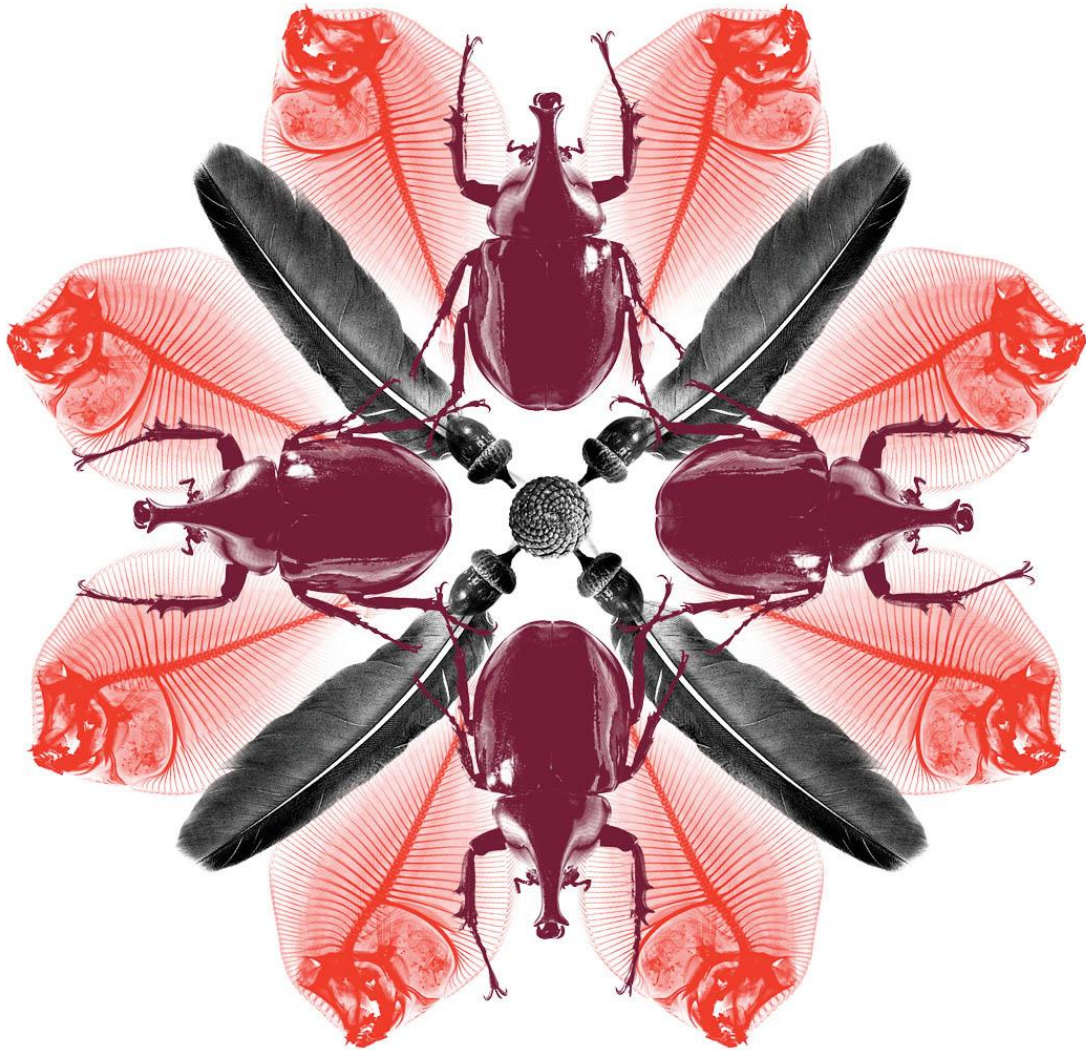


Approved Arrangements

For 7.7—Laboratory fish
Requirements—Version 3.0



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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.

