

MAF Biosecurity Authority

Standard 154.02.19

Transitional Facilities

for

CEM Testing of Mares

3 October 2002

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

Contents

Endorsement/Review	3
Amendment Record	3
1. Introduction	
Scope of Part One and Part Two	4
References	4
Definitions	4
 <u>Part One: Requirements of the Operator</u>	
2. Approval of a transitional facility and operator	8
3. Quarantine manual	13
4. Structural and operational requirements	14
 <u>Part Two: Requirements of the Supplier</u>	
Scope of Part Two	21
5. Service requirements	21
6. Technical requirements	22
Application for approval of a transitional facility	29
Application for approval of an operator of a transitional facility	30
Consent to disclosure of convictions	31

Endorsement

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

Derek Belton
Chief Technical Officer
Director Animal Biosecurity Authority
(Acting pursuant to delegated authority)

Date: 3 October 2002

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 imported pregnant mares that have been directed after an initial quarantine period to a transitional facility for contagious equine metritis (CEM) testing as required by 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 CEM and its transmission to horses 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 pregnant mares requiring CEM testing, 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/IEC 17020 General criteria for the operation of various types of bodies performing inspection.
- Import health standards for horses that have a requirement for transitional facilities.

1.2 Definitions

For the purposes of this Standard the following definitions apply:

Approval

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 (see below) is the contact person for this Standard.

Approved Disinfectant

A disinfectant approved by MAF for animal disease prevention at the border. The supervisor has access to the list.

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.

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.

CEM

Contagious equine metritis is an acute, highly contagious disease of horses caused by *Taylorella equigenitalis*, characterised by a profuse, mucopurulent vaginal discharge and early return to oestrus in most affected mares. Infected stallions and chronically infected mares show no clinical signs. CEM is transmitted primarily at mating but infected instruments and equipment also play an important role.

Chief technical officer

The chief technical officer (as defined in section 101 of the Biosecurity Act.) of MAF with responsibility for animal health in New Zealand. The National Manager, Import Management is the person to contact where reference is made to the 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, 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.

IMPACT

A MAF database for recording operational information relating to imports of risk goods.

Inspector

A person appointed as an inspector under the Biosecurity Act.

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

MAF Biosecurity Authority approved veterinary diagnostic laboratory that is also a transitional facility.

MAF Biosecurity Authority

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

National Manager, Import Management

The nominal contact person for matters relating to this Standard.

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

Fax: (04) 4744 132

Email contacts for Import Management:

corrink@maf.govt.nz mulqueenk@maf.govt.nz

Operator

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

Permit

Authorisation issued by the supervisor for entry/exit of people, horses and goods onto or off the transitional facility. For the purpose of this Standard a permit will include biosecurity directions.

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.

Quarantine period

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

Risk goods

“Means 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.

Supervisor

An inspector appointed under the Biosecurity Act. This person, employed by the supplier, 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.

Uncleared goods

Imported goods for which no biosecurity clearance has been given. Section 2, Biosecurity Act.

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.

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. 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 shall 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.

2.1.1.1 *Site approval*

An application for site approval shall be submitted to the national manager through the supervisor before construction of a facility is considered. (If the site is not approved then there is no value in investing resources into developing the facility.)

The application for site approval shall provide the following:

- Details of the proposal, frequency of use and the maximum number of pregnant mares that can be held in the facility.
- A site plan of the property which shows the location of the proposed 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.
- The quarantine site shall be on flat or gently sloping land that is clear of scrub where pregnant mares could be hidden from view and which does not have a permanent river or permanent flow of water running through it.

- 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.
- Procedures for the transport and handling of pregnant mares from the primary transitional facility to residency within this facility. Provide an estimate of the time taken to travel to the facility. Procedures shall ensure that the mares are isolated from other horses and contained to prevent escape on the journey. Identify the animal welfare measures that will be instituted for long journeys.
- 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, if appropriate, has issued a building consent to construct the facility.
- 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.

2.1.1.2 Facility approval

When the operator has met the requirements of section 2.1.1.1, section 3 and section 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 38 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 may apply for registration as an operator at this time [see section 2.2].

Approval of a transitional facility will be in writing. A facility will usually be approved for until the mare has been given a biosecurity clearance, 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 pregnant mares.

2.1.2 Modifications to an approved facility

Subsequent to approval, any modifications to the facility 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.

2.1.3 Renewal of approval

If approval was cancelled at the end of a previous quarantine period the operator shall apply to the supervisor for renewal of approval to hold another shipment of pregnant mares (Section 2.1.1.2).

