**Fruit Fly Incursion Response Checklist**

**Person completing this checklist: Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completed (✓ or X )** | **Action process** | **Comments** | **Date** | **Initials** |
|  | The company site manager appoints a MPI Liaison person. |  |  |  |
|  | MPI Liaison person contacts MPI Permitting and Movement Control team on the following phone number to advise a possible Fruit Fly Incursion.  Phone: | Name of the company MPI Liaison person:  Name of the MPI Officer spoken to: |  |  |
|  | The company site manager has advised all managers and staff that the site operates under MPI Controlled Area Notice (CAN) conditions as per the details notified by MPI. | Name of the company site manager: |  |  |
|  | The company site manager advises the sales team that a CAN notice has been issued and impacts on customer orders and deliveries | YES NO  *(circle one)* |  |  |
|  | The company site manager contacts the General Manager of United Fresh. | Name for the UF General Manager:  Paula Dudley  General Manager  Email: [info@unitedfresh.co.nz](mailto:info@unitedfresh.co.nz)  Phone: 09 480 5057  Fax: 09 482 3314 |  |  |
|  | The company Produce Buyers or Category Managers contact suppliers and advise them of MPI CAN zone to stop Fruit Fly host material from being delivered. | YES NO  *(circle one)* |  |  |
| Has an alternative distribution facility been activated?  If Yes- at what address? | YES NO  *(circle one)*  Alternative site address: |  |  |
|  | The appointed site spokesperson keeps in contact with the United Fresh General Manager or her nominee as required. |  |  |  |
| **Completed (✓ or X )** | **Action process** | **Comments** | **Date** | **Initials** |
|  | **MPI approved Material (pest proof wrap or mesh)**   1. Material has been deployed. 2. Additional Material has been ordered.      1. Fruit Fly incursion signs have been printed. 2. Fruit Fly incursion signs have been put up. 3. The number of signs posted on site. | YES NO  *(circle one)*  YES NO  *(circle one)*  YES NO  *(circle one)*  YES NO  *(circle one)*  Number of signs: |  |  |