Management of the biosecurity risk

This procedure outlines the actions required during the investigation and alert phase of an animal disease or pest emergency response. During this phase prompt action is taken under the Biosecurity Act 2015 (the Act) to:

- collect information to allow reports of a potential prohibited matter pests and diseases of animals to be assessed
- exclude or confirm the existence of a prohibited matter pests and diseases of animals
- contain the prohibited matter pests and diseases of animals, and
- prepare to activate an effective response to a high risk incursion.

Scope

The Act promotes biosecurity as a shared responsibility between government, industry and communities. This procedure is a State Priority for NSW and should be read in conjunction with the policy ‘Prohibited Matter - Exotic Pests and Diseases of Animals’ and the policy ‘Prohibited Matter - Sporadic Pests and Diseases of Animals’. The procedure applies to the NSW Department of Primary Industry (NSW DPI), an office within the NSW Department of Industry, and Local Land Services (LLS) in their role as authorised officers under the Act.

In AUSVETPLAN, an animal disease or pest emergency response has four phases: (1) investigation and alert, (2) operational, (3) proof of freedom and (4) stand-down. These phases are not mutually exclusive but are used to identify the activities that typically occur in each phase. This procedure only describes the first phase.

Biosecurity legislation summary

The pests and diseases of animals which are prohibited matter are listed under schedule 2 of the Act. This means that a person who owns or is in charge of animals, or a person such as a veterinarian in their professional capacity, has a duty to immediately notify an authorised officer if they suspect, or are aware, that the animals are infected or infested with prohibited matter.

Under section 28 of the Act it is an offence for people to deal with prohibited matter. This means that it is an offence for people to do anything that is described in section 12 of the Act as dealing which includes moving, selling or treating animals that are infected or infested with prohibited matter, unless the person could not have reasonably known that they were dealing with prohibited matter. Note that the Secretary (or delegate) can issue a prohibited matter permit that authorises specific dealings with prohibited matter, subject to specific conditions.
In the case of an outbreak of an exotic pest or disease of animals that is listed as prohibited matter, the Secretary (or delegate) may issue an emergency order under section 44 of the Act. This would declare a biosecurity emergency and establish measures to respond to that biosecurity emergency.

The collection, use and disclosure of information in accordance with this procedure, including any internal or external discussion or distribution of information, must be in compliance with the Privacy and Personal Information Protection Act 1998 or be exempted by the operation of section 387 of the Act.

Section 387 (2) of the Act provides authority for the disclosure of information about a person, without the consent of the person: to a public sector agency, or to any other person, but only if the disclosure is reasonably necessary for the purpose of exercising a biosecurity risk function.

**Work health and safety**

The Work Health and Safety Act 2011 places an obligation on the agency (NSW DPI and LLS) as a person conducting a business or undertaking and workers to provide a safe and healthy workplace. Safe Work Method Statements that support activities included in this procedure must be used in identifying, assessing and controlling risks.

NSW DPI and LLS will work together to create a safe and supportive work environment when undertaking any activities for this procedure.
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Prohibited matter pests and diseases of animals – investigation and alert phase procedure

1. Key principles
Investigation of prohibited matter pests and diseases of animals must be conducted in line with the AUSVETPLAN Control Centre Manual Part 1.

The suspect prohibited matter pests and diseases of animals incident must be:

- promptly reported, assessed and investigated in accordance with approved procedures:
  - NSW DPI and LLS have systems to receive reports of suspect prohibited matter pests and diseases of animals 24/7
  - LLS are equipped and have systems to undertake investigations 24/7
  - reports are assessed and investigation/follow up of high risk reports are prioritised
  - appropriate diagnostic samples are collected
  - diagnostic samples are transported and tested without delay
  - significant risks are promptly escalated to senior staff
  - senior staff are kept briefed with new intelligence.
- managed according to relevant disease specific procedures eg anthrax procedure
- effectively contained through movement or other controls.

