



Australian Government

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Australian Quarantine and Inspection Service

# PROCESS MANAGEMENT SYSTEM

for the  
STORAGE OF QUARANTINE WASTE

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# DOCUMENTATION

For the *Storage of Quarantine Waste*

Documentation identified in the ‘Table of Schedules’ (located at the rear of the *Storage of Quarantine Waste* Schedule) constitutes the Compliance Agreement and Operational Procedures Statements for the *Storage of Quarantine Waste* Schedule. The Other Party should be familiar with the contents of all documents.

# Process Management System (PMS)

For the *Storage of Quarantine Waste*

## 1. PURPOSE

This document sets out the procedures to be followed for the storage of Quarantine Waste to prevent the introduction of exotic pests and diseases into Australia.

## 2. SCOPE

The scope of this scheme is limited to the storage of Quarantine Waste in accordance with the requirements of this Scheme.

## 3. DEFINITIONS

The following definitions apply to the *Storage of Quarantine Waste - Operational Procedures Statements*:

- **AQIS** – Australian Quarantine and Inspection Service
- **AQIS Approved Person** - Appropriately trained person (as detailed in the *Storage of Quarantine Waste - Process Management System*) employed by the Other Party to undertake the storage of Quarantine Waste in accordance with the requirements of the Schedule for the *Storage of Quarantine Waste* and associated Process Management System (PMS).
- **AQIS Approved Storage Area** - Area approved by a Quarantine Officer for the purpose of temporarily storing Quarantine Waste material, which may include a QAP or AQIS Approved Transport Vehicle.
- **Disease** - Includes a micro organism, a disease agent, an infectious agent and a parasite.
- **Operational Procedures Statements (OPS)** – Comprise the following documents:
  - a) Process Management System;
  - b) Audit Policy;
  - c) Compliance Policy;
  - d) Appeals Policy; and
  - e) Review Policy.

- ***Other Party*** - The non-Commonwealth party that is the signatory to the *Storage of Quarantine Waste Schedule*.
- ***Overseas Vessel*** – a vessel other than:
  - a) An Australian vessel; or
  - b) A Cocos Islands vessel which includes a vessel that is on a voyage from Australia to the Cocos Islands or from the Cocos Islands to Australia.
- ***Pest*** - includes any animal or plant that is a pest.
- ***Quarantine Approved Premises (QAP)*** - Premises approved by the Director of Quarantine for the performance of quarantine activities under section 46A of the *Quarantine Act 1908*.
- ***Quarantine Waste*** – may include:
  - a) Material used to pack and stabilise imported goods;
  - b) Galley, food and any other waste from Overseas Vessels;
  - c) Human, animal or plant waste brought into Australia;
  - d) Refuse or sweepings from a hold of an Overseas Vessel;
  - e) Any other waste or other material, which comes into contact with Quarantine Waste;
  - f) Contents of AQIS airport amnesty bins; and
  - g) Articles seized by AQIS and/or not collected by clients.
- ***Scheme*** – The *Storage of Quarantine Waste Schedule* plus associated Operational Procedures Statements.
- ***Storage*** – stowage of Quarantine Waste at a QAP or AQIS Approved Storage Area.
- ***Vessel*** -
  - a) A ship, boat or other description of vessel or vehicle used in navigation by sea; or
  - b) An aircraft; or
  - c) An air cushion vehicle; or
  - d) An offshore industry mobile unit that is bound for, or is at a port and includes any part of the above.

#### 4. PREREQUISITES

This Schedule is only valid if the following prerequisites are met by the Other Party:

- 4.1 The Other Party must be licensed, approved and operating in accordance with either the requirements of the Environmental Protection Agency (EPA) and/or appropriate State/Territory and local authorities' requirements with regard to the storage of Quarantine Waste.
- 4.2 All vehicles and equipment involved in the storage of Quarantine Waste must be licensed to store Quarantine Waste by the appropriate State/Territory and local authorities. Only these licensed vehicles or equipment are authorised to store Quarantine Waste under this Scheme.

#### 5. MANAGEMENT RESPONSIBILITIES

- The Other Party must ensure that only AQIS Approved Persons undertake activities relating to Quarantine Waste as detailed in this PMS, and are fully aware of the requirements of this agreement.
- The \*  (*insert position*) is responsible for ensuring the implementation of and compliance with the requirements of the PMS, including AQIS approved training of staff (see 6 "Training").

#### 6. TRAINING

- a. In order to become an AQIS Approved Person under this *Storage of Quarantine Waste Schedule*, employees of the Other Party must undertake appropriate training.
- b. For training to be deemed appropriate for the purposes of this Schedule, it must include operational requirements specific to the Other Party as well as the following topics:
  - Quarantine awareness training covering potential risks with Quarantine Waste;
  - Secure methods of handling Quarantine Waste;
  - Cleaning of equipment used in dealing with Quarantine Waste;
  - Changes to the PMS.

