

Biosecurity - Pests and diseases of animals – investigation and alert phase of an emergency response

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Management of the biosecurity risk

This procedure outlines the actions required during the investigation and alert phase of an emergency response to a potential animal disease or pest. This phase is triggered by a report that is assessed as per the [Procedure 'Reporting notifiable pests and diseases of animals'](#) as:

- moderate to high likelihood of infection/contamination of an animal or animal product with a prohibited matter pest or disease of animals
- a high risk prohibited matter pest or disease incident or
- a biosecurity event.

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.

Note where an approved hazard specific procedure is available e.g. anthrax, staff should use the hazard specific procedure unless additional guidance is required from this procedure.

Reports of potential prohibited matter pests and diseases that are assessed as low likelihood and low risk (as per section 6.1) are managed as a routine surveillance event.

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 - Pests and Diseases of Animals. The procedure applies to the NSW Department of Primary Industry (NSW DPI), an office within the Department of Regional NSW, 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.

The [Prohibited matter \(diagnostics\) exemption order 2019](#) allows veterinarians and those assisting them to deal with prohibited matter for the purposes of collecting diagnostic samples and submitting those samples to the laboratory, and for government laboratories and other National Association of Testing Authorities (NATA) accredited laboratories to test for prohibited matter. The exemption order also allows for the use of the Anthrax immunochromatographic test (ICT) by veterinarians and authorised officers.

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 including disease specific procedures e.g. anthrax procedure.

Investigations of high risk reports will include:

- prompt collection, transport and testing of appropriate diagnostic samples
- prompt escalation of significant risks to senior staff
- regular briefing of senior staff with new intelligence
- containment through movement or other biosecurity 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 authorised officers
 - requesting a meeting of the 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” at https://intranet.industry.nsw.gov.au/__data/assets/pdf_file/0016/445300/INT15-34097v3-Resource-chain-of-authority-animal-biosecurity-June-2020.pdf
- See Appendix 2 – Figure 1 Communication pathways in the Investigation and Alert phases

3. Responsibility of NSW DPI Animal Biosecurity 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.

- reports of suspect prohibited matter pests and diseases of animals are actioned as per the Procedure 'Reporting Notifiable Pests and Diseases of animals'.
- key staff receive reports (usually by reporting in person or by direct phone call) and there is regular 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), see the LHMS field guide at: <https://intranet.industry.nsw.gov.au/online-systems/biosecurity-toolset/bis>.
- Work health and safety risks arising in a prohibited matter pest or disease 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](#))

4. Responsibility of NSW DPI Animal Biosecurity

DPI CVO and DCVOs must ensure that:

- Systems are in place to receive, assess and triage calls to the Emergency Animal Diseases Watch Hotline 24/7
- where a prohibited matter pest or disease of animals is strongly suspected or confirmed:
 - The ACVO is notified within 24 hours
 - An EADRP is developed in consultation with industry parties
 - Planning is undertaken to support activation of an emergency response
 - Laboratory testing is managed to facilitate prompt exclusion or confirmation of the disease agent

