



Grain Importation System Operational Standard

GIS.MPI

7 June 2024

TITLE

MPI Standard: Grain Importation System Operational Standard

COMMENCEMENT

This MPI Standard comes into force on 7 June 2024

REVOCATION

This MPI Standard revokes and replaces Operational Standard: PIT-GFP-ISR Grain for Processing Import System Requirements.

ISSUING AUTHORITY

This MPI Standard is issued by the Ministry for Primary Industries.

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Part 1: Requirements

1.1 Application

- (1) This standard applies to the unloading and transporting of grain from the port of first arrival to a transitional facility approved to receive grains under the Transitional Facilities for General Uncleared Risk Goods, and between the transitional facilities where required in the Import Health Standard: *Grain and Seeds for Consumption, Feed or Processing*.

1.2 GIS approval

- (1) To obtain a Grain Importation System (GIS) approval, the following information must be provided to the Ministry for Primary Industries (MPI):
 - a) name of organisation representatives (ORs);
 - b) address (postal and physical), phone numbers and email address (if applicable);
 - c) a list of grains to be imported and the type of import (bulk, containerised);
 - d) a list of countries that grains are intended to be imported from;
 - e) details of how grains will be securely transported;
 - f) details of any transportation route(s).
- (2) Upon receipt of the information, MPI will begin an assessment and if deemed sufficient, the GIS will be approved. The GIS approval process can be found in Appendix 2.
- (3) Any intended modifications to an approved GIS must be notified to MPI.

Guidance

- Until the GIS is approved, grains may be imported and transported under the supervision of the MPI local inspector into a transitional facility approved to receive grains under the [Transitional Facilities for General Uncleared Risk Goods](#). It is important to note that importing grain under this option cannot be done on a continual basis.

1.3 Organisation representative (OR)

- (1) The organisation operating the GIS must appoint at least one OR who represent the organisation on all matters relating to the GIS.
- (2) ORs must be identifiable individuals in the organisation, responsible for:
 - a) the overall operation of the GIS with the ultimate responsibility for the provision of resources and compliance to the requirements of this standard;
 - b) submission of relevant information relating to grain import and movement to MPI;
 - c) implementation of contingencies to address non-compliances (refer to Appendix 3A);
 - d) implementation of corrective actions (refer to Appendix 3B) to prevent re-occurrences of the non-compliances;
 - e) maintain up-to-date records of all grain import and transport activities;
 - f) notify MPI of any changes to the GIS;
 - g) carry out annual review of the GIS.
- (3) ORs must ensure that access to the grain import, shipping and transportation documentation (e.g. phytosanitary certificates, consignment notes, air waybills, Biosecurity Authority Clearance Certificate (BACC), etc) is available when requested by MPI.
- (4) ORs must comply with any instructions from the MPI local inspector regarding components of the GIS and keep record of these instructions. These include any instructions regarding:

- a) trucks, trailers and other conveyances used in the transportation;
- b) transport routes;
- c) contingency plans in an event of grain spillage during transportation and discharge;
- d) certification presented to the MPI local inspector (if required in the GCFP.IHS or import permit).

1.4 GIS suspension

- (1) The GIS approval may be suspended for a specified period, if:
 - a) the OR requests it; or
 - b) MPI identifies a non-compliance of such a nature that is a biosecurity risk to New Zealand; or
 - c) corrective actions for critical non-compliances are not implemented; or
 - d) MPI identifies falsification of certificates/records or any other fraudulent activities.
- (2) The GIS approval may be suspended 'immediately' if MPI identifies the continuous operation of the GIS has a significant risk to the biosecurity of New Zealand.

Guidance

- Suspension may be lifted once the non-compliance has been resolved and safeguards are in place to prevent re-occurrence.
- The GIS suspension process can be found in Appendix 2.
- More information about classification of non-compliances can be found in Appendix 3.

1.5 GIS termination

- (1) The GIS approval may be terminated, if:
 - a) the OR requests it; or
 - b) the GIS continuously fails to meet requirements of this standard.

Guidance

- The GIS termination process can be found in Appendix 2.

