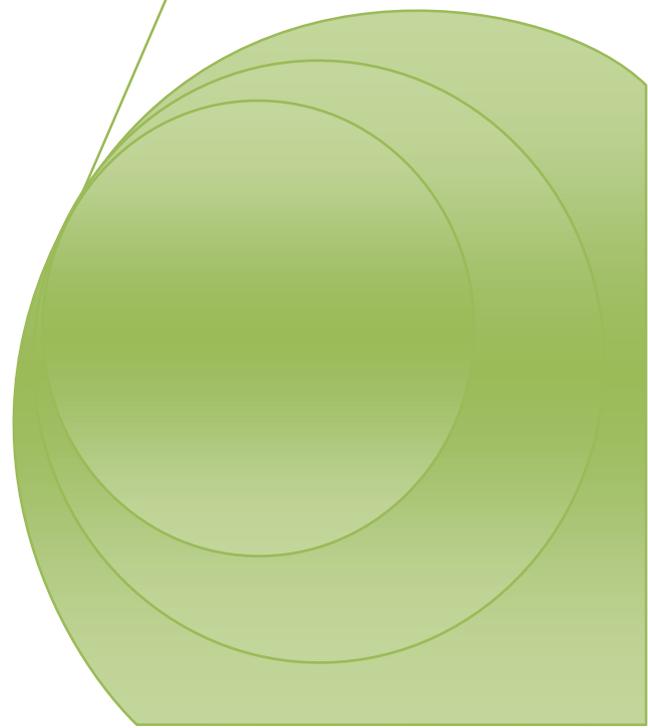




Multi-Site Transitional Facility (MTF) System Information Pack





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Purpose

The purpose of this Information Pack is to provide details for a Multi-Site Transitional Facility (MTF) System Applicant to understand what is required to implement and operate an MTF System to manage biosecurity risks of low risk sea containers imported goods.

An MTF System provides an alternative option for importers who bring in low risk goods and lower volumes of sea containers who do not wish to have their own transitional facility (TF). This means that an importer can have containers delivered to their business as long as their site is suitable (e.g. conforms to TFGEN requirements such as having a concrete hardstand, suitable clearance, etc.).

The Biosecurity Act 1993 enables MPI to approve a TF to operate in multiple sites if MPI is satisfied that the Operator of the TF can meet the requirements of TFGEN and the Sea Container Standard. MPI believes the MTF System delivers a suitable alternative option to establishing a TF and effectively manages contaminants and pests found during the container/goods inspection.

MTF System Criteria

The criteria for implementing an MTF System are:

- To be approved by MPI to undertake this activity the Applicant must hold either current MPI IVA approval, be an approved MPI Training Provider, or hold a relevant international accreditation (i.e. AS/NZS ISO/IEC).
- MTF System Providers are approved to devan sea containers with consignments MPI considers low risk that do not require MPI Inspection or Verification. For example, any consignment not flagged by MPI as a biosecurity risk (i.e. rice from Thailand) or goods treated into compliance (i.e. fumigated in NZ or overseas) that do not require MPI inspection or verification will be approved to be devanned at an MTF Site.
- The MTF System Operator takes overall responsibility for all MPI requirements to operate a TF.
- The MTF staff member responsible for setting up an MTF Site and devanning the container needs to have completed the Accredited Person and Operator Training Courses (i.e. they function as an AP and Deputy Operator).

MTF System Approval Process

The approval of MTF System consists of:

- Initial engagement between MPI and the Applicant to discuss MTF System criteria and requirements.
- The Applicant will need to provide a detailed MTF Operating Manual that describes how the System will meet all relevant clauses of Section 5 of the Standard for General Transitional Facilities for Uncleared Goods Standard (TFGEN) in relation to 'Requirements for Operating a Facility'.



- MPI will evaluate the MTF Operating Manual and, if approved, an 'Authorisation' will be signed between MPI and the MTF Applicant. This Authorisation outlines the obligations the Applicant undertakes to operate a TF for Sea Containers in multiple sites and provides assurance of compliance with the Sea Container Standard on behalf of the importer. This Authorisation may be amended by mutual agreement between the parties.

PROCESS ONCE AUTHORISED AS AN MTF PROVIDER

MTF Site Approval

Once the Authorisation is signed, the approved MTF Provider can begin to set up MTF Sites. The process for this is:

- The MTF Provider sends MPI details for the proposed MTF Site to FacilityApprovals@mpi.govt.nz using the MPI MTF Application for Approval (Appendix One) including a site plan and photo.
- All MTF Sites must be approved by MPI. This can be done by either a MPI Quarantine Officer (QO) visiting the site or, once MPI has confidence in the System, by a hardstand photo or other suitable evidence (i.e. Google map image with relevant details included).
- MPI requires 72 hours to set up an MTF Site in the System (Trade Single Window (TSW) & Quancargo). Once set-up, MPI Admin will reply with the TSW registration number and MTF number.

