Annex 3: Guidance notes on Appendices 1 to 3

IHAD Framework Document Appendices Guidance Notes

The following guidance notes are provided for a user of the appendices associated with the Framework Document. They aim to provide clarification or further detail on specific questions and also in more general terms.

It is important that both the investigator and questionnaire respondent read the published 'Protocol for the Collection of Honey Reference Samples for the Construction of Authenticity Databases' ('the Sampling Protocol') beforehand in order to gain a greater understanding of the basis of the various questions posed in these appendices: - https://assets.publishing.service.gov.uk/media/66e816f210f8726dc23aa194/ANNEX_Forms_28_8_24_Final-_honey_protocol_with_online_forms.pdf

APPENDIX 1: QUALITY ASSURANCE OF THE DATABASE, REPORTING AND REFERENCE DATA SET

Preliminary Question: Which year was the database first used for commercial authenticity/ adulteration assessment?
It is appreciated that databases may evolve with time from, for example, an initial focussed research project on specific honey types or origin, with the database scope being expanded over time. In such instances details should be provided of initial scope and application, and of each extension to this initial scope presented chronologically based on when the additional reference data set(s) were used in commercial evaluations. This assumes that such information is available from the database owner. An example of such information follows: -

- March 2015 – Commercially traded and ex-beekeeper Manuka honey from New Zealand 2010-2014 crops. Annual addition of new crop reference samples on an ongoing basis.
- July 2018 - Commercially traded and ex-beekeeper New Zealand polyfloral and clover honeys 2012-2017 crops. Annual addition of new crop reference samples on an ongoing basis.
- September 2020 - Commercially traded and ex-beekeeper UK honeys (polyfloral, borage, heather) 2015-2019 crops. Annual addition of new crop reference samples on an ongoing basis.
- July 2024 – Commercially traded Asian honeys (Chinese polyfloral and Acacia), Vietnamese polyfloral and Thai polyfloral 2020 – 2023 crops. Annual addition of new crop reference samples on an ongoing basis.

Qn. 1: Is the scope of the database defined?
Refer to paragraph [26] of the Framework Document and the example presented above for guidance on database scope and what information may be included in its definition.

Qn. 2: Has the scope of the database changed since it was first introduced commercially?
Refer to paragraph [26] of the Framework Document and the example presented above for guidance on database scope and what information may be considered in its definition. Where scope has changed over time this information should be presented chronologically.

Qn. 7: In the event that only a percentage of the reference samples in the database are used in the interpretation(s) how do you gauge that as an appropriate number of reference samples for the assessment?
It is recognised that the percentage of reference samples likely to be used in an interpretation would be heavily dependent on the amount of information provided with the test sample, e.g. if no information was submitted with the sample (other than 'honey') all the database reference samples might be used. If submitted as a specific geographic or botanical origin a smaller portion of the relevant database reference samples might be used. There may not be a defined statistical approach to the 'appropriateness' or minimum limits imposed on the number of reference samples used in an interpretation, however, details on how such information is presented and/or conveyed to clients should be provided. In any instance it is advised that a testing laboratory should discuss with its client any limitations in the number of applicable reference samples in the database and the likely impact this may have on any interpretations made. Open dialogue with the person who submitted the sample under investigation on this subject is considered paramount.

APPENDIX 2: REFERENCE SAMPLE TRACEABILITY METADATA

Question Set 1: Specific Guidance

Questions 1.3 to 1.9 on sampling activities and 1.10 to 1.15 on integrity of records
Background detail on these questions can be found in Section 8 of the Sampling Protocol. The objective of these sets of questions is to assess the sampling independence and 'quality' of the reference samples making-up the database. Use of the term 'partial' in question 1.14 may be considered as somewhat subjective. These two questions are seeking to ascertain the percentage of reference samples in the database that do and do not have full traceability metadata associated with them. Where any traceability metadata is missing for a reference sample these records can be considered as partial. Reference sample traceability metadata requirements should be pre-defined as part of the database scope. Refer to Section 9 of the Sampling Protocol and the associated Annex 3 for further information.

Questions 1.16 to 1.18 on Chain of Custody (CoC)
These questions aim to assess extent and integrity of CoC events from the taking of the reference sample to its receipt at the test laboratory. If such traceability metadata is available, this could be a full 'forensic' CoC approach or more 'routine' evidence from couriers and other transport agencies.
For the use of the term 'partial' in question 1.17 refer to the above similar comment for question 1.14 above. In this case 'partial' refers to reference samples where some, but not all, CoC information and documentation is available for a reference sample.

Question Sets 2, 3, 4 and 5

Refer in particular to Section 9 of the 'Sampling Protocol' and the associated Annexes for further information of relevance to these question sets. It is anticipated that a database holder may not have immediate access to all metadata associated with a potential response to the questions in these sets. This information may be indirectly available if, for example, it was held with the honey packer or apiary who used or produced the batch of honey from which the reference sample was taken. In such instances it is still deemed useful to use these questions to obtain confirmation of what specific metadata could be obtained even if the actual data is not immediately available from the database holder. An observation on the

degree of difficulty (with reasons why) should be recorded if this sort of response is presented by a database owner. Furthermore, it is considered beneficial to understand whether a documented process for logging where any associated metadata is available from is in use. The answer to each of the questions on metadata in these sets should be 'yes' when the database owner can confidently provide information illustrating exactly who holds the relevant metadata, even if the actual metadata is not immediately on hand and obtaining it may be onerous. When the availability of metadata for the database samples is unknown or uncertain the answer to questions in this set should be 'no'.

If and where metadata required to answer specific questions is stated as being intrinsically difficult to obtain within a reasonable timescale it may be necessary to achieve verification of answers by adopting a more formal forensic investigational or audit-style approach where one or more reference samples are selected for full investigative purposes.

Question Set 2: Specific Guidance

Questions 2.1a and 2.1b

These questions should be read in conjunction with Section 9 of the 'Sampling Protocol'. 'Reference samples sourced directly from beehives, beekeepers ex hive or ex. apiary bulked honey batches' refers to those reference samples taken directly from a hive, or from the beekeeper or apiary as a single-hive or bulked sample (derived only from bulked honey from the same apiary) i.e. where the honey has not 'travelled' through the supply chain.