

# Class 4.6: Fumigation site approved arrangement

Approved Arrangements Program

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### Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

### Version control

Updated versions of this document will be published on the department's website.

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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 Amended fumigation criterion.	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the Biosecurity Act 2015.	Approved Arrangements section

Date	Version	Amendments	Approved by
May 2018	4.0	<ul style="list-style-type: none"> <li>Updated template</li> <li>Updated               <ul style="list-style-type: none"> <li>site location (table 2)</li> <li>security requirements (table 4)</li> <li>biosecurity area (table 6)</li> <li>fumigation equipment (table 7)</li> <li>general requirements (1, 4, 7, 10 14 and 18) (table 10).</li> </ul> </li> <li>Amalgamated building and storage area and inspection area into biosecurity area (table 6).</li> <li>Removed duplication with general requirements.</li> <li>Added               <ul style="list-style-type: none"> <li>accredited fumigator (table 3)</li> <li>isolation (table 5)</li> <li>hygiene (table 7).</li> <li>-general requirement 11 and 27 (table 10).</li> </ul> </li> </ul>	Approved Arrangement 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.

Further information on approved arrangements, department contact details and copies of relevant approved arrangement documentation is available at [Approved arrangements](#).

## Definitions

Definitions that are not contained within the [Approved arrangements glossary](#) can be found in the *Biosecurity Act 2015*, the [Methyl bromide fumigation methodology](#) or the [Sulfuryl fluoride fumigation methodology](#), or the [Macquarie Dictionary](#).

## 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.

## Conditions table headings

### 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 condition remains at the discretion of the biosecurity officer. Noncompliance classifications are detailed in the [Approved arrangements general policies](#).

### Key arrangement outcomes

Key arrangement outcomes (KAOs) 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. The key arrangement outcomes appearing in the conditions tables of this document are described in the [Approved arrangements general policies](#) document.

## Reference

The 'Reference: [number]' contained within the Conditions Tables of this document are for internal (departmental) use only.

# Operating a class 4.6 approved arrangement

## Objective

Class 4.6 approved arrangement manages biosecurity risks associated with a range of cargo subject to biosecurity control.

## Scope

Class 4.6 approved arrangement sites are utilised for the fumigation treatment of goods subject to biosecurity control which are imported:

- as containerised and non-containerised sea cargo or as air cargo,
- with or without compliant commodity documentation, and
- with or without compliant non-commodity documentation.

The types of fumigation that can be performed at a class 4.6 approved arrangement site are:

- methyl bromide, carried out under the approved arrangement class 12.1 – methyl bromide fumigation
- sulfuryl fluoride, carried out under the approved arrangement class 12.2 - sulfuryl fluoride fumigation
- ethylene oxide
- phosphine.

Fumigation is used to mitigate [biosecurity risks](#) in or on goods subject to biosecurity control.

Examples of [biosecurity risks](#) associated with goods subject to biosecurity control handled at a class 4.6 approved arrangement site include:

- infestation of insects in or on the goods, packaging material or containers – for example, 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)
- Giant African Snails and other snails that can attach to containers and machinery
- contamination of soil or plant material in or on goods, packaging material or containers – for example, 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
- packaging material of biosecurity concern – for example, dunnage, untreated timber or bamboo packaging, bark on timber which can contain plant diseases and fungal spores.

Examples of goods subject to biosecurity control that may be treated at a class 4.6 approved arrangement site include:

- timber and timber products
- non-perishable commodities (including shelf-stable product)
- perishable commodities such as cut flowers, fresh fruit, fresh vegetables, fresh leaves, fresh herbs, fresh fungi and nursery stock
- vehicles including military cargo
- containerised and non-containerised machinery
- dunnage and non ISPM 15 compliant packing.

Class 4.6 approved arrangement sites are not approved for initial commodity inspections or internal or external container inspections.

## Site requirements

Class 4.6 approved arrangement sites must:

- be located within the metropolitan area of a [first point of entry](#) for goods (from vessels) where a permanently based biosecurity officer is stationed
- have fumigation facilities (area and/or chamber) approved as biosecurity areas under 'class 4.6 – fumigation'.

