



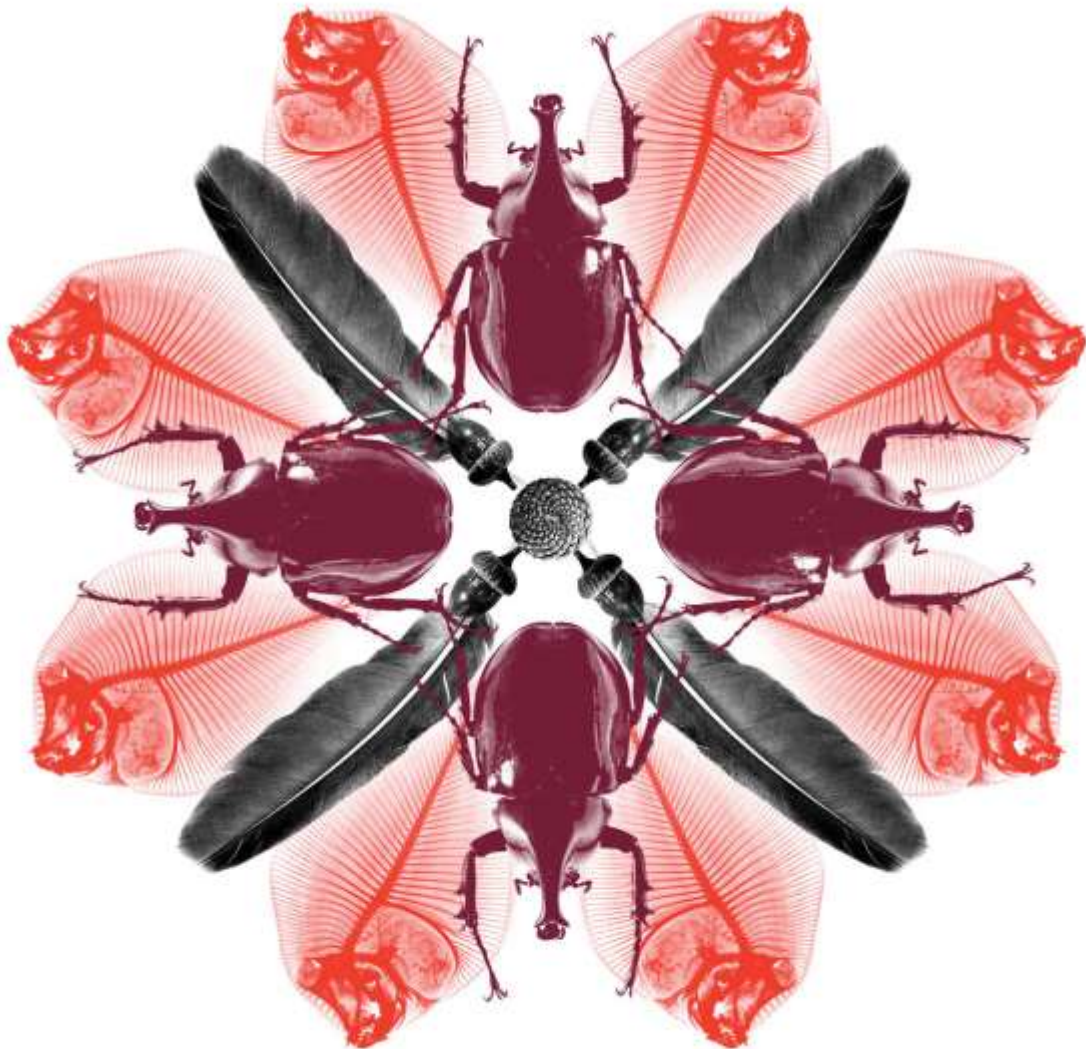
Australian Government
**Department of Agriculture
and Water Resources**

Approved Arrangement

4.6 - fumigation

requirements

Version 4.0



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

Table of contents

Guide to using this document	5
Definitions	5
Other documents	5
Nonconformity guide	5
Approved arrangement requirements	6
Table 1 Purpose	6
Table 2 Site location	6
Table 3 Prerequisite	6
Table 4 Security	6
Table 5 Isolation	7
Table 6 Biosecurity area	7
Table 7 Hygiene	8
Table 8 Fumigation	8
Table 9 Waste disposal	9
Table 10 Office and record requirements	10
Table 11 Administration	10
Table 12A General	11
Table 12B General	12
Table 12C General	13
Table 12D General	14

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.