In addition:

- the likely extent of the potential incident is scoped
- the potential source of the outbreak is identified
- epidemiological assessments and tracing is undertaken to identify other “at risk” animals, products, equipment, feed or sites (including nearby enterprises, feedlots, saleyards, piggeries)
- a thorough history including epidemiological information and intelligence must be collected to support planning and decision making
- preparations to activate an effective response to a high risk incursion should include:
  - scoping potential operational resource needs
  - placing staff on standby
  - setting up control centres
  - drafting legal instruments
  - drafting communications
  - drafting an Emergency Animal Disease Response Plan (EADRP)
  - establishing financial systems
  - appointing additional inspectors
  - establishing a Consultative Committee on Emergency Animal Disease (CCEAD)
  - meeting national obligations including under the Emergency Animal Disease Response Agreement (EADRA)
  - ensuring recovery of affected industries and communities is considered in operational planning.
- key stakeholders are briefed but confidentiality is preserved
- safety is maintained.

These activities will be done during normal business hours where appropriate depending on the nature of disease/pest and the potential scope of outbreak.

2. Chain of authority and communications summary

- See “Resource document – Chain of authority animal biosecurity”
- See Appendix 2 – Figure 1 Communication pathways in the Investigation and Alert phases

3. Responsibility of NSW DPI Animal Biosecurity and Welfare and Local Land Services
Animal biosecurity staff working in NSW DPI and LLS must ensure that:
suspect prohibited matter pests and diseases of animals are given the highest priority and take precedence over normal work (as determined by your supervisor).

reports of suspect prohibited matter pests and diseases of animals must be actioned as per the Procedure ‘Reporting Prohibited Matter and Notifiable Pests and Diseases and other biosecurity events’.

key staff receive reports (usually by reporting in person or by direct phone call) and there is excellent communication within and between staff of NSW DPI and LLS so all relevant staff know the progress of investigations.

all staff are familiar with surveillance forms, templates for legal instruments, relevant policies and procedures, and AUSVETPLAN manuals or response policy briefs

confidentiality is maintained

all risk assessments, phone calls and conversations are documented and records relating to specific holdings are entered into Livestock Health and Management System (LHMS) as soon as possible (preferably immediately).

Work health and safety risks arising in a prohibited matter pests and diseases of animals investigation are identified, assessed and appropriately treated.

See also Appendix 1- Summary checklist for senior personnel during investigation and alert phase (from AUSVETPLAN – Control Centre Manual Part 1)


Develop communications that outline the obligations of stakeholders in relation to prohibited matter pests and diseases of animals.

5. Responsibility of Local Land Services

LLS Managers must ensure that:

- each region has the capability to receive reports and arrange the investigation of suspected prohibited matter pests and diseases of animals within one hour of a notification both during and after business hours
- field staff have access to equipment, relevant technical information, and are appropriately trained to accurately investigate and contain a suspect prohibited matter pests and diseases of animals
- responding to suspect prohibited matter pests and diseases of animals is given the highest priority in business plans and workplans
- field staff investigating routine health issues carry adequate supplies of the equipment recommended in the Decontamination Kits for Personnel V4 Procedure in case they are required to undertake a prohibited matter pests and diseases of animals investigation
- a plan is developed in conjunction with NSW DPI Laboratory Services customer services staff and reviewed quarterly regarding arrangements for the prompt delivery of urgent laboratory samples from a range of locations within the LLS region. This should include details and availability of local couriers and required authorisations for special arrangements
- staff are familiar with packing the specimens according to International Air Transport Association (IATA) specifications and have appropriate materials and labels available.

6. Responsibilities of an investigating officer

Investigations of a possible/likely prohibited matter pests and diseases of animals are to be conducted as per the Task Checklist for the investigating officer. For assistance or advice contact your supervisor, a NSW DPI veterinarian or call the Emergency Animal Diseases Watch Hotline on 1800 675 888.
### Task checklist for investigating officer

<table>
<thead>
<tr>
<th>TASK</th>
<th>COMPLETED</th>
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<tbody>
<tr>
<td><strong>6.1 Preparation prior to attending the premises</strong></td>
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</tbody>
</table>

**A)** Classify a suspect prohibited matter pests and diseases of animals in accordance with the Response action tool for prohibited matter pests and diseases of animals and biosecurity events as:

- not prohibited matter pests and diseases of animals (priority green), should be managed in accordance with any relevant policy/procedure
- low risk prohibited matter pests and diseases of animals (priority green), should proceed as a routine disease investigation - which may include submission of samples for emergency animal disease exclusion
- moderate risk prohibited matter pests and diseases of animals (priority amber), must be promptly investigated
- high risk prohibited matter pests and diseases of animals (priority red), must be immediately investigated.

