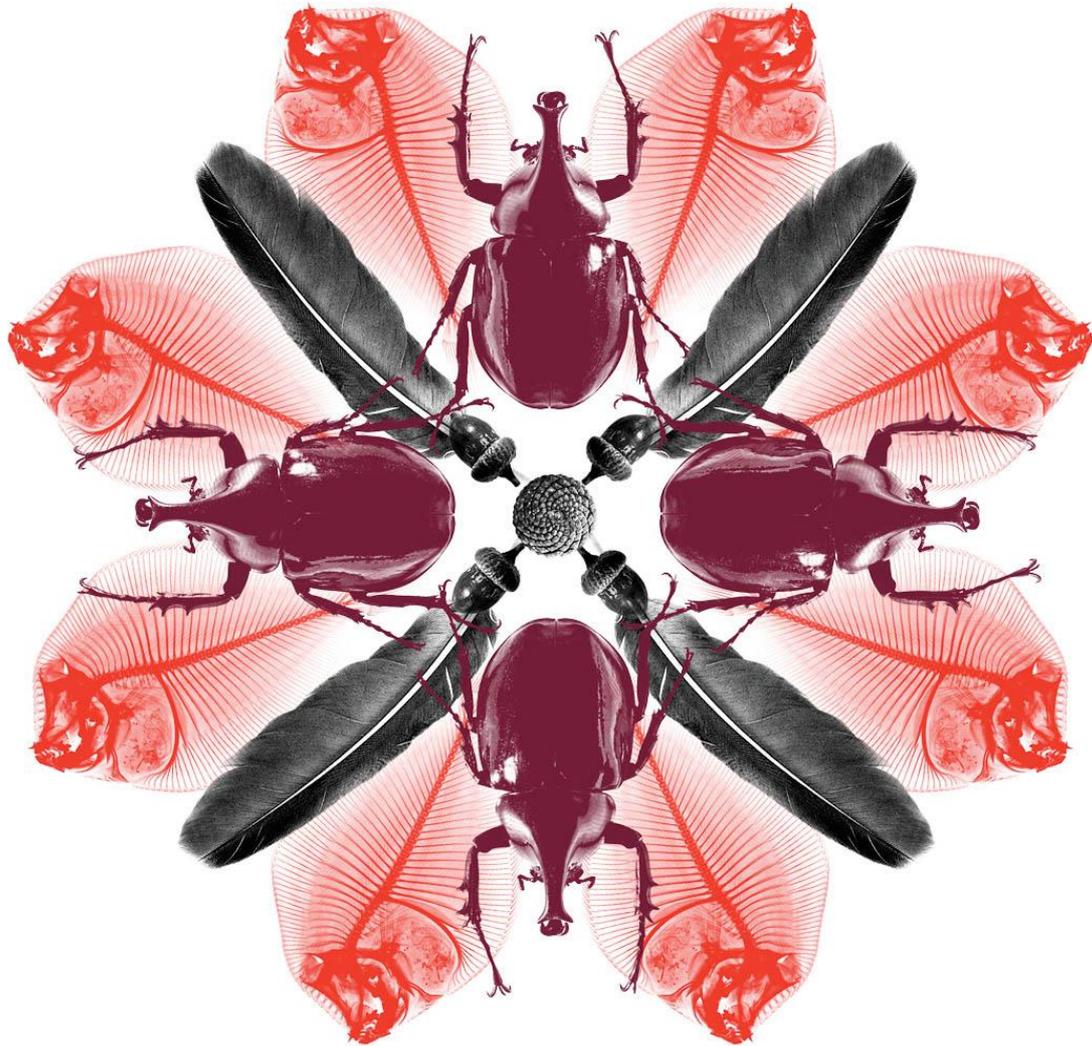


# Approved Arrangements

For 6.11—Bulbs

Requirements—Version 4.0



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### **Version control**

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

Approved Arrangements: 6.11—Bulbs

<b>Date</b>	<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
Oct 2013	1.0	First release.	Industry Arrangements Reform
Mar 2014	1.1	Minor typographical changes and changes to the assessment guide.	Industry Arrangements Reform
Jun 2014	2.0	Removal of criteria payment of fees.	Approved Arrangements section
Apr 2015	3.0	<ul style="list-style-type: none"> <li>• removal of mandated movement forms and requirement to submit Standard Operating Procedures</li> <li>• addition of criteria for permission for state quarantine activities to occur at a non QAP, state approved quarantine premises</li> <li>• amendment to signage criteria.</li> </ul>	Approved Arrangements section
Apr 2016	3.1	Rebranding.	Approved Arrangements section
Jun 2016	4.0	Updated references to the department and the <i>Biosecurity Act 2015</i> .	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

