Ministry for Primary Industries
Manatū Ahu Matua

Operational Code

# Export Poultry

## Official Assurance Programme

**22 January 2020**

Issued by the Ministry for Primary Industries

New Zealand Government

# TITLE

Operational Code: Export Poultry

# COMMENCEMENT

This Operational Code is effective from 22 January 2020.

# ISSUING BODY

This Operational Code is issued by the Ministry for Primary Industries.

Dated at Wellington, 17 January 2020

[signed]
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# Disclaimer

This guidance does not constitute, and should not be regarded as, legal advice. While every effort has been made to ensure the information in this guidance is accurate, the Ministry for Primary Industries does not accept any responsibility or liability whatsoever for any error of fact, omission, interpretation or opinion that may be present, however it may have occurred.

This operational code replaces the Codes of Practice: Export Poultry 2013 and the Official Assurance Programme: Definitions 16 November 2011.

# Contents

# Introduction

This introduction is not part of the Operational Code, but is intended to indicate its general effect.

## Purpose

This Operational Code was developed by the poultry industry and the Ministry for Primary Industries (MPI) to assist poultry exporters to meet the requirements of the Animal Products Act 1999 (the Act).

The live animal and germplasm Official Assurance Programme is an export programme specifically related to the export of live animals, and to the germplasm of some species. The programme is supported by legal notices and is published as the following types of documents that set the standards and specifications for export:

- Operational Codes of Practice
- Market and commodity specific Export Requirements (overseas market access requirements)
- General Animal Product Notices.

The Operational Codes of Practice include:

- Code of Practice: General Live Animal Export
- Code of Practice: Pre-export Quarantine and Isolation
- Operational Code: Export Germplasm
- Operational Code: Export Poultry (this document)

## Background

This Operational Code (Code) applies to export approved premises that are approved by MPI under the Act for the export of hatching eggs and day-old poultry with official assurances.

In this context, an export approved premises means the hatchery and its associated source flocks that supply either hatching eggs and/or day-old poultry for export.

Hatching eggs supplied for export may be sourced direct from the source flocks where the Export Requirements allow for this i.e. do not necessarily need to be exported via the hatchery.

This Code has been developed based on the international standards as recommended by the World Organisation for Animal Health (OIE) and the management practices recommended by international poultry companies.

Additional market access requirements may have to be satisfied depending on the MPI notified Export Requirements of specific importing countries.

This Code includes information about MPI's electronic certification system to allow for the future transition of live poultry exports to this system.

## Who should read this Operational Code?

This Code applies to premises that are approved by MPI for the export of hatching eggs and day-old poultry and should be read by:

a) poultry exporters;
b) poultry export approved premises operators;
c) poultry veterinarians;
d) recognised persons; and

e) authorised persons.

# Why is this important?

This Code is a guidance document on how to meet export requirements of the Act.

# Document History

This revised Code reflects the changes made to the Animal Products Notice: Export Approved Premises.

| Version Date | Section Changed | Change(s) Description |
|---|---|---|
| 16 September 2013 | | |
| 22 January 2020 | Whole document | New format and updated content, changes marked in yellow. |

# Other information

## Legal Requirements

Throughout this Code the word "must" is often used to designate a mandatory status under the Act or a Legal Notice. The specific reference to the legal instruments have been included in this document in square brackets after the relevant sentence or clause. For example:

"Exporters of live animals must be registered as an exporter in New Zealand [APA]."

In many cases, the mandatory requirements have been paraphrased for context. Exporters and operators should refer to the legislation for the actual wording of the legal requirement.

### Guidance

The information contained within a border throughout this document provides examples, further information and clarifications.

### International Standards

The World Organisation for Animal Health (OIE) is designated by the World Trade Organisation as the international animal health standard-setting organisation. The OIE produces a number of documents, including:

(1) the **OIE Code**
The current edition of the Terrestrial Animal Health Code, which can be found on the OIE website: http://www.oie.int/international-standard-setting/terrestrial-code/access-online/

(2) the **OIE Manual**
The current edition of the OIE Manual of Diagnostic Tests and Vaccines for Terrestrial Animals for diseases listed in the Code, which can be found on the OIE website: http://www.oie.int/standard-setting/terrestrial-manual/access-online/

### Other Standards

There are a number of additional standards which are necessary for certain exports:

Specific Export Requirements (OMARs) https://www.mpi.govt.nz/exporting/animals/live-poultry/requirements/

## Legislation, Roles and Responsibilities

The roles and responsibilities of various groups of people involved in the export of live animals and germplasm as shown in Figure 1. A summary of the main legislation that is most applicable to the export of live animals and germplasm is shown in figure 2.

**Figure 1. The roles and responsibilities in the export of live animals and germplasm**

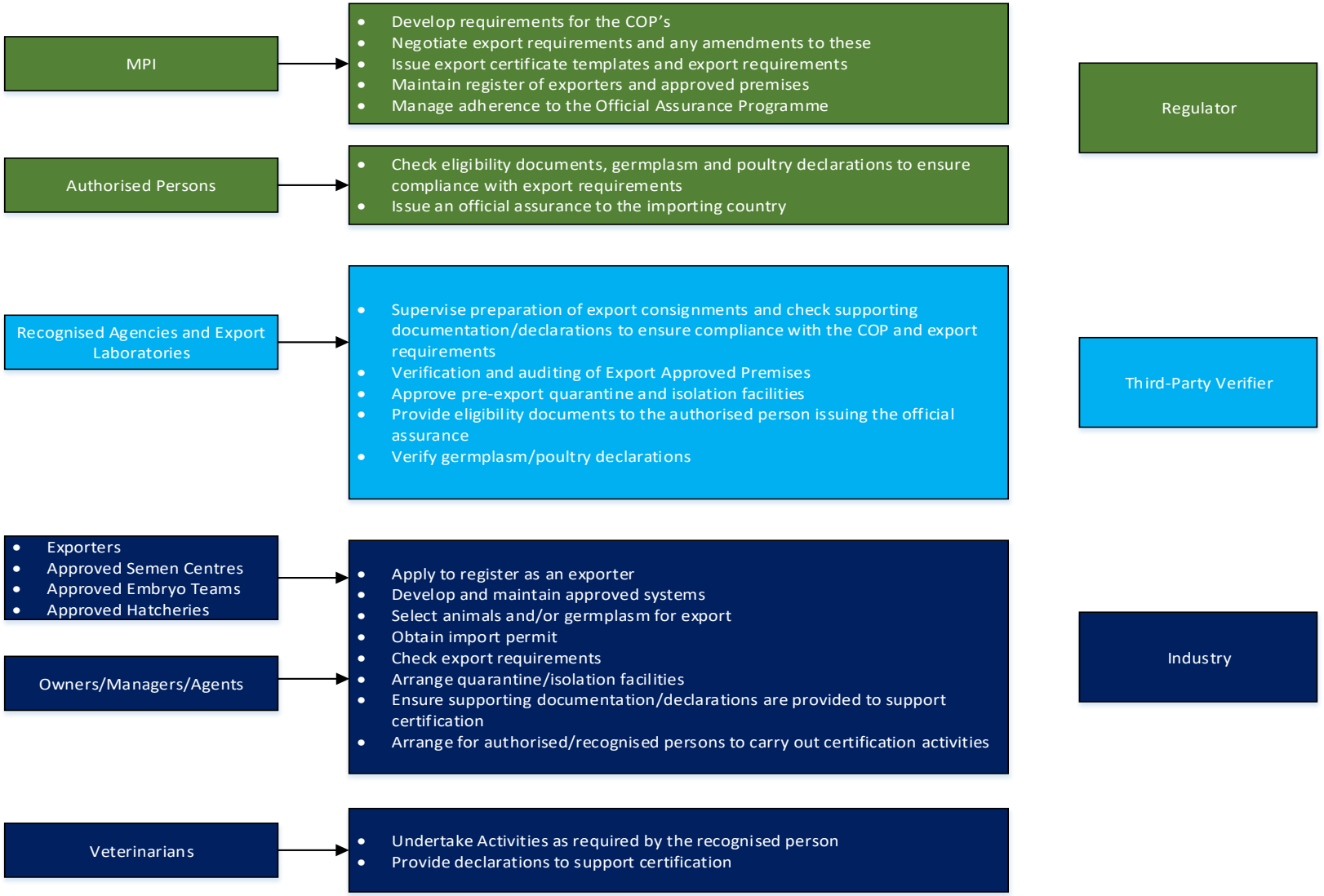
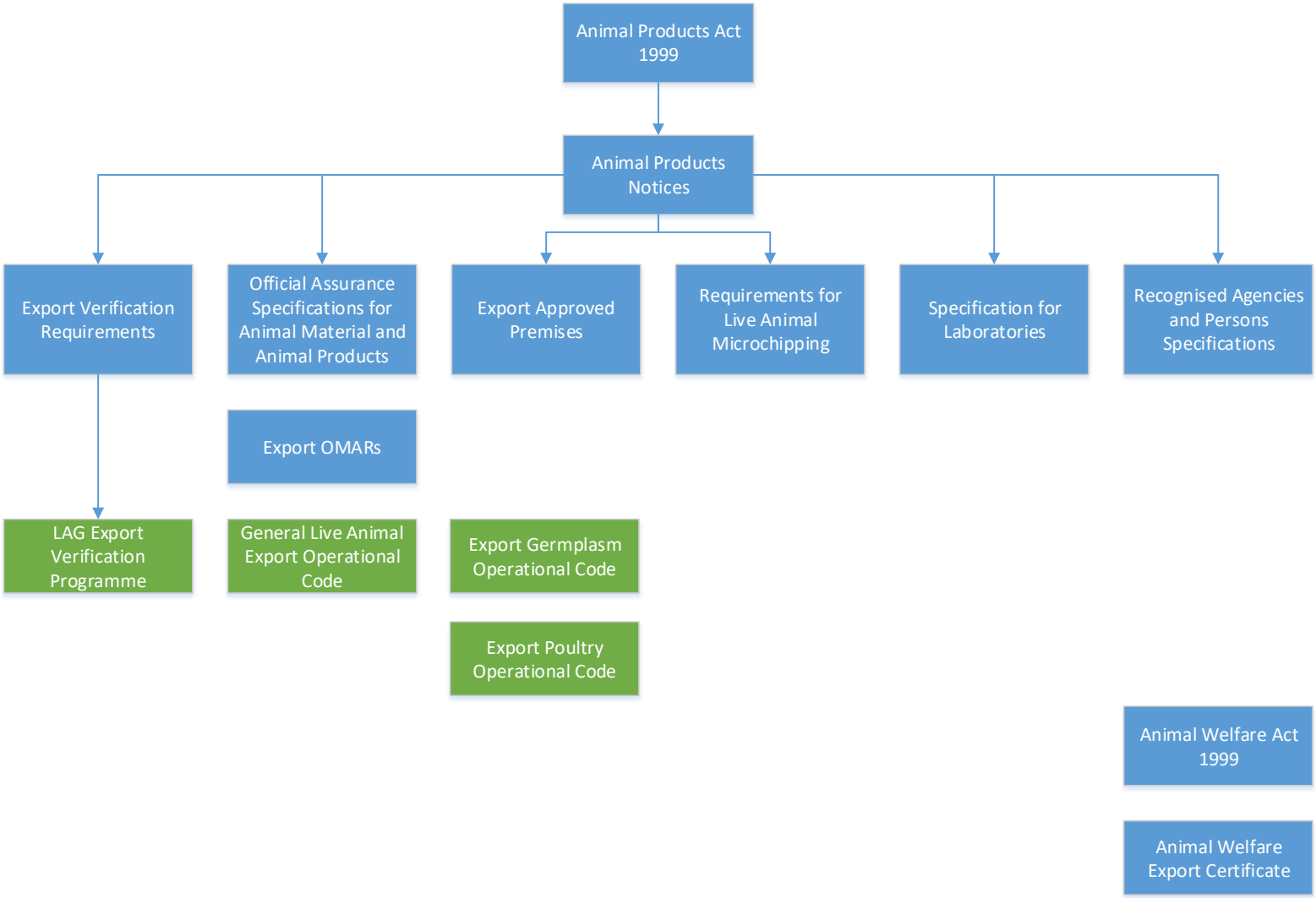


