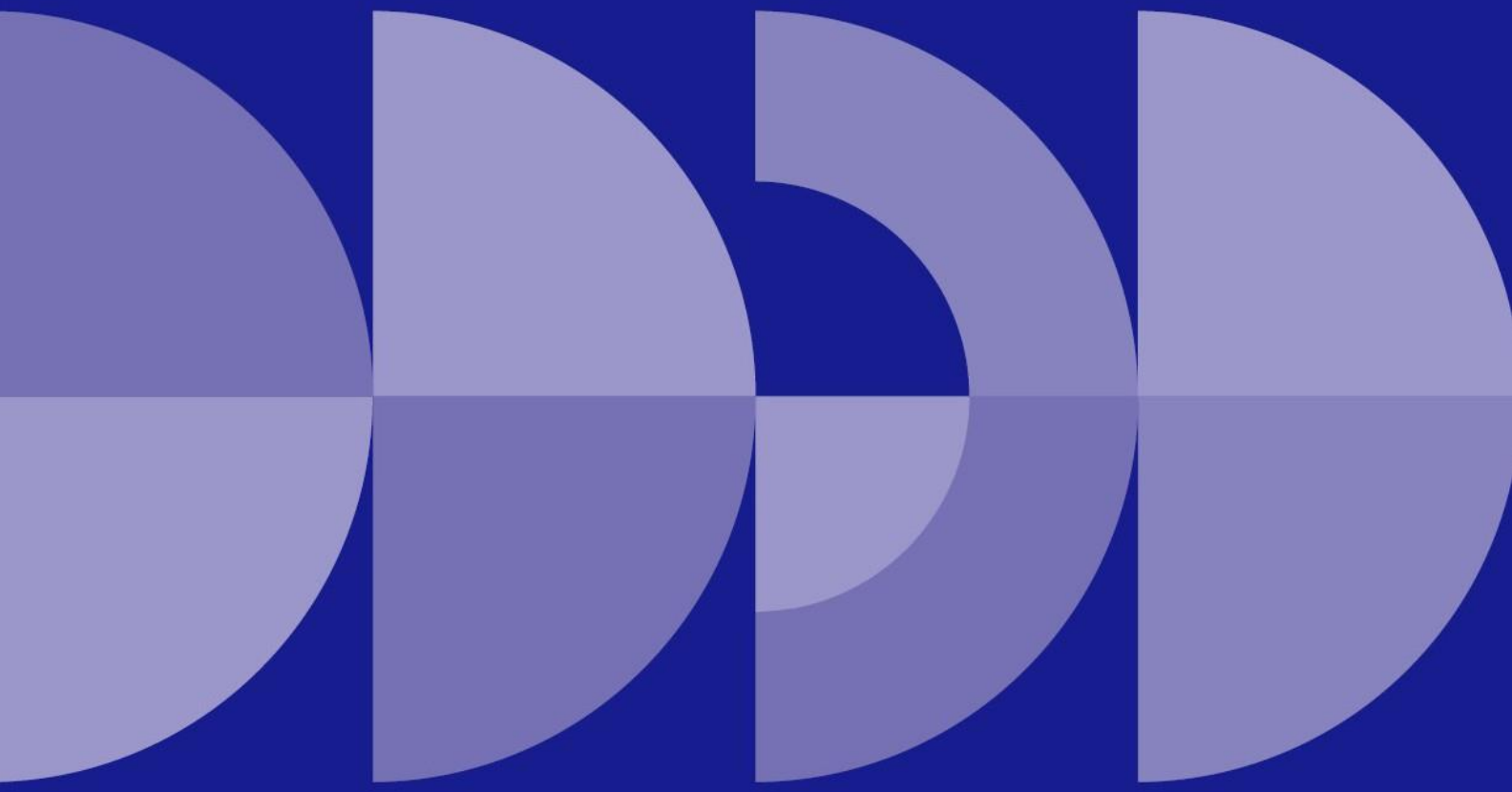
Auckland Airport

Biosecurity Rules

MPI Standard, “Places of First Arrival” (MPI-PoFA-ALL)



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AIAL CONTACTS FOR MANUAL AMENDMENTS

Contacts for changes, amendments to the manual or questions regarding the system set out in this document should be referred to either:

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CONTROL, DISTRIBUTION, RECORD OF REVIEWS & APPROVAL OF CONTENTS

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POFA Operator.

Duty Operations Managers Office.

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Content Review Date:	Reviewers:	Document Numbers in evidence of the review:	Amendment Date:	Doc Owner:	Document Numbers in which doc owner approves the content of the amended Manual:	Date of approval:	Document Numbers of emails issuing to external holders
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TERMS AND ABBREVIATIONS

Airport	Auckland Airport at Mangere and includes any other land, buildings, installations and facilities that may from time to time be managed or operated as part of the Auckland Airport.
AES	Airport Emergency Service
AIAL	Auckland International Airport Limited
AIC	Airport Identity Card issued by Avsec on behalf of the CAA which authorises the holder to enter security areas at Aerodromes.
AIP	Aerodrome Information Publication published by Airways which lists the operational characteristics and conditions of operating at each aerodrome in New Zealand.
AP	Accredited Person - A person who works at a POFA or TF who is trained and accredited under s103(7) of the Biosecurity Act to perform particular functions under the Biosecurity Act.
APDS	Advance Passenger Display System
ARPHS	Auckland Regional Public Health Service.
Airbridge	An adjustable structure which is attached to the Terminal Building and which is used for loading and unloading aircraft passengers. Also known as a Passenger Boarding Bridge or PBB.

Airfield Officer An Officer of the Airfield Operations Section of Auckland Airport.

Airside	The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.
APLUS	Computerised problem logging, fault reporting and task recording system.
Apron	Call sign for Apron Operations Tower. Also applies to area in front of terminals where planes manoeuvre.
Arrivals Hall	That area at AIAL where arriving international passengers collect their luggage and are risk assessed by MPI.
AOT	The Apron Operations Tower situated on the roof of the International Terminal from which apron management is provided.
ATC	Air Traffic Control

BCA Biosecurity Controlled Area

BTU Baggage Tracing Unit managed by the Ground Handlers to process lost or mishandled baggage using the IATA World Tracer System.

CAA Civil Aviation Authority of New Zealand.

Cesspit Point at which surface water enters the stormwater system. Designed to retain silt and debris to prevent it from entering the stormwater system.

CRMS MPI Craft Risk Management Standard

ES Auckland Airport Engineering Services Department

FBO an organisation leasing a fixed base (Fixed Base Operator) at which they receive international aircraft and passengers and operate a Biosecurity Controlled Area and Customs Controlled Area for processing those passengers (eg, charter flights or private aircraft).

FIDS Flight Information Display System

Foreign Object Damage (FOD)

Any debris (stones, plastic, nuts, bolts, rubber, aircraft pieces, dead birds or animals, etc) that would endanger aircraft operations on either the manoeuvring or movement areas of the aerodrome.

Ground Handler

An organisation with a current valid ground handling licence granted by AIAL to provide ground handling services at the Airport.

Incursion The occurrence of an organism not previously known to be present in New Zealand, where there is a likelihood that the specimen(s) found is part of a self-sustaining/breeding population. Note that re-invasion of a species that has already been eradicated or controlled is considered a new incursion.

Interception Where a risk organism, not known to be present in New Zealand, is found but there is no evidence that a self-sustaining/breeding population is present. Destroying/treating the risk organism removes the threat.

Landside That portion of an aerodrome not designed as airside and to which the public normally has free access.

Health Management Zone

The area in pier B which has been semi-permanently set up as the area for passengers and crew on non-quarantine free flights to undergo arrivals processing by Health, Customs and MPI.

MPI Ministry for Primary Industries

PoE Point-of-Entry

POFA Place of First Arrival

Risk Treatment

The process of selection and implementation of measures to modify risk.

RMS Auckland Airport's 20/20 Resource Management System which contains real time information regarding aircraft schedules, stand allocation and baggage carousel allocations.

TF Transitional Facility

TWY Taxiway

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SECTION 1 - INTRODUCTION

1.1 The Director General of MPI has approved the Airport operated by AIAL at Mangere, Auckland as a Place of First Arrival (POFA) under Section 37 of the Biosecurity Act 1993 for international aircraft, passengers and cargo to enter New Zealand. AIAL's current approval POFA certificate CN380357 is available for inspection in the foyer of the Operations Offices in the International Terminal building.

1.2 In addition to the Biosecurity Act 1993, AIAL, together with third parties operating at the Airport, and workers operating airside, also have to comply with other MPI and Ministry of Health requirements for Point-of-Entry (PoE) and international aircraft, passengers and cargo including:

- Standards for Places of First Arrival MPI-POFA –ALL (Oct 2018)
- Guidance Document for the Standard Places of First Arrival (Airports and Seaports) POFA-ALL-GD (July 2011)
- Craft Risk Management Standard Aircraft from all Countries CRMS Aircraft (November 2014)
- Craft Risk Management Standard Guidance Document GUIDANCE CRMS AIRCRAFT (November 2014)
- IHS Air Containers from All Countries MPI-AIRCON-ALL (October 2018)
- IHS Wood Packaging Material from All Countries (July 2020)
- Approved Biosecurity Treatments MPI-ABTRT (July 2021)
- Standard for Transitional Facilities for General Uncleared Risk Goods TFGEN (May 2017)
- Guidance Document for the Standard for Transitional Facilities for General Uncleared Risk Goods TFGEN-GD (June 2021)
- World Health Organisation International Health Regulations (2005) (IHS)

1.3 These Auckland Airport Biosecurity Rules (AA Biosecurity Rules) set out the rules and processes which must be followed by all workers and organisations (including AIAL workers) undertaking activities at the Airport. (Note, specific operators performing specialist biosecurity functions may be subject to additional biosecurity requirements, eg,

Transitional Facility Operators, Biosecurity Control Area Operators or Biosecurity Waste Facilities).

1.4 At the highest level, the overall purpose of the Biosecurity Act, MPI and the AA Biosecurity Rules is to prevent the entry of potential biosecurity risks such as unwanted pests and organisms into New Zealand and, if they arrive at the Airport, to effectively identify and contain such risks until they are appropriately treated.

1.5 As such, all organisations undertaking activities at the Airport must be familiar with these rules and ensure their staff are aware of, and follow, the biosecurity rules relevant to their roles.

