

**MAF Biosecurity Authority  
Animal Biosecurity**

**Standard 154.02.09**

**Standard  
for Dog and Cat  
Transitional Facilities**

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

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## Endorsement

This Standard is approved pursuant to sections 39 and 40 of the Biosecurity Act 1993.

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D Belton  
Chief technical officer  
[Acting pursuant to delegated authority]

Date:

## Review

This MAF Biosecurity Authority Standard is subject to review and amendment at any time, to ensure that it continues to meet current needs. Amendments will be issued to holders of controlled copies and operators of transitional facilities approved under this Standard.

## Amendment Record

Amendments to this Standard will be given a consecutive number and will be dated.

Please ensure that all amendments are inserted, obsolete pages removed and the record below is completed.

Amendment No:	Entered by:	Date:
1		
2		
3		
4		
5		

# 1. Introduction

## Scope of Part One

This MAF Biosecurity Authority Standard specifies the structural and operating requirements for operators of facilities holding dogs and cats which have been directed on arrival in New Zealand to a transitional (quarantine) facility as a requirement of an import health standard. This Standard also specifies how operators and facilities may be approved.

The primary purpose of quarantine is to minimise the risk of introducing infectious agents (e.g. rabies) and their transmission to susceptible species in New Zealand.

## Scope of Part Two

Part Two of this MAF Biosecurity Authority Standard specifies the requirements for the supplier of supervision of transitional facilities for dogs and cats to ensure that operators are in compliance with Part One of this Standard.

### 1.1 References

This Standard is an approved standard in terms of sections 39 and 40 of the Biosecurity Act, 1993.

The following publications are referred to in this MAF Biosecurity Authority Standard:

- ISO 9002 [1994]: Quality Systems - Model for quality assurance in production, installation and servicing.
- ISO/IEC 17020 General criteria for the operation of various types of bodies performing inspection.
- Import health standards for dogs and cats that have a requirement for transitional facilities.
- Code of recommendations and minimum standards for the welfare of animals in boarding establishments.

### 1.2 Definitions

For the purposes of this MAF Biosecurity Authority Standard the following definitions apply:

**Approval**

Means approved by the Director-General, MAF, or his/her delegate. The chief technical officer, national manager (Import Management) and national adviser (Import Management) are delegates for this Standard. The national manager (Import Management) (see below) is the contact person for this Standard.

**Approved Seal**

A seal e.g. Tyden seal or padlock, approved by MAF to ensure that between application and removal security has been maintained.

**Audit**

An evaluation to determine the degree of conformity with prescribed criteria and provide a basis for ongoing improvement.

**Biosecurity clearance**

A clearance under section 26 of this Act for the entry of goods into New Zealand: Biosecurity Act, 1993.

**Biosecurity direction**

Authority from an inspector, given under section 25 of the Biosecurity Act, to move uncleared goods to a transitional facility, containment facility or biosecurity control area.

**Chief technical officer**

Is the chief technical officer [as defined in section 101 of the Biosecurity Act, 1993] of MAF with responsibility for animal health in New Zealand. The delegates identified in the definition of approval (see above) are the people to contact where reference is made to a chief technical officer in this Standard.

**Director-General**

The chief executive of the Ministry of Agriculture and Forestry or his/her delegate.

**Import health standard**

A document issued under section 22 of the Biosecurity Act, 1993, which specifies the requirements to be met for the effective management of risks associated with importation of risk goods before those goods may be imported, moved from a biosecurity control area or a transitional facility, or given a biosecurity clearance. An example of an import health standard: "Import health standard for the importation of dogs and cats into New Zealand from specified countries and territories recognised as countries or territories in which canine rabies is absent or well controlled."

**Inspector**

A person appointed as an inspector under the Biosecurity Act, 1993.

**Internal audit**

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

**Laboratory**

The National Centre for Disease Investigation (NCDI), Ward Street, Wallaceville, Upper Hutt and any other laboratory approved by the chief technical officer.

**MAF Biosecurity Authority**

The body within the MAF responsible for regulatory functions associated with this standard.

**National Manager**

The contact person for matters relating to this Standard.

Address: National Manager, Import Management  
MAF Biosecurity Authority  
Box 2526  
Wellington

Fax: (04) 4744 133

Phone: (04) 4744 136

**Operator**

The person who has overall responsibility for the facility, its maintenance and operation in terms of section 40 of the Biosecurity Act, 1993.

**Organism**

- (a) Does not include a human being or a genetic structure derived from a human being:
- (b) Includes a micro-organism:
- (c) Subject to paragraph (a) of this definition, includes a genetic structure 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):
- (d) Includes an entity (other than a human being) declared by the Governor-General by Order in Council to be an organism for the purposes of this Act:
- (e) Includes a reproductive cell or developmental stage of an organism:
- (f) Includes any particle that is a prion: Section 2, Biosecurity Act, 1993.

**Permit to Import**

A numbered document, issued as a requirement of the import health standard.

**Procedure**

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

**Quarantine**

Confinement of organisms or organic material that may be harbouring pests or unwanted organisms. Section 2, Biosecurity Act, 1993.

**Quarantine period**

A minimum period of quarantine as specified in the import health standard.

**Risk goods**

Any organism, organic material, or other thing or substance, that (by reason of its nature, origin, or other relevant factors) it is reasonable to suspect constitutes, harbours, or contains an organism that may-

- (a) Cause unwanted harm to natural and physical resources or human health in New Zealand; or
- (b) Interfere with the diagnosis, management, or treatment, in New Zealand, of pests or unwanted organisms: Section 2, Biosecurity Act, 1993.

**Supervisor**

The person employed by the supplier who inspects the transitional facility and audits the operation of quarantine [See 5.2.2].

