



# Facility Standard

## **Standard for Transitional Facilities for General Uncleared Risk Goods - MPI-STD-TFGEN**

## **TITLE**

Facility Standard: Standard for Transitional Facilities for General Uncleared Risk Goods - MPI-STD-TFGEN

## **COMMENCEMENT**

This Facility Standard comes into force on the date of issue.

## **REVOCATION**

This Facility Standard revokes and replaces:

Facility Standard: Standard for General Transitional Facilities for Uncleared Risk Goods - MPI-STD-TFGEN,  
issued on 30<sup>th</sup> day of October 2014.

## **ISSUING AUTHORITY**

This Facility Standard is issued

Dated at Wellington this     day of     .

Peter Thomson  
Director, Plants, Food & Environment  
Ministry for Primary Industries  
(acting under delegated authority of the Director General)  
A copy of the instrument of delegation may be inspected at the Director General's office.

Contact for further information  
Ministry for Primary Industries (MPI)  
Regulation and Assurance Branch  
Plants, Food and Environment Directorate  
PO Box 2526,  
Wellington 6140  
Email: standards@mpi.govt.nz

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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 (TFs) for general uncleared risk goods. The purpose of this standard is to:

- a) State the requirements for the maintenance and operation of TFs.
- b) Set out how a place becomes approved as a TF.

## Background

The Biosecurity Act 1993 (the Act) prescribes requirements for the exclusion, eradication and effective management of pests and unwanted organisms in New Zealand. These organisms have the potential to cause harm to natural and physical resources and human health in New Zealand. As such, any imported risk goods must receive biosecurity clearance before they can officially enter New Zealand.

The uncleared risk goods that this standard relates to must go to a TF upon arrival in New Zealand. They must remain there until they are given a biosecurity clearance, receive authorisation for another approved purpose, are transferred or exported.

A place cannot operate as a TF unless it is approved by the Director-General. In order to be approved, it must comply with the Act and the requirements of this standard. TF approvals must be renewed annually and may be subject to specific conditions.

Under section 39(3) of the Act, the Director-General of MPI may approve a place as a TF. This document sets out the minimum requirements for maintaining and operating TFs, and describes the process for approval of a TF.

A TF must be operated by an approved TF Operator. Under section 40(3) of the Act, the Director-General may approve a person as a TF Operator. The Guidance Document to this standard (TFGEN-GD) provides further information on how to become an approved TF Operator. TF Operator approvals are subject to the condition that the TF Operator will comply with this standard and with any other conditions imposed by the Director-General.

This standard holds the requirements for the approval, management, maintenance, and operation of TFs, including the responsibilities of TF Operators.

## Who should read this TF Standard?

TF Operators and prospective TF Operators must read and be familiar with this standard.

If a place does not comply with structural, maintenance, operating and physical/structural requirements for this standard, it will not be approved as a TF and, if it is already approved, the approval may be suspended or cancelled.

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

It is an offence to operate a place as a TF if the place is not approved as a TF, or if the person operating the place is not an approved TF Operator, or if those approvals are suspended.

It is also an offence for a person who operates a TF not to comply with the TF Operating Manual (TF Manual), and/or other relevant Import Health Standards (IHSs).

## Other information

### Guidance Document Information

- (1) The Ministry for Primary Industries has prepared a TFGEN-GD to accompany this standard. TFGEN-GD sets out ways in which the requirements of this standard can be met and contains other useful information. TF Operators and applicants for approval should read and be familiar with TFGEN-GD.
- (2) It is also expected that TF Operators will also meet the requirements of local governing bodies and any other relevant legislation, such as the Resource Management Act 1991, and any requirements of another relevant IHS.

### Costs

- (1) Applicants for a TF approval, and approval to be a TF Operator must pay an application fee and meet other MPI costs as required.
- (2) MPI will charge for the 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 or subsequent amendments.

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## Part 1: Application of this standard

### 1.1 Authorisation for uncleared risk goods to be sent to TFs

For the purposes of this standard, uncleared risk goods and organisms must receive MPI authorisation before being sent to TFs. Such TFs are located at the New Zealand border for various purposes such as deconsolidation, destruction or disposal, holding, inspection, processing, sampling, or transit (prior to re-export) and treatment. Such risk goods may include but are not limited to the following categories:

- a) Air and sea containers.
- b) Biological products (for the purpose of holding only).
- c) Inorganic risk goods (such as fertiliser, inorganic risk materials, sand, soil or water).
- d) Live animals.
- e) Plants, plant material and plant parts (including grains, seeds for sowing and stored products).
- f) Wood or forestry products (including sawn timber).
- g) Wood packaging.

This standard also includes the minimum mandatory requirements for TFs dealing with the management of:

- a) Biosecurity refuse.
- b) Biosecurity treatment of risk goods.
- c) Decontamination of risk goods.
- d) Incineration or sterilisation of risk goods.

The scope of this standard **does not** include the minimum requirements that must be met for the operation and management of TFs used for the biosecurity management of:

- a) Animals requiring higher levels of biosecurity such as under containment conditions.
- b) Animal products (other than for guidance on holding).
- c) Plants and plant products requiring higher levels of biosecurity such as post-entry quarantine.

This information can be obtained from an MPI Inspector (Inspector) or may be found at <http://www.mpi.govt.nz/> and then by using the search function.

### 1.2 Incorporation of material by reference

- (1) The following material is incorporated by reference in this IHS under section 142M of the Act:
  - a) The Standard for Approved Biosecurity Treatments for Risk Goods Directed for Treatment (MPI-STD-ABTRT) - **Standard for Approved Biosecurity Treatments for Risk Goods Directed for Treatment (MPI-STD-ABTRT)**.
  - b) New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods (**MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods**).
- (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, guideline or lists has legal effect as part of these documents.

### 1.3 Definitions

- (1) Definitions of terms used in this standard are set out in Schedule 1.

- (2) 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/act/public/1993/0095/latest/DLM314623.html>.

## **1.4 Implementation arrangements for this standard**

- (1) Note: Full implementation of this standard will occur when the old standard is replaced by the new version. This will occur 3 months after the date of issue on X date 2015 to allow TF Operators to make any necessary adjustments to their TFs and/or TF Manuals.

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## **Part 2: Physical/structural requirements for TFs**

### **2.1 Requirements for TF approval**

- (1) A TF must be physically/structurally secure and be operated in accordance with this standard, as well as any additional requirements specified :
  - a) In an authorisation from an Inspector.
  - b) In a notification from a Chief Technical Officer (CTO) relevant to a specific risk good or risk goods.
  - c) In a relevant IHS.
  - d) In a relevant Import Permit.
- (2) Places that meet these requirements will be approved as a TF under section 39(3) of the Act.

#### **2.1.1 Changes to a TF**

- (1) A TF is approved for specific purposes and activities related to the risk goods included in the scope of the TF Manual. Any physical/structural changes or modifications to a TF must be approved by an Inspector. Depending on the extent of change, a new approval may be required. For additional information on changes to TFs contact an Inspector.

#### **2.1.2 Leased TFs**

- (1) Any lease agreements must not interfere with a TF Operator's ability to meet the requirements of this standard. If a TF, or part of a TF is leased, the lease contract (or non-gratia arrangement) with the owner of the leased premises must clearly identify the business, operational and physical/structural arrangements contracted with the owner for meeting the requirements of this standard.

### **2.2 Cancellation of approval for a TF**

- (1) The approval from MPI to operate a TF may be cancelled or suspended in accordance with section 39 of the Act if the TF no longer complies with any of the physical/structural specifications for TFs, the TF Manual and/or the requirements in this standard; or the Director-General is satisfied that the TF is no longer used for the purpose(s) specified in the TF Manual. Notice of cancellation or suspension will be given in writing and followed up by MPI.
- (2) Where the ongoing approval of a TF is no longer required for any reason, the TF Operator must contact an Inspector who will ensure that all biosecurity risk goods are dealt with before the TF cancellation and closure occurs.

### **2.3 TF location**

- (1) TFs must be located in metropolitan areas of cities or towns that can provide services and systems to ensure that the biosecurity requirements for uncleared risk goods are managed adequately and maintained; and that adequate provision can be made for the management of contingencies in the event of an incident or the need for containment.

### **2.4 Official TF signage**

- (1) A TF must have a prominent sign or signs that :
  - a) State the name and MPI number for the premises (including designated areas) as being a "Transitional Facility as approved under the Biosecurity Act".
  - b) State that entry is restricted to only those persons receiving permission from the TF Operator.



- (2) Signs may also specify appropriate contact details for the TF Operator and/or other staff members such as Deputy TF Operators. Note: Signs are not permitted to display the MPI logo or the acronyms 'MPI' as per the Flags, Emblems, and Names Protection Act 1981.

