



Date: NOVEMBER 2006

# **General Facilities for Holding, Inspection, Processing or Treatment of Uncleared Goods.**

## **Requirements for Facilities and Operators**

**Biosecurity New Zealand  
Ministry of Agriculture and Forestry  
P.O Box 2526  
Wellington  
New Zealand**

## Contents

1	Introduction .....	6
2	Scope .....	7
3	References .....	8
4	Acronyms .....	8
5	Terms and Definitions .....	8
6	Approval of a Facility and an Operator .....	8
6.1	Requirements for Approval of a Facility .....	8
6.2	Requirements for Approval of the Operator .....	9
6.3	Procedure for Approval .....	10
6.3.1	Personal Information on Individuals .....	10
6.4	Cancellation of a Facility Approval .....	11
6.5	Cancellation of an Operator Approval .....	11
7	Requirements for Operating a Facility .....	11
7.1	Operating Manual .....	11
7.2	Location .....	12
7.2.2	Leased Facilities .....	12
7.3	Transfer of Uncleared Goods to or between Facilities .....	12
7.3.3	Electronic Reporting Requirements .....	13
7.4	Changes to a Facility or Operator .....	13
7.5	Security .....	14
7.6	Segregation of Uncleared Goods from Cleared or Domestic Goods .....	14
7.7	Records .....	15
7.7.4	Facility Records .....	15
7.7.5	Consignment Records .....	15
7.8	Hygiene .....	16
7.8.6	General Requirements .....	16
7.8.7	Bin for Biosecurity Waste or Refuse .....	16
7.8.8	Cleaning Equipment .....	17
7.9	Treatment of Identified Biosecurity Risk .....	17
7.10	Use of a Transitional Facility for other Purposes .....	17
7.11	Vermin Control Programme .....	17
7.12	Signage .....	17
7.13	Access .....	18
7.14	Inspector's facilities .....	18
7.15	Direction from an Inspector .....	18
7.16	Contingency Plans .....	19
8	External Audit .....	19
8.1	System Audit .....	19
8.2	Non-Compliance .....	19
8.2.9	Critical Non Compliance .....	19
8.2.10	Major Non Compliance .....	20
8.2.11	Minor Non Compliance .....	21
8.2.12	Non Compliance Escalation Pathway .....	21
ANNEX A:	Facilities for Unpacking Sea Containers .....	23
A.1	Requirements for an Accredited Person .....	23
A.2	Operating Requirements .....	23
A.3	Records .....	24
ANNEX B:	Decontamination Facilities .....	25

B.2	Facilities at Ports of First Arrival.....	26
B.3	Facilities outside Metropolitan Areas.....	27
ANNEX C:	Fumigation and Other Biosecurity Treatment Facilities.....	28
C.1	Operating System.....	28
ANNEX D:	Facilities for the Inspection of Personal Effects .....	29
ANNEX E:	Fresh Produce Inspection Facilities .....	30

Pursuant the Biosecurity Act 1993 I approve this Standard:  
**General Facilities for Holding, Inspection, Processing or Treatment of Uncleared Goods.**

---

**Chief Technical Officer**  
 Biosecurity New Zealand  
 Ministry of Agriculture and Forestry  
 [Acting under delegated authority]

---

Date

**ISBN Number:**

## Foreword

The Ministry of Agriculture and Forestry (MAF) is responsible for administering the Biosecurity Act 1993.

MAF informs, advises, regulates and delivers services relating to the agriculture, forestry, rural affairs, biosecurity and food safety. In doing so MAF contributes to the economic, environmental and social/cultural wellbeing of New Zealand.

It does this through the outcomes it seeks to achieve with respect to:

- The economic, environmental and social performance of the sectors.
- Maintaining and enhancing New Zealand's biosecurity status.
- Providing health assurances to foreign governments for animals, plants and their products.
- Protecting the health of consumers by ensuring the safety and suitability of food.

Within MAF, Biosecurity New Zealand is responsible for developing and administering standards to ensure the requirements of the Act are met. Biosecurity New Zealand is the lead agency in New Zealand's biosecurity system. It is responsible for preventing the importation of regulated organisms that are defined as:

- unwanted organisms, and for controlling, managing or eradicating them should they arrive;
- organisms that may be associated with risk goods; or
- new organisms as defined by the Hazardous Substances and New Organisms Act 1998 that do not have an approval from the Environmental Risk Management Authority.

### **General Facilities for Holding, Inspection, Processing or Treatment of Uncleared Goods**

– is a MAF Standard prepared by Biosecurity New Zealand. Comment is sought from users on the draft Standard before a final version is adopted and approved by MAF.

This Biosecurity New Zealand Standard replaces all previous versions of MAF Standard **152.04.03F:1998 - Requirements for Holding and Processing Facilities (Class: Transitional Facilities) For Uncleared Risk Goods.**

Significant amendments from the previous version are:

Extension to include transitional facilities, importing, holding and inspection of:

- Animal products;
- Biological products (but not processing biological products);
- Containers:
  - Air containers;
  - Sea containers;
- Fibre products (animal and plant origin);
- Flight Kitchens;
- Grain for processing;
- Inanimate/inorganic material or products (for example, scrap metal);

- Incineration and sterilisation facilities;
- Personal effects;
- Ports of first arrival;
- Quarantine transfer stations; [what are these?]
- Sawn timber; and
- Treatment Facilities.

The Standard does not cover the following facilities:

Transitional facilities for animals requiring higher levels of biosecurity (as required by Import Health Standard or permit) can be found at

[www.maf.govt.nz/biosecurity/border/transitional-facilities/animals/index.htm](http://www.maf.govt.nz/biosecurity/border/transitional-facilities/animals/index.htm)

Transitional facilities for plants and plant products requiring higher levels of biosecurity (as required by Import Health Standard or permit) can be found at

[www.maf.govt.nz/biosecurity/border/transitional-facilities/plants/index.htm](http://www.maf.govt.nz/biosecurity/border/transitional-facilities/plants/index.htm)

Transitional Facilities For Biological Products. This standard can be found at

<http://www.biosecurity.govt.nz/border/transitional-facilities/animals/154-02-17.htm>

## Review and Amendment

This Standard is subject to review and amendment at any time, to ensure that it continues to meet current needs.

Reviews and amendments, in the form of new versions, will be notified to Operators of facilities approved under this Standard and published on the Biosecurity New Zealand website.

Operators must ensure that the most recent version of this Standard is used.

This Standard is accessible on:  
[www.maf.govt.nz/biosecurity/....](http://www.maf.govt.nz/biosecurity/...)