1.6 Record keeping

- (1) All GIS activities must be recorded, including:
 - a) details of any grain imports including:
 - i) the grain species imported,
 - ii) quantity of the import,
 - iii) vessel number,
 - iv) country of origin,
 - v) date of discharge,
 - vi) transportation route and company.
 - b) required documentation for each import as per the Import Health Standard: *Grain and Seeds for Consumption, Feed or Processing*.
 - c) any instruction from MPI inspectors for the discharge and transport of the grains;
 - d) any identified non-compliances and corrective actions.
- (2) All records must be produced in an accurate, legible, readily accessible form.
- (3) All records must be securely stored for minimum 2 years.
- (4) The OR must provide all GIS data to MPI inspector within 2 days, if requested.

Part 2: Operational requirements

2.1 Pre-discharge of grains

- (1) Importers must have an approved GIS prior to importation.
- (2) For grain imported as loose in the hold of a ship, a vessel cleanliness certificate issued by the NPPO of the exporting country (where grains are loaded) is required. The cleanliness certificate must state that the holds carrying the loose grain have been inspected prior to loading and found to be free of animal material, regulated mobile arthropods, regulated weed seeds, and residues of previous cargo.
- (3) The OR of the GIS must provide the local MPI inspector (at the proposed port of entry) with all relevant details of the impending grain importation, at least five days before the arrival of a grain shipment, except for grain consignments from Australia. Information must include:
 - a) name of OR responsible for the GIS,
 - b) a copy of the import permit, if applicable
 - c) details of the shipment including type of grain and quantity,
 - d) name of ship and voyage number and estimated time of arrival,
 - e) proposed ports of discharge, and quantity discharged at each port,
 - f) details of the transitional facility to receive the grains,
 - g) the start finish/times of shift operations for grain unloading and transport to transitional facilities,
 - h) the name of person(s) who will be accountable for operating components of the GIS (receiving directions of an MPI local inspector in discharge areas, transportation company, transitional facility operator)

Guidance

- Discharge of grains or other components of the GIS may be delayed due to unsuitable weather conditions.
- For consignments of grain from Australia, notification must be provided to MPI as soon as possible due to the short transport period between Australia and New Zealand.

2.2 Arrival and discharge of grains from the vessel

- (1) The ORs of the GIS or their authorised agent must be present at all times when the grain is discharging and ensure that the grain discharge fully complies with the requirements of this standard.
- (2) Discharge of grains must only be undertaken within a discharge area at the wharf where it must:
 - a) be within the POFA and as close as possible to the vessel.
 - b) be a hardstand.
 - c) be of an appropriate size to accommodate equipment and machinery requirements, truck movements and all activities required for grain discharge.
 - d) maintain a lighting level of at least 600 lux during night-time discharge operations to monitor cleanliness.
 - e) be identified by 'Discharge area' sign.
- (3) Discharge of grains must not commence before obtaining MPI authorisation at the first port of arrival (movement authorisation; BACC), following hatch inspection, and ensuring that the specific discharge area at the wharf is set up correctly.

Guidance

- This movement authorisation will also cover the transport of the discharged grains.

- (4) Only authorised persons and vehicles directly involved with the discharge of grain are permitted to enter the discharge area.
- (5) All individuals involved in the grain discharge process (including port authority staff, stevedores and other wharf operators and all sub-contractors) must be aware of MPI Biosecurity requirements during grain discharge.
- (6) The equipment used for grain discharge must operate in a manner that prevents grain spillage.
- (7) The truck and trailer exit pathway from the discharge area must be continuously cleaned during the discharge.
- (8) Adequate staff and equipment must be available during discharge to promptly address any grain spillage in any area of the wharf.
- (9) All spilled grain must be either returned to the load or securely held for disposal as directed by the MPI local inspector.
- (10) All equipment used in grain discharge must be cleaned to the satisfaction of the MPI local inspector before being used for any other work, or at the end of each working day.
- (11) During discharge, the OR or OR's agent must comply with all instructions from the MPI local inspector and effectively convey those instructions to authorised individuals in the discharge area, such as watersiders, drivers and stevedores.

2.3 Transportation of grains

- (1) Grains must be transported from a port to transitional facility or between transitional facility in a secure manner that prevents spillage/leakage of the grains during the transportation.
- (2) The OR has responsibility for ensuring transport security and that grain goes to transitional facilities approved to receive grains.
- (3) All conveyances must be checked by the OR or OR's agent prior to leaving the discharge area to verify that there are no grains on the exteriors of containers, trucks, or trailers.
- (4) The OR or OR's agent must ensure that the transport operators have a contingency plan and appropriate equipment to immediately clean up any spillage if occurs during transportation.
- (5) Transport operators must ensure that their conveyances are always compliant with the biosecurity requirements when handling imported grains.
- (6) A record that includes the following information must be kept for any grain movement:
 - a) date of transfer;
 - b) point of departure and destination transitional facility;
 - c) type and quantity of the grain;
 - d) transportation route and company;
 - e) vessel and voyage number;
 - f) BACC number.