**Supplier**

The party responsible for the performance of the inspection and audit work under a contract with the MAF Biosecurity Authority. MAF Quarantine Service is the present supplier.

**Transitional facility**

Any place approved as a transitional facility in accordance with section 39 for the purpose of inspection, storage, treatment, quarantine, holding, or destruction of specified types of uncleared goods; or part of a port declared to be a transitional facility in accordance with section 39. From section 2, Biosecurity Act 1993.

**Uncleared goods**

Imported goods for which no biosecurity clearance has been given.

**Unwanted organisms**

Any organism that a chief technical officer believes is capable or potentially capable of causing unwanted harm to any natural and physical resources or human health: Section 2, Biosecurity Act 1993.

**Vermin**

Rodents, stoats, ferrets, possums, non-quarantined dogs and cats, any other animal declared by the chief technical officer to be vermin.

# Part One: Requirements of the Operator

## 2. Approval of a Facility and an Operator

### 2.1 Approval of a Facility

A transitional facility shall be approved in accordance with section 39 of the Biosecurity Act 1993. It shall have an approved operator and be constructed and operated in accordance with this Standard.

[It is also expected that the facility will comply with the requirements of the Resource Management Act, 1991, Building Act, 1991 and any other relevant legislation.]

A facility may not be approved unless there is an approved operator.

#### 2.1.1 Procedure for approval of a transitional facility

Any person wishing to have a facility approved and to be approved as an operator shall establish contact with the supervisor. [The supervisor's identity may be obtained from the Supplier.]

The supervisor will consider applications before construction or alteration of a facility, in order to provide advice on whether the proposed facility is likely to comply with this Standard.

#### 2.1.2 Site approval

An application for site approval shall be submitted to the national manager through the supervisor before construction is started.

As the supervisor is required to make frequent visits to the facility the operator shall obtain agreement that the supervisor has the resources to travel regularly to the site.

The application for site approval shall provide the following:

- Details of the proposal including the maximum number of dogs and cats that can be held in the facility.
- Plans of the proposed facility and a description of how the facility will be constructed to meet the structural requirements of this Standard.
- A site plan of the property which shows the location of the facility and the entrances to the site. Boundaries of neighbouring properties shall be shown. The physical location of the property shall be clearly shown in relation to roads in the area.

- As the supervisor is required to make frequent visits to the facility (see 6.4.1) the operator shall agree to pay the costs associated with these visits.
- Evidence from the relevant regional council and/or district council that the proposed operation satisfies planning requirements under the Resource Management Act, Building Act or any other relevant legislation under which these Councils have jurisdiction. The Director-General shall also be satisfied that the Local Authority has been properly informed about the project and has issued a building consent to construct the facility, if appropriate (a copy shall be provided).
- Signed agreement from a veterinary practice, including the names of the practice veterinarians who are contracted to provide a 24 hour veterinary service to the operator of the transitional facility and owners of animals in quarantine.
- A recommendation from the supervisor for site approval, which includes verification of the site's physical location.

Site approval from the national manager shall be in writing and the supervisor shall be advised.

### **2.1.3 Facility approval**

When the operator has met the requirements of sections 2.1.2, 3 & 4 of this Standard, the supervisor shall be requested to inspect the quarantine manual and the facility. When the supervisor is satisfied that:

- the operator has met the structural requirements of a facility as required in this Standard,
- the quarantine manual (section 3) meets the requirements of this Standard,
- the application form on page 32 of this Standard has been completed satisfactorily by the prospective operator,

the application form and a copy of the quarantine manual shall be sent by the supervisor to the national manager, together with the supervisor's written recommendation for approval of the facility. The prospective operator shall apply for registration as an operator at this time (see 2.2).

Approval of a transitional facility will be in writing. A facility will usually be approved for a specific event, i.e. a quarantine period, but it may be approved for an unspecified time.

Only when the facility has been approved may it be used for the quarantine of imported dogs and cats or any other approved animal.

### **2.1.4 Modifications to an approved facility**

Subsequent to approval, any modifications or changes to procedures must be notified to the supervisor.

A new floor and/or site plan may be required. Major modifications will require approval and inspection by the supervisor to check that the facility continues to meet the Standard. A major modification is defined as a modification that potentially affects the integrity of the quarantine. Minor modifications should be recorded and checked by the supervisor at the next visit.

### **2.1.5 Renewal of approval**

If approval was cancelled at the end of a quarantine period the operator shall apply to the supervisor for renewal of approval before a permit to import may be issued for another shipment of animals.

## **2.2 Approval of the Operator**

The operator is responsible for the operation of a facility and ensuring that mechanisms are in place for resourcing the facility.

An operator shall be approved in accordance with section 40 of the Biosecurity Act, 1993. If the Director-General is satisfied:

- that the applicant is a fit and proper person to be the operator of the facility specified in the application and
- the applicant is able to comply with the operating standards for that facility,

s/he may approve the applicant as the operator of the facility.

The operator shall provide the Director-General with consent as required in the form on page 34 'Consent to Disclosure of Convictions'. This information provides a basis for the approval decision (see also 2.2.2).

The operator shall satisfy the supervisor that s/he has the technical and financial resourcing mechanisms in place to maintain that facility. The technical resources shall be provided by a person or persons in authority (identified in section 3.3) with the qualifications, training and experience for ensuring that both the structure of the facility and the operating procedures used in the facility are appropriate for the quarantine of dogs and cats.

The supervisor shall send the application forms on page 33 & 34 to the national manager with the supervisor's written recommendation for approval of the operator.

Approval of the operator will be in writing.

