

# Class 12.4: Ethyl formate fumigation approved arrangement

Approved Arrangements Program

Version 1.0 XXXX 2026

PLACEHOLDER FOR SUITABLE IMAGE

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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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# 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 [Ethyl formate fumigation methodology](#) or the [Macquarie Dictionary](#).

Further class specific terms are defined in Table A.

**Table A – Terms and definitions**

Term	Definition
Electronic signature	An electronic confirmation of an <i>accredited person's</i> identity.
Verifiable weather source	Reliable source of weather data that can be independently confirmed and validated at audit.
Wet ink signature	A person's name, or a mark representing it, as hand-signed or hand-written by that person on paper.

## 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.

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# Operating a class 12.4 approved arrangement

## Objective

Class 12.4 approved arrangement authorises the performance of ethyl formate fumigation to mitigate biosecurity risks associated with Brown marmorated stink bug (BMSB) in imported goods and packaging material that are subject to biosecurity control, including imported goods and packaging material that are subject to the department's Seasonal measures for BMSB.

## Scope

Biosecurity activities performed under a class 12.4 approved arrangement are limited to the ethyl formate fumigation of goods subject to biosecurity control, directed by the department under the *Biosecurity Act 2015* at an approved arrangement site. This approved arrangement class does not authorise biosecurity industry participants to release goods from biosecurity control after a fumigation treatment has been completed. Any biosecurity activity outside this scope must not be undertaken unless the biosecurity industry participant holds approval under the relevant approved arrangement class.

Ethyl formate fumigation can only be used to treat biosecurity risk associated with BMSB. It is not approved for the treatment of any other pests, contaminants or biosecurity risks. The use of ethyl formate is limited to circumstances where BMSB is the identified target of fumigation and where the consignment and packaging material are confirmed as suitable for ethyl formate fumigation.

Ethyl formate fumigation is used to mitigate BMSB risk associated with:

- imported goods that are subject to the department's [Seasonal measures for Brown marmorated stink bug \(BMSB\) - DAFF](#) or
- imported goods and/or goods subject to biosecurity control where BMSB risk has been identified.

The class 12.4 approved arrangement requires ethyl formate fumigation to be performed in accordance with the department's [Ethyl formate fumigation methodology](#) and with the department's [onshore Treatment Rates for BMSB](#).

The types of fumigation enclosures that are used by a class 12.4 approved arrangement to perform ethyl formate fumigation include:

- unsheeted enclosures
- sheeted enclosures
- fumigation chambers.

For further guidance on eligible consignments and goods relating to BMSB risk, refer to the [Seasonal measures for Brown marmorated stink bug \(BMSB\) - DAFF](#) website for more information.

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

## Information required for application

The department requires the following information when applying to carry out the biosecurity activities specified under class 12.4:

- 1) For each individual proposed to be an accredited person for carrying out fumigation of goods subject to biosecurity control, provide evidence of:
  - a valid qualification and/or licence for the state or territory in which they will perform fumigations
  - certification under an ethyl formate stewardship program for accredited persons responsible for the performance of fumigation under this arrangement.
- 2) A copy of the distribution agreement held between the class 12.4 applicant and an Australian ethyl formate supplier/distributor.
- 3) A register of all proposed accredited persons intended to perform biosecurity fumigations under the proposed arrangement. The following details must be included for each proposed accredited person:
  - full name (given and surname)
  - relevant licence and accreditation details
  - date of certification under the ethyl formate stewardship program.
- 4) The applicant must confirm on the approved arrangement application form whether or not they intend to undertake in-container remedial action.

