

TF Operator Training

**Transitional Facility Operator Assignment**

**Introduction**

This assignment guides you through information on the MPI website that is relevant for a TF Operator. Click on the links in the assignment and follow the instructions.

**Time**: Allow 2 – 4 hours dependent on prior knowledge.

**Assignment mark**

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**Assignment mark**

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**Prerequisite:** Show the trainer your completed assignment on arrival   
to the training and hand it in before leaving, or when instructed.

**What to bring**

Bring the following to the training:

1. your completed assignment
2. a See, Contain, Report newsletter
3. an Import Health Standard, relevant for your TF
4. the TFGEN Standard, 8 May 2017 (see page 3 for the web link)
5. the TFGEN Guidance Document, 25 June 2021 (see page 3 for the link)
6. your Transitional Facility Operating Manual   
   (a copy of the TF Manual template if you do not have a manual yet – see page 4).

**Notice to participants**

The work you submit for this assignment must be your own. If at any time it is shown that you have misrepresented yourself, this may impact on your status as a “fit and proper person” to be an Operator of a Transitional Facility (TF) as per section 40(3c)(a) of the Biosecurity Act 1993.

**Participant to complete:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that the answers to the questions in this assignment are my own work.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager Verification:**

I verify that (name of participant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meets the requirements of a Transitional Facility Operator being “fit and proper person”, in that they have

* the technical competencies (qualifications, skills, experience)
* have the financial authority to manage, operate and resource the TF
* be a good character, i.e. honest, have integrity and no criminal background.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transitional Facility and its TF Operator** (You will share these details at the beginning of the training) (6 marks)

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| 1. **What is your current role at your TF, related to biosecurity? Are you currently an AP?** | (Highlight/circle) **new / current / expired / Deputy / other / AP** |
| **What is the name of your company?** |  |
| **What goods does your company import?** |  |
| **How are they transported to New Zealand?** | (Highlight/circle) **By sea / air / both** |
| **How many containers does your company import each year?** |  |
| **What countries are your goods imported from?** |  |

**Go to the following web links to find the answers for each question.** (Ctrl+click to follow the links)

**Biosecurity:** Click on [Biosecurity](https://www.mpi.govt.nz/legal/legal-overviews-legislation-standards/biosecurity-legislation/introduction-to-biosecurity-legislation/) read the introduction to biosecurity legislation, the purpose of the biosecurity system, agencies involved and the Biosecurity Act, including Pre-border risk management and Border management. (4 marks)

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| 1. **a. Purpose of the biosecurity system in New Zealand:** It does this by:   **b. What is the legal framework for biosecurity?**  **c. What do all goods need before they are allowed unrestricted access into New Zealand?** |

**Biosecurity 2025:** Click on [Strategic Direction](https://www.thisisus.nz/biosecurity-2025/biosecurity-2025-strategic-direction/) and read ‘What is Biosecurity 2025’ and ‘About the Direction Statement’.

Browse the ‘Strategic Directions’ section. Watch the [video](https://youtu.be/VXb2ic-kroc) of the importance of biosecurity. The following are relevant for Transitional Facilities.

1. **Strategic Direction 1: A biosecurity team of 5 million**

Read the paragraph and then click on and browse [SD1 Engagement Plan](http://www.biosecurity2025.nz/assets/Resources/a6783d1f81/Engagement-plan-Strategic-Direction-1.pdf). Turn to page 13 and note that the intention is for every business to manage its own biosecurity risk. Read the Core Behaviours 1 & 2 that are encouraged, and then read page 14, Awareness and Knowledge, paragraph 1. (1 mark)

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| 1. In your opinion how might a TF Operator raise awareness and knowledge about biosecurity in their own company? |

1. **Strategic Direction 5: Tomorrow's skills and assets**

Read the paragraph and then click on and browse [SD5 Work Plan](http://www.biosecurity2025.nz/assets/Resources/8f83c1a57b/Work-plan-Strategic-Direction-5.pdf). Browse page 15-17 about ‘Biosecurity Capability Plan, Ensuring New Zealand’s biosecurity system has the skills and capability it needs’. Browse section 7. See 7.4 “Promote the need for good succession planning and handover for key positions within the system”. (1 mark)

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| 1. In your opinion what action can a TF Operator put in place to ensure good succession planning for their role?(This means a back-up person for the TF Operator role.) |

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**Biosecurity Business Pledge:** Click on [Biosecurity Business Pledge](https://www.mpi.govt.nz/biosecurity/about-biosecurity-in-new-zealand/biosecurity-business-pledge/) and read the information on the webpage.(1 mark)

