

BUG BUSINESS

Biosecurity Requirements explained!

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BioSecurity

The Transitional Facility Solutions Service
for the New Zealand Import Industry

WWW.BIOSECURITYSOLUTIONS.CO.NZ



The AgriChain Centre

WWW.AGRICHAIN-CENTRE.COM

INTRODUCTION

We launched Bug Business as a way of helping Transitional Facilities meet their Biosecurity obligations which are changing under the new MAF BNZ TF-GEN standard. The first issue was well received with feedback that it was helpful in explaining the changing biosecurity requirements in plain English.

In this edition, we will cover several topics that we are continually asked about.

These are:

- Signage Requirements
- Audit Processes
- What Happens After The TFO Course?
- Why Procedures Need To Be Reviewed To Comply With The New Standard

SIGNAGE REQUIREMENTS

An area of confusion we would like to comment on is signage requirements. Section 4.12 of MAF BNZ TF-GEN outlines what is required.

*"A facility **must** have a prominent sign or signs identifying the area as a transitional facility under the Act. Signs must warn that entry is restricted to permitted persons only".*

*"This sign should be of an appropriate size and clearly visible to visitors. Operator or Deputy Operator contact details **may** also be added to the sign information."*

The need for signage is related to the risks that goods are exposed to at your facility.

In plain English, this means if you deal in risk goods you will need greater controls. For these higher risk situations you need to ensure that unauthorised or public access is controlled. Signage may need to say something such as, "Report to the office" or other relevant security instructions.

If you are dealing with sea containers and no risk goods, a simple laminated notice on an A4 sheet stuck on a pole and placed in a road cone while you are devanning is adequate for low risk situations. Otherwise you may need something more sophisticated.

Feel free to download a copy of a sign which is acceptable as outlined in the TF-GEN guide. <http://www.agrichain-centre.com/biosecurity.html>

Note: If we assist you in developing your operational procedures we will include laminated notices along with other supporting documentation and labels.

*Ministry of Agriculture and Forestry Biosecurity New Zealand
is referred to throughout as MAF BNZ*



MAF BNZ STARTS PHASE 2 BASELINE AUDITS

MAF BNZ carries out two sorts of audits relating to the sea container risk pathway:

- Baseline or level 1 audits of all imported sea containers (1%)
- Annual Facility audits

MAF BNZ has introduced the second phase of the Baseline Sea Container Audit programme in February.

WHAT DOES BASELINE AUDITING MEAN FOR YOUR BUSINESS?

1% of all containerised cargo consignments will be selected for audit on a random basis. These audits are funded by a general Sea Container Levy not charged to the audited importer (in other words you are not billed directly for this) :

This audit checks documentation, external and internal cleanliness, wood packaging, manifested cargo and a basic observation of Transitional Facility and Accredited Person performance.

Your customs agent will tell you if your container has been selected for baseline audit. A special MAF BNZ risk screening team will coordinate the audit activities. Any paperwork requested goes to this team.

Physical inspections required as part of the baseline audit (external and internal) could be completed at either the port of arrival or your Transitional Facility. This will be specified on the BACC (the paperwork received notifying you of the pending audit).

Failure at any stage in a baseline audit will result in MAF BNZ taking steps to deal with any immediate biosecurity risk and will result in increased auditing. The increased audit level will be 100% of the overseas supplier's consignments.

This means that more than one importer may be affected by an audit failure and incur increased costs to your business. The increased auditing regime will be for five passed audits or a period of 12 months for that overseas supplier's consignments (which ever occurs first).

If further contamination occurs during the increased audit regime then the overseas supplier's product will remain at the elevated audit level until such time as compliance is achieved. (Five passed audits)

The increased baseline auditing (100% of the identified non-conforming exporter/ supplier's consignments) will be fully cost recovered. Standard charges of \$100 per hour + GST and associated travel fees will apply to the importer.

Any failures directly relating to Transitional Facilities and Accredited Persons will be communicated to MAF BNZ Biosecurity Officers. This links into the second sort of audit which you will be more familiar with.

ANNUAL FACILITY AUDITS

These continue but with an increased focus on Transitional Facility Operators' suitability and implementation of operational procedures related to the new TF-GEN standard.

MAF BNZ has introduced a new audit compliance level scale of 1 - 4.

1=18 months, 2=12 months, 3=6 months, 4=3 months or less.

Most facilities will start at compliance level two; i.e., one MAF BNZ assessment every 12 months. After two satisfactory audits at this level the facility may, move to compliance level one, with audits dropping to every 18 months.

However, if the facility fails an audit this will result in an increased audit level.

Regaining a lower audit compliance level can only be achieved after two satisfactory audits. If a facility is on the highest level, and fails three consecutive audits, suspension or cancellation is likely.

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Training Locations

The AgriChain Centre provides both Accredited Person training and Transitional Facility Operator Workshops in the following locations:

- North Shore Auckland
- South Auckland
- West Auckland
- Hamilton
- Tauranga
- Napier
- Palmerston North
- New Plymouth
- Wellington
- Nelson
- Christchurch
- Dunedin
- Invercargill

TO MAKE A BOOKING

Phone 0800 247 424

Email:
jwallace@agrichain-centre.com
www.biosecuritysolutions.co.nz



BUSINESS IMPLICATIONS OF FAILED AUDITS

Audit failure may result in increased delays, increased MAF BNZ intervention and additional MAF BNZ charges. You can reduce the potential impact and cost upon your business by communicating with your suppliers and making sure your facility is in order. Remember the cost of a MAF BNZ audit is \$100 per hour + GST plus travel costs.

