



Requirements for Places of First Arrival (Airports)

MAF Biosecurity Authority Standard:

BMG-STD-AIRPT

December 2001

LIST OF CONTENTS

REVIEW	1
ENDORSEMENT	1
AMENDMENT RECORD	2
DISTRIBUTION	3
INTERNET	3
SCOPE	4
INTRODUCTION	4
DEFINITION OF TERMS	5
A REQUIREMENTS	6
1 AIRCRAFT ARRIVALS	6
2 ARRIVALS AREA	6
3 SECURITY	7
4 CARGO	7
5 REFUSE	8
6 PASSENGER PROCESSING	8
7 SIGNAGE	10
8 AIRSIDE RISK CONTROL	10
9 COMMUNICATIONS	11
B GUIDELINES	12
B1 AIRPORT AND MAF CONTACTS	12
B2 AUDIT	12
B3 COST RECOVERY	12
B4 AGREEMENTS	12
B5 APPLICATION	13
B6 NON-COMPLIANCE	14
SCHEDULE 1	15
SCHEDULE 2	16

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

REVIEW

This MAF Biosecurity Authority (MAF Biosecurity) Standard is subject to periodic review. Amendments will be issued to holders of controlled copies to ensure the standard continues to meet current needs.

Last Review: December 2001
Next Review: To be advised or after 10 amendments

ENDORSEMENT

Pursuant to the Biosecurity Act 1993 and acting under the authority delegated to me by the Director General of Agriculture and Forestry, I hereby issue this Standard.



Richard Ivess

Chief Technical Officer

Date: 17th December 2001

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

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		
6		
7		
8		
9		
10		

DISTRIBUTION

Name	Address	Copy No.
Mike Alexander Programme Manager	Border Management Group MAF Biosecurity Authority ASB Bank House 101-103 The Terrace WELLINGTON	1 (Signed original)
Stephen Mansfield National Quality Manager	MAF Quarantine Service Custom House 50 Anzac Avenue AUCKLAND	2
Kevin Corrin National Manager	Animal Biosecurity MAF Biosecurity Authority ASB Bank House 101-103 The Terrace WELLINGTON	3
Veronica Herrera National Manager	Plants Biosecurity MAF Biosecurity Authority ASB Bank House 101-103 The Terrace WELLINGTON	4

INTERNET

This standard is also available at the following Internet address:

www.maf.govt.nz/biosecurity/border/transitional-facilities/bmq-std-airpt.pdf

SCOPE

This standard sets the minimum requirements for airports to be approved places of first arrival pursuant to the Biosecurity Act 1993 (“the Act”).

The requirements for aircraft landing at places not approved as places of first arrival are not covered by this standard. Such aircraft must be approved by the Director-General or delegate on a case by case basis.

INTRODUCTION

The Act prescribes requirements for the exclusion, eradication and effective management of pests and unwanted organisms. The Ministry of Agriculture and Forestry (MAF) is responsible for administering the Act. The Biosecurity Authority within MAF is responsible for developing and administering standards to ensure the requirements of the Act are met.

Under section 37(1) of the Act, the Director-General of MAF may approve a port as a place of first arrival. This document sets out the minimum requirements required to satisfy the Director-General that an airport may be approved as a place of first arrival under the Act. Airports with existing approvals as a place of first arrival must also meet this standard. Airports may also be required to meet the provisions of other legislation affecting their approval as an airport under that legislation (e.g. Customs and Excise Act 1996, Health Act 1956).

The Director-General will consult with the chief executives of the Customs, Health, Police and Transport departments before any new approval, or changes to existing approvals, are actioned. Where the requirements affect other parties MAF will consult with those parties (e.g. airlines, private or military terminals).

Section 37(6) of the Act recognises that not all the arrangements, facilities and systems need to be under the control of the airport concerned. However, the Director-General must be assured that there are effective arrangements in place between the airport and the operator of other facilities within the port, to ensure that the requirements of this standard are met. These other facilities will in most cases be transitional facilities approved under section 39 of the Act, with operators approved under section 40 of the Act.

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

DEFINITION OF TERMS

Any term defined in the Biosecurity Act 1993 or regulations made under that Act and used in this standard has the same meaning as in that Act or regulations.