Note: The risk assessment and additional reasoning must be documented in LHMS.

**B)** Notify the LLS Manager Biosecurity and Emergency Services or General Manager, NSW DPI program coordinator, NSW DPI Deputy Chief Veterinary Officer (DCVO) or NSW DPI Chief Veterinary Officer (CVO) that a possible prohibited matter pests and diseases of animals is being investigated as per Procedure ‘Reporting Prohibited Matter, notifiable pests and diseases and other biosecurity events’.

**C)** If indicated from risk assessment giving a biosecurity direction to the owner or manager of the premises as per section 128 of the Act to formally:

a. Restrict movement of people (if necessary), animals and things (including feed) within the premises, and
b. Restrict entry or departure of people, animals, animal products, equipment, feed, vehicles appropriate to the disease and according to the relevant disease strategy of AUSVETPLAN.

**D)** Notify supervisor if additional support is required.

**E)** Review the relevant AUSVETPLAN disease strategy or response policy brief for key information re investigation or containment.

**F)** Know what samples to collect. For advice on collection of samples and transport media contact the NSW DPI Laboratory Services on (1800 675 623 BH) or contact the Hotline on 1800 675 888 AH.

**G)** Understand procedures for using PPE (See Personal Decontamination for Property visits).

**H)** Check emergency animal disease kit is current and complete (see Decontamination Kits for Personnel V4 Procedure).

**I)** Remind other staff e.g. customer service officers of need for confidentiality.

**J)** Contact owner/manager of premises to confirm location and best access.
**K)** Do a risk assessment to determine if there is a likelihood of personal risk or zoonoses. If necessary take an assistant or consult with local police.

**L)** Advise a responsible person of intended destination, likely duration and emergency contact arrangements

**M)** Go to the suspect premises

### 6.2 At the premises

**A)** Leave vehicle outside the premises if possible (meet owner/manager at front gate) or determine an internal quarantine line

**B)** Leave a set of street clothes in vehicle or outside quarantine line

**C)** Put on relevant personal protective equipment (PPE) and implement biosecurity as per Decontamination Kits for Personnel V4 Procedure before entering the premises

**D)** Record a comprehensive history and fill in Surveillance Form 1.

**E)** Review the initial risk assessment and update senior staff if significant risks identified

### 6.3 On site

**A)** Examine affected and “at risk” animals

**B)** If risk escalated to ‘red’ immediately notify senior LLS official and NSW DPI CVO of the outcome of the investigation and provide details (verbally, followed by submission of surveillance forms)

**C)** Take appropriate samples from representative animals from each species. Pack samples in zip lock bags that can be disinfected. If assistance is available then pack in sealed containers, according to IATA requirements.

**D)** Take photos with a digital waterproofed camera (bagged in plastic or in case) and send to supervisor or relevant expert if advice is required

**E)** If needed, seek advice or assistance from laboratory staff or technical experts

**F)** Notify supervisor if additional support is required. Advise if help is required for packing and transport of specimens.

**G)** Discuss with owner/person in charge of stock the details of the disease suspected and the actions that will be taken

**H)** If the initial risk assessment has concluded that a zoonotic emergency animal disease is likely, implement protocols to minimise health risks to people on site

**I)** Assess whether animals need to be moved away from boundaries or confined to minimise the risk of spread of disease

**J)** Identify risk areas, entry/exit points and establish biosecurity/decontamination protocols for entry and exit. Implement risk based procedures to allow personnel/family movement on/off the property for essential purposes.
**K)** If indicated from risk assessment (and not already done) issue a biosecurity direction to the owner or manager of the premises as per section 128 of the Act to formally:

a. Restrict movement of people (if necessary), animals and things (including feed) within the premises

b. Restrict entry or departure of people, animals, animal products, equipment, feed, vehicles appropriate to the disease and according to the relevant AUSVETPLAN disease strategy

**L)** Arrange for boundaries to be secured, includes wiring or locking gates so only one gate is controlled as an entrance to the premises