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## **Part 3: Operational requirements for TFs**

### **3.1 Requirement for a TF Manual**

- (1) A TF Manual must be prepared for each TF. It is a document that specifies all relevant information about the TF regarding the scope of operation and how it will be operated to meet the requirements of this standard. It must include all the matters specified as being required in this standard. An up-to-date copy of the TF Manual must be readily accessible to staff members and an Inspector at all times. If a TF Operator intends to change the TF operations to activities outside the approved scope of the TF Manual, an Inspector must be informed as a revised TF Manual or new approval may be required.

#### **3.1.1 TF Manual structure and information**

##### **TF Manual structure**

A TF Manual must have the following structure and contain the following information:

- a) A table of contents, with numbered pages, a version number and date (for ensuring the latest version is available and accurate for MPI external audit purposes).

##### **Business identity, location and staff (including training)**

- a) The name and address and contact details (including after-hours contact details) for the individual or company responsible including TF Operator (and Deputy TF Operator where applicable) contact details.
- b) A site plan of the general layout of the TF (including areas/rooms for MPI inspection, designated areas for biosecurity risk goods, entrances/exits and holding areas) with other features of significance marked (for example, buildings and roads).
- c) The names of the TF Operator, (Deputy TF Operator where applicable), and other employees with TF responsibilities (such as APs applicable to air and sea container TFs), required under the TF Manual for biosecurity management purposes, or relating to this standard or relevant IHSs; and a clear description of their responsibilities.
- d) A written statement from the TF Operator agreeing to comply with the requirements of this standard and the specifications of the TF Manual (in full).
- e) A written statement from the TF Operator agreeing to advise MPI of any changes to management of the TF such as resignation of the TF Operator (or Deputy TF Operator where applicable).
- f) The procedures and regime for regular monitoring and internal audits of the TF by the TF Operator (or Deputy TF Operator where applicable) or specified staff member.
- g) Details of internal supplementary staff training for biosecurity awareness.
- h) How the requirements of the TF Manual, this standard and other relevant IHSs will be met and maintained.

##### **TF function and purpose**

- a) The main functions of the business/company and the specific purpose(s) of the TF.
- b) The types of risk goods that will be held in the TF and the purpose for importation and activities that will be conducted (including processing or treatment) with regard to them.

##### **TF Procedures for compliance and ongoing TF management**

- a) Procedures to describe how compliance with applicable IHS, Import Permit and Operational Standard requirements will be met and maintained.
- b) Procedures describing TF security measures to manage entry of permitted visitors and exclude persons not permitted entry.

- c) Procedures for operating the TF in relation to uncleared risk goods such as procedures for containment, decontamination, holding, hygiene, isolation, maintenance, processing, storage and treatment of uncleared risk goods.
- d) Procedures to prevent unapproved dispersal or spillage of uncleared risk goods in the TF and to mitigate the possible dispersal or escape of contaminants or pests.
- e) Procedures specifying the secure and contained packaging and transportation of uncleared risk goods to the TF, and between TFs (where this is applicable).
- f) Procedures identifying management and exclusion of pests, vermin and weeds in and around the TF, including treatment of the inspection area by physical means or with pesticide (if applicable).
- g) Procedures for holding and disposing of biosecurity waste (by-products of risk goods, contaminated packaging, or unusable risk goods).
- h) Procedures included in contingency plans for dealing with identified risks and the possibility of other generic risks to the TF failure of such as equipment or power supply issues, physical damage, security breaches and staffing issues.
- i) Contact details for the local MPI office or Inspector, and emergency contact details for MPI (phone **0800 80 99 66** immediately on detection of live pests outside of normal working hours) and other relevant emergency services.

## **3.2 Receipt and transfer of uncleared risk goods**

### **3.2.1 Receipt of uncleared risk goods**

- (1) The TF Operator must ensure that uncleared risk goods are managed at TFs in such a way that the biosecurity risks arising from the risk goods are eliminated or appropriately mitigated.
- (2) Every TF must have designated control areas that are specified in the TF Manual and risk goods must be unloaded within these areas.
- (3) The TF Operator must have authority from MPI to do the following:
  - a) Receive risk goods.
  - b) Transfer risk goods to another TF.and/or
  - c) Re-ship risk goods from New Zealand back to origin (as authorised by an Inspector).
- (4) A TF Operator may only receive risk goods within the scope of the TF Manual approval, and if unapproved risk goods arrive without MPI authorisation or documentation, the TF Operator must notify an Inspector immediately. Until further authorisation is received from MPI, all unapproved risk goods must be held securely inside the TF or locked inside an empty sea container (if one is available).

### **3.2.2 Transfer of uncleared risk goods**

- (1) Any transfer of uncleared risk goods must be conducted in a secure and contained manner to prevent spillage or contamination of the container, external environment, transporting vehicle, or other cargo. If spillage occurs during transport, the transporting vehicle or container must be cleaned and risk material must be managed as authorised by an Inspector. The TF Operator must report any spillage or leakage of uncleared risk goods (that constitutes or is likely to constitute a biosecurity risk) to an Inspector immediately.

### **3.2.3 Unclaimed uncleared risk goods authorised to TFs**

- (1) For risk goods that receive MPI authorisation to, or arrive at air freight TFs, deconsolidation TFs, or sea freight TFs or other transport TFs, the TF Operator must report to an Inspector if such risk goods remain unclaimed after 30 days.
- (2) For risk goods held at such TFs under MPI authorisation that are awaiting an importer's or import agent's decision on biosecurity management options, the TF Operator must update MPI as to the status of risk goods if they are still being held for more than 90 days. MPI reserves the right to conduct

any biosecurity management or mitigation actions deemed as necessary where a timely decision on biosecurity options has not been made.

- (3) Failure for TF Operators to report to MPI on unclaimed risk goods or risk goods subject to an importer's or import agent's decision in a timely manner will be regarded as a major non-compliance (in the first instance) and may result in further MPI intervention.

### **3.3 TF access and security of uncleared risk goods**

- (1) A TF must have a system of limiting unapproved access to ensure the security of uncleared risk goods is maintained at all times; and
  - a) Only persons permitted by the TF Operator are allowed within the TF while uncleared risk goods are present.
  - b) Visitors must comply with access procedures and must be accompanied by a TF staff member.
  - c) The instructions of the TF Operator or an Inspector must be followed at all times.
  - d) The TF Operator must provide access to the TF for an Inspector at any reasonable time or when provided with 24 hours of advanced warning.
- (2) Prior to inspection, uncleared risk goods must remain secure and intact at the TF. Uncleared risk goods must also be held in such a manner that organisms (for example, live arthropods) cannot escape from the TF.

### **3.4 Segregation of uncleared risk goods**

- (1) Uncleared risk goods must be effectively segregated from all other materials inside a TF to prevent possible cross contamination and distribution of biosecurity contaminants and pests. The TF Manual must specify how this will be achieved, monitored and maintained, and this must be based on the likely risks posed by the risk goods.
- (2) Cleared or other risk goods that become contaminated (or are suspected of being contaminated from contact with uncleared risk goods) must be regarded as a biosecurity risk and handled in the same manner as uncleared risk goods.
- (3) When TFs do not have uncleared risk goods present on site they may be used for other purposes. However, other purposes/uses must not compromise the TF Operator's ability to meet the standard requirements when the TF is once again used for the purposes specified in the TF Manual.

### **3.5 Record keeping**

- (1) The TF Operator must implement and maintain an effective record keeping system that allows easy access to records for relevant staff members.
- (2) All records must be available to an Inspector on request.
- (3) The TF Operators must keep the following accurate records (including dates and times):
  - a) All risk goods entering the TF and the accompanying approval documentation.
  - b) All risk goods being transferred to other TFs (with approval documentation).
  - c) All risk goods that have been treated or processed in accordance with an IHS, under the specific TF approval or using an MPI-approved system.
  - d) Internal audit records.
  - e) Where risk goods that have been officially processed for purposes specified in an IHS or operational standard and have been on-sold or transported to third parties (for the purpose of MPI audit or biosecurity recall).
- (4) Records must be legible, readily identifiable, and must be kept for a minimum of seven years from receipt, preparation or amendment.

- (5) Specific records for biosecurity treatments must also be kept for MPI external audit purposes and are specified in detail in Part 4 of this standard.

### **3.6 Hygiene requirements**

- (1) The TF Operator must ensure that there is a hygiene system in place that ensures that the TF is kept clean at all reasonable times. The TF Manual must specify hygiene procedures that will be used in the TF to achieve this. Hygiene requirements must take into account prevention of accumulation of debris, dunnage, packaging, soil, or other waste that might pose a biosecurity risk, prevention of possible refuge areas for pests, sweepings and the disposal of such material.