- c. The \* [redacted] (*insert position*) will maintain an up to date Register of Trained Persons who have received training.

## 7. ORGANISATION

- 7.1 The Other Party must nominate positions (and backup positions) for responsibilities identified in this document with \*. Only AQIS Approved Persons may hold these responsibilities.

i.e., The \* position (backup position)

### 7.2 General Responsibilities

- The \* [redacted] is responsible for ensuring all records and documents required under this Schedule are maintained and held at [redacted]  
[redacted]
- The \* [redacted] will seek AQIS approval in writing for all amendments to be made to the PMS.
- The \* [redacted] will document all amendments made to the PMS.

## 8. REQUIREMENTS

### 8.1 General Requirements

The \* [redacted] is responsible for:

- a. Ensuring that all waste which comes into contact with Quarantine Waste during storage is treated as Quarantine Waste; and
- b. Notifying AQIS of any Quarantine Waste spillage or loss and organising a clean up as necessary;
- c. Ensuring unclean vehicles and receptacles are stored in an AQIS approved manner as per “Storage”.

## 8.2 Storage

The \* [REDACTED] is responsible for ensuring all Quarantine Waste is stored as per the following requirements:

- Quarantine Waste can only be stored at an AQIS Approved Storage Area or a QAP so as to prevent loss, spillage or unauthorised access.
- The following guidelines must be adhered to when storing Quarantine Waste:
  - Liners must be tied securely during storage;
  - Quarantine Waste cannot be stored for more than 48 hours unless otherwise agreed with AQIS;
  - Quarantine Waste must be stored in a clearly marked, secure, vermin free area;
- A Quarantine Waste Log Sheet (as per Attachment 1) must be kept for every consignment of Quarantine Waste stored.

## 8.3 Spillage or Loss

- Any spillage of Quarantine Waste must be immediately and thoroughly collected and the area of the spillage disinfected by a thorough application of a broad-spectrum disinfectant that is effective against fungi, bacteria and viruses including foot and mouth disease virus.
- Any major spillage or loss of Quarantine Waste is to be immediately reported to AQIS. A major spillage is classified as a spillage of Quarantine Waste outside the confines of a Quarantine Approved Premises, which can be accessed by the general public, which cannot be readily cleaned up within fifteen (15) minutes.

## 8.4 Maintenance of Waste Receptacles

- Receptacles used in the storage of untreated Quarantine Waste must be maintained in a sound, clean and disinfected state.



## 9. RECORD-KEEPING

- Evidence of the Other Party's adherence to appropriate AQIS, Environment Protection Authority (EPA) or equivalent State authority and/or other State and local authority requirements must be maintained.
- A Quarantine Waste Log Sheet must be fully completed for every consignment of waste.
- All records must be kept for a minimum of twenty-four (24) months and be made available on request to AQIS for audit purposes.

## 10. AMENDMENTS TO THE PMS

- The \* [REDACTED] will seek AQIS approval in writing for all amendments to be made to the Process Management System. No amendments are to be implemented without prior written approval from AQIS.
- The \* [REDACTED] will document all amendments made to the Process Management System. Amendments must be recorded **in ink** using the Document Revision Status Table.
- Where AQIS notifies the company of mandatory changes to the Process Management System these will also be recorded in the Document Revision Status Table.

ATTACHMENT 1

# QUARANTINE WASTE LOG SHEET

|  |  |
|--|--|
| <b><u>Transport:</u></b>                               |  |
| - Vehicle registration number                          |  |
| - Waste Generator<br>(Vessel Name/Aircraft Flight No.) |  |
| - Collection Point - Name                              |  |
| - Location   |  |
| - Delivery Company - Name                              |  |
| - Location   |  |
| Name <i>(please print)</i>                             |  |
| Signature  |  |
| Date   |  |
| <b><u>Quarantine Waste:</u></b>                        |  |
| - Description (Galley/Cabin Waste,<br>Dunnage, etc)    |  |
| - Quantity   |  |
| - Volume/Weight  |  |
| - Collection - Date & Time                             |  |
| - Delivery - Date & Time                               |  |
| - Location of AQIS Approved Storage<br>Area            |  |

ATTACHMENT 2

# DOCUMENT REVISION STATUS TABLE

| Issue or<br>Revision # | Date | Revision Description | AQIS   |      |
|------------------------|------|----------------------|--------|------|
|                        |      |                      | Agreed | Date |
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Note: AQIS reserves the right to review this arrangement where extensive amendments are made to the Process Management System.