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. 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 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 horses.

The supervisor shall send the application forms on page 39 & 40 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.
- 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 an operating system that addresses the requirements of this Standard. The manual shall contain written procedures that describe how the operator or staff shall meet the Standard. The supervisor shall approve these standard operating procedures and any amendments.

The items listed below are the minimum requirements for the quarantine manual.

3.1 General

Describe the main purpose of the business associated with the quarantine of pregnant mares.

3.2 Quarantine Requirements

Write the procedures used in the transitional facility to meet all of the requirements of section 4 and the relevant sections of the import health standard.

Describe the structural components of the facility and how they shall be maintained. Provide a site plan showing the general layout of the facility.

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

The operator shall carry out an internal audit and review at least once every three months to verify that the activities associated with the facility continue to comply with the operating system. If the facility is not in continuous use the operator shall perform an internal audit and review on each occasion that it is used.

The operating 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 recorded.

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.

4. Structural and Operational Requirements

4.1 General Requirements

The facility shall be constructed and operated in a manner to ensure that all pregnant mares and their progeny are contained in isolation. It shall not be used for any purpose other than the quarantine of pregnant mares held for CEM testing.

During the quarantine period no stallions shall be kept in the paddocks immediately surrounding the transitional facility and no stallion shall enter the facility.

No horse or any other material may be removed from the facility without approval of the supervisor. The supervisor shall use a permit system and the conditions of removal shall address the risk of removing unwanted organisms from the facility.

The operator or member of staff authorised to take charge in the operator's absence shall live on the same property.

4.2 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.

The facility shall be subject to surveillance from a residence sited adjacent to and affording good visibility over the primary access to the transitional facility.

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.

4.3 Fencing Requirements

If mares are continuously housed in a closed building the perimeter fencing requirements are waived.

The transitional facility shall be enclosed by a double perimeter fence a minimum of 2 metres apart. One of the fences shall be two metres high.

Two metre fence:

Fabricated netting: Thirteen (13) line wire (2.5mm galvanised H/T) netting (13-1900-150); each stay wire or dropper shall be one continuous length and be joined to the line wires by a manufactured knot (e.g. Tightlock or Stiffstay).

The posts are to be at not more than 5 metre spacings and the height from the ground line to the top of each post is to be a minimum of 2.070 metres.

The bottom wire of the netting is to be a maximum of 100mm from the ground.

Netting tension: between 18,000 and 22,000 Newtons.

Round wood shall comply with NZS 3607.

Second fence:

A fence suitable for horses, a minimum of 1.2 meters high, e.g. a fence with horizontal board railings.

Both perimeter fences shall be capable of containing all quarantined mares. The fences shall prevent the entry of other horses including stallions. The area between fences shall be clear so that if horses gain access they can be easily seen.

Fences shall be sited on either benched or suitable level and stable ground. They should be erected such that stock pressure on the wire, netting or timber is against the post, not the staple or nail.

Where swinging or sliding gates are incorporated into either the inner or outer perimeter fence (such as at the vehicle entrance-way and stock loading race), the gudgeons or rollers shall be of such type or so placed, as to prevent the gates being lifted from them.

Fences shall be free from any risk of falling trees or any other factor such as erosion or a roadway that may predispose them to loss of their integrity.

The operator shall maintain the security of the perimeter fences so as to prevent the escape of quarantined mares and the entry of other horses.

4.4 Entry and Exit of People

The facility shall have a single primary access area where the access for people and stores are located close together. Additional access areas require chief technical officer approval.

4.4.1 Personnel entry facility

A personnel entry facility shall be provided for authorised people accessing the quarantine site. It shall be lined and of sound construction. The materials used shall enable it to be cleaned and disinfected. It shall be locked except when in active use. The operator shall provide the supervisor with a copy of the access keys. Provision shall be made for holding the logbook and conditions of entry.

An outer changing room shall be provided for the storage of street clothes and footwear. Clothing and footwear for use in the quarantine facility shall be provided by the operator and stored in the inner changing room. Hand washing facilities shall be provided with supplies of towels, soap, and disinfectant.

4.4.2 Approved access

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.

People essential for the operation of the facility such as a veterinarian, carpenters, electricians and plumbers may also be permitted entry. This group of 'visitors' shall be authorised by the operator. The supervisor shall approve any other visitors. Visitors shall adhere to access procedures and be accompanied by a staff member [i.e. one of the people identified in the section 3.3.].

During quarantine, access to the facility shall be via the personnel entrance facility only. Procedures for access shall be available at the entrance.

4.4.3 Procedures for access and exit

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 and addresses of all people who visit.

