



Australian Government

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Australian Quarantine and Inspection Service

# PROCESS MANAGEMENT SYSTEM

for the  
TRANSPORTATION OF QUARANTINE  
WASTE

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# DOCUMENTATION

For the *Transportation of Quarantine Waste*

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

# Process Management System (PMS)

For the *Transportation of Quarantine Waste*

## 1. PURPOSE

This document sets out the procedures to be followed for the transportation 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 transportation of Quarantine Waste in accordance with the requirements of this Schedule.

Transportation covers securely:

- a) Picking up Quarantine Waste, which has been prepared for transportation;
- b) Placing Quarantine Waste in an AQIS Approved Transport Vehicle;
- c) Transferring the Quarantine Waste to a QAP or AQIS Approved Storage Area or AQIS Approved Treatment Facility; and
- d) Unloading Quarantine Waste at a QAP or AQIS Approved Storage Area or AQIS Approved Treatment Facility.

## 3. DEFINITIONS

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

- ***AQIS*** – Australian Quarantine and Inspection Service
- ***AQIS Approved Storage Area*** - Area approved by AQIS for the purpose of temporarily storing Quarantine Waste material, which may include a QAP or AQIS Approved Transport Vehicle.
- ***AQIS Approved Transportation Route*** – The route, which is reasonably known to be the most direct route, for transporting Quarantine Waste to an AQIS Approved Treatment Facility or AQIS Approved Storage Area. Within reason, this route is not to be within close proximity of farms and rural areas.
- ***AQIS Approved Transport Vehicle*** – A vehicle licensed to carry Quarantine Waste by the appropriate State/Territory and local authorities. This may include sea-going vessels such as tugs and barges.
- ***AQIS Approved Treatment Facility*** – a facility approved by AQIS for the treatment of Quarantine Waste by burial, autoclave or high temperature incineration.

- ***AQIS Approved Person*** - Appropriately trained person (as detailed in the *Transportation of Quarantine Waste - Process Management System*) employed by the Other Party to undertake the transportation of Quarantine Waste in accordance with the requirements of the Schedule for the *Transportation of Quarantine Waste* and associated Process Management System (PMS).
- ***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 *Transportation 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 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 *Transportation of Quarantine Waste Schedule* plus associated Operational Procedures Statements.

- **Transportation** - covers securely:
  - a) Picking up Quarantine Waste, which has been prepared for transportation;
  - b) Placing Quarantine Waste in an AQIS Approved Transport Vehicle;
  - c) Transferring the Quarantine Waste to a QAP or AQIS Approved Storage Area or AQIS Approved Treatment Facility; and
  - d) Unloading Quarantine Waste at a QAP or AQIS Approved Storage Area or AQIS Approved Treatment Facility.
  
- **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

This Scheme 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 transportation of Quarantine Waste.
  
- 4.2 All vehicles and equipment involved in the transportation of Quarantine Waste must be licensed to carry Quarantine Waste by the appropriate State/Territory and local authorities. Only these licensed vehicles or equipment are authorised to transport Quarantine Waste under this Schedule.

#### 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 Scheme, employees of the Other Party must undertake appropriate training.
- b. For training to be deemed appropriate for the purposes of this Scheme, 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;
  - Requirements for Quarantine Waste transport including approved transportation routes;
  - Cleaning of vehicles and equipment used in dealing with Quarantine Waste;
  - Dealing with vehicle accidents and spillage of Quarantine Waste;
  - Contingency plans for vehicle accidents/ breakdowns, road closures, etc.; and
  - 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 at \*. 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]  
[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 ensuring that all waste which comes into contact with Quarantine Waste during transportation, is treated as Quarantine Waste.

### 8.2 Transportation

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

#### a. Waste Containment

Prior to movement from the point of collection, Quarantine Waste must be adequately contained so as to prevent loss, spillage or leakage during movement to the transport vehicle and during transport. Quarantine Waste will be considered adequately contained if bags are intact and of sufficient strength to hold contents without stretching, ripping or tearing.

