**Ministry for Primary Industries**

**Approved Transitional Facility**

**OPERATING MANUAL**

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| **Insert company logo here** *(Maximum size 1 MB):* |

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| **Date*****(Enter date to update footer)*** | Click here to enter a date. |
| **Registered Company Name** |       |
| **Company Trading Name** |       |
| **Transitional Facility Operator**  |       |
| **Physical Address** |       |
| **Postal Address** |       |
| **Telephone Number** |       |
| **Email** |       |

Following approval the following fields must be completed:

|  |  |
| --- | --- |
| **TSW Organisation Registration Number** |       |
| **TF Facility Number** |       |
| **Version Number*****(Enter Version to update footer)*** |       |

***MPI Inspector must be allowed access to this TF at any reasonable time***

|  |
| --- |
| **REVIEW & AMENDMENTS RECORD** |
| Reviews / Amendments to this manual must:* be given a consecutive number
* include the date the amendment was made to the manual
* include the amended section(s) number

See example below |
| **No** | **Section** | **Review / Amendment Detail** | **Date** |
| *1* | *1* | *Example - Pg 6 – TF Operator training cert expiry updated*  | *29/11/2016* |
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# Part 1: General Requirements

**1.1 TF Specific Information**

**To maintain approval as an MPI Transitional Facility (TF) you (as Operator) and your Facility must comply with the requirements of this Operating Manual and** [TFGEN](http://www.mpi.govt.nz/document-vault/1615) **(Standard for General Transitional Facilities for Uncleared Risk Goods). MPI Inspectors must conduct verification inspections to determine if the requirements specified in both of these documents have been met.**

The purpose of this Transitional Facility Operating Manual (TF Manual) is to define the procedures and systems that your facility has established to ensure the TF operates in accordance with the approval granted under the Biosecurity Act (1993) and the relevant MPI Standard(s).

The Transitional Facility (TF) is approved in accordance with section 39(3) of the [Biosecurity Act 1993](http://legislation.govt.nz/act/public/1993/0095/latest/DLM314623.html?search=ts_act%40bill%40regulation%40deemedreg_biosecurity+act_resel_25_a&p=1) for the purposes of:

* Receiving, holding, processing and/or treatment and inspection of uncleared risk goods
* Receiving and inspecting of imported containers by an Accredited Person

## Roles & Responsibilities

As per section 4.2 of the Guidance document to the Standard TFGEN, responsibilities of the following roles are outlined below:

**Transitional Facility Operator (TFO)**

The TFO must successfully complete the Transitional Facility Operator training course delivered by an MPI Approved Training Provider and undertake the required refresher training in order to maintain approval by MPI.

The TFO must obtain approval from MPI in accordance with section 40(6) of the Biosecurity Act 1993.

The TFO must ensure that:

* The TF meets the requirements of the Standards TFGEN
* The TF is used for the purpose specified in this TF Manual
* An appointed and currently trained Accredited Person (AP) is present at all times for the unpacking of uncleared risk goods
* Resources are in place for maintaining the physical structure of the TF
* The requirements detailed in this TF Manual and any Quality Management System can be met

The TFO is responsible for:

* Making appropriate decisions about the unloading of containers
* Liaising with MPI if any issues need to be addressed
* Ensuring that the TF is operating in accordance with any relevant MPI Standards, any relevant Permit to Import and any notification from the MPI Chief Technical Officer (CTO)
* Completing an internal audit of the TF to identify and action any non-compliance
* Authorising and maintaining the TF Biosecurity operating procedures
* Ensuring that the Transport Operator places the containers in the designated areas. This may include providing the Transport Operator with a site plan
* Ensuring that all biosecurity equipment and consumables required for biosecurity work are available at all times
* Ensuring that APs carry out the tasks associated with the arrival, unloading and movement of containers and uncleared risk goods, including ensuring:
	+ Documentation is checked
	+ That an AP is authorised to open the container and is carrying out the correct procedures
	+ The required information is recorded and documents retained appropriately
	+ That contamination or infestation is reported to MPI immediately

**Deputy TFO(s)**

The TFO may nominate individuals to be DTFOs.

