

CSOP Title	UQ IBC Standard Operating Procedures for Quarantine Approved Premises
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Version	1.2
Location	UQ Node/Centre-wide
Policy/Procedure Link	
Risk Assessments	
Approved by	<i>Milos Tanurdzic</i>
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Contact for Assistance	plantsuccess@uq.edu.au

1.0 Scope

This manual sets out the standard operating procedures as required for quarantine approved premises (QAP) and addresses:

- the requirements in Section D (High Priority Conditions for Management of Items Subject to Quarantine) of the Conditions of Approval document released by DAFF Biosecurity in 2009.
- relevant conditions as outlined in the QAP Class 5.2 criteria for containment of quarantine material
- specific conditions on the individual import Permits

2.0 Definitions

3.0 Prescribed Actions

Incoming goods pathway:

Courier delivery:

The Quarantine goods arrive at goods receiving (Goddard building, room 165). The parcel and all the paperwork is immediately secured in a locked filing cabinet with a sign indicating the presence of quarantine materials and the research group is phoned/emailed immediately and notified of arrival. One of the Quarantine Accredited Persons collects the package and takes it directly to the QAP (Q2130). The parcel must be secured in the nominated locked storage receptacle (eg locked box in refrigerator, locked cupboard) unless accompanied by the Quarantine Accredited Person.

Accompanied imports:

Researchers accompanying quarantine goods into Australia must have their Import Permits and Quarantine Accredited Persons certificate/s with them to present to DAFF Biosecurity personnel for inspection. The imported goods must be packaged in accordance with the transport requirements for the commodity and for IATA purposes. The researcher must ensure they receive all the required Quarantine Directions (including Entry number) prior to leaving the airport and transport the goods directly to the QAP (without deviation). For after hours - if the researcher does not have their keys/access cards then they must contact UQ Security (51234) to ensure there is direct access to the QAP/storage rooms (as listed above). The parcel must be secured in the nominated locked storage receptacle unless accompanied by the Quarantine Accredited Person.

1. Management Structure of Facility:

Senior Nominated Manager:	Mark Blows	ph: 07 3365 2471
Chief Investigator:	Milos Tanurdzic	ph: 07 3365 2045
	Christine Beveridge	ph: 07 3365 7525
Local quarantine officer/contact:	Miller Zivkovic	ph: 07 3365 2441
Biosafety Quarantine Advisor UQ:	Sue Marshall	ph: 07 3346 9173

2. Isolation:

The following procedures must be implemented to ensure that items subject to quarantine are effectively isolated at all times (including during transport). Isolation can be achieved through the use of distance or physical barriers. For example if domestic and quarantine material is held in a freezer it is likely the Quarantined material will be required to be in a locked and labelled container.

Restricted items that are subject to quarantine, including waste must:

- be clearly labelled as quarantine material (*including separate labelled work areas on benches, biosafety cabinets, incubators*)
- must be kept separate from all local domestic material and material that has been released from quarantine (all trays of growing plant material are covered with lids inside the growth cabinet and any spillages are treated as quarantine waste)
- must be kept in a lockable facility at all times i.e. fridge or freezer must be locked at all times, the lab must also be locked when empty

- doors of the facility must remain closed
- doors of the facility must have the appropriate quarantine signs (depending upon usage)
- doors of the facility must be self closing
- windows must be kept closed or fitted with screens
- visitors to a QAP (who are not Quarantine Accredited Persons) must be accompanied by a Quarantine Accredited Person at all times

3. Hygiene:

The following procedures must be implemented to ensure that any equipment that has been used with imported items subject to quarantine and potentially contaminated by the imported items does not leave the quarantine area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with DAFF Biosecurity permit conditions.

