Guidance Document

To the Standard for

General Transitional Facilities for Uncleared Goods

Requirements for Facilities and Operators

BNZ-STD-TFGEN

Ministry of Agriculture and Forestry
PO Box 2526
Wellington
New Zealand

This Document is intended as a guidance document accompanying the Standard for General Transitional Facilities for Uncleared Goods. This document outlines the minimum levels of best practice that a facility and Operator should follow. Facilities and Operators may either follow examples as provided in this guidance document, or develop systems tailored for their operations that are equivalent to the measures described, or meet the same level of biosecurity outcome. Equivalent measures must be approved by MAF prior to use.

Ministry of Agriculture and Forestry
Te Manatū Ahuwhenua, Ngāherehere

BIOSECURITY NEW ZEALAND

NEW ZEALAND FOOD SAFETY AUTHORITY

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Review and Amendment

This guidance document is subject to review and amendment at any time, to ensure that it continues to meet biosecurity objectives.

Operators should ensure that the most recent version of this guidance document is used.

Amendment No.	Date	Reference
1	August 2009	Annex M added
2	June 2011	Various amendments, Annex B amended, Annex N & O added

This document is accessible online at http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-tfgen.

Important Disclaimer

MAF has taken every effort to ensure this publication is accurate. However, MAF does not accept responsibility or liability for any error of fact or omission or for any loss suffered by any person as a result of reliance on this document.

Contact Persons

For all matters relating to the operation of this guidance document contact a MAF Inspector in the Operations and Facilities Group on the details below:

Auckland Biosecurity Centre
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For a list of other office contact details go to http://www.biosecurity.govt.nz/regs/trans/app-group.

For all matters relating to the review and amendment of this guidance document contact a Senior Adviser within the Biosecurity Operational Standards and Systems Group on the details below:

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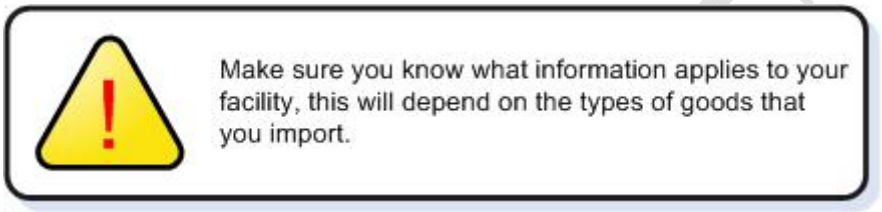
Acronyms

Act	Biosecurity Act, 1993.
BACC	Biosecurity Authority/ Clearance Certificate
CAR	Corrective Action Request
CTO	Chief Technical Officer
IHS	Import Health Standard
MAF	Ministry of Agriculture and Forestry
NCR	Non Compliance Report

1 Introduction

This document has been developed as a practical guide to implementing the requirements set out in the Standard for General Facilities for Holding, Inspection, Processing or Treatment of Uncleared Goods, prepared by MAF (Import Standards Group). This document provides examples of how your facility can meet the requirements of the Standard. Equivalent procedures may be used where appropriate; however these must meet or exceed the levels of compliance that the practices in this document meet and be approved by MAF prior to use.

This document is in two sections, a section with general information for all facilities, and a series of Annexes containing information for specialised facilities.



2 Scope

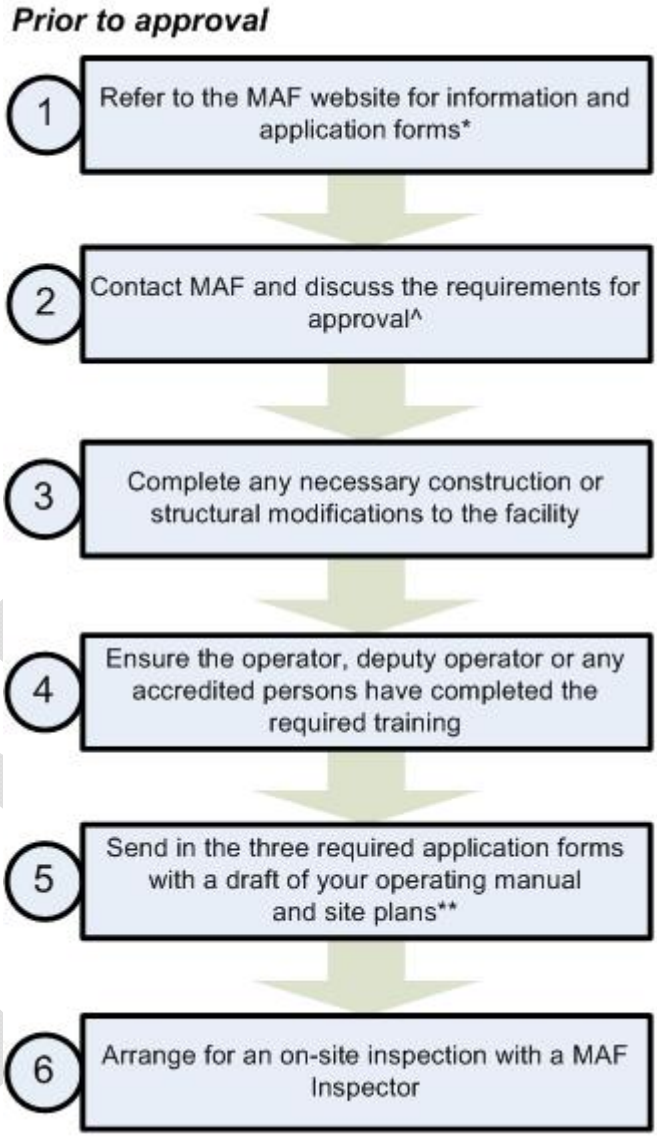
The Standard for general facilities covers facilities carrying out certain activities which require approval by MAF. The activities covered by the Standard are those listed in Section 2 of the Standard.

3 Approval of Facilities and Operators

3.1 APPROVAL OF A FACILITY

Transitional Facilities may encompass parts of or whole premises, and approvals will be limited to the purpose, scope, and activities described in the operating manual. Facility approvals may be for the period of the import only (new applications must be made for future imports) or may be for an unspecified or specified time or until a specified event.

Any person wishing to have a place approved as a Transitional Facility should follow the procedure below:



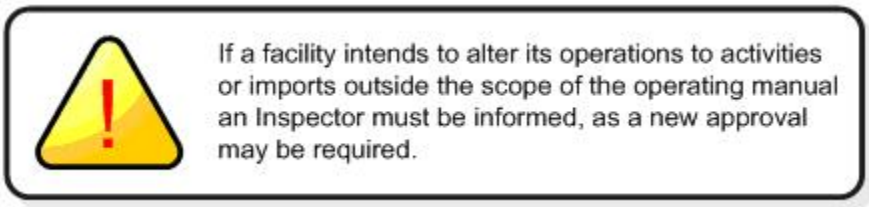
* http://www.biosecurity.govt.nz/regs/trans
^ Contact details are found at the front of this document and online at; http://www.biosecurity.govt.nz/regs/trans/app-group
** Application forms are available online at http://www.biosecurity.govt.nz/border/transitional-facilities/registration/application-form

The MAF Inspector must be satisfied that the applicant and facility have met the requirements of the Standard before approval can be granted. Following the procedure above, the MAF Inspector will review the application and operating manual, conduct an onsite audit and if satisfied, will send a recommendation for approval to the facility approvals manager. Facility approvals will be provided in writing.

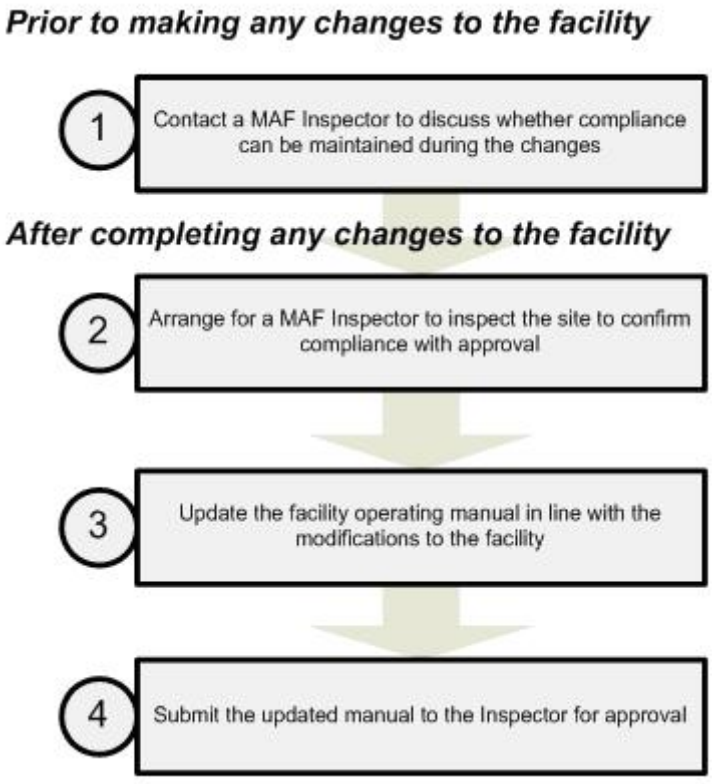
3.1.1 Changes to an Approved Facility

MAF must be made aware of any major changes prior to them occurring to assess the implications for compliance with the Standard. Major changes are those that could potentially have significant effects on biosecurity at the facility, such as construction or removal of walls, or significant changes in the description of activities to be carried out or scope of goods to be handled.

Minor changes are those that won't have significant effects on biosecurity at the facility, such as the employment of more Accredited Persons for sea container checks or operating manual updates. Minor modifications should be recorded and checked by the MAF Inspector at the next visit.



An Operator considering changes to a facility should follow the procedure below:



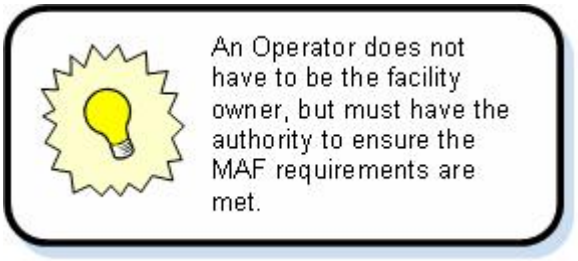
3.1.2 Leased Facilities

The Operators of leased facilities (where the company does not own the premises) must have the authority to be able to make any necessary changes that MAF may require to manage biosecurity, including possible structural changes. If this may be a problem it is advisable to discuss this with a MAF Inspector.

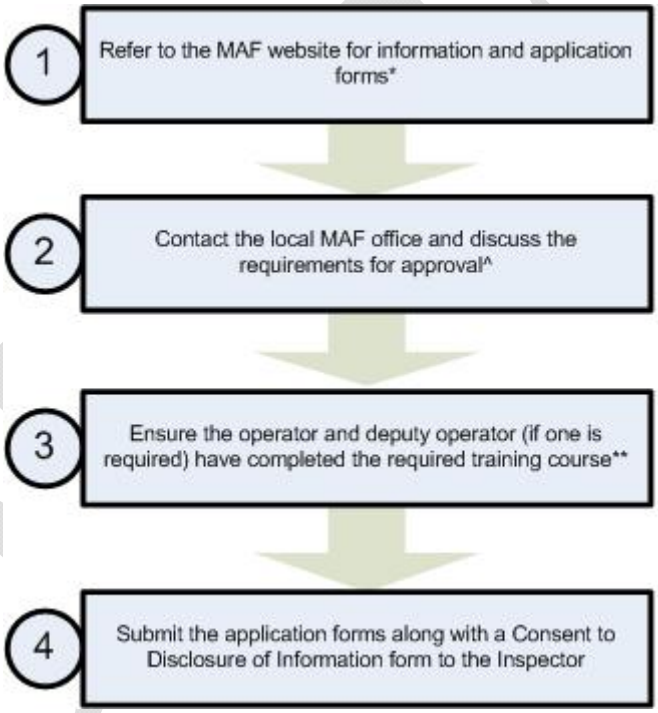
3.2 APPROVAL OF AN OPERATOR

3.2.1 General Provisions and Requirements

Facilities must have an Operator to ensure that the requirements of the Standard are being met, and that processes in the operating manual are being followed. This is the person who is responsible for activities relating to the operation of the facility.



Any person wishing to be approved as an Operator of a facility should follow the procedure below:

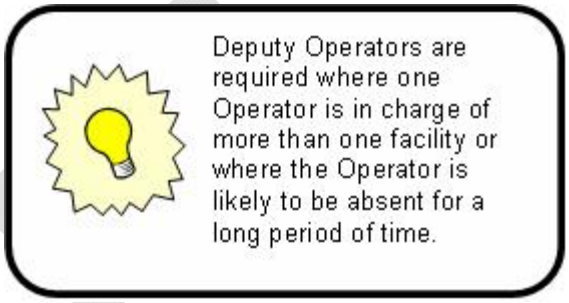


* http://www.biosecurity.govt.nz/border/transitional-facilities/registration/application-form
^ Contact details are found at the front of this document and online at;
http://www.biosecurity.govt.nz/regs/trans/app-group
** Information on the MAF training course can be found online at;
http://www.biosecurity.govt.nz/regs/trans/req#training-providers

The MAF Inspector must be satisfied that the requirements of the Standard can be met, and to ensure this, an assessment may be required. Following the procedure above, the MAF Inspector will review the application and send it together with written recommendation for approval to the facility approvals manager. Approval of an Operator will be by the Director-General in accordance with section 40(3) of the Act and provided in writing and may be for an unspecified or specified period or until a specified event. If the applicant is replacing an Operator at a current facility, a follow up audit may be required to verify that the new Operator is managing the facility appropriately.

