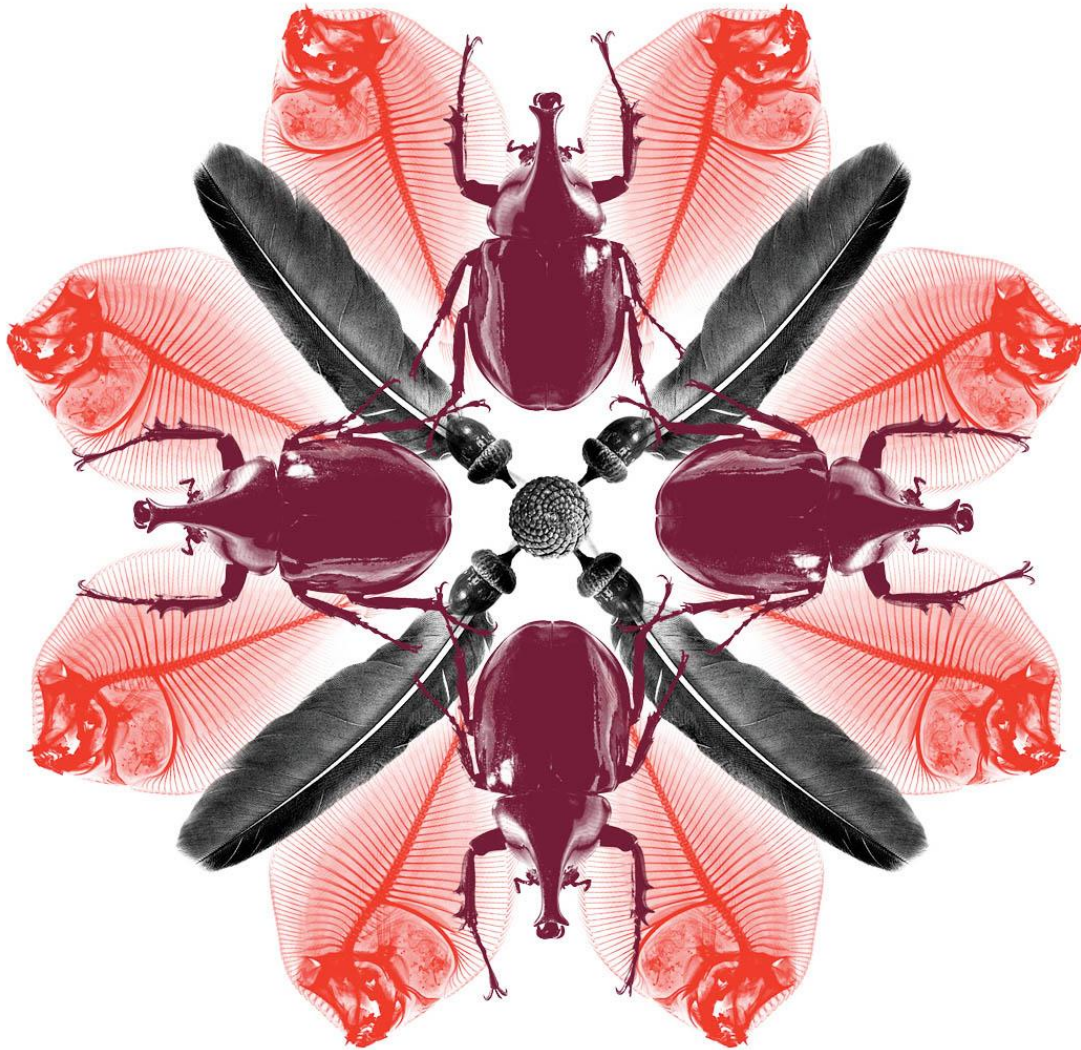


# Approved Arrangements

For 10.6—Biosecurity waste transport  
Requirements—Version 5.0



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## Version control

Updates to this document will occur automatically on the department’s website and the revision table below will list the amendments as they are approved.