### **2.2.1 Leased facilities**

If the facility is leased, the lessee responsible for the operation of the facility shall apply to be the operator. The contract with the owner shall clearly identify who is responsible for the maintenance of the premises and the resourcing of the operation.

The supervisor shall be satisfied that no part of the lease contract shall override the requirements of this Standard for the operation of the facility.

### **2.2.2 Collection of personal information on individuals**

In regard to any information being collected on the application for approval as an operator, this is personal information [being information identifying or being capable of identifying an individual person]. Notification is hereby provided, in accordance with Principle 3 of the Privacy Act 1993, to individuals of the following matters:

- This information is being collected for the purposes relating to the approval as an operator as per section 40 of the Biosecurity Act, 1993.
- 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.
- You are reminded that under Principles 6 and 7 of the Privacy Act, 1993, you have the right of access to, and correction of, any personal information which has been provided.

### **2.3 Cancellation of Approval**

A facility is no longer approved when the time specified in the approval expires or an event specified in the approval occurs. In addition a chief technical officer may cancel approval of a facility if:

- the facility no longer complies with this Standard,
- the chief technical officer is satisfied that the facility is no longer used for the purpose(s) specified in the approval,
- the operator ceases to be an operator of the facility,
- the operator is no longer a fit and proper person,
- the operator requests cancellation.

The chief technical officer may cancel approval of an operator if:

- no longer satisfied that the facility is being operated according to this Standard,
- the operator ceases to be an operator of the facility,
- the operator is no longer a fit and proper person,
- the operator requests cancellation.

Notice of cancellation shall be given in writing to the operator.

### **3. Quarantine Manual**

The operator shall prepare, maintain and implement a quality assurance programme and procedures based on the principles of ISO 9002, code of good manufacturing practice or similar quality system. Accreditation with other agencies such as IANZ is not required.

The quality assurance programme and any amendments shall address the requirements of this Standard. Consideration should also be given to meeting the 'Code of recommendations and minimum standards for the welfare of animals in boarding establishments'. The programme shall be documented in a quarantine manual or in an alternative quality system e.g. standard operating procedures.

The supervisor shall approve the quality assurance programme and any amendments.

The items listed below are the minimum requirements for the quarantine manual or alternative quality system.

#### **3.1 General**

Describe the main purpose of the business.

#### **3.2 Quarantine Requirements**

Document the procedures used in the transitional facility to meet all of the requirements of the import health standard and section 4 in this Standard.

Describe the structural components of the facility and how it shall be maintained.

Provide a floor plan showing the general layout of the facility and where imported dogs and cats will be held.

#### **3.3 Management**

Identify the operator. Identify the manager if the operator nominates one. Identify the staff working in the facility.

Specify and document the responsibilities of the operator, the manager and staff.

#### **3.4 Training**

Nominate a person or position responsible for ensuring that all people who work in the facility are familiar with the principles of quarantine and the procedures of the facility which ensure quarantine and containment.

Describe how the training programme is to be implemented, the time scale for implementation and refresher courses.

Document training records for all staff.

### **3.5 Internal Controls**

Identify quality systems used in the facility.

The operator shall carry out an internal audit at least once every six months to verify that the activities associated with the facility continue to comply with the quality assurance programme.

The quality system shall be reviewed at least once a year by the management to ensure that it is appropriate and effective, and to introduce any necessary changes or improvements.

All audit and review findings and any corrective actions shall be documented.

### **3.6 Version**

Record the version number and issue date of the quarantine manual on each page. Updates are to be approved by the supervisor who shall also hold an up to date copy of the manual.

## **4. Structural and Operational Requirements**

### **4.1 General Requirements**

The operator:

- shall ensure that no animal undergoing quarantine is released without approval from the supervisor.
- shall have no ownership interest in animals in quarantine.
- or member of staff authorised to take charge in the operator's absence shall live on the same property. At no time can the facility be left without someone able to investigate any disturbance as it occurs.

### **4.2 Structural Requirements**

#### **4.2.1 Isolation and containment**

The facility shall be constructed, maintained and operated so that it is not possible for a dog or cat to have contact with any other animal, other than one with which it has been authorised by the supervisor to share accommodation.

An animal shall not be transferred to another unit unless approved by the supervisor.

The facility shall be designed to prevent the escape of animals. All unit doors required for the security of animals shall be fitted with devices of a type that make them escape proof. Doors and locks shall be such that:

- the animal cannot escape when the door is closed;
- the door can be secured from the inside as well as from the outside; and
- if visitors are locked in they cannot unlock the door themselves.

All entrances to a block or section of units shall have an outer door and an inner door forming a trap to prevent an animal escaping. The distance between these doors shall be such that anything normally used in that block may be taken through the trap in such a way that there is always one door shut. The inner door, if solid, shall have a viewing panel in it. Both doors shall open inwards and be self closing. The use of an office or other room as a trap is not permitted.

Run end gates, if provided, shall open into a trapped safety corridor.

Whatever the design of the accommodation, there shall be three doors between the animal in its unit and the area between the buildings and the perimeter fence.

Where non-imported animals are kept on the same site (e.g. in boarding kennels), the transitional facility shall be maintained and run as a completely separate part of that site. Totally separate equipment, including separate kitchens and food preparation rooms, shall be provided within the facilities perimeter fence or wall to service only the quarantine animals.

Suitable provision shall be made in all buildings housing animals for:

- an adequate and constant supply of fresh air,
- heating, as appropriate,
- fresh drinking water.

Animal units shall be designed and constructed so that animals shall have the opportunity to lie in the sunlight for some part of the day.

Artificial lighting shall be sufficient to allow the proper cleansing of units and the safe handling of animals at all times.