- all areas must be kept clean and tidy
- gloves should be removed into Quarantine waste and hands washed after work is finished and before leaving facility
- pest control baits, poison etc to be placed in laboratories, inspected routinely with dates and documents kept
- all equipment used with quarantine products must be labelled
- all equipment must be decontaminated with 70% Ethanol after use and before using non quarantine material AND before maintenance is done.
- *Lab coats are laundered using Laundry Australia Ltd.*
- any spills must be immediately contained, decontaminated and waste disposed of via autoclaving at 121°C for 30 mins or high temperature incineration
- *spill cleanup procedure for Selaginella moellendorffii material is*
 - *Clean up spilled plant material / soil with dustpan and brush and place in autoclave bag in Quarantine waste bin*
 - *decontaminate area of spill and dustpan and brush with 70% Ethanol solution*

- *The material is disposed into clinical waste bags and it is then autoclaved for 30 mins at 121C.*

4. Movement between QAPs:

Procedures must be implemented to ensure that no items subject to quarantine move outside a QAP except for the purpose of moving directly and securely to another QAP (of the appropriate QAP Class or higher containment level) and with prior written approval from DAFF Biosecurity.

- *If you intend to transfer a biological that requires QAP facilities to another facility not listed on the Permit the intended recipient must:*
 - complete and lodge a “Quarantine material transfer application form”
 - give the recipient a copy of the import permit and obtain a copy of the transfer form before any material can be moved
 - a covering letter must be sent with the material containing;
 - the original permit no. (preferably a copy of the permit)
 - a request for acknowledgment of receipt
 - a statement that the accession number should be recorded on all storage containers and written records in the recipient’s lab.
 - the transfer needs to be recorded in your lab’s records and a copy of the approval and any relevant correspondence kept on record.
 - the material must be transported securely in accordance with the permit conditions.
 - transport between UQ facilities should be undertaken by a QAP accredited person
 - if the items are being transported by a non-QAP Accredited Person (e.g. truck driver), procedures must be implemented to ensure that this person is made aware of the conditions relating to the transport of the items. There is a form in the yellow folder for this transport operator.
 - transport should be in a closed, solid container labelled “quarantine”
- *If you intend to transfer a biological that requires QAP facilities to another facility already listed on the Permit the intended recipient must have in place a transfer procedure for movement of goods between these facilities*

- the transfer needs to be recorded in your lab's records and a copy of the approval and any relevant correspondence kept on record.
- the material must be transported securely in accordance with the permit conditions and in a closed, solid container labelled "quarantine".
- transport between UQ facilities should be undertaken by a QAP accredited person
- if the items are being transported by a non-QAP Accredited Person (e.g. courier, truck driver), procedures must be implemented to ensure that this person is made aware of the conditions relating to the transport of the items. There is a form in the yellow folder for this transport operator.

5. Release from Quarantine:

Procedures must be implemented to ensure that no item subject to quarantine, products of imported items and their waste, leaves the quarantine area or is released from quarantine without written direction or approval from DAFF Biosecurity.

- any reagent that has outlasted its usefulness should be disposed of completely as per approved methods and recorded in the usage register
- all documents such as permits, entry and transfer numbers airway bill, final release etc, relating to quarantine material must be kept in yellow DAFF Biosecurity folder for 18 months after disposal.

6. Waste Management:

Waste storage and transport must meet the following:

- double containment with external container unbreakable if movement is external to QAP
- waste bins must have lids and be labelled as "quarantine waste"
- records of the following must be kept:
 - date of transport to disposal area or storage until disposal ie. whether in the QAP, going to ACE waste (or other), or movement within the premises external to the QAP
 - *fillout the autoclave log for all Quarantine waste runs*
 - method of disposal should be in accordance with DAFF Biosecurity approved methods as stipulated on your permit conditions

All waste material is autoclaved at 121 degrees for 30 minutes as per permit conditions

Waste material will be transported to the quarantine autoclave in room 344 of the Goddard building by a QAP approved person who will do the following:

- Waste will be transported in double autoclave bags which have been sealed with tape
- Sealed bags will be carried from the QAP to room 305B of the Goddard building (travelling out of the lab to the left, turn right at the corner of the building and right again at the next corner of the building, continue to the stairs at the Eastern corner of the building, take the stair to the third floor and turn right, turn left at the end of the corridor, room 305 is the second door on the left, go through anteroom to 305B where the autoclave is).
- Bags will be opened slightly to allow steam penetration into the waste bag, then resealed after the run.
- Autoclave use will be recorded in the autoclave log in room 305B, quarantine runs will be labeled as such, along with the permit number(s) as necessary.
- Autoclaved bags of quarantine waste will then be disposed of in the path waste bins, which are then collected by ACE waste for incineration.

7. Quarantine Approved Premises Accredited Persons:

A QAP Accredited Person must personally conduct or directly supervise all activities involving physical contact with or handling of items subject to quarantine at the QAP ie, they must be physically present in the QAP.

the chief investigator and personnel handling quarantine material must have completed the DAFF Biosecurity QAP Accredited Persons on line training. Records such as certificates should be kept in yellow folder.

all staff in the QAP working with the restricted material must be accredited before work begins.

8. Identification:

Procedures must be implemented to ensure that items subject to quarantine are clearly and visibly identified as being under quarantine

- all records including permits, transfer documents, shipping documents etc must be kept in the DAFF Biosecurity yellow folder.

- all fridge/freezers, incubators used to store quarantine material must be clearly labelled with quarantine stickers
- all quarantine material must be clearly labelled on the individual containers and storage boxes with permit and entry number and import date

9. Traceability:

Procedures must be implemented to ensure that the histories of all items subject to quarantine at the QAP are traceable in terms of (as a minimum):

- Quarantine Entry number (if applicable)
- Import Permit number (if applicable)
- Air waybill number (if applicable)
- Date of arrival
- Processing (including inspection, treatment and testing) details
- Quarantine release or disposal details

Additional details may be required by the relevant QAP Class Criteria.

Minimal records to be kept are:

- Original DAFF Biosecurity permits such as
 - Airway bill/ shipping documents for each shipment
 - Quarantine release or direction notices
- For all quarantine material the Usage Log (in the Yellow folder) must be completed with the following information:
 - Quarantine entry numbers
 - Import permit number
 - Description of material
 - Date of arrival
 - Country of origin
 - Supplier
 - Proposed use

- Details of any treatments
- Date research completes
- Method of disposal of residues etc
- Date of disposal/destruction
- Details of transfers
- Storage details

Extra Records for plant facilities:

- Plant material type: *Selaginella moellendorfii* whole plant material
- For IP12014526: a person trained in the recognition of plant pests and diseases associated with the imported species inspects the plants at weekly and monthly intervals during growing period for any symptoms of pests and or disease. A Quarantine Officer needs to be contacted half way through the growing period (when plants are mature, 4-5 months) for an inspection.
- unexpected incidences of pest or disease to be reported to DAFF Biosecurity immediately

10. Awareness:

Procedures must be implemented to ensure that all persons having physical access to items subject to quarantine are aware that such items must only be handled by a QAP Accredited Person or under the direct supervision of a QAP Accredited Person.

- only accredited persons or people under their direct supervision may handle quarantine material
- all staff/students in lab to be made aware of restricted quarantine material.
- visitors to a QAP must be accompanied by an Accredited person at all times

11. Contingency Plan:

Emergency procedures applicable to QAP #Q2130:

- Flood from above (eg burst water pipe)
 - In a flooding situation (most likely cause would be a burst water pipe, the Goddard building is too high for riverine flooding) any quarantine material will be secured in locked storage areas or growth cabinets, and UQ Property and Facilities (P&F) officers will be immediately informed.
 - If any unintentional release from quarantine is suspected, Sue Marshall and DAFF biosecurity will be informed of the potential breach.
- Quarantine material spilled during transport
 - If a package containing quarantine material is dropped by the person transporting it (and the container breaks, spilling its contents), the transporting person will immediately attempt to clean up the spill using a dustpan and brush, which will later be sterilized with ethanol.
 - If the spill area is small, the person will clean the floor with 70% ethanol and ensure all waste is placed in a quarantine bin. The person will then advise Sue Marshall, who will inform DAFF biosecurity.
 - If the spill is large, the transporting person will immediately contact Sue Marshall who will advise on how best to contain the spill, and inform DAFF biosecurity.
- Broken window (due to hail or rocks thrown by mowing etc.)
 - If a window is broken and the integrity of the QAP is broken, all quarantine material will be secured in locked storage areas or growth cabinets, and UQ P&F officers will be immediately informed.
 - P&F officers or QAP staff will cover the broken section of the window with plastic to re-seal the area, and fixing the window will be given high priority.
 - If any unintentional release from quarantine is suspected, Sue Marshall and DAFF biosecurity will be informed of the potential breach.
- Emergency situations (eg. fire or bomb threat, see section 15 for more details)
 - In an emergency situation the procedures outlined in section 15 will be followed

- If it is safe to do so, QAP approved persons will secure any quarantine material which is being worked on in locked storage areas or in growth cabinets while the alert tone is sounding, but when the alarm tone sounds all staff will leave the area and move to a safe location
- Any unintentional release from quarantine resulting from an emergency situation will be reported to the Quarantine advisor (Sue Marshall) and DAFF biosecurity.

In the EVENT of an EMERGENCY: Personal safety is the top priority in emergency situations. ONLY if it is safe to do so secure your Quarantine material in locked labelled storage areas within your QAP's before evacuating.

As much as is possible considering the safety of personnel, in the event of an emergency any *Selaginella moellendorffii* plants being worked with will be returned to the growth cabinet with the lid in place on all trays, and any samples being processed will be stored in labled fridges or freezers, in a locked box.

Unexpected events include:

- *appearance of pests or symptoms of disease – treat with appropriate fungicide/miticide*
- *structural damage (due to storms etc.) inform James Boulter, the facilities manager*
- *flood, inform Properties and Facilities personnel*
- *sudden unavailability of a QAP Accredited Person – defer to James Boulter or Kerry Condon*
- *unauthorised removal of quarantine material – notify Sue Marshall, the Biosafety Quarantine coordinator*
- *large spillage of quarantine material (spills outside a facility that take longer than 15 minutes to clean up are “notifiable” to DAFF Biosecurity via the UQ Biosafety Advisors). Notify Sue Marshall, the Biosafety Quarantine coordinator*
- *any compromise to quarantine (eg. breach of security, large spills) must be reported immediately to Supervisor and to School Quarantine officer*

- School Quarantine officer to contact UQ Biosafety
- UQ Biosafety report to IBC and DAFF Biosecurity
- in case of building damage contact School Quarantine Officer or Operations Manager immediately.
- The material must be transported securely (once permission is received from DAFF Biosecurity) in accordance with the permit conditions to another suitably registered facility. Transport should be undertaken by a QAP accredited person.

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For plant facilities

- any unexpected incidences of pest or disease to be reported to DAFF Biosecurity immediately

12. Ceasing or transferring operations:

- AQIS must be informed, in writing, at least 15 working days prior to intended:
- closure of its current QAP site;
- relocation of the business including the QAP function
- ceasing of operation as a QAP.

Any items subject to quarantine that remain at the premises must be treated or destroyed according to an DAFF Biosecurity-approved method or transferred to another QAP with prior approval from DAFF Biosecurity. The QAP operator will be liable for all associated costs.

