Biosecurity New Zealand
Ministry for Primary Industries
Manatū Ahu Matua

Multi-Site Transitional Facility (MTF) System Information Pack

July 2019: Version 2.0

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Multi-Site Transitional Facility (MTF) System Information Pack

1. Purpose

This information pack is to provide details for a Multi-Site Transitional Facility (MTF) System applicant to understand the requirements to set-up and operate an MTF System to manage any biosecurity risks.

The MTF System provides an alternative option for importers, who bring in sea containers, but do not wish to have their own Transitional Facility (TF). This means that an importer can have containers delivered to their business (using a MTF Provider) as long as their site conforms to the Standard for General Transitional Facilities for Uncleared Goods (TFGEN) (i.e. concrete hardstand, suitable clearance, etc.).

The Biosecurity Act 1993 enables MPI to approve a TF to operate in multiple sites if MPI is satisfied that the Operator of the TF can met the requirements of TFGEN and the Sea Container Standard. MPI believes the MTF System delivers a suitable alternative option to establishing a TF and effectively manages contaminants and pests found during the container/goods inspection.

1.1 MTF System Approval Process

The approval of a MTF System consists of:
- Initial engagement between MPI and the applicant to discuss MTF System criteria and requirements.

- The applicant will need to provide a detailed MTF Operating Manual that describes how the System will meet all relevant clauses of Section 5 of TFGEN in relation to 'Requirements for Operating a Facility'.

- MPI will evaluate the MTF Operating Manual and, if approved, an 'Authorisation' will be signed between MPI and the MTF Applicant. This Authorisation outlines the obligations the applicant undertakes to operate a TF for Sea Containers in multiple sites and provides assurance of compliance with the Sea Container Standard on behalf of the importer. This Authorisation may be amended by mutual agreement between the parties.

1.2 MTF System Criteria

The criteria for implementing an MTF System are:
- To be approved by MPI to undertake this activity the Applicant must hold either current MPI IVA approval or hold a relevant international accreditation (i.e. AS/NZS ISO/IEC).

- MTF System Providers are approved to devan sea containers with consignments that do not require MPI Inspection. For example, any consignment not flagged by MPI as a biosecurity risk (i.e. rice from Thailand) or goods treated into compliance (i.e. fumigated in NZ or overseas) that do not require MPI inspection will be approved to be devanned at an MTF Site.

- The MTF System Operator takes on all legal responsibilities to operate a MTF.

- The MTF staff member responsible for devanning the container needs to have completed the Accredited Person and Operator Training Courses (i.e. they function as an AP and Deputy Operator).

2. Process once Authorised as an MTF Provider

2.1 MTF Site Approval

Once the Authorisation is signed, the approved MTF Provider can begin to set up MTF Sites. The process for this is:

- The MTF Provider sends MPI details for the proposed MTF Site to FacilityApprovals@mpi.govt.nz using the MPI MTF Application for Approval (Appendix One) including a site plan and photo(s).

- All MTF Sites must be approved by MPI. This can be done by either reviewing a site map and photos or by a MPI Quarantine Officer (QO) visiting the site.

- MPI requires 72 hours to set up an MTF Site in Trade Single Window (TSW) & Quancargo. Once set-up, MPI Admin will reply with the TSW registration number and MTF number.

- MTF Site approval is for a 12 month period. MTF Providers are to apply for renewal or cancellation prior to date of expiry.

2.2 MTF Site Audit

- MPI will audit MTF Sites to ensure ongoing compliance - see Appendix 2 for the audit schedule process.

- Trade Single Window (TSW) will automatically notify the MTF Provider when an audit is due via a BACC (audit regime is set at 5%).

- MPI requires 48 hours' notice prior to the container arriving at the MTF Site to arrange an MPI audit.
    a. Telephone (09) 9093030 (Option 2, Option 2) or
    b. Call your local MPI Office to arrange a booking for an audit.

- Note that MPI accepts that there may be situations when MPI staff are unavailable for a scheduled MTF Site audit – if this occurs, and with MPI permission, the container can be devanned without a MPI QO present and another audit will be booked.

- There may be regional variations with the audit regime as is dependent on the numbers of approved MTF Sites and volume of containers. In addition, when an MTF Provider starts in a new region, MPI may audit a higher number initially to ensure both MPI and the MTF staff have confidence the System is operating correctly.

- If compliance falls below 95%, the % audit rate will be adjusted. Note that the audit rate will only increase in the region where non-compliance is identified (i.e. if non-compliance is identified in Christchurch, the audit rate will only increase there, not nationwide).

- MPI will communicate the result of each audit with the MTF Provider.

- If a critical or major non-compliance is identified during an audit, the QO will issue the MTF Operator a Corrective Action Report (CAR). This will outline details of the non-compliance and the timeframes for these actions to be completed. MPI may suspend the MTF System until the non-compliance is resolved and MPI contingency plans may be initiated.

