



# Standard for Cat and Dog Transitional Facilities

CATDOG.TF

Requirements for Facilities and Operators

16 January 2013

## Issuing Authority

The Ministry for Primary Industries, in accordance with section 39 of the Biosecurity Act 1993, approves this standard:

**Cat and Dog Transitional Facilities – CATDOG.TF** as a standard for Transitional Facilities.

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Acting Manager, Import & Export Animals  
Ministry for Primary Industries  
Under delegated authority

Date

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## Foreword

The Ministry for Primary Industries (MPI) is the lead agency in New Zealand's biosecurity system. It is responsible for enforcing the provisions of the Biosecurity Act 1993 (the Act).

Under section 39(3) of the Act, the Director-General of MPI may approve a place as a transitional facility. This standard sets out the minimum requirements for building, maintaining and operating transitional facilities, and describes the process for approval of a facility and operator.

This standard – *Cat and Dog Transitional Facilities – CATDOG.TF* dated 16 January 2013, is an MPI standard prepared by MPI (Import and Export Animals) and cancels and replaces the following MPI standard:

*154.02.09 – Standard for Dog and Cat Transitional Facilities dated 7 December 2010.*

This standard is issued by the Director-General or authorised delegate under section 39(1) of the Biosecurity Act 1993 and is effective from the date of issue. Any new applications after this date must comply with this standard. Transitional facilities previously approved to the *Standard for Dog and Cat Transitional Facilities (154.02.09) dated 7 December 2010* will be audited against this revised standard at their next scheduled audit in 2013.

## Review and Amendment

This standard is subject to review and amendment at any time, to ensure that it continues to meet biosecurity objectives. Operators must ensure that the most recent version of this standard is used.

Amendment No.	Date	Reference
1	March 2010	
2	December 2010	
3	16 January 2013	Updated to align with new IHS for cats and dogs dated 16 December 2011. Formatting updated to include guidance document.

## Contact Persons

For all matters relating to the operation of this standard, contact MPI Verification Services:

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For all matters relating to the review and amendment of this standard, contact Import and Export Animals.

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## Definitions

### Approved

Approved by the Director-General

### Audit

A systemic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which specific criteria are fulfilled.

### Biosecurity Authority

Written authority from an inspector, given under section 25 of the Biosecurity Act 1993, to move uncleared good from a transitional facility, containment facility or biosecurity control area, or to export those goods from New Zealand.

### Biosecurity Clearance

A clearance under section 26 of the Biosecurity Act (1993) for the entry of goods into New Zealand. (Explanatory note: Goods given a biosecurity clearance by an inspector are released to the importer without restriction.)

### Clean

The application of procedures that effectively remove surface and built-up dirt, as appropriate to the equipment/facility. These procedures may vary according to the nature of the equipment/facility they are applied to.

### Contamination

Animals, insects or other invertebrates (alive or dead, in any life cycle stage, including egg casing or rafts), or any organic material of animal origin (including blood, bones, hair, flesh, secretions, excretions); viable or unviable plants or plant products (including fruit, seeds,

leaves, twigs, roots, bark); or other organic material including fungi; or soil or water; where such products are not manifested cargo being imported.

### **Director-General**

The Chief Executive of the Ministry for Primary Industries.

### **Import Health Standard (IHS)**

A document issued under section 24A 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 transitional facility, or given biosecurity clearance.

### **MPI**

Ministry for Primary Industries

### **MPI inspector**

A person who is appointed an inspector under section 103 of the Biosecurity Act (1993). (Explanatory Note: An inspector is appointed to undertake administering and enforcing the provisions of the Biosecurity Act and control imposed under the Hazardous Substances and New Organism Act 1996, and the Convention on the International Trade in Endangered Species. In the context of this standard, the audit of the facility, and inspection of animals within the facility will be done by a MPI veterinarian.

### **Operating Manual**

The term “operating manual” in the standard means the quality, administrative and technical systems that govern the operations of a facility.

### **Operator**

The person or organisation, approved by the Director-General, who has overall responsibility for a facility under section 40 of the Biosecurity Act 1993.

### **Organism**

Under section 2 of the HSNO Act 1996, an organism:

- (a) does not include a human being;
- (b) includes a human cell;
- (c) includes a micro-organism;
- (d) includes a genetic structure, [other than a human cell], 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;
- (e) includes an entity (other than a human being) declared to be an organism for the purposes of the Biosecurity Act 1993;
- (f) includes a reproductive cell or developmental stage of an organism.