The instructions of the operator or supervisor shall be followed at all times.

No items apart from personal goods (e.g. jewellery, cell phones, etc.) may be taken onto or off the facility unless authorised by a permit.

People on the facility shall wear protective clothing and footwear supplied by the operator. This clothing shall not be removed from the facility.

People who work with the mares shall remove all clothing (underwear optional) and leave them in the outer changing room before entering the inner changing room where they don quarantine facility clothing. During exit the dirty clothing is to be left in the inner changing room and the worker shall wash before entering the outer changing room.

People who do not intend to work with the mares shall wear the protective clothing provided. If their street clothes are not removed on entry then the protective clothing shall cover their clothing. If their street clothes become soiled then these shall be washed thoroughly before leaving and the visitor shall wash before leaving.

Dirty clothing shall be washed using laundry detergent. It may be laundered offsite but must be taken to the laundry in a sealed container, e.g. a plastic bag.

4.4.4 Veterinary practitioner

If surgical and anaesthetic equipment is brought onto the facility the potential contamination of instruments and equipment with *Taylorella equigenitalis* shall be addressed. They shall be cleaned and autoclaved, or disinfected with an approved disinfectant under direction of the supervisor before removal.

4.5 Entry and Exit of Approved Vehicles

Lockable entrance gates through the perimeter fence and a vehicle cleaning area shall be provided. Facilities shall include:

- a concrete pad or suitable site for the hosing down and disinfection of the horse float or trailer used to carry the mare,
- a water supply with high pressure hose or a steam cleaner,
- drainage back onto the facility.

4.6 Approved Transport

The operator shall identify a transport service for the transportation of pregnant mares. The approved transport shall be a vehicle or trailer which meets the following minimum requirements:

- A horse float or trailer that is sealed at the bottom and whose solid sides are high enough to effectively prevent the discharge of faeces from the conveyance.
- Provision for towing the conveyance, so that in the event of a breakdown it can be effectively towed to its destination, e.g. a Hard Tow System.

4.7 Transport of Pregnant Mares to the Transitional Facility

Planning for the transport shall take into account the welfare needs of the mares as well as those of biosecurity. A biosecurity direction shall record the relevant details and the conditions of transfer.

All mares shall be transported in an approved transport [4.6].

A sign shall be displayed in the cab, or at the rear of the approved transport that states: "In the event of an accident or emergency phone these people as soon as possible....."

The driver shall be given contact phone numbers in the case of an emergency between the quarantine facility and the destination.

If the driver has contact with the mares he/she shall follow the protective clothing requirements for people who work with quarantined horses.

The horse float or trailer used during transport shall be unloaded within the facility and subject to cleaning and disinfection with an approved disinfectant as soon as possible after arrival.

4.8 Identification of Pregnant Mares and Register

A register of quarantined mares shall be maintained which records the identity and fate of all horses on the facility.

The supervisor may require examination of mares at any time for identification or inspection.

4.9 Disease Surveillance

The mares 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 mares for signs of illness, injury, and abnormal behaviour periodically throughout the day. The level of daily surveillance shall be sufficient to ensure that sick mares are found in sufficient time for follow up disease investigations by the supervisor.

The operator shall report immediately to the supervisor any serious illness, abortion, death or changes of behaviour in the mares.

Mares shall be available for inspection by the supervisor who reserves the right to take specimens at any time for disease testing.

No medication or drugs are to be administered to mares without the approval of the chief technical officer. Treatments or prophylactic measures shall not interfere with disease surveillance.

4.9.1 Post-mortem

Post-mortem facilities shall be available with access to hot and cold water. Materials for processing and packaging samples for further examination shall be provided.

The facility shall have, or access to, sufficient equipment to perform a full necropsy, and provide for the collection and submission of samples.

Mares shall be necropsied to establish the cause of death as soon as is possible after death.

The carcasses of dead horses shall be cooled or kept under refrigeration, wherever possible, until post-mortem or as directed by the supervisor.

4.10 Occurrence of Infectious Disease

If an infectious disease occurs during quarantine the cause shall be established and reported to the chief technical officer by the supervisor. If the disease is exotic to New Zealand the chief technical officer may direct the management of disease control and extend the period of quarantine or order the destruction of the horses.

4.11 Contingency Plans

Contingency plans shall be in place to take account of the identification of a CEM infected mare, the entry to the facility of a stallion, inadvertent liberation, vehicle breakdown during transport, fire or any other emergency. Resources shall be identified and accessible for the contingency.

