



# Guidance Document

## **Guidance Document to the Standard for Transitional Facilities for General Uncleared Risk Goods**

TFGEN-GD

## Title

Guidance Document: Guidance Document to the Standard for Transitional Facilities for General Uncleared Risk Goods

## About this document

This document primarily provides best practice guidance and recommendations for the operation of transitional facilities (TFs) with specific examples. In general, guidance is indicated as where a Transitional Facility Operator (TF Operator) **should** conduct certain actions and have certain resources. This document also provides references to, and quotes the *Standard for Transitional Facilities for General Uncleared Risk Goods* (the standard) and specific Import Health Standards (IHSs) or Import Permits where certain actions **must** be conducted, certain requirements **must** be met, and specific resources **must** be held by a TF Operator. It is recommended that TF Operators are familiar with the standard and relevant IHSs for the uncleared risk goods imported.

## Document history

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## 1 Purpose

- (1) This document provides a practical guide to implementing the requirements set out in the facility standard - Standard for Transitional facilities for General Uncleared Risk Goods - MPI-STD-TFGEN (the standard) prepared by MPI (Biosecurity and Environment Group). This document may be found on the MPI website at: <http://www.biosecurity.govt.nz/files/regs/stds/bnz-std-tfgen.pdf>
- (2) It provides recommended examples of how a TF Operator can ensure that their TF meets the operational and physical requirements of the standard.

## 2 Background

- (1) The Biosecurity Act 1993 (the Act) provides requirements for the effective exclusion, eradication and management of pests and unwanted organisms in New Zealand. Such organisms are able to cause harm to natural and physical resources and human health in New Zealand. Under the act, any imported uncleared risk goods must receive biosecurity clearance before such uncleared risk goods can officially enter New Zealand.
- (2) As a part of this process uncleared risk goods can be sent to a TF upon arrival, and be held there until clearance is obtained. TFs hold uncleared risk goods for inspection, processing, secure storage or treatment until they receive biosecurity clearance or are re-shipped or destroyed. Under section 39(3) of the Act, the Director-General of MPI may approve a place as a TF. Under section 40(3) of the Act, the Director-General may approve a person as a TF Operator. This document sets out the guidance and recommendations for maintaining and operating TFs, and describes how to get information for obtaining approval for Accredited Persons (APs), Deputy TF Operators, TFs and TF Operators.

## 3 Definitions

- (1) Refer to Schedule 1 of the standard for Definitions.

## 4 The approval of TFs and TF Operators

### 4.1 Approval of a TF

- (1) TFs may include parts of, or whole premises, and approval for TF operation is limited to the purpose, scope, and activities described in the TF Operating Manual (TF Manual). It is recommended that an individual person or company wishing to have a place or premises approved as a TF should be familiar with the standard and:
  - Refer to the local MPI office or MPI Inspector (Inspector) for TF information, TF Operator and TF application forms. This information may also be found on the MPI website at: <http://www.biosecurity.govt.nz/regs/trans>
  - Contact the local MPI office and discuss the requirements for TF approval under the standard.

#### 4.1.1 Changes to the operation of a TF

- (1) An Inspector should be told about any significant changes that are planned with regard to the operation of a TF before these changes occur. Planned changes could include the TF Operator, Deputy TF Operator, the responsibilities of staff member, modification to the physical/structural nature of premises where the TF is located and/or the scope of importation of uncleared risk goods. Note: Unauthorised changes of a significant nature may result in the cancellation or suspension of a TF and may also result in cancellation or suspension of approval for operating the TF.

- (2) Minor changes are those that will not have any significant effects on the management of biosecurity risks at the TF such as minor corrections to the TF Manual. Minor modifications to the TF Manual could be sent to an Inspector for comment or should be discussed with an Inspector during the next MPI external audit or inspection visit.
  - Note: An Inspector should always be notified in advance of a TF Operator significantly changing the operation of a TF with regard to scope of uncleared risk goods or the physical nature of the TF (including holding, processing or treating uncleared risk goods).
- (3) A TF Operator considering changes to a TF should do the following:
  - Contact an Inspector or the local MPI office to discuss if full compliance with the standard can be maintained and if the TF Manual needs to be modified to reflect proposed changes.
  - Arrange a visit to the TF site by an Inspector to ensure that any changes made continue to meet the requirements of the standard and this will be appropriately specified in the TF Manual.
  - Obtain approval for modifications to the TF Manual from an Inspector.

#### **4.1.2 Leased premises housing TFs**

- (1) Refer to section 2.1.2 in the standard for what is required for leased premises.

## **4.2 TF Operator responsibilities**

### **4.2.1 General provisions and requirements**

- (1) Refer to the standard for requirements that must be met. The standard states that a TF Operator is approved to run a TF and that it is unlawful to operate a TF without a TF Operator. The TF Operator is someone who has responsibility for ensuring that uncleared risk goods are managed appropriately at the TF and that the things listed in the TF Manual (and the standard) are met in full at all times.
  - Note: A TF Operator does not have to be the owner of the premises or the company that operates the TF but should have all necessary authority and resources to ensure the biosecurity risk management requirements specified in the TF Manual (and the standard) are met in full.

### **4.2.2 Deputy TF Operators**

- (1) A person with responsibility for the TF should be available at all reasonable times in case of emergency. A Deputy TF Operator may be required at some TFs and this is usually for TFs where the TF Operator is mainly based off-site. This also could be for where a TF Operator manages more than one TF site or where the TF Operator may frequently be absent for long periods of time (more than one month duration) and uncleared risk goods are being constantly received at the TF. A Deputy TF Operator should be present to perform the normal functions of the TF Operator and in situations where this occurs, an Inspector should be notified in advance.

### **4.2.3 TF Operator and Deputy TF Operator training**

- (1) Biosecurity awareness training courses are run on behalf of MPI by MPI staff or approved training providers for the purpose of making TF Operators and Deputy TF Operators aware of their responsibilities. This training informs applicants what they need to know about TFs, uncleared risk goods and biosecurity risk and some aspects of the Act. It is crucial that TF Operators/Deputy TF Operators are aware that they are responsible for operating TFs under the specifications of their TF Manual (and the standard). A TF Operator/Deputy TF Operator will not receive approval until they have successfully completed the training course and have been assessed as being competent.

- (2) Once training has been completed, approval for the TF Operator/Deputy TF Operator is valid until re-training is required once again or they have been formally assessed as being competent. Approval to run a TF is transferable to other TFs for the purpose of management. However, if a TF Operator/Deputy TF Operator transfers or moves to a separate TF (different to the one that the applicant was originally approved for), then the TF Operator/Deputy TF Operator should become familiar with the TF Manual of the new workplace (TF) as soon as possible. An Inspector should also be informed that the TF Operator has left the previous TF. More information on TF Operator/Deputy TF Operator and AP training is available from an Inspector or this may be found on the MPI website at <http://www.biosecurity.govt.nz/regs/trans/register>
- Note: If a TF Operator/Deputy TF Operator does not run a TF as required under the TF Manual (and the standard), then an Inspector may require them to undergo re-assessment, re-training, or may be subject to having approval cancelled or suspended.

#### **4.2.4 AP training for air and sea container biosecurity awareness**

- (1) For TFs for air and sea container importation management, the IHSs for air and sea containers require that APs must be present to manage the unloading of air or sea containers. Once training has been completed, approval for the AP is valid until re-training is required again or formal re-assessment of competence has been conducted. TF Operators can also train as an AP for a dual qualification under a separate training course. Two separate training courses should be completed (one for an AP and one for a TF Operator). This may be convenient for TF Operators of small companies with a low number of annual imports of air and sea containers.
- (2) The information for AP training is available from the MPI website (as above) or this information is available from an Inspector. Note: If an AP/TF Operator is not managing air or sea containers as required, an Inspector may cancel or suspend approval for the TF or insist that non-compliant APs or TF Operators undertake re-assessment of competence in this role or undertake re-training.

## 5 Operation of TFs

### 5.1 TF Manual development

- (1) The scope and specifications of the TF Manual defines what a TF is approved for and how uncleared risk goods will be managed to meet the requirements of the standard. The standard states that the TF Manual must clearly show how documented procedures and systems will provide adequate management of the uncleared risk goods and the TF premises, and have suitable contingency plans in place to mitigate identified and unidentified risk situations.
- (2) The TF Manual should also provide an estimate of the volume of imported risk goods and indicative number of risk good consignments that will be imported per annum.
- (3) The TF Manual should be reviewed regularly (at least once a year) by the TF Operator to ensure it continues to meet the TF Manual requirements and specifications to properly manage the imported uncleared risk goods held. The TF Manual should be prepared and maintained in electronic format and should follow what is specified and is applicable under section 3.1 of the standard.
- (4) Note: It is not necessary to record the names of short-term staff in the TF Manual, but for internal audit or MPI external audit purposes the names and employment dates should be kept elsewhere in company records.

### 5.2 TF location

- (1) Section 2.3 of the standard states that TFs must be located within metropolitan areas of cities or towns where access to services and amenities (such as sewerage and mains power) are provided and where there is a greater ability to deal with uncleared risk goods and associated contaminants and pests. MPI will decline the approval of TFs in any location not considered to be suitable for adequate biosecurity risk management. Approval of TFs outside such metropolitan areas of cities and towns may be dependent upon the types of uncleared risk goods being imported and the ability to isolate and mitigate biosecurity risk. Factors affecting approval of TFs in more remote or rural areas include (as examples):
  - The distance from the place of first arrival (POFA) of uncleared risk goods.
  - The likelihood of quarantine (regulated) contaminants or pests being distributed or escaping during transportation to the TF and the higher likelihood that any regulated pests found with uncleared risk goods could establish quickly and undetected in the surroundings.
  - The proposed purpose of the TF.
  - The proposed TF being in an area of agricultural, aquaculture, cultural, environmental, forestry or horticultural significance that could be negatively affected by introduction of new regulated pest.
  - The proposed type of transportation for the uncleared risk goods.
- (2) It is unlikely that TFs receiving uncleared risk goods (or potentially high risk) goods of a high risk status will be approved outside metropolitan areas of cities or towns unless:
  - MPI is confident that the transportation of the uncleared risk goods is fully secure and contaminants and regulated pests cannot escape between the POFA and the proposed TF premises;
  - The proposed TF is found to be highly secure (as being housed in well-constructed premises) where the holding, processing or treatment of uncleared risk goods is specified in the TF Manual with appropriate measures to completely mitigate biosecurity risk associated with imported goods.

## 5.3 Receipt and transfer of uncleared risk goods

- (1) It is very important that uncleared risk goods are properly managed on arrival at the TF to eliminate or mitigate associated biosecurity risks. The standard requires that uncleared risk goods are always unloaded within a designated area at the TF (as specified in the TF Manual), and the TF Operator must always have written authority to:
  - Receive uncleared risk goods.
  - Transfer to another TF.
  - Re-ship goods from New Zealand back to origin (all authorised by an Inspector). This information is available on the MPI website at: <http://www.biosecurity.govt.nz/regs/trans>
- (2) Other written documentation authorising receipt and transfer may include a Customs Delivery Order with an MPI Authorisation, Import Permit, or a Transfer Request Certificate. All documentation should be kept for each consignment to ensure that information is available for internal audit or external MPI external audit and that consignments are managed appropriately.
- (3) Note: For uncleared risk goods that are authorised to, or arrive at air freight TFs, deconsolidation TFs, other transport TFs or sea freight TFs, the TF Operator is required to inform an Inspector if such uncleared risk goods remain unclaimed after 30 days. In addition, uncleared risk goods held at such TFs under Biosecurity Authorisation that are awaiting an importer's or import agent's decision on biosecurity management options; the TF Operator is required to update MPI as to the status of uncleared risk goods if they are still being held for more than 90 days.
- (4) MPI reserves the right to conduct any biosecurity management actions as necessary for unclaimed risk goods or where a timely decision on biosecurity options has not been made. Failure for TF Operators to report to MPI on unclaimed uncleared risk goods or uncleared risk goods subject to an importer's or import agent's decision may be regarded as a major non-compliance (in the first instance) and may result in increased MPI external audit frequency or further MPI intervention or sanction. Any transfer of uncleared risk goods can only be conducted after receiving BACC authorisation from an Inspector and conducted in a secure and contained manner to prevent spillage or contamination of the container, external environment transporting vehicle, or other cargo.
  - Note: A TF Operator should ensure care is taken to prevent biosecurity risk material being spilled. Examples of spilled material that could present a biosecurity risk include dried or fresh plant material, seeds or soil stuck on or in packaging or associated with used machinery.
- (5) If spillage occurs during transport, the transporting vehicle or container should immediately be thoroughly cleaned and the waste managed as authorised by an Inspector. The TF Operator should also report any spillage or leakage of uncleared risk goods (that constitutes or is likely to constitute a biosecurity risk) to an Inspector as soon as possible. Failure to take all due care when transferring uncleared risk goods resulting in spillage could result in increased MPI external audit frequency, clean-up costs, further MPI intervention (to be determined), ongoing pest management costs or suspension or termination of TF approval.