## Contact Persons

The person directly responsible for all matters relating to the operation of this Standard is the MAF Quarantine Service Inspector responsible for supervision of specific transitional facilities. These Inspectors can be contacted through the office below:

**MAF Quarantine Service**  
**Ruakura Research Centre**  
**P. O. Box 966**  
**HAMILTON**  
**Phone: (07) 856 1814**  
**Fax: (07) 856 1827**  
**Email: [enquiry@maf.govt.nz](mailto:enquiry@maf.govt.nz)**

The person responsible for all matters relating to the review and amendment of this Standard is a senior adviser within Biosecurity New Zealand. This person can be contacted through the office below:

**Operational Standards Team**  
**Biosecurity New Zealand**  
**Ministry of Agriculture and Forestry**  
**PO Box 2526**  
**WELLINGTON**

**Phone: 04 894 0476**

**Fax: 04 894 0733**

**Email: [standards@maf.govt.nz](mailto:standards@maf.govt.nz)**

## 1 Introduction

The Biosecurity Act 1993 (Act) prescribes requirements for the exclusion, eradication and effective management of pests and unwanted organisms, and organisms that may be imported in association with risk goods. Together these organisms are called ‘regulated organisms’. Imported goods must have a biosecurity clearance before they can enter New Zealand. Uncleared goods (goods that have not received biosecurity clearance) must be held at a transitional facility until clearance is obtained. All transitional facilities must have an Operator who ensures that the facility complies with the requirements of this Standard.

Under section 39(3) of the Act, the Director-General of MAF may approve a place as a transitional facility. Under section 40(3) of the Act, the Director-General may approve a person as an Operator. This document sets out the minimum requirements for building, maintaining and operating transitional facilities, and process for approval of a facility and Operator.

# **General Facilities for Holding, Inspection, Processing or Treatment of Uncleared Goods.**

## **2 Scope**

This Standard is in two sections; 1) a general section and 2) a series of annexes. The general section specifies how a facility and Operator may be approved, the minimum procedures and records required for a facility, required training for Operators and/or accredited persons and the minimum requirements for transitional facilities used for holding, inspecting, processing or treating uncleared goods. The annexes identify additional requirements for specific kinds or types of goods where these are needed. Operators of such facilities must meet the requirements of the general section and the appropriate annex.

The imported goods covered by this Standard include (but are not limited to) the following:

- air containers;
- animal products including hides, meat, skins and fibres;
- biological products (inspection and holding only);
- bulk grain;
- fresh produce inspection including nursery stock inspection at first point of entry to New Zealand;
- flight kitchens;
- incineration and sterilisation facilities;
- international mail;
- machinery and parts including: agricultural and forestry machinery/equipment, aircraft, car parts, tyres, new and used vehicles;
- scrap metal;
- other risk material for analysis/testing;
- personal effects;
- plant fibres;
- uncleared goods at deconsolidation facilities;
- uncleared goods in transit to other transitional facilities or for re-export;
- risk goods requiring holding, sampling or inspection at the border;
- sawn timber;
- sea containers;
- seed for sowing;
- stored plant products including seeds for consumption or processing;
- treatment facilities;
- wood or forestry products; and
- wood packaging.

The annexes specify the conditions required for transitional facilities used for processing/treating imported risk goods including:

- animal products;
- processing biological products covered by MAF Standard 154.02.17 (Transitional Facilities for Biological Products).
- decontamination facilities for machinery including vehicles, parts and containers;
- fibre products
- grain processing; and

- seed requiring treatment (including dressing).

### 3 References

ISO/IEC 17025

Biosecurity (Costs) Regulations 2006

Biosecurity Act 1993

Hazardous Substances and New Organisms Act 1998

### 4 Acronyms

BACC	Biosecurity Authority/ Clearance Certificate
Act	Biosecurity Act, 1993.
MAF	Ministry of Agriculture and Forestry
MAFQS	Ministry of Agriculture and Forestry Quarantine Service

### 5 Terms and Definitions

For the purposes of this Standard the following terms and definitions apply:

Terms defined in the Biosecurity Act 1993.

### 6 Approval of a Facility and an Operator

The Operator (or applicant) is required to pay for all costs associated with an application for approval of a transitional facility and Operator including a processing fee, and for time spent reviewing the application (including the manual) by an Inspector and a senior adviser in Biosecurity New Zealand. Fees will be charged according to the Biosecurity Cost Regulations.

A transitional facility requires an Operator and an approved operating manual. An application for approval of a facility must include an application for a person to be an Operator, and a draft version of the operating manual for review by an Inspector.

#### 6.1 Requirements for Approval of a Facility

A facility must be constructed and operated in accordance with this Standard including any specific requirements contained in an annex relevant to the specific purpose of that facility. Additional conditions may be listed on an import health standard and on a permit to import (if required), or for imported goods determined by a chief technical officer to be a risk good contained in a transitional facility.

A facility may be given an unspecified approval (that is no time limit), or approved for a specified time or event. Where the importer has a requirement for a facility for only part of

the year (usually less than 6 months) the approval will usually be for the period of the import only, and new applications must be made for any future imports.

A facility is approved for specific goods and activities covered in the scope of the operating manual for that facility. Changes to the range or type of goods being imported, or changes to the activities within the facility may require a new approval. Before any changes are considered the Operator must contact an Inspector.

It is not necessary for the whole physical premises be approved as a transitional facility unless this is appropriate. Approval for a transitional facility is only required for areas where uncleared goods are held, inspected, treated and/or processed.

The type of facility required is based on the biosecurity risks posed by the imported goods. The risk is a combination of the potential biosecurity risks posed by the pathway (for example; sea containers), the country of origin and any stopover ports, the nature of the goods being imported, the location of the facility and any processing or treatment required.

## 6.2 Requirements for Approval of the Operator

An Operator is a person, normally an individual (business owner, director or manager), but may be the Crown, a corporation sole, or a body of persons (whether corporate or unincorporated). If the Operator is the Crown, corporation sole, or a body of persons, then an individual must be nominated who has delegated and written authority for the resourcing and operation of the facility. This individual must nominally be the Operator.

An Operator is responsible for ensuring that the facility meets and is operating to this Standard. To gain approval, the Director-General must be satisfied that a person is a fit and proper person to be the Operator. This means the person must pass the police check, be able to provide the technical capability<sup>1</sup> to operate the facility, and demonstrate they have the authority from the owner of the facility to ensure that the operating standards of the facility can be met.

