Ministry for Primary Industries
Manatū Ahu Matua

Facility Standard

Transitional Facilities for Live Poultry and Poultry Hatching Eggs

MPI-STD-POULTRY

13 March 2024

Issued under the Biosecurity Act 1993

New Zealand Government

TITLE

Facility Standard: Transitional Facilities for Live Poultry and Poultry Hatching Eggs

COMMENCEMENT

This Facility Standard comes into force on 13 March 2024

REVOCATION

This Facility Standard revokes and replaces Transitional Facilities for Live Poultry and Hatching Eggs 24 August 2018.

The amendment history to this Facility Standard is set out in the Document History.

ISSUING AUTHORITY

This Facility Standard is issued under section 39(10) of the Biosecurity Act 1993.

Dated at Wellington this 13th day of March 2024

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Introduction

This introduction is not part of the Facility Standard, but is intended to indicate its general effect.

Purpose

This facility standard relates to transitional facilities for live poultry and poultry hatching eggs. The purpose of this standard is to set out the requirements relating to building, maintaining and operating this kind of facility.

Background

The Biosecurity Act 1993 (the Act) provides the legal basis for excluding, eradicating and effectively managing pests and unwanted organisms that may cause harm to natural and physical resources and human health. Imported risk goods have the potential to introduce pests and unwanted organisms into New Zealand. For that reason, imported risk goods must obtain biosecurity clearance before they are allowed to enter New Zealand.

Live poultry and poultry hatching eggs must go to a transitional facility on arrival in New Zealand. They must remain there until they are given biosecurity clearance or are moved to another transitional facility or exported.

A place cannot operate as a transitional facility unless it is approved by the Director-General. In order to be approved, it must comply with the Act and the requirements in this standard. Details about how to apply for facility approval can be found on the MPI website: http://mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/steps-to-get-a-facility-approved/. Facility approvals may be subject to conditions.

A transitional facility must be operated by an approved operator. The MPI website: http://mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/facility-operators/ explains how to become an approved operator. Operator approvals are subject to the condition that the operator will comply with this standard and with any other conditions imposed by the Director-General.

Who should read this Facility Standard?

This standard applies to operators and inspectors of transitional facilities holding live poultry and poultry hatching eggs that have been directed on arrival in New Zealand to a transitional (quarantine) facility as a requirement of an import health standard (IHS), or as a result of a non-compliance with an import health standard.

Why is this important?

If a place does not comply with the building, maintenance and operating requirements of this standard, it will not be approved as a transitional facility for live poultry and poultry hatching eggs and, if already approved, the approval may be suspended or cancelled.

If an operator does not comply with the operating requirements of this standard, the operator's approval may be suspended or cancelled.

It is an offence to operate a place as a transitional facility if the place is not approved as a transitional facility or the person operating the place is not an approved operator of that facility, or if those approvals are suspended. It is also an offence for a person who operates a transitional facility to not comply with the operating standards for the facility.

Document History

Refer to Schedule 1.

Other information

Guidance

Guidance has been prepared to accompany this standard and has been presented as guidance boxes within the standard. The guidance sets out the ways in which the requirements of this standard can be met and contains other useful information. Operators and applicants for approval should read and be familiar with the guidance information.

Costs

Applicants for a facility approval, and approval to be an operator, must pay an application fee.

MPI will charge for ongoing monitoring of compliance with this standard and any conditions of an approval. Fees are at the rates set out in the *Biosecurity (Costs) Regulations 2010*.

Part 1: Requirements

1.1 Application

(1) This standard applies to transitional facilities that hold live poultry and poultry hatching eggs that have been directed to a transitional facility upon arrival in New Zealand.

(2) Transitional facilities holding live poultry and poultry hatching eggs are subject to the requirements of this standard, and are not subject to the *Facility Standard: Standard for Transitional Facilities for General Uncleared Risk Goods (TFGEN)* or *the Facility Standard: Transitional Facilities for Animal Products (MPI-STD-ANIPRODS)*, except to the extent that the requirements of TFGEN have been incorporated into this facility standard.

Guidance 1.1

- Used equipment accompanying or associated with live poultry and poultry hatching eggs are subject to the requirements of the *Import Health Standard (IHS) for Used Equipment Associated with Animals or Water (ANIEQUIP.ALL)*.

1.2 Outcome

(1) The outcome this facility standard is seeking to achieve is the containment of uncleared live poultry and poultry hatching eggs, and any associated biosecurity risks within the facility.

1.3 Incorporation of material by reference

(1) The following material is incorporated by reference into this facility standard under section 142M of the Act:

a) Approved Diagnostic Tests, Vaccines, Treatments and Post-arrival Testing Laboratories for Animal Import Health Standards (https://www.mpi.govt.nz/dmsdocument/2040-approved-diagnostic-tests-vaccines-treatments-and-post-arrival-testing-laboratories-for-animal-import-health-standards).
b) Sheetmetal and Air Conditioning Contractors National Association (SMACNA) Standard (high or low pressure as applicable)
c) Heating and Ventilation Contractors Association DW/142 Specification for Sheetmetal Ductwork.
d) Australian Standard (AS) 1807.10 for determination of air pressure in the rooms.
e) American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 111-1988 for measurement of air flow-rates
f) Chartered Institution of Building Services Engineers (CIBSE) Commissioning Code Series A for measurement of air flow-rates.

(2) Under section 142O(3) of the Act it is declared that section 142O(1) does not apply, that is, a notice under section 142O(2) of the Act is not required to be published before material that amends or replaces the above listed standards, guidelines or lists has legal effect as part of these documents.

1.4 Definitions

(1) Terms used in this standard that are defined in the Act have the meanings set out in the Act, unless a different meaning is given in Schedule 2. The Act is available at http://www.legislation.govt.nz/.

(2) Definitions of terms used in this standard are set out in Schedule 2.

1.5 Implementation arrangements

(1) The following implementation arrangements apply to transitional facilities for live poultry and poultry hatching eggs already approved to the MPI *Standard for Avian Transitional Facilities.*

a) All requirements in this standard must be implemented within six months of commencement of this standard.
b) The operator must ensure that all changes related to the transitional facility's approval are submitted to the MPI Inspector at least two months in advance of the implementation deadline to allow the inspector sufficient time to review the operating manual and/or arrange to inspect the facility (if necessary).

(2) All new transitional facility applications made after the date of commencement of this standard must comply with this standard.

Guidance 1.5

- No changes to physical and structural requirements are necessary for transitional facilities approved under and compliant with the previous standard 154.02.05 Standard for Avian Transitional Facilities, as of 01 July 2018.

Part 2: Physical and Structural Requirements

2.1 Transitional facility location

(1) Transitional facilities for live poultry and poultry hatching eggs must be located within 250 km of the first place of arrival of the live poultry or poultry hatching eggs into New Zealand.

(2) A transitional facility must be located in a place that is provided with suitable services and systems in order to meet the requirements of this standard, and ensure that the biosecurity risks in relation to uncleared live poultry and poultry hatching eggs are managed at all times.

Guidance 2.1

- Transitional facilities should not be located in areas at known risk of flooding (e.g. designated floodplain areas) or areas susceptible to major climatic events (e.g. high winds, significant earthquake activity). Examples of services and systems include access to sewerage or septic systems/treatments, uninterrupted power sources/generators and internet.
- Planning for the transport should take into account the welfare needs of the imported live poultry and poultry hatching eggs as well as those of biosecurity.

2.2 Official transitional facility signage

(1) A transitional facility must have a prominent sign or signs that state:

a) 'These premises are a Transitional Facility approved under the Biosecurity Act 1993'.
b) 'Entry is restricted to permitted persons only' (having received permission from the operator).

(2) Signs may also specify appropriate contact details for the operator and/or other staff members such as the deputy operator.

(3) A copy of the transitional facility sign must be included in the operating manual.

Guidance 2.2

- Signs are not permitted to display the MPI logo or the acronyms 'MPI' as per the Flags, Emblems, and Names Protection Act 1981.

2.3 Transitional facility premises

(1) A transitional facility must have prominent signs at all entrances and areas within the building that are designated as a transitional facility under the Act. Signs must warn that entry is restricted to persons permitted by the operator.

(2) The facility must be constructed and operated in a manner ensuring that all imported live poultry and poultry hatching eggs are contained in isolation from the outside environment.

(3) The facility must not be used for any purpose other than the quarantine of live poultry and poultry hatching eggs.

(4) To deter the entry of unauthorised people, the transitional facility premises must be enclosed by a rigid stock proof fence as least 2 metres high and a minimum of 6 metres distance from the facility.

(5) The facility must consist of an enclosed area that houses both a quarantine area and an ancillary area attached to the quarantine area.

a) The quarantine area must, as a minimum, provide areas for:

i) Egg incubation (for hatching egg imports);
ii) Bird accommodation (the bird room);
iii) Showering and toilet facilities;
iv) Laundering facilities;
v) Refrigeration or freezer facilities;
vi) Solid waste storage

b) An outer changing room with space for storage of street clothes and footwear must be provided. This room may be part of the ancillary area, or may be a separate area that adjoins the ancillary area.

(6) Feed must be stored in either

a) A feed storage area within the quarantine area of the facility; or
b) In sealed feed silos outside of the quarantine facility, but within the transitional facility premises.

(7) Liquid waste storage must be provided for

a) Within the quarantine area of the facility; or
b) Outside of the quarantine facility but within the transitional facility premises, provided that air from the liquid waste storage is vented out through a certified MEPA filter or directly back into the quarantine area.

(8) There must be a door between the ancillary area and outside, and between the ancillary area and the quarantine area, so that the ancillary area acts as an air-lock between the quarantine area and the outside.

(9) The containment perimeter must encompass the whole of the quarantine area, and the ancillary area when the door between the quarantine area and the ancillary area is open. The containment perimeter must thus oscillate in position, aligned with either the outer or inner door as the two doors open and close.

(10) When the facility is in use, all access into and out of the quarantine area must be via the ancillary area.