**Figure 2. Diagram of main legislation (blue) and associated documents (green) that is most applicable to the export of live animals and germplasm**



# Part 1: General

## 1.1 Structure of the Code

(1) This Code is separated into Parts.

(2) Part 1 gives an overview of the content of this Code, definitions and abbreviations.

(3) Parts 2 and 3 summarise the requirements under the Animal Products Act and relevant Animal Products Act Notices.

(4) Parts 4, 5 and 6 provide guidance for what the operators of poultry export approved premises need to do in order to become MPI approved and retain this approval. Where the word "must" is used in these sections it is because there is a corresponding legislative requirement, which is referenced.

(5) Export approved premises may use alternative approaches to meet certification requirements, provided all relevant regulatory requirements are met. Those who wish to use an alternative approach should seek guidance from their Recognised Person and MPI.

## 1.2 Application

(1) This Code is guidance for export approved premises that are approved by MPI or intend to seek MPI approval for the export of hatching eggs and day-old poultry.

(2) This Code does not apply to:

a) poultry that is able to be exported without requiring an official assurance; and
b) poultry for the domestic market.

(3) Where an exporter intends to export only low volumes of poultry, or undertake one-off exports, the exporter may request an exemption under the Animal Products Notice: Export Approved Premises.

Exempt operators should use a recognised person to carry out any tasks required by the Export Requirements, including providing an eligibility document.

## 1.3 Definitions

Any term or expression that is defined in the Animal Products Act 1999, Animal Products (Ancillary and Transitional Provisions) Act 1999, or regulations made under those Acts, and used but not defined in this Code, has the same meaning as in those Acts or Regulations.

In this Code, unless the context otherwise requires, the following definitions, abbreviations and interpretations are used:

**The Act** means the Animal Products Act 1999 unless otherwise stated.

**animal** means any member of the animal kingdom, including:

a) any mammal, bird (including hatching eggs), finfish, shellfish, reptile, amphibian, insect, or invertebrate;
b) any other creature or entity that is declared by the Minister, by notice in the Gazette, to be an animal for the purposes of this Act.

**Animal Trade (Exports)** means the section within MPI responsible for the development, negotiation and setting of, and adherence to, Export Requirements for live animals and germplasm.

**authorised person** means a person employed by MPI and designated by the Director-General of MPI under section 65 of the Act as an authorised person for the purpose of issuing official assurances under section 61 of the Act, and for withdrawing and reissuing official assurances under section 64 of the Act.

**authorised user** means an approved veterinarian that has been given authority to access live animal export certificate templates to enable the signing of germplasm or poultry declarations.

**cleaning** means 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. Examples are:

a) high-pressure hose and/or steam cleaning for concrete, steel, rubber and wooden surfaces associated with a hatchery or compartment.
b) hot water, detergents and/or abrasive cleaning agents for smooth work/interior surfaces in a hatchery or compartment.

**closed out** means the corrective action for a non-compliance(s) identified in an audit has been verified as successfully completed.

**competence** means in relation to a person, a demonstrated ability to apply that person's knowledge and skills.

**competent authority** means the veterinary authority or other governmental authority of a country having the responsibility and competence for ensuring or supervising the implementation of animal health and welfare measures, international veterinary certification and other standards and guidelines.

**conflict of interest** means where the duties or responsibilities of a person required by this Code or under the Act could be improperly affected by some other interest or duty the person may have.

**consignment** means one or a number of live animals, hatching eggs or germplasm, being moved from one country to another and covered, where required, by an official assurance.

**day-old poultry** means the newly hatched (less than 72 hours old) offspring of a hatching egg of a chicken, turkey or duck that has not been fed.

**defined area** means an area within a facility, which is clearly demarcated for a specific purpose.

**Director-General** this term generally applies to the Director-General of MPI and for the purposes of this document includes his/her authorised delegates, namely: the Deputy Director-Generals; the Director Assurance; the Director Animal Health and Welfare; the Director Performance Oversight and Approvals; other MPI employees with delegated authority to exercise appropriate powers under the Animal Products Act 1999.

**disinfection** means the application, after cleaning, of procedures intended to destroy agents of disease.

**dispensation** means an exemption from a particular Export Requirement which is reflected in the issuing of a one-off official assurance.

**eligibility declaration** means a document signed by an approved veterinarian that confirms the eligibility for export of any germplasm, day-old poultry or hatching eggs that requires an official assurance.

**eligibility document** means a copy of an export certificate template with relevant sections completed, which is issued by a recognised person to an authorised person and which confirms information supporting the eligibility for export of any live animal (and germplasm where a germplasm declaration is not used) that requires an official assurance.

**entity** means an organisation or person that is legally able to enter into a contract and possesses a separate existence for tax purposes. An example of an entity would be a company, corporation, partnership, or trust.

**epidemiological unit** means a group of animals with a defined epidemiological relationship that share approximately the same likelihood of exposure to a pathogenic agent. This may be because they share a common environment (e.g. animals in a pen), or because of common management practices. Usually, this is a herd or a flock. However, an epidemiological unit may also refer to groups such as animals belonging to residents of a village, or animals sharing a communal animal handling facility. The epidemiological relationship may differ from disease to disease, or even strain to strain of the pathogenic agent.

**equivalence** means the situation where the sanitary measure(s) proposed by the exporting country, is negotiated and accepted by the importing country as an alternative to their requirement.

**export approved premises** means any premises approved by the Director-General under the Animal Products Notice: Export Approved Premises (including semen centres, embryo teams and hatcheries). In this Code an export approved premises means the hatchery and its associated source flocks that supply either hatching eggs and/or day-old poultry for export.

**export certificate template** means the template which is used to raise an official assurance as determined by the Director-General pursuant to section 62 of the Act. Once the export certificate template is completed, printed on security paper, numbered, signed and dated by an authorised person, and stamped with that authorised person's signatory seal, it becomes an official assurance.

**Export Requirements** means the requirements, issued under section 60 of the Act which are specific to an identified overseas market(s) and related to the export of live animals and germplasm.

**exporter** means a person or entity that is registered for the purpose of exporting animal products under the Act, unless exempt from registration.

**facility** means buildings, laboratories, yards, paddocks, etc. associated with the export of live animals.

**first-hand knowledge** means knowledge by a person of facts or information which have been directly observed or verified by that person. It does not include knowledge based on what a person has been told by another.

**hatchery manager** means the person with delegated responsibility covering the following requirements:

a) adequate knowledge of the day-to-day operations of the premises;
b) sound knowledge of applicable export requirements and industry standards;
c) able to be present at the premises at reasonable notice; and
d) able to be present during routine verification.

**internal audit** means a managerial tool with its primary function being to measure and evaluate the adequacy and effectiveness of internal control systems.

**import permit** means an official document that is issued by an importing country allowing the importation of live animals or germplasm which may or may not specify the import requirements.

i**nventory** means a system of control whereby an entity is able to satisfactorily demonstrate the identity, traceability and eligibility of live animals or germplasm, through their records.