## Information required for application

The department requires the following information when applying to conduct biosecurity activities under class 4.6:

- 1) A site map which complies with conditions for approved arrangement site plans prescribed for this approved arrangement class.
- 2) A map showing the proximity of the proposed approved arrangement site in relation to the first point of entry for goods (from vessels) where goods will be discharged.

See [Applying for an approved arrangement](#) and [Changes and variations to approved arrangements](#) for more information.



# Conditions for operating a class 4.6 approved arrangement

## Site personnel

**Table 1 Conditions for site personnel**

No.	Condition	Noncompliance guide	KAO	Reference
1.1	The biosecurity industry participant 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	Awareness	3008
1.2	An accredited person must personally conduct or directly supervise biosecurity activities involving physical contact with, handling or treatment of goods subject to biosecurity control.	Major	Awareness	3988
1.3	Accredited persons must have successfully completed accreditation training for the relevant approved arrangement class as specified on the department's website.	Major	Awareness	3003
1.4	Accredited persons must be able to demonstrate an understanding of conditions applicable to the biosecurity activities performed under this approved arrangement.	Major	Awareness	3989
1.5	Persons having physical access to goods subject to biosecurity control must be able to differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.	Major	Awareness	4347
1.6	Arrangements must be in place to ensure persons handling goods subject to biosecurity control (including goods 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 import permit or biosecurity direction relevant to the goods.	Major	Awareness	3532
1.7	Records must be maintained of accredited persons.	Minor	Traceability	3004
1.8	Fumigation of goods subject to biosecurity control must only be performed by accredited fumigators operating under a class 12.1 or class 12.2 approved arrangement.	Critical	Treatment	5073

## More information

- Accredited persons who are conducting activities under the class 4.6 approved arrangement are required to undertake the Approved Arrangement accreditation training.
- Accredited persons who are conducting fumigations under a class 12.1 or class 12.2 approved arrangement, are persons who hold or who have completed all of the following:

- the approved arrangement accreditation training requirements available on the department’s [website](#)
- a valid qualification and/or licence for the state or territory in which they will perform fumigations
- the department’s methyl bromide fumigation training course available on the department’s [website](#).
- Learn about accreditation training requirements at [Training and accreditation for approved arrangements](#).
- The definition of directly supervise is contained in the [Approved arrangements glossary](#).
- Accredited persons need to have the understanding/skill/ability to deal with the biosecurity risks associated with their role/function.
- Site personnel include 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 [Conditions for records](#) Table of this document.

## Security

**Table 2 Conditions for security**

No.	Condition	Noncompliance guide	KAO	Reference
2.1	Security measures must be in place to prevent access to and removal of goods subject to biosecurity control by unauthorised persons.	Major	Security	2970
2.2	The department must be notified immediately following the detection that there is a loss of goods subject to biosecurity control.	Critical	Notification	4451
2.3	Biosecurity areas must be in a secure lockable building or in an area surrounded by a lockable security fence.	Major or critical	Security	3941

## More information

- ‘Unauthorised persons’ with respect to access to goods subject to biosecurity control means people not authorised by the biosecurity industry participant and the conditions of this arrangement or biosecurity directions.
- 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 apply to the approved arrangement site boundary but may be at the boundary of biosecurity areas or buildings that house biosecurity areas.
- Security measures include both infrastructure (fences, locks, electronic monitoring) and procedures (including training) to prevent 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.

## Isolation

**Table 3 Conditions for isolation**

No.	Condition	Noncompliance guide	KAO	Reference
3.1	Goods subject to biosecurity control must be kept in the biosecurity area.	Major or critical	Isolation	2038
3.2	Goods subject to biosecurity control must be stored in such a manner to ensure that a minimum of one pallet width or an impervious physical barrier is maintained between goods subject to biosecurity control and other goods.	Major	Isolation	2943
3.3	Goods subject to biosecurity control must be immediately moved to a biosecurity area at the time of receipt or at unpack from the container in which the goods arrived.	Major or critical	Isolation	3905
3.4	Goods subject to biosecurity control that undergo fumigation, remain subject to biosecurity control until the department notifies that the goods are released from biosecurity control.	Major or critical	Release	3939
3.5	Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), including: <ul style="list-style-type: none"> <li>a. imported goods that have been released from biosecurity control</li> <li>b. domestic goods</li> <li>c. goods for export</li> <li>d. other goods subject to biosecurity control</li> <li>e. the Australian environment.</li> </ul>	Major or critical	Isolation	2997
3.6	If there is any doubt as to whether goods: <ul style="list-style-type: none"> <li>a. are subject to biosecurity control</li> <li>b. remain subject to biosecurity control</li> <li>c. become subject to biosecurity control</li> </ul>	Major	Identification	3011