All premises shall be designed so that every animal has direct access to an individual exercise run from the sleeping compartment, or alternatively, in the case of cats, a sleeping compartment and exercise run combined. The use of common exercise runs is not permitted.

Where possible, units should be constructed in blocks or self-contained groups to minimise the risk of disease spread and to aid security at the transitional facility.

#### **4.2.2 Security of the transitional facility**

A prominent sign shall be displayed at entrances to the facility to show that it is a transitional facility and that unauthorised entry is prohibited.

Procedures shall be adopted to prevent unauthorised access to the facility.

The entrances to the facility shall be kept locked, except when in active use. The use of security cameras and electronic swipe cards is encouraged.

There shall be a perimeter fence or wall that will prevent the escape of dogs or cats in quarantine, the entry of non-quarantine animals and the unauthorised entry of people.

This barrier shall be at least 1.8 metres high and shall have securely fixed along the top guard 0.6 metres wide set at an inward and upward angle of 45°. As an alternative to the angled guard it is permissible to roof the entire area between the perimeter fence and all buildings within the perimeter fence with escape proof wire mesh.

Chain link may be used for the construction of the perimeter fence, including any angled guard, and wiring over to buildings or units within the perimeter. Wire used in the construction of the perimeter fence shall have a diameter not less than 2.0 mm (14 SWG) excluding any covering, and a mesh size no greater than 5.0 cm.

Buildings should not be closer than 2.4 metres to the perimeter fence to prevent animals escaping from off the roof. However a building may form part of the perimeter fence if the walls are solidly constructed, windowless and without doors.

Nothing, which could provide a means of escape or entry for an animal, shall be allowed to overhang the perimeter fence.

The base of the perimeter fence shall be secured against escape. Weld mesh or chain link shall be firmly secured to or sunk into concrete, or, if the ground is not concreted over, be secured by continuing the wire below ground to an adequate depth. Dependent upon the type of soil and the topography of the ground, the fence should in any event be continued below ground for at least 0.4 metres.

There shall be no more than two entrances through the perimeter fence. One shall be large enough to allow the entry of an approved vehicle to unload within the perimeter fence behind locked gates. If there is a gate for pedestrian access only, it shall be self-closing, self locking, and require a key to gain access from outside the perimeter.

In cat facilities, either the entire area between the perimeter fence and any buildings within the perimeter fence shall be wired over, or there shall be a totally enclosed unloading area large enough to allow the entry of an approved vehicle and the loading and unloading of containers within it behind locked gates.

#### **4.2.3 General constructional requirements**

All materials used shall be of a type acceptable to the chief technical officer.

For the purpose of cleaning and disinfection the interior surfaces of walls of sleeping compartments shall be faced with a smooth, hard impervious material to a height of not less than 1.2 metres. When concrete or other building blocks are used they shall be so rendered as to meet this requirement.

Wood is not normally approved for use in the construction of walls, floors, partitions, door-frames or doors of dog sleeping compartments. It may however be used for supporting weld mesh in exercise runs. If it is used in sleeping compartments it shall be faced with a durable, smooth, impervious material other than paint, to a height of at least 1.2 metres.

Wood may be used in the construction of cat units. Where a cat unit has a sleeping compartment its inner surfaces shall be smooth and impervious; painted wooden surfaces are permitted in this situation. Lead based paint shall not be used.

Doors to units shall be close fitting. Sleeping compartments shall be draught free.

All windows which pose a security risk shall be escape-proof at all times. Weld mesh or similar material shall protect such windows, unless made of reinforced glass, polycarbonate or other impact resistant material. Opening windows shall always be protected by weld mesh.

Adequate provision shall be made for animals to sleep. For example, raised sleeping benches or suitable beds that are made of a material that can be easily cleansed and disinfected. Any beds or benches, which cannot be cleansed and disinfected, shall be destroyed by incineration at the end of quarantine.

If animal units are sited out of doors shelter from bad weather shall be provided by covering part of the exercise area.

#### **4.2.4 Constructional requirements for dog units**

The minimum internal measurements for individual dog units are:

- Small dogs (less than 12 kg):  
sleeping area not less than 1.1 sq. metres, width and length not less than 0.9 metres. Adjoining exercise area not less than 3.7 sq. metres, width not less than 0.9 metres.
- Medium size dogs (12 kg to 30 kg):  
sleeping area not less than 1.4 sq. metres, width and length not less than 1.2 metres. Adjoining exercise area not less than 5.5 sq. metres, width not less than 1.5 metres.
- Large dogs (more than 30 kg):  
sleeping area not less than 1.4 sq. metres, width and length not less than 1.2 metres. Adjoining exercise area not less than 7.4 sq. metres, width not less than 1.5 metres.

Larger units will be required for extra large dogs, pregnant animals and where there is more than one animal per pen.

Compartments shall not be less than 1.8 metres high.

Walls of the sleeping compartment shall be of solid construction and made of permanent materials. They shall extend from the floor to the roof. If this is not practicable then the wall shall be at least 1.8 metres high and the gap above partitioned with escape proof weld mesh with a wire diameter of not less than 2.0 mm (14 SWG), and a mesh size not exceeding 5.0 cm.

Accommodation should be built so that where possible dogs can see what is beyond the confines of the unit. The dividing partitions between adjoining exercise runs, which shall be at least 1.8 metres high, should therefore be built to the following specifications:

- Small and medium sized dogs:  
Smooth hard impervious material for at least the first 0.4 metres of height; above that, nose and paw-proof see-through material.
- Large dogs:  
Smooth, hard, impervious material for at least the first 0.6 metres of height; above that, nose and paw-proof see-through material.

The chief technical officer may approve alternative arrangements which:

- prevent any contact between animals in adjacent compartments and runs;
- prevent the passage of urine from one run to another;
- allow dogs to see out of their units to a reasonable extent.