**M)** Put up signage and tape to restrict entry or identify risk areas

**N)** Collect other information relating to the property (e.g. availability electricity, neighbours, wind levels, access)

**O)** Identify potential sites for destruction, disposal and disinfection if required.

**P)** Identify susceptible wild or feral animals on the premises and in the area

**Q)** Regularly check telephone for messages/missed calls

**R)** Collect detailed epidemiological information (including tracing information) and complete Surveillance Forms 2 - 5. Provide a tentative assessment of the likely source of infection, probability of spread of disease, including possible wild animal and risk enterprise involvement

**S)** Collect as much information as possible, supported by photos, to assist with planning site operations

**T)** Notify LLS supervisor and CVO or delegate of the outcome of the investigation and provide details (verbally, followed by submission of surveillance forms)

### 6.4 Leaving the property

**A)** If assessed as likely to be a severe and readily transmissible disease (such as foot and mouth disease), confirm permission from senior staff to leave the property before departure.

**B)** Issue safety instructions to owner/person handling stock and provide NSW DPI/LLS contact numbers

**C)** Hand them the appropriate Primefact (if available) to inform them on safety risks (e.g. for a zoonotic disease)

**D)** Establish any surveillance protocols in consultation with NSW DPI Senior Veterinary Officer, such as monitoring stock for clinical signs

**E)** Wash down protective clothing and boots with the recommended disinfectant (see the AUSVETPLAN Decontamination Manual) and Decontamination Kits for Personnel V4 Procedure

**F)** Wash hands and exposed skin, and clean fingernails, with the recommended disinfectant. Supervise the same procedures for other people

**G)** Decontaminate vehicle off premises if it has not been left outside the infected area
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>H)</strong></td>
<td>Remove PPE, and follow Decontamination Kits for Personnel V4 Procedure</td>
</tr>
<tr>
<td><strong>I)</strong></td>
<td>Complete any necessary arrangements for despatch of samples including packing and labelling samples as recommended by IATA</td>
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<tr>
<td><strong>J)</strong></td>
<td>Avoid contact with any other susceptible species until cleared by the supervising officer</td>
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<td><strong>K)</strong></td>
<td>Maintain a written diary of events and risk assessments</td>
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<tr>
<td><strong>L)</strong></td>
<td>Enter information into the Livestock Health Management System (LHMS) and forward any documents or information that was not submitted onsite to senior LLS/NSW DPI staff</td>
</tr>
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</table>

### 7. Responsibilities of the field investigation coordinator

The LLS Manager Biosecurity Emergency Services and LLS Team Leader Animal Biosecurity and Welfare will coordinate support and resources to the investigating officer as needed. They will assist the investigating officer in getting samples promptly to the laboratory.

The NSW DPI Senior Veterinary Officer can provide additional support where needed. They will liaise with the regional LLS to establish who will point of contact for the investigating officer and provide briefings to NSW DPI.

The following task checklist outlines the responsibilities of the LLS Manager Biosecurity Emergency Services / Team Leader Animal Biosecurity and Welfare and the NSW DPI Senior Veterinary Officer.

<table>
<thead>
<tr>
<th>Task checklist for the field investigation coordinator</th>
<th>COMPLETED</th>
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<tbody>
<tr>
<td><strong>7.1</strong> Provide an ongoing readily available point of contact for the investigating officer and coordinate support for the investigation as required</td>
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<tr>
<td><strong>7.2</strong> Notify the NSW DPI Senior Veterinary Officer and DCVO/CVO that a prohibited matter pest or disease of animals investigation is underway. Must be done in person or by direct phone contact.</td>
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<tr>
<td><strong>7.3</strong> Provide support and resources to the investigating officer. For example, make contact with a technical specialist or experienced staff member who can provide assistance either at location or via phone, text or email. Assist with the formation of a support team if required.</td>
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<tr>
<td><strong>7.4</strong> Contact the NSW DPI Emergency Management Team to request access to emergency trailers with supplies</td>
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<tr>
<td><strong>7.5</strong> Liaise with the investigating officer to arrange prompt transport of diagnostic samples (usually to the NSW DPI Laboratory Services). See Appendix 1. See also Work instruction sending urgent consignments to the state veterinary diagnostic laboratory (SVDL)</td>
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7.6 Collate and analyse information from the investigation and brief NSW DPI

7.7. Maintain a diary of events

7.8 Assist the investigating officer to draft, serve and implement legislative instrument such as a biosecurity direction

7.9 Follow up on traces and other at risk premises to limit the spread and identity extent of outbreak

7.10 Task persons not working for NSW DPI or LLS, e.g. private veterinary practitioners

7.11 If investigating officer indicates affected owners need mental or public health support, contact human welfare group or public health unit to communicate need.