### Notes:

- Class 12.4 does not permit the biosecurity industry participant to perform in-container remedial action (make consignments suitable for BMSB treatment). Treatment providers applying for a class 12.4 approved arrangement and who want the ability to undertake in-container action for BMSB treatment must indicate this in their application for an approved arrangement. Applicants should state '**BMSB in-container remedial action**' on the application. Biosecurity industry participants with existing class 12.4 arrangements may also apply to vary their approved arrangement to add this activity.
- Onshore treatment of containerised cargo for seasonal biosecurity pests, including BMSB, is required by the department to be conducted at the container level and without unpack. Remedial action involving the unpack of a consignment from the container cannot be undertaken unless the approved fumigation site e.g. Class 4.6 - Fumigation site, also holds a Class 4.7 - Secure unpack for treatment of seasonal hitchhiker biosecurity pests.

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

## Safety

Local jurisdictions may have safety legislation and regulations that govern the safe performance of a fumigation. The requirements contained in the department's Ethyl formate fumigation methodology

may differ from the local laws. The fumigator-in-charge must comply with the laws relevant to where the fumigation is being performed.

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# Conditions for operating a class 12.4 approved arrangement

## Personnel

**Table 1 Conditions for personnel**

No.	Condition	Noncompliance KAO guide	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 performing ethyl formate fumigations must hold valid state/territory fumigation licences in the state/territory where the fumigation is performed. Note: Trainee and provisional licences do not meet this condition.	Critical	Arrangement compliance TBA
1.4	Accredited persons must have successfully completed accreditation training for the relevant approved arrangement class as specified on the department's website.	Major	Awareness 3003
1.5	Accredited persons must provide a fumigation licence to the department on request.	Major	Supporting functions 3992
1.6	Accredited persons must be able to demonstrate an understanding of conditions applicable to the biosecurity activities performed under this approved arrangement.	Major	Awareness 3989
1.7	Records must be maintained of accredited persons.	Minor	Traceability 3004
1.8	The department must be notified immediately, by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> of any change to individuals specified on the register of accredited persons.	Minor	Notification 5074

## More information

- Accredited persons who are conducting fumigations under this class are persons who:
  - meet the approved arrangement accreditation requirements detailed on the department's [website](#),
  - meet the fumigation accreditation requirements detailed on the department's [website](#), and
  - hold a valid qualification and/or licence for the state or territory in which they will perform fumigations.

- 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.
- Personnel include employees and others working (paid or unpaid) for the biosecurity industry participant.
- Accredited person records can be in the form of:
  - copies of training certificates
  - a register containing the information required in the [Conditions for records](#) Table of this document.

## Assessment of fumigation suitability

**Table 2 Conditions for assessment of fumigation suitability**

No.	Condition	Noncompliance guide	KAO	Reference
2.1	The fumigator-in-charge must determine if the consignment and target of fumigation are suitable for fumigation using ethyl formate and a secondary gas, in accordance with the requirements of section 3 of the Ethyl formate fumigation methodology. Note: departmental restrictions apply to in-container remedial action and unpack activities for consignments directed for treatment under Class 12.4 – Ethyl formate fumigation.	Critical	Supporting functions	TBA
2.2	The biosecurity industry participant must not undertake BMSB in-container remedial action unless the biosecurity industry participant has applied for, and been approved by, the department to undertake that action.	Critical	Containment	TBA
2.3	The biosecurity industry participant must not unpack BMSB risk goods from a container unless: <ol style="list-style-type: none"> <li>the unpack is directed by the department, and</li> <li>the unpack is performed at Class 4.6 - Fumigation site that is also approved as a Class 4.7 - Secure unpack for treatment of seasonal hitchhiker biosecurity pests approved arrangement.</li> </ol>	Critical	Containment	TBA
2.4	If the fumigator-in-charge determines that the consignment and target of fumigation are not suitable for fumigation using ethyl formate and a secondary gas, the biosecurity industry participant must: <ol style="list-style-type: none"> <li>not proceed with the fumigation, and</li> <li>contact the importer or nominated agent to arrange for the department to issue an amended biosecurity direction.</li> </ol>	Major	Arrangement compliance	TBA
2.5	The department must be notified where fumigations are unable to be performed as a result of regulatory controls applied to the biosecurity industry participant or accredited person by regulatory agencies other than the department.	Major	Notification	3956