## 5.4 Internet access

- (1) Having access to an on-line computer should help a TF Operator to manage a TF, and provide rapid access to information and communications with an Inspector, help to reduce compliance costs and streamline the movement, clearance and authorisation of uncleared risk goods. Electronic communication can be used by MPI for sending authorisations to receive uncleared risk goods (BACCs) directly to the TF Operator before goods arrive or for the TF Operator to send MPI the results of container inspections by APs.

## 5.5 TF access and security of uncleared risk goods

- (1) Under the standard, a TF Operator must control access to a TF at all times. This is to ensure that uncleared risk goods are kept secure, and contamination or pests are contained. TF Operators should maintain a logbook for MPI external audit purposes. For example, records of the name, address and visit date should be recorded. The TF Operator may grant permission to people to access the TF where visitors have responsibility for specific functions within a TF (for example, maintenance or repair of machinery). Visitors need to know that they should follow any instructions of the TF Operator with regard to biosecurity awareness and security. TF Operators should understand that they have to provide access for an Inspector to a TF at any reasonable time or where a request has been made 24 hours in advance.
- (2) Security measures around management of uncleared risk goods are important to help prevent uncleared risk goods from being wrongly released or stolen. MPI does not want people without permission to be able to enter designated areas at the TF and have the ability to open uncleared risk goods such as empty sea containers as undetected contaminants could escape.
- (3) It is the TF Operators responsibility to ensure that security is maintained at all times. A TF Operator should also develop an inventory system for example log sheets (or other method) for always tracking the uncleared risk goods in and out of the TF so this can be audited by an Inspector. The processes for security should be covered clearly in the TF Manual.
  - Note: The standard requires uncleared risk goods to be held securely to prevent the escape or dispersal of contaminants and regulated pests from TFs and prevent cross contamination.
  - Uncleared risk goods may not be opened or released without MPI approval.

## 5.6 Segregation of uncleared risk goods

- (1) The segregation of uncleared risk goods is important to prevent contamination of other material, the TF or the wider environment. To provide proper segregation, designated areas where uncleared risk goods are held should be clearly marked (for example, with lines painted on the TF floor, or with signs) and these designated areas should be clearly defined on the site map in the TF Manual. Other places at TFs that can be used for segregating uncleared risk goods could include using special storage rooms, unused offices and empty sea containers; and uncleared risk goods could also be wrapped in impervious material to ensure contaminants and pests are contained.
- (2) Designated areas are required to be managed to control pests and any vegetation and any live animals should be excluded. This could mean spraying the area with a residual pesticide, or an equivalent approved control procedure could be used as outlined in the TF Manual. Any control actions taken should be recorded in full for MPI external audit purposes.
- (3) Unloading and storage areas (as defined in the TF Manual site plan) should have controls in place to manage all possible hiding places for pests, and this could include a clear 3 metre buffer, or solid walls or other MPI approved systems to exclude pests. Note: The standard requires that any goods that may be or are seen as being contaminated from contact with uncleared risk goods are completely contained, made secure, and an Inspector informed as soon as possible (within 24 hours).

## 5.7 Record keeping

- (1) Keeping a record of consignment and MPI documentation is essential for the effective management of goods and for MPI external audits. The standard requires that an effective record keeping system that allows easy access to records for relevant staff and an Inspector on request is available. MPI recommends that TF Operators keep all relevant documents for each consignment together for the purposes of easy retrieval and use for MPI at the time of external audits.

## 5.8 TF documents and records

- (1) This is a guide for the type of documents that should be kept securely by the TF Operator for MPI external audit purposes:
  - AP approvals and training details (where appropriate), staff records (including relevant biosecurity training records).
  - Copies of any MPI external audit dispensations.
  - Copies of the Craft Risk Management Standards, IHSs, and Import Permits (with relevance to imported uncleared risk goods).
  - Copies of any lease agreements or relevant contracts with any other TF users.
  - External and internal and audit records (including date, auditor, non-compliances and any corrective actions requests and completed actions).
  - Records of destruction/transfer/treatments of biosecurity waste (dates and MPI approvals);
  - Records of imported uncleared risk goods (including arrival dates, quantity and/or volume).
  - Records of pest and weed control programmes.
  - TF and TF Operator approval documents.
- (2) In addition, the following types of records (where applicable) for each consignment of uncleared risk goods received at the TF should be kept and maintained (including dates and times for specific actions being conducted). TF Operators should keep consignment/part consignment records for uncleared risk goods including:
  - Consignment identifiers (for example, reference numbers for air waybills, containers, courier package etc.).
  - Dates of unpacking of uncleared risk goods or checking of air/sea containers;
  - Full inventory descriptions for consignments.
  - Official documents for compliance with IHS requirements (including import permits, phytosanitary certificates, zoosanitary certificates etc.).
  - Records of any MPI inspections, destruction or treatment of uncleared risk goods;
  - Records of any pests, unwanted organisms or other organisms found and any control actions taken (including details of contacting MPI).
  - Uncleared risk goods being transferred to other TFs (with approval documentation).
  - Uncleared risk goods entering TFs (with MPI authorisation/clearance documentation).
  - Uncleared risk goods that have been treated or processed under the official requirements of an IHS, under the specific TF approval or using an MPI approved system.
  - Uncleared risk goods that have been processed or treated or have been on-sold or transported to other places (for MPI external audit purposes or in case of biosecurity recall).
- (3) It is also important to discuss with an Inspector which documents need to be kept.

## 5.9 Hygiene requirements

- (1) An effective hygiene system will help to prevent the accumulation and possible spread of contaminants and regulated pests at and from a TF. TFs should be cleaned effectively before, during and after use. The TF Manual will specify the hygiene procedures that will be used by the TF Operator and TF staff.
- (2) The TF Operator is responsible for arranging or ensuring that any spillage of uncleared risk goods in transit or at the TF is cleaned up immediately. Spillage can be retained with the consignment for inspection, placed in a biosecurity bin or isolated in another way. The standard requires that any spillage of uncleared risk goods that might constitute a biosecurity risk is reported to an Inspector as soon as possible.

- (3) Any sweepings or contamination from the delivery container or wrapping should be disposed of properly (for example, placed in an appropriately sized, solid, secure, and preferably lined biosecurity bin). If contaminated items are too large to fit in a bin, they should be held securely (for example, placed in an empty sea container or wrapped in an impervious manner) until authorisation for treatment is given by an Inspector.
- (4) Equipment used for hygiene purposes (including a biosecurity bin or broom, dustpan or other cleaning equipment such as vacuum cleaners) should only be used only for biosecurity purposes within the TF and should be clearly labelled. This is to prevent cross-contamination occurring. The bin should be emptied as required and the waste material disposed of as described in the TF Manual (records of waste disposal should be kept). The biosecurity bin should be lined with a disposable bag or thoroughly cleaned after being emptied.
- (5) Any potentially contaminated protective clothing (for example, if used for handling uncleared risk goods or inspection) should not be worn outside the TF and should be regularly decontaminated. The risk of disease or pests spread by people involved in the inspection and movement of live animals destined for post-entry quarantine (PEQ) should be managed appropriately. A list of approved refuse disposal companies can be found on the MPI website at:  
<http://www.biosecurity.govt.nz/regs/trans/treat/approved>

## 5.10 Pest, vermin and weed control

- (1) Pests, vermin and weeds can be problematic at TFs. Non-regulated pests, regulated pests, and weed seeds have the ability to cause significant problems for NZ's agricultural production, the environment and horticultural production areas. Therefore, it is crucial for TF Operators to manage uncleared risk goods appropriately and prevent the dispersal or escape of contaminants, pests and weeds seeds and also prevent uncleared risk goods from being accessed by birds and rodents.
- (2) It is important that vegetation is also managed so that regulated pests do not have any nearby places to hide and that regulated weed seeds that may have been dispersed from a TF cannot grow. Chemical weed spraying or physical management should be undertaken on a regular basis, and records of control should be kept for MPI external audit purposes.
- (3) An ongoing pest management programme should be conducted for regulated pests that may be found associated with uncleared risk goods and to control pests such as birds and rodents. For example, the positioning of exclusion devices, the laying of poison baits and the use of traps would suffice with records of these activities being kept (date/time that these actions took place). The process should be outlined in the TF Manual stating actions taken and how often they will be done and who will do them.
- (4) Live animals and plants that are not part of a consignment being imported into New Zealand are not permitted in the designated areas (specific areas where uncleared risk goods are stored or isolated) of a TF. However, decorative fish tanks or potted plants are permitted on the premises if kept in office or other areas that are isolated from the designated TF areas.

## 5.11 Internal assessment of TFs

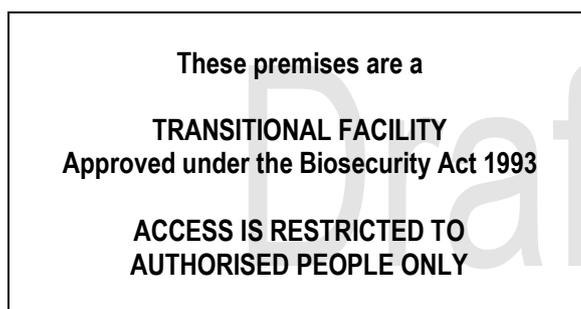
- (1) Regular self-assessments of TF management and processes by the TF Operator or Deputy TF Operator will ensure that a TF is operated to the specifications of the TF Manual and the standard. An internal assessment should ensure that:
  - Hygiene procedures specified in the TF Manual are being followed correctly.
  - Relevant records for every consignment received at the TF are kept and maintained in an accessible location.
  - Records of waste disposal are being kept.
  - The TF access or records log-book are being maintained properly.
  - The TF Manual is still relevant in its current form (if not then changes may need to be made and approved by an Inspector).
  - Training of staff members is effective to manage uncleared risk goods.

## 5.12 Inspection and treatment of identified biosecurity risks

- (1) It is important that if any biosecurity risks (contaminants or pests) are detected in or on uncleared risk goods, they are managed properly and as soon as possible. The best treatment option can be determined by an Inspector. If risks goods have to go another TF for treatment, an Inspector will provide written authorisation that they are transported securely so that contaminants or pests cannot escape. This could mean securely packaging or wrapping of the uncleared risk goods or using a fully enclosed container or enclosed vehicle. It should be noted that failure to properly secure uncleared risk goods will be regarded as a Critical Non-Compliance by MPI. A list of MPI approved treatments is available on the MPI website at: <http://www.biosecurity.govt.nz/files/regs/stds/bnz-std-abtrt.pdf>

## 5.13 Official signage

- (1) Having official signage at a TF will let people know that the premises and designated areas are TFs as approved by MPI, and that only people who have permission may enter. This sign (or signs) should be of an appropriate size and clearly visible to visitors.
- (2) TF Operator or Deputy TF Operator contact details may also be added to the sign information. The MPI logo or the acronyms 'MPI' may not be used on the sign, as this is in breach of the Flags, Emblems, and Names Protection Act 1981. An example of a sign that should be posted at points of entry to a TF is shown as follows:



## 5.14 Inspection areas at TFs

- (1) There should be an appropriate area or room and equipment available for Inspectors to conduct inspections in a safe and effective manner. This area or room should be located adjacent or close to the designated areas where uncleared risk goods are located. The TF Operator should also provide labour for moving uncleared risk goods during inspection as required. Equipment for the purposes of MPI Inspection should also be provided by the TF Operator. This equipment could include benches for commodity inspection, gloves, laboratory coats (or other protective clothing), microscopes, portable lighting or trays. For example, in the case of car inspection TFs, a safe ramp of appropriate height for safely and comfortably conducting under-vehicle inspections should be provided as a minimum.
- (2) Lighting in the inspection areas should also be sufficient (a minimum of 1000 lux for close inspection work is recommended) and should not be subject to high or low temperatures (above 25 °C or below 10 °C). The type of equipment required for inspections will depend on the commodity undergoing inspection (see section 6 of this document for requirements for specialised TFs). The inspection area should have the same segregation requirements as an uncleared risk goods holding area, with cleared and uncleared risk goods being effectively separated. The TF Operator should liaise with an Inspector prior to installing or constructing any inspection areas or rooms to ensure that they are fit for purpose and meet the MPI guidelines for occupational safety and health.