Date	Version	Amendments	Approved by
Feb 2015	1.0	First release.	Approved Arrangements section
Mar 2016	2.0	Updated departmental branding.	Approved Arrangements section
10 May 2016	3.0	Updated template.	Approved Arrangements section
16 Jun 2016	4.0	Updated references to the department and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section
16 August 2017	5.0	Removal of requirements predicated on BIP having control of AA site. Addition of contact details notification requirement.	Approved Arrangements section
6 December 2021	5.0	Added biosecurity risk information to the purpose section.	Approved Arrangements section

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# Guide to using this document

This document sets out the requirements that must be met before the relevant director will consider approval for the provision of biosecurity activities under section 406 of the *Biosecurity Act 2015*, otherwise known as an approved arrangement (AA).

This document specifies the requirements to be met for the approval, operation and audit of this class of AA. Compliance with the requirements will be assessed by audit.

In the event of any inconsistency between these requirements and any Import Permit condition, the Import Permit condition applies. If the applicant chooses to use automatic language translation services in connection with this document, it is done so at the applicant's risk.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture, Water and the Environment. Any references to contacting the department mean contacting your closest regional office.

Further information on AAs, AA regional contact details and copies of relevant AA documentation is available on the [department's website](#).

## Definitions

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* or the most recent edition of the Macquarie Dictionary.

## Other documents

The *AA General Policies* should be read in conjunction with these requirements. They will assist in understanding and complying with the obligations and requirements for the establishment and operation of an AA.

## Nonconformity guide

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

Nonconformity classifications are detailed in the *AA General Policies*.

# AA Requirements

## 1. Purpose

1.1 Class 10.6 approved arrangement is utilised for the transportation of biosecurity waste to prevent the introduction of diseases and exotic pests into Australia.

The biosecurity risks vary according to the biosecurity waste material being handling and can include various:

- plant pests and diseases associated with waste from imported plants and imported goods that are made of or contain plant material
- animal pests and diseases associated with waste from imported animals and imported goods that are made of or contain animal material
- aquatic animal diseases associated with waste from imported aquatic animals and imported goods that are made of or contain aquatic animal material
- contamination of soil or plant material in or on goods, packaging material or containers e.g., soil can contain seeds of exotic plants or weeds, plant diseases, and soil-borne animal diseases such as foot and mouth disease.

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

## 2. Scope

2.1 This AA is limited to the transportation of biosecurity waste

## 3. Requirements

- 3.1 Stored biosecurity waste must be securely contained in a manner that prevents the escape of pests and diseases of biosecurity concern.
- 3.2 The Biosecurity Industry Participant (BIP) must comply with all lawful instructions issued by the department.
- 3.3 The BIP must co-operate with the department and provide relevant information as requested.
- 3.4 Persons undertaking biosecurity activities must be trained in the operational requirements specific to the BIP's AA.
- 3.5 Persons undertaking biosecurity waste activities must be trained in biosecurity awareness covering potential risks with biosecurity waste.
- 3.6 Persons undertaking biosecurity waste activities must be trained in secure methods of handling biosecurity waste.
- 3.7 Persons undertaking biosecurity waste transport activities must be trained in biosecurity waste transport including department-approved transportation routes.
- 3.8 Persons undertaking biosecurity waste activities must be trained in the cleaning of vehicles and equipment used in dealing with biosecurity waste.
- 3.9 Persons undertaking biosecurity waste transport activities must be trained in dealing with vehicle accidents and spillage of biosecurity waste.

- 3.10 Persons undertaking biosecurity waste transport activities must be trained in contingency plans for events such as vehicle accidents/breakdowns and road closures.
- 3.11 Prior to movement from the point of collection, biosecurity waste must be adequately contained so as to prevent loss, spillage or leakage during movement to the transport vehicle and during transport. Biosecurity waste will be considered adequately contained if bags are intact and of sufficient strength to hold contents without stretching, ripping or tearing.
- 3.12 Receptacles used in the transport of biosecurity waste must be:

- Well-maintained
- durable
- leak-proof
- easily emptied and cleaned
- vermin-proof
- clearly marked 'biosecurity waste' or 'quarantine waste'
- suitably anchored to the transport vehicle to prevent movement, spillage or loss during transportation liners must be tied securely during transport and lids securely fastened during transport.