## More information

- ‘Secondary gas’ means a gas used in combination with ethyl formate to support or enhance its fumigant action. This includes carrier gases, which are inert gases used to aid the dispersion of ethyl formate, and synergist gases (for example, carbon dioxide), which enhance the effectiveness of ethyl formate as a fumigant. Only secondary gases approved by the department may be used. The respective approved secondary gas/es are specified in the department’s Treatment schedule.
- Some consignments will need remedial action performed to make them suitable for treatment. This action could involve re-arranging cartons/packages in the container to create air space or the slashing or removal of plastic wrapping. For BMSB treatment, holding a class 12.4 arrangement alone does not allow a department approved treatment provider to conduct in-container action to make the consignment suitable for treatment.
- Unpack of containerised BMSB risk goods are not permitted unless:
  - directed by the department, and
  - the unpack is performed by a biosecurity industry participant holding a class 4.7 Secure unpack for treatment of seasonal hitchhiker biosecurity pests approved arrangement.

## Ethyl formate fumigation

**Table 3 Conditions for ethyl formate fumigation**

No.	Condition	Noncompliance guide	KAO	Reference
3.1	The biosecurity industry participant must ensure that the fumigation activities performed under this approved arrangement class comply with: <ol style="list-style-type: none"> <li>the requirements of the department’s Ethyl formate fumigation methodology, and</li> <li>the department’s onshore Treatment schedule for ethyl formate fumigation treatment.</li> </ol> Note: the ethyl formate Treatment schedule is available through <a href="#">BICON</a> .	Major or critical	Treatment	TBA
3.2	A record of the fumigation (Record of fumigation) must be created for each fumigation performed under this approved arrangement class.	Major or critical	Traceability	5110
3.3	The accredited person must be in possession of a biosecurity direction issued by the department that authorises the fumigation of the goods subject to biosecurity control at the approved arrangement site.	Major or critical	Arrangement compliance	5005
3.4	Knock-down spray must be made available at time of opening the container doors and during preparation of the enclosure for treatment.	Major	Containment	4289

## Class 12.4: Ethyl formate fumigation approved arrangement

No.	Condition	Noncompliance guide	KAO	Reference
3.5	Prior to performing an ambient temperature fumigation, the biosecurity industry participant must obtain the forecast minimum ambient temperature predicted to occur during the intended fumigation exposure period.	Critical	Treatment	TBA
3.6	The forecast minimum ambient temperature obtained must be: <ul style="list-style-type: none"> <li>a. for the location closest to the fumigation site</li> <li>b. from a verifiable weather source, and</li> <li>c. sourced no earlier than the previous day of the start of the exposure period</li> <li>d. recorded on the Record of fumigation.</li> </ul>	Critical	Treatment	TBA
3.7	If the ambient temperature is forecast to be below the minimum temperature specified in the treatment schedule, the fumigation cannot be performed as an ambient temperature fumigation, and a controlled temperature fumigation must be performed.	Major or critical	Treatment	TBA
3.8	When performing an ambient temperature fumigation, the biosecurity industry participant must obtain the actual minimum temperature experienced during the fumigation exposure period.	Critical	Treatment	TBA
3.9	The actual minimum ambient temperature must be: <ul style="list-style-type: none"> <li>a. obtained using a verifiable weather source, or</li> <li>b. obtained using temperature monitoring equipment compliant with section 1.2 – Fumigation equipment of the Ethyl formate fumigation methodology.</li> </ul> <p>Note: the actual minimum ambient temperature is not required to be recorded on the Record of fumigation.</p>	Critical	Treatment	TBA
3.10	If the minimum ambient temperature obtained during the exposure period is below the minimum temperature specified in the treatment schedule, the fumigation must be considered to have failed.	Critical	Treatment	TBA
3.11	Where the fumigation is performed as a controlled temperature fumigation: <ul style="list-style-type: none"> <li>a. the temperature within the enclosure must be monitored with a minimum of one temperature monitoring instrument</li> <li>b. the temperature within the enclosure must be monitored and recorded at least once every 15 minutes for the entirety of the exposure period (these records must be retained with the fumigation documentation)</li> <li>c. the minimum temperature recorded within the enclosure during the exposure period must be recorded on the Record of fumigation.</li> </ul>	Major or critical	Treatment	TBA
3.12	If the minimum temperature recorded during the controlled temperature fumigation exposure period is below the minimum temperature specified in the treatment schedule, the fumigation must be considered to have failed.	Critical	Treatment	TBA
3.13	If at any stage an accredited person determines that the fumigation has failed: <ul style="list-style-type: none"> <li>a. the consignment must be re-fumigated, and</li> <li>b. the reason(s) for the fumigation failure must be noted on the Record of fumigation.</li> </ul>	Major	Arrangement compliance	TBA
3.14	Electronic instruments used to measure dose, temperature, gas concentration, or to detect the presence of gases must:	Major	Treatment	TBA