3.2.2 Deputy Operators

Someone responsible for the Transitional Facility should be available at all times, in case of emergency. As such a deputy Operator may be required at some sites. If an Operator is primarily based off-site, or is to be absent for a long period of time (e.g. more than one month) during which risk goods are being received, a deputy Operator should be present to perform the functions of the Operator. In instances where this occurs a MAF Inspector should be notified.



To gain approval as a deputy Operator, applicants also need to take the Operator training course and be named in the operating manual as a deputy Operator.

3.2.3 Operator Training

An Operator training course has been designed to inform Operators and deputy Operators of Transitional Facilities about their responsibilities under the Biosecurity Act. It is important that Operators are aware of the different aspects of biosecurity, and as such all Operators will have to undertake the course prior to being approved by MAF. An Operator will not be approved unless they have taken the training course. Once training has been completed it is valid for a period of four years, and can be taken from one Transitional Facility to another. More information on the training course is available on the MAF website.[1]

[1] http://www.biosecurity.govt.nz/regs/trans/req#training-providers

4 Requirements for Operating a Facility

4.1 OPERATING MANUAL

The scope of an operating manual defines what a facility is approved for. The approved operating manual must address how the requirements of the Standard are to be met and show how the facility will measure and monitor the effectiveness of the documented systems and procedures. The manual must be reviewed at least annually by the operator to ensure it continues to meet the requirements of the Standard and the types of goods held. It should be prepared and maintained in an electronic format and where applicable should include as a minimum:

a) a table of contents, with a version number and date

b) numbered pages

c) contact details for the local MAF office

d) the main functions of the organisation and the purpose of the facility

e) the types of goods that will be held in the facility and the activities that will be conducted

f) an estimate of the volume or numbers of goods that will be imported

g) the names of the Operator and any deputy Operators, and their responsibilities

h) the names of any Accredited Persons

i) the names of any staff carrying out activities required by the Standard or operating manuals (it is not necessary to record the names of short-term staff in the manual, but provisions should be made to ensure that names and employment dates are kept in company records)

j) procedures to describe how applicable Import Permit and Import Health Standard requirements are met

k) procedures for operating the facility in relation to uncleared goods including procedures for holding, storage and containment of uncleared risk goods

l) procedures to prevent spillage of uncleared goods and the escape of pests or other contaminants

m) procedures for the secure and contained transfer of uncleared goods between facilities

n) contingency plans identifying risk situations and the steps that will be taken to mitigate risks

o) procedures identifying how pests, weeds and vermin will be managed or excluded from the facility, including a regime for residual insecticide treatment of an inspection area (if applicable)

p) the regime and procedures for regular inspection and internal audit of the facility by the Operator

q) procedures for holding and disposing of biosecurity waste

r) the staff training programme for biosecurity awareness and how the requirements of the Standard will be met and maintained

s) A site plan of the general layout of the facility (including entrances and exits, and holding areas) with other features of significance marked (e.g. roads and houses)

The MAF Inspector may request that the manual to be reviewed by another agency or an independent third party if further expertise is required.

4.2 FACILITY LOCATION

Facilities within metropolitan areas and with access to services and amenities (such as sewerage and mains power) have a greater ability to deal with biosecurity risk material. The approval of facilities outside serviced areas will be dependent on the types of goods being imported and the provisions in place to ensure biosecurity can be maintained. Factors affecting the approval of facilities in more remote or rural areas include: distance from the port of entry, the likelihood of risk material being distributed in transit and the higher possibility that any exotic pests present with risk goods could establish quickly and undetected in the surroundings.

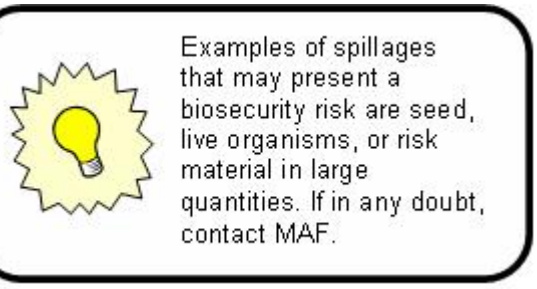
Facilities receiving potentially high risk items will not be approved outside serviced areas unless it can be ensured that the facility will be secure, and sufficient measures will be in place to maintain biosecurity. All such measures should be described in the operating manual.

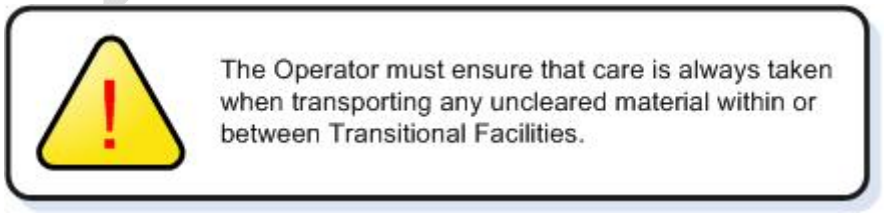
Facilities used to inspect live animals on arrival in New Zealand must be located at a Place of First Arrival.

4.3 RECEIPT AND TRANSFER OF UNCLEARED GOODS

It is important that uncleared goods are properly managed to minimise biosecurity risks. As such, uncleared goods should be unloaded within a controlled and managed area. The Operator must have authority to receive, transfer to another facility[2], or re-ship goods from New Zealand. Written documentation authorising this may include a permit to import, a BACC, a transfer request certificate, or a Customs delivery order with a MAF direction. All such documentation should be kept and maintained for each consignment to ensure that consignments cannot become mixed up in any way.

Where possible, Importers in communication with relevant operators should also ensure that transport providers are aware of the biosecurity requirements and risks associated with transfer of uncleared goods. Transfers should be carried out in a secure and contained manner to prevent any spillage or contamination of the transporting vehicle, other cargo or environment. If spillage occurs, the transporting vehicle or container should be cleaned and waste disposed of as specified by a MAF Inspector. Any spillage or leakage of uncleared goods likely to constitute a biosecurity risk should be reported to a MAF Inspector.





[2] Transfer forms available at; http://www.biosecurity.govt.nz/regs/trans#transfers

4.4 INTERNET ACCESS

Having access to an on-line computer will help to manage a Transitional Facility. Internet access will facilitate communication with the MAF Inspector and MAF, help to reduce your compliance costs and streamline the movement, clearance and direction of uncleared goods.

Electronic communication can be used for sending authorisations to receive uncleared goods (BACCs) directly to the facility before goods arrive or sending MAF the results of container inspections by accredited persons.

4.5 FACILITY ACCESS AND SECURITY OF GOODS

Controlling access to a facility can help to ensure that uncleared goods are kept secure and contamination is not being accidentally spread. As such, for risk goods facilities, Operators should authorise any visitors and maintain a record of them. For example, records of the name, address and visit date could be recorded in a logbook. Such records will be checked at the time of MAF audit. The Operator may grant authorisation to people to access the facility where the person has a responsibility for the delivery of functions within the facility (for example electrical maintenance). Visitors should be aware that they need to follow any instructions of the facility Operator. The Operator must provide access to the facility for a MAF Inspector at any reasonable time.

In cases where a facility only imports sea containers without importing other risk goods, stringent controls around site access are not necessary.

Security measures around goods management are important to help prevent uncleared goods from being wrongly released or stolen, and also to ensure that goods are held in isolation so that any undetected contamination will be securely contained until inspection.

It is the Operators responsibility to ensure that security is maintained. A facility should develop an inventory system (or other method, for example log sheets) for tracking the uncleared goods in and out of the facility that can be audited by a MAF Inspector. The processes for these should be covered in the Operating manual.

Uncleared goods must be held securely to prevent the escape of any potential pest organisms from the transitional facility or the contamination of other goods present. They must not be removed or released without authority from MAF.

4.6 SEGREGATION OF UNCLEARED GOODS

The segregation of uncleared goods is important to prevent contamination of other goods, the facility or the wider environment. In order to help do this, the areas where uncleared goods are held should be clearly marked (for example, with lines painted on the floor, or with signs) and defined on the site map in the operating manual.

Examples of segregation may include storage in separate rooms, having dedicated storage containers, or covering the uncleared goods and keeping them apart from other goods

These marked areas should be managed to control pests and vegetation or any live animals. This could mean spraying the area

with a residual insecticide, or an equivalent approved control as outlined in the operating manual. Any control actions taken should be recorded.

Unloading and storage areas (as defined in the manual site plan) should have controls in place to remove any possible places of pest refuge. This could include a clear 3 metre buffer, or solid walls.

Any goods that may be or are contaminated from contact with uncleared goods should be completely contained and made secure, and a MAF Inspector informed within 24 hours.

4.7 RECORD KEEPING

Keeping a record of consignments and MAF documentation is important for the effective management of goods and for MAF audits. The Standard states that a facility must implement and maintain an effective record keeping system that allows easy access to records for relevant staff and the MAF Inspector. Keep all documents relating to each consignment or delivery together. This will make it easier for the MAF Inspector to assess at the time of audit.

4.7.1 Facility Records

The following records should be kept and maintained:

a) facility plans, specifications, or any structural drawings

b) facility and Operator approvals

c) any old versions and the current version of a facility operating manual

d) staff records including training records, skills and experience of people working in the facility, including Accredited Persons details (if required)

e) records of internal and external audits including date, auditor, non-compliances and any corrective actions taken

f) copies of any lease agreements or contracts with any other users of the facility

g) copies of any audit dispensations

h) copies of the relevant MAF Standards

i) records of major or minor modifications to the facility

j) records of pest and weed control programmes

k) records of destruction of biosecurity waste

4.7.2 Consignment Records

The following records (where applicable) for each consignment of uncleared goods received at the facility should be kept and maintained:

a) phytosanitary certificates (photocopy acceptable)

b) relevant written authorisations for biosecurity clearances and directions or any transfers of uncleared goods

c) permits to import

d) arrival date of the consignment in the transition facility

e) consignment identifier (e.g. container number, air waybill number, courier number)

f) full inventory of the consignment

g) records of any MAF inspections or treatment of uncleared goods

h) dates of unpacking

i) records of any pests, unwanted organisms or other organisms found and any control actions taken (including contacting MAF)

j) date of biosecurity clearance or destruction of the consignment, or part of a consignment.

4.8 HYGIENE REQUIREMENTS

An effective hygiene system will help to prevent the accumulation and possible spread of contamination. As such, a facility should be cleaned before use and kept clean at all times. The operating manual will specify the hygiene procedures to be followed.

The Operator is responsible for ensuring that any spillage of uncleared goods in transit or at the facility is cleaned up and either retained with the consignment for inspection or placed in the biosecurity bin. Any spilled uncleared goods that might constitute a biosecurity risk should be reported to a MAF Inspector immediately.

Any sweepings or contamination from the delivery container or wrapping should be disposed of properly (e.g. placed in an appropriately sized, solid, secure, and preferably lined biosecurity bin). If contaminated items are too large to fit in a bin, they should be held securely (e.g. wrapped) until direction is given from a MAF Inspector. Equipment used for hygiene purposes (including a bin or broom, dustpan or other cleaning equipment) should be used only for biosecurity purposes within the facility any should be clearly labelled so. This is to prevent cross-contamination occurring. The bin should be emptied as required and the waste material disposed of as described in the operating manual (records of waste disposal should be kept). A list of approved refuse disposal companies can be found on the MAF website.[3]The bin should be cleaned after being emptied. Any potentially contaminated protective clothing (e.g. if used for inspection) should not be worn outside the transitional facility.

The risk of disease spread by people involved in the inspection and movement of live animals destined for post-arrival quarantine must be managed.

4.9 PEST, WEED AND VERMIN CONTROL

Pests and vermin can cause the spread of biosecurity risk material. It is important that vegetation is also controlled so that pests do not have any nearby habitat or places of refuge. Pest control and weed control should therefore be undertaken on a regular basis, and records of controls kept. For example, one action could be the laying of poison baits, and keeping a record of the date and time this action took place. The process should be outlined in the facility operating manual, stating what actions will be taken and how often it will be done and who will do it.

4.10 INTERNAL ASSESSMENT OF FACILITY

Regular self assessments of facility processes by the Operator or delegate will ensure that a facility is operating to the requirements of the Standard as described in the approved operating manual. A self assessment should check items such as the following:

- that all relevant records for every consignment received are being kept and maintained in an accessible location;
- that hygiene procedures are being followed correctly;
- that any records of waste disposal are being kept;
- that the facility log-book or access records are being maintained properly;
- that staff training is effective;

[3] http://www.biosecurity.govt.nz/regs/trans/treat/approved

- that the operating manual is still relevant in its current form, if not then changes may need to be made and approved by a MAF Inspector.

All internal assessment findings and any corrective actions that arise from them must be kept and given to the MAF Inspector at time of MAF audit. It may help to develop a checklist that can be used at the time of internal assessment.

An example of an internal audit checklist can be found on the MAF website[4].

4.11 INSPECTION AND TREATMENT OF IDENTIFIED BIOSECURITY RISK

It is important that if any biosecurity risks are detected they are treated appropriately. The best treatment option[5] can be decided by a MAF Inspector. If goods are to be sent to an approved treatment facility for treatment they should be transported securely so that any contamination is not spread. This could mean secure packaging or wrapping of the goods.

Where goods are likely to be fumigated at a facility with Methyl Bromide, the facility operator should get a MAF approved treatment provider to assess the facility prior to the event to ensure that it meets the relevant Environmental Risk Management Authority (ERMA) controls for use of Methyl Bromide.