Note: Where new signs are being produced, they should use 'biosecurity' not 'quarantine'.

- 3.13 Biosecurity waste must only be transported in a vehicle that is approved by the department for the transportation of biosecurity waste, except in circumstances where the biosecurity waste is accompanied biosecurity direction.
- 3.14 The doors/tailgates of transportation vehicles must be closed and secured prior to moving from the site of collection.
- 3.15 Vehicles used in the transportation of biosecurity waste must be fully enclosed (tray body trucks with tonneau covers are not considered to be fully enclosed vehicles), have easily cleanable, impermeable surfaces and be fitted with sufficient equipment to effectively deal with spillage of biosecurity waste.
- 3.16 Vehicles must be thoroughly cleaned and disinfected prior to picking up consignments of non-biosecurity waste. Adequate records of each cleaning process must be maintained as per the biosecurity waste log sheet.
- 3.17 Biosecurity waste must be securely delivered to a facility approved by the department for the treatment of quarantine waste by burial, autoclave or high temperature incineration. This responsibility extends to the point where biosecurity waste has been safely and securely removed from the transportation vehicle and receptacles.
- 3.18 Biosecurity waste must be placed in the site prepared for biosecurity waste at the facility approved by the department for the treatment of quarantine waste by burial, autoclave or high temperature incineration.
- 3.19 The vehicle and receptacles must be free of spilt biosecurity waste prior to leaving the landfill site.
- 3.20 Biosecurity waste must only be transported via a department-approved transportation route.

- 3.21 Any change from the department-approved transportation route must be approved by the department prior to altering the route.
- 3.22 Vehicles used in the transportation of biosecurity waste must be suitably equipped to deal with the spillage of biosecurity waste and should carry appropriate equipment (such as brooms, shovels, buckets, absorbent litter, tarpaulins and department-approved disinfectant). Any major spillage or loss of biosecurity waste must be immediately reported to the department. A major spillage is defined as a spillage of biosecurity waste outside the confines of an AA site, which can be accessed by the general public. A spillage is deemed to be major when the BIP cannot readily clean it up within fifteen minutes.
- 3.23 The BIP must have contingency plans to address the event of either vehicle accident or breakdown when it affects the containment of biosecurity waste. Contingency plans must meet the requirements of this AA class.
- 3.24 The BIP must advise the department immediately if the transportation vehicle is either involved in an accident or a breakdown occurs when it affects the containment of biosecurity waste.
- 3.25 Vehicles and waste receptacles must be maintained in a sound, clean and disinfected state. A department-approved disinfectant that is effective against fungi, bacteria and viruses (including foot and mouth disease virus) must be used.
- 3.26 Washing of vehicles and receptacles must be conducted in department-approved wash bay areas at an AA site.
- 3.27 The landfill site (if used) must receive prior notification of the delivery of biosecurity waste for burial.
- 3.28 If any of the above requirements cannot be met, the department must be contacted immediately, prior to any action being taken.
- 3.29 If biosecurity waste is unable to be immediately delivered to a facility approved by the department for the treatment of quarantine waste by burial, autoclave or high temperature incineration, it must be secured at an area approved by the department for the purpose of temporarily storing biosecurity waste material, which may include an AA site or a vehicle that is approved by the department for the transportation of biosecurity waste, unless otherwise agreed with the department.
- 3.30 Waste which comes into contact with biosecurity waste must be treated as biosecurity waste.

## **4. Office and record requirements**

- 4.1 An up to date register of trained persons who have received training must be maintained.
- 4.2 Records must be kept for a minimum of 24 months and be made available on request to the department for audit purposes.
- 4.3 A daily transportation biosecurity waste log sheet must be fully completed and kept for every consignment of waste.
- 4.4 The transportation biosecurity waste log sheet must include the following transport details:
  - vehicle registration number
  - waste generator (vessel name/aircraft flight no.)

- name of collection point
- location
- name of delivery location
- delivery location address
- name
- signature
- date.