5. In your opinion how could joining the Biosecurity Business Pledge increase your biosecurity knowledge?

**Biosecurity New Zealand:** In 2018, ‘Biosecurity New Zealand’ was established (as a business unit within MPI) to protect New Zealand from biosecurity incursions and pests. You may see the yellow ‘Biosecurity New Zealand’ branding and logo on documents, buildings and vehicles. Go to [Organisational structure](https://www.mpi.govt.nz/about-us/our-structure/organisational-structure/) and read about ‘Biosecurity New Zealand’. Read the introduction describing what ‘Biosecurity New Zealand’ does and its focus. (1 mark)

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| 1. In what areas does ‘Biosecurity New Zealand’ lead? |

**Border Clearance:** Transitional Facilities are at the ‘border’ and need to have containers and goods cleared before they are distributed throughout New Zealand to ensure they have no unwanted pests, diseases or contamination.

Go to the following webpages, read the introductions and browse the sections, noting relevant topics for your facility.

* [Border Clearance](https://www.mpi.govt.nz/import/border-clearance/)
* [Transitional and containment facilities for border clearance](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/)
* [Responsibilities of approved facilities](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/responsibilities-of-approved-facilities/). (2 marks)

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| 1. **a. What must a facility do to maintain approval?**   **b.** **List a relevant standard that applies to your facility and imported goods.** |

**TFGEN:** Go to the [Transitional Facilities Standards](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/requirement-documents-for-transitional-and-containment-facilities/) web page and use ‘TFGEN’ as the search term. Download the ‘Standard for Transitional Facilities for General Uncleared Risk Goods - Facility Standard’ (8 May 2017 version).

Read ‘Who should read this Facility Standard?’ (p3) and ‘Why this is important?’ (1 mark)

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| 1. **a. Bring TFGEN to the training.** |

**TFGEN-GD**:Download the ‘Standard for Transitional Facilities for General Uncleared Risk Goods - Guidance Document’  
(25 June 2021 version) by clicking the ‘+’ from the link in question 7. (2 marks)

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| 1. **a. Bring TFGEN-GD to the training.**   **b. Name a sub-section of Section 6 in TFGEN-GD that is relevant for your TF.** |

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**TF [Operating] Manual: Familiarise yourself with your TF Manual**. Check the latest version of the [TF Operating Manual template](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/forms-and-templates-for-transitional-and-containment-facilities/) for any relevant or useful sections currently not in your TF Manual. (1 mark)

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| 1. **Bring your TF Manual to the training**   **OR**  **Bring a copy of the TF Manual template from the MPI website if you do not have one yet.** |

**Containers and Cargo:** Go to the [Containers and cargo](https://www.mpi.govt.nz/import/border-clearance/containers-and-cargo-border-clearance/) web page. Read the introduction and the main topics. (1 mark)

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| 1. **Name one topic that you will revisit later from this section.** |

**Import Health Standards**: Any items or products that could potentially contain unwanted pests or organisms are subject to an import health standard. Read the introduction and first section about [Import Health Standards](https://www.mpi.govt.nz/importing/overview/import-health-standards/). Search for the **‘Import Health Standard for Sea Containers’.** (If not relevant for your facility, select one that is). (2 marks)

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| 1. **a. Bring a copy of an Import Health Standard to the training that is relevant for your facility.**   **b. Write one thing that is relevant for your TF,** e.g. the timeframe when sea containers from Italy must be fumigated. |

**Steps to importing:** Click on the ‘[Importing Guide’](https://www.mpi.govt.nz/import/border-clearance/containers-and-cargo-border-clearance/steps-to-importing-containers-and-cargo/). (4 marks)

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| 1. **a. Tick each Step below when you have read ‘Follow the steps’ of the Importing Guide.**   Step 1: What you need to know  Step 2: What you need to do  Step 3: How you know your container is cleared |
| **b. Step 3: How will you know your container and cargo has MPI clearance?** |

**Transitional and Containment Facilities:** Go to the [Transitional and containment facilities](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/) web page and read the introduction and read the ‘Responsibilities of approved facilities’. (4 marks)

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| 1. **a. List two things that a Transitional Facility Operator is responsible for.**   **b. List two things that a TF Operator should do to prepare for a Verification Inspection.** |

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**Facility Operators:** Go to the [Facility Operators](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/facility-operators/), read the introduction and what is on that page. If you are applying to be a TF Operator**, read ‘Getting a Facility Operator Approved’.** (1 marks)