No.	Condition	Noncompliance guide	KAO	Reference
	then the goods must be handled in accordance with conditions for goods subject to biosecurity control.			
3.7	Any equipment detected with contamination from goods subject to biosecurity control, must not leave the biosecurity area until it has been: <ul style="list-style-type: none"> <li>a. cleaned to remove any contamination, or</li> <li>b. disposed of in accordance with relevant approved arrangement conditions, import conditions and biosecurity directions.</li> </ul>	Major or critical	Treatment	2999

## More 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, as an example, a brush, 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 – for example, 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.
- Impervious barriers include but are not limited to building/structure walls and six-sided shrink wrapping (which can also be achieved through use of top and tail pallet liners, in conjunction with a 4-sided wrap).

## Construction

**Table 4 Conditions for construction**

No.	Condition	Noncompliance guide	KAO	Reference
4.1	Areas used for the storage, treatment, handling or processing of goods subject to biosecurity control, are biosecurity areas and must be approved for use as biosecurity areas by the department.	Major	Containment	5091
4.2	Buildings and structures where goods subject to biosecurity control are stored/handled, including wall and floor junctions must be weatherproof and sealed.	Major	Containment	322
4.3	Biosecurity areas must be free of vegetation.	Major	Hygiene	5092
4.4	Biosecurity area floors must be free from defects.	Major	Containment	3901
4.5	Biosecurity areas must have floor surfaces finished with materials that are: <ul style="list-style-type: none"> <li>a. smooth</li> <li>b. impervious</li> <li>c. durable</li> <li>d. easy to clean.</li> </ul>	Major	Containment	5093
4.6	In addition to conditions 4.3, 4.4 and 4.5, biosecurity areas used for performing a fumigation treatment must also: <ul style="list-style-type: none"> <li>a. be of a size that can completely contain the fumigation enclosure used to perform the fumigation</li> <li>b. be positioned within a location that enables the accredited fumigator to establish an exclusion zone around a fumigation enclosure, which at a minimum, extends to:               <ul style="list-style-type: none"> <li>i. 3 metres from the external surface of the enclosure, if the enclosure is located outdoors, or</li> <li>ii. 6 metres from the external surface of the enclosure, if the enclosure is located inside a building or structure.</li> </ul> <p>Note: the exclusion zone can extend beyond the boundary of the biosecurity area.</p> </li> <li>c. be in a well-ventilated location</li> <li>d. allow for safe ventilation of the enclosure</li> <li>e. have power available, either via mains or a generator</li> <li>f. have a floor that is flat and even.</li> </ul>	Major	Treatment	5094
4.7	A fumigation chamber must: <ul style="list-style-type: none"> <li>a. be permanently sealed along all joins between the walls, ceiling and floor</li> <li>b. be gas-tight (once the door is closed) without the need to use tape, sealant, sand snakes or any other means</li> </ul>	Major	Treatment	5095

No.	Condition	Noncompliance guide	KAO	Reference
	<ul style="list-style-type: none"> <li>c. not have anything, such as concentration sampling tubes, supply pipes or electrical leads, enter the chamber that will interfere with the seal</li> <li>d. have an inbuilt extraction system that actively removes the fumigant from the enclosure</li> <li>e. have a pressure test performed by an accredited fumigator at least every six months</li> <li>f. pass a pressure test at least every six months.</li> </ul>			
4.8	<p>The biosecurity industry participant must ensure that a record of the pressure test conducted on a fumigation chamber:</p> <ul style="list-style-type: none"> <li>a. is created</li> <li>b. contains all the information specified in Table 9 Records of this document, for the pressure test of a fumigation chamber.</li> </ul>	Major	Traceability	5096
4.9	<p>A vacuum chamber must be:</p> <ul style="list-style-type: none"> <li>a. constructed of rigid material</li> <li>b. capable of attaining an initial vacuum of at least 660 mmHg, equivalent to 88 kPa.</li> </ul>	Major	Treatment	5097