Airport Approval Certificate means a certificate issued by the Director-General certifying the approval of an airport to operate as a place of first arrival. The certificate may limit the arrival of aircraft to arrivals for purposes specified in the approval (e.g. it may limit the passenger numbers and what types of risk goods may be imported through that airport)

Airport operator means a person or body responsible for the management of an airport that is approved as a place of first arrival

Airside means that part of a security designated aerodrome declared as a security area under section 84 of the Civil Aviation Act 1990; and **aerodrome** has the same meaning as in that Act

MAF means the Ministry of Agriculture and Forestry

A REQUIREMENTS

The Director-General must be satisfied that the following facilities, arrangements and systems are in place:

1 AIRCRAFT ARRIVALS

- 1.1 Only aircraft of the kind or description specified on the Airport Approval Certificate (refer to example, Schedule 2) may land at the airport unless the Director-General has given prior approval for other types of aircraft to land at that airport.
- 1.2 Aircraft arriving from overseas must proceed directly to terminals, gates and hangars specified for overseas aircraft. If the airport wishes to take an aircraft to an area other than those specified for overseas aircraft, the airport operator must seek the approval of an inspector prior to the airport being able to take the aircraft to another area.
- 1.3 An inspector must be notified as soon as practicable of any unscheduled or diverted flights. (Landed aircraft are required to meet the conditions of MAF Biosecurity Standard 152.08.05F *Requirements of Aircraft Entering New Zealand*).
- 1.4 All landing passengers' baggage must be moved from the aircraft to the baggage collection area via a clear and direct path.
- 1.5 All cargo must be moved from the aircraft to an approved transitional facility via a clear and direct path.

2 ARRIVALS AREA

- 2.1 There must be clear and direct access for passengers and crew from the aircraft to the international passenger arrival hall.
- 2.2 There must be clear and direct access from the baggage collection areas to the declaration exits and through to the biosecurity control area.
- 2.3 All waste (rubbish bins, vacuumed debris) from passenger arrival areas must go to an approved transitional facility for the destruction of refuse (refer to Schedule 1).
- 2.4 All shops, outlets, airlines, caterers, etc serving food to arriving or transiting passengers in airside areas must dispose of all waste through a MAF approved facility for the destruction of refuse (refer to Schedule 1).
- 2.5 All plants or biosecurity related materials in airside areas, including display materials, must be disposed of through a MAF approved facility for the destruction of refuse (refer schedule 1).

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

3 SECURITY

- 3.1 Only authorised persons are permitted access to areas with landed aircraft, and where uncleared goods are being, or are to be, handled.
- 3.2 The security system must allow inspectors performing their duties under the Act to have access to aircraft, airside, the passenger arrival hall, baggage handling areas, and cargo areas.

4 CARGO

- 4.1 There must be at least one transitional facility approved or declared in accordance with section 39 of the Act for holding and processing uncleared goods, (refer to Schedule 1).
- 4.2 Only the cargo types specified in the airport approval certificate (refer to Schedule 2) may be unloaded.
- 4.3 Cargo in transit must remain airside, either on the aircraft, or in an approved transitional facility.
- 4.4 There must be systems in place to ensure that an inspector is notified of all imported cargo arriving at the airport (including cargo in transit). The notification must allow an inspector to determine the nature, origin and destination of the goods.
- 4.5 Additional facilities

An airport may only process vehicles, machinery, fresh produce, foliage, live animals and live plant material if the following facilities are available:

- (a) for vehicles and machinery, a vehicle inspection ramp and a decontamination facility operated according to the relevant MAF standard (refer to Schedule 1);
- (b) for fresh produce, foliage and live plant material, a fresh produce inspection facility operated according to the relevant MAF standard (refer to Schedule 1);
- (c) for live animals:
 - (i) small domestic animals must be inspected at an approved transitional facility.
 - (ii) large animals must be inspected at an approved livestock compound on airside at the airport.

NB: The importation of live animals may be restricted to airports with Animal Quarantine facilities located in the immediate area.

5 REFUSE

- 5.1 There must be an approved refuse destruction/treatment facility (refer to Schedule 1) available to destroy or treat waste from aircraft, flight kitchens and passenger arrival areas.
- 5.2 There must be an approved flight kitchen facility (refer to Schedule 1) where plates/cutlery removed from aircraft ovens and trolleys are scraped down and washed.
- 5.3 Refuse (including galley waste, vacuumed material and flight kitchen waste) removed from arriving aircraft, must be transported securely (in approved receptacles) to the approved refuse destruction facility.