### **3.7 Pests, vermin and weed control**

- (1) TF Operators must ensure that non-regulated pests (such as arthropods), regulated pests, vermin and weeds are effectively managed in and around the TF. The TF Manual must describe the processes that will be undertaken to manage them. Live animals and plants that are not part of a consignment being imported into New Zealand are not permitted in the designated areas of a TF.
- (2) TF Operators (or Deputy TF Operators where applicable) or other staff member of the TF must inform MPI as soon as possible about any live organism not normally seen at that TF (or otherwise undetected previously in New Zealand), in accordance with Section 44 of the Act.

### **3.8 Internal audits of TF activities**

- (1) The TF Operator must carry out regular internal audits of the TF activities and physical assessment of the premises to verify that activities continue to meet the specifications of this standard and the processes specified in the TF Manual, and create an internal audit report.
- (2) Audits must occur at least once a year.
- (3) The TF Operator must review the TF Manual at least annually to ensure its continuing suitability and effectiveness to meet the requirements of this standard and make any necessary changes required.
- (4) Any significant changes to the TF Manual such as how the TF is operated or the scope of imported risk goods must be notified to an Inspector. Such changes may require a new TF approval.
- (5) Within 10 working days of each internal audit being completed, the TF Operator must send an electronic copy of the report to an MPI email address as supplied by an Inspector.

### **3.9 Inspection of uncleared risk goods at TFs**

- (1) A specific area or room must be identified on a site map specified in the TF Manual for Inspectors to use when inspecting risk goods. The TF Manual must specify how uncleared risk goods will be effectively segregated from non-risk goods in specific inspection areas/rooms (and in other designated holding areas). Inspection areas or rooms must be:
  - a) Adequately illuminated (at a lighting level of a minimum of 1000 Lux).
  - b) Adjacent or close to where the risk goods are located in the designated area(s).
  - c) Not subject to unsuitable temperatures (below 10 °C and above 25 °C) and be well ventilated.
  - d) Of a sufficient size to enable the inspections to be conducted comfortably, effectively and safely and have the ability to contain any associated biosecurity risk that may be detected.
- (2) The TF Operator must provide equipment that is also fit for purpose such as:
  - a) Inspection benches, lights, microscopes, and sample bags.

- b) Storage capacity or labour as required by an Inspector to help with inspections.

### 3.10 Contingency plans

- (1) The TF Operator must ensure that a written contingency plan is specified as part of the TF Manual to manage all identified biosecurity risks associated with the TF. Contingency planning may include:
  - a) Absence/loss of essential staff.
  - b) Additional containment procedures.
  - c) Damage causing a physical breach to the TF through accidental or natural occurrences.
  - d) Failure or malfunction of essential equipment.
  - e) Failure of security measures such as doors, fences or walls.
  - f) Loss of electrical (or other) power.
- (2) Contingency plans must be generic enough to adequately cover unidentified biosecurity risk such as:
  - a) The arrival of non-compliant risk goods.
  - b) Where non-compliant risk goods should be held or isolated.
- (3) Information for contacting MPI (as soon as possible) must be available for TF staff members.

### 3.11 Staff training

- (1) TF Operators must provide for staff member training. The TF Manual must describe how the training programme will be implemented, the time period for implementation, and make reference to refresher courses. Company training must be available to existing and new staff members. Documents of training records for all staff members must be held for MPI Inspection at the time of MPI audit.

### 3.12 External MPI audits

- (1) TFs will be audited by an Inspector so that the biosecurity requirements specified in this standard are met. The TF Operator may be notified of the audit in advance or it may be unscheduled.
- (2) The TF Operator must provide an Inspector access to the TF at any reasonable time or when provided with 24 hours advanced warning. All TF records and relevant documents for the audit (and inspection) of the TF to confirm compliance with TF Manual (and this standard) must be made available at the time of the audit or upon request from the Inspector. In addition, the TF Operator (or appropriate delegate) must be present at the time of the audit to assist, provide required labour, and ensure that unrestricted access is provided and all relevant documents are made available to the Inspector.
- (3) Where a TF is not compliant with this standard, approval for the TF Operator and the TF may be cancelled or suspended immediately. Where non-compliances are found and cancellation is not immediately required, the external audit frequency may increase and TF Operator training may have to be repeated.

## Part 4: High Risk Biosecurity TFs

- (1) This part of this standard lists mandatory requirements for TFs where specific high risk biosecurity goods or refuse are managed and must be dealt with in a prescribed manner. The requirements contained here are for the following TFs:
  - a) Biosecurity refuse TFs.
  - b) Biosecurity treatment TFs.
  - c) Decontamination TFs.
  - d) Incineration or sterilisation TFs.
  - e) Holding non-compliant farm animals at TFs at POFAs
- (2) The TF Manual for these high risk biosecurity TFs must include all requirements specified in Part 3.1 and also include the following information:
  - a) The type (or types) of uncleared risk goods (including biosecurity refuse or other biosecurity risk goods) approved to be managed, processed or treated at the TF, and a description of specific processes that are used.
  - b) A description of the method by which uncleared risk goods are transported to a TF (including packaging).
  - c) A description of the route by which uncleared risk goods are regularly transported to a TF unless these are "one-off" events authorised by an Inspector.
  - d) A description of how and where the uncleared risk goods will be securely held.
  - e) Spillage contingency plans and procedures in case of uncleared risk goods being spilled during transportation, and this information must include:
    - 1. Details of emergency cleaning services as pre-arranged and spaced along the route.
    - 2. MPI emergency number - **0800 80 99 66**.
    - 3. MPI contact phone numbers for local MPI offices (closest to origin and destination).
    - 4. New Zealand Police.
    - 5. The Transport Operator/Company Dispatch office.

### 4.1 Biosecurity refuse TFs

- (1) This section for Biosecurity Refuse TFs states the mandatory requirements for disposal, holding, processing and/or treatment of biosecurity (quarantine) refuse such as from airports (including flight kitchens) and other port refuse TFs.

The TF Operator must also meet all the conditions of an applicable Craft Risk Management Standard, an IHS and/or Import Permit associated with the biosecurity refuse.
- (2) All biosecurity refuse removed from aircraft or other craft/vessels (of international origin) must be taken to an approved TF suitable for the handling, holding, and processing (including treatment) of this material.
- (3) The TF Operator must ensure that the processes specified in the TF Manual are conducted for management of biosecurity refuse.

#### 4.1.1 Transportation of biosecurity refuse to TFs

- (1) The TF Operator must ensure that biosecurity refuse is transported to a TF in a secure manner. TF Operators must use one of the following options:
  - a) Biosecurity refuse is placed inside leak-proof packaging within a lockable High Security Transportation Unit (HSTU).or

- b) Biosecurity refuse is placed in a lockable plastic wheelie bin within a leak-proof liner which must be transported within a vehicle with 6 solid sides (including the doors).
  - or
  - c) Another Inspector approved device that meets the same security outcome as an HSTU.
- (2) Conveyances (such as sea containers for transportation/trucks and trailers) used to transport biosecurity refuse to TFs for treatment that may become contaminated must be:
  - a) Made of impervious material suitable for easy, cleaning and decontamination.
  - b) Washed clean and disinfected (if contaminated) within a TF designated area after each day or specific period of use.
- (3) Only MPI approved disinfectants/chemicals in the list specified at the following link may be used: **MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods**.
- (4) The transportation of biosecurity refuse from a Place of First Arrival (POFA) to a TF, or from a TF to another TF for holding, disposal and/or processing must occur as approved in the TF Manual. The TF Manual must include details of MPI approved transport operators using approved vehicles following written MPI authorisation from an Inspector as specified on a BACC.
- (5) Approved vehicles must be compliant at all times with the TF Manual. MPI considers them to contain biosecurity risk material from the beginning of operations until they are unloaded and are completely cleaned out at the end of the transportation period or end of shift.

#### 4.1.2 Holding of biosecurity refuse at TFs

- (1) The TF Operator must ensure that :
  - a) Biosecurity refuse held prior to processing is kept within the TF in a secure area/room inside a lockable building or sea container.
  - b) The building or sea container must have adequate security systems to regulate access to any part of the TF to exclude animals (including birds and vermin), arthropods, other pests and people not permitted entry.
  - c) No biosecurity refuse may be placed in contact with any cleared biosecurity refuse or domestic goods or domestic refuse. If there is contact between domestic/cleared and uncleared risk material, then domestic/cleared material will take on an uncleared status and must be reported to an Inspector immediately.

#### 4.1.3 Timing requirements for processing biosecurity refuse at TFs

- (1) The TF Operator must ensure that all biosecurity refuse is:
  - a) Processed within 24 hours of arrival.
  - or
  - b) Must be managed under an MPI-approved system specified in the TF Manual.