No.	Condition	Noncompliance guide	KAO	Reference
	<ul style="list-style-type: none"> <li>a. be calibrated and serviced in accordance with the manufacturer's instructions, or</li> <li>b. be calibrated at least once every 12 months (if the manufacturer's instructions do not specify a calibration frequency).</li> </ul>			
3.15	Before using a fumigation chamber to perform a fumigation treatment, the biosecurity industry participant must verify that the chamber complies with the relevant requirements specified in section 4 of the Ethyl formate fumigation methodology.	Major	Arrangement compliance	TBA
3.16	<p>If performing a pressure test of a fumigation chamber, the biosecurity industry participant must ensure that:</p> <ul style="list-style-type: none"> <li>a. testing is undertaken in accordance with Section 4.4 of the Ethyl formate fumigation methodology</li> <li>b. a record of the pressure test is provided to the biosecurity industry participant responsible for the class 4.6 approved arrangement fumigation.</li> </ul>	Major	Arrangement compliance	TBA
3.17	The biosecurity industry participant must immediately notify the department by email to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a> if the distribution agreement with an Australian supplier of ethyl formate ceases, expires, is suspended, or is otherwise no longer in effect.	Major	Notification	TBA

### More information

- The designated fumigator-in-charge is responsible for the safe conduct of the fumigation.
- Verifiable weather source is a trusted and reliable provider of weather information that adheres to recognised standards and can be confirmed for accuracy. Examples of verifiable weather source include but are not limited to the following:
  - The Bureau of Meteorology (BOM)
  - AccuWeather
  - Weather.com.
- Records of the minimum ambient temperature during the fumigation period must also demonstrate the source of the information (verifiable weather source and which one or if temperature monitoring equipment was used). These records must be retained with the fumigation documentation as required in the [Conditions for records](#) Table of this document.

## Pest escape action

**Table 4 Conditions for pest escape action**

No.	Condition	Noncompliance guide	KAO	Reference
4.1	The accredited person must prevent the escape of any biosecurity pests into the Australian environment when preparing the goods and the enclosure for treatment. This includes, but is not limited to: <ol style="list-style-type: none"> <li>minimising the time that container and/or enclosure doors remain open during all stages of the preparation process up to commencement of the treatment</li> <li>being vigilant for invertebrates once container and/or enclosure doors are opened and during all stages of the preparation process up to commencement of the treatment</li> <li>immediately applying knock-down spray to invertebrates where they are detected to have left the treatment enclosure.</li> </ol>	Major	Containment	4290
4.2	If any invertebrates escape containment within the treatment enclosure, the accredited person must immediately: <ol style="list-style-type: none"> <li>apply knock-down spray, collect and secure the invertebrates in a sealed plastic bag or container (e.g. jar, vial), and</li> <li>notify the department by phoning the See. Secure. Report. hotline on 1800 798 636.</li> </ol>	Major	Containment	5006