DTFOs must:

* Undertake the same training as a TFO
* Be appointed for the TF where the TFO with overall responsibility is located at a separate location and cannot maintain direct control
* Be appointed where it is the opinion of an MPI Inspector that one is needed due to the complexities and particular operating factors of the TF
* Be required where the TFO is likely to be absent for a long period of time, i.e. more than one month. In instances where this occurs MPI must be notified
* Have the authority to act as an appropriate manager of the TF at all times when the TFO is absent

*Note: DFTO will not automatically become the TFO if the approved TFO leaves or resigns. The DTFO must apply through MPI to be approved as a TFO.*

**Accredited Person(s)**

AP(s) must:

* Successfully complete an Accredited Persons Training course delivered by an MPI Approved Training Provider
* Undertake the required refresher training in order to maintain approval by MPI
* Obtain approval by MPI in accordance with section 103(7) of the Biosecurity Act 1993

The AP(s) is responsible for:

* Ensuring they are present on delivery or as soon as practicable after containers are delivered to the TF
* Being actively involved in checking the containers for contamination by:
	+ Conducting an external check of a container
	+ Conducting internal checks during unpacking of a container
	+ Conducting product and wood packaging checks during unpacking of a container
	+ Conducting a final internal check when container is empty
	+ Notifying the TFO and MPI immediately of any contamination found
* Ensuring the records for each container received at the TF are maintained. These records must include details such as but not limited to:
	+ Arrival date of the container/consignment
	+ Consignment identifier (e.g. container number, air waybill number)
	+ Date(s) of unpacking
	+ Any pests, unwanted organisms or other organisms found and any control actions taken

**A TF Operator and prospective TF Operators who manage uncleared risk goods must read and understand the requirements of:**

* this TF Manual
* [TFGEN](http://www.mpi.govt.nz/document-vault/1615)
* [TFGEN – Guidance D](https://mpi.govt.nz/document-vault/1616)ocument.

If your facility receives sea containers you must also comply with the requirements of the Sea Container Standard ([SEACO](http://mpi.govt.nz/document-vault/1984)).

**MPI Contact Details**

|  |  |  |
| --- | --- | --- |
| **MPI**  | **Purpose**  | **Contact** |
| **Pest and Disease Hotline** | For reporting live animals. spiders, insects, or contamination | **0800 80 99 66** |
| **Log sheet** | For AP to submit log sheet with contamination | online at: <https://containerchecks.maf.govt.nz/> |
| **MPI Cargo Inspections** | To request a booking with an MPI Inspector i.e. container audit, inspection of goods | **Enter your local MPI Office contact no.**       |
| Cargo enquiries |  |
| **MPI Target Evaluation General Enquiries** | Importing goods general enquiries | **(09) 909 3030**select Option 2 Option 1 |
| **Facility Enquiries** | General enquiries | **0800 222 018** select Option 5 facilityapprovals@mpi.govt.nz      |

Complete the following fields accurately as per the TF approval. For more information refer to the relevant sections in Part 2 and 3 of this Manual.

**Type of Approvals**

The procedures and systems documented are only applicable for the risk goods categories covered by the TF approval. Categories approved are listed in the following table. Only ☒ if applicable.