2.3 MTF Organisation Audit

There will be an annual Organisation Audit of the MTF System to keep up with any changes. Non-compliance can result in more frequent audits or system suspension.

This audit will check:
- End to end system as per the MTF Operating Manual.
- Documentation and records (i.e. training) are present and current.
- Monthly inspection reports.
- Actions taken to resolve any non-compliances or issues.

2.4   Monthly System Reporting

- Each month, a report is required to be sent to MPI with details on MTF number, company name, region, clearance date, country of import, container number, if MPI was present, type of contamination, and actions taken to resolve any contamination.

- MPI will provide the MTF Provider with a 3 monthly reconciliation of all containers the MTF System has received to ensure there are no unauthorised container deliveries.

2.5   Charges

- The MTF Provider is required to pay any subsequent costs associated with the ongoing approval of the TF, such as for verification and audits (this includes MPI staff time and travel). Fees will be charged according to the Biosecurity Cost Regulations (http://www.legislation.govt.nz/regulation/public/2010/0135/latest/whole.html).

- The MTF Provider is required to pay for all costs associated with MTF Site applications including a processing fee, and time spent reviewing the application by MPI. MPI will charge a fixed rate of two units to set-up each MTF Site as per the Cost Regulations (currently this is $51.14 excl. GST).

2.6   Suspension/Cancellation

- Approval of an MTF System shall be suspended for a specified period or cancelled by MPI where:
  a. A MPI verification/audit identifies non-compliance that confirms the MTF System is not operating in accordance with the Operating Manual;
  b. Agreed corrective actions for non-compliance findings are not implemented by the MTF Provider within agreed timeframes;
  c. The MTF Provider fails to make full payment of fees to MPI within agreed timeframes.

- The MTF Operator shall immediately inform MPI of any change in their circumstances that will adversely affect their ability to comply with conditions of their approval and Operating Manual or meet their obligations under TFGEN, the Sea Container Standard and/or the Biosecurity Act 1993.

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Appendix One: MTF Site Application for Approval of Premises

Multi-Site Transitional Facility
Application for Approval of Premises

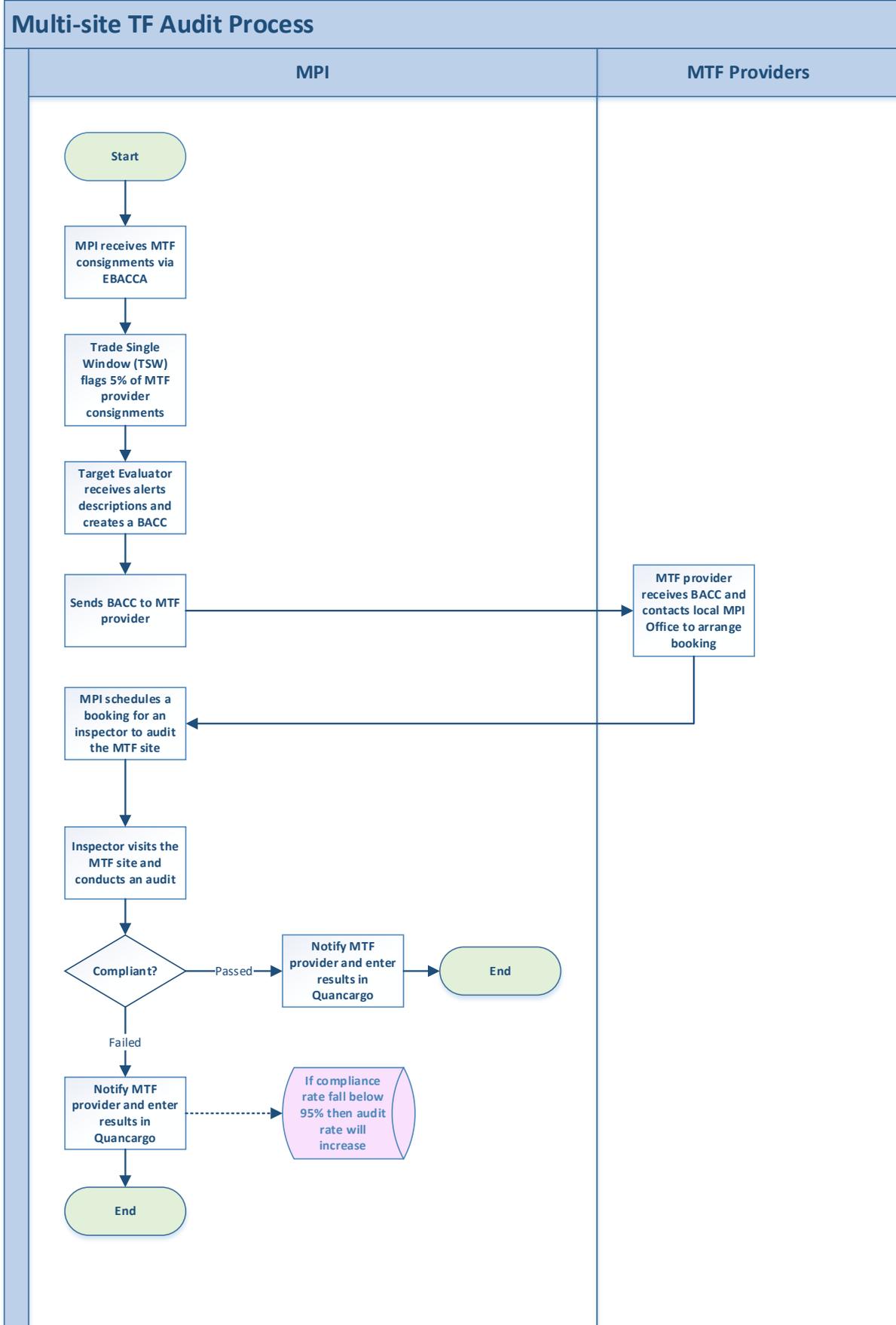### Ministry for Primary Industries
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If completing this form by hand please print in BLOCK LETTERS, use a black or blue ink pen and ensure any errors are clearly crossed out