**Table 1 Scope**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>1.1 The scope of an AA site approved in this class is for the storage and growth of certified and non-certified bulbs undergoing open quarantine. The department must inspect non-certified bulbs. Biosecurity Industry Participants (BIP) may inspect certified bulb plantings for disease symptoms prior to release from biosecurity control.</p>	<p>Critical</p>

**Table 2 Structural requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
2.1 Parking must be provided for biosecurity officers	Minor
2.2 Access to the AA site must be through property owned, rented or leased by the BIP.	Major
2.3 Access to the site must be via an all-weather road.	Major
2.4 Biosecurity officers must be granted access to the site at any time.	Minor
2.5 The department must be provided with details of the sites nominated business hours.	Minor
2.6 On application a site plan must be submitted and thereafter be maintained to continuously reflect the physical layout of the site.	Major
2.7 The site plan of the AA site, drawn to scale, must show:	
Overall dimensions of the site, buildings and structures, whether utilised for biosecurity operations or not	Major
Location of bulb storage areas, bulb planting and biosecurity areas designated for growth of bulbs	Major
Road access to and within the AA site	Minor
Designated parking area	Minor
2.8 Biosecurity areas must not be used as a thoroughfare or access point.	Major
2.9 Indoor biosecurity areas require minimum lighting of 80 lux to allow for identification of goods.	Major
2.10 Any areas used for storage of bulbs must be maintained in a manner to minimise the risk of unauthorised access.	Major
2.11 Biosecurity areas designated for the growth of bulbs must be one of the following: <ul style="list-style-type: none"> <li>• surrounded by a 3 m wide buffer which may be lawn or a cleared area</li> <li>• separated by a physical barrier.</li> </ul>	Major
2.12 Where domestic plants are not separated from bulbs undergoing open quarantine, plants must be treated as biosecurity goods if there is any risk of pest or disease outbreak and/or establishment.	Major

**Table 3A Operating requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
3.1 Records must be made available to the department within 48 hours upon request.	Major
3.2 Biosecurity waste records must include the source, nature/type and quantity (in volume or weight).	Major
<p>3.3 Biosecurity signs must:</p> <ul style="list-style-type: none"> <li>• be securely affixed</li> <li>• be durable</li> <li>• be prominently displayed and able to be clearly read by persons approaching the area at all times</li> <li>• have black lettering on yellow background</li> <li>• 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.</li> </ul> <p>Note: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.</p>	Minor
3.4 The department must be notified of any incident which could threaten or compromise biosecurity outcomes as soon as practicable and within 48 hours after becoming aware of any such incident.	Major
3.5 The BIP must only engage in biosecurity activities for which their site is approved to perform.	Major
3.6 The department must be notified as soon as practicable and within 48 hours of the arrival of any unsolicited goods, and/or substituted goods at the AA site.	Major
3.7 AA site staff who have responsibilities for, or perform tasks in relation to, bulbs undergoing quarantine must be appropriately trained to ensure the requirements set out in these requirements are complied with.	Major
3.8 Records must be maintained for bulbs undergoing open quarantine for a minimum of 24 months from the date of release or disposal.	Major

**Table 3B Operating requirements (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>3.9 For an AA site which imports bulbs, the following records must be maintained:</p> <ul style="list-style-type: none"> <li>• biosecurity directions, including release from biosecurity control</li> <li>• Import Permits</li> <li>• date of arrival of bulbs at the AA site</li> <li>• biosecurity waste</li> <li>• treatments, including fumigation treatments</li> <li>• details of any bulb movement, including those: <ul style="list-style-type: none"> <li>- removed from storage for growth</li> <li>- transferred to other AA sites</li> <li>- where directed to a state government approved facility prior to delivery to another 6.11, information to demonstrate this occurred</li> </ul> </li> <li>• invoices and packing lists</li> <li>• staff training records.</li> </ul>	Major
<p>3.10 For a AA site which grows bulbs, the following records must be maintained:</p> <ul style="list-style-type: none"> <li>• biosecurity directions, including release from biosecurity control</li> <li>• Import Permit</li> <li>• date of arrival of bulbs at the AA site</li> <li>• the growing plans including type, quantities, and location of bulbs</li> <li>• biosecurity waste</li> <li>• details of any bulb movement, including those: <ul style="list-style-type: none"> <li>- removed from storage for growth</li> <li>- transferred to other AA site</li> <li>- where directed to a state government approved facility prior to delivery to another 6.11, information to demonstrate this occurred</li> </ul> </li> <li>• details of any chemical treatments, including rate, date applied and chemical name</li> <li>• staff training records</li> <li>• weekly plant inspections including date, location of plants, growth stage and disease symptoms.</li> </ul>	Major
<p>3.11 For an AA site which imports and grows bulbs, the records listed in requirements 3.9 and 3.10 must be maintained.</p>	Major
<p>3.12 The department must be notified of any suspected pest or exotic disease outbreak and/or establishment as soon as practicable and within 48 hours.</p>	Major