Methyl Bromide may only be used as a fumigant for quarantine and pre-shipment purposes and not for general maintenance and hygiene of a transitional facility especially those facilities storing seed, stock food and grain.

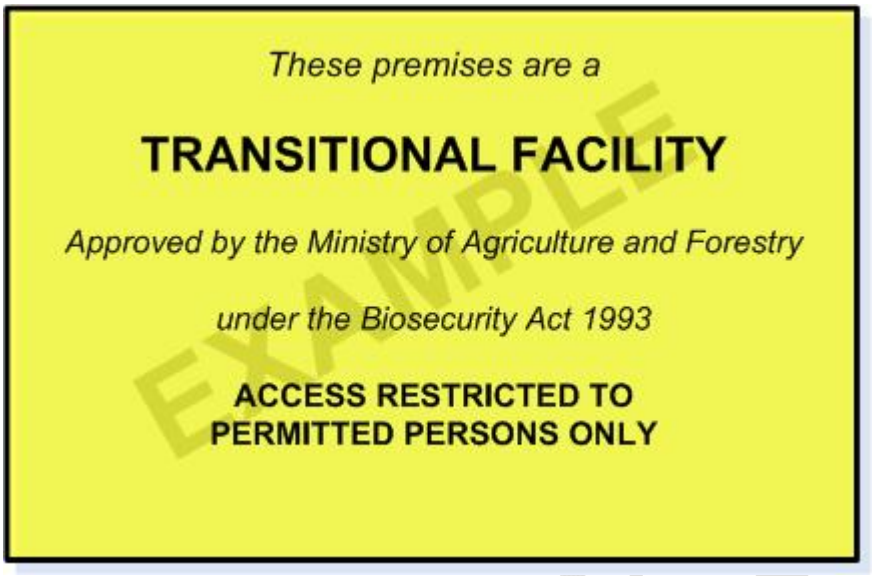
For further information on the official use of Methyl Bromide go to

http://www.biosecurity.govt.nz/commercial-transport-and-border-management/facilities/official-use-of-methyl-bromide

4.12 SIGNAGE

Having signage at a facility will let people know that the area is a Transitional Facility approved by the Ministry for Agriculture and Forestry, and that only permitted persons may enter. This sign should be of an appropriate size and clearly visible to visitors. Operator or deputy operator contact details may also be added to the sign information. The MAF logo or the acronyms ‘MAF’ may not be used on the sign, as this is in breach of the Flags, Emblems, and Names Protection Act 1981. An example of a sign that could be posted at points of entry to a facility is shown below.

[4] http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-tfgen
[5] A list of MAF approved treatments is available at http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-abtrt



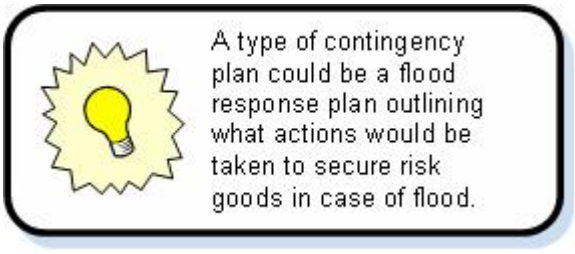
4.13 INSPECTION FACILITIES

There must be room and equipment available for MAF Inspectors to conduct inspections in a safe and effective manner. To this end, any equipment required for the purposes of MAF Inspection must be provided by a facility. This could include modified benches for commodity inspection, trays, microscopes, gloves, lab coats or other protective clothing, torches or in the case of car inspection facilities, a safe ramp of appropriate height. Lighting in the inspection areas must also be sufficient (a minimum of 1000 lux for close inspection work, this will be measured at time of audit).

The type of equipment required for inspections will depend on the commodity undergoing inspection (see the annexes to this document for requirements for specialised facilities). The inspection area is to have the same segregation requirements as an uncleared goods holding area, with cleared and uncleared goods being effectively separated. The facility Operator should liaise with the MAF Inspector prior to installing or constructing any inspection facilities to ensure that they meet the MAF guidelines for occupational safety and health.

4.14 CONTINGENCY PLANS

Contingency plans are important so that in an emergency situation no biosecurity risks are inadvertently neglected. Examples of situations that might require contingency plans are the malfunction of essential equipment or loss of electrical power. The contingency plans that will be required will depend on the types of goods being imported. Any contingency plans must be included in the operating manual, and should address the actions to be taken in the case of an emergency or other unexpected event.



4.15 STAFF TRAINING

Operators and Accredited staff must attend training with a MAF approved training provider[6].

There should be a training process in place to ensure that any staff at the facility that may have involvement with the devanning of containers or uncleared goods are aware of the requirements around biosecurity. As such a description of training for new staff and refresher

[6] http://www.biosecurity.govt.nz/regs/trans/req#training-providers

training for current staff should be included in the Operating manual. Records must be kept as proof that staff have undertaken and understand the training. A review of staff training procedures should also make up a component of a facility's internal assessment.

For example, a component on the facility biosecurity requirements could be added to a regular staff induction programme.

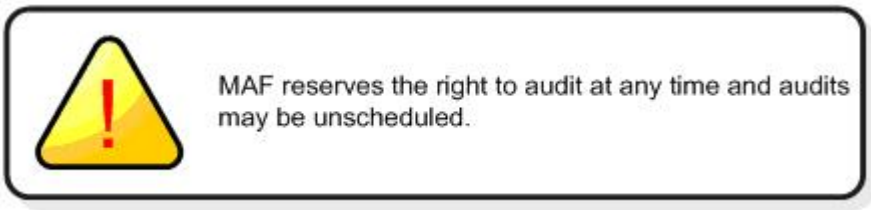
5 Systems of Equivalence

MAF recognises that the examples given in this document may in some cases not be appropriate for all facilities. Alternative systems or practices that meet the same level of biosecurity outcome may be developed by a facility. If approved by MAF, these alternative practices may be used at the facility as equivalent measures to meet the requirements of the Standard. Any equivalence processes must be outlined in the operating manual.

6 External MAF Assessment

In order to verify that facilities are complying with the MAF requirements in the Standard, a MAF Inspector will conduct a facility assessment.

This will involve inspecting the facility and procedures to make sure they meet the requirements of the Standard and approved operating manual, and any additional conditions documented on the permit to import and/or the import health standard by conducting an audit. The frequency of MAF assessments will depend on the compliance history of a facility, however at least one assessment will be conducted every 18 months. Where MAF identifies a need, unscheduled surveillance assessments may also be conducted.



Should a facility Operator and/ or deputy display a lack of sufficient knowledge, a MAF Inspector may require the Operator to re-take the operator training course.

6.1 LEVELS OF COMPLIANCE

Compliance levels are used to assess the performance of facilities, based on their MAF audit results. They run from level one to level four (as per the figure below).

Most new facilities will start at compliance level two, having at least one MAF assessment every 12 months.[7] After two satisfactory audits at this level the facility may, if the Inspector is satisfied, move to compliance level one, with audits dropping to every 18 months. However, if the facility fails an audit they will increase a compliance level, and will therefore be subject to a higher MAF audit frequency. Any failed audit will cause the facility to increase a compliance level. To move down a compliance level, a facility must get at least one successful audit pass. If a facility is on the highest level (level 4), and they fail another audit, they may be suspended or cancelled.

Note: in some cases the severity of a non compliance or group of non compliances may lead directly to facility or operator suspension or cancellation.

6.2 NON-COMPLIANCE

Details of any non-compliance will be given to the Operator on a MAF Corrective Action Request (CAR) issued at the time of MAF Assessment. This details the non-compliance and lists the corrective action and/ or preventative actions required, and the timeframe for these actions to be completed.

Facilities that receive non-compliances may at the discretion of the MAF Inspector and in consultation with MAF be subject to an increased number of audits or inspections as per the above described levels of compliance, until the MAF Inspector can be confident that the facility is again compliant with the Standard (usually after two satisfactory audits). Non-compliances will be graded as critical, major or minor.

6.2.1 Critical Non Compliance

A critical non compliance is defined as a critical failure in an operation or system that caused or could have caused a serious risk to biosecurity, the environment, or the health and safety of people and/ or communities. It can lead to cancellation of approval of a facility and/ or Operator. It may be a specific non compliance or a system with multiple non compliances having a cumulative effect. Critical non compliances may be created by escalation of outstanding issues from previous audits. Examples of critical non-compliances include but are not limited to:

- Releasing goods from a Transitional Facility without biosecurity clearance.
- Operator allowing uncleared goods to be transferred to non-approved premises.

[7] Facilities approved for the Holding, Disposal and/or Processing of quarantine refuse and destruction or sterilisation facilities will not be eligible for compliance levels one, two and three due to the nature of their operations.

- A significant failure in the structural containment provisions of a facility.
- Operating a facility without an approved Operator.
- Making significant modifications to facility without MAF approval.

In the event of discovering a critical non-compliance, the Operator must:

Critical non compliances may require further investigation and possibly lead to prosecution, depending on the nature and circumstances of the event. It is expected that at least one revisit audit will be required to ensure that the critical non compliance has been effectively resolved and measures have been taken to prevent its reoccurrence. The table below is a guide for the Operator and the MAF Inspector with regard to critical non compliances.

Note: reoccurrences will result in a higher level of action for all non compliances.

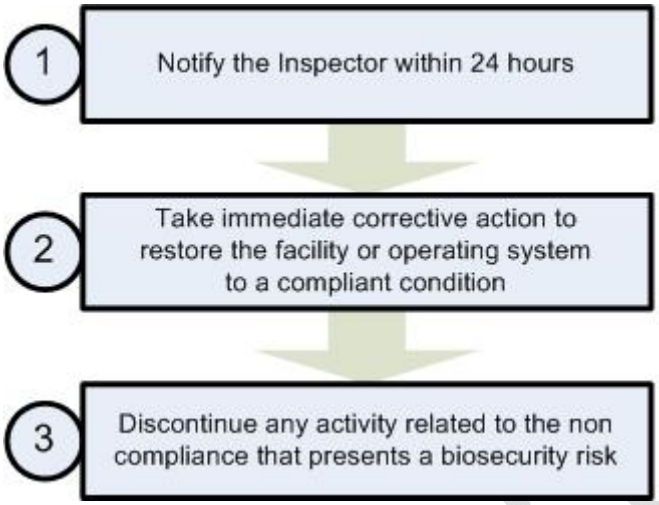
Number of critical non compliances	Result
1 or 2	Automatic audit fail, increase one compliance level
3+	Suspension until CAR is rectified, possible cancellation

6.2.2 Major Non Compliance

A major non-compliance is defined as a major failure in an operation or system that caused or could have caused a biosecurity risk. It may be a specific non compliance or a system with multiple non compliances having a cumulative effect. Major non compliances may be created by escalation of outstanding issues from previous audits. Examples of major non-compliances include but are not limited to:

- Failure to operate the Transitional Facility to the specifications of the Standard and/ or relevant Import Health Standards.
- Failure of the Operator to detect significant and obvious non-compliances.
- Failure of the Operator to rectify non compliances from previous audits.
- Required lighting broken or ineffective.
- Held goods not stored in appropriately identified area.
- Failure to operate the Transitional Facility to the specifications of the approved version of the Operating Manual.

In the event of discovering a major non-compliance the Operator must:



The table below is a guide for the Operator and the MAF Inspector with regard to major non compliances.

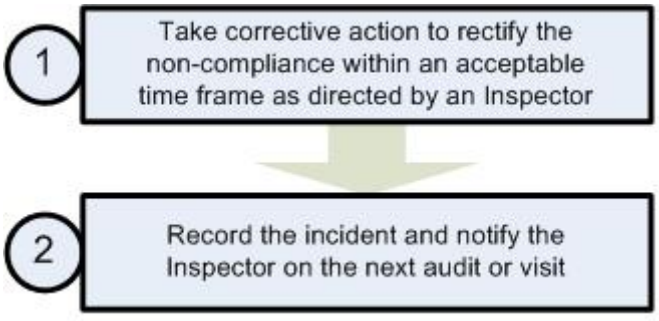
Number of major non compliances	Result
3-6	Automatic audit fail, increase one compliance level (3 major = 1 critical)
7+	Suspension until CAR is rectified, possible cancellation

6.2.3 Minor Non Compliance

A minor non-compliance is defined as a situation or incident that may not be a major failure but results in a decrease in confidence in the management of the facility and may or may not immediately cause or lead to a biosecurity risk. Examples of minor non-compliances include but are not limited to the following:

- Procedure not up to date.
- Inventory not accurate.
- Logsheets not up to date.
- Failure to maintain training records.
- Missing signage.
- Equipment not labelled (or not well labelled).

In the event of discovering a minor non-compliance, the Operator must:



Audits will also take into account previous audit results and any records of non compliances. For example, if a facility is displaying problems in a certain area (eg records management), Inspectors may choose to focus more on that area at the next time of audit. If problems are being found repeatedly in the same areas, these non compliances may escalate from minor to major to critical at the discretion of the Inspector.

Annexes

This section of the guidance document outlines specific recommendations for facilities importing items that require a higher level of biosecurity. These items present higher levels of risk than usually dealt with at general Transitional Facilities, and these annexes have been created as a guide for importing facilities. Where specific annexes have not been developed the General Transitional Facility and Operator requirements (sections 3 & 4) should apply.