**isolation** means keeping animals of the same export status separate from other animals of a different or unknown status.

**issue** means (in relation to an official assurance) refers to the provision of the authorised person's signature and seal on an export certificate template to transform it into an official assurance.

**MPI** means Ministry for Primary Industries.

**MPI website** means http://www.mpi.govt.nz

**MPI VS** means Ministry for Primary Industries Verification Services Directorate (formerly NZFSA VA).

**non-compliances** are rated as follows:

a) critical non-compliance.
b) major non-compliance.
c) minor non-compliance.

A **critical** non-compliance compromises the integrity of export certification. Examples include but are not limited to:

a) Negligence.
b) non-disclosure of unfavourable test or examination results.
c) substitution of animals or samples.
d) failure to keep essential records.
e) false certification and/or altered signature.
f) failure to declare a conflict of interest.

g) failure to rectify any major non-compliance(s) within the agreed timeframe.

A **major** non-compliance is one that demonstrates a major failure in the operation of a documented procedure or a deficiency in veterinary science application. It may be a specific non-compliance or a system with multiple non-compliances having a cumulative effect. Major non-compliances may be created by escalation of outstanding issues from previous audits. A major non-compliance may compromise the integrity of the official assurance. Examples include but are not limited to:

a) unsatisfactory submission of samples for testing.
b) major omission or inaccuracy in record-keeping.

A **minor** non-compliance is one that does not represent a major failure of an operation or system but that does require correction.

**official assurance** means a general statement to a foreign government, or an agent of a foreign government, attesting that certain conditions apply with respect to live animals or germplasm export. This includes, but is not limited to, statements regarding New Zealand's animal health status, the residency, isolation, health, testing, treatment, inspection status, and transportation of the commodity to be exported. Only authorised persons may issue an official assurance.

**official assurance verifier** means a person recognised under section 103 of the Act to undertake official assurance verification relating to the export of live animals and germplasm (refer to recognised person).

**official control** means the control by a recognised person or authorised person.

**official veterinarian** means a veterinarian authorised by the Veterinary Authority i.e. competent authority of the country, to perform certain designated official tasks associated with animal health and/or public health and inspections of commodities and, when appropriate, to verify in conformity with the provisions of the chapters on "General obligations related to certification" and "Certification procedures" in the current version of the OIE Code (Veterinarians authorised or recognised under the Animal Products Act 1999 can be termed 'official veterinarians').

**OIE** means World Organisation for Animal Health (the name Office International des Epizooties was abolished in 2003; the acronym has been maintained).

**OIE Code** means:

a) The current edition of the Terrestrial Animal Health Code, which can be found on the OIE website: https://www.oie.int/international-standard-setting/terrestrial-code/access-online/
b) The current edition of the Aquatic Animal Health Code, which can be found on the OIE website: https://www.oie.int/standard-setting/aquatic-code/

**OIE Manual** means:

a) The current edition of The OIE Manual of Diagnostic Tests and Vaccines for Terrestrial Animals (mammals, birds and bees) for diseases listed in the Code. This can be found on the OIE website: https://www.oie.int/standard-setting/terrestrial-manual/access-online/
b) The current edition of the OIE Manual of Diagnostic Tests for Aquatic Animals, which can be found on the OIE website: https://www.oie.int/standard-setting/aquatic-manual/

**operator** means the person who has overall responsibility for a quarantine, pre-export isolation facility or export approved premise, its maintenance and operation.

**poultry** means chickens, turkeys and ducks used for the production of meat or eggs for human consumption or for breeding these categories of birds. Other species of birds, and all birds that are kept in captivity for any reason other than those reasons referred to in the preceding sentence, including those that are kept for shows, races, exhibitions, competitions or for breeding or selling these categories of birds as well as pet birds, are not considered to be poultry.

**poultry declaration** means a Copy of an export certificate template with relevant sections completed, issued by an approved poultry veterinarian to an authorised person and which confirms information supporting the eligibility for export of any day-old poultry or hatching eggs that requires an official assurance.

**poultry farm** means a demarcated premise in which breeding poultry comprising one or more flocks are housed in one or more houses/sheds. A poultry farm will have a single entrance for personnel, equipment, and feed, and may include egg fumigation and storage facilities.

**poultry source flock** means a group of breeding poultry housed on a single poultry farm and managed as a single epidemiological unit. A flock may have a single health status in respect of the requirements of its intended export destinations.

**Poultry veterinarian** means an approved veterinarian who is responsible for ensuring the day-to-day activities of an approved hatchery and export source flock are in accordance with this Code and any relevant requirements.

**premises** means the place where a live animal business is operated.

**recognised agency** means in relation to any function or activity set out in this notice, a person or body recognised as an agency under section 103 of the Act for the purpose of performing specified functions and/or activities required for export certification of animals and germplasm to which this notice applies.

**recognised laboratory** means a laboratory recognised by the Director-General under the Export Laboratory Programme https://www.mpi.govt.nz/law-and-policy/approved-organisations-and-people/animal-products-act-recognised-agencies-and-persons/recognised-laboratory-programme/

**recognised person** means in relation to any function or activity set out in this notice, a person recognised under section 103 of the Act for the purpose of performing specified functions and/or activities relating to the export of live animals and germplasm to which this notice applies.

**security seal** means an MPI seal, which is a uniquely marked device used for the purpose of detecting whether cages or containers containing live animals or germplasm have been tampered with once the official assurance has been issued.

**specifications** means any specification issued under section 60 (2) of the Act.

**sterilisation** means the procedure to free from living micro-organisms.

**supporting documentation** means a document, provided by a person other than a recognised person, providing information to support the eligibility for export of any live animal or germplasm that requires an official assurance.

**unfavourable test result** means a test result that causes or could cause a change in the export eligibility of exported animal products/material, or animal products/material intended for export.

**veterinarian** means a veterinarian registered under the Veterinarians Act 2005.

**work manual** means the documentation outlining the systems and procedures of a hatchery, semen centre, or embryo team to enable the export approved premises to meet the recommendations of the Code.

## 1.4 Abbreviations

The abbreviations used for legislation cited in this document are:

**APA** Animal Products Act 1999

**EVR** Animal Products Notice: Export Verification Requirements

**EAP** Animal Products Notice: Export Approved Premises

**OAS** Animal Products Notice: Official Assurances Specifications for Animal and Animal Products

# Part 2: Requirements of the Animal Products Act 1999 and general requirements for export

## 2.1 Requirements for exporters and operators

(1) The Act is New Zealand's legal framework for the export of animal material (including live animals) and animal products.

(2) In the case of commercial hatching eggs and day-old poultry, these are classed as animal products (i.e. undergo some level of processing).

(3) The Act sets out the duties and responsibilities for exporters and operators, while the Animal Products Regulations 2000 and various Notices, detail the specifications of how those duties and responsibilities should be met.

(4) The legal notices (as may be amended from time to time or any notice that replaces that notice) relevant to the export of poultry include:

a) Animal Products Notice: Export Approved Premises
b) Animal Products Notice: Export Verification Requirements
c) Animal Products Notice: Recognised Agencies and Persons Specifications
d) Animal Products Notice: Official Assurances Specifications for Animal Material and Animal Products
e) Animal Products Notice: Specifications for Laboratories

(5) These documents can be found on the MPI website: https://www.mpi.govt.nz/law-and-policy/requirements/animal-products-act-notices/

(6) Further information on the verification (audit) programme can be found in the policy document *Live Animal and Germplasm Export Verification Programme* on the MPI website.

(7) Exporters of live animals must be registered as an exporter in New Zealand [APA].

(8) The operator of an export approved premises is responsible for [EAP]:

a) applying for listing and approval of a veterinarian that is to be associated with the facility (using the application form AP41 Export Approved Premises Listing);
b) re-applying for listing every two years;
c) providing the relevant verifiers with freedom and access to carry out their functions and activities under the Act;
d) notification to the Director-General if they want to change recognised agencies;
e) notification to the Director-General of any significant change to the export approved premises (e.g. change in ownership, management, or address); and
f) gaining access to the electronic certification system.

(9) For the steps to follow for a new hatchery and associated source flocks to become approved as an export approved premises, see Appendix 1.

(10) Note some countries (for example, China and Thailand) may have additional requirements that need to be met before that premises is eligible for listing and subsequent export to that country.

## 2.2 General requirements for export

(1) Prior to preparing hatching eggs or day-old poultry export, operators should check the importing country's latest requirements.

(2) Export Requirements (OMARs) published by MPI are the latest requirements as understood by MPI. These are not necessarily up-to-date, as importing countries often do not automatically advise any changes to MPI.

(3) Import permits issued by the importing country often contain their latest import requirements. However, these have not necessarily been agreed with MPI.

(4) Where import permit requirements do not correspond with the Export Requirements, the exporter/operator should inform the Animal Trade (Export) team as soon as practicable.

(5) Exporters intending to export hatching eggs or day-old poultry for which an official assurance is required should give reasonable notice to any recognised or authorised persons involved with the consignment so that any verification activities can be carried out in a timely manner [OAS].

## 2.3 Supervision, examination and testing

(1) Where an Export Requirement specifies a level of supervision, unless clarified otherwise, this is taken to mean the supervision is indirect supervision (see Schedule 1 for interpretation of this term).

Where there is no level of supervision specified, the level of supervision to be applied should be consistent with the recommendations of the OIE *Code*.

