

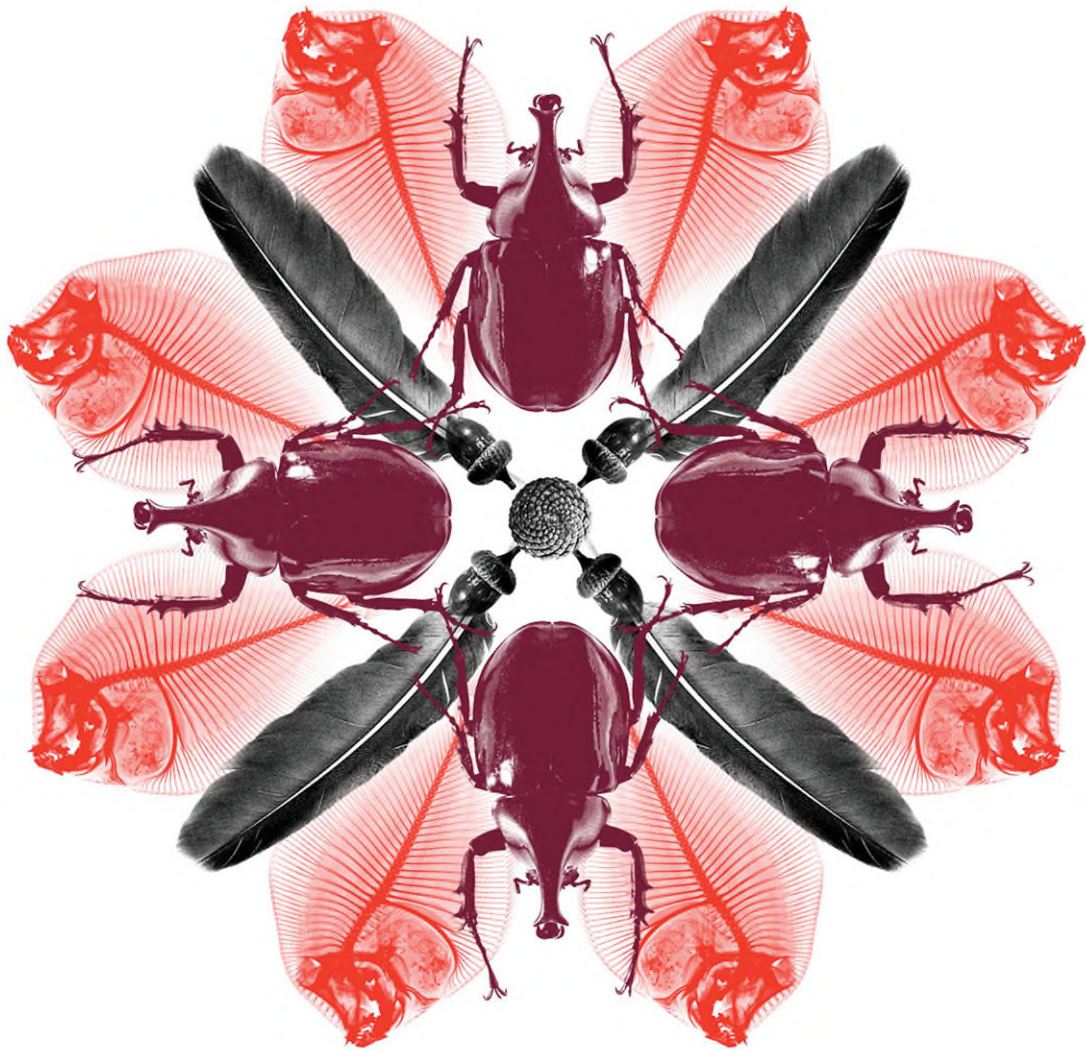


Australian Government
**Department of Agriculture,
Water and the Environment**

Approved arrangement

4.3 - cleaning requirements

Version 5



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Version control

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

Date	Version	Amendments	Approved by
9 May 2011	1.0	Revised document.	Co-regulation and Support Program
30 Jun 2013	1.1	Updated to reflect DAFF branding.	Industry Arrangements Reform Program
8 Feb 2016	2.0	Updated template.	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the <i>Biosecurity Act 2015</i> .	Approved Arrangements section
9 Jan 2017	4.0	<ul style="list-style-type: none"> • Added <ul style="list-style-type: none"> ○ Site map requirement 	Approved Arrangements section