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 Guide [Personal decontamination](#) in case they are required to undertake a prohibited matter pests and diseases of animals investigation
- The spreadsheet 'Getting samples to the lab Ahs' at [https://teams.microsoft.com//file/F1899A10-421A-4736-A127-7C249F7979AE?tenantId=96ef8821-2a39-471c-b89a-67b0833dd3b9&fileType=xlsx&objectUrl=https%3A%2F%2Fenvironmentnswgov.sharepoint.com%2Fsites%2FMST_DPIAnimalBiosecurity%2FShared%20Documents%2FGeneral%2FEAD%20Hotline%20Folder%202019-%202020%2FLab%20submission%20\(BH%20%26%20AHs\)%2FGetting%20samples%20to%20the%20lab%20AHs%20.xlsx&baseurl=https%3A%2F%2Fenvironmentnswgov.sharepoint.com%2Fsites%2FMST_DPIAnimalBiosecurity&serviceName=teams&threadId=19:cba04d1b79064438a5c35f01bad5d5c3@thread.tacv2&groupId=be4e0d8a-b5a9-4b45-b1ea-7e0cc959480a](https://teams.microsoft.com//file/F1899A10-421A-4736-A127-7C249F7979AE?tenantId=96ef8821-2a39-471c-b89a-67b0833dd3b9&fileType=xlsx&objectUrl=https%3A%2F%2Fenvironmentnswgov.sharepoint.com%2Fsites%2FMST_DPIAnimalBiosecurity%2FShared%20Documents%2FGeneral%2FEAD%20Hotline%20Folder%202019-%202020%2FLab%20submission%20(BH%20%26%20AHs)%2FGetting%20samples%20to%20the%20lab%20AHs%20.xlsx&baseurl=https%3A%2F%2Fenvironmentnswgov.sharepoint.com%2Fsites%2FMST_DPIAnimalBiosecurity&serviceName=teams&threadId=19:cba04d1b79064438a5c35f01bad5d5c3@thread.tacv2&groupId=be4e0d8a-b5a9-4b45-b1ea-7e0cc959480a) regarding arrangements for the prompt delivery of urgent laboratory samples from a range of locations within the LLS region is reviewed and updated quarterly.

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 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		
	TASK	COMPLETED
	6.1 Preparation prior to attending the premises	
A)	Assess and report the potential incident as per the Procedure 'Reporting notifiable pests and diseases of animals' .	
B)	If assessed as very high risk, consider issuing a written biosecurity direction to the owner or manager of the premises as per section 128 of the Act to formally: <ul style="list-style-type: none"> 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. 	
C)	Notify supervisor if additional support is required.	
D)	Review the relevant AUSVETPLAN disease strategy or response policy brief for key information re investigation or containment	
E)	Know what samples to collect. For advice on the collection of samples and transport media contact the NSW DPI Laboratory Customer Services on (1800 675 623 BH), Duty Pathologist on (02 4640 6327 BH) or 0411 030 451 or contact the Hotline on 1800 675 888 AH.	
F)	Understand procedures for using PPE (See Guide: Personal Decontamination)	
G)	H) Check emergency animal disease kit is current and complete	
H)	Remind other staff e.g. customer service officers of the need for confidentiality	
I)	Contact the owner/manager of premises to confirm location and best access	
J)	Contact the usual private veterinarian to obtain additional background information on the health status or management of the herd or flock	
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)	Access the animal biosecurity field surveillance form (print or online)	

M)	Advise a responsible person of intended destination, likely duration and emergency contact arrangements	
N)	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 the Guide: Personal Decontamination before entering the premises	
D)	Record a comprehensive history on the animal biosecurity field surveillance form	
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 the field surveillance form)	
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. See https://www.dpi.nsw.gov.au/about-us/services/laboratory-services/veterinary/veterinary-test-list/collecting-and-submitting-samples-for-veterinary-testing	
D)	Take photos with a digital waterproofed camera or phone (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 within or from the site	
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 (Emergency??) 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 (Restricted area biosecurity signage) https://intranet.regional.nsw.gov.au/business-units/primary-industries/dpi-biosecurity-food-safety/animal-biosecurity-and-welfare/animal-biosecurity/emergency-management-of-animal-pests-and-diseases/nsw-plans-and-resources/Restricted-Entry-Biosecurity-signage-v2.pdf and tape to restrict entry or identify risk areas	
N)	Collect as much information as possible, supported by photos, to assist with planning site operations. Ask for a copy of the site biosecurity and or EAD management plan/s	
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 record on the Animal Biosecurity Field Surveillance Form . Provide a tentative assessment of the likely source of infection, probability of spread of disease, including possible wild animal and risk enterprise involvement	
S)	Notify LLS supervisor and CVO or delegate of the outcome of the investigation and provide details (verbally, followed by submission of surveillance form)	