The recommendations contained in these annexes are for facilities for:

a. Unpacking sea containers
b. Decontamination
c. Fumigation and other biosecurity treatments
d. Inspection of personal effects
e. Fresh produce and nursery stock inspection
f. Animal products
g. Holding biological products
h. Facilities for holding, disposal and/or processing of quarantine refuse
i. Incineration or sterilisation
j. International mail
k. Inanimate materials
l. Seeds, stored products and stock feed meals
m. Self storage facilities
n. Biosecurity control areas
o. Holding and inspecting live animals at Places of First Arrival.

If you operate a facility for one of the above make sure you read the additional requirements contained in these annexes.

ANNEX A: Facilities for Sea Containers

This Annex sets out further guidelines for Transitional Facility for holding, inspecting and/or unpacking sea containers on how to meet the requirements of the Standard.

A.1 Operating Requirements

A sealed (concrete, asphalt or similar) hard stand area which can be easily cleaned should be provided for the unloading area. The sealed area should be big enough to have a 3m clearance at the front for unloading and 1 m around the sides and back, 3m around the entire container to be kept clear of vegetation, rubbish or debris (the intent is to deny an easy refuge for pests or organisms that may be in or on the container).

Where the container remains on a truck during unpacking a full hard stand area is usually not required. The rear of the truck (where the container opens) should be at least three metres over a hard stand area big enough to ensure any contamination present can be contained and collected as the cargo is unloaded.

Where more than one uncleared sea container is being delivered, unloaded or stored there should be the ability to physically separate cleared and uncleared containers by at least one metre on all sides until the external examination has taken place.

Unchecked empty or loaded containers should be kept on the hard-stand area until the exterior has been officially checked by an accredited person or an Inspector. Provided the exterior of the containers has been checked then it may be removed from the sealed area (if immediate unpacking is not required) and may be stacked closer than one metre from other checked containers. Loaded containers should be returned to the sealed area for unpacking unless this is done inside a Transitional Facility building. Any nearby open drains should be covered during unloading.

Any containers transported to a receiving facility should be transported in a manner that secures the cargo within and prevents any spillage from occurring during transit to the facility.

A.2 Requirements for an Accredited Person

As per section 7 of the Standard, all uncleared containers (empty or loaded) must go to a MAF approved transitional facility and be checked by an accredited person. An accredited person must have completed and passed a MAF approved course for accredited persons associated with imported sea containers.[8] Re-accreditation is required after two years.

As per the Import Health Standard for sea containers, all loaded imported sea containers must be unpacked at a MAF approved Transitional Facility in the presence of an accredited person.

An accredited person (a person with a current certificate) must be present on delivery or as soon as practicable after containers are delivered, and actively involved in checking the containers for contamination during delivery to the facility (external check), during unpacking (internal, product and wood packaging check), and when empty (final internal check).

[8] For more information see http://www.biosecurity.govt.nz/regs/trans/register

All container checks completed by an Accredited Person should be recorded. Any contamination found, whether associated with the container or the cargo, must be recorded on the container log sheet to be submitted to MAF by fax or alternatively submitted on line at;

http://www.biosecurity.govt.nz/files/regs/cont-carg/containerlog.pdf

http://containerchecks.maf.govt.nz/Default.aspx

Depending on the number of containers received, the facility may require more than one accredited person. The Operator should ensure that sufficient numbers of accredited persons are available to check the total number of containers likely to be unpacked at any given time. The Accredited Persons need not be an employee of the facility but must have received training and been accredited by MAF for checking containers. An Accredited Person may work at more than one facility.

A.3 Equipment

A facility must provide the necessary equipment to check and clean containers being received, e.g. a broom, dustpan and brush, and a biosecurity bin to put quarantine waste in.

The Operator should ensure that a functioning portable light of sufficient power (able to illuminate the far end wall from the door) is available to inspect the floor, walls and ceiling of the container and the under surfaces of the container if practicable and safe.

The Operator should ensure that sufficient numbers of dual-action insecticide (having both knock-down and residual action properties such as tetramethrin 4g/l for knock down and permethrin 1g/l for residual) aerosol canisters are available for use by the Accredited Persons. These canisters should be available for immediate use as the container is being opened. For examples of some suitable sprays refer to the MAF website (http://www.biosecurity.govt.nz/border/transitional-facilities/permethrin-sprays.htm). Other sprays with equivalent properties may also be approved for use.

A.4 Records

In addition to the records listed in section 4.7, the following records are required for each container brought into the facility:

1. Product and quantity unpacked (if container is bringing risk goods)
2. Container log sheet with:
    a. Confirmation that internal and external checks were conducted
    b. Names of the Accredited Persons who undertook the above checks
    c. Record of contaminants found and when MAF was notified
    d. Any remedial action taken or record of online declaration

ANNEX B: Decontamination Facilities

This Annex sets out further guidelines for Transitional Facility for decontamination on how to meet the requirements of the Standard. It is expected that facilities will also meet the requirements of local governing bodies and any other legislation, such as the Resource Management Act 1991.

Decontamination facilities are Transitional Facilities that remove biosecurity risk material from imported items prior to MAF clearance. Decontamination may involve the use of pressurised air, steam and/ or water to remove contaminants. Decontamination may also involve the application of approved chemicals or disinfectants as part of the treatment.

Decontamination facilities are predominantly used for the cleaning of cars, car parts, machinery, vessels, equipment, personal effects (e.g. lawn mowers or weed eaters) and sea containers (exterior and interior cleaning can take place at on-wharf facilities; exterior cleaning may not take place at off-wharf facilities).

B.1 Physical Requirements

A facility should meet the following physical requirements:

1. Have a hard stand area that can be washed clean (hosed or water blasted) of any material
2. Have drainage suitable for collecting wash water from the hard stand area
3. Have drains that can be easily accessed and cleaned
4. Be designed in a way that during decontamination and clean-up the facility securely contains all water, solids, effluent and material dislodged by the decontamination within the designated area, for example, a bund wall or nib or other arrangement to stop contamination leaving the hard stand area.

B.2 Operating Requirements

When the facility is in use the following procedural requirements apply:

1. The wash area and equipment should be cleaned of contaminants at the completion of the decontamination work or at the end of every working day, whichever occurs first
2. Where facilities run 24-hour per day operations, the facility and all equipment used should be cleaned of all contaminants at least once in every 24-hour period or on completion of quarantine work, which ever occurs first
3. The Operator must provide the necessary equipment (fit for purpose) to remove any contaminants from risk goods directed to the facility to the satisfaction of a MAF Inspector
4. Where obvious animal contamination is present then decontamination with an approved disinfectant should occur[9]

[9] Refer to the list of MAF approved disinfectants available at http://www.biosecurity.govt.nz/border/transitional-facilities/disinfectants.htm

5. All removable equipment should be clearly labelled and should be kept in secure storage at the facility and may not be removed except with permission of the MAF Inspector or in accordance with the specifications of the operating manual
6. Transport vehicles or containers that have been contaminated during the transportation of the risk goods to the wash facility should be cleaned of contaminants prior to leaving the facility
7. Decontaminated vehicles, vehicles not present for treatment purposes, and unauthorised persons should not enter the wash area during the decontamination process
8. Equipment or machinery used in the decontamination process (for example, forklifts) should be free of contaminants prior to leaving the facility
9. Identified protective clothing used during decontamination operations should not leave the facility unless fully cleaned, other than for laundering
10. Clothing going for commercial laundering should be transported contained within an enclosed package, and disposable overalls should be placed in the quarantine bin
11. All uncleared goods (containers/machinery etc) should be held within the boundary of the approved facility until biosecurity clearance is given by the MAF Inspector

B.3 Waste Management

All waste water generated during the decontamination of risk goods should be passed through a filter capable of capturing solids greater than 2mm in size. The liquid portion should be drained to the public sewer system. If not going to public sewerage then the water should be passed through a filter capable of capturing solids greater than 2 mm in size before being treated. Additional requirements for the treatment of yacht hull cleaning discharges are given in Section B6.

Solid contaminants and any screened material should be placed in the biosecurity bin or collected by a sump truck (capable of being completely evacuated and cleaned out) and transported for approved destruction or disposal[10]. Records of disposal must be kept.

B.4 Facilities at Ports of First Arrival

Ports of first arrival approved to decontaminate vehicles, equipment or containers on the edge of the wharf may continue to do so providing that:

1. The decontamination area is immediately adjacent to the water
2. Where possible all solid contaminants with the exception of soil are to be removed from the vehicle, equipment or container and placed in an approved receptacle, prior to the application of water or steam
3. All contaminated waste water generated during the decontamination of risk goods should be passed through a filter capable of capturing solids greater than 2 mm in size before being treated.

Routes that contaminated vehicles, equipment or containers use from the unloading area to the decontamination facility on the wharf/ airport are to be continuously sealed and able to be

[10] Refer to the approved biosecurity treatment schedule for more detail, available at http://www.biosecurity.govt.nz/regs/trans/treat/approved

easily and effectively swept of any contaminants (for example, by bitumen or concrete). Cargo awaiting decontamination shall be stored on a sealed, easily swept and secure area.

B.5 Facility Location

As per section 4.2, MAF will only consider approving a decontamination facility in a rural area if the processes for maintaining biosecurity are exceptional and have been verified (for example, transport procedures where items for decontamination are shipped inside containers or packages so that there can be no spillages during transport). A rural facility would also need to provide a secure method of capturing and treating all wash water and other waste and contaminants.

In a rural area total containment of the risk items for decontamination should be provided inside a structure that has the capacity to hold all items before and after they are cleaned, with appropriate segregation. This level of containment is required to prevent the possible escape of pests or other contaminants into rural or agricultural land where an incursion could be highly destructive and eradication difficult.

B.6 Vessel Biofouling

The above requirements apply to facilities for the removal of biofouling from vessels that have arrived in New Zealand from overseas, with some exclusions and additions as below.

B1: '**Physical Requirements'.** In addition to the requirements above, a facility for yacht hull cleaning should have:

1. A system for haul or lift out of yachts from the water
2. A discharge treatment system that removes all organisms larger than 60 microns for disposal in a land based disposal area, or that kills all organisms larger than 60 microns, unless the facility discharges to a sewage system with secondary treatment or equivalent treatment (i.e. wasted to wetland).

In B.2 '**Operating Requirements',** Paragraphs 4, 5, 9 & 10 do not apply to vessel decontamination. Additional requirements for vessels are:

1. Minimise the loss of fouling organisms into the sea during the vessel haul/lift out process
2. Ensure that yacht hull cleaning (i.e. scraping or water blasting) removes all fouling material including from niche areas but at the same time is not be overly harsh to destroy paintwork beyond what is necessary.

In B.3 '**Waste Management'**, additional requirements for vessels are:
No waste water generated during yacht hull cleaning is to be discharged to the sea or a waterway (i.e. streams that lead to the sea), unless meeting the discharge standard. An acceptable liquid effluent treatment system consists of:

1. Coarse pre-screened (1mm) before entry to a liquid effluent treatment system

2. Processed through multiple settlement tanks to facilitate settling out of marine organisms and particles. Residence time in settling tanks should be a minimum of 24 hours, but preferably >48 hours then
3. Passed through a filtering/screening (e.g. via sand-bed or sand and peat-bed filters) to remove all particles >60 microns in size
4. Alternatively waste water from the facility may be discharged directly to the ground if the facility is located at least 100m from the sea (or any waterway or drainage system to the sea) and on permeable ground that is able to absorb all discharged water and where there is no likelihood that it could flow back to the sea within 2 days
5. Instead of discharging, waste water can be stored and recycled for water blasting other yachts in the transitional facility.

Solids removed from yacht hull cleaning or from cleaning filters of liquid effluent treatment systems, must be disposed to a landfill where there is no possibility that leachate will flow to the sea.

As a replacement for B.4 '**Facilities at Ports of First Arrival',** the following requirements apply for vessels:

1. Ports of First Arrival (POFA) approved for yacht clearance must make available, either on-site or nearby, approved facilities for the removal of biofouling from yacht hulls and associated niche areas
2. If a yacht is directed by an inspector to a facility for the removal of biofouling, the yacht should be removed from contact with seawater as soon as possible
3. The approved facility uses either the acceptable treatments outlined in B.3 or application can be made for equivalence for new technologies. An example may be a biosecure in-water vessel hull enclosure system.

ANNEX C: Fumigation and Other Biosecurity Treatment Facilities

This Annex sets out further guidelines for Transitional Facility for the application of fumigation and other biosecurity treatments on how to meet the requirements of the Standard. The Operator and facility must also be approved to the following Standard:

- Requirements for the supplier of official treatments, 1 June 2006

Treatment facilities are those used to provide treatments of risk goods to ensure biosecurity risks are removed prior to MAF clearance. Treatment may involve the use of chemicals (for example methyl bromide), heat or other treatments that deal with the risks posed by any potential new or invasive fungi, plants or animals.

C.1 Operating Requirements

Fumigation Facilities

Facilities used for undertaking treatments of consignments shall be capable of delivering the specified treatment to the required specifications. Facilities shall allow the treatment technician to ascertain that the entire treatment achieved the required outcomes (e.g. nil leaks if fumigating, temperature is maintained, spillages and risk goods are contained etc).

Fumigation facilities should have a hardstand surface, free of drain holes for treatments to be carried out on (unless conducted within a fumigation cell).

Fumigation Chambers including Hydrogen Cyanide and Formalin

The fumigation enclosure must not leak and be tested regularly and have painted, steel or plastic surfaces. The operating manual should outline the regime for testing, and records of testing must be kept. Fans should be equivalent to turning over the chamber capacity in one minute. Do not use flame or exposed electrical element heaters during treatment.