(2) Where an Export Requirement specifies an examination of an animal by a specific person, such as a poultry veterinarian, or a veterinarian (NZ registered), this is taken to mean the examination is carried out by the person specified.

(3) Where an Export Requirement requires an animal to be examined or certified as being free of evidence of clinical signs of disease, but it is not specified who may do this, then the task may be carried out by a person who is trained or assessed as competent to carry out that task.

(4) All laboratory testing specified in the Export Requirements must be carried out by a recognised laboratory unless specifically exempt [APA].

(5) MPI maintains a list of recognised laboratories on the MPI website along with lists of the testing procedures each laboratory is approved to undertake Recognised Laboratory Programme (RLP) Laboratories

## 2.4 Communications with foreign authorities

(1) On matters relating to official assurances, persons should not communicate with foreign governments or agencies on behalf of MPI or represent that they are communicating on MPI's behalf or with MPI's authority, unless they have the prior written approval of the Animal Trade (Export) team.

## 2.5 Equivalence and dispensation

(1) Exporters requesting equivalence or dispensation should contact the Animal Trade (Export) team, and provide them with all relevant information to assist the negotiation process.

(2) MPI reserves the right to reject requests on a case-by-case basis.

# Part 3: Requirements for Certification

**Further Information - OAS**

The Animal Products Notice: Official Assurance Specifications for Animal and Animal Products sets specifications in relation to issue, control, and obtaining official assurances.

## 3.1 Official assurances and eligibility documents

(1) Official assurances (signed export certificates) are issued based on poultry declarations/eligibility documents and/or supporting documentation [OAS].

(2) Eligibility documents are copies of export certificate templates with relevant sections completed, issued by a recognised person to an authorised person, these can also take the form of a template in an electronic certification system [OAS].

(3) Poultry declarations are copies of export certificate templates with relevant sections completed, issued by an approved poultry veterinarian to an authorised person, these can also take the form of a template in an electronic certification system. Poultry declarations are subject to random verification by a recognised person [OAS].

(4) Poultry declarations are the norm for approved poultry veterinarians. The pathway of a recognised person issuing eligibility documents can also be used, for example where the poultry veterinarian is away on holiday or overseas, or the Export Requirements requires an Official Veterinarian to inspect the source flock or day-old poultry [OAS].

## 3.2 Official assurances

(1) For preparation of an export consignment the export approved premises must ensure the hatching eggs or day-old poultry are export eligible and meet the relevant Export Requirements [APA]. This usually includes:

a) checking the identification of the source flock and export eligibility of the hatching eggs or day-old poultry;
b) checking dates, any testing and treatment requirements, declarations, and supporting documentation; and
c) correctly entering any information on the poultry declaration.

(2) Exporters should notify the Animal Trade (Export) team as soon as possible (no later than 24 hours after the event or first knowledge of the event) where an official assurance has been signed and the hatching eggs or day-old poultry exported or to be exported [APA]:

a) do not meet or may no longer meet the conditions of the official assurance under which they have been, or will be, exported; or
b) are refused entry by the importing country.

The Animal Trade (Export) team can be contacted by email (animalexports@mpi.govt.nz) or phone (0800 00 8333).

(3) Exporters should notify MPI Verification Services Certification team as soon as practical where an official assurance has been lost or misplaced.

(4) Exporters must ensure that [OAS]:

a) information is available allowing for the traceability of the hatching eggs or day-old poultry;
b) any file copy of supporting documentation is a faithful and legible replica; and
c) all records and supporting documentation for hatching eggs or day-old poultry are kept for a period of at least four years.

(5) Once an official assurance is issued, it remains the property of the Director-General until received by a foreign government [APA].

## 3.3 Export certificate templates

(1) Authorised and recognised persons, or their nominated representatives, are automatically provided with a password to access the restricted export certificate templates on the MPI website.

(2) Exporters and poultry veterinarians can request access to password protected export certificate templates on the MPI website by applying to the Animal Trade (Export) team using the application form Access to Export Certificate Templates for Live Animals and Germplasm.

(3) Templates can be accessed through the electronic certification system.

## 3.4 Electronic certification

**Further Information – Electronic certification system**

MPI is looking to transition to an electronic certification system, once it is operational then it can be used as the platform for completing certification for live animal and germplasm exports.

Statements regarding the electronic certification system in this document are only relevant after the establishment of this system.

(1) Authorised, recognised persons, exporters, and poultry veterinarians should have access to the electronic certification system.

(2) Access to the electronic certification system can be gained by contacting the Animal Trade (Export) team.

## 3.5 Supporting documentation

(1) Supporting documentation refers to documents that provide information to support the export eligibility of any hatching eggs or day-old poultry which requires an official assurance.

(2) Any person providing supporting documentation must [OAS]:

a) have the requisite first-hand knowledge of the information he/she is providing; and
b) ensure that the supporting documentation is true and accurate.

(3) The poultry veterinarian issuing a poultry declaration must keep copies of any supporting documentation [OAS].

(4) Supporting documents include (but are not limited to):

a) laboratory reports;
b) declarations regarding flock health status and poultry farm disease status; and
c) declarations from registered veterinarians servicing the poultry farm.

(5) All declarations (excluding laboratory reports and veterinary certificates) used as supporting documentation should contain the following statements:

a) “The information that I have provided is true, correct and complete in every particular”; and
b) “I am aware that this declaration is made for the purposes of supporting export certification under the Animal Products Act 1999”.

(6) Where the declaration is for the verification of the identification of the poultry farm or flock, the declaration should contain the following statement:

a) "I have checked the identification of the poultry farm / flock for which I am providing this declaration and it is as specified in this declaration".

(7) Signing and dating of the declaration should be done underneath all the information and statements in the declaration, to signify that the declarer attests to all the information in the declaration.

(8) Supporting documentation may be required to be uploaded to the electronic certification system.

## 3.6 Poultry declarations

(1) Any approved poultry veterinarian issuing poultry declarations must [OAS]:

a) have first-hand knowledge of the information they are providing and/or be assured that any supporting documentation is true and accurate; and
b) be assured that the person signing the supporting documentation has the requisite first-hand knowledge of the information they are providing and is in a position to provide the supporting documentation accurately.

(2) Poultry declarations must have a unique identifier which includes the hatchery registration number, plus the unique document number [OAS].

An example of a unique identifier is NZH56/213, where 213 is the 213th poultry declaration issued by the hatchery NZH56.

(3) Any alteration to the wording of the clauses of an export certificate template being used for a poultry declaration is prohibited unless prior approval of the Director-General has been obtained [OAS].

If a dispensation or equivalence has been given, then the exact instructions from MPI for amending the document must be followed.

(4) Poultry declarations must not be issued if the details on the declaration are incomplete, inaccurate or not in accordance with the Export Requirements [OAS].

(5) A poultry declaration should include:

a) the exporter's registration identification;
b) the hatchery approval number;
c) accurate information on number/sex/parent line as required;
d) deletion of all uncompleted tasks (by striking through the relevant clauses) and notify the authorised person accordingly in writing;
e) voiding of any spaces in the poultry declaration into which unauthorised information could be added, i.e. ruled off using a diagonal line, insert the words "not applicable", etc;
f) dates that are in the correct format of dd/mmm/yyyy, e.g. 17 Dec 2008. For the month the abbreviated or full word may be used;
g) a signature, with name and designation (e.g. John Smith, Poultry Veterinarian) below the signature; and
h) the actual date of signing.

(6) Corrections to hardcopy poultry declarations must be kept to a minimum, and meet the following specification [OAS]:

a) wording struck out so that the original wording remains still legible;
b) a full signature and date;
c) no more than four corrections per document; and
d) each error corrected only once.

(7) If there are too many errors, or where the corrections result in the document becoming unclear, a replacement poultry declaration must be issued [OAS].

A replacement poultry declaration requires a new unique identifier and must refer to the original poultry declaration by containing the following statement at the top of the first page: “Replacement of <<insert original unique identifier>>, which is cancelled” [OAS].

(8) A draft electronic version of the poultry declaration may be sent to the authorised person to aid in the preparation of the official assurance. Prior to issuing the official assurance, the original, signed poultry declaration should be available to the authorised person. Where the original signed poultry declaration cannot be made available, and a faithful and legible copy has been provided instead, the original signed poultry declaration must be sent to the authorised person within five working days of signing the official assurance [OAS].

(9) In the event of any differences between the electronic version and the signed poultry declaration, a written explanation should detail the differences.

(10) Communication regarding poultry declarations should be copied to the relevant recognised person.

(11) The signing of a poultry declaration should occur within 72 hours prior to export. If there are requirements that need to be certified that haven’t happened yet, such as chicks hatching, packaging certified to be clean, etc. then the poultry declaration should only be signed after these events have occurred, unless these clauses are deleted. If clauses are deleted then they will need to be certified later.

(12) At the time of export, the operator must ensure that a copy of the original signed poultry declaration is provided to the recognised person responsible for the verification of the export approved premise, as soon as practicable [OAS].

This can be achieved by emailing the recognised person a scanned copy of the signed document.

(13) When the industry transitions to use of an electronic certification system poultry declarations will be automated and this will supersede (2) to (12) and part 3.7 (1) below.

## 3.7 Verification of poultry declarations by recognised persons

(1) At the time of export, the poultry veterinarian should ensure that a copy of the original signed poultry declaration is provided to the recognised person responsible for the verification of the export approved premise.

This can be achieved by emailing the recognised person a scanned copy of the signed document.The recognised person responsible for the export hatchery must, on an ongoing basis, check at least 5% of poultry declarations at various times throughout the year, to ensure they have been produced correctly. The detail of information requested and scrutinized is subject to the discretion of the recognised person [OAS].

