

**Biosecurity Notes**

New Zealand operates very strict biosecurity procedures at air ports and ports to prevent the introduction of pests and diseases of animals and plants. You are required to declare to an inspector in Part 3 of the New Zealand Passenger Arrival Card (pursuant to s30(1)(a) of the Biosecurity Act 1993), all items in your possession that are listed below. If you are not sure about any items, ask a MAF Quarantine officer. Note: Heavy penalties exist for false declarations.

**Animal and Animal Products**

- Live animals, pets, birds, fish, and insects.
- Meat and meat products (fresh or cooked).
- Dairy products including cheese, milk, milk powder, butter and ghee.
- Egg and egg products including egg powder, and instant meal products.
- Fish/shellfish (fresh, dried and frozen).
- Honey, pollen, honeycombs, and bees wax.
- Feathers, bones, tusks, furs, skins, hunting trophies, stuffed animals and reptiles.
- Unprocessed wool and animal hair, including yarns, rugs, and apparel.
- Coral, turtle and tortoise shells and ivory.
- Sea shells.
- Biologicals, cultures and organisms.

**Plants and Plant Products**

- Fruit and vegetables (fresh, dried, frozen or cooked).
- Nuts unprocessed and raw.
- Herbs and spices.
- Noodles and rice.
- Mushrooms and fungi (fresh or dried).
- Plants live and dried, including plant cuttings and budwood.
- Seeds, bulbs, corms, rhizomes and tubers.
- Straw and mats in any form.
- Cut flowers, dried flowers and leaves.
- Pine cones and pot pourri.
- Wood carvings and artefacts.
- Bamboo, cane, rattan and basketware.
- Soil and water.

**Other Items**

- Camping/hiking/hunting gear and boots, bicycles and spiked sporting shoes.
- Animal food, remedies supplements, cultures and biologicals.
- Riding gear, including clothing, footwear and grooming equipment.
- Equipment and clothing used in association with animals.
- Fresh water fishing equipment, fishing bait and fly tying material.

**Misc**

- You must declare if you have:
    - been to a farm, abattoir or meat packing house.
    - visited a forest or been hiking/camping/hunting in rural areas or parkland.
- You must list all countries you have been in, (including lived in), during the past 30 days.

**WARNING:** Failure to make a correct declaration may result in an instant fine of \$200 or prosecution resulting in a fine of up to \$100,000 or imprisonment for up to five years.

**Customs Notes**

**Prohibited and Restricted Items**

- Prohibited and restricted goods include:
- weapons such as firearms, flick knives, sword sticks;
  - objectionable (indecent) articles such as video tapes, films, records, CD-ROMs, and publications;
  - illicit drugs and drug paraphernalia;
  - endangered species of Flora and Fauna, and products derived from these endangered species.

**Personal Concessions**

Our personal concession allows you to bring into New Zealand free of duty the following:

- goods obtained overseas and/or purchased duty free in New Zealand with a total combined value of not more than NZ\$700 (Don't count clothing, toiletries and jewellery intended for your own personal use and not for gift, sale, or exchange); and, if you are 17 years of age or over, one bottle (or other container) containing not more than 1125ml of spirits, liqueur, or other spirituous beverages; and 4.5 litres of wine or 4.5 litres of beer (this is equivalent of six 750ml bottles); and
- 200 cigarettes or 250 grams of tobacco or 50 cigars or a mixture of all three not weighing more than 250 grams.

Full Customs charges are payable on goods which are not eligible for concession or are in excess of the allowance. If the duty and/or Goods and Services Tax combined is less than \$50, no collection will be made. However this does not apply on tobacco products, i.e., cigarettes, cigars, and loose tobacco.

17 years is the age limit prescribed in international tourism treaties to which this country is a contracting party. The Sale of Liquor Act 1989 and the Smoke-free Environments Act 1990 prohibits the sale of alcoholic beverages and tobacco products to persons under the age of 18. This restriction also applies to New Zealand duty free outlets.

**Cash Reporting**

If you are carrying, on your person or in your baggage, cash in any currency to the value of NZ\$10,000 or more, you must report this to a Customs officer when you are completing passport formalities on arrival in New Zealand. If anyone you are responsible for, who is travelling with you, has cash to that value, you must tell the Customs officer about that too. Under the Financial Transactions Reporting Act 1996, it is an offence to fail to report as instructed here.

Biographical Information and Part 4 of the New Zealand Passenger Arrival Card are required to be produced pursuant to Regulation 26 of the Customs and Excise Regulations 1996.

**WARNING:** The importation of prohibited goods, smuggling, and using false receipts brings the risk of fines, loss of goods, or even prison. Think, is it worth the risk?

**Immigration Notes**

**Permit Application**

Apply for the same type of permit as the visa in your passport. For example, apply for a student permit if you have a student visa. Apply for a visitor's permit if you know you do not need to hold a visa for your visit to New Zealand.

**Australian Citizen or Resident**

Apply for an exemption from holding a permit if you are an Australian citizen using an Australian passport; or a residence permit if you have a current Australian returning resident's visa in your passport.

**IMPORTANT NOTE:** You are required by law to leave New Zealand before your permit expires. If you do not do this, the New Zealand Immigration Service has the power to make you leave.

Biographical Information and Parts 5, 6, and 7 of the Passenger Arrival Card are required to be produced pursuant to the Immigration Act 1967.

**For further information:**

Auckland callers phone 914 4100, for others call free 0508 558 855  
www.immigration.govt.nz

TEAR OFF THE CARD BEFORE HANDING IN

3 Are you bringing into New Zealand: **See the Biosecurity Notes**

• food of any kind?	yes	no
• animals or animal products* including: meat, honey, feathers, skins, eggs, dairy products, wool, bone, or cultures/biologicals?	<input type="radio"/>	<input type="radio"/>
• plants or plant products* including: fruit, vegetables, flowers or foliage, seeds, bulbs, wood, bamboo, cane, or straw?	<input type="radio"/>	<input type="radio"/>
• other risk items* including: used tents, tramping and hiking footwear, spiked sporting shoes, equipment/medication used with animals, soil, water and fishing equipment?	<input type="radio"/>	<input type="radio"/>

In the past 30 days, while outside of New Zealand, have you been:

- in contact with any animals?  yes  no
- to a farm, abattoir or meat packing house?  yes  no
- in a forest or hiking, camping, hunting in rural areas or parkland?  yes  no

Did you pack your own bags?  yes  no

List below all countries you have been in, in the past 30 days:

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**WARNING:** Failure to make a correct declaration may result in an instant fine of \$200 or prosecution resulting in a fine of up to \$100,000 or imprisonment for up to five years.

TEAR OFF THE CARD BEFORE HANDING IN

4 Are you bringing into New Zealand: **See the Customs Notes**

• goods that may be prohibited or restricted?	yes	no
• goods over the personal concession for alcohol and tobacco products?	<input type="radio"/>	<input type="radio"/>
• goods over the NZ\$700 personal concession, or for business or commercial use, or carried on behalf of other persons?	<input type="radio"/>	<input type="radio"/>
• NZ\$10,000 or more, or the equivalent in foreign currency?	<input type="radio"/>	<input type="radio"/>

New Zealand passport holders, go to 8.

5 All Others apply for one of these. **See the Immigration Notes**

<input type="radio"/> I apply for:	<input type="radio"/> residence permit	<input type="radio"/> work permit
<input type="radio"/> visitor's permit	<input type="radio"/> student permit	<input type="radio"/> limited purpose permit
<input type="radio"/> exemption from holding a permit		

You must leave New Zealand before expiry of your permit, or face removal.

6  Are you a New Zealand Citizen using a foreign passport? Go to 8  
 Do you hold a New Zealand Returning Resident's Visa? Go to 8

7 All others please answer this: Have you ever been sentenced to 12 months or more in prison, or been deported or removed from any country? yes  no

I declare that the information I have given is true, correct and complete.

signature X

date

**Health Notes**

If you become ill within the next three weeks with:

- Diarrhoea; or
- Skin Rash; or
- Fever.

Please see a doctor and say that you have recently arrived from overseas.

Medical care for sickness is not free to visitors, but some costs of accident-related medical treatment may be met by the Accident Compensation Corporation. You should therefore make your own arrangements (such as health insurance) to cover medical care while in the country.

**Privacy Statement**

Information sought on the New Zealand Passenger Arrival Card is required to administer Currency, Customs, Health, Immigration, Police, Quarantine, and Wildlife laws of New Zealand. Collection and dissemination of this information is authorised by legislation administered by the New Zealand Border Agencies. These agencies will disclose this information to those Government bodies authorised to receive it under New Zealand law.

Once collected, the Statistics Act 1975 allows for the information collected to be used for statistical purposes by Statistics New Zealand.

The Customs and Excise Act 1996, s.280, authorises the New Zealand Customs Service to release information for data matching purposes to Work and Income New Zealand (WINZ). Pursuant to the Immigration Act 1987, s.141A, and the Electoral Act 1993, s.263A, the New Zealand Immigration

Service is authorised to release information for data matching purposes to WINZ and the Electoral Enrolment Centre.

The laws authorising the collection of information from the New Zealand Passenger Arrival Card provide penalties for the non supply of information. These range from denying you permission to enter New Zealand through to fines.

The Privacy Act 1993 provides rights of access to, and correction of, personal information held in readily retrievable form. Should you wish to exercise these rights please contact the New Zealand Customs Service on Phone: 0800 428 786 during business hours, Fax: 0-9-359 6730, or E-mail: feedback@customs.govt.nz

Comments/Enquiries: The Border Agencies welcome your comments in relation to your arrival in New Zealand. Phone: 0800 428 786 during business hours or Fax: 0-9-359 6730 or E-mail: feedback@customs.govt.nz

**New Zealand Passenger Arrival Card — and Notes**

Hāere mai. Welcome to New Zealand.



Recyclable Product

**What to do**

- A separate Arrival Card must be completed for all passengers including children
- If necessary, use the notes to assist
- Tear the card from the notes
- Show your card and passport at Passport Control in New Zealand.

**How to fill out the card**

- Please answer in English
- Print in capital letters like this

NEW ZEALAND

- or mark answers like this
- Remember to fill in BOTH sides.

**At the Airport**

After collecting your baggage you must decide which way out to take.

- If you have any Customs or Agricultural goods declared on your Arrival Card, or if you are unsure, please go to the 'Goods to Declare Way Out' (Red Exit).
- Otherwise depart through the 'Nothing to Declare Way Out' (Green Exit).
- Give your Arrival Card to an official.

- You may be stopped and questioned about your decision. Your baggage may also be subjected to further scrutiny including search, x-ray, or detector dog examination.
- The Arrival Card is a legal document—false declarations can lead to penalties including confiscation of goods, fines, prosecution and imprisonment.

Remember honesty is the best policy. If you are not sure — declare it !!

TEAR OFF THE CARD BEFORE HANDING IN    TEAR OFF THE CARD BEFORE HANDING IN    TEAR OFF THE CARD BEFORE HANDING IN

**NEW ZEALAND PASSENGER ARRIVAL CARD**

<p>flight number/ name of ship</p> <p>passport number</p> <p>nationality as shown on passport</p> <p>family name</p> <p>given or first names</p> <p>date of birth    day    month    year</p> <p>occupation or job</p> <p>full contact or residential address in New Zealand</p> <p>country you were born in</p> <p>overseas port where you boarded THIS aircraft / ship</p>	<p>How long have you been away from New Zealand? years    months    days</p> <p>Which country did you spend most time in while overseas?</p> <p>What was the MAIN reason for your trip? business    education/medical other</p> <p>Which country will you mostly live in for the next 12 months? NZ    other</p>	<p>Answers to questions you've not done in New Zealand</p> <p>How long do you intend to stay in New Zealand? years    months    days permanently or</p> <p>If you are not staying permanently what is your MAIN reason for coming to New Zealand? visiting friends or relatives    business    holiday/vacation conference/convention    education/medical    other</p> <p>Where did you last live for 12 months or more? country</p> <p>state, province or prelecture    zip or postal code</p>
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March 2001

Please turn over for more questions and to sign

## CLEARANCE OF ANIMALS AND ANIMAL PRODUCTS

### AMENDMENTS

Amendments to this Process Procedure (PP) will be given a consecutive number and be dated.

Please ensure that all amendments are inserted, obsolete pages removed and the record below completed. Please destroy all obsolete copies.

Amendment Number	Amended Section(s) Number Reference	Date Issued	Entered by: (Print name)	Date Entered:
1	Full Review, Version 7	5 Sep 2007		
2				
3				
4				
5				
6				
7				
8				
9				
10				

### HEALTH and SAFETY

Health and Safety is everyone's responsibility. It is important that all staff work in a safe manner. When carrying out work related activities report any hazards, accidents or incidents to your immediate supervisor or OSH representative. No one is to work in a manner that may cause harm to themselves or someone else.

Remember - before commencement of work ensure you are aware of the safety controls, hazards and emergency procedures for that site.

