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| *<Insert Operator name and location>**Biosecurity Incident Response Procedure* |
| Awareness | A biosecurity incident is an unintentional, unforeseen or uncontrolled exposure to exotic pests and diseases.You must report biosecurity incidents immediately to allow the department to take measures to manage the risks to an acceptable level. Here are some examples of biosecurity risks: |
| * Spillage of bulk product during unload on the wharf
* Garbage bag splitting and spilling contents
* Sighting of hitchhiker pest on an arriving vessel
* Pooling water in a blocked drain
 | * Discovery of an ants nest in the port precinct
* Soil contamination on exterior of container
* Borer holes or frass under dunnage
* Sighting of a rat on the wharf
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| <Insert examples of potential biosecurity risks that may be encountered at your location based on the nature of your operations and international arrivals>Exotic pests or disease may actually be detected during a biosecurity incident, or they may only be suspected. For example, discovering webbing, borer holes, egg masses, or soil contamination are all examples of an actionable biosecurity incident. |
| Isolate | Suspected or detected biosecurity risks must be isolated immediately:* Isolate risks found at the landing place (such as ants nests, bee hives) using barriers to prevent any movement through the area.
* Segregate all goods away from the suspected biosecurity risk – domestic or otherwise – using an impervious barrier or a minimum pallet width from other goods and the boundary fencing.
* Confine imported goods containing a suspected biosecurity risk to the isolation area.
* Display signage to indicate the biosecurity isolation area – biosecurity isolation signage is available with the biosecurity incident response kits located at each facility.

<Insert details on the hard stand location to be used as an isolation area for infested goods following identification of a suspected biosecurity risk> |
| Contain | All biosecurity risks must be contained where safe to do so.* Spillages must be swept up, double bagged and disposed of in a biosecurity receptacle
* Use knockdown spray to contain the spread of flying or mobile insects e.g. moths, lady bugs, stink bugs
* Collect a specimen to assist with identification
* Ants, bees and wasps can be very dangerous so do not disturb them. Take a photo and record the location. If detected on cargo, do not move it. Instead, take measures to isolate it.
* Close doors or create partitions to restrict movement
* Use tarpaulins to contain contamination or pest infestation

<Insert examples of containment for any additional biosecurity risks not listed above that are relevant to your operations>PBPL have provided Biosecurity Incident Response Kits at each common user facility, which can be accessed by the Hirer of the facility in the event of a biosecurity incident – refer to the PBPL website for site plans showing the location of the kits at each facility. Each kit contains the following:* General spill kit, including a broom, shovel, buckets and absorbent material;
* DAWR-approved disinfectant and spray bottles, plus the relevant Safety Data Sheet and risk assessment for use of the disinfectant;
* Insect knock-down spray and specimen jars, plus the relevant Safety Data Sheet for use of the knock-down spray;
* Tarpaulins and garbage bags; and
* Biosecurity isolation signage.

**It should be noted that Hirers are required to provide their own departmentally approved disinfectant** – the disinfectant held within the kits can only be used by trained PBPL officers. The Hirer is responsible for the proper use and storage of their chosen disinfectant, including risk assessment, SDS and appropriate storage in accordance with all legislative requirements.PBPL will maintain the biosecurity incident response kits as part of their First Point of Entry obligations; however, Hirers are required to notify PBPL in the event of a biosecurity incident that has resulted in the use or depletion of any contents of the kits.<Insert details of how waste will be managed (ie details of a departmentally approved waste provider and how to arrange for collection or for waste; location of biosecurity waste receptacle if held onsite)>A list of departmentally approved waste and treatment providers can be found on the DAWR website: [http://www.agriculture.gov.au/import/arrival/arrangements/sites](http://scanmail.trustwave.com/?c=3267&d=tsGU3GBvdOczjy59UAu7m3pdO-FGD4UeMx1YGKRT3w&u=http%3a%2f%2fwww%2eagriculture%2egov%2eau%2fimport%2farrival%2farrangements%2fsites). |
| Report  | Biosecurity risks and incidents must be reported via the:1. Local biosecurity officer (PH: 0400 919 001)
2. See.Secure.Report hotline number: 1800 798 636
3. [Reportable Biosecurity Report Form](http://www.agriculture.gov.au/biosecurity/legislation/reportable-incident/form) <http://www.agriculture.gov.au/biosecurity/legislation/reportable-incident>

<Insert the contact details for the person/team at your location who will be responsible for coordinating actions of the berth and further liaison with the department during a biosecurity incident/risk response> |
| Treat | A list of departmentally approved waste and treatment providers can be found on the DAWR website: [http://www.agriculture.gov.au/import/arrival/arrangements/sites](http://scanmail.trustwave.com/?c=3267&d=tsGU3GBvdOczjy59UAu7m3pdO-FGD4UeMx1YGKRT3w&u=http%3a%2f%2fwww%2eagriculture%2egov%2eau%2fimport%2farrival%2farrangements%2fsites).<Insert details of your company’s chosen departmentally approved treatment provider(s) at or in close proximity to the wharf that can be used to respond to a biosecurity incident/risk (ie fumigation provider) following direction by the department><Insert details on access arrangements to allow a treatment provider to undertake urgent responses in a timely manner> |