

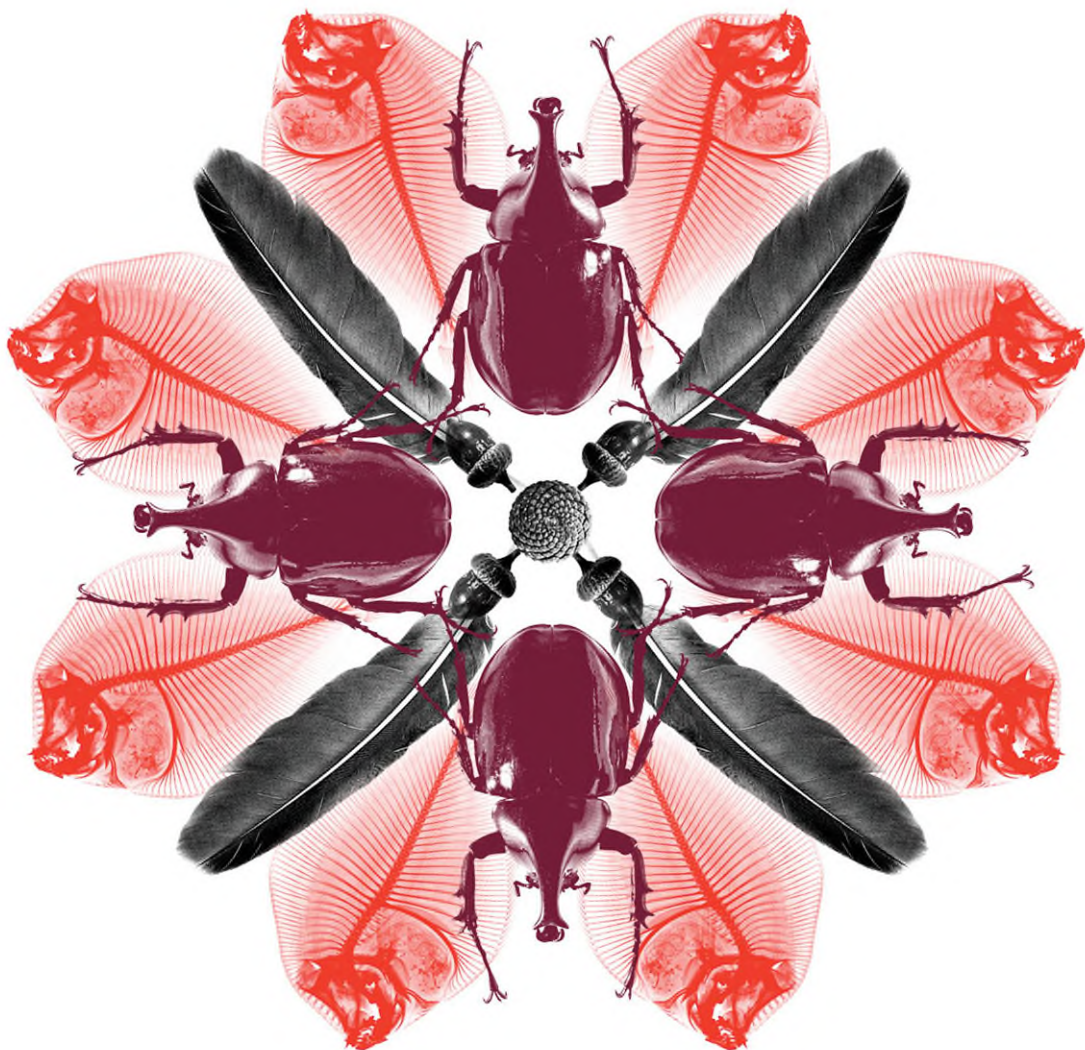


**Australian Government**  
**Department of Agriculture,  
Water and the Environment**

# **Approved Arrangement**

## **8.2 – burial of biosecurity waste 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	New template to include.	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"> <li>• Updated template – accessibility</li> <li>• amalgamated class 10.3 requirements.</li> <li>• updated <ul style="list-style-type: none"> <li>– security requirements (table 4)</li> <li>– burial site requirements (table 5)</li> <li>– clarified compaction must occur (table 6)</li> <li>– waste log sheet requirements (table 8)</li> <li>– general requirements (1, 4, 7, 14 &amp; 18) (table 10).</li> </ul> </li> <li>• moved wash bay requirements (table 6)</li> <li>• removed duplication with general requirements.</li> <li>• replaced location survey data with GPS or measurement data (table 5)</li> <li>• added <ul style="list-style-type: none"> <li>– temporary signage requirement (table 4)</li> <li>– general requirement 27 (table 10).</li> </ul> </li> </ul>	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 means 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](http://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 arrangement requirements

