# Operating Plan Application Form for Agricultural Compounds Used under the Regulatory Exemption for Research, Testing and Teaching/Training Purposes ACVM Application Form 26A (July 2021)

* This form can be used by those intending to use agricultural compounds for research, testing and teaching/training purposes as per the exemption provision in the Agricultural Compounds and Veterinary Medicines (Exemptions and Prohibited Substances) Regulations 2011. One of the conditions of this exemption is that the user must hold an MPI-approved Operating Plan.
* For additional information on this regulatory exemption , read the document [**Operating Plan for Agricultural Compounds Used under the Regulatory Exemption for Research, Testing and Teaching/Training Purposes: ACVM Guideline**.](https://www.mpi.govt.nz/dmsdocument/20288-operating-plan-for-agricultural-compounds-used-under-the-regulatory-exemption-for-research-testing-and-teachingtraining-purposes)
* If you are unsure whether you are required to have an approved Operating Plan, contact the ACVM Group by email.
* Ensure the application fee accompanies the completed Operating Plan application form. Refer to section 7 for payment options.
* Send the application form, Operating Plan and any related documentation electronically to [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) Electronic signature is acceptable.
* If there are any changes to the details provided in this form after it has been submitted, you must promptly (within 5 working days) inform MPI of the changes in writing.
* This form may also be used to renew or vary an existing approved Operating Plan.
* Refer to the Privacy Act 2020 and Official Information Act 1982 notices at the end of this form regarding collection of information by MPI.

**Processing time is up to 40 working days from the time we determine that your application is complete.**

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| Operating Plan Title | |
| **Title** |  |
| **Approval Number** (if assigned) |  |
| **Application Type** | New Operating Plan  Renewal  Variation |

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| Operating Plan Owner | |
| **Organisation Name** |  |
| **NZ Business Number (NZBN)** (if applicable) |  |

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| Organisation Address and Contact Details | | | |
| **Street/Physical** (location of actual premises) | | **Postal, including post code** (for communication) | |
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| **Tel** |  | **Mobile** |  |
| **Contact Name** | (for queries regarding this application) | **Email** | By entering an email address you consent to being sent information and notifications electronically, if required. |

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| Documentation Required | |
| **In addition to this application form, you must provide:** | **Notes:** |
| **New Operating Plan:**   * A complete Operating Plan. * Application fee | The Operating Plan can be in any format as long as it covers all risks, or you may use the OP template (ACVM 26).  For further information see: **Operating Plan for Agricultural Compounds Used under the Regulatory Exemption for Research, Testing and Teaching/Training Purposes: ACVM Guideline**. |
| **Renewal or Variation:**   * A complete updated copy of the Operating Plan. * A master list of all trials carried out under the Operating Plan since the last registration date. * Application fee | Any changes should be noted and explained.  At a minimum, the Master list should include date, trial name or reference, active ingredient, and whether animals or crops are destroyed or enter the food chain. |

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| Statement of Intended Conformity The organisation must comply with the following: | | | |
| I confirm that:   * All substances or compounds will be notified to MPI before use, either as part of the Operating Plan application or as a subsequent notification. * The organisation assures MPI that it will conduct internal audits of the operating plan and associated procedures as described in the Operating Plan, and will take appropriate actions in order to ensure compliance. * The organisation assures its co-operation with MPI for any compliance monitoring undertaken by MPI to confirm that the organisation is complying with the approved operating plan. * An amended operating plan for MPI approval under section 28 of the ACVM Act 1997 will be submitted before the organisation implements any variation to the scope or procedures approved in this operating plan. * No research, testing, training or teaching activities using substances prohibited under Regulation 4 of the ACVM (E & PS) Regulations 2011 will be conducted under this operating plan. * All materials imported under the conditions of the Operating Plan will only be used in accordance with the conditions of the plan. | | | |
| **Name** |  | **Tel** |  |
| **Job title** |  | **Email** |  |
| **Signature** |  | **Date** |  |

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| Applicant Statement | | | |
| I confirm that:   * I am authorised to make this application as a person with legal authority to act on behalf of the organisation in section 2; and * the information supplied in and with this application is truthful and accurate to the best of my knowledge. | | | |
| **Name** |  | **Tel** |  |
| **Signature** |  | **Email** |  |
| **Date** |  |

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| MPI Service Charge |
| ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838  **APPLICATION FEE: $155.25** (inc GST).  Any additional assessment time required (over one hour) will be billed at the rate of $155.25 (inc GST)/hour.  **PAYMENT OPTIONS:**  Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation to this application or send it separately to: **approvals@mpi.govt.nz**  **MPI does not accept cash**. Payment must be made using **credit/debit card or direct credit**. (Please mark your choice with an X and fill in the appropriate section.) |
| **APPROVED CREDITOR** |
| **CREDIT/DEBIT CARD (preferred option)**  Go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.  I have attached my credit card payment receipt |
| **DIRECT CREDIT**   1. Pay into Bank Account no. **03 0049 0001709 002** 2. In the ‘Reference’ details, put the code: **RTTOP** 3. Enter the date of deposit and the payer name on this form below:  |  |  |  |  | | --- | --- | --- | --- | | **Date of Deposit** |  | **Payer Name** |  | |

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| Collection of Information |
| **Collection of Personal Information**  Pursuant to Principle 3 of the Privacy Act 2020, we advise that:   * This information is being collected for the purpose of approving an operating plan under section 28 of the ACVM Act 1997; and * The recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and * The information collected will be held on file by MPI; and * The collection of information is authorised under section 10 of the ACVM Act; and * The supply of this information is voluntary; and * Failure to provide the requested information is likely to result in MPI being unable to approve an operating plan under section 28 of the ACVM Act; and * Under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information that you have provided.   **Collection of Official Information**  All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982.  If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation. |