



# Facility Standard

## Standard for Transitional Facilities for General Uncleared Risk Goods

TFGEN

9 June 2016

## **TITLE**

Facility Standard: Standard for Transitional Facilities for General Uncleared Risk Goods

## **COMMENCEMENT**

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

## **REVOCATION**

This Facility Standard revokes and replaces:

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

## **ISSUING AUTHORITY**

This Facility Standard is issued

Dated at Wellington this 9<sup>th</sup> day of June 2016.

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<b>Contents</b>	<b>Page</b>
<b>Introduction</b>	<b>3</b>
<b>Part 1: General Requirements</b>	<b>5</b>
1.1 Application	5
1.2 Incorporation of material by reference	5
1.3 Definitions	5
1.4 Implementation arrangements for this standard	5
<b>Part 2: Physical and structural requirements for TFs</b>	<b>6</b>
2.1 Requirements for TF Security	6
2.2 TF location	6
2.3 Official TF signage	6
<b>Part 3: Operational requirements for TFs</b>	<b>7</b>
3.1 Requirement for a TF Manual	7
3.2 Receipt, management and transfer of uncleared risk goods	8
3.3 TF access and security of uncleared risk goods	9
3.4 Segregation of uncleared risk goods	9
3.5 Record keeping	9
3.6 Hygiene Management	10
3.7 Pests, other organisms, vermin and weed control	10
3.8 Internal audits of TF activities	10
3.9 Inspection of uncleared risk goods at TFs	11
3.10 Contingency plans	11
3.11 Staff training	11
3.12 MPI Verification Inspections	11
<b>Part 4: High Risk Biosecurity TFs</b>	<b>13</b>
4.1 Biosecurity refuse TFs	13
4.2 Biosecurity Treatment TFs	17
4.3 Decontamination TFs	21
4.4 Incineration or sterilisation TFs	24
4.5 Holding non-compliant farm animals at TFs at POFAs	28
<b>Schedule 1 – Definitions</b>	<b>29</b>

## Introduction

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

## Purpose

This Facility Standard relates to Transitional Facilities (TFs) for general uncleared risk goods. The purpose of this standard is to:

- a) State the requirements for the approval, management, maintenance, and operation of TFs, including the responsibilities of the TF Operator.

## Background

The Biosecurity Act 1993 (the Act) prescribes requirements for the exclusion, eradication and effective management of pests and unwanted organisms in New Zealand. Such organisms have the ability to cause harm to natural and physical resources and human health in New Zealand. For that reason, any imported uncleared risk goods must receive biosecurity clearance before they are permitted to enter New Zealand.

The uncleared risk goods that this standard relates to must go to a TF upon arrival in New Zealand. They must remain there until they are given a biosecurity clearance, receive authorisation from an inspector to move to another TF or to be exported.

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

Under section 39(3) of the Act, the Director-General of the Ministry for Primary Industries may approve a place as a TF. A TF must be operated by an approved TF Operator. The Guidance Document to this standard (TFGEN-GD) provides further information on how to become an approved TF Operator. TF Operator approvals are subject to the condition that the TF Operator will comply with this standard and with any other conditions imposed by the Director-General.

## Who should read this Facility Standard?

A TF Operator and prospective TF Operators who manage uncleared risk goods must read and understand the requirements of this standard.

## Why this is important?

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

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

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

It is also an offence if a TFO fails to comply with the conditions of the TF approval, or fails to comply with directions given by an Inspector or releases uncleared risk goods without authorisation from an Inspector.

## Other information

### **Guidance Document Information (TFGEN-GD)**

- (1) MPI has prepared TFGEN-GD to accompany this standard. TFGEN-GD sets out ways in which the requirements of this standard can be met and contains other useful information. TF Operators and applicants for approval should read and understand the guidance provided in TFGEN-GD.

### **Costs**

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

## Part 1: General Requirements

### 1.1 Application

This standard applies to all TFs that receive any uncleared risk goods for holding, treating, or any other reason.

#### Guidance Box

Such uncleared risk goods may include but are not limited to the following categories:

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

This standard also sets requirements for TFs dealing with the management of:

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

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

### 1.2 Incorporation of material by reference

- (1) The following material is incorporated by reference in this IHS under section 142M of the Act:
  - a) Approved Biosecurity Treatments (MPI-STD-ABTRT) - <http://www.biosecurity.govt.nz/regs/trans/treat>
  - b) New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat>
- (2) Under section 142O(3) of the Act it is declared that section 142O(1) does not apply, that is, a notice under section 142O(2) of the Act is not required to be published before material that amends or replaces the above listed standards, guideline or lists has legal effect as part of these documents.

### 1.3 Definitions

- (1) Definitions of terms used in this standard are set out in Schedule 1.
- (2) Terms used in this standard that are defined in the Act have the meanings set out in the Act, unless a different meaning is given in Schedule 1. The Act is available at: <http://www.legislation.govt.nz/act/public/1993/0095/latest/DLM314623.html>.

### 1.4 Implementation arrangements for this standard

- (1) TFs currently approved under section 39 of the Act must meet the requirements of this standard within 6 months of issue.

## Part 2: Physical and structural requirements for TFs

### 2.1 Requirements for TF Security

- (1) A TF must be physically and structurally secure with regard to the type of uncleared risk goods managed there, and be operated in accordance with this standard.

**Guidance Box**

If the TF Operator wants to change the operation or structure of the TF, a new approval may be required. For additional information on changes to TFs contact an Inspector. Additional matters that the TF Operator needs to meet may also be set out in:

- a) An authorisation or directions from an Inspector.
- b) A notification from a Chief Technical Officer (CTO) relevant to specific risk goods.
- c) A relevant IHS.
- d) A relevant Import Permit.

#### 2.1.1 Leased TFs

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

### 2.2 TF location

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

### 2.3 Official TF signage

- (1) A TF must have a prominent sign or signs that state:
  - a) "These premises are a Transitional Facility approved under the Biosecurity Act 1993".
  - b) "Entry is restricted to permitted persons only" (having received permission from the TF Operator).
- (2) Signs may also specify appropriate contact details for the TF Operator and/or other staff members such as the Deputy TF Operator. Note: Signs are not permitted to display the MPI logo or the acronyms 'MPI' as per the Flags, Emblems, and Names Protection Act 1981.

## Part 3: Operational requirements for TFs

### 3.1 Requirement for a TF Manual

- (1) All TFs must have a TF Manual. An up-to-date copy of the TF Manual must be readily accessible to staff members and an Inspector at all times.
- (2) The TF Operator must ensure that the procedures set out in the TF manual are followed.

#### 3.1.1 TF Manual structure and information

A TF Manual must have the following components as set out in clauses 3.1.1.1 to 3.1.1.4:

##### 3.1.1.1 TF Manual structure

- a) A table of contents, with numbered pages, a version number and date (for ensuring the latest version is available and accurate for MPI verification inspection purposes).
- b) An amendment register for tracking changes made to the TF Manual.