## 5.15 Contingency plans

- (1) The TF Operator should ensure that contingency plans are available to manage all identified biosecurity risks associated with the TF, and also have a generic ability to manage unidentified risks (including immediately advising MPI of issues) that could reduce the effectiveness of managing biosecurity risk material at the TF. For example, these risks could include:
  - Absence or loss of essential staff.
  - Damage (significant) to the TF through accidental or natural occurrences that could cause security problems.
  - The failure or malfunction of essential equipment.
  - The failure of security measures such as doors, fences or walls.
  - The loss of electrical or other power sources.
- (2) Contingency plans should also cover the arrival of non-compliant (uncleared) risk goods, where they should be held or isolated and specify that MPI should be contacted as soon as possible. These contingency plans should be included in the TF Manual and be readily available for TF staff members.

## 5.16 Staff training

- (1) The standard states that TF Operators, Deputy TF Operators and APs must attend training with an MPI approved training provider if they wish to be approved in these positions for biosecurity purposes. Relevant information may be found on the MPI website at:  
**<http://www.biosecurity.govt.nz/regs/trans>**
- (2) TF Operators should also ensure that their company training compliments the training courses provided by MPI approved training providers for TF Operator, Deputy TF Operator and AP training regarding biosecurity awareness.
- (3) There should also be an internal training process in place to ensure that any staff at the TF that may have involvement with uncleared risk goods and/or the unloading of air and sea containers are aware of the need for biosecurity awareness and the minimum requirements of the TF Manual regarding biosecurity management at the TF.
- (4) A description of training for new staff and refresher training for current staff should be included in the TF Manual. Records should be kept as proof that staff have completed and understood the training. A review of staff training procedures should also be a component of a TF Operator's internal assessment of biosecurity management at the TF. For example, a component of the biosecurity requirements at the TF could be added to a regular staff induction programme and is available from an Inspector.

## 5.17 External MPI audits

- (1) To verify that TF Operators are managing TFs compliantly to the specifications of the TF Manual and the standard, an Inspector will periodically conduct an external TF audit. MPI external audits will be conducted on the basis of performance, IHS requirements, how long the TF has been established, the history of compliance and MPI interactions.
- (2) MPI external audits will involve inspecting the TF and procedures to make sure the specifications of the TF Manual and the standard, and any additional conditions specified in the Import Permit and/or the IHS are met by conducting an audit. The frequency of when MPI external audits will be conducted at TFs depends on how long the TF has been established and the compliance history. MPI external audits will be conducted on the basis of the risk material associated with the TF and displayed compliance. An Inspector will advise the TF Operator when MPI external audits will be conducted and also reserve the right to conduct unannounced MPI external audits at any reasonable time.

- (3) Should a TF Operator and/or Deputy TF Operator display a lack of sufficient biosecurity knowledge (with regard to TF operation and/or their responsibilities), an Inspector could cancel or suspend approval of a TF. There is also the possibility that retraining is specified by an Inspector. An increased frequency MPI external audit regime will also be maintained until an Inspector is confident that the TF is managed compliantly. Conversely, MPI may reduce the external audit frequency for TFs that continually display full compliance with the standard and the TF Manual.
- (4) Under section 122 of the Act, Inspectors have the power to authorise a TF Operator to conduct required actions regarding TFs or uncleared risk goods or cleared material that has or maybe cross contaminated with biosecurity contaminants or regulated pests. Failure for a TF Operator or Deputy TF Operator to act on a lawful authorisation from an Inspector is very likely to lead to cancellation or suspension of TF Operator/Deputy TF Operator approval and subsequent cancellation of the TF approval; and this may also lead to prosecution under the Act.

## 5.18 Non-compliances against the standard

- (1) Details of any non-compliance discovered during an MPI external audit will be provided to the TF Operator by an Inspector on an MPI Corrective Action Request (CAR) form issued at the time of the MPI external audit. This CAR form will specify the non-compliance or non-compliances and will lists the corrective actions and/ or preventative actions required. It will specify the timeframe where these actions should be completed. TF Operators that operate TFs that are non-compliant may be subject to an increased number of MPI external audits or inspections until an Inspector can be confident that the management of the TF is once again compliant with the TF Manual and the standard.
- (2) Changing the MPI external audit frequency to reflect compliance will be at the discretion of an Inspector and in consultation with the TF Operator. This will usually revert to a lower frequency of intervention after two satisfactory MPI external audits have been completed. MPI may also require that TF Operators or APs attend additional biosecurity training to improve understanding of biosecurity management at TFs Non-compliances are graded as **Critical, Major or Minor**.

### 5.18.1 Critical Non-Compliance

- (1) A Critical Non-Compliance is defined as a critical failure in an operation or system that has caused or could cause a serious risk to biosecurity, the environment, or the health and safety of New Zealanders. It can lead to immediate cancellation or suspension of approval for a TF Operator and the TF and this may also lead to increased TF Operator or AP training frequencies. It may be a specific Critical Non-Compliance or a system wide failure with multiple non-compliances having effect as a cumulative Critical Non-Compliance. Critical Non-Compliances may also be created by escalation of outstanding issues from previous MPI external audits. Examples of Critical Non-Compliances include but are not limited to:
  - An organisation operating a TF without a TF Operator (if a TF Operator leaves abruptly or is unable to remain as a TF Operator).
  - Making significant modifications to the operation or structure of a TF that increases biosecurity risk without seeking MPI approval.
  - The TF Operator allowing uncleared risk goods to be transferred to non-approved premises.
  - The TF Operator failing to follow lawful instruction from an Inspector including failing to resolve significant CAR issues in a timely manner (as authorised by MPI).
  - The TF Operator releasing uncleared risk goods from a TF without biosecurity clearance or approval.
  - There being a significant failure in the structural containment provisions of a TF without advising MPI immediately.
- (2) Note: A TF Operator is required to advise MPI of any decision to leave the role or step down from the position. It is a TF Operators legal responsibility to do so and a TF Operator can be held liable on failure to do so.

- (3) In the event of discovering a Critical Non-Compliance has occurred (or that there is the potential for this to occur), the TF Operator is required to:
- Notify an Inspector immediately or call **0800 80 99 66**.
  - Immediately stop any activity relating to the Critical Non-Compliance presenting a biosecurity risk.
  - Take immediate corrective action to restore compliance and mitigate biosecurity risk.
- (4) MPI may further investigate Critical Non-Compliances and this could possibly lead to prosecution, depending on the nature and circumstances of the event or events. It is expected that at least one repeated MPI external audit will be required to ensure that the Critical Non-Compliance has been effectively resolved and measures have been taken to prevent its reoccurrence.

### **5.18.2 Major Non-Compliance**

- (1) A Major Non-Compliance is defined as a major failure in an operation or system that has caused or could cause a serious risk to biosecurity, the environment, or the health and safety of New Zealanders. It may be a specific Major Non-Compliance or a system wide failure with multiple non-compliances having effect as a cumulative Major Non-Compliance. Major Non-Compliances may also be created by escalation of outstanding issues from previous MPI external audits. Examples of Major Non-Compliances include but are not limited to:
- Failure of the TF Operator to detect significant and obvious non-compliances.
  - Failure of the TF Operator to operate the TF to the specifications of the TF Manual, the standard or relevant IHSs.
  - Failure of the TF Operator to rectify a number of Minor Non-Compliances from previous MPI external audits.
  - Required TF equipment and/or lighting broken or below the standard specification.
  - Uncleared risk goods not being stored in appropriately identified area prior to clearance, authorisation or treatment (including required processing).
- (2) In the event of discovering a Major Non-Compliance has occurred (or that there is the potential for this to occur), the TF Operator is required to:
- Notify an Inspector immediately or call 0800 80 99 66.
  - Immediately stop any activity relating to the Major Non-Compliance that is a biosecurity risk.
  - Take immediate corrective action to restore compliance and mitigate biosecurity risk.

### **5.18.3 Minor Non-Compliance**

- (1) A Minor Non-Compliance is defined as a situation or incident that may not be a major failure but results in an Inspector having a reduced confidence in the TF Operator and how a TF is being managed. A Minor Non-Compliance may or may not immediately cause or lead to biosecurity risk increasing. Examples of Minor Non-Compliances include but are not limited to the following:
- Essential TF equipment not labelled adequately.
  - Failure to maintain adequate training records.
  - Failure to maintain an adequate visitor log.
  - Missing or obscured TF signage.
  - Risk good inventory not accurately reflecting importation.
  - TF log sheets not up to date.
  - TF Manual procedures not up-to-date or not followed properly.
- (2) In the event of discovering a Minor Non-Compliance has occurred (or that there is the potential for this to occur), the TF Operator is required to:

- Notify an MPI and ensure corrective actions are taken to rectify the Minor Non-Compliance within the time frame specified by an Inspector.
  - Record the corrective management actions and discuss these with an Inspector during the next MPI external audit or inspection.
- (3) MPI external audits will also take into account previous MPI external audit results and any records of non-compliances. For example, if a TF Operator has been having TF management problems in a certain area an Inspector may focus on that particular area at the time of the next MPI external audit. If problems are being found repeatedly in the same audit areas, these non-compliances may escalate from Minor to Major to Critical at the discretion of an Inspector. Persistent non-compliances could lead to MPI moving to cancel or suspend the approval of a TF Operator or a TF.

## **5.19 Costs associated with TF approval and operation**

- (1) The individual or company applying to operate a TF should pay MPI for all costs associated with the application (including the processing fee, time spent reviewing the application and for reviewing the TF Manual). Once the TF Operator and TF are approved, all subsequent MPI (and associated) costs involved in MPI external audits, inspection, ongoing approval, resolution and management of non-compliances (including authorisation, clearance, biosecurity treatments and other investigation conducted by MPI staff) should be paid by the TF Operator/company running the TF. Note: Costs include an Inspectors time for planning an MPI external audit or TF related jobs and travel). MPI will charge fees according to the current Biosecurity Cost Regulations.

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## 6 TF Operators running specific TFs

- (1) This part of this document provides further guidance for TF Operators running TFs that manage uncleared risk goods that present a higher level of risk than are dealt with than at some other TFs. It provides best practice recommendations on how TF Operators may meet the requirements of the standard. Where specific guidelines have not been developed, the general TF and TF Operator information applies (see sections 1 through 5 of this document). The recommended guidance contained in section 6 is for the following TFs:
- Air Container TFs.
  - Animal Product TFs
  - Biological Product TFs.
  - Courier Mail and International Mail TFs.
  - Fresh Produce and Nursery Stock TFs.
  - Grains/Seeds for Consumption/Feed Processing.
  - Inanimate Risk Material TFs.
  - Live Animal TFs located at POFAs.
  - Personal Effects TFs.
  - Sawn Wood TFs.
  - Sea Container TFs.
  - Seeds for Sowing/Stock Feeds/Stored Product TFs.
  - Self-Storage TFs.
  - Used Machinery, Tyre and Vehicle Inspection TFs.
- (2) Note: Information on Biosecurity Control Areas has been removed and inserted into Standard for Places of First Arrival. This standard may be found on the MPI website at:  
<http://www.mpi.govt.nz/importing/border-clearance/places-of-first-arrival/>

## 6.1 Air container TFs

- (1) This section provides further guidance for TF Operators operating TFs for holding, inspecting and/or unpacking air containers and best practice recommendations on how TF Operators may meet the requirements of the standard. TF Operators for air container TFs should manage risks associated with air containers on arrival at the TF, and mitigate risks for air containers transported to other TFs before biosecurity clearance for other approved purposes. Such management should also be in accordance with the TF Manual and other authorisation from an Inspector.
- (2) TF Operators should be familiar with the IHS for importation of Air Containers from All Countries (MPI-AIRCON-ALL) to be aware of mandatory requirements. This standard may be found on the MPI website at: <http://www.mpi.govt.nz/importing/border-clearance/>. The outcome required by MPI-AIRCON-ALL is that air containers imported into New Zealand are free from regulated contaminants and pests.