1.6 From time to time AIAL will undertake checks and audits of compliance with these AA Biosecurity Rules, particularly (but not limited to) areas such as Transitional Facilities, Biosecurity Controlled Areas, mosquito management, biosecurity waste management, pest and weed control and training.

1.7 Individuals not complying with these rules may be issued an Airport Breach Notice, with demerit points for specified biosecurity breaches, as set out in section 1 of the Airport Workers Rules. Serious non-compliance or ongoing non-compliance with these rules can result in suspension or permanent removal of airside access rights. The review and appeal process set out in section 1 of the Airport Workers Rules applies in the case of any breach or removal of airside access rights. It is possible to rebate up to 25 biosecurity demerit points by completing biosecurity training with an MPI accredited provider, as specified in Section 1 of the Airport Workers' Rules.

1.8 Organisations not complying with these rules may be issued with Compliance Notices requiring particular action to be taken or omissions to be addressed and/or Biosecurity Removal Notices requiring the removal of any biosecurity risk item. In addition, cost recovery can be applied in relation to biosecurity related rules where Auckland Airport is required to take action to remedy any breaches by an organisation.

SECTION 2 - CONTACT DETAILS

2.1 KEY CONTACTS LIST AIAL

Name	Title	Contact information
Arrival Information AA Landside Operations	Landside Operations	09 256 8813 / 8817
Contact for passenger clearance arrangements Landside Operations shift controller	Landside Operations	09 256 8882
Contact for apron or aircraft issues Airfield Operations team	Airfield Operations	09 256 8990 or 256 8991
Airport Emergency Centre		09 256 8813 / 8817 or 0800 677 242 ext 9
Kristina Cooper (POFA Operator)	Head of Operations Risk & Assurance (Responsible for Policy, Procedures & Training)	027 4487 6791 Kristina.cooper@aucklandairport.co.nz
Laurie Culpan (Deputy POFA Operator)	Operations Safety & Security Manager (Responsible for Apron Management)	021 192 1466 Laurie.Culpan@aucklandairport.co.nz
Shaun Sie	Regulatory Assurance Manager (Responsible for biosecurity rules enforcement and training delivery)	027 221 0639 Shaun.sie@aucklandairport.co.nz
Pooja Prasad Tara Jones	Operations Safety and Risk Compliance Coordinator (Responsible for biosecurity and waste management on the Apron)	027 279 0405 Pooja.prasad@aucklandairport.co.nz 027 240 0248 Tara.jones@aucklandairport.co.nz
Mark Wilson	Operations Performance Delivery Manager (Responsible for Terminal and Airfield Tower Service Delivery)	027 807 7797 Mark.Wilson@aucklandairport.co.nz
Lauri Solecki	Head of Guest Experience (Responsible for Terminal Presentation)	027 621 2031 Lauri.Solecki@aucklandairport.co.nz
Robin Cooper	Head of Airport Operations	021 876 714 Robin.Cooper@aucklandairport.co.nz
Pene Jackson	Commercial Optimisation Manager (Terminal and Airfield Aeronautical Related Leasing)	021 029 84310 pene.jackson@aucklandairport.co.nz
Paul Kenna	Asset Manager (Cargo Leasing)	0272 420 670 paul.kenna@aucklandairport.co.nz

2.2 MPI CONTACT DETAILS

Emergency number "Live Insects or Animals"	MPI 0800 80 99 66	
MPI ITB Chief	09 909 8613 09 909 8615	aklitbops@mpi.govt.nz
MPI Passenger Arrival Clearance	09 909 8613 09 909 8615	aklitbops@mpi.govt.nz
MPI Cargo	Merv Alexander Doug Farr 029-909-5078	Mervyn.Alexander@mpi.govt.nz Doug.Farr@mpi.govt.nz
POFA enquiries		Standards@mpi.govt.nz

2.3 JOB TITLES, ETC, DETAILS

Job titles, user groups and names of organizations, etc, are current as at the date of authorisation of these Biosecurity Rules. If any job title, user group, organization or other such designation changes, then these Rules should be interpreted by applying the job title, user group or organization undertaking the same tasks or holding substantially similar responsibilities.

SECTION 3 – TRAINING & BIOSECURITY AWARENESS

3.1 BIOSECURITY AWARENESS TRAINING

3.1.1 All workers with airside access must undertake biosecurity awareness training, either through completion of:

- Their own employer's internal MPI or AIAL approved biosecurity awareness training (if their employer has such MPI or AIAL approved training);
- Any biosecurity awareness training offered by MPI;
- Undertaking a biosecurity awareness course through an external MPI approved provider (eg, IVS); or
- Completing AIAL's online biosecurity awareness training module.
- Biosecurity awareness training must be refreshed every two years.

3.1.2 All employers must retain records of completion of this biosecurity awareness training and provide these upon reasonable request to AIAL or MPI. Proof of completion of biosecurity awareness training is required before AIAL will load airside access onto security access cards.

3.2 GENERAL BIOSECURITY RULES AT AUCKLAND AIRPORT

3.2.1 Organisations operating airside at the Airport must ensure that they promote a good biosecurity culture and awareness amongst their workers, including an awareness of biosecurity pests.

3.2.2 The fundamental rules which all workers at the Airport must be aware of are:

- All MPI, Auckland Regional Public Health Service or Ministry of Health biosecurity related instructions must be followed.
- Absolutely no biosecurity risk items or food can be taken from airside to landside without MPI consent.
- Airside waste (generated either in the terminal, airfield or from international aircraft) must be treated at an MPI approved waste treatment facility, either by being collected by an MPI approved provider or by being taken to an approved airside waste consolidation area (such as a waste consolidation room in the international terminal building or the Transitional Waste Facility on the airfield). Airside waste

and waste from aircraft cannot be left unattended airside and cannot be taken landside without MPI consent.

- If any biosecurity risk items are seen the see – contain – report process must be followed, with any item seen reported to either:
  - MPI Auckland team leader on 909 8615 or
  - Auckland Airport Operations Centre 256 8813, ext 98813 or 0800 677 242, ext 1 or 4.
- If required by MPI, stop unloading or moving the aircraft, air container, cargo or baggage to prevent spreading of the biosecurity risk items until MPI authorization is given to resume.
- Pest breeding habitats must be eliminated – particularly standing or pooled water where mosquitos can breed.

3.2.3 In addition, as outlined in section 3.3 below, particular roles have specialised biosecurity functions and processes to follow, eg, ground handlers under the Air Container Standard or cargo handlers under their Transitional Facility Operating Manual.

3.3 SPECIALIST BIOSECURITY FUNCTIONS

3.3.1 Biosecurity Controlled Areas

Biosecurity Controlled Areas (BCAs) managed by third parties must ensure that their staff are familiar with and follow the requirements in their BCA Agreements with MPI, arrangements specified in Part 2.4.1 of the Standards for Places of First Arrival (MPI-POFA –ALL) and their BCA Operating Manual. Records must be held by the BCAs. BCAs must verify their employee training during their own internal audit process & external MPI verification processes as well as to AIAL on reasonable request.

3.3.2 Transitional Facilities

Transitional Facilities (TFs) must have a named TF Operator who has completed training as a TF Operator through an MPI approved provider. Organisations operating TFs must ensure that their staff are familiar with and follow the requirements in their Transitional Facility Operating Manual. Records must be held by the Organisations operating TFs. Organisations operating TFs must verify their employee training during their own internal and external MPI verification process as well as to AIAL on reasonable request.

3.3.3 Ground Handlers

3.3.3.1 Ground Handlers are required by the Auckland Airport Air Container System to ensure that:

- Each flight has an MPI Accredited Person appointed under s103(7) of the Biosecurity Act 1993 supervising the unloading of the air containers from that flight within the 'breezeway' area and ensuring the requirements in the IHS Air Containers from All Countries MPI-AIRCON-ALL; and
- Anyone working unloading baggage from air containers (even on a temporary airside pass) has completed a biosecurity awareness training course.

3.3.3.2 Records must be held by the Ground Handlers. Ground Handlers must verify their employee training during their own internal & external MPI verification process as well as to AIAL on reasonable request. Under the Auckland Airport Air Container System, Ground Handlers must provide AIAL with copies of the certificates of appointment of persons as Accredited Person appointed under s103(7) of the Biosecurity Act 1993.

3.3.4 Airline Crew

Air crew must receive training or information regarding New Zealand's biosecurity requirements as part of their passenger facilitation requirements before flying to New Zealand. Records must be held by the airlines and airlines must verify their employee training during their own internal and external verification process.

3.4 REPORTING BIOSECURITY RISK ITEMS

3.4.1 All workers must be alert for potential biosecurity risk items.

3.4.2 If any biosecurity risk item is noticed by a worker, then MPI's See – Contain – Report process must be followed:

- See the risk item
- Contain it if it is safe to do so
- If required by MPI, stop unloading or moving the aircraft, air container, cargo or baggage to prevent spreading of the biosecurity risk items until MPI authorization is given to resume.
- Report the sighting either to:
  - MPI Auckland team leader on 909 8615 or
  - Auckland Airport Operations Centre 256 8813, ext 98813 or 0800 677 242, ext 1 or 4.

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3.4.3 In a biosecurity emergency, all airside workers and organisations operating at the Airport must supplement the See – Contain – Report process by:

- Freezing the scene around any major biosecurity interception, stop operations; and
- Following MPI directions; and
- Providing appropriate resources to support MPI contain the biosecurity risk.

3.4.4 Depending upon the nature of the incident, additional resources or support may include providing staff to guard the item in question, providing airfield drivers or escorts, offering use of facilities (such as the Emergency Operations Centre) or arranging appropriate specialist contractors to support MPI.

3.5 REPORTING BIOSECURITY BREACHES

If any worker or organisation operating at the Airport becomes aware of any non-compliance with these rules this must be reported to either:

- Auckland Airport Operations Centre 256 8813, ext 98813 or 0800 677 242, ext 1 or 4;
- The POFA Operator as named in section 2 of this document; or
- Biosecurity@aucklandairport.co.nz

SECTION 4 – ACCESS AND SECURITY

4.1 POFA CONTROLLED AREAS

4.1.1 The secure area of the POFA is controlled by the same fence, gates, doors and access control system that is in place to meet Civil Aviation Rule Part 139 requirements. Refer map in Appendix 1.