|  |  |  |
| --- | --- | --- |
| **Type of approval**  | **☒ if relevant** | **Detailed list of commodities** |
| Sea Containers |[ ]        |
| Wood Packaging |[ ]        |
| Non - Risk goods |[ ]        |
| Air Containers |[ ]        |
| Animal Products  |[ ]        |
| Biological Products |[ ]        |
| Equipment | [ ]  |       |
| Miscellaneous/FAK (Incl. Fertiliser, Inorganic risk materials, sand, soil or water) |[ ]        |
| Personal Effects |[ ]        |
| Plant Products (incl. Fresh Produce, Fresh Flowers, Stock Food) |[ ]        |
| Sawn Timber |[ ]        |
| Seeds for Sowing | [ ]  |       |
| Self-storage |[ ]        |
| Stored Product/Grains |[ ]        |
| Tyres | [ ]  |       |
| Vehicles | [ ]  |       |
| Wooden Products | [ ]  |       |

**Transitional Facility Operator (TF Operator) details**

|  |  |  |
| --- | --- | --- |
|  | **Transition Facility Operator** | **Alternative Contact Person** **(i.e. Deputy TF Operator) and/or after hours** |
| TF Operator Name |       |       |
| Mobile |       |       |
| Email |       |       |
| TF Operator Number |       |       |
| Training Cert number and expiry date |       |       |

**Facility Details**

|  |  |
| --- | --- |
| **FACILITY CODE:**  |       |
| Primary Business Function  |       |
| Number of containers per year  |       |
| Countries importing from |       |
| Add any other purpose the TF is used for  |       |

**Training**

|  |  |
| --- | --- |
| External Training Provider(for TF Operator and AP training) | Enter name and contact details below:      |
| Internal Biosecurity Awareness Training(for other employees) | Conducted by TF Operator and/or Accredited Persons. All employees involved in handling of imported goods and unpacking of containers complete Internal Biosecurity Awareness training on a       basis.  |

Insert content of Internal Biosecurity Awareness Training in the field below. This needs to give details of how this is achieved. Please also note:

* Competency is verified by the TF Operator.
* Content of this training has been checked by an MPI Inspector and must be available during MPI facility verification inspection. The content is reviewed annually.
* *A register internal training attendance must be maintained by the TF Operator.*

*Note: TF Operator must be proactive to inform staff about any new information received through MPI/Newsletters etc accordingly. This can be achieved by induction, staff meetings and by displaying it on the staff notice board and saving a copy in the main server for an easy access.*

Template of Biosecurity Awareness Training Register available [here](https://www.biosecurity.govt.nz/dmsdocument/32638/loggedIn).

|  |
| --- |
| Biosecurity Awareness Training is conducted as follows: |
|       |

## Additional approved requirements specific to this TF

*Note: To be discussed with MPI inspector.*

**Accredited Person (AP) details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Accredited Person (AP) Number**  | **Name** | **Training Cert Number** | **Expiry date** |
| AP        |       |       |       |
| AP       |       |       |       |
| AP        |       |       |       |
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| AP       |       |       |       |

**Biosecurity Waste/Pest/Weed Management (Elected Approved Provider)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type**  | **Biosecurity Waste Management**  | **Pest Management**  | **Weed Management** |
| **Provider Name** |       |       |       |
| **Contact Details** |       |       |       |
| **Service Provided** |       |       |       |
| **Service Frequency** |       |       |       |

***Note: A register must be used to record disposal of biosecurity waste, pest management and weed management.***

A Sample register shows in [Appendix B](#_APPENDIX_B:_) of this Operating Manual. Click [here](https://www.biosecurity.govt.nz/dmsdocument/32635/loggedIn) to access to the register. **Preferred Treatment Providers**

|  |
| --- |
| **Type of Treatments** (Provider must be from [Approved list](http://www.mpi.govt.nz/dmsdocument/1381/loggedIn)) |
| **ONSITE TREATMENTS**Fumigation in contained area ONLY *(i.e. in a sea container)* | Provider |       |
| Contact Details |       |
| Service Provided |       |
| **OFFSITE TREATMENTS**e.g. fumigation, heat treatment | Provider |       |
| Contact Details |       |
| Service Provided |       |
| **CONTAINER DECONTAMINATION**e.g. container wash | Provider |       |
| Contact Details |       |
| Service Provided |       |