Seed Treatment Facilities

Facilities for seed dressing and treatment only do not need to be approved to the above Requirements for the Supplier of Official Treatments Standard. Where a facility is to undertake a treatment as part of their import requirements, they shall develop documented procedures for the treatment that meets the requirements of Sections 2.6, 2.7, 4.1.1, 4.1.3, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, and Appendix 3; 1.0 of the Biosecurity New Zealand Standard "Requirements for the Supplier of Official Treatments".

The facilities documented procedures for treatments, shall become part of the facilities system, and shall be subjected to the audit regime of the system. Where treatment occurs at a particular time of the year an audit should occur at that time.

Dressing or chemical treatment of seed should be done in an enclosed building on an approved sealed and impervious, easy to clean surface. Equipment and machinery is to be thoroughly cleaned between consignments.

Dipping or Spray Facilities

The facility shall be within an enclosed building or room, with floors and walls around the treatment area made of impervious material for ease of cleaning. There should be the ability within the facility to return the treated product back to arrival moisture condition. The plant material drying area should have appropriate air circulation and exhaust ventilation. These areas should be close to the dipping area. At the completion of treatment all machinery and work areas shall be cleaned to ensure the removal of all plant material.

Heat Treatment Facilities

The chamber will be insect proof and the facility should have adequate heating capacity (i.e. a boiler of sufficient power) and accurate thermostatic controls to hold the temperature at or above the temperatures prescribed in the Treatment Schedule for the given length of time.

An annual cold spot calibration should be undertaken to identify where the probes should be placed. The thermostatic controls are to be automatic and have an automatic temperature recorder (strip chart or data logger) to record the time and temperature and humidity during each treatment. The time interval between prints will be no less than once every two minutes. Alternatively, a strip chart system can be used that gives continuous colour pen lines. The numerical print or pen line representing each temperature channel (sensor) should be uniquely identified by colour, number, or symbol. Minimum number of temperature recording elements is two temperature probes-accurate time/temperature records will also be maintained for any additional probes.

Irradiation Facilities

The facility must be certified by the national nuclear regulatory authority. The dosimetry system should be calibrated in accordance with international standards or appropriate national standards (e.g. Standard ISO/ASTM 51261 Guide for Selection and Calibration of Dosimetry Systems for Radiation Processing). Dose mapping of the product in each geometric packing configuration, arrangement and product density that will be used during routine treatments are required.

ANNEX D: Facilities for the Inspection of Personal Effects

This Annex sets out further guidelines for Transitional Facilities for the inspection of personal effects on how to meet the requirements of the Standard.

D.1 Operating Requirements

All unaccompanied personal effects must be unpacked in a Transitional Facility, including items transported inside sea containers or lift vans (either wooden or cardboard).

Where an applicable equivalent system has been approved by MAF, a personal effects inspection may not need to be conducted at a TF.

Where unaccompanied personal effects include items identified as risk goods (for example, used vehicles) the facility should meet the requirements of the appropriate Standard for that risk good or relevant annex in this document.[11] Where the risk goods form part of the overall consignment, all of the consignment should be held in the facility until the risk goods have received biosecurity clearance.

Where domestic consignments are stored within the same facility as imported consignments, clear identification or labelling should be used to distinguish cleared or domestic goods from uncleared goods. Processes for keeping these consignments separate should be outlined in the operating manual.

Where live plants are part of domestic consignments then extra measures should be in place to ensure there is no cross-contamination from any uncleared imported goods. These measures must be included in the operating manual.

[11] For used vehicles the Standard can be found online at http://www.biosecurity.govt.nz/imports/non-organic/standards/bmg-std-vehil.htm.

ANNEX E: Fresh Produce and Nursery Stock Facilities

This Annex sets out further guidelines for Transitional Facilities for the receipt and/or inspection of fresh produce and nursery stock on how to meet the requirements of the Standard.

E.1 Facility Location

Facilities outside the metropolitan area of the port/ airport from where the produce/ nursery stock arrived must have approved processes in place around the secure transfer of product to the facility, and the secure unloading and inspection of the product.

The facility should be an enclosed room or in an area which is insect proof during any inspection. The area where the consignments are held before inspection should be immediately adjacent to the inspection area.

Where the facility is located in the same enclosed area where produce/ nursery stock is stored then the facility should have a fogging or aerosol device together with a suitable insecticide for use in an emergency.

Any facility signage should identify the facility Operator. One option would be to put up facility and operator approval certificates.

E.2 Inspection Procedures

All inspection room surfaces other than inspection tables/benches (including walls, floors, ceiling) should be treated with a residual and contact pesticide (such as tetramethrin 4 g/l and permethrin 1 g/l) at a spray regime consistent with the product instructions and in accordance with other applicable regulatory agency requirements. Areas should be re-sprayed after any cleaning with water takes place.

All inspection room doors and windows should remain closed or screened off securely during inspection. Air conditioning units should be screened/filtered appropriately.

The facility should be able to demonstate that the inspection room is free of arthropods and insects prior to and after inspection (i.e. pest monitoring program may be in place).

Containers should not be opened until an inspector is on site, has given permission to open the container and the inspection is ready to commence. Inspections will only be carried out by MAF personnel.

The sample for inspection should be taken to the inspection room and the container closed until permission to unload or a direction for the produce/ nursery stock to be treated has been given by the MAF Inspector.

If live organisms are discovered in or on the produce/ nursery stock, in the entrance of the container, or in produce packaging the MAF Inspector should be notified immediately.

Where imported produce has been inspected and subsequently found to require treatment then the sample should be treated along with the rest of the consignment.

E.3 Inspection Equipment

The facility should have a movable and appropriately maintained binocular microscope to be used for inspection purposes only. Recommended specifications are a minimum of x10/23 magnification, AC240v, 6V,10W halogen lamp.

There should be a wash basin and soap available for Inspectors to use.

Lighting over the inspection area should be to a minimum of 1000 lux.

Inspection benches

Bench length shall be adequate to accommodate sufficient units for inspection (carton(s) and contents) or in the case of bags or crates (approx. 50 units).

Any inspection bench or table should have a lip a minimum of 2cm high on any edge not against a wall. The lip should have a rolled or flat edge to prevent cuts to hands and the table should be of a light colouration (white) to help facilitate inspections.

Structural requirements for inspection rooms

The floor should have a non-slip surface.

There should be a minimum of 1 metre of clear floor separating each structure in the room, permanent or temporary including but not limited to benches, desk, quarantine bin and pallets.

Anti-fatigue mats should be provided were applicable. No facility shall have excessive noise while inspections are in progress.

E.4 Hygiene Requirements

All relevant staff should understand the following hygiene requirements for fresh produce and nursery stock:

1. Identified protective clothing (overalls, laboratory coats, or other) and disposable gloves should be used during handling of nursery stock, and may not leave the facility unless fully cleaned or decontaminated. Overalls should be used during the handling of fresh produce but do not have to be held at the facility or laundered fortnightly.
2. Hands, knives and other equipment should be cleaned/ decontaminated prior to leaving the facility or being used with another consignment.
3. Gloves worn during consignment handling should be changed before another consignment is handled.
4. Disposable overalls and disposable gloves should be placed in the quarantine bin.
5. Clothing going for laundering should be contained within fully sealed packaging. Protective clothing should be laundered fortnightly.
6. Contaminated produce/ nursery stock lines directed for treatment should be securely contained and fully sealed. The MAF Inspector will issue directions in regard to the treatment of the lines of produce or nursery stock.
7. Inspection benches should be thoroughly cleaned between inspections of different lines/ consignments.
8. The quarantine bin should be lined, and be regularly emptied and cleaned out, with refuse securely bagged for approved disposal, so as not to attract or providing a breeding environment for insects.

ANNEX F: Animal Products

This Annex sets out further guidelines for Transitional Facilities for holding or processing animal products on how to meet the requirements of the Standard. In addition, the facility must also meet all the conditions of the Import Health Standard and/ or permit associated with the imported product.

F.1 Physical Requirements

The area where animal products are stored and/ or processed shall provide secure containment and at a minimum have a sealed floor with a washable surface which must be kept clean.

F.2 Operating Requirements

Disposal of packaging

Original packaging material (including wooden packaging/pallets that may be contaminated) must be disposed of as specified in the relevant Import Health Standard or as per the conditions of the relevant Import Health permit or may be disposed of by equivalent methods after discussion with the MAF Inspector and approval from MAF. Any disposal equivalence method approved must be documented in the facility manual.

Product inventory

An inventory shall be maintained of animal products in the Transitional Facility. Records shall include the origin and identity of imported animal products and their quantity; dates of import, processing dates, and time of disposal, transfer or export and all relating MAFBNZ authorisations and instructions.

Waste management

Animal product waste (off-cut waste and waste liquid from thawing animal products) from processing or unwanted animal products must be treated or disposed of as specified in the Import Health Standard or Permit to Import, or may be disposed of by equivalent methods after discussion with the MAF Inspector and approval from MAF Biosecurity New Zealand so that any associated organisms will not present a biosecurity risk.

When complete batches of the imported product are processed according to the requirements of the Import Health Standard or Permit to Import the MAF Inspector may then issue a biosecurity clearance for the product if required.

Quality assurance

In addition to the requirements in section 4.10 of the standard, facilities for the import of animal products must identify quality assurance systems used in the facility. The operator shall carry out an internal audit of its activities at least once every six months to verify that its activities continue to comply with the requirements of the quarantine manual.

The quality system adopted to satisfy the requirements of the Standard shall be reviewed at least once a year by the management to ensure its continuing suitability and effectiveness and to introduce any necessary changes or improvements.

All audit and review findings and any corrective actions that arise from them shall be documented.

F.3 Transfer of Animal Products

Transfers of risk goods must be authorised in writing by MAF. Requests to transfer risk goods must be made to MAF using the appropriate form at;

http://www.biosecurity.govt.nz/form-search/0/transfer

The Operator of the receiving facility must document receipt of the risk goods; this could be a copy of the transfer request form. Appropriate inventory control is required at departure and on arrival of the transferred risk goods.

Any transfers of animal products must be to facilities approved for the type of animal products being transferred.

ANNEX G: Holding of Biological Products

This Annex sets out further guidelines for Transitional Facilities for holding biological products on how to meet the requirements of the Standard.

Note: this Annex only covers the requirements for facilities for holding biological products until they are transferred to a facility for further processing. Facility requirements for processing are found in the following Standard: Import Health Standard for Biological Products (including samples), Bioprodic.all). This Standard is available at; http://www.biosecurity.govt.nz/ihs/search

G.1 Physical Requirements

The Transitional Facility shall be constructed and operated in a manner to ensure that biological products are securely contained within the Transitional Facility. They may not be removed from the facility unless biosecurity clearance or another authority for export, destruction or transfer is received from MAF.

G.2 Operating Requirements

MAF shall be advised at the time of application for approval of the Transitional Facility, the type of biological products that will be held within the facility.

No processing of the biological product may occur within a facility approved only for holding.

G.3 Transfer of Biological Products

Transport of biological products by all modes (air, land or sea) shall be as described in AS/NZS Standard 2243.3. The minimum requirement is that products shall be packaged according to Packing Instruction No. 650 of the IATA Dangerous Goods Regulations.

All products that are infectious or thought to be infectious for humans or animals shall be packaged according to Packaging Instructions No. 602 of the IATA Dangerous Goods Regulations. These regulations define the requirements for certification, the maximum quantities that can be transported by cargo or passenger aircraft, the external labeling requirements (including the identifying UN number) and the details to be included in the attached Shippers Declaration for Dangerous Goods.

The Operator of the receiving facility must document receipt of the risk goods; this could be a copy of the transfer request form Appropriate inventory control is required at departure and on arrival of the transferred risk goods.

Transfer of biological products must be authorised in writing by MAF. Application to MAF and the transfer must be made using appropriate transfer request form at;

http://www.biosecurity.govt.nz/form-search/0/transfer

ANNEX H: Facilities for Holding, Disposal and/or Processing of Quarantine Refuse

This Annex sets out further guidelines for Transitional Facilities for flight kitchens and port refuse facilities for the holding, disposal and/or processing of quarantine refuse on how to meet the requirements of the Standard. It is expected that facilities will also meet the requirements of local governing bodies and any other legislation, such as the Resource Management Act 1991.

All quarantine refuse removed from international aircraft and vessels must be taken to an approved facility suitable for handling, holding and/or processing quarantine refuse. The facility approval will state any limitations on the kinds of quarantine refuse that may be held and processed in the facility

H.1 Transport to the Facility

Quarantine refuse may be carried to the facility only after carriage has been authorised in writing by a MAF Inspector. Such authorisations may be general (standing authorisation for the transfer of refuse) or specific to a particular consignment. Such authorisation will clearly indicate that the refuse is still subject to quarantine requirements.

Transport to the facility must be in an approved manner to ensure that there are no leaks or possible escape of insects. Any alteration in an already approved means of containing the refuse must be approved by a MAF Inspector before first use.

Transport to the facility must be by the most direct route. Deviations to the route or where the vehicle leaves the airport or port for mechanical servicing shall be approved by a MAF Inspector. Vehicle inspections for compliance are required 6 monthly and may be conducted for individual vehicles or multiple approved vehicles or as appropriate before the renewal date of approvals. Transport Operators must ensure vehicles are compliant at all times. All vehicles are regarded as quarantine units from the time they begin operations until they are unloaded and are cleaned to MAF specifications at the end of the transport period or the end of the day. Approved transport used must be made of impervious material suitable for regular cleaning.