Approved Arrangements: 7.7—Laboratory fish

Date	Version	Amendments	Approved by
9 May 2011	1.0	Revised document.	Co-regulation and support program
30 June 2013	1.1	Updated to reflect DAFF branding.	Industry Arrangements Reform program
2 May 2016	2.0	Updated departmental branding New template including nonconformity ratings Update to security criterion.	Approved Arrangements section
16 June 2016	3.0	Updated references to the department and the <i>Biosecurity Act 2015</i>	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 and Water Resources. Any references to contacting the department means contacting your closest regional office.

Further information on AAs, 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

Table 1 Purpose

Requirements	Nonconformity guide
1.1 Sites utilised for the purpose of holding live laboratory fish while undergoing a period of quarantine	Not applicable

Table 2 Site location

Requirements	Nonconformity guide
2.1 Applications for approval are required to be accompanied by details of the site proximity to salmonoid hatcheries, watercourses or areas subject to frequent flooding.	Major
2.2 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.	Not applicable

Table 3A Biosecurity area

Requirements	Nonconformity guide
3.1 Security measures must be in place that prevent access and removal of goods subject to biosecurity control by unauthorised persons.	Major
3.2 The fish holding capacity of the biosecurity area (biosecurity room) must be of a commensurate size with the proposed quantity of goods being handled and must be located within a secure lockable building, or within a building that is located in an area surrounded by a lockable person-proof security fence.	Major
3.3 The biosecurity area may share a building with other areas that are used for other purposes (including fish wholesale or retail activities), but the biosecurity area must be separate and not used as an access way to other parts of the building.	Major
3.4 The biosecurity area is not to be used for any purpose other than as a place for the performance of biosecurity. Sites shall not be utilised for other purposes, such as the general storage of fish tanks, for example.	Major
3.5 No animals other than fish and live fish food are permitted in the biosecurity area.	Major
3.6 Suitable protective footwear must be kept inside the biosecurity area. As a minimum, persons entering the biosecurity area must wear gumboots and preferably some type of water proof apron should be available. Prior to such items being removed, they must be disinfected in a manner acceptable to the department, which could include a footbath disinfection.	Major

Table 3B Biosecurity area (continued)

Requirements	Nonconformity guide
<p>3.7 The biosecurity area must comply with the following:</p> <ul style="list-style-type: none"> • windows must be fly screened to prevent the entry of insects • the floor to be constructed of concrete, tiles, or other impervious material to enable hose down and disinfection with retention of water and be sufficiently smooth with sufficient grade (grade applies to freshwater fish premises only) to drain to an approved septic tank, municipal sewerage or enclosed holding tank <p>Note: Waste water not draining to an approved septic tank or sewerage system must be collected in a holding tank and treated prior to release.</p> <ul style="list-style-type: none"> • Floor to wall junctions are to be effectively sealed or water proof coving provided at floor to wall junctions. Walls to be constructed of impervious materials and be sufficiently smooth to enable hose down and disinfection. Gaps and cracks in the walls, floor and ceiling to be effectively sealed • Lighting of sufficient intensity, to allow proper inspection of fish, must be provided. It may be necessary to provide supplementary lighting in the form of a hand held electric light (with a double insulated lead) if tanks are insufficiently illuminated • Floor drainage with an insertable plug or other mechanism to prevent accidental escape of fish or uncontrolled release of water. Drainage must be to an approved septic tank, municipal sewer or enclosed holding tank • Doors must have a self-closer to ensure it remains shut after entry, or there must be a self-closing insect proof screen door installed • Facilities must be provided for staff and biosecurity officers to wash their hands prior to leaving the biosecurity area. 	Major
<p>3.8 Fish holding tanks must:</p> <ul style="list-style-type: none"> • be identified with permanent placements of numbers or letters on the tanks • be fitted with lids or other suitable arrangements to prevent transmission of pathogens between adjacent tanks due to splash from the aeration/filter system, and to prevent fish escaping • be arranged in a manner which permits ready access for inspection purposes, including a minimum width of 75 cm for corridors between rows of tanks or tanks and walls • other than the fish, contain only sterilisable materials (e.g. plastic), provided that these materials do not interfere with fish inspection • have at least the front and sides transparent to provide good visibility, and be stacked for adequate viewing. 	Major
<p>3.9 Fish must be removed from the biosecurity area following their satisfactory completion of the quarantine period.</p>	Major