### More information

- Soil, sand, pavers and loose crushed or broken rock are not suitable surfaces for biosecurity areas (including biosecurity areas used to perform a fumigation treatment).
- The types of fumigation enclosures that can be used to perform a fumigation at a class 4.6 approved arrangement include:
  - unsheeted enclosures (gas-tight containers or structures)
  - sheeted enclosures (sheeted containers, structures or stacks)
  - dedicated chamber (fumigation chamber or vacuum chamber).
- The floor of any fumigation enclosure must be impermeable to the fumigant so that the fumigant gas can be held within the enclosure at the required concentration for the whole of the exposure period.
- Surfaces on which sheeted enclosures are constructed must be impermeable to the fumigant or be capable of being remedied by the accredited fumigator as impermeable, prior to a fumigation enclosure being established.
- Biosecurity areas with a floor that is durable, flat and even, and free from vegetation and defects, provides flooring that is structurally suitable for an accredited fumigator to create an impervious surface on, prior to establishing the fumigation enclosure.

- Vegetation includes but is not limited to any weeds, grasses or shrubbery growing from or through the biosecurity area floor. Vegetation does not include goods that are or contain or are made of plant material.

## Biosecurity area

**Table 5 Conditions for the biosecurity area**

No.	Condition	Noncompliance guide	KAO	Reference
5.1	Where goods subject to biosecurity control are directed by the department for treatment at the approved arrangement site, the: <ol style="list-style-type: none"> <li>approved arrangement for that site must be approved to carry out that type of treatment activity (e.g. irradiation, cleaning, fumigation, heat treatment, specific processing), and the</li> <li>treatment must only be performed in the biosecurity area approved under the approved arrangement class for that type of treatment activity.</li> </ol>	Major or critical	Arrangement compliance	4457
5.2	Goods subject to biosecurity control that are unpacked from the container or arrive at the approved arrangement site not in a container must be stored in a biosecurity area that is located within a building.  Note: Applies to all goods unless a biosecurity direction, import permit or conditions of the approved arrangement authorises the storage of goods in an external biosecurity area or authority to conduct alternate activities is provided under the relevant approved arrangement class e.g. secure unpack activity for treatment of seasonal hitchhiker biosecurity pests.	Major or critical	Isolation	5107
5.3	Goods subject to biosecurity control that cannot be stored within a building must: <ol style="list-style-type: none"> <li>remain in the container, if imported in a container, or</li> <li>be securely tarped and stored in a biosecurity area until they are able to be fumigated or moved to the enclosure used to perform the fumigation treatment.</li> </ol>	Major or critical	Isolation	5099
5.4	Biosecurity areas must not be used as a thoroughfare or access point to non-control areas or other non-related biosecurity areas. Note: this includes but is not limited to, access to the site office, kitchen or toilets via the biosecurity area.	Major	Isolation	5108
5.5	Biosecurity areas must be clearly identified as biosecurity areas to all persons with physical access to the approved arrangement site.	Major	Identification	4234
5.6	The boundaries of biosecurity areas must be: <ol style="list-style-type: none"> <li>clearly defined</li> <li>highly visible</li> <li>permanently constructed or affixed</li> <li>durable.</li> </ol>	Major	Isolation	4278
5.7	Biosecurity areas must display a biosecurity sign/s.	Major	Identification	3919

No.	Condition	Noncompliance guide	KAO	Reference
5.8	<p>Biosecurity signs must:</p> <ol style="list-style-type: none"> <li>be securely affixed</li> <li>be durable</li> <li>be visible and be clearly read by persons always approaching the area</li> <li>state 'Biosecurity area - No unauthorised entry or removal of goods', or words to similar effect.</li> <li>have black lettering on yellow background</li> <li>have wording that is legible</li> </ol> <p>Note: signs produced/installed under former legislation that state "Quarantine Area - Authorised Persons Only" will be accepted. New signs must comply with points a to f.</p>	Minor	Identification	3776
5.9	The biosecurity area must allow for biosecurity officers to easily perform their duties without work health and safety risks.	Major	Supporting functions	830
5.10	<p>Goods subject to biosecurity control being moved off site for treatment (including fumigation, cleaning, heat, and irradiation) must be:</p> <ol style="list-style-type: none"> <li>secured to prevent the potential escape and/or spread of biosecurity risk material</li> <li>transported directly to an approved arrangement site, in accordance with the applicable biosecurity direction or approval from the department.</li> </ol>	Major	Movement	3949
5.11	Goods subject to biosecurity control must not leave the biosecurity area of an approved arrangement site, inadvertently or deliberately, without prior biosecurity direction or approval from the department.	Critical	Movement	4236