All conveyances used to transport quarantine refuse to the facility and to any subsequent approved Transitional Facility for destruction and/or disposal must be washed clean and disinfected each day the conveyance is used to carry quarantine refuse. Only approved disinfectants are to be used.[12]

H.2 Holding of Refuse at the Facility

The refuse held prior to processing must be kept within a secure building with pest and insect controls in place. The building must have adequate and approved security to prevent unauthorised access to any part of the building by people, birds or vermin.

No quarantine refuse may be placed in contact with any cleared or domestic goods or refuse. If that occurs those goods or refuse must take on an uncleared status and the situation reported to a MAF Inspector.

[12] A list of approved disinfectants is available at: http://www.biosecurity.govt.nz/border/transitional-facilities/disinfectants.htm

No refuse may be removed from the facility except under the direction of a MAF Inspector.

H.3 Staffing

There must be adequate staffing for processing all the refuse within 24 hours or any time limits approved by a MAF Inspector under any special understanding for a particular facility.

H.4 Hygiene Requirements

Any area where refuse is processed or held awaiting processing must be kept clean at all times. Any leaks or spillages must be cleaned up immediately. All sweepings must be placed in an approved receptacle/ biosecurity bin. Any liquid/ semi-liquid leakage or spills must be washed clean and the effluent held for decontamination if required (see 3.7)

Refuse must either be sterilised in an approved manner in the facility or transported in an approved manner to an approved Transitional Facility for destruction and disposal.

Disinfectant footpads must be placed at all entries/exits of the facility, including internal entries/ exits to any other part of the building used for other purposes. The disinfectant is to be changed as per the manufacturer's instructions. Persons leaving the facility must walk through these footpads if there is quarantine refuse present within the facility.

All internal access-ways from the facility to other parts of the building used for other purposes, which allow the movement of trolleys or other wheeled equipment, must have disinfectant wheel baths constructed in such a way as to ensure all wheeled equipment moving in and out through these access-ways will be taken through the baths each time. The disinfectant in the baths must be changed as per the manufacturer's instructions.

Floors and other surfaces exposed to quarantine refuse must have an impervious surface and be washed clean and disinfected with an approved disinfectant daily to the satisfaction of a MAF Inspector.

H.5 Re-usable Equipment

All equipment must be checked and tested regularly. Details of the testing regime must be outlined in the operating manual.

All re-usable equipment removed from an international aircraft to a flight kitchen must be either:

- Washed in a facility that cleanses to the standard specified by the Ministry of Health for public health purposes; or
- Treated/destroyed at an approved Transitional Facility.

Any equipment or any other thing used to carry refuse/goods into the flight kitchen must be washed and disinfected before being removed from the facility.

Washing facilities are to be provided for all staff involved in handling quarantine refuse.

Protective clothing appropriate to the level of risk of contamination must be worn by staff involved in handling of refuse/goods. The protective clothing must not leave the facility except for laundering at a commercial laundry. All pockets must be emptied and any debris removed before leaving the facility, and it must be transferred in a contained manner (e.g. in sealed plastic bags).

H.6 Waste Treatment

All effluent generated during the processing of quarantine refuse must be filtered through 2 mm sieves to remove any solids. Solids, if not sterilised in the facility, must be transported to an approved Transitional Facility for destruction and disposal.

If required, effluent must be treated before discharge according to the provisions below.

For discharge to the public sewer (where the sewerage is processed at a sewerage plant), no chlorination of effluent is required.

For seawater discharge, an amount of chlorine compound shall be added to the effluent in order to achieve a minimum concentration of available chlorine of 25 mg/litre (ppm) at 30 minutes or successive cycles of 30 minutes until this requirement is achieved. Before the treatment period commences, the chlorinated effluent must be brought to between pH 5.0 – 7.0. The tank shall be continuously agitated over the treatment period.

For freshwater discharge, an amount of chlorine compound shall be added to the effluent in order to achieve a minimum concentration of available chlorine of 2100 mg/litre (ppm) at 30 minutes post-treatment. Tanks not achieving this level should be re-treated for a further 30 minutes or successive cycles of 30 minutes until this requirement is achieved. Before the treatment period commences, the chlorinated effluent must be brought between pH 5.0 – 7.0. The tank shall be continuously agitated over the treatment period.

H.7 Records

In addition to the records listed in section 4.7, the Operator must keep and be able to retrieve at the request of a MAF Inspector, records of effluent chlorination noting:

- Amount of compound added
- Volume of effluent
- The time treatment commenced and ended
- pH at commencement and end
- Available chlorine concentration.

H.8 Specific Conditions

If refuse from domestic flights or vessels is processed in the same facility that processing must be in accordance with these requirements as well.

A MAF Inspector must be notified immediately if the normal operation of the facility is disrupted (or the operator anticipates a disruption), preventing procedures being carried out in the approved manner.

ANNEX I: Incineration or Sterilisation Facilities

This Annex sets out further guidelines for Transitional Facilities for incineration or sterilisation on how to meet the requirements of the Standard. It is expected that facilities will also meet the requirements of local governing bodies and any other legislation, such as the Resource Management Act 1991.

Where there is no ability to incinerate or sterilise refuse or risk goods at a port, a facility approved as a transfer station may be used to hold the material. This facility must meet the structural and operating requirements of the Standard except for the incineration or sterilisation requirements contained in this Annex.

All imported refuse or risk goods that require incineration or sterilisation, or risk goods that cannot be given biosecurity clearance (and will not be reshipped out of New Zealand) must be moved to an approved Transitional Facility suitable for holding or incinerating/ steam sterilising those kinds of risk goods.

I.1 Physical Requirements

The facility must be a covered building and the area where products are stored and/or treated must, as a minimum requirement, have a sealed floor with a washable surface which can be kept clean.

I.2 Operating Requirements

For new facilities (or if required by a MAF Inspector), the Operator must notify the MAF Inspector when refuse or risk goods are received at the facility. After a period of fully compliant operation, and on agreement with the MAF Inspector, the requirement for notification of every consignment may cease.

The MAF Inspector must be notified immediately if the normal operation of the facility is disrupted (or the Operator anticipates a disruption), preventing procedures being carried out in the required timeframe. No refuse or risk goods may be removed from the facility, except under the direction of a MAF Inspector.

I.3 Transport of Risk Goods to the Transitional Facility

Refuse or risk goods for incineration or sterilisation may only be transported in an approved manner. This may include approved vehicles or transport under a general approval from MAF.

For approved vehicles, inspections for compliance are required 6 monthly and may be conducted for individual vehicles or multiple approved vehicles or as appropriate before the renewal date of approvals. Transport Operators must ensure vehicles are compliant at all times. All vehicles are regarded as quarantine units from the time they begin operations until they are unloaded and are cleaned to MAF specifications at the end of the transport period or the end of the day.

The Operator has responsibility for ensuring transport security and that refuse or risk goods goes to approved facilities only. All transfers of refuse or risk goods must be covered by

approved procedures as specified in the operating manual and must receive movement authorisation from a MAF Inspector.

All approved vehicles or containers must:

1. be of appropriate construction, sealed, and substantially leak-proof to the satisfaction of the MAF Inspector to eliminate spillage or leakage
2. be operated by approved transport Operators only

Where transport to the facility is through a rural area then the container or vehicle must be designed to be substantially leak proof in the case of an accident. Any alteration in the means of containing the refuse or risk goods must be approved by a MAF Inspector before transportation is permitted.

Transport to the facility must be by the most direct route and route maps must be provide to the MAF Inspector before approval is provided. Any deviation to the route or where the vehicle leaves the route for mechanical servicing must be approved by a MAF Inspector.

I.4 Records

In addition to the relevant records listed in section 4.7, the Operator must keep and maintain records on:

1. All refuse/risk goods brought into the facility including
   - date of arrival at the site
   - date and time of incineration/sterilisation
2. Effluent chlorination records (if appropriate) noting:
   - amount of compound added
   - volume of effluent
   - the time treatment commenced and ended
   - pH at commencement and end
   - available chlorine concentration
3. Reports on any event that might jeopardise biosecurity and the notification to a MAF Inspector of each event; and
4. Records of equipment maintenance

Additionally in the case of a steam sterilisation facility the Operator must keep:

1. Printouts of the temperature of the chamber during a treatment cycle;
2. A record of the thermocouple readings; and
3. A record of the biological indicator test results.

The approval will state any limitations on the kinds of risk goods that can be stored, treated or destroyed in the facility. A facility may be approved for the holding of refuse prior to it being conveyed to a secondary facility for incineration or sterilisation.

I.5 Hygiene Requirements

Footbaths and vehicle wheel baths must be provided at all exits from the facility. The baths must use a MAF approved disinfectant[13]. All persons and vehicles, which have been in the facility while refuse is stored there, must use the foot/ wheel baths on exiting.

Where refuse has been carried between a Transitional Facility and the incineration/ sterilisation facility, any spillage of quarantine refuse from containers into the vehicle must be cleaned up and disinfected immediately. At the end of any 24 hour period the containers and vehicles must be examined and cleaned and disinfected if required.

Any part of the facility in which refuse or risk goods are held must be able to be washed down and the effluent runoff collected and decontaminated/ disinfected before discharge.

Any liquid or semi-liquid spills must be washed clean and the runoff collected and held for decontamination.

When all refuse has been incinerated or sterilised, and the floor, receptacles and other areas exposed to refuse have been cleaned and disinfected with an approved disinfectant, then the facility may be regarded as "clean" and may be made open for maintenance or repair.

Protective clothing appropriate to the level of risk of contamination must be worn by staff involved in handling of refuse or risk goods. The protective clothing must be identifiable as belonging to the facility and must not leave the facility except for laundering at a commercial laundry where all laundry transfers must be within sealed leak-proof bags or containers. All pockets must be emptied and any debris removed before leaving the facility.

I.6 Effluent treatment

All effluent generated during the processing of quarantine refuse must be filtered through 2 mm sieves to remove any solids. Solids, if not sterilised in the facility, must be transported to an approved Transitional Facility for destruction and disposal.

I.6.1 Sewer discharge

No chlorination is required where effluent discharges into a town sewer system and the effluent is processed at a sewerage plant.

I.6.2 Seawater discharge

Before being discharged to sea, effluent must be brought to pH 5.0 – 7.0 and a chlorine compound added in order to achieve a minimum concentration of available chlorine of 25 mg/l (ppm) at 30 minutes (post-treatment). Successive cycles of 30 minutes (adding chlorine then measuring concentration) must be used until this requirement is achieved. The tank must be continuously agitated over the treatment period.

I.6.3 Freshwater discharge

Before being discharged to fresh water, effluent must be brought to pH 5.0 – 7.0 and a chlorine compound added in order to achieve a minimum concentration of available chlorine of 2,100 mg/l (ppm) at 30 minutes (post-treatment). Successive cycles of 30 minutes (adding chlorine then measuring concentration) must be used until this requirement is achieved. The tank must be continuously agitated over the treatment period.

[13] A list of approved disinfectants can be found at http://www.biosecurity.govt.nz/border/transitional-facilities/disinfectants.htm

I.7 Specific Requirements

For incineration facilities, all refuse must be reduced to sterile ash.

For steam sterilisation facilities, all refuse must be subjected to a core temperature of 100^{o}C for 30 minutes. Before receiving approval to operate as a sterilisation facility, the Operator must demonstrate that this specification can be reached during test runs. For example, a performance test using a thermocouple inserted deep into a number 8 chicken placed within a bag of refuse must be used to establish the minimum parameters of temperature, time and pressure for the operation of the autoclave. Each week a thermocouple must be put into the middle of a load in each chamber during one cycle to verify core temperature. A MAF Inspector may request a performance test at any time.

Every fourth week a biological indicator test using *Bacillus stearothermophilus* must be incorporated into the centre of the load for one cycle and sent to an independent laboratory for culturing. On the completion of six months activity with no performance failures the thermocouple testing (with the probes inserted deep into a bag of waste) must be once every six months or after any repairs to the unit and the Bacillus stearothermophilus testing must be once every 12 months. Annual calibration is required of the thermocouple and the actual steriliser.

ANNEX J: International Mail and Courier Facilities

This Annex sets out further guidelines for Transitional Facilities for the inspection of international mail on how to meet the requirements of the Standard.

J.1 Structural Requirements

The structure of the facility must be secure (preferably enclosed) and provisions must be in place to ensure insects and other pests are controlled.

Adequate lighting (to 1000 lux) must be provided over inspection benches where mail inspection takes place.

Inspection benches must be able to contain any potential biosecurity risk items that may result from mail inspection. This may be in the form of a raised edge on a bench or another equivalent measure. Inspection benches must also be sturdy enough to safely hold heavy items.

J.2 Operating Requirements

The Operator is responsible for providing an area where overseas mail can be routinely opened by MAF Inspectors. The area must be clearly defined and used only for this purpose. Mail may only be opened in other areas of the site provided any spillage of risk material is cleaned up immediately and no contamination remains after inspection.

The area within the site must be secured to prevent unauthorised access to risk goods, mail, parcels, equipment and documents in the custody of a MAF Inspector.

J.3 Requirements for Courier Sites Only

As well as the above, Courier facilities receiving mail and cargo must also agree upon a regular inspection schedule with MAF. Inspectors must be provided with adequate facilities, and any equipment, tools or labour necessary for the purpose of inspections.

J.4 Seed Inspection Requirements

Where seed inspection takes place, facilities must have a half dark/ half light tray (marked MAF use only) and a seed packet heat sealing machine if deemed necessary by a MAF Inspector.

ANNEX K: Inorganic/ Inanimate Material
(Industrial By-Products, Machinery, Aircraft, Scrap Metal, Used Vehicles and Parts, Tyres, etc)

This Annex sets out further guidelines for Transitional Facilities for the inspection of inorganic/ inanimate materials on how to meet the requirements of the Standard.