(3) In addition, the recognised person may at any time, where they have reasonable grounds for doing so, audit any supporting documentation [OAS].

(4) An electronic certification system shall automate the process for generating poultry declarations, and supersede part 3.7 (1), as the recognised person is able to access completed germplasm declaration via the electronic certification system.

# Part 4: Guidance for Operators and Poultry Veterinarians

## 4.1 Responsibilities of operators

(1) The operator can appoint a hatchery manager who:

a) has adequate knowledge of the day-to-day operations of the premises;
b) has sound knowledge of applicable export requirements and industry standards;
c) is able to be present at the premises at reasonable notice; and
d) is able to be present during routine verification.

(2) An operator is responsible for ensuring that there is a delegated person(s) responsible for:

a) the hatchery maintaining its approval [EAP];
b) the hatchery employing competent staff;
c) ensuring a poultry veterinarian is associated with the hatchery and is approved by the recognised agency [EAP];
d) not placing the poultry veterinarian in a situation that compromises his/her impartiality and independence in the performance of his/her functions as a poultry veterinarian;
e) notifying the recognised person and Animal Trade (Exports) team immediately if there are changes to the status of the poultry veterinarian(s) and the hatchery [EAP];
f) ensuring the recognised person is notified prior to any significant change to the hatcheries approved facilities or work manual [EAP];
g) ensuring internal audits are undertaken;
h) closing out any corrective actions within the agreed timeframes [EVR]; and
i) the EAP and the and the poultry veterinarian having access to MPI's electronic certification system.

(3) The operator must apply to MPI every 2 years for renewal of the approval of the poultry veterinarian associated with the hatchery. Applications for approval must be accompanied by a recommendation from the recognised agency that performed the hatchery's most recent audit. The audit report should be sufficient supporting documentation for approval [EAP].

(4) The operator is responsible for establishing quarterly meetings between the operator, recognised person, and poultry veterinarian(s), where testing and zootechnical performance of hatcheries and source flocks should be reviewed for that quarter including;

a) completed poultry declarations, impending exports, surveillance results, production trends, health & welfare issues, non-compliances (export non-compliances, internal non-compliances, external non-compliances, corrective actions), significant changes etc;
b) summary of any poultry declaration verification conducted by the recognised person as part of their regular annual 5% verification activity;
c) full verification of 2 random poultry declaration with all supporting documentation; and
d) documenting meeting minutes for future reference.

## 4.2 Requirements of poultry veterinarians

(1) The poultry veterinarian must meet the following requirements [EAP]:

a) is registered with the Veterinary Council of New Zealand and holds a current practising certificate;
b) has adequate knowledge of the day-to-day operations of the premises;
c) has sound knowledge of applicable export requirements and industry standards;
d) is able to be present at the premises at reasonable notice; and
e) is able to be present during routine verification.

(2) The poultry veterinarian should have access to MPI's electronic certification system.

## 4.3 Responsibilities of poultry veterinarians

(1) The poultry veterinarian should:

a) ensure that only hatching eggs and day-old poultry, that meet the relevant Parts of this Code, the Export Requirements and the import permit (if required), will be presented for export [OAS];
b) ensure that he/she has adequate knowledge of what is happening in the hatchery and source flocks on a day-to-day basis and is able to be present at reasonable notice [EAP];
c) have a detailed understanding of the relevant requirements within and made under the Act;
d) be present at every approval audit (or at least annually) [EAP];
e) ensure internal audits are undertaken; and
f) ensure that any corrective actions identified are closed out within the agreed timeframes [EVR].

(2) The poultry veterinarian should ensure that any conflicts of interest are identified, disclosed and managed as per the conflict of interest policy in the *Code of Professional Conduct for Veterinarians.*

## 4.4 Competencies

(1) The following staff should be identified (either by position, designation or name) in the EAP manual:

a) the day-to-day manager/operator or person responsible for the day-to-day running of the EAP;
b) the poultry veterinarian(s) who authorises all or parts of the EAP procedures; and
c) key personnel involved in quality control, process control, monitoring, corrective action, record keeping, animal management and processing.

(2) The operator should document the skills or competencies needed by the persons or positions identified in 4.4 (1) above to enable the effective operation of the premises.

(3) These competencies may be documented in job descriptions.

(4) The day-to-day manager/operator and poultry veterinarian should be familiar with the documented procedures and have the following competencies:

a) knowledge of regulatory requirements, including responsibilities, related to the effective development and implementation of the EAP work manual procedures;
b) technical knowledge and experience in the ongoing processes of the premises; and
c) ability to liaise and communicate effectively with personnel and the regulator.

(5) Personnel involved in key tasks e.g. 4.4 (1) above, should have the following competencies:

a) an appropriate level of knowledge and skill in implementing their assigned task;
b) a good understanding of, and be able to consistently comply with the EAP manuals; and
c) a good understanding of Recognised Agency audits and verification.

## 4.5 Training

(1) The operator should ensure that the skills of those persons involved in key tasks, are maintained on an ongoing basis.

(2) Any training provided should be appropriate to the nature of the person's assigned task or activity and level of responsibility. This may include induction training, regular in-house meetings, on-the-job training and external training courses.

(3) The developed training programme should include:

a) the identification of skills and competencies required for key roles;
b) training schedules (including refresher training); and
c) training records of the personnel.

Training can include attendance at MPI poultry exporter meetings and MPI ATAC meetings, regular

review of relevant MPI notices and OMARS, signed export certificates, internal review of EAP procedures, internal audits, peer review of other poultry veterinarian's poultry declarations, auditing qualifications, certification training etc

(4) Personnel should also be trained in accordance with written instructions or procedures specific to their tasks, including equipment operation, and monitoring of product and process parameters. Training on specific areas, such as monitoring procedures, and internal auditing, should also be identified by the operator and undertaken as appropriate.

(5) The operator should review the training programme annually to:

a) ensure the training of personnel remains up-to-date and effective; and
b) identify requirements for new training or refresher training, e.g. new product/equipment/process.

(6) Where appropriate, ensure there are clear instructions regarding biosecurity practices and operational tasks posted in the premises to re-enforce the procedures.

(7) Staff should ensure visitors and contractors report to the responsible person on arrival at the premises. Ensure they are supervised by appropriately assigned staff while within the premises. It is the responsibility of the assigned staff that biosecurity practices and procedures are followed by the visitor or contractor.

# Part 5: Guidance for Hatcheries and Export Source Flocks

## 5.1 Purpose

(1) The purpose of official sanitary control of the hatchery and the associated export source flocks is to:

a) Maintain the health status of the export source flocks so that hatching eggs and day-old poultry have a negligible risk of being infected with specific pathogenic organisms;
b) Ensure that the hatchery and associated source farms operate in accordance with systems that maintain the export status of the hatching eggs and day-old poultry, so allowing the issuing of official assurances [EVR].
c) As source flocks may be used intermittently for export purposes, the list of associated export source flocks should be kept up-to-date by the operator.

## 5.2 Requirements for approval and registration of hatcheries

(1) Hatcheries must be approved and registered by the Director-General for exporting hatching eggs and day-old poultry [EAP].

For the steps to follow for a premise to become approved as an export approved premises, see Appendix 1.

(2) An approval is valid for a maximum of two years, or until the approval is surrendered, or withdrawn by the Director-General [EAP].

(3) The list of hatcheries is available on the MPI website: https://www.foodsafety.govt.nz/registers-lists/export-approved-premises/

(4) Any change of any approved poultry veterinarians should be reported to the Animal Trade (Export) team so that the email distribution list can be kept up to date. The Approvals team should also be contacted to keep their current list of approved poultry veterinarians up to date.

## 5.3 Source flock approval

(1) Source flocks can be approved by the recognised person responsible for the export approved premises verification. For the steps to follow for a source flock to be approved, see Appendix 3.

(2) Approval of a new source flock will require a site visit to audit the source flock with poultry present if the source flock is at a new site or intends to export to a market requiring a specific country listing. Otherwise a desktop audit should be sufficient provided the recognised person is able to have confidence the source flock can comply with export requirements.

## 5.4 Supervision of the hatchery and associated export source flocks

(1) A hatchery and associated export source flocks should be under the supervision of an approved poultry veterinarian who is responsible for the oversight of maintaining the export eligibility. This should include:

a) having adequate knowledge of what is happening at the hatchery on a day-to-day basis [EAP];
b) being able to be present on site at reasonable notice [EAP];
c) oversight of the export health status of the export source flocks;
d) responsibility for the health and welfare of the export source flocks and day-old poultry;
e) being responsible for ensuring that all staff are trained and supervised; and
f) responsibility for the standards of hygiene.

(2) The poultry veterinarian should be able to demonstrate a sufficient level of control and supervision to enable the official assurance verifier to have confidence that the hatchery and the associated export source flocks are able to meet the outcomes described in section 5.1.(1).

## 5.5 Facility requirements for the hatchery(s)

(1) The hatchery should be designed and managed to ensure that the hatching eggs and day-old poultry are able to maintain their export eligibility. This would normally include:

a) being physically separated from neighbouring properties;
b) restricted access; and
c) facilities that are able to be adequately cleaned and disinfected.

(2) The hatchery should have the following facilities, as applicable to the scope of the operation:

a) egg receiving room;
b) egg sanitisation area;
c) setting area;
d) hatching area;
e) preparation area; and
f) packing area.

These facilities may be at different locations.