### **Permit to Import**

A permit issued by the Director-General of MPI pursuant to section 24D of the Biosecurity Act 1993.

### **Quarantine**

Confinement of organisms or organic matter that may be harbouring pests or unwanted organisms.

## **Risk Good**

Any organism, organic material, or other thing, or substance, that (by reason of its nature, origin, or other relevant factors) may constitute, harbour, or contain an organism that may:

- (a) cause unwanted harm to natural or physical resources or human health in New Zealand; or
- (b) interfere with the management, diagnosis or treatment, in New Zealand, of pests or unwanted organisms.

## **The Act**

Biosecurity Act 1993

## **Transitional Facility (TF)**

- (a) any place approved as a transitional facility in accordance with section 39 of the Biosecurity Act 1993 for the purpose of inspection, testing, storage, treatment, holding or destruction of uncleared goods; or
- (b) a part of a port declared to be a transitional facility in accordance with section 39 of the Biosecurity Act 1993.

## **Uncleared Goods**

Imported goods for which no biosecurity clearance has been given.

## **Unwanted Goods**

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 (Biosecurity Act 1993).

## **Vermin**

Organisms that are to be excluded from the facility, e.g. rodents, birds, invertebrates etc.



# **Standard – Cat and Dog Transitional Facilities**

## **1. Introduction**

The Biosecurity Act 1993 prescribes requirements for the exclusion, eradication and effective management of pests and unwanted organisms in New Zealand. These organisms have the potential to cause harm to natural and physical resources and human health in New Zealand. As such, any imported risk goods must receive biosecurity clearance before they can officially enter New Zealand. As a part of this process uncleared risk goods must go to a transitional facility upon arrival, and be held there until clearance is obtained. Transitional facilities hold uncleared risk goods for inspection, secure storage or treatment until they receive biosecurity clearance or are re-shipped or destroyed.

This standard states the requirements for the construction, maintenance, operation and approval of transitional facilities and operators of transitional facilities for cats and dogs. Further information on management of a transitional facility is contained in the guidance document that accompanies this standard. The guidance document outlines processes that meet the required level of biosecurity practice that a facility and operator should follow, and provides examples of how this standard can be met. The outcomes required by this standard must be met or exceeded, using either the examples provided in the guidance document or other approved measures.

It is expected that facilities will also meet the requirements of local governing bodies and any other relevant legislation, such as the Resource Management Act 1991, the Animal Welfare Act 1999, relevant animal welfare codes, and relevant import health standard(s).

## **2. Scope**

This standard includes the minimum requirements for transitional facilities holding cats and dogs that have been directed on arrival in New Zealand to a transitional (quarantine) facility.

## **3. Approval of Facilities and Operators**

### **3.1 Approval of a Facility**

#### **3.1.1 General provisions and requirements**

Transitional facilities must be approved in accordance with section 39(3) of the Act. They must have an approved operator and be constructed and operated in accordance with this standard, as well as any additional requirements specified in:

- a relevant IHS
- a relevant permit to import
- any notification from MPI relevant to cats and dogs.

#### **3.1.2 Changes to an approved facility**

A facility is approved for specific purposes and activities related to the goods included in the scope of the operating manual. Any changes or modifications to these must be approved by a MPI inspector. Depending on the extent of change, a new approval may be required.

#### **3.1.3 Leased Facilities**

Any lease agreements must not interfere with a facility's ability to meet the requirements of this standard. If a facility, or part of a facility is leased, the

lease contract (or non-gratis arrangement) with the owner must clearly identify the business and the operational arrangements contracted with the owner for meeting the requirements of the standard.

## **3.2 Approval of an Operator**

### **3.2.1 General provisions and requirements**

An operator will be approved by the Director-General in accordance with section 40(3c) of the Act, if the Director-General is satisfied that the applicant is a fit and proper person to operate the facility, has the authority to resource and operate the facility, and has the technical and financial resources in place to maintain that facility.

The facility operator is responsible for ensuring that:

- the facility meets the requirements of this standard
- the facility is used for the purpose specified in the operating manual
- resources are in place for maintaining the facility
- the requirements of the operating manual and any quality management system can be met.

### **3.2.2 Deputy operators**

The operator may nominate individuals to be deputy operators. A deputy operator must be appointed for a facility where the operator responsible for that facility is remotely located. A deputy operator must have the authority to act as a second operator of the facility, nominally when the operator is absent. To gain approval as a deputy operator, applicants must be approved as an operator under the Act. A deputy operator may also be required where it is the opinion of the MPI inspector that a deputy is needed due to the complexities and particular operating factors of a facility.