An Operator must successfully complete the Operator training course prior to receiving approval. The Operator must also successfully complete an update of the Operator training every two years to maintain approval. Details of these courses may be obtained from an Inspector or located at [www.].

The Operator may nominate an individual (normally a facility manager) as a deputy Operator. A deputy Operator or Operators must be appointed where the Operator is responsible for more than one facility. A facility may have more than one deputy Operator. A deputy Operator must have the authority to act as the Operator in the absence of the Operator.

A deputy Operator must have passed the Operator training program. A deputy Operator must complete the application forms and consent to police check and be approved by Biosecurity New Zealand. Approved deputy Operators must be listed in the operating manual for the facility.

---

<sup>1</sup> Technical capability refers to the authority, qualifications, training and expertise appropriate to the facility for the purpose(s) it will be used for.

## 6.3 Procedure for Approval

An applicant wishing to have a place approved as a transitional facility, and have a person approved as an Operator of that facility should read the information contained on the Biosecurity New Zealand website at [web address]. If you wish to proceed then contact an Inspector responsible for the supervision of facilities in the applicable region (contact details for Inspectors are found at the front of this Standard and located on the Biosecurity New Zealand website); and

- 1) Prior to construction or establishment of the facility, discuss the requirements for approval to ensure compliance with this Standard, including Operator and/or accredited person training, and an operating manual. This training must be completed before making an application for approval.
- 2) Complete the 'Application for Approval of a Transitional Facility' form;
- 3) Complete the 'Application for Approval as an Operator of a Transitional Facility' form;
- 4) Complete the police 'Consent to Disclosure of Information' form;
- 5) Submit these forms and the draft operating manual (section 6.1) to the Inspector for review.
- 6) After construction or establishment of the facility, arrange for an on-site inspection with an Inspector to ascertain whether approval can be granted.

The Inspector must be satisfied that the applicant has provided the assurance that the requirements of this Standard are met.

The Inspector will forward the application forms and draft manual together with their written recommendation to Biosecurity New Zealand for the Director-General or his delegate to consider approval.

Approval for a facility and Operator will be in writing and sent to the applicant.

### 6.3.1 Personal Information on Individuals

In accordance with Principle 3 of the Privacy Act 1993, all information collected on applicants, identifying, or capable of identifying, an individual person is personal information.

The information is collected for purposes relating to the approval as an Operator under section 40 of the Act. The information will be used to prepare a register of approved facilities (facility name, number, Operator name, address, and the standards for approval) and this register may be published on the MAF website or used in MAF reports as required by legislation.

The recipient of this information, which is also the agency that will collect and hold the information, is the Ministry of Agriculture and Forestry, PO Box 2526, Wellington.

Under Principles 6 and 7 of the Privacy Act 1993, an individual has the right of access to, and correction of, any personal information that has been provided.

## 6.4 Cancellation of a Facility Approval

The Director-General may cancel an approval or part of an approval for a facility if:

- a) it no longer complies with any of the requirements of this Standard; or
- b) it is no longer used for the purpose, or one or more of the purposes, specified in the approval.

Notice of cancellation will be given in writing to the Operator or owner of the facility.

## 6.5 Cancellation of an Operator Approval

The Director-General may cancel an approval for a person to be an Operator if:

- a) the person is no longer operating the facility according to this Standard; or
- b) the person ceases to act as Operator of the facility; or
- c) the person is no longer a fit and proper person to be Operator of the facility (this may occur via recommendation from a MAF Inspector, as the result of a conviction under the Act or some other Act).

Notice of cancellation will be given in writing to the person who was the Operator and if appropriate to the owner.

# 7 Requirements for Operating a Facility

## 7.1 Operating Manual

An operating manual is required for each facility. The manual is part of the approval and a facility will not be approved unless the operating manual is approved. The approval of the facility will be limited to the scope (imported goods, activities and facility structure) listed in the operating manual.

The Operator must prepare and maintain an operating manual containing:

- a) the main functions of the organisation and the purpose(s) of the facility;
- b) the types of goods that will be in the facility and the activities that will be conducted within the facility;
- c) the estimated volume or numbers of goods that will be imported;
- d) the name of the Operator and any Deputy Operators, and their responsibilities;
- e) the names of accredited persons (where applicable);
- f) the names of any staff carrying out activities required by the standard or operating manuals (where applicable);
- g) procedures for operating the facility in relation to uncleared goods including procedures for holding and storing uncleared goods to prevent the escape of any regulated organisms;
- h) procedures identifying how vermin and weeds will be managed or excluded from the facility (if applicable);
- i) procedures for holding and disposing of biosecurity trash or waste; and
- j) internal staff training plan for biosecurity awareness and meeting this Standard

The manual must include a map or floor plan showing the:

- a) location of significant other buildings or features (for example roads, houses) on a site plan;
- b) general layout of the facility clearly identifying work areas, offices, exit and entry doors etc; and
- c) areas where uncleared goods are held or processed.

The manual should be prepared electronically and be provided to the Inspector. It must have a number and date on each page (for auditing purposes) and include a table of contents. A hard copy in loose-leaf form must also be available at the facility. The manual must be readily available to staff and the Inspector, and be up to date.

The Inspector may require the manual to be reviewed by another agency or an independent third party prior to being submitted.

The Inspector responsible for the inspection of the facility must hold a current version of the manual.

## 7.2 Location

Transitional facilities for uncleared goods (excluding sea containers –refer to Annex C) must be located in the metropolitan area (areas that have public sewer and stormwater systems). An Inspector may recommend approval for a facility outside this area depending on the goods being imported and whether the Operator can demonstrate that the facility and/or procedures are sufficient to ensure that the security of uncleared goods is maintained and escape of regulated organisms is prevented. This decision will be based on the nature of the goods being imported, the biosecurity risks associated with those goods, and the location of the facility.

Transitional facilities must not be located in a dwelling place (private home), on a marae or part of a marae. However, facilities may be located adjacent to dwellings or marae as long as they are in separate buildings and are not part of the marae or private dwelling.

### 7.2.2 Leased Facilities

In multiple use facilities (for example self-storage sites) where units are leased (or used non-gratia) for different activities, the person with overall responsibility for the facility must apply to be the Operator. This Operator must be responsible for the maintenance of the facility regarding the requirements of this Standard. Any lease agreement must not prevent the requirements of this Standard being met. If the requirements of this Standard can not be met the approval will not be granted or current approval will be cancelled.

Self-storage facilities will not be approved for holding/inspection treatment or processing risk goods. Self-storage sites may only apply to be approved for low-risk sea containers used for transporting non-risk goods.