K.1 Operating Requirements

All consignments of inorganic/inanimate material have the potential to be infested with arthropods, molluscs and reptiles, and contaminated with liquids (fluids in tanks, drums and tyres can host insect larvae), seeds, vegetation and untreated wood. The following conditions apply.

All material must be inspected within 12 hours of arrival at the approved facility or as otherwise stated in an Import Health Standard.

The importer must arrange for a post-fumigation inspection by MAF. Unloading of containers may not occur until the MAF Inspector provides permission. All containers must be unloaded on a hardstand surface for easy cargo inspection. This may involve the material being moved or turned over by machinery to facilitate the inspection process. Inspection must occur in a sheltered area within the facility to prevent contaminants being blown by wind.

If the inorganic/ inanimate material requires decontamination it must be reloaded into the container (where applicable), sealed and directed to a MAF approved decontamination facility for appropriate treatment using appropriate transport or otherwise specified by a MAF Inspector. Alternatively, containers of inorganic/ inanimate material may be directed (after fumigation) to a MAF approved decontamination facility before unloading occurs or part of the importer's premises maybe approved as a decontamination facility so that material may be decontaminated or treated on site.

Unidentified fluids (for example, water or unidentified liquids in tanks) must be chemically inactivated with a suitable product as directed by the MAF Inspector. These liquids may then be disposed of into a sewer system as appropriate or as directed by the MAF Inspector (Note: this must not contradict any local authority requirements or other legislation).

All contaminants that are detected must be washed into the drains and 2mm sieves, and solids placed in the approved bins or receptacles for destruction. All equipment and machinery must remain in the Transitional Facility decontamination area or be cleaned appropriately in the decontamination area before being permitted to leave the area after reloading the containers.

K.2 Requirements for Transiting Material

Option 1: Containerised Material for Re-Export only (Sealed Containers).

Transiting containers of inorganic/ inanimate material that are imported are to be held without being opened prior to re-export. The containers must be stored at a Transitional Facility under MAF seal until directed out of New Zealand. Contents inspection is not required.

Option 2: Containerised Material for Re-Export after Inspection and Separation.

Transiting containers of inorganic/ inanimate material that are imported to be opened for sorting prior to re-export must be fumigated and inspected as per imported consignments.

After inspection by the MAF Inspector, material that is contaminated may be reloaded into containers immediately, sealed by MAF and be stored in the containers within the Transitional Facility prior to export out of New Zealand. These containers must receive a direction (BACC) from a MAF Inspector prior to any export movement or movement to Transitional Facilities being permitted.

K.3 Inspection of Used Vehicles

For used vehicle inspections, specific requirements must be in place for MAF Inspectors to be able to carry out safe inspections.

There must be adequate lighting to 1000lux. The facility needs to have a vehicle ramp or hoist certified by an engineer as being structurally sound to relevant standards (e.g. Australia/New Zealand standard 2550.1). Alternatively the vehicle may be driven over an approved inspection pit. Regular maintenance checks must be carried out on the ramp, hoist or pit and records of this maintenance kept for time of MAF audit.

The facility must have an approved communication system in place to safely facilitate the movement of vehicles enabling the necessary MAF/ LTNZ inspections to take place.

If the MAF Inspector finds a vehicle or parts to be contaminated and the facility where the inspection has taken place is not approved for decontamination then the operator of the facility must ensure the vehicle and/or parts are taken in a secure manner to a MAF approved decontamination facility.

The direction to transfer the vehicle to a decontamination facility and the type of decontamination required will be authorised in writing on a MAF BACC.

ANNEX L: Seed, Stored Products and Stock feeds

This Annex sets out further guidelines for Transitional Facilities for receiving, holding, inspection or treatment of seeds, stored products and stock feeds on how to meet the requirements of the Standard.

L.1 Operating requirements

All cracks, crevices and shelf supports shall be regularly cleaned of dust and debris.

It is recommended that any site which is used for the inspection of seed, stored products and stock feeds should be regularly treated with a suitable residual insecticide, as per manufacturer's instructions..

Until any line of seed, stored product or stock feed is inspected and given biosecurity clearance, any spillage shall be swept up immediately it occurs and all sweepings placed in the approved receptacle or returned to the container in which it was originally contained. In the case of bulk stock feeds the spillage can be returned to the rest of the consignment.

L.2 Inspection equipment

The inspection area shall be adjacent to the storage area and shall provide:

- Lighting of at least 1000 lux intensity, and
- An approved inspection bench with a lip around the edge to keep seed/ grain on the table during inspection
- An approved bin for quarantine waste material

ANNEX M: Self Storage Facilities

This Annex sets out further guidelines for self storage companies and for importers with uncleared goods that are located at self storage company premises. Transitional facilities must meet all the conditions of any Import Health Standards and/ or permits associated with the imported products.

M. 1 Requirements for the Self Storage Business

This section contains additional guidelines for self storage businesses that intend to allow storage units within their premises to be used as transitional facilities for the import of uncleared goods. The Self Storage business is primarily responsible for the maintenance of the transitional facility structural requirements.

M. 1.1 Physical Requirements

The premises must have available on site a sealed hard stand area for receiving sea containers as per the requirements of Annex A: Sea Containers. This hard stand area will be available to the individual importers and must be large enough to hold as many uncleared containers as are likely to be delivered on site at any one time. For example, if there are three separate importers in the premises the hard stand area may need to be able to hold three (or more) sea containers at any one time.

M. 1.2 Operating Requirements

Operating manual

The premises must have an operator and an operating manual as per the requirements of the standard. The operating manual should include at a minimum the following:

a) Version and page numbers
b) Description of facility location
c) Names of the operator and relevant staff
d) MAF contact details
e) Information on staff training
f) Information on facility hygiene procedures
g) Waste management procedures
h) Pest and weed management procedures
i) Details on internal audits
j) Information on the procedure carried out when a sea container is being received
k) A floor plan of the layout of the facility including the area where the containers are delivered.

Equipment

The facility must have on site equipment as necessary for dealing with biosecurity waste should this be required, including:

a) A torch
b) A broom and brush and pan
c) A knockdown insecticide spray

d) A solid biosecurity bin with a tight fitting lid for biosecurity waste

e) Prominent signage notifying that the premises are an approved transitional facility

M. 1.3 Record keeping

The facility must keep records as per section 4.7 of the Standard. The facility should keep at a minimum a record of the following documents:

a) A copy of the operating manual

b) Approval and training certificates for the transitional facility and operator

c) Records of any waste disposal from the biosecurity bin

d) Records of internal training

e) Records of any internal audits carried out

f) Records of any pest control activities carried out

g) Records of containers received

h) Records of any treatments required

i) Records of the names and contact details of the registered importers within their premises, including approval certificates

M. 2 Requirements for the Importer/ Storage Unit Lessee

This section contains additional guidelines for individual businesses leasing units within a self storage facility who intend to import uncleared goods into the transitional facility. The Lessee Operator is responsible for the uncleared goods directed to the transitional facility.

Prior to setting up your importing facility it is advisable that you discuss these requirements with the self storage facility you will be operating out of. In order to become a registered importer at a self storage facility the self storage company must also agree to meet MAF requirements for transitional facilities.

M. 2.1 Physical Requirements

Note: These are in addition to other physical requirements in the relevant product specific annexes of the guidance document.

The facility should have enough storage space to contain any uncleared imported goods.

There should be sufficient space and equipment available for the inspection of any uncleared goods by a MAF Inspector.

M. 2.2 Operating Requirements

Notification of imports

The importer should notify the self storage company at least 24 hours in advance of an imported container arriving.

Accredited Persons

The importer must ensure that there are sufficient numbers of Accredited Persons available to carry out sea container inspections as per Annex A: Sea Containers.

Operating manual

The importer must have an operator and an operating manual as per the requirements of the standard. The operating manual should include at a minimum the following:

a) Version and page numbers
b) Intended goods for import and estimated volumes
c) Description of facility location
d) Names of the operator and relevant staff
e) MAF contact details
f) Information on staff training
g) The procedure for handling uncleared goods and unpacking the container
h) The procedure for transferring any uncleared goods to another transitional facility should this be required
i) The procedure to follow if goods arrive without the correct documentation
j) The procedure to follow should goods or sea containers require treatment and contact details for treatment providers
k) Information on facility hygiene procedures
l) Waste management procedures
m) Pest and weed management procedures
n) Details on internal audits
o) Any other additional requirements required by an Import Health Standard
p) A floor plan of the layout of the facility including the area where the containers are delivered

Equipment

The importer must have on site equipment as necessary for the devanning of sea containers as outlined in Annex A, including:

a) A torch
b) A broom and brush and pan
c) A knockdown insecticide spray
d) A solid biosecurity bin with a tight fitting lid for biosecurity waste.

Other equipment for the inspection of goods may be required depending on the scope of intended imports. Refer to other annexes in this guidance document for examples of specialised equipment necessary for inspecting specific types of imported goods.

Pest control

Where pest control on the premises is not sufficient or does not cover pests associated with the imported goods the importer may be required to provide additional pest control.

M. 2.3 Record keeping

The importer must keep records as per section 4.7 of the standard. The importer should keep at a minimum a record of the following documents:

a) A copy of the operating manual
b) Approval and training certificates for the transitional facility and operator and any accredited persons

c) Records of internal training
d) Records of any internal audits carried out
e) Records of any waste disposal from the biosecurity bin
f) Records of any pest control activities carried out
g) Records of any required treatments that have been carried out
h) Records of container checks

Records of MAF directions/instructions and clearances (e.g. Customs Delivery Orders, Biosecurity Authority Clearance Certificates (BACCs)

ANNEX N: Biosecurity Control Area

N. 1 Biosecurity Control Area for the Processing of Passengers and Associated Goods

A designated biosecurity control area would need to be located within the confines of the sea or air port area to be available when required by an inspector. The minimum requirements for the area are:

- It must be separated from any public areas;
- It must be of an appropriate size relative to passenger flow rates, the origin of the passengers (passenger risk profile), equipment requirements (e.g. x-ray machines) and queuing space;
- Have a separate search area for baggage examination, containing suitable search benches;
- Have a lighting level of not less than 600 lux over search benches;
- Have electricity outlets, telephone and computer cabling if required.

N. 1.1 Inspector powers

It should be noted that an inspector may designate any space within a BCA to be a **quarantine area** for a maximum of 96 hours and such an area will remain under the direct control of the Inspector as per (S41) of the Act.

N. 1.2 Inspection facility

An inspection facility, ideally adjacent to the search benches, must be available when required by an inspector for inspecting, treating and holding risk goods. Minimum requirements for the inspection facility include:

- A sink with hot and cold water;
- A bench-space with an impervious surface;
- Cupboards and shelving for storage;
- Adequate space for biosecurity refuse bins;
- Adequate lighting levels not less than 1000 lux.

N. 1.3 Interview room

A room must be immediately available when required by an inspector for interviewing passengers; crew or other person's who may have committed an offence under the Act. The room must be within the biosecurity control area and adjacent to the search benches. Minimum requirements for the interview room include:

- Able to be locked;
- Sufficient space for five people (inspector, passenger, solicitor, interpreter and police officer) to be seated comfortably;
- Sufficient space to accommodate passengers' baggage, and if required, for the police to perform a search of the person;
- Contain a table and five chairs (or provision for extra chairs to be brought in as required);
- Soundproof walls and blinds to enable privacy.

Note: The rooms may be used for other purposes when not required by an inspector.

N. 1.4 Biosecurity Detector Dog Facilities (where required under the Passenger Standard)

Where Biosecurity Dog Detector teams are required, a separate facility should be available. The minimum requirements for the facility are:

- That it is an appropriate size relative to the number of Detector Dog teams to be used at the sea or airport;
- Is secure and meets animal welfare requirements (including a grassed area not less than 10m2 for toileting of dogs within 100m of primary operational area);
- Has fittings to store equipment;
- Parking for transport within 100m of the primary operational area.

Note: The facilities may, subject to specified conditions, be shared with other Government agencies.

N. 1.5 Signage

Signage should be provided to give direction, through the BCA and to amnesty bins and should not be obscured by advertising etc.

ANNEX O: Facilities for Holding and Inspecting Live Animals at Approved Places of First Arrival

O. 1 Approval of Facilities and Operators

O. 1.1 Approval of a Facility

Approval will be commodity specific:

- horses requiring post-arrival quarantine;
- horses not requiring post-arrival quarantine;
- dogs and cats requiring post-arrival quarantine;
- dogs and cats not requiring post-arrival quarantine;
- hatching eggs;
- zoo animals;
- llamas and alpacas;
- cattle;
- sheep and goats ;
- deer;
- other (specify).

O.1.2 Approval of an Operator

General Provisions and Requirements

Any changes to the Operator, Deputy Operator, and any other person with specific responsibilities under the Standard should be notified to the MAF Inspector.