## Fumigation notification emails

**Table 5 Conditions for fumigation notification emails**

No.	Condition	Noncompliance guide	KAO	Reference
5.1	An email notifying the department of the fumigation must be sent to <a href="mailto:fumigation@aff.gov.au">fumigation@aff.gov.au</a> within 1 hour of the fumigation reaching equilibrium.	Minor	Notification	TBA
5.2	The email notifying the department of the fumigation must contain the following information in the subject heading field of the email: <ol style="list-style-type: none"> <li>the approved arrangement number of the biosecurity industry participant performing the fumigation using the format AAAAA</li> <li>the approved arrangement number of the site at which the fumigation is being performed using the format BBBBB</li> <li>the end time (including date) for the fumigation using the format YYYYMMDD HH:MM (the time must be provided in 24 hour time). The end time of the fumigation must be calculated as the time and date that equilibrium is reached plus the shortest prescribed exposure period for the fumigation (i.e. the shortest period prescribed by the biosecurity direction for the fumigation)</li> <li>the word, "ENDTIME."</li> </ol>	Minor	Notification	5008
5.3	The subject heading field in the email notifying the department of the fumigation must be in the format, "AAAAA BBBBB YYYYMMDD HH:MM ENDTIME."	Minor	Notification	5009

No.	Condition	Noncompliance guide	KAO	Reference
5.4	The email notifying the department of the fumigation must contain the following information in the body of the email: <ol style="list-style-type: none"> <li>biosecurity entry number(s) associated with the goods being fumigated</li> <li>container number(s) associated with the goods being fumigated</li> <li>time at which equilibrium was reached.</li> </ol>	Minor	Notification	5010
5.5	A single email notifying the department of equilibrium being reached for multiple fumigations must only be used in the following circumstances: <ol style="list-style-type: none"> <li>all fumigations listed in the email are carried out at the same approved arrangement site</li> <li>the end times of all fumigations listed in the email must be within 1 hour of each other</li> <li>for each fumigation listed in the email, the following information must be provided in the body of the email:               <ol style="list-style-type: none"> <li>biosecurity entry number(s) associated with the goods being fumigated</li> <li>container number(s) associated with the goods being fumigated</li> <li>time at which equilibrium was reached.</li> </ol> </li> <li>the date and time included in the subject field of the notification email must be the earliest end time of all fumigations listed in the body of the email.</li> </ol>	Minor	Notification	TBA

### More information

- For ethyl formate fumigations using carbon dioxide (CO<sub>2</sub>) as the secondary gas, equilibrium is only achieved when both ethyl formate and the secondary gas have each independently reached equilibrium, in accordance with section 8.6 – Even Gas Distribution of the Ethyl formate fumigation methodology.
- The ‘end time’ of the fumigation (placed in the subject field of the fumigation notification email) is the date and time at which equilibrium is reached plus the prescribed exposure period for the fumigation (i.e. the period prescribed by the biosecurity direction for the fumigation). For example, if equilibrium was reached at 10:30am (10:30) on 4 November 2026 and the biosecurity direction prescribes a fumigation exposure period of 4 hours, then the end time of the fumigation would be 2:30pm (14:30) on 4 November 2026.
- End time = time and date of equilibrium + prescribed exposure period.
- The subject heading of fumigation notification emails needs to contain specific information in a specific format. For example, the subject heading for a fumigation conducted by a fumigator operating under approved arrangement number N1111 who is performing a fumigation at physical site operating under approved arrangement number N2222 for a fumigation with an end time of 2:30pm (14:30) on 4 November 2026 would be “N1111 N2222 20261104 14:30 ENDTIME”.