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## **1 PURPOSE**

This process procedure (PP) describes the biosecurity requirements of animals and animal products, including those that have Environmental Risk Management Authority (ERMA) New Zealand requirements.

## **2 SCOPE**

This PP covers activity from the time imported consignments of animals / animal products are identified and assessed, until they are given final biosecurity clearance, or enter a containment facility (CF) under the supervision of a Biosecurity Officer (BSO).

### 3 REFERENCES

#### Legislation

- Biosecurity Act 1993
- Hazardous Substances and New Organisms (HSNO) Act 1996
- Public Records Act 2005
- Trade in Endangered Species Act 1989

#### Regulations

- Biosecurity (Cost) Regulations 2006

#### MAFBNZ Border Management Standards

- 152.04 Series Transitional and Containment Facilities

#### MAFBNZ Import Health Standards

Any Import Health Standard (IHS) specifically referred to within this PP has been referenced. However, inspectors must be aware that there are numerous IHSs covering the importation of animals and animal products. It is the responsibility of the inspector to ensure that the correct IHS is referred to and that the consignment meets the requirements of the specific IHS.

## 4 DEFINITIONS

A(AI)	Adviser, Animal Imports, Import Standards Group, Border Standards Directorate, MAF Biosecurity New Zealand.
Air Waybill (AWB)	<p>A contract between the shipper and airline that states the terms and conditions of transportation.</p> <p><b>Note:</b> <i>An air waybill may be in the form of a master air waybill (MAWB), or house air waybill (HAWB).</i></p>
Animal	Any living stage of any member of the animal kingdom except human beings.
Animal Product	A product that includes a material derived from any part or secretion of vertebrate or invertebrate members of the animal kingdom.
Assistance Dog	A highly trained dog for the purpose of assisting persons with a disability in the course of their daily lives. (Explanatory Note: These dogs are trained and certified by recognised and accredited national and/or international organisations).
Bill of Lading (B/L)	<p>A document that establishes the terms of a contract between a shipper and a transportation company under which freight is to be moved between specified points for a specified charge. Usually prepared by the shipper on forms issued by the carrier, it serves as a document of title, contract of carriage, and a receipt for goods.</p>
Biological Product	<p>Non-viable products derived from living organisms.</p> <p><b>Note:</b> <i>Biological products may be:</i></p> <ul style="list-style-type: none"><li>• <i>Any preparation made from animal tissues or blood</i></li><li>• <i>any microorganism (whether dead or alive)</i></li><li>• <i>any product of a microorganism</i></li></ul> <p><i>Examples include: bacteria, viruses, protozoa, cell lines, hybridomas, small amounts of serum, antiserum, enzymes, hormones, antibodies and other animal products contained in in-vitro diagnostic kits, analytical and immuno-chemical kits, enzymes, hormones, tissue extracts, culture media, products derived from microbial fermentation, DNA, RNA, restriction enzymes, oligonucleotides and other molecular biology products.</i></p> <p><i>New organisms and tissue of human origin are excluded from this definition.</i></p>



Biosecurity Control Area (BCA)	A place that is— (a) Part of a port approved as a place of first arrival in accordance with section 37(1) of the Biosecurity Act (1993); and (b) By written agreement with the port's operator, under the control of the Director-General for the purposes of the Biosecurity Act (1993).
Biosecurity Authorisation/ Clearance Certificate (BACC)	A certificate, signed by an inspector, giving Biosecurity authorisation under section 25 of the Act or Biosecurity clearance under section 26 of the Act.
Biosecurity Clearance	A clearance under section 26 of the Biosecurity Act 1993 for the entry of goods into New Zealand.
Biosecurity Officer	An Inspector responsible for the compliance auditing of transitional and containment facilities where risk goods are held.
Chief Technical Officer (CTO)	A person appointed by the Director-General as a chief technical officer under section 101 of the Biosecurity Act (1993).
Containment Facility (CF)	A place approved in accordance with section 39 of the Biosecurity Act (1993), for holding organisms that should not, whether for the time being or ever, become established in New Zealand.
Contamination	Unwanted presence in a commodity, storage place, conveyance or container, of any material (including a regulated organism) that may pose a biosecurity risk.  <b>Note:</b> <i>Contaminants include animals, insects or other invertebrates (alive or dead, in any life cycle stage, including egg casings or rafts), or any organic material of animal origin (including blood, bones, hair, flesh, secretions, excretions); viable or unviable plants or plant products (including fruit, seeds, leaves, twigs, roots, bark); or other organic material, including fungi; or soil or water; where such products are not the manifested cargo being imported.</i>
ERMA New Zealand	Environmental Risk Management Authority New Zealand.
Germplasm	Semen and embryos.

IDC	MAFBNZ Investigation and Diagnostic Centre.
Import Health Standard (IHS)	A document issued under section 22 of the Biosecurity Act, 1993, which specifies the requirements to be met for the effective management of risks associated with importation of risk goods before those goods may be imported, moved from a biosecurity control area or a transitional facility or given a biosecurity clearance.
Immediate Supervisor	The site manager, team manager, team leader or other delegated person.
IMPACT	<p>A MAF database for recording operational information relating to imports of risk goods.</p> <p><b>Note:</b> <i>The IMPACT database is used in managing:</i></p> <ul style="list-style-type: none"> <li>• <i>import permits issued as required by import health standards</i></li> <li>• <i>transitional and containment facilities.</i></li> </ul>
Import	<p>To bring within New Zealand territory from outside that territory.</p> <p><b>Note:</b> <i>New Zealand territory is 12 nautical miles from the nearest point of the low-water mark along the coast of New Zealand, including the coast of all islands. 'Imported' has a corresponding meaning.</i></p>
Inspection	Visual examination of import documentation related to and / or required for the consignment, and / or the actual consignment, and any cage, packaging, conveyance or other thing that has been in direct contact with the consignment.
Inspector	A person appointed as an inspector under Section 103 of the Biosecurity Act 1993 by the Director General, Ministry of Agriculture and Forestry.

## New Organism

A new organism is—

- (a) An organism belonging to a species that was not present in New Zealand immediately before 29 July 1998:
- (b) An organism belonging to a species, subspecies, infrasubspecies, variety, strain, or cultivar prescribed as a risk species, where that organism was not present in New Zealand at the time of promulgation of the relevant regulation:
- (c) An organism for which a containment approval has been given under the HSNO Act:
  - [(ca) an organism for which a conditional release approval has been given under the HSNO Act:
  - (cb) a qualifying organism approved for release with controls under the HSNO Act:]
- (d) A genetically modified organism:
- (e) An organism that belongs to a species, subspecies, infrasubspecies, variety, strain, or cultivar that has been eradicated from New Zealand.

A new organism does not cease to be a new organism because—

- (a) it is subject to a HSNO Act conditional release approval;
- or
- (b) it is a HSNO Act qualifying organism approved for release with controls.

An organism present in New Zealand before 29 July 1998 in contravention of the Animals Act 1967 or the Plants Act 1970 is a new organism.

**Note:** A full definition of 'new organism' can be found in section 2 of the HSNO Act.

New Zealand Food  
Safety Authority  
Verification Agency  
(NZFSA VA)

The delivery arm of the Food Safety Authority responsible for verification and certification of animals and animal products.

Permit to Import  
(PTI)

A document issued to an importer by MAFBNZ that specifies the conditions under which a particular commodity may be imported into New Zealand.

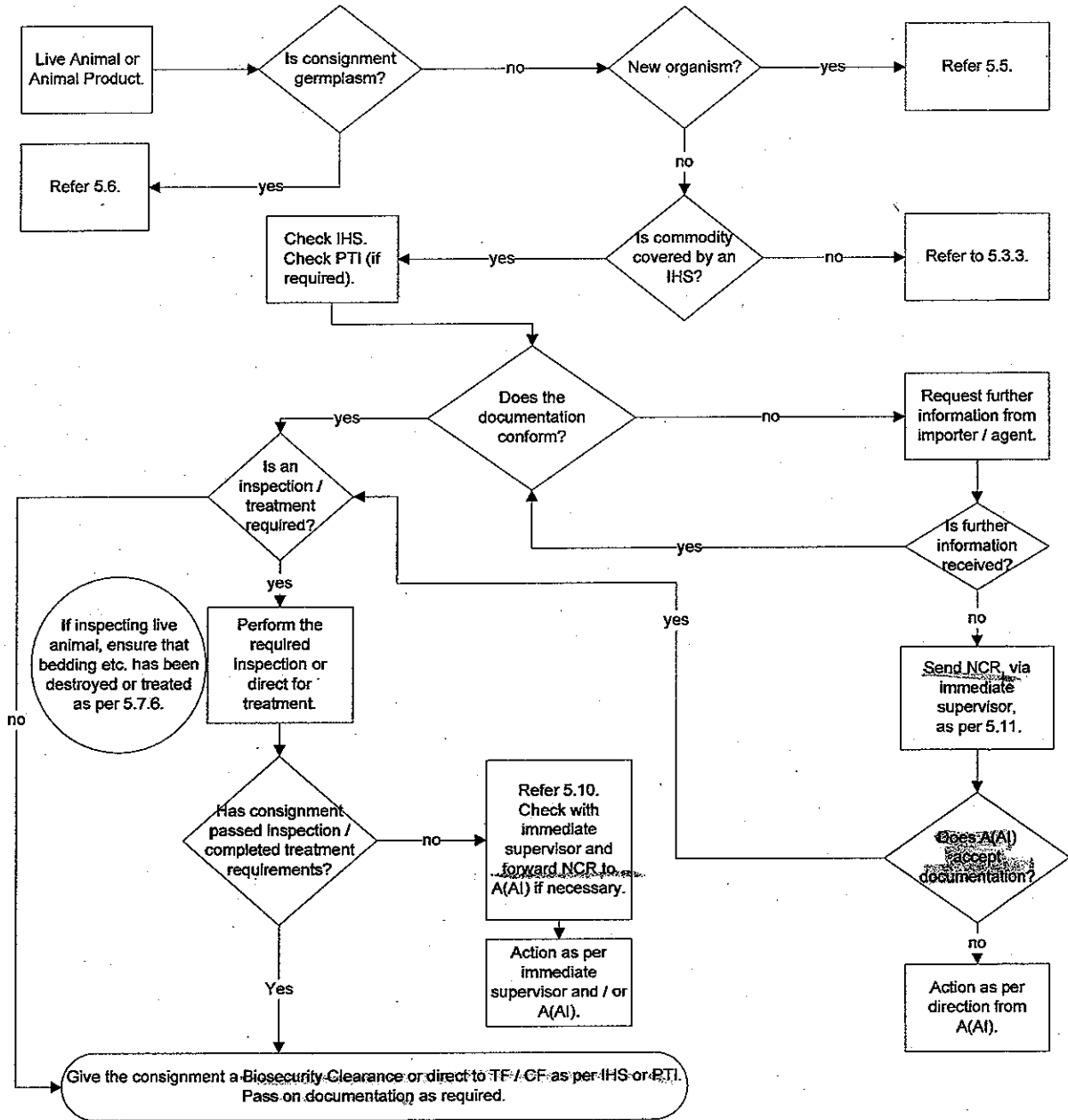
PEQ

Post Entry Quarantine

Private Consignment	A consignment imported as personal property and not intended for resale. Maximum size of a private consignment will be specified in the individual standards.
Quantum Database	The MAFBNZ database which holds information entered into QuanCargo, QuanPax, QuanMail and CarShip applications.
Reconciliation	A physical inspection of the product to determine whether the goods match the type and quantity of product specified on the import documentation.
Restricted Packaging Material	Soil, peat, bark, raw green and / or contaminated moss, hay, straw, chaff, used sacking material, contaminated egg cartons, or any packaging contaminated with these materials.
Risk Goods	Any organism, organic material, or other thing or substance, that (by reason of its nature or origin) it is reasonable to suspect to constitute, contain, or otherwise pose a risk that its presence in NZ will result in: (a) Exposure of organisms in NZ to damage, disease, loss or harm: (b) Interference with the diagnosis, management or treatment, in New Zealand, of pests or unwanted organisms.
Seizure	The power under s116 of the Biosecurity Act 1993, whereby an Inspector may seize goods that are unauthorised or have been in contact with unauthorised goods and pests or unwanted organisms could have been transmitted to those goods.
Transitional Facility (TF)	(a) any place approved as a transitional facility in accordance with section 39 of the Biosecurity Act (1993) for the purpose of inspection, testing, storage, treatment, holding or destruction of uncleared goods; or (b) a part of a port declared to be a transitional facility in accordance with section 39 of the Biosecurity Act (1993).
Uncleared Goods	Imported goods for which no biosecurity clearance has been given.

## 5 ACTIONS

### 5.1 Overview of Clearance Procedure



## 5.2 Assessing the Consignment

**Note:** Refer to Appendix 3 for miscellaneous information on risk items that are commonly imported, including, but not limited to, bee and fish products.