6 PASSENGER PROCESSING

6.1 BIOSECURITY CONTROL AREA

- 6.1.1 There must be at least one biosecurity control area for processing passengers and crew. This area should be close to the area where passengers or crew collect their baggage at the airport.
- 6.1.2 The biosecurity control area must—
 - a) be part of a building constructed of permanent materials. During international arrivals the arrival hall must be separated from public areas and departure areas; and
 - b) have a passenger baggage claiming system and area (e.g. a baggage carousel); and
 - c) have an exit channel from the baggage claim area that meets the declaration requirements of the government agencies; and
 - d) have adequate queuing space in front of the exit channel sufficient to meet passenger flow demand; and
 - e) have a separate search area for baggage examination, containing satisfactory search benches; and
 - f) have adequate queuing space in the search area, sufficient to meet the passenger flow demand; and
 - g) have adequate space for processing equipment (e.g. x-ray equipment); and

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

- h) be of appropriate size depending on passenger flow rate (multiple arrivals), the origin of the flights (passenger profile risk), and equipment requirements (eg. x-ray machines); and
- i) have adequate lighting of 600 lux over search benches; and
- j) have electricity outlets, computer cabling and telephone lines.

6.2 *Inspection room*

A MAF inspection room must be available for inspecting and treating passengers' goods. The room must be adjacent to the search benches. Basic requirements for the inspection room include—

- (a) a deep sink and hand-basin with running hot and cold water; and
- (b) bench-space with an impervious surface; and
- (c) cupboards and shelving for storage; and
- (d) adequate space for quarantine bins; and
- (e) adequate lighting; and
- (f) the room must be secure to the satisfaction of an inspector that pests and diseases will not escape.

6.3 *Interview room*

An interview room for passengers must be available for interviewing passengers who may have committed an offence under the Act. The room must be within the biosecurity control area and adjacent to the search benches. For smaller airports this room is only required during international aircraft arrivals. Basic requirements for the interview room include—

- (a) it must be lockable; and
- (b) there must be sufficient space for 4 people (inspector, passenger, solicitor and police officer) to be seated comfortably; and
- (c) there must be sufficient space to accommodate passengers' baggage, and if required, for the police to perform a search of the person; and
- (d) it must contain a desk and four chairs; and
- (e) it must have walls or blinds to protect the privacy of those inside the room from outside view or hearing; and
- (f) there must be a toilet and shower nearby.

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

6.4 *Detector dog programme*

There must be a room for the quarantine detector dog programme to operate from, if working teams operate at the airport. The requirements for the room include that it-

- (a) be large enough to cater for the number of dog teams at the airport;
and
- (b) has air-conditioning; and
- (c) has hand-washing facilities; and
- (d) is located in an area approved by a MQS Dog Handler (NB. It must not be situated next to a café or food preparation/storage area).

7 SIGNAGE

- 7.1 The airport must display MAF signage, amnesty bins and other information signs or warnings for biosecurity purposes, as required by the Director-General.

8 AIRSIDE RISK CONTROL

8.1 *Habitat*

- 8.1.1 The airside areas must be kept free of vegetation and materials that may harbour unwanted organisms (e.g. rubble, unused machinery, tyres, equipment and any containers that may collect water must be removed).

- 8.1.2 There must be an animal control programme in place.

8.2 *Notifying*

Any airport employee or contractor who suspects or locates any risk goods (e.g. soiled containers, live animals or plant material) must immediately—

- (a) notify an inspector; or
- (b) telephone the 0800 809 966 hotline.

8.3 *Spillage*

- 8.3.1 The airport must have suitable equipment to immediately clean up any spillage of risk goods between the aircraft and the approved transitional facility, irrespective of the ownership, or carrier, of the risk goods.
- 8.3.2 Any sweepings or liquid waste not returned as cargo must be placed in an approved receptacle, and taken to an approved transitional facility for the destruction of refuse (refer to Schedule 1).

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

9 COMMUNICATIONS

The airport must ensure it has a system for communicating to MAF the following information, in order for MAF to plan attendance and staffing requirements—

- (a) new schedules; and
- (b) changes to estimated time of arrivals; and
- (c) aircraft type; and
- (d) airports of origin; and
- (e) passenger and crew numbers.

B GUIDELINES

Section B contains administrative guidelines that are additional to, or clarify, the Requirements of Section A.

B1 AIRPORT AND MAF CONTACTS

The airport should nominate a person from their organisations to liaise with MAF in regard to any issues concerning the day to day running of the airport. The nominee must have sufficient authority within the organisation to respond directly to any issues or initiatives.

B2 AUDIT

MAF may audit the airport to ensure compliance with this standard from time to time.

B3 COST RECOVERY

Costs of approving the systems, facilities and arrangements and auditing places of first arrival will be recovered in accordance with the Biosecurity Act 1993, regulations pertaining to the Act and MAF policy.

NB. Currently the cost of approving or auditing places of first arrival (airports) cannot be charged for. Facilities within the approval can be charged for under the transitional facility approval.

B4 AGREEMENTS

The airport operator and MAF may enter into written agreements covering, but not limited to, the following—

- a) office and parking facilities for MAF operations; and
- b) the area within the airport that is the biosecurity control area; and
- c) the areas declared as transitional facilities in accordance with section 39 of the Act.