- in event that QAP status is no longer required contact School Quarantine Officer.
- School Quarantine Officer to notify Biosafety Advisor of changes in writing.
- all quarantine material must be destroyed by an DAFF Biosecurity approved method or transferred to another QAP with prior approval from DAFF Biosecurity.
- All equipment, benchtops, walls, floors to be wiped down with DAFF Biosecurity approved disinfectant Virkon S

13. Clarification:

If a QAP operator has any doubt as to whether a particular item is subject to quarantine

- remains subject to quarantine; or
- has become subject to quarantine; then

the item must be regarded as subject to quarantine pending clarification from DAFF Biosecurity.

If a QAP operator believes that there are either inconsistencies or errors then clarification must be sought from DAFF Biosecurity at the earliest opportunity.

- if unsure of a materials quarantine status it must be held in quarantine.
- seek advice in writing from DAFF Biosecurity
- keep all documentation in DAFF Biosecurity folder.

14. Access and Security Control Measures:

Access to the QAP is controlled by a key

Keys are issued to personnel who have completed building induction, supervisor induction and/or DAFF Biosecurity Quarantine Accredited Person online training course (or are being directly supervised by a Quarantine Accredited Person).

There is no unauthorised admittance to the quarantine area and visitors will be accompanied by an authorized person at all times.

15. Emergency Procedures:

In case of emergency (fire, medical, environmental, bomb threats, any critical incident) contact UQ Security on 3365 3333 (all hours).

First Aid kit is located: *inside the QAP 2130*

Building Warden: *Selena Hobbs* ph: 3365 2492

Floor Warden: *Kerry Condon* ph: 3365 2771

First Aid Officer: *Selena Hobbs* ph: 3365 2492

Safety Coordinator: *Miller Zivkovic* ph: 3365 2441

For general enquiries and non-urgent matters phone security (all hours) 3365 1234

Fire

Follow instructions of wardens.

If wardens are not available, warn personnel and evacuate as necessary.

Confine fire if possible (close doors and windows).

Do not use lifts.

Go to nearest prearranged assembly point *exit Goddard building via exterior doors and assemble in the Great Court, await further instructions from fire wardens.*

Medical Emergency

Phone Security on 3365 3333

Arrange easily located point to meet emergency team.

Delegate people to:

Stay by the phone

Meet emergency team

Confirm site and meeting place with Security (Security will call ambulance if required).

Environmental Incident (eg. spill, explosion)

a) Phone security on 3365 3333 (do not use mobile phone)

Alert people in surrounding area/buildings (and in case of spill, also those who may be downwind of the affected area)

Alert relevant School/Centre/Section.

If safe to do so, contain spill, fire, etc.

Obey all directions from Security and/or Emergency Services.

Bomb / Arson Threats / Life Threats

If a threat is received by telephone:

- a) Keep caller talking (do not hang up)
- b) Identify background if possible
- c) Record information for police
- d) Phone Security on 3365 3333 and state location of threat (building, floor and room number)
- e) Follow instructions of person in charge and prepare to evacuate if requested

If a suspicious object is found:

- a) Do not touch
- b) Report find to Security 3365 3333
- c) Keep area clear
- d) If a QAP operator has any doubt as to whether a particular item:
- e) Is subject to quarantine
- f) Remains subject to quarantine; or
- g) Has become subject to quarantine; then

The item must be regarded as subject to quarantine pending clarification from DAFF Biosecurity.

4.0 Monitoring and Review

This SOP will be reviewed by DAFF Biosecurity (AQIS) as part of the pre-audit process – **ANY CHANGES** to this SOP must be provided to DAFF Biosecurity North East Region Industry Arrangements Management (email NERIAM@daff.gov.au) immediately.

5.0 Recording and Reporting

Data covered in this CSOP are recorded in the ABC Register and reported to the Centre Executive Committee every 6 months, or earlier if requested.

6.0 Appendix

Usage register template

Quarantine Sample Usage Register – Type A

Permit Number		Description	
Quar. Entry No		Date of Arrival	
Country of Origin		Storage Location	
Supplier		Proposed Analysis	

Sample Code/Name	Treatment/Procedure	Amount used	Amount remaining	Date of destruction	Method of destruction