#### 4.1.4 Hygiene requirements at TFs

- (1) The TF Operator must ensure that:
  - a) Disinfectant footpads or foot baths are placed at all entries or exits of the TF, including internal entries or exits to any other part of the building used for other purposes.
  - b) People leaving the TF walk across these footpads or through the footbaths if there is biosecurity refuse present within the TF.
  - or
  - c) Footwear used inside the TF must remain inside and staff members/visitors must change into other footwear that that remains outside the TF at all times, and has not made contact with biosecurity refuse.
- (2) All internal access-ways from the TF to other parts of the building used for other purposes, which allow the movement of trolleys or other wheeled equipment, must have disinfectant or chemical wheel baths



constructed in such a way as to ensure all wheeled equipment moving in and out through these access-ways will be taken completely through the baths each time.

- (3) Any disinfectant used in the TF must be changed as per the manufacturer's instructions to maintain efficacy (refer to MPI approved disinfectants/chemicals).
- (4) The TF Operator must ensure that:
  - a) Any area where biosecurity refuse is processed or held before processing begins is managed adequately to keep it as clean as possible at all times.
  - b) Any leaks or spillages are contained within the area and are cleaned up as soon as possible.
  - c) All biosecurity refuse is placed in an approved biosecurity bin or receptacle.
  - d) Any liquid/semi-liquid leakage or spillage is washed clean and the resulting effluent held for decontamination, disposal or treatment (via a sewer system or MPI approved treatment method).
  - e) Biosecurity refuse is sterilised in an approved manner in the TF or transported in an approved manner to another TF for authorised destruction and disposal.
  - f) Floors and other surfaces exposed to biosecurity refuse have impervious surfaces and are washed clean and disinfected with an MPI approved disinfectant/chemical daily (or as specified in the TF Manual) and as approved by an Inspector (refer to the list of approved disinfectants as above).

#### **4.1.5 Reusable equipment for treatment of biosecurity refuse**

- (1) The TF Operator must ensure that:
  - a) All equipment used to conduct processes or treatments of biosecurity refuse is checked and tested regularly (and specific details of the equipment and testing regime is outlined in the TF Manual).
  - b) All re-usable equipment removed from an international aircraft to a TF is either:
    - i) 1. cleaned/sterilised/washed to the standard specified by the Ministry of Health for public health purposes).
    - or
    - ii) 2. Effectively cleaned/sterilised/washed at another TF approved for that purpose.
  - c) Any equipment, receptacle or any other device used to carry biosecurity refuse into the TF is thoroughly washed and disinfected before being removed from the TF.
  - d) The TF has changing room or rooms with shower(s)/wash areas available for use for Inspectors and staff members.
  - e) Protective clothing appropriate to the level of risk of contamination is worn by staff involved in handling of biosecurity refuse/risk goods.
  - f) The protective clothing is identifiable as belonging to the TF and does not leave the TF except for approved laundering at a commercial laundry.
  - g) All pockets are emptied and any debris removed before leaving the TF, and the protective clothing to be laundered must be transferred in a contained manner such as in sealed plastic bags.
  - h) The protective clothing must be labelled and retained at the TF except when being cleaned.

#### **4.1.6 Effluent waste treatment for biosecurity refuse at TFs**

- (1) The TF Operator must ensure that:
  - a) All effluent generated during the processing of biosecurity refuse at a TF is filtered through 2 mm sieves to remove any solids.
  - b) Solids are chemically treated or sterilised on site or transported to an approved TF for destruction, disposal and/or other approved treatment.
  - c) All effluent is treated before discharge according to the provisions below, unless it is discharged to a public sewer where the effluent is processed through a municipal sewerage plant; and in this case, no chlorination is required.

- d) For freshwater effluent discharge, an amount of chlorine compound is added to the effluent in order to achieve a minimum concentration of available chlorine of 2100 mg/litre (2100 ppm) at a time of 30 minutes after treatment begins.
  - i) Tanks not achieving this level are re-treated for a further 30 minutes or successive cycles of 30 minutes until this requirement is achieved.
  - ii) Before the treatment period commences, the chlorinated effluent is brought between pH 5.0 – 7.0 to neutralise it.
  - iii) The tank is continuously agitated over the treatment period to ensure full treatment is achieved.
- e) For seawater effluent discharge, an amount of chlorine compound is added to the effluent in order to achieve a minimum concentration of available chlorine of 25 mg/litre (25 ppm) at a time of 30 minutes after treatment begins or successive cycles of 30 minutes until this requirement is achieved.
  - i) Before the treatment period commences, the chlorinated effluent is brought to between pH 5.0 – 7.0 to neutralise it.
  - ii) The tank is continuously agitated over the treatment period to ensure full treatment is achieved.

#### **4.1.7 Specific records of effluent treatment**

- (1) For external audit purposes, the TF Operator must keep and be able to retrieve, records of effluent chlorination treatment noting:
  - a) Amount of chlorination compound added to the volume of effluent.
  - b) The time treatment commenced and when it ended.
  - c) The pH at beginning and end of treatment.
  - d) The available chlorine concentration after a period of 30 minutes or successive periods of thirty minutes after treatment has begun.

#### **4.1.8 Isolation and management of biosecurity refuse at TFs**

- (1) The TF Operator must ensure that where biosecurity refuse from international craft/vessels is processed in the same TF where domestic refuse is processed at then:
  - a) Processing is completely separated (and approved by MPI).
  - or
  - b) It follows the same requirements as for biosecurity refuse.

#### **4.1.9 Disruption to normal operation of the biosecurity refuse TF**

- (1) An Inspector must be notified immediately if the normal operation of the TF is disrupted (or the TF Operator anticipates a disruption), preventing any mandatory procedures being carried out in the approved manner unless the biosecurity refuse can be held in a secure manner until normal operations resume.

## 4.2 Biosecurity Treatment TFs

- (1) This section for Biosecurity Treatment TFs states the mandatory requirements for TFs for conducting biosecurity treatment of uncleared risk goods. The TF Operator and TF must also be approved to the following MPI Standard: Treatment Supplier Programme - [Requirements for the Supplier of Official Treatments](#) (1 July 2013).
- (2) These TFs are used to provide official (MPI authorised) treatment of uncleared risk goods to ensure biosecurity risk organisms and other regulated contaminants are devitalised or destroyed prior to MPI clearance being provided. Biosecurity treatment may involve the use of fumigant or non-fumigant chemicals, heat or other physical treatments such as deep burial.

### 4.2.1 Transportation of uncleared risk goods to TFs for biosecurity treatment

- (1) The TF Operator must ensure that:
  - a) Uncleared risk goods for biosecurity treatment are transported to the TF securely in an enclosed vehicle or sea container or other method approved by an Inspector.
- (2) Containers or vehicles used to transport uncleared risk goods to approved TFs for biosecurity treatment that may become contaminated must be:
  - a) Made of impervious material suitable for easy, regular cleaning and decontamination.
  - b) Washed clean and disinfected (if contaminated) within a TF designated area after each day or specific period of use.
- (3) Only MPI approved disinfectants/chemicals in the list specified at the following link may be used: **MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods**.
- (4) The transportation of uncleared risk goods from a POFA to a TF, or from a TF to another TF for biosecurity treatment must occur as approved in the TF Manual. The TF Manual must include details of MPI approved transport operators using approved vehicles following written authorisation from an Inspector as specified on a BACC.
- (5) Approved vehicles must be compliant at all times with the TF Manual. MPI considers them to contain biosecurity risk material from the beginning of operations until they are unloaded and are completely cleaned out at the end of the transportation period or end of shift.

### 4.2.2 Holding of uncleared risk goods for biosecurity treatment at TFs

- (1) The TF Operator must ensure that:
  - a) Uncleared risk goods held prior to processing are kept within the TF in a secure area/room inside a lockable building or sea container with security in place to manage animals (including birds and vermin), arthropods, other pests and people not permitted entry to the TF.
  - b) No uncleared risk goods is placed in contact with any cleared risk goods or domestic goods or domestic refuse. If there is contact between domestic/cleared and uncleared risk material, then domestic/cleared material will take on an uncleared status and must be reported to an Inspector immediately.

In addition to the generic information above for Biosecurity Treatment at TFs there are specific biosecurity treatment requirements (as below) for:

- a) Deep Burial TFs.
- b) Fumigation TFs.
- c) Heat Treatment TFs.
- d) Irradiation TFs.
- e) Nursery Stock Treatment TFs.
- f) Seed for Sowing Treatment TFs.