(11) Systems must be installed for ventilation of air supply, creation of internal negative pressure, air filtration, waste treatment and disposal.

2.3.1 Leased transitional facilities

(1) All lease agreements must allow the requirements of this standard to be met. If a facility, or part of a facility is leased, the lease agreement (or ex-gratia arrangement) with the owner of the leased premises must clearly identify the business, operational, physical and structural arrangements contracted with the owner for meeting the requirements of this standard.

2.4 Construction requirements

(1) The facility should be constructed in a manner that minimises the risk of escape of infectious agents from the quarantine area and ancillary area.

Guidance 2.4

- It is important that the facility is constructed according to widely accepted construction standards. This is to ensure that the design intent is met, and to minimise the risk of breakdown or failure of the systems or enclosure due to the use of components or practices that have not been proven reliable in service.

2.4.1 Structure

(1) Buildings, building elements and site-work must, during construction or alteration, and throughout their lives:

a) Withstand the combination of loads that they are likely to experience;
b) Have a low probability of permitting escape of infectious agents through undue deformation, differential expansion or contraction, vibratory response, degradation, or other physical characteristics.

2.4.2 Durability

(1) Building materials, components, and construction methods must be sufficiently durable to ensure that the facility, without reconstruction or major renovation, satisfies the other functional requirements of this standard throughout the life of the facility.

2.4.3 Fire safety

(1) Facilities must be constructed in compliance with the New Zealand Building Code C – Protection from Fire.

2.4.4 Access

(1) The facility must be provided with reasonable and adequate access routes that allow people to safely and easily arrive at the facility, and move into and within the facility.

2.4.5 Surface water

(1) The facility and site work must be constructed in a way that protects the facility from the adverse effects of surface water.

2.4.6 External moisture

(1) The facility must be constructed to provide adequate resistance to penetration by, and the accumulation of, moisture from outside.

2.4.7 Internal moisture

(1) The facility must be constructed to avoid the likelihood of:

a) Fungal growth or the accumulation of contaminants on linings and other building elements;
b) Potentially contaminated water running out of the facility;
c) Damage to building elements caused by use of water.

2.4.8 Safety of users

(1) The facility must be constructed to avoid adverse effects on people within the building from hazardous substances or contaminants on the site.

(2) Building materials that are potentially hazardous must be used in ways that avoid undue risk to people.

(3) Buildings where hazardous substances are stored and hazardous processes are undertaken must be constructed to provide adequate protection to people.

(4) Buildings must be constructed to reduce the likelihood of an accidental fall.

(5) Construction or demolition work on the facility must:

a) Minimise the risk of objects falling onto people;
b) Not be carried out whilst the facility is contaminated or potentially contaminated if there is any risk of violation of the quarantine barrier.

(6) The facility must be provided with adequate lighting within all escape routes in an emergency.

(7) The facility must be provided with appropriate means of warning people to escape to a safe place. A warning system must consist of combined fire detection and warning system that will alert people in adequate time for them to reach a safe place.

(8) Signs must be provided within buildings to:

a) Identify escape routes, emergency-related safety features, and potential hazards;
b) Inform users of the correct use of features provided in the facility that aid in quarantine.

2.4.9 Personnel Hygiene

(1) Buildings must be provided with appropriate spaces and facilities for personnel hygiene, including showering and toilet facilities.

(2) Buildings must be provided with adequate space and facilities for laundering.

(3) Buildings must be provided with space and facilities for the hygienic storage, preparation and cooking of food, that are appropriate for the intended use of the building.

2.4.10 Facility hygiene

2.4.10.1 Construction and sealing

(1) All inner surfaces of the quarantine area and ancillary area must be impervious to moisture and free of cracks, crevices and similar defects where dirt and infectious agents could accumulate, and which are not readily cleanable. These surfaces must be resistant to the substances used to decontaminate the facility. Provision must be made to enable all internal surfaces to be effectively cleaned without compromising containment.

(2) Impervious floor coverings must be coved up at walls and at any penetrations for pipes, ducts, or cables, and sealed with suitable waterproof sealant such as neutral-cure silicone.

Guidance 2.4.10.1

- Expansion joints of concrete floors should be sealed with a flexible sealant.
- Examples of floor coverings include, but are not limited to, Epoxy, and plasticised paint.

2.4.10.2 Decontamination in the event of the detection of an exotic disease

(1) Provision must be made to introduce formaldehyde or similar gaseous decontaminant into all parts of the quarantine and ancillary areas, including inlet and exhaust air ducts and filters, to hold the gas for not less than 10 hours, and to vent the gas safely to outside afterwards.

(2) The whole of the quarantine area and ancillary area, including secondary filters and ductwork between the containment perimeter and secondary filters, is to be able to be sealed off and decontaminated with formaldehyde. This will require:

a) The capacity for the supply and exhaust air systems to be shut down;
b) Airtight dampers and fumigation ports in the supply and exhaust ductwork, or other effective means of passing formaldehyde through the secondary filters and holding it in the system for the required period;
c) Means of safely clearing the formaldehyde from the building and venting it to outside on completion of the de-contamination procedure.

Guidance 2.4.10.2 (2) b)

- Airtight dampers should be compliant with a standard such as leakage class 2 under BS EN 1751:2014 (British-Adopted European Standard – Ventilation for buildings - Air terminal devices - Aerodynamic testing of damper and valves).

2.4.10.3 Water supply

(1) Hot water must be provided in both the quarantine area and ancillary area, to enable the areas to be effectively cleaned.

(2) There must be a sufficient storage of cold water to enable the facility to operate without risk of loss of containment for a period of 24 hours in the event of a loss of normal water supply.

(3) A reduced-pressure-type backflow preventer must be provided at each point of entry of water to the facility.

2.4.10.4 Surface-mounted items

(1) All pipes and conduit within the containment perimeter must be mounted clear of walls, floor, and ceiling, to allow effective cleaning.

(2) All items such as switches, power outlets, light fittings, hose-taps, and sink-benches must be sealed against the walls or ceilings to prevent accumulation of dirt in crevices.

2.4.11 Ventilation

(1) Spaces within buildings must be provided with adequate ventilation consistent with their maximum occupancy and intended use (refer to Section 2.5 Ventilation requirements).

2.4.12 Environment

(1) Buildings must be constructed to provide adequate space for the intended use.

(2) Adequate artificial lighting must be provided for use in the absence of sufficient natural light.

2.4.13 Building services

(1) Buildings must be provided with an electrical installation that:

a) Has safeguards against the outbreak of fire and personal injury;
b) Provides for reliable operation of equipment necessary for quarantine in normal operation and in the event of failure of the normal power supply.

(2) In buildings where potentially hazardous services are conducted involving hot, cold, flammable, corrosive, or toxic fluids, the electrical installations must be constructed to provide adequate service and safety for people.

2.4.14 Liquid waste management

(1) Facilities must be provided with an adequate plumbing and drainage system to:

a) Capture all liquid waste created within the facility, except for waste from toilet pans and urinals;
b) Effectively treat all captured liquid waste;
c) Sample and test treated water;
d) Carry correctly treated water to outfall(s).

(2) Buildings in which industrial liquid waste is generated must be provided with adequate spaces and facilities for the safe and hygienic collection, holding, treatment, and disposal of the waste.

(3) Floors must fall to a collection point so that liquid cannot accumulate on the floor.

(4) All drains from toilet pans and urinals must be fitted with traps and vents so that the water seal is maintained under all conditions of operation of the facility and of the drainage system.

2.4.14.1 Collection tank

(1) A plastic or stainless steel tank in a pit in the floor in the quarantine area must be provided to collect all liquid waste from all sources except toilet pans and urinals, or liquid waste (except from toilet pans and

urinals) must be drained through an approved drainage system to collection tanks.

(2) The tank must be thoroughly sealed to the floor at the top edges.

(3) The tank must be large enough to catch the maximum flow-rate of water without splashing, and must have:

a) A removable cover for safety;
b) A submersible pump with cutting ability to pump liquid waste to treatment tanks;
c) Float switches for automatically starting and stopping the pump;
d) A high-level alarm.

Guidance 2.4.14.1

- Examples of where plastic or stainless steel tanks must be provided include, but are not limited to, showers, hand basins, sinks, washing machines, and areas used for cleaning activities.

2.4.14.2 Treatment tanks

(1) At least two plastic or stainless steel storage tanks must be provided within the transitional facility premises, each with sufficient capacity to hold the maximum volume of liquid waste likely to be produced in the time that the other tank is being treated, or in the time that staff are not available to attend to water treatment (whichever is the greater).

(2) Tanks must be:

a) Mounted on a stand high enough to allow drain lines to be fitted. The stand must be fixed to the floor, and must ensure that tanks cannot slide off the stand. Restraints must be fitted at the top of tanks to ensure that they stay in place during an earthquake; or
b) Installed in accordance with New Zealand Standard 4219 (*Seismic performance of engineering systems in buildings*) at importance level 4 (IL4).

(3) Each tank must be provided with:

a) An isolating valve on the water inlet, to enable either tank to be filled whilst the other is being treated;
b) A sight-glass or other form of visual indication of contents;
c) A sampling valve to enable a sample of water to be drawn off for testing;
d) A drain valve to enable the tank to be drained to waste on completion of treatment;
e) An access hatch for the addition of treatment chemicals to the water;
f) A vent to pass air between the tank and the quarantine area or filtered as per section 2.5.2.1 of this standard for exhaust air;
g) If a floor tank is used, an overflow pipe back into the floor tank;
h) A high level alarm;
i) An agitator to stir the water during treatment.

Guidance 2.4.14.2

- Collection tanks can be used for treatment if required, in which case there may be only one tank.

2.4.15 Solid waste management

(1) Buildings must be provided with space and facilities for the collection, safe hygienic holding, and effective treatment or quarantine prior to disposal, of solid waste arising from the use of the building.

2.4.16 Containment perimeter

(1) All parts of the containment perimeter including floor, walls, doors and ceiling must be capable of containing dust particles larger than 5 microns in diameter when doors and any other openable access ways are closed, and static pressure is maintained as per the requirements in section 2.5.1.1.