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

B5 APPLICATION

B5.1 Applications to operate as a place of first arrival may be made in writing to the Director-General of Agriculture and Forestry through:

The Director
MAF Quarantine Service
PO Box 1254
AUCKLAND

(NB: The airport may consult with the senior MAF Quarantine Officer at the location concerned prior to the application process)

The application must include—

- (a) the name of the operator; and
- (b) the physical address of the airport; and
- (c) the registered office and address for service; and
- (d) the geographical location of the facility; and
- (e) the postal address (if different from the business address); and
- (f) a site plan of the operational part of the airport relative to the greater geographical features of the airport. This should include those areas that may be declared as transitional facilities by the Director-General. (e.g. Cargo unloading areas around the aircraft); and
- (g) a site plan of the arrival hall and biosecurity control area; (N.B. The appropriate size and position of the biosecurity control area should be discussed with local MAF staff before beginning the application process or airport re-design);
- (h) details of the nature of the traffic and craft arriving at the airport; and
- (i) details of the nature of the goods (general cargo, fresh produce, live animals, food commodities, used vehicles, etc) and the type of cargo (e.g. air containers, bulk, animal crates) imported through the airport; and

MAF BIOSECURITY AUTHORITY

ASB Bank House, 101-103 The Terrace, PO Box 2526, Wellington, New Zealand
Telephone: 64-4-474 4100 Facsimile: 64-4-470 2730

- (j) the facilities, arrangements and systems in place for—
 - (i) airport security; and
 - (ii) refuse control; and
 - (iii) passenger movement; and
 - (iv) biosecurity control areas.

B5.2 The application may also include any other information that may be relevant to the Director-General's decision as to the satisfactory nature of arrangements, facilities and systems at the airport.

B5.3 The application and recommendation from the MAF Quarantine Service will be forwarded, by the MAF Quarantine Service, through to the MAF Biosecurity Authority.

B5.4 MAF Biosecurity Authority will consult with the chief executives of New Zealand Customs Service, the Ministry of Health, the New Zealand Police and the Ministry of Transport.

B5.5 If the Director-General or delegate approves the airport as a place of first arrival, an approval certificate will be issued by MAF Biosecurity (see schedule 2). Within 28 days of an airport being approved MAF Biosecurity will arrange a notice to be published in the *Gazette*, specifying the airport and any limitations.

B5.6 When approval is declined the Director-General will inform the applicant of the reasons for the decision.

B6 NON-COMPLIANCE

B6.1 Where the Director-General is not satisfied that the airport is operating in accordance with this standard, the airport's approval as a place of first arrival may be varied, suspended or revoked by the Director -General (after consultation with the chief executives of the New Zealand Customs Service, the Ministry of Health, the New Zealand Police and the Ministry of Transport).

B6.2 Any request by an inspector for rectification of non-compliance with this standard will include a time frame within which remedial action must be taken.

SCHEDULE 1

The requirements for the facilities referred to in this standard are set out in the standards listed below.

Refuse Destruction Facility

MAF Biosecurity Standard: Requirements for Incineration/Sterilisation facilities. PBC-NZ-STD-FACIL-REFUSE

Flight Kitchen Facility

MAF Biosecurity Standard: Requirements for Flight Kitchen facilities. PBC-NZ-STD-FACIL-FLIGHT.

Holding and Processing Transitional Facility

MAF Biosecurity Standard: Requirements for Holding and Processing Facilities for Uncleared Risk Goods. 152.04.03F. (Requirements for a Vehicle, Machinery and Container Decontamination Facility are in Appendix III, and requirements for a Fresh Produce Inspection Facility are in Appendix V of this standard.)



Ministry of Agriculture and Forestry

To Manatu Ahuwhenua, Ngaherchere

SCHEDULE 2: AIRPORT APPROVAL CERTIFICATE EXAMPLE

PLACE OF FIRST ARRIVAL IN NEW ZEALAND

Pursuant to Section 37 of the Biosecurity Act 1993

_____ Airport

is approved as a Place of First Arrival into New Zealand
for all types of passenger and cargo aircraft.

This approval is limited to the arrival of aircraft for the following purposes:

The importation of:

- Passengers and crew,
- Baggage,
- Vehicles and machinery,
- General cargo, and
- Fresh Produce

This approval does **not** authorise the arrival of aircraft
for the following purpose:

- the importation of live animals.

Approved by:

Dated:/...../20....

Under the delegated authority of
the Director-General of the Ministry
of Agriculture and Forestry, New Zealand