## 7.3 Transfer of Uncleared Goods to or between Facilities

The Operator must have written authority to receive uncleared goods into a facility or transfer uncleared goods to another facility, or export uncleared goods from New Zealand. The authorisation may be for individual transfers or multiple transfers in the case of regular

transfers. The authority will normally be received electronically (see section 6.4). Where goods arrive without documentation, the MAFQS Inspector must be notified immediately, and the goods securely held unopened until documentation is received or authority is given by an Inspector.

The authority may be subject to conditions to prevent spillage or contamination of the transporting vehicle, container or other non-related cargo. If spillage occurs, the transporting vehicle or container must be cleaned (where required) and waste must be disposed of in a manner specified by an Inspector. The Operator must report any spillage or leakage of uncleared goods likely to constitute a biosecurity risk to an Inspector. It is the responsibility of the consigning operator of the transitional facility from where uncleared goods are moved from to ensure that the goods are transported in a secure manner. Failure of Operators to advise transport operators of the biosecurity requirements to provide secure carriage of uncleared goods will result in a non-compliance against the operator and may result in cancellation of the facility approval. Once uncleared goods arrive at the receiving transitional facility, the responsibility for management of those goods is that of the receiving facility Operator.

### 7.3.3 Electronic Reporting Requirements

Operators and facilities are expected to have direct access to an on-line computer. However, under exceptional circumstances, facilities will be approved without computer access. A case for approving a facility without computer access will need to be made to the Inspector.

Electronic communication is necessary for MAFQS to effectively manage risk goods. It will also reduce compliance cost for the Operator, improve communication, and remove delays in conducting business.

Examples of electronic communication include:

- authorisation to receive uncleared goods (BACC's) can be sent directly to the facility before goods arrive (section 7.3).
- Results of container inspections by accredited persons (where required) can be sent electronically.
- Operators will (in future) be able to access MAF records directly to check the status of their goods.

## 7.4 Changes to a Facility or Operator

Under section 40(6) of the Act, a facility may not operate without an Operator. Where there is any change or proposed change of an Operator, an application for a new Operator must be made.

The approval to operate a transitional facility extends to a deputy nominated and listed in the operating manual. In the absence of the Operator, the deputy Operator may perform the functions of the Operator for an interim period (less than 1 month) until the new Operator is approved. In all instances an MAFQS Inspector must be notified.

Major changes to the facility that potentially affect the biosecurity integrity of the facility such as changes in procedures or construction or removal of walls may affect the approval of the facility.

An Operator considering major changes to a facility should follow the procedure below:

- a) prior to making changes to the facility, contact an Inspector to discuss the changes, determine whether continued compliance with this Standard is likely, and provide assurance that compliance can be maintained during the changes;
- b) after changes have been completed, arrange for an on-site inspection by an Inspector to ensure that approval can be met; and
- c) when the changes have been completed, the operating manual must be updated and submitted to the Inspector to ensure that approval can be maintained.

Minor changes are those not affecting the integrity of containment or management of any biosecurity risk and should be recorded and checked by an Inspector at the next site visit or audit

Following all changes, an Inspector will be able to confirm whether the facility is still able to meet this Standard.

## 7.5 Security

The purpose of a transitional facility is to securely hold uncleared goods until they are provided with a written authority<sup>2</sup> to be transferred to another transitional or containment facility, processed or treated to remove the risk, and/or given biosecurity clearance. Prior to inspection, the uncleared goods must not be moved from the facility and must remain secure and intact (parts or items may not be removed) unless written authorisation is obtained from an Inspector. The Operator must ensure the security of the uncleared goods is maintained at all times and only permitted persons (see section 6.13) have access to uncleared goods.

Uncleared goods must be held in such a manner that regulated organisms (for example, arthropods) can not escape from the transitional facility and that domestic goods will not be contaminated.

The facility must employ an inventory system or other method (for example log sheets) that may be audited at any time for tracking the uncleared goods in and out of the facility.

## 7.6 Segregation of Uncleared Goods from Cleared or Domestic Goods

Uncleared goods must be segregated from cleared or domestic goods. The isolation area where the uncleared goods are held is to be defined in agreement with an Inspector. The isolation area must be clearly marked and only uncleared goods may be held in this area when uncleared goods are present. Separate rooms, bays or painted lines on the floor are examples of defining this area. Domestic goods that may be contaminated from contact with uncleared goods will be regarded as a biosecurity risk and treated in the same manner as uncleared goods.

The isolation area and the area immediately surrounding the isolation area (yellow lines, bases of the walls, doors openings etc) must be sprayed with a residual insecticide. The manufacturer's instructions for spraying, concentration and repeat spraying must be followed, and spray applications recorded.

---

<sup>2</sup> A MAF signed biosecurity authority/clearance certificate or a customs delivery order.

Uncleared goods or packaging must be securely contained or kept at least three metres from any cleared or domestic goods.

Where cargo or packaging is known to be infested or infected then the goods or packaging is to be made secure by placing in a container or shrink wrapped.

Live animals, domestic or otherwise and live plants that are not part of a consignment are not permitted in the transitional facility when uncleared goods are present unless approval has been given by an Inspector.

Cleaning and unloading areas must be kept free of vegetation for a distance of three metres unless these areas are enclosed by solid fences or walls, and do not provide refuge for vermin or unwanted organisms, or the risk goods are sealed and contained.

Uncleared goods should be unloaded inside a facility. An Inspector may approve unloading outside the facility provided the goods are immediately moved into the facility, or procedures are put in place to manage any associated biosecurity risks. Alternately, procedures to prevent spillage of uncleared goods and the escape of regulated organisms must be demonstrated and approved by the Inspector.

## 7.7 Records

The Operator must keep the following records (where relevant). Such records should be kept for a minimum of two years after biosecurity clearance, export or destruction of the goods. Records must remain legible, readily identifiable and retrievable).

### 7.7.4 Facility Records

The following records must be maintained:

- a) facility and Operator approvals;
- b) staff records including competencies, training, skills and experience for all people working in the facility (where required);
- c) records of weekly checks or internal audits (where required) including date, auditor, non-compliances and any corrective actions taken;
- d) a copy of Standards relevant to the approval;
- e) non-compliances raised by MAF and any corrective and preventative actions taken; and
- f) records of vermin control programmes (section 6.11);

### 7.7.5 Consignment Records

The following records must be maintained for each consignment or uncleared goods received at the facility:

- a) any phytosanitary certificate (photocopy acceptable);
- b) relevant biosecurity authority for the transfer of uncleared goods to the facility;
- c) a permit to import (if required for goods to go to that facility);
- d) arrival date of the consignment in the transition facility;
- e) consignment identifier, for example, container number (where applicable), airwaybill number, courier number;
- f) full inventory of the consignment;
- g) records of any treatment and/or MAF inspection on the consignment;

- h) dates of unpacking (if applicable);
- i) date and method of disposal of trash or waste;
- j) any regulated organism detection and any control action(s) taken (including contacting MAF);
- k) log sheets of movement of goods; and
- l) date of biosecurity clearance or destruction of the consignment, or part of a consignment.