4.1.2 Absolutely no biosecurity risk items or food can be taken from airside to landside without:

- MPI consent; or
- Approval from an AIAL AP in the case of unopened processed food items delivered airside within the ITB by mistake. For a list of current AIAL APs contact biosecurity@aucklandairport.co.nz.

4.1.3 The TF Operators must have processes in their TF Operating Manuals (supported by staff training) which ensure that risk goods not cleared by MPI do not leave the secure area of the POFA other than to be taken to a TF.

4.1.4 Any leased premise which straddles the airside/landside boundary must have procedures and training in place to ensure that biosecurity risk goods are not taken out of the POFA through the leased premises unless clearance has been given by an MPI appointed Accredited Person or MPI authorisation.

4.1.5 Biosecurity signage/information signs and/or warning signs identifying the POFA Airport, Transitional Facilities, and Biosecurity Control Area are displayed at entry and exits points & various strategic locations on the fence line. The instructions in these signs must be followed. Examples are set out below.

BIOSECURITY CONTROL AREA

You have entered a Biosecurity control area.

You must comply with any instructions from a biosecurity inspector, and remain in this area until cleared of any biosecurity risk.

Failure to comply may lead to a fine of up to $50,000 and/or up to 3 months imprisonment.

Biosecurity Act 1993.

Biosecurity New Zealand
Ministry for Primary Industries
Manatū Ahu Matua

PLACE OF FIRST ARRIVAL

These premises are within a place of first arrival.

Approved by the Ministry for Primary Industries under the Biosecurity Act 1993.

ACCESS RESTRICTED TO PERMITTED PERSONS ONLY

Biosecurity New Zealand
Ministry for Primary Industries
Manatū Ahu Matua

4.2 ENTRY INTO THE BIOSECURITY CONTROL AREA

4.2.1 Workers must follow the directions of MPI Officers at all times, but particularly when within Biosecurity Control Areas.

4.2.2 Only workers with access to the Biosecurity Control Area loaded onto their Airport Identity Card can access the Biosecurity Control Area.

4.2.3 Only workers requiring access to the Biosecurity Control Area for their job are permitted to have this access loaded onto their Airport Identity Card.

4.2.4 Workers must not transport food through any areas of the baggage reclaim or MPI processing areas (Arrivals Hall) in which MPI dogs are working. If a worker can only access their place of work by passing through the Arrivals Hall, then if carrying their lunch, the entrance at the western-most end of the Arrivals Hall must be used. If stopped by an MPI Officer and dog, workers must allow the dog to sniff their bag and MPI Officers to inspect the contents.

4.2.5 Workers whose place of work is in the Arrivals Hall are not permitted to have any food with them at their place of work in the Arrivals Hall.

4.2.6 Workers must not allow, enable or assist any passenger, crew member, groom or vet to leave a BCA or the POFA without having been risk assessed and cleared by Customs and MPI.

4.2.7 If any worker sees any passenger or crew member with any suspicious biosecurity item or acting suspiciously, this should be reported to an MPI risk assessor or Customs officer.

SECTION 5 – INTERNATIONAL ARRIVING AIRCRAFT

5.1 COMMERCIAL SCHEDULED FLIGHTS

5.1.1 All international commercial scheduled flights must have a landing slot granted by Airport Coordination Ltd (ACL), who are AIAL's independent slot coordinator.

5.1.2 Ground Handlers must ensure that the operational information required by AIAL and other third party systems has been completed. This ensures that MPI has the information it requires under the POFA Standard such as schedules, passenger loads, changes to flight times, aircraft stand allocation, baggage carousel allocation etc.

5.1.3 Short notice flights typically planned for within less than a week, must be filed with ACL as early as possible with the information required in section 5.1.2. The airline or ground handler for these flights must provide any flight information changes in real-time via ACL or to AIAL direct to ensure that MPI can be kept updated and prepared for the flight arrival.

5.2 PRIVATE, MILITARY, UNSCHEDULED AND DIVERTING AIRCRAFT

5.2.1 All flights (scheduled or unscheduled) operating at the Airport are required under the AIP conditions of operation to use an approved Ground Handler or FBO. If a flight arrives without a Ground Handler, AOT will require the Captain to arrange the engagement of a Ground Handler.

5.2.2 International arriving private (itinerant), military, charter, unscheduled commercial flights or flights diverting from another port must ensure that AIAL and Airways Corporation is notified of the intended arrival. In normal circumstances this must be in advance through a local agent, the contracted FBO or the Ground Handler. However, in situations where arrival is at short notice, notification may be provided through Aeronautical Fixed Telecommunication Network (AFTN) or Airways.

5.2.3 Repatriation flights must be filed under the "Charter" category with ACL as early as possible to notify all border agencies including MPI. On top of the normal ACL rolling weekly update, if repatriation flights or short notice flights are being filed with ACL, Auckland Airport will send daily, a 24-hour rolling dashboard update of these flights, containing information such as estimated passenger numbers, new arrival time, etc, to all border agencies via email.

5.2.4 Any aircraft that enters NZ Airspace without notification of a flight plan through Airways Corporation for emergency purposes will be treated according to Auckland Airport

Emergency Plan requirements and directed to a layover stand. The various emergency services and security procedures under the AEP will be followed.

5.2.5 The FBO or Ground Handler must advise Auckland Airport, Customs, MPI and AVSEC (Aviation Security Service) by email in advance the details of all itinerant arrivals and departures, including:

- Persons on Board
- Flight number
- Estimated Time of Arrival
- Aircraft type
- Aircraft Registration
- MCTOW (Maximum Certified Take-off Weight
- Departure point
- Any dangerous goods on board
- Any known biosecurity risk items on board

5.2.6 Upon arrival the Ground Handler must ensure that the crew of the landing aircraft wait until MPI & Customs arrive. No external aircraft doors or windows may be opened until the aircraft has received Disinsection clearance from MPI.

5.2.7 If disinsection has not been carried out prior to arrival (or is deemed non-compliant by MPI), the arriving aircraft must be treated with passengers and crew on board as per the CRMS requirements.

5.2.8 After clearing disinsection, the passengers and crew must be biosecurity and immigration processed at either:

- the premises of the FBO, if arranged by the FBO with Customs and MPI;
- BCA area 1 (the main passenger biosecurity processing area);
- BCA area 2 (gate lounges 16A to D – the contingency processing area). Note that BCA Area 2 can only be used either if it is set up for contingent processing (as under the COVID-19 Health Management Area for example) or otherwise if arranged with AIAL, Customs and MPI in advance; or
- BCA area 3 (gate lounges 4a – 4e for VIPs or Kauri Lounge for government guests), if arranged with AIAL, Customs and MPI in advance.

5.2.9 The Ground Handler or FBO is responsible for ensuring that passengers and crew reach the appropriate BCA area for biosecurity processing. If the FBO operates a BCA, then the FBO is responsible for ensuring that all MPI requirements for a BCA are being met.

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5.3 FUMIGATION OF INBOUND AIRCRAFT

5.3.1 All inbound aircraft must meet the requirements of the "MPI Aircraft from All Countries CRMS Aircraft Standard".

5.3.2 Aircraft must either be fumigated for insects prior to arrival to Auckland Airport in accordance with the CRMS Standard or be sprayed upon arrival with passengers and crew on board.

5.3.3 If when the aircraft doors or cargo doors are opened, insects (eg, spiders, ants, mosquitos, brown marmorated stink bug, moths etc) or other biosecurity pests (eg, rodents, snake, frog, snails, cat) are noticed above and below wings on aircraft, this must be reported to either

- MPI Auckland team leader on 909 8615 or
- Auckland Airport Operations Centre 256 8813, ext 98813 or 0800 677 242, ext 1 or 4.

5.4 AIRCRAFT REMAINING FOR MORE THAN EIGHT HOURS

5.4.1 All aircraft remaining at the Airport for more than eight hours must meet the requirements of transit aircraft cleared under the CRMS Standard. The airline and Ground Handler (or FBO) are responsible for ensuring that the CRMS Standard is met (or that dispensation is obtained from the MPI Director).

5.4.2 It is the responsibility of maintenance staff, airline and Ground Handlers to ensure that any aircraft being taken for maintenance, meets the requirements of the CRMS. This includes ensuring that the aircraft has been cleared of passengers, risk goods, cargo and baggage.

SECTION 6 – PASSENGERS

6.1 BIOSECURITY CONTROLLED AREAS

6.1.1 All arriving passengers must be processed by MPI in a Biosecurity Controlled Area. The requirements for Biosecurity Controlled Areas within a POFA are set out in Schedule 2 of MPI's Standard for POFAs (MPI-POFA-ALL).

6.1.2 There are currently eight approved Biosecurity Controlled Areas (BCAs) within the Airport's POFA area. The largest of these is BCA B1 on the ground floor of the ITB provided by AIAL where MPI clears international arriving passengers and their baggage.

6.1.3 BCA Area 2 comprises Gate Lounges 16a to 16d (ground floor in Pier B of the main ITB building), and is to be used as a contingency passenger processing area if the current arrivals processing configuration (Customs Passport Control and/or MPI Biosecurity) becomes unavailable. Ground Handlers must not allow arriving passengers to be processed in BCA Area 2 without AIAL, Customs and MPI permission.

6.1.4 However, during border controls on passengers arriving from countries with community transmission of Covid-19 under Public Health Orders made under the Health Act 1956 such as the Covid-19 Public Health Response (Air Border) Order (No 2) 2020, BCA Area 2 has been set up semi-permanently as the main arrivals processing area for passengers and crew arriving from unsafe travel zones (ie non Quarantine Free countries) in order to segregate these passengers and crew from passengers and crew arriving from Quarantine Free Travel Zones (countries free from community transmission of Covid-19 where the NZ Government has agreed that travellers can arrive in New Zealand without having to undergo a quarantine process). BCA Area 2 is known as the 'Health Management Zone'. Crew on cargo only flights from non-Quarantine-Free countries also need to be processed through the Health Management Zone in BCA Area 2.

6.1.5 Auckland Airport has been declared as an Airport able to receive Quarantine Free Flights under the Covid-19 Public Health Response (Air Border) Order (No 2) 2020. While Quarantine Free Travel and non-Quarantine Free Travel requirements remain in place under Public Health Orders, BCA Area 1 will be used for Quarantine Free Flights, with BCA Area 2 used for non-Quarantine-Free Flights (hereafter called the Health Management Zone).

