



GUIDELINE

Management of grain imported bulk in-ship's hold

Direction to staff

This document is instructional material for the Department of Agriculture (the department) under its Practice Statement Framework. All staff must comply with it.

Direction to biosecurity industry participants

Biosecurity industry participants must comply with the conditions of their approved arrangement including any directions or instructions issued by the department.

Direction to industry

This document outlines the requirements for managing consignments of imported bulk grain. All parties with roles and responsibilities explicit in this guideline must comply with it.

Summary of main points

This document outlines the processes and operational requirements for effectively managing consignments of imported bulk grain for processing at an Approved Arrangement. This includes processes for:

- Document assessment
- On-ship inspection and discharge
- Transport
- Storage
- Processing
- Grain recovery

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Purpose of this document

The purpose of this document is to set out the operational processes and practices for effectively managing the biosecurity risks associated with consignments of imported bulk grain.

Definitions

The following table defines terms used in this document.

Term	Definition
Approved Arrangement (AA)	An arrangement entered into with the Department of Agriculture that allow operators to manage biosecurity risks in accordance with departmental requirements, using their own premises, facilities, equipment and people, and involving reduced oversight by the department and with occasional compliance monitoring or auditing.
Biosecurity Industry Participant (BIP)	A holder of an AA. Note: A BIP must ensure that persons having physical access to goods subject to biosecurity control are aware that such items must only be handled by an accredited person or under the direct supervision of an accredited person.
Biosecurity Officer	A person authorised under section 545 to be a biosecurity officer under the <i>Biosecurity Act 2015</i> .
Biosecurity Risk Material (BRM)	Material found in a consignment that poses a biosecurity risk. Includes but is not limited to: <ul style="list-style-type: none">• Insects• Disease symptoms• Seeds• Soil, dirt• Animal material• Plant material or trash such as straw, twigs, leaves, roots, fruit and bark.
Biosecurity Waste	Any material derived from the imported grain including spillages, by-products (e.g. bran, pollard, and offal), screenings, dust and any single use items (e.g. disposable overalls) exposed to imported grain or its by-products.
Bulk Commodity National Coordination Centre (BCNCC)	Specialist unit within the Department of Agriculture are responsible for managing bulk in-ship imported commodities including fertiliser, stockfeed and grain. <ul style="list-style-type: none">• Phone: (02) 4935 6700• After hours on-call biosecurity officer: 0438 440 950• Email: fertiliser.chemical@agriculture.gov.au
Bulk grain	Loose grain imported in a ship's hold.

Term	Definition
Bulk grain inspection schedule	A document provided by the BCNCC that is based on information provided by the importer for bulk ship importations incorporating: <ul style="list-style-type: none"> • The ship name • Previous cargo • Grain type • Amount to be discharged at each port.
Conveyance	A vehicle or train used to transport imported grain.
Grains	<ul style="list-style-type: none"> • Whole cereal seeds • Oil seeds • Pulses.
Hungry Boards	Boards forming a continuous extension to the body of the cargo carrying section of a truck or trailer
Import permit holder	The holder (or their agent) of an import permit for bulk grain.
Metropolitan area	Generally the suburban area around the port of discharge.
Person in charge (PIC)	The owner of the goods OR <ul style="list-style-type: none"> • a person who is in possession or control of the goods (other than a biosecurity officer or biosecurity enforcement officer) OR <ul style="list-style-type: none"> • a BIP who is in possession or control of the goods as authorised by an approved arrangement covering the biosecurity industry participant.
Processing	Department approved method for devitalising imported grain.
Process Management System (PMS)	Set of policies, processes and procedures for the management of potential biosecurity risks associated with imported bulk grain.
Port	First point of entry for incoming ships as determined by the Director of Biosecurity. Note: Includes all precincts of the port where: <ul style="list-style-type: none"> • a ship may be moved to unload • Goods may be stored.
Port operator	Entity facilitating the arrival of ships or goods subject to biosecurity control at a first point of entry port. Note: Examples include: <ul style="list-style-type: none"> • third-party operators leasing berth space • Stevedores • Shipping lines • Other logistical agents.
Port precinct	Areas within or adjacent to the security regulated boundary of a port.
Ship's Master	Person (other than a ship's pilot) responsible for the ship.

