



Australian Government
**Department of Agriculture,
Water and the Environment**

Approved arrangement

2.2 – agriculture products Conditions

Version 6.0



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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.

Date	Version	Amendments	Approved by
9 May 2011	1.0	Revised document	Co-regulation and Support Program
30 Jun 2013	1.1	Updated to reflect DAFF branding	Industry Arrangements Reform Program
8 Feb 2016	2.0	Updated template including nonconformity ratings	Approved Arrangements section
9 May 2016	3.0	Changes to criteria: <ul style="list-style-type: none"> • Fumigation • Separation/security 	Approved Arrangements section
16 Jun 2016	4.0	Updated references to the <i>department</i> and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section
May 2021	5.0	Removal of reference to products associated with khapra beetle from the purpose statement in Table 1 Purpose	Approved Arrangements section
15 December 2021	6.0	<p>Added</p> <ul style="list-style-type: none"> • Information required for application • Key arrangement outcomes • <i>Biosecurity risk</i> information • Informative text • Condition to store <i>goods</i> in indoor <i>biosecurity areas</i> • Condition to provide access to the <i>department</i> to install and monitor insect traps • Contact details for conditions requiring notification to the <i>department</i> • Conditions to ensure <i>biosecurity waste</i> is collected and identified to a <i>department</i> approved waste transporter. • Conditions to ensure <i>departmental</i> approval is obtained for any proposed changes. <p>Updated</p> <ul style="list-style-type: none"> • Web accessible template • Conditions for <i>accredited persons</i> • Maintaining records for two years instead of 18 months • Various conditions to clarify intent of wording <p>Removed</p> <ul style="list-style-type: none"> • Conditions for onsite fumigation 	Approved Arrangements section

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Guide to using this document

This document sets out the conditions 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*.

This document specifies the conditions to be met for the approval, operation and audit of this class of *approved arrangement*. Compliance with the conditions will be assessed by audit.

In the event of any inconsistency between these conditions 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, Water and the Environment.

Further information on *approved arrangements*, *department* contact details and copies of relevant *approved arrangement* documentation is available on the *department's* website: awe.gov.au.

Definitions

Definitions that are not contained within the [approved arrangements glossary](#) can be found in the *Biosecurity Act 2015*, the relevant *treatment methodology* or the most recent edition of the Macquarie Dictionary.

Terms that have specific definitions contained within the [approved arrangements glossary](#) or *Biosecurity Act 2015* are *italicised* where used.

Other documents

The [Approved Arrangements General Policies](#) should be read in conjunction with these conditions. They will assist in understanding and complying with the obligations and conditions for the establishment and operation of an *approved arrangement*.

Noncompliance guide

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

Noncompliance classifications are detailed in the *Approved Arrangements General Policies*.

The 'reference: [number]' detailed in the noncompliance guide is for internal (*departmental*) use only.

Key arrangement outcomes

Key arrangement outcomes are high level outcomes the *biosecurity industry participant* is responsible for meeting under an *approved arrangement*.

Each class condition for an *approved arrangement* is assigned a key arrangement outcome.

Key arrangement outcomes are met by complying with the class conditions

Table 1 List of KAOs including their purpose and description

KAO	Purpose
Containment	<i>Goods subject to biosecurity control</i> are contained in a way that prevents them, or any <i>biosecurity risk material</i> escaping into the environment.
Isolation	<i>Goods subject to biosecurity control</i> are isolated from other <i>goods</i> in a manner that prevents cross-contamination or cross-infestation.
Security	Controls are in place that prevent unauthorised access to <i>goods subject to biosecurity control</i> .
Identification	<i>Goods subject to biosecurity control</i> and areas in which <i>biosecurity activities</i> are carried out must be visually identifiable as such.
Traceability	<i>Goods</i> that are or were, <i>subject to biosecurity control</i> , are linked to records of the origin and movement of the <i>goods</i> and the <i>biosecurity activities</i> carried out in relation to the <i>goods</i> .
Hygiene	<i>Approved arrangement sites</i> are maintained in a state that minimises opportunity for, and susceptibility to <i>pest</i> , weed and <i>disease</i> establishment and/or <i>infestation</i> .
Movement	<i>Goods subject to biosecurity control</i> only move beyond the site in accordance with <i>departmental</i> conditions and any required <i>departmental</i> authorisation.
Release	<i>Goods</i> and their derivatives <i>subject to biosecurity control</i> are dealt with as such until they are formally <i>released from biosecurity control</i> , or they are exported or destroyed.
Awareness	People performing <i>biosecurity activities</i> involving <i>goods subject to biosecurity control</i> have the knowledge and capability to <i>carry out</i> those activities in accordance with the conditions of the <i>approved arrangement</i> .
<i>Inspection</i>	The site has the equipment, facilities and processes that enable <i>inspection of goods subject to biosecurity control</i> .
Treatment	The <i>biosecurity industry participant</i> has the processes and/or equipment and facilities to perform treatments of <i>goods subject to biosecurity control</i> in accordance with the conditions of the <i>approved arrangement</i> .
Arrangement compliance	The <i>biosecurity industry participant</i> is required to <i>carry out biosecurity activities</i> in accordance with the <i>approved arrangement</i> .
Notification	The <i>department</i> is advised of any event or circumstance for which it has specified that notification must be provided.
Supporting functions	Procedures, facilities and equipment are in place for the <i>biosecurity activities</i> carried out under the <i>approved arrangement</i> .