## More information

- Goods subject to biosecurity control includes biosecurity waste.
- Biosecurity areas used for storage of goods subject to biosecurity control under this class, can be located within a controlled temperature 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 should 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 procedures (including 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.



- Goods subject to biosecurity control which may be unable to be stored within a building include but are not limited to:
  - oversized tyres
  - oversized vehicles and machinery
  - timber imported as breakbulk.
- The department may direct additional biosecurity measures on a case-by-case-basis for certain goods not stored in a building.

## Site hygiene

**Table 6 Conditions for site hygiene**

No.	Condition	Noncompliance guide	KAO	Reference
6.1	<p>An effective pest and weed 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 site to implement, and keep associated records of a periodic inspection regime and ensure knockdown spray (i.e. standard household aerosol insecticide spray) is kept onsite. In addition to details of the inspection regime and the onsite location of the knockdown spray, the pest control system may include:</p> <ol style="list-style-type: none"> <li>the use of insecticides, fumigation, rodenticides, herbicides/weed control, periodic inspection, baits and/or traps</li> <li>a site plan with numbered bait stations</li> <li>if applicable, contract details.</li> </ol> <p>Note: The operations of adjacent sites must be considered when determining any additional pest control measures to be implemented.</p>	Major	Hygiene	2102
6.2	Buildings and biosecurity areas must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay.	Major	Hygiene	1003
6.3	The biosecurity industry participant must provide the department access to the approved arrangement site for biosecurity surveillance purposes including the installation and monitoring of insect traps.	Major	Compliance	4481
6.4	Insect traps installed by the department must not be interfered with or damaged.	Major	Compliance	4482

## More information

- Standard of hygiene will vary for each approved arrangement site dependant on the biosecurity activities that occur at that site.
- Information on reporting biosecurity incidents is available at [Reportable biosecurity incidents](#). Incidents that must be reported includes where the goods are infested with a live pest – for example, an insect, invertebrate or other animal.

## Facilities for departmental officers

**Table 7 Conditions for facilities for departmental officers**

No.	Condition	Noncompliance guide	KAO	Reference
7.1	The biosecurity industry participant must:	Minor or major	Supporting functions	2098
	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 biosecurity officers (Note: This may require department identified parking or providing a parking permit)			
	c. ensure adequate security for any departmental technical equipment left on the site			
	d. provide access and the availability of:			
	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.			

## Waste

**Table 8 Conditions for waste**

No.	Condition	Noncompliance guide	KAO	Reference
8.1	Waste containers must be provided for loose items, contamination, residues, spillages, or material from goods subject to biosecurity control.	Major	Containment	4041
8.2	The biosecurity waste container must:	Major or critical	Isolation	3943
	a. be leak and pest-proof			
	b. have a secure lid.			
8.3	The biosecurity waste container must be labelled 'Biosecurity waste'.	Minor	Identification	4260
8.4	Lids of biosecurity waste containers must remain closed except when opened to add or remove biosecurity waste.	Major or critical	Containment	4509
8.5	Loose goods of biosecurity concern that do not form part of the documented consignment (including soil, seeds, hessian bags, fruit cartons, plant or animal contamination) as well as any spilled goods that are of biosecurity concern must be placed in the biosecurity waste container.	Major	Treatment	1053

No.	Condition	Noncompliance guide	KAO	Reference
8.6	Solid biosecurity waste disposal must only be undertaken at an approved arrangement site that is approved for waste disposal.	Major or critical	Movement	4340
8.7	Biosecurity waste must be transported by a department approved waste transporter.	Major	Movement	2097
8.8	Biosecurity waste must be identified as such to the waste disposal company and waste transporter.	Major or critical	Treatment	1091

## More 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 methods for disposal of solid biosecurity waste include:
  - Incineration (class 8.1)
  - Deep burial (class 8.2)
  - Autoclave (class 8.3).
  - other approved methods prescribed in the import permit or other biosecurity direction, or applicable approved arrangement conditions.
- Department approved methods for disposal of liquid biosecurity waste include:
  - discharge to Municipal sewer
  - other approved methods prescribed in the import permit or other biosecurity direction, or applicable approved arrangement conditions.
- A list of department approved arrangements related to waste management can be found at the [Approved arrangement search tool](#).