6.1.6 BCA Area 3 comprises gate lounges 4a to 4e (downstairs in Pier A of the main ITB building) which are used to process special groups such as professional sports teams and the Kauri Lounge which is a Department of Internal Affairs managed lounge for government dignitaries such as Minister and visiting foreign officials and Heads of State.

It has all facilities, equipment and space required by MPI to biosecurity risk assess and process passengers (albeit on a smaller scale). Ground Handlers must not allow arriving passengers to be processed in BCA Area 3 without AIAL, Customs and MPI permission.

6.1.4 The remaining BCAs are operated by FBOs who are responsible for preparing and maintaining their own BCA operating manuals and ensuring that the MPI requirements for BCAs are met.

Building Number	BCA	Description	Type of clearance
1	Biosecurity Control Area 1	International Terminal Building	General arriving international passenger facilitation/food/waste
1	Biosecurity Control Area 2	International Terminal Building (Gate 16a – 16b)	Contingency general arriving international passenger facilitation/food/waste) Currently used as Health Management Zone for processing passengers from non-quarantine free countries
1	Biosecurity Control Area 3	Department of Internal Affairs Kauri Lounge (4a, 4b, 4c, 4d, 4e) & VIP Processing	Clearance of VIP pax, Ministers and guests of government.
331	Biosecurity Control Area 4	Livestock compound	Clearance of handlers and crew off freighter aircraft
86	Biosecurity Control Area 5	Swissport Executive Aviation	Clearance of pax arriving on private aircraft.
100	Biosecurity Control Area 6	DHL (Tasman Cargo) Portacom	Clearance of handlers and crew off freighter aircraft.
480	Biosecurity Control Area 7	Air Centre 1	Clearance of pax arriving on private aircraft.
477	Biosecurity Control Area 8	Business Jet	Clearance of pax arriving on private aircraft

6.1.5 A map showing the location of the Biosecurity Control Areas is attached as Appendix 2.

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6.2 PASSENGERS ON INTERNATIONAL SCHEDULED FLIGHTS

6.2.1 Ground Handlers must ensure that all international passengers and crew arriving on scheduled international flights are taken to the International Terminal Building for processing by Customs and MPI, either by:

- Having passengers and crew disembark onto air bridge connections to the first floor of Piers A and B; or
- Placing passengers and crew into airside busses to be taken door 13 in Pier B or door 18 in Pier A which lead to stairs accessing the first floor arrivals corridors.

6.2.2 Ground Handlers must ensure that the appropriate doors are closed in airbridge connectors to ensure that passengers can only access the arrivals corridors and cannot enter departure processing areas.

6.2.3 If any passenger or crew belongings are left on an airside bus used to transport passengers or crew from a remotely parked aircraft to the terminal, then the bus driver must pass these items to the Ground Handler. The Ground Handler must either return the item directly to the passenger or crew member if they have not passed through Customs processing or alternatively take the item to the relevant baggage tracing unit.

6.2.4 Passengers and crew on non-Quarantine Free Flights arriving at the Health Management Zone in BCA Area 2 will pass through a Health Screening Process on level 2 of Pier B before moving downstairs to BCA Area 2 in gate Lounge 16 A – D where Customs processing occurs, followed by MPI risk assessment of passengers and crew. All passenger and crew hold stow baggage and hand luggage is X-ray screened prior to being released from BCA Area 2.

6.3 INTERNATIONAL TRANSIT PASSENGERS

6.3.1 Airlines must direct international transit and transfer passengers to take all their personal hand carry luggage and proceed to the International Transit Centre located on level 1 (arrivals level) of Pier A upon arrival. A Transit Centre has been created in the Pier B Health Management Zone for transit passengers from non-Quarantine Free flights in order to meet the requirements of segregation as per the Covid-19 Public Health Response (Air Border) Order (No 2) 2020.

6.3.2 International transit and transfer passengers are not required to enter New Zealand hence they are not processed by MPI and no amnesty bins are provided. These transferring and transiting passengers are allowed to bring food with them.

6.3.3 Transit and transfer passengers who choose to enter New Zealand are no longer considered transit and transfer passengers and are processed by MPI as international arriving passengers.

6.4 PASSENGERS ON PRIVATE, CHARTER OR FREIGHT FLIGHTS

6.4.1 International passengers, baggage and associated goods and the crew or grooms on private, freight or charter aircraft are processed via FBOs, known by MPI as other BCAs, as listed in section 6.1 above.

6.4.2 The other BCAs must ensure that:

- They have all facilities, equipment and space required by MPI as set out in Clause 2.4 of the MPI POFA Standard to biosecurity risk assess and process passengers and crew/grooms with the exception of rest areas for canine dog detector teams (which will use the rest areas in BCA area 1 if required) and secure interview rooms (with secure rooms in BCA area 1 used if required).
- They have an up-to-date Operating Manual approved by MPI which sets out their operating processes meeting the requirements in clause 2.4 of the MPI POFA Standard.
- Their staff are familiar with and follow the requirements in their BCA Operating Manual.
- Regular users of the BCA, such as grooms or regular flight crew, are familiar with and follow the requirements in their BCA Operating Manual.
- They provide AIAL with a copy of their current Operating Certificate within ten working days of receipt of this from MPI.

6.4.3 If any BCA ceases to be operated, the BCA Operator must give MPI and AIAL written notice of cancellation prior to the planned cessation.

6.4.4 The operator of the BCA being cancelled must provide evidence to MPI upon written notification of cancellation that:

1. An MPI authority has been obtained to disestablish any x-ray leases;
2. Waste from the Biosecurity Bin has been disposed of by an approved provider; and
3. Biosecurity Equipment has been cleaned or disposed of by an approved provider.

6.5 PASSENGERS ON MILITARY FLIGHTS

Passengers and crew on Military flights are either processed as standard international scheduled passengers or as a private flight if the military flight has been handled by one of the FBOs.

6.6 ILL PASSENGERS TRANSPORTED TO HOSPITAL

6.6.1 The Auckland Regional Public Health Service (ARPHS) Ill Passenger Protocol must be followed if any arriving international passenger (or crew member) presents with an illness (other than air sickness or the effect of an accident) with a temperature over 38 degrees Celsius and at least one of the following additional symptoms:

- Appearing obviously unwell
- Persistent diarrhoea
- Confusion with recent onset
- Bruising or bleeding without previous injury
- Persistent cough
- Impaired breathing
- Persistent vomiting
- Skin rash

6.6.2 In this case the airline or Ground Handler must contact Auckland Airport Operations Centre ICR position immediately on 0800 677 242, ext 9 and inform ICR of the ill passenger/crew and symptoms.

6.6.3 If St Johns or ARPHS clear the ill passenger./crew to be taken from the aircraft to go to hospital, then ICR will arrange for Customs and MPI to meet the aircraft at the appropriate gate or stand to risk assess and process the passenger/crew, any support person travelling with the ill person and any carry-on luggage of the ill person and their support person. If transportation to a remote stand is required by MPI or Customs in order to undertake this processing, AOT will organise this.

6.6.4 The checked-in luggage of the ill passenger/crew (and person travelling with them) must be treated as lost baggage and processed by the airline or Ground Handler's Baggage Tracing Unit.

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6.7 CONTINGENT PROCESSING AREAS

6.7.1 BCA Area 2 (Gate Lounges 16a – 16d of the International Terminal Building) has been dedicated as a contingency processing area for international arriving passengers and crew, in the event when BCA Area 1 (main ITB passenger BCA) becomes unavailable. The Arrivals Contingency Processing Plan is activated and coordinated by the EOC. It will not be activated without MPI and Customs consent. Depending on the nature of the event, BCA Area 2 may be used for just Customs Immigration processing, just MPI processing or both.

6.7.2 However, during border controls on passengers arriving from countries with community transmission of Covid-19 under Public Health Orders made under the Health Act 1956 such as the Covid-19 Public Health Response (Air Border) Order (No 2) 2020, BCA Area 2 has been set up semi-permanently as the main arrivals processing area for passengers and crew arriving from unsafe travel zones (ie non Quarantine Free countries) in order to segregate these passengers and crew from passengers and crew arriving from Quarantine Free Travel Zones (countries free from community transmission of Covid-19 where the NZ Government has agreed that travellers can arrive in New Zealand without having to undergo a quarantine process). BCA Area 2 is known as the 'Health Management Zone'. Crew (or vets/grooms) on cargo only flights from non-Quarantine-Free countries also need to be processed through the Health Management Zone in BCA Area 2.

6.7.3 When Contingent Processing Areas are activated during an incident, airlines and ground handlers must collaborate at the EOC to jointly determine the order of flights to be processed, considering factors such as biosecurity risk profile, aircraft size, aircraft turnaround times, duration of passengers being stranded on board. Passengers and crew evacuated from BCA Area 1 will be prioritised through this contingency process.

6.7.4 When biosecurity processing is undertaken in the BCA Area 2 as part of the arrivals contingency processing plan, all MPI directions must be followed.

6.7.5 Specific details for the use of BCA Area 2 (contingent process area) and individual stakeholder agency's responsibilities can be found in the Arrivals Contingency Processing Plan.

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SECTION 7 BAGGAGE

7.1 BAGS ENTERING NEW ZEALAND AT BCA 1

7.1.1 The baggage of passengers and crew finishing their international travel at Auckland must be transferred directly to the baggage carousels in BCA 1 so it can be biosecurity risk processed by MPI risk assessors and cleared together with the owner prior to exiting the BCA 1 and terminal. No bags can be released from BCA 1 without authorisation from MPI.

7.1.2 Note that while segregation is on place between Quarantine Free Flights and non-Quarantine-Free Flights required under the Covid-19 Public Health Response (Air Border) Order (No 2) 2020, only passengers and crew on Quarantine Free Flights will go to BCA Area 1 in the ITB. Passengers and crew on non-Quarantine Free Flights must be taken directly to BCA Area 2, known as the Health Management Zone in Pier B.

7.1.3 Airlines must have an Accredited Person (which may be an employee of their Ground Handler) appointed under s 103(7) of the Biosecurity Act 1993 check and clear all air containers for pests and biosecurity risk contaminants as they are unloaded at the carousel drop off area known as ‘the Breezeway’.