**Table 3C Operating requirements (continued)**

Requirements	Nonconformity guide
<p>3.13 Pest management practices for imported tulips must be implemented, including:</p> <ul style="list-style-type: none"> <li>• weed management</li> <li>• removal of spent and unwanted flowers or plants</li> <li>• crop monitoring for thrips using yellow sticky traps: <ul style="list-style-type: none"> <li>- the sticky trap must be hung just above the crop (about 3-10 traps per hectare or one trap per 200 m<sup>2</sup> in greenhouses)</li> <li>- traps must be numbered and individual trap location mapped within the growing area</li> <li>- traps must be replaced when dirty or when crowded with other pests</li> </ul> </li> <li>• if thrips are suspected or detected, the department must be contacted immediately for approval of application of insecticides.</li> </ul>	Major
<p>3.14 The AA site must be maintained to a standard of cleanliness so that there is no accumulation of garbage, except in garbage containers.</p>	Major
<p>3.15 Biosecurity areas must be kept sufficiently free of weeds to allow inspection of plants.</p>	Major
<p>3.16 Domestic potato (<i>Solanum tuberosum</i>) crops must not be grown within the biosecurity area or within 20 m of the biosecurity area.</p>	Major
<p>3.17 When moving bulbs to another AA site for bulbs (class 6.11), the BIP must:</p> <ul style="list-style-type: none"> <li>• maintain records of: <ul style="list-style-type: none"> <li>- receiving AA site, name, address and registration number</li> <li>- date of transfer</li> <li>- genus/species/variety of bulbs</li> <li>- quantity of bulbs</li> <li>- type of bulbs (certified or non-certified)</li> <li>- Biosecurity Entry (AIMS) number</li> <li>- any movement to a state approved quarantine facility that is not a AA site</li> </ul> </li> <li>• provide the receiving site with the information listed in the previous bullet point and the sending AA site number</li> <li>• label crates/boxes to ensure traceability.</li> </ul>	Major

**Table 3D Operating requirements (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>3.18 When receiving bulbs from another AA site for bulbs (class 6.11), the BIP must:</p> <ul style="list-style-type: none"> <li>• maintain a copy of the movement information generated and provided by the sending AA site</li> <li>• verify the physical consignment matches the written consignment details provided by the sending AA site</li> </ul> <p>immediately contact the sending site if the physical consignment does not match the written details provided.</p>	Major
3.19 A contingency plan must be in place to manage any spillage of bulbs during movement.	Major
3.20 Bulbs undergoing open quarantine must be identifiable and able to be reconciled.	Major
3.21 Areas where goods subject to biosecurity control are stored, handled, grown or treated must display assign to effectively convey that status.	Major
3.22 Plants grown from imported bulbs must be inspected on a weekly basis by site staff for disease symptoms and the inspection results must be recorded as set out in criterion 3.10.	Minor or major
<p>3.23 An inspection by a biosecurity officer must be booked for:</p> <ul style="list-style-type: none"> <li>• non-certified bulbs: <ul style="list-style-type: none"> <li>- once planted in the biosecurity area designated for the growth of bulb and the plants have started to emerge</li> <li>- when plants reach sufficient growth to enable inspection for any disease symptom</li> </ul> </li> <li>• certified bulbs: when plants reach sufficient growth to enable inspection for any disease symptom (unless self-inspected see 3.27).</li> </ul>	Major
3.24 Bulbs must be planted in rows that provide safe and easy access to individual plants for inspection.	Major
3.25 The current growing plan must be provided to the biosecurity officer performing an inspection.	Major
3.26 An inspection of certified bulbs must be booked with the department at least twice during a calendar year, while the bulbs are growing.	Major
3.27 Site staff with appropriate training must undertake a final inspection of certified bulbs when the plants reach sufficient growth for release from biosecurity control.	Major or critical
<p>3.28 Plant material must not be released until the request for release of certified bulbs from biosecurity form:</p> <ul style="list-style-type: none"> <li>• is approved by a biosecurity officer</li> <li>• has been received by the BIP.</li> </ul>	Critical