2.4.16.1 Floors

(1) The floor must be constructed of concrete on damp-proof course to structural requirements, with provision for expansion joints as necessary to control cracking. Construction joints should be positioned on wall lines wherever possible.

(2) Construction joints must be cleaned out and seal with a flexible adhesive sealer.

(3) The fall of the floor must be towards drainage chamber to avoid ponding.

2.4.16.2 Walls, doors, and ceilings

(1) Walls and ceilings that form part of the containment perimeter must be constructed from sandwich panel consisting of polystyrene core and pre-finished steel surfaces, to structural requirements and in accordance with manufacturer's instructions.

(2) Extrusions must be fitted at the floor, and at all corners, and all joints and fixings are to be sealed in accordance with manufacturer's instructions.

(3) Walls and ceiling must be designed to withstand the maximum differential pressure that could be applied upon the most significant failure of fans or other controls.

(4) Doors that form part of the containment perimeter must be a cool room-type, complete with continuous double rubber or neoprene edge seals, adjustable hinges and latches, and must be self-closing

(5) Doors must swing outwards in the direction of egress from the facility, and must be openable from both sides.

(6) Rubber or neoprene seals must be fitted to the door latch operator.

(7) All outer doors must be fitted with locks except monitored fire exits.

Guidance 2.4.16.2 (1)

- Walls and doors that do not form part of the containment perimeter may be constructed of other materials, provided that the requirements of this standard are met.

Guidance 2.4.16.2 (4)

- It is recognised the door may not latch because of the resistance of the seals and latch.

2.4.16.3 Windows

(1) Windows in the containment perimeter must be provided as required for operational or safety reasons.

(2) Windows must be as small as practicable, and non-openable.

(3) The window material must be Perspex or toughened glass, to minimise the risk of accidental breakage, and must be thick enough to resist the differential pressure as for the walls.

2.4.16.4 Shower

(1) All walls, ceiling and doors for the shower that form part of the containment perimeter or part of the separation between the quarantine area and the ancillary area must also comply with clause 2.4.16.2.

(2) The floor must form a tray with upstand all round, and be thoroughly sealed to the walls. The tray must be constructed of impervious material, with falls to the outlet, and must be fully supported. The tray

must be supported high enough to allow the drain to flow to the drainage chamber via an accessible trap.

(3) The trap must be deep enough to remain sealed under the maximum differential pressure that could be developed across it from the most significant failure of fans and/or controls serving the shower area and drainage discharge point.

(4) The space underneath the shower must be fully enclosed or accessible for cleaning.

(5) The water temperature must be sufficiently warm to ensure that shower-in and shower-out procedures can be reasonably complied with by staff. The air temperature in the shower area and dressing areas must be maintained at not less than 22°C when the area is occupied.

2.4.16.5 Air filters

(1) Air filters must remove at least 98% of particles 5 microns and larger in diameter from the air flowing through them, when tested.

(2) Air filters must be constructed and installed so that the filter media and edge seals can be closely inspected and tested for leakage. The leakage rate of air through the containment perimeter must not exceed 0.2 litres per second per square metre of surface area of the containment perimeter (including the floor), when the quarantine area is at a static pressure of 40 Pascals (Pa) less than the outside air pressure.

2.4.17 Maintenance

(1) Wherever possible, any facility component that may need attention in order to maintain its performance must be located outside the containment perimeter, with the exception of primary filters on exhaust outlets.

a) All mechanical and electrical equipment must be located in a covered area out of the weather, outside the containment perimeter, with convenient access for maintenance.
b) All sensors, dampers, fans, heating elements, cooling coils, etc. must be located upstream of secondary filters and air-tight dampers on inlet ducts, and downstream of secondary filters and air-tight dampers on exhaust ducts.
c) Switchboards, control switches, pressure sensors, pressure switches, pressure controllers, speed controllers, timers, and similar controlling and monitoring equipment must:

i) Be located outside the containment perimeter; or
ii) Be able to be controlled via remote access.

(2) All items associated with the facility that may need servicing in order to maintain performance, or that may suffer deterioration in performance or condition through exposure to the weather, must be located such that they are protected from the weather and can be conveniently and safely worked on during inclement weather.

(3) Slave switches and remote set-points must be provided within the containment perimeter as necessary for use by staff whilst inside the facility, to minimise the need for travel across the containment perimeter.

(4) A monitoring system must be provided for continuously indicating the pressure drop across each secondary air filter.

(5) The monitoring system must be built to allow access for testing the integrity of each secondary filter in accordance with an approved standard.

(6) A comprehensive Operating and Maintenance Manual for the systems in the facility must be produced prior to commencement of use of the facility (Refer to Part 3: Operational Requirements).

Guidance 2.4.17 (1) b)

- This is so that maintenance can be carried out without the need for de-contamination, and if

necessary, the systems can be shut down and the facility sealed off whilst essential maintenance is carried out.

Guidance 2.4.17 (1) c)

- Switchboards, control switches, pressure sensors, pressure switches, pressure controllers, speed controllers, timers, and similar controlling and monitoring equipment can be located inside the facility if control duplication is provided as necessary to allow equipment switching or set-point adjustment from within the containment perimeter for use by staff whilst inside the facility to minimise the need for travel across the containment perimeter.

2.5 Ventilation requirements

2.5.1 Air system

2.5.1.1 Static pressure in quarantine area

(1) The static pressure inside the quarantine area must be kept at least 40 Pa lower than that of the outside pressure at all times when the facility is in use to give additional protection against escape of infectious agents in the event that openings exist in the containment perimeter.

(2) A monitoring system must be provided for continuously indicating and recording the static pressure difference between the air in the quarantine area and the air outside the containment perimeter.

2.5.1.2 Static pressure in ancillary area

(1) The static pressure in the ancillary area must be kept at least 20 Pa lower than that of the outside pressure at all times when the ancillary area is in use, and for at least ten minutes after use.

(2) Means must be provided for continuously indicating the static pressure difference between the air in the ancillary area and the air outside the containment perimeter.

2.5.1.3 Time in ancillary area

(1) Means must be provided to ensure that, when the facility is in use, a person cannot pass out of the quarantine area without remaining in the ancillary area for a time at least as long as that taken for the ventilation system to achieve an airflow equivalent to one air change in the ancillary area.

2.5.1.4 Wind effect on static pressure

(1) The pressure differences must be maintained during all foreseeable wind conditions of strength, direction, and gustiness.

2.5.2 Ventilation and temperature control

2.5.2.1 Supply air for quarantine area

(1) A fresh air supply system must be installed for the quarantine area, with an adequate flow-rate to provide ventilation and temperature control.

(2) System parts that require routine maintenance must be stored in a weatherproof enclosure attached to the outside of the containment perimeter.

(3) The weatherproof enclosure must have at least two air inlets from the outside that:

a) Are located on different faces of the enclosure, to minimise the effect of wind from varying directions;
b) Are mounted above ground level, and protected with weatherproof louvers or cowls fitted with insect mesh;

c) Have a static pressure drop across them that is not more than 10 Pa at the design airflow without the assistance of wind forces.

(4) Alternatively, air may be drawn directly from outside provided the designer can show that the required differential air pressure between the quarantine area and outside will not be compromised by any likely wind influence.

(5) If air filters are placed for incoming air supply, the following must be met:

a) A primary air filter must be fitted at the air inlet to the ductwork, with a mesh cover. A secondary air filter must be fitted in the supply ductwork just before it enters the containment perimeter, and a mesh cover or grille must be fitted on the downstream side. Filters must be within the allowable maximum and minimum face velocity specified by the manufacturer. Filters must meet the requirements below:

	Primary filter	**Secondary filter**
Type	Flat panel or deep bed extended surface	Pleated fibreglass paper-type media, corrugated aluminium or glue-type separators and metal frame
Performance	At least 80% arrestance	At least 90% efficiency
Test substance	ASHRAE synthetic arrestance dust	ASHRAE atmospheric dust spot efficiency test
European rating	F3 or F4	F8

b) The filters must be mounted into a fixed frame sealed into the ductwork with compressible neoprene seals and effective retaining clips to minimise leakage. Sliding filter frames, and fluid or grease seals, are not acceptable.

c) The frames must be strong enough to resist movement under the differential pressure developed across a dirty filter. Access to remove the secondary filter must be from inside the quarantine area.

d) The filters must have the following fitted:

i) A manometer across each filter;

ii) A filter equivalent to the secondary filter, and an isolating valve, at the manometer's sensing point on the downstream side of the secondary filter.

e) The secondary filter must be accessible from within the containment perimeter to enable regular monitoring of the filter face and edge seals for leakage.

f) The operator must submit a copy of a test certificate for each type of filter issued by an independent air filter testing agency using ASHRAE, Australian Standard or European Standard test methods.

g) The test certificates must be included in the Operating and Maintenance Manual and any change in the supply of filters will require the issue of a new test certificate.

h) The technical representative must inspect the filter test certificate against the filters installed.

i) The secondary filter must be leak-tested using laser particle counting in accordance with Sections 2.5.1.and 2.5.2. The leakage rate of the media is to be recorded and used as a benchmark for future testing. A test certificate is to be issued for each filter after each test and included in the Operating and Maintenance Manual.

j) An airtight damper and fumigation port must be fitted in the supply ductwork upstream of the secondary damper to enable the secondary filter to be decontaminated (refer 2.4.10.2), and to enable the ductwork to be closed off whilst the secondary filter is being replaced.

k) A manually adjustable damper must be fitted in the supply duct to regulate the air flow-rate as necessary to create the required differential pressure.

l) All fans, sensors, dampers, heating and cooling equipment must be positioned upstream of the secondary filter in the supply ducting.

m) Ducting must be fabricated from galvanized sheet-metal to SMACNA Standard (high or low pressure as applicable), or DW-142 Specification for Sheetmetal Ductwork. Ducts must be constructed to minimise joints, and all joints must be thoroughly sealed. Ducting must be supported to SMACNA standard and braced to ensure that it cannot break free of the containment perimeter during an earthquake.
n) Absorbent linings must not be fitted inside the ductwork between the secondary filters and the containment perimeter, and combustible linings must not be fitted in any ductwork.
o) Flexible ductwork must not be fitted between the secondary filter and the containment perimeter.