MTF Site Audit

- MTF Site audits operate on a sliding scale: 100%, 20% and 5% (Appendix Two). This means the audit rate will decrease or increase depending on compliance. For example, once the 100% audit rate has been completed, and the System is compliant, MPI will conduct MTF Site audits at the 20% rate.
- MPI requires 48 hours' notice prior to the container arriving at the MTF Site to arrange an MPI audit. Call (09) 9093030 (Option 2, Option 2) to arrange a booking for an MTF Site audit. Note that MPI accepts that there may be situations when MPI staff are unavailable for a scheduled MTF Site audit – if this occurs, and with MPI permission, the container can be devanned without a MPI QO present.
- Once authorised, the MTF System will be initially trialled in one region (i.e. Auckland) until the initial 100% audit schedule has been completed. This 100% audit is for containers that go to ten different MTF Sites (i.e. if one site receives the 1st 10 containers, the QO will not audit this MTF Site 10 times). Once the 100% audit regime has been completed in the initial region (Auckland), the System can be rolled out in other regions.
- When the System starts in a new region, containers at the first five MTF Sites in this region will be audited to ensure MPI and MTF staff have confidence the System is operating correctly. This will drop to the 5% audit rate once compliant.



- If an audit fails, the audit rate will immediately increase to the next level. For example, MPI will move to a 100% audit rate for the next 10 MTF Sites if an audit fails at the 20% rate. Note that the audit rate will only increase in the region where non-compliance is identified (i.e. if non-compliance is identified in Christchurch, the audit rate will only increase there, not nationwide).
- When possible, MPI will let the MTF Provider know once each audit rate has been completed.
- If a critical or major non-compliance is identified during an audit, the QO will issue the MTF Operator a Corrective Action Request (CAR). This will outline details of the non-compliance and the timeframes for these actions to be completed. MPI may suspend the MTF system until the non-compliance is resolved and MPI contingency plans may be initiated.

MTF Organisation Audit

There will be a 6-monthly Organisation Audit of the MTF System. Depending on compliance, this may be extended to be an annual audit. Non-compliance can result in more frequent audits or System suspension.

This audit will check:

- End to end system as per the MTF Operating Manual.
- Documentation and records (i.e. training) are present and current.
- Copy of signed authorisation.
- Monthly inspection reports.
- Actions taken to resolve any non-compliances or issues.

Reporting

- A monthly report is required to be sent to MPI with details on MTF number, company name, region, clearance date, country of import, container number, if MPI was present, type of contamination, and actions taken to resolve any contamination.

Charges

- The MTF Provider is required to pay any subsequent costs associated with the ongoing approval of the TF, such as for verification and audits (this includes MPI staff time and travel). Fees will be charged according to the Biosecurity Cost Regulations (<http://www.legislation.govt.nz/regulation/public/2010/0135/latest/whole.html>).
- The MTF Provider is required to pay for all costs associated with MTF Site applications including a processing fee, and time spent reviewing the application by MPI. MPI will charge a fixed rate of two units to set-up each MTF Site (\$51.14 excl. GST from July 2015).

Suspension/Cancellation

- Approval of an MTF System shall be suspended for a specified period or cancelled by MPI where:



- a. A MPI verification/audit identifies non-compliance that confirms the MTF System is not operating in accordance with the Operating Manual;
 - b. Agreed corrective actions for non-compliance findings are not implemented by the MTF Provider within agreed timeframes;
 - c. The MTF Provider fails to make full payment of fees to MPI within agreed timeframes.
- The MTF Operator shall immediately inform MPI of any change in their circumstances that will adversely affect their ability to comply conditions of their approval and Operating Manual or meet their obligations under the Standard for General Transitional facilities for Uncleared Goods Standard, the Sea Container Standard and the Biosecurity Act 1993.