**Signage**

Refer to [section of 2.3](#_2.3_Official_TF) of this TF Manual and [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

|  |
| --- |
| Enter below where signage is located in the facility |
|       |

**Site Security and Access**

Referring to section 2.1 and 3.4 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615) and the requirements for Site Security and Access, in the field provided below explain how these requirements are met in your premises.

|  |
| --- |
| **Facility Security and Access System** |
|       |

*No pets or other animals are permitted in unloading, holding or inspection areas of the TF*

**Other Standards**

Add or remove any other Import Health Standards applicable to your imports.

Copies of the listed Standard(s) are kept on file and/or accessed via the MPI Website.

|  |  |
| --- | --- |
| Standard | Descriptions |
| *Example:**BNZ\_NPP-HUMAN* | *Importation into New Zealand of Stored Plant Products Intended for Human Consumption* |
|       |       |
|       |       |
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**Site Plan**

**INSERT OR Attached printed SITE PLAN here**

Example site plan can be viewed [here](https://www.mpi.govt.nz/dmsdocument/5290).

****

**1.2 Incorporation of Material by Reference**

Refer to section 1.2 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615) for more information.

**1.3 Definitions**

For terms and definitions refer to Schedule 1 in [TFGEN](http://www.mpi.govt.nz/document-vault/1615) .

# Part 2: Physical and Structural Requirements for TFs

**2.1 Requirements for TF Security**

TF must follow the requirements as per section 2.1 and 2.1.1 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

**2.2 TF Location**

TF must follow the requirements as per section 2.2 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

Refer section 5.2 of [TFGEN – Guidance D](https://mpi.govt.nz/document-vault/1616)ocument for more information about TF location.

**2.3 Official TF signage**

A TF must have a prominent sign or signs that comply with the requirement of section 2.3 of [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

**2.4 Container Hardstand**

The TF must have a designated hard stand area as shown [in Section 1.1 – Site Plan](#_1.1_Application) of this Manual. This area meets the following MPI requirements:

* A sealed (asphalt, concrete or similar) clean hardstand that has a 3m radius around the container free from metal / gravel /non sweepable surface areas or soil / vegetation / rubbish/ debris and overhanging vegetation
* is not located on a public road or footpath
* where more than one imported container is on site, containers are physically separated by at least 1 metre on all sides until 4 sided external AP check has been completed
* any drains within 5m are completely covered whilst container is onsite (i.e. rubber mat)

Tick the following if relevant:

[ ]  Where container remains on the truck for unloading – the rear of the truck (where container doors open) must be driven over at least 3m of hard stand area that meets the above requirements. Unless the container is being directly unloaded onto a loading dock system, the hardstand area under the truck and surrounding area should meet the 3m rule perpendicular to the loading dock.

If container unpacking does not occur immediately containers must be:

* kept on the approved hardstand area until a 4 sided external AP check has been completed,

and container doors remain shut/sealed until time of devanning/unloading.

In the event of any changes to the designated hard stand area, the TF Operator must ensure that the procedures as detailed in section 4.1.1 [TFGEN-Guidance Document](https://mpi.govt.nz/document-vault/1616) “changes to Transitional Facility” must be followed.

**2.5 Biosecurity Equipment**

All TFs must have suitable equipment for dealing with biosecurity contaminants, pest and waste associated with containers and uncleared risk goods. All TFs must have:

* A working torch or powerful portable light source to inspect the inside of a container
* A broom, brush and pan (or other suitable cleaning equipment)
* A dual-action insecticide (having both knock-down and residual action
* A sturdy biosecurity bin with a tight fitting or lockable lid for biosecurity waste or a large storage unit (such as a sea container for holding dunnage etc.) prior to disposal
* Other equipment e.g. bleach for treatment of water contamination
* List any additional equipment below:

 All equipment must be clearly labelled for “biosecurity use only” and is only used for biosecurity purposes.