(6) If no air filters are placed for incoming air supply, the following must be met:

a) Fit damper(s) with actuators which fail to the close position (spring return) and fumigation port in the supply ductwork to enable the supply duct to regulate the air flow-rate as necessary to create the required differential pressure and to automatically prevent incoming air from escaping back to the outside. Flow regulations may be provided by variable speed drives.
b) Fabricate ducting from galvanized sheet-metal to SMACNA standard (high or low pressure as applicable), or DW/142 Specification for Sheetmetal Ductwork. Construct to minimise joints and ensure that all joints are thoroughly sealed. Support ducting to SMACNA standard, and brace to ensure it cannot break free of the containment perimeter during an earthquake.
c) Do not fit absorbent linings inside the ductwork and do not fit combustible linings in any ductwork.

Guidance 2.5.2.1 (1)

- Temperature control of supply air can be provided by a separate system to the supply system if located within the quarantine facility.

Guidance 2.5.2.1 (5)

- Filters with an efficiency of 90% when tested to the ASHRAE Atmospheric Dust Spot Efficiency Test should be able to achieve an efficiency of at least 98% at 5 microns, as required in Clause 2.3.16.5. Clause 2.5.1 allows a lower initial efficiency when testing a new installation.
- Designs that use methods other than secondary filters for ensuring that containment is maintained whenever there is no inward airflow will be evaluated, and approved if they meet the requirements of this standard.

2.5.2.2 Exhaust air for quarantine area

(1) An exhaust air system must be installed to remove air from the quarantine area at a rate equal to that of the supply system, plus all inward leakage.

(2) The system must comprise ductwork, primary filter, secondary filter, filter manometers and filter test fittings, airtight damper, fumigation port, and dual fans with back-draft dampers, all mounted in a weatherproof enclosure attached to the outside of the containment perimeter.

(3) Fans must be selected so that each alone is capable of creating the specified room differential pressure as well as meeting the pressure drop through the filters and ductwork.

(4) All components of the exhaust system must be as specified for the supply air system except that:

a) The primary filter must be located at the containment perimeter;
b) The secondary filter must be fitted as close to the primary filter as possible;
c) The damper must be downstream of the secondary filter;
d) The fan must be downstream of the damper.

(5) The primary filter must be replaceable from within the containment perimeter, and arranged so that the integrity of the ducting and the secondary filter is maintained whilst the primary filter is out. The secondary filter must be replaceable from inside the containment perimeter, and arranged so that the integrity of the ductwork from the containment perimeter to the close-off damper is maintained whilst the secondary filter is out.

(6) All manometer sensing points on the air filters must be fitted with filters and isolating valves except for the one on the outlet of the downstream secondary filter.

(7) An access panel must be fitted downstream of each secondary filter so the filter media and edge seals can be monitored for leakage.

(8) The exhaust system must discharge to outside the facility.

Guidance 2.5.2.2 (2)

- Requirements for air filters for exhaust air are as per the table in 2.5.2.1.

Guidance 2.5.2.2 (3)

- This can be achieved by providing redundancy of fans with N+1 redundancy.

2.5.2.3 Ancillary area

(1) Supply and exhaust air systems must be provided for the ancillary area as required for the quarantine area, except that the room air temperature is to be maintained at not less than 22°C when the system is on.

(2) The exhaust must also draw air from the shower area.

2.5.3 Air movement through containment perimeter

2.5.3.1 Leakage paths

(1) Construction techniques that minimise joints must be used in the containment perimeter.

(2) All possible air leakage paths must be thoroughly sealed on both sides of the containment perimeter, including:

a) Joints in wall, floor, and ceiling material;
b) Screws and pop-rivets used in construction of the walls and ceiling;
c) Penetrations for fixings used to support doors, benches, basins;
d) Penetrations for pipes and cables;
e) Screws or rivets used to secure pipes, conduits, light fittings, switches, socket outlets;
f) Install all cables in conduit and seal inside the conduit after installation of cables is complete.

(3) The overflow from any toilet or urinal cistern must be arranged to discharge into a toilet pan or urinal, and venting must be provided on the soil drain downstream of the fitting's water seal as necessary so that the seal is preserved under all operating and weather conditions.

2.5.3.2 Differential air pressure

(1) The ventilation systems must maintain the pressure in the quarantine area between 40 and 50 Pa lower than outside, and the pressure in the ancillary area between 20 and 30 Pa lower than outside. This will maintain a pressure difference between the quarantine area and ancillary area of approximately 20 Pa when the ancillary area ventilation system is running, and approximately 40 Pa when it is not running.

(2) Diaphragm-type pressure gauges such as Magnehelic must be provided both inside and outside the containment perimeter to indicate the differential pressure for both the quarantine area and ancillary area.

(3) Filters must be fitted to the pressure sensing lines that penetrate the containment perimeter as for the air filter manometers, with a three way valve to isolate the filter and vent the sensing line so that the gauge will operate whilst the valve is closed.

2.5.3.3 Controls

(1) The control system must be arranged so that:

a) The door between the ancillary area and outside, and the door between the ancillary area and the quarantine area are interlocked so that only one can be open at once, and so that once a door has been closed the other door will remain locked for the time taken by the ventilation system to achieve an airflow equivalent to one air change in the ancillary area;
b) The supply and exhaust systems for the quarantine area operate continuously while the facility is in use, except that the supply system must stop whenever the door into the quarantine area is unlatched;
c) The supply and exhaust systems for the ancillary area start immediately when a door into the ancillary area is opened, and continue running until 10 minutes after all doors to the ancillary area have been closed;
d) Speed controllers cannot be set below the minimum speed required to maintain the required differential pressure under the most unfavourable circumstances;
e) Controls fail to safety as far as possible;
f) Control switches and set-points are located in a secure location but are readily accessible to authorized staff.

(2) Users must be fully trained in the operation of the control systems.

(3) The supply fan for each system must run at a constant speed.

(4) The dual exhaust (e.g. N+1) fans for each system must be set up so that the standby fan starts automatically if an operating fan should fail.

(5) The fan in use must be fitted with an automatic control system to regulate its capacity, so that the room differential pressure is maintained under changes such as variations in the supply air flow-rate and progressive contamination of filters.

(6) Alternatively, a manual damper may be installed in the exhaust system downstream of the secondary filter, and adjusted to give the required differential pressure. If the manual damper is used then the operator must develop and implement a management plan to ensure that the differential pressure is monitored and the damper adjusted as necessary so that the required differential pressure is maintained.

(7) The fans must be controlled so that a positive pressure in the quarantine area cannot develop.

(8) A battery type back-up power supply and automatic changeover system must be provided so that the supply and exhaust fans, controls and alarms continue to operate for a period of at least 8 hours without interruption in the event of a loss of mains power.

(9) Alternatively, provide a standby generator permanently connected to the system and designed to start automatically with minimum delay on loss of normal power supply.

(10) Terminals must be provided at the main switchboard to enable a standby generator to be used to operate all the ventilation, control and alarm systems in the event of a prolonged power failure.

Guidance 2.5.3.3 (1) e)

- A fail-safe is a design feature or practice that automatically responds in a way that will cause no or minimal harm to other equipment, the environment or to animals/people in the event of a ventilation failure.

2.5.3.4 Alarm system

(1) An alarm system must be installed that:

a) Provides audible and visible alarms inside and outside the containment perimeter if the specified differential pressure diminishes by over 50% for more than 30 seconds.
b) Provides audible and visible alarms inside and outside the containment perimeter if either or both the interlocked doors are unlatched for more than 30 seconds.

c) Has mute switches on audible alarms, with indicator lights to show that an audible alarm has been muted.
d) Has a filter and isolating valve on each pressure sensing line that penetrates the containment perimeter as for the pressure gauges that could provide a through flow of air.
e) Provides audible and visible warning if the supply or exhaust fan should fail.
f) Has data logging facilities to record the differential pressure in the quarantine area at least once every 30 seconds, with the ability to print a hard copy and to transmit the data via the modem.

(2) The information recorded by the data logger is critical to the operation of the quarantine facility. The data logger must be established as a stand-alone unit with:

a) Extended operating temperature range for dependable operation.
b) Reliable operation under the vibration intensity that is likely to be present on the site.
c) Customised programming for the exact application requirements.
d) Storage of the operating programme and point database in non-volatile memory (electrically erasable programmable read-only memory [EEPROM] or solid state drive [SSD]) for protection against power loss.
e) Battery backup for power failure protection.
f) Universal inputs and outputs for application flexibility.

2.5.3.5 Feed entry

(1) Where food is introduced through the containment perimeter via a mechanical system, provision must be made to maintain room pressure and prevent room air from passing out through the feed system as feed is introduced.

2.5.4 Air system

2.5.4.1 Static pressure in quarantine area

(1) The static pressure inside the quarantine area must be kept at least 40 Pascals (Pa) lower than that of the outside pressure at all times when the facility is in use to give additional protection against escape of infectious agents in the event that openings exist in the containment perimeter.

(2) A monitoring system must be provided for continuously indicating and recording the static pressure difference between the air in the quarantine area and the air outside the containment perimeter.

2.5.4.2 Static pressure in ancillary area

(1) The static pressure in the ancillary area must be kept at least 20 Pa lower than that of the outside pressure at all times when the ancillary area is in use, and for at least ten minutes after use.

(2) A monitoring system must be provided for continuously indicating the static pressure difference between the air in the ancillary area and the air outside the containment perimeter.

2.5.4.3 Time in ancillary area

(1) A control mechanism must be provided to ensure that, when the facility is in use, a person cannot pass out of the quarantine area without remaining in the ancillary area for a time at least as long as that taken for the ventilation system to achieve an airflow equivalent to one air change in the ancillary area.