## Photographs of instrument readings

**Table 6 Conditions for photographs of instrument readings**

No.	Condition	Noncompliance guide	KAO	Reference
6.1	Photographs must be taken of the initial and final ethyl formate and secondary gas concentration readings on the display of the gas monitoring instrument which match the readings on the Record of fumigation. Note: Photographs of TLV readings are not required.	Major	Traceability	TBA
6.2	Photographs of the initial and final ethyl formate and secondary gas concentration readings on the display of the gas monitoring instrument must be electronically stamped with the: <ol style="list-style-type: none"> <li>date and time that each photograph was taken, and the</li> <li>type of device used to take each photograph.</li> </ol>	Major	Traceability	TBA
6.3	The date-, time- and device type-stamping of photographs must: <ol style="list-style-type: none"> <li>accurately indicate the date and time that each photograph was taken</li> <li>be precise to at least the nearest minute</li> <li>be made by the device that was used to take the photographs</li> <li>be accessible through being:               <ol style="list-style-type: none"> <li>visible on the photographs themselves, and/or</li> <li>present as metadata associated with the photograph files.</li> </ol> </li> </ol>	Major	Traceability	5014

### More information

- Photographs are required to verify that instrument readings recorded on the Record of fumigation match the readings displayed at the time of measurement. Photographs must be clear and supported by accurate date, time and device information.
- Device type (for example, smartphone, tablet or camera) and associated metadata support the authenticity and traceability of the evidence. Failure to provide verifiable photographs or associated information may result in the fumigation record being considered unverifiable.
- Photographs are to be made available to departmental officers or department approved auditors as requested.

## Recording the fumigation

**Table 7 Conditions for recording the fumigation**

No.	Condition	Noncompliance guide	KAO	Reference
7.1	The Record of fumigation must be completed in accordance with the requirements of the Ethyl formate fumigation methodology.	Minor or major	Traceability	TBA
7.2	The result of the fumigation must be recorded on the Record of fumigation.	Minor	Traceability	5112
7.3	The Record of fumigation must include the information required for the type of fumigation performed, as detailed in section 12 of the Ethyl formate fumigation methodology.	Minor or Major	Traceability	TBA
7.4	The Record of fumigation must be endorsed by the accredited person who conducted or directly supervised the fumigation using at least one of the following endorsement methods: <ol style="list-style-type: none"> <li>signed using a wet ink signature</li> <li>signed using an electronic signature</li> <li>using a digital application that meets the digital application conditions in this document.</li> </ol>	Major	Traceability	5114
7.5	Each field on the Record of fumigation must be completed: <ol style="list-style-type: none"> <li>by the accredited person who measured the data for that field</li> <li>immediately after the data for that field was measured.</li> </ol>	Major	Traceability	5083
7.6	Completed fields of the Record of fumigation must not be altered.	Major or critical	Traceability	5115
7.7	For fumigations performed in a controlled temperature environment, all temperature monitoring readings, including the time and location at which they were taken must be: <ol style="list-style-type: none"> <li>recorded</li> <li>maintained with the fumigation documentation for audit purposes.</li> </ol>	Minor or major	Traceability	5084
7.8	The completed Record of fumigation must be provided to the department on completion of the fumigation treatment.	Major	Traceability	TBA

### More information

- An example of the Record of fumigation is provided in the Ethyl formate fumigation methodology and is available on the department's website.
- The department will accept a Record of fumigation in a variety of formats, for example:
  - the example Record of fumigation provided in the Ethyl formate fumigation methodology
  - the department's electronic Microsoft Excel template (available from [Treatments@aff.gov.au](mailto:Treatments@aff.gov.au) )

- a Record of fumigation created or submitted from a digital application.
- An accredited person may only use a stored image of a wet ink signature, if the wet ink signature is their own.
- An electronic signature can be provided by one of the following methods:
  - handwriting a signature directly onto each completed Record of fumigation using a touch screen device (for example, phone, tablet)
  - applying a stored electronic image of a wet ink signature to each completed Record of fumigation.