## 5.6 Facility requirements for source flocks

(1) The poultry houses and poultry farm should be designed and managed to ensure that the source flocks are able to maintain their export eligibility. This would normally include:

a) being physically separated from neighbouring properties;
b) restricted access;
c) facilities that are able to be adequately cleaned and disinfected; and
d) ensuring that the feed and water do not compromise the health status of the poultry.

## 5.7 System requirements for the hatchery and associated export source flocks

(1) The hatchery must establish, document and maintain systems and procedures to ensure that only hatching eggs and day-old poultry that meet the relevant parts of this Code, the Export Requirements, and the import permit (if required), will be presented for export [EVR].

(2) The systems and procedures must be fully described in the hatchery's work manual [EAP]:

a) the name and contact details of the poultry veterinarian(s);
b) a comprehensive site plan showing the layout of all hatchery facilities;
c) an up-to-date list of all export source flocks and their geographical locations;
d) a documented disease surveillance plan for the source flocks;
e) documented procedures, appropriate to the approval sought;
f) the list of countries the hatchery exports to; and
g) clear descriptions of how the hatchery meets export requirements for the countries listed in the work manual.

(3) Procedures should include:

a) a document control system;
b) cleaning and disinfection;
c) sterilisation of equipment;

d) egg collection;
e) inventory control of eggs and maintaining traceability back to the source flocks;
f) egg fumigation/sanitisation;
g) control of visitors and vehicles;
h) managing shared facilities when poultry of other species or export status are present;
i) setting and hatching;
j) sexing, beak treatment and vaccination of day-old poultry;
k) labelling and packaging;
l) transport of hatching eggs or day-old poultry;
m) collection and submission of laboratory samples;
n) actions to be taken in the event of an unfavourable test result;
o) internal audits; and
p) record keeping.

(4) The work manual should specify in detail how the relevant outcomes will be achieved for the countries listed in the work manual [EAP].

Procedures should detail what, who, how, when and where, including what records are kept.

(5) The hatchery must ensure that the work manual is approved every 3 years by a recognised person [EAP].

(6) Any significant changes to the work manual should be authorised by the poultry veterinarian and approved by the recognised person prior to the change being implemented [EAP].

Significant changes can include, but are not limited to, a major change in work manual, procedures, a different species, source flocks, or amendments to the list of countries that are exported to.

(7) The hatchery must ensure that records are kept for all matters that demonstrate the export eligibility of the hatching eggs or day-old poultry [EAP]. This would normally include:

a) source flock identification;
b) supporting declarations regarding the source flock /poultry farm;
c) dates of egg collection;
d) date and method of fumigation/sanitisation;
e) date of hatch; and
f) details of any examination, testing, treatment(s) and/or vaccination(s) in accordance with the Export Requirements.

(8) Records must be retained for future reference for a minimum of four years following export [EAP].

## 5.8 Management of the hatchery and associated export source flocks

(1) Staff should be technically competent and observe high standards of hygiene.

(2) The entry of visitors to the facilities should be strictly controlled.

(3) Staff and visitors entering the facilities should meet any biosecurity restrictions so as not to compromise the level of hygiene or health status.

(4) Animals other than hatching eggs and day-old poultry should be excluded.

(5) Only hatching eggs and day-old poultry derived from listed export source flocks under the hatchery's management should be presented for export.

Where applicable, the source flocks should undergo routine testing according to the documented disease surveillance plan. This disease surveillance plan may be required for commercial or biosecurity reasons.

(6) Any additional tests must be carried out in accordance with the Export Requirements [APA].

(7) Where possible, facilities should be operated on an all-in-all-out principle.

(8) The standard of hygiene, cleaning and disinfection should be consistent with the *OIE Code* and the recommendations of the relevant internationally accepted poultry guides or manuals. The guides and manuals usually include standard practice for the management of export source flocks and hatcheries.

(9) Procedures such as fumigation/sanitisation, management of setting, hatching, preparation and packing of hatching eggs and day-old poultry should be consistent with the *OIE Code* and recommendations of the relevant internationally accepted poultry guides or manuals.

(10) Hatching eggs to be sent to the hatchery should be transported and/or stored under conditions that maintain their health status and export eligibility.

(11) Inventory control should record all movements, including origin and destination, as appropriate.

## 5.9 Unfavourable test results

(12) Where an unfavourable test result occurs (i.e. a result that is not negative, whether it be a suspicious positive or a weak positive), appropriate action should be taken pending confirmation of the test result, including notifying the recognised person.

In this context, an unfavourable test result is a test result that causes or could cause a change in the export eligibility of any hatching eggs or day-old poultry exported, or intended to be exported from the hatchery or source flocks in question.

(13) In the event of a confirmed unfavourable test result, the poultry veterinarian should immediately notify the recognised person. An investigation should be undertaken to establish the actual health status of the flock / hatching eggs / day-old poultry.

(14) The Director-General may carry out an investigation to ascertain the actual export status of the export approved premise or associated source flocks [APA]. This investigation should be carried out in consultation with the recognised agency and any technical experts involved.

(15) Any unfavourable test result that relates to an export approved premises listed OMARs should be documented in a company register. Any follow-up action, if required, should be recorded, and this information should be available to the recognised person at approval audits.

## 5.10 Calibration and maintenance of critical equipment

(1) General requirements.

a) The operator should document and implement a calibration and maintenance programme for measuring devices that are used to provide critical measurements (such as thermometers), and critical equipment to ensure OMARs are met (such as autoclaves and fridges). This ensures that the premises, facilities and equipment are maintained in good working condition.

(2) Critical equipment and measuring equipment that is used to provide critical measurements should:

a) be appropriate to the task performed;
b) be regularly maintained as per the manufactures' recommendations or (if no such recommendation exists) be maintained on a basis that is documented in procedures;
c) have the accuracy, precision and conditions of use appropriate to the task performed;
d) be calibrated against a reference standard (shows traceability of calibration to a national or international standard of measurement) or (if no such standard exists) be calibrated on a basis that is documented in procedures; and
e) be uniquely identified (e.g. by using serial numbers, indelible tags or other permanent means of identification) to enable traceability of the calibrations and to identify the calibration status.

(3) The calibration/maintenance programme should include the following information:

a) scope of the calibration and/or maintenance programme that includes a description of each piece of equipment (e.g. type of equipment, model);

b) a means of identifying each equipment (e.g. serial numbers, indelible tags or other permanent means of identification);
c) procedures for routine or programmed calibration and/or maintenance (i.e. preventive maintenance);
d) calibration schedule (i.e. when the equipment was last calibrated and when the next calibration is due);
e) corrective actions;
f) procedures for inspection of any completed repairs or maintenance work; and
g) records to be kept.

(4) The operator should keep records demonstrating compliance with documented procedures. Records should include:

a) identification, location and calibration status of equipment;
b) calibration records e.g. calibration method and frequencies;
c) maintenance records e.g. maintenance schedule, maintenance forms, repairs and maintenance register;
d) calibration schedules;
e) calibration certificates showing traceability to appropriate standard measurement;
f) any equipment diagrams and specifications; and
g) monitoring and corrective action records.

## 5.11 Verification audits

(1) Prior to an audit, the hatchery's work manual should be assessed for completeness and relevance to the scope of the operation and country listings.

For situations where a work manual includes procedures that are outside the scope of the Code, a legal notice, or any Export Requirements, the approval should clearly state what procedures are included or excluded from the approval.

(2) Each export approved premise must be audited by a recognised person:

a) before recommendation for listing as an export approved premises is given [EAP];
b) before recommendation for approval of veterinarians associated with the hatchery is given [EAP];
c) at regular scheduled verification audits or least annually thereafter [EVR];
d) at least one unscheduled audit in addition to every five scheduled audits undertaken;
e) before approval of a new source flock is given;
f) within twenty working days of the approval being surrendered; and
g) within twenty working days from when a new poultry veterinarian commences supervision of a hatchery and associated export source flocks.

**Clarification**

In this context, a new poultry veterinarian means a veterinarian who has not participated in an audit of the export approved premise concerned within the previous twelve months.

Unscheduled audits can be undertaken to audit significant changes to the export approved premises eg. new source flock(s), new poultry veterinarian.

(3) Routine verification audits should include:

a) auditing against the relevant parts of the hatchery work manual;
b) the hatchery facilities;
c) an observation of the hatchery operation (setting/hatching/sexing etc) as applicable to the scope;
d) at least one poultry farm that is representative of the management system for export source flocks;

e) the health status of the export source flocks;
f) each poultry veterinarian is meeting the requirements and responsibilities detailed in this Code;
g) the training records for each poultry veterinarian;
h) at least two random export consignments, including all the supporting documents. This check must ensure that supporting documentation has traceability via the records or inventory control system; and
i) management of issues and non-compliances.

**Further information**

Where eligibility documents for the export consignments have been raised by the recognised person, these are not subject to additional audit.

(4) At the completion of any audit, the recognised person must prepare an audit report in which he/she lists any non-compliance, draws conclusions and makes a recommendation about the audit frequency of the export approved premises [EVR]. The report should be completed within twenty working days of the audit and made available to the approved poultry veterinarian and operator.

(5) Non-compliances may be identified during audits, or may occur due to issues identified between audit visits.

(6) The actions to be taken for a critical non-compliance are:

a) the recognised person should discuss the non-compliance with the approved poultry veterinarian and document the issue;
b) a non-compliance report should be sent to the Animal Trade (Export) team within twenty four hours of completion of the audit. This could lead to the suspension of the approval of the poultry veterinarian and the hatchery;
c) a full investigation may be carried out by MPI, who may make recommendations regarding the re-instatement or cancellation of approval of the poultry veterinarian and/or the hatchery; and
d) the Director-General may decide to refer the issue to the Veterinary Council of New Zealand.