**2.6 Holding area**

All TFs must have a designated holding area for uncleared risk goods. This must be indoors, unless the goods remain in the container they arrive in (as in waiting for MPI Inspection).

For TFs receiving containers and non-risk goods this area is a contingency for holding contaminated items such as wood packaging that require MPI inspection. When not holding uncleared risk goods this area can be used for other purposes.

NB: where approved by an MPI Inspector, the holding area can be a container.

**Holding Area**

[ ] Approval given to use container as holding area.

Or

[ ] Holding area is clearly marked with signage, 3 m clearance to CLEARED/domestic goods and onsite plan.

Or

[ ] TF has a specific holding area (as per site map).

**2.7 Inspection Area** (If applicable)

TFs receiving goods for inspection must have a designated MPI inspection area.

This area:

* is indoors
* has a sealed hard surface
* is kept clean and free from contamination, vegetation, soil, pests and debris
* is large enough to contain all uncleared risk goods
* is clearly marked as an MPI inspection area
* has at least 3m gap between uncleared and domestic/cleared goods to avoid cross contamination
* is shown on the site plan

NB: TFs receiving goods for inspection must make sure they have **received a** **BACC**. If a BACC has not been received uncleared risk goods are either to be held in the container (unopened) or placed into the inspection area and held securely until BACC direction is received. Contact your agent for a copy of the BACC or your local MPI office.

**Inspection Area**

[ ]  TF has a specific inspection area (as per site map).

Lighting of inspection area must be a minimum of 600Lux for general inspection.

[ ]  Not Applicable

**Inspection Bench**

[ ]  For seeds/grains/stored products an inspection bench is required. This should be of stainless steel (or similar) construction with a raised edge needs **to be fit for purpose**. (Refer to the Guidance Document for TFGEN section for the commodities)

The bench must be able to easily fit the largest bag of product received e.g. 25kg, 50kg, etc. Lighting over inspection bench must be a minimum of 1000 Lux.

[ ]  Not Applicable

**2.8 Container Unpacking**

The TF Operator is responsible for all containers upon arrival and must have authorisation to receive containers prior to accepting delivery.

ALL containers must be unpacked under the supervision of an Accredited Person (AP).

* Prior to arrival the approved container hard stand must be clean, free from weeds and drain covers placed on drains within 5m of the container
* Containers must be placed in the MPI approved inspection area – described above
* AP must check BACC and/or Customs Delivery Order (CDO) to ensure container received is the correct one and to check MPI requirements (refer 2.9 below for containers needing MPI audit or supervised unpacking)
* AP must complete an external container check on arrival of the container (or as close to arrival as possible)
* AP must ensure Biosecurity Equipment is present and in working order before opening container
* AP must open one container door and use torch to check for insects or contamination as per AP training
* During unpacking AP must inspect internal surfaces, goods and wood packaging

**If any live animals, spiders, insects or contamination are found STOP, close container, call MPI immediately 0800 80 99 66.**

**If a treatment is needed – refer to Treatment section below.**

* AP must supervise unpacking of each container to verify that:
	+ cargo is as declared on shipping documents
	+ no contaminants or live insects are present
	+ wood packaging material meets ISPM15 standards (stamped, clean and free from insects or contamination such as fungi)
* When unpack is complete the container is swept out using biosecurity equipment. Sweepings are secured in the biosecurity bin – remember to tick “swept” on container log sheet
* When container is removed the area must be swept and sweepings put into the biosecurity bin
* AP must complete a container log sheet (or approved equivalent) for every container – any contaminants must be recorded on the log sheet
* If contaminants are found submit the log sheet to MPI via the [website](https://containerchecks.maf.govt.nz/)

**2.9 Containers requiring MPI audit or supervised unpacking**

The TF Operator is responsible for all containers upon arrival at the TF and must have authorisation to receive containers prior to accepting delivery.

