

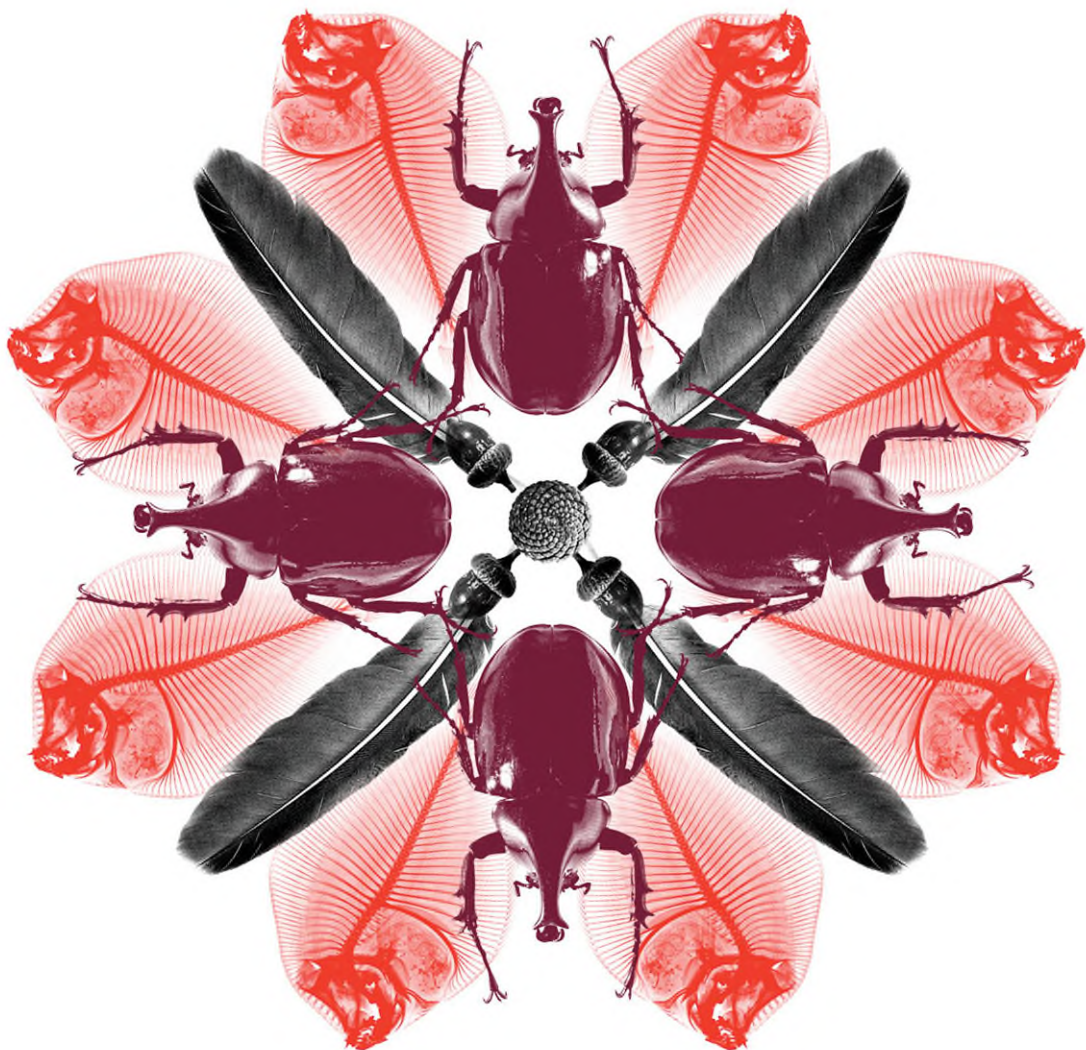


Australian Government
**Department of Agriculture,
Water and the Environment**

Approved Arrangement

8.1 - incineration 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
6 May 2014	1.2	Updated to refine wash bay requirements.	Approved Arrangements section
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
09 October 2017	4.0	<ul style="list-style-type: none"> • Updated template – accessibility • amalgamated requirements of class 10.4 • added <ul style="list-style-type: none"> – site map requirement (table 12) – general requirement 27 (table 13) • updated <ul style="list-style-type: none"> – security requirements (table 3) – general requirements (1, 4, 7, 14 & 18) (table 13) • amalgamated biosecurity area and inspection area (table 4) • removed <ul style="list-style-type: none"> – calibration requirements – duplication with general requirements 	Approved Arrangements section
1 December 2021	4.0	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.

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 approved arrangement 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 *Approved Arrangements 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 requirement 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 Arrangements General Policies*.