Objective

Class 2.2 *approved arrangements* manage *biosecurity risks* associated with restricted *cargo* subject to biosecurity control.

Scope

Class 2.2 *approved arrangement sites* are utilised for the receipt, *deconsolidation*, storage, and *inspection* of *cargo – goods subject to biosecurity control* which are imported:

- as containerised sea *cargo* or as air *cargo*, and
- with compliant *commodity* documentation, where specified in biosecurity import conditions applicable to the *goods*, and
- with compliant *non-commodity* documentation.

Examples of *goods subject to biosecurity control* that may be handled at a class 2.2 *approved arrangement site* include:

- *plant*-based food *goods* such as rice, pulses, and legumes
- processed and manufactured food *goods* such as dried herbs, dried fruits, spices, noodles, instant meals, sauces and condiments, snack foods
- seeds for sowing
- articles made from straw
- egg products
- *animal* derived fibres such as wool
- *plant* tissue cultures

Examples of *biosecurity risks* associated with *goods subject to biosecurity control* handled at a class 2.2 *approved arrangement site* include:

- *infestation* of insects in or on the *goods*, packaging material or containers e.g., timber *pests* (e.g., termites, ants and larvae), stored product *pests* (e.g., beetles and larvae), insects seeking refuge (e.g., ants, bees, wasps, moths and spiders), and hitchhiker *pests* (e.g., brown marmorated stink bug)
- *animals* such as rodents, reptiles, geckos, birds, and cats that can inadvertently travel in containers
- *contamination* of soil or *plant* material in or on *goods*, packaging material or containers e.g., soil can contain seeds of exotic *plants* or weeds, *plant diseases*, insects and insect eggs, and soil-borne *animal diseases* such as foot and mouth *disease*
- other *contamination* such as water can contain mosquito larvae and algae. Mosquitos are vectors for various *diseases*
- *plant diseases* associated with *goods* that made of or contain *plant* material e.g., Karnal bunt of wheat, citrus greening, leaf blight
- *animal diseases* associated with *goods* that are made of or contain *animal* material e.g., foot and mouth *disease*.

Information on biosecurity import conditions and *biosecurity risks* for imported *goods*, containers, other *cargo* and arriving *vessels* is available on the [departments website](#).

Site location

Class 2.2 *approved arrangement sites* must generally be located within the *metropolitan area* of a *first point of entry for goods* (from vessels) where a permanently based *biosecurity officer* is stationed.

Information required for application

The following information is required by the *department* at time of application for a class 2.2 *approved arrangement*:

1. A site map which complies with conditions for *approved arrangement site plans* prescribed for this arrangement.

Conditions

Table 1 Site personnel Information

- Accreditation training requirements are available on the [department's website](#).
- Capability includes *accredited persons* having the understanding/skill/ability to deal with the *biosecurity risks* associated with their role/function.
- Personnel includes employees and others working (paid or unpaid) for the *biosecurity industry participant*.
- *Accredited person* records can be:
 - copies of training certificates
 - register containing the information required in the reporting conditions table.

KAO	Condition	Noncompliance guide
Awareness	1.1 The <i>biosecurity industry participant</i> must ensure that persons having physical access to <i>goods subject to biosecurity control</i> are aware that such items must only be handled by an <i>accredited person</i> or under the direct supervision of an <i>accredited person</i> .	<i>Major</i> Reference: 3008
Awareness	1.2 An <i>accredited person</i> must personally conduct or <i>directly supervise biosecurity activities</i> involving physical contact with, handling or treatment of <i>goods subject to biosecurity control</i> .	<i>Major</i> Reference: 3988
Awareness	1.3 <i>Accredited persons</i> must have successfully completed accreditation training for the relevant <i>approved arrangement class</i> as specified on the <i>department's website</i> .	<i>Major</i> Reference: 3003
Awareness	1.4 <i>Accredited persons</i> must be able to demonstrate an understanding of conditions applicable to the <i>biosecurity activities</i> performed under this <i>approved arrangement</i> .	<i>Major</i> Reference: 3989
Awareness	1.5 Persons having physical access to <i>goods subject to biosecurity control</i> must be able to differentiate between <i>goods subject to biosecurity control</i> and <i>goods</i> that are not subject to biosecurity control.	<i>Major</i> Reference: 4347
Awareness	1.6 Arrangements must be in place to ensure persons handling <i>goods subject to biosecurity control</i> (including <i>goods</i> owned and handled for other parties) are aware of the biosecurity conditions that apply to that handling, as prescribed in the conditions for this arrangement, as well as conditions that may be prescribed in any <i>import permit</i> or <i>biosecurity direction</i> relevant to the <i>goods</i> .	<i>Major</i> Reference: 3532
Traceability	1.7 Records must be maintained of <i>accredited persons</i> .	<i>Minor</i> Reference: 3004