## 7.8 Hygiene

### 7.8.6 General Requirements

The facility must be cleaned before use and kept clean at all times. The sweepings from the delivery container, floor sweepings and contaminated wrapping must be immediately placed in the biosecurity bin.

The facility must be regularly cleaned of dirt and debris. Sites or storage areas that accumulate extraneous material such as old packing material, dunnage and anything likely to hold water must be avoided as these can provide habitats for unwanted organisms such as ants and mosquitoes.

Any contaminants directed to be removed by an Inspector must be placed immediately into the biosecurity bin. If contaminants are too large to fit into the bin, then they must be wrapped securely and held in the area defined for uncleared goods until they can be disposed of as directed by an Inspector. The Inspector must be notified if water is found in or around uncleared goods. This water must be treated as directed by an Inspector. Cleaning water (for example, mop water) must be disposed of down the public sewer system. Unless otherwise directed by an Inspector, household bleach at the concentration stated on the container should be used for cleaning.

The Operator is responsible to ensure any spillage or leakage of uncleared goods in transit is cleaned up and either retained with the consignment for inspection or placed in the biosecurity bin. The Operator must report to an Inspector any spillage or leakage of uncleared goods likely to constitute a biosecurity risk. Any major spillage likely to constitute a biosecurity risk outside of the defined storage area or transitional facility must be cleaned up immediately and reported to an Inspector.

### 7.8.7 Bin for Biosecurity Waste or Refuse

Every transitional facility must have a bin for storing biosecurity waste. The bin must be a leak-proof receptacle constructed of plastic or metal that is washable and has a secure fitting lid. The bin must be clearly labelled so that it is only used for the purpose of holding biosecurity waste or contaminants from the facility. The bin must not be used for routine sweepings of non-biosecurity waste from outside the defined area. Bin liners or plastic bags may be used inside the bin to aid removal of any contaminants (for example, seeds, soil etc).

The bin must be emptied and the waste material disposed of as directed by an Inspector. The bin must be cleaned after being emptied where required.

### 7.8.8 Cleaning Equipment

Dedicated cleaning equipment must be provided for each facility. The cleaning equipment must be used only within the isolation area to avoid any cross-contamination with cleared or domestic goods. For example, each facility may have a dedicated broom, dustpan/shovel (or other equipment as appropriate) for cleaning the areas within the facility. The dedicated equipment must be identified as belonging to the facility area (for example, sprayed with yellow paint or labelled) and must only be used within the facility.

### 7.9 Treatment of Identified Biosecurity Risk

If regulated organisms are identified or suspected in imported goods, the goods must be treated, destroyed, or re-exported as directed by an Inspector. Where treatment is directed, the facility must be able to meet the requirements of the fumigation supplier (for example, a level hard stand area) or the goods must be securely transported to a site for fumigation.

### 7.10 Use of a Transitional Facility for other Purposes

Facilities that are not being used for purpose of the approval (for example, are not currently holding uncleared goods) may be used for other purposes between consignments. In such circumstances the Operator must provide documented procedures (contained in the operating manual) for cleaning and decontaminating the facility before it can be used for holding cleared or domestic goods or other purposes.

### 7.11 Vermin Control Programme

Where required, an approved vermin control programme must be instituted that describes how vermin such as rodents, birds and invertebrates are to be excluded, how surveillance for their presence is to be maintained and what control activities will be undertaken if detected. Complete records of the control programme and any interceptions must be retained and made available to an Inspector on demand (see records).

### 7.12 Signage

The facility must have signs identifying the area as a biosecurity transitional facility under the Act. The sign (which may be temporary for when uncleared goods are present) must warn that entry is restricted to permitted persons only. The sign must be a minimum size of an A3 sheet of paper and laminated. An appropriate sign must show:

<b>TRANSITIONAL FACILITY</b>	
<b>Approved by the Ministry of Agriculture and Forestry</b>	
Approval Number:	.....
Name of Operator:	.....
Mobile Phone/Pager Number	.....
<b>ACCESS RESTRICTED TO PERMITTED PERSONS ONLY</b>	

### 7.13 Access

The Operator must, at any reasonable time, provide access to an Inspector for inspection or audit purposes. A key for access to the facility must be provided to an Inspector if requested.

Only persons permitted by the Operator are allowed in the facility while uncleared goods are present. These “permitted persons” are those who have a responsibility for the delivery of functions within the facility. Staff and other permitted persons who regularly use the facility must have their names, position, qualifications (where appropriate) and functions identified in the operating manual.

People essential for the operation of the facility such as trades-people may also be permitted entry. This group of 'visitors' shall be authorised by the Operator. The Operator must record the name and address of visitors and visit date in a logbook held near the entrance. Visitors must adhere to access procedures and be accompanied by a staff member. The instructions of the Operator or Inspector are to be followed at all times.

### 7.14 Inspector's facilities

An area or room must be identified for Inspectors to use when inspecting goods if required. This area must be of a sufficient size to enable the inspections to be conducted efficiently, effectively and safely. The area must not be subjected to extreme temperatures, and must be adequately ventilated. The facility must provide adequate lighting (minimum 1000 lux) in the area where inspections are conducted. The inspection area is to have the same segregation requirements as an uncleared goods holding area.

An inspection table of appropriate height and size is required at facilities where sampling and inspection is conducted by an Inspector (for example, seeds, fruit, and nursery stock). Lighting at a minimum of 1000 lux is required over the inspection table.

Hand-washing and toilet facilities must be available for the use by an Inspector. Storage cupboards for MAF equipment and clothing must be provided if required.

Equipment to aid the inspection (depending on the nature of the goods being inspected) must be supplied to the satisfaction of an Inspector (for example, a safe method of raising and securing vehicles for underneath inspection).

The facility Operator must liaise with the Inspector prior to installing or constructing Inspectors facilities to ensure that the facilities meet the Inspectors own guidelines for Occupational Safety and Health.