Date	Version	Amendments	Approved by
		<ul style="list-style-type: none"> ○ optional waste water recycling and hypochlorite treatment of waste water. ● Updated security, wash bay and fumigation requirements ● Amalgamated Biosecurity area and inspection area ● Removed <ul style="list-style-type: none"> ○ autoclave requirements ○ duplication with general requirements 	
18 Sept 2017	5.0	<ul style="list-style-type: none"> ● Updated template – accessibility ● Updated <ul style="list-style-type: none"> – 4.1, 4.2 (hygiene) – 5.2, 5.7 (wash bays) – recycled waste water moved to table 6 – hypochlorite treatment for waste water moved to table 7 – 8.1, 8.2, 8.3 (wash cabinets) – 10.2 (office and record) – 11.2 (administration) – 12.13, 12.23, 12.24 (general requirements) ● Added <ul style="list-style-type: none"> ○ 4.3 (building and storage area) ○ 6.27 (wash bays) ○ 9.5, 9.6, 9.7 (storage of waste) ○ 12.27 (general requirements) 	Approved Arrangements section
25 November 2021	5.0	Added biosecurity risk information to the purpose statement in Table 1	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 approved arrangement. 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 approved arrangements, regional contact details and copies of relevant documentation is available on the department's website: awe.gov.au.

Definitions

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* 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 approved arrangement.

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*.

Approved arrangement requirements

Table 1 Purpose

Requirements	Nonconformity guide
<p>1.1 Class 4.3 approved arrangement sites are utilised for the cleaning of goods, containers and packaging as required by the department.</p> <p>Examples of biosecurity risks associated with goods subject to biosecurity control handled at a class 4.3 approved arrangement site include:</p> <ul style="list-style-type: none"> 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 other contamination such as water can contain mosquito larvae and algae. Mosquitos are vectors for various diseases. <p>Information on biosecurity import conditions and biosecurity risks for imported goods, containers, other cargo and arriving vessels is available on the department's website.</p>	N/A

Table 2 Site location

Requirements	Nonconformity guide
<p>2.1 Approved arrangement sites must generally be located within the metropolitan area of a declared port that has a permanently based biosecurity officer. Applications are subject to approval by the Director of Biosecurity and will be considered on their individual merits with consideration being given to the biosecurity risk and serviceability associated with the location of each site.</p>	N/A

Table 3 Biosecurity area

Requirements	Nonconformity guide
<p>3.1 Security measures that prevent access and removal of goods subject to biosecurity control by unauthorised persons must be in place.</p>	Major
<p>3.2 The biosecurity areas must allow for biosecurity officers to easily inspect goods without work health and safety risks.</p>	Major
<p>3.3 Areas where goods subject to biosecurity control are stored, handled or treated must display a sign to effectively convey that status.</p>	Minor
<p>3.4 The biosecurity areas must have an impervious concrete or asphalt floor that is in good condition and free of significant cracking which may enable the escape of insects or allow weeds to become established.</p>	Major
<p>3.5 Biosecurity signs must:</p> <ul style="list-style-type: none"> be securely affixed be durable be prominently displayed and able to be clearly read by persons approaching the area at all times have black lettering on yellow background contain the words 'Biosecurity Area - No unauthorised entry or removal of goods, Penalties Apply' or 'Quarantine Area - No unauthorised entry or removal of goods, Penalties Apply' or words to similar effect. <p>Note: Where new signs are being produced, they should use biosecurity not quarantine.</p>	Minor

Table 4 Hygiene

Requirements	Nonconformity guide
<p>4.1 An effective pest control system must be in place to ensure that goods subject to biosecurity control are isolated from environments in which pest and disease are likely to become established. The biosecurity industry participant must implement and keep associated records of a periodic pest inspection regime and ensure knockdown spray (i.e. standard household aerosol insecticide spray) is kept onsite. The pest control system must also include:</p> <ul style="list-style-type: none"> • details on the use of insecticides, fumigation, rodenticides, periodic inspection, baits and/or traps • a site plan with numbered bait stations • if applicable, contract details. <p>Note: the operations of adjacent facilities must be considered when determining any additional pest control measures to be implemented.</p>	Major
<p>4.2 Buildings and structures must be maintained in a state of good repair and be weather-proof. Wall and floor junctions must be sealed.</p>	Major
<p>4.3 Buildings, designated biosecurity areas (including storage and receival zones, chutes etc.), must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay.</p>	Major