#### **4.2.3 Deep burial TFs**

- (1) TF Operators must ensure that the processes specified in the TF Manual are conducted for deep burial of uncleared risk goods.
- (2) The TF Operator must ensure that:
  - a) Appropriate equipment is available as required (for example, a bulldozer or an excavator) to dig deep burial pits.
  - b) After unloading at the TF, the uncleared risk goods are covered immediately.
  - c) The uncleared risk goods remain undisturbed by animals, birds, vermin, wind, or human activity until such time as the products buried are considered by MPI to no longer constitute a biosecurity risk.
  - d) There is adequate space and fill/soil available for deep burial and 2 metres of compacted fill/soil is placed or pushed over the top of the uncleared risk goods.
  - e) The burial site is at least 20 metres from any deep rooted plants such as trees and waterways.
- (3) TFs for deep burial must operate under a system approved by an Inspector or ad hoc deep burial of uncleared risk goods must be supervised by an Inspector where there is no MPI-approved system.
- (4) The TF Operator must ensure that where spillage of quarantine material has occurred:
  - a) Equipment is available to adequately deal with and contain the spill in a timely manner.
  - b) Equipment that comes into direct contact with uncleared risk goods is cleaned or disinfected in accordance with the TF Manual or as authorised by an Inspector.
  - c) Equipment/machinery is cleaned/disinfected on site if specified in the TF Manual and approved by an Inspector or it must be transported to another TF for this purpose in a totally enclosed manner (such as inside a sea container) or totally wrapped in an impervious covering as authorised by an Inspector.
- (5) The TF Operator must ensure accurate records of all deep burials are kept for MPI external audit purposes.

#### **4.2.4 Fumigation TFs (including treatment with Formalin or Hydrogen Cyanide)**

- (1) TF Operators must ensure that the processes specified in the TF Manual are conducted for fumigation of uncleared risk goods.
- (2) TF Operators must ensure that:
  - a) The fumigation TFs has a suitable hardstand surface that is free of drain holes for treatments to be carried out on, such as in a gas tight sea container unless treatment is conducted within another designated fumigation chamber.
  - b) Uncleared risk goods are managed appropriately before fumigation to prevent escape of live pests.
  - c) Fumigation treatment of uncleared risk goods is conducted to the exact specifications required under applicable MPI standards.
  - d) An MPI approved "treatment technician" (as required under the MPI Standard: Treatment Supplier Programme) conducts the specified treatment to achieve the required outcome.
- (3) TF Operator must ensure that the fumigation chamber:
  - a) Does not leak.
  - b) Is regularly tested for fumigant gas tightness (as specified in the TF Manual).
  - c) Has smooth painted steel or plastic surfaces.
  - d) Has fans that circulate the chamber capacity in one minute.
  - e) Has safety heaters that do not use exposed flame or exposed electrical elements which are used during treatment to maintain adequate fumigant activity and movement.
- (4) The TF Operator must ensure accurate records of all fumigations of uncleared risk goods are kept for MPI external audit purposes.

#### **4.2.5 Heat Treatment TFs**

- (1) TF Operators must ensure that the processes specified in the TF Manual are conducted for heat treatment of uncleared risk goods.
- (2) The heat chamber must:
  - a) Be arthropod/pest proof.
  - b) Have adequate heating capacity with a heat generator having sufficient power to conduct prescribed heat treatments.
  - c) Have accurate thermostatic regulation to hold the required temperature at or above the temperatures prescribed in the prescribed heat treatments for the prescribed treatment duration.
  - d) Have annual heat treatment chamber calibration conducted to identify any “cold spots” where the temperature probes are placed.
  - e) Have a minimum of two temperature recording probes per chamber.
  - f) Have automatic thermostatic controls with an automatic temperature recorder to record the time and temperature (and humidity where required).
- (3) The TF Operator must ensure accurate and exact humidity/time/temperature records are maintained for all heat treatment of uncleared risk goods for MPI external audit purposes, and
  - a) The time interval between print records must be no less than once every two minutes, or a strip chart system can be used that gives continuous colour or differentiated pen lines.
  - b) The numerical print record or pen line representing each temperature channel (sensor) must be uniquely identified by colour, numbers, or symbols.

#### **4.2.6 Irradiation TFs**

- (1) The TF Operator must ensure that the processes specified in the TF Manual are conducted for irradiation of uncleared risk goods.
- (2) The TF Operator must ensure that:
  - a) The TF is certified by the national nuclear regulatory authority.
  - b) The dosimetry system is calibrated in accordance with international standards or appropriate national standards (for example, Standard ISO/ASTM 51261 Guide for Selection and Calibration of Dosimetry Systems for Radiation Processing).
  - c) Dose mapping of the product in each geometric packing configuration, arrangement and product density that will be used during routine treatments is approved by MPI.
- (3) The TF Operator must ensure accurate records of all irradiations of uncleared risk goods are kept for MPI external audit purposes.

#### **4.2.7 Nursery Stock Treatment TFs**

- (1) The TF Operator must ensure that the processes specified in the TF Manual are conducted for treatment of uncleared nursery stock (plants as risk goods).
- (2) The TF Operator must ensure that where chemical treatment (dipping or spraying) is an import requirement for nursery stock (as specified in a relevant IHS) one of the following will apply and the authorisation from an Inspector must be followed:
  - a) Nursery stock is inspected at the border by an Inspector and found to be free of risk organisms.
    - i) The nursery stock is authorised by an Inspector to the designated TF for treatment as required to meet the MPI Standard: Treatment Supplier Programme (as above).
    - ii) On arrival at the TF, the nursery stock must be treated and placed into the designated post-entry quarantine (PEQ) area; and re-inspection by MPI is not required.
  - or
  - b) Nursery stock is inspected at the border by an Inspector and found to be contaminated with risk organisms.

- i) The nursery stock is authorised by an Inspector to the designated TF for treatment as required to meet the MPI Standard: Treatment Supplier Programme (as above) if it is determined that the risk organisms will be adequately contained and managed during transportation to the TF.
  - ii) An Inspector will re-inspect the consignment to ensure compliance and if verified, the nursery stock must be placed into the designated PEQ area.
- or
- c) Nursery stock is inspected at the border by an Inspector and found to be contaminated with risk organisms.
  - i) The nursery stock is authorised to be treated “in situ” as required to meet the MPI Standard: Treatment Supplier Programme (as above) by an Inspector.
  - ii) The nursery stock is then authorised to the designated TF by an Inspector to the designated TF.
  - iii) On arrival at the TF, the nursery stock is placed into the designated PEQ area; and re-inspection by MPI is not required.
- (3) The TF Operator must ensure that:
  - a) The required treatment conducted at the TF is conducted inside an enclosed building or room.
  - b) The floors and walls of the treatment area are made of impervious material to contain biosecurity risk material and facilitate cleaning.
  - c) At the completion of treatment all machinery and work areas are thoroughly cleaned to ensure the removal of all biosecurity risk (plants or plant parts) material.
- (4) The TF Operator must inform an Inspector immediately if pests (such as arthropods, fungi, or signs/symptoms of disease or pests) are found on nursery stock plants on arrival at the TF.
- (5) The TF Operator must ensure that:
  - a) Cross contaminated plants or risk goods including domestic origin plants, other plant consignments previously cleared by MPI, or those currently being held at the TF within the post-entry quarantine at the TF are re-treated or managed as authorised by an Inspector.
- (6) The TF Operator must ensure that accurate records of nursery stock treatments are kept for MPI external audit purposes.

#### **4.2.8 Seed for Sowing Treatment TFs**

- (1) The TF Operator must ensure that the processes specified in the TF Manual are conducted for treatment of uncleared seeds for sowing. TFs where seed dressing and treatment with chemicals are conducted are usually exempt from having to be approved to the MPI Standard: Treatment Supplier Programme).
- (2) The TF Operator must ensure that:
  - a) Uncleared seeds for sowing are transported to the designated TF securely in an enclosed packet or container with little possibility of spillage.
  - b) Containers or packages of uncleared seeds for sowing are opened inside the TF in the area designated in the TF Manual.
- (3) However, where treatment of uncleared seeds for sowing as part of seed import requirements (specified in an IHS) is conducted, the TF Operator must ensure that:
  - a) Procedures for seed treatments to meet the requirements of Sections 2.6, 2.7, 4.1.1, 4.1.3, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, and Appendix 3; 1.0 of the Treatment Supplier Programme (as above) are clearly specified in the TF Manual and followed exactly.
- (4) The TF Operator must ensure that seed treatment such as chemical treatment or cleaning is:
  - a) Conducted in an enclosed TF building or room.

- b) Conducted on an approved bench or table made of stainless steel (or similar) construction that has a raised edge of 5mm to 10 mm to prevent seeds from spilling off the surface during treatment.
  - or
  - c) Conducted within a seed treatment device such as a drum mixer that can be completely cleaned after use.
- (5) The TF Operator must ensure that all such equipment and machinery is thoroughly cleaned between treating different consignments of uncleared seeds for sowing.
- (6) The TF Operator must ensure that accurate records of seed for sowing treatments are kept for MPI external audit purposes.