## Digital applications without an electronic signature

**Table 8 Conditions for digital applications without an electronic signature**

No.	Condition	Noncompliance guide	KAO	Reference
8.1	If an accredited person uses a digital application that does not place an electronic signature on the Record of fumigation, the accredited person user accounts (the accounts used to complete and submit to the department a Record of fumigation) for that digital application must be: <ul style="list-style-type: none"> <li>a. specific to each user</li> <li>b. protected using a password or biometric features.</li> </ul>	Major	Supporting functions	5018
8.2	If an accredited person uses a digital application that does not place an electronic signature on the Record of fumigation, the accredited person must not: <ul style="list-style-type: none"> <li>a. use the accredited person user accounts of other accredited persons</li> <li>b. communicate their password to other persons or otherwise enable or facilitate access to their accredited person user account.</li> </ul>	Major or critical	Supporting functions	5019

### More information

- A digital application is software used by a biosecurity industry participant to enter biosecurity fumigation information and complete and transmit a Record of fumigation to the department.
- The biosecurity industry participant is not required to meet the signature aspect of requirement in section 12 of the Ethyl formate fumigation methodology where the digital application being used has the capability to meet the conditions in Table 8 of the 12.4 conditions document.
- The biosecurity industry participant is responsible for ensuring the digital application they use satisfies the conditions of this document.

## Records

**Table 9 Conditions for records**

No.	Condition	Noncompliance KAO guide	Traceability	Reference
9.1	Records for each fumigation must include: <ol style="list-style-type: none"> <li>a. biosecurity direction</li> <li>b. consignment suitability records (for example, manufacturers declaration, supplier declaration, invoice, packing list) where used to assess and determine consignment suitability</li> <li>c. temperature records (including those obtained from a verifiable weather source and/or from applicable temperature measuring equipment)</li> <li>d. photographs of instrument readings</li> <li>e. fumigation notification email</li> <li>f. the completed Record of fumigation.</li> </ol>	Major	Traceability	5085
9.2	The register of accredited persons must include the following information: <ol style="list-style-type: none"> <li>a. full name</li> <li>b. fumigation licence details:               <ol style="list-style-type: none"> <li>i. state of issue</li> <li>ii. date of issue and expiry</li> <li>iii. issuing authority</li> <li>iv. licence number</li> <li>v. licence type</li> <li>vi. licence status (full / trainee / provisional).</li> </ol> </li> <li>c. department accreditation details:               <ol style="list-style-type: none"> <li>i. accreditation number</li> <li>ii. date of issue.</li> </ol> </li> <li>d. ethyl formate stewardship program details:               <ol style="list-style-type: none"> <li>i. name of program</li> <li>ii. date of program completion.</li> </ol> </li> <li>e. user account name for digital applications (where used).</li> </ol>	Major	Traceability	TBA

## Class 12.4: Ethyl formate fumigation approved arrangement

No.	Condition	Noncompliance guide	KAO	Reference
9.3	The biosecurity industry participant must create and maintain calibration and/or service records for electronic instruments used to measure dose, temperature, gas concentration, or to detect the presence of gases as required by the Ethyl formate fumigation methodology.	Major	Traceability	TBA
9.4	Where the predicted minimum ambient temperature is obtained using a verifiable weather source the following detail must be included with the fumigation records: <ol style="list-style-type: none"> <li>date and time the forecast data was obtained</li> <li>location the forecast data was provided for (closest possible location to the fumigation site that the forecast was able to provide information for)</li> <li>the name of the weather source the data was obtained from.</li> </ol>	Major	Traceability	TBA
9.5	Field notes/records created during the performance of fumigations must be maintained and provided to the department on request.	Major	Traceability	3959
9.6	Records and documents that are related to a single fumigation must be linked using a unique identifier such as the biosecurity entry number.	Major	Traceability	3961
9.7	The biosecurity industry participant must provide access to fumigant records created or maintained for commercial reasons or to meet other legislative requirements (e.g. ethyl formate and secondary gas usage records) on request by the department for audit purposes.	Major	Arrangement compliance	TBA
9.8	The biosecurity industry participant must ensure records are kept for a minimum of 2 years for goods subject to biosecurity control.	Major	Traceability	5228
9.9	Records must be made available to the department upon request.	Major	Traceability	3944
9.10	The biosecurity industry participant must ensure that each record created for the pressure testing of a fumigation chamber contains the information specified in section 4.4 of the Ethyl formate fumigation methodology.	Major	Arrangement compliance	TBA