### 7.15 Direction from an Inspector

Inspectors are appointed by the Chief Technical Officer under section 103(1) of the Act for the purposes of administering and enforcing the provisions of the Act. Under the Act, Inspectors have the power to give direction regarding transitional facilities or risk goods. Failure to act on a lawful direction from an Inspector may lead to cancellation of approval for the facility and Operator and possible prosecution under the Act.

## 7.16 Contingency Plans

The Operator must ensure that contingency plans are in place to manage all significant biosecurity risks associated with the facility including possible breaches of security (for example; essential equipment malfunction or loss of electrical power).

## 8 External Audit

Transitional facilities are audited by an Inspector to ensure the requirements specified in this Standard are met

Where a facility is found to be non-compliant with this Standard, the Inspector may recommend that approval for that facility and Operator be cancelled. Where critical or major non-compliances are found but cancellation is not initially recommended, audit frequencies may increase (depending on the circumstances and history of the facility) until the Inspector is confident the facility is compliant. Detection of minor non-compliances will usually not generate a higher audit frequency. MAF reserves the right to audit at any time and audits may be unscheduled, especially if non-compliance have previously been found.

The Operator must provide Inspectors access to the facility, records and documents for inspection and audit to confirm compliance with this Standard or to investigate non-compliance in accordance with the Act. The Operator or deputy must be available to assist and ensure that all relevant procedures and records are made available.

### 8.1 System Audit

A system audit involves inspecting the facility and procedures to make sure it meets the requirements of this Standard. At least one scheduled compliance audit and one unscheduled surveillance audit will be conducted annually by the Inspector to ensure continuing compliance with this Standard and any additional conditions documented on the permit to import and/or the import health standard.

### 8.2 Non-Compliance

Details of any non-compliance will be sent to the Operator on a MAF non-compliance report (NCR). This report details the non-compliance and lists the corrective actions required (CAR) and the timeframe for these corrective actions to be completed.

Operators that receive NCR's as a result of an audit may at the discretion of the Inspector and in consultation with Biosecurity New Zealand be subject to an increased number of audits or inspections until the Inspector can be confident that the facility is again compliant with this Standard. Non-compliances will be graded according to the following criteria:

#### 8.2.9 Critical Non Compliance

A critical non-compliance is defined as an incident that caused or could have caused a significant biosecurity risk. A critical non-compliance is a situation that results in a significant biosecurity risk and where cancellation of approval for that facility is considered. Examples of critical non-compliances include (but are not limited to) the following:

- Releasing goods from a transitional facility without biosecurity clearance.

- A significant structural failure in the containment provisions of a facility.
- Operating a facility without an approved operator.
- Operator allowing uncleared good to be transferred to non-approved premises.
- Unloading uncleared goods in non-approved isolation areas.
- Buildings with damage/insufficient structural integrity allowing unapproved access or pest escape.
- Driver failing to securely transport uncleared goods
- Making significant modifications to buildings without MAF approval

In the event of a critical non-compliance, the Operator must:

- a) notify the Inspector immediately;
- b) discontinue any activity that presents a biosecurity risk;
- c) take immediate corrective action to restore compliance;

### 8.2.10 Major Non Compliance

A major non-compliance is defined as an incident that may cause or may lead to a biosecurity risk. Corrective actions need to be implemented immediately in order to retain confidence that the facility continues to meet the requirements of this Standard.

Major non-compliances include (but are not limited to) the following:

- Moving uncleared goods between transitional facilities without a transfer approval from the Inspector.
- Failure of the Operator to conduct regular inspections.
- Failure of the Operator to detect significant and obvious non-compliances.
- Non-authorized people or vehicles present in an isolation area.
- Use of poorly maintained equipment that could lead to a biosecurity failure or spillage of uncleared goods.
- Situations that could affect the health or safety of the Inspector.
- Birds or rodents commonly found in a facility.
- Dedicated MAF bin used for unintended purposes.
- Driver untrained/unaware of specific biosecurity responsibilities (where required).
- 
- Vehicle not cleaned after contamination/spillage of uncleared goods before leaving isolation area or transitional facility.
- Failure to clean up spillage of uncleared goods immediately (in or outside isolation area).
- Conveyance cleaning done in non-approved area
- Conveyance not cleaned as required (or directed) at the transitional facility prior to leaving.
- Pest control programme absent (where required).
- Pest exclusion measures absent (where required).
- Dedicated cleaning equipment absent.
- Failure to keep appropriate records and copies of documents and MAF directions/approvals.
- Failure to operate the transitional facility to the specifications of the approved version of the Operating Manual.
- Failure to operate the transitional facility to the specifications of this Operational Standard and relevant Import Health Standards.
- Non-authorized people/vehicles in an isolation area or transitional facility.

- Use of untrained/incompetent staff for specific biosecurity activities.
- Weeds present in/within the facility.
- Dedicated MAF bin not emptied as appropriate or as directed.
- Failure to use dedicated cleaning equipment exclusively for spillage/cleaning.
- Failure to properly label and segregate uncleared from cleared or domestic goods in a facility.
- Failure to document required training activities (as appropriate).
- Failure of provide documents or records to the Inspector within a specific time period.
- Failure to keep processing records (where required under this standard or associated Import Health Standard.)
- Failure to follow the direction of an Inspector or conduct a corrective action request within the required timeframe.

In the event of discovering a major non-compliance the Operator must:

- a) notify the Inspector within 24 hours;
- b) take immediate corrective action to restore the facility or operating system to a compliant condition;
- c) discontinue any activity that presents a biosecurity risk;

### 8.2.11 Minor Non Compliance

A minor non-compliance is defined as an incident that results in a decrease in confidence in the management of the transitional facility but may not immediately cause or lead to a biosecurity risk.

Minor non-compliances include (but are not limited to) the following:

- Required lights broken or ineffective.
- Failure to maintain equipment calibration records but equipment working correctly.
- Signs missing

In the event of a minor non-compliance, the Operator must:

- a) Take corrective action to rectify the non-compliance within an acceptable time frame as directed by an Inspector.
- b) Record the incident and notify the Inspector on the next audit or visit.

### 8.2.12 Non Compliance Escalation Pathway

The audit frequency will be increased as follows:

- 1) Operators that receive a critical NCR will be audited as frequently as is required [this may be daily, weekly or some other frequency depending on the circumstances] for the Inspector to gain confidence that the non-compliances will not recur, or the Operator and facility approval is cancelled. The frequency and duration of the increased audits is set at the discretion of the Inspector in consultation with Biosecurity New Zealand.
- 2) If a second critical non-compliance occurs within a period of 12 months, the Inspector may recommend to Biosecurity New Zealand that the approval is cancelled.
- 3) Operators that receive a major NCR will be subject to 2 extra unscheduled audits in the following 12 months conducted while the facility is being used to hold uncleared goods. If a second major non-compliance occurs within 3 months the Inspector will

recommend to Biosecurity New Zealand that the approval for the Operator and/or facility be cancelled.

