood processing:

.....

Technical equipment for conducting of procedure (tick):

- a) treatment of packaging wood material;
- b) labelling of packaging wood material.

**a) TREATMENT OF PACKAGING WOOD MATERIAL**

1) Type of packaging wood material (pallets, cases, boxes, frames, holders, shelves, wrappers etc.) and envisaged extent of work (treatment and/or labelling, units/month, m<sup>3</sup>/month) :

.....  
.....

2) Envisaged treatment procedure (tick):

- a) HT – heat treatment
- b) other (indicate procedure) .....

3) Available and envisaged equipment:

a) Chambers for heat testing, drying (manufacturer, type, m<sup>3</sup>, year of production):

.....  
.....

b) Energy system (type, characteristics, source):

.....  
.....

c) Areas for storage and manipulation of packaging wood material (covered and uncovered areas in m<sup>2</sup>):

.....  
.....  
d) Means of transportation (lifting truck, carts, elevator):  
.....  
.....

e) Equipment for monitoring of conditions on the occasion of testing in a chamber (chamber climate, wood temperature in the centre, duration of testing process) or application of the procedure of impregnation under pressure:  
.....  
.....

f) Equipment for registration, i.e. entry of measured values (computer equipment etc.):  
.....  
.....

**b) LABELLING OF PACKAGING WOOD MATERIAL**

Equipment (envisaged) for labelling of treated packaging wood material (stamps, water marks, cartridge for injecting, labelling rollers, burning etc.):  
.....  
.....

**KEEPING OF DOCUMENTATION**

1) Ordering of goods and services (short description of method of work so far):  
.....  
.....

2) Keeping records on packaging wood material (short description of existing documents and procedures):  
.....  
.....

3) Ensuring of monitoring of information, records, documents and method of archiving (short description of work so far):  
.....  
.....

4) Keeping records on equipment, maintenance, calibration etc:  
.....  
.....

5) Keeping records on qualifications and training of employees:  
.....  
.....

6) Keeping records on quality assurance and maintenance:  
.....  
.....

**PRESCRIBED OBLIGATIONS**

I declare that I will fulfil the prescribed obligations:

- Use official label for packaging wood material which is treated in accordance with a regulation governing phytosanitary requirements for wood material in international trade and in manner prescribed by the Rulebook;



- keep accurate data on packaging wood material which is subject to the procedure of treatment and/or labelling and keep these data for at least one year from the day of their issuance;
- allow officer from the body for official check and certification the phytosanitary inspector to perform check of wood, packaging wood material, devices, premises, and in the course of check, give an receive all required information;
- without delay, inform the competent phytosanitary inspector of every unusual occurrence of harmful organisms, symptoms or other specificities in wood or packaging wood material
- report every change of data kept in the Register in the course of 30 days from their occurrence;
- report to the Phytosanitary Inspectorate every intention of change regarding technical equipment for treatment and/or labelling of packaging wood material, at least 14 days prior to change of technical conditions;
- in case of absence of person in charge, person in charge will oblige in written form another person to perform in his absence these affairs and on his behalf, and this absence can be no longer than one month, and in case of longer absence of person in charge, I shall employ another person in charge who meets the requirements prescribed the rulebook.

In ....., date: .....

Person in charge for conducting of procedure

.....  
(first, last name and unique identification number)

.....  
(Signature)

L. S. ....  
( first and last name of the authorized person)

.....  
(Signature)