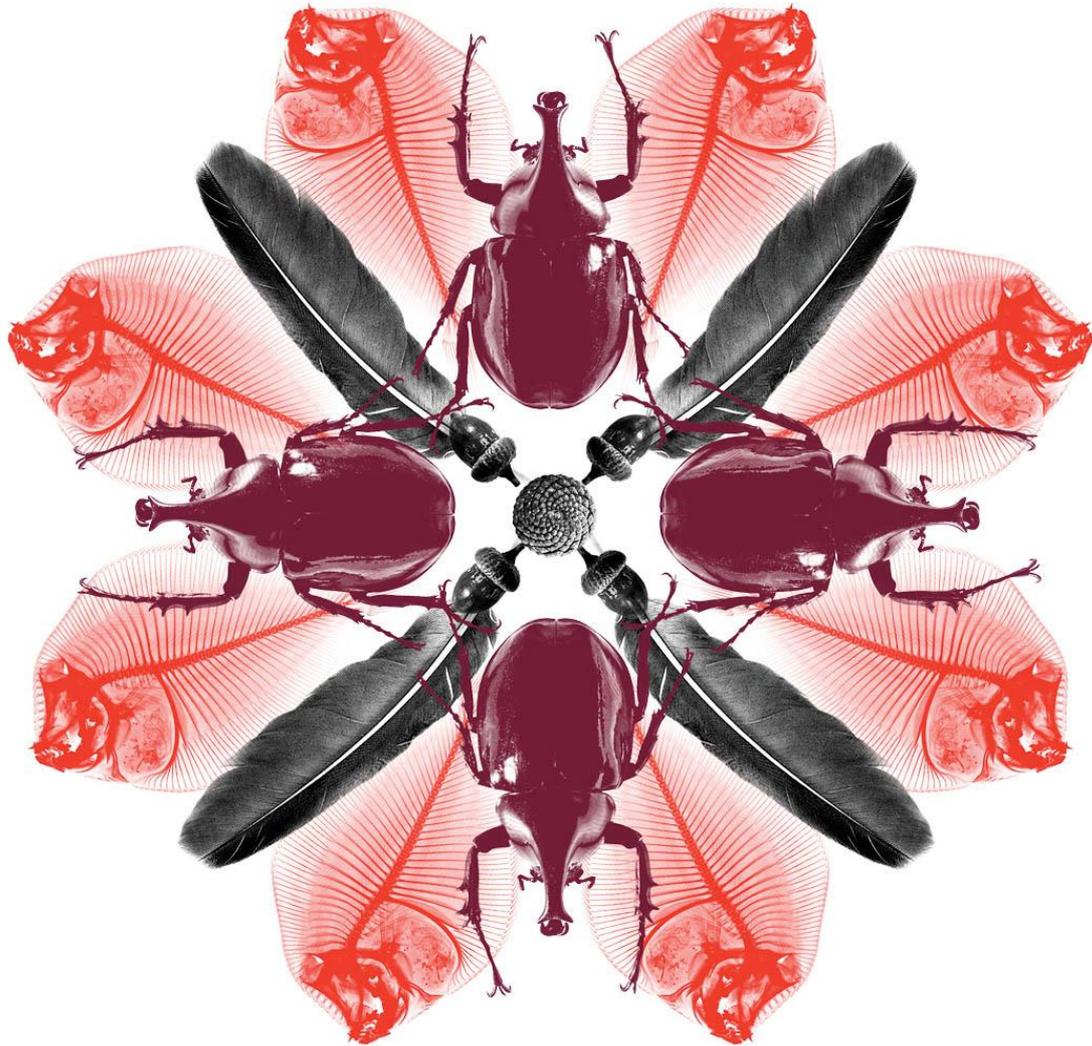


Approved Arrangements

For 10.2—Biosecurity waste collection
Requirements—Version 5.0



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Version control

Updates to this document will occur automatically on the department's website and the revision table below will list the amendments as they are approved.