Table 2 Security Information

- Loss of *goods subject to biosecurity control*, in relation to security at the *approved arrangement site* includes:
 - theft
 - misplaced
 - unauthorised removal
 - unauthorised use.
- Security measures generally applies to the *approved arrangement site boundary* but may be at the boundary of *biosecurity areas* or buildings that house the *biosecurity area*
- Security measures include both infrastructure (fences, locks, electronic monitoring) and procedural practices (training) to stop unauthorised people from accessing *goods subject to biosecurity control*.
- Unauthorised removal of *goods subject to biosecurity control* is also considered to be a containment issue.
- Information on reporting *biosecurity incidents* is available on the [department's website](#).

KAO	Condition	Noncompliance guide
Security	2.1 Security measures must be in place to prevent access to and removal of <i>goods subject to biosecurity control</i> by unauthorised persons.	<i>Major</i> Reference: 2970
Notification	2.2 The <i>department</i> must be notified immediately following the <i>detection</i> that there is a loss of <i>goods subject to biosecurity control</i> .	<i>Critical</i> Reference: 4451
Security	2.3 <i>Biosecurity areas</i> must be in a secure lockable building or in an area surrounded by a lockable security fence.	<i>Major or critical</i> Reference: 3941

Table 3 Isolation

Information

- *Goods subject to biosecurity control* includes *biosecurity waste*.
- *Contamination* may be physically removed from equipment that has come in contact with *goods subject to biosecurity control* using a brush for example, with residues collected and placed in a *biosecurity waste* container. Vacuums cannot be used for cleaning purposes unless specific approval or a *biosecurity direction* is given by the department.
- Equipment includes but is not limited to:
 - trolleys, pallet jacks and other equipment used to transport *goods subject to biosecurity control*
 - dustpan and brush and other equipment used to clean *contamination* from *goods*
 - personal protective equipment e.g., footwear, gloves, coveralls
 - *receptacles* used to hold, store *goods*
 - other equipment used to treat or process *goods subject to biosecurity control*
- *Disinfection* of equipment following the removal of any *contamination* may be required by relevant *approved arrangement conditions*, import conditions and *biosecurity directions*.

KAO	Condition	Noncompliance guide
Isolation	3.1 <i>Goods subject to biosecurity control</i> must be kept physically separated from other <i>goods</i> (including during transport), including: <ol style="list-style-type: none"> a. imported <i>goods</i> that have been <i>released from biosecurity control</i> b. domestic <i>goods</i> c. <i>goods</i> for export d. other <i>goods subject to biosecurity control</i> e. the Australian environment. 	<i>Major or critical</i> Reference: 2997
Isolation	3.2 <i>Goods subject to biosecurity control</i> must be stored in such a manner to ensure that a minimum of one pallet width or an impervious physical barrier is maintained between <i>goods subject to biosecurity control</i> and other <i>goods</i> .	<i>Major</i> Reference: 2943
Treatment	3.3 <i>Goods</i> which come into contact with <i>goods subject to biosecurity control</i> must be treated as subject to biosecurity control.	<i>Major or critical</i> Reference: 4452
Identification	3.4 If there is any doubt as to whether <i>goods</i> : <ol style="list-style-type: none"> a. are subject to biosecurity control b. remain subject to biosecurity control c. become subject to biosecurity control then the <i>goods</i> must be handled in accordance with conditions for <i>goods subject to biosecurity control</i> .	<i>Major</i> Reference: 3011
Treatment	3.5 Any equipment detected with <i>contamination</i> from <i>goods subject to biosecurity control</i> , must not leave the <i>biosecurity area</i> until it has been: <ol style="list-style-type: none"> a. cleaned to remove any <i>contamination</i>, or b. disposed of in accordance with relevant <i>approved arrangement conditions</i>, import conditions and <i>biosecurity directions</i>. 	<i>Major or critical</i> Reference: 2999

Table 4 Construction

KAO	Condition	Noncompliance guide
Containment	4.1 Buildings and structures where <i>goods subject to biosecurity control</i> are stored/handled, including wall and floor junctions must be weatherproof and <i>sealed</i> .	<i>Major</i> Reference: 322
Containment	4.2 <i>Biosecurity areas</i> must have floor surfaces finished with materials that are smooth, impervious, durable, and easy to clean.	<i>Major</i> Reference: 3900
Containment	4.3 <i>Biosecurity area</i> floors must be free from defects.	<i>Major</i> Reference: 3901