- Download the TF-GEN Standard and Guide document at:
<http://www.biosecurity.govt.nz/border/transitional-facilities/bnz-std-tfgen>
- Attend an Transitional Facility Operator Workshop sooner rather than later! (If you have not already done so)
- Make certain that suppliers understand the importance of ensuring both the goods in the sea container and the container itself are clean and free of contamination.

WHAT HAPPENS AFTER THE TFO WORKSHOP?

After attending the Transitional Facility Operator Workshop you will receive an attendance certificate. This forms part of your approval as a Transitional Facility Operator. If you are an existing operator you are not required to do anything else.

If you are a new operator you will need to complete an application form and consent to disclose information - go to <http://www.biosecurity.govt.nz/regs/trans> for the forms.

If you are a Deputy Operator you are not required to apply to MAF BNZ but the Deputy Operator must be recorded in the company operating procedures.

WHY PROCEDURES NEED TO BE REVIEWED TO COMPLY WITH THE NEW TF-GEN STANDARD

The reason that your procedures need to be reviewed is that the Standard has changed!

You are required to make the move from a Procedure to an Operating Manual meaning that the old 2-3 page procedure no longer meets the enhanced MAF BNZ Standards.

Required Operating Manual Content as of 1 Feb 2009:

- A table of contents, a version number, date and numbered pages.
- Contact details for your local MAF BNZ office.
- The main functions of the business and the purpose of the facility.
- The activities and the types of goods that will be held in the facility.
- An estimate of the volume or numbers of goods that will be imported.
- The names and responsibilities of the Operator and any Deputy Operators.
- The staff training programme for biosecurity awareness and list of Accredited Persons.
- A site plan of the general layout of the facility.
- Procedures for holding, storage and containment of uncleared risk goods.
- Procedures to prevent escape/spillage of uncleared goods.
- Procedures for the secure transfer of uncleared goods between facilities.
- Procedures identifying how pests, weeds and vermin will be managed.
- Procedures for holding and disposing of biosecurity waste.
- Procedures for inspection/internal audit of the facility by the Operator.
- Contingency plans for identified risk situations.

We will go through these in detail during the Transitional Facility Operator Workshop.

Otherwise go to:

<http://www.biosecurity.govt.nz/files/regs/stds/bnz-std-tfgen/risk-goods-manual-template.doc>

NEED HELP?

As Systems, Management and Biosecurity experts we can either help you upgrade your Operating Procedures into an Operating Manual by reviewing your existing procedures and working with you in achieving the necessary changes.

We can also help with Site Assessments and training.

Need AP or TFO Training go to <http://www.agrichain-centre.com/biosecurity.html> to get the current time table or call 0800 247 424 for help.



SUITABLE INSECTICIDE SPRAYS FOR YOUR BIOSECURITY KIT

These are examples of dual action aerosol sprays that meet the requirements for Transitional Facilities for sea containers.

Product Name

- Raid Multipurpose Fastkill Plus 30 Day Kill
- Raid Multipurpose Odourless Fly and Insect Killer
- Mortein Multipurpose Insect Killer
- Black Flag Lemon - Low Irritant Fly & Insect Killer
- Pams Swipe Odourless 500ml.

Application: as a general guide apply spray for approximately 12 seconds for a twenty foot container (this is based on 1% active ingredient)

Always ring MAF BNZ (0800 809 966) to report the incident and get advice when you find live insects in an imported container.

UPDATE ON MAF BNZ CHANGES FOR LOG SHEET REPORTING REQUIREMENTS

From **1 December 2008** MAF BNZ only requires sea container inspection reports (container log sheets) to be submitted when something out of the ordinary has been found.

MAF BNZ require log sheets (or electronic inspection reports) to be sent via the website or by fax, whenever any of the following are found at unpacking:

- Live organisms
- Fungus or contamination on wood packaging
- Other biosecurity contamination such as soil or seeds or leaves that are swept up and placed in the quarantine bin
- Non-ISPM 15 wood packaging material
- Other restricted packaging materials, e.g; straw or used tyres.

Continue to call the MAF BNZ Hotline 0800 809 966 in the event that live organisms are found.

When a sea container is found to be clean and any wood packaging is ISPM15 compliant you **do not** need to send MAF BNZ a log sheet or electronic inspection report. However, facilities will still need to maintain a register of **all** containers received and checks undertaken.

Some companies have used the electronic inspection record as a method of storing records. This will no longer be possible as the MAF BNZ system will only accept inspection reports with problems identified as above. That means you need to set up your own tracking system or simply continue to fill out the log sheets for every container and retain them on file.

Your register can be in the form of individual records (i.e., log sheets) or as a spreadsheet or even a book dedicated to this purpose.

If you want to look at electronic lodgement processes go to:
www.containerchecks.maf.govt.nz

HOW CAN THE AGRICHAIN CENTRE HELP YOU?

In addition to training we are happy to help you write or review your written procedures/operating manuals and answer any queries you may have. If we are unsure or feel you need more specific advice relating to your site we will refer you to the most appropriate person to help.

For any queries or bookings please call 0800 247 424.