The lower section of partitions between adjoining runs shall be of solid construction (permanent materials). If the upper section is made of wire it shall comprise a double fence of weld mesh with a space between the two parts which will prevent animals in adjoining runs making contact with each other. The space shall be not less than:

- 15 cm where 5.0 cm square mesh is used; or
- 10 cm where 2.5 cm square mesh is used; or
- a space of 10 cm will be acceptable if:
  - 2.5 cm wide rectangular mesh is used, which is properly supported,
  - and if the two skins of the mesh are staggered so that the holes in one skin do not fall opposite the holes of the other,
  - or if the skins are fixed so that on one side the mesh holes are horizontal and on the other side they are vertical.

Weld mesh used in the construction of dog units shall have a wire diameter of not less than 2.0 mm (14 SWG) excluding any covering. Where the fence does not form a partition between adjoining runs, for example a run side or run end, it shall be firmly secured to or sunk into a concrete base to render it escape proof. Weld mesh fencing shall be firmly fixed where it meets solid fences or walls.

Exercise runs shall be roofed over completely and securely.

Impervious floor surfaces are required for exercise runs because they are capable of satisfactory cleansing and disinfection. The surface shall provide sufficient grip for the animal to walk or run without sustaining injury.

#### **4.2.5 Constructional requirements for cat units**

Cattery units shall be of the "walk in" type not less than 1.8 metres high. The sleeping compartment plus exercise run shall have a total floor area of at least 2 sq. metres, and both length and width shall be at least 0.9 metres.

Cat blocks and cat units shall be securely roofed. Where light-weight roofing materials, such as corrugated PVC, are used they shall be securely underwired with weld mesh. Partitions between adjoining units shall be of solid construction (permanent materials) so that it is impossible for one cat to spit at another. Any weld mesh used for units, service corridors and traps shall have a wire diameter of not less than 1.6 mm (16 SWG) excluding any covering, and a mesh size not greater than 2.5 cm.

#### **4.2.6 Hospital facility**

There shall be a veterinary examination and treatment room within the perimeter fence of the facility exclusively for the treatment of animals undergoing quarantine.

Provision shall be made to enable a veterinary practitioner to be able to bring his/her own equipment for surgery if required.

### **4.3 Entry and Exit of People to the Facility**

Access to the facility shall, in the main, be limited to those people identified in section 3.3, the supervisor and any representative of the chief technical officer.

Provision shall also be made for owners or their agents to have contact with their own animals on a regular basis. People essential for the operation of the facility such as the animal owner's veterinarian and assistants, carpenters, electricians and plumbers may also be permitted entry. This group of 'visitors' shall be authorised by the operator. They shall adhere to access procedures and be accompanied by a staff member (i.e. one of the people identified in the section 3.3.).

#### **4.3.1 Procedures for access and exit**

Procedures for access and exit shall be displayed at the entrance.

Before entering, all personnel shall sign a declaration to the effect that they will observe the operating instructions for the facility.

The logbook shall also record the names, addresses, occupation and telephone numbers of all people who visit.

Outer clothing worn by facility staff shall be kept clean and only worn on the site. Footwear worn by staff and visitors shall be dedicated to the site or cleaned before leaving the facility.

All visitors shall be attended throughout their visit by the operator or a member of the staff, except when the visitor has agreed to be locked in with the animal that they are visiting. They may have contact only with those animals that belong to them, or those seen on behalf of the owner. All visitors shall be escorted off the premises after the visit. A careful check shall be made to ensure that animals are not smuggled into or out of the facility.

#### **4.4 Register of Dogs and Cats**

Each unit shall be clearly and permanently numbered. There shall be provision for each unit to carry a notice giving details of the occupants and ownership.

#### **4.5 Transfer of Dogs and Cats to a Transitional Facility**

Dogs and cats may only be transferred to another transitional facility with the authority of the supervisor (section 6.4.6). A biosecurity direction shall record the relevant details and the conditions of transfer.

The animal owner is not permitted to transport the animal.

The animal shall be carried in a container that meets IATA requirements. The supervisor or an inspector shall approve it and use an approved seal. It shall not be carried in association with any other animals unless they have the same quarantine status.

Dogs and cats shall only be transported by an **approved transport** - a motor vehicle with an escape proof compartment and lockable door, separate from the driver. The compartment shall be made of materials that can be cleaned and disinfected. The container shall be placed in the compartment of the motor vehicle.

A copy of the biosecurity direction shall be attached to the inside of the windscreen.

The animal may also be transported by an internal commercial airline within New Zealand in an approved container, but it shall not be carried in association with any other animals unless they have the same quarantine status. Similarly, the animal shall be isolated from other domestic animals within the cargo shed. The container shall be clearly marked to show that the animal is destined for a transitional facility.

##### **4.5.1 Arrival of dogs and cats at the facility**

On arrival, dogs shall be unloaded within the perimeter fence with the entrances locked. They shall not be removed from their container until they are within their allotted unit or within the facility.

Cats shall be unloaded in a totally enclosed area.

Containers in which animals have been delivered shall not be stored outside the transitional facility or handed over to any person until they have been thoroughly cleaned and disinfected to the satisfaction of the supervisor.

#### **4.6 Waste Management Plan**

The facility shall be served by an efficient covered drainage system. Drainage, including surface drainage, shall not contaminate adjoining units or passageways.

Liquid waste, faeces and uneaten food may be discharged into an approved sewage treatment system.

Facilities shall have the use of an incinerator, or some other means authorised by the supervisor, for the disposal of carcasses, clippings and other waste.