Term	Definition
Site Operations Manual (SOM)	Manual (approved by the department) that: <ul style="list-style-type: none"> • details the biosecurity operations that will be undertaken at an AA site • Accurately and comprehensively detail processes and procedures that will be followed by accredited and other persons working with imported grain at the AA site.
Tarpaulin	Polyester fabric (scrim) coated on both sides with PVC with a minimum weight of 550 grams per square metre.
Transport operator	Third party contracted by the import permit holder to transport grain to storage and processing AA sites.

Policy statement

Whole bulk grain poses a high biosecurity risk to both plants and animals because it is not usually subject to any form of processing offshore (other than harvest and grading), and unrestricted importation would present a direct pathway for pest transmission to susceptible crops, animals and agricultural production areas in Australia.

The regulation of imported whole grain applies the powers and provisions of the *Biosecurity Act 2015* to manage biosecurity risks to the appropriate level of protection (ALOP) for Australia, which is defined as providing a high level of protection aimed at reducing risk to a very low level, but not to zero.

The department has strict requirements which must be complied with in order to manage the biosecurity risks associated with imported grain. Multiple critical control points must be in place throughout the import pathway to manage the risks. These include:

- A permit is required for any grain imports prior to arrival. Every permit application is considered on a case-by-case basis and is subject to a risk assessment to allow specific consideration of the biosecurity risks posed by the proposed import pathway.
- A department-approved and audited Process Management System (PMS) must be put in place outlining the processes for sourcing, movement and loading offshore and movement, storage and processing within Australia.
- Grain must be sourced from areas of low plant and animal risk, in particular free from pathogens and pests of biosecurity concern to Australia.
- The export pathway from the farm to the point of loading must be approved by the department to ensure the grain has been sourced from and transported within the designated areas.
- Storage and transport units used along the export pathway must be thoroughly cleaned prior to use to prevent contamination with imported and/or local whole grain, stock feed or stock feed ingredients, insect pests, and other infestible residues, soil, animal or avian remains, faeces or any other extraneous contamination.
- Assurance of cleanliness is provided through third party inspection certification or recognition of industry quality management systems that manage contamination risks.
- Grain must be inspected and certified free from quarantine pests by the National Plant Protection Organisation in the country of origin.
- Grain must be graded and certified by the exporting country's quality standards body at the point of export to ensure minimal levels of foreign material within the consignment such as weed seeds, soil and animal material.

- On arrival in Australia, grain must be transported in clean conveyances and conveyances must be sufficiently secure to control the leakage of grain or dust during transport from the point of discharge through to the point of processing. For example, approved sealed containers or roll-over tarp trucks.
- Grain must be transported along approved routes that have been assessed by the department and tracked from the point of arrival to final release from biosecurity control. All grain movements must be reported to the department and grain weight reconciliations undertaken.
- Imported grain must be stored and processed while subject to biosecurity control in a facility covered by an approved arrangement (approved arrangement site). Storage and processing of imported grain must also be managed in accordance with the approved arrangement, including to contain spills and manage associated biosecurity concerns.
- A department-approved Site Operations Manual must be in place for the approved arrangement site outlining the processes for managing the grain within the confines of the approved arrangement site. Approval of the site is only given if department requirements are met at desk and site audit.
- The assessment of the approved arrangement site and the transport route considers a range of factors relevant to the management of biosecurity risk including proximity to agricultural production, potential hosts (animal and plant) and transport routes (especially passage through agricultural areas).
- Processing and treatment of imported grain must be undertaken with specific time and temperature requirements to further reduce the biosecurity risks before release from biosecurity control.
- Associated waste must be disposed of according to departmental requirements and in accordance with an approved arrangement, such as deep burial, high temperature incineration or autoclave.
- The importer must have emergency action plans in place to manage spillage or any other possible incidents on the import pathway.
- Imported grain must not be diverted to any location or used for any other purpose than that stated on the import permit.
- Verification inspections to assess biosecurity risk will be undertaken by a biosecurity officer during discharge at each port; on completion of discharge at each port; during receipt and out loading from each approved arrangement site and following decontamination at each approved arrangement site.
- When the import process has been completed, the storage and processing facilities must undertake comprehensive department-approved decommissioning processes prior to re-commencing normal operations.

Note: Refer to Attachment 1: [Bulk grain import pathway showing critical control points for management of biosecurity risk](#) for a visual representation of the import pathway for imported grain.