If CDO/BACC states ‘MPI audit’ or ‘supervised unloading’ proceed as per below:

* TF Operator (or delegate) must contact MPI to arrange a booking for inspection
* Upon arrival the container must be placed in the MPI approved inspection area
* 3m around the container must be kept clear of vegetation, rubbish, pests and debris
* The container must be secured with padlock and/or signage restricting access
* The container seal must not be removed until an MPI Inspector is present
* AP must conduct external container check as per normal on arrival
* 1m is to be maintained around the container until audit/supervised unloading is complete
* In the presence of an MPI Inspector the AP must proceed as per above

**2.10 Treatment**

Any goods that need treatment are either treated onsite or transported to an MPI approved treatment provider in an insect proof manner.

**A BACC must be obtained before movement and/or treatment of uncleared risk goods.**

Records of treatments must be maintained by the TF Operator.

**2.11 Provision of Labour**

The transitional facility must provide labour and tools to assist the MPI Inspector with handling and inspection of uncleared risk goods.

**2.12 Utilities**

Hand washing and toilet facilities are available for use by MPI Inspectors.

# Part 3: Operational Requirements for TFs

**3.1 Requirement for an Approved Operator**

This TF manual must comply with Section 3.1 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615) which states a TF must have an Approved TF Operator.

**3.2 Requirement for a TF Manual**

This TF manual must comply with section 3.2 of the MPI Standard TFGEN.

**3.3 Receipt, management and transfer of uncleared risk goods**

**Receipt and management of uncleared risk goods**

TF must follow the requirements as per section 3.3.1 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

**Transfer of uncleared risk goods**

TF must follow the requirements as per section 3.3.2 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

**Unclaimed uncleared risk goods authorised to TFs**

TF must follow the requirements as per section 3.3.3 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

**3.4 TF Access and security of uncleared risk goods**

TF must follow the requirements as per section 3.4 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

* Uncleared risk goods must be held securely to prevent the escape or dispersal of contaminants and regulated pests from TFs, and prevent cross contamination.
* Uncleared risk goods may not be opened or given clearance without MPI approval.

**3.5 Segregation of uncleared risk goods**

TF must follow the requirements as per section 3.5 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

* All uncleared risk goods requiring an inspection by MPI must be held in the MPI Approved Inspection/Holding Area until the inspection has been completed and an authorisation/clearance has been issued by MPI.
* The MPI Designated areas clearly identified and defined in the map located in [Application 1.1 - Site Plan](#_1.1_Application).
* Other uncleared Risk Goods must be held within the container and/or MPI Designated Holding Area until clearance from MPI has been obtained.
* Goods must be segregated as described in sections 2.6 and 2.7 of this operating manual.
* The Transitional Facility must maintain a system for tracking the movement of uncleared risk goods in and out of the facility that can be verified by MPI.
* Cleared or other goods that become contaminated or are suspected of being contaminated from contact with uncleared risk goods must be regarded as a biosecurity risk and must be handled in the same manner as uncleared risk goods and must be reported immediately to MPI on 0800 80 99 66.

**3.6 Record Keeping**

Records must be kept as per section 3.6 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615) .

**3.7 Hygiene Management**

The facility must be kept clean at all times and the following regimes are established.

***Unloading / Inspection / Holding Areas:***

* Are swept clean prior to arrival of container(s) or uncleared risk goods
* Are kept free from pest and weeds as per this operating manual
* Are swept clean after the removal of container/s and debris placed in the biosecurity bin
* Where applicable - Inspection bench(s) must be disinfected prior to and after each inspection
* Where applicable – walls, floors and ceilings must be disinfected on a regular basis
* All MPI areas are maintained in order to remain free from surface cracking

***Biosecurity Kits:***

* Must be cleaned and disinfected on a regular basis
* Must be checked to ensure they are in good working order on a regular basis

**3.8 Pests, other organisms, vermin and weed control**

TF must follow the requirements as per section 3.8 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

**3.9 Internal Audits of TF activities**

TF must follow the requirements as per section 3.9 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

TF Operators must complete and submit their annual online internal audit in the following online portal ([Click here for the new audit portal](https://www.biosecurity.govt.nz/importing/border-clearance/transitional-and-containment-facilities/responsibilities-of-approved-facilities/)). If this internal is not received by MPI in the time period specified, a letter of intent to suspend will be sent with 10 days to comply before any action is taken.