#### **4.7 Disease Surveillance**

The animals shall be subjected to such examinations, testing or treatment as is required:

- by the import health standard,
- for disease investigation, or
- as required by the chief technical officer.

The operator shall observe animals for signs of illness, injury, and abnormal behaviour periodically throughout the day.

The operator shall report immediately to the supervisor any serious illness, death, changes of behaviour in the animals, or other signs suggestive of rabies.

The cause of death shall be established, if possible, and the brain examined for rabies.

The carcass shall be destroyed by incineration.

Where the diseased animal has been sharing accommodation the survivor(s) shall be not be given a biosecurity clearance until the results of the tests are known and evaluated by the chief technical officer.

The chief technical officer may extend the quarantine period of any animal if:

- an outbreak of rabies is suspected or confirmed in the facility,
- an animal in a pen in which it has been sharing becomes ill or dies near the end of the quarantine period,
- the animal bites a person within 15 days of release.

#### **4.7.1 Hygiene**

The operator shall provide the resources and develop procedures that reduce the likelihood of spread of both endemic and exotic disease within the facility.

The supervisor shall advise on the methods of disinfection. Rabies virus is susceptible to a disinfectant with a pH of 3 or less and 11 or more. It is also susceptible to fat solvents. Normal washing in detergent will destroy rabies virus, and normal laundering and washing methods are considered effective.

#### **4.8 Vermin Control**

Surveillance shall be maintained for the presence of vermin and control activities undertaken if they are detected.

#### **4.9 Veterinary Practitioner**

The practitioner may attend to an animal in the facility provided that:

- the rules for visitors are followed,
- the animal is treated in its own kennel or in the hospital facility.

Wherever possible, treatment should be carried out in individual units because of the danger of cross infection and to avoid unnecessary movement. If the animal is moved then full precautions shall be taken to ensure security and to prevent transfer of infection to other animals.

If surgical and anaesthetic equipment is brought to the facility it shall be adequately cleaned and disinfected before removal.

If consulted for treatment of an animal it is the veterinary practitioner's responsibility to keep the owner informed of the state of health of the animal, otherwise it is the operator's responsibility.

#### **4.10 Prophylaxis against Human Rabies**

The operator and staff are advised to discuss vaccination against rabies with their own medical practitioners. The operator shall institute procedures for:

- reducing the risk of people being bitten or scratched by animals in quarantine.
- treating biting or scratching incidents,
- keeping records of incidents in which the skin of a person is punctured or damaged by the teeth of an animal.

The operator shall advise the supervisor within 24 hours if staff or visitors are bitten or scratched.

#### **4.11 Contingency Plans**

Contingency plans shall be in place to take account of an inadvertent liberation, vehicle breakdown during transport, fire or any other emergency. Resources shall be identified and accessible for the contingency.

Equipment such as nets for cats and capture poles for dogs shall be provided on site to recover an escaped animal.

If there is an escape of animals from containment action shall be immediately taken to prevent further escape and to recover and return to containment the escaped animals. The supervisor shall be advised as soon as is possible.

#### **4.12 Costs**

The operator is required to pay all costs associated with the operation of the facility. The costs of approval and supervision of the facility shall be in accordance with the Biosecurity Act 1993 and its regulations.

#### **4.13 Biosecurity Clearance**

The supervisor shall release animals from quarantine when the requirements of the import health standard are met (section 6.4.8).

#### **4.14 External Audit**

The operator shall provide the supervisor or any other representative of a chief technical officer access to the facility, records and documents for inspection and audit. The operator shall be available to assist and ensure that all relevant procedures and records are made available to the supervisor.

The supervisor will conduct inspections and on-site audits as specified in section 6. Additional audits will be conducted as required, especially if non-compliance is found.

For incidents of non-compliance see section 6.4.7

#### **4.15 Records**

The operator is required to demonstrate compliance with this Standard by keeping records as required for the quality assurance programme and documented in the quarantine manual. These records shall be kept for a minimum of three years and include as a minimum:

- Records of transitional facility and operator approvals.
- Copies of permits to import, biosecurity directions and biosecurity clearances.
- Records of internal audits and corrective actions.
- Records of external audits and corrective actions.

## **Part Two: Requirements of the Supplier**

### **Scope of Part Two**

Part Two of this MAF Biosecurity Authority Standard specifies the requirements for the supplier of supervision of transitional facilities for dogs and cats to ensure that operators are in compliance with Part One of this Standard.

### **Service Outline**

The supplier shall provide the chief technical officer with a service to supervise the activities of operators who are required to operate transitional facilities according to Part One of this Standard.

## **5. Service Requirements**

### **5.1 General Requirements**

Supervision shall be administered in accordance with this Standard and in accordance with ISO/IEC 17020.

The supplier shall provide quarterly reports to the chief technical officer giving an update on the supplier's management structure and key personnel (refer section 5.2), and results of internal audits and corrective actions.

The supplier and employees shall have no financial interest in the transitional facilities or any other affiliations that could be construed as conflict of interest.

The chief technical officer may audit the supervisor at each transitional facility.

### **5.2 Key Personnel**

Within one month of receipt of this Standard, the supplier shall make formal arrangements for provision of the key personnel listed below. The chief technical officer shall be notified in writing of these arrangements.

#### **5.2.1 Management representative**

The management representative (reporting to senior management) shall have defined authority and responsibility for ensuring that there are systems in place to meet the requirements of this Standard and that these systems are implemented and maintained.

### **5.2.2 Supervisors**

Qualifications: The supervisor shall be a registered veterinary surgeon and an inspector as defined by the Biosecurity Act, 1993. The supervisor shall be able to demonstrate the s/he has an understanding of the principles of quarantine, quality systems and auditing, the import health standard, the requirements of this Standard, the relevant legislation and some appreciation of the business and objectives of the operator.

