



Post Entry Quarantine (PEQ) facility operator update November 2016

- **NEW PEQ STANDARD TAKES FULL EFFECT ON 8 MARCH 2017**
- **FIRST DRAFT OF OPERATING MANUAL DUE TO YOUR MPI INSPECTOR BY 1 FEBRUARY 2017**
- **OPERATOR TRAINING REQUIRED BEFORE 8 MARCH 2017**

NEW OPERATOR TRAINING REQUIREMENTS:

- Read the Information for Operators booklet – to be released early December 2016.
- Complete and pass the online assessment before 8 March 2017. Online assessment to be released December 2016.

NEW IMPORT PERMITS:

New import permits will only be issued if:

- The consignment is imported with sufficient time to allow for all requirements (e.g. growing season inspection) to be completed and the consignment to be given biosecurity clearance before 8 March 2017; or
- **MPI are confident (based on discussions between the operator and MPI PEQ inspector) that the facility will meet the requirements of the new PEQ standard on 8 March 2017.**



WHAT IS THE PURPOSE OF THE OPERATING MANUAL?

The operating manual should:

- Describe the day to day operations of **your PEQ facility** in order to show how **your operational procedures** will meet the requirements of the PEQ facility standard.
- Be used as a reference document by all staff for training and operational purposes. All facility staff should have a **clear understanding of all procedures described in the operating manual**. The manual should not be seen as a document prepared solely for MPI.

The main way MPI will confirm that a facility can meet the requirements of the new PEQ standard is by assessing your operating manual. Your manual must **describe how you and your facility** will meet all requirements of the facility standard. Some key points to remember are that:

- The example operating manual **does not** describe the regulatory requirements for operating a PEQ facility. All facility operators are expected to read and understand the requirements of the PEQ facility standard. You should not rely on the example operating manual to tell you what to do.
- Your manual must describe processes and procedures **specific to your facility**; do not just copy processes and procedures given in the example operating manual.
- Procedures that will not be used at your facility should not be included in your manual.




HOW SHOULD THE OPERATING MANUAL BE PREPARED?

Each operator should ask the question ‘what does the standard require’? The operating manual should then **accurately describe** all relevant procedures that **you use at your facility** to meet the requirements of the standard. For example:



- Section 4.2.2.8 (Treatments) of the PEQ standard allows a fungicide treatment to be applied when a consignment arrives in PEQ. If you want to apply an on arrival treatment, **the exact methods that you will use** at your facility must be written in your manual. The example manual (part 4.11.2) identifies one way in which this could be done. However, your manual must describe your facility’s processes. **If you will not apply an on arrival treatment, do not include this information in your manual.**
- Section 3.1.1 (Content of operating manual) of the PEQ standard requires the operating manual to include a description of the roles and responsibilities of all **staff with management responsibilities** for the facility. To show this information, part 3.1 of the example manual describes the division of responsibilities between the operator and the facility manager at the **hypothetical** PEQ facility. However, a facility does not have to have an operator and a manager; sometimes the operator may be responsible for all listed actions. Your operating manual must accurately **list who does what at your facility**. In some facilities, the operator may be responsible for the first two or three actions listed in the example manual, and a facility manager may be responsible for the remainder. In other facilities there may not be a manager; in this case, your manual must not include any responsibilities for a facility manager.

MORE INFORMATION

The PEQ Facility Standard and associated documents can be found by clicking on the  symbol alongside the heading Post Entry Quarantine for Plants - Facilities Standard at the following website:

<http://mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/requirements/>

More information about the consultation process and changes that were made to the PEQ standard can be found at: <http://mpi.govt.nz/news-and-resources/consultations/draft-facility-standard-for-post-entry-quarantine-for-plants/>

Please contact your MPI PEQ inspector if you need any more information.