**3.10 Inspection of uncleared risk goods at TFs**

TF must follow the requirements as per section 3.10 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615):

* The TF Operator must ensure that a BACC has been received from MPI directing the uncleared risk goods be held for inspection by MPI.
* The TF Operator must contact MPI to book the required MPI Inspection.
* The TF Operator must ensure that prior to an inspection the area complies with the requirements of section 3.10 of MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615) and also:
* The inspection area is swept clean.
* Where applicable - inspection bench(s) are cleaned and disinfected.
* Biosecurity equipment is present and in good working condition.
* Lighting in the inspection area is in good working condition and meets MPI requirements.
* Prior to an MPI inspection the TF Operator must ensure that all uncleared risk goods requiring inspection must be:
* Located in the MPI Approved Inspection Area.
* Clearly identified.
* Labour must be provided to assist MPI Inspector(s) during the inspection.
* Post inspection any actions must be as per the direction and authority of the MPI Inspector.
* No goods must be released from the facility without authorisation from MPI.

**3.11 Contingency Plans**

TF must follow the requirements as per section 3.11 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

The TF Operator must ensure that the contingency plans are in place to manage all identified biosecurity risks associated with the TF. These include:

* Absence / loss of essential staff
* Additional containment procedures
* Damage causing a physical breach to the TF through accidental or natural occurrences
* Failure or malfunction of essential equipment
* Failure of security measures such as doors, fences or walls
* Loss of electrical (or other) power
* Goods received without MPI BACC

**RISKS:**

* Biosecurity incursion
* Damage to uncleared risk goods
* Contamination of cleared or other goods
* Damage to facility which impacts ability to operate
* Suspension or Cancellation of TF Approval

**CONTINGENCY PLAN:**

* Emergency services notified immediately where appropriate
* MPI is notified immediately on 0800 80 99 66
* Goods and/or containers must be secured e.g. sprayed, shrink wrapped
* Where possible, a stock take must be conducted to identify any missing, damaged or contaminated goods
* Directions and/or authorisations must be obtained from MPI
* Emergency Plan established
* Regular scheduled reviews of Emergency Plan

In the event of the facility receiving unexpected uncleared risk goods:

* Goods must be contained in MPI holding area
* Sprayed with a dual-action insecticide if necessary
* Contact MPI immediately
* Action as per BACC direction or direction from MPI Inspector
* If pests or diseases found please contact:

**Pest and Disease Hotline on 0800 809 966**

**3.12 Staff Training**

TF must follow the requirements as per section 3.12 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

**External Training**

The TF Operator and all Accredited Persons must undertake the required training and refresher courses delivered by an [MPI Approved Training Provider](http://mpi.govt.nz/news-and-resources/resources/registers-and-lists/accredited-persons-training-providers/#training-providers) every two years in order to maintain approval by MPI. Training details and expiry dates are listed on Part 1 of this TF Manual.

**Internal Training**

* The TF Operator is responsible for ensuring that all staff, including non-accredited staff, involved with the unloading of containers and handling of uncleared risk goods are aware of biosecurity requirements and have:
* Read and understood this TF Manual.
* Completed Internal Biosecurity Awareness Training.
* A register of internal training attendance is maintained by the TF Operator – Biosecurity Awareness Training Register can be accessed [here](https://www.biosecurity.govt.nz/dmsdocument/32638/loggedIn). An example of this register shows in [Appendix A](#_APPENDIX_A:_) of this manual.
* The training programme must be reviewed annually.
* TF Operator must promote Biosecurity Awareness to other non-essential staff e.g. Tool Box sessions or team briefs etc.
* Content of this training has been checked by an MPI Inspector and must be available during MPI facility verification inspection. The content is reviewed annually.