2.5.4.4 Wind effect on static pressure

(1) The pressure differences must be maintained during all foreseeable wind conditions of strength, direction, and gustiness.

2.6 Containment verification requirements

2.6.1 Completion of construction

(1) The following tests are required on completion of construction, before putting the facility to use, to ensure that the facility complies with this standard:

a) Measurement of the upstream particle concentration, followed by scanning of the downstream face of the media and edge seals of all secondary filters, using a laser particle counter. The test method is to be agreed with MPI prior to commencement of the tests.

i) The count of 5 micron particles downstream of the filter media must be not more than 10% of the upstream count (an efficiency of at least 90%).
ii) The edge seals must show efficiency at least as good as that of the filter media. During testing, the upstream particle concentration must be high enough to produce a downstream concentration that is within the acceptable range of the laser particle counter. Refer to Section 2.6.2 for further testing prior to commencement of a quarantine period.

b) Leakage testing of the containment perimeter, by measuring the air flowrate extracted from the quarantine area when at a static pressure of 40 Pa below outside air pressure, with all other air inlets and outlets closed by their normal closing device. The measured flowrate shall not exceed 0.2 litres per second per square metre of surface area of the containment perimeter (including the floor).
c) Measurement of static pressure between quarantine area and outside, and between ancillary area and outside, in accordance with AS 1807.10, with the facility in normal operating mode.
d) Measurement of all air flow-rates, in accordance with CIBSE Commissioning Code Series A, Appendix A3.1, or ASHRAE Standard 111-1988, to verify air leakage and air change rates in the quarantine area and ancillary area.
e) Proving of operation of automatic controls and alarms.
f) Calibration of controls and pressure gauges.
g) Proving of operation of systems under standby power.
h) Any tests or checks required by local authorities, such as health checks, or storage of hazardous substances.

Guidance 2.6.1.(1) a) i)

- Note that this is lower than required in Clause 2.3.16 to allow for the lower initial efficiency of new filters. 90% efficiency at 5 microns is expected to be readily attainable with a filter that has an overall initial efficiency of 70% when tested with the ASHRAE Atmospheric Dust Spot Efficiency Test. Also note that prior to a quarantine period the filter efficiency must have risen to at least 98% at 5 microns - refer to Section 2.5.2.

2.6.1.1 Certification required

(1) The following certificates must be produced on completion of construction, before putting the facility into use:

a) Compliance certificate for the facility issued by a technical representative (refer section 2.6.5).
b) Certificate of Compliance with Australia/New Zealand Electrical Wiring Rules, issued by the electrical contractor.
c) Certificate recording the results of any tests or checks required by local authorities.

(2) A certificate of public use must be issued for the building by the regional or district council.

(3) A Code Compliance Certificate confirming compliance with the NZ Building Code must be issued by the local territorial authority, within 6 months of the approval of the facility as a transitional facility under the Act.

2.6.2 Before the quarantine period

(1) The following checks and testing must be undertaken while the transitional facility is empty of live poultry and poultry hatching eggs.

a) Check that all systems are operating correctly, and are free of indications of impending failure
b) Check that all systems operate correctly under standby power.
c) Check that all primary filters look clean, are securely mounted in place, and have a pressure drop close to that of clean filters
d) Check the pressure drop across each secondary filter and replace if necessary so that they should not need changing during the quarantine period.
e) Carry out laser particle counting for leakage of all secondary filters and their edge seals as specified in Section 2.5.1, except that the media efficiency must be at least 98% at 5 microns. The test method is to be agreed with MPI prior to commencement of the tests.
f) Check the static pressure in the quarantine area and in the ancillary area as specified in Section 2.5.1 and ensure they are in accordance with the requirements of this standard.
g) Check that all alarm systems are working correctly.
h) Check that the required spare parts are held readily available and are clearly identified.

Guidance 2.6.2.(1) c)

- It is envisaged that primary filters may have to be replaced or washed during a lengthy quarantine period).

Guidance 2.6.2.(1) e)

- It may be necessary to run the system for some time on completion of construction or after replacement of filters, to raise the dust loading to the level necessary to achieve the required efficiency prior to commencement of a quarantine period.

2.6.3 During the quarantine period

(1) The following tasks must be completed daily:

a) Check pressure drop of primary filters. Primary filters must be replaced at or below the maximum pressure drop stated by the manufacturer to maintain their performance and thus minimise contamination of the secondary filters.
b) Check pressure drop of each secondary filter.
c) Check that all systems are operating correctly. Repairs must be carried if problems are identified in accordance with contingency plan so that containment is not jeopardised.
d) Check that the static pressures in the quarantine area and in the ancillary area are in accordance with the requirements of this standard.
e) Check that all operational procedures are being followed.
f) Keep written records of each check in a prominent position for inspection by the supervisor.

(2) Treatment of liquid waste (refer to Section 3.10.1).

(3) Solid waste storage and handling (refer to Section 3.10.2)

2.6.4 Throughout the year

(1) Regular inspection, testing, and maintenance of the systems must be carried out in accordance with the *Operating and Maintenance Manual*.

(2) Written records must be kept and a warrant of fitness must be produced as required by the NZ Building Code every twelve months. The warrant of fitness must show that all necessary inspection and maintenance work has been carried out over the last 12 months, and all records have been kept, for all the systems or features listed on the compliance schedule issued by the local territorial authority.

2.6.5 Compliance certificate for the facility

(1) The operator must obtain a compliance certificate on completion of construction and every 12 months thereafter. However, if repairs or modifications have been carried out on the containment perimeter or ventilation system then a new compliance certificate must be obtained.

(2) The compliance certificate must provide verification of the physical construction and performance of critical containment components as required in this standard, and must contain the following information:

a) Name and address of facility;
b) Date of certificate;
c) Results of the following tests:

i) Pressure drop across each air filter.
ii) Leakage testing of all secondary filters
iii) Room leakage rate, and method of measurement.
iv) Static pressure difference between quarantine area and outside.
v) Static pressure difference between ancillary area and outside.
vi) Air flow-rate through each air handling system.
vii) Correct operation of alarms.
viii) Correct operation of automatic control systems.
ix) Correct calibration of room pressure gauges.
x) Correct operation of systems on standby power.
xi) Confirmation that all in-line bio-containment filters on the liquid waste system, pressure sensors and pressure gauges are intact.

d) Any other information such as test data to show that any aspects of the design which differ from the approved solution is functioning as intended.

(3) The technical representative is responsible for providing the compliance certificate.

(4) Any variations at any time that would modify the original design intent, modifications to equipment, or the installation of alternative equipment to the originally specified or designed items requires the issue of a new compliance certificate.

(5) Defective systems found in non-compliance must be upgraded fully before certification is obtained.

(6) The compliance certificate must be mounted in a prominent position for inspection by the MPI Inspector.

Part 3: Operational Requirements

3.1 Operating manual

(1) An operating manual must be prepared for each transitional facility and must set out how the facility will be managed and operated to meet the requirements of this standard.

(2) The operator must ensure that the procedures set out in the operating manual are followed. The current version of the operating manual must be available to the MPI Inspector.

(3) The approval of the facility will be limited to the purpose and scope of activities listed in the operating manual.

(4) The operating manual and any amendments made to it must be approved by the MPI Inspector.

(5) The operating manual must:

a) Describe how the following standards and requirements will be met in relation to uncleared live poultry and poultry hatching eggs:

i) This standard;
ii) Any relevant import health standards;
iii) Any import permit;
iv) Any measures approved in a Chief Technical Officer (CTO) direction under section 27(1)(d)(iii) of the Act.

b) Describe how the efficacy of the systems and procedures will be measured, monitored, and determined to be continually effective.

(6) The operating manual must have the following structure:

a) A table of contents;
b) Numbered pages and the version number and date on each page;
c) The scope of the operating manual which must include:

i) The purpose of the transitional facility as set out in the approval;
ii) A site map of the transitional facility;
iii) A description of the design and construction of the facility;
iv) A list of the relevant IHS(s) applicable to the live poultry and poultry hatching eggs held in the facility.

d) The management structure and staff responsible for managing the uncleared live poultry and poultry hatching eggs which must include:

i) The name and contact details of the transitional facility owner;
ii) The name and contact details of the operator and their responsibilities;
iii) A list of any key staff, including those carrying out management responsibilities including any deputy operators (as applicable), and a description of each person's responsibilities for the physical and operational compliance of the transitional facility;
iv) Other staff;
v) The following contact details:

1) The MPI Inspector with primary responsibility for supervision of the transitional facility;
2) The relevant MPI office's email address and phone number to contact MPI, including for booking inspections, requesting Biosecurity Authority Clearance Certificates (BACCs), reporting escapes, notifying MPI of unwell or injured birds and any treatments;
3) Phone numbers for reporting suspected exotic disease or pest.

e) Activities and procedures undertaken:

i) *Operation and maintenance manual:* A description of the structural and functional components and systems of the facility and their operation and maintenance (*see clause 3.2)*
ii) *Access and security:* A description of the access and security procedures (*see clause 3.3*);
iii) *Signage:* A copy of the transitional facility sign *(see clause 3.4*);
iv) *Receipt and movement*: A description of how uncleared live poultry and poultry hatching eggs are moved to and received the facility. *(see clause 3.5*);
v) *Segregation of live poultry and poultry hatching eggs and shared quarantine:* A description of how these measures and procedures will be monitored, maintained, and determined to be effective (*see clause 3.6*).
vi) *Disease surveillance and reporting;* A description of the procedures for disease surveillance and how diseases will be reported to MPI *(see clause 3.7)*.
vii) *Contingency plan:* An outline of potential risks and procedures to be followed in the event of an adverse incident and identification of available resources for the contingency (*see clause 3.8*);
viii) *Record keeping:* A description of the types of records kept (*see clause 3.9*);
ix) *Cleaning and hygiene:* A description of the facility's cleaning and personal hygiene regime and how it mitigates risks associated with uncleared live poultry and poultry hatching eggs (*see clause 3.10*);
x) *Waste disposal*: A description of how the disposal procedures for liquid and solid waste will be met and a description of where the waste will be held prior to disposal. (*see clause 3.11*);
xi) *Pest and weed control:* A description of the pest and weed control regime. (*see clause 3.12*);
xii) *Training*: A description of staff and visitor training and assessment of competency (*see clause 3.13*);
xiii) *Internal audit and quality assurance systems review*:

1) A description of the scope of the internal audit and quality assurance systems review and the process undertaken for internal audits and quality assurance system review.
2) A description of the procedures for addressing non-compliances.

xiv) *Document control:*

1) A description of the process for making changes to the operating manual and how the operating manual will be monitored and checked for relevance.
2) The person(s) responsible for ensuring the operating manual is up to date.
3) A summary of previous versions and their amendments.