7.1.4 If required, the air container must be cleaned and biosecurity waste placed into biosecurity bins located in the Breezeway. The Accredited Person must report contamination or suspected exotic pests using the MPI reporting system. Refer to the “Auckland Airport System for Air Containers” for the procedures relating to this requirement.

7.1.5 Empty clean containers must either be taken directly to the baggage make up areas for reuse or transferred to the designated Container Park.

7.1.6 All Ground Handlers unloading air containers must follow any MPI directions issued under the Biosecurity Act 1993 and any MPI Standards and Guidance Documents issued.

7.2 BAGS ENTERING NEW ZEALAND AT OTHER BCAS

Bags belonging to passengers or crew (including vets and grooms) being processed at other BCAs must be risk assessed and cleared by MPI before they can be released from those BCAs. The operating manuals of these other BCAs must set out how this is to occur and the processes and systems in place to ensure that no bags are released without authorisation from MPI.

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7.3 TRANSIT AND TRANSFER BAGGAGE PROCESSING

7.3.1 Baggage on international transit and transfer flights is not processed by MPI and therefore must not leave the secure POFA environment.

7.3.2 If the baggage handlers identify a biosecurity risk, (for instance insects or leaking material) MPI must be notified notwithstanding that the baggage is transit or transfer baggage.

7.4 DOMESTIC TRANSFER BAGGAGE

7.4.1 All passengers and crew arriving in New Zealand must have their baggage cleared by MPI prior to exiting BCA 1 or BCA 2. This includes passengers and crew transferring from international flights onto a domestic flight.

7.4.2 Ground Handlers must not transfer arriving international bags to the domestic baggage sortation systems or directly to a domestic flight without these bags having first been cleared by MPI.

7.4.3 Ground Handlers must have a system or process to ensure that arriving international bags are not transferred directly to a domestic flight without having been cleared by MPI.

7.5 UNACCOMPANIED OR LOST BAGGAGE

7.5.1 Any unaccompanied arriving baggage or any baggage left unclaimed in BCA 1 must be processed by each Ground Handler's BTU in BCA 1 in accordance with the biosecurity operating processes agreed between MPI and each BTU. It must not be released (either to a passenger or crew member in New Zealand or for onward shipment to another destination) until it is risk assessed and cleared by MPI.

7.5.2 Each BTU must maintain an up to date reconciliation process to accurately track open files for mishandled, unaccompanied or unclaimed baggage that needs to be risk assessed by MPI. This record must be available for MPI staff inspection or access upon request.

7.5.3 If baggage is not able to have its owner relocated through the IATA Worldwide Tracing System, then after clearance by MPI, and being held for an appropriate time, the bag must be destroyed by the airline.

SECTION 8 – CARGO

8.1 TRANSITIONAL FACILITIES

8.1.1 Risk goods or cargo (not passengers, crew or baggage) must go directly to an MPI licenced Transitional Facility for biosecurity inspection, processing and clearance (unless alternative arrangements have been made by the importer with MPI).

8.1.2 Ground Handlers and Transitional Facility Operators must ensure separation of international cargo from domestic cargo and secure such movements of Cargo.

8.1.3 As at the date of preparation of these Biosecurity Rules there are 14 Transitional Facilities at the Airport, some within the controlled POFA boundary and some outside of it.

Building Number	MPI Transitional Facility Number	Description	TF Operating Manual provides for receipt of:
1	16703	ITB MPI LAB	All imports including live animals.
6	1071	Air Cargo 1 – Air NZ	All exports including cats and dogs.
9	1071	Air Cargo 4 – Air NZ	All imports including cats and dogs.
232	15529	Quarantine Waste Building	All imports for destruction.
22	25914	Waste Transitional Facility	Aircraft and Terminal airside waste
76	16721	NZ Post Mail Centre.	All imports – mail
100	2049	DHL Express	All imports.
100	25707	Tasman Cargo Airlines Pty Ltd.	Crew & grooms' effects only. Live animals.
321	2737	LSG Sky Chef	Containers and non-risk goods.
331	26637	Livestock compound	All imports including live animals.
345	12085	Air NZ Main Stores	Containers, non-risk goods, timber.
502	18718	Air Cargo 5 – Menzies	All imports including cats and dogs.
550	12407	MPI Centre	All imports including live animals.
625	25052	Gate Gourmet	Containers and non-risk goods.

8.1.4 All Transitional Facilities must ensure that:

- They have all facilities, equipment and space required by MPI as set out in MPI Standard for Transitional Facilities.
- They have an up to date Operating Manual approved by MPI which sets out their operating processes meeting the requirements for Transitional Facilities.
- They have a current Operator approved by MPI.
- Their staff are familiar with and follow the requirements in their TF Operating Manual.

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- They provide AIAL with a copy of their current Operating Certificate within ten working days of receipt of this from MPI.

8.1.5 Should any TFs cease to be operated the TF Operator must notify MPI and Auckland Airport in writing prior to the planned cessation.

8.2 TRANSPORTATION TO TRANSITIONAL FACILITIES

8.2.1 All arriving international cargo must be immediately unloaded from the aircraft by the relevant Ground Hander or FBO staff and either taken to:

- The appropriate Transitional Facility by way of the most direct and/or practicable route; or
- The interim international cargo storage area known as the “Cargo Park” to wait for a short period before being taken to the relevant Transitional Facility. Refer to Appendix 4 for Photo Plan of the Cargo Park.

8.2.2 No domestic cargo is allowed at the Cargo Park.

8.2.3 Cargo must be transported to the relevant Transitional Facility in a secure, contained manner, using the routes MPI has approved in the Transitional Facility’s Operating Manual.

8.2.4 When risk goods arrive, (such as un-palletised produce arriving as loose cargo) the Ground Handler must ensure that the risk cargo is immediately placed in a secure covered packaging (eg, a closed covered ULD or shrink wrapped on six sides) prior to being transported across the apron.

8.2.5 If any spills of biosecurity risk goods occur, the relevant Ground Handler or FBO staff member must immediately clean up these spills and ensure the spillage is disposed of as biosecurity waste. If the spill is not able to be contained, this must be reported to MPI immediately.

8.2.6 Livestock (except for cats and dogs) must be taken to a Transitional Facility approved by MPI for handling live animals.

8.2.7 It is the responsibility of Ground Handlers or other third parties moving vehicles, machinery and plant, which have been used to transport or have been in contact with biosecurity risk material, to make sure these are cleared before leaving the POFA or Transitional Facility.

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8.3 BIOSECURITY TREATMENT

8.3.1 If passenger or crew baggage require treatment this is managed by MPI.

8.3.2 If air containers require treatment then the Auckland Airport Air Container system must be followed by the relevant Ground Handler and airline. It is the responsibility of the importer (i.e. the airline which brought the air container into NZ) to ensure this occurs.

8.3.3 If cargo requires treatment, then it is the responsibility of the relevant TF Operator to ensure that treatment occurs as per MPI direction or in accordance with MPI -TF - GEN - STD.

8.3.4 Depending upon the treatment required, cargo, passengers and baggage or associated goods requiring treatment may be:

- Treated where found within the POFA area if the treatment is simple such as sweeping out an air-container or spraying with approved insect spray;
- Be moved to another area within the POFA for a more complex clean, eg, an air container washing area;
- Be moved to a TF within the airport environment if directed by MPI; or
- Be removed in a secure manner by MPI or as directed by MPI, to an MPI approved treatment facility, eg, MPI lab or Interwaste Facility.

8.3.5 Any chemical treatment of cargo, baggage or associated goods on Auckland Airport common use areas, or in any tenanted area where the chemicals may escape, requires a Permit to Work (PTW) obtained from Auckland Airport's Permit to Work office (09 257 7046 or Permit.Office@aucklandairport.co.nz). Note that a PTW is unlikely to be granted for any high-risk chemicals such as Methyl Bromide, where treatment is best to occur in specialist facilities off-site.

8.3.6 Due to health and safety requirements, high-risk treatments MUST NOT be carried out without prior authorisation by Auckland Airport.

8.4 HIGH-RISK CONTAMINATED AIR CONTAINERS

8.4.1 If any high-risk contamination is identified, MPI's See – Contain – Report Process must be followed:

- The air container or bags/cargo must be made secure (eg, contained);
- MPI must be contacted immediately;
- Any further containment strategy and/or treatment must be carried out as per direction from MPI; and
- If goods are to be transferred to a treatment provider other than a TF located at Auckland Airport, MPI authorisation must be obtained before the goods are transferred out of the POFA boundary.

8.4.2 If the contaminated air containers are noticed when being unloaded from the aircraft, then they should immediately be returned to the aircraft hold, and the hold closed (which effectively isolates the containers within the aircraft hold).

8.4.3 If an air container (containing cargo, baggage or empty) needs to be held in quarantine (ie, isolated), AOT will arrange an area to be designated as a quarantine holding area according to the airfield operations on the day (eg, a remote stand or an area in the contingent parking plan).

8.4.4 MPI and AOT directions must be followed. This may include requiring the Ground Handler to shrink wrap the risk items or to stand guard.

8.4.5 Contaminated air containers must be processed in accordance with MPI directions, which may include:

- Treatment as per MPI treatment schedule within the POFA;
- Moving to the appropriate TF for treatment;
- Moving outside the POFA for treatment with the appropriate documentation; or
- Being released.

8.4.6 Any chemical treatment of cargo on Auckland Airport common use areas, or in any tenanted area where the chemicals may escape, requires a Permit to Work (PTW) obtained from Auckland Airport's Permit to Work office (09 257 7046 or Permit.Office@aucklandairport.co.nz). Note that a PTW is unlikely to be granted for any high-risk chemicals such as Methyl Bromide, where treatment is best to occur in specialist facilities off-site.

8.4.7 AIAL has a framework with Rentokil to provide treatment or fumigation service at the airport. This service is established for any major airport biosecurity emergencies where on-site treatment or fumigation is required at short notice. Note that it is the responsibility

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of the airlines as the importer to arrange for the treatment or fumigation when needed and the airline must enter into a contractual arrangement with the provider. This service can be elected to be used by airlines who do not already have a fumigation supplier arranged, and any cost incurred will be the responsibility of the airline involved.

SECTION 9 – PEST AND WEED CONTROL

9.1 All sightings of suspected exotic pests must be reported to either:

- MPI Auckland team leader on 909 8615;
- Auckland Airport Operations Centre 256 8813, ext 98813 or 0800 677 242, ext 1 or 4; or
- MPI Pest and Disease hot-line 0800 80 99 66 (if not an urgent operational issue).

