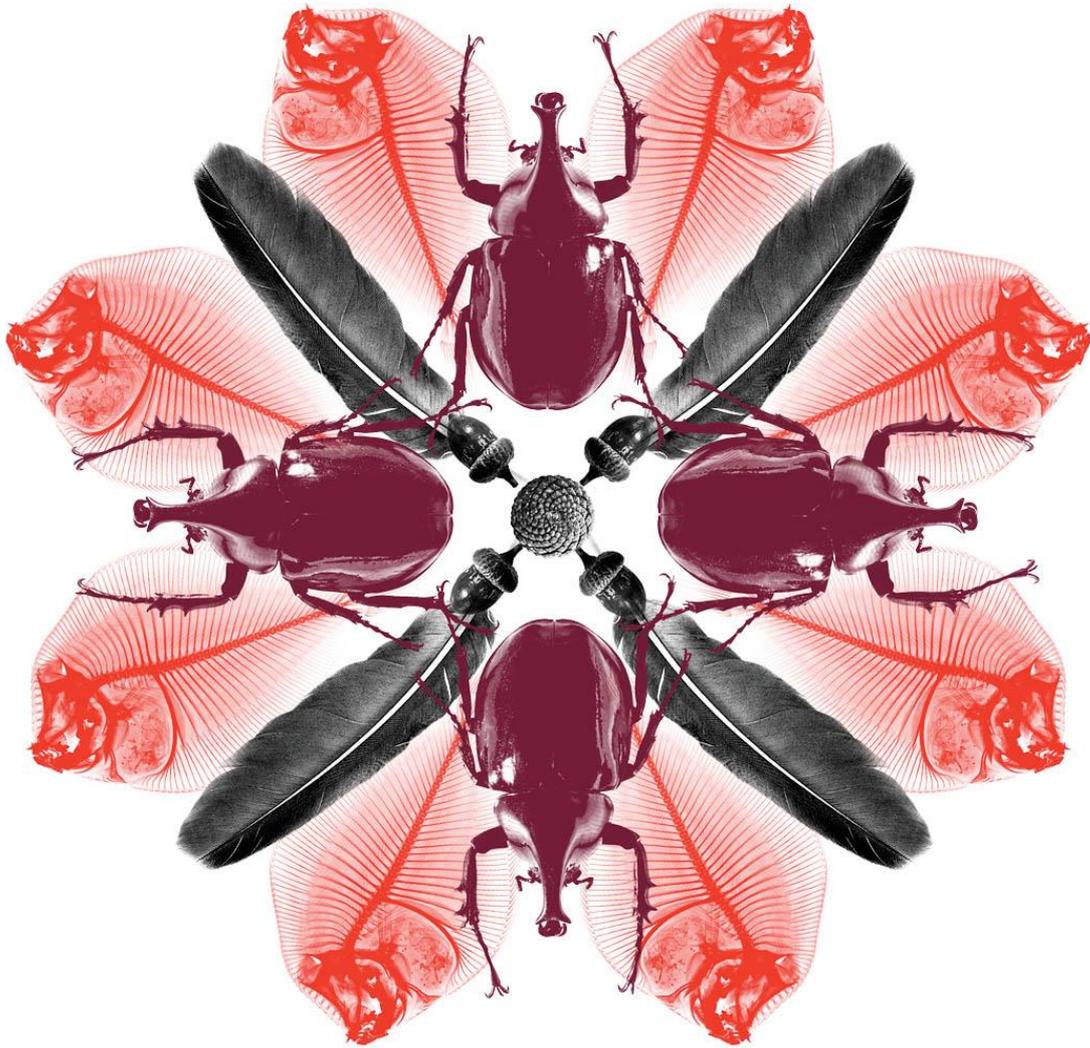


Approved Arrangements

For 2.5.1—Temperature controlled storage of specified baitfish Requirements—Version 3.0



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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: 2.5.1—Temperature controlled storage of specified baitfish

Date	Version	Amendments	Approved by
11 Aug 2011	1.0	Revised document	Co-regulation and Support Program
30 Jun 2013	1.1	Updated departmental branding	Industry Arrangements Reform Program
18 Mar 2015	2.0	<ul style="list-style-type: none"> • Updated template and branding • Removal of premises location, prerequisite, security, office and record requirements and administration criteria • Amended scope, building and storage areas, waste disposal and operating requirements criteria. 	Approved Arrangements section
15 Feb 2016	2.1	Updated departmental branding.	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the Biosecurity Act 2015.	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 AA, 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

Table 1 Scope

Requirements	Nonconformity guide
1.1 These sites must only be utilised for the receipt, storage, inspection and if required, thawing of specified baitfish, except where the site has separate approval under another AA.	Not applicable

Table 2 Security

Requirements	Nonconformity guide
2.1 Goods subject to biosecurity control must be located within a lockable site, or within a site that is located in an area surrounded by a lockable person-proof security fence.	Major or critical

Table 3 Biosecurity area

Requirements	Nonconformity guide
3.1 Biosecurity areas must have an impervious surface, which is free of significant cracking.	Major
3.2 Biosecurity areas must be managed in a way that facilitates the easy inspection and identification of goods.	Major