Table 5A Wash bays

Requirements	Nonconformity guide
<p>5.1 No unauthorised traffic or personnel (those not involved in the cleaning of goods subject to biosecurity control) or equipment are permitted on the wash pad, ramp or wash bay during treatments and cleaning.</p>	Major
<p>5.2 The wash bay must:</p> <ul style="list-style-type: none"> • have a floor impervious to liquid • have a floor drain leading into a soil trap which is connected directly to municipal sewer or to another waste water disposal system approved by the department. Any waste water storage, treatment and reticulation system must be enclosed • ensure that residues/sediment and splash from cleaning operations are contained and flow directly into holding tanks or a municipal sewage system or department approved system • have sewage/drainage lines protected from physical damage. <p>Note: Where municipal sewage connection is not available and tanks are used, the tanks must be fully enclosed.</p>	Major
<p>5.3 There must be adequate equipment available in order to carry out cleaning (steam/high pressure) and chemical disinfection spraying operations as directed by biosecurity officers.</p>	Major
<p>5.4 A car hoist, inspection pit, ramp or stand must be available, where required, for the inspection of the undercarriage of cars.</p>	Major or critical
<p>5.5 The areas immediately adjacent to the wash bay must be impervious to liquid.</p>	Minor or major

Table 5B Wash bays (continued)

Requirements	Nonconformity guide
5.6 Waste water and residues from cleaning operations must be contained within the approved wash bay and only discharged via the wash bay drain.	Major
5.7 Waste water must be either: <ul style="list-style-type: none"> • screened prior to discharge to municipal sewer or department approved treatment/holding tank • collected and transported off-site for discharge to sewer by a waste transport service operating under an appropriate approved arrangement with the department • collected and transported off-site for discharge to sewer by a non-department approved waste transport service under department supervision • collected into a tank and hypochlorite treatment applied. 	Critical
5.8 The wash bay must be washed down after cleaning operations each day or prior to cleaning domestic products.	Major
5.9 Soil residues from the wash bay soil trap or filter must be disposed of as biosecurity waste.	Critical
5.10 Equipment (including footwear and protective clothing) used in the wash bay must be cleaned prior to removal from the wash bay.	Critical
5.11 Trade water diversions from wash bays are approved for use under the following conditions: <ul style="list-style-type: none"> • Wash bays that install diversions that can be manually overridden can wash items on the wash bays at any time as long as the wash water continues to be discharged to sewer. • For wash bays that have installed trade diversions that cannot be manually overridden to discharge to sewer, washing of items cannot be conducted during periods of high rainfall that would see the water being discharged to stormwater. • Where trade diversions have been installed the wash bays shall be cleaned after every wash to ensure any residual material and water is discharged to sewer and not stormwater. 	Major

Table 6 Recycled waste water

Requirements	Nonconformity guide
Where recycling of waste water occurs within the wash bay at the approved arrangement site requirements 6.1 to 6.4 must be complied with.	N/A
6.1 A recycling waste water system must incorporate screening the liquid waste through a 100 micron filter prior to use in wash bay operations with imported goods, including final washes. Recycled waste water is not permitted to be used for domestic washes.	Major
6.2 During the recycling process, the biosecurity industry participant must, when operational, undertake and record results of weekly inspection for leaks from: <ul style="list-style-type: none"> • pumps • valves • tanks (where applicable) • filter housing, pipes and connections where visible. 	Major
6.3 When leaks are detected they must be immediately repaired.	Major
6.4 All waste filter media and detritus/refuse captured by filter media or screens must be treated as biosecurity waste.	Major