(7) The operator must ensure that the procedures set out in the operating manual are followed.

(8) The operator must review the operating manual at least once a year to ensure its continuing suitability and effectiveness. The review must take into consideration the following:

a) Internal audit and quality assurance systems reports.
b) MPI inspection reports.

(9) The operator must ensure that the MPI Inspector is informed if the transitional facility's structure, operations or activities change from the approved scope of the operating manual prior to that change occurring.

Guidance 3.1

- The approval of the facility will be limited to the purpose and scope of activities listed in the operating manual.
- The operator has an obligation to appoint an individual or individuals as the deputy operator(s) if it is the opinion of MPI or the operator that one is needed due to the complexities and particular

operating factors of a facility, in the event of the operator's absence, or where contingencies may impact the operator's ability to exercise their responsibilities effectively.

- The operator is accountable for ensuring that the transitional facility is compliant with the requirements of this standard, the relevant IHS, the import permit and/or any measures approved in a CTO direction. While they are not expected to do all the work for the facility to meet compliance, they are responsible for ensuring all the work is done and that they are satisfied with the information which demonstrates compliance.
- Positions rather than people can be referenced, but provisions should be made to ensure that names and employment dates are kept in the company records and are readily accessible.
- If the Operator wants to change the operation or structure of the facility, a new approval may be required. A major modification is defined as a modification that potentially affects the integrity of quarantine. Minor modifications should be recorded and checked by the supervisor at the next visit
- For additional information on changes to transitional facilities contact an MPI Inspector. Additional matters that the Operator needs to meet may also be set out in:
  i) An authorisation or directions from an MPI Inspector.
  ii) A notification from a Chief Technical Officer (CTO) relevant to live poultry and poultry hatching eggs.
  iii) A relevant IHS.
  iv) A relevant import permit.

3.2 Operation and maintenance manual

(1) The *Operating Manual* must also include an *Operation and Maintenance Manual* for the facility and its systems that must provide:

a) A detailed description of any structural components of the facility that require periodic inspection or maintenance to preserve the integrity of the containment perimeter;
b) A clear description as to how all the functioning systems of the facility operate, with particular attention paid to the design principles involved;
c) Clear instructions on how to use the functioning systems, including procedures to be followed in the event of any reasonably foreseeable emergency;
d) Clear maintenance instructions for all components of the functioning systems that require periodic inspection or maintenance to preserve the integrity of the containment perimeter;
e) A complete list of spare parts required for the systems, taking into account the geographical location of the facility and the lead time for supply of spare parts from the manufacturer.
f) A complete set of "as built" and "as modified" drawings, including a plan showing the location of the facility in relation to the access road.

Guidance 3.2

- The functioning systems include heating, ventilation and air conditioning (HVAC), water supply, liquid waste, alarms, power supply, standby power supply, fire protection and security.

3.3 Transitional facility access and security

3.3.1 Entry and exit of people

(1) The entrances to the facility must be kept locked, except when in active use.

(2) A transitional facility must have access and exit procedures to ensure the security of uncleared live poultry and poultry hatching eggs. These procedures must be described in the operating manual.

(3) Other than staff members, only persons permitted by the operator are allowed in the transitional facility. The operator must ensure that these persons:

a) Are kept to a minimum during the quarantine period;
a) Adhere to access procedures;
b) Are accompanied by a staff member while in the transitional facility;
c) Follow the instructions of the operator at all times;
d) Sign in and out on the register.

(4) The operator must maintain a register of people entering the facility. Before entering the facility, all persons must sign a declaration that they will comply with the operating instructions for the facility, including any instructions given by staff members or MPI.

a) The register must also record the date, names, addresses, contact details and purpose of visit of all people who visit.

(5) The operator must provide access to the transitional facility for the MPI Inspector when required.

(6) Live poultry and poultry hatching eggs must remain secure and not be moved from the facility unless biosecurity authorisation or clearance is obtained from the MPI Inspector.

(7) During quarantine, access to the facility must only be via the personnel entrance. All access must be via the ancillary area.

(8) Procedures for access and exit must be displayed at the entrance/exit.

(9) As people may serve as carriers for Newcastle disease, a stand-down period of seven days must apply to all people visiting the facility. During this stand-down period people who have visited the quarantine facility must have no contact with any other birds for a minimum of seven days from the time of that visit.

(10) The operator or deputy operator must live on or near the facility.

Guidance 3.3.1

- In the case of staff who are regularly employed at the facility the declaration only needs to be completed once at the commencement of each quarantine period.
- Biosecurity authorisation from the MPI Inspector may be in the form of a Biosecurity Authority/Clearance Certificate (BACC).

3.3.2 Entry and exit of other materials

(1) Other than that described elsewhere in the facility standard, nothing else is permitted to leave the facility without the authorisation of the MPI Inspector.

(2) Sufficient equipment and supplies to meet all normal operational requirements must be installed in the facility before imported live poultry and poultry hatching eggs arrive.

(3) If feed is stored within the facility then the store must preferably be large enough to contain all the feed needed during the quarantine period. Alternatively, silos may be permitted inside the perimeter fence and feed augured into the facility. The feed must be inaccessible to vermin. The operator may carry additional quantities of feed in with approval from the MPI Inspector.

3.4 Receipt and movement of uncleared live poultry and poultry hatching eggs

3.4.1 Movement of live poultry and poultry hatching eggs

(1) The operator must ensure that all live poultry and poultry hatching eggs that are received at or moved from the transitional facility have been authorised by the MPI Inspector prior to that receipt or movement occurring.

(2) The operator must identify a transport service for the transportation of the live poultry and poultry hatching eggs. The approved transport must be a vehicle or trailer which meets the following minimum requirements:

a) The live poultry and poultry hatching eggs must be held in containers within a covered vehicle or trailer. Material such as feathers, faeces, dirt and bedding must be contained;
b) Each container or external gate to the vehicle must be capable of having an approved seal applied to it;
c) Provision for towing the conveyance, so that in the event of a breakdown it can be effectively towed to its destination.

3.4.2 Transport of live poultry and poultry hatching eggs to the transitional facility

(1) This movement may occur from the approved Port of First Arrival (POFA) to the transitional facility named in the import permit. A biosecurity authorisation must record the relevant details and the conditions of transfer.

(2) All live poultry and poultry hatching eggs must be transported in an approved transport. The transporting vehicle must be cleaned and waste must be disposed of as specified in the contingency plan or as directed by the MPI Inspector.

(3) The vehicle must be cleaned and disinfected with an MPI-approved disinfectant after unloading. When cleaning and disinfecting, special attention must also be given to prevent the introduction of weed seeds that may arrive in the feed or via the faeces. Waste matter including faecal material must be incinerated. See also the requirements of 3.10.

(4) A sign stating that a quarantine animal is on board should be clearly displayed on the vehicle and a copy of the biosecurity authority (BACC) should be available in the vehicle. A sign must be displayed in the cab, or at the rear of the approved transport that states “In the event of an accident or emergency phone these people as soon as possible…”

(5) The driver must be given contact phone numbers in the case of an emergency between the quarantine facility and the destination.

3.4.3 Receipt of live poultry and poultry hatching eggs at the transitional facility

(1) The operator must ensure that within 24 hours of the arrival of live poultry or poultry hatching eggs, the live poultry or poultry hatching eggs’ compliance with the relevant IHS, import permit, and/or any measures approved in a CTO direction has been verified by the MPI Inspector.

(2) The MPI Inspector must oversee the destruction of the fillers and packaging by incineration, and the fumigation of the crates and cartons, or ensure these are securely stored within the facility until the quarantine is lifted.

(3) Live poultry must be identified as required by the import health standard. If identification is required then a register of the birds must be maintained which records the identity and fate of all birds within the facility.

3.4.4 Biosecurity clearance of live poultry at the transitional facility

(1) On clearance and release of live poultry from the facility, the operator must advise the importer/owner in writing of the action to be taken if a bird develops any signs of illness, or ectoparasites, as follows:

a) The bird should be examined by a veterinarian and the veterinarian informed of the import history;
b) The veterinarian should notify the exotic disease line (0800 809 966) of any suspected or exotic disease or pest.

(2) Prior to the end of quarantine the operator must provide MPI with a list of the destination premises the live poultry will move to immediately after leaving the transitional facility, along with the contact details (phone and/or email) of the person in charge of the live poultry at the premises.

3.4.5 Reporting requirements

(1) The MPI Inspector must provide a written report for MPI every six months that includes:

a) The number and species of birds imported;
b) Biosecurity clearances issues;
c) Corrective action requests issued and progress toward compliance.

3.5 Segregation of uncleared live poultry and poultry hatching eggs

(1) Uncleared live poultry and poultry hatching eggs must be segregated from all other live poultry and poultry hatching eggs not of an equivalent biosecurity status to prevent possible cross contamination.

(2) Cleared or other live poultry or poultry hatching eggs that become contaminated or are suspected of being contaminated from contact with uncleared live poultry or poultry hatching eggs must be regarded as a biosecurity risk and handled in the same manner as uncleared live poultry and poultry hatching eggs.

(3) The operating manual must stipulate how the requirements of this clause will be achieved, monitored and maintained and these procedures must be based on the likely risks posed by the live poultry and poultry hatching eggs.