6.4 Leaving the property

	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.	
A)	Issue safety instructions to owner/person handling stock and provide NSW DPI/LLS contact numbers	
B)	Hand them the appropriate Primefact (if available) to inform them on safety risks (e.g. for a zoonotic disease)	
C)	Establish any surveillance protocols in consultation with NSW DPI Senior Veterinary Officer, such as monitoring stock for clinical signs	
D)	Wash down protective clothing and boots with the recommended disinfectant (see the AUSVETPLAN Decontamination Manual at	

	https://www.animalhealthaustralia.com.au/our-publications/ausvetplan-manuals-and-documents/), Australian Pesticides and Veterinary Medicines Authority permits and the Guide: Personal Decontamination	
E)	Wash hands and exposed skin, and clean fingernails, with the recommended disinfectant. Supervise the same procedures for other people	
F)	Decontaminate vehicle off premises if it has not been left outside the infected property (see Decontamination of vehicles and equipment)	
G)	Remove PPE, and follow and the Guide: Personal Decontamination	
H)	Complete any necessary arrangements for despatch of samples including packing and labelling samples as recommended by IATA See https://www.dpi.nsw.gov.au/about-us/services/laboratory-services/veterinary/veterinary-test-list/collecting-and-submitting-samples-for-veterinary-testing	
I)	Avoid contact with any other susceptible species until cleared by the supervising officer	
J)	Maintain a written diary of events and risk assessments	
K)	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	

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. If the incident is progressing to alert they should ensure the LLS has sufficient supplies to undertake wider surveillance e.g. on adjacent properties or trace properties as directed.

A DPI animal biosecurity veterinarian can provide additional support to the LLS field investigation coordinator where needed. They will liaise with the regional LLS to establish who will be the point of contact for the investigating officer and provide briefings to NSW DPI.

The following task checklist outlines the responsibilities of the field investigation coordinator.

	Task checklist for the field investigation coordinator	COMPLETED
7.1	Provide an ongoing readily available point of contact for the investigating officer and coordinate support for the investigation as required	
7.3	Provide support and resources to the investigating officer. For example, make contact with a species 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.	
7.4	Contact the NSW DPI to request access to emergency trailers with supplies	

7.5	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) at https://intranet.industry.nsw.gov.au/__data/assets/pdf_file/0008/432593/Work-instruction-Sending-urgent-consignments-to-the-NSW-state-veterinary-laboratory.pdf	
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 legal instrument such as a biosecurity direction or property specific emergency order	
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 (1300 066 055) to communicate need NSW - Rural financial counsellor contact list	
7.12	If likely to move to alert phase of emergency response: <ul style="list-style-type: none"> • contact Local Emergency Operations Officer and • source enough supplies to conduct wider field surveillance if required 	

8. Responsibilities of the NSW DPI Chief Veterinary Officer

The NSW DPI CVO is responsible for:

- Oversight of all prohibited matter pests and diseases of animals or biosecurity events 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.

Task Checklist for CVO		
	TASK	COMPLETED
8.1	Once notification of a suspect prohibited matter pests and diseases of	

	animals is received, keep a log of events, telephone calls and conversations	
8.2	Initiate procedures to confirm the incident. Ensure a risk assessment is conducted.	
8.3	Developing a strategy for the disease investigation and potential response	
8.4	Ensure appropriate samples are collected and submitted promptly	
8.5	Meet with senior staff to: a) define the incident and confirm the investigation response and 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 CVO Emergency animal disease- Initial communication checklist at https://intranet.industry.nsw.gov.au/know-the-department/our-structure/primary-industries/dpi-biosecurity-food-safety/animal-biosecurity-and-welfare/animal-biosecurity/emergency-management-of-animal-pests-and-diseases/nsw-plans-and-resources	
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 element/s in MyHQ,
- liaising with other staff including laboratories, legal, website services, media
- if necessary initiating a stand-by phase which may involve:
 - an alert to the DPI Manager Emergency Operations
 - an alert to the LLS business partner Emergencies
 - 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