### 6.1.1 Importation of air containers into NZ

- (1) Air containers are imported into New Zealand for the purpose of holding containerised commercial air freight or passenger baggage (uncleared risk goods), and they are also covered under separate IHSs. MPI-AIRCON-ALL specifies that containerised passenger baggage may only be imported into any airport approved as a POFA. These uncleared risk goods must remain airside in the designated TF for holding passenger baggage until provided with biosecurity clearance via the passenger pathway. This standard is available at the MPI website at: <http://www.mpi.govt.nz/importing/border-clearance/places-of-first-arrival/>
- (2) Under the requirements for a POFA, commercial freight may only be imported into a limited number of specified airports and the authorisation and movement of commercial freight in air containers is limited to the terms agreed under each airport's POFA approval for TF Operators and TFs.
- (3) MPI-AIRCON-ALL requires that air container TFs must be in close proximity (< 5 km) from the POFA at which the air containers were landed.

### 6.1.2 Transportation of air containers to TFs

- (1) MPI-AIRCON-ALL also requires that transportation of air containers from the "airside" TF at the POFA to another "landside" TF must be conducted by an MPI approved transport operator nominated by the TF Operator and listed in the TF Manual. Transportation may only follow a designated route from the POFA to the TF taking note of written authorisation from MPI or authorisation under an approved (written) system. Proposals for establishment of new importation systems should be forwarded to the local MPI office for consideration. In addition, any containers transported to a TF should be transported in a manner that secures the cargo within and prevents any spillage of uncleared risk goods from occurring during transit.
- (2) Air containers returning to "airside" from "landside" TFs should be transported using an agreed route and do not require further inspection. However, air containers that do not return to "airside" from "landside" TFs (such as being sent to non-TF premises to be loaded for export out of New Zealand) are required under MPI-AIRCON-ALL to receive clearance from MPI and receive a written BACC before leaving the TF located at the POFA.

### 6.1.3 The physical operation of air container TFs

- (1) A sealed (asphalt, concrete or similar) hard stand area which can be easily cleaned and maintained should be provided by the TF Operator for placing air containers and to provide an unloading area. This sealed area should be big enough to have a minimum of 3 metres clearance around the air containers or stacks of them, or use another effective method of segregation. This area should be kept completely clear of debris, rubbish or vegetation (the intent is to deny an easy refuge for pests or

organisms that may be in or on the container). Note: This area should not be located on a public footpath or road.

- (2) Where unchecked air containers (under authorisation from MPI) are delivered, unloaded or stored at a TF, there should be the ability to physically separate uncleared air containers from previously cleared containers or other non-risk goods. The distance for separation should be at least one metres on all sides for an air container (or stack of them) until the AP check has taken place. Unchecked air containers (empty or loaded) should be kept in the designated hard-stand area until they have been officially checked by an AP or an Inspector.
- (3) Air containers that have been externally checked and cleaned (as required) can be removed from the sealed TF storage area (if immediate unpacking is not required) and can be stacked as close as required to other previously checked and cleared containers. Loaded air containers should go to a TF (as authorised) for checking/inspection and unpacking and this should be conducted as soon as possible. Note: Any open drains within 5 metres of air containers at any TF should be covered during checking and unloading to prevent the possibility of any live pests from escaping.

#### **6.1.4 Unpacking air containers at TFs**

- (1) MPI-AIRCON-ALL requires that all imported air containers must be unpacked at a TF in the presence of an AP or Inspector (for specific uncleared risk goods) and an AP must meet all relevant requirements of the standard and MPI-AIRCON-ALL. MPI-AIRCON-ALL requires that all air container checks completed by an AP where regulated contaminants or pests are found must be recorded electronically or using an approved system and the records kept for MPI audit purposes.

#### **6.1.5 Unpacking air containers**

- (1) An AP should be present on delivery or as soon as possible after air containers are delivered, and should check the containers externally (the underside excluded) for contamination and pests after delivery to the TF, during unpacking (where internal surfaces, uncleared risk goods and any wood packaging are checked for compliance), and when empty (a final internal check should be conducted). TF Operator should have enough APs available to ensure biosecurity risks associated with air containers and uncleared risk goods are managed appropriately. APs do not need to be an employee at the TF but should be currently approved for checking and managing containers. An AP may work at more than one TF Operator and TF.

#### **6.1.6 TF inspection areas and equipment**

- (1) The TF should have enough holding or storage space to contain any uncleared air containers and uncleared risk goods. There should also be equipment available for the inspection of any uncleared risk goods (such as fresh produce) by an Inspector. The TF inspection area for uncleared risk goods should be located adjacent or near to the designated risk goods storage area and should provide:
  - Bright lighting (1000 Lux intensity or greater is recommended).
- (2) The TF should have suitable equipment for dealing with biosecurity contaminants, pests and waste associated with air containers and uncleared risk goods such as:
  - A torch (or powerful portable light source).
  - A broom, brush and pan (or other suitable cleaning equipment).
  - A dual-action insecticide (having both knock-down and residual action properties such as tetramethrin 4g/l for knock down and permethrin 1g/l for residual) are available for use by APs. These canisters should be available for immediate use as the air container is being opened. Examples of some suitable sprays are available on the MPI website at:  
**<http://www.biosecurity.govt.nz/border/transitional-facilities/permethrin-sprays.htm>**
  - A solid biosecurity bin (such as a wheelie bin) with a tight fitting lid for biosecurity waste or a large storage unit (such as a sea container for holding dunnage etc.) prior to disposal.

- An appropriate inspection bench for the type of TF that is approved (stainless steel or similar construction with a raised edge of 5mm to 10 mm is recommended) to prevent contaminants or uncleared risk goods from spilling during inspection.
- (3) Other equipment for the inspection of uncleared risk goods could be required depending on the nature of the imported material (such as fresh produce). It is recommended that TF Operators refer to other sections in this document for examples of specialised equipment necessary for inspecting specific types of imported goods where necessary.

### **6.1.7 Record keeping**

In addition to the records for air containers and risk goods mentioned in section 5.7, MPI recommends that a database system should be used and records of the information kept for each air container sent to a TF including:

- Confirmation that internal and external checks were conducted (dates and times).
- Names of the AP who conducted the above checks.
- Record of contaminants found and how and when MPI was notified.
- Any remedial action taken or record of online declaration.

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## 6.2 Animal product TFs (holding only)

- (1) This section provides further guidance for TFs for holding animal products and best practice recommendations on how TF Operators meet the requirements of this standard. In addition, the TF Operator must meet all the conditions of the relevant IHS(s), Import Permit and any approved measures on a Chief Technical Officer (CTO) authorisation (if applicable) associated with the imported animal product.

### 6.2.1 Physical requirements at animal product TFs

- (1) The standard requires that TFs are constructed and operated in a manner to ensure that animal products are securely contained. Animal products may not be removed from the TF unless biosecurity clearance or another MPI authorisation for destruction, export or transfer is received by the TF Operator.

### 6.2.2 Operating requirements at animal product TFs

- (1) When the prospective TF Operator applies for approval for the operation of a TF for holding animal products, MPI should be advised of the type of animal products that will be held within it.
- (2) Note: this section only covers the requirements for TFs for holding animal products until they are transferred to another TF for further processing. No processing of the animal product is permitted within a TF approved only for holding such risk goods.

### 6.2.3 Transfer of animal products

- (1) The TF Operator of the TF receiving the animal products should document receipt of the risk goods. This could be a copy of the MPI Transfer Request Form. Appropriate inventory control is required for animal products on arrival at TFs and on departure from TFs. Transfer of animal products should be authorised in writing by MPI. Application to MPI and the transfer of animal products should be made using an appropriate transfer request form available from an MP Inspector or on the MPI website at: <http://www.biosecurity.govt.nz/forms/movement-request-animal-biological-products-peq-plants-seed-stored-products-stock-feed>.

## 6.3 Biological product TFs (holding only)

- (1) This section provides further guidance for TFs for holding biological products only; and provides best practice recommendations on how TF Operators meet the requirements of this standard. In addition, the TF Operator must meet all the conditions of the IHS and Import Permit (if applicable) associated with the imported uncleared risk goods/biological product.
- (2) TF requirements for processing are found in the following standard: Import Health Standard for Biological Products (including samples) - BIOPRODIC.ALL). This standard and associated guidance document are available on the MPI website at:  
**<http://www.biosecurity.govt.nz/imports/plants/standards/bioprodic.all.htm>**
- (3) The outcome required by BIOPRODIC-ALL is that consignments of biological products imported into New Zealand are free from regulated contaminants and pests.

### 6.3.1 Physical requirements at biological product TFs

- (1) The standard requires that TFs are constructed and operated in a manner to ensure that biological products are securely contained. Biological products may not be removed from the TF unless biosecurity clearance or another MPI authorisation for another activity is received by the TF Operator.

### 6.3.2 Operating requirements at biological product TFs

- (2) When the prospective TF Operator applies for approval for the operation of a TF for holding biological products, it is a requirement under the standard and BIOPRODIC.ALL that these uncleared risks are specified in detail in the TF Manual. Note: this section only covers the requirements for TFs for holding biological products until they are transferred to a TF for further processing. No processing of the biological product is permitted within a TF approved only for holding such uncleared risk goods.

### 6.3.3 Transfer of biological products

- (1) Transport of biological products by all modes (air, land or sea) should be as described in AS/NZS Standard 2243.3. The minimum requirement is that products should be packaged according to Packing Instruction No. 650 of the IATA Dangerous Goods Regulations.
- (2) All products that are infectious or thought to be infectious for animals or humans should be packaged according to Packaging Instructions No. 602 of the IATA Dangerous Goods Regulations. These regulations define the requirements for certification, the maximum quantities that can be transported by cargo or passenger aircraft, the external labelling requirements (including the identifying UN number) and the details to be included in the attached Shippers Declaration for Dangerous Goods.
- (3) The TF Operator of the TF receiving the biological products should document receipt of the uncleared risk goods; this could be a copy of the transfer request form. Appropriate inventory control is required at departure and on arrival of the transferred uncleared risk goods. Transfer of biological products should be authorised in writing by MPI. Application to MPI and the transfer should be made using appropriate transfer request form available on the MPI website at :  
**<http://www.biosecurity.govt.nz/form-search/0/transfer>**

## **6.4 Courier mail and international mail TFs**

- (1) This section provides further guidance for courier mail and international mail TFs and best practice recommendations on how TF Operators may meet the requirements of this standard. In addition, the TF Operator must meet all the conditions of an IHS and/or Import Permit (where applicable) associated with the imported uncleared risk goods.
- (2) The outcome required by MPI is that courier mail and international mail imported into New Zealand are free from regulated contaminants and pests.

### **6.4.1 Structural requirements at courier mail and international mail TFs**

- (1) The structure of the TF for handling and holding courier mail and international mail (letters and parcels) should be fully secure and be enclosed (unless there is a justified reason why this should not occur) and provisions should be in place to ensure that arthropods and other pests are adequately contained and controlled.

### **6.4.2 Operating requirements at courier mail and international mail TFs**

- (1) The TF Operator is responsible for providing an area where courier mail and international mail can be routinely opened by Inspectors. The area should be clearly defined and used only for this purpose. Courier mail and international mail may be opened in other areas of the TF provided any spillage of biosecurity uncleared risk goods or contaminants are cleaned up immediately and no contamination remains after inspection is completed. The TF designated areas should be secure to prevent unauthorised access to courier mail and international mail (uncleared risk goods), equipment and associated documents in the custody of an Inspector.

### **6.4.3 MPI inspection at courier mail and international mail TFs**

- (1) As well as the above, courier mail and international mail, TF Operators should also agree upon a regular inspection schedule with MPI. Inspectors should also be provided with an adequate area (a room or suitable space) and any equipment, labour and/or tools necessary for the purpose of conducting inspection of courier mail and international mail.
- (2) In addition, bright lighting (1000 lux or greater is recommended) should be provided over inspection benches where international mail and courier mail inspection takes place. Inspection benches should be able to contain any potential biosecurity risk items that may result from mail inspection. This should be in the form of a raised edge on a bench or another equivalent measure.

### **6.4.4 Seed inspection at courier mail and international mail TFs**

- (1) Where seed inspection takes place, TFs should have a half-dark/half-light tray (marked "for MPI use only") and a seed packet heat sealing unit or another type of secure packaging if deemed necessary by an Inspector.
- (2) An appropriate inspection bench should be used (stainless steel or similar construction with a raised edge of 5mm to 10 mm is recommended) to prevent contaminants or seeds from spilling during inspection.