##### 3.1.1.2 Business identity, location and staff details (including training)

- a) The name and address and contact details (including after-hours contact details) for the individual or company responsible including the names and contact details for the TF Operator (and the Deputy TF Operator where applicable).
- b) A scaled site plan of the general layout of the TF (including areas/rooms for MPI inspection, controlled areas for holding biosecurity risk goods, drains, entrances/exits and post-entry quarantine (PEQ) holding areas) with other features of significance marked (for example, buildings, roads and vegetation).
- c) The names of other employees with TF responsibilities (such as Accredited Persons [APs] applicable to air and sea container TFs), required under the TF Manual for biosecurity management purposes, or relating to this standard or relevant IHSs; and a clear description of their responsibilities.
- d) A written statement from the TF Operator agreeing to notify MPI of any changes to management of the TF such as resignation of the TF Operator (or the Deputy TF Operator where applicable).
- e) The procedures and regime for internal auditing of the TF and the competencies required of the person who conducts them.
- f) Details of internal supplementary staff training for biosecurity awareness.

##### 3.1.1.3 TF function and purpose

- a) The main functions of the business/company and the specific purpose(s) of the TF.
- b) The types of risk goods that will be held in the TF and the purpose for importation and activities that will be conducted (including processing or treatment) with regard to them.
- c) How the requirements of the TF Manual, this standard, other relevant IHSs, Import Permits and approved import systems will be met and maintained regarding the TF function and purpose.

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

- a) Procedures describing TF security measures to manage entry of permitted visitors and exclude persons without permission.
- b) Procedures for operating the TF in relation to uncleared risk goods such as procedures for containment, decontamination, holding, hygiene, isolation, maintenance, processing, storage and treatment of uncleared risk goods.
- c) Procedures to prevent unapproved dispersal or spillage of uncleared risk goods in the TF and to manage the possible dispersal or escape of contaminants or pests.



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

## 3.2 Receipt, management and transfer of uncleared risk goods

### 3.2.1 Receipt and management of uncleared risk goods

- (1) The TF Operator must ensure that uncleared risk goods are controlled at TFs in such a way that the biosecurity risks arising from the uncleared risk goods are appropriately managed. The TF Operator must manage any contaminants and pests found on uncleared risk goods as soon as possible. The TF Operator must report any significant contamination or live pests to MPI immediately.
- (2) Every TF must have controlled areas that are specified in the TF Manual and uncleared risk goods must be unloaded within these areas.
- (3) The TF Operator may only conduct the following actions:
  - a) Receive uncleared risk goods if an Inspector authorises them to be moved to the TF.
  - b) Transfer uncleared risk goods to another TF if an Inspector authorises them to move to another TF.
  - c) Re-ship uncleared risk goods from New Zealand back to origin if an Inspector authorises them to be re-shipped.
- (4) The TF Operator may only receive uncleared risk goods within the function and purpose of the TF approval. If unapproved uncleared risk goods arrive without being authorised by an Inspector, the TF Operator must notify an Inspector immediately.
- (5) Until further authorisation is received from an Inspector, all unapproved uncleared risk goods must be held securely and inside the TF segregated from other goods or locked inside an empty sea container (if one is available).

### 3.2.2 Transfer of uncleared risk goods

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

### 3.2.3 Unclaimed uncleared risk goods authorised to TFs

- (1) For uncleared risk goods that receive authorisation from an Inspector to at TF, the TF Operator must notify an Inspector if such risk goods remain unclaimed after 30 days.
- (2) For risk goods held at such TFs under MPI authorisation that are awaiting an importer's or import agent's decision on biosecurity management options, the TF Operator must notify MPI as to the status of risk goods if they are still being held for more than 90 days.

**Guidance Box**

Failure of the TF Operator to notify MPI on unclaimed risk goods or risk goods subject to an importer's or import agent's decision in a timely manner will be regarded as a Major Non-Compliance (in the first instance) and may result in further MPI intervention. An Inspector may also authorise biosecurity management actions (where required) if a timely decision on biosecurity options has not been made by the TF Operator.

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

- (1) A TF must have a system of limiting unapproved access to ensure the security of uncleared risk goods is maintained at all times; and
  - a) Only persons permitted by the TF Operator are allowed within the controlled areas of the TF while uncleared risk goods are present.
  - b) Visitors must sign into a log-in system (manual or electronic) at the TF agreeing to meet TF requirements.
  - c) Visitors must be accompanied by the TF Operator or staff member.
  - d) The instructions of the TF Operator or an Inspector must be followed at all times.
  - e) The TF Operator must provide access to the TF for an Inspector at any reasonable time.
- (2) Prior to inspection, uncleared risk goods must remain secure and intact at the TF. Uncleared risk goods must also be held in such a manner that organisms such as live arthropods (insects, mites and spiders) cannot escape from the TF.

### 3.4 Segregation of uncleared risk goods

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

### 3.5 Record keeping

- (1) The TF Operator must implement and maintain an effective record keeping system that allows easy access to records for relevant staff members.
- (2) All records must be available to an Inspector on request.
- (3) The TF Operator must keep the following accurate records (including dates and times):
  - a) All permitted people who visit the TF.
  - b) All risk goods entering the TF and the accompanying approval documentation.
  - c) Contaminants and pests found and reported to MPI.
  - d) All risk goods being transferred to other TFs (with approval documentation).
  - e) All risk goods that have been treated or processed in accordance with an IHS, under the specific TF approval or using an MPI-approved system.
  - f) Internal audit records.

- g) Where risk goods that have been officially processed for purposes specified in an IHS or operational standard and have received clearance (records kept for the purpose of MPI verification inspection, reconciliation or biosecurity recall).
- (4) Records must be legible, readily identifiable, and must be kept for a minimum of two years from receipt, preparation or amendment.
- (5) Specific records for biosecurity treatments must also be kept for MPI verification inspection purposes and are specified in detail in Part 4 of this standard.

### 3.6 Hygiene Management

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

### 3.7 Pests, other organisms, vermin and weed control

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

#### Guidance Box

Details for biosecurity treatment providers is found at: <http://www.biosecurity.govt.nz/regs/trans/treat>.

### 3.8 Internal audits of TF activities

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

### 3.9 Inspection of uncleared risk goods at TFs

- (1) A specific area or room must be identified on a site map specified in the TF Manual for Inspectors to use when inspecting risk goods. The TF Manual must specify how uncleared risk goods will be effectively segregated from non-risk goods in specific inspection areas/rooms (and in other controlled holding areas). Inspection areas or rooms must be:
  - a) Adequately illuminated at a lighting level of a minimum of 600 Lux for general inspection and 1000 Lux for close inspection.
  - b) Adjacent or close to where the risk goods are located in the controlled area(s).
  - c) Not subject to unsuitable temperatures (below 10 °C and above 25 °C) and be well ventilated. However, on agreement with MPI, the TF Operator may provide equipment or clothing for the Inspector to mitigate unsuitable inspection conditions.
  - d) Of a sufficient size to enable the inspections to be conducted comfortably, effectively and safely and have the ability to contain any associated biosecurity risk that may be detected.
- (2) The TF Operator must provide all equipment and labour that is necessary for the Inspector to carry out the inspection. This may include, but is not limited to:
  - a) Inspection benches, lights, microscopes, and sample bags.
  - b) Storage capacity or labour as required by an Inspector to help with inspections.