### More information

- Records and systems maintained by the biosecurity industry participant must 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, and
  - the physical goods to the records.

## Ceasing operations

**Table 10 Conditions for ceasing operations**

No.	Condition	Noncompliance guide	KAO	Reference
10.1	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> , at least 15 business days prior to ceasing or transferring operations of an approved arrangement.	Major	Notification	5088

### More information

- An approved arrangement is granted to a specific legal entity (ABN) and, in most cases, to an approved site. It is not transferable to another legal entity, business owner, or location. For example:
  - if the business is sold, the new owner must apply for their own approved arrangement
  - if the business relocates to a new address, a new approved arrangement application is required for that site
  - the existing approved arrangement must be revoked in accordance with the department's revocation process.
- Notification to the department at least 15 business days prior supports the department's ability to facilitate revocation of the approved arrangement, including the management of any goods subject to biosecurity control.
- The biosecurity industry participant is liable for all costs associated with closing and ceasing operations as an approved arrangement.

## Compliance

**Table 11 Conditions for compliance**

No.	Condition	Noncompliance guide	KAO	Reference
11.1	The biosecurity industry participant must: <ol style="list-style-type: none"> <li>carry out the biosecurity activities in accordance with the arrangement</li> <li>comply with any conditions specified in the arrangement</li> <li>comply with any requirements to which the arrangement is subject</li> <li>comply with any biosecurity direction from the department</li> <li>comply with any biosecurity control notice from the department</li> <li>comply with any biosecurity control order from the department.</li> </ol>	Major or critical	Arrangement compliance	4316

## Class 12.4: Ethyl formate fumigation approved arrangement

No.	Condition	Noncompliance guide	KAO	Reference
11.2	The biosecurity industry participant must comply with local, state and federal requirements relevant to the licensing and performance of fumigations. Documented evidence of compliance with these requirements must be provided to the department on request.	Minor or major	Arrangement compliance	3957
11.3	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 or another law of the Commonwealth.	Critical	Arrangement compliance	5148
11.4	Departmental officers or department approved auditors, must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.	Major or critical	Arrangement compliance	3014
11.5	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
11.6	Goods subject to biosecurity control must be maintained and processed in accordance with any applicable import permit.	Major or critical	Arrangement compliance	3536
11.7	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
11.8	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
11.9	The department must be notified of any <a href="#">reportable biosecurity incident</a> as soon as practicable, in accordance with the determination made by the Director of Biosecurity.	Major or critical	Notification	3015
11.10	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. 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.	Major or critical	Arrangement compliance	5231
11.11	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
11.12	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
11.13	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 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: <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 Criminal Code, or the <i>Crimes Act 1914</i></li> </ul>	Critical	Notification	5233

No.	Condition	Noncompliance KAO guide	KAO	Reference
	<p>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></p> <p>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>.</p>			
11.14	<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> <p>a. persons in positions responsible for controlling, directing, enforcing, or monitoring people performing biosecurity activities associated with the approved arrangement</p> <p>b. biosecurity industry participant details, including:</p> <ol 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> </ol> <p>Note: Where functionality exists, the biosecurity industry participant may notify the department using the <a href="#">Approved Arrangement Management Product</a> (AAMP).</p>	Major or critical	Notification	5090

### 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)
- Information on reporting biosecurity incidents is available on the department's website.
- SOPs are only required in those classes where there is a specific condition for a SOP to be in place.