Table 5A Biosecurity area Information

- It is a condition of the arrangement that treatment of *goods subject to biosecurity control* must only be performed in the *biosecurity area* approved for that type of treatment e.g., *goods* directed for treatment by:
 - washing must only be washed in the onsite *wash bay/cabinet* approved under *approved arrangement class* 4.3 – cleaning, or
 - fumigation must only be treated in the onsite *fumigation area/chamber* approved under *approved arrangement class* 4.6 – fumigation.
- *Goods subject to biosecurity control* includes *biosecurity waste*.
- *Biosecurity areas* include areas used for treatment, *inspection*, and storage of *goods subject to biosecurity control*.
- *Biosecurity areas* used for storage of *goods subject to biosecurity control* under this class, can be in a temperature-controlled area
- These areas are established to prevent *goods subject to biosecurity control* and their contaminants from accidental or deliberate release or escape into the Australian environment.
- It must be immediately obvious that the *goods subject to biosecurity control* and the area the *goods* are held in are subject to biosecurity control.
- Identification of *biosecurity areas* and *goods subject to biosecurity control* can be through infrastructure (signs and labels) and procedural practices (colour coding and training) and must support the traceability of the *goods*. *Biosecurity areas* with more than one entry point may need more than one sign.
- Australian Standard AS/NZS 1680.2.1:2008 has been referenced for illumination levels in *biosecurity areas*.

KAO	Condition	Noncompliance guide
Arrangement compliance	5.1 Where <i>goods subject to biosecurity control</i> are directed by the <i>department</i> for treatment at the <i>approved arrangement site</i> , the: <ol style="list-style-type: none"> <i>approved arrangement</i> for that site must be approved to <i>carry out</i> that type of treatment activity (e.g., irradiation, cleaning, fumigation, heat treatment, specific <i>processing</i>), and the treatment must only be performed in the <i>biosecurity area</i> approved under the <i>approved arrangement class</i> for that type of treatment activity. 	Major or critical Reference: 4457
Isolation	5.2 <i>Goods subject to biosecurity control</i> must be kept in the <i>biosecurity area</i> .	Major or critical Reference: 2038
Isolation	5.3 <i>Goods subject to biosecurity control</i> that are unpacked from the container or arrive at the <i>approved arrangement site</i> not in a container must be stored in a <i>biosecurity area</i> that is located within a building	Major or critical Reference: 4460
Isolation	5.4 <i>Biosecurity areas</i> must not be used as a thoroughfare or access point to non-control areas or other non-related <i>biosecurity areas</i> .	Major Reference: 2426
Identification	5.5 <i>Biosecurity areas</i> must be clearly identified as <i>biosecurity areas</i> to all persons with physical access to the <i>approved arrangement site</i> .	Major Reference: 4234
Isolation	5.6 The boundaries of <i>biosecurity areas</i> must be: <ol style="list-style-type: none"> clearly defined highly visible permanently constructed or affixed, and durable. 	Major Reference: 4278
Identification	5.7 <i>Biosecurity areas</i> must display a biosecurity sign/s	Major Reference: 3919

Table 5B Biosecurity area

KAO	Condition	Noncompliance guide
Identification	<p>5.8 Biosecurity signs must:</p> <ol style="list-style-type: none"> be securely affixed be durable be visible and be clearly read by persons always approaching the area state '<i>Biosecurity area - No unauthorised entry or removal of goods</i>', or words to similar effect. have black lettering on yellow background have wording that is legible <p>Note: signs produced/installed under former legislation that state "<i>Quarantine Area - Authorised Persons Only</i>" will be accepted. New signs must comply with points a - f.</p>	<p><i>Minor</i> Reference: 3776</p>
Supporting functions	<p>5.9 The <i>biosecurity area</i> must allow for <i>biosecurity officers</i> to easily perform their duties without work health and safety risks.</p>	<p><i>Major</i> Reference: 830</p>
Inspection	<p>5.10 A non-absorbent white top <i>inspection</i> table must be provided for <i>inspection</i>. It must:</p> <ol style="list-style-type: none"> be a minimum of 1 m wide x 2 m long and 0.9 m to 1 m high have a power point in close proximity have an artificial light of not less than 600 lux intensity within 1 meter of the table be located within a <i>biosecurity area</i>. <p>Note: where the tabletop is not white, clean white disposable paper may be used to cover the table during an <i>inspection</i>. The paper must be replaced when <i>inspections</i> are complete or whenever requested by a <i>biosecurity officer</i>. The paper must be disposed of as <i>biosecurity waste</i> by a <i>department</i> approved method.</p>	<p><i>Major</i> Reference: 3899</p>
Movement	<p>5.11 <i>Goods subject to biosecurity control</i> being moved off site for treatment (including fumigation, cleaning, heat, and irradiation) must be:</p> <ol style="list-style-type: none"> secured to prevent the potential escape and/or spread of <i>biosecurity risk material</i> transported directly to an <i>approved arrangement site</i>, in accordance with the applicable <i>biosecurity direction</i> or approval from the <i>department</i>. 	<p><i>Major</i> Reference: 3949</p>
Movement	<p>5.12 <i>Goods subject to biosecurity control</i> must not leave the <i>biosecurity area</i> of an <i>approved arrangement site</i>, inadvertently or deliberately, without prior <i>biosecurity direction</i> or approval from the <i>department</i>.</p>	<p><i>Critical</i> Reference: 4236</p>