## Records

**Table 9 Conditions for records**

No.	Condition	Noncompliance guide	KAO	Reference
9.1	Goods subject to biosecurity control must be traceable in terms of (where applicable): <ul style="list-style-type: none"> <li>a. biosecurity direction number</li> <li>b. import permit number</li> <li>c. Air Waybill or Bill of Lading number</li> </ul>	Minor or major	Traceability	3517

No.	Condition	Noncompliance guide	KAO	Reference
	<ul style="list-style-type: none"> <li>d. date of receipt</li> <li>e. processing (including inspection, treatment, testing) details</li> <li>f. release from biosecurity control</li> <li>g. disposal details</li> <li>h. storage location.</li> </ul>			
9.2	<p>Records for each consignment of goods subject to biosecurity control must include:</p> <ul style="list-style-type: none"> <li>a. biosecurity direction</li> <li>b. Import permit number (if applicable)</li> <li>c. description of the goods subject to biosecurity control (including scientific names and quantities, if applicable)</li> <li>d. date of receipt of goods</li> <li>e. country of origin</li> <li>f. details of any treatments</li> <li>g. method and date of disposal/destruction of goods subject to biosecurity control and/or biosecurity waste</li> <li>h. the date of movement and the movement direction issued by the department for any movement of goods subject to biosecurity control</li> <li>i. comprehensive details of any breaches of goods subject to biosecurity control from the approved arrangement site.</li> </ul>	Minor, major or critical	Traceability	2101
9.3	<p>Accredited persons records must include:</p> <ul style="list-style-type: none"> <li>a. name of accredited person</li> <li>b. date accreditation training completed</li> <li>c. method of accreditation training (online or in-house)</li> <li>d. copy of online training accreditation certificate – if applicable</li> <li>e. copy of in-house training attendance record – if applicable.</li> </ul>	Major	Traceability	4275
9.4	The biosecurity industry participant must ensure records are kept for a minimum of 2 years for goods subject to biosecurity control.	Minor or major	Traceability	4004
9.5	Records must be made available to the department upon request.	Minor or major	Traceability	3944
9.6	<p>Records for each consignment of goods subject to biosecurity control that is fumigated at the site must include:</p> <ul style="list-style-type: none"> <li>a. description of the goods subject to biosecurity control (including scientific names and quantities, if applicable)</li> <li>b. date of receipt of goods and country of origin</li> <li>c. the Record of fumigation</li> <li>d. the date of movement and the department's permission for any movement of goods subject to biosecurity control</li> </ul>	Major	Traceability	5100

No.	Condition	Noncompliance guide	KAO	Reference
	e. comprehensive details of any breaches of goods subject to biosecurity control from the site.			
9.7	Records for the pressure test of a Fumigation chamber must include: <ul style="list-style-type: none"> <li>a. location – the site address where the pressure test is performed</li> <li>b. chamber identification details</li> <li>c. time and date the pressure test was performed</li> <li>d. the name and signature of the person who performed the pressure test</li> <li>e. the time taken for the pressure in the enclosure to fall from 200 Pa to 100 Pa.</li> </ul>	Minor or major	Arrangement compliance	5101

## More information

- Records and systems maintained by the biosecurity industry participant enable goods subject to biosecurity control to be tracked through the stages of the biosecurity goods pathway they are responsible for. This includes receipt, handling, treatment, disposal, and release.
- Record keeping conditions in this approved arrangement provide 2-way traceability, from:
  - the records to the physical goods
  - the physical goods to the records.
- Fumigation records must be maintained for each consignment that is treated at the 4.6 approved arrangement site.