The supplier shall ensure that a person appointed to be a supervisor of a transitional facility is able to describe in a way that can be clearly understood by the operator of these facilities:

- the commonly used means for meeting the transitional facility requirements as specified in this Standard,
- the circumstances in which such means can fail to comply, and
- the steps that should be taken to re-establish compliance.

The supplier shall be responsible for the training of supervisors, so that they know their responsibilities for this Standard.

## **6. Technical Requirements**

### **6.1 Approval of a Facility**

The supervisor shall be prepared to consider applications before construction of a facility, in order to provide advice on whether the proposed facility is likely to comply with the Standard.

The requirements for approval are described in section 2.1 of this Standard and the supervisor shall inspect the facility before making a recommendation on approval.

If the quality system is accredited by an external agency as described in section 3, the supervisor shall satisfy him/herself that the requirements of this Standard are addressed in the quality assurance programme.

#### **6.1.1 Renewal of approval**

If approval has been cancelled the operator may apply to the supervisor for renewal of approval. The national manager shall be advised when the results of the pre-import audit are satisfactory. Approval for the facility may be renewed and a permit to import issued.

## **6.2 Approval of an Operator**

Requirements for approval are described in section 2.2.

Where the facility is leased, the supervisor shall examine the contract and be satisfied that the contract does not override the requirements of the Standard.

The supervisor shall make a recommendation to the national manager taking these requirements into consideration.

## **6.3 Cancellation of Approval**

The supervisor shall refer to section 2.3, and if satisfied that the facility

- no longer complies with this Standard, or
- is no longer being used for the purpose(s) specified in the approval,

he/she shall discuss the issue with the operator. If the issue is not resolved to the satisfaction of the supervisor, and after informing the operator of his/her intention in writing, the supervisor shall make a recommendation to the chief technical officer that approval of the facility should be cancelled.

If the supervisor is satisfied that the operator;

- is not operating the facility according to this Standard,
- is no longer a fit and proper person,
- ceases to act as the operator or requests cancellation,

the supervisor shall discuss the issue with the operator. If the issue is not resolved to the satisfaction of the supervisor, and after informing the operator of his/her intention in writing, the supervisor shall make a recommendation to the chief technical officer that approval of the operator should be cancelled. If an alternative operator cannot be approved then approval of the facility shall also be cancelled.

## **6.4 Supervision of a Facility**

### **6.4.1 Minimum requirements for inspection**

The supervisor shall make as many visits as considered necessary but the minimum number of visits are:

Prior to the arrival of animals, when a facility approval has been previously cancelled (see section 2.1.5),

- the supervisor shall audit the facility and procedures to ensure that the facility meets the requirements of this Standard.

- The supervisor shall recommend to the national manager that the facility is approved and/or that a permit to import is issued.

Every six months during operation of an approved facility:

- Inspection of the physical structure of the facility and an audit of the operator's procedures.

Within 3 days of an animal's arrival:

- check the exporter's certification against the requirements of the import health standard,
- check the health and identity of the animal,
- attend to the requirements of the import health standard,

Once a week until release:

- At every visit the supervisor shall inspect the animal for any sign of disease.

#### **6.4.2 Disease surveillance and treatment**

The supervisor shall subject the animal to such testing and treatment as is required:

- by the import health standard,
- for disease investigation,
- by the chief technical officer.

The supervisor has the responsibility for ensuring that, wherever possible, the cause of disease or death within the quarantine period is established.

If an animal dies in quarantine the animal shall be necropsied and the head submitted to the laboratory for the brain to be examined for rabies. The carcass shall be destroyed by incineration.

If an unweaned offspring dies and the dam and suckling littermates remain healthy it is not necessary to examine the brain for rabies.

Where the animal has been sharing accommodation the survivor shall be held in quarantine until the results of the tests are known.

If an animal shows signs of rabies the supervisor shall notify the chief technical officer.

#### **6.4.3 Submission of diagnostic material to the laboratory**

Before submitting any diagnostic material the supervisor shall phone the National Centre for Disease Investigation (04 526 5600) to discuss the requirements with a laboratory diagnostician and receive direction on the type of sample required for specific tests and testing laboratory to be used, if not the NCDI. The packaging of specimens of infectious material shall be in accordance with instructions from the laboratory. Samples are to be dispatched in a clearly addressed sealed box by the fastest secure method.

#### **6.4.4 Biting or scratching incidents and rabies prophylaxis:**

The chief technical officer is to be advised if a person or animal is bitten.

The supervisor shall advise the operator of the dangers of rabies and the procedures necessary to prevent the spread of the disease to personnel and to animals in the facility.

#### **6.4.5 Extension of the quarantine period**

If rabies is diagnosed or suspected in one animal in a shared pen then the other animal(s) may be detained for a further quarantine period, or as the chief technical officer directs.

The chief technical officer may extend the quarantine period of any animal for any of the following reasons:

- an outbreak of rabies is suspected or confirmed in the quarantine premises,
- an animal in a pen in which it has been sharing becomes ill or dies near the end of the quarantine period,
- the animal bites a person within 15 days of release.

#### **6.4.6 Transfer of animals between facilities**

As animals in quarantine have a questionable health status they should be kept in the facility to avoid exposing other animals to risk during transport. However, transfers may be made between transitional facilities under the following circumstances [see section 4.5].

A supervisor may give a written authority (biosecurity direction) to transfer animals between facilities when satisfied that:

- the receiving facility is an approved transitional facility for dogs and cats which meets the requirements of this Standard,
- the animal shall be transferred by an approved transport,
- the supervisor of the receiving facility confirms that the receiving facility can accommodate the animals and approves the transfer,

- the chief technical officer approves the transfer.