7.12 If likely to move to alert phase of emergency response, contact Local Emergency Operations Officer

8. Responsibilities of the NSW DPI Chief Veterinary Officer

The NSW DPI CVO is responsible for:
- oversighting all prohibited matter pests and diseases of animals incidents in NSW, including the investigation of suspect prohibited matter pests and diseases of animals
- determining the appropriate response based on available field and laboratory information, and other relevant considerations including economic, environmental, social and political, operational and legal factors.

The NSW DPI CVO may:
- appoint a State Coordinator (generally a NSW DPI staff member) who will be well briefed on the incident, and able to facilitate the rapid activation of the State Coordination Centre should the incident proceed to the operational phase
- instruct the State Coordinator to initiate a stand-by phase while waiting on the outcome of the investigation to allow rapid activation of the State Coordination Centre if the investigation confirms a prohibited matter pests and diseases of animals.

<table>
<thead>
<tr>
<th>Task Checklist for CVO</th>
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<tbody>
<tr>
<td>TASK</td>
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<tr>
<td>8.1</td>
</tr>
<tr>
<td>Once notification of a suspect prohibited matter pests and diseases of animals is received, keep a log of events, telephone calls and conversations</td>
</tr>
<tr>
<td>8.2</td>
</tr>
<tr>
<td>Initiate procedures to confirm the incident. Ensure a risk assessment is conducted.</td>
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<tr>
<td>8.3</td>
</tr>
<tr>
<td>Developing a strategy for the disease investigation and potential response</td>
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<tr>
<td>8.4</td>
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<tr>
<td>Ensure appropriate samples are collected and submitted promptly</td>
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<tr>
<td>8.5</td>
</tr>
<tr>
<td>Meet with senior staff to: a) define the incident and confirm the investigation response and</td>
</tr>
</tbody>
</table>
b) assess the incident to determine appropriate resource allocation

8.6 Notify the chair of the CCEAD within 24 hours of becoming aware of a disease incident. An incident is defined in the EADRA as a confirmed emergency animal disease or a reasonably held suspicion of an emergency animal disease

8.7 Confidentially brief other CVOs and industries that might be affected

8.8 Contact stakeholders as per the Form Emergency animal disease- Initial communication checklist

8.9 Maintain a suitable response until the incident is fully defined and categorised

8.10 Approve additional resources or support team being sent to the suspect premises.

8.11 Appoint a State Coordinator and consider the need to rapidly activate the state coordination centre

9. Responsibilities of the State Coordinator

The State Coordinator may be appointed by the CVO and is responsible for:

- assisting the NSW DPI CVO
- providing an ongoing and readily accessible point of contact for field staff
- ensuring that investigations are undertaken according to this procedure or as approved by the NSW DPI CVO
- establishing a new financial project in SAP,
- liaising with other staff including laboratories, legal, website services, media
- if necessary initiating a stand-by phase which may involve:
  - an alert to the Manager Emergency Operations
  - an alert to the NSW DPI/LLS Emergency Response Team
  - establishment of a limited Forward Command Post
  - establishment of a limited SCC staffed with key positions and
  - preparations to establish a Local Control Centre.

Checklist for State Coordinator

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<thead>
<tr>
<th>TASK</th>
<th>COMPLETED</th>
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<tbody>
<tr>
<td>9.1</td>
<td>Coordinate the management of the incident at a state level or appoint and convene a State Incident Management Team</td>
</tr>
<tr>
<td>9.2</td>
<td>Advise key industry personnel and emergency contacts as per Emergency Animal Disease- Initial communication checklist INT 12/75956[v2]</td>
</tr>
<tr>
<td>9.3</td>
<td>Analyse and evaluate the information from the District Veterinarian</td>
</tr>
<tr>
<td>9.4</td>
<td>Begin initial report for CCEAD</td>
</tr>
<tr>
<td>9.5</td>
<td>Start EADRP</td>
</tr>
<tr>
<td>9.6</td>
<td>Develop proposal for personnel and other resource requirements for Local Control Centre ops and remainder of the region</td>
</tr>
<tr>
<td>9.7</td>
<td>Prepare recommendations for declarations of Restricted Emergency Zone and Control Emergency Zone, in line with AUSVETPLAN disease strategy</td>
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declared areas (i.e. Restricted Area and Control Area)