## 6.5 Fresh produce and nursery stock TFs

- (1) This section provides further guidance for TFs for the holding or inspection of fresh produce or nursery stock (uncleared risk goods) and best practice recommendations on how TF Operators meet the requirements of this standard. In addition, the TF Operator must meet all the conditions of an IHS and/or Import Permit (where applicable) associated with the imported uncleared fresh produce or nursery stock.
- (2) TF Operators for fresh produce or nursery stock TFs should manage risks associated for fresh produce or nursery stock on arrival at the TF, and mitigate risks associated with fresh produce or nursery stock if transported to other TFs for approved purposes. Management of fresh produce or nursery stock should be in accordance with the TF Manual and other authorisation from an Inspector. TF Operators should be familiar with the IHSs for fresh produce or nursery stock and the outcome required by the relevant IHSs is that the fresh produce and nursery stock imported into New Zealand are free from regulated contaminants and pests.

### 6.5.1 Location of fresh produce or nursery stock TFs

- (1) The TF should be located in an area which is determined by MPI to be suitable for the type of fresh produce or nursery stock to be held there, and which will adequately manage any associated biosecurity risks. TFs outside the metropolitan area surrounding the POFA from where the fresh produce or nursery stock arrived should have approved processes in place regarding the secure transfer of the fresh produce or nursery stock to the TF including the secure unloading and inspection.
- (2) The holding or inspection area for fresh produce or nursery stock should be located inside an enclosed room or a designated area inside the TF which is pest proof (proof against entry or exit of arthropods and other animals), secure and unable to be accessed by people without permission for entry. The designated area where the consignments are held before inspection should be secure, pest proof and located immediately adjacent to the inspection area.

### 6.5.2 Inspection at fresh produce or nursery stock TFs

- (1) Where the TF inspection area is located in the same general or enclosed area where fresh produce or nursery stock is stored prior to inspection, then the TF Operator should have a suitable synthetic pyrethroid insecticide and method ready for instantly aerosol fogging or spraying the area in event of detection of arthropod pests. For information about suitable sprays for killing arthropods is available on the MPI website at: (<http://www.biosecurity.govt.nz/border/transitional-facilities/permethrin-sprays.htm>). Other sprays with equivalent properties may also be approved for use on application to MPI.
- (2) All inspection room surfaces (other than inspection benches/tables) including the ceiling, doors, the floor, walls and windows should be treated with an MPI approved residual synthetic pyrethroid pesticide using a spray regime meeting the label instructions and in accordance with other relevant regulatory agency requirements. The pesticide should be periodically reapplied to all areas under a timing schedule specified on the label, and after any cleaning with diluting substances has been conducted.
- (3) The floor should have a non-slip surface for safety purposes. During inspections there should be a minimum of 1 metre clear floor space separating each item or structure in the room (either permanent or temporary) including but not limited to benches, boxes of plants or produce, desks, pallets of plants or plant material, quarantine bins and tables. Anti-fatigue mats should also be provided and extraneous noise should be kept to a minimum while MPI inspections are in progress.
- (4) All inspection room doors and windows should remain closed or screened off securely during inspections. Air conditioning units should also be screened or filtered appropriately to prevent the escape of arthropod pests. The TF Operator should be able to demonstrate to an Inspector that the inspection room is free of arthropods and other pests prior to, and after inspection. For example, a documented pest monitoring programme or equivalent method of verification should be used.

- (5) Containers should not be opened until an Inspector is present, the inspection is ready to commence and authorisation has been provided. MPI inspections will only be carried out by MPI personnel. The inspection sample should be taken to the designated inspection area or room and the container with the remaining material should be kept closed until permission to unload; or an authorisation for fresh produce or nursery stock that should receive biosecurity treatment has been given by an Inspector. Contaminated fresh produce or nursery stock authorised for treatment should be securely contained and fully sealed inside a container or packaging. An Inspector will then issue an authorisation in regard to the biosecurity treatment of the fresh produce or nursery stock.
- (6) An Inspector should be notified immediately by the TF Operator (or TF staff member) if live organisms are seen in or on the fresh produce or nursery stock, or in association with the packaging or container used for transporting the produce or nursery stock. In addition, where imported produce has been inspected and is found to require treatment then the original sample that was inspected should be treated along with the rest of the consignment.
- (7) If nursery stock (plants or plant material) is authorised by MPI to be treated with pesticides for pathogen or pest control, there should also be the ability (within a TF) to return the nursery stock back to pre-treatment condition (such as being allowed to air or dry out after treatment). The area for airing or drying area should also be close to the treatment area (to improve control and management) and have appropriate air circulation and exhaust ventilation to facilitate the plants or plant materials return to pre-treatment moisture conditions

### **6.5.3 Equipment for inspection at fresh produce or nursery stock TFs**

- (1) The TF should have a portable (and appropriately maintained) binocular microscope that may be used for MPI inspection purposes only. The recommended specifications for the binocular microscope are a minimum of x10 and 23 magnification, an AC240v power source and a 6V10W halogen lamp. Lighting over the inspection area is recommended to be a minimum of 1000 lux.
- (2) Bench or table length should be adequate to accommodate sufficient units for inspection purposes (cartons and contents or in the case of bags or crates approximately 50 units). It is recommended that an inspection bench or table should have a lip between 5 – 10 mm high on any edge not against a wall to reduce spillage. To prevent damage to hands, the bench or table should have a rolled or flat edge lip (no sharp edges) and be of an appropriate light colouration (such as white) to help facilitate inspections. Inspection benches or tables should also be thoroughly cleaned between inspections of different fresh produce or nursery stock consignments.
- (3) The quarantine bin for fresh produce or nursery stock TFs should be lined or regularly decontaminated, and sprayed after cleaning or on a monthly basis with an MPI approved residual synthetic pyrethroid pesticide. The quarantine bin should be regularly emptied and all refuse should be securely bagged for MPI approved disposal.

### **6.5.4 Hygiene at fresh produce or nursery stock TFs**

- (1) All TF staff members should understand the following hygiene requirements for fresh produce and nursery stock as follows:
  - Dedicated protective clothing (such as gloves, laboratory coats, overalls or other disposable gear) should be worn during handling of fresh produce and nursery stock.
  - Contaminated protective gear worn during consignment handling should be changed or decontaminated before a new consignment is handled. However, this protective clothing should not be removed from the TF unless it has been fully cleaned or decontaminated in a manner approved by MPI.
  - All protective clothing that has been used for inspection purposes should be laundered on a fortnightly basis (as minimum). Protective clothing that needs to be laundered (externally to the TF) should be contained within fully sealed packaging and taken directly to the laundering facility. All pockets should be emptied and any debris removed before leaving the TF. All debris, disposable clothing and gear should be placed in the TF biosecurity bin for approved disposal.

- The hands of TF staff members, equipment and tools should be cleaned and decontaminated prior to exit or the items being removed from the TF or being used with another separate consignment of fresh produce or nursery stock.
- There should also be a wash basin inside the TF with alcohol based sanitiser or soap and towelling available for use by an Inspector and TF staff members.

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## 6.6 Grains for consumption/feed/processing TFs

- (1) This section provides further guidance for TFs for the management of quarantine grains/seeds (grains) for consumption, feed, holding or processing and best practice recommendations on how TF Operators meet the requirements of this standard. In addition, the TF Operator must meet the conditions of an IHS and/or Import Permit (where applicable) associated with imported grains. Note that the major types of grains may only be imported under MPI Import Permit conditions. An Import Permit will only be provided once the importer has provided a Grain Import System (GIS) to MPI, have had it approved and the proposed premises have met the requirements of the standard (after assessment by an MPI GIS and TF specialist).
- (2) The relevant MPI IHS and Operational Standards (Importation of Grains/Seeds for Consumption, Feed or Processing Plant Health Requirements - BNZ.GCFP.PHR and Grain for Processing, Import System Requirements - PIT-GFP-ISR) hold the information for development of a GIS and meeting Import Permit requirements. These documents are available on the MPI website at:  
<http://www.mpi.govt.nz/importing/food/grains-seeds-and-nuts/>
- (3) TF Operators for quarantine grains TFs should manage associated biosecurity risks on arrival at the TF, and mitigate risks associated with such uncleared risk goods if transported to other TFs for approved purposes. TF Operators should be familiar with the IHS and operational standard (as above) and the outcome required by the relevant IHS is that the grains imported into New Zealand are free from live regulated arthropods and be subsequently processed (treated) at TFs in a manner that destroys or devitalises the imported grains.

### 6.6.1 Importation of official samples of grains/seeds.

- (1) Official samples of grains (< 5 kg) imported into NZ under Import Permit requirements may be authorised to TFs operating under a GIS (either the TF for consumption, feed, holding or processing or a laboratory approved to PIT-GFP-ISR and the standard). MPI may also approve grains sample analysis at other laboratories on request if suitable biosecurity controls are met.

### 6.6.2 Transportation of bulk grains.

- (1) MPI Standard PIT-GFP-ISR specifies the requirements for the transportation of bulk quarantine grains. Bulk quarantine grains must be taken to TFs specified in a GIS using approved transport operators working under the specification of a GIS. Transportation details must be specified in a GIS or in a separate transportation module appended to the GIS. Transport to the TF must be in a completely sealed and secure manner using approved bulk vehicles or sea containers to ensure that there is no possibility of grains or regulated contaminants/weed seeds leaking out. The approved route, contingency plans, emergency details and equipment needed for any spillage must be specified.
- (2) Transportation of quarantine grains between approved TFs may only occur if specified in detail in the GIS as a being conducted as a regular occurrence (for example, the GIS might state that once a month or once a week, grains are transferred from one specific TF to another specific TF for a particular purpose). A generic BACC authorisation can be provided by MPI for this purpose for specific periods of time (usually annually); or a TF Operator may request BACC authorisation in writing from MPI for irregular transfers of grains between TFs approved for this purpose. All transport vehicles should be cleaned and be externally free from grains before leaving designated areas at the POFA or at TFs. At the completion of transportation, vehicles should be externally and internally cleaned and be free of grains.

### 6.6.3 Operation of grains/seeds TFs

- (1) All grain consignments should be unloaded inside the TF at all times or if grain unloading is effectively managed or screened from wind (of any strength) approval may be granted for external unloading. Once unloaded, all uncleared consignments of grains should be kept effectively separated from cleared or domestic material and stored inside at designated areas at the TF (specified in the TF Manual). Separation should be by using separate silos or in flat storage a minimum of 3 metres should

be used unless another method of separation is authorised by an Inspector. Grain should be stored so it will not spread within 2 metres of unsealed opening. If uncleared material and cleared or domestic material do mix or make inappropriate contact MPI will regard all or part of the consignment to be biosecurity risk goods and an Inspector may require the TF Operator to conduct other remedial actions.

#### **6.6.4 Inspection areas and equipment for grains/seeds TFs**

- (1) The TF inspection area should be located near to the grains storage area and should provide:
  - Bright lighting (1000 Lux intensity or greater is recommended).
- (2) The following approved equipment is also recommended to be provided at the TF:
  - An approved inspection bench (stainless steel construction or similar with a raised edge of 5mm to 10 mm is recommended) to prevent grains from spilling off the table during inspection.
  - A tray (or other approved device) for effectively inspecting samples of grains.
  - A bank of sieves (see PIT-GFP-ISR for details) for sampling processed grains and bags for holding official post-processing samples (for animal feed TFs only).
  - Compressed air hoses, brooms and shovels (or vacuum cleaner) for cleaning.
  - A quarantine bin should be provided for cleaning up and storing quarantine waste/unusable material prior to MPI authorised disposal.

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## 6.7 Inorganic risk material TFs

- (1) This section provides further guidance for TFs for the management of inorganic risk materials (IRMs). IRMs constitute inorganic risk goods such as glass items for recycling, scrap metal, used vehicle batteries and other used parts imported for destruction, disposal, industrial purposes and/or recycling. This section also provides best practice recommendations on how TF Operators meet the requirements of this standard and also ensure that requirements specified in the IHS for the importation of inorganic risk materials (MPI-STD-IRM) are met. This document is available on the MPI website at: <http://www.biosecurity.govt.nz/imports/non-organic/standards/maf-std-irm.htm>.
- (2) TF Operators for IRM TFs should manage risks associated with such material on arrival at the TF, and mitigate risks associated with IRMs if transported to other TFs for approved purposes. Management of IRMs should also be in accordance with the TF Manual and other authorisations from an Inspector. TF Operators should be familiar with the IHS (as above) and the outcome required by the relevant IHSs is that the IRMs imported into New Zealand are free from regulated contaminants and pests.