Table 6 Site hygiene and monitoring Information

- Standard of hygiene will vary for each *approved arrangement site* dependant on the *biosecurity activities* that occur at that site.
- Site monitoring is used to identify *animals*, invertebrates and vegetation and minimise the potential for *biosecurity risks* to escape into the Australian environment.
- Information on reporting *biosecurity incidents* is available on the [department's website](#). Incidents that must be reported includes where 'the *goods* are infested with a live *pest* (for example, an insect, invertebrate or other *animal*)'.

KAO	Condition	Noncompliance guide
Hygiene	<p>6.1 An effective <i>pest</i> and weed control system must be in place to ensure that <i>goods subject to biosecurity control</i> are isolated from environments in which <i>pest</i> and <i>disease</i> are likely to become established. The <i>biosecurity industry participant</i> must implement and keep associated records of a periodic <i>inspection</i> regime and ensure <i>knockdown spray</i> (i.e., standard household aerosol insecticide spray) is kept onsite. The onsite location of the <i>knockdown spray</i>, the <i>pest</i> and weed control system must include:</p> <ol style="list-style-type: none"> the use of insecticides, fumigation, rodenticides, periodic <i>inspection</i>, baits and/or traps a site plan with numbered bait stations if applicable, contract details. <p>Note: the operations of adjacent facilities must be considered when determining any additional <i>pest</i> control measures to be implemented.</p>	<p><i>Minor or major</i> Reference: 2102</p>
Hygiene	6.2 The standard of hygiene at the <i>approved arrangement site</i> must be appropriate for the nature of the <i>goods subject to biosecurity control</i> .	<p><i>Minor or major</i> Reference: 2998</p>
Hygiene	6.3 Buildings and <i>biosecurity areas</i> must be kept clean. <i>Cargo</i> and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as <i>biosecurity waste</i> without delay	<p><i>Minor or major</i> Reference: 1003</p>
Hygiene	<p>6.4 <i>Cargo</i> and packaging residues and spillages:</p> <ol style="list-style-type: none"> from <i>goods subject to biosecurity control</i>, or that are detected in areas where <i>goods subject to biosecurity control</i> are, or have been handled <p>must be cleaned up immediately and disposed of as <i>biosecurity waste</i>.</p>	<p><i>Major or critical</i> Reference: 4467</p>
Notification	6.5 The <i>department</i> must be notified immediately where <i>cargo</i> and packaging residues and spillages from <i>goods subject to biosecurity control</i> cannot be cleaned up immediately and/or disposed of as <i>biosecurity waste</i> .	<p><i>Major</i> Reference: 4468</p>
Arrangement compliance	6.6 The <i>biosecurity industry participant</i> must provide the <i>department</i> access to the <i>approved arrangement site</i> for <i>plant pest</i> and <i>disease</i> surveillance purposes including the installation and monitoring of insect traps.	<p><i>Major</i> Reference: 4481</p>
Arrangement compliance	6.7 Insect traps installed by the <i>department</i> must not be interfered with or damaged.	<p><i>Major</i> Reference: 4482</p>

Table 7 Internal container inspections

KAO	Condition	Noncompliance guide
<i>Inspection</i>	7.1 Either an approved container <i>inspection</i> ramp or equipment to place the container safely and adequately on the ground for <i>inspection</i> must be available. If no container <i>inspection</i> ramp is provided, an area with an impervious surface must be available for conducting internal container <i>inspections</i> .	<i>Major</i> Reference: 158
Supporting function	7.2 Labour and equipment required to open the container doors must be supplied by the <i>biosecurity industry participant</i> .	<i>Critical</i> Reference: 385

Table 8 Facilities for departmental officers

KAO	Condition	Noncompliance guide
Supporting functions	<p>8.1 The <i>biosecurity industry participant</i> must:</p> <ol style="list-style-type: none"> a. provide 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) b. provide vehicle parking for visiting <i>biosecurity officers</i> (Note: This may require <i>department</i> identified parking or providing a parking permit) c. ensure adequate security for any <i>departmental</i> technical equipment left on the site d. provide access and the availability of: <ol style="list-style-type: none"> i. a desk, chair, and a telephone with direct outside call access ii. toilet facilities iii. handwashing facilities and a hygienic means of drying hands iv. clean amenities. 	<i>Minor or major</i> Reference: 2098

Table 9 Waste Information

- For any *dunnage*, packing material and waste inspected and found to contain *pests* or *disease* agents, the *department* will direct the *biosecurity risk* be managed using a *department approved treatment*.
- Department* approved disposal methods include:

Solid <i>biosecurity waste</i> disposal	Liquid <i>biosecurity waste</i> disposal
Incineration (class 8.1)	Municipal sewer
Deep burial (class 8.2)	
Autoclave (class 8.3)	
As prescribed in the <i>import permit</i> or other <i>biosecurity direction</i> .	