### **3.2.3 Operator training**

Operators must successfully complete the operator training course prior to receiving approval.

### **3.2.4 Changes to operator**

The MPI inspector must be notified of any proposed changes to the operator or deputy operator(s). Prospective new operators must complete an application according to the requirements in this standard. It is illegal for a facility to operate without an approved operator.

## **3.3 Cancellation of Approval of a Facility/Operator**

A facility's approval may be cancelled in accordance with section 39 of the Act if the facility no longer complies with any of the requirements of this standard; or the Director-General is satisfied that the facility is no longer used for the purpose(s) specified in the operating manual. Notice of cancellation will be given in writing.

An operator's approval may be cancelled in accordance with section 40 of the Act, if the Director-General is satisfied that the operator is no longer operating the facility according to this standard, has ceased to act as operator of the facility, or is no longer a fit and proper person to operate the facility. Before an approval for a transitional facility or operator is cancelled, the operator will be

given a reasonable opportunity to provide comments to MPI. Notice of cancellation will be given in writing.

Where approval of a facility is no longer required for any reason, the operator must contact a MPI inspector who will ensure that all biosecurity risks are dealt with before facility closure.

### **3.4 Personal Information on the Individuals**

In accordance with Principle 3 of the Privacy Act 1993, all information collected on applicants identifying, or capable of identifying, an individual person is personal information. The information is collected for purposes relating to the approval of a facility under section 39 of the Biosecurity Act 1993 and approval as an operator under 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 for Primary Industries. Failure to provide this information will result in the Director-General declining an application for approval of a facility or operator. An individual has the right of access to, and correction of, any personal information that has been provided.

## **4. Requirements for Operating a Facility**

### **4.1 Operating Manual**

An operating manual must be prepared for each facility. This manual must be approved by the MPI inspector before a facility can be approved. The approval of the facility will be limited to the purpose and scope of activities listed in the operating manual. A current copy of the operating manual must be readily accessible to staff and a MPI inspector at all times.

If a facility intends to change its operations to activities outside the scope of the operating manual, a MPI inspector must be informed as a new approval may be required.

### **4.2 Facility Location**

Facilities must be located in areas that can provide services and systems to ensure that the biosecurity risk associated with uncleared animals is managed and that adequate provision can be made for the management of contingencies in the event of an incident or containment breach.

### **4.3 Receipt and Transfer**

Uncleared animals must be managed in such a way that the biosecurity risks are eliminated or minimised.

Animals must be unloaded within the transitional facility. The operator is responsible for all uncleared animals between receipt and biosecurity clearance and must have authority from a MPI inspector to receive, transfer to another facility, or re-ship animals from New Zealand. The facility may only receive animals within the scope of their approval.

The operator must ensure that within three days of an animal's arrival, the MPI inspector has checked the animal's compliance with the cat and dog IHS.

Any transfer of uncleared animals outside of the facility must be in an approved secure and contained manner to prevent contamination of the transporting vehicle, other cargo or environment.

#### **4.4 Internet access**

Facilities are encouraged to have access to an on-line computer and operators should ensure that staff are familiar with electronic communication.

#### **4.5 Facility access and security**

A facility must have a system of controlling access to ensure the security of uncleared animals. Only persons permitted by the operator or MPI inspector are allowed in the facility while uncleared animals are present. Visitors must adhere to access procedures and where possible be accompanied by a staff member while in the facility. The instructions of the operator or MPI inspector are to be followed at all times. The operator must provide access to the facility for a MPI inspector at any reasonable time.

Under section 4.3, uncleared animals must not be moved from the facility before inspection and must remain secure unless authorisation is obtained from a MPI inspector.

The facility must use a system for tracking uncleared animals within the facility, and in and out of the facility.

#### **4.6 Segregation**

Uncleared animals must be effectively segregated from all other animals to prevent possible cross contamination. The operating manual must stipulate how this will be achieved, monitored and maintained, and must be based on the likely risks posed by uncleared animals. Cleared or other animals that become contaminated or are suspected of being contaminated from contact with uncleared animals must be regarded as a biosecurity risk and handled in the same manner as uncleared animals.

Live animals that are not part of a consignment being imported into New Zealand are not permitted in the transitional facility when uncleared animals are present.

#### **4.7 Record keeping**

The operator must implement and maintain an effective record keeping system that allows easy access to records for relevant staff and the MPI inspector. Records must be legible, readily identifiable, and must be kept for a minimum of seven years from receipt, preparation or amendment.