9.2 Pest and weed control must be maintained to a high standard in all airside areas, at all TFs and BCAs and all landside areas within 800 metres of where international aircraft are processed or parked.

9.3 AIAL is responsible for pest management and weed control of all areas within the POFA boundary (internal and external) except leased and sole use licenced areas.

9.4 Tenants or licensees are responsible for providing pest management and weed control for the areas they lease from AIAL or are licenced to use exclusively.

9.5 Workers must not feed any animals or birds on Airport.

9.6 The Project Manager of any construction work occurring within 800m of where international aircraft are handled (whether airside or landside) is responsible for ensuring pest management and weed control is maintained within the fenced construction site.

9.7 The party responsible for providing pest management and weed control must ensure that:

- Grass is mowed to an appropriate length;
- Weeds are sprayed regularly and do not become established (Note within a Transitional Facility boundary no weeds are permitted at all);
- Habitats for disease carrying vectors are minimized in accordance with MPI, Auckland Regional Public Health Service and Ministry of Health requirements;
- Any areas or containers in which water could pool and enable mosquitos to breed are eliminated where practicable, in particular:
    - No tyres (new or old) can be stored in the open.
    - All road barriers must have their water holes capped or covered.
    - All bins and skips must have lids or covers, and these lids/covers must be closed at all times when items are not being loaded into the bins/skips.
    - Equipment, containers, construction material or waste material in which water could accumulate must be covered or stored so that water does not accumulate.
    - Gutters and roofing must be maintained so that water does not accumulate.

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- Ground contours must be maintained so that areas for water pooling and ruts are not created.

- Habitats for breeding of pests are minimized where-ever practicable (eg, rabbits, cats or other wildlife) and these types of pests must not be fed;
- There is an appropriate control / trapping/ baiting programme for any pests (eg, rabbits, cats or other wildlife);
- The area is maintained in a clean and tidy manner without any rubbish or unused or broken equipment.

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SECTION 10 – BIOSECURITY WASTE

10.1 KNOWN BIOSECURITY CONTAMINENTS OR PESTS

10.1.1 Any biosecurity waste which contains a known active (ie mobile) biosecurity risk (such as termites or fungus in wood, fruit flies in fruit, ants, brown marmorated stink bugs, Asian Gypsy Moths, cane toads, snakes, etc) must be immediately contained if safe and notified to MPI using the See – Contain – Report process by phoning either:

- MPI Auckland team leader on 909 8615; or
- Auckland Airport Operations Centre 256 8813, ext 98813 or 0800 677 242, ext 1 or 4.

10.1.2 If required, stop operations of any further movement of the waste until MPI authorisation is given to resume.

10.2 BIOSECURITY WASTE TREATMENT

10.2.1 All biosecurity risk waste collected from passengers, aircraft, the terminal, aprons, TFs or otherwise must be ultimately treated in accordance with MPI Treatment Schedules for biosecurity risk material. At Auckland Airport this treatment is currently provided by Interwaste at the Steam Sterilisation Transitional Facility located at Timberly Road.

10.2.2 Businesses operating airside must either have their biosecurity risk waste taken:

- Directly to Interwaste;
- To one of four waste consolidation rooms inside the ITB; or
- To the Transitional Waste Facility airside operated by OCS on behalf of Auckland Airport.

10.2.3 Businesses operating airside are responsible for meeting the costs of their biosecurity risk waste being treated by Interwaste.

10.2.4 Biosecurity risk waste cannot be taken landside or disposed of in landside waste bins without MPI approval.

10.2.5 If any business operating airside elects to have their biosecurity risk waste treated at an alternative Transitional Facility than Interwaste then they must notify MPI and Auckland Airport of this in writing and have their processes for transportation of the biosecurity risk waste approved by MPI.

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10.3 INTERNATIONAL TERMINAL WASTE

10.3.1 "The Auckland Airport ITB Waste Management Plan" sets out the rules and processes for waste produced within the ITB by activities such as passengers, airline lounges and Food and Beverage retailers.

10.3.2 The ITB Waste Management Plan must be complied with by all businesses operating airside in the ITB and their staff. It is the responsibility of businesses operating airside in the ITB to ensure their staff are trained and understand the correct procedures for disposing of the type of waste generated by their business.

10.3.3 In summary, biosecurity risk waste (such as airside food waste, general passenger waste, plant or floral arrangements, vacuuming or sweeping debris) must be taken to waste consolidation rooms in the ITB, from where OCS will transfer the waste to the Transitional Waste Facility for ultimate transferral to the Interwaste TF. Any waste or debris accumulated under plant and equipment used for processing or transporting biosecurity risk material (eg, international baggage or cargo) must also be disposed of as biosecurity risk waste.

10.3.4 AIAL will from time-to-time audit businesses operating airside in the ITB to ensure that the correct waste management procedures are being followed and that staff are aware of these.

10.3.5 Food cannot be transferred from airside to landside, either by staff or tenants, without approval in advance from MPI. Signs have been installed on key doors leading landside advising workers not to remove food to landside areas. Signs are available for airside lunchrooms if required.

10.4 AIRCRAFT WASTE

10.4.1 Waste from international arriving aircraft must be taken to the appropriate Transitional Facility either immediately (or as soon as practicable if it has been collected in an enclosed container or vehicle and is being consolidated for transportation to the appropriate Transitional Facility).

10.4.2 Waste from international arriving aircraft must not be left unattended in any other areas (eg, on airbridges, on airbridge stairs, next to airbridges, on the apron, under piers, in leased areas or any other area airside).

10.4.3 The different types of waste coming off an international aircraft must be treated as follows:

- Effluent - treated as biosecurity waste and must be taken directly to the macerator at the Honey Pot, by Ground Handling staff. In a macerator breakdown, effluent can be discharged as normal using gravity without the macerator.
- Cabin waste - must be taken from the aircraft as soon as practicable to the Transitional Waste Facility (beside the Honey Pot) by the Ground Handlers for sorting by the TWF Operator into recyclable waste and biosecurity risk waste following an MPI approved system. Biosecurity risk waste is transferred to the compactor skip and taken to the Interwaste facility for steam sterilization, while clean recyclables are transferred landside for recycling.
- Aircraft catering carts containing food waste & crockery/cutlery - must be taken to the Catering TFs in approved vehicles. Food waste and disposable plates and cutlery must be transferred to Interwaste for steam sterilization treatment. Reusable cutlery or crockery must be treated at the Catering TF by steam cleaning.
- All arriving international dunnage and pallets - must be transported with the cargo it is associated with to the relevant TFs. If any arriving international dunnage and pallets are left within the POFA, these must be taken to the pallet stations located around the apron and separated into treated wood (with the ISPM 15 symbol) and untreated wood (without the appropriate ISPM 15 treatment symbol) following the signage at the pallet stations. If there is any untreated wood, MPI must be contacted by the Operations Compliance Coordinator to inspect, clear or redirect the untreated wood to a TF for appropriate treatment.
- Rubbish from Airside Passenger Transfer Buses - any rubbish found on busses used to transport passengers from remote stands to the terminal must be placed in FOD bins. Any sweepings and contents of vacuum cleaning of busses must be disposed of in airside bins which are taken to the Transitional Waste Facility next to the Honeypot by OCS nightly.

10.5 AIRSIDE WASTE

10.5.1 "The Auckland Airport Airfield and Apron Waste Management Plan" sets out the controls for waste produced externally in the airside POFA environment by activities such as airlines, Ground Handlers, tenants and service providers.

10.5.2 Waste generated airside must be disposed of in accordance with the Airfield and Apron Waste Management Plan. Most significantly this plan provides:

- Airside FOD & Biosecurity bins must have waste from Air Containers and other biosecurity risk waste placed in them. These bins are taken to the Transitional Waste Facility and ultimately to the Interwaste biosecurity waste treatment TF.
- Sweepings from the Breezeway, Baggage Make Up and Cargo Park Areas must be either taken to the Transitional Waste Facility (to be transferred for ultimate treatment to the Interwaste biosecurity waste treatment) or directly transferred to Interwaste for treatment.
- Waste under conveyor belts in all baggage make up areas are to be swept up by the sweeper regularly and/or during belt repairs and maintenance.
- Wooden pallets and dunnage left within the POFA (not having been taken to the TF with their associated cargo) must be taken to the pallet stations located around the apron and sorted into treated wood (with the ISPM 15 symbol) and untreated wood (without the appropriate ISPM 15 treatment symbol) following the signage at the pallet stations.

10.6 SPILLS

10.6.1 All spills must be reported and also cleaned up promptly as soon as created or noticed. Spills not cleaned up can be serious biosecurity risks or health and safety risks. If a spill is created and not cleaned up, the individual may receive a Security, Safety and Biosecurity Breach Notice.

10.6.2 Equipment is provided in the breezeway to clean or sweep up spillages or risk material in arriving air containers.

10.6.3 Any spills around the aircraft, anywhere on the airfield and in the breezeway must be reported to the Auckland Airport Operations Centre (09 256 8777 or 0800 677 242) or AOT (09 256 8890/1) . Small spills less than 2 metres should be cleaned up by the person or organisation that caused the spill. The AOT mobile vehicle is stocked with some spill kit which can be deployed for minor spills if required to assist. For larger spills, specialist truck or vehicle mounted cleaning equipment used by the grounds maintenance provider (AIMs) will be deployed.

10.6.4 All material from spillages which is considered biosecurity risk material must be either enclosed and placed in a FOD bin or biosecurity bin (if of a small enough size) or if too large, taken straight to the Transitional Waste Facility next to the Honeypot or directly to "Interwaste" Steam Sterilization treatment facility. MPI must be immediately notified if a spill of biosecurity risk material is not able to be contained.

10.6.5 Effluent spills must be reported to Auckland Airport Operations Centre so they can be cleaned up by a dedicated sweeper and disposed of at the Macerator next to the Honey Pot Transitional Waste Facility.