KAO	Condition	Noncompliance guide
Containment	9.1 Waste containers must be provided for loose items, <i>contamination</i> , residues, spillages, or material from <i>goods subject to biosecurity control</i> .	<i>Major</i> Reference: 4041
Isolation	9.2 The <i>biosecurity waste</i> container must: <ol style="list-style-type: none"> be leak and <i>pest</i>-proof have a secure lid. 	<i>Major or critical</i> Reference: 3943
Identification	9.3 The <i>biosecurity waste</i> container must be labelled ' <i>Biosecurity waste</i> '.	<i>Minor</i> Reference: 4260
Containment	9.4 Lids of <i>biosecurity waste</i> containers must remain closed except when opened to add or remove <i>biosecurity waste</i> .	<i>Major or critical</i> Reference: 4509
Treatment	9.5 Loose <i>goods</i> of <i>biosecurity</i> concern that do not form part of the documented consignment (including soil, seeds, hessian bags, fruit <i>cartons</i> , <i>plant</i> or <i>animal contamination</i>) as well as any spilled <i>goods</i> that are of <i>biosecurity</i> concern must be placed in the <i>biosecurity waste</i> container.	<i>Major</i> Reference: 1053
Movement	9.6 Solid <i>biosecurity waste</i> disposal must only be undertaken at an <i>approved arrangement site</i> that is approved for waste disposal.	<i>Major or critical</i> Reference: 4340
Movement	9.7 <i>Biosecurity waste</i> must be transported by a <i>department</i> approved waste transporter.	<i>Major</i> Reference: 2097
Treatment	9.8 <i>Biosecurity waste</i> must be identified as such to the waste disposal company and waste transporter.	<i>Major or critical</i> Reference: 1091

Table 10 Records Information

- Records and systems maintained by the *biosecurity industry participant* must be able to track *goods subject to biosecurity control* through the stages of the *biosecurity goods* pathway they are responsible for. This includes receipt, handling, treatment, disposal, and release.
- There must be two-way traceability, from the:
 - records to the physical *goods*
 - physical *goods* to the records.

KAO	Condition	Noncompliance guide
Traceability	<p>10.1 <i>Goods subject to biosecurity control</i> must be traceable in terms of (where applicable):</p> <ol style="list-style-type: none"> <i>biosecurity direction</i> number <i>import permit</i> number Air Waybill or Bill of Lading number date of receipt <i>processing</i> (including <i>inspection</i>, treatment, testing) details <i>release from biosecurity control</i> disposal details storage location. 	<ol style="list-style-type: none"> <i>Major</i> <i>Major</i> <i>Minor</i> <i>Major</i> <i>Major</i> <i>Major</i> <i>Major</i> <i>Major</i> <p>Reference: 3517</p>
Traceability	<p>10.2 Records for each consignment of <i>goods subject to biosecurity control</i> must include:</p> <ol style="list-style-type: none"> <i>biosecurity direction</i> <i>Import permit</i> number (if applicable) description of the <i>goods subject to biosecurity control</i> (including scientific names and quantities, if applicable) date of receipt of <i>goods</i> and country of origin details of any treatments method and date of disposal/destruction of <i>goods subject to biosecurity control</i> and/or <i>biosecurity waste</i> the date of movement and the <i>department's</i> permission for any movement of <i>goods subject to biosecurity control</i> <i>comprehensive details of any breaches of goods subject to biosecurity control</i> from the <i>approved arrangement site</i>. 	<p><i>Minor, major or critical</i></p> <p>Reference: 2101</p>
Traceability	<p>10.3 <i>Accredited persons</i> records must include:</p> <ol style="list-style-type: none"> name of <i>accredited person</i> date accreditation training completed method of accreditation training (online or in-house) copy of online training accreditation certificate – if applicable copy of in-house training attendance record – if applicable. 	<p><i>Major</i></p> <p>Reference: 4275</p>
Traceability	<p>10.4 The <i>biosecurity industry participant</i> must ensure records are kept for a minimum of two years for <i>goods subject to biosecurity control</i>.</p>	<p><i>Minor or major</i></p> <p>Reference: 4004</p>
Traceability	<p>10.5 Records must be made available to the <i>department</i> upon request.</p>	<p><i>Minor or major</i></p> <p>Reference: 3944</p>

Table 11 Ceasing operations

Information

- The *biosecurity industry participant* is liable for all costs associated with closing and ceasing operations as an *approved arrangement site*.