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<tr>
<th>TASK</th>
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<tbody>
<tr>
<td>9.8 Investigate urgent tracings</td>
<td></td>
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<tr>
<td>9.9 Consider if a standstill is needed</td>
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<tr>
<td>9.10 Help Local Control Centre Controller, select a site for Local Control Centre</td>
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</table>

10. Responsibilities of a support team
A support team may be formed to assist the investigating officer.

Checklist of potential tasks for the support team

<table>
<thead>
<tr>
<th>TASK</th>
<th>COMPLETED</th>
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<tbody>
<tr>
<td>10.1 Assisting to collect appropriate samples to ensure that a diagnosis can be quickly confirmed or excluded</td>
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<tr>
<td>10.2 Assisting with the clinical evaluation of affected animals</td>
<td></td>
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<tr>
<td>10.3 Assisting with the epidemiological investigations, including assessing risk, determining the source of the outbreak and assessing possible wild animal involvement.</td>
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</tr>
<tr>
<td>10.4 Undertaking National Livestock Identification System tracing, where applicable to help estimate possible disease spread</td>
<td></td>
</tr>
<tr>
<td>10.5 Assist with packing of samples according to IATA regulations</td>
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<tr>
<td>10.6 Reporting significant findings to the State Coordinator and/or CVO</td>
<td></td>
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11. Responsibility of laboratory staff (including virology staff)
Laboratory staff are responsible for:
- providing advice to field staff regarding collection and submission of samples,
- facilitating the urgent transport of samples
- facilitating rapid diagnosis of suspect prohibited matter pests and diseases of animals cases
- ensuring that diagnostic samples are promptly dispatched to the Australian Animal Health Laboratory.

12. Responsibilities of the Biosecurity Systems, Intelligence and Traceability Unit

12.1 Responsibilities of the intelligence team are responsible for:
- providing support and guidance for information management requirements to enable effective operational and emergency situational animal biosecurity reporting
- providing reporting capability and support for information contained in the Biosecurity Toolset including the Biosecurity Information System, Sample Manager, BioMAP, Biosecurity Information System Reporting, Web EOC (Emergency Operations Centre software)
- providing epidemiological support as required.

12.2 Responsibilities of the tracing support team
- providing NLIS tracing reports when required
- ad hoc trace investigation and verification
- coordination of LLS tracing support.

12.3 Responsibilities of the mapping support team
• assisting support team staff to use BioMAP, when required
• configuration and administration of BioMAP for ongoing geospatial operational capability
  (also used during an emergency response).

12.4 Responsibilities of the technology system support team

• configuration of Biosecurity Information System for Emergency Management if requested by
  the state coordinator or NSW DPI CVO
• administration and support for Biosecurity Information System for LHMS
• configuration, administration and support for electronic forms for in the field operational and
  emergency surveillance
• ad-hoc systems support as required.

13. Definitions and acronyms

AUSVETPLAN  Australian Veterinary Emergency Plan
CEZ            Control Emergency Zone - A zone declared in an emergency order that is
               the equivalent to the ‘Control Area’ in AUSVETPLAN
CCEAD          Consultative Committee on Emergency Animal Diseases
CVO            Chief Veterinary Officer of NSW
DCVO           Deputy Chief Veterinary Officer. Veterinarian who is appointed to exercise the
               functions of Chief Veterinary Officer on such terms and in such circumstances
               as specified in the instrument of appointment.
NSW DPI        NSW Department of Primary Industries
EADRA          Emergency Animal Disease Response Agreement
EADRP          Emergency Animal Disease Response Plan
IATA           International Air Transport Association
Investigating Officer the officer, normally a district veterinarian, who takes responsibility for the initial
               investigation of a suspect prohibited matter pest or disease of animals
LHMS           Livestock Health Management System
LLS            Local Land Services
PCR            polymerase chain reaction
REZ            Restricted Emergency Zone - A zone declared in an emergency order that is
               the equivalent to the ‘Restricted Area’ in AUSVETPLAN
State Coordinator A government officer (usually a veterinarian) who is appointed by the CVO (or
                  DCVO) to assist with the management of a suspect EAD incident