Table 7 Hypochlorite treatment for waste water

Requirements	Nonconformity guide
Where an approved arrangement site uses hypochlorite as an alternative treatment for waste water requirements 7.1 to 7.7 must be complied with.	N/A
<p>7.1 A hypochlorite treatment system must incorporate:</p> <ul style="list-style-type: none"> • screening liquid waste through a 100 micron filter prior to treating with hypochlorite • an enclosed liquid waste treatment tank with an attached mechanical agitation method for mixing hypochlorite and liquid waste. 	Major
<p>7.2 Alternative hypochlorite treatment for waste water (e.g. liquid waste, imported fresh water) must be undertaken in accordance with the following process, in the order listed:</p> <ul style="list-style-type: none"> • filtration through a 100 micron filter • liquid waste test to ensure a pH range between 5.0 and 7.0 (where the pH is not within this range, add acid or alkaline products and bring the liquid waste to within this range) • add hypochlorite to achieve 200 parts per million (ppm) free chlorine (at the end of the 10 minutes agitation cycle) • mechanically agitate in a retention vessel for 10 minutes • test (after agitation) to determine the free chlorine level is at least 200 ppm • retain the waste water in the treatment tank for 1 hour following confirmation of concentration at minimum 200 ppm • test that the concentration of the waste water is at least five ppm free chlorine at the conclusion of the one hour treatment period. 	<p>Major</p> <p>Major</p> <p>Major</p> <p>Major</p> <p>Major</p> <p>Major</p> <p>Minor</p>
<p>7.3 Hypochlorite must be used within:</p> <ul style="list-style-type: none"> • the expiry date specified by the manufacturer, or • two years of the manufacture date. 	Major
<p>7.4 During the treatment of contaminated or potentially contaminated liquids the biosecurity industry participant must, when the hypochlorite treatment system is operational undertake and record results of weekly inspection for leaks from:</p> <ul style="list-style-type: none"> • pumps • valves • tanks • hypochlorite metering/dosing equipment (where applicable) • filter housing, pipes and connections where visible. 	Minor
7.5 When leaks are detected they must be immediately repaired.	Major
7.6 All waste filter media and detritus/refuse captured by filter media or screens must be treated as biosecurity waste.	Major
<p>7.7 Hypochlorite treatment records must include:</p> <ul style="list-style-type: none"> • date and times of testing (e.g. times when testing of concentration is taken) • initial pH of liquid waste • pH adjustment (where required) i.e. initial pH and final pH (after addition of acid or alkali) • amount of hypochlorite added • concentration of free chlorine in treatment tank after agitation • amount of additional hypochlorite added (where required) • concentration of free chlorine in treatment tank after further agitation (when additional hypochlorite added) • concentration of free chlorine at conclusion of one1 hour treatment and time treatment completed • date of manufacture of hypochlorite. 	Major

Table 8 Wash cabinets

Requirements	Nonconformity guide
Where there are biosecurity wash cabinet facilities at the approved arrangement site requirements 8.1 and 8.4 must be complied with.	N/A
8.1 The wash cabinet must: <ul style="list-style-type: none"> • be impervious to liquid • be constructed and maintained to ensure residues/sediment and splash from cleaning operations are retained within the wash cabinet • have a floor drain leading into a soil trap which is connected directly to municipal sewer or to another waste water disposal system approved by the department. 	Major
8.2 Drains and tanks must be covered and sewerage/drainage lines must be protected from physical damage.	Major
8.3 Soil residues from the wash bay soil trap or filter must be disposed of as biosecurity waste.	Major
8.4 The areas immediately adjacent to the cabinet must have a surface impervious to liquid.	Major

Table 9 Waste disposal

Requirements	Nonconformity guide
9.1 Sufficient containers of an appropriate size labelled: Biosecurity Waste, are to be provided for loose items, residues, spillages or material of biosecurity concern. Such containers must have lids that remain closed.	Major or critical
9.2 Solids and residues from the trap or filter must be disposed of as biosecurity waste.	Major
9.3 Waste coming into contact with untreated biosecurity waste must be handled and disposed of as biosecurity waste.	Critical
9.4 Waste water that has been in contact with untreated biosecurity waste must be contained and treated prior to disposal.	Critical
9.5 Biosecurity waste must be kept refrigerated at 4° C or below where it is not being transferred into the control of another department approved waste contractor or disposed of by departmental approved method within: <ul style="list-style-type: none"> • 21 days for non-perishable waste • 48 hours of perishable waste being generated. 	Critical
9.6 Biosecurity waste must not be stored for more than 90 days.	Major
9.7 Records for each batch of stored biosecurity waste must also include length of time in storage and the temperature the waste was stored at.	Major

Table 10 Office and record requirements

Requirements	Nonconformity guide
10.1 Records are to be made available, within a reasonable time, for inspection by biosecurity officers.	Major
10.2. The biosecurity industry participant must: <ul style="list-style-type: none"> • 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) • provide vehicle parking for visiting biosecurity officers (note: this may require department identified parking or providing a parking permit) • ensure adequate security for any departmental technical equipment left at approved arrangement sites • provide access and the availability of <ul style="list-style-type: none"> - a desk and chair - toilet facilities - hand washing facilities and a hygienic means of drying hands - clean amenities. 	Minor or major

Table 11 Administration

Requirements	Nonconformity guide
11.1 Current site plans must be provided to the department. Site plans must be to scale and include biosecurity areas (storage, inspection, treatment/processing) and the location of parking for biosecurity officers.	Minor or major
11.2 The location and size of the wash bay and/or wash cabinet must be clearly marked on the site plan.	Minor
11.3 To ensure conformance to the approved arrangement site requirements, the department must be notified in writing, at least 15 working days prior to any modification to biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.	Major