### 6.7.1 Operating IRMs TFs

- (1) IRMs are often relatively low value waste products which are held outdoors or in unregulated conditions until assembled into consignments for importation into New Zealand. In this regard, virtually every consignments of IRMs imported into are highly infested with pests and contaminants (arthropods, molluscs, reptiles and vermin, contaminated with liquids such as fluids in drums, tanks and tyres often holding mosquito/other insect larvae, and also contaminated with seeds, vegetation and untreated wood).
- (2) The following biosecurity management conditions apply:
  - All IRMs consignments are subject to inspection by MPI or mandatory treatment on arrival (unless importers receive prior authorisation in writing from MPI specifying exemption from mandatory treatment or another method of biosecurity risk management). The importer should arrange for a post-treatment inspection by MPI unless another biosecurity risk management system is approved by MPI.
  - Unloading of containerised IRMs may not occur until an Inspector provides permission in electronic format or writing. All containers should be unloaded inside a building or on a hardstand surface for cargo inspection. This may involve the material being moved or turned over by machinery to facilitate the inspection process. Inspection should occur in a sheltered area within the TF to prevent contaminants being blown by wind outside of designated areas. Sea containers or other protective screening devices could be used as wind shields where required.
  - If the IRMs require decontamination, the consignment should be reloaded into the container (where applicable), sealed and authorised to a decontamination TF for appropriate treatment using approved transport or as specified on a BACC from an Inspector. Alternatively, containers of IRMs may be authorised (after fumigation or heat treatment) to a decontamination TF before unloading occurs or part of the TF may be approved for decontamination so that material may be decontaminated or treated on site without the need for transportation to another TF.
  - Unidentified fluids (for example, water or unidentified liquids in tanks) should be chemically inactivated with a suitable product as specified in the Standard for Approved Biosecurity Treatments for Risk Goods Directed for Treatment (BNZ-STD-ABTRT and as authorised by an Inspector. This document is available on the MPI website at: <http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-abtrt>). These liquids may then be disposed of into a sewer system as appropriate or as authorised by an Inspector (Note: this should not contradict any local authority requirements or other legislation).
  - All contaminants that are detected should be washed into the drains with 2mm sieves, and solids placed in the TF bins or approved receptacles for destruction. All equipment and machinery should remain in the TF decontamination area or be cleaned appropriately in the decontamination area before being permitted by MPI to leave the area after reloading the containers.

### **6.7.2 IRMs transiting New Zealand**

- (1) Option 1: Containerised IRMs for Re-Export only (Sealed Containers only). Transiting containers of IRMs that are imported should be held without being opened in a TF area at a POFA prior to re-export. The containers should be stored under MPI seal until authorisation to be exported out of New Zealand. An AP or MPI inspection of the contents is not required.
- (2) Option 2: Containerised IRMs for Re-Export after Inspection and Separation. Transiting containers of IRMs that are imported to be opened for sorting prior to re-export should be fumigated and inspected under the requirements specified above.
- (3) After inspection by an Inspector, IRMs that are contaminated may be reloaded into containers immediately, sealed by MPI and be stored in the containers within the TF prior to export out of New Zealand. These containers should receive an electronic or hard copy BACC from an Inspector prior to any export movement or movement to TFs being permitted.

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## 6.8 Live animal TFs located at POFAs

- (1) This section provides guidance for TF Operators operating POFA TFs for inspecting live animals and best practice recommendations on how TF Operators meet the requirements of the standard. In addition, the TF Operator must meet the requirements of relevant IHSs for importation of live animals. This information is available on the MPI website at:  
<http://www.mpi.govt.nz/index.php/importing/live-animals/>
- (2) TF Operators for live animal TFs should manage risks associated with such animals on arrival at the TF, and mitigate risks associated with live animals if transported to other TFs for purposes approved by MPI. TF Operators should be familiar with the IHS information (as above) and the outcome required by the relevant documents is that the live animals imported into New Zealand are free from regulated pathogens and pests.
- (3) The TF Operator is also responsible for the care and welfare of the animals in the POFA TF.
- (4) If any animals are exhibiting signs of disease, an MPI Veterinarian/Inspector should be contacted immediately.
- (5) Before the animal(s) can be handed to the owner/importer, the TF Operator is responsible for obtaining;
  - Biosecurity clearance from an Inspector.
  - Clearance from the New Zealand Customs Service.

### 6.8.1 Live animals approved for importation

- (1) The TF located at the POFA may be approved to the following species:

<b>Category 1: Animals Eligible for Biosecurity Clearance from the TF located at a POFA</b>	<b>Category 2: Animals Eligible for Biosecurity Authorisation to a TF for the Purpose of Completing PEQ</b>
<ul style="list-style-type: none"> <li>• Alpacas and llamas.</li> <li>• Cats and dogs not requiring PEQ.</li> <li>• Cattle.</li> <li>• Chinchillas.</li> <li>• Deer.</li> <li>• Goats.</li> <li>• Guinea pigs.</li> <li>• Horses not requiring PEQ.</li> <li>• Rabbits.</li> <li>• Sheep.</li> </ul>	<ul style="list-style-type: none"> <li>• Cats and dogs requiring PEQ.</li> <li>• Horses requiring PEQ.</li> <li>• Zoo animals.</li> </ul>

- (2) **Location:** The POFA TF should be positioned to ensure secure and direct transportation of animals.
- (3) **Construction:** The POFA TF should be constructed to securely hold and allow appropriate inspection of approved, imported animals.

### 6.8.2 Developing a TF Manual for live animal inspection TFs located at a POFA

- (1) In addition to the generic requirements found in section 2.1 of the standard, the TF Manual should hold:
  - **Business identity, location and staff information including:**
    1. A list of people responsible for compliance with the standard (including the TF Operator, Inspector and anyone with delegated responsibility for compliance).

- 2. A list of persons permitted to enter the TF including grooms, TF staff members and truck drivers.
- 3. Crucial contact details such as for a MPI Veterinarian or Inspector, TFs for holding non-compliant animals (where approved for this purpose), and the MPI exotic disease hotline **0800 80 99 66**.
- 4. The types of animals approved to be held at the POFA TF.

- **Structural information for TFs including:**

- 1. Details of areas for holding and inspection of approved animals. The site plan should point out hygiene areas, inspection areas, office areas, shelter areas, and toileting areas (where applicable), see section 6.7.4 (1&2) and 6.7.6 (5).
- 2. Details of the type of lighting in place at the POFA TF inspection area, see 6.7.6 (4).

- **Additional information for the management of non-compliant Category 1 animals including:**

For each approved animal, details of a holding area or the processes used to send the animal(s) to a PAQ TF. For example:

- 1. For chinchillas, guinea pigs and rabbits, these animals should be held as required at the POFA.
- 2. For dogs and cats, these animals should be sent to the closest available TF approved to the *MPI Standard for Cat and Dog TFs*
- 3. For farm animals, the standard requires that a holding area at the POFA TF and another separate (approved) holding place at a location away from the POFA TF are used in case of high animal numbers or non-compliances that may take a considerable period of time to resolve (and could therefore, pose animal welfare concerns). See section 3.5 of standard and 6.7.5 of this guidance document.
- 4. For horses, the standard requires that a temporary holding box or area at the POFA TF is used. For further guidance see attached non-compliance action tree (6.7.8).

- **Documented procedures including:**

- 1. Cleaning or disinfection of incoming containers where required, appropriate to clearance status and type of animal(s).
- 2. Communication to the owner/importer regarding of any non-compliances.
- 3. Containment of approved animals. These may vary depending on the site of the POFA TF and the type of approved animal.
- 4. Exercising or toileting of uncleared animals.
- 5. Decontamination of persons in direct or indirect contact with horses eligible for biosecurity authorisation to a TF for the purpose of completing PAQ, see 6.7.7 (4).
- 6. Decontamination of staff and the POFA TF in the event of non-compliant or uncleared animals (see 6.7.4).
- 7. Inspection of approved category 1 animals (see 6.7.6).
- 8. Notifying the MPI veterinarian 5 days prior to the arrival of the animal(s).
- 9. Timely transport of animals to the POFA TF following disembarkation from the plane.
- 10. Timely transport and transfer of approved category 1 non-compliant animals to suitable holding areas at the POFA TF or to a PAQ TF.

### 6.8.3 Record keeping

(1) Additional to the records listed in 2.7 of the standard, the following records should be kept and maintained:

- Cleaning and disinfection records.
- Consignment records for live animal(s) inspected at the TF including Biosecurity Authority Clearance Certificates (BACCs).

- Incident records.
- Records of visitors accessing the POFA TF.
- Structural maintenance and repair records.

#### **6.8.4 Decontamination and preventing contamination**

- (1) An area to disinfect and wash footwear and other equipment (if required) should be available within the POFA TF. These areas and quarantine bins used for hygiene purposes should be cleaned or disinfected after use. MPI approved disinfectants should be used and these products should be specified in the TF Manual.
- (2) Hand-washing facilities (including hand sanitiser or soap, hot water and paper or other towels) should be readily accessible.
- (3) All waste water should be drained to the municipal sewer system or into another MPI approved system. Solid waste that is not able to pass through the municipal sewer system should be deemed biosecurity waste and should be placed in the quarantine bin and disposed of as authorised by MPI or as specified in the TF Manual.
- (4) In addition to the above points, the following actions should be conducted after the handling of animals, or after the area is vacated by uncleared animals :
  - Disinfection of the equipment and inspection area or room an MPI approved insecticide should be carried out as per the label instructions and repeated prior to the chemical efficacy wearing off. Dual-action insecticide (with knock-down and residual properties) should be available for use in case arthropods (for example, insects, mites, spiders or ticks of unknown origin) are found.
  - The standard states that protective clothing appropriate to the level of risk of contamination must be worn by staff involved in handling of live animals and that protective clothing must not leave the POFA TF except for laundering at a commercial laundry or TF. Protective clothing should be laundered on a fortnightly basis (as a minimum). All pockets should be emptied and any debris removed before leaving the POFA TF, and such clothing should be transferred in a contained manner (for example, in sealed plastic bags).

#### **6.8.5 Holding areas for farm animals (livestock)**

- (1) POFA TFs approved for livestock should have a holding area suitable for these animals. Where farm animals are unable to be accommodated at the POFA TF, they will be authorised by an Inspector to an approved holding place away from the POFA TF (see MPI-STD-TFGEN, section 4.5).
- (2) A secure boundary fence should be in place to ensure proper management of the animals is maintained.
- (3) Fencing dimensions may vary with different species of farm animals. Guidelines for fencing materials and fencing height may be found in the Standard for Low Security Farm Animal Transitional Facilities. This information is available on the MPI website at:  
**(<http://www.biosecurity.govt.nz/border/transitional-facilities/animals/154-02-13.htm>).**

#### **6.8.6 Inspection of animals at TFs at POFAs**

- (1) The standard states that all relevant paperwork regarding the animal must be presented to the MPI Veterinarian prior to inspection.
- (2) Animals are required to be securely contained and held during the MPI inspection process so that inspection can be conducted as safely and efficiently as possible. Trained POFA TF staff should be available to assist with inspection of animals as required by the MPI Veterinarian or inspection may not be able to be conducted.
- (3) The following equipment, or other as specified by the MPI Veterinarian, should be provided by the TF Operator.

- Animal handling equipment such as gloves, leads and muzzles.
  - Benches or inspection tables for examining smaller animals (such as cats and dogs) and or step ladders for examining large animals.
  - Microchip readers.
- (4) For inspection purposes there should be adequate lighting of at least 1000 lux (above and underneath animals as required) and there should be the ability to move lights to suit detailed inspection.
- (5) The POFA TF should provide shelter for all farm animals, other animals and MPI Veterinarians to use when weather affects the inspection process or the welfare of animals. The shelter may cover the POFA TF entirely, part of it or comprise of a space that will ensure that the MPI Veterinarians can complete the inspection process.

### **6.8.7 POFA TFs used for horse inspections before PEQ**

**(1) Structural Needs.**

Where horses are inspected prior to authorisation to a TF for PEQ, a secure boundary fence should be in place to ensure the animals are managed appropriately.

**(2) Access to POFA TFs and security of uncleared horses**

A): The inspection area or room of the POFA TF should be secured immediately after the imported horses have been removed (after inspection is completed) and remain secured until the area that the horses were located in or inspected in has been completely cleaned or disinfected

B): The inspection area or room of the POFA TF should be cleaned or disinfected using an MPI-approved disinfectant before the area is used for any animal import or export purpose, and deemed as satisfactory by an Inspector or MPI Veterinarian.

