



## Class 5 and 7 containment level 2 approved arrangement site Decommission checklist

This checklist is to be used by Biosecurity Industry Participants, who operate under the class: 95.1, 95.2, 95.3 and 95.4 classified as PC2 facility or 5 and 7 containment level 2 requirements (BC or BIC requirements), when decommissioning their approved arrangements sites.

<b>Legal entity name</b>	
<b>Approved arrangement reference number</b>	
<b>Physical address</b>	
<b>Person who completed this checklist</b>	

### Decommission processes and completion schedule

The following steps must be followed to undertake the refurbishment or decommissioning of an approved arrangement site in accordance with the Department of Agriculture and Water Resources requirements:

- a submission must be provided to the department detailing the schedule for completion of the listed processes
- detailed procedures for completion of each step must be outlined in the submission
- documentary evidence of the completion of each step must be kept for audit purposes.

#### **Transfer or destroy (by an approved method) all material subject to biosecurity control.**

If transfer of any goods subject to biosecurity control to another approved arrangement site is required:

- a transport plan detailing how the goods will be taken from the site to the new site. This plan will need to be submitted to [Audit Services](#) for assessment. The plan needs to ensure the following requirements are met:
  - the name of the Biosecurity Industry Participant or Accredited Person responsible for the transfer
  - the name and approved arrangements reference number for the receiving approved arrangement site
  - transport company name (if applicable)
  - the transport route is the most direct route between the two sites,
  - the route taken is on sealed roads only, and
  - what will happen in the event of an accidental spill of the goods subject to biosecurity and what equipment will be used?
  - method of containment to prevent exposure to the external environment



<ul style="list-style-type: none"> <li>○ procedures to ensure that the driver is made aware of the conditions relating to the movement of goods</li> <li>○ contingency plan for transportation</li> <li>○ the records that will be kept including: <ul style="list-style-type: none"> <li>▪ date and time goods left old site and arrived at new site</li> <li>▪ type of goods transferred</li> <li>▪ quantity</li> <li>▪ date of transfer</li> <li>▪ transport provider</li> <li>▪ transfer must be to an approved arrangements site of a containment level equal to or higher than required</li> <li>▪ in higher risk circumstances the department may require the transport process to be carried out under direct departmental supervision.</li> </ul> </li> </ul> <p>Refer to the driver and Accredited Persons checklist can be found on the department's website (under question: What if I need to move goods subject to biosecurity control from one approved arrangements site to another approved arrangements site?). Transport paths (including maps) to be provided Where goods subject to biosecurity are to be destroyed (now biosecurity waste) – this must be carried out using an approved method. See biosecurity waste section below.</p>	
<p><b>Biosecurity signage removed</b></p> <p>Remove biosecurity signage once the goods subject to biosecurity control have been removed from the site.</p>	<input type="checkbox"/>
<p><b>Old facility cleaned and disinfected</b></p> <ul style="list-style-type: none"> <li>● remove and destroy (as described in biosecurity waste below): <ul style="list-style-type: none"> <li>○ absorbent surfaces e.g. carpet</li> <li>○ pest bait stations and other pest traps/deterrents</li> <li>○ waste including animal bedding, drain trap waste and dunnage</li> </ul> </li> <li>● disinfect: <ul style="list-style-type: none"> <li>○ surfaces <ul style="list-style-type: none"> <li>▪ benches</li> <li>▪ cabinetry</li> <li>▪ framing</li> <li>▪ shelving</li> <li>▪ other exposed surfaces</li> </ul> </li> <li>○ floors</li> <li>○ doors</li> <li>○ windows</li> <li>○ walls</li> </ul> </li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>○ ceilings <ul style="list-style-type: none"> <li>▪ ceiling tiles to be washed</li> <li>▪ acoustics bags to be washed, autoclaved or deep buried</li> </ul> </li> <li>○ ventilation openings</li> <li>○ fume cupboards and cabinets <ul style="list-style-type: none"> <li>▪ fume cupboards</li> <li>▪ recirculating fume cupboards</li> <li>▪ Biological Safety Cabinet</li> </ul> </li> <li>○ fridges/freezers/cool rooms/storage rooms</li> <li>○ animal pens and cages</li> <li>○ drain traps</li> <li>○ equipment used within facility that is to be reused (autoclaving can be used – 121° C (core temperature) for 15 minutes or 121° C for 30 minutes where core temperature is not measured. Where 15 minute autoclaving time is used, the Biosecurity Industry Participant must specify how the core temperature was reached and how this temperature was recorded).</li> </ul> <p><b>Note:</b> Cleaning and disinfectant waste is to be considered and disposed of as biosecurity waste.</p>	
<p><b>Biosecurity waste to be destroyed (e.g. autoclaving) on site or removed and destroyed</b></p> <p>Biosecurity waste can only be transported and handled by an approved waste transport provider. Where biosecurity waste is to be destroyed – this must be carried out using an approved method. Approved methods include:</p> <ul style="list-style-type: none"> <li>• as stated in Import Permit conditions</li> <li>• high temperature incineration (approved facility)</li> <li>• deep burial (approved facility)</li> <li>• autoclaving</li> <li>• municipal sewerage system – biosecurity waste water only.</li> </ul> <p><a href="#">Audit Services</a> can assist you to locate approved waste facility providers.</p>	<input type="checkbox"/>
<p><b>Records Management</b></p> <ul style="list-style-type: none"> <li>• records to be available for inspection up to 18 months from the date of decommission</li> <li>• arrange appropriate storage for biosecurity control related records. Records are to be available within 48 hours of a request from the department.</li> </ul>	<input type="checkbox"/>
<p><b>Final close out onsite audit – for old site</b></p> <p>Inspection is a chargeable activity – charged at fee for service rates.</p>	<input type="checkbox"/>