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## 4.3 Decontamination TFs

- (1) This section for Decontamination TFs states the mandatory requirements for TFs for conducting decontamination of uncleared risk goods.
- (2) Decontamination TFs are those that devitalise or remove biosecurity risk material from uncleared risk goods prior to those risk goods receiving MPI clearance. Decontamination may involve the use of pressurised air, chemicals, disinfectants, steam and/or water to destroy, devitalise, remove or destroy contaminants.
- (3) Decontamination TFs must remove or destroy biosecurity risk material associated with inanimate risk goods including equipment (of all types), machinery, personal effects such as lawn mowers or weed eaters; and sea containers, vehicles, vehicle parts and vessels.

### 4.3.1 TFs operated at a POFA

- (1) The TF Operator operating a TF at a POFA must ensure that:
  - a) All required cleaning of uncleared risk goods is conducted using processes specified in the TF Manual and in in the designated area.

### 4.3.2 Transportation of uncleared risk goods to TFs

- (1) The TF Operator must ensure that:
  - a) Uncleared risk goods for cleaning at off-wharf TFs outside of the POFA are transported to an appropriate TF in a totally secure and enclosed manner such as inside a vehicle or sea container or using another method approved by an Inspector.
- (2) Containers or vehicles which may become contaminated when used to transport uncleared risk goods to off-wharf TFs for decontamination must be:
  - a) Made of impervious material suitable for easy, regular cleaning and decontamination.
  - b) Washed clean and disinfected (if contaminated) within a TF designated area after each day or specific period of use.
- (3) Only MPI approved disinfectants/chemicals in the list specified at the following link may be used: **MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods**.
- (4) The transportation of uncleared risk goods from a POFA to a TF, or from a TF to another TF for decontamination must occur as approved in the TF Manual. The TF Manual must include details of MPI approved transport operators using approved vehicles following written authorisation from an Inspector as specified on a BACC.
- (5) Approved vehicles must be compliant at all times with the TF Manual. MPI considers them to contain biosecurity risk material from the beginning of operations until they are unloaded and are completely cleaned out at the end of the transportation period or end of shift.

### 4.3.3 Operational requirements for decontamination TFs

- (1) A TF for decontamination must:
  - a) Have a hard stand area that can be washed clean (hosed or water blasted) of any biosecurity risk material.
  - b) Have a drainage system suitable for collecting liquid effluent (biosecurity risk material and sea water/water) from the hard stand area.
  - c) Have drains that can be easily accessed and cleaned.
  - d) Contain all biosecurity risk material, liquid effluent and solids securely within the designated TF area after decontamination and final clean-up.
  - e) Have a bund, nib or wall or other arrangement to stop contaminants and liquid effluent from leaking or moving out of the hard stand area.



#### 4.3.4 Hygiene at decontamination TFs

- (1) The TF Operator must ensure that:
- a) All necessary “fit for purpose” equipment used to remove biosecurity risk material from uncleared risk goods to the satisfaction of an Inspector is available.
  - b) Equipment and the wash area is cleaned of contaminants at the completion of the decontamination work or at the end of every working day (whichever occurs first).
  - c) Where 24-hour per day operations occur, the TF and all equipment used is completely cleaned of all biosecurity risk material at least once in every 24-hour period or on completion of a day of quarantine work (whichever occurs first).
  - d) Decontamination with an approved disinfectant occurs where appropriate, when obvious animal contamination such as animal faecal material is found (refer to the list of MPI approved disinfectants as above).
  - e) All removable equipment is clearly labelled and is kept in secure storage within the TF (in buildings or secure containers) and is not removed except with permission of MPI or for particular purposes in accordance with the specifications of the TF Manual.
    - Note: Vessel hull cleaning equipment for quarantine vessels and non-quarantine vessels does not need to be kept separate.
  - f) Previously decontaminated vehicles, vehicles not present for treatment purposes, and unauthorised persons must not enter the wash area during the decontamination process.
  - g) Equipment or machinery used in the decontamination process, such as forklifts, must be clean and free of biosecurity risk material prior to leaving the TF.
  - h) Protective clothing appropriate to the level of risk of contamination is worn by staff involved in decontaminating uncleared risk goods.
    - i) The protective clothing must be identifiable as belonging to the TF and does not leave the TF except for approved laundering at a commercial laundry.
    - ii) All pockets are emptied and any debris removed before leaving the TF, and the protective clothing to be laundered are transferred in a contained manner such as in sealed plastic bags).
    - iii) The protective clothing is labelled and retained in the TF except when being cleaned. All disposable clothing is placed in the quarantine bin.
- (2) All uncleared risk goods must be held within the designated area(s) specified in the TF Manual until biosecurity clearance is provided by an Inspector.

#### 4.3.5 Waste management at decontamination TFs

- (1) The TF Operator must ensure that any liquid waste is managed according to the options below:
- a) All liquid effluent generated during the decontamination of risk goods is passed through a filter capable of capturing solids greater than 2mm in size, and liquid effluent is drained into the public sewer system.
  - or
  - b) Liquid effluent is passed through a filter capable of capturing solids greater than 2 mm in size before being treated using a method specified in the TF Manual and approved by MPI.
  - and
  - c) Solid contaminants and any screened material is placed in an adequate sized biosecurity bin (or a number of biosecurity bins).
  - and
  - d) Solid contaminants and any screened material is placed in an adequately sized, leak-proof biosecurity bin or bins and must be transported for approved destruction or disposal in accordance with the TF Manual or after authorisation from an Inspector.
  - and
  - e) If solid contaminants are removed from bins, filters or settlement tanks, using a sump truck, it must be capable of securely holding all such material and must be completely evacuated and cleaned out at the completion of the work.

- (2) The TF Operator must ensure that biosecurity risk material (solids) resulting from decontamination processes are taken for appropriate destruction or disposal according the TF Manual, or after authorisation by an Inspector.
- (3) The TF Operator must ensure accurate records of all decontamination of uncleared risk goods are kept for MPI external audit purposes.

#### **4.3.6 Decontamination TFs located at POFAs**

- (1) For TFs located at POFAs adjacent to edges of the wharf and approved as MPI approved premises for the decontamination of uncleared risk goods such as containers, equipment or vehicles, the TF Operator must ensure that:
  - a) The decontamination area is appropriately located to ensure biosecurity contaminants are managed to prevent dispersal or spillage in accordance with the TF Manual.
  - b) Uncleared risk goods awaiting decontamination are stored on a sealed, secure area that is easily cleaned.
  - c) Prior to the application of water or steam, all solid biosecurity risk material (including hardened or removable soil) is removed from the uncleared risk goods and placed in an approved receptacle.
  - d) All contaminated waste water generated during the decontamination of risk goods is passed through a filter capable of capturing solids greater than 2 mm in size before being discharged or treated as specified in the TF Manual.
- (2) The TF Operator must ensure that roads that are used to transport uncleared risk goods from the unloading area to the TF on the POFA are effectively cleaned down of any biosecurity contaminants or risk materials that are spilled.

#### **4.3.7 Decontamination of vessels arriving with biofouling**

- (1) The requirements specified above under 4.3 except for 4.3.6, also apply to TFs for the removal of biofouling from recreational vessels that have arrived in New Zealand from other countries.
- (2) A TF for recreational vessel (such as a small to medium sized launch or yacht) hull cleaning must have:
  - a) A system to haul or lift vessels completely out of the water and an appropriate hard stand area equipped with water blasting gear.
- (3) Unless the TF discharges liquid waste to a sewer system with secondary treatment or into a system specified in the TF Manual and as approved by an Inspector (as per 4.3.5 (1), it must have:
  - a) A discharge treatment system that removes all organisms larger than 60 microns for disposal in a land based disposal area.
  - or
  - b) A system that kills all organisms larger than 60 microns.
- (4) The TF Operator operating an vessel biofouling decontamination TF must ensure that :
  - a) Biofouling organisms are isolated and minimised from washing into the sea during the vessel haul/lift out process.
  - b) Vessel hull cleaning such as scraping or water blasting removes all biofouling material/organisms (including fouling in all niche areas of the vessels).
- (5) The TF Operator must also ensure that :
  - a) No waste liquid generated during vessel hull cleaning is discharged directly to the sea or into a waterway including creeks, rivers or streams that lead to the sea, unless authorised by an Inspector or approved discharge standard (as below).
- (6) The options below are acceptable methods to meet standard requirements. The TF Operator must ensure that :

- a) Liquid (and biofouling material) is passed through a coarse pre-screening system (using 2mm screening material) before emptying the biofouling liquid (and material) into an approved sewage treatment system.
  - or
  - b) Liquid (and biofouling material) is processed through multiple settlement tanks to facilitate settling out of marine organisms and particles, where the mandatory holding time in settling tanks must be a minimum of 24 hours, but preferably >48 hours. Then the liquid must be passed through a filtering/screening system (for example, through a sand-bed or sand/peat-bed filters) to remove all particles >60 microns in size.
- (7) TF Operators must ensure that:
- a) Solids removed from the cleaning of vessels or from cleaning filters involved in liquid effluent treatment are disposed in a landfill where there is no possibility that the material could flow to the sea.
- (8) The TF Operator must ensure that accurate records are kept for MPI external audit purposes.