(7) The actions to be taken for major and minor non-compliances are:

a) the recognised person should discuss the non-compliance with the approved poultry veterinarian and document the corrective actions agreed upon between the recognised person and poultry veterinarian;
b) a deadline for rectification should be set and agreed;
c) the corrective action should be checked by the recognised person for compliance within the agreed timeframe.

(8) All non-compliances should be closed out. Documentation which attests to this should be viewed by the recognised person.

# Part 6: Approval, Operation and Verification of Poultry Compartments

## 6.1 Purpose

(1) The purpose of official sanitary control of the poultry compartments is to:

a) Maintain the health status of the approved poultry compartment so that hatching eggs and day-old poultry have a negligible risk of being infected with specific pathogenic organisms; and

b) Ensure that the approved poultry compartment operates in accordance with systems that maintain the export status of the hatching eggs and day-old poultry, thereby allowing the issuing of official assurances [EVR].

**Further information**

While the hatchery is the main facility of the poultry compartment, the poultry compartment should also include source flocks and the rearing flocks as they form part of the export process. Compartments should be a self-contained biosecure unit that will flow from chicks through to the eggs. Entry into the biosecure unit should only be from the rearing sheds. The hatchery shouldn't have eggs entering from source flocks not part of the compartment, equally the source flocks shouldn't have layers entering that have not come from the rearing sheds not part of the compartment.

## 6.2 Requirements for approval and registration of a poultry compartment

(1) Poultry compartments must be approved and registered by the Director-General for exporting hatching eggs and day-old poultry. [EAP]

**Further information**

For the steps to follow for a premise to become approved as a poultry compartment, see Appendix 2.

(2) The list of poultry compartments is available on the MPI website: https://www.foodsafety.govt.nz/registers-lists/export-approved-premises/

## 6.3 Supervision and management of poultry compartments and associated source flocks

(1) This information should be developed by industry, and must endorsed by MPI as appropriate [EAP].

## 6.4 Unfavourable test results

(1) Where an unfavourable test result occurs (i.e. a result that is not negative, whether it be a suspicious positive or a weak positive), appropriate action should be taken pending confirmation of the test result, including notifying the recognised person.

In this context, an unfavourable test result is a test result that causes or could cause a change in the export eligibility of any hatching eggs or day-old poultry exported, or intended to be exported from the hatchery or source flocks in question.

(2) In the event of a confirmed unfavourable test result, the poultry veterinarian should immediately notify the recognised person. An investigation should be undertaken to establish the actual health status of the flock / hatching eggs / day-old poultry.

(3) The Director-General may carry out an investigation to ascertain the actual export status of the export approved premise or associated source flocks [APA]. This investigation should be carried out in consultation with the recognised agency and any technical experts involved.

(4) Any unfavourable test result that relates to an export approved premises listed OMARs should be documented in a company register. Any follow-up action, if required, should be recorded, and this information should be available to the recognised person at approval audits.

## 6.5 Verification audits

(1) Poultry compartments must undergo a verification audit prior to approval and listing. Regular audits should be conducted thereafter by MPI or a Recognised Agency. [EAP]

# Schedule 1: Interpretation of Export Requirements

Terms occurring in some export certificate templates and their interpretations are presented below. Where terms are defined otherwise in the supplementary notes/guidance to an export certificate template that definition takes precedence over the interpretation listed here.

**after due enquiry / to the best of my knowledge and belief**
Where declarations are taken to support 'due enquiry', a number of declarations may be required to satisfy an Export Requirement, depending on the depth of knowledge of the person providing the declaration. Declarations should be taken from appropriate persons and should relate to their first-hand knowledge of a situation, not their knowledge of another person's integrity.

**area / premises / herd / individual animal disease status**
Disease status may be required to be certified for area / premises / herd / individual animal. For further information, see 'clinically diagnosed', 'disease', 'disease-free region', 'evidence of contagious or infectious disease', 'free from veterinary/quarantine restrictions', 'freedom from disease', 'not been known to occur' and 'premises of origin'.

**case**
Means an individual animal infected by a pathogenic agent, with or without clinical signs. (OIE definition)

**cleaning and disinfection**
See definitions for 'cleaning' and 'disinfection' in section 1.1 Definitions. For pre-export isolation/quarantine, poultry and germplasm collection facilities, MPI accepts the following surfaces as able to be cleaned and disinfected:

- wood and concrete surfaces, as long as they are in good condition (e.g. rotten wood and broken concrete surfaces are not able to be cleaned and disinfected)
- surfaces where aggregate (e.g. sand or bedding) is used and can be removed and replaced
- other surfaces (e.g. carpet), although not able to be effectively cleaned and disinfected, may be used if they can be easily removed.

**clinically diagnosed**
For a disease to be clinically diagnosed, it is based on clinical evidence that includes one or more of the following: visual and physical veterinary examination of the animal, testing, post mortem, and health records. This means the same as "clinical case".

**Guidance – for example**

A sheep that is emaciated and has chronic scours has clinical evidence of Johne's disease but not a clinical diagnosis/case of Johne's disease. The clinical evidence of Johne's disease can be ruled out with a negative test for Johne's disease. A sheep that is emaciated and has chronic scours and has a positive ELISA for Johne's disease has a clinical diagnosis/case of Johne's disease.

A bull that has signs of a respiratory infection and nasal discharge, has clinical evidence of IBR but not a clinical diagnosis/case of IBR. The clinical evidence of IBR can be ruled out with a negative test for IBR antigen.

A clinically health cow from a herd that has a clinical record of a positive bovine viral diarrhoea (BVD) bulk milk test does not have any clinical evidence of BVD, is not clinically diagnosed and is not a clinical case of BVD.

**clinical evidence**
Evidence of clinical disease, which includes one or more of the following: visual examination, physical examination, post mortem, health records.

**Guidance**

For cases of exotic diseases, e.g. Brucella abortus, it is presumed that even though an animal may have clinical signs of Brucella abortus like orchitis, it is not clinical evidence of Brucella abortus as this is not found in New Zealand. This is not applicable to endemic diseases.

**clinically free**
free of clinical evidence of disease

**disease**
'Disease' may be mentioned in the context of the following broad categories:

**OIE diseases**
These can be found in the Terrestrial Animal Health Code (Mammals, Birds and Bees). Export Requirements usually refer to specific diseases. The Animal Imports and Exports Group may be consulted for further information regarding these diseases.

**specific diseases**
These are specified in the Export Requirements. Their status should be established using the information under 'freedom from disease'.

**notifiable diseases**
These may be notifiable in New Zealand or in the importing country. They should be specified in the Export Requirements. Notifiable diseases in New Zealand are published under the current Biosecurity (Notifiable Organisms) Order on the MPI website.

**general disease**
This is often used in terms of assessing the fitness of an animal to travel (see 'fit to travel'). Where specific examinations are required, these will be stated in the Export Requirements.

**disease-free region**
The term 'region' is not definitive. It should either be defined in the supplementary notes to the Export Requirements or be part of an official disease control or eradication programme. Investigations for this type of claim should include the relevant enquiries from those listed under 'freedom from disease'.

**equivalent health status**
Any in-contact animals should be of the same certifiable disease status as those being certified; therefore, treatment and testing of the in-contact animals may be necessary. If the disease status of an animal or group of animals is unclear, they should not be mixed with another group until the disease status is clarified.

**evidence of contagious or infectious disease**
The diagnostic criteria may be specified in the Export Requirements. For some diseases, this may be solely laboratory confirmation of the disease. For others, a clinical veterinary examination may be required.

**flock of origin**
A group of poultry, which may be housed in more than one poultry house, from which day-old poultry or hatching eggs to be exported have been derived or had their primary source. The importing country may qualify the term of 'flock of origin' for a specified amount of time.

**freedom from disease**
The Export Requirements should state:

- the disease in question
- the period of time for which freedom is required
- the area to which the term "freedom from disease" applies.

Declarations to support this type of statement should be based on information from:

- registered veterinarians who service the premises/animal(s) in question
- industry control or eradication databases
- animal health laboratory databases
- National Notifiable Diseases databases
- National Disease Surveillance reports
- MPI Verification Services
- animal product businesses
- export test reports
- premises staff or owners of animals.

A number of declarations may be required to satisfy an Export Requirement clause, depending on the depth of knowledge of the person providing the declaration. For example, the farmer may state that to the best of his or her knowledge no cases of a disease have been diagnosed and give the names of the veterinary practices that have serviced the farm over the period required. The veterinarian(s) servicing the farm, in a separate declaration, may state that the practice has visited the farm a certain number of times in the period in question and that no cases of the disease have been diagnosed by their veterinary practice. The official veterinarian has the discretion to decide where a declaration is insufficient.

**free from veterinary/quarantine restrictions**
The owner of the premises in question should be asked whether the property is under movement control or other restrictions. The Animal Health Board database shows properties under 'movement control' for bovine tuberculosis.

**fully vaccinated**
This means vaccinated according to the recommendations of the manufacturer. Other terms such as 'correctly', 'properly' and 'appropriately' will be taken to mean the same as 'fully' unless otherwise stated.

**not been known to occur**
This refers to the absence of clinical disease (see 'clinically diagnosed'). Enquiries should be made such as those set out in 'freedom from disease'.

**premises of origin**
Premises are considered to be the unit of land, including buildings, from which the animal(s) for export are derived. Clarification of this term may be required in the supplementary notes of the Export Requirements. Clarification is to give a time period over which all the premises on which the animal(s) has resided should be considered to be premises of origin for disease freedom purposes.