## Operator comments

This procedures checklist and the accompanying time schedule will need to be provided to [Audit Services](#) prior to any actions being undertaken.

## Privacy notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the Biosecurity Act.

'Sensitive information' is a type of personal information and includes any information or opinion about an individual's racial or ethnic origin; political opinions; religious beliefs or affiliations; philosophical beliefs; sexual orientation or practices; membership of a political association, professional or trade association or union; or criminal record. It also includes health or genetic information about an individual and biometric information or templates.

The collection of 'protected information' including personal and commercial-in-confidence information by the Department of Agriculture and Water Resources in relation to this application is being collected under the *Biosecurity Act 2015* for the purposes of assessing your application and related purposes. If the relevant personal information requested in this application is not provided by you, the department may be unable to process your application. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. A person to whom protected information relates may consent to the information being disclosed for a certain purpose.

The personal information requested on this form may be disclosed to other Commonwealth agencies such as the Department of Home Affairs (DHA).

With the consent of relevant individuals or entities named in this application, the department may disclose the following information to the DHA for the purpose of DHA assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme:

**Information about individuals in this application (personal and protected information).** This information includes personal information, as defined in the *Privacy Act 1988*, that is protected information under the *Biosecurity Act 2015*. This information may also include commercial-in-confidence information, as defined in section 15 of the Biosecurity Act, about individuals that is protected information.

**Information about the applicant which is not personal information (entity and protected information).** This information may include commercial-in-confidence information, as defined in section 15 of the Biosecurity Act, that is protected information under the Biosecurity Act.

Note: Decisions regarding this consent provision do not impact on the assessment of this application. If consent is provided it may be withdrawn at any time by notifying the department at [aa.canberra@agriculture.gov.au](mailto:aa.canberra@agriculture.gov.au).

**Consent can be given by relevant persons by completing the below declarations.**

### Consent to disclose personal and protected information

This application contains personal information and/or commercial-in-confidence information which constitutes protected information under the Biosecurity Act. Under subsection 588(3) of the Biosecurity Act the department may disclose protected information that relates to me with my consent.

By signing below, I provide consent for the department to disclose personal and protected information that relates to me, to DHA, for DHA to use that information for the purpose of assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme.

Signature	Declarant full name
Signature	Approved arrangements manager full name
Signature	Approved arrangements site contact full name

### Consent to disclose entity information

By signing below, the named entity provides consent for the department to disclose entity information to DHA, which may include protected information under the Biosecurity Act, for the purpose of DHA assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme:

Signature	Declarant full name	Name of entity
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See our [Privacy Policy](#) webpage to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

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