**Table 1 Purpose**

Requirements	Nonconformity guide
<p>1.1 Class 8.2 approved arrangement sites are utilised for burial of biosecurity waste.</p> <p>Burial is specified as a department-approved treatment option for biosecurity waste in various other approved arrangement class condition documents. The biosecurity risks mitigated by burial vary according to the biosecurity waste material received at class 8.2 approved arrangement sites and includes various:</p> <ul style="list-style-type: none"> <li>• plant pests and diseases associated with imported plants and imported goods that are made of or contain plant material</li> <li>• animal pests and diseases associated with imported animals and imported goods that are made of or contain animal material</li> <li>• aquatic animal diseases associated with imported aquatic animals and imported goods that are made of or contain aquatic animal material</li> <li>• 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.</li> </ul> <p>Information on biosecurity import conditions and biosecurity risks for imported goods, containers, other cargo and arriving vessels is available on the <a href="#">department's website</a>.</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

**Table 3 Site location**

Requirements	Nonconformity guide
3.1 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.	N/A

**Table 4 Security**

<b>Requirements</b>	<b>Nonconformity guide</b>
4.1 Security measures must be in place that 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
4.3 Where permanent biosecurity signs are used they must: <ul style="list-style-type: none"> <li>• be securely affixed</li> <li>• be durable</li> <li>• be prominently displayed and able to be clearly read by persons approaching the area at all times</li> <li>• have black lettering on yellow background</li> <li>• 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.</li> </ul> <p>Note: Where new signs are being produced, they should use biosecurity not quarantine.</p>	Minor
4.4 Where permanent biosecurity signs are not used temporary A-frame signs are to be placed at the biosecurity burial sites: <ul style="list-style-type: none"> <li>• prior to the arrival of biosecurity waste at the site</li> <li>• during the performance of the burial and covering process</li> <li>• until the waste transport vehicle has left the site.</li> </ul> <p>These signs must be:</p> <ul style="list-style-type: none"> <li>• professionally made</li> <li>• be prominently displayed and able to be clearly read by persons approaching the area at all times</li> <li>• have black lettering on yellow background</li> <li>• 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.</li> </ul> <p>Note: Where new signs are being produced, they should use biosecurity not quarantine.</p>	Minor or major

**Table 5 Burial site**

<b>Requirements</b>	<b>Nonconformity guide</b>
5.1 The site, where the biosecurity waste has been buried, must not be disturbed or re-exposed after burial.	Critical
5.2 The location of the deep burial site must be recorded using GPS coordinates or by marking burial plots on the site plan.  Where GPS coordinates of burial site boundaries are not taken operators must stake plot perimeters to enable measurement to site boundaries and adjacent burial plots. Measured distances should be identified on site plans.	Major

**Table 6 Operating requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
6.1 Waste which comes into contact with biosecurity waste must be treated as biosecurity waste.	Major
6.2 The burial site must be prepared prior to delivery of biosecurity waste.	Major
6.3 Biosecurity waste must be dumped directly into the prepared burial site.	Critical
6.4 Once dumped, biosecurity waste must be immediately covered with at least 2 m of non-biosecurity waste material.	Critical
6.5 Once covered by at least 2 m of non-biosecurity waste material, the site must be compacted.	Critical
6.6 Machinery must be available for immediate excavation and covering of the biosecurity waste and compacting of the burial site.	Critical
6.7 Machinery must not be directly driven over uncovered biosecurity waste.	Critical
6.8 Equipment must be available to wash down and decontaminate the waste transport vehicle or receptacle at the actual burial location immediately after dumping biosecurity waste. This must consist of an initial wash down with water, followed by rinsing with a department approved disinfectant.	Major
6.9 The department must be contacted in any instance where the above requirements for the burial of biosecurity waste cannot be met, prior to any action being taken.	Major

**Table 7 Hygiene**

<b>Requirements</b>	<b>Nonconformity guide</b>
7.1 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.	Major
7.2 Measures must be in place to prevent the loss of biosecurity waste at the time of burial including covering and compaction (by wind, birds, vermin, feral animals, etc.).	Major or critical