Table 3C Biosecurity area (continued)

Requirements	Nonconformity guide
3.10 A suitable wash-up trough must be located in the biosecurity area for cleaning and disinfection of equipment. A suitable draining rack must be provided for air drying of equipment. An approved disinfectant must be available at the wash-up trough.	Major
3.11 A designated refrigerator or deep freeze must be provided solely for the storage and preservation of dead fish. The refrigerator or deep freeze must be clearly identified as being for biosecurity use only and located within or close to the biosecurity area, if outside the biosecurity area it must be lockable.	Minor
3.12 Sites must have facilities for the sterilisation of equipment which comes in contact with fish or tank water during the quarantine period.	Major
3.13 Facilities must be available for proper disinfection of overseas water (and other waste water where necessary) to department approved standards.	Critical
3.14 Fish must be in department approved containers (usually glass tanks or jars).	Major
3.15 Additional standards (if applicable): <ul style="list-style-type: none"> • If a biosecurity officer provides approval for fish to remain in the biosecurity area after release from biosecurity control, these fish must meet biosecurity requirements while they remain in the biosecurity area. • Where separate consignments of freshwater fish share a water reticulation system, fish may only be approved for release from biosecurity control when the last consignment of fish to enter the system has satisfactorily completed its departmental requirements. • Where separate consignments of fish share a water reticulation system, then fish sharing the system may be subject to biosecurity risk management measures, (e.g. destruction, treatment or detention beyond the normal quarantine period) in the event that disease agents or pests of biosecurity concern are suspected. • Where the department has reason to believe at the end of the quarantine detention period that the fish still present an unacceptable risk of disease or pest introduction, fish may be kept in quarantine detention for further investigation, observation, treatment, testing or for any other purpose appropriate to the circumstances. If the risk cannot be effectively managed, destruction of the fish will be ordered. The cost associated with any of these measures will be borne by the importer. 	Major
3.16 The biosecurity area must be structurally separated from operations undertaken by legal entities other than the entity operating the AA site. The structure/barrier employed to provide the required separation must ensure security of goods subject to biosecurity control and prevent against access by unauthorised persons.	Major

Table 3D Biosecurity area (continued)

Requirements	Nonconformity guide
3.17 Access to the site must be through property owned, rented or leased by the Biosecurity Industry Participant (BIP) and must be available to biosecurity officers during normal business hours and at such time that fish are entering or leaving the site. The BIP must notify the department of the times when the site will be attended and any alterations to the regular hours.	Major

Table 4 Building and storage areas

Requirements	Nonconformity guide
4.1 Buildings and structures must be maintained in a state of good repair and be weatherproof. Wall and floor junctions must be sealed, or some other measure must be in place to ensure that vegetation does not grow into the building.	Major
4.2 Buildings, designated biosecurity areas and biosecurity inspection areas (including storage and receipt 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.	Minor
<p>4.3 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>	

Table 5 Inspection area

Requirements	Nonconformity guide
5.1 The biosecurity and inspection areas must allow for biosecurity officers to easily inspect goods without work health and safety risks.	Major

Table 6 Hygiene

Requirements	Nonconformity guide
<p>6.1 An effective pest 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 pests and diseases are likely to become established. As a minimum, this will require the sites 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, 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>6.2 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>	Minor