Compliance with this guideline will be verified by biosecurity officers from the port of entry to the point of release at AAs. Non-compliance may result in:

- the refusal of permission to discharge
- The application of additional biosecurity measures, corrective actions and heightened departmental supervision applied along the import pathway.

Serious non-compliances by an importer or a biosecurity participant may result in:

- Suspension or revocation of import permits and approved arrangements

or

- Enforcement action including civil or criminal prosecution.

Surveillance for pests of biosecurity concern at the port precinct, along the transport route and at the AA sites will be undertaken by the department as part of the [National Border Surveillance Program](#).

Legislative framework

The following table outlines the specific sections of *the Biosecurity Act 2015* (the Act) that applies to the assessment and management of imported grain.

Relevant section of the <i>Biosecurity Act 2015</i> :	How it applies
Section 119: Goods brought into Australian territory are subject to biosecurity control	The goods become subject to biosecurity control when the ship carrying the goods enters Australian territory.
Section 123: Biosecurity risk assessment powers	Sets out powers that may be exercised for the purpose of assessing the level of biosecurity risk associated with goods that are subject to biosecurity control.
Section 124: Direction to secure goods	A biosecurity officer may direct a person in charge of the goods to secure the goods in a manner specified by the biosecurity officer.
Section 125: Inspecting goods and taking samples	Sets out powers of a biosecurity officer in relation to inspecting goods and taking samples.
Section 126: Asking questions about goods	A biosecurity officer may require a person who the biosecurity officer suspects, on reasonable grounds, has information in relation to the goods to answer questions, or provide information in writing, in relation to the goods.
Section 127: Requiring documents relating to goods to be produced	A biosecurity officer may require a person who the biosecurity officer suspects, on reasonable grounds, has the custody or control of documents in relation to the goods to produce to the biosecurity officer such of those documents as are specified by the biosecurity officer.
Section 128: Movement of goods	Sets out powers of a biosecurity officer in relation to movement of goods.
Section 131: Biosecurity measures may be required in relation to goods	If a biosecurity officer suspects, on reasonable grounds, that the level of biosecurity risk associated with goods that are subject to biosecurity control is unacceptable, a biosecurity officer may require biosecurity measures to be taken in relation to the goods.

Relevant section of the <i>Biosecurity Act 2015</i> :	How it applies
Section 132: Movement of goods	Sets out powers of a biosecurity officer in relation to movement of goods if a biosecurity officer suspects, on reasonable grounds, that the level of biosecurity risk associated with goods that are subject to biosecurity control is unacceptable.
Section 133: Treatment of goods	A biosecurity officer may require the goods to be treated in a manner specified by the biosecurity officer.
Section 138: Powers of biosecurity officer if biosecurity measures are required	Sets out powers if a biosecurity officer requires a biosecurity measure to be taken in relation to goods under section 132 (movement), section 133 (treatment), section 136 (destruction) or a regulation made for the purposes of section 137.
Section 162: When goods brought into Australian territory are released from biosecurity control	Sets out the different conditions as to when goods subject to biosecurity control are released from biosecurity control.
Section 406: the approval of proposed arrangements	The Director of Biosecurity may approve a proposed arrangement that provides for the person to carry out specified activities to manage biosecurity risk

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this guideline.

Role	Responsibility
Assessment Services Group	<ul style="list-style-type: none"> Issuing directions for inspection of consignment (or otherwise if not compliant)
BIP	<ul style="list-style-type: none"> To manage the biosecurity risks associated with the imported grain To manage the biosecurity risks associated with the biosecurity waste generated through the discharge, transport, storage and processing of waste
Biosecurity officers	<ul style="list-style-type: none"> Liaising with the person in charge and organising inspections in accordance with the department inspection schedule. Responsible for inspecting bulk consignments of grain and giving permission to discharge from the ships hold. Advising the ship's crew, stevedores and port operator of the assessment and management requirements. Performing verification activities during the onshore management of imported grain consignments