SECTION A: ORGANISATION DETAILS

		TSW Registration Numbers
Organisation Name :	Enter Org Name	Enter number
Approved Operator :	Enter Op Name	Enter number
MPI Account No :	Enter number	

Contact Person :	Phone :	Email :
Enter contact name	Enter ph number	Enter email address

SECTION B: PREMISES DETAILS

Name :	Enter premises name
Address :	Enter physical address of premises

Suburb :	Enter suburb	City :	Enter city or town	Post Code :	Code

Please complete all of the options below

1	The premises are located within metropolitan area	☐ Yes	☐ No
2	The container area is constructed of the indicated material	☐ Concrete	☐ Asphalt
3	There is no vegetation or drains within 3 metres of container placement area	☐ Yes	☐ No
4	A Site Plan of premises is attached	☐ Yes	☐ No
5	Photograph of container area is attached	☐ Yes	☐ No
6	GOODS TO BE IMPORTED – List all goods in full detail below :		

Country of Origin	Description of Goods
Enter Countries	Enter full description of goods

SECTION C: DECLARATION

I, enter declarant name here, being the applicant for approval of a Multi-Site Transitional Facility in accordance with Section 39 of the Biosecurity Act 1993, declare that to the best of my knowledge the above information is true and correct. I understand that failure to complete any of the above information may result in rejection of my application by the Ministry for Primary Industries. I accept to pay all costs associated with this application and any ongoing approval.

Date: Select date

MPI USE ONLY

Line Types :	☐ Containers	☐ Non Risk Goods	☐ Wood Packaging	APPROVAL GRANTED :	☐ YES ☐ NO
Charges :	2 x units @ Hourly Rate		☐ Processed	MPI Officer :	Enter name
System Entries :	☐ TSW	☐ QuanCargo	☐ MTF Database	Appointment Number :	Enter warrant number
Conditions of Approval :	Detail any conditions applicable			Application No :	Enter number
				ATF CODE :	Enter number

PREMISES SUBJECT TO MPI AUDIT : ☐ NO ☐ YES *Contact your local MPI Office to arrange Audit*

General Inquiries Ph: 0800 222 018	Fax: 09 909 8558	Email: facilityapprovals@mpi.govt.nz	Page 1 of 1
MPI: MTF Premises Application Form	Version 1.0		August 2015

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Appendix Two: MTF System Audit Schedule

Multi-site TF Audit Process

MPI	MTF Providers

Start

MPI receives MTF consignments via EBACCA

Trade Single Window (TSW) flags 5% of MTF provider consignments

Target Evaluator receives alerts descriptions and creates a BACC

Sends BACC to MTF provider → **MTF provider receives BACC and contacts local MPI Office to arrange booking**

MPI schedules a booking for an inspector to audit the MTF site

Inspector visits the MTF site and conducts an audit

Compliant? — Passed → **Notify MTF provider and enter results in Quancargo** → **End**

Failed ↓

Notify MTF provider and enter results in Quancargo ⇢ **If compliance rate fall below 95% then audit rate will increase**

End

Appendix Three: Glossary of Acronyms

BACC — Biosecurity Authority Clearance Certificate

CAR — Corrective Action Report

MPI — Ministry for Primary Industries

MTF — Multi-Site Transitional Facility

QO — Quarantine Officer

TSW — Trade Single Window

TF — Transitional Facility

TFGEN — Transitional Facilities for General Uncleared Goods