### 5.2.1 Assessment of uncleared goods

5.2.1.1 The assessing of uncleared goods to determine their risk status includes the following:

- examination of import documentation
- reference to appropriate IHS
- questioning the importer / agent about the goods
- determining whether a visual examination of the goods is required
- determining whether the goods may be given clearance

**Note:** Some goods, which are required to remain within a CF under conditions of an IHS, Permit to Import (PTI) and / or ERMA New Zealand Approval, may never be issued with a final biosecurity clearance.

5.2.1.2 Uncleared goods must be held in a Biosecurity Control Area (BCA), Transitional Facility (TF) or CF. Movement of uncleared goods between these facilities must be authorised by an inspector and directed on a Biosecurity Authorisation / Clearance Certificate (BACC).

### 5.2.2 IHS requirements

5.2.2.1 Goods that may be imported under an IHS must meet the requirements of that IHS prior to being given biosecurity clearance.

5.2.2.2 If an IHS requires a PTI, this must be presented as part of the application for clearance.

**Note 1:** The conditions of a valid PTI are in addition to the requirements of an IHS, not instead of the IHS requirements.

**Note 2:** The importer or their agent is responsible for obtaining and providing the PTI.

5.2.2.3 If the importer is unable to produce a valid PTI, refer to section 5.11.

## 5.3 Documentation and Certification Requirements

### 5.3.1 Inspection of documentation for compliance

**Note:** For information on certification requirements for consignments that also have NZFSA VA requirements refer to section 5.9.

5.3.1.1 All documentation associated with imported animals and animal products must be examined to ensure compliance with this PP, MAFBNZ standards and the Biosecurity Act 1993.

5.3.1.2 If there is any doubt regarding the validity of any import documentation, direct the consignment for a partial or full reconciliation.

5.3.1.3 All overseas certificates required for the importation of the risk goods must be original unless otherwise stated in the IHS. Any doubts regarding the veracity of any document must be referred to an immediate supervisor for advice.

5.3.1.4 When a consignment is going into post entry quarantine (PEQ) or requires further action at a TE or CF, the associated paperwork (e.g. PTI, Veterinary Certificates, copy of BACC) must be forwarded to the appropriate BSO or NZFSA VA veterinarian. Ensure a copy of paperwork is kept by the processing office.

**Note:** For further information regarding the importation of animals and animal products refer the public to:  
<http://www.biosecurity.govt.nz/imports/animals/standards/>

### 5.3.2 Meeting IHS requirements

5.3.2.1 Where there is an IHS for risk goods, compare the consignment documentation with the IHS to ensure that:

- the product originates from a country listed in the IHS
- all certification requirements have been met
- all the conditions of entry as specified in the IHS have been met, see 5.10.1.1.

**Note:** Conditions of entry may include, but are not limited to, mandatory treatment and inspection.

### 5.3.3 No relevant IHS or PTI

5.3.3.1 Some risk goods are not covered by an IHS for the following reasons:

- Goods are not permitted entry into New Zealand as per schedule 2 of the HSNO Act.
- No risk assessment has been undertaken by MAFBNZ.

5.3.3.2 When risk animal products arrive at the border for which there is no IHS the following actions are to be taken:

- accompanied goods (with passenger) – reship or destroy (at importers expense)
- unaccompanied goods – goods are to be held and a non-compliance report (NCR) forwarded to the A(AI) via an immediate supervisor

5.3.3.3 When a live animal or a consignment of germplasm arrives at the border with no relevant IHS or PTI an NCR must be forwarded to the A(AI) via an immediate supervisor.

**Note:** *These options are only available to the importer if the consignment is not an illegal importation. For illegal imports refer to section 5.11.8.2.*



### 5.3.4 Meeting PTI requirements

**Note:** *PTIs are valid for a specific time, but may be cancelled, revoked or replaced by the Director General or delegate at any time. Some reasons why MAFBNZ may cancel, revoke or replace a PTI include:*

- *a later risk analysis has determined the conditions of the PTI are not adequate*
- *the importer has requested that the PTI be cancelled*
- *a TF named on the PTI is no longer approved to receive the goods covered by the PTI*

5.3.4.1 All conditions of the PTI must be checked and met.

5.3.4.2 Confirm the validity of all PTIs by:

- checking in IMPACT to ensure the PTI is current - not cancelled, expired or replaced
- ensuring the PTI has been signed by the Chief Technical Officer (CTO) or delegate
- checking that any amendments to a PTI have been approved or countersigned by the CTO or delegate
- ensuring all pages are present
- ensuring the consignment covered by the PTI is being imported by the importer (or their agent) named on the PTI
- ensuring the consignment covered by the PTI has been exported by the person / organisation named on the PTI
- checking that the country of origin is the same as that stated on the PTI

5.3.4.3 Where any of the information in 5.3.4.2 is not correct the consignment must be held in secure custody. The following actions are to be taken:

- Contact the importer / agent and ask them to provide a relevant / valid PTI, or
- complete an NCR (see 5.11) and forward with a copy of the PTI, via the immediate supervisor, to the A(AI) for a decision.

5.3.4.4 Either the person listed on the PTI or the operator of the TF or a courier may be authorised to transport the items covered by a PTI to the listed TF, provided this action meets the conditions of the IHS and PTI.

5.3.4.5 If items covered by a PTI are being carried by a person (passenger) other than that listed on the PTI they must have a letter of authorisation from the PTI holder.

**5.3.5 Multiple entry PTI**

5.3.5.1 A copy of the PTI is acceptable. If an original multiple entry PTI is received with a clearance application, confirm it is valid (as per 5.3.4.2) and return it to the importer / agent once the necessary direction(s) for the consignment has been provided.

5.3.5.2 Where the PTI allows multiple entries, but restricts the total number of units which can be imported, individual consignments must be recorded in IMPACT using the 'Border Crossing' screen. Record details on original copy of the PTI (if provided).

**5.3.6 Single entry PTI**

5.3.6.1 A copy of the PTI is acceptable.

5.3.6.2 If the consignment on a single entry permit is going into post entry quarantine (PEQ) or requires further action at a TF or CF, copies of the PTI and all other documentation must be forwarded to the appropriate BSO or NZFSA VA veterinarian.

5.3.6.3 The number of animals imported on a single entry PTI must be recorded in the 'border crossing' screen of IMPACT. If the animals are ruminants, ensure the MAF tag numbers are recorded in the 'border crossing' details as well.

5.3.6.4 Where a PTI covering a consignment that has been given a BACC, is valid for 'single entry' only, cancel the electronic entry in IMPACT (see 5.3.7).

### 5.3.7 Cancellation of single entry PTI

5.3.7.1 Cancel the original copy of the PTI (if presented) by endorsing the front with:

- stamped or handwritten "Cancelled"
- date of cancellation
- inspector name and signature
- the actual number of units imported using that permit

5.3.7.2 Retain a copy of the PTI with consignment paperwork.

5.3.7.3 Cancel the PTI in IMPACT by:

- completing "Border Crossing" screen in IMPACT
- changing the PTI status to "cancelled"

**Note:** *Once the screen shows "cancelled" it cannot be reversed.*

### 5.3.8 Recording PTI details on BACC

5.3.8.1 Ensure that the TF or CF named on a PTI is currently approved for the commodity type and action.

**Note:** *Current TF and CF approvals are recorded in the Quantum database TF list.*

5.3.8.2 Any BACC generated in the Quantum database must include the PTI number in the 'Documentation' field and any non-compliance information and seizure details must be recorded in the appropriate screens.

5.3.8.3 If a PTI item is a lab animal (e.g. rats, mice), a notification email must be sent to the BSO responsible for the receiving facility

**Note:** *BSO contact details are hyperlinked under PP20 in the MAFBNZ intranet.*

5.3.8.4 If the PTI items are live animals being directed to a TF or CF under the conditions of the PTI (except lab animals) all documentation must be forwarded to the NZFSA VA veterinarian responsible for supervision of the facility (see App 2 for contact details).

## 5.4 Inspection and Transport Requirements

### 5.4.1 Deciding when to inspect

- 5.4.1.1 An uncleared consignment must be physically inspected where one or more of the following apply:
- the PTI or IHS specifically requires it (including packaging compliance)
  - where infestation / contamination is possible
  - when it is determined that a reconciliation of the consignment is required (see 5.3.1.2 and 5.4.1.3)

- 5.4.1.2 Inspections of uncleared consignments can only be conducted at one of the following places:
- on a vessel at a first port of arrival (not permitted for aircraft)
  - within a BCA
  - at a TF
  - at a CF

**Note:** *There is an exemption for personal effects to go to residence - refer to PP33.*

- 5.4.1.3 If a reconciliation is conducted the results must be recorded in the QuanCargo inspection screen.

- 5.4.1.4 An immediate supervisor must be informed of all failed reconciliations.

- 5.4.1.5 Reconciliation checks for importers that have failed previous checks must be undertaken on all future consignments until the immediate supervisor determines otherwise.

**Note:** *A prosecution should be considered in instances where it is believed that the importer has deliberately misrepresented the consignment information. Inform your immediate supervisor, who will liaise with a Border Investigator in the MAFBNZ Compliance and Audit directorate.*

#### 5.4.2 Purpose of inspecting consignments

- 5.4.2.1 Consignments are physically inspected to ensure that:
- the consignment (as far as can be reasonably ascertained by visual inspection) matches the description on the certification
  - any seals required by the IHS are intact and the numbers on the seals match the certification
  - no contamination is present
- 5.4.2.2 Seek advice from an immediate supervisor where an IHS requires inspection and it is impractical to physically inspect all the components of certain consignments on arrival. If appropriate, contact the A(AI), following advice from an immediate supervisor.
- 5.4.2.3 If the consignment is going to a TF or CF the supervising officer (BSO or NZFSA VA veterinarian) of the receiving facility must be notified by sending the accompanying original certification and a copy of the BACC.

#### 5.4.3 Movement of uncleared risk goods

- 5.4.3.1 Prior to directing any consignment of uncleared goods subject to the conditions of a PTI for movement to another port or TF:
- the validity of the PTI must be confirmed, and
  - all necessary documentation accompanying the consignment must be checked to ensure it complies with the PTI and relevant IHS.
- 5.4.3.2 Approval for movement from one BCA, TF or CF to another must be provided on a BACC. (BSOs may use 'Transfer Requests' for this approval).
- 5.4.3.3 When inspection and / or treatment is requested to occur at a port other than the port of arrival, ensure that the chosen facility is approved for the treatment required.
- 5.4.3.4 Consignments are to be packaged to prevent the escape of organisms during transport. Notify the destination port using the BACC notify function in QuanCargo or by faxing the BACC.

**Note:** See section 5.7.4 for transiting requirements for live animals not intended for importation into New Zealand.

#### 5.4.4 Hygiene requirements for inspection of risk goods

5.4.4.1 Suitable hygiene measures must be taken when handling risk goods to:

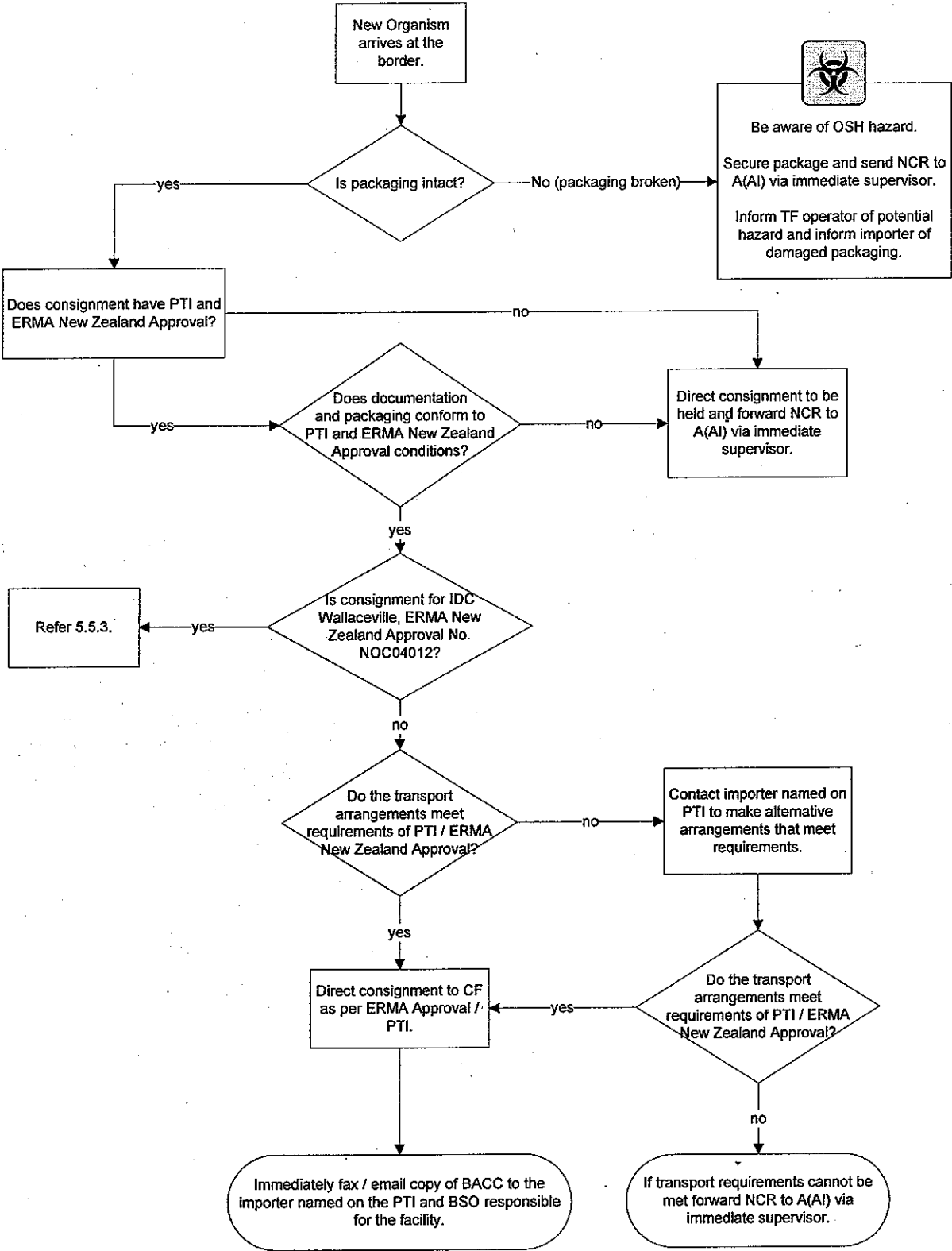
- prevent the inspector becoming a vector of animal disease
- reduce the possibility of organisms escaping into the environment
- reduce the possibility of contaminating the risk good
- reduce the possibility of harm to the inspector