### 3.10 Contingency plans

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

### 3.11 Staff training

- (1) The TF Operator must provide for staff member training appropriate to TF operations and requirements. The TF Manual must describe how the training programme will be implemented, the time period for implementation, and make reference to refresher courses. Company training must be available to existing and new staff members and describe how staff member competence is verified. Training records for all relevant staff members must be held for MPI verification inspections.

### 3.12 MPI Verification Inspections

- (1) MPI Inspectors will conduct verification inspections to determine if the requirements specified in this standard have been met. The TF Operator may be notified of the verification inspection in advance or it may be unscheduled.

- (2) The TF Operator must provide an Inspector access to the TF at any reasonable time. All TF records and relevant documents for the verification inspection of the TF to confirm compliance with TF Manual (and this standard) must be made available at the time of the verification inspection or upon request from the Inspector. In addition, the TF Operator (or appropriate delegate) must be present at the time of the verification inspection to assist, provide required labour, and ensure that unrestricted access is provided (where required) and all relevant documents are made available to the Inspector.

**Guidance Box**

Where a TF is not compliant with this standard, and Critical Non-Compliances or multiple Major Non-Compliances are found, approval for the TF Operator and the TF may be suspended or cancelled. Where other non-compliances are found and suspension and cancellation is not immediately required, the MPI verification inspection frequency may increase and TF Operator training may have to be repeated.

## Part 4: High Risk Biosecurity TFs

- (1) Clauses in this part of the standard apply as follows to types of TFs where specific high risk biosecurity goods or refuse are managed:
  - a) Clause 4.1 - Biosecurity refuse TFs.
  - b) Clause 4.2 - Biosecurity treatment TFs.
  - c) Clause 4.3 - Decontamination TFs.
  - d) Clause 4.4 - Incineration or sterilisation TFs.
  - e) Clause 4.5 - Holding non-compliant farm animals at TFs at POFAs
- (2) The TF Manual for these high risk biosecurity TFs must include all requirements specified in Part 3 and also include the following information:
  - a) The type (or types) of uncleared risk goods (including biosecurity refuse or other biosecurity risk goods) approved to be managed, processed or treated at the TF, and a description of specific processes that are used.
  - b) A description of the method by which uncleared risk goods are transported to a TF (including packaging).
  - c) A description of the route by which uncleared risk goods are regularly transported to a TF unless these are "one-off" events authorised by an Inspector.
  - d) A description of how and where the uncleared risk goods will be securely held.
  - e) Spillage contingency plans and procedures in case of uncleared risk goods being spilled during transportation, and this information must include:
    - 1) Details of emergency cleaning services as pre-arranged and spaced along the route.
    - 2) MPI emergency number - **0800 80 99 66**.
    - 3) MPI contact phone numbers for local MPI offices (closest to origin and destination).
    - 4) New Zealand Police.
    - 5) The Transport Operator/Company Dispatch office.

### 4.1 Biosecurity refuse TFs

- (1) The TF Operator of a biosecurity refuse TF that deals with biosecurity (quarantine) refuse from airports (including flight kitchens) and other port refuse TFs must ensure that:
  - a) All biosecurity refuse removed from aircraft or other craft/vessels (of international origin) must be taken to an approved TF suitable for the handling, holding, and processing (including treatment) of this material.
  - b) The processes specified in the TF Manual must be conducted for management of biosecurity refuse.

#### Guidance Box

The TF Operator must also meet all the conditions of an applicable Craft Risk Management Standard, an IHS and/or Import Permit associated with the biosecurity refuse.

#### 4.1.1 Transportation of biosecurity refuse to biosecurity refuse TFs

- (1) The TF Operator must ensure that biosecurity refuse is transported to a TF in a secure manner. The TF Operator must use one of the following options:
  - a) Biosecurity refuse is placed inside leak-proof packaging within a lockable High Security Transportation Unit (HSTU).
  - or
  - b) Biosecurity refuse is placed in another type of robust, lockable bin within a leak-proof liner which must be transported within a vehicle with 6 solid sides (including the doors).

- or
  - c) Another Inspector approved device that meets the same security outcome as an HSTU.
- (2) Containers or approved vehicles used to transport biosecurity refuse to TFs for treatment that may become contaminated must be:
- a) Made of impervious material suitable for easy, cleaning and decontamination.
  - b) Washed clean and disinfected (if contaminated) within a TF controlled area after each day or specific period of use.
- (3) MPI approved disinfectants (New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat>) must be used.
- (4) The transportation of biosecurity refuse from a Place of First Arrival (POFA) to a TF, or from a TF to another TF for holding, disposal and/or processing must occur as set out in the TF Manual. The TF Manual must include details of MPI approved transport operators using approved vehicles following written MPI authorisation from an Inspector on a biosecurity authority clearance certificate (BACC).

#### 4.1.2 Holding of biosecurity refuse at biosecurity refuse TFs

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

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

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

#### 4.1.4 Hygiene Management at biosecurity refuse TFs

- (1) The TF Operator must ensure that either a) or b) is used:
- a) Disinfectant footpads or foot baths are placed at all entries or exits of the TF, including internal entries or exits to any other part of the building used for other purposes. People leaving the TF must walk across these footpads or through the footbaths if there is biosecurity refuse present within the TF.
  - or
  - b) Footwear used inside the TF must remain inside and staff members/visitors must change into other footwear that that remains outside the TF at all times, and has not made contact with biosecurity refuse.
- (2) All internal access-ways from the TF to other parts of the building used for other purposes, which allow the movement of trolleys or other wheeled equipment, must have disinfectant wheel baths constructed in such a way as to ensure all wheeled equipment moving in and out through these access-ways will be taken completely through the baths each time.
- (3) Any disinfectants used must be MPI approved (New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat>) and they must be used as per the manufacturer's instructions.

- (4) The TF Operator must ensure that:
- a) Any area where biosecurity refuse is processed or held before processing begins is managed adequately to keep it as clean as possible at all times.
  - b) Any leaks or spillages are contained within the area and are cleaned up as soon as possible.
  - c) All biosecurity refuse is placed in an approved biosecurity bin or receptacle.
  - d) Any liquid/semi-liquid leakage or spillage is washed clean and the resulting effluent held for decontamination, disposal or treatment (via a sewer system or MPI approved treatment method).
  - e) Biosecurity refuse is sterilised in an approved manner in the TF or transported in an approved manner to another TF for authorised destruction and disposal.
  - f) Floors and other surfaces exposed to biosecurity refuse have impervious surfaces and are washed clean and disinfected with MPI approved disinfectant (New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat>).