4.5 The transportation biosecurity waste log sheet must include the following biosecurity waste details:

- description (such as 'galley and cabin waste' or 'dunnage')
- quantity
- volume/weight
- date and time of collection
- date and time of delivery
- location of area approved by the department for the purpose of temporarily storing biosecurity waste material
- name
- signature
- date.

4.6 The transportation biosecurity waste log sheet must include the following vehicle details:

- vehicle thoroughly cleaned and disinfected prior to picking up non-biosecurity waste
- vehicle maintained in a sound, clean and disinfected state
- vehicle cleaned with a department-approved disinfectant (effective against fungi, bacteria and viruses including foot and mouth disease virus)
- vehicle washed in an approved wash bay at an AA site
- date of vehicle cleaning
- name of person cleaning vehicle
- signature of person cleaning vehicle.

4.7 The transportation biosecurity waste log sheet must include the following waste receptacle details:

- waste receptacles thoroughly cleaned and disinfected prior to picking up non-biosecurity waste



- waste receptacles maintained in a sound, clean and disinfected state
- waste receptacles cleaned with a department-approved disinfectant (effective against fungi, bacteria and viruses including foot and mouth disease virus)
- waste receptacles washed in an approved wash bay at an AA site
- date of waste receptacle cleaning
- name of person cleaning waste receptacles
- signature of person cleaning waste receptacles.

## 5. General

- 5.1 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.
- 5.2 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).
- 5.3 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit.
- 5.4 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.
- 5.5 Goods subject to biosecurity control must be maintained and processed in accordance with the *Biosecurity Act 2015* and subordinate legislation.
- 5.6 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport) to ensure negligible risk of cross contamination to:
- imported items that have been released from biosecurity control
  - domestic items
  - the Australian environment.
- Note: Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barrier required will depend on the nature of the goods subject to biosecurity control.
- 5.7 Any equipment that has been used or brought in contact with imported items subject to biosecurity control, or which could have been potentially contaminated by the imported items, must not leave the biosecurity area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with relevant AA requirements, import conditions and departmental directions.
- 5.8 An Accredited Person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control. 'Directly supervise' means that the Accredited Person must be present in the area where the items subject to biosecurity control are being handled and must be able to:
- visually verify that the items are being handled in accordance with the department's requirements
  - communicate immediately and effectively with the persons being supervised.

- 5.9 Persons performing the function of an Accredited Person must have successfully completed the department's approved training to obtain and maintain Accredited Person status.
- 5.10 Records must be maintained of Accredited Persons.
- 5.11 Goods subject to biosecurity control must be clearly and visibly identified as being under biosecurity control to persons who can physically access the goods or the containers holding the goods. The measures taken must ensure that persons having physical access to goods subject to biosecurity control can differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.
- 5.12 The BIP 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.
- 5.13 If there is any doubt as to whether goods:
- are subject to biosecurity control
  - remain subject to biosecurity control
  - become subject to biosecurity control
- then the goods must be handled in accordance with requirements for goods subject to biosecurity control.
- 5.14 The BIP must notify the department in writing as soon as practicable within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the BIP or their associates relevant to the operation of the AA in relation to any of the following matters:
- conviction of an offence or order to pay a pecuniary penalty under the *Biosecurity Act 2015*, *Quarantine Act 1908*, *Customs Act 1901*, the Criminal Code or the *Crimes Act 1914*
  - debt to the to the Commonwealth that is more than 28 days overdue under the *Biosecurity Act 2015*, *Quarantine Act 1908*, *Customs Act 1901*, the Criminal Code or the *Crimes Act 1914*
  - refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the *Quarantine Act 1908* or the *Biosecurity Act 2015*.
- 5.15 Departmental auditors or department-approved auditors must be provided with facilities and assistance as requested, as well as any required documents, records or things relevant to the audit.
- 5.16 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.
- 5.17 Department-approved auditors must be permitted to collect evidence of compliance and noncompliance with AA requirements through actions including the copying of documents and taking of photographs.
- 5.18 The BIP must notify the department in writing as soon as practicable within 15 days of any change in:

- Persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement
- BIP details, including:
  - entity name
  - ABN or ACN
  - postal address
  - email address
  - facsimile number
  - telephone number