**Note 1:** *Hygiene measures should also be relayed to any others (e.g. cargo handlers) who may be required to handle the risk goods.*

**Note 2:** *Examples of suitable hygiene measures include:*

- *wearing lab coats or overalls during inspection*
- *wearing disposable gloves during inspection and changing between consignments*
- *cleaning hands, knives and other equipment prior to leaving the facility or inspecting another consignment*

### 5.5 HSNO Act and New Organisms



**5.5.1 Intentional importation of a new organism**

**Note:** *The purpose of the Hazardous Substances and New Organisms (HSNO) Act 1996 is to protect the environment and the health and safety of people and communities by preventing or managing the adverse effects of hazardous substances and new organisms.*

5.5.1.1 Any intentional importation of a new organism is subject to assessment and control under the Biosecurity Act and HSNO Act.

5.5.1.2 Before a new organism can be legally imported into New Zealand, it must have approval from ERMA New Zealand and a PTI from MAFBNZ.

**Note:** *An IHS is not legally required for the importation of a new organism into containment, though in most cases one will exist.*

5.5.1.3 MAFBNZ may specify conditions which may be part of an IHS or additional to the IHS requirements. These conditions will be noted on the PTI and include any documentation that must accompany the consignment e.g. certificate of purity, zoosanitary certificate.

5.5.1.4 ERMA New Zealand may specify controls for the organism, including some that may need to be complied with at the border (e.g. transport, packaging and storage requirements). The ERMA New Zealand Approval Number will be listed on the PTI.

5.5.1.5 New organisms, particularly microorganisms and cell lines, should be triple packaged according to IATA requirements. This is to ensure that they are securely contained during transport, people handling the consignment are protected, and the environment is protected if the external packaging is breached.

**Note:** *IATA packaging requirements can be found at <http://www.iata.org/index.htm>*



**5.5.2 Processing consignments of new organisms at the border**

**OSH Note:** *Inspectors must not open primary or secondary packaging of consignments of new organisms / live cells / virus materials etc at the border.*

*New organisms can constitute a very serious OSH hazard.  
See OSH Hazard Alert No. 7 and App 6.*

5.5.2.1 The procedures at the border must ensure that:

- the correct documentation has accompanied the new organism consignment, and
- there does not appear to be other risk goods present

**Note:** *It is the responsibility of the BSO to verify that the actual content of the package is as stated on the documentation.*

5.5.2.2 For consignments imported into IDC Wallaceville under ERMA New Zealand Approval No. NOC04012 see 5.5.3.

5.5.2.3 If the PTI (and any other required documentation) is not located on the outside of the package, open only the external packaging (refer OSH note above).

5.5.2.4 Check the PTI for an ERMA New Zealand approval number. This indicates that the consignment contains a new organism. MAFBNZ will have already validated this number against the ERMA New Zealand approval upon issue of the PTI.

5.5.2.5 If the PTI states an ERMA New Zealand approval number, a copy of the ERMA New Zealand approval must be supplied with the PTI.

5.5.2.6 Check the PTI for a list of required documentation to accompany the consignment and check that this documentation is in order.

5.5.2.7 Check the PTI and ERMA New Zealand approval for any controls or conditions that need to be met at the border prior to issuing a BACC.

5.5.2.8 Issue a BACC directing the consignment to the CF named on the PTI.

5.5.2.9 Forward all documentation, including a copy of the BACC, to the BSO named on the PTI.

5.5.2.10 Forward a copy of the BACC and accompanying documentation to the importer.

**5.5.3 Microorganisms for IDC Wallaceville (ERMA New Zealand Approval NOC04012)**

**Note:** *An ERMA New Zealand approval is in place for the import into containment of microorganisms by IDC Wallaceville. These are for diagnostic and testing purposes and may potentially cause exotic and emerging diseases of animals.*

5.5.3.1 Packages must not be opened.

**Note:** *Documentation will be attached to the outside of the package.*

5.5.3.2 Packages must have been clearly labelled 'not to be opened in transit', or similar, by the exporter.

5.5.3.3 Check that the consignment meets the requirements of the PTI.

5.5.3.4 Check that the consignment meets the requirements of IATA packaging instruction 602 (see App 6).

5.5.3.5 Contact the BSO (Wellington region) to confirm that the method of transport has been authorised for moving the package from the place of arrival to IDC Wallaceville.

5.5.3.6 Direct the package to the IDC Wallaceville PC3 CF. Clearly indicate on both the package and the BACC that the package must not be opened in transit and can only be opened within the PC3 facility at IDC Wallaceville.

**Note:** *A Physical Containment Level 3 (PC3) is designed to contain indigenous and exotic microorganisms where there is a risk of serious infection to humans, animals or plants. These facilities have appropriate practices, techniques and monitoring processes to provide safeguards to minimise the risk of infection to individuals, the community and the environment.*

5.5.3.7 Record the date and approximate time (within 1 hour) that each package is dispatched from the place of arrival in the following spreadsheet:  
NOC04012 Tracking document <http://fcs/webtop/drl/objectId/090101b3801d81b7>  
FCS Folder Location: <http://fcs/webtop/drl/objectId/0b0101b380105319>.

5.5.3.8 If any of the conditions of the PTI are not met, e.g. packaging not intact, advise an immediate supervisor and immediately contact either:

- MAFBNZ Biosecurity Officer, Wellington region, or
- MAFBNZ Senior Advisor, Operational Standards, or
- Quality Assurance Coordinator, IDC Wallaceville

**Note:** *Contact details are available on the intranet via the MAF Phone List.*

5.5.3.9 Forward a copy of the BACC (via fax or email) to the importer named on the PTI.

5.5.3.10 The consignment is considered to be non-compliant if:

- there is no PTI
- the PTI accompanying the consignment does not list the ERMA New Zealand approval number, and it is suspected that the consignment may be, or may contain, a new organism
- the ERMA New Zealand approval is not provided with the application
- the contents of the primary package would need to be breached to retrieve documentation (see OSH note below 5.5.2)
- the conditions of the PTI are not met

5.5.3.11 In the event of a non-compliance:

- the consignment must be held securely at the place of arrival, and
- an NCR must immediately be forwarded to the A(AI), via an immediate supervisor

#### **5.5.4 Unintentional importation of a new organism**

5.5.4.1 If it is established that a consignment contains a new organism, the consignment must be (at importers expense):

- directed to a TF for treatment as per BNZ-STD-ABTRT, or
- destroyed at the place of arrival, or
- reshipped, and

5.5.4.2 Due to the potentially high value of goods, particularly commercial consignments, an immediate supervisor must be consulted and an NCR forwarded to the A(AI) prior to taking any of the actions in 5.5.4.

### 5.5.5 Transhipment

5.5.5.1 Transhipment refers to the importation of a new organism into New Zealand solely for the purpose of export within 20 working days. If the substance or organism will be in New Zealand for longer than 20 days a full approval to import is required.

**Note:** *Items approved for transhipment by ERMA New Zealand include items that may or may not be of biosecurity interest.*

5.5.5.2 Transhipment approvals (under Section 51 of the HSNO Act) apply only to substances or organisms that are in transit. Processing, repackaging or any form of use is not permitted.

5.5.5.3 If the tranship item is a new organism, a PTI will be issued by MAFBNZ.

5.5.5.4 If required, specific conditions of the transhipment approval will be stipulated on the PTI and the ERMA New Zealand transhipment approval. These may include the name of a TF or CF where goods are to be held pending re-export.

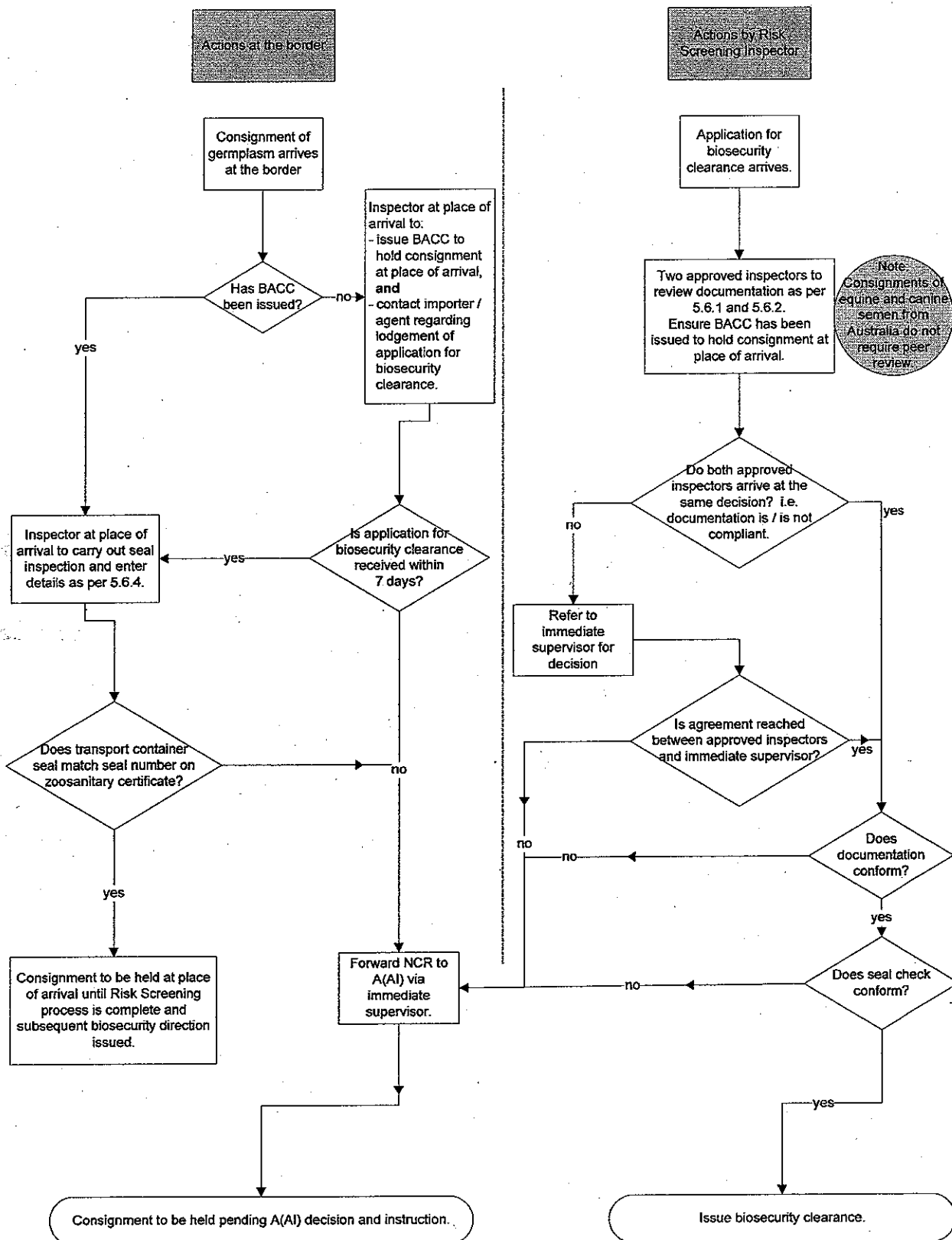
5.5.5.5 The goods must be directed to the appropriate TF or CF and held pending re-export as per the conditions of the PTI and ERMA New Zealand transhipment approval.