#### 4.1.5 Reusable equipment for treatment of biosecurity refuse at biosecurity refuse TFs

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

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

- (1) The TF Operator must ensure that:
- a) Effluent generated during the processing of biosecurity refuse at a TF is filtered through 2 mm sieves to remove any solids.
  - b) Solids are chemically treated or sterilised on site or transported to an approved TF for destruction, disposal and/or other approved treatment.
  - c) Effluent is treated before discharge according to either 4.1.6 (2) or 4.1.6 (3). Where it is discharged to a public sewer 4.1.6 (2) or 4.1.6 (3) do not apply.
- (2) For freshwater effluent discharge, an amount of chlorine compound must be added to the effluent in order to achieve a minimum concentration of available chlorine of 2100 mg/litre (2100 ppm) at a time of 30 minutes after treatment begins. In addition:
- a) Before the treatment period commences, the chlorinated effluent must be brought between pH 5.0 – 7.0 to neutralise it.
  - b) The tank must be continuously agitated over the treatment period to ensure full treatment is achieved.
  - c) Tanks not achieving this level must be re-treated for a further 30 minutes or successive cycles of 30 minutes until this requirement is achieved.



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

#### **4.1.7 Specific records of effluent treatment at biosecurity refuse TFs**

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

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

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

#### **4.1.9 Disruption to normal operation at the biosecurity refuse TFs**

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

## 4.2 Biosecurity Treatment TFs

- (1) The TF Operator of a Biosecurity Treatment TF must set out in the TF Manual how treatments will be conducted.

### Guidance Box

These TFs are used to provide MPI authorised treatment of uncleared risk goods to ensure biosecurity risk organisms and other regulated contaminants are devitalised or destroyed prior to MPI clearance being provided. Biosecurity treatment may involve the use of fumigant or non-fumigant chemicals, heat or other physical treatments such as deep burial.

The TF Operator must also be approved to the following MPI Standard: Treatment Supplier Programme - Requirements for the Supplier of Official Treatments (1 July 2013).

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

- (1) The TF Operator must ensure that uncleared risk goods for biosecurity treatment are transported to the TF securely in an enclosed approved vehicle or sea container or other method approved by an Inspector.
- (2) Containers or approved vehicles used to transport uncleared risk goods to approved TFs for biosecurity treatment that may become contaminated must be:
  - a) Made of impervious material suitable for easy, regular cleaning and decontamination.
  - b) Washed clean and disinfected (if contaminated) within a TF controlled area after each day or specific period of use. MPI approved disinfectants (New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat> must be used.
- (3) Transportation of uncleared risk goods from a POFA TF to another TF, or from a TF to second TF for biosecurity treatment must occur as specified in the TF Manual. Details of MPI approved transport operators using approved vehicles or systems as authorised by an Inspector must be included unless other approved transportation is authorised by an Inspector.

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

- (1) The TF Operator must ensure that:
  - a) Uncleared risk goods held before processing are kept within a secure TF area/room inside a lockable building or sea container with systems to manage animals (including birds and vermin), arthropods (insects, mites and spiders), other pests and people not permitted entry to the TF.
  - b) No uncleared risk goods contacts cleared risk goods or domestic goods or domestic refuse. If contact occurs between domestic/cleared and uncleared risk material, then domestic/cleared material will take on an uncleared status and an Inspector must be notified immediately.

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

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

### 4.2.3 Deep burial TFs

- (1) The TF Operator must ensure that:

- a) Appropriate equipment is available (such as a bulldozer or an excavator) to dig deep burial pits.
  - b) There is adequate space and fill/soil available for deep burial, and 2 metres of compacted fill/soil is placed or pushed over the top of the uncleared risk goods.
  - c) After unloading at the TF, the uncleared risk goods are covered immediately.
  - d) The uncleared risk goods remain undisturbed by animals, birds, vermin, wind, or human activity until such time as they are buried.
  - e) The burial site is at least 20 metres from any deep rooted plants (such as trees) and waterways.
- (2) If a TF Operator intends to carry out deep burial of uncleared risk goods in a way that is different to the system set out in the TF Manual, the deep burial must be supervised by an Inspector.
- (3) The TF Operator must ensure that where spillage of quarantine material has occurred:
- a) Equipment is available to adequately deal with and contain the spill in a timely manner.
  - b) Equipment that comes into direct contact with uncleared risk goods is cleaned or disinfected in accordance with the TF Manual or as authorised by an Inspector.
  - c) Equipment is cleaned/disinfected on site as specified in the TF Manual and approved by an Inspector or it must be transported to another TF for this purpose in a totally enclosed way (such as inside a sea container) or totally enclosed in an Inspector authorised wrapping.
- (4) Records of all deep burials are kept for MPI verification inspection purposes.

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

- (1) The TF Operator must ensure that:
- a) If fumigation of uncleared risk goods is conducted in a sea container, it must be gas tight and be placed on a suitable hardstand surface that is free of drain holes unless fumigation is conducted within another dedicated fumigation chamber.
  - b) Uncleared risk goods are managed appropriately before fumigation to prevent escape of pests.
  - c) An MPI approved “treatment technician” (as required under the MPI Standard: Treatment Supplier Programme) conducts the specified treatment to achieve the required outcome.
- (2) The TF Operator must ensure that a dedicated fumigation chamber:
- a) Does not leak.
  - b) Is regularly tested for fumigant gas tightness (as specified in the TF Manual).
  - c) Has smooth painted steel or plastic surfaces.
  - d) Has fans that circulate the air and fumigant capacity in one minute.
  - e) Has safety heaters that do not use exposed flame or exposed electrical elements which are used during treatment to maintain adequate fumigant activity and movement.
- (3) The TF Operator must ensure fumigation records are kept for MPI verification inspection purposes.

#### 4.2.5 Heat Treatment TFs

- (1) The heat treatment chamber must:
- a) Be able to exclude or include arthropods (insects, mites and spiders) and other pests.
  - b) Have adequate heating capacity with a generator having sufficient power to conduct prescribed heat treatments.
  - c) Have the ability to generate and maintain humidity where required for heat treatments.
  - d) Have accurate thermostatic regulation to hold the required temperature at or above the temperatures prescribed in the heat treatment specifications for the required treatment duration.
  - e) Have annual heat treatment chamber calibration conducted to identify any “cold spots” where the temperature probes are placed.
  - f) Have a minimum of two functional temperature recording probes per chamber (and humidity recording probes where required).
  - g) Have automatic thermostatic controls with an automatic temperature recorder to record the time and temperature (and humidity where required).