14. Documentation

Policy – Prohibited matter sporadic pests and diseases of animals
Policy- Prohibited matter exotic pests and diseases of animals
Policy - Biosecurity collection, use and disclosure of information
Procedure - Reporting notifiable pests and diseases of animals
Procedure – Biosecurity collection, use and disclosure of information
Policy - Records Management (IND-I-177)
Policy - Information Security (IND-I-197)
Policy - Classified Information (IND-I-196)
Policy - Government Information (Public Access) (IND-I-178)
Resource document – Chain of authority animal biosecurity
Resource - Response action tool for prohibited matter pests and diseases of animals and biosecurity
  events
15. Records

Records created as a result of this procedure are stored in the Livestock Health Management System (LHMS).

Records relating to properties placed under biosecurity restrictions must be maintained for at least ten years.

16. Revision history

<table>
<thead>
<tr>
<th>Version</th>
<th>Date issued</th>
<th>Notes</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>01/07/2017</td>
<td>Completely revised procedure - developed in response to the Biosecurity Act 2015.</td>
<td>Animal Biosecurity and Welfare</td>
</tr>
</tbody>
</table>

17. Contact

Biosecurity NSW – General Enquires
1800 808 095
biosecurity@dpi.nsw.gov.au
Appendix 1 Submitting laboratory samples

Laboratory staff at the NSW DPI State Veterinary Diagnostic Laboratory must be advised if samples are being submitted for prohibited matter testing by telephoning 1800 675 623 or by email to emai.svdl@dpi.nsw.gov.au.

Packaging samples

Samples for prohibited matter exclusion (including new diagnostic samples from suspect animals on properties with confirmed prohibited matter infection) may be packed as IATA 650 (Biological Substance Category B) UN 3373 as for routine diagnostic specimen submissions, i.e. small foam esky inside a cardboard box. Include an ice-brick to keep samples cool but not frozen. Double bag the samples and disinfect the sample bags.

All submissions for zoonotic animal disease testing must have a clear warning note, e.g. ‘Hendra exclusion’ inside the esky and on top of the samples. This must not be recorded on the outside packaging or on the consignment note.

Further information on packaging of specimens is available in the NSW DPI Laboratory Services customer services page at http://www.dpi.nsw.gov.au/about-us/services/laboratory-services/veterinary/veterinary-test-list/collecting-and-submitting-samples-for-veterinary-testing

Sample Submission

Prioritisation of testing

Routine samples will be tested in the first routine test batch that is run after they arrive. In most weekday instances for samples arriving before midday, polymerase chain reaction (PCR) results will be available on the same day as the samples are received.

Where samples are received at the NSW DPI State Veterinary Diagnostic Laboratory on Saturday mornings without prior notification the duty veterinary pathologist will assess the need for urgent testing in consultation with the Officer in Charge of the Virology Laboratory.

Assessment of the need for urgent testing of any viral samples submitted to the NSW DPI the NSW DPI State Veterinary Diagnostic Laboratory should be made by the duty biosecurity veterinarian (hotline vet) in consultation with the submitting veterinarian and the Officer in Charge of the Virology Laboratory. Testing of urgent samples will be undertaken as soon as possible after the samples arrive at the laboratory.

Where urgent testing is undertaken after hours, any results will be reported to the submitter as soon as possible by telephone. An after-hours contact number must be provided with any urgent testing requests.

Routine delivery to the NSW DPI the NSW DPI State Veterinary Diagnostic Laboratory

The NSW DPI the NSW DPI State Veterinary Diagnostic Laboratory covers the cost of freight for samples submitted for testing. Details of preferred couriers and delivery arrangements can be located at http://www.dpi.nsw.gov.au/about-us/services/laboratory-services/sample-submission. Prior approval is required for delivery and testing on Saturday. Please contact Customer Service on 1800 675 623 during business hours or the hotline on 1800 675 888 after hours to seek approval.