## Ceasing operations

**Table 10 Conditions for ceasing operations**

No.	Condition	Noncompliance guide	KAO	Reference
10.1	The department must be notified by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> at least 15 business days prior to intended: <ul style="list-style-type: none"> <li>a. closure of a current approved arrangement site</li> <li>b. relocation of the business, including the approved arrangement class function</li> <li>c. ceasing of operation as an approved arrangement site.</li> </ul>	Major	Notification	3699
10.2	Any goods subject to biosecurity control that remain at the approved arrangement site must be: <ul style="list-style-type: none"> <li>a. treated or destroyed in accordance with a department approved method, or</li> <li>b. transferred to another approved arrangement site with prior approval from the department.</li> </ul>	Major	Treatment	4516

## More information

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

## Site maps

**Table 11 Conditions for site maps**

No.	Condition	Noncompliance guide	KAO	Reference
11.1	Current site plans must be provided to the department.	Minor or major	Identification	5102
11.2	Site plans provided to the department must:	Major	Identification	5103
	a. be to scale			
	b. clearly define and identify:			
	i. all biosecurity areas (storage, inspection, treatment and processing)			
	ii. the location of designated parking for biosecurity officers.			

## More information

- Biosecurity areas are areas approved under the approved arrangement and include areas used for the storage, inspection, treatment and processing of goods subject to biosecurity control.
- The type of biosecurity area/s required for an approved arrangement and the conditions that a biosecurity area must comply with, is determined by the biosecurity activities prescribed in the relevant class that the arrangement is approved for.

## Compliance

**Table 12 Conditions for compliance**

No.	Condition	Noncompliance guide	KAO	Reference
12.1	The biosecurity industry participant must:	Major or critical	Arrangement compliance	4316
	a. carry out the biosecurity activities in accordance with the arrangement			
	b. comply with any conditions specified in the arrangement			
	c. comply with any requirements to which the arrangement is subject			

## Class 4.6: Fumigation site approved arrangement

No.	Condition	Noncompliance guide	KAO	Reference
	<ul style="list-style-type: none"> <li>d. comply with any biosecurity direction from the department</li> <li>e. comply with any biosecurity control notice from the department</li> <li>f. comply with any biosecurity control order from the department.</li> </ul>			
12.2	Goods subject to biosecurity control must be maintained and processed in accordance with the conditions of the relevant approved arrangement class.	Major or critical	Arrangement compliance	2992
12.3	Goods subject to biosecurity control must be maintained and processed at an approved arrangement site appropriate for the biosecurity risk associated with the goods.	Minor, major or critical	Arrangement compliance	3535
12.4	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	Arrangement compliance	2993
12.5	Goods subject to biosecurity control must be maintained and processed in accordance with any applicable import permit.	Major or critical	Arrangement compliance	3536
12.6	Goods subject to biosecurity control must be maintained and processed in accordance with any biosecurity direction from the department.	Minor, major or critical	Arrangement compliance	2995
12.7	Goods subject to biosecurity control must be handled and maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Minor, major or critical	Arrangement compliance	2996
12.8	<p>Goods subject to biosecurity control are not permitted to be moved outside an approved arrangement site except for the purpose of:</p> <ul style="list-style-type: none"> <li>a. moving directly and securely to another approved arrangement site, of the appropriate approved arrangement class, with prior written approval from the department</li> <li>b. moving directly and securely to an approved arrangement 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 approved arrangement site</li> <li>c. transport of biosecurity waste by a department approved waste transport company (operating under an approved arrangement for biosecurity waste transport).</li> </ul>	Critical	Arrangement compliance	5109
12.9	<p>The department must be notified immediately following detection of any of the following:</p> <ul style="list-style-type: none"> <li>a. goods subject to biosecurity control have left the approved arrangement site, inadvertently or deliberately, without prior written direction or approval from the department</li> <li>b. goods subject to biosecurity control were not maintained and processed in accordance with the conditions of the relevant approved arrangement class</li> <li>c. goods subject to biosecurity control were not maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON) and/or import permit</li> <li>d. goods subject to biosecurity control were not maintained and processed in accordance with any other direction from the department</li> </ul>	Major or critical	Notification	4517