- (2) The TF Operator must ensure accurate humidity/time/temperature records are maintained for all heat treatment of uncleared risk goods for MPI verification inspection purposes, and
  - a) The time interval between computer or print records must be no less than once every two minutes, or a strip chart system can be used that gives continuous colour or differentiated lines.
  - b) The computer or numerical print record or pen line representing each temperature channel (sensor) must be uniquely identified by colour, numbers, or symbols.

#### 4.2.6 Irradiation TFs

- (1) The TF Operator must ensure that:
  - a) Each TF has a dosimetry system that is calibrated in manner to carry out the irradiation processes specified in the TF Manual. For example, TF Operators could follow Standard ISO/ASTM 51261 Guide for Selection and Calibration of Dosimetry Systems for Radiation Processing.
  - b) Dose mapping of the product in each geometric packing configuration, arrangement and product density that will be used during routine treatments is approved by the Inspector.
- (2) The TF Operator must ensure records of all irradiations of uncleared risk goods are kept for MPI verification inspection purposes.

#### 4.2.7 Nursery Stock Treatment TFs

- (1) The TF Operator must ensure that:
  - a) The treatment required under an IHS (or for any other purpose) is conducted inside an enclosed building or room at the TF.
  - b) The floors and walls of the treatment area are made of impervious material to contain biosecurity risk material and facilitate cleaning.
  - c) At the completion of treatment all machinery and work areas are thoroughly cleaned to ensure the removal of all biosecurity risk (plants or plant parts) material.
  - d) All biosecurity risk material (contaminated packaging and wrappings, plants, plant parts) is placed into the biosecurity bin for disposal.
- (2) Where chemical treatment of nursery stock is required by an IHS before holding the plants in a post-entry quarantine (PEQ) area, one of the following scenarios set out in 2(a) - (c) will occur and the TF Operator must meet the requirements set in relation to each scenario.
  - a) Where nursery stock is inspected at a POFA or TF at the border and found to be free of live pests or other risk organisms, then:
    - i) The nursery stock will be transported to the specified TF for treatment after Inspector authorisation.and
    - ii) Once at the TF, the nursery stock must be treated for IHS requirements and then moved to the TF for PEQ for holding (re-inspection by MPI is not required).or
  - b) Where nursery stock is inspected at the border by an Inspector and found to be contaminated with live risk organisms (other than those specified in the IHS), then:
    - i) The nursery stock will be transported to the specified TF for additional treatment if the Inspector determines that the nursery stock will be completely managed during transportation to the TF.and
    - ii) Once at the TF, the Inspector will authorise appropriate treatment to kill the live risk organisms identified. Then the nursery stock must be further treated as required under the IHS and then placed into the TF PEQ area for holding. Re-inspection will be conducted by an Inspector as appropriate.or

- c) Nursery stock is inspected at the border by an Inspector and found to be contaminated with live risk organisms (other than those specified in the IHS), then:
  - i) The nursery stock is authorised by an Inspector to be treated “in situ” to kill the live risk organisms that were identified.
  - and
  - ii) The nursery stock must be transported to the specified TF for further treatment as required under the IHS and then placed into the TF PEQ area for holding. Re-inspection will be conducted by an Inspector as required.
- (3) The TF Operator must notify an Inspector immediately if:
  - a) Non-target pests not specifically mentioned in the IHS (such as arthropods (insects, mites and spiders), fungi, or signs/symptoms of disease or pests) are found on nursery stock plants on arrival at the TF.
  - and
  - b) The Inspector must be notified if any risk goods, domestic origin plants, other plant consignments previously cleared by MPI, or those currently being held within the TF PEQ area are cross-contaminated. These plants must be managed as authorised by the Inspector.
- (4) The TF Operator must ensure that records of nursery stock treatments are kept for MPI verification inspection purposes.

#### 4.2.8 Seed for Sowing Treatment TFs

- (1) The TF Operator must ensure that:
  - a) Uncleared seeds for sowing are transported to the specified TF securely inside an enclosed vehicle and within an enclosed packet or container with little possibility of spillage.
  - b) Containers or packages of uncleared seeds for sowing are opened inside the TF in the area specified in the TF Manual.
- (2) TF Operators at TFs where seed dressing and treatment with chemicals are conducted are usually exempt from having to be approved to the MPI Standard: Treatment Supplier Programme). However, where treatment of uncleared seeds for sowing as part of IHS requirements (specified in an IHS) is conducted, the TF Operator must ensure that procedures for seed treatments to meet the requirements of Sections 2.6, 2.7, 4.1.1, 4.1.3, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, and Appendix 3; 1.0 of the Treatment Supplier Programme (as above).
- (3) The TF Operator must ensure that seed treatment such as chemical treatment or cleaning is either:
  - a) Conducted in an enclosed TF building or room.
  - and
  - b) Conducted on an approved bench or table made of stainless steel (or similar) with a raised edge of 5mm to 10 mm to prevent seeds from spilling off the surface during treatment.
  - or
  - c) Conducted in an enclosed TF building or room.
  - and
  - d) Conducted in a seed treatment device such as a drum mixer that is completely cleaned after use.
- (4) The TF Operator must ensure that all such equipment and machinery is thoroughly cleaned between treating different consignments of uncleared seeds for sowing. Records of cleaning between treatments (dates and times) must be kept.
- (5) The TF Operator must ensure that accurate records of seed for sowing treatments are kept for MPI verification inspection purposes.

## 4.3 Decontamination TFs

- (1) The TF Operator of a Decontamination TF that deals with the decontamination of uncleared risk goods must ensure that decontamination is conducted as specified in the TF Manual.

### Guidance Box

Decontamination TFs are those that devitalise or remove biosecurity risk material from uncleared risk goods prior to those risk goods receiving MPI clearance. Decontamination may involve chemical or physical methods to remove contaminants. Decontamination TFs must remove or destroy biosecurity risk material associated with inanimate risk goods including equipment (of all types), machinery, personal effects such as lawn mowers or weed eaters; and sea containers, vehicles, vehicle parts and vessels.

### 4.3.1 Transportation of uncleared risk goods to decontamination TFs

- (1) The TF Operator must ensure that uncleared risk goods for cleaning at off-wharf TFs outside of the POFA are transported to an appropriate TF in a totally secure and enclosed manner such as inside a vehicle or sea container or using another method authorised by an Inspector.
- (2) Containers or approved vehicles which may become contaminated when used to transport uncleared risk goods to off-wharf TFs for decontamination must be:
  - a) Made of impervious material suitable for easy, regular cleaning and decontamination.
  - b) Washed clean and disinfected (if contaminated) within a controlled area after each day or specific period of use.
- (3) Only MPI approved disinfectants (New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat>) may be used.
- (4) The transportation of uncleared risk goods from a POFA to a TF, or from a TF to another TF for decontamination must occur as approved in the TF Manual. Details of MPI approved transport operators using approved vehicles following authorisation from an Inspector must be included unless other approved transportation is authorised by an Inspector.