2.3.1 Transport of bulk grain

- (1) All conveyances are regarded as quarantine units from the start of their operations until they are unloaded and cleaned at the end of the transport period or the end of each working day.
- (2) All conveyances must:
 - a) be constructed appropriately and sealed to the satisfaction of the MPI local inspector to ensure the prevention of spillage or leakage.
 - b) be loaded (trucks/trailers) to a level no higher than 150mm from the lowest point around the topside of the tray.

- c) be prohibited from using wooden additions to the top of trays.
- d) be securely covered with approved covers, lids, or similar before departing from a discharge area at the wharf or a transitional facility.

2.3.2 Transport of containerised grain

- (1) Containers are subject to inspection by MPI prior to leaving the wharf.
- (2) Containers containing imported grains must meet one of the following requirements to be transported to transitional facilities outside of the metropolitan areas of the entry ports:
 - a) Containers must be transported using trucks that have either solid flat decks or be of a “skeletal” type construction to minimise flexing and movement of containers during transportation. All containers must be securely taped, and either the containers themselves should have their ends covered and sealed with canvas shrouds/sealing systems, or the trucks (with the containers on board) must be completely covered and sealed with canvas shrouds to prevent any spillage during transportation. OR
 - b) Specially modified containers may be used, which are top loading with the front doors welded shut and effectively sealed to prevent spillage. The use of these containers must be approved by the MPI inspector prior to the movement of imported grain.

Guidance

- For transportation of grain by containers, MPI will also consider other equivalent systems that effectively prevent leakage.

2.4 Unloading of grains at transitional facilities

- (1) Grain unloading must only take place within an area of the transitional facility that is specified in the facility operating manual.
- (2) The grain intake must be managed (e.g. by enclosing or screening) to prevent any grain or risk material from escaping to the external environment and to minimise dust.
- (3) After unloading, any conveyance used must have:
 - a) all closures securely fastened;
 - b) any covers securely replaced;
 - c) its exterior cleaned of loose grain and residues.
- (4) The interior of conveyances must be cleaned at the end of the work period (day or night) or upon completion of the job.
- (5) Any spillages or leaks at the transitional facility must be rectified immediately.

Guidance

- If control of the grain is transferred to another party, that party accepts responsibility for meeting biosecurity requirements, including adherence to an approved GIS.

Appendix 1 – Definitions

Bulk

Un-bagged product usually carried in holds or shipping containers.

Corrective action plan

A document notifying the operator of identified non-compliance which requires the operator to plan appropriate corrective and preventive actions.

Discharge area

An area within a port identified by signage where all grain discharge activities are taking place.

Grain Importation System (GIS)

An integrated management system of activities associated with importation of grain for processing to protect the biosecurity of New Zealand. The GIS must cover all activities associated with grain discharge at the border, authorised movement of grain by appropriate conveyances to transitional facilities approved to hold or process grains. The GIS must cover all aspects of required certification and notifications to MPI prior to arrival of grain at the border.

MPI Biosecurity Authority

The Ministry for Primary Industries, Biosecurity New Zealand, the part of MPI responsible for setting standards for grain import surveillance, and ensuring compliance with standards.

Non-compliance

An incident where a specific requirement or requirements of this standard are not met.

Organisation Representative (OR)

Organisation Representative are a legally identifiable person in the importing organisation responsible for the overall operation of the GIS with the ultimate responsibility for the provision of resources and compliance to MPI Biosecurity requirements.

Transitional facility

Any facility approved in accordance with section 39 of the New Zealand Biosecurity Act 1993 for the purpose of inspection, testing, storage, treatment, quarantine, holding or destruction of uncleared goods, which may be harbouring pests or unwanted organisms, until biosecurity clearance is approved.

Appendix 2 – Approval/modification/suspension/termination Processes

A. GIS approval

- (1) To have a GIS approved, full details of the grain transportation system must be provided to MPI at least one month prior to start of operation.
- (2) MPI will undertake the assessment of the proposed GIS, which include:
 - a) review of the provided documents against the requirements of the GIS Standard
 - b) an initial audit of the GIS, six months after the starting date of operation
- (3) If MPI inspector is satisfied that the requirements of the GIS Standard are met, they will recommend the GIS approval to the Chief Technical Officer (CTO).
- (4) The CTO will formally approve the GIS through an approval letter.
- (5) To maintain GIS approval, MPI will audit the GIS.