Approved Arrangements: 10.2—Biosecurity waste collection

Date	Version	Amendments	Approved by
Feb 2015	1.0	First release.	Approved Arrangements section
Mar 2016	2.0	Updated departmental branding.	Approved Arrangements section
10 May 2016	3.0	Updated template.	Approved Arrangements section
16 Jun 2016	4.0	Updated references to the department and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section
16 August 2017	5.0	Removal of requirements predicated on BIP having control of AA site. Addition of contact details notification requirement.	Approved Arrangements section

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Guide to using this document

This document sets out the requirements that must be met before the relevant Director will consider approval for the provision of biosecurity activities under section 406 of the *Biosecurity Act 2015*, otherwise known as an approved arrangement (AA).

This document specifies the requirements to be met for the approval, operation and audit of this class of AA. Compliance with the requirements will be assessed by audit.

In the event of any inconsistency between these requirements and any Import Permit condition, the Import Permit condition applies. If the applicant chooses to use automatic language translation services in connection with this document, it is done so at the applicant's risk.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture and Water Resources. Any references to contacting the department mean contacting your closest regional office.

Further information on AAs, AA regional contact details and copies of relevant AA documentation is available on the [department's website](#).

Definitions

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* or the most recent edition of the Macquarie Dictionary.

Other documents

The AA general policies should be read in conjunction with these requirements. They will assist in understanding and complying with the obligations and requirements for the establishment and operation of an AA.

Nonconformity guide

The nonconformity classification against each criterion is provided as a guide only. If more than one nonconformity is listed against a requirement, the actual nonconformity applied will correspond to the gravity of the issue. The nonconformity recorded against any requirement remains at the discretion of the biosecurity officer.

Nonconformity classifications are detailed in the AA general policies.

AA Requirements

1. Purpose

1.1 AA sites used for the collection of biosecurity waste to prevent the introduction of diseases and exotic pests into Australia.

2. Scope

2.1 This AA is limited to gathering and securely containing loose biosecurity waste for collection.

3. Requirements

3.1 Biosecurity waste collected by the biosecurity industry participant (BIP) must be securely contained in a manner that prevents the escape of pests and diseases of biosecurity concern.

3.2 The BIP must comply with all lawful instructions issued by the department.

3.3 The BIP must co-operate with the department and provide relevant information as requested.

3.4 Persons undertaking biosecurity activities must be trained in the operational requirements specific to the BIP's AA.

3.5 Persons undertaking biosecurity waste activities must be trained in biosecurity awareness covering potential risks with biosecurity waste.

3.6 Persons undertaking biosecurity waste activities must be trained in secure methods of handling biosecurity waste.

3.7 Persons undertaking biosecurity waste activities must be trained in the cleaning of vehicles and equipment used in dealing with biosecurity waste.

3.8 Persons undertaking biosecurity waste activities must be trained in dealing with accidents and spillage.

3.9 Biosecurity waste must be securely contained. Minimum requirements for secure containment of biosecurity waste are:

- biosecurity waste must be securely bagged
- if used, receptacles must be lidded and the lids must be kept closed at all times.

3.10 Plastic bags used in the collection of biosecurity waste must be:

- durable (sufficient strength and not torn)
- leak proof
- clearly marked or easily identified as Biosecurity Waste or Quarantine Waste
- securely tied at end of use.

Note: Where new signs are being produced, they should use “biosecurity” not “quarantine”.

3.11 Receptacles used in the collection of biosecurity waste must be:

- well maintained
- durable
- leak proof
- easily emptied and cleaned
- vermin proof and
- clearly marked 'biosecurity waste' or 'quarantine waste'.

Note: Where new signs are being produced, they should use "biosecurity" not "quarantine".

- 3.12 Receptacles used in the storage of untreated biosecurity waste must be maintained in a sound, clean and disinfected state. A department-approved disinfectant must be used.
- 3.13 Waste which comes into contact with biosecurity waste must be treated as biosecurity waste.
- 3.14 Spillage of biosecurity waste must be immediately and thoroughly collected and the area of the spillage disinfected by a thorough application of a department-approved disinfectant that is effective against fungi, bacteria and viruses including the foot and mouth disease virus.
- 3.15 Major spillage or loss of biosecurity waste is to be immediately reported to the department. A major spillage is classified as a spillage of biosecurity waste outside the confines of an AA site, which can be accessed by the general public, which cannot be readily cleaned up within 15 minutes.