Approved arrangements requirements

Table 1 Purpose

Requirements	Nonconformity guide
<p>1.1 Class 8.1 approved arrangement sites are utilised for incineration of biosecurity waste to irreducible ash.</p> <p>Incineration is specified as a department-approved treatment option for biosecurity waste in various other approved arrangement class condition documents. The biosecurity risks mitigated by incineration vary according to the biosecurity waste material received at class 8.1 approved arrangement sites and includes various:</p> <ul style="list-style-type: none"> • plant pests and diseases associated with imported plants and imported goods that are made of or contain plant material • animal pests and diseases associated with imported animals and imported goods that are made of or contain animal material • aquatic animal diseases associated with 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. <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 Scope

Requirements	Nonconformity guide
2.1 The sites are not approved for any other biosecurity operations, except where the site has separate approval under another approved arrangement class.	N/A
2.2 Biosecurity waste to be disposed of by incineration at the biosecurity industry participant's site must be securely contained and handled in a manner that prevents the escape of pests and diseases of biosecurity concern.	Major or critical

Table 3 Security

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 Biosecurity areas must display a sign to effectively convey that status.	Minor or major
<p>3.3 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>	Minor
3.4 The biosecurity area must be within a secure lockable building or enclosure or within an area that is located in an area surrounded by a lockable person-proof security fence.	Critical

Table 4 Biosecurity area

Requirements	Nonconformity guide
4.1 The biosecurity areas must allow for biosecurity officers to easily inspect goods without work health and safety risks.	Major
4.2 The biosecurity areas must be maintained in a state of good repair and be weather-proof. Wall and floor junctions must be sealed.	Major
4.3 The 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.	Major
4.4 The biosecurity area must have an impervious floor, which is in good condition, and free of major cracks.	Major
4.5 The biosecurity area floor must drain to a central/end floor drain into a solids trap that is connected directly sewer.	Major
4.6 Where the site is not connected to sewer, liquid waste must be filtered (100 micron) before treatment by a department approved method prior to disposal.	Major
4.7 Biosecurity waste must be stored in such a manner as to ensure it is stored to a maximum of 2.5m high.	Major
4.8 The biosecurity area must be sufficiently isolated from the main thoroughfare and clearly defined by either/or a painted yellow line on the floor or a separate cool room.	Minor
4.9 Biosecurity waste must be kept refrigerated at 4° C or below where it cannot be disposed of by a department approved method within: <ul style="list-style-type: none"> • non-perishable waste - 21 days of being generated • perishable waste - 48 hours of being generated. 	Critical
4.10 Biosecurity waste must not be stored for more than 90 days of being generated.	Major
4.11 Records must be maintained which indicate the storage time and temperature for all biosecurity waste.	Major

Table 5 Hygiene

Requirements	Nonconformity guide
<p>5.1 An effective pest control system must be in place to ensure that approved arrangement 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 approved arrangement 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, periodic inspection, baits and/or traps a site plan with numbered bait stations if applicable, contract details. 	Major
<p>5.2 Equipment used to handle biosecurity waste prior to treatment must be thoroughly cleaned and disinfected daily. If equipment is to be used for material other than biosecurity waste it must be cleaned and disinfected prior to that operation taking place. A department-approved disinfectant must be used.</p>	Major
<p>5.3 Spillage of biosecurity waste must be immediately and thoroughly collected and the area of the spillage disinfected by a thorough application of a department-approved disinfectant.</p>	Major or critical
<p>5.4 Sufficient bins/containers of an appropriate size labelled: Biosecurity Waste, are to be provided for loose items, residues, spillages or material of biosecurity concern. Such bins/containers must have lids that remain closed and are to be emptied and, if required, disinfected in accordance with any provisions set by the department.</p>	Major or critical
<p>5.5 Major spillage or loss of biosecurity waste is to be immediately reported to the department. A major spillage is classified as a spillage of biosecurity waste outside the confines of an approved arrangement site, which can be accessed by the general public, which cannot be readily cleaned up within fifteen minutes.</p>	Critical
<p>5.6 Receptacles used in the storage of untreated biosecurity waste must be:</p> <ul style="list-style-type: none"> thoroughly cleaned and disinfected prior to use with non-biosecurity waste. washed in an approved wash bay at an approved arrangement site cleaned with a department-approved disinfectant. 	Major
<p>5.7 Measures must be in place to prevent the loss of biosecurity waste (by wind, birds, vermin, feral animals, etc.) at the time of unloading, treatment and/or storage.</p>	Major