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| 1. **What is the contact email address if you have questions in relation to TF Operators?** |

**Resources:** Select this link from the left list and browse the page. It has many relevant resources for TF Operators. The **‘See, Contain, Report’ newsletter** provides TF Operators and Accredited Persons (AP) with regular updates from MPI on planned operational changes and other relevant information for the management of transitional or containment facilities. It is very important that TF Operators read each issue to keep up to date. Select and read a recent issue of the ‘[See, Contain, Report’ newsletter](https://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/resources/). If you do not receive ‘See, Contain, Report’ newsletter emails, then subscribe to the newsletter on this [link](https://confirmsubscription.com/h/d/4A85E9F813413759). (2 marks)

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| 1. **a. Bring a copy of a recent ‘See, Contain, Report’ newsletter with an interesting article.**   Issue number Date  **b. Highlight or tick the option that describes you best.**  □ I already receive the ‘See, Contain, Report’ newsletter.  □ I have not subscribed to the newsletter. Subscribe [here](https://confirmsubscription.com/h/d/4A85E9F813413759).  □ I have subscribed to the newsletter. |

**Accredited Person:** Go to [Accredited Persons](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/accredited-persons/) and check that you know the current process for APs to apply for or renew their Accredited Person appointment. (4 marks)

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| 1. **a. What form does your AP need to complete and submit to MPI after successfully attending AP training?**   **b. What three things does your AP need to submit to MPI in order to apply or renew their AP appointment?** |

**Contamination Charts:** Browse the [resources](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/resources-for-transitional-and-containment-facilities/) under the ‘Guidance for Accredited Persons’ heading. An Accredited Person uses Contamination charts to know the ‘See, contain and report’ actions to take when they find contamination. The ‘AP Resource’ has these Contamination Charts in them displayed here as posters. How might you use them in internal staff training? Look at the ‘[Contamination charts poster](https://www.biosecurity.govt.nz/dmsdocument/28047-contamination-charts-a1-poster)’ and consider the ‘See, contain, report actions’ an AP takes when finding contamination. (3 marks)

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| 1. **List three contamination examples for when an Accredited Person needs to ‘report’ contamination to the TF Operator and MPI.** |

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**100% container reporting:** From the 1st of July 2021, MPI requires all sea container inspections to be recorded on the Container Checks website (portal). Go to the [100% container reporting](https://www.mpi.govt.nz/import/border-clearance/containers-and-cargo-border-clearance/100-sea-container-checks-for-transitional-facilities/) webpage, and read the information on why MPI has made these changes. (2 marks)

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| 1. **List two ways 100% container reporting will assist MPI?** |

**How to report container inspection online:** One of the Accredited Person’s responsibilities is to report all sea container inspections to MPI on the Container Checks website (portal). Download [How to report container inspections on the Container Checks website](https://www.mpi.govt.nz/dmsdocument/28773-How-an-Accredited-Person-reports-air-container-contamination) from the ‘Resources’ section. (2 marks)

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| 1. **a. What is the name and web address where an Accredited Person reports** **container inspection?**   **b. Have your Accredited Person log into their profile to see previous inspection results. Which screen could you view these in?** Bring a copy of your APs inspection results to the training. |

**Brown Marmorated Stink Bug:** Go to the [Brown Marmorated Stink Bug](https://www.mpi.govt.nz/protection-and-response/responding/alerts/brown-marmorated-stink-bug/) webpage, read about this major biosecurity threat and answer the questions. (2 marks)

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| 1. **a. Why are Brown Marmorated Stink Bugs considered a problem?**   **b. How could Brown Marmorated Stink Bugs get into New Zealand?** |

[**Biosecurity**](https://www.biosecurity.govt.nz/importing/border-clearance/transitional-and-containment-facilities/find-treatment-options-and-suppliers/information-for-treatment-suppliers/#insecticide-aerosols) **equipment:** Go to the [Insecticide aerosols for containers](https://www.mpi.govt.nz/import/border-clearance/transitional-and-containment-facilities-for-border-clearance/find-treatment-options-and-provider/information-for-treatment-providers/) web page. Read the webpage and complete the following. (3 marks)

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| 1. **a. Identify one knockdown ingredient and one residual ingredient.**  * one knockdown ingredient ‒ * one residual ingredient ‒   **b. Find a can of fly spray at work or home and list one active ingredient and the concentration rate.**   * one knockdown ingredient ‒   **c. Does it comply with what your Accredited Person needs when they are opening containers?**   * Yes No (Circle or highlight your answer) |