4. Office and record requirements

- 4.1 An up to date register of trained persons who have received training must be maintained.
- 4.2 Records must be kept for a minimum of 24 months and be made available on request to the department for audit purposes.
- 4.3 A Collection Biosecurity Waste Log Sheet must be fully completed and kept for every consignment of waste.
- 4.4 The collection biosecurity waste log sheet must include transport details:
- waste generator (vessel name/aircraft flight no.)
 - collection point – name
 - location
 - name
 - signature
 - date and time.
- 4.5 The collection biosecurity waste log sheet must include biosecurity waste details:
- description (galley and cabin waste, dunnage, etc.)
 - quantity
 - volume/weight.

4.6 The collection biosecurity waste log sheet must include waste receptacle details:

- waste receptacles thoroughly cleaned and disinfected prior to picking up non-biosecurity waste
- waste receptacles maintained in a sound, clean and disinfected state
- waste receptacles cleaned with a department-approved disinfectant
- waste receptacles washed in an approved wash bay at an AA site.
- date of cleaning waste receptacles
- name of person cleaning waste receptacles
- signature of person cleaning waste receptacles.

5. General

5.1 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.

5.2 Goods subject to biosecurity control must be maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON).

5.3 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.

5.4 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.

5.5 Goods subject to biosecurity control must be maintained and processed in accordance with the *Biosecurity Act 2015* and subordinate legislation.

5.6 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to:

- imported items that have been released from biosecurity control
- domestic items
- the Australian environment.

Note: Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barrier required will depend on the nature of the goods subject to biosecurity control.

5.7 Any equipment that has been used or brought in contact with imported items subject to biosecurity control, or which could have been potentially contaminated by the imported items, must not leave the biosecurity area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with relevant AA requirements, import conditions and departmental directions.

5.8 An accredited person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control. Directly supervise means that the accredited person must be present in the area where the items subject to biosecurity control are being handled and must be able to:

- visually verify for themselves that the items are being handled in accordance with the department's requirements
 - communicate immediately and effectively with the persons being supervised.
- 5.9 Persons performing the function of an accredited person must have successfully completed the department's approved training to obtain and maintain accredited person status.
- 5.10 Records must be maintained of accredited persons.
- 5.11 Goods subject to biosecurity control must be clearly and visibly identified as being under biosecurity control to persons who can physically access the goods or the containers holding the goods. The measures taken must ensure that persons having physical access to goods subject to biosecurity control can differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.
- 5.12 The BIP must ensure that persons having physical access to goods subject to biosecurity control are aware that such items must only be handled by an accredited person or under the direct supervision of an accredited person.
- 5.13 If there is any doubt as to whether goods:
- are subject to biosecurity control
 - remain subject to biosecurity control
 - become subject to biosecurity control
- then the goods must be handled in accordance with requirements for goods subject to biosecurity control.
- 5.14 The BIP must notify the department in writing as soon as practicable within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the BIP or their associates relevant to the operation of the AA in relation to any of the following matters:
- conviction of an offence or order to pay a pecuniary penalty under the *Biosecurity Act 2015*, *Quarantine Act 1908*, *Customs Act 1901*, the Criminal Code or the *Crimes Act 1914*
 - debt to the to the Commonwealth that is more than 28 days overdue under the *Biosecurity Act 2015*, *Quarantine Act 1908*, *Customs Act 1901*, the Criminal Code or the *Crimes Act 1914*
 - refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the *Quarantine Act 1908* or the *Biosecurity Act 2015*.
- 5.15 Departmental auditors or department-approved auditors must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.
- 5.16 The department must be notified of any reportable biosecurity incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.

5.17 Department-approved auditors must be permitted to collect evidence of compliance and noncompliance with AA requirements through actions including the copying of documents and taking of photographs.

5.18 The BIP must notify the department in writing as soon as practicable within 15 days of any change in:

- Persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement
- BIP details, including:
 - entity name
 - ABN or ACN
 - postal address
 - email address
 - facsimile number
 - telephone number