Table 12A General

Requirements	Nonconformity guide
12.1 Goods subject to biosecurity control must be maintained and processed at an approved arrangement site appropriate for the biosecurity risk associated with the goods.	Major or critical
12.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant approved arrangement class.	Minor, major or critical
12.3 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
12.4 Goods subject to biosecurity control must be maintained and processed in accordance with an import permit (if applicable).	Minor, major or critical
12.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
12.6 Goods subject to biosecurity control must be maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Major or critical
12.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to: <ul style="list-style-type: none"> domestic items including imported items that have been released from biosecurity control 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.	Major or critical
12.8 The standard of hygiene at the approved arrangement site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
12.9 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 approved arrangement requirements, import conditions and departmental directions.	Major or critical
12.10 Goods subject to biosecurity control are not permitted to be moved outside an approved arrangement site except for the purpose of: <ul style="list-style-type: none"> moving directly and securely to another approved arrangement site, of the appropriate approved arrangement class, with prior written approval from the department 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 transport of biosecurity waste by a department approved waste transport company (operating under an approved arrangement for biosecurity waste transport). If the items are being transported by a non-accredited person (e.g. a truck driver), the forwarding biosecurity industry participant must ensure that this person is made aware of the conditions relating to the transport of the items.	Critical Major
12.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an approved arrangement site, inadvertently or deliberately, without prior written direction or approval from the department.	Critical
12.12 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

Table 12B General (continued)

Requirements	Nonconformity guide
<p>12.13 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:</p> <ul style="list-style-type: none"> • visually verify for themselves that the items are being handled in accordance with the department's requirements • communicate immediately and effectively with the persons being supervised. 	Major
<p>12.14 Persons performing the function of an accredited person must have successfully completed accreditation training.</p>	Major
<p>12.15 Records must be maintained of accredited persons.</p>	Minor
<p>12.16 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.</p>	Major
<p>12.17 The biosecurity industry participant must ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the approved arrangement site.</p>	Minor or major
<p>12.18 The biosecurity industry participant must ensure goods subject to biosecurity control are traceable in terms of (where applicable):</p> <ul style="list-style-type: none"> • declaration/entry number • import Permit number • Air Waybill or Bill of Lading number • date of receipt • country of origin • processing (including inspection, treatment, testing) details • movement details • release from Biosecurity Control • disposal details • storage location • accredited person responsible for the items. 	<ul style="list-style-type: none"> • Major • Major • Minor • Major • Major • Major • Major • Major • Major • Major • Major • Major
<p>12.19 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"> • appearance of pests or symptoms of disease • structural damage (due to storms etc.) • unauthorised removal of goods subject to biosecurity control • spillages of goods subject to biosecurity control • sudden unavailability of an accredited person. 	<ul style="list-style-type: none"> • Major • Major • Major • Major • Minor
<p>12.20 Ceasing or transferring operations - the department must be informed, in writing, at least 15 working days prior to intended:</p> <ul style="list-style-type: none"> • closure of a current approved arrangement site • relocation of the business, including the approved arrangement class function • ceasing of operation as a approved arrangement site. <p>Any goods subject to biosecurity control that remain at the approved arrangement site must be treated or destroyed in accordance with a department approved method or transferred to another approved arrangement site with prior approval from the department. The biosecurity industry participant will be liable for associated costs.</p>	<p>Major</p> <p>Critical</p>

Table 12C General (continued)

Requirements	Nonconformity guide
<p>12.21 If there is any doubt as to whether goods:</p> <ul style="list-style-type: none"> • are subject to biosecurity control • remain subject to biosecurity control • become subject to biosecurity control <p>then the goods must be handled in accordance with requirements for goods subject to biosecurity control.</p>	Major
<p>12.22 The biosecurity industry participant 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 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"> • conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> • debt to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i> • 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>. 	Critical
<p>12.23 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.</p>	Critical
<p>12.24 Departmental officers and department approved auditors, must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p>	Major or critical
<p>12.25 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.</p>	Critical
<p>12.26 Department approved auditors must be permitted to collect evidence of compliance and noncompliance with approved arrangement requirements through actions including the copying of documents and taking of photographs.</p>	Major or critical
<p>12.27 The biosecurity industry participant must notify the department in writing as soon as practicable within 15 days of any change in:</p> <ul style="list-style-type: none"> • Persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement • Biosecurity industry participant details, including <ul style="list-style-type: none"> - entity name - ABN or ACN - postal address - email address - facsimile number - telephone number. 	Major or critical