3.5.1 Shared quarantine

(1) If a subsequent shipment of live poultry, or poultry hatching eggs arrives during quarantine then the release of all live poultry must be delayed until the last shipment is authorised for biosecurity clearance.

3.6 Disease surveillance and reporting

(1) The operator must ensure that live poultry and poultry hatching eggs in a facility are examined, tested or treated as required by the applicable IHS, for disease investigation purposes, or as required by the CTO under the direction of the MPI Inspector.

(2) The operator must observe birds for signs of illness, injury and abnormal behaviour periodically throughout the day and report immediately to the MPI Inspector any serious illness, changes of behaviour in the birds, or death.

(3) For poultry hatching eggs, once hatching has occurred, the MPI Inspector must inspect the birds at least once a week until biosecurity clearance has been given, and the following must be performed at each visit:

a) Inspection of birds for any signs of disease;
b) Confirm that the operator and facility continue to meet the requirements of this standard;

c) Take action as appropriate.

(4) No medication or drugs are to be administered to birds showing clinical signs of illness, injury, or abnormal behaviour without the prior approval of the CTO.

(5) Birds must be available for inspection by the MPI Inspector who reserves the right to take specimens at any time for disease testing.

(6) Necropsies to establish the cause of unexpected deaths must be carried out as soon as is possible after death.

(7) The level of daily surveillance must be sufficient to ensure that sick and dead birds are found in sufficient time for follow up disease investigations.

(8) Treatments or prophylactic measures must not interfere with disease surveillance.

(9) Diagnostics should be performed to support a suspected diagnosis and rule out that of an exotic disease.

(10) The MPI Inspector must phone the laboratory before submitting samples to advise the laboratory and receive direction the type of samples to send. The packaging of specimens of infectious material must be in accordance with the instructions from the laboratory. Samples are to be dispatched in a clearly addressed sealed box by the fastest secure method.

3.6.1 Post-mortem

(1) The post-mortem facilities must be located within the quarantine area.

(2) Post-mortem facilities must be provided with access to hot and cold water. Materials for processing and packaging samples for further examination must be provided.

(3) The facility must have, or have access to, sufficient equipment to perform a full necropsy, and provide for the collection and submission of samples.

(4) Where exotic disease or other biosecurity risk is suspected, birds must be necropsied to establish the cause of death as soon as is possible after death.

(5) The carcasses of dead birds must be kept under refrigeration until post-mortem or as directed by the supervisor.

3.6.2 Occurrence of an exotic disease

(1) If an exotic disease is diagnosed, the operator must notify the CTO within 24 hours.

(2) In the event of a positive diagnosis for an exotic disease the CTO may direct the management of disease control and extend the period of quarantine or order the destruction of the live poultry and poultry hatching eggs.

(3) Approval must be sought from the CTO before the facility can be used again.

Guidance 3.6.2

- If the live poultry and poultry hatching eggs are to be destroyed and/or the facility requires decontamination the following procedures are likely to be authorised:
  - i) The live poultry and poultry hatching eggs must be humanely destroyed;
  - ii) All dead birds, poultry hatching eggs, unconsumed feed, manure and bedding may be double-bagged and removed from the facility for sterilisation or incineration;
  - iii) The facility, pens and accessories etc. must be thoroughly cleaned with detergent and then treated with an approved disinfectant;
  - iv) Treatment of liquid waste.

3.7 Contingency plans

(1) The operator must ensure that contingency plans are in place to manage any situation or incident which may compromise the biosecurity of uncleared live poultry and poultry hatching eggs. The contingency plan must be included in the operating manual.

(2) The contingency plan must include:

a) The procedures to be followed in the event of an identified situation occurring;
b) The resources required and available to effectively manage these situations;
c) A description of how the contingency plan will be verified to ensure that it is effective and can be immediately implemented for each situation;
d) Evidence to verify the effectiveness of each contingency plan.

Guidance 3.7

- Examples of events which may compromise the biosecurity of uncleared live poultry and poultry hatching eggs include inadvertent liberation, vehicle breakdown during transport, fire, natural disasters (e.g. earthquakes, flood), loss of operator, breaches of security (e.g. theft, containment), arrival of non-compliant live animals, loss of essential services (e.g. electrical power, equipment malfunction), or cancellation of facility approval.
- Contingency plans need to contain sufficient information to enable persons responsible for implementing the plan to respond as quickly as possible. The information needs to be clear and complete, including up to date contact details of key individuals and emergency services (if applicable).
- Testing of contingency plans should be carried out on a regular basis to ensure a smooth implementation of each plan. Testing should also ensure that equipment and other resources are operational and staff know how to use them.

3.8 Record keeping

(1) The operator must implement and maintain an effective record keeping system that allows easy access to records for relevant staff and the MPI Inspector.

(2) The operator must, for auditing purposes, maintain the following records filed with each consignment:

a) Official documents verifying compliance with the relevant IHS(s), the import permit and/or any measures approved in a CTO direction;
b) Biosecurity authorisations and clearances;
c) Owner's name and address;
d) Details of clinical signs of disease, mortalities, treatments, and laboratory findings if applicable;
e) MPI inspections or treatment/testing of live poultry whilst in quarantine;
f) Daily animal monitoring records;
g) Pests, unwanted organisms or other organisms found and any control actions taken (including contacting MPI);
h) Entrance register and declarations.

(2) The operator must, for auditing purposes, maintain the following records:

a) Repairs and maintenance issues;
b) Internal audits and corrective actions;
c) External audits and corrective actions;
d) Training and assessment.

(3) Records must include dates and signatories of persons responsible.

(4) Records must be legible, readily identifiable, and must be kept for a minimum of three years from receipt, preparation or amendment.

3.9 Cleaning and hygiene

(1) The operator must have a cleaning and hygiene system in place that ensures the transitional facility is kept clean at all times and activities undertaken by personnel do not compromise the management of the uncleared live poultry and poultry hatching eggs.

(2) The operating manual must specify the cleaning and hygiene procedures, measures and equipment that will be employed, how these will be assessed as being effective, and what evidence will be provided to verify this.

3.9.1 Holding areas and equipment

(1) The area(s) holding live poultry and poultry hatching eggs must be emptied and thoroughly cleaned and disinfected after these live poultry leave the transitional facility.

(2) All equipment used in the feeding, handling and treatment of the live poultry and poultry hatching eggs in the transitional facility must be new or cleaned and disinfected after the live poultry leave the transitional facility.

(3) If surgical and anaesthetic equipment is brought into the facility it must be cleaned and autoclaved or disinfected with an approved disinfectant under direction of the MPI Inspector before removal.

3.9.2 Cleaning of transport crates/trucks

(1) The vehicle and transport containers must be cleaned and disinfected with an approved disinfectant after unloading.

(2) Special attention must be given to prevent the introduction of weed seeds. Waste matter including faecal material must be incinerated.

3.9.3 Personnel hygiene

(1) The operator must develop procedures for the movement of people to and from the facility that prevent the potential transfer of pathogenic agents from quarantined live poultry and poultry hatching eggs to non-quarantined birds. These procedures must address the risk of transfer via the hands, arms, footwear and clothing.

(2) The operator must provide protective clothing and footwear for staff and visitors to use in the facility, to prevent contamination of street clothes and footwear. This must always be kept separate from street clothes, stored in the inner change room.

(3) On exit everyone leaving must shower out using hot water. Sufficient time must be taken in the shower to ensure a thorough body-wash, including hair, with soap and shampoo.

(4) All protective clothing must stay at the facility (coveralls, gumboots etc.) and be washed using laundry detergent and hot water. If disposable overalls are used these must be securely held at the facility and appropriately disposed of after completion of the quarantine period.

(5) Washing facilities must be provided with supplies of towels, soap, shampoo and general disinfectant.

3.10 Waste disposal

(1) The operator must ensure that waste generated is treated or disposed of as biosecurity waste, as specified in the relevant IHS(s), the import permit and/or any measures approved in a CTO direction, either within the transitional facility or at another transitional facility following movement authorisation from the MPI Inspector.

(2) The waste treatment or disposal procedure, and evidence of its effectiveness for treatment or disposal, must be included in the operating manual.

(3) On satisfactory completion of quarantine any remaining solid waste may be disposed of at the discretion of the operator.

3.10.1 Treatment of liquid waste

(1) Procedures must be in place to:

a) Monitor the level of liquid waste in the storage tanks, and to carry out treatment as required;
b) Minimise the risk of contaminated or potentially contaminated liquid escaping from the facility via toilets and urinals;
c) Minimise the risk of a drain valve being left open on a liquid waste treatment tank, allowing untreated waste to flow out of the facility.

(2) All liquid waste produced within the quarantine area and ancillary area, except for that from toilet pans and urinals, must be collected and provision made for effective treatment before it is able to be disposed of. Liquid waste can be stored until biosecurity clearance is given and discharged without treatment. The facility must have the capability to treat liquid waste if an exotic disease occurs.

(3) Liquid waste must be sterilised before discharge during quarantine by a chlorine-based disinfectant added to the effluent to achieve a minimum concentration of available chlorine of 2100 mg/L (2100 ppm) at 30 minutes post-treatment. Tanks not achieving this level must be re-treated for a further 30 minutes or successive cycles of 30 minutes until the level of 2100 mg/L is achieved.

(4) Before the treatment period commences, the chlorinated effluent must be brought to between pH 5.0 and 7.0. The tank shall be continuously agitated over the treatment period.

(5) Alternatively, liquid waste may be held in holding tanks until biosecurity clearance of the live poultry is authorised.

(6) Chlorination records must be maintained and must note.

a) Amount of compound added;
b) Volume of effluent;
c) Time that treatment period commenced and terminated;
d) pH at commencement and termination of the treatment period;
e) Available chlorine concentration at termination of treatment, determined by an approved test method.

Guidance 3.10.1 (3)

- Chlorine and its by-products are hazardous chemicals and discharge may require compliance with the Resource Management Act and local council regulations. The chlorine in the liquid waste may be neutralised by chemicals or neutralised with carbon filters.