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 and Water Resources. Any references to contacting the department mean contacting your closest regional office.

Further information on approved arrangements, department contact details and copies of relevant approved arrangement documentation is available on the department's website: agriculture.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 *Approved arrangement 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 requirements remains at the discretion of the biosecurity officer.

Nonconformity classifications are detailed in the *Approved arrangement General Policies*.

Approved arrangement requirements

Table 1 Purpose

Requirements	Nonconformity guide
1.1 Approved arrangement sites used for the fumigation of goods subject to biosecurity control as required by the department.	N/A
1.2 Approved arrangement class 4.6 sites are not approved for any other biosecurity operations, except where the site has separate approval under another class.	N/A

Table 2 Site location

Requirements	Nonconformity guide
2.1 Must be located within close proximity to a first point of entry for goods (from vessels) where a permanently based biosecurity officer is stationed.	N/A

Table 3 Prerequisite

Requirements	Nonconformity guide
3.1 Fumigation of goods subject to biosecurity control must only be performed by accredited fumigators operating under approved arrangement class 12.1 – onshore fumigation.	Critical

Table 4 Security

Requirements	Nonconformity guide
4.1 Security measures must prevent access and removal of goods subject to biosecurity control by unauthorised persons.	Major
4.2 Biosecurity areas must display a sign to effectively convey that status.	Minor or major
<p>4.3 Ingress and egress points and areas where goods subject to biosecurity control are stored, handled, treated or inspected must display a biosecurity sign. These signs are to be:</p> <ul style="list-style-type: none"> • permanently affixed • professionally made • made to state Biosecurity Area - Authorised Persons Only or Quarantine Area - Authorised Persons Only • on a yellow background, with black lettering approximately 5 cm in height • secured on gates and/or doors and visible at all times. <p>Note: Where new signs are being produced, they should use biosecurity not quarantine.</p>	Minor

Table 5 Isolation

Requirements	Nonconformity guide
5.1 Goods subject to biosecurity control must be kept in a biosecurity area.	Major or critical
5.2 Goods subject to biosecurity control must be stored in such a manner to ensure that a minimum of one pallet width or an impervious physical barrier is maintained between goods subject to biosecurity control and other goods.	Major
5.3 Goods subject to biosecurity control must be immediately moved to a biosecurity area at the time of receipt or at unpack from the container in which the goods arrived.	Major or critical
5.4 Goods subject to biosecurity control that undergo fumigation, remain subject to biosecurity control until the department notifies that the goods are released from biosecurity control.	Major or critical

Table 6 Biosecurity area

Requirements	Nonconformity guide
6.1 Biosecurity areas must be located within a secure lockable building or in an area surrounded by a lockable security fence.	Major
6.2 The biosecurity areas must be clearly defined on the site plan.	Major
6.3 Biosecurity areas include areas used for the treatment and storage of goods subject to biosecurity control.	Major
6.4 Buildings and structures must be maintained in a state of good repair and be weather-proof. Wall and floor junctions must be sealed.	Major
6.5 Goods subject to biosecurity control waiting to be treated in the fumigation area must be held in a biosecurity area: <ul style="list-style-type: none"> • tarped or • stored under cover or • stored in a container until such time as it can be moved to the fumigation area for treatment.	Major
6.6 Biosecurity areas must have floor surfaces finished with materials that are smooth, impervious, durable and easy to clean.	Major
6.7 Biosecurity area floors must be maintained and free from defects.	Major
6.8 Biosecurity areas must allow for biosecurity officers to perform their duties without work health and safety risks.	Major

Table 7 Hygiene

Requirements	Nonconformity guide
<p>7.1 An effective pest and weed control system must be in place to ensure that sites are managed in a way that effectively isolates goods subject to biosecurity control from environments in which pest and disease are likely to become established. As a minimum this will require the site to implement, and keep associated records of a periodic inspection regime and ensure knockdown spray (i.e. standard household aerosol insecticide spray) is kept onsite. In addition to details of the inspection regime and the onsite location of the knockdown spray, the pest control system may include:</p> <ul style="list-style-type: none"> • the use of insecticides, fumigation, rodenticides, herbicides/weed control, periodic inspection, baits and/or traps • a site plan with numbered bait stations • if applicable, contract details. <p>Note: The operations of adjacent sites must be considered when determining any additional pest control measures to be implemented.</p>	Major
<p>7.2 Buildings and biosecurity areas must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay.</p>	Major
<p>7.3 The department must have access to the approved arrangement site to install insect traps for surveillance purposes.</p> <p>Insect traps installed by the department must not be interfered with or damaged.</p>	Critical