#### **4.8 Hygiene requirements**

The operator must ensure that an effective hygiene system is in place to ensure the facility is kept clean at all times. The operating manual must specify hygiene procedures that will be used in the facility to achieve this. Hygiene requirements must take into account prevention of accumulation of waste and debris, prevention of possible refuge areas for pests and the disposal of sweepings or any other waste that might pose a biosecurity risk.

## **4.9 Pest, weed and vermin control**

Operators must ensure that pests, weeds and vermin are effectively controlled. The operating manual must describe the process that will be undertaken.

It is every person's duty to inform MPI as soon as practicable of the presence of any organism not normally seen or otherwise detected in New Zealand, in accordance with Section 44(1) of the Act.

## **4.10 Disease surveillance**

Operators must ensure that animals in a facility are examined, tested or treated as required by the cat and dog IHS or for disease investigation purposes, under the direction of a MPI inspector.

## **4.11 Internal audit of facility**

The operator must carry out regular self assessments of the facility activities to verify that activities continue to follow the procedures outlined in the operating manual and meet the requirement of this standard and the cat and dog IHS. This must occur at least every six months. The operating manual itself should also be reviewed by the operator at least every six months to ensure its continuing suitability and effectiveness and to introduce any necessary changes or improvements. Any major changes to the operating manual must first be approved by a MPI inspector.

## **4.12 Inspection, Testing and Treatment of Identified Biosecurity Risk**

If biosecurity risks are identified or suspected in an uncleared cat or dog, the cat or dog must be treated, tested, re-shipped, or euthanised, as directed by a MPI inspector.

## **4.13 Signage**

A facility must have a prominent sign or signs identifying the area as a transitional facility under the Act. Signs must warn that entry is restricted to permitted persons only. Signs are not permitted to display the MPI logos as per the Flags, Emblems, and Names Protection Act 1981.

## **4.14 Inspection facilities**

An area or room must be identified for a MPI inspector to use when inspecting animals. This area must be approved by a MPI inspector prior to first use and be identified in the operating manual site plan. This area must be of a sufficient size to enable the inspections to be conducted effectively and safely and have the ability to contain any associated biosecurity risk. The area must not be subjected to extreme temperatures, and must be adequately lit and ventilated. The operator must provide any fit-for-purpose equipment, storage or labour as required by a MPI inspector to help with inspections.

## **4.15 Biosecurity clearance**

The operator must ensure that, in the three days prior to an animal's departure from quarantine, a MPI inspector checks that the animal is fully compliant with the cat and dog IHS.

The MPI inspector must issue a biosecurity clearance in writing to the operator when the conditions of the import health standard have been met; the transitional facility has been operating according to this standard; and the animal is in good health and there is no evidence of infectious disease.

## **4.16 Contingency plans**

The operator must ensure that contingency plans are in place to manage all identified biosecurity risks associated with the facility including possible breaches of security, essential equipment malfunction, loss of electrical power, or arrival of non-compliant live animals. These must be included in the operating manual.

## **4.17 Staff training**

The operator must nominate a person or position responsible for training of staff. The operating manual must describe how the training programme is to be implemented, how the effectiveness of training is assessed, and the time scales for implementation and refresher courses.

Effective training must be available to new and existing staff and must ensure that they are competent in their role. Training and assessment records for all staff must be kept.

# **5. External MPI Audit**

Transitional facilities are assessed by a MPI inspector to ensure the requirements specified in this standard are met.

The operator must provide the MPI inspector access to the facility, records and documents when requested to verify compliance with this standard or to investigate non compliances. The operator or deputy must be present to facilitate the request. MPI reserves the right to audit at any time and audits may be unscheduled. Should a facility operator and/or deputy display a lack of sufficient knowledge leading to failure of an audit, a MPI inspector may require the operator and/or deputy to re-take the relevant training course.

Where a facility is not compliant with this standard, the MPI inspector may recommend the approval for that facility and operator be cancelled. Where non compliances are found but cancellation is not initially recommended, audit frequencies will increase until the MPI inspector is confident the facility is compliant.

A system for this is outlined in the guidance document that accompanies this standard.

# **6. Costs**

The applicant is required to pay for all costs associated with an application for approval of a transitional facility and operator including a processing fee, and for time spent reviewing the application (including the manual) by MPI. Facilities are also required to pay any subsequent costs associated with the ongoing approval of the

facility or operator, such as for audits (this includes a MPI inspector's time and travel). Fees will be charged according to the current Biosecurity Cost Regulations.

## **7. Further information**

For further guidance information on how requirements may be met, refer to the guidance document that accompanies this standard.