5.5.5.6 If the tranship item is a new organism, evidence of re-export must be provided to MAFBNZ, see 5.10.4.

### 5.5.6 Prohibited new organisms

5.5.6.1 The importation, transhipment, release or development of any organism specified in Schedule 2 (Prohibited New Organisms) of the HSNO Act is prohibited. For further details refer to HSNO Act Schedule 2.

### 5.6 Consignments of Germplasm



**Note:** *Consignments of equine semen imported under HORSEMIC.AUS and canine semen imported under DOGSEMIC.AUS are exempt from the peer review procedure described in 5.6.*

### 5.6.1 Inspector Approval

5.6.1.1 Biosecurity clearance of germplasm must be undertaken by inspectors who have received the following specific approval:

- Written authorisation from site manager.
- Successful completion of germplasm training including assessments.
- Annual completion of the PP20 written test.

### 5.6.2 Peer Review

5.6.2.1 On arrival, an initial BACC direction is to be issued directing the germplasm to be held at the place of arrival.

**Note:** *The initial BACC direction may be issued by an inspector who has not received specific approval (see 5.6.1).*

5.6.2.2 All documentation must be independently reviewed by two approved inspectors (see 5.6.1). Both inspectors must arrive at the same decision prior to any further authority being issued on a BACC.

5.6.2.3 If inspectors are not in complete agreement, the matter must be referred to an immediate supervisor. If still unable to be resolved, it must be referred to the A(AI) via an NCR.

5.6.2.4 Once peer review has been successfully completed the names and signatures of both inspectors must appear on the application coversheet and the file copy of the BACC.

**5.6.3 Documentation**

5.6.3.1 The following documentation must be provided for the clearance of all consignments of germplasm:

- application coversheet
- airway bill / house airway bill (not required for passenger carried consignments)
- the full name of the passenger (if germplasm carried by a passenger)
- the PTI (a copy is acceptable)
- the original zoosanitary certificate
- copies of associated laboratory results (unless not required by IHS)
- other documentation as required by the appropriate IHS

5.6.3.2 Original documentation may be returned to the importer, if requested. A certified copy must be held with the consignment paperwork and marked with the following information:

Page	Information to be recorded
On each page	MAF seal
	Inspectors signature
On first page	Inspectors name and employee number
	Wording "certified copy" written or stamped
	Date
	Note that originals have been returned to the importer / agent. (include their name)

**5.6.4 Seal Inspection**

5.6.4.1 A seal inspection must be carried out at the place of arrival to ensure that the consignment seal matches that recorded on the zoosanitary certificate.

5.6.4.2 The seal inspection result must be entered into the QuanCargo inspection screen as follows:

- select inspection type 'sealing'
- enter inspection site
- enter outcome i.e. 'conforms' or 'failed' as appropriate
- enter name of inspector who carried out seal inspection
- enter date of seal inspection

5.6.4.3 In some cases additional liquid nitrogen (or similar) may be required in order to preserve the consignment prior to biosecurity clearance being issued. In these circumstances the following actions must be taken:

- liquid nitrogen (or similar) top-ups must be undertaken by the importer / agent under MAF supervision
- a MAF seal must be used to re-seal the transport container
- the MAF seal number must be recorded within a new inspection record in QuanCargo

**Note:** *Inspectors must not break the seal or open the transport container.*



**5.6.5 Assessing the consignment documentation**

- 5.6.5.1 Germplasm must be held at the place of arrival until the consignment documentation has been assessed by two approved inspectors (see 5.6.1).
- 5.6.5.2 In the event of a non-compliance, an NCR must be sent to the A(AI), via an immediate supervisor. A BACC must be issued directing the consignment to be held pending the A(AI) decision.
- 5.6.5.3 Each section of the zoosanitary certificate must be checked to ensure compliance with the relevant IHS model zoosanitary certificate.
- 5.6.5.4 The following dates must be checked to ensure they are within the requirements of the IHS:
- donor animal entry into collection facility
  - sample collection dates
  - test dates (tests may be of the actual germplasm and / or donor animal serum)
- 5.6.5.5 Copies of laboratory results must be supplied for all tests required by the IHS. The following information on the laboratory results must be checked against the information supplied in the zoosanitary certificate:
- identification of donor
  - test type
  - sampling date
  - test result
- 5.6.5.6 The zoosanitary certificate must have been signed and stamped, where required by the IHS, by an official veterinarian.

### 5.6.6 Biosecurity Clearance

5.6.6.1 Biosecurity clearance may be issued when:

- documentation has been inspected as per the procedure defined in 5.6, and
- all requirements of the relevant IHS and any special conditions of a PTI (if any exist) have been met, and
- seal inspection confirms documented number  
or
- approval for biosecurity clearance has been given by the A(AI)

### 5.6.7 QuanCargo entry

5.6.7.1 The following information must be entered into QuanCargo:

- header screen completed including details of importer, agent and arrival details
- seal number entered under container details in header screen
- a separate line entry for each donor animal
- donor animal identification details in the following format:  
semen – 'donor name', 'registration number'  
embryos – 'female donor name', 'ID #' X 'male donor name', 'ID #'
- breed of animal e.g. Holstein, Standardbred (if not known enter 'unknown')
- all documentation (including laboratory results with unique identifier) recorded in documentation screen
- inspection result of seal check (as per 5.6.4)

**Note 1:** *Unique identifying numbers must be used when entering all documentation into QuanCargo.*

**Note 2:** *The above information is the minimum QuanCargo data entry requirement. Further detail should be input if deemed necessary by the inspector.*

5.6.7.2 If the germplasm is carried by a passenger the following information must be entered into the QuanCargo header screen:

- Arrival Method: PAX
- Work Area: Air Passengers
- Bill of lading No.: Passenger name, date of arrival and flight number in the following format: JohnSmith06072007NZ001  
(name) (date) (flight no.)

5.6.7.3 If the germplasm is carried by a passenger and the application for biosecurity clearance has been received, a copy of the BACC must be faxed or emailed to the appropriate airport prior to the arrival of the consignment.

5.6.7.4 Seizure information must be entered into QuanCargo against all non-compliant lines within the consignment.

#### 5.6.8 Cancellation of the PTI

5.6.8.1 All single entry PTIs must be cancelled as per 5.3.7.

#### 5.6.9 Charges

5.6.9.1 Initial seal and documentation costs are to be charged per donor animal as per PP10.

5.6.9.2 If the consignment is non-compliant and further inspection is required e.g. supervision of top-up and re-sealing, hourly rate charges apply as per PP10.

## 5.7 Inspection of Live Animals

### 5.7.1 Requirements for inspection of live animals

5.7.1.1 The consignment must be inspected to ensure:

- that the transport container / cage used to transport the animals is free from contaminants
- the animals in the consignment are fit to travel to the TF or CF (if no NZFSA VA Veterinarian is present)
- dogs, cats and rabbits that do not require PEQ are free from ticks and fleas (see 5.7.5)

**Note 1:** *Risk goods and / or contaminants that may be found in transport containers / cages include bird seed, vegetative material, animal or plant material, animal waste, dog chews and fresh meat or insect damage / fungal contamination in the woodwork of the cage.*

**Note 2:** *If an animal appears to be unwell, action as per 5.11.7.*

**Note 3:** *Animals arriving by sea, intending to remain aboard the vessel whilst within New Zealand territorial waters, are subject to the inspection and clearance procedures outlined in PP70.*

5.7.1.2 If contamination, not including animal bedding (see 5.7.6), is found in the transport container of an animal, an appropriate approved treatment must be conducted as per BNZ-STD-ABTRT.

**Note:** *Animal transport containers that are to be directed to PEQ under a specific IHS must remain sealed. Any contamination will be removed at the PEQ facility.*

5.7.1.3 For dogs and cats being imported under an IHS that requires the cage to be sealed with an official seal, an inspector must inspect the transport container seal on arrival. The seal inspection result must be entered into the QuanCargo inspection screen (see 5.6.4.2).

5.7.1.4 The outer packaging of hatching eggs must be visually inspected for any leakage.

5.7.1.5 If the documentation accompanying a live animal arriving by air or sea is erroneous the animal must be held in secure custody at the port of arrival and actioned as per 5.11.7

**5.7.2 Inspection required by NZFSA VA Veterinarian**

**Note:** See Appendix 2 for NZFSA VA contact details.

5.7.2.1 Animals that do not require inspection by a Quarantine Inspector must, under the conditions of the relevant IHS, be either:

- directed to the TF or CF as stated on the PTI, or
- if not required to enter a TF or CF by, directed for inspection by an NZFSA VA Veterinarian at the place of arrival,  
and
- all original paperwork forwarded to the relevant NZFSA VA Veterinarian

**Note:** *A Quarantine Inspector is not required to inspect most animals (except dogs and cats that do not require PEQ, see 5.7.5).*

*The conditions of most IHSs specify that animals (except lab animals) are:*

- *to be directed to a TF or CF, e.g. dogs and cats from countries that require PEQ and zoo animals,  
and / or*
- *that a veterinary officer be present on arrival*

*In such cases the animal and all documentation required by the IHS will be inspected by the NZFSA VA Veterinarian.*

**5.7.3 Ornamental fish and invertebrates**

5.7.3.1 The outer packaging of containers holding ornamental fish and invertebrates must be:

- inspected for damage and leakage at the place of arrival
- sealed with MAF tape to ensure security is maintained during transport to the approved TF

5.7.3.2 When an application for biosecurity clearance is received from the importer / agent:

- ensure the PTI is valid (see 5.3.4)
- issue a BACC directing the consignment to the TF named on the PTI
- advise the supervising NZFSA VA Veterinarian of the arrival of the consignment
- forward a copy of the BACC with all relevant documentation, e.g. copy of PTI, invoices and packing slips, to the NZFSA VA Veterinarian
- forward a copy of the BACC to the importer / agent

**Note 1:** *The supervising NZFSA VA Veterinarian must be advised of the arrival of the consignment at the earliest opportunity – either when the application for clearance is received or when the consignment arrives at the border (whichever occurs first). See App 2.*

**Note 2:** *The supervising NZFSA VA Veterinarian is responsible for:*

- *inspection of the consignment while in the TF*
- *checking that the species of fish being imported are permitted entry under the IHS*
- *checking and acting upon any CITES requirements*
- *issuing final biosecurity clearance at the end of the PEQ period*

#### 5.7.4 Live animals transiting New Zealand

**Note:** *Transit of new organisms through New Zealand (i.e. for export from New Zealand) must only occur with prior approval from ERMA New Zealand, refer to section 5.5 for further details.*

5.7.4.1 All types of live animals intended for transit through New Zealand (destination another country) require a transit permit issued by the A(AI).

**Note 1:** *Dogs and cats that need to be transferred from the inbound aircraft to another aircraft require a transit permit.*

**Note 2:** *Dogs and cats that remain on the aircraft do not require a transit permit.*

5.7.4.2 If a dog and / or cat will be in transit for greater than 6 hours they must be directed to an approved TF.

5.7.4.3 If the animal is to be transferred to a TF while awaiting the outgoing flight the NZFSA VA veterinarian supervising the facility must be advised.

5.7.4.4 If the departure of the aircraft or vessel is delayed and there is concern about the welfare and / or biosecurity risk of the animal(s) the NZFSA VA veterinarian and A(AI) must be contacted to provide direction (see 5.11.9 and App 2 for contact details).

5.7.4.5 If a transiting animal arrives without a transit permit:

- the A(AI) must be immediately advised, via an NCR, followed up with a phone call (see 5.11.9), and
- the animal must remain on board the inbound aircraft or in the MAF risk goods area of the local cargo handling agent e.g. Air New Zealand Cargo, Menzies Aviation NZ Ltd, and
- the animal can continue to transit (be reshipped) out of New Zealand without prior permission of the A(AI).

5.7.4.6 All directions relating to the control of transiting live animals must be provided to the importer / agent on a BACC.

**5.7.5 Inspection of imported dogs, cats and rabbits**

**OSH Note:** Health and safety is the most important concern - see 5.7.7 - procedure for irritable / fractious animals.

5.7.5.1 Dogs, cats and rabbits must be inspected for the presence of ticks and fleas in the following circumstances:

- where an IHS does not require a dog, cat or rabbit to enter a PEQ facility on arrival
- where an IHS requires that the animal be examined by an inspector

**Note:** *Dogs and cats originating from Australia, Hawaii, Norway, Republic of Ireland, Singapore, Sweden and United Kingdom do not require quarantine if conditions of IHS are met. Rabbits may only be imported from Australia and do not require quarantine if conditions of IHS are met.*

5.7.5.2 The examination for ticks and fleas must be performed by an inspector who has received animal inspection training from an NZFSA VA veterinarian or approved MAFBNZ Senior Advisor, in a TF approved for animal inspection. At least two people must be present during the tick inspection, ideally one of these should be the owner.