Table 4 Building and storage

Requirements	Nonconformity guide
4.1 Areas where goods subject to biosecurity control are stored, handled or treated must display a sign to effectively convey that status.	Major
<p>4.2 Biosecurity signs must: be securely affixed</p> <ul style="list-style-type: none"> • be durable • be prominently displayed and able to be clearly read by persons approaching the area at all times • have black lettering on yellow background • contain the words 'Biosecurity Area – No unauthorised entry or removal of goods, Penalties Apply' or 'Quarantine Area - No unauthorised entry or removal of goods, Penalties Apply' or words to similar effect. <p>Note: Where new signs are being produced, they should use "biosecurity", not "quarantine".</p>	Minor
4.3 Buildings, designated biosecurity areas and biosecurity inspection areas (including storage and receipt zones, chutes etc.) must be kept clean at all times. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay.	Major

Table 5 Inspection area

Requirements	Nonconformity guide
5.1 The biosecurity inspection area must be of a size commensurate with the proposed quantity of goods being handled and must be located within a lockable building, or within a building that is located in an area surrounded by a lockable person-proof security fence.	Major
5.2 The biosecurity areas must be sufficiently isolated from the main thoroughfare and clearly defined by either a: <ul style="list-style-type: none"> • painted yellow line on the floor • permanently affixed person-proof security fence • separate room, or other approved device. 	Major

Table 6 Isolation

Requirements	Nonconformity guide
6.1 Biosecurity areas must be separate from other operations within the site.	Minor
6.2 At all times goods subject to biosecurity control must be kept adequately separated from other goods so that there is negligible risk of cross contamination. This will require goods to be stored in such a manner to ensure that commodities subject to biosecurity control are not stored above domestic or previously cleared product.	Major

Table 7 Hygiene

Requirements	Nonconformity guide
7.1 An effective pest control system must be in place to ensure that sites are managed in a way that effectively isolates goods subject to biosecurity control from environments in which pest and disease are likely to become established. As a minimum this will require the sites to implement and keep associated records of a periodic inspection regime and ensure knockdown spray (such as standard household aerosol insecticide spray) is kept onsite at all times. In addition to details of the inspection regime and the onsite location of the knockdown spray, the pest control system may include: <ul style="list-style-type: none"> • the use of insecticides, fumigation, rodenticides, periodic inspection, baits and/or traps • a site plan with numbered bait stations • if applicable, contract details. Note: The operations of adjacent facilities must be considered when determining any additional pest control measures to be implemented.	Major

Table 8 Waste disposal

Requirements	Nonconformity guide
8.1 Sufficient bins/containers of an appropriate size labelled 'Biosecurity Waste' are to be provided for loose items, residues, spillages or material of biosecurity concern. Such bins/containers must have lids that remain closed at all times and are to be emptied and, if required, disinfected in accordance with any provisions set by the department.	Major
8.2 Solid biosecurity waste must be disposed of by a department approved method. Approved methods include: <ul style="list-style-type: none"> incineration to irreducible ash autoclaving at: <ul style="list-style-type: none"> 121 degrees Celsius core temperature for 15 minutes at 105 kPa (15 psi) 134 degrees Celsius core temperature for four (4) minutes at 205 kPa (30 psi) gamma irradiation at 50 kGrays deep burial export. <p>Note: Non-fish related solid waste (for example, plastic wrap) may be disposed of at a municipal rubbish tip.</p>	Critical
8.3 Liquid biosecurity waste must be disposed of via municipal sewer or treated by either: <ul style="list-style-type: none"> chlorination at 200 ppm free-chlorine for one (1) hour heat treatment at 85 degrees Celsius for 30 minutes. 	Critical

Table 9 Operating requirements

Requirements	Nonconformity guide
9.1 Cartons, bags, pallets or containers (including reefers) of goods subject to biosecurity control must be labelled with the biosecurity entry number.	Major
9.2 Prior to opening and unpacking each shipping container of biosecurity goods the sites operator must verify that the seal is not missing or broken. The biosecurity industry participant (BIP) must immediately notify the department where seals are missing or broken. Notifications must be sent to treatments@agriculture.gov.au and advise of the following information: <ul style="list-style-type: none"> container number entry number AA site name date container was received whether the seal is missing or broken. <p>The discrepancy form is located with this criteria document on the department's website.</p>	Major

Table 10A Office and record requirements

Requirements	Nonconformity guide
<p>10.1 Records for each consignment of goods subject to biosecurity control must include:</p> <ul style="list-style-type: none"> • biosecurity entry number or copy of the biosecurity entry • Import Permit number • type of goods (species) • date of receipt of goods • location or part of site where each biosecurity consignment is held • comprehensive details of any breaches of goods subject to biosecurity from the site • where applicable, dispatch/transfer to another class 2.5.1 AA site. 	Major
<p>10.2 The following additional records must be retained for specified baitfish requiring:</p> <ul style="list-style-type: none"> • thawing—for each thaw (<i>sardinops</i> spp and <i>scomber</i> spp) to include: <ul style="list-style-type: none"> - date of thaw - start and finish times of thaw - quantity thawed • release (<i>sardinops</i>, <i>scomber</i>, <i>clupea</i> and <i>sprattus</i>) or sale to end users—required for each release or sale: <ul style="list-style-type: none"> - end user details (name, address, licence or registration number) - date of release - quantity released. 	Major