Table 6 Biosecurity cold storage facility

Requirements	Nonconformity guide
<p>Where there are biosecurity cold storage facilities at the approved arrangement site the following applies.</p>	N/A
<p>6.1 A system for adequately and accurately recording temperatures (e.g. thermograph) must be in place. These records must be available for inspection by a biosecurity officer upon request.</p>	Major
<p>6.2 Cool rooms used for the storage of biosecurity waste must maintain a constant temperature of 4 degrees Celsius.</p>	Major

Table 7 Treatment facilities

Requirements	Nonconformity guide
<p>7.1 Airborne particles derived from shredding/grinding/ hammermill operations must be contained to eliminate escape into the environment.</p>	Major
<p>7.2 Instances where the treatment process fails to achieve irreducible ash must be investigated and re-treatment of the biosecurity waste must be performed.</p>	Critical

Table 8 Wash bays

Requirements	Nonconformity guide
<p>8.1 The wash bay must be constructed in accordance with the following requirements:</p> <ul style="list-style-type: none"> • a floor constructed of non-porous concrete • splash walls on three sides to a minimum of 1.5 m high (constructed of corrosion resistant and non-absorbent material) • splash walls are to be affixed inside coving at wall to floor junctions • the floor must drain to a central/end floor drain into a soil trap which is connected directly to a sewerage system or to another waste water disposal system approved by the department. There must be no trade waste diversion valves and any connection to sewerage must be approved by the local council • drains and tanks must be covered, and sewerage/drainage lines must be protected from physical damage. 	Major
8.2 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.	Major
8.3 The areas immediately adjacent to the wash bay or cabinet should have an impermeable surface. If the area surrounding the wash pad has vegetation, the department will arrange regular checks of the surrounding areas for introduced weed species (at cost to premises owner).	Minor or major
8.4 Wash down areas must be located at the site for the cleaning of transport vehicles, biosecurity waste bins or compactors. The wash down area must be commensurate with the size of proposed cleaning handled by the site.	Critical
8.5 The wash down area may be all or part of a treatment area or separate structure.	Minor
8.6 Solids and residues from the trap or filter are biosecurity waste and must be disposed of in a department approved manner.	Critical

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 and are to be emptied.	Major or critical
9.2 Solids and residues from the trap or filter are biosecurity waste and 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

Table 10 Operating requirements

Requirements	Nonconformity guide
10.1 Chutes and equipment used to transport material subject to biosecurity control must be constructed to ensure that spillage of residues is minimised (e.g. ensuring that chutes and augers/belts/conveyors are completely covered).	Major
10.2 The incineration equipment must have a mechanism (e.g. a mechanical alarm or procedure) that enables operators to determine when there has been a system failure during an incineration process.	Critical

Table 11 Office and record requirements

Requirements	Nonconformity guide
<p>11.1 Records for each biosecurity waste treatment cycle must be maintained and need to include:</p> <ul style="list-style-type: none"> • description (galley and cabin waste, dunnage, etc.) • transport details <ul style="list-style-type: none"> - date received - transporter details (Delivery company name, truck registration number) • treatment details <ul style="list-style-type: none"> - quantity - volume/weight - treatment - date and time • whether irreducible ash was achieved • if treatment fails, acknowledge subsequent re-treatment <ul style="list-style-type: none"> - reason - date and time • major spillage or loss: <ul style="list-style-type: none"> - reason - date and time - whether reported to the department - name - date and time • accredited persons responsible for treatment: <ul style="list-style-type: none"> - name - signature - date • waste waste receptacles <ul style="list-style-type: none"> - name of person cleaning waste receptacles 	Major
<p>11.2 The biosecurity industry participant must:</p> <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

Table 12 Administration

Requirements	Nonconformity guide
<p>12.1 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.</p>	Minor or major
<p>12.2 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.</p>	Major

Table 13A General

Requirements	Nonconformity guide
13.1 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
13.2 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
13.3 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
13.4 Goods subject to biosecurity control must be maintained and processed in accordance with an import permit (if applicable).	Minor, major or critical
13.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
13.6 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
13.7 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. <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
13.8 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
13.9 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
13.10 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). <p>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.</p>	Critical Major
13.11 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
13.12 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 13B General (continued)

Requirements	Nonconformity guide
<p>13.13 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>13.14 Persons performing the function of an accredited person must have successfully completed accreditation training.</p>	Major
<p>13.15 Records must be maintained of accredited persons.</p>	Minor
<p>13.16 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>13.17 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>13.18 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>13.19 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>13.20 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 13C General (continued)

Requirements	Nonconformity guide
<p>13.21 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>13.22 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 Quarantine Act 1908 or the Biosecurity Act 2015. 	Critical
<p>13.23 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>13.24 Departmental officers or department approved auditors, must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p>	Major or critical
<p>13.25 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>13.26 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>13.27 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