**salmonellosis**
Clinical disease caused by any *Salmonella* spp

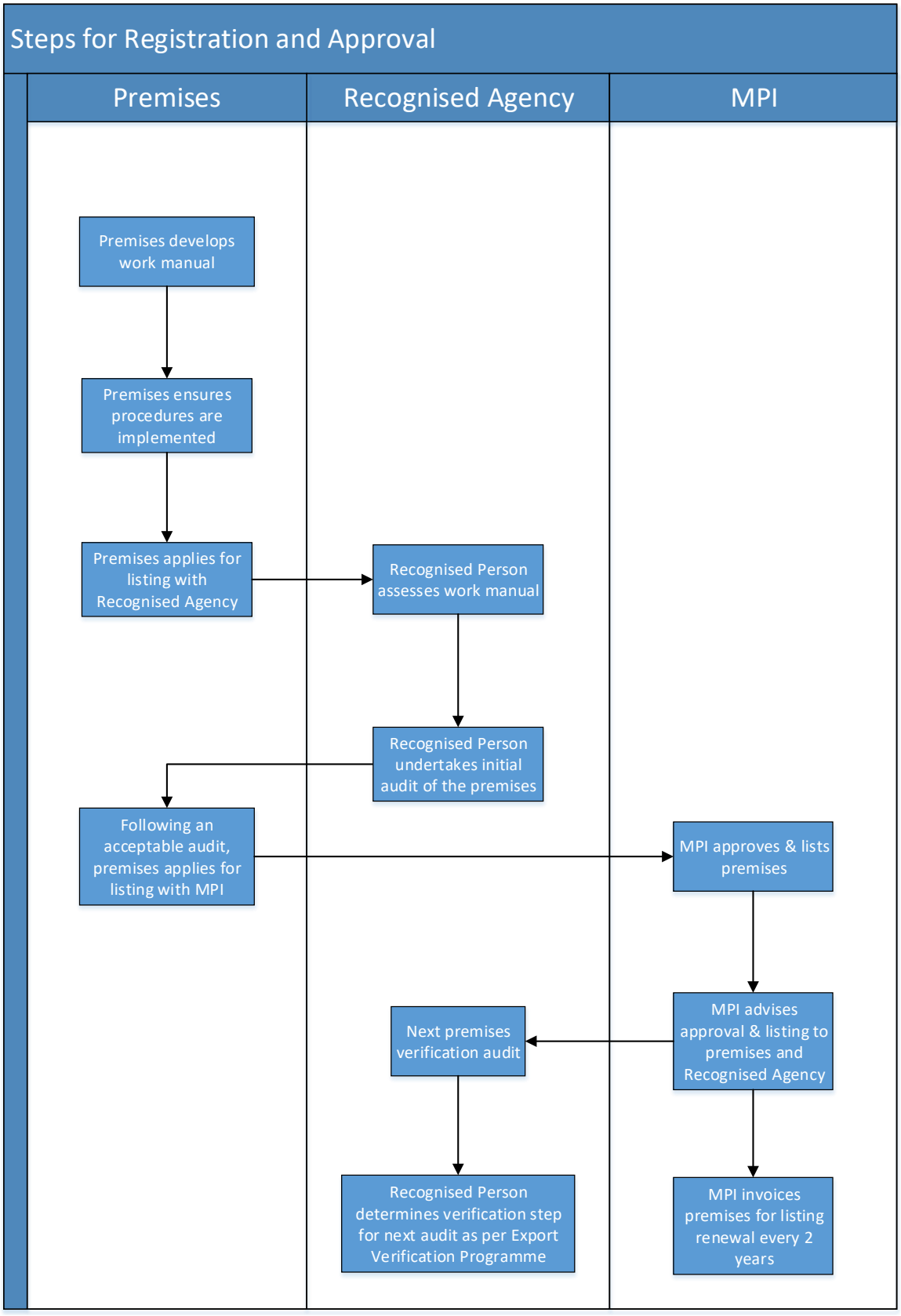
**supervision**
Supervision may be direct or indirect.

- 'Direct supervision' means that the specified person is present throughout the task.
- 'Indirect supervision' means that the specified person is in a position to respond to a request for assistance. In both cases, the person undertaking the activity should be properly informed of the expectations placed on them. Some Export Requirements state that persons of a certain status

should perform activities in the export process. In those cases, the specified person should perform the task.

**vaccinated**
The successful immunisation of susceptible animals through the administration, according to the manufacturer's instructions, and the OIE Terrestrial Manual, where relevant, of a vaccine comprising antigens appropriate to the disease to be controlled.

# Appendix 1: Approval of a new Export Approved Premises



## AP41 Export Approved Premises Listing application form

(1) Prior to submitting an AP41application to MPI to be listed as an export approved premises, the premises must be audited by a recognised person.

(2) For a listing audit, the premises must be able to demonstrate the scope of the activities for which they want to be approved. This includes the hatchery, rearing sheds and a representative number of production sites being functional with birds/eggs in them ready to be assessed.

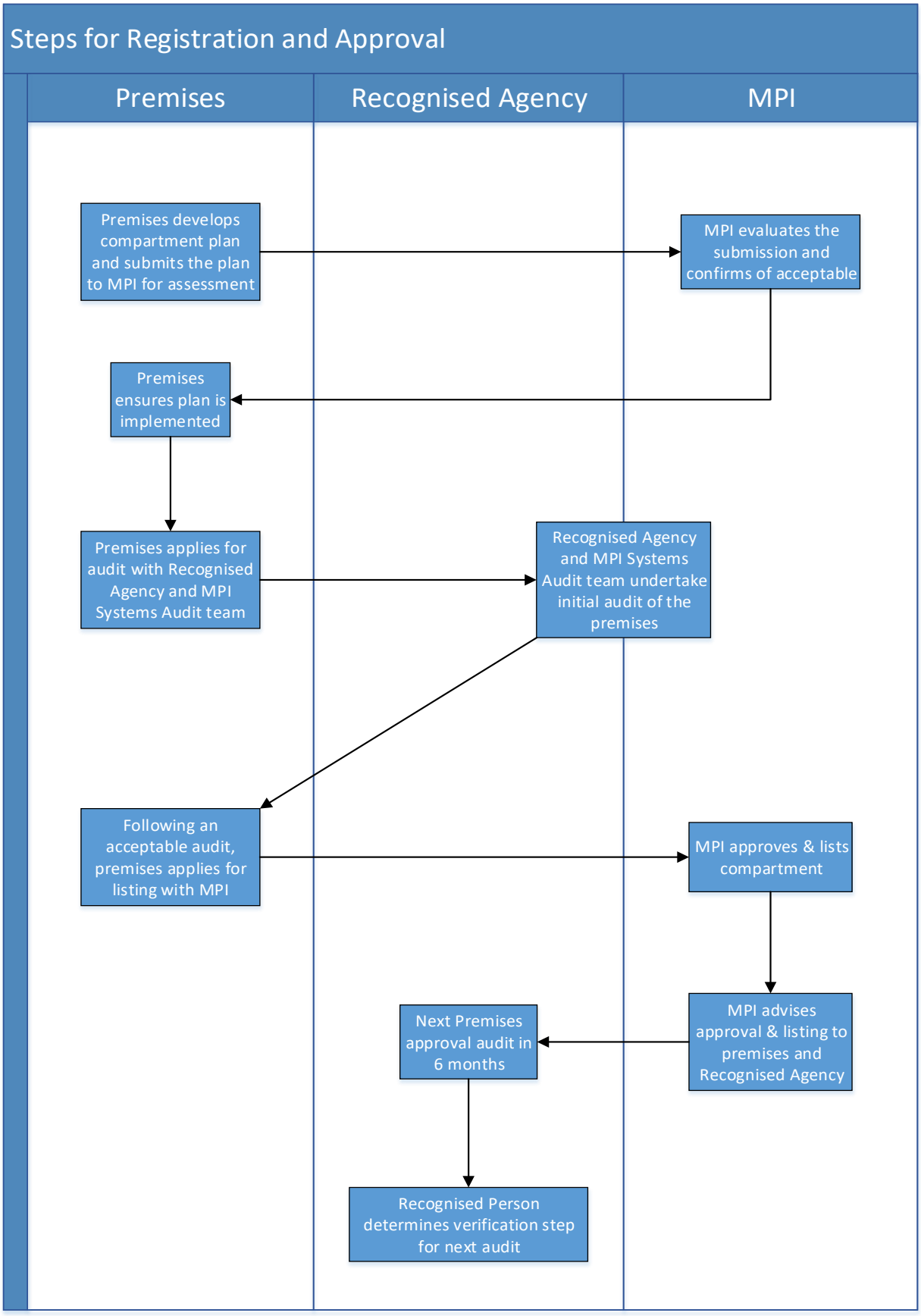
(3) The operator is responsible for submitting the application to MPI for listing, which must include the listing audit report.

(4) Once the listing is approved, MPI will notify the operator that the premises is listed as an export approved premises, after which the collection of hatching eggs and hatching of day-old poultry for export can begin. Note that the hatching eggs or day-old poultry are not eligible for export until after the export approved premises is officially listed and the operator is notified.

(5) Normal processing time for the MPI Approvals team, to which the application is submitted, is approximately twenty (20) working days.

(6) Operators wanting to be listed as an export approved premises should notify the recognised agency in advance of any intention to apply for a listing, so that there is time for the listing to occur prior to the proposed export.

# Appendix 2: Approval of a new Compartment



# Appendix 3: Approval of a Source Flock