Table 10B Office and record requirements (continued)

Requirements	Nonconformity guide
<p>10.3 Office and general site requirements must provide the department with the confidence that applicable work health and safety standards have been met, this is achieved by:</p> <ul style="list-style-type: none"> • providing a first aid cabinet/kit which is fully stocked and meets the minimum commercial Australian Standard (AS2675-1983: Portable first aid kits for use by consumers) • providing vehicle parking for visiting biosecurity officers (Note: This may require department identified parking or providing a parking permit) • ensuring adequate security for any departmental technical equipment left on the site • providing access and the availability of: <ul style="list-style-type: none"> - a desk, chair and a telephone with direct outside call access - toilet facilities - hand washing facilities and a hygienic means of drying hands <p>suitable arrangements to ensure amenities are clean.</p>	Minor

Table 11 Administration

Requirements	Nonconformity guide
11.1 Sites must be securely locked when unattended and after hours access to the sites must be limited to authorised persons only.	Major

Table 12A General

Requirements	Nonconformity guide
12.1 Goods subject to biosecurity control must be maintained and processed at an AA site appropriate for the biosecurity risk associated with the items.	Major or critical
12.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.	Minor, major or critical
12.3 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).	Minor, major or critical
12.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.	Minor, major or critical
12.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
12.6 Goods subject to biosecurity control must be maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Major or critical
12.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport) to ensure negligible risk of cross contamination to: <ul style="list-style-type: none"> 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.	Major or critical
12.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
12.9 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.	Major or critical

Table 12B General

Requirements	Nonconformity guide
12.10 Goods subject to biosecurity control are not permitted to be moved outside an AA site except for the purpose of:	
<ul style="list-style-type: none"> • moving directly and securely to another AA site, of the appropriate AA class, with prior written approval from the department 	Critical
<ul style="list-style-type: none"> • moving directly and securely to an AA site of the same class (or of the same class but a higher biosecurity containment level sub-class) that is co-located with the original AA site 	
<ul style="list-style-type: none"> • transport of biosecurity waste by a department approved waste transport company (operating under an AA for biosecurity waste transport). If the items are being transported by a non-accredited person (such as a truck driver), the forwarding BIP must ensure that this person is made aware of the conditions relating to the transport of the items. 	Major
12.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an AA site, inadvertently or deliberately, without prior written direction or approval from the department.	Critical
<p>12.12 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:</p> <ul style="list-style-type: none"> • 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. 	Major
12.13 Persons performing the function of an accredited person must have successfully completed the department's approved training to obtain and maintain accredited person status.	Major
12.14 Records must be maintained of accredited persons.	Minor
12.15 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.	Major

Table 12C General

Requirements	Nonconformity guide
12.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.	Minor or major
12.17 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):	
<ul style="list-style-type: none"> • declaration/entry number • Import Permit number • Air Waybill or Bill of Lading number • date of receipt • processing (inspection, treatment, testing) details • release from biosecurity control • disposal details • storage location • accredited person responsible for the items. 	<ul style="list-style-type: none"> • Major • Major • Minor • Major • Major • Major • Major • Major • Major
12.18 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.	Major
12.19 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the AA site. Unexpected events include:	
<ul style="list-style-type: none"> • appearance of pests or symptoms of disease • structural damage (for example, due to storms) • unauthorised removal of goods subject to biosecurity control • spillages of goods subject to biosecurity control • sudden unavailability of an accredited person. 	<ul style="list-style-type: none"> • Major • Major • Major • Major • Minor
<p>12.20 Ceasing or transferring operations. The department must be informed in writing, at least 15 working days prior to the intended:</p> <ul style="list-style-type: none"> • closure of a current AA site • relocation of the business, including the AA class function • ceasing of operation as a AA site. <p>Any goods subject to biosecurity control that remain at the AA site must be treated or destroyed in accordance with a department approved method or transferred to another AA site with prior approval from the department. The BIP will be liable for associated costs.</p>	Major

Table 12D General

Requirements	Nonconformity guide
<p>12.21 If there is any doubt as to whether goods:</p> <ul style="list-style-type: none"> • are subject to biosecurity control • remain subject to biosecurity control • become subject to biosecurity control <p>then the goods must be handled in accordance with requirements for goods subject to biosecurity control.</p>	Major
<p>12.22 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:</p> <ul style="list-style-type: none"> • conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i> • debt to the to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015</i>, <i>Quarantine Act 1908</i>, <i>Customs Act 1901</i>, the Criminal Code or the <i>Crimes Act 1914</i> • refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>. 	Critical
<p>12.23 Biosecurity officers, biosecurity enforcement officers and department approved auditors, must be provided access to the AA site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.</p>	Critical
<p>12.24 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.</p>	Major or critical
<p>12.25 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.</p>	Critical
<p>12.26 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.</p>	Major or critical