Table 7 Waste disposal

Requirements	Nonconformity guide
<p>7.1 The sterilisation of waste water (including overseas water) shall be in accordance with one of the following or an alternative method approved by the department:</p> <ul style="list-style-type: none"> • hypochlorite treatment: <ul style="list-style-type: none"> - water must pass through a department approved filter capable of removing suspended organic material prior to hypochlorite treatment - water must pass to a retention vessel where sufficient hypochlorite must be added to achieve a final concentration of at least 200 ppm. Sodium hypochlorite (bleach) should be used at 1.6 millilitres of hypochlorite solution (12.5 per cent available chlorine) per litre of water, while calcium hypochlorite powder (e.g. Pool Chlorine, 65 to 70 per cent available chlorine) should be used at 0.3 g of powder per litre of water - following addition of hypochlorite, waste water must be agitated for at least 10 minutes to ensure thorough mixing of hypochlorite and retained for a period of not less than one (1) hour - after the one (1) hour retention period, the chlorine in the waste water may be neutralised by adding sodium thiosulphate (photographic hypo) at a rate of 1.25 g (2.5 ml of 50 per cent sodium thiosulphate solution) per litre of treated waste water, then agitated for not less than 10 minutes before discharge • heat treatment: <ul style="list-style-type: none"> - water heating units must be approved by the department. These units shall be fitted with temperature and flow recorders and be able to heat water to 85°C for 30 minutes. 	Major or critical
7.2 The site must supply equipment required to carry out the disinfection of overseas water in accordance with the above procedure.	Major
7.3 Dead fish may only be disposed of as directed by the department.	Critical
7.4 Overseas water carrying live freshwater ornamental finfish must be disinfected prior to disposal.	Critical

Table 7B Waste disposal (continued)

Requirements	Nonconformity guide
<p>7.5 Waste disposal:</p> <ul style="list-style-type: none"> • freshwater ornamental finfish: waste water (other than overseas water), discharged from the biosecurity area must enter directly to an approved septic tank, municipal sewerage system or may be sterilised as described under waste disposal in the standard. Where waste water is sterilised it may be discharged elsewhere, provided that it does not flow directly into natural waterways • marine ornamental finfish: waste water (including overseas water), discharged from the biosecurity area must enter directly to an approved septic tank, municipal sewerage system or may be sterilised as described under waste disposal in the standard. Sterilised waste water must not be discharged directly into natural waterways. 	<p>Critical</p>
<p>7.6 The disinfection of equipment shall be in accordance with the following procedures:</p> <ul style="list-style-type: none"> • Tanks and tank equipment must be thoroughly cleaned and disinfected with hypochlorite solution at 200 ppm concentration for five (5) minutes, or with an iodophore containing iodine for five (5) minutes, or by other department approved disinfection procedures before removal from the biosecurity area. • Filter material must be disposed of by incineration, deep burial (by a department-approved company) or other department-approved method. 	<p>Major</p>
<p>7.7 Wet bags, boxes and cartons must be either disinfected or disposed of by a department approved method.</p>	<p>Major</p>

Table 8A Work practices

Requirements	Nonconformity guide
<p>8.1 Packaging utilised to transport live overseas fish must comply with the following procedures:</p> <ul style="list-style-type: none"> • damaged bags, damaged polystyrene boxes and cartons that are wet or contaminated with overseas water must be either incinerated (at a department approved site) or disinfected by a department approved method prior to disposal • imported bags and polystyrene boxes containing leaked overseas water, which are in good condition may be reused provided they are first disinfected by a department approved method • boxes and cartons which are free of overseas water may be reused without disinfection. 	Major
8.2 Each tank of freshwater ornamental finfish must only contain a single fish species and be kept separate and isolated from fish from other shipments.	Major
8.3 Nets and other equipment must be disinfected in the biosecurity area by a method approved by the department before being used for other consignments of fish.	Minor
8.4 Equipment, footwear and protective clothing used in the biosecurity area must be restricted to this site. Equipment can only be removed from the biosecurity area after it has been disinfected in a manner approved by the department.	Major
8.5 Fish found dead on arrival or that die during the quarantine period must be placed in labelled plastic bags as soon as possible and preserved (in a refrigerator or freezer) for examination by a biosecurity officer. Information on labels must identify the tank number. Dead fish must be held for inspection by a biosecurity officer.	Major
8.6 Equipment that has been in contact with dead fish must be disinfected before re-use.	Major
8.7 Freshwater ornamental finfish must be transferred by net to new water in the biosecurity area and the overseas water must be subjected to a department approved disinfection treatment.	Major
8.8 Each tank of marine ornamental finfish may contain different species but only from the same shipment.	Major
8.9 A standard Tank Record Sheet must be maintained for each tank.	Minor
8.10 Nets, tanks and other equipment must be disinfected prior to removal from the biosecurity area.	Major or critical