5.7.5.3 Refer 5.7.9 for directions following animal inspection.

**Note 1:** *A diagram showing where to inspect a dog for ticks is given as a reference in Appendix 4.*

**Note 2:** *Refer to Appendix 5 for tick identification information.*



**5.7.6 Animal bedding accompanying an animal**

**Note:** *The following procedure applies to animals that do not require PEQ. The bedding of animals that require PEQ will be treated at the approved TF.*

5.7.6.1 All bedding, including newspaper, clothing, sacking, fabric toys and other materials that may harbour any life stage of ticks or fleas, must be destroyed at the importers expense regardless of whether ticks or fleas are found on the animal.

5.7.6.2 Bedding must be destroyed at the time and place of animal inspection.

**Note:** *The option to treat bedding as per BNZ-STD-ABTRT may be given only if the owner is present at the time of inspection.<sup>1</sup>*

5.7.6.3 A record line must be created in QuanCargo to document the destruction or treatment of animal bedding.

5.7.6.4 Enter a new line in QuanCargo as follows:

Line type:                    Equipment  
Equipment type:            Used with Animals

5.7.6.5 Enter a new authority in QuanCargo as follows:

- If bedding is to be destroyed:  
Authority type:            Release  
For:                            Goods have been successfully destroyed  
By:                             enter name of office
- If bedding is to be treated:  
Authority type:            Treatment  
To be taken to:            enter name of approved TF  
For:                            Fumigation with methyl bromide at approved rate,  
   temperature and time  
Authority Clarification:    enter correct treatment shortcode as per  
   STD-BNZ-ABTRT.

**Note:** *Fabric collars and leads that accompany the consignment (i.e. not worn by the animal) are to be inspected for the presence of ticks and fleas. If none are found, these may be released without treatment.<sup>2</sup>*

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<sup>1, 2</sup> Rachele Linwood MAFBNZ July 2007

### 5.7.7 Unaccompanied animal bedding

5.7.7.1 Inspect all dog and cat bedding in unaccompanied personal effects.

5.7.7.2 Direct animal bedding contaminated with animal hair for fumigation with methyl bromide (see BNZ-STD-ABTRT treatment short code EAP1 for details)<sup>3</sup>.

**Note 1:** *Ticks have been found to be associated with unaccompanied dog and cat bedding contaminated with animal hair.*

5.7.7.3 Refer to BNZ-STD-ABTRT for actions when other types of contamination, e.g. fleas, ticks or other organic material are found.

**Note 2:** *Items such as furniture, contaminated with animal hair, must be directed for fumigation with methyl bromide.*

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<sup>3</sup> Sally Aitken MAFBNZ September 2008

**5.7.8 Irritable / fractious dogs and cats**

- 5.7.8.1 If a dog or cat is unable to be examined by an inspector due to it being irritable or fractious it must be either:
- inspected by an NZFSA VA veterinarian at the animal inspection facility at the place of arrival, or
  - directed to an approved TF for inspection by a NZFSA VA veterinarian

*Note: If an animal must remain in a travel container / cage for a prolonged period while awaiting collection ensure that the animal has a supply of fresh drinking water and that the supervisor of the arrival TF has been informed of the circumstances.*

- 5.7.8.2 An NZFSA VA veterinarian must be contacted (see App 2 for contact details) to determine which of the two options in 5.7.8.1 are to occur. Direct the animal to a TF if the veterinarian is unable to be contacted.
- 5.7.8.3 If an animal is sent to a TF for inspection the inspector must:
- provide a copy of the BACC and all original paperwork to the NZFSA VA veterinarian, and
  - forward an NCR and a copy of all relevant paperwork to the A(AI)
- 5.7.8.4 If the animal is directed to a TF for inspection, the NZFSA VA veterinarian will issue a biosecurity clearance when appropriate
- 5.7.8.5 The Inspector must contact the TF to arrange for collection and transport of the animal to the TF.

**5.7.9 Directions for dogs, cats and rabbits following tick and flea inspection**

5.7.9.1 Clearance may only be issued when the bedding has been destroyed or treated, and either:

- documentation is compliant and no live ticks or fleas are found on the animal by an inspector or NZFSA VA veterinarian, or
- the A(AI) confirms that a biosecurity clearance may be issued

5.7.9.2 If live ticks or fleas are found on a dog or cat or its bedding, the animal and its transport container must be directed to one of the following transitional facilities under veterinary supervision:

- 154.02.09 Standard for dog and cat facilities
- 154.02.03 Standard transitional facilities for non-compliant dogs and cats

**Note 1:** *The animal bedding (see 5.7.6) must be destroyed at the place of arrival, prior to transport to TF.*

**Note 2:** *The presence of live ticks or fleas (not flea dirt) in the bedding indicates that the animal is also infested with ticks or fleas and is therefore considered to be non-compliant.*

5.7.9.3 If fleas are found on the animal they should not be removed.

5.7.9.4 Follow these steps if a tick is found on a dog or cat.

Step	Action
1	Remove tick.
2	Direct animal to TF (see 5.7.9.2). Insert the following BACC Authority Clarification: 'VET / TF NOTE: Unidentified tick(s) found and removed by inspector.'
3	Immediately contact NZFSA VA Vet <b>AND</b> TF by phone to advise that ticks have been found and removed.
4	Send tick for identification (see PP46 and App 5). Tick identification is to be charged to the importer as per PP10.
5	Send copy of associated paperwork to: <ul style="list-style-type: none"> <li>• the NZFSA VA veterinarian responsible for the TF, and</li> <li>• the A(AI), accompanied by an NCR</li> </ul>

5.7.9.5 When a non-compliant animal is directed to an approved TF a copy of the BACC and all associated paperwork must be sent to:

- the NZFSA VA veterinarian responsible for the TF, and
- the A(AI), accompanied by an NCR

5.7.9.6 If live ticks or fleas are found on a rabbit:

- an NCR must be forwarded to A(AI)
- the animal must be held securely at the place of arrival pending the A(AI) decision

**Note:** *If live ticks or fleas are found on assistance dogs, the above requirements apply (refer to DOGBLIIC.ALL Part C section 11.1).*

## 5.8 Equipment Associated with Animals

### 5.8.1 Import health standard

5.8.1.1 The Import Health Standard for equipment associated with animals or water (ANIEQPIC.ALL) provides information on used equipment associated with:

- terrestrial animals
- marine animals and marine water activities
- freshwater animals and freshwater activities

### 5.8.2 Felt-soled waders

5.8.2.1 Use the following table to determine what action to take when inspecting felt-soled waders.<sup>4</sup>

If felt-soled wader is visibly clean and...	then...
is <b>not</b> dry to the touch	treat as per ANIEQPIC.ALL.
is dry to the touch	ask importer when last used.
dry and was last used within 2 months	treat as per ANIEQPIC.ALL.
dry and has not been used for over 2 months	no treatment is required.
<b>Note:</b> If wader is <u>not</u> visibly clean, then treat as per ANIEQPIC.ALL	

<sup>4</sup> Richard Soons MAFBNZ October 2007

## 5.9 Foreign and Returned NZ Animal Products

**Note:** For the purpose of this section, animal material and animal products do not include dairy products or materials derived from dairy products.

### 5.9.1 NZFSA VA requirements

5.9.1.1 NZFSA VA must inspect consignments of the following products:

- all returned New Zealand animal material and animal products (except dairy products) intended for re-export or domestic use
- all foreign origin animal material and animal products (except dairy products) intended for export

5.9.1.2 NZFSA VA requirements can only be actioned either:

- when all MAFBNZ biosecurity requirements have been met, or
- during a MAFBNZ inspection

5.9.1.3 Internal shipping container inspection and devanning under BMG-STD-SEACO must not occur without MAFBNZ presence unless a biosecurity clearance has been issued.

5.9.1.4 Once biosecurity clearance has been issued, the internal shipping container inspection must not occur without NZFSA VA authorisation.

**Note:** If the goods are not reconciled by NZFSA VA immediately after all biosecurity requirements have been met, they will not be eligible for export and returned NZ animal products / material will not be eligible for either export or domestic use (see 5.9.4.2).

**5.9.2 Processing an application for a BACC**

5.9.2.1 It is the importer's responsibility to inform MAFBNZ when a consignment must meet NZFSA VA requirements. This must occur when the BACC application is first provided.

**Note:** *Note in the authority clarification of the BACC if an NZFSA VA inspection is necessary.*

5.9.2.2 Applications for a BACC must include the following documentation:

- a copy of the bill of lading or airway bill
- a copy of the goods invoice
- any original documentation required by the applicable IHS
- copies of any MAF export certificates
- copies of the original export bill of lading from New Zealand

5.9.2.3 Applications for a BACC must include the following information:

- details of the returning New Zealand product
- the name of the BCA, TF or CF where the goods may be inspected
- a summary of why the goods are being returned to New Zealand
- details of ports of call, transit and discharge of goods whilst overseas
- details of any circumstances that have altered, such as MAF container seals or a change in shipping containers



### 5.9.3 Zoosanitary certificate requirements

5.9.3.1 All original documentation required by the applicable IHS, including the zoosanitary certificate, must be retained by MAFBNZ. If required, a certified copy of the original zoosanitary certificate may be supplied to the importer as per 5.9.3.2.

**Note:** *In some cases NZFSA VA need to sight the original zoosanitary certificate. Certificates must be returned to MAFBNZ. Each site is responsible for maintaining a record log to ensure that original certificates are returned.*

5.9.3.2 If required, verify a photocopy of the zoosanitary certificate as being a true representation of the original by:

- stamping each page with the MAF seal
- signing and dating each page
- clearly printing the inspectors name (or block stamping name, if stamp is available) and employee number on the front page
- noting the wording 'certified copy' on the front page
- supply an 'uncertified copy' (plain photocopy) of the certificate for NZFSA VA to scan for their records

5.9.3.3 File the original zoosanitary certificate with the primary data for the consignment (i.e. with the invoice, bill of lading / airway bill and any other necessary documents), and record in the documentation screen for that consignment that a verified copy of the original has been provided to the importer.

### 5.9.4 MAFBNZ inspection and / or reconciliation

5.9.4.1 **Reconciliation of goods, to determine that no product replacement or tampering has occurred, must be done when:**

- the original container seal does not match the import documents, and / or
- there is any doubt regarding the validity of the documentation (if unsure, seek advice from an immediate supervisor)

5.9.4.2 Immediately inform the importer if inspection and / or reconciliation is required.

**Note:** *The importer is responsible for providing the name of a facility that meets MAFBNZ and NZFSA VA requirements and for informing NZFSA VA.*

5.9.4.3 If it is necessary to break the original seal on a shipping container, the seal must be replaced with an official MAF seal. Refer to section 5.9.5.1 for documenting seal replacement requirements.

**5.9.5 Actions in QuanCargo**

5.9.5.1 Enter the following information into QuanCargo:

- original seal numbers in consignment header details
- all relevant documentation in the 'documentation' screen
- non-compliances in the 'non-conformance' screen
- any inspection undertaken by MAFBNZ in 'inspection' screen
- document any breaking of original seals and replacement with MAF seals in the inspection screen and include in the BACC 'Authority Clarification'
- record seizures (including any documentation seizures)
- confirm in the 'comments' field of the consignment header in QuanCargo that NZFSA VA has been informed of the consignment.

5.9.5.2 When all biosecurity requirements have been met, a BACC with the following details must be issued to the importer:

Type: "Referred"  
For: "Referred to NZFSA (all biosecurity requirements met)"  
By: "*select the correct region*"  
Authority Clarification: NZSFA VA requirement to be met (include all replacement MAF seal numbers)

5.9.5.3 When a MAF clearance has been issued for the product, fax the BACC to NZFSA VA Technical Supervisor (ensure any replacement seal numbers and any non-compliance reports are included) at the nearest NZFSA VA office. Record actions in the 'comments' field of the BACC consignment header with the date and time contact was made.

## 5.10 Biosecurity Clearance

### 5.10.1 Issuing a BACC

5.10.1.1 Goods can only be given biosecurity clearance once all requirements of this PP and appropriate MAFBNZ standards are met.

5.10.1.2 A written BACC must be given in the following situations:

- commercial consignments
- imported live animals
- illegal importations of animals and animal products
- where an importer requests a written BACC
- where another PP requires it
- where a zoosanitary certificate is required to be presented

**Note:** All documentation must be entered into Quantum

5.10.1.3 Ensure that all BACCs contain all of the following information:

- importer's name
- description of the imported risk good(s)
- country of origin of the risk good(s)
- date of importation
- whether the imported risk good(s) were given a clearance or an authorisation to be treated, reshipped or destroyed
- reference to a PTI number (where applicable)
- date of issue
- any critical wording required by a PTI
- issuing inspectors name and employee number (if handwritten BACC)

**Note:** For information on issuing a BACC for consignments which also have NZFSA VA requirements refer to section 5.9.

### 5.10.2 Verbal clearance

5.10.2.1 Verbal clearances for animal products that are imported by air passengers may be given if goods are:

- identified as non-risk goods, or
- risk goods only requiring inspection prior to clearance

**5.10.3 Uncleared goods requiring further action by a BSO**

5.10.3.1 Goods that are directed to a TF or CF to be further controlled by a BSO (as per the PTI) cannot be given a biosecurity clearance by anyone other than a BSO. The risk goods may only be directed to the facility stated on the permit.