**Guidance for filtered or treated liquid and biofouling material**

Liquid (and biofouling material) that is filtered or treated to the satisfaction of an Inspector may be stored and recycled for the use in cleaning or water blasting other recreational vessels at the decontamination TF.

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## 4.4 Incineration or sterilisation TFs

- (1) This section for Incineration or Sterilisation TFs states the mandatory requirements for TFs for conducting incineration or sterilisation of uncleared risk goods.
- (2) The TF Operator must also meet all the conditions of an IHS and/or Import Permit (if applicable) associated with the uncleared risk goods for incineration or sterilisation.
- (3) Where there is no immediate ability to incinerate or sterilise refuse or risk goods at a POFA, a TF approved as an MPI approved transfer station (TF) may be used to hold the uncleared risk goods temporarily. This TF must meet requirements of this standard except for the specific details of incineration or sterilisation requirements contained as below.

### 4.4.1 Transportation of uncleared risk goods to TFs for incineration or sterilisation

- (1) The TF Operator must ensure that:
  - a) Uncleared risk goods for incineration or sterilisation are transported to the TF securely in an enclosed vehicle or sea container or other method approved by an Inspector.
- (2) Containers or vehicles used to transport uncleared risk goods to approved TFs for incineration or sterilisation that may become contaminated must be:
  - a) Made of impervious material suitable for easy, regular cleaning and decontamination.
  - b) Washed clean and disinfected (if contaminated) within a TF designated area after each day or specific period of use.
- (3) Only MPI approved disinfectants/chemicals in the list specified at the following link may be used: **MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods**.
- (4) The transportation of uncleared risk goods from a POFA to a TF, or from a TF to another TF for holding, disposal and/or processing must occur as approved in the TF Manual. The TF Manual must include details of MPI approved transport operators using approved vehicles following written authorisation from an Inspector as specified on a BACC.
- (5) Approved vehicles must be compliant at all times with the TF Manual. MPI considers them to contain biosecurity risk material from the beginning of operations until they are unloaded and are completely cleaned out at the end of the transportation period or end of shift.

### 4.4.2 Notification to MPI of disruption to normal operation

- (1) The TF Operator must ensure that:
  - a) An Inspector is notified immediately if the normal operation of the TF is disrupted (or the TF Operator anticipates a disruption), preventing any mandatory procedures being carried out in the approved manner or time frame, unless the biosecurity refuse or risk goods are held in a secure manner until normal operations resume.

### 4.4.3 Storage of uncleared risk goods at incineration or sterilisation TFs

- (1) The TF Operator must ensure that:
  - a) Risk goods for incineration or sterilisation are stored and/or held area prior to treatment is inside a building that has a sealed floor with a washable surface that is kept as clean as possible at all times. Alternatively, sea containers located at the TF may be used for this purpose.

### 4.4.4 Hygiene at incineration or sterilisation TFs

- (1) The TF Operator must ensure that:

- a) Disinfectant footpads or foot baths are placed at all entries or exits of the TF, including internal entries or exits to any other part of the building used for other purposes.
  - b) People leaving the TF walk across these footpads or through the footbaths if there is biosecurity refuse present within the TF.
  - or
  - c) Footwear used inside the TF remains inside and TF staff and visitors change into other footwear that remains outside the TF at all times and has not made contact with biosecurity refuse.
- (2) All internal access-ways from the TF to other parts of the building used for other purposes, which allow the movement of trolleys or other wheeled equipment, must have disinfectant or chemical wheel baths constructed in such a way as to ensure all wheeled equipment moving in and out through these access-ways will be taken completely through the baths each time.
- (3) Any disinfectant used in the TF must be changed as per the manufacturer's instructions to maintain efficacy (refer to the list of approved disinfectants as above).
- (4) The TF Operator must ensure that:
- a) Any area where uncleared risk goods are incinerated or sterilised or held before processing begins are managed adequately to keep them as clean as possible at all times.
  - b) Any leaks or spillages are contained within the area and are cleaned up as soon as possible.
  - c) Any liquid/semi-liquid leakage or spills are washed clean and the resulting effluent held for decontamination, disposal or treatment (via a sewer system or MPI approved treatment method).
  - d) Floors and other surfaces exposed to uncleared risk goods for incineration or sterilisation have an impervious surface and are washed clean and disinfected with an MPI approved disinfectant/chemical on a daily basis or as specified in the TF Manual and as approved by an Inspector.
  - e) Uncleared risk goods are incinerated or sterilised in a manner specified in the TF Manual.

#### **4.4.5 Effluent waste treatment at incineration or sterilisation TFs**

- (1) The TF Operator must ensure that:
- a) All effluent generated during the processing of biosecurity refuse at a TF is filtered through 2 mm sieves to remove any solids.
  - b) All effluent is treated before discharge (according to the provisions below (unless it is discharged to a public sewer where the sewerage is processed through a municipal sewerage plant) and in this case, no chlorination is required.
  - c) For freshwater effluent discharge, an amount of chlorine compound is added to the effluent in order to achieve a minimum concentration of available chlorine of 2100 mg/litre (2100 ppm) at a time of 30 minutes after treatment begins.
    - i) Tanks not achieving this level are re-treated for a further 30 minutes or successive cycles of 30 minutes until this requirement is achieved.
    - ii) Before the treatment period commences, the chlorinated effluent is brought between pH 5.0 – 7.0 to neutralise it.
    - iii) The tank is continuously agitated over the treatment period to ensure full treatment is achieved.
  - d) For seawater effluent discharge, an amount of chlorine compound is added to the effluent in order to achieve a minimum concentration of available chlorine of 25 mg/litre (25 ppm) at a time of 30 minutes after treatment begins or successive cycles of 30 minutes until this requirement is achieved.
    - i) Before the treatment period commences, the chlorinated effluent is brought to between pH 5.0 – 7.0 to neutralise it.
    - ii) The tank is continuously agitated over the treatment period to ensure full treatment is achieved.

- e) Solids are chemically treated or sterilised on site, or transported to an approved TF for destruction, disposal and/or other approved treatment.

#### 4.4.6 Specific requirements for incineration or sterilisation TFs

- (1) The TF Operator must ensure that:
  - a) All biosecurity refuse or risk goods that are incinerated at TFs are reduced to sterile ash.
  - b) For steam sterilisation TFs, all refuse is subjected to a core temperature of 100°C (as minimum) for 30 minutes.
  - c) Before receiving approval to operate as a sterilisation TF, the TF Operator must demonstrate that sterilisation requirements can be reached during test runs.
  - d) A performance test using a thermocouple inserted deep into a room temperature number 8 sized chicken is placed within a bag of biosecurity refuse or uncleared risk good (test material) and used to establish the minimum parameters of pressure, temperature and time for the operation of the autoclave.
  - e) On a weekly basis, a thermocouple is put into the middle of a load of biosecurity refuse or uncleared risk goods in each chamber during one cycle to verify core temperature to the satisfaction of an Inspector.
- (2) An Inspector may request a verification test at any time.

#### 4.4.7 Biological indicator testing for steam sterilised biosecurity refuse or risk goods

- (1) The TF Operator must ensure that:
- (2) Once a month, a biological indicator test using the test bacteria, *Bacillus stearothermophilus* is incorporated into the centre of a load of biosecurity refuse or uncleared risk goods for one cycle of steam sterilisation.
- (3) After completion, the bacterial sample is sent to an independent laboratory for culturing. The results of culturing are sent to the Inspector responsible for auditing and maintaining approval for the TF.
- (4) Audit failures (the finding of live bacteria) will result in the TF being suspended from conducting steam sterilisation of biosecurity refuse or risk goods until retesting and compliance (dead bacteria) is achieved.
  - a) After the completion of six months activity with no audit failures (non-compliances), the thermocouple testing (as above) can be extended to a testing interval of once every six months.
  - b) After one year of compliant testing (at a testing interval of every 6 months) the testing interval may be extended to 12 months between tests on request from the TF Operator and on agreement from MPI with annual calibration of the sterilising equipment also being required.
- (5) After any significant repairs to the unit, the *Bacillus stearothermophilus* testing must be returned to monthly testing for six months until compliance has been established (unless with agreement from MPI, the TF Operator conducts an intensive short programme for re-establishment of efficacy).