Table 8B Work practices (continued)

Requirements	Nonconformity guide
<p>8.11 Staff and visitors must leave their footwear outside the biosecurity area, and use separate footwear or use disposable overshoes within the biosecurity area, or use a footbath on entry and exit. The footwear standards must comply with one of the following:</p> <ul style="list-style-type: none"> • suitable protective footwear must be kept inside the biosecurity area (street footwear left outside the biosecurity area). Prior to protective footwear being removed from the biosecurity area, they must be cleaned in an approved disinfectant such as Betadine (5 per cent solution) • Disposable overshoes used provided they are destroyed after use by deep burial, incineration or autoclave at a department approved site • A footbath containing a suitable disinfectant such as Hypochlorite or Betadine or other department approved disinfectant. The bath must be routinely replenished for adequate disinfection, a record of bath maintenance maintained and a sign stating 'Footwear must be immersed in footbath on entry to and exit from site' appropriately displayed. 	Major
<p>8.12 Waste water disposals must be by a method approved by the department and must not flow directly into natural waterways.</p>	Critical
<p>8.13 Filter material must be disinfected prior to removal from the biosecurity area or disposed of by incineration or deep burial (at a department-approved site).</p>	Major
<p>8.14 Staff and visitors who have had contact with water or fish must wash their hands with soap and water prior to exiting the biosecurity area.</p>	Minor
<p>8.15 Any unusual levels of mortality or unusual signs of disease/pest (levels of mortality or illness above that normally observed in imported fish) must be reported to the department immediately.</p>	Major
<p>8.16 Drug/chemical treatment of fish must have departmental approval and be recorded on Tank Record Sheets. Approval of requests for on-going prophylactic or therapeutic treatments will be considered by the department, taking into account the need to ensure that exotic disease agents are not inadvertently released from biosecurity. Any treatments may result in the extension of quarantine detention or other measures as deemed necessary by the department.</p>	Critical
<p>8.17 The importer must ensure that no fish leave the biosecurity area under any circumstances without departmental approval, excepting dead fish moved to a nearby lockable refrigerator or freezer.</p>	Critical
<p>8.18 On completion of quarantine, freshwater fish are to be transferred by net into clean water prior to removal from the biosecurity area.</p>	Major

Table 9 Office and record requirements

Requirements	Nonconformity guide
9.1 Records (electronic or manual) of goods subject to biosecurity control imported through the site must be maintained (these can be commercial documents).	Minor
9.2 A corresponding departmental Tank Record Sheet shall be maintained for each consignment/shipment and must be kept up to date.	Minor
9.3 Unusually high mortalities or incidence of disease must be reported to a biosecurity officer immediately. Dead fish may only be disposed of in accordance with biosecurity directions given at the time.	Major
9.4 A biosecurity entry must be kept for each consignment.	Major
9.5 Prophylactic or therapeutic treatments of fish must be recorded on the Tank Record Sheet.	Major
9.6 Overseas and waste water treatment, filter disposal, and footbath maintenance must be recorded on the Biosecurity Treatment and Disposal Record Sheet or in a logbook. Where waste water treatment, filter disposal and footbath maintenance is recorded in a logbook the minimum details required are those on the Biosecurity Treatment and Disposal Record Sheet.	Major
9.7 Office and general site requirements must provide the department with the confidence that applicable work health and safety standards have been met, this is achieved by: <ul style="list-style-type: none"> • providing 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) • providing vehicle parking for visiting biosecurity officers (Note: this may require department identified parking or providing a parking permit) • ensuring adequate security for any departmental technical equipment left on the sites • providing 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 - suitable arrangements to ensure amenities are clean. 	Minor
9.8 The Tank Record Sheet must display: biosecurity entry number, tank number, number and species of fish in tank, exporter identification details including country of export, importers name, number and date of arrival, consignment or airway bill number, fish dead on arrival, details of any observed disease conditions and number of sick fish, daily record of number of fish deaths in tank, details of any treatments given, disposal details, disinfection details, signature of authorising biosecurity officer and date released, and number of fish released.	Major