### 4.3.2 Operational requirements for decontamination TFs

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

### 4.3.3 Hygiene Management at decontamination TFs

- (2) The TF Operator must ensure that:
  - a) All necessary “fit for purpose” equipment used to remove biosecurity risk material from uncleared risk goods to the satisfaction of an Inspector is available.
  - b) Equipment and the wash area is cleaned of contaminants at the completion of the decontamination work or at the end of every working day (whichever occurs first).
  - c) Where 24-hour per day operations occur, the TF and all equipment used is completely cleaned of all biosecurity risk material at least once in every 24-hour period or on completion of a day of quarantine work (whichever occurs first).

- d) When animal contamination such as faecal material is found, decontamination with an MPI approved disinfectant must occur (New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat>).
  - e) All removable equipment is clearly labelled and is kept in secure storage within the TF (in buildings or secure containers) and is not removed except with permission of MPI or for particular purposes in accordance with the specifications of the TF Manual. This clause (1) e) does not apply to vessel hull cleaning equipment for quarantine vessels and non-quarantine vessels.
  - f) Previously decontaminated vehicles, vehicles not present for treatment purposes, and people without permission must not enter the wash area during the decontamination process.
  - g) Equipment or machinery used in the decontamination process, such as forklifts, must be clean and free of biosecurity risk material prior to leaving the TF.
  - h) Protective clothing appropriate to the level of risk of contamination is worn by staff involved in decontaminating uncleared risk goods, and:
    - i) The protective clothing must be identifiable as belonging to the TF and does not leave the TF except for approved laundering at a commercial laundry or disposable clothing is placed in the quarantine bin.
    - ii) All pockets are emptied and any debris removed before leaving the TF, and the protective clothing to be laundered is transferred in a contained manner such as in sealed plastic bags or bins.
- (3) All uncleared risk goods must be held within the controlled area(s) specified in the TF Manual until biosecurity clearance is provided by an Inspector.

#### 4.3.4 Waste management at decontamination TFs

- (1) The TF Operator must ensure that any liquid (effluent) and solid waste produced in the decontamination of risk goods is managed according to one of the 3 following options:
- a) Effluent is passed through a filter capable of capturing solids greater than 2mm in size, and the effluent goes into the public sewer system.
  - or
  - b) Effluent is passed through a filter capable of capturing solids greater than 2 mm in size before being treated using a method approved by MPI and solid and screened material is placed in suitable biosecurity bins.
  - or
  - c) Solid contaminants and any screened material is placed in adequately sized, leak-proof biosecurity bins and must be transported for approved destruction or disposal in accordance with the TF Manual or after Inspector authorisation.
- (2) If solid contaminants are removed from bins, filters or tanks using a sump truck, it must be capable of securely holding all such material and must be completely cleaned out at the completion of the work.
- (3) The TF Operator must ensure that biosecurity risk material (solids) resulting from decontamination processes are taken for appropriate destruction/disposal according the TF Manual, or after authorisation by an Inspector.
- (4) The TF Operator must ensure accurate records of all decontamination of uncleared risk goods are kept for MPI verification inspection purposes.

#### 4.3.5 Decontamination TFs located at POFAs

- (1) For TFs located at POFAs adjacent to edges of the wharf and approved as MPI approved premises for the decontamination of uncleared risk goods such as containers, equipment or vehicles, the TF Operator must ensure that:
- a) The decontamination area is appropriately located to ensure biosecurity contaminants are managed to prevent dispersal or spillage in accordance with the TF Manual.
  - b) Uncleared risk goods awaiting decontamination are stored on a sealed, secure area that is easily cleaned.

- c) Prior to the application of water or steam, all solid biosecurity risk material (including hardened or removable soil) is removed from the uncleared risk goods and placed in an approved receptacle.
  - d) All contaminated waste water generated during the decontamination of risk goods is passed through a filter capable of capturing solids greater than 2 mm in size before being discharged or treated as specified in the TF Manual.
- (2) The TF Operator must ensure that roads that are used to transport uncleared risk goods from the unloading area to the TF on the POFA are effectively cleaned down of any biosecurity contaminants or risk materials that are spilled.

#### 4.3.6 Management of vessels with biofouling arriving at decontamination TFs

- (1) The requirements specified above under 4.3 except for 4.3.5 apply to TFs for the removal of biofouling from recreational vessels that have arrived in New Zealand from other countries.
- (2) A TF for recreational vessel (such as a small/medium sized launch or yacht) hull cleaning must have:
- a) A system to extract vessels completely out of the water and an appropriate hard stand area equipped with water blasting gear.
- (3) Unless the TF discharges liquid waste to a sewer system with secondary treatment or into a system specified in the TF Manual and as approved by an Inspector (as per 4.3.5 (1), it must have:
- a) A discharge treatment system that removes all organisms larger than 50 microns for disposal in a land based disposal area.
  - or
  - b) A system that kills all organisms larger than 50 microns.
- (4) The TF Operator operating a vessel biofouling decontamination TF must ensure that:
- a) Biofouling organisms are isolated and minimised from washing into the sea during the vessel extraction process.
  - b) Vessel hull cleaning such as scraping or water blasting removes all biofouling material/organisms (including fouling in all niche areas of the vessels).
  - c) Sea water systems are treated to kill all organisms.
- (5) The TF Operator must ensure that:
- a) No liquid waste generated during vessel hull cleaning is discharged directly to the sea or into a waterway including creeks, rivers or streams that lead to the sea, unless authorised by an Inspector or approved discharge standard (as below).
- (6) The TF Operator must choose one of the following options to manage liquid and solid waste:
- a) Liquid (and solid waste) is passed through a coarse pre-screening system (using 2mm screening material) before emptying the biofouling liquid/material into a sewage treatment system.
  - or
  - b) Liquid (and solid waste material) is processed through multiple settlement tanks to facilitate settling out of marine organisms and particles, where the minimum holding time in settling tanks must be a minimum of 24 hours, but is preferably >48 hours. Then the liquid must be passed through a filtering/screening system (for example, through a sand-bed or sand/peat-bed filters) to remove all particles >50 microns in size.
- (7) The TF Operator must ensure that solid waste is removed from the cleaning of vessels or from cleaning filters involved in liquid waste treatment and are disposed of in a landfill where there is no possibility that the material could flow to the sea.
- (8) The TF Operator must ensure that accurate records are kept for MPI verification inspection purposes.

**Guidance Box**

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



## 4.4 Incineration or sterilisation TFs

- (1) The TF Operator of a Decontamination TF that deals with the Decontamination of uncleared risk goods must conduct ensure that incineration or sterilisation of uncleared risk goods is conducted as specified in the TF Manual.