**Note:** *Common items requiring this type of clearance include lab animals, biological products, hides/skins/fibres, some dairy products.*

5.10.3.2 The following direction must be provided to the importer of uncleared goods requiring further action at a TF or CF by a BSO:

Type:	Hold
To be taken to:	select name of TF or CF from PTI
For:	"Further action at a transitional facility as per IHS/ Permit / Compliance Agreement follow-up required"
By:	Biosecurity Officer ( <i>select correct region</i> )"
Authority Clarification:	enter permit number and any other relevant information (such as minimum packaging requirements etc)

**5.10.4 Uncleared goods for reshipment**

5.10.4.1 Uncleared goods that are to be reshipped must be directed for reshipment using a BACC.

5.10.4.2 An outgoing bill of lading, airway bill or confirmation of postal shipment must be supplied to MAF as evidence that the goods have been reshipped. The following information must be supplied:

- identity of the vessel or aircraft
- container number (for sea freight)
- air container number (if used for air freight)
- unit load device tray number e.g. PAG, PMC (if used for air freight)
- tracking number (for posted freight)
- MAF seal number (if used)

5.10.4.3 Full container loads (FCL) of goods must be sealed by an inspector with a uniquely numbered MAF security seal. Goods may be reconciled prior to sealing if deemed necessary by an inspector.

5.10.4.4 For goods that are less than a container load (LCL), including break bulk and air freighted goods the following actions are necessary:

- goods must be reconciled by an inspector immediately prior to reshipment
- the consignment must be shrink-wrapped or otherwise securely contained to the satisfaction of an inspector
- sea freight containers must be sealed with a uniquely numbered MAF security seal once the container is full and ready for re-export
- air freight must be either sealed inside an air container by an inspector, using a uniquely numbered MAF security seal, or the inspector must be satisfied that the goods will remain secure until departure
- an inspector must physically check that break bulk goods have been loaded onto the vessel

**Note:** *In the case of air freight, goods must be reshipped inside air containers unless an inspector deems that goods can be securely shipped by another method, for example, on a flat tray or bulk loaded into an aircraft.*

5.10.4.5 Goods for reshipment through the postal system that are accompanied by a passenger or received via international mail must be:

- prepared, packaged and posted by MAFBNZ, and
- posted using a tracking system to confirm that reshipment has occurred

5.10.4.6 Once evidence of reshipment has been received a final BACC is to be issued as follows:

Authority type: Released

For: Goods have been reshipped

Authority Clarification: identify the conveyance and bill of lading or airway bill and any MAF seal or tracking number

## 5.11 Non-Compliance

**Note:** Where possible the non-conformance screen in Quantum should be used to generate an NCR. If unavailable, an electronic version of the NCR form can be found on the MAFBNZ intranet (see App 1).

### 5.11.1 Non-Compliance reports

#### 5.11.1.1 NCRs serve three key purposes:

- to report serious anomalies or breaches such as inconsistencies between the Biosecurity Act / IHS and PTI, or altered / falsified PTI
- to seek advice or clarification on risks and conditions of importation
- to fulfil MAF's obligations where the CTO has powers to mitigate losses for importers under the Biosecurity Act section 116(6)

#### 5.11.1.2 NCRs are forwarded electronically or faxed to the A(AI) in any of the following circumstances:

- irresolvable issues with importation documentation or conditions
- rulings on equivalence are required
- as directed in this PP
- when an importer wishes to mitigate losses

#### 5.11.1.3 An NCR must be reviewed and countersigned by an immediate supervisor before it is sent to the A(AI).

#### 5.11.1.4 If unhappy or unsure of a decision made by the A(AI), or other MAFBNZ advisor, refer to an immediate supervisor who can progress the issue if necessary.

#### 5.11.1.5 All sections of the NCR form should be completed.

#### 5.11.1.6 Ensure copies of all relevant information are faxed at the same time as the NCR is sent.

### 5.11.2 Non-complying documentation

#### 5.11.2.1 Where the wording on an import certificate differs from that required, seek advice from an immediate supervisor. Direct the consignment to be held in secure custody in the interim.

**Note:** *Minor typographical and spelling errors are permissible provided the meaning of the text is clear and in accordance with the requirements.*

**5.11.3 Delayed or misplaced documents**

- 5.11.3.1 If original documentation is not available a direction may be issued for the consignment to be held in secure custody at a TF pending the original documentation being presented within 72 hours of the direction being given.
- 5.11.3.2 Biosecurity clearance must not be given and the consignment must not be released to the importer until the original documentation is received by MAFBNZ.
- 5.11.3.3 Originals may be presented to any MAFBNZ office. Where documents are received for a consignment being processed by another office:
- advise the original office by e-mail or fax that the originals have been presented, and
  - enter the details of the documents into the appropriate Quantum database noting which office holds the originals
- 5.11.3.4 If the documents are confirmed as definitely lost the importer / agent must either:
- contact the overseas issuing authority to obtain replacement documents or evidence that attests to a facsimile copies integrity, or
  - provide evidence that the certification has been genuinely lost or misplaced e.g. Courier company 'track and trace' report
- 5.11.3.5 Send an NCR with a copy of the evidence provided by the importer (as per 5.11.3.4) to the A(AI) for a decision.
- 5.11.3.6 If original documentation is not presented within 72 hours, the certification is deemed to be lacking and must be actioned as for 5.11.4.



#### **5.11.4 Certification unavailable or erroneous**

5.11.4.1 Where certification is not available, or is erroneous, animal products may be held in secure custody for a period of 7 days pending the presentation of correct certification. If, after 7 days, correct certification has not been presented notify the A(AI), using an NCR. The A(AI) may extend this period for a further 7 working days.

5.11.4.2 Where the correct documentation is not received after this period has elapsed, issue the importer of the consignment with a BACC directing reshipment or destruction, at the importers option and expense, within a further 7 working days.

#### **5.11.5 Reship or destroy option**

5.11.5.1 Unless a consignment was intended for illegal importation, the importer may be given the option of reshipment or destruction at their expense.

5.11.5.2 Goods must remain in secure custody, pending the importers decision. The importers decision / instruction must be received in writing.

5.11.5.3 Where importers wish to mitigate losses an NCR can be forwarded to A(AI) as per 5.11.1.2.

#### **5.11.6 Treatment has not been carried out**

5.11.6.1 Where animal products intended for lawful importation have not been subjected to treatment(s) required by the IHS or PTI, issue a direction for the treatment(s) to be carried out as per BNZ-STD-ABTRT.

5.11.6.2 Animal products requiring treatment may be transported to the port of destination provided the appropriate treatment required is available at that port, and the animal products are packaged in such a manner as to ensure security during transport.

### 5.11.7 Live animals and germplasm

**Note:** *The following procedure **also** applies if an animal is deemed unfit to travel to a TF or CF.*

- 5.11.7.1 In the event of all non-compliances an NCR must be forwarded to the A(AI).
- 5.11.7.2 All non-compliances that occur between 1000 and 1600 hours, Monday to Friday, must be reported to the A(AI) (see 5.11.9.2) using an NCR, followed by a phone call to the A(AI) as confirmation of receipt.
- 5.11.7.3 All live animal non-compliances outside 1000 and 1600 hours, Monday to Friday, must be reported to an NZFSA VA veterinarian (see App 2).
- 5.11.7.4 In the event that an NZFSA VA veterinarian is unavailable, contact the Team Manager (Animal Imports) (see 5.11.9.2).
- 5.11.7.5 If both the NZFSA VA veterinarian and the Team Manager (Animal Imports) are unable to be contacted within 30 minutes the following action must be taken:
- direct the animal to the nearest approved TF
  - contact the operator of the TF to;
    - ensure that space is available
    - ensure transportation of the animal can be arranged
    - advise TF operator the reason for non-compliance
  - forward an NCR, with a copy of all relevant documentation, to the A(AI)
  - forward a copy of the BACC and all relevant documentation to the NZFSA VA veterinarian responsible for the TF

### 5.11.8 Unlawful importations

*OSH Note: Live hitchhiker / smuggled animals may be dangerous since they may be diseased, poisonous or prone to attack. Take extreme care if you seize, capture and/or dispatch the animal.*

5.11.8.1 For animals arriving by sea on board a vessel action as per PP70.

**Note:** *If a live animal is accidentally imported on board a vessel e.g. seabird after a storm, action as per PP70 and 5.11.8.3.*

5.11.8.2 If an importer is attempting to unlawfully import an animal product, live animal or germplasm into New Zealand the goods must be seized and held in secure custody (directed on a BACC) at the place of arrival and an NCR immediately forwarded to the A(AI) for a decision.

5.11.8.3 If a live animal(s) has been accidentally imported e.g. 'hitch-hiking' within cargo, personal effects, umu boxes etc it must be seized and held in secure custody at the place of arrival and an NCR immediately forwarded to the A(AI) for a decision.

**Note 1:** *If the animal is or could be an endangered species the Department of Conservation (DoC) must be informed and approval granted to dispose of the animal before euthanasia is performed (refer to PP80).*

**Note 2:** *The Ministry of Health (MOH) is responsible for the surveillance, exclusion and initial response to exotic mosquitoes. MOH is also responsible for rats that are found in association with craft at a port or airport. For further details refer to PP46 'Interception of organisms at the border'.*

### 5.11.9 Contacting the Adviser (Animal Imports) MAFBNZ

5.11.9.1 The Animal Imports office is available to take phone calls between the hours of 1000 and 1600 Monday to Friday. Phone messages outside of these hours will be replied to as soon as possible.

5.11.9.2 The A(AI) contact details are as follows:

<p>Adviser, Animal Imports MAF Biosecurity New Zealand Pre-Clearance PO Box 2526 Wellington Ph: 04 894 0459 Fax: 04 894 0662 Email: <a href="mailto:imports@maf.govt.nz">imports@maf.govt.nz</a></p>	<p>Team Manager, Animal Imports MAF Biosecurity New Zealand PO Box 2526 Wellington Ph: 04 894 0453 Fax: 04 894 0662 Mobile: 029 894 0453</p>
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## **5.12 Charging**

5.12.1.1 All charges are to be made in accordance with PP10 Cost Recovery.

## **5.13 Records**

5.13.1.1 All file copies of BACCs and accompanying documentation must be held in a way that ensures records are:

- retrievable within two working days of request
- held on file as per the Public Records Act 2005

## **5.14 Seizures**

5.14.1.1 All seizures must be recorded in the relevant Quantum database as per PP84.

## **6 APPENDICES**

1. Non-Compliance Report
2. NZFSA VA Vets and Supervisors
3. Miscellaneous Information
4. Inspection of Dogs for Ticks and Fleas
5. Tick Identification
6. Example of Packing (IATA guidance document)

## **NON COMPLIANCE REPORT**

Where possible the non-conformance screen in Quantum should be used to generate an NCR. If unavailable, an electronic version of the NCR form can be found at:

<http://qminder.maf.govt.nz/quarantine/Intranet/electronic-forms-and-links/e-forms.htm>

To indicate whether the NCR is for actions relating to animals and animal products place a check mark in the box labelled "Animals and Animal Products".

The NCR can be emailed to the named recipient.

To email the Word™ NCR:

- First save the form to the desktop by right clicking the 'Word' link and selecting 'save target as' command from drop-down box. Select 'Desktop' from 'Save in dialogue box'.
- Fill out the form & print a copy if required.
- Select File > Send to > and choose 'Mail Recipient (as attachment)' or similar choice e.g. 'Page by email' depending on your configuration.
- Insert the A(AI) email address.
- The e-mail subject heading must be 'NCR' (if urgent, mark the email 'High Priority')
- Check the form is attached.
- All associated documentation (if not already electronic) will need to be faxed.

## NZFSA VA Vets and Supervisors

NZFSA VA Veterinarians are authorised to perform actions required for Live Animals Imports & Exports under the Biosecurity Act, Animal Products Act, & Animal Welfare Act.

**Note:** *Should an NZFSA VA Veterinarian need to be contacted, it is advisable that the matter is discussed with an immediate supervisor (if possible / practical).*

Up to date NZFSA VA contact details may be found at the following website:

<http://www.biosecurity.govt.nz/exports/animals/vet-list.htm#nzfsa>

## Miscellaneous Information

### Bee Products

**(Please refer to Standing Order SO 08/2007 if consignment is from Australia)**

For the purposes of this procedure, a risk bee product is any bee product specifically mentioned in an IHS, PTI or other MAFBNZ document or a product that does not meet the requirements of any import health standard that deals with the importation of bee products.