#### 4.4.8 Records

- (1) In addition to the relevant records listed in section 4.7, the TF Operator must keep and maintain records on:
  - a) All refuse/risk goods brought into the TF Operator including:
    - i) Date of arrival at the TF.
    - ii) Date and time of incineration/sterilisation.
  - b) Effluent chlorination records (if appropriate) noting:
    - i) Amount of chlorine compound added.
    - ii) Available chlorine concentration.
    - iii) The pH at commencement and end.

- iv) The available chlorine concentration after a period of 30 minutes or successive periods of thirty minutes after treatment has begun.
    - v) The time treatment commenced and ended.
    - vi) Volume of effluent.
  - c) Records of equipment maintenance.
- (2) For steam sterilisation TFs, the TF Operator must keep:
- a) A record of the thermocouple readings.
  - b) A record of the biological indicator test results.
  - c) Printouts of the temperature of the chamber during a treatment cycle.
- (3) The TF Operator must ensure that accurate records of incineration or sterilisation treatments including internal audit records are kept for MPI external audit purposes.

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## 4.5 Holding non-compliant farm animals at TFs at POFAs

### 4.5.1 Holding places for non-compliant animals at TFs located at POFAs

- (1) This section for holding farm animals at TFs located at POFAs states the mandatory requirements under which farm animals must be held.
- (2) The TF Operator must also identify a holding place that is part of the TF to accommodate non-compliant farm animals in the event that an MPI Veterinarian determines that the TF located at the POFA cannot accommodate the non-compliant farm animals.
- (3) The TF Manual must specify the :
  - a) Location (including a map) of the holding place for non-compliant farm animals.
  - b) Procedures for securely containing farm animals at the holding place at the TF.
  - c) Procedures for security measures at the holding place to manage entry of permitted staff and visitors (such as the TF Operator for the POFA, TF staff and Inspectors) and exclude persons not permitted entry.
  - d) Types of live farm animals approved to be held at the TF.
- (4) The TF Operator must ensure that :
  - a) The holding place for non-compliant farm animals is located close enough to the TF (located at the POFA) that is a functional and practical place to hold non-compliant farm animals.  
and
  - b) All structures at the holding place are constructed in a manner to ensure that all non-compliant live farm animals are securely contained at all times.
- (5) The TF Operator must ensure that :
  - a) Procedures specified in the TF Manual for the holding place (at the TF at the POFA) ensure that all non-compliant live farm animals are securely contained and separated from any other farm animals.  
and
  - b) Security procedures in place at the holding place (at the TF at the POFA) manage all visitors, ensure non-permitted persons are excluded and all biosecurity risks are managed.
- (6) Clauses 3.1, 3.5, 3.7, 3.8, 3.9, 3.11, 3.12, and 3.13 of this standard do not apply to a holding place for live animals at a TF located at a POFA in this situation.



## Schedule 1 – Definitions

(1) The following terms and definitions apply to this Standard. Other terms and definitions used are as per the Biosecurity Act 1993 and any regulations made under those Acts.

- **Accredited person (AP)** - A person who has undertaken an MPI approved Accredited Person (AP) training course for biosecurity awareness of sea container unpacking. TFs for sea containers should have an AP present at container unpacking.
- **Audit** - A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which specific criteria are fulfilled.
- **Biofouling** – The accumulation of aquatic organisms (including animals and plants) on surfaces and structures immersed or exposed to the aquatic environment.
- **BACC** - A biosecurity authority clearance certificate, which is a document given by an inspector that certifies that the inspector has given a clearance or a biosecurity authorisation for the goods it relates to.
- **Biosecurity authorisation** - An authorisation given by an inspector under section 25 of the Act permitting uncleared goods to be moved from a TF or biosecurity control area to another TF or biosecurity control area, or to a containment facility, or to be exported.
- **Clean** - The application of procedures that effectively remove surface and built-up contamination, as appropriate to the equipment or TF. These procedures may vary according to the nature of the equipment or TF they are applied to.
- **Contamination** - Animals, insects or other invertebrates (alive or dead, in any life cycle stage, including egg casings or rafts), or any organic material of animal origin (including blood, bones, excretions, flesh, hair, secretions); viable or unviable plants or plant products (including bark, fruit, leaves, roots, seeds, twigs and wood); or other organic material, including fungi; or soil or water; where such products are not the cargo listed as being imported.
- **Corrective action request (CAR)** - A request for a corrective action to rectify a non-compliance.
- **Disinfection** - The application, after cleaning, of procedures intended to destroy pathogens or pests.
- **External audit** - An audit carried out on behalf of MPI to measure compliance of the TF against this standard.
- **Guidance document** - for the Standard for Transitional Facilities for General Risk Goods - TFGEN-GD
- **Import permit** - A written order issued by the Director-General or delegate authorising the importation of risk goods to a specified TF under specific conditions.
- **Inspector (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 Biosecurity Act 1993. Under the Act, Inspectors have the power to give authorisations regarding TFs or risk goods.
- **Internal audit** - An audit carried out by the company or organisation to evaluate its own performance in relation to the standard or prescribed criteria.
- **Livestock** - Animals such as alpacas, cattle and other bovine species, deer, goats, horses and other equine species, llamas, pigs and sheep.
- **Ministry for Primary Industries (MPI)** - the organisation responsible under the Biosecurity Act 1993 for ensuring enforcement of the provisions of the Act.
- **Organism** - Under section 2 of the HSNO Act 1996, an organism has the following meanings:
  - (a). does not include a human being;
  - (b). includes a human cell;
  - (c). includes a micro-organism;
  - (d). includes a genetic structure, [other than a human cell], that is capable of replicating itself, whether that structure comprises all or only part of an entity, and whether it comprises all or only part of the total genetic structure of an entity;

- (e). includes an entity (other than a human being) declared to be an organism for the purposes of the Biosecurity Act 1993:
  - (f). includes a reproductive cell or developmental stage of an organism.
- **POFA** - Places of first arrival - <http://www.mpi.govt.nz/importing/border-clearance/places-of-first-arrival/>
- **Pest (regulated pest)** - A quarantine pest or a regulated non-quarantine pest [IPPC, 1997]. A pest of potential economic importance to New Zealand and not yet present there, or present but either not widely distributed and being officially controlled, or a regulated non-quarantine pest, or having the potential to vector another regulated pest into New Zealand. By contrast, a non-regulated pest is one that occurs in New Zealand, is usually widespread in distribution and is not being officially controlled.
- **Quality management system** - The term “quality management system” in regard to IHS or requirements for this standard requirements means the quality, administrative and technical systems that govern the operations of a TF.
- **Restricted organism** - Any organism for which a containment approval has been granted in accordance with the Hazardous Substances and New Organisms Act 1996 (including any approval deemed to have been granted under sections 254(1), 254(93), 254(80(a), 255(91), 255(2), 256, 258(1), and 258(3)).
- **Risk good** - Any organism, organic material, or other thing, or substance, that (by reason of its nature, origin, or other relevant factors) may constitute, harbour, or contain an organism that may:
  - (a). cause unwanted harm to natural and physical resources or human health in New Zealand; or (b). interfere with the diagnosis, management or treatment, in New Zealand, of pests or unwanted organisms.
- **Transitional Facility (TF)** - a). Any place approved as a TF in accordance with section 39 of the Biosecurity Act 1993 for the purpose of inspection, storage, treatment, quarantine, holding, or of uncleared risk goods; or (b). A part of a port declared to be a TF in accordance with section 39 of the Biosecurity Act 1993.
- **TF Operating Manual (TF Manual)** – A document that specifies all relevant information about the TF regarding the scope of operation and how it will be operated to meet the requirements of this standard.
- **Vermin** - Organisms that are to be excluded from the TF, for example, birds, invertebrates, and rodents.

Definitions under the Biosecurity Act useful for this Standard include:

- **Approved** - This means approved by the Director-General.
- **Biosecurity clearance** - Means a clearance under section 26 of the Biosecurity Act for the entry of goods into New Zealand.
- **Chief Technical Officer (CTO)** - means a person appointed a chief technical officer under section 101 of the Biosecurity Act.
- **Director-General** - The Chief Executive of the Ministry for Primary Industries.
- **Import Health Standard (IHS)** - has the meaning given to it by section 22 of the Biosecurity Act.
- **Quarantine** - means confinement of organisms or organic material that may be harbouring pests or unwanted organisms.
- **Transitional Facility (TF)** - a). Any place approved as a TF in accordance with section 39 of the Biosecurity Act 1993 for the purpose of inspection, storage, treatment, quarantine, holding, or of uncleared risk goods; or (b). A part of a port declared to be a TF in accordance with section 39 of the Biosecurity Act 1993.
- **Uncleared (risk) goods** - means imported goods for which no biosecurity clearance has been given.