**Table 3D Operating requirements (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
3.29 A copy of the approved request for release of certified bulbs from biosecurity form must be maintained.	Major
3.30 Movements of bulbs between AA sites must be performed in compliance with the Import Permit conditions.	Critical
3.31 Bulbs must not be moved from the AA site for bulbs (class 6.11) unless: <ul style="list-style-type: none"> <li>• there is a biosecurity direction for the movement</li> <li>• the movement is to an approved AA site for bulbs (class 6.11).</li> </ul>	Critical
3.32 Movement of bulbs between AA sites for bulbs (class 6.11) must be managed by the BIP.	Critical
3.33 Where state quarantine authority intervention is required during the movement of bulbs between AAs: <ul style="list-style-type: none"> <li>• bulbs are permitted to be directed to and inspected at a state approved quarantine facility that is not an AA site</li> <li>• bulbs must be moved directly to a AA site upon completion of state quarantine processes</li> <li>• the department must be notified as soon as practicable and within 48 hours upon the detection of any issue of concern preventing subsequent movement to an AA site.</li> </ul>	Major or critical

**Table 4 Administration**

<b>Requirements</b>	<b>Nonconformity guide</b>
4.1 In addition to the AA requirements, the following must be complied with: <ul style="list-style-type: none"> <li>• the <i>Biosecurity ACT 2015</i> and subordinate legislation</li> <li>• Import Permit conditions</li> <li>• <i>Approved Arrangements General Policies</i></li> <li>• directions given by the department.</li> </ul>	Minor, major or critical
4.2 The department must be notified in writing and approval granted, prior to:	
making alterations to the physical structure of the AA site	Minor, major, critical
ceasing or materially reducing or expanding the AA sites operations	Major
changing senior manager	Minor
the sale of site operations	Major
changing ownership	Major
entering into or changing a sub-lease arrangement	Major
relocating	Critical
4.3 The department must be notified in writing within 15 days from the time the BIP is advised or made aware of: <ul style="list-style-type: none"> <li>• permanent closure of the site</li> <li>• proceedings for liquidation, winding up or dissolution</li> <li>• bankruptcy</li> <li>• any form of external administration.</li> </ul>	Major
4.4 Health and safety standards must be maintained at the site so that biosecurity officers can safely perform their duties.	Major or critical
4.5 Prior to permanent closure of the site, material subject to import permit conditions and biosecurity waste must be dealt with as directed by the department.	Major

**Table 5 Waste**

<b>Requirements</b>	<b>Nonconformity guide</b>
5.1 Only a biosecurity waste collection, transport and treatment provider who is approved by the department may transfer biosecurity waste.	Critical
5.2 The outermost container must be marked as 'Biosecurity Waste' using black lettering on a yellow background.	Major
5.3 Goods that come into contact with biosecurity waste must be treated as subject to biosecurity control or disposed of as biosecurity waste.	Major
5.4 At a minimum, biosecurity waste must be stored in a primary container and secured in a manner that prevents spillage or unauthorised access until the waste is collected.	Major
5.5 Approval from the department is required to store biosecurity waste for longer than 90 days.	Minor
5.6 Any biosecurity waste material generated from imported bulbs or plants must be disposed of as directed by the department.	Major
5.7 Unwanted or rejected unplanted bulbs must be treated as biosecurity waste unless alternative management while other bulbs undergo open quarantine has been approved by the department.	Major
5.8 Reusable biosecurity waste containers that have been in direct contact with biosecurity waste must be cleaned using a disinfectant approved by the department.	Major
5.9 Biosecurity waste containers must be in good working order and free from cracks, tears, dents and other damage or defects.	Major

**Table 6 General**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>6.1 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"> <li>• 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></li> <li>• 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></li> <li>• 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>.</li> </ul>	Critical
<p>6.2 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>6.3 Departmental auditors or department-approved auditors must be provided with facilities and assistance as requested, and any required documents, records or items relevant to the audit.</p>	Major or critical
<p>6.4 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>6.5 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