3.10.2 Solid waste storage and handling

(1) Solid waste must be collected and stored or disposed of in accordance with the procedure in the operating manual. On satisfactory completion of quarantine any remaining solid waste may be disposed of at the discretion of the operator.

(2) Provision may be made for the storage of solid waste (including carcasses) within the facility until the end of quarantine.

(3) Alternatively, combustible waste (including carcasses) associated with imported live poultry and poultry hatching eggs must be sterilised by autoclaving or by incineration in a high temperature, high efficiency Environmental Protection Agency approved incinerator within the facility.

(4) A deep freeze must be provided to preserve dead poultry if there is no provision within the facility for autoclaving or incinerating poultry.

3.11 Pest, weed and vermin control

(1) The operator must ensure that pests that present a risk to the safe and secure management of uncleared poultry and poultry hatching eggs are effectively controlled. The operating manual must describe the process that will be undertaken.

(2) The pest management plan must take into consideration:

a) The pests that present a risk to the uncleared poultry and poultry hatching eggs at the transitional facility;
b) The procedures, measures and equipment that will be used to control the pests;
c) How the control measures will be monitored and determined to be effective, and what information will be provided to verify this.

(3) All weed seeds that may be carried by the poultry and poultry hatching eggs, must be destroyed by incineration or be subject to deep burial in the event that they are excreted.

(4) Surveillance must be maintained for the presence of pests and foreign plants and control activities undertaken if they are detected.

(5) The operator and any staff must notify MPI as soon as practicable of the presence of any organism in or around the transitional facility not normally seen or otherwise detected in New Zealand, in accordance with Section 44(1) of the Act.

3.12 Training

(1) Operators must successfully complete the operator training course prior to receiving operator approval.

(2) The operator must nominate a person or position within the company who is responsible for training staff and visitors.

(3) A training programme must be developed and implemented for all staff working at the transitional facility that will be handling uncleared poultry and poultry hatching eggs, and for visitors to the facility. The programme must describe the following:

a) How the training is to be implemented;
b) How the effectiveness of training is assessed;
c) The time scales for implementation and refresher courses.

(4) The training programme must be described in the operating manual.

(5) The operator must ensure that persons likely to be handling uncleared poultry and poultry hatching eggs are aware of and understand the following:

a) The requirements of this standard;
b) The documentation related to the management of uncleared poultry and poultry hatching eggs;
c) Their responsibilities and obligations while in the transitional facility in relation to the management of uncleared poultry and poultry hatching eggs.

Guidance 3.12

- Visitors to the transitional facility might include contractors undertaking repairs and maintenance work, persons delivering goods and persons within the company who may not be in the transitional facility on a regular basis and do not have direct responsibilities for operations.
- The training provided and supervision for each person should only address what is needed in order for the requirements of this standard to be met. Contractors, for example, may only need to be provided with information about the facility and the precautions they must take to ensure the safe and secure management of uncleared poultry and poultry hatching eggs they may come in contact with.

3.13 Internal audit and quality assurance systems review

(1) The operator must carry out an internal audit at least once every six months, and quality assurance systems review at least once every 12 months. If the facility is not in continuous use the operator must perform an internal audit on each occasion that it is used. The internal audit and quality assurance systems review report must be included in the operating manual.

(2) The internal audit must verify that the transitional facility's activities continue to comply with the:

a) Transitional facility approval, including the requirements of this standard and any conditions placed on the approval;
b) Operator approval, including any conditions placed on the approval;
c) Any conditions and requirements in the operating manual.

(3) A review of the quality assurance systems includes reviewing the operating manual to ensure its continuing suitability and effectiveness and to introduce any necessary changes or improvements. The review must be focused on:

a) Ensuring that the most appropriate and effective systems and procedures are in place to meet the regulatory requirements;
b) Ensuring that there are effective methods to monitor, assess, and evaluate those systems and procedures;
c) Ensuring that those systems and procedures are being complied with;
d) Identifying how the quality assurance system can be improved and how non-compliances can be corrected and prevented.

(4) The operator must document all audit and review findings in a written report and provide the report to the MPI Inspector within five days of being completed. The report must include:

a) The scope and date of the audit;
b) The names of the auditors and auditees;
c) Any recommendations, non-compliances or corrective actions, and the timeline for their completion;
d) The overall conclusions as to whether compliance has been met;
e) Signature of the operator and acknowledgement that they agree with the conclusions of the audit and review.

3.14 External MPI inspection

(1) The operator must provide the MPI Inspector, or any other representative of the CTO, access to the transitional facility and all records and documents when requested to verify compliance with this standard. The operator must be present to facilitate the inspection.

(2) The operator of the transitional facility must ensure that the facility is assessed by an MPI Inspector to ensure the requirements specified in this standard are met.

(3) The MPI inspection reports must be included in the operating manual.

Guidance 3.14

- Transitional facilities are assessed by the MPI Inspector to ensure the transitional facility's approval and/or operator's approval, and any other regulatory requirements in relation to uncleared poultry and poultry hatching eggs are being complied with. Part of the inspection is ensuring that the provisions in the operating manual are being complied with because those provisions have been approved by MPI as meeting the requirements of this standard.
- The transitional facility will be inspected at least annually by the MPI Inspector. MPI reserves the right to inspect at any time and inspections may be unscheduled.

- The MPI Inspector will conduct inspections and on-site audits. Additional audits will be conducted as required, and are based on the performance of the operator, especially if non-compliance is found.
- Should the operator display a lack of sufficient knowledge leading to failure of an inspection, the MPI Inspector may require the operator to re-take the relevant training course or recommend suspension or cancellation of the operator approval.
- Where a transitional facility is not compliant with this standard, the MPI Inspector may recommend the approval for that transitional facility and/or operator be suspended or cancelled. Where non-compliances are found but suspension or cancellation is not initially recommended, inspection frequencies will increase until the MPI Inspector is confident the facility is fully compliant.
- Details of any non-compliances will be given to the operator on a MPI corrective action request (CAR). The CAR details the non-compliance, lists the corrective action(s) and the timeframe that these actions should be completed or resolved.

Schedule 1 – Document History

Date First Issued	Title	Shortcode	Amendment
21 August 2002	Avian Transitional Facilities	154.02.05	
Date of Issued Amendments	**Title**	**Shortcode**	
24 August 2018	Transitional Facilities for Poultry and Poultry Hatching Eggs	MPI-STD-POULTRY	
13 March 2024	Transitional Facilities for Poultry and Poultry Hatching Eggs	MPI-STD-POULTRY	Change definition of MPI Inspector to align with other TF standards.

Schedule 2 – Definitions

Terms used in this standard that are defined in the Act have the meanings set out in the Act, unless a different meaning is given below.

Act

Biosecurity Act 1993.

Approved seal

A seal approved by MPI to ensure that between application and removal security has been maintained.

ASHRAE

American Society of Heating, Refrigerating and Air-Conditioning Engineers.

BACC

A biosecurity authority clearance certificate, which is a document given by an MPI Inspector that certifies that the MPI Inspector has given a clearance or a biosecurity authorisation for the goods it relates to.

Biosecurity authorisation

An authorisation given by an MPI Inspector under section 25 of the Act permitting uncleared goods to be moved from a transitional facility or biosecurity control area to another transitional facility, biosecurity control area, containment facility, or to be exported.

CIBSE

Chartered Institution of Building Services Engineers

Clean

The application of procedures that effectively remove surface and built-up dirt, as appropriate to the equipment/facility.

Compliance certificate

The compliance certificate provides verification of the physical construction and performance of critical containment components as required in this Standard.

Containment perimeter

All surfaces and other components that together make up the enclosure which is intended to contain the risk goods.

Contamination

Animals, insects or other invertebrates (alive or dead, in any life cycle stage, including egg casing 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 manifested cargo being imported.

Corrective Action

Action to identify and eliminate of the cause of a detected problem or non-conformity to prevent its recurrence.

CTO

Chief Technical Officer.

CTO direction

A guideline or direction given by a CTO under section 27(1)b(iii) or 27(1)d(iii) of the Act on measures that may be applied to risk goods to effectively manage risks.

Deputy Operator

A person nominated by the operator who is approved as an operator under the Act who has the authority to act as a second operator of the facility, nominally when the operator is absent. A deputy operator may also be required where it is the opinion of the MPI Inspector that a deputy is needed due to the complexities and particular operating factors of a facility.

Director-General

The Chief Executive of the Ministry for Primary Industries or his/her delegate.

External audit

An audit carried out on behalf of the Ministry for Primary Industries to measure compliance of the facility against this standard.

Import permit

A certificate given by the Director-General of MPI under section 24D(2) of the Act.

Internal audit

An audit carried out by the company or organisation to evaluate its own performance in relation to the Standard or prescribed criteria.

MEPA filter

Medium efficiency particulate air filter.

MPI

Ministry for Primary Industries.

MPI 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 Act. Under the Act, Inspectors have the power to give authorisations regarding transitional facilities or risk goods.

Operating manual

The quality, administrative and technical systems that govern the operations of a facility.

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.

Pest

Includes but is not limited to insects and other invertebrates, birds, rodents, cats, dogs, weeds and microorganisms for the purpose of this standard.

Procedure

A document that specifies, as applicable, the purpose and scope of an activity; what shall be done and by whom; when, where, and how it shall be done; what materials, equipment, and documentation shall be used; and how it shall be controlled.

Quarantine area

The area of the transitional facility building where risk goods and any equipment and materials in contact with the risk goods are physically held.

SMACNA

Sheetmetal and Air Conditioning Contractors National Association

Technical representative

A registered engineer or mechanical services consultant/engineer who is fully experienced in and has the qualifications required to issue a compliance certificate, and who has no financial interest in the facility or the imported poultry and poultry hatching eggs (other than proper remuneration for services rendered).

Transitional facility premises

The area within the perimeter fence which includes the transitional facility building and surrounding grounds.