**Table 8 Office and record requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
8.1 A burial biosecurity waste log sheet must be fully completed and kept for every consignment of waste.	Major
8.2 The burial biosecurity waste log sheet must include transport details: <ul style="list-style-type: none"> <li>• vehicle registration number</li> <li>• collection point – name</li> <li>• delivery company – name</li> <li>• name and signature of driver.</li> </ul>	Major
8.3 The burial biosecurity waste log sheet must include biosecurity waste details: <ul style="list-style-type: none"> <li>• volume/weight</li> <li>• delivery – date and time</li> <li>• site preparation – date and time</li> <li>• site coverage – date and time</li> <li>• site compaction – date and time</li> <li>• GPS location of burial site</li> <li>• burial depth</li> <li>• name and signature of the person completing the log sheet</li> <li>• date the log sheet was completed.</li> </ul>	Major
8.4 The biosecurity industry participant must: <ul style="list-style-type: none"> <li>• 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)</li> <li>• provide vehicle parking for visiting biosecurity officers (note: this may require department identified parking or providing a parking permit)</li> <li>• ensure adequate security for any departmental technical equipment left on the site</li> <li>• provide access and the availability of: <ul style="list-style-type: none"> <li>– a desk, chair and a telephone with direct outside call access</li> <li>– toilet facilities</li> <li>– hand washing facilities and a hygienic means of drying hands</li> <li>– clean amenities.</li> </ul> </li> </ul>	Minor or major

**Table 9 Administration**

<b>Requirements</b>	<b>Nonconformity guide</b>
9.1 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

**Table 10A General**

<b>Requirements</b>	<b>Nonconformity guide</b>
10.1 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
10.2 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
10.3 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
10.4 Goods subject to biosecurity control must be maintained and processed in accordance with an import permit (if applicable).	Minor, major or critical
10.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
10.6 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
10.7 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"> <li>domestic items including imported items that have been released from biosecurity control</li> <li>the Australian environment.</li> </ul> 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
10.8 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
10.9 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
10.10 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"> <li>moving directly and securely to another approved arrangement site, of the appropriate approved arrangement class, with prior written approval from the department</li> <li>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</li> <li>transport of biosecurity waste by a department approved waste transport company (operating under an approved arrangement for biosecurity waste transport).</li> </ul> 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
10.11 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
10.12 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 10B General (continued)**

Requirements	Nonconformity guide
<p>10.13 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"> <li>• visually verify for themselves that the items are being handled in accordance with the department's requirements</li> <li>• communicate immediately and effectively with the persons being supervised.</li> </ul>	Major
<p>10.14 Persons performing the function of an accredited person must have successfully completed accreditation training.</p>	Major
<p>10.15 Records must be maintained of accredited persons.</p>	Minor
<p>10.16 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>10.17 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>10.18 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"> <li>• declaration/entry number</li> <li>• import permit number</li> <li>• Air Waybill or Bill of Lading number</li> <li>• date of receipt</li> <li>• country of origin</li> <li>• processing (including inspection, treatment, testing) details</li> <li>• movement details</li> <li>• release from biosecurity control</li> <li>• disposal details</li> <li>• storage location</li> <li>• accredited person responsible for the items.</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Minor</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> </ul>
<p>10.19 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"> <li>• appearance of pests or symptoms of disease</li> <li>• structural damage (due to storms etc.)</li> <li>• unauthorised removal of goods subject to biosecurity control</li> <li>• spillages of goods subject to biosecurity control</li> <li>• sudden unavailability of an accredited person.</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Minor</li> </ul>
<p>10.20 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"> <li>• closure of a current approved arrangement site</li> <li>• relocation of the business, including the approved arrangement class function</li> <li>• ceasing of operation as a approved arrangement site.</li> </ul> <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 10C General (continued)**

Requirements	Nonconformity guide
<p>10.21 If there is any doubt as to whether goods:</p> <ul style="list-style-type: none"> <li>• are subject to biosecurity control</li> <li>• remain subject to biosecurity control</li> <li>• become subject to biosecurity control</li> </ul> <p>then the goods must be handled in accordance with requirements for goods subject to biosecurity control.</p>	Major
<p>10.22 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"> <li>• 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></li> <li>• 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></li> <li>• 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>.</li> </ul>	Critical
<p>10.23 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>10.24 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>10.25 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>10.26 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>10.27 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"> <li>• persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement</li> <li>• biosecurity industry participant details, including: <ul style="list-style-type: none"> <li>- entity name</li> <li>- ABN or ACN</li> <li>- postal address</li> <li>- email address</li> <li>- facsimile number</li> <li>- telephone number.</li> </ul> </li> </ul>	Major or critical