At the time of the transfer the supervisors shall be satisfied that:

- the transfer can be monitored so that both supervisors know when the transfer is to occur and when it has occurred,
- the number of animals sent and the number received can be verified.

The supervisor(s) shall be present during the transfer to ensure that no direct or indirect contact occurs with other animals.

#### **6.4.7 Non-compliance**

For incidents of non-compliance the supervisor shall issue:

- a **critical situation report** for situations that may present a risk to biosecurity. For example, when an animal was moved out of a transitional facility without approval.

The supervisor shall advise the chief technical officer immediately and the action taken may be in accordance with section 126 of the Biosecurity Act:

The supervisor shall give a direction in writing to the operator of the facility specifying the suspected failure to comply or unsatisfactory circumstances, stating what the operator is required to do to remedy the situation and specifying the time within which the direction must be complied with.

The chief technical officer may direct that all permits to import are cancelled and may not be re-issued until the non-conformity is rectified.

If the chief technical officer considers it necessary s/he may intervene in the management and operation of the facility in order to ensure compliance with the standards for that facility.

The chief technical officer may direct that all animals be kept for an extended quarantine period.

- a **corrective action request** [CAR] for a non-compliance that is not a serious risk to biosecurity. For example, a notice is not placed at the entrance of the transitional facility showing that access is restricted.

Quarantine will be permitted to continue but the operator will be given a specified period of time to rectify the non-conformity.

The issuance of a CAR during any of the above audits/visits will necessitate that follow up audits be performed which specifically address compliance to the subject of the CAR.

#### **6.4.8 Biosecurity clearance**

The chief technical officer may approve release of animals prior to the end of the quarantine period in the following circumstances:

- if the animal is exported to another country. (For transport to the airport, the procedures for transfer shall apply.)
- puppies and kittens born in the transitional facility may be given a biosecurity clearance if the offspring are weaned before 10 weeks of age, and the dam and offspring remain healthy for 15 days from the time of separation.

The supervisor shall issue a biosecurity clearance in writing to the operator when satisfied that:

- the conditions of the import health standard have been met and the exporter's certification is in order.
- the transitional facility has been operating according to this Standard.
- the animal is in good health and there is no evidence of exotic disease.

The owner shall be advised in writing of the action to be taken if symptoms of rabies develop after release.

#### **6.4.9 Cost recovery**

The supervisor shall recover the costs associated with supervision in accordance with the Biosecurity Act 1993 and its regulations.

#### **6.4.10 Records**

The supervisor shall keep records of inspections and audits of the operation of quarantine.

1. The following records shall be filed as paper records:

- audit findings,
- critical situation reports, CARs and the results of follow-up visits.

For each animal held in quarantine:

- date of arrival,
- permit to import,
- export health certification documents,
- owners name and address,

- laboratory test results to meet import health standard requirements,
- details of significant behavioural changes, sickness, injuries, treatments, post-mortem results,
- date of biosecurity clearance.

2. The facility record within IMPACT shall be completed within 5 days of an inspection and the following records relating to each import and the facility shall be made:

- permit to import number,
- date of arrival and date of biosecurity clearance,
- short summary of incidents of disease, mortality and associated diagnosis,
- species; dog or cat, and microchip number,
- owner's name and address in New Zealand.
- critical situation reports, CARs and the results of follow-up visits.

# Application for Approval of a Transitional Facility for Dogs and Cats

Pursuant to Section 39 of the Biosecurity Act 1993.

Name of the transitional facility:

Physical location of facility [In addition attach a site plan showing relationship of the facility to other buildings, property boundaries and roads]:

Species of animal which will be held:

Operator's name:

Organisation:

Postal address:

Telephone No:

Facsimile:

I, \_\_\_\_\_ being the applicant, declaring that the above facility meets the transitional facility requirements of MAF Biosecurity Authority Standard 154.02.09: Standard for transitional facilities for cats and dogs, apply to have it approved as a transitional facility.

I include:

- a copy of the quarantine manual,
- a description of the animals that will be imported,
- An estimate of the number of animals that may be imported per year.

Signature of applicant

Date

# Application for Approval of an Operator of a Transitional Facility

Pursuant to Section 40 of the Biosecurity Act 1993.

Applicant's name:

Designation:

Organisation:

Postal address:

Telephone No:

Facsimile:

Name of facility:

Location of the facility:

I, \_\_\_\_\_, being the person [the proposed operator] responsible for the facility named above, declare that:

- I have read and understand MAF Biosecurity Authority Standard 154.02.09. I will ensure that the operation of the facility is in accordance with this Standard.
- I have the technical and financial resourcing mechanisms in place to maintain that facility and contain the animals.
- I hereby apply for approval as an operator of a transitional facility.

Signature of applicant

Date



**Ministry of Agriculture and Forestry**  
Te Manatu Ahuwhenua, Ngaherehere

The applicant shall complete this form and send it to:  
Import Management, Biosecurity Authority, Ministry of Agriculture and Forestry  
Box 2526, Wellington

## **CONSENT TO DISCLOSURE OF INFORMATION**

The Liaison Officer  
Licensing & Vetting Service Centre  
Officer of the Commissioner  
PO Box 3017  
WELLINGTON

I, .....  
[Surname] [Fore Names]

.....  
[Maiden or any other names used]

Sex . . . . . [M/F]      Date and place of birth .....

Nationality ..... Address .....

..... ,

hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application to the National Manager, Import Management, Biosecurity Authority, Ministry of Agriculture and Forestry.

Signed ..... Date .....

### **COMMENTS OF THE NEW ZEALAND POLICE**