**3.13 MPI Verification Inspections**

TF must follow the requirements as per section 3.13 of the MPI standard [TFGEN](http://www.mpi.govt.nz/document-vault/1615).

Verification Inspections must be cost recovered as per the Cost Regulations 2015.

**Declaration (insert electronic signature in relevant fields)**

 I       TF Operator agree in accordance with clause 3.2.1.2 (4) of TF-GEN to notify MPI of any changes to management or proposed changes to this TF approval including but not limited to – Resignation/Change of Operator, Changes to TF and Change of Business Name. I am aware of what my responsibilities are as per Part 1 of this TF. I will ensure that all requirements of this TF Manual and TFGEN are met and all relevant staff including myself are aware of and will comply with the procedures and systems documented in this TF Manual.

Signature:  Date: Click here to enter a date.

**Approval**

This TF Manual has been checked against the requirements of TFGEN.

I       MPI Inspector confirm that this TF has now been approved as an MPI Approved Transitional Facility to receive goods specified in Part 1 of this TF Manual.

Signature:  Date: Click here to enter a date.

# APPENDIX A: [Biosecurity Awareness Training Register Sample](https://www.biosecurity.govt.nz/dmsdocument/32638/loggedIn)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Training** | **Content, Topics of Training**  | **Attendee Name** | **Attendee Signature** |
|       |       |       |  |
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|  |       |       |  |
|       |       |      **EXAMPLE ONLY** |  |
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# APPENDIX B: [Pest, Weed, Biosecurity Waste Register Sample](https://www.biosecurity.govt.nz/dmsdocument/32635/loggedIn)

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| --- | --- | --- |
| **COMPANY**  |       | **Facility No** |
| **Address**  |       |       |
| **Register For: *(tick appropriate boxes)*** |
| [ ]  Pest Control  | [ ]  Weed Control  | [ ]  Biosecurity Waste Disposal |  |
| [ ]  Other (state here) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Action Taken** | **By** | **Signature** |
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# APPENDIX C: References and Useful Links

* Standard for General Transitional Facilities for Uncleared Risk Goods and the associated guidance document can be found [here](http://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/requirements/).
* Import Health Standards search function on the MPI Website can be found [here](http://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/requirements/).
* A list of MPI office contact details can be found [here](http://www.mpi.govt.nz/news-and-resources/resources/registers-and-lists/mpi-border-clearance-services/) .
* More information on requirements for Transitional Facilities can be found [here](http://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/).
* The application forms for Transitional Facility and Operator approval can be found [here](http://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/forms-and-templates/).
* Information on the requirements for TF Operators can be found [here](http://www.biosecurity.govt.nz/regs/trans/register).
* Information on approved biosecurity treatments and treatment providers can be found [here](http://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/registers-and-lists/).
* A list of approved disinfectants is available at [here](http://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/registers-and-lists/).
* Sea Contain Report: Subscribe [here](http://mpi.govt.nz/news-and-resources/subscribe-to-mpi/).
* [IHS search](http://www.mpi.govt.nz/).
* Link to the internal audit online portal [here](http://sgiz.mobi/s3/TF-Audits).
* Link to [Biosecurity awareness training register](https://www.biosecurity.govt.nz/dmsdocument/32638/loggedIn) [here](https://www.biosecurity.govt.nz/dmsdocument/32638/loggedIn).
* Link to [Pest weed biosecurity waste register](https://www.biosecurity.govt.nz/dmsdocument/32635/loggedIn) [here](https://www.biosecurity.govt.nz/dmsdocument/32635/loggedIn).