10.7 BINS NEEDING REPAIR OR DISPOSAL

10.7.1 If any bins used to collect, consolidate or transport Biosecurity Waste need to be taken out of the POFA secure boundaries, either for repair, destruction or to be used for a different purpose, then the following must occur prior to the bins leaving the POFA secure boundary:

1. The bin must be emptied of any biosecurity risk items (and those items must be disposed of as Biosecurity Waste).
2. If a bin has ONLY been used inside the International Terminal to collect (but not to consolidate or transport) Biosecurity Waste, it can be inspected by an AP and if clean it can be cleared for release from the POFA environment.
3. If such a bin is not clean or if a bin was used outside or used to consolidate or transport Biosecurity Waste, it must be washed out and cleaned with a disinfectant at either the Transitional Waste Facility or a waste consolidation room where the water discharges into the municipal sewer system.
4. Any bin that required such washing out and disinfecting must be cleared for release from the POFA, either by an AP at a Transitional Facility or by an MPI Risk Assessor.
5. Records must be kept of the cleaning and clearing of any bins being taken out of the POFA secure boundary.

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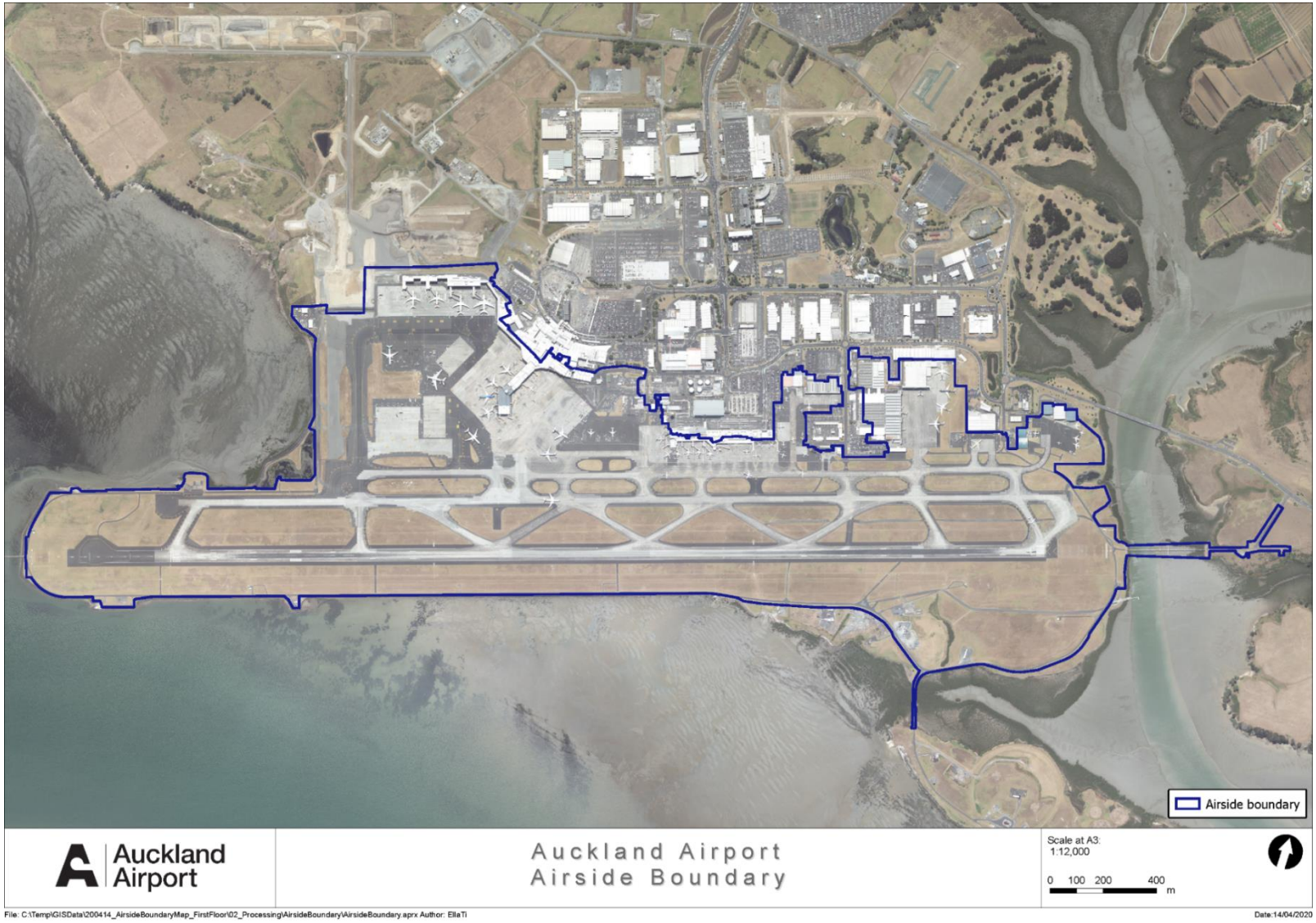
10.7.2 This applies to any bins used for any biosecurity waste within the POFA secure boundaries, whether originating from the international terminal, the airfield, Ground Handlers, aircraft, a BCA or a TF. The owner or controller of the bin must keep records of this clearance process.

[Printed Versions are Uncontrolled]