### Guidance Box

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

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

- (1) The TF Operator must ensure that uncleared risk goods for incineration or sterilisation are transported to the TF securely in an enclosed vehicle or sea container or other method approved by an Inspector.
- (2) Containers or approved vehicles used to transport uncleared risk goods to approved TFs for incineration or sterilisation that may become contaminated must be:
  - a) Made of impervious material suitable for easy, regular cleaning and decontamination.
  - b) Washed clean and disinfected (if contaminated) within a controlled area after each day or specific period of use.
- (3) MPI approved disinfectants (New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat>) must be used.
- (4) The transportation of uncleared risk goods from a POFA to a TF, or from a TF to another TF for holding, disposal and/or processing must occur as approved in the TF Manual. The TF Manual must include details of MPI approved transport operators using approved vehicles following written authorisation from an Inspector as specified on a BACC.

### 4.4.2 Notification to MPI of disruption to normal operation at incineration or sterilisation TFs

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

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

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

### 4.4.4 Hygiene Management at incineration or sterilisation TFs

- (1) The TF Operator must ensure that:
  - a) Disinfectant footpads or foot baths are placed at all entries or exits of the TF, including internal entries or exits to any other part of the building used for other purposes.and
  - b) People leaving the TF walk across these footpads or through the footbaths if there is biosecurity refuse present within the TF.or

- c) Footwear used inside the TF remains inside and TF staff and visitors change into other footwear that that remains outside the TF at all times and has not made contact with biosecurity refuse.
- (2) All internal access-ways from the TF to other parts of the building used for other purposes, which allow the movement of trolleys or other wheeled equipment, must have disinfectant or chemical wheel baths constructed in such a way as to ensure all wheeled equipment moving in and out through these access-ways will be taken completely through the baths each time.
- (3) Any MPI approved disinfectant (New Zealand MPI Approved Disinfectants for General Transitional Facilities for Uncleared Goods - <http://www.biosecurity.govt.nz/regs/trans/treat>) used in the TF must be changed as per the manufacturer's instructions to maintain efficacy.
- (4) The TF Operator must ensure that:
- a) Any area where uncleared risk goods are incinerated or sterilised or held before processing begins are managed adequately to keep them as clean as possible at all times.
  - b) Any leaks or spillages are contained within the area and are cleaned up as soon as possible.
  - c) Any liquid/semi-liquid leakage or spills are washed clean and the resulting effluent held for decontamination, disposal or treatment (via a sewer system or MPI approved treatment method).
  - d) Floors and other surfaces exposed to uncleared risk goods for incineration or sterilisation have an impervious surface and are washed clean and disinfected with an MPI approved disinfectant on a daily basis or as specified in the TF Manual and as approved by an Inspector.
  - e) Uncleared risk goods are incinerated or sterilised in a manner specified in the TF Manual.

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

- (1) The TF Operator must ensure that:
- a) Effluent generated during the processing of biosecurity refuse at a TF is filtered through 2 mm sieves to remove any solids.
  - b) Solids are chemically treated or sterilised on site or transported to an approved TF for destruction, disposal and/or other approved treatment.
  - c) Effluent is treated before discharge according to either 4.1.6 (2) or 4.1.6 (3). Where it is discharged to a public sewer 4.4.5 (2) or 4.4.5 (3) do not apply.
- (2) For freshwater effluent discharge, an amount of chlorine compound must be added to the effluent in order to achieve a minimum concentration of available chlorine of 2100 mg/litre (2100 ppm) at a time of 30 minutes after treatment begins. In addition:
- a) Before the treatment period commences, the chlorinated effluent must be brought between pH 5.0 – 7.0 to neutralise it.
  - b) The tank must be continuously agitated over the treatment period to ensure full treatment.
  - c) Tanks not achieving this level must be re-treated for a further 30 minutes or successive cycles of 30 minutes until this requirement is achieved.
- (3) For seawater effluent discharge, an amount of chlorine compound is added to the effluent in order to achieve a minimum concentration of available chlorine of 25 mg/litre (25 ppm) at a time of 30 minutes after treatment begins. In addition:
- a) Before the treatment period commences, the chlorinated effluent must be brought to between pH 5.0 – 7.0 to neutralise it.
  - b) The tank must be continuously agitated over the treatment period to ensure full treatment.
  - c) Tanks not achieving this level must be re-treated for a further 30 minutes or successive cycles of 30 minutes until this requirement is achieved.

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

- (1) The TF Operator must ensure that:
- a) All biosecurity refuse or risk goods that are incinerated at TFs are reduced to sterile ash.

- b) For steam sterilisation TFs, all refuse is subjected to a core temperature of 100°C for 30 minutes or 121°C for 15 minutes (as minimum).
- c) Before receiving approval to operate as a sterilisation TF, the TF Operator must demonstrate that sterilisation requirements can be reached during test runs.
- d) A performance test using a thermocouple inserted into a room temperature number 10 sized chicken is placed within a bag of simulated biosecurity refuse (for testing) and used to establish the minimum parameters of pressure, temperature and time for the operation of the autoclave.
- e) On a weekly basis, a thermocouple is put into the middle of a load of biosecurity refuse or uncleared risk goods in each chamber during one cycle to verify core temperature to the satisfaction of an Inspector.
- f) The thermocouple must be calibrated annually against a national reference standard.

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

- (1) The TF Operator must ensure that:
  - a) Once a month, a suitable biological indicator test strip using the test bacteria, *Geobacillus (Bacillus) stearothermophilus* is incorporated into the centre of a load of biosecurity refuse or uncleared risk goods for one cycle of steam sterilisation (this does not replace the need for a thermocouple check in 4.4.6(e)).
  - b) After completion, the bacterial indicator test strip (including self-contained reading systems) is cultured at the TF after approval from the Inspector or it may be sent to an independent laboratory for culturing. The results of culturing are sent to the Inspector responsible for auditing and maintaining approval for the TF.

##### Guidance Box

Self-contained *G. stearothermophilus* test strips are available where the most common spore loading is > 5 x 10<sup>5</sup> spores. Rapid fluorescent based systems that have self-contained reading systems and will give a reliable result within 3 hours are available. Test strip details can be obtained from an Inspector.

- c) After any significant repairs to the sterilisation unit, the *G. stearothermophilus* testing must be returned to monthly testing for six months until compliance has been established (unless with agreement from MPI, the TF Operator conducts an intensive short programme for re-establishment of efficacy).
  - d) Where the steriliser run cycle controllers (such as thermometers, timers, programmes) are modified/replaced, or any intrusive maintenance that could impact the run cycle occurs (such as changes to steam input, changes to pressure reducing or blow down valves, increase to maximum loading and significant changes in loading with inclusion of frozen items) then the validation using thermocouples specified in 4.4.6 (e) and (f), and 4.4.7 (a) must be re-evaluated at the thermal centre.
  - e) Thermometer probes that measure the steriliser vessel load must be calibrated annually against a national reference standard.
- (2) Audit failures (the finding of live bacteria) will result in the TF being suspended from conducting steam sterilisation of biosecurity refuse or risk goods until retesting and compliance (dead bacteria) is achieved.

