



Australian Government

Australian Quarantine and Inspection Service

PROCESS MANAGEMENT SYSTEM

for the
COLLECTION OF QUARANTINE WASTE

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DOCUMENTATION

For the *Collection of Quarantine Waste*

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

Process Management System (PMS)

For the *Collection of Quarantine Waste*

1. PURPOSE

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

2. SCOPE

The scope of this scheme is limited to gathering and securely containing loose Quarantine Waste in accordance with the requirements of this Schedule.

3. DEFINITIONS

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

- **AQIS** – Australian Quarantine and Inspection Service
- **AQIS Approved Person** - Appropriately trained person (as detailed in the *Collection of Quarantine Waste - Process Management System*) employed by the Other Party to undertake the collection of Quarantine Waste in accordance with the requirements of the Schedule for the *Collection of Quarantine Waste* and associated Process Management System (PMS).
- **Collection** - gathering and securely containing loose Quarantine Waste.
- **Disease** - Includes a micro organism, a disease agent, an infectious agent and a parasite.
- **Operational Procedures Statements (OPS)** – Comprises 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 *Collection of Quarantine Waste Schedule*.
- ***Overseas Vessel*** – a vessel other than:
 - a) An Australian vessel; or
 - b) A Cocos Islands vessel (and 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 Waste*** - includes:
 - 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 *Collection of Quarantine Waste Schedule* plus associated Operational Procedures Statements.
- ***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 a part of any of the above.

4. PREREQUISITES

NIL.

7.2 General Responsibilities

- The * [REDACTED] is responsible for ensuring all records and documents required under this Schedule are maintained and held at [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 collection is treated as Quarantine Waste; and
- b. Notifying AQIS of any Quarantine Waste spillage or loss and organising a clean up as necessary;

8.2 Collection

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

- All Quarantine Waste must be securely contained. Minimum requirements for secure containment of Quarantine Waste are:
 - Quarantine Waste must be securely bagged; and if used
 - Receptacles must be lidded and the lids must be kept closed at all times.

- Plastic bags used in the collection of Quarantine Waste must be:
 - Durable (sufficient strength and not torn)
 - Leak proof
 - Clearly marked or easily identified as ‘Quarantine Waste’.
 - Securely tied at end of use
- Receptacles used in the collection of Quarantine Waste must be:
 - Well maintained;
 - Durable;
 - Leak proof;
 - Easily emptied and cleaned;
 - Vermin proof; and
 - Clearly marked ‘Quarantine Waste’.
- A Quarantine Waste Log Sheet (as per Attachment 1) as a minimum must be kept for every consignment of Quarantine Waste collected.

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 (see Attachment 2).
- Where AQIS notifies the company of mandatory changes to the Process Management System these will also be recorded in the Document Revision Status Table (see Attachment 2).

ATTACHMENT 1

QUARANTINE WASTE LOG SHEET

<u>Transport:</u>	
- Waste Generator (Vessel Name/Aircraft Flight No.)	
- Collection Point - Name	
- Location	
Name <i>(please print)</i>	
Signature	
Date & Time	
<u>Quarantine Waste:</u>	
- Description (Galley/Cabin Waste, Dunnage, etc)	
- Quantity	
- Volume/Weight	

	YES	NO
Waste receptacles thoroughly cleaned and disinfected prior to picking up non-Quarantine Waste.		
Waste receptacles maintained in a sound, clean and disinfected state		
Waste receptacles cleaned with a broad-spectrum disinfectant <i>(i.e., effective against fungi, bacteria and viruses including foot and mouth disease virus)</i>		
Waste receptacles washed in an AQIS approved wash bay at a QAP.		
Date of cleaning waste receptacles		
Name of person cleaning waste receptacles		
Signature of person cleaning waste receptacles _____		