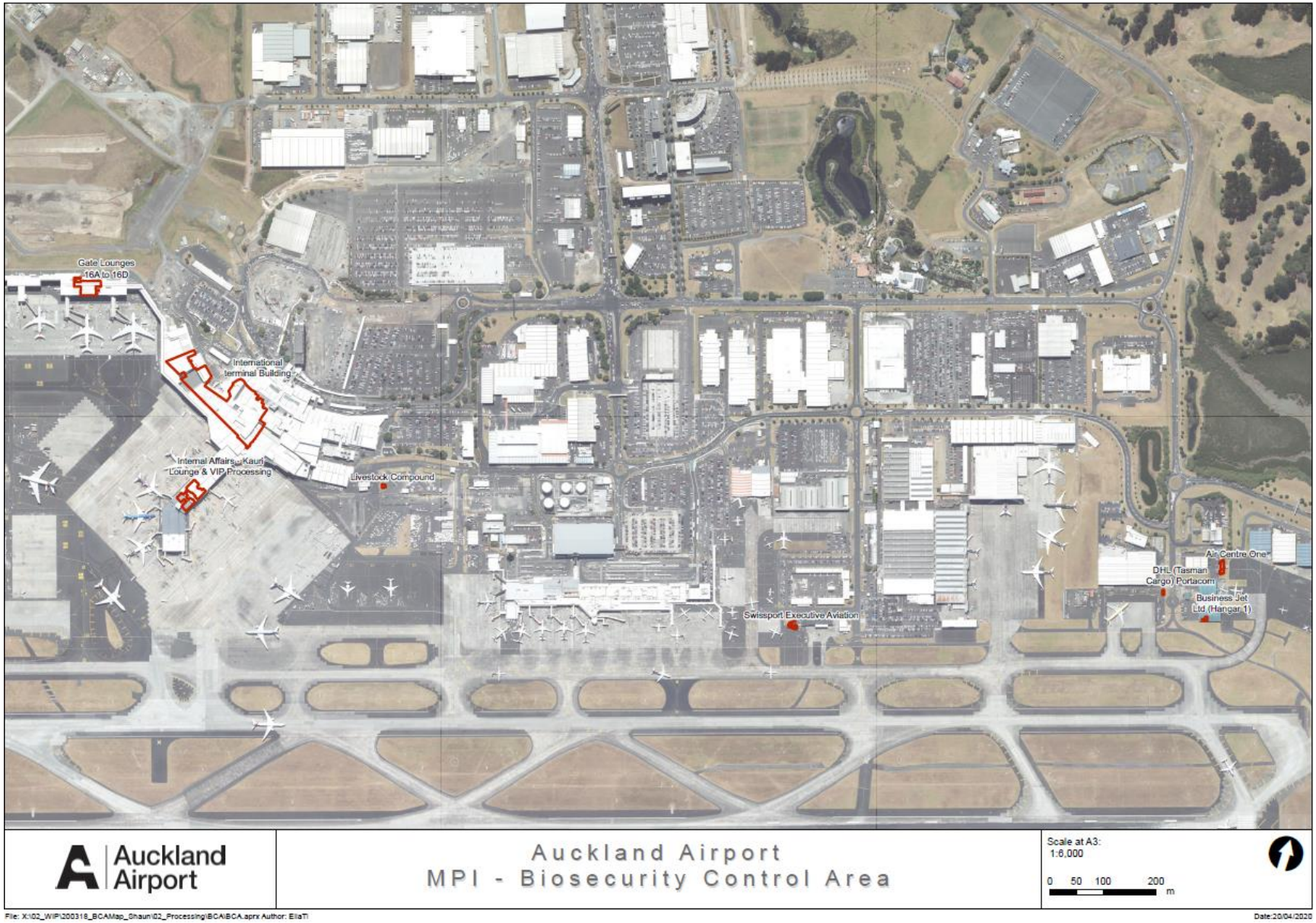
APPENDICES

APPENDIX 1 – AUCKLAND AIRPORT AIRSIDE SECURE BOUNDARY



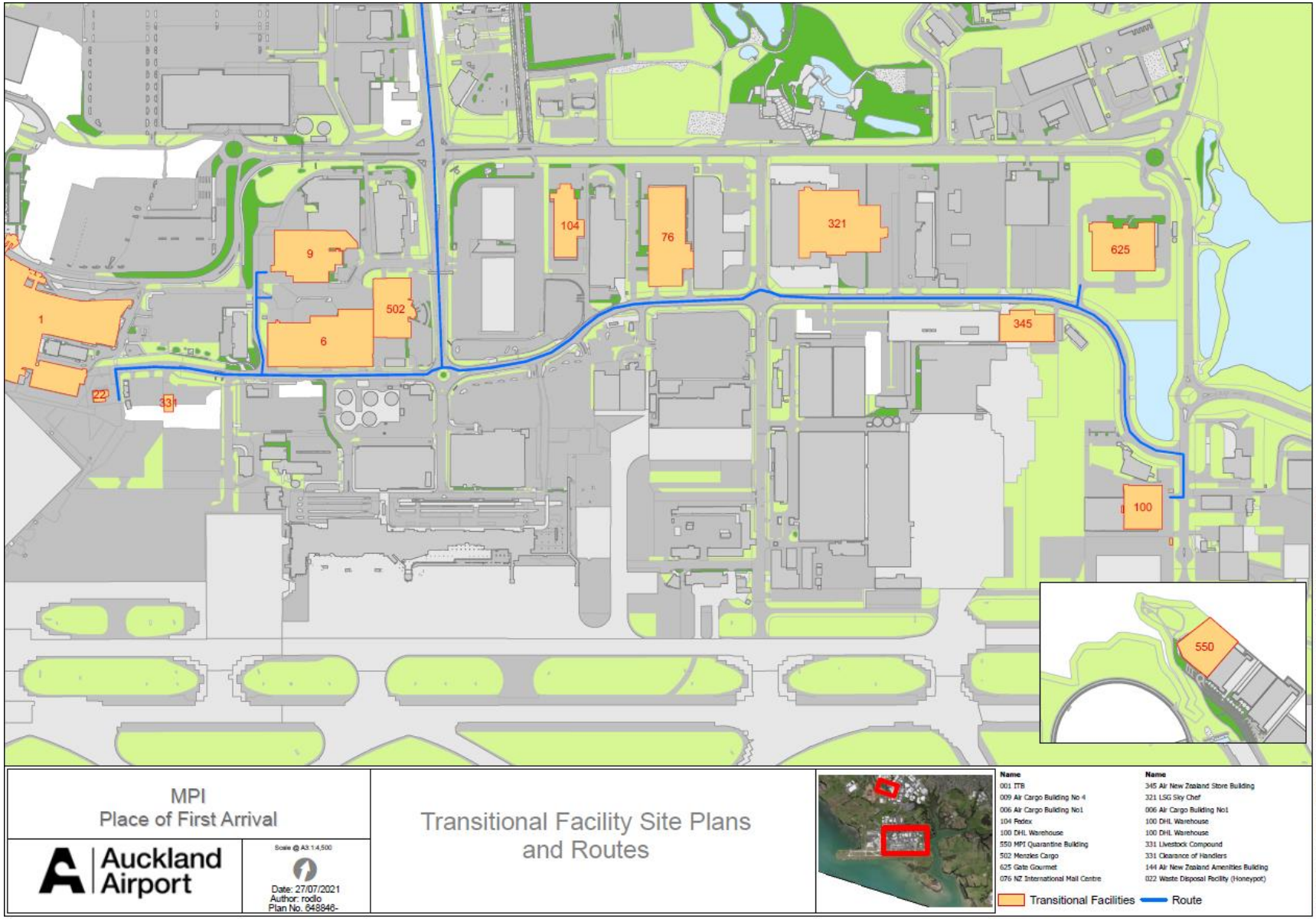
[Printed Versions are Uncontrolled]

APPENDIX 2 - MAP OF BCA LOCATIONS



[Printed Versions are Uncontrolled]

APPENDIX 3A - TRANSITIONAL FACILITIES AND ROUTES



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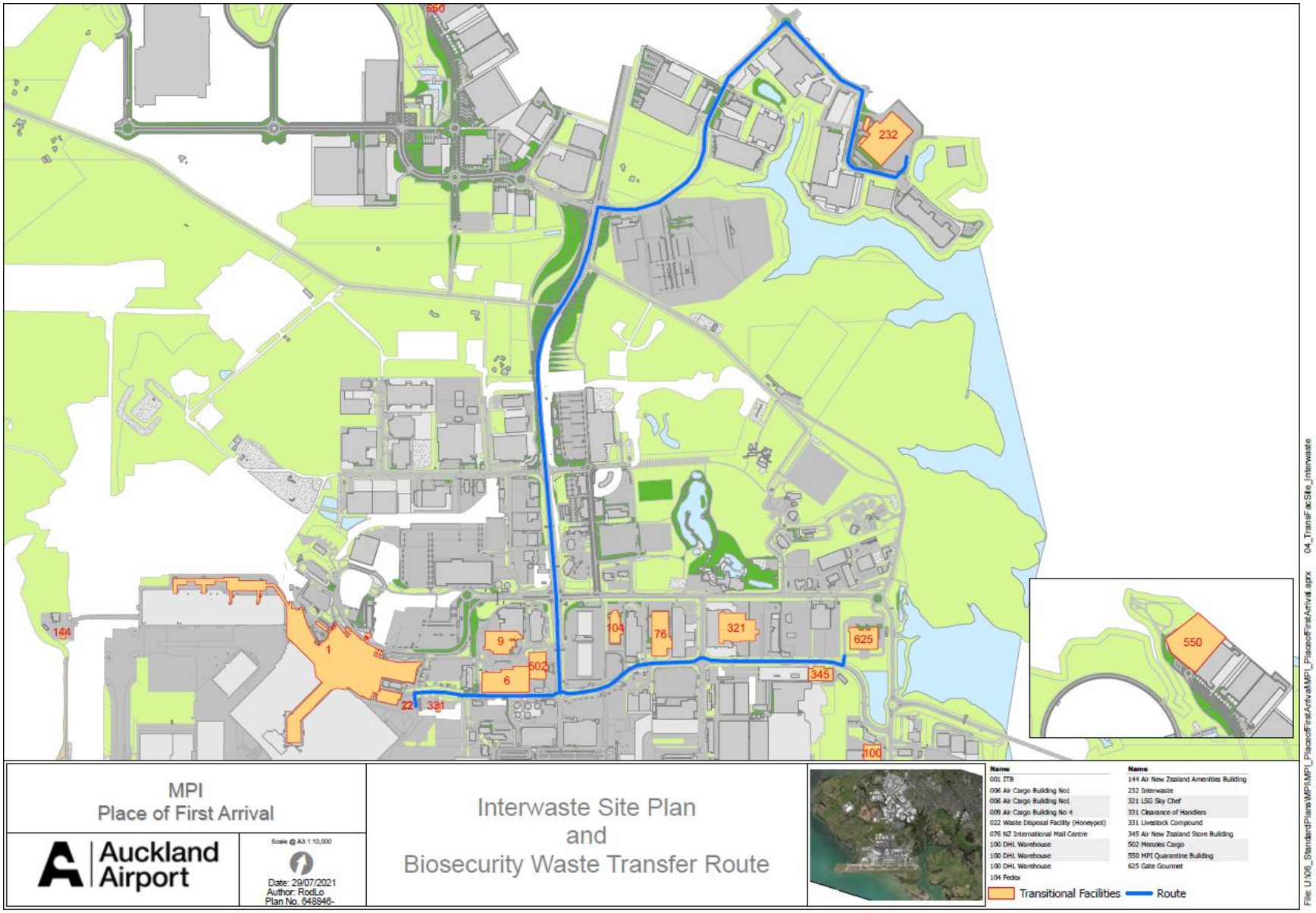
APPENDIX 3B – BIOSECURITY WASTE TRANSFER ROUTE



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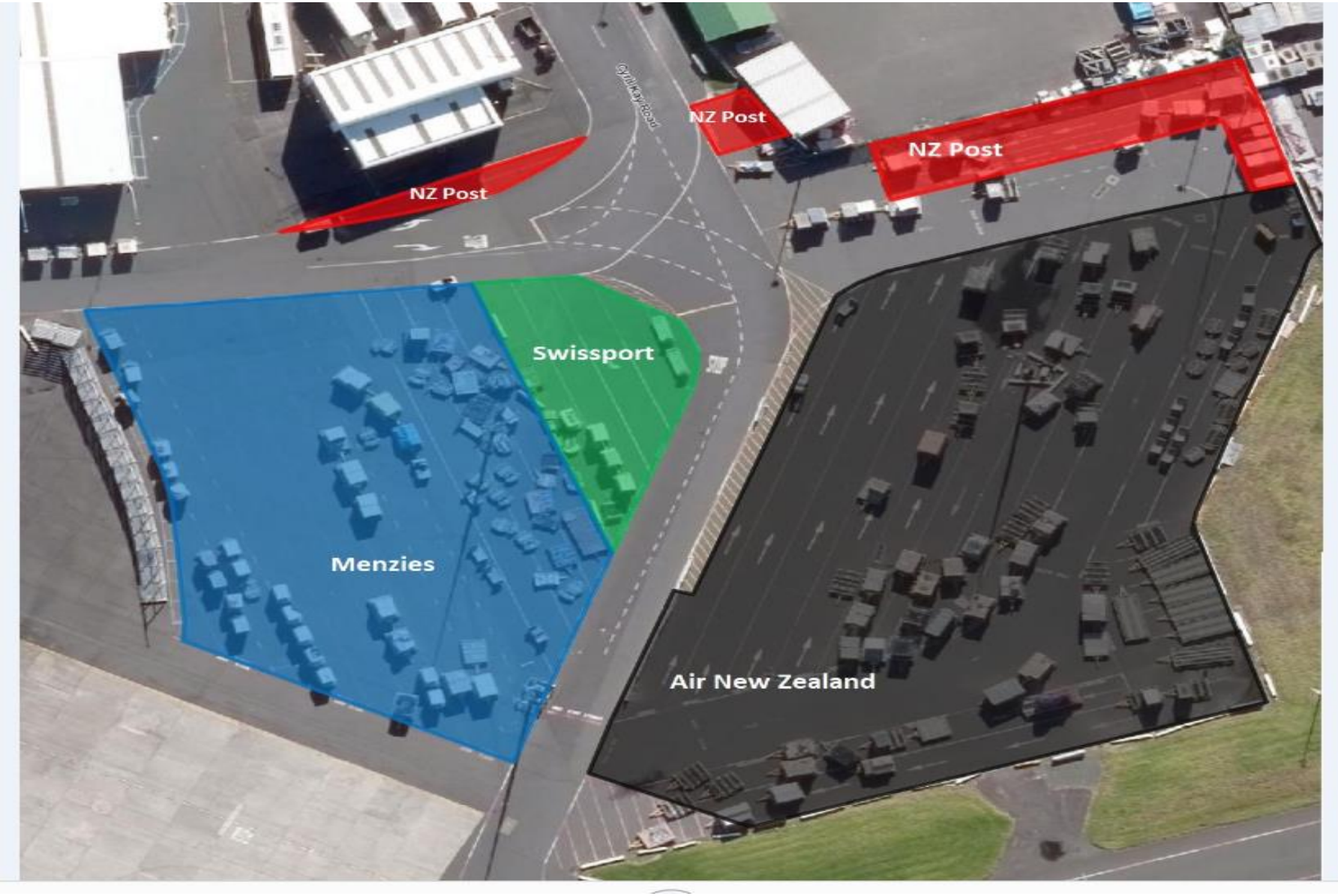
APPENDIX 4 - PHOTO PLAN OF CARGO PARK