B. GIS modification

- (1) After GIS approval, the OR must inform MPI of any intended modification(s) to their GIS and provide all details of the proposed modification.
- (2) MPI will evaluate those components of the GIS that require modification.
- (3) If the modification is major (has a potential increased risk to New Zealand's biosecurity), go back to paragraph A (2) above.
- (4) If modification is not major (does not increase the biosecurity risk):
 - a) the OR may implement the modification to the GIS.
 - b) MPI will check the implementation of the modification.

C. GIS suspension/termination

- (1) The CTO may suspend/terminate an approved GIS upon the recommendation of the MPI inspector, upon discovery of a non-compliance that presents a significant biosecurity risk to warrant immediate cessation of grain import activities.
- (2) Recommendations for suspension/termination must include details of the reason for the recommendation.
- (3) All recommendations for suspension/termination will be investigated thoroughly by MPI Biosecurity Authority before being considered.
- (4) The OR will be advised in writing by the CTO of the reasons for suspension/ termination and length of the suspension and the conditions under which approval may be reinstated.
- (5) During suspension/termination, the organisation operating the GIS will not be eligible to import and transport grain. All additional activities relating to the movement of grain that is already imported will be on the basis of 100% supervision by an MPI inspector.
- (6) Where a GIS has been terminated (under agreement with MPI), an importer may import grain without an approved GIS on a temporary basis under MPI inspector's supervision, if the biosecurity requirements of the standard are met during the entire importation and transportation process.
- (7) Suspension will be lifted once the CTO is satisfied that the GIS is compliant with MPI requirements. The lifting of suspension will be communicated in writing to the OR of the GIS as appropriate.

Appendix 3 – Non-compliances and corrective actions

A. Non-compliances and non-conformances

- (1) Imported grains may contain regulated pests. To prevent the introduction of regulated pests and mitigate potential risks to the biosecurity of New Zealand, import requirements must be adhered to closely. Any deviations from the requirements listed in this standard or processes agreed to in approved GIS are considered as non-compliances.
- (2) A non-compliance is defined as an incident that may or will cause a biosecurity risk. If the incident causes an immediate biosecurity risk and reduces confidence in preventing the occurrence of significant biosecurity risks, it is considered a critical non-compliance.
- (3) For critical non-compliances:
 - a) if it is identified by the organisation operating the GIS, it must be immediately reported to the MPI local inspector.
 - b) discharge or handling of grains must be immediately suspended.
- (4) After the non-compliance is effectively resolved and the GIS is re-approved, discharge and handling of grains may resume under increased frequency audits.
- (5) A non-conformance is defined as any activity that causes the approved GIS not meeting MPI's expectations (rather than requirements). A non-conformance results in reduced confidence in the grain importation process but may not immediately pose a biosecurity risk. MPI provides recommendations to address the relevant non-conformances and to improve performance of the GIS.

B. Corrective actions

- (1) When non-compliances are identified, corrective action needs to be agreed and implemented immediately to retain confidence that the GIS continues to meet MPI Biosecurity requirements.
- (2) The corrective action and time frame for its implementation are to be determined between the MPI local inspector/biosecurity auditor and OR of the GIS. The corrective action must include:
 - a) what must be done
 - b) by whom it must be done
 - c) the time frame for completion of the corrective action
 - d) the verification activities to ensure that corrective action has been successfully implemented
- (3) The OR must implement the agreed corrective action within the agreed time frame.
- (4) The failure of the OR to comply with the agreed corrective action(s) within the agreed period will result in the loss of GIS approval until:
 - a) the agreed corrective actions have been implemented and verified; or
 - b) another audit is successfully completed.
- (5) The MPI local inspector/biosecurity auditor must verify that the corrective action has been implemented and is operating effectively within the agreed time frame.

Appendix 4 – Document History

Version Date	Section Changed	Change(s) Description
	NA	First version
24 November 2003	Whole document	Operational Standard implemented
22 October 2021	Appendix A	Removing Inspection of bulk grain in the vessel's hold(s), prior to and during grain discharge, due to health and safety issue
7 June 2024	All sections	Clarification of requirements and removing the outdated information