#### b. Receptacles

- Receptacles used in the transport of Quarantine Waste must be:
  - Well maintained;
  - Durable;
  - Leak proof;
  - Easily emptied and cleaned;
  - Vermin proof; and
  - Clearly marked 'Quarantine Waste'.
- Liners must be tied securely during transport and lids securely fastened during transport.
- Receptacles must be suitably anchored to the transport vehicle to prevent movement, spillage or loss during transportation.



c. Vehicles

- Quarantine Waste must only be transported in an AQIS Approved Transport Vehicle, except in circumstances where the Quarantine Waste is accompanied by an AQIS direction.
- The doors/tailgates of transportation vehicles must be closed and secured prior to moving from the site of collection.
- Vehicles used in the transportation of Quarantine Waste must be fully enclosed (tray body trucks with tonneau covers are not considered to be fully enclosed vehicles), have easily cleanable, impermeable surfaces, and be fitted with sufficient equipment to effectively deal with spillage of Quarantine Waste.
- Each transportation vehicle must be licensed to carry Quarantine Waste by the appropriate State/Territory and local authority.
- Vehicles must be thoroughly cleaned and disinfected prior to picking up consignments of non-Quarantine Waste. Adequate records of each cleaning process must be maintained as per the Quarantine Waste Log Sheet (Attachment 1) as a minimum.
- Quarantine Waste must be securely delivered to an AQIS Approved Treatment Facility. This responsibility extends to the point where all Quarantine Waste has been safely and securely removed from the transportation vehicle and receptacles.
- Quarantine Waste must be placed in the site prepared for Quarantine Waste at the AQIS Approved Treatment Facility.
- The vehicle and receptacles must be free of spilt Quarantine Waste prior to leaving the Landfill Site.

d. Transport Route

- Quarantine Waste is only to be transported via an AQIS Approved Transportation Route (see definition).
- Any change from the AQIS Approved Transportation Route must be approved by AQIS prior to altering the route.

e. Spillage or Loss

- All vehicles used in the transportation of Quarantine Waste are to be suitably equipped to deal with the spillage of Quarantine Waste and should carry appropriate equipment (i.e: brooms, shovels, buckets, absorbent litter, tarpaulins and broad spectrum disinfectant that is effective against fungi, bacteria and viruses including foot and mouth disease virus) which are easily accessible at all times.
- Any major spillage or loss of Quarantine Waste is to be immediately reported to AQIS. A Major Spillage is defined as a spillage of Quarantine Waste outside the confines of a Quarantine Approved Premises, which can be accessed by the general public. A spillage is deemed to be major when the Other Party cannot readily clean it up within fifteen (15) minutes.
- The Other Party must provide contingency plans, which meet the requirements of this PMS, to address the issues of either vehicle accidents or breakdowns when it affects the containment of quarantine waste.
- The Other Party must advise AQIS immediately if the transportation vehicle is either involved in an accident or a breakdown occurs when it affects the containment of quarantine waste.

f. Maintenance of Vehicles and Waste Receptacles

- Vehicles and waste receptacles are to be maintained in a sound, clean and disinfected state. A broad-spectrum disinfectant that is effective against fungi, bacteria and viruses including foot and mouth disease virus, must be used.
- Washing of vehicles and receptacles may only be conducted in AQIS approved wash bay areas at a QAP.

g. Notification

- The landfill site (if used) must receive prior notification of the delivery of Quarantine Waste for burial.
- If any of the above requirements cannot be met, AQIS must be contacted immediately, prior to any action being taken.

h. Storage

If Quarantine Waste is unable to be immediately delivered to an AQIS Approved Treatment Facility, it must be secured at an AQIS Approved Storage Area or a QAP, unless otherwise agreed with AQIS.

i. Records

A daily Quarantine Waste Log Sheet (as per Attachment 1) as a minimum must be kept for every consignment of Quarantine Waste transported.

## 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 each receipt 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 (Vessel Name/Aircraft Flight No.)	
- Collection Point - Name	
- Location	
- Delivery Location - Name	
- Location	
Name <i>(please print)</i>	
Signature	
Date	
<b><u>Quarantine Waste:</u></b>	
- Description (Galley/Cabin Waste, Dunnage, etc)	
- Quantity	
- Volume/Weight	
- Collection - Date & Time	
- Delivery - Date & Time	
- Location of AQIS Approved Storage Area	
- Name	
- Signature	
- Date	

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