Table 10 Administration

Requirements	Nonconformity guide
<p>10.1 Department instructions and relevant department Import Permit conditions must be complied with. Where goods are handled for a third party, it is a requirement of approval that Biosecurity Industry Participants (BIP) have an arrangement in place that ensures they are aware of any relevant permit conditions.</p>	<p>Major</p>
<p>10.2 To ensure conformation to the site requirements, the department must be notified in writing, at least 15 working days prior to any:</p> <ul style="list-style-type: none"> • alterations to site management arrangements • modification to, or closure of, biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with. 	<p>Major</p>
<p>10.3 Applications are to be accompanied by scale drawings of the proposed area and biosecurity storage, treatment/processing sites including parking for biosecurity officers. In the case of new constructions these plans must be approved before any construction is undertaken</p>	<p>Major</p>

Table 11A General

Requirements	Nonconformity guide
11.1 Goods subject to biosecurity control must be maintained and processed at an AA site appropriate for the biosecurity risk associated with the items.	Major or critical
11.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant AA class.	Minor, major or critical
11.3 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
11.4 Goods subject to biosecurity control must be maintained and processed in accordance with an Import Permit	Minor, major or critical
11.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
11.6 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>11.7 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
11.8 The standard of hygiene at the AA site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
11.9 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 AA requirements, import conditions and departmental directions.	Major or critical

Table 11B General (continued)

Requirements	Nonconformity guide
<p>11.10 Goods subject to biosecurity control are not permitted to be moved outside an AA site except for the purpose of:</p> <ul style="list-style-type: none"> moving directly and securely to another AA site, of the appropriate AA class, with prior written approval from the department 	
<ul style="list-style-type: none"> moving directly and securely to an AA 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 	Critical
<ul style="list-style-type: none"> transport of biosecurity waste by a department approved waste transport company (operating under an AA for biosecurity waste transport). <p>If the items are being transported by a non-accredited person (e.g. a truck driver), the forwarding Biosecurity Industry Participant (BIP) must ensure that this person is made aware of the conditions relating to the transport of the items.</p>	Major
<p>11.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an AA site, inadvertently or deliberately, without prior written direction or approval from the department.</p>	Critical
<p>11.12 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>11.13 Persons performing the function of an accredited person must have successfully completed the department's approved training to obtain and maintain accredited person status.</p>	Major
<p>11.14 Records must be maintained of accredited persons.</p>	Minor
<p>11.15 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>11.16 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the AA site.</p>	Minor or major

Table 11C General (continued)

Requirements	Nonconformity guide
11.17 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):	
<ul style="list-style-type: none"> • declaration/entry number • Import Permit number • Air Waybill or Bill of Lading number • date of receipt • processing (including inspection, treatment, testing) 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
11.18 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.	Major
11.19 A contingency plan must be in place to manage unexpected events that threaten to compromise the biosecurity integrity of the AA site. Unexpected events include:	
<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
11.20 Ceasing or transferring operations. The department must be informed, in writing, at least 15 working days prior to intended:	Major
<ul style="list-style-type: none"> • closure of a current AA site 	
<ul style="list-style-type: none"> • relocation of the business, including the AA class function 	
<ul style="list-style-type: none"> • ceasing of operation as a AA site. <p>Any goods subject to biosecurity control that remain at the AA site must be treated or destroyed in accordance with a department approved method or transferred to another AA site with prior approval from the department. The BIP will be liable for associated costs.</p>	Critical
11.21 If there is any doubt as to whether goods:	Major
<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>	

Table 11D General (continued)

Requirements	Nonconformity guide
<p>11.22 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:</p> <ul style="list-style-type: none"> • 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> • debt to the 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 Criminal Code or the <i>Crimes Act 1914</i> • refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or AA under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>. 	Critical
<p>11.23 Biosecurity officers, biosecurity enforcement officers and department-approved auditors must be provided access to the AA 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>11.24 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>	Major or critical
<p>11.25 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>11.26 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.</p>	Major or critical