KAO	Condition	Noncompliance guide
Notification	<p>11.1 The <i>department</i> must be notified, aa.canberra@awe.gov.au, at least 15 business days prior to intended:</p> <ol style="list-style-type: none"> closure of a current <i>approved arrangement site</i> relocation of the business, including the <i>approved arrangement class</i> function ceasing of operation as an <i>approved arrangement site</i>. 	<p><i>Major</i> Reference: 3699</p>
Treatment	<p>11.2 Any <i>goods subject to biosecurity control</i> that remain at the <i>approved arrangement site</i> must be:</p> <ol style="list-style-type: none"> treated or destroyed in accordance with a <i>department</i> approved method or transferred to another <i>approved arrangement site</i> with prior approval from the <i>department</i>. 	<p><i>Major</i> Reference: 4516</p>

Table 12 Site maps

KAO	Condition	Noncompliance guide
Identification	<p>12.1 Current site plans must be provided to the <i>department</i>. Site plans must be to scale and include <i>biosecurity areas</i> (storage, inspection, treatment/<i>processing</i>) and the location of parking for <i>biosecurity officers</i>.</p>	<p><i>Major</i> Reference: 680</p>

Table 13A Compliance Information

- *Release from biosecurity control* includes release by a *biosecurity industry participant* subject to s162 *Biosecurity Act 2015* only if expressly authorised in the *approved arrangement* and in accordance with the conditions of the *approved arrangement*.
- Required treatments will be advised on *import permits, directions, class conditions, non-standard conditions (variations), process management systems (PMS) and standard operating procedures (SOPs)*.
- Those events to be notified are advised on *import permits, directions, class conditions, non-standard conditions (variations), PMS and SOPs*.
- Information on reporting *biosecurity incidents* is available on the [department's website](#).

Note: *SOPs* are only required in those classes where there is a specific condition for a *SOP* to be in place.

KAO	Condition	Noncompliance guide
Arrangement compliance	13.1 The <i>biosecurity industry participant</i> must: <ol style="list-style-type: none"> carry out the <i>biosecurity activities</i> in accordance with the arrangement comply with any conditions specified in the arrangement comply with any <i>requirements</i> to which the arrangement is subject comply with any <i>biosecurity direction</i> from the <i>department</i> comply with any <i>biosecurity control notice</i> from the <i>department</i> comply with any <i>biosecurity control order</i> from the <i>department</i>. 	<i>Major or critical</i> Reference: 4316
Arrangement compliance	13.2 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with the conditions of the relevant <i>approved arrangement class</i> .	<i>Major or critical</i> Reference: 2992
Arrangement compliance	13.3 <i>Goods subject to biosecurity control</i> must be maintained and processed at an <i>approved arrangement site</i> appropriate for the <i>biosecurity risk</i> associated with the <i>goods</i> .	<i>Minor, major or critical</i> Reference: 3535
Arrangement compliance	13.4 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with import conditions specified in the <i>department's Biosecurity Import Conditions Database (BICON)</i> .	<i>Minor, major or critical</i> Reference: 2993
Arrangement compliance	13.5 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with any applicable <i>import permit</i> .	<i>Major or critical</i> Reference: 3536
Arrangement compliance	13.6 <i>Goods subject to biosecurity control</i> must be maintained and processed in accordance with any <i>biosecurity direction</i> from the <i>department</i> .	<i>Minor, major or critical</i> Reference: 2995
Arrangement compliance	13.7 <i>Goods subject to biosecurity control</i> must be handled and maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	<i>Minor, major or critical</i> Reference: 2996