Table 8 Fumigation

Requirements	Nonconformity guide
<p>8.1 The biosecurity areas used to perform fumigations must meet the requirements of the department's AFAS Methyl bromide fumigation standard, which is available on the department's website.</p>	Major

Table 9 Waste disposal

Requirements	Nonconformity guide
<p>9.1 Biosecurity waste, both liquid and solid, must be effectively contained and decontaminated or disposed of by a department approved method. Approved disposal methods include:</p> <ul style="list-style-type: none"> • solid waste: <ul style="list-style-type: none"> ○ incineration ○ burial ○ autoclaving • liquid waste: <ul style="list-style-type: none"> ○ sewer <p>or as prescribed in the import permit or other departmental direction.</p> <p>Note: Solid waste disposal can only be undertaken at an approved arrangement site with approval under class 8 – waste disposal.</p>	Major
9.2 Biosecurity waste must be transported by a department-approved transporter.	Major
<p>9.3 The biosecurity waste container must be:</p> <ul style="list-style-type: none"> • leak and pest-proof • have a secure lid • labelled 'Biosecurity Waste'. 	Major
9.4 The separate storage device/area must be department approved and be within the approved arrangement site to prevent loss, spillage or unauthorised access.	Major

Table 10 Office and record requirements

Requirements	Nonconformity guide
10.1 Records must be made available to the department within two business days upon request.	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 on the site • provide access and the availability of: <ul style="list-style-type: none"> ○ a desk, chair and a telephone with direct outside call access ○ toilet facilities ○ hand washing facilities and a hygienic means of drying hands ○ clean amenities. 	Minor or major
10.3 Records for each fumigation must include: <ul style="list-style-type: none"> • description of the goods subject to biosecurity control (including scientific names and quantities, if applicable) • date of receipt of goods and country of origin • methyl bromide fumigation certificate (where applicable), template available on the department's website • record of methyl bromide fumigation (where applicable), template available on the department's website • other fumigation treatment certificate (where applicable), template available on the department's website • the date of movement and the department's permission for any movement of goods subject to biosecurity control • comprehensive details of any breaches of goods subject to biosecurity control from the site. 	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 department must be notified in writing, at least 15 working days prior to any modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.	Major

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 items.	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.	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
<p>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:</p> <ul style="list-style-type: none"> • imported items that have been released from biosecurity control • domestic items • the Australian environment. <p>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.</p>	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
<p>12.10 Goods subject to biosecurity control are not permitted to be moved outside an approved arrangement site except for the purpose of:</p> <ul style="list-style-type: none"> • 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 AA site • transport of biosecurity waste by a department approved waste transport company (operating under an approved arrangement for biosecurity waste transport). 	Critical
12.11 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.	Major

Table 12B General

Requirements	Nonconformity guide
12.12 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
12.13 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
<p>12.14 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
12.15 Accredited persons must have successfully completed accreditation training for the relevant approved arrangement class as specified on the departments website.	Major
12.16 Records must be maintained of accredited persons.	Minor
12.17 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.	Major
<p>12.18 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the approved arrangement site.</p> <p>Ensure goods subject to biosecurity control are traceable in terms of (where applicable):</p> <ul style="list-style-type: none"> • declaration/entry number • biosecurity direction • import permit number • Air Waybill or Bill of Lading number • date of receipt • description of the goods subject to biosecurity control (including scientific names and quantities, if applicable)processing (including inspection, treatment, testing) details • release from biosecurity control • disposal details • storage location • accredited person responsible for the items. • comprehensive details of any breaches of goods subject to biosecurity control from the site. 	Minor or major <ul style="list-style-type: none"> • Major • Minor • Major • Minor • Major • Minor • Major • Major • Major • Major
12.19 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 12C General

Requirements	Nonconformity guide
<p>12.20 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>12.21 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>
<p>12.22 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>	<p>Major</p>
<p>12.23 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 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/cancelation 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>Critical</p>
<p>12.24 Departmental officers or 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>	<p>Critical</p>
<p>12.25 Departmental auditors or department approved auditors, must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p>	<p>Major or critical</p>
<p>12.26 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>	<p>Critical</p>
<p>12.27 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>	<p>Major or critical</p>

Table 12D General

Requirements	Nonconformity guide
<p>12.28 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 ○ Australian Business Number or Australian Company Number ○ postal address ○ email address ○ telephone number. 	Major or critical