Role	Responsibility
BCNCC	<ul style="list-style-type: none"> • Overseeing the assessment and management of each imported grain consignment. • Assessing the documentation for bulk grain ship consignments and creating ship inspection schedules. • Issuing Department of Agriculture and Water Resources (DAWR) grain inspection schedules to regional ports.
Driver of conveyance	<ul style="list-style-type: none"> • Responsible for ensuring conveyances meet the department's standards
Operational Science Services (OSS)	<ul style="list-style-type: none"> • Identifies pests and diseases collected and submitted by Biosecurity Officers • Undertakes pest surveillance activities at the Port
Person in charge PIC	<ul style="list-style-type: none"> • Complying with the import permit conditions including the approved activities outlined in the PMS e.g. <ul style="list-style-type: none"> ○ Discharge and port operations ○ Secure transport arrangements ○ Approved Arrangements for storage and processing • Contacting the department to confirm ship arrival time • Providing ship and consignment documentation for assessment
Plant Import Operations (PIO)	<ul style="list-style-type: none"> • Develop the operational policy for the management of imported grain • Develop import conditions for imported grain • Assess and issue import permits for imported grain • Brief Departmental Executive and the Minister's office as appropriate
Port Operator	<ul style="list-style-type: none"> • Supervision of ship discharge and movement into storage, including verification that conveyances meet department's standards prior to movement from the port • Responsible for cleaning the port area and grain handling equipment post-discharge
Ship's master	<ul style="list-style-type: none"> • Responsible for opening ships holds • Responsible for discharging the consignment from the ship
Transport Operator	<ul style="list-style-type: none"> • Responsible for ensuring conveyances used to transport imported grain meet the department's standards. • Making their drivers aware of the requirements for transporting importing grains.

Document Assessment

The following table outlines the process for assessment of consignment and ship documentation of import grain consignments.

Stage	What happens	Responsible party						
1.	To enable scheduling, documents required by the import permit and the completed <i>Imported bulk grain pre-arrival information</i> document are provided to the BCNCC at least ten working days prior to the estimated arrival time at the first port to enable scheduling.	Import permit holder						
2.	Documents are assessed for compliance with the import permit requirements and the department's documentary policies including the Minimum Documentary and Import Declaration Requirements Policy . <table border="1" data-bbox="320 707 1166 927"> <thead> <tr> <th>When the documents are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>not compliant</td> <td>contact PIO</td> </tr> <tr> <td>compliant</td> <td>continue to stage 3</td> </tr> </tbody> </table>	When the documents are...	Then...	not compliant	contact PIO	compliant	continue to stage 3	BCNCC
When the documents are...	Then...							
not compliant	contact PIO							
compliant	continue to stage 3							
3.	A bulk grain inspection schedule is created and forwarded to the import permit holder and to the regional department offices responsible for the discharge ports for that consignment. Note: it is the Import Permit holder's responsibility to notify the department in writing of any changes to the schedule (including, but not limited to changes to dates of arrival, quantities to be discharged, and/or ports of discharge).	BCNCC						
4.	AAs and transport operators are advised of the arrival time and inspection schedule.	Import permit holder						
5.	Refer to the bulk grain inspection schedule and direct the consignment for inspection.	ASG						

On-ship inspection and discharge

It is the importer's responsibility to provide a safe work environment for biosecurity officers. Biosecurity officers will not enter ship holds under any circumstances. The safety of the biosecurity officer is of paramount importance, particularly when working around the edges of the ship holds. The importer must ensure that a barrier is provided that will prevent falls into the hold. The barrier must be:

- higher than the biosecurity officers' centre of mass (usually waist height)
- high enough to prevent the biosecurity officer falling into the hold while collecting samples.

The following table outlines the process for inspecting grain prior to granting permission to discharge from a ship.