	TASK	COMPLETED
9.1	Coordinate the management of the incident at a state level or appoint and convene a State Incident Management Team	
9.2	Advise key industry personnel and emergency contacts as per CVO Emergency Animal Disease- Initial communication checklist INT 12/75956[v5] at https://intranet.industry.nsw.gov.au/know-the-department/our-structure/primary-industries/dpi-biosecurity-food-safety/animal-biosecurity-and-welfare/animal-biosecurity/emergency-management-of-animal-pests-and-diseases/nsw-plans-and-resources	
9.3	Analyse and evaluate the information from the District Veterinarian	
9.4	Begin initial report for CCEAD	
9.5	Start drafting an EADRP	
9.6	Develop proposal for personnel and other resource requirements for Local Control Centre ops and remainder of the region	
9.7	Prepare recommendations for declarations of a biosecurity emergency, Restricted Emergency Zone and Control Emergency Zone, in line with AUSVETPLAN disease strategy declared areas (i.e. Restricted Area and Control Area)	
9.8	Investigate urgent tracings	
9.9	Consider if a standstill is needed	
9.10	Help Local Control Centre Controller, select a site for Local Control Centre	

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		
	TASK	COMPLETED
10.1	Assisting to collect appropriate samples to ensure that a diagnosis can be quickly confirmed or excluded	
10.2	Assisting with the clinical evaluation of affected animals	
10.3	Assisting with the epidemiological investigations, including assessing risk, determining the source of the outbreak and assessing possible wild animal involvement.	
10.4	Undertaking National Livestock Identification System tracing, where applicable to help estimate possible disease spread	
10.5	Assist with packing of samples according to IATA regulations	
10.6	Reporting significant findings to the State Coordinator and/or CVO	

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
- ensuring that diagnostic samples are promptly dispatched to the Australian Animal Health Laboratory.

12. Responsibilities of the Regulatory Practice and Intelligence Systems Team

The Regulatory Practice and Intelligence Systems team are responsible for:

- providing NLIS tracing reports and coordination of tracing support
- ad hoc trace investigation and verification
- providing epidemiological advice and analysis
- providing geospatial analysis
- configuration and administration of the Common Operating Picture

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 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)

[Procedure – Reporting Notifiable pests and diseases of animals](#)

Resource document – Chain of authority animal biosecurity at

https://intranet.industry.nsw.gov.au/__data/assets/pdf_file/0016/445300/INT15-34097v3-Resource-chain-of-authority-animal-biosecurity-June-2020.pdf

LHMS field guide at <https://intranet.industry.nsw.gov.au/online-systems/biosecurity-toolset/bis>
 Emergency animal disease- CVO Initial communication checklist at
<https://intranet.industry.nsw.gov.au/know-the-department/our-structure/primary-industries/dpi-biosecurity-food-safety/animal-biosecurity-and-welfare/animal-biosecurity/emergency-management-of-animal-pests-and-diseases/nsw-plans-and-resources>
[AUSVETPLAN Control Centre Manual Part 1](#)
 Guide [Personal decontamination](#)
[Decontamination of vehicles and equipment](#)
 Work instruction sending urgent consignments to the state veterinary diagnostic laboratory at
https://intranet.industry.nsw.gov.au/__data/assets/pdf_file/0008/432593/Work-instruction-Sending-urgent-consignments-to-the-NSW-state-veterinary-laboratory.pdf
[Biosecurity Act 2015](#)
[Work Health and Safety Act 2011](#)
[Local Land Services Act 2013](#)

15. Records

Records created as a result of this procedure are stored in the Livestock Health Management System (LHMS) at <http://biscloud.dpi.nsw.gov.au/>.

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

16. Revision history

Version	Date issued	Notes	By
1	01/07/2017	Completely revised procedure - developed in response to the <i>Biosecurity Act 2015</i> .	Animal Biosecurity and Welfare
2	21/08/2020	Reviewed and revised in consultation with LLS	Animal Biosecurity

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 laboratory.services@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 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>.

Urgent Delivery

See WORK INSTRUCTION SENDING URGENT CONSIGNMENTS TO PATHOLOGY SERVICES AT ELIZABETH MACARTHUR AGRICULTURAL INSTITUTE at https://intranet.industry.nsw.gov.au/__data/assets/pdf_file/0008/432593/Work-instruction-Sending-urgent-consignments-to-the-NSW-state-veterinary-laboratory.pdf

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 bslclco@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 or approved for urgent testing by the Qld CVO).

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