#### Bee products from Australia

Bee products imported under BEEPROIC.AUS must originate from Western Australia and be accompanied by a Zoosanitary Certificate. Refer to Standing Order SO 08/2007 and IHS for full requirements.

Some bee products and products containing bee ingredients may be imported from Australia under BEEPROIC.ALL.

#### Bee products not identified in an IHS

If a commodity containing any bee product, e.g. honey, pollen or royal jelly is not identified in an IHS, PTI or other MAFBNZ document, it is prohibited and must be reshipped or destroyed. If the importer does not wish to reship or destroy the commodity send an NCR via an immediate supervisor to the A(AI).

#### Beekeeping equipment

Beekeeping equipment is prohibited (see ANIEQPIC.ALL Importation into New Zealand of equipment used with animals – the Eligibility section states that there is no IHS for used beekeeping equipment). The only exception is uncapping knives which must have a PTI.

#### Equivalence

Where products do not comply with the IHS importers can apply to MAFBNZ for case-by-case assessments of equivalence prior to importation as per the IHS.

#### Didgeridoos

Didgeridoos usually have a small amount of beeswax around the mouthpiece. MAFBNZ have ruled that this is of very low risk and does not require treatment.<sup>5</sup> Didgeridoos must still be inspected to ensure compliance with standards for importation of forest produce.

'Dabur India Ltd' This Company has a product called 'Dabur Amla Oil' which is a hair tonic. Some consignments have been incorrectly invoiced as 'Dabur Amla oil' when they are actually honey or a product containing honey. All consignments of 'Dabur' products must be subject to a 100% reconciliation inspection to ensure no honey products have been omitted from or misrepresented on the invoice.



## Marine Fish Import Health Standards

There are two marine fish standards:

- Marine fisheries products for human consumption from the European Union (FISMARIC.EEC); and
- Marine fisheries products for human consumption from all countries (FISMARIC.ALL).

### Fish oil not for human consumption

Fish oil not for human consumption can only be imported from the EU and only under "Import Health Standard For The Importation Into New Zealand Of Lard, Rendered Fats And Oils, And Fish Oil Not For Human Consumption From The European Community " (INETALIC.EEC). Fish oil from EU member countries must be accompanied by the documentation required in the IHS.

Fish oil (not for human consumption) is not eligible for importation into NZ from any country other than those in the EU. There are no other standards which cover this commodity.

### Fish lifecycles and IHS entry requirements

Fish for consumption, bait, processing, pet food etc, must have its lifecycle determined (i.e. whether it spends part or all of its lifecycle in marine, estuarine, or freshwater environments).

When an application for clearance of fish products is received, fishbase is available for use to ascertain whether the fish is of marine, estuarine or freshwater origin. Fishbase (developed in collaboration with United Nations Food and Agriculture Organization) is hyperlinked under PP20 in the MAFBNZ intranet.

Refer to fishbase or other reliable reference to decide the origin of fish species.

Fish that spend any part of its lifecycle in estuarine waters are acceptable for importation under the marine fish IHSs as long as no part of its lifecycle has been spent in fresh water. Freshwater fish are prohibited entry under the marine fish IHS.

**Note:** *The following are considered to be marine species<sup>6</sup>:*

- *Milkfish (Chanos chanos)*
- *Anchovy*
- *Dried anchovy-like fish*

Refer to the 'Eligibility' section of FISMARIC.ALL and accompanying notes for further information.

### Used egg cartons

Used egg cartons are permitted entry if they are:

- dry, and
- free from visible contamination with egg product, faeces, hair, feathers, and soil

<sup>6</sup> James Kemp, MAFBNZ, 5 August 2007

**Wool packs**

Used wool packs are subject to the Import Health Standard for the importation into New Zealand of wool packs (used) from all countries FIBWPKIC.ALL.

**Birds nest**

Canned or retorted 'Birds Nest' is covered by EDIPROIC.ALL.

**Private consignments**

Private consignments of animal products are covered in EDIPROIC.ALL section 7. Care should be taken to match the product with the appropriate description in the standard. Goods can only be cleared when they originate from the countries stated in each section of the standard and when they comply with import requirements.

**Cremated animal remains**

These may be issued with a biosecurity clearance.<sup>7</sup>

**Full containers of meat**

Full containers of meat must be sealed. Provided the import documentation gives the seal number(s) and all documents for the consignment reconcile, a physical inspection of the seal is not required. If there are any doubts about the validity of import documentation or the documentation is erroneous a physical inspection can be conducted.

**Live coral and dead coral rock inspections and requirements**

Import permit holders were advised in June 2005 of the decision to remove "live rock" as permitted for import under the IHS for ornamental fish and marine invertebrates from all countries. Importation of live rock is not permitted due to the concern that seaweed species, other marine plants and animals may be introduced to New Zealand as hitchhikers through this pathway. Hitchhikers on live rock include species such as starfish, crabs and worms (including sabellid fan worms).

Rock is not eligible for importation under the IHS for ornamental fish and marine invertebrates from all countries, but can be imported under the IHS for soil, rock, gravel, sand, clay, peat and water from any country provided it has been treated to ensure that there is no viable animal or plant (including marine) material remaining associated with it.

Coral rock is rock containing organic material and requires heat treatment as per the IHS for soil, rock, gravel, sand, clay, peat and water BMG-STD-SOWTR from any country.

**Note:** *All stony corals and organ pipe coral are CITES listed, therefore all of these species will require accompanying documentation to satisfy DoC requirements (refer PP80).*

**Foot and Mouth Free Countries**

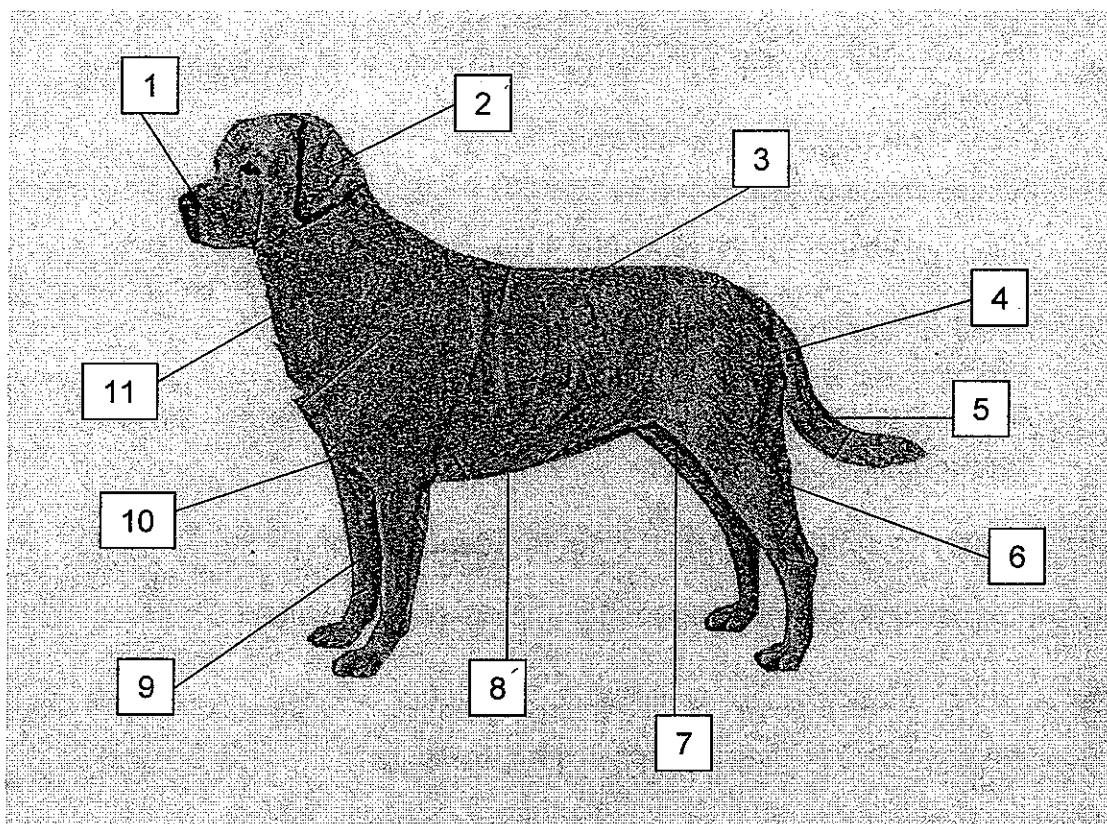
For countries that are part of the OIE and are recognised as free from Foot and Mouth Disease see the following link:

[http://www.oie.int/eng/info/en\\_fmd2002.htm#Liste](http://www.oie.int/eng/info/en_fmd2002.htm#Liste)

<sup>7</sup> James Kemp MAFBNZ June 2007

## Inspection of Dogs for Ticks and Fleas

The main areas for examination are indicated on the diagram below:



1. Head: muzzle, angle of lips, angle of jaw, under jaw down throat, back of poll (part of head between ears), eyelids and eyebrows
2. Ears: surface and behind ears, edges of ears, and ear canals (use penlight torch)
3. Back: from poll of head through to base of tail
4. Perineum: around anus and vulva, base of tail
5. Tail: from base of tail to tip
6. Hind legs: hocks, between digits
7. Flank: between legs, around scrotum or vulva
8. Belly: from inguinal (groin) area to brisket (chest/rib) area
9. Front legs: axillae (armpit), elbows, between digits
10. Chest: between front legs to brisket
11. Neck: from chest to throat

## Tick Identification

There are two life stages which are most likely to be found on dogs and cats:

**Adult:** These can be fully fed and engorged with blood or at varying stages of feeding.

Size: will range 4mm to 10mm.

Shape: round or oval

Colour: blue/black/green/grey and shiny

**Nymph:** These are intermediate stages and smaller than the adults.

Size- rice grain

Shape- oval to oblong

Colour- dark brown

**It is necessary to send all suspect ticks for identification to:**

**MAFBNZ Investigation and Diagnostics Centre (Wallaceville)**

Postal Address: PO Box 40742, Upper Hutt, Wellington

Courier: 66 Ward St, Wallaceville, Upper Hutt, Wellington

Telephone: (04) 894 5600

Fax: (04) 894 4973

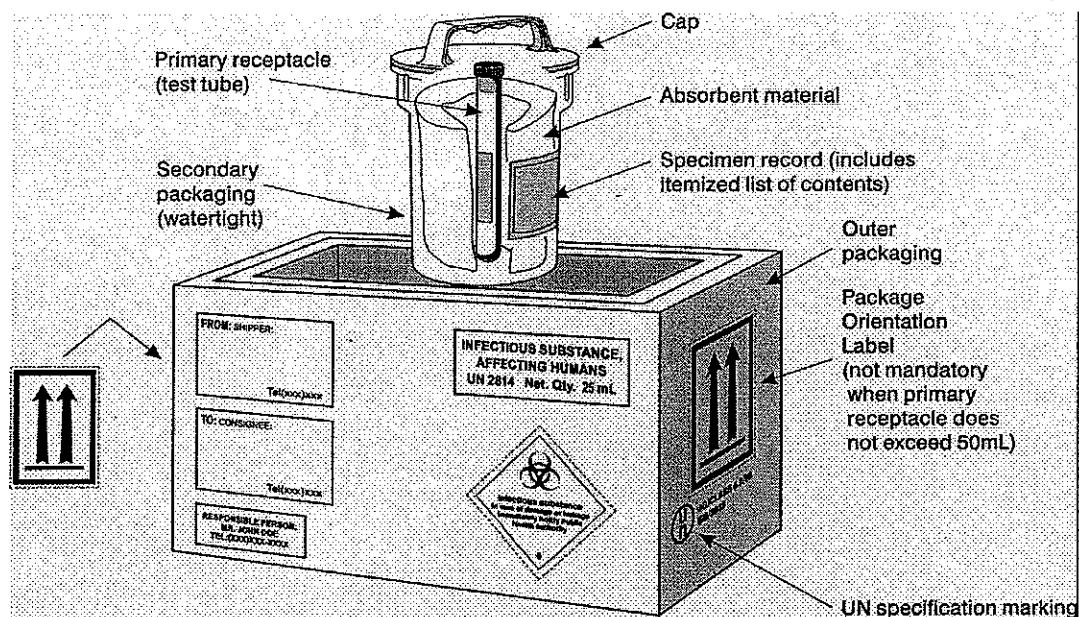
Email: [specimenreception@maf.govt.nz](mailto:specimenreception@maf.govt.nz)



## Appendix 6

### Example of Packing and Marking for Category A Infectious Substances

(See IATA packing instruction 602 for additional requirements)



#### Notes:

1. The smallest external dimension of the outer packaging must not be less than 100 mm;
2. The primary receptacle or the secondary packaging must be capable of withstanding, without leakage, an internal pressure producing a pressure differential of not less than 95 kPa.

Source: IATA guidance document – infectious substances