**(3) Segregation of horses**

A): Official MPI seals should be placed on all horse exit doors on the outgoing transport vehicle by an Inspector or MPI Veterinarian

B): In the event that a horse requires emergency care or surgery, an official Veterinarian (as approved by MPI) may provide biosecurity authorisation to allow the horse to be transferred to an MPI-approved TF for low security farm animals. The official Veterinarian should inform the Animal Imports and Exports Group any relevant information as soon as possible.

**(4) Prevention of contamination and decontamination needs**

A): Clean protective clothing should be worn by anyone who is present in the POFA TF inspection area when imported horses are present. The clean protective clothing should cover all street clothing, and footwear should be able to be cleaned or disinfected as required.

B): The POFA TF should have changing room(s), protective clothing and shower(s) available for use. It is the operator's responsibility to ensure that the shower is kept clean, and stocked with appropriate products for washing and clean, dry towels. Showers should be capable of delivering water at an acceptable temperature and pressure for the number of people involved.

C): After the handling of horses for inspection purposes has been completed, POFA TF staff members or other personnel who have had indirect or direct contact with the horses should:

- Remove the protective clothing;
- Place any contaminated protective clothing in a biosecurity bin or sealed in a plastic bag to be taken to a TF or other designated place for laundering;
- Wash/ disinfect hands.
- Wash/sanitise footwear.

**(5) Management of people with direct contact with horses.**

People who have had direct contact with imported horses should:

- Shower immediately before leaving the POFA TF (once the animals have been issued with biosecurity clearance or authorisation to another TF).

- Place the protective clothes in a strong plastic bag, sealed with a tie to be taken to a TF or other designated place for laundering.
- Grooms or other persons remaining with the horse(s) until arrival at PAQ need to change into clean overalls and wash their footwear prior to entering the transport truck. Showering and changing of clothes will also need to be conducted at the PAQ TF.
- People that do not have direct contact with horses destined for PAQ do not have to shower. The standard requires that drivers of horse trucks remain outside the area of possible ground contamination and also walk through a footbath before re-entering the transport truck.
- Tyres of horse trucks should be disinfected prior to leaving the POFA TF road or driveway using an MPI-approved insecticide
- Note: For the purpose of this section, “Direct Contact” includes but is not limited to clinical examination, handling of horses and being in close proximity to the head of the horse (and likely to be contaminated with nasal excretions or saliva); whereas “Indirect Contact” includes but is not limited to the handling of used horse equipment and handling of air stalls.

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## 6.9 Personal effects TFs

- (1) This section provides further guidance for TFs for the inspection of imported personal effects (including inside and outside use household goods) and best practice recommendations on how TF Operators meet the requirements of this standard. The management processes for keeping managing personal effects under the requirements of a relevant IHS, and specific details or isolation of separation of personal effects from other biosecurity cleared or domestic must be specified in the TF Manual.
- (2) TF Operators for personal effects TFs should manage risks associated with personal effects on arrival at the TF, and mitigate risks associated with personal effects if transported to other TFs for other approved purposes. Management of personal effects should be in accordance with the TF Manual and other authorisations from an Inspector. The outcome required by MPI is that the personal effects imported into New Zealand are free from regulated contaminants and pests.

### 6.9.1 Operational aspects for personal effects TFs

- (1) All imported (unaccompanied) personal effects should be physically unpacked inside a TF, and this includes personal effects transported inside lift vans (cardboard or wooden) or inside sea containers. Where imported personal effects include items identified as uncleared risk goods (for example, garden equipment or used vehicles) the TF Operator must meet the requirements of the appropriate IHS for that particular risk good or relevant section of the standard. Where the uncleared risk goods form part of the overall consignment, the entire consignment should be held securely in the TF until the uncleared risk goods have received biosecurity clearance to ensure no cross contamination has occurred. For used vehicles the IHS is available on the MPI website at:  
**<http://www.biosecurity.govt.nz/imports/non-organic/standards/vehicle-all.htm>**
- (2) Where domestic consignments of personal effects are stored within the same TF as imported consignments, isolation or proper separation of a minimum of 3 metres should be provided, and this separation should be clearly marked. In addition, clear identification or labelling should be used to distinguish goods that have received biosecurity clearance or domestic goods from uncleared risk goods. Where live plants are part of domestic consignments then extra measures should be in place to ensure there is no cross-contamination between domestic consignments and uncleared imported goods.
- (3) On submission, MPI will assess importer systems for appropriate personal effects management and approve those systems that meet or exceed the biosecurity requirements. This may allow MPI to permit inspection to be conducted at designated places that are not TFs but this will be assessed on a case by case basis.

## 6.10 Sawn wood TFs.

- (1) This section provides further guidelines for TFs for the management of imported sawn wood that may be treated or untreated. This section also provides best practice recommendations on how TF Operators meet the requirements of this standard and also ensure that requirements specified in the IHS for Sawn Wood from All Countries are met. This document is available on the MPI website at: <http://www.mpi.govt.nz/importing/forest-products/>
- (2) TF Operators for imported sawn wood TFs should manage risks associated with imported sawn wood on arrival at the TF, and mitigate risks associated with imported sawn wood if transported to other TFs for other approved purposes. Management of imported sawn wood should be in accordance with the TF Manual and other authorisations from an Inspector. The outcome required by MPI is that imported sawn wood consignments imported into New Zealand are free from regulated contaminants and pests.

### 6.10.1 Management and transportation of imported sawn wood at POFAs

- (1) Imported sawn wood should be packed and transported in a manner that prevents infestation and/or manages contaminants and regulated pests, such as being shipped inside a sea container. If imported sawn wood consignments are packaged inside plastic sheeting or in a manner other than inside a sea container prior to shipping to NZ, MPI will conduct a consignment inspection at the POFA. After inspection, compliant consignments will be authorised to a TF or held for treatment at the POFA.
- (2) The importer or importer's agent should also arrange suitable equipment and labour for moving wood during MPI inspection. Any required treatment will be conducted as specified in the *Standard for Approved Biosecurity Treatments for Risk Goods Directed for Treatment - MPI-STD –ABTRT*. This document is available on the MPI website at: <http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-abtrt>.

### 6.10.2 Unloading imported sawn wood inside a TF

- (1) Imported sawn wood should be unloaded from a sea container (following the usual AP checks) at a TF and should be immediately placed in a designated holding area (specified in the TF Manual) that has been treated with a dual purpose (knockdown and residual) insecticide. The insecticide used should be applied at label rates and the treatment expiry date (for treatment efficacy) should be recorded and new dose applied in a timely manner. The imported sawn wood should be effectively separated from cleared or domestic consignments of imported sawn wood and covered with an impervious material.

### 6.10.3 Alternative systems for pre-inspection imported sawn wood management

- (1) However, MPI may authorize alternative systems for pre-inspection imported sawn wood management that TF Operator should specify in their TF Manual that meets or exceeds MPIs minimum requirements for imported sawn wood management. Containerised consignments of imported sawn wood should not be unloaded outdoors at a TF until MPI has been contacted and an Inspector is available to conduct an inspection at a specified time/date.
- (2) An acceptable system could be as follows:
  - Imported sawn wood are unloaded from a sea container in a designated area at the TF (such as under a building canopy), then the imported sawn wood is surface sprayed with a contact insecticide and covered with an impervious sheet/tarpaulin that is held down completely around the consignment with sand/water snakes etc. The imported sawn wood can then be held temporarily (48 hours at maximum) at that location until MPI has conducted the booked inspection.
- (3) After inspection, biosecurity clearance will be provided where compliance is found or biosecurity treatment may be required for live contaminants or pests are seen. Note: If egg masses or live pests (arthropods or other pests) are found at any time, MPI should be contacted immediately via the local MPI office (contact details should be specified in the TF Manual) or via the **MPI Emergency Number - 0800 80 99 66**.

## 6.11 Sea container TFs

- (1) This section provides guidance for TF Operators operating TFs for holding, inspecting and/or unpacking sea containers (containers) and best practice recommendations on how TF Operators meet the requirements of the standard. In addition, the TF Operator must meet the conditions of the IHS for Sea Containers (MPI-SEACO). This document is available on the MPI website at: <http://www.mpi.govt.nz/importing/border-clearance/containers-and-cargo/steps-to-importing/>
- (2) TF Operators for sea container TFs should manage risks associated with sea containers on arrival at the TF, and mitigate risks associated with them if transported to other TFs for other approved purposes. Management of sea containers should be in accordance with the TF Manual and other authorisations from an Inspector. The outcome required by MPI is that sea containers imported into New Zealand are free from regulated contaminants and pests.

### 6.11.1 Operating sea container TFs

- (1) A sealed (asphalt, concrete or similar) hard stand area which can be easily cleaned should be provided for the placement of the container and to provide an unloading area. This sealed area should be big enough to have a minimum of 3 metres clearance at the front for unloading and 1 metre around the sides and back. A 3 metre radius around the entire container should be kept completely clear of debris, rubbish or vegetation (the intent is to deny an easy refuge for pests or organisms that may be in or on the container). Note: This area may not be located on a public road or footpath.
- (2) Where the container remains on a truck during unpacking a full hard stand area may not be required. However, the rear of the truck (where the container doors open) should be driven at least three metres over a hard stand area big enough to ensure any contamination present can be contained and collected as the uncleared risk goods (cargo) are unloaded.
- (3) Prior to biosecurity clearance being granted, where more than one unchecked (uncleared) container is delivered, unloaded or stored at a TF, there should be the ability to physically separate uncleared containers from previously cleared containers. The distance for separation should be at least one metre on all sides until the external AP check has taken place.
- (4) Unchecked containers (empty or loaded) should be kept on the hard-stand area until the exterior has been officially checked by an AP or an Inspector. Provided the exterior of the containers has been checked then it may be removed from the sealed area (if immediate unpacking is not required) and may be stacked as close as required to other previously checked and cleared containers. Loaded containers should be returned to the sealed area for unpacking unless this is done inside a TF building. Note: Any open drains within 5 metres of the container should be covered during unloading to prevent any live pests from escaping.
- (5) In addition, any containers transported to a TF should be transported in a manner that secures the cargo within and prevents any spillage of risk goods from occurring during transit.

### 6.11.2 Unpacking sea containers at TFs

- (1) As is specified in MPI-SEACO, all loaded imported containers must be unpacked at a TF in the presence of an AP. MPI-SEACO requires that an AP has completed and passed an MPI approved course for APs associated with imported sea containers. More information is available on the MPI website at: <http://www.biosecurity.govt.nz/regs/trans/register>
- (2) Re-accreditation training is required as specified on the MPI website or information is available from an Inspector.

### 6.11.3 APs at sea container TFs

- (1) An AP (with current approval) should be present on delivery or as soon as possible after containers are delivered, and should check the containers on four sides (top and underside excluded) for external

contamination after delivery to the TF, during unpacking (internal surfaces, uncleared risk goods and wood packaging check), and when empty (a final internal check).

- (2) All container checks completed by an AP should be recorded. Any contamination found, whether associated with the container or the cargo, should be recorded on the container log sheet to be submitted to MPI by fax or alternatively to MPI submitted on line at:

<http://www.biosecurity.govt.nz/files/reg/cont-carg/containerlog.pdf>

or

<http://containerchecks.MPI.govt.nz/Default.aspx>

- (3) Depending on the number of containers received, the TF Operator may require more than one AP to ensure biosecurity risks associated with containers and uncleared risk goods are managed appropriately. The TF Operator should ensure that sufficient numbers of APs are available to check the total number of containers that will be unpacked at one time. APs need not be an employee at the TF but should be currently approved for checking and managing containers. In this regard, an AP may work at more than one TF.

#### 6.11.4 Equipment needed at sea container TFs

- (1) The TF Operator should ensure that the TF has the necessary equipment to check and clean containers that are received. Dedicated equipment for cleaning spilled risk good material such as broom, dustpan and brush (or vacuum cleaner), and a biosecurity bin to put quarantine waste in should be provided and labelled specifically for MPI biosecurity/quarantine use.
- (2) The TF Operator should ensure that a functioning portable light of sufficient power (able to illuminate the far end wall from the door) is available to inspect the ceiling, floor and walls of the container. APs should also inspect the underside of containers if there is a practicable and safe way to do this such as using robust container stands.
- (3) The TF Operator should ensure that sufficient aerosol canisters of dual-action insecticide (having both knock-down and residual action properties such as tetramethrin 4g/l for knock down and permethrin 1g/l for residual) are available for use by APs. These canisters should be available for immediate use at the front of the container as it is being opened. For information about suitable sprays for killing arthropods is available on the MPI website at: <http://www.biosecurity.govt.nz/border/transitional-facilities/permethrin-sprays.htm>. Other sprays with equivalent properties may also be approved for use on approach to MPI.