Stage	What happens	Responsible party						
1.	<p>The deck, hatch covers and hatch coamings are inspected for BRM.</p> <table border="1"> <thead> <tr> <th>When...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>BRM is detected</td> <td> <ul style="list-style-type: none"> samples are submitted to OSS for identification PIC and BCNCC are notified <p>Note: BCNCC to liaise with PIO regarding follow-up action</p> </td> </tr> <tr> <td>BRM is not detected</td> <td>Continue to stage 2</td> </tr> </tbody> </table>	When...	Then...	BRM is detected	<ul style="list-style-type: none"> samples are submitted to OSS for identification PIC and BCNCC are notified <p>Note: BCNCC to liaise with PIO regarding follow-up action</p>	BRM is not detected	Continue to stage 2	Biosecurity Officer
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BRM is not detected	Continue to stage 2							
2.	Hatch covers are removed and locked out.	Ship's master						
3.	Freedom from hazardous gases certificate from a licensed fumigator or industrial chemist are issued to the Biosecurity Officer immediately prior to inspection.	PIC						
4.	<p>Each hold is inspected.</p> <p>Note: All holds are inspected at the first port of call.</p> <table border="1"> <thead> <tr> <th>When...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>BRM is detected</td> <td> <ul style="list-style-type: none"> samples are submitted to OSS for identification PIC and BCNCC are notified <p>Note: BCNCC to liaise with PIO regarding follow-up action</p> <p>Note: Permission to discharge may not be granted if pests of biosecurity concern are detected. If the consignment cannot be effectively treated it may be exported.</p> </td> </tr> <tr> <td>the consignment is free of live pests and BRM</td> <td> <ul style="list-style-type: none"> permission is given to discharge the grain the importer is given a direction to move the grain to a Class 2.7 or 3.1 AA site listed on the import permit continue to stage 5 </td> </tr> </tbody> </table>	When...	Then...	BRM is detected	<ul style="list-style-type: none"> samples are submitted to OSS for identification PIC and BCNCC are notified <p>Note: BCNCC to liaise with PIO regarding follow-up action</p> <p>Note: Permission to discharge may not be granted if pests of biosecurity concern are detected. If the consignment cannot be effectively treated it may be exported.</p>	the consignment is free of live pests and BRM	<ul style="list-style-type: none"> permission is given to discharge the grain the importer is given a direction to move the grain to a Class 2.7 or 3.1 AA site listed on the import permit continue to stage 5 	Biosecurity Officer
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Stage	What happens	Responsible party						
5.	<p>The method of moving grain from discharge into storage is determined.</p> <p>Note: The area between the hold and the discharge point must be covered (e.g. using a tarpaulin) to reduce spillage into the water and or wharf during discharge.</p> <table border="1" data-bbox="320 443 1166 730"> <thead> <tr> <th data-bbox="320 443 596 539">When the grain is discharged into a...</th> <th data-bbox="596 443 1166 539">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 539 596 600">conveyance</td> <td data-bbox="596 539 1166 600"> <ul style="list-style-type: none"> continue to stage 6 </td> </tr> <tr> <td data-bbox="320 600 596 730">hopper and conveyed directly into storage</td> <td data-bbox="596 600 1166 730"> <ul style="list-style-type: none"> continue to stage 7 </td> </tr> </tbody> </table>	When the grain is discharged into a...	Then...	conveyance	<ul style="list-style-type: none"> continue to stage 6 	hopper and conveyed directly into storage	<ul style="list-style-type: none"> continue to stage 7 	Port Operator/PIC
When the grain is discharged into a...	Then...							
conveyance	<ul style="list-style-type: none"> continue to stage 6 							
hopper and conveyed directly into storage	<ul style="list-style-type: none"> continue to stage 7 							
6.	<p>Each conveyance is inspected prior to use to verify it complies with the department's <i>Conveyance Standards for Imported Bulk Grain</i></p> <table border="1" data-bbox="320 831 1166 1420"> <thead> <tr> <th data-bbox="320 831 596 927">When the conveyance is...</th> <th data-bbox="596 831 1166 927">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 927 596 1144">compliant</td> <td data-bbox="596 927 1166 1144"> <p>the grain is discharged from the ship into the conveyance.</p> <p>Note: grain trailers must have at least 30cm of freeboard below the top of trailer sides or below the base of any hungry boards.</p> </td> </tr> <tr> <td data-bbox="320 1144 596 1420">not compliant</td> <td data-bbox="596 1144 1166 1420"> <p>the conveyance is not approved for use.</p> <p>The importer must either</p> <ul style="list-style-type: none"> rectify the issue and then have the conveyance re-inspected or use another compliant conveyance </td> </tr> </tbody> </table>	When the conveyance is...	Then...	compliant	<p>the grain is discharged from the ship into the conveyance.</p> <p>Note: grain trailers must have at least 30cm of freeboard below the top of trailer sides or below the base of any hungry boards.</p>	not compliant	<p>the conveyance is not approved for use.</p> <p>The importer must either</p> <ul style="list-style-type: none"> rectify the issue and then have the conveyance re-inspected or use another compliant conveyance 	Port Operator/PIC
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not compliant	<p>the conveyance is not approved for use.</p> <p>The importer must either</p> <ul style="list-style-type: none"> rectify the issue and then have the conveyance re-inspected or use another compliant conveyance 							
7.	<p>Spillages are cleaned as they occur with collected material either disposed of as biosecurity waste or re-introduced into the pathway for processing. Weight of biosecurity waste is measured and recorded in the <i>Bulk Grain Weight Reconciliation Spreadsheet</i>.</p> <p>Note: Biosecurity waste must be transported and disposed of by a department approved provider.</p> <p>Note: <i>Bulk grain weight reconciliation spreadsheet</i> is to be completed and emailed to PIO on a daily basis bulkgrain@agriculture.gov.au.</p>	Port Operator / PIC / BIP						