## Class 4.6: Fumigation site approved arrangement

No.	Condition	Noncompliance guide	KAO	Reference
	<ul style="list-style-type: none"> <li>e. goods subject to biosecurity control were not maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation</li> <li>f. the approved arrangement site is not appropriate to manage the biosecurity risk associated with the goods subject to biosecurity control.</li> </ul>			
12.10	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.	Major or critical	Notification	3015
12.11	Departmental officers and department approved auditors, must be provided access to the approved arrangement site to perform the functions and exercise the powers conferred on them by the Biosecurity Act 2015 or another law of the Commonwealth.	Critical	Arrangement compliance	3013
12.12	<p>Biosecurity officers 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 Biosecurity Act.</p> <p>Assistance includes but is not limited to moving, lifting and sampling goods subject to biosecurity control, as directed by a biosecurity officer to enable inspection or other biosecurity activities to be performed.</p>	Major or critical	Arrangement compliance	4518
12.13	Information (verbal, electronic or hard copy) provided to the department must be accurate. Note: Civil, criminal, and regulatory penalties apply to giving false or misleading information.	Major or critical	Arrangement compliance	4519
12.14	Department approved auditors must be permitted to collect evidence of compliance and noncompliance with approved arrangement conditions through actions including the copying of documents and taking of photographs.	Major or critical	Arrangement compliance	3016
12.15	<p>A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the approved arrangement site. Unexpected events include:</p> <ul style="list-style-type: none"> <li>a. appearance of pests or symptoms of disease</li> <li>b. structural damage (due to storms etc.)</li> <li>c. accident during transit</li> <li>d. unauthorised removal of goods subject to biosecurity control</li> <li>e. spillages of goods subject to biosecurity control</li> <li>f. sudden unavailability of an accredited person.</li> </ul>	Major	Arrangement compliance	3009
12.16	The department must be notified by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> at least 15 business days prior to any modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.	Major or critical	Notification	5104
12.17	Departmental approval must be obtained prior to implementing changes to the location and/or construction of the approved arrangement site or biosecurity area boundaries.	Major	Arrangement compliance	4024
12.18	<p>The department must be notified by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> of any proposed changes to any of the following:</p> <ul style="list-style-type: none"> <li>a. The location and/or construction of any part of the approved arrangement site boundary</li> </ul>	Major or critical	Notification	5105



## Class 4.6: Fumigation site approved arrangement

No.	Condition	Noncompliance guide	KAO	Reference
	<ul style="list-style-type: none"> <li>b. The location and/or construction of any part of a biosecurity area boundary</li> <li>c. The location and/or construction of any part of the boundary of any areas within the approved arrangement site boundary that are under the: <ul style="list-style-type: none"> <li>i. occupancy or control, or</li> <li>ii. shared occupancy or control of any other entities (note that this includes subleasing arrangements)</li> </ul> </li> <li>d. The identity of any other entities that: <ul style="list-style-type: none"> <li>i. occupy or control, or</li> <li>ii. share occupancy or control of any areas within the approved arrangement site boundary (note that this includes subleasing arrangements).</li> </ul> </li> </ul>			
12.19	<p>The biosecurity industry participant must notify the department, by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> within 15 business days of becoming aware of any change of status, not previously been notified to the department, of the biosecurity industry participant or their associates relevant to the operation of the approved arrangement in relation to any of the following matters:</p> <ul style="list-style-type: none"> <li>a. 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 <i>Criminal Code</i>, or the <i>Crimes Act 1914</i></li> <li>b. debt 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 <i>Criminal Code</i>, or the <i>Crimes Act 1914</i></li> <li>c. refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import permit, quarantine approved premises, compliance agreement or approved arrangement under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>.</li> </ul>	Critical	Notification	5089
12.20	<p>The biosecurity industry participant must notify the department, by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a>, within 15 business days of any change in:</p> <ul style="list-style-type: none"> <li>a. persons in positions responsible for controlling, directing, enforcing, or monitoring people performing biosecurity activities associated with the approved arrangement</li> <li>b. biosecurity industry participant details, including: <ul style="list-style-type: none"> <li>i. entity name</li> <li>ii. Australian business number or Australian company number</li> <li>iii. postal address</li> <li>iv. email address</li> <li>v. telephone number.</li> </ul> </li> </ul>	Major or critical	Notification	5090
<p>Note: Where functionality exists, the biosecurity industry participant may notify the department using the <a href="#">Approved Arrangement Management Product</a> (AAMP).</p>				

## More 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.
- SOPs are only required in those classes where there is a specific condition for a SOP to be in place.