Table 13B Compliance

KAO	Condition	Noncompliance guide
Notification	<p>13.8 The <i>department</i> must be notified immediately following <i>detection</i> of any of the following:</p> <ul style="list-style-type: none"> a. <i>goods subject to biosecurity control</i> have left the <i>approved arrangement site</i>, inadvertently or deliberately, without prior written <i>direction</i> or approval from the <i>department</i> b. <i>goods subject to biosecurity control</i> were not maintained and processed in accordance with the conditions of the relevant <i>approved arrangement class</i> c. <i>goods subject to biosecurity control</i> were not maintained processed in accordance with import conditions specified in the <i>department's Biosecurity Import Conditions Database (BICON)</i> and/or <i>import permit</i> d. <i>goods subject to biosecurity control</i> were not maintained and processed in accordance with any other <i>direction</i> from the <i>department</i> e. <i>goods subject to biosecurity control</i> were not maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation. f. the <i>approved arrangement site</i> is not appropriate to manage the <i>biosecurity risk</i> associated with the <i>goods subject to biosecurity control</i>. 	Major or critical Reference: 4517
Notification	13.9 The <i>department</i> must be notified of any <i>reportable biosecurity incident</i> as soon as practicable, in accordance with the determination made by the Director of Biosecurity.	Major Reference: 3015
Arrangement compliance	13.10 <i>Departmental officers</i> and <i>department approved auditors</i> , must be provided access to the <i>approved arrangement site</i> to perform the functions and exercise the powers conferred on them by the <i>Biosecurity Act</i> or another law of the Commonwealth.	Critical Reference: 3013
Arrangement compliance	13.11 <i>Biosecurity officers</i> must be provided with all reasonable facilities, assistance, and information necessary for the effective performance of their functions or duties or the exercise of their powers under the <i>Biosecurity Act</i> . Note: Assistance includes but is not limited to moving, lifting and sampling <i>goods subject to biosecurity control</i> , as directed by a <i>biosecurity officer</i> to enable <i>inspection</i> or other <i>biosecurity activities</i> to be performed.	Major or critical Reference: 4518
Arrangement compliance	13.12 Information (verbal, electronic or hard copy) provided to the <i>department</i> must be accurate. Note: Civil, criminal, and regulatory penalties apply to giving false or misleading information.	Major or critical Reference: 4519
Arrangement compliance	13.13 <i>Department approved auditors</i> must be permitted to collect evidence of compliance and noncompliance with <i>approved arrangement conditions</i> through actions including the copying of documents and taking of photographs.	Major or critical Reference: 3016
Arrangement compliance	<p>13.14 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the <i>approved arrangement site</i>. Unexpected events include:</p> <ul style="list-style-type: none"> a. appearance of <i>pests</i> or symptoms of <i>disease</i> b. structural damage (due to storms etc.) c. accident during transit d. unauthorised removal of <i>goods subject to biosecurity control</i> e. spillages of <i>goods subject to biosecurity control</i> f. sudden unavailability of an <i>accredited person</i>. 	<ul style="list-style-type: none"> a. Major b. Major c. Major d. Major e. Major f. Major Reference: 3009
Notification	13.15 The <i>department</i> must be notified, by email to aa.canberra@awe.gov.au , at least 15 <i>business days</i> prior to any modification to, or closure of, <i>biosecurity areas</i> where <i>goods subject to biosecurity control</i> are stored or treated/processed or otherwise dealt with.	Major or critical Reference: 4520

Table 13C Compliance

KAO	Condition	Noncompliance guide
Arrangement compliance	13.16 <i>Departmental</i> approval must be obtained prior to implementing changes to the location and/or construction of the <i>approved arrangement site</i> or <i>biosecurity area</i> boundaries.	<i>Major</i> Reference: 4024
Notification	<p>13.17 The <i>department</i> must be notified by email to aa.canberra@awe.gov.au of any proposed changes to any of the following:</p> <ol style="list-style-type: none"> a. The location and/or construction of any part of the <i>approved arrangement site boundary</i> b. The location and/or construction of any part of a <i>biosecurity area</i> boundary c. The location and/or construction of any part of the boundary of any areas within the <i>approved arrangement site boundary</i> that are under the: <ol style="list-style-type: none"> i. occupancy or control, or ii. shared occupancy or control of any other entities (note that this includes subleasing arrangements) d. The identity of any other entities that: <ol style="list-style-type: none"> i. occupy or control, or ii. share occupancy or control of any areas within the <i>approved arrangement site boundary</i> (note that this includes subleasing arrangements). 	<i>Major or critical</i> Reference: 4521
Notification	<p>13.18 The <i>biosecurity industry participant</i> must notify the <i>department</i>, by email to aa.canberra@awe.gov.au, within 15 <i>business days</i> of becoming aware of any change of status, not previously been notified to the <i>department</i>, of the <i>biosecurity industry participant</i> or their <i>associates</i> relevant to the operation of the <i>approved arrangement</i> in relation to any of the following matters:</p> <ol style="list-style-type: none"> a. conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code, or the Crimes Act 1914</i> b. debt to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code, or the Crimes Act 1914</i> c. refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an <i>Import permit, quarantine approved premises, compliance agreement or approved arrangement</i> under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>. 	<i>Critical</i> Reference: 3012
Notification	<p>13.19 The <i>biosecurity industry participant</i> must notify the <i>department</i>, by email to aa.canberra@awe.gov.au, within 15 <i>business days</i> of any change in:</p> <ol style="list-style-type: none"> a. persons in positions responsible for controlling, directing, enforcing, or monitoring people performing <i>biosecurity activities</i> associated with the <i>approved arrangement</i> b. <i>biosecurity industry participant</i> details, including: <ol style="list-style-type: none"> i. entity name ii. Australian business number or Australian company number iii. postal address iv. email address v. telephone number. 	<i>Major or critical</i> Reference: 3836