Urgent Delivery

For assistance to facilitate urgent submissions, call the Emergency Animal Diseases Watch Hotline: 1800 675 888. After hours contact phone numbers for the NSW DPI State Veterinary Diagnostic Laboratory and the virology duty officer are available from the hotline duty vet. See: Direct lodgement of Urgent consignments to the NSW DPI State Veterinary Diagnostic Laboratory

On Friday afternoons and weekends where urgent delivery is required (e.g. high level human exposure or suspect case at a large horse event), the submitter must check that the courier will be able to deliver out of hours on Saturday or Sunday as some couriers do not deliver on weekends. A substantial additional charge will usually be required for special deliveries and approval by the NSW DPI CVO/DCVO is required.
As access to the NSW DPI State Veterinary Diagnostic Laboratory is restricted out of hours, the submitter must always liaise with laboratory or virology staff to negotiate the most effective delivery arrangements. Both the OIC Virology and Duty Pathologist NSW DPI State Veterinary Diagnostic Laboratory should be advised by the submitter or the local District Veterinarian that samples are being dispatched.

The submitter must notify the Officer in Charge of the virology laboratory of the:
- name of the courier company
- courier contact details
- consignment note and/or booking or tracking number
- where the sample was despatched from
- estimated arrival time, and
- mobile phone number that will be answered out of hours to allow reporting or results out of hours.

Where Officer in Charge Virology cannot be contacted in a reasonable time (i.e. at least 4 hours before delivery of the samples are expected) contact the Laboratory Leader of the NSW DPI State Veterinary Diagnostic Laboratory.

The Manager of Biosecurity and Emergency Services in the local LLS region will need to approve their own staff availability after hours. If unable to organise timely transport the local Regional Director of Agriculture should be contacted to activate assistance using the District Emergency Management structure. If the Regional Director of Agriculture cannot be contacted, the duty biosecurity veterinarian should contact the Manager Emergency Operations or Director Emergency Operations Intelligence and Programs to activate assistance using the State Emergency Management structure.

**Submitting samples to the Queensland laboratory**

Samples collected in northern NSW may be submitted direct to The Biosecurity Sciences Laboratory Coopers Plains where transport to the NSW DPI State Veterinary Diagnostic Laboratory will take significantly longer than transport to Queensland.

Note: The Biosecurity Sciences Laboratory, Coopers Plains, Queensland does not process samples from properties where there has been a confirmed Hendra virus case.

Prior to dispatch the supervising government veterinarian must
- Obtain approval for the submission from the NSW DCVO/CVO
- Notify the Client Liaison Officer by telephone (07) 32766062 and fax: (07) 32166620 or email bslclo@daf.qld.gov.au and
- Complete the Queensland laboratory specimen advice form
- Ensure that Qld laboratory is willing to accept any samples being dispatched out of hours and test the samples promptly (i.e. case meets Qld. criteria for urgent testing).

Dispatch samples to:

Biosecurity Sciences Laboratory  
Department of Agriculture Fisheries and Forestry (DAFF)  
Specimen Receipt,  
Block 12, 39 Kessels Road  
COOPERS PLAINS QLD 4108.
Figure 1 Communication pathways in the Investigation and Alert phases

- **Laboratory**
- **Owner / Manager of animal**
- **Private veterinarian**
- **Member of the public**
- **Industry representative**
- **LLS MBES/TL? or equivalent**
- **Investigating officer**
- **CVO**
- **Support team**
- **Disease investigated, assessed and risk mitigation instituted e.g. biosecurity order**
- **Reports finding of investigation**
- **CVO assisted by DPI veterinarians**
- **Analyses and evaluation of reports**
- **Alerts**

**Department / government officers within jurisdiction**
- DPI and LLS Biosecurity staff
- Laboratory
- Legal
- Media and communications
- Executive DPI and LLS

**Key industry representatives**
- DPI and LLS Biosecurity staff
- Laboratory
- Legal
- Media and communications
- Executive DPI and LLS

**Other Commonwealth staff**
- ACVO
- CCEAD members
- SCC Coordinator
- LCC Controller
- Biosecurity emergency response team
- State Emergency Management Committee
- Minister