Appendix One: MTF Site Application for Approval of Premises

Multi-Site Transitional Facility Application for Approval of Premises



If completing this form by hand please print in BLOCK LETTERS, use a black or blue ink pen and ensure any errors are clearly crossed out

| SECTION A: ORGANISATION DETAILS | | | | | |
|---|---|------------------------|---|---------------------------------|---|
| Organisation Name : <input style="width: 90%;" type="text" value="Enter Org Name"/> | TSW Registration Numbers <input style="width: 95%;" type="text" value="Enter number"/> | | | | |
| Approved Operator : <input style="width: 90%;" type="text" value="Enter Op Name"/> | <input style="width: 95%;" type="text" value="Enter number"/> | | | | |
| MPI Account No : <input style="width: 80%;" type="text" value="Enter number"/> | | | | | |
| Contact Person : <input style="width: 25%;" type="text" value="Enter contact name"/> | Phone : <input style="width: 25%;" type="text" value="Enter ph number"/> | | | | |
| Email : <input style="width: 100%;" type="text" value="Enter email address"/> | | | | | |
| SECTION B: PREMISES DETAILS | | | | | |
| Name : <input style="width: 95%;" type="text" value="Enter premises name"/> | | | | | |
| Address : <input style="width: 95%;" type="text" value="Enter physical address of premises"/> | | | | | |
| Suburb : <input style="width: 20%;" type="text" value="Enter suburb"/> | City : <input style="width: 20%;" type="text" value="Enter city or town"/> | | | | |
| Post Code : <input style="width: 10%;" type="text" value="Code"/> | | | | | |
| <i>Please complete all of the options below</i> | | | | | |
| 1 The premises are located within metropolitan area | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 2 The container area is constructed of the indicated material | <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt | | | | |
| 3 There is no vegetation or drains within 3 metres of container placement area | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 4 A Site Plan of premises is attached | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 5 Photograph of container area is attached | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 6 GOODS TO BE IMPORTED – List all goods in full detail below : | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 20%;">Country of Origin</th> <th>Description of Goods</th> </tr> </thead> <tbody> <tr> <td style="height: 40px; vertical-align: top;">Enter Countries</td> <td style="vertical-align: top;">Enter full description of goods</td> </tr> </tbody> </table> | Country of Origin | Description of Goods | Enter Countries | Enter full description of goods | |
| Country of Origin | Description of Goods | | | | |
| Enter Countries | Enter full description of goods | | | | |
| SECTION C: DECLARATION | | | | | |
| <p><i>I, enter declarant name here, being the applicant for approval of a Multi-Site Transitional Facility in accordance with Section 39 of the Biosecurity Act 1993, declare that to the best of my knowledge the above information is true and correct. I understand that failure to complete any of the above information may result in rejection of my application by the Ministry for Primary Industries. I accept to pay all costs associated with this application and any ongoing approval.</i></p> | | | | | |
| Date: <input style="width: 100px;" type="text" value="Select date"/> | | | | | |
| MPI USE ONLY | | | | | |
| Line Types : <input type="checkbox"/> Containers <input type="checkbox"/> Non Risk Goods <input type="checkbox"/> Wood Packaging | APPROVAL GRANTED: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | |
| Charges : 2 x units @ Hourly Rate <input type="checkbox"/> Processed | MPI Officer: <input style="width: 100%;" type="text" value="Enter name"/> | | | | |
| System Entries : <input type="checkbox"/> TSW <input type="checkbox"/> QuanCargo <input type="checkbox"/> MTF Database | Appointment Number : <input style="width: 100%;" type="text" value="Enter warrant number"/> | | | | |
| Conditions of Approval: Detail any conditions applicable | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Application No:</td> <td><input style="width: 95%;" type="text" value="Enter number"/></td> </tr> <tr> <td>ATF CODE:</td> <td><input style="width: 95%;" type="text" value="Enter number"/></td> </tr> </table> | Application No: | <input style="width: 95%;" type="text" value="Enter number"/> | ATF CODE: | <input style="width: 95%;" type="text" value="Enter number"/> |
| Application No: | <input style="width: 95%;" type="text" value="Enter number"/> | | | | |
| ATF CODE: | <input style="width: 95%;" type="text" value="Enter number"/> | | | | |
| PREMISES SUBJECT TO MPI AUDIT : <input type="checkbox"/> NO <input type="checkbox"/> YES <i>Contact your local MPI Office to arrange Audit</i> | | | | | |



Appendix Two: MTF System Audit Schedule

- **100% SYSTEM AUDIT:** MPI will audit the **1st ten MTF Sites** where a container is devanned through the MTF System. If the MTF Site has not previously been visited by a MPI QO, this will also be checked.
- **20% SYSTEM AUDIT:** If compliant following the 100% audit, MPI will then audit 20% of MTF Sites where a container is devanned until **ten audits have been completed** (1 out of 5 containers). Note there is flexibility associated with these audits depending on MPI QO availability.
- **5% SYSTEM AUDIT:** Once MPI has confidence in the System, a **random 5%** of MTF Sites where containers go will be audited (1 out of 20 containers) to ensure ongoing compliance.