- 4) Operators that receive five minor NCR's or a second major NCR within 12 months will be subject to extra audits at the discretion of the Inspector in consultation with Biosecurity New Zealand.
- 5) Where Operators or facilities that are already subject to an increased audit regime receive further NCR's the audit regime will be further extended or the number of audits increased at the discretion of the Inspector in consultation with Biosecurity New Zealand.

NOTE: The escalation pathway will be applied where Operators have failed to identify or notify obvious non-compliances (non-compliances that an Inspector believes a competent Operator should have detected) that are subsequently found by an Inspector. Non-compliances that are reported by the Operator and managed according to the Standard will usually not result in a non-compliance escalation. However for repeated non-compliances or negligence on the part of the Operator, the Inspector will place the Operator on the escalation pathway.

## ANNEX A: Facilities for Unpacking Sea Containers

To be approved as a transitional facility for holding, inspecting and unpacking sea containers, a facility and Operator must meet the minimum requirements listed in section 7 of this Standard.

### A.1 Requirements for an Accredited Person

An accredited person must have completed and passed a MAF approved course for accredited persons associated with imported sea containers. Re-accreditation is required after two years.

An accredited person (a person with a current certificate) must be present when containers are delivered, and actively involved in checking the containers for contamination during delivery to the facility (external check), during unpacking (internal check and product check), and when empty (final internal check).

Any contamination found must be reported to MAF whether associated with the container or the cargo and recorded on the container log sheet.

Depending on the number of containers received, the facility may require more than one accredited person. The Operator must ensure that sufficient numbers of accredited person(s) are available to check the total number of containers likely to be unpacked at once. The accredited person(s) need not be an employee of the facility but must have received training and been accredited by MAF for checking sea containers. An accredited person may work at more than one facility.

### A.2 Operating Requirements

1. A sealed (concrete, asphalt or similar) hard stand area which can be easily cleaned must be provided. The uncleared sea container(s) must be kept on this hard stand area until the exterior has been inspected.
2. Where more than one uncleared sea container is being delivered, unloaded or stored there should be the ability to physically separate cleared and uncleared containers by not less than one metre on all sides until the external examination has taken place.
3. The container must be unpacked on a hard stand area where possible. At a minimum, the front of the container must be on a hard stand area. The hard stand area must extend a distance of no less than three metres in front of the container doors and one metre to each side of the container. The container doors must be positioned half a metre over the edge of the hard stand area. This requirement is intended to ensure any contamination present can be contained and collected as the cargo is unloaded.
4. Where the container remains on a truck during unpacking a full hard stand area is usually not required. The rear of the truck (where the container doors open) must be at least three metres over a hard stand area with at least three metres of hard stand area in front of the container doors, and one metre to each side of the container during the unpacking process.
5. The sealed area must be kept clean and free of vegetation. Provided the containers exterior has been checked then it may be taken off the sealed area (if immediate

unpacking is not required) but must be returned to the sealed area when it is to be unpacked.

6. The sealed area must be kept clear from weeds, rubbish or debris for 3 metres around the container. The intent is to deny any easy refuge for pests or new organisms that may be in or on the container.
7. Unchecked containers must be kept on a hard-stand area until the exterior has been officially checked by an accredited person or an Inspector. Checking of these containers must occur within 24 hours of arrival at the transitional facility. 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 closer than one metre from other checked containers but must be returned to the sealed area when it is to be unpacked unless this is done inside a transitional facility building.
8. The Operator must ensure that a portable light of sufficient power (able to illuminate the far end wall from the door) to inspect the floor, walls and ceiling of the container and the under surfaces of the container is available.
9. The Operator must ensure that sufficient numbers 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) aerosol canisters are available for use by the accredited persons. These canisters must be available for use immediately the container door is opened.

### A.3 Records

In addition to the minimum records required in section 6.2, the following records are required for each container brought into the facility:

- 1) product and quantity unpacked;
- 2) confirmation that internal and external checks were conducted;
- 3) container logsheet;
- 4) name of the accredited person(s) who undertook the above checks;
- 5) record of contaminants found and when MAF was notified;
- 6) any remedial action taken; and
- 7) destination for unpacking (if not unpacked on site).

## ANNEX B: Decontamination Facilities

Decontamination facilities are transitional facilities used to remove material that may be associated with a biosecurity risk on items prior to MAF clearance. Decontamination may involve the use of pressurised air, steam and /or water to remove contaminants.

Decontamination may involve the application of approved chemicals / disinfectants as part of the treatment.

Decontamination facilities are predominantly used for the cleaning of cars, car parts, machinery, equipment, personal effects (i.e. lawn mowers, weed eaters etc) and sea containers (exterior and interior - wharf facilities / interior off-wharf facilities).

### B.1 Operating System

To be approved as a transitional facility for decontamination, the operating system must meet the minimum requirements listed in section 7 of this Standard as well as the following:

1. A hard stand area that can be washed clean (hosed or water blasted) of any material;
2. have drains suitable for collecting wash water;
3. have drains that can be easily accessed and cleaned;
4. the facility must be designed in a way that during decontamination and clean-up it securely contains all water, solids, effluent and material dislodged by the decontamination within the designated area, for example, a bund wall or nib or other arrangement to stop contamination or effluent from leaving the hard stand area

When the facility is being used to decontaminate risk goods, containers, machinery etc:-

1. the wash area and equipment must be cleaned of contaminants at the completion of the decontamination work and at the end of every working day;
2. facilities (and all equipment used) running 24-hour per day operations must be cleaned of all contaminants at least once in every 24-hour period or on completion of quarantine work which ever occurs first;
3. the Operator must provide all equipment necessary (fit for purpose) to remove any contaminants from risk goods directed to the facility to the satisfaction of an Inspector. All removable equipment must be clearly labelled and must be kept in secure storage at the facility and may not be removed except with permission of the Inspector or in accordance with the specifications of the Quality Manual;
4. transport vehicles or containers that have been contaminated during the transportation of the risk goods to the wash facility must be cleaned of contaminants prior to leaving the facility;
5. decontaminated and other vehicles and unauthorised persons must not enter the wash area during decontamination process. Equipment or machinery used to aid the

process (for example, forklifts) must be free of contaminants prior to leaving the facility;

6. identified protective clothing used during decontamination operations must not leave the facility unless fully cleaned. Clothing going for commercial laundering must be transported contained within an enclosed package. Disposable overalls must be placed in the quarantine bin.