#### 6.11.5 Sea container records

- (1) In addition to the records listed in section 5.7, the following records should be completed for each container that arrives at a TF:
- Product and quantity of uncleared risk goods unpacked (if container is carrying such cargo);
  - Container log sheet with the following information:
    - 1. Any remedial action taken or record of online declaration.
    - 2. Confirmation that internal and external checks were conducted.
    - 3. Names of the AP who conducted the above checks.
    - 4. Record of contaminants found and how and when MPI was notified.

## 6.12 Seeds/stock feed/stored product TFs

- (1) This section provides further guidance for TF management of the receiving, holding, inspection or treatment of seeds (for sowing), stock feed (plant-origin animal feeds) and stored products. This section also provides and best practice recommendations on how TF Operators meet the requirements of this standard and ensure that requirements specified in the IHSs for the importation of seeds (for sowing), stock feed or stored products are met.
- (2) Refer to the following MPI website information for IHS requirements for:
  - Seeds for sowing : <http://www.mpi.govt.nz/importing/plants/seeds-for-sowing/>;
  - Stock feeds (Plant origin animal feed): <http://www.mpi.govt.nz/importing/food-for-animals/animal-feeds-of-plant-origin/steps-to-importing/>; and
  - Stored products : Importation into New Zealand of Stored Plant Products Intended for Human Consumption - <https://mpi.govt.nz/document-vault/1663>
- (3) TF Operators for seeds (for sowing), stock feed and stored products TFs should manage associated biosecurity risks on arrival at the TF, and mitigate risks associated with such uncleared risk goods if transported to other TFs for other approved purposes. Management of seeds (for sowing), stock feed and stored products should be in accordance with the TF Manual and other authorisations from an Inspector. The outcome required by MPI is that seeds (for sowing), stock feed and stored products imported into New Zealand are free from regulated contaminants and pests.

### 6.12.1 Operating needs at seeds/stock feed/stored product TFs

- (1) All uncleared consignments of seeds (for sowing), stock feed (in sea containers or for uncleared products authorised to a TF for further processing or treatment) and loose or packaged stored products should be kept appropriately separated from cleared or domestic material and stored inside or at designated areas at the TF (specified in the TF Manual). Separation should be by a minimum of 3 – 5 metres or separated by other methods of containment as authorised by an Inspector.
- (2) If uncleared material and cleared or domestic material mix or make inappropriate contact MPI will regard all of the material as uncleared risk goods and an Inspector may require the TF Operator to conduct other remedial actions. Until any line of seeds (for sowing), stock feed or stored products are inspected and given biosecurity clearance, any spillage should be cleaned up immediately and all sweepings placed in the quarantine bin or returned to the consignment from which it originated. In the case of bulk stock feed, the spillage can be returned to the rest of the consignment if required and it is still fit for animal consumption.
- (3) Inside the TF, all approved storage areas, building supports, ledges, shelves, storage areas, structural units, (and crack and crevices) should be regularly cleaned (of dust and debris and biosecurity material). In addition, TFs which are used for the inspection of seeds (for sowing), stock feed and stored products should be regularly treated with a suitable knockdown/residual insecticide (as per manufacturer's instructions). The TF Operator should provide weekly/monthly monitoring and treatment (as required) to control arthropods (insects, mites and spiders), birds, and rodents. If unusual arthropods or other pests are noticed MPI should be contacted immediately via the local MPI office or via the **MPI Emergency Number - 0800 80 99 66**.

### 6.12.2 Seeds/stock feed/stored product inspection areas and equipment at TFs

- (1) The inspection area should be nearby to the storage area and it is recommended that the TF Operator should provide:
  - Lighting of 1000 Lux intensity or greater;
  - 4 mm sieve for detecting/separating arthropods, contaminants and whole seeds in meal;
  - 10 x magnification inspection lamp or similar with a suitable power source;

- An approved inspection bench (stainless steel or similar construction with a raised edge of 5mm to 10 mm is recommended) to prevent seeds, stock feeds, and stored products from spilling off the table during inspection; and
- Approved equipment for holding official samples and a quarantine bin for cleaning up and storing quarantine waste material prior to MPI authorised disposal.

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## 6.13 Self-storage TFs

- (1) This section provides further guidance for TF management of self-storage premises that receive and hold uncleared risk goods for inspection. This section also provides best practice recommendations on how TF Operators meet the requirements of this standard and ensure that specific requirements detailed in IHSs and Import Permits (if required) for the importation and management of uncleared risk goods are met. Further information for importing and managing uncleared risk goods may be found on the MPI website at: <http://www.mpi.govt.nz/>
- (2) TF Operators for self-storage TFs should manage and mitigate associated biosecurity risks on arrival at the TF. Management of uncleared risk goods should be in accordance with the TF Manual and other authorisations from an Inspector. The outcome required by MPI is that uncleared risk goods imported into New Zealand are free from live regulated arthropods, other contaminants and other pests.

### 6.13.1 Information for self-storage premises providers (business operators/owners)

- (1) Additional guidelines for businesses that intend to allow storage units within their premises to be used as TFs for the importation and management of uncleared risk goods is provided here. The business operating/owning the self-storage premises has primary responsibility for the maintenance of the TF structural requirements. Individual self-storage units will be approved as TFs if the units meet the minimum physical requirements of the standard; and the TF Operator meets the requirements the standard and any relevant IHS requirements.

### 6.13.2 Information for importers/storage unit lease holders on operating self-storage TFs

- (1) Once approved by MPI, the lease holder/TF Operator is responsible for the uncleared risk goods authorised to the TF once approval is granted by MPI. However, prior to applying for approval to operate a TF, it is advisable that the prospective TF Operator discusses these requirements with the business operating/owning the self-storage premises. In order to become a registered importer at a self-storage premise, the business operating/owning the self-storage premises should also agree to meet MPI's minimum requirements for TFs. For a self-storage unit to be approved as a TF it should be run by a trained TF Operator and all activities to do with imported uncleared risk goods should be specified in a TF Manual. In addition, all relevant records of consignments of uncleared risk goods should be held for MPI external audit purposes.

### 6.13.3 Notification of sea container arrival and AP involvement

- (1) Once approval for the TF has been granted, it is recommended that the TF Operator notifies the business operating/owning the self-storage premises at least 24 hours in advance of an imported sea container arriving. In addition, the TF Operator should ensure that there are sufficient numbers of APs available to carry out sea container checks as per the section for importation of sea containers (in section 6.10).

### 6.13.4 TF Physical aspects of self-storage TFs

- (1) Once the TF is approved, there should be a prominent sign (see section 4.12) displayed immediately that meets MPI's requirements and specifies that the premises are a TF. The premises should also have a sealed hard stand area for receiving sea containers available on site as per the requirements in the section for sea containers. This hard stand area should be available to the individual importers and should be large enough to hold as many uncleared containers as are likely to be delivered on site at any one time. For example, if there are three separate importers located at the premises, the hard stand area should be able to compliantly hold three (or more) sea containers at any one time.

### 6.13.5 TF Inspection areas and equipment at self-storage TFs

- (1) The TF should have enough designated holding or storage space to contain any uncleared risk goods (including sea containers). There should be sufficient holding or storage space and equipment

available for the inspection of any uncleared risk goods by an Inspector. Note: This is in addition to other physical requirements in the relevant product specific sections of this document. The TF inspection area should be located adjacent or near to the designated risk goods storage area and it is recommended that the TF Operator should provide:

- Lighting of 1000 Lux intensity or greater.
- (2) The TF should also have suitable equipment for dealing with biosecurity contaminants, pests and waste associated with uncleared risk goods such as:
- A torch (or powerful portable light source);
  - A broom, brush and pan (or other suitable cleaning equipment);
  - A knockdown insecticide spray;
  - A solid biosecurity bin (such as a wheelie bin) with a tight fitting lid for biosecurity waste; and
  - An appropriate inspection bench for the type of TF approved (stainless or similar steel construction with a raised edge of 5mm to 10 mm is recommended) to prevent contaminants or uncleared risk goods from spilling during inspection.
- (3) Other equipment for the inspection of uncleared risk goods may be required depending on the nature of the imported material. Refer to other sections in this document for examples of specialised equipment necessary for inspecting specific types of imported goods. However, some specialised activities conducted at some TFs are unlikely to be approved for operation at a self-storage unit.

#### **6.13.6 Pest management**

- (1) Where pest management at self-storage TFs is not sufficient or does not cover pests associated with the imported goods, then MPI will authorise further intervention.

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## 6.14 Used machinery, tyre and vehicle TFs

- (1) This section provides further guidance for TFs for used machinery, tyre and vehicle inspections. Specific requirements should be in place for Inspectors to be able to carry out safe inspections in a secure control environment where biosecurity contaminants and pests may be managed appropriately. This section also provides best practice recommendations on how TF Operators meet the requirements of this standard and also ensure that requirements specified in the IHS for Vehicles, Machinery and Tyres (Vehicle.All) are met. This standard is available on the MPI website at: <http://www.mpi.govt.nz/importing/other/vehicles-and-machinery/>
- (2) TF Operators for used machinery, tyre and vehicle TFs should manage and mitigate associated biosecurity risks on arrival at the TF. Management of machinery, tyres and vehicles should be in accordance with the TF Manual and other authorisations from an Inspector. The outcome required by MPI is that machinery, tyres and vehicles imported into New Zealand are free from live regulated contaminants and other pests.

### 6.14.1 Structural aspects for TFs for used machinery, tyres and vehicles

- (1) Machinery, tyre and vehicle inspections should be conducted inside a TF or in a secure area that is adequately screened from the wind and provisions should be in place to ensure that arthropods, contaminants and other pests are adequately contained and controlled.

### 6.14.2 Equipment and operations for TFs for used machinery, tyres and vehicles

- (1) The TF Operator should have an appropriate communication system with MPI to effectively arrange and facilitate the management of machinery, tyres or vehicles etc. in a timely way enabling the necessary MPI inspections to take place. For inspection, it is recommended that there is adequate lighting of 1000 lux or greater (above and underneath machinery and vehicles) and there should be the ability to move lights to suit detailed inspection requirements.
- (2) TFs should have a suitable vehicle ramp (or hoist) certified by an engineer as being structurally sound to relevant standards (for example, Australia/New Zealand Standard 2550.1). The ramp or hoist should be of suitable height (185 cm minimum is recommended) and construction to facilitate access and easy inspection of relevant areas or parts of machinery and vehicles, and facilitate safety. Operators of vehicle hoists should be suitably trained and certified to run this equipment. Alternatively, the vehicle may be driven over an approved inspection pit that provides equivalent inspection conditions. Regular maintenance checks should be carried out on the ramp, hoist or pit and records of this maintenance kept for MPI external audit purposes. Failure to provide suitable equipment, trained staff and/or records may impede TF approval or result in TF re-approval not occurring.

### 6.14.3 Management of contaminants and pests TFs for used machinery, tyres and vehicles

- (1) Equipment used to collect contaminants and pests (such as brushes, pans and vacuum cleaners), should be held securely and appropriately decontaminated immediately after use or as authorised by an Inspector. Biosecurity contaminants (for example, dried animal faeces, seeds etc.) that are embedded in fabric, structural parts or stuck in or on machinery or vehicles should be removed completely and should be disposed in the biosecurity bin. If live pests are detected, MPI should be called immediately on **0800 80 99 66**.
- (2) Unidentified contaminant fluids (for example, water or unidentified liquids found in machinery, tyres or vehicles) should be chemically inactivated with a suitable product as specified in the Standard for Approved Biosecurity Treatments for Risk Goods Directed for Treatment (BNZ-STD-ABTRT) and as authorised by an Inspector. This document is available on the MPI website at: <http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-abtrt>.
- (3) These liquids may then be disposed of into a sewer system as appropriate or as authorised by an Inspector (Note: this should not contradict any local or regional authority requirements or other legislation). If an Inspector finds machinery, parts, tyres, or vehicles to be contaminated and the TF

where the inspection has taken place is not approved for decontamination, then an Inspector may authorise the contaminated items to be taken in a secure manner to a TF for decontamination purposes. Alternatively, the TF Operator should get permission from MPI for written authorisation for authorisation to a TF for decontamination purposes. Necessary authorisation will be provided in writing by an Inspector.

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