Provision shall be made for access to a commercial incinerator, autoclave or offal hole for the disposal of carcasses, placenta and animal tissue. The offal hole shall have a secure and close fitting lid.

If there is an escape of mares from the facility action shall be immediately taken to prevent further escape and to recover and return to containment the escaped horses. Similarly, procedures shall address the entry of horses onto the facility. Procedures shall address the fate of in-contact horses. 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 and its regulations.

4.13 Biosecurity Clearance

The supervisor shall release horses from quarantine when the requirements of the import health standard are met [section 6.4.6].

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 by the operating system and documented in the quarantine manual. The operator shall, for auditing purposes, maintain for three years the following records filed with each pregnant mare:

- Exporter, country of origin, import health certification, number and identity of mares imported, date of arrival, number released, release date and name and address of owner receiving the released horses, biosecurity clearances.
- Details of diseases diagnosed and treatments given.
- Entrance logbook and declarations.
- Biosecurity directions and permits to move goods and horses from the facility.
- 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 pregnant mares held for CEM testing 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 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. The supervisor shall have an understanding of the principles of quarantine, quality systems and auditing, the requirements of the import health standard, 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.

The supervisor may recommend to the chief technical officer the approval of an approved person to be assigned specified duties. For example, a local veterinary practice may be utilised for the routine necropsy work at the facility. The supervisor may also assign an inspector to specific duties on the facility.

The supervisor shall ensure that these people know the relevant requirements of this Standard in relation to their duties and shall be responsible to the supervisor.

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 operating 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 (see 2.1.5). 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,

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 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 have a schedule for regular inspection of the facility and audit of operator's procedures. S/he shall make as many visits as considered necessary but the minimum number of visits are:

Prior to the arrival of pregnant mares when a facility approval has been cancelled or a permit to import is required [see section 2.1.3],

- 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.

Within 24 hours of the arrival of the pregnant mares,

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

At least once a month until the mares are eligible for biosecurity clearance:

- at every visit the supervisor shall inspect the mares for any sign of disease,
- check that the operator and the facility continue to meet the requirements of this Standard.

6.4.2 Disease surveillance and treatment

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

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

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

6.4.3 Submission of specimens 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 Transfer of mares between facilities

As mares in quarantine have a questionable health status they should be kept in the facility to avoid exposing other horses 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 biosecurity direction to transfer horses between facilities when satisfied that:

- the receiving facility is an approved transitional facility for horses 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 horses 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 horses 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 horses.

The export of horses or their genetic material shall require a written authority from the supervisor. The transfer shall be recorded in the register.

6.4.5 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 a horse 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 horses are 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 be will 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.

6.4.6 Biosecurity clearance

At the end of the quarantine period the supervisor shall make a recommendation (by e-mail) to the national manager for the release of horses 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 horses are in good health and there is no evidence of CEM.

The recommendation shall include, but is not limited to:

- date of arrival and proposed date of release,
- probable cause of disease,
- mortality and morbidity,
- laboratory findings.

When approved the supervisor shall issue a biosecurity clearance in writing to the operator.

6.4.7 Cost recovery

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

6.4.8 Reporting and record keeping requirements

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 horse held in quarantine:

- date of arrival,
- permit to import,
- export health certification documents,
- owners name and address,
- laboratory test results required to meet import health standard requirements,
- details of significant behavioural changes, sickness, injuries, treatments, post-mortem results,
- date of biosecurity clearance.

2. The transitional facility record within IMPACT shall be completed within 5 days of each inspection and the following information relating to each import shall be recorded electronically:

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

Application for Approval of a Transitional Facility for Pregnant Mares held for CEM Testing

Pursuant to Section 39 of the Biosecurity Act.

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):

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 154.02.19: Transitional facilities for CEM testing of mares, apply to have it approved as a transitional facility.

I include:

- a copy of the quarantine manual,
- a description of the mares that will be imported,
- an estimate of the number of importations that may be made per year.

Signature of applicant

Date

Application for Approval of an Operator of a Transitional Facility

Pursuant to Section 40 of the Biosecurity Act.

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 154.02.19. 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 horses.
- I hereby apply for approval as an operator of a transitional facility.

Signature of applicant

Date



The applicant shall complete this form and send to:
Border Standards
Biosecurity NZ
PO Box 2526
Wellington

CONSENT TO DISCLOSURE OF INFORMATION

Licensing & Vetting Service Centre
Office 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

NZ Drivers Licence number

hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application to Border Standards, Biosecurity New Zealand, Ministry of Agriculture and Forestry. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed Date

COMMENTS OF THE NEW ZEALAND POLICE