All uncleared goods (containers/machinery etc) must be held within the boundary of the approved facility until biosecurity clearance is given by the Inspector. After receiving biosecurity clearance the decontaminated containers/machinery etc may be moved and distributed as required.

All effluent generated during the decontamination of risk goods must be passed through a filter capable of capturing solids greater than 2 mm in size. The liquid portion must be drained to the public sewer system. The screened material must either be fumigated, or heat treated or treated with insecticide by dipping or spraying. Solid contaminants must be placed in the biosecurity bin or collected by a sump truck (capable of being completely evacuated and cleaned out) and transported to an approved transitional facility for destruction or disposal. Solid material must be disposed of in an appropriate manner as directed by an Inspector.

## B.2 Facilities at Ports of First Arrival

Ports of first arrival that have a current approval to decontaminate vehicles, equipment or containers on the edge of the wharf may continue to do so provided that:

1. the decontamination area is immediately adjacent to the water;
2. all solid contaminants with the exception of soil are to be removed from the vehicle, equipment or container and placed in an approved receptacle, prior to the application of water or steam; and
3. all effluent generated during the decontamination of risk goods must be passed through a filter capable of capturing solids greater than 2 mm in size and the residual liquid into a mesh bag capable of containing small insects (for example, ants) and then being treated.

**Note:** The operator should note that the above may have implications with the Resource Management Act 1991.

Routes that contaminated vehicles, equipment or containers use from the unloading area to the decontamination facility on the wharf/airport are to be continuously sealed and able to be easily and effectively swept of any contaminants (for example, by bitumen or concrete). Cargo awaiting decontamination shall be stored on a sealed, easily swept and secure area.

Where required, the operator must provide at the facility a disinfectant or bleach solution (sodium or calcium hypochlorite as appropriate) for decontamination/disinfection purposes.

### **B.3 Facilities outside Metropolitan Areas**

Decontamination facilities will not be approved in areas outside the metropolitan area (areas with public sewer and stormwater systems) of cities or towns except under exceptional circumstances. MAF would consider approving a decontamination facility in a rural area only if total containment during transportation to the facility and on arrival can be ensured at all times (for example, shipped inside containers or packages so that contamination cannot be spilled during transport). A rural facility would need to provide a secure method of capturing and treating all wash water and contaminants.

Total containment must be provided inside a building or warehouse (or equivalent structure) that had the capacity to hold all containers or machinery (or other risk goods) that required decontamination before and after it was cleaned. This type of containment is required to prevent regulated organisms and contaminants from escaping from the facility into rural or agricultural land where establishment is relatively easy and eradication or clean up would be difficult or lengthy.

## ANNEX C: Fumigation and Other Biosecurity Treatment Facilities

Treatment facilities are those used to provide treatments on risk goods to ensure biosecurity risks are removed prior to MAF clearance. Treatment may involve the use of chemicals (for example methyl bromide), heat or other treatment that removes the risk from any regulated organisms.

### C.1 Operating System

To be approved as a transitional facility for the application of fumigation treatments, a facility and Operator must meet the minimum requirements listed in section 7 of this Standard as well as the following:

- 1) Fumigation treatments, unless conducted within a fumigation cell, must be carried out on a hardstand surface, free of drain holes. The fumigation cell, container, chamber or cover must not leak and be tested regularly to ensure it does not leak.
- 2) Dressing or chemical treatment of seed must be done in an enclosed building with approved impervious, easy to clean surfaces.

The Operator and facility must also be approved to the following Standards:

BMG STD TREAT; and BMG STD ABTRT.

## ANNEX D: Facilities for the Inspection of Personal Effects

All unaccompanied personal effects must be unpacked in a transitional facility including items held inside sea containers or lift vans (wooden or cardboard). Where unaccompanied personal effects include items identified as risk goods (for example, used vehicles) the facility must meet the requirements of the relevant annex of this Standard, or the Standard appropriate for that risk good. Where the risk goods form part of the overall consignment, all of the consignment must be held in the facility until the risk goods have received biosecurity clearance.

For personal effects that do not include risk goods, the facility must meet the minimum requirements in the general section of this Standard as well as the following:

1. Where domestic consignments are stored within the same facility as imported consignments clear and adequate separation must be maintained (section 7.6). Clear identification or labelling must be used to distinguish cleared or domestic goods from uncleared goods.
2. Where live plants are part of a domestic consignment then extra measures must be in place to ensure cross-contamination from uncleared imported goods cannot occur.

## ANNEX E: Fresh Produce Inspection Facilities

To be approved as a transitional facility for the inspection of fresh produce a facility and Operator must meet the minimum requirements listed in section 7 of this Standard as well as the following:

1. The facility must be located within the metropolitan area of the port/airport from where the produce arrived and must not be situated on or close to rural land.
2. The facility must be within an enclosed room or area which is insect proof during any inspection.
3. Where the facility is located in the same enclosed area where produce is stored then the facility must have a fogging or aerosol device together with a suitable insecticide for use in an emergency.
4. The area where the containers are opened for inspection must be immediately adjacent to the inspection area.
5. All inspection room surfaces other than inspection tables/benches (including walls, floors, ceiling) must be treated on a weekly basis with a residual and contact pesticide (such as tetramethrin 4 g/l) and permethrin 1 g/l).
6. All inspection room doors and windows must remain closed during inspection. Air conditioning units must be screened/filtered appropriately, decontaminated and treated on a weekly basis with a residual and contact pesticide (as above).
7. The facility must provide an approved method or programme which ensures that the room is free of arthropods prior to and after inspection.
8. The containers must not be opened at the facility until inspection is ready to commence and permission to open the container/s has been given by the Inspector.
9. The sample for inspection must be taken to the inspection room and the container closed until permission to unload or a direction for the produce to be treated has been given by the Inspector.
10. If regulated organisms are discovered in or on the sample of produce while being taken, or in the entrance of the container, the Inspector must be notified immediately.
11. Where imported produce has been inspected and subsequently found to require treatment then the sample must be reloaded with the rest of the consignment.
12. Identified protective clothing (overalls/laboratory coats etc) used during inspection of produce may not leave the facility unless fully cleaned or decontaminated. Clothing going for commercial laundering must be transported contained within an enclosed regulated organism-proof package. Disposable overalls must be placed in the quarantine bin.

13. Contaminated produce lines for treatment must be securely contained in regulated organism-proof packaging or containers. The Inspector will issue a direction in regard to the treatment of the lines of produce.