O.2 Requirements for Operating a Facility

O.2.1 Operating Manual

Additional to the requirements specified in section 4.1 of this document, the operating manual should include sections that detail the following:

a) A contact list of people charged with the responsibility for compliance with the Standard, including the Operator, MAF Inspector, and anyone with delegated responsibility for compliance with the Standard;
b) Other key contact details. These should include: a suitable registered veterinarian, transitional facilities, non-compliance facilities, approved transporters, approved waste disposal companies, and the MAF exotic disease hotline;
c) Adequate office facilities;
d) Details of the type of lighting in place at the inspection facility adequate to inspect live animals, its location and how it is operated;
e) Details of shelter adequate to inspect live animals in the inspection facility;
f) Programme for repairs and maintenance of facility;
g) Documented procedures for:
    i. Transport and cleaning/disinfection of incoming containers appropriate to the commodity, and the relevant Import Health Standard;
    ii. Cleaning/disinfection as appropriate to the facility approval and the relevant Import Health Standard;

iii. Contingency plans covering the receipt of non-compliant imported live animals;
iv. Isolating and containing animals. These may vary depending on the site used at the Place of First Arrival and the type of imported live animal;
vii. Hygiene requirements upon entry and exit of animal(s);
viii. Internal assessment
ix. Waste disposal of biosecurity risk items associated with live animals.

The site plan should also include:

a) Office facilities
b) Inspection area(s)
c) Area(s) of shelter
d) Hygiene facilities
e) Toileting area for cats and dogs (where applicable).

O.2.2 Facility Access and Security of Goods

a) The facility should be designed, constructed and maintained in a state that allows for cleaning and disinfection of areas that could potentially be contaminated with biosecurity risk material.

b) Visitors should be accompanied/supervised by the Operator or delegated representative.

c) Vehicle entry to the facility should be authorised and comply with the conditions laid down by the Operator.

d) The Operator must receive biosecurity clearance or direction from a MAF inspector prior to any of the vehicles or animals in the consignment leaving the facility.

Livestock

A secure boundary fence is necessary for any facility that inspects livestock intended for post-arrival quarantine. Fencing dimensions will vary with species but guidelines for materials and height may be found in the appendices of the transitional facility for low-security farm animals.

Where livestock require removal from a crate/container for inspection there must be adequate facilities to off-load and contain the particular species to be inspected. The manner in which this is done must take into account: animal welfare, health and safety, and biosecurity.

Cats and dogs

a) A secure environment should be provided when crates are opened, and animals are toileted.

b) A transitional facility for cats and dogs should be located in the area/region.

O.2.3 Record Keeping

Facility records

Additional to the records listed in 4.7.1 of this Guidance document, the following should be kept and maintained:

a) Repair and maintenance records;
b) Records of each consignment of imported live animal(s) inspected at the facility; including Biosecurity Authority Clearance Certificates (BACCs);
c) Records of cleaning and disinfection;
d) Records of visitors accessing the facility;
e) Records of incidents.

Records should be legible, accessible and kept in a manner that protects them from deterioration. They should state the date and the person that made that record.

O.2.4 Hygiene Requirements

a) An area to wash and disinfect boots and other equipment (where required) should be available within the facility.

b) Hand-washing facilities (including hot water, soap, paper towels and a hand sanitiser) should be readily accessible.

c) Facilities, including bins used for hygiene purposes, should be disinfected after they have been cleaned. Chemicals used in the disinfection process should be specified.

d) Dual-action insecticide (with knock-down and residual properties) should be available for use.

e) All waste water should be drained to the municipal sewer system.

f) Solid waste that is not able to go through the municipal sewer system should be deemed biosecurity waste and disposed of appropriately.

g) Clean protective clothing appropriate to the level of risk of contamination must be worn by staff involved in the handling of live animals. The protective clothing must not leave the facility except for laundering at a commercial laundry or transitional facility. All pockets must be emptied and any debris removed before leaving the facility, and it must be transported in a contained manner (e.g. in sealed plastic bags).

O.2.4 Additional requirements for facilities used to inspect horses destined for post-arrival quarantine

Facility Access and Security

The facility should:

a) Have secure access and be constructed in a manner to keep horses in and other unauthorised persons or animals out;

b) Remain secured immediately after the horses have left and until the area that the horses were located in has been completely cleaned and disinfected;

c) Be cleaned before the area is used for any animal import or export purpose, and deemed as satisfactory by an official veterinarian.

Segregation of uncleared goods

a) Official seals should be placed on all horse doors of the outgoing transport vehicle by an official veterinarian.

b) In the event that a horse requires emergency care or surgery, an official veterinarian needs to provide biosecurity direction to allow the horse to be transferred to an MAF-approved transitional facility for low security farm animals. The official veterinarian should inform the Animal Imports and Exports Group of the decision made within 24 hours.

Hygiene

a) Clean protective clothing should:
   i. Be worn by anyone who is present in the inspection area when horses are present;
   ii. Cover all street clothing; footwear should be cleanable or disposable foot covers used.

b) People who have indirect or direct contact with the horses should:
   i. Remove protective clothing;
   ii. Wash/sanitise footwear;
   iii. Wash/disinfect hands;
   iv. Place protective clothing in a biosecurity bin or sealed in a plastic bag to be taken to a transitional facility or commercial laundering facility for laundering[14, 15].

c) People who have had direct contact with the horses should:
   i. Shower immediately prior to leaving the facility;
   ii. Place clothes in a solid plastic bag, sealed with a tie to be taken to a transitional facility for laundering[14].

d) People that do not have direct contact with horses destined for post-arrival quarantine do not have to shower[14].

e) The facility should have shower(s), changing room(s) and clean protective clothing available for use. It is the operator's responsibility to ensure that the shower is kept clean, and stocked with toiletries and clean towels. Showers must be capable of

[14] Direct contact includes, but is not limited to: handling of horses, clinical examination, being in close proximity to the head of the horse (and likely to be contaminated with nasal excretions or saliva).
[15] Indirect contact includes, but is not limited to: handling of used horse equipment and handling of air stalls.

delivering water at an acceptable temperature and pressure for the number of people involved.

O.2.5 Disease, Pest, Weed and Vermin Control

Waste material should be minimised so that pests do not have a nearby habitat or place of refuse, and to avoid the spread of biosecurity risk material.

O.2.6 Internal Assessment of Facility

Self assessments of the facility should be performed at least every six months by the Operator or approved alternative delegate to ensure that a facility is operating according to the requirements of the Standard as described in the approved Operating Manual.

O.2.7 Inspection facilities

a) Animals should be securely held and contained during the inspection process.

b) Dis-insection using dual-action insecticide (with knock-down and residual properties) of the room/area should be carried out on a regular basis (according to manufacturer's instructions).

O.2.8 Shelter

a) The facility should provide shelter for animals and MAF Inspectors to use when weather affects the inspection process or the welfare of an animal.

b) The shelter may cover the facility entirely, partially or comprise of a space that will ensure that a MAF Inspector can complete the inspection process.

O.2.9 Contingency Plans

a) Examples of situations that may require contingency plans are:

- non-compliant documentation or test results ;
- lack of documentation or test results;
- animal identification issues;
- presence of ectoparasites;
- animal welfare – illness/injury/delays in clearance, or movement to a transitional facility;
- signs of infectious or contagious disease;
- suspected exotic disease;
- ectoparasites findings;
- escape;
- insufficient separation from other animals with a different health status;
- evacuation;
- notification of a disease outbreak in the country of origin;
- power outage;

- accident;
- more than one consignment arriving at the same time (import/export/different health status);
- discovery of animal of unknown origin in facility/area;
- plane breaking down/mechanical failure.

b) A contingency plan should identify an offsite location where minor non-compliant consignments may be directed and temporarily held in isolation to minimise any potential biosecurity risks until cleared. Any animals exhibiting signs of disease should be held at the Place of First Arrival until further advice from MAF has been received.

O.3 External Assessment of Facility

a) External assessment will involve inspecting the facility, the operating manual and procedures to make sure they meet the requirements of the Standard and any additional conditions documented on the permit to import and/or the import health standard. Where MAF identifies a need, unscheduled audits may also be conducted.

Glossary of Terms

For the purposes of the Standard the following terms and definitions apply:

Accredited Person	A person who has undertaken a MAF approved Accredited Person training course for biosecurity awareness of sea container unpacking. Facilities for sea and air containers must have an Accredited Person present at container unpacking.
Approved	Means approved by the Director-General.
Audit	A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which specific criteria are fulfilled.
Biosecurity clearance	A clearance, given under section 26 of the Biosecurity Act 1993, for the entry of goods into New Zealand. NOTE: Goods given biosecurity clearance by a MAF Inspector are released to the importer without restrictions.
Biosecurity direction	Written authority from a MAF Inspector, given under section 25 of the Biosecurity Act 1993, to move uncleared goods from a Transitional Facility or biosecurity control area to another Transitional Facility, containment facility or biosecurity control area, or to export those goods from New Zealand.
Chief Technical Officer (CTO)	The persons appointed by the Director-General as chief technical officers under section 101 of the Biosecurity Act 1993.
Clean	The application of procedures that effectively remove surface and built-up dirt, as appropriate to the equipment/facility. These procedures may vary according to the nature of the equipment/facility they are applied to.
Contamination	Animals, insects or other invertebrates (alive or dead, in any life cycle stage, including egg casings or rafts), or any organic material of animal origin (including blood, bones, hair, flesh, secretions, excretions); viable or unviable plants or plant products (including fruit, seeds, leaves, twigs, roots, bark); or other organic material, including fungi; or soil or water; where such products are not the manifested cargo being imported.
Corrective action request (CAR)	A request for a corrective action to rectify a non-compliance.
Director-General	The chief executive of the Ministry of Agriculture and Forestry.
Disinfection	The application, after cleaning, of procedures intended to destroy agents of disease

External audit	An audit carried out on behalf of the Ministry of Agriculture and Forestry to measure compliance of the facility against this standard.
Import health standard (IHS)	A document issued under section 22 of the Biosecurity Act 1993, which specifies the requirements to be met for the effective management of risks associated with importation of risk goods, before those goods may be imported, moved from a biosecurity control area or a Transitional Facility, or given a biosecurity clearance.
Inspector/ MAF Inspector	Inspectors are appointed by the Chief Technical Officer under section 103 (1) of the Act for the purposes of administering and enforcing the provisions of the Biosecurity Act 1993. Under the Act, Inspectors have the power to give directions regarding Transitional Facilities or risk goods.
Internal audit	An audit carried out by the company or organisation to evaluate its own performance in relation to the standard or prescribed criteria.
Livestock	Horses and other equine species, cattle and other bovine species, alpacas, llamas, sheep, goats, deer and pigs.
Operator	The person or organisation, approved by the Director-General, who has overall responsibility for a facility, under section 40 of the Biosecurity Act 1993.
Organism	Under section 2 of the HSNO Act 1996, an organism: (a) does not include a human being: (ab) includes a human cell: (b) includes a micro-organism: (c) includes a genetic structure, [other than a human cell], that is capable of replicating itself, whether that structure comprises all or only part of an entity, and whether it comprises all or only part of the total genetic structure of an entity: (d) includes an entity (other than a human being) declared to be an organism for the purposes of the Biosecurity Act 1993: (e) includes a reproductive cell or developmental stage of an organism.
Permit to import	A written order issued by the Director-General or delegate authorising the importation of risk goods to a specified facility.
Pest	An organism specified as a pest in a pest management strategy, or an organism that could cause the spread of biosecurity risk material in or around a Transitional Facility (e.g. rodents, insects, etc).
Quality Management System	The term “quality management system” in the Standard means the quality, administrative and technical systems that govern the operations of a facility.

Quarantine	Confinement of organisms or organic material that may be harbouring pests or unwanted organisms.
Restricted organism	Any organism for which a containment approval has been granted in accordance with the Hazardous Substances and New Organisms Act 1996 (including any approval deemed to have been granted under sections 254(1), 25493), 254(80(a), 25591), 255(2), 256, 258(1), and 258(3)).
Risk good	Any organism, organic material, or other thing, or substance, that (by reason of its nature, origin, or other relevant factors) may constitute, harbour, or contain an organism that may: (a) cause unwanted harm to natural and physical resources or human health in New Zealand; or (b) interfere with the diagnosis, management or treatment, in New Zealand, of pests or unwanted organisms.
Transitional Facility	(a) Any place approved as a Transitional Facility in accordance with section 39 of the Biosecurity Act 1993 for the purpose of inspection, storage, treatment, quarantine, holding, or destruction of uncleared goods; or (b) A part of a port declared to be a Transitional Facility in accordance with section 39 of the Biosecurity Act 1993.
Uncleared goods	means imported goods for which no biosecurity clearance has been given These goods may require treatment, further processing or inspection prior to clearance being issued.
Unwanted organism	Any organism that a chief technical officer believes is capable or potentially capable of causing unwanted harm to any natural and physical resources or human health (Biosecurity Act 1993).
Vermin	Organisms that are to be excluded from the facility, e.g. rodents, birds, invertebrates etc.

References and Useful Links

- Australian/New Zealand Standard 2243.3: 2002 Safety in laboratories: Microbiological aspects and containment facilities. (AS/NZS 2243.3:2002)
- This guidance document and the Standard can be found at: http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-tfgen
- A list of MAF office contact details can be found at: http://www.biosecurity.govt.nz/regs/trans/app-group
- More information on requirements for Transitional Facilities can be found at: http://www.biosecurity.govt.nz/regs/trans
- The application forms for Transitional Facility and Operator approval can be found at: http://www.biosecurity.govt.nz/regs/trans/register
- Information on the requirements for Operators can be found at: http://www.biosecurity.govt.nz/regs/trans/register
- Information on approved biosecurity treatments and treatment providers can be found at: http://www.biosecurity.govt.nz/regs/trans/treat
- Information on the Standards for used vehicles can be found at: http://www.biosecurity.govt.nz/imports/non-organic/standards/vehicle-all.htm
- A list of approved disinfectants is available at: http://www.biosecurity.govt.nz/border/transitional-facilities/disinfectants.htm

To download a facility operating manual template go to http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-tfgen