##### Guidance Box

After the completion of six months activity with no audit failures (non-compliances), the thermocouple testing under 4.4.6 (e) may be extended to a testing interval of once every six months. After one year of compliant testing (at a testing interval of every 6 months) the testing interval may be extended to 1 year between tests on request from the TF Operator and on agreement from MPI with annual calibration of the sterilising equipment also being required.

#### 4.4.8 Specific records required to be kept at incineration or sterilisation TFs

- (1) In addition to the relevant records listed in section 4.7, the TF Operator must keep and maintain records on:
  - a) All refuse/risk goods brought into the TF Operator including:
    - i) Date of arrival at the TF.
    - ii) Date and time of incineration/sterilisation.
  - b) Effluent chlorination records (if appropriate) noting:
    - i) Amount of chlorine compound added.
    - ii) Available chlorine concentration.
    - iii) The pH at commencement and end.
    - iv) The available chlorine concentration after a period of 30 minutes or successive periods of thirty minutes after treatment has begun.
    - v) The time treatment commenced and ended.
    - vi) Volume of effluent.
  - c) Records of equipment maintenance.
- (2) For steam sterilisation TFs, the TF Operator must keep:
  - a) A record of the thermocouple readings.
  - b) A record of the biological indicator test results.
  - c) Printouts of the temperature of the chamber during a treatment cycle.
- (3) The TF Operator must ensure that accurate records of incineration or sterilisation treatments including internal audit records are kept for MPI verification inspection purposes.

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

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

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

## Schedule 1 – Definitions

- (1) The following terms and definitions apply to this Standard. Other terms and definitions used are as per the Biosecurity Act 1993 and any regulations made under those Acts.
- **Audit** - A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which specific criteria are fulfilled.
  - **Biofouling** – The accumulation of aquatic organisms (including animals and plants) on surfaces and structures immersed or exposed to the aquatic environment.
  - **BACC** - A biosecurity authority clearance certificate, which is a document given by an inspector that certifies that the inspector has given a clearance or a biosecurity authorisation for the goods it relates to.
  - **Biosecurity authorisation** - An authorisation given by an inspector under section 25 of the Act permitting uncleared goods to be moved from a TF or biosecurity control area to another TF or biosecurity control area, or to a containment facility, or to be exported.
  - **Clean** - The application of procedures that effectively remove surface and built-up contamination, as appropriate to the equipment or TF. These procedures may vary according to the nature of the equipment or TF they are applied to.
  - **Contamination** - Animals, insects or other invertebrates (alive or dead, in any life cycle stage, including egg casings or rafts), or any organic material of animal origin (including blood, bones, excretions, flesh, hair, secretions); viable or unviable plants or plant products (including bark, fruit, leaves, roots, seeds, twigs and wood); or other organic material, including fungi; or soil or water; where such products are not the cargo listed as being imported.
  - **Corrective action request (CAR)** - A request for a corrective action to rectify a non-compliance.
  - **Disinfection** - The application, after cleaning, of procedures intended to destroy pathogens or pests.
  - **Import permit** - A written order issued by the Director-General or delegate authorising the importation of risk goods to a specified TF under specific conditions.
  - **Inspector (MPI Inspector)** - Inspectors are appointed by the Chief Technical Officer under section 103 (1) of the Act for the purposes of administering and enforcing the provisions of the Biosecurity Act 1993. Under the Act, Inspectors have the power to give authorisations regarding TFs or risk goods.
  - **Internal audit** - An audit carried out by the company or organisation to evaluate its own performance in relation to the standard or prescribed criteria.
  - **Ministry for Primary Industries (MPI)** - the organisation responsible under the Biosecurity Act 1993 for ensuring enforcement of the provisions of the Act.
  - **Non-regulated pest** - A pest that occurs in New Zealand, is usually widespread in distribution and is not being officially controlled.
  - **Pest (regulated pest)** - A quarantine pest or a regulated non-quarantine pest [IPPC, 1997]. A pest of potential economic importance to New Zealand and not yet present there, or present but either not widely distributed and being officially controlled, or a regulated non-quarantine pest, or having the potential to vector another regulated pest into New Zealand.
  - **Quality management system** - The term “quality management system” in regard to IHS or requirements for this standard requirements means the quality, administrative and technical systems that govern the operations of a TF.
  - **Restricted organism** - Any organism for which a containment approval has been granted in accordance with the Hazardous Substances and New Organisms Act 1996 (including any approval deemed to have been granted under sections 254(1), 254(93), 254(80(a)), 255(91), 255(2), 256, 258(1), and 258(3)).
  - **TF Operating Manual (TF Manual)** – A document that specifies all relevant information about the TF regarding the function and purpose of operation and how it will be operated to meet the requirements of this standard.

- **Verification Inspection** - An inspection carried out on behalf of MPI to measure compliance of the TF and TF Operator against this this standard.
- **Vermin** - Organisms that are to be excluded from the TF.

Definitions under the Biosecurity Act useful for this Standard include:

- **Approved** - This means approved by the Director-General.
- **Biosecurity clearance** - Means a clearance under section 26 of the Biosecurity Act for the entry of goods into New Zealand.
- **Chief Technical Officer (CTO)** - means a person appointed a chief technical officer under section 101 of the Biosecurity Act.
- **Director-General** - The Chief Executive of the Ministry for Primary Industries.
- **Import Health Standard (IHS)** - has the meaning given to it by section 22 of the Biosecurity Act.
- **POFA** - Places of first arrival - <http://www.mpi.govt.nz/importing/border-clearance/places-of-first-arrival/>
- **Quarantine** - means confinement of organisms or organic material that may be harbouring pests or unwanted organisms.
- **Risk good** - Any organism, organic material, or other thing, or substance, that (by reason of its nature, origin, or other relevant factors) may constitute, harbour, or contain an organism that may:
  - i) cause unwanted harm to natural and physical resources or human health in New Zealand;
  - or (b). interfere with the diagnosis, management or treatment, in New Zealand, of pests or unwanted organisms.
- **Transitional Facility (TF)** - a). Any place approved as a TF in accordance with section 39 of the Biosecurity Act 1993 for the purpose of inspection, storage, treatment, quarantine, holding, or of uncleared risk goods; or (b). A part of a port declared to be a TF in accordance with section 39 of the Biosecurity Act 1993.
- **Uncleared (risk) goods** - means imported goods for which no biosecurity clearance has been given.

Definitions under the Hazardous Substances and New Organisms (HSNO) Act 1996 useful for this Standard include:

- **Organism** - Under section 2 of the HSNO Act 1996, an organism has the following meanings:
  - i) does not include a human being;
  - ii) includes a human cell;
  - iii) includes a micro-organism;
  - iv) includes a genetic structure, [other than a human cell], that is capable of replicating itself, whether that structure comprises all or only part of an entity, and whether it comprises all or only part of the total genetic structure of an entity;
  - v) includes an entity (other than a human being) declared to be an organism for the purposes of the Biosecurity Act 1993;
  - vi) includes a reproductive cell or developmental stage of an organism.