Stage	What happens	Responsible party
8.	<p>On completion of discharge:</p> <ul style="list-style-type: none"> all equipment and port areas contaminated with grain and any material derived from the imported grain are cleaned collected material is disposed of as biosecurity waste weight of biosecurity waste is measured and recorded in the bulk grain weight reconciliation spreadsheet. <p>Important:</p> <ul style="list-style-type: none"> Biosecurity waste must be transported and disposed of by a department-approved provider. Bulk grain weight reconciliation spreadsheet is to be completed and emailed to PIO on a daily basis (bulkgrain@agriculture.gov.au). 	PIC/Port Operator
9.	The BCNCC is notified when discharge and cleaning has been completed.	PIC/Port Operator

Transport of imported grain

Transport of imported grain can occur:

- within the port precinct*, from the point of discharge to an AA site within the port precinct
- outside the port precinct*, from the boundary of the port to an AA site, or between AA sites outside of the port precinct

Note: All conveyances used to transport imported grain must comply with the department's [Conveyance Standards for Imported Bulk Grain](#).

The following table outlines the process for transporting imported bulk grain to an AA site for storage or processing.

Stage	What happens	Responsible party						
1.	<p>The delivery location is determined.</p> <table border="1"> <thead> <tr> <th>When the delivery location is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>within the port precinct</td> <td> <ul style="list-style-type: none"> go to stage 2 </td> </tr> <tr> <td>outside the port precinct</td> <td> <ul style="list-style-type: none"> go to stage 3 </td> </tr> </tbody> </table>	When the delivery location is...	Then...	within the port precinct	<ul style="list-style-type: none"> go to stage 2 	outside the port precinct	<ul style="list-style-type: none"> go to stage 3 	PIC/Transport Operator/Driver of conveyance
When the delivery location is...	Then...							
within the port precinct	<ul style="list-style-type: none"> go to stage 2 							
outside the port precinct	<ul style="list-style-type: none"> go to stage 3 							

Stage	What happens	Responsible party						
2.	<p>The loaded conveyance is secured and cleaned for transport within the port precinct.</p> <table border="1"> <thead> <tr> <th data-bbox="320 297 568 394">When the conveyance is a...</th> <th data-bbox="571 297 1082 394">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 398 568 689">road vehicle with a grain trailer</td> <td data-bbox="571 398 1082 689"> <ul style="list-style-type: none"> • tarpaulins are securely fastened to all edges of the trailer • the tailgate and discharge chute are secured and checked for leaks • exterior of conveyance to be cleaned prior to departure • go to stage 4 </td> </tr> <tr> <td data-bbox="320 694 568 902">road vehicle with a tanker</td> <td data-bbox="571 694 1082 902"> <ul style="list-style-type: none"> • openings are secured and checked for leaks • exterior of conveyance to be cleaned prior to departure • go to stage 4 </td> </tr> </tbody> </table>	When the conveyance is a...	Then...	road vehicle with a grain trailer	<ul style="list-style-type: none"> • tarpaulins are securely fastened to all edges of the trailer • the tailgate and discharge chute are secured and checked for leaks • exterior of conveyance to be cleaned prior to departure • go to stage 4 	road vehicle with a tanker	<ul style="list-style-type: none"> • openings are secured and checked for leaks • exterior of conveyance to be cleaned prior to departure • go to stage 4 	PIC/Transport Operator/Driver of conveyance
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road vehicle with a grain trailer	<ul style="list-style-type: none"> • tarpaulins are securely fastened to all edges of the trailer • the tailgate and discharge chute are secured and checked for leaks • exterior of conveyance to be cleaned prior to departure • go to stage 4 							
road vehicle with a tanker	<ul style="list-style-type: none"> • openings are secured and checked for leaks • exterior of conveyance to be cleaned prior to departure • go to stage 4 							

3.	<p>The loaded conveyance is secured and cleaned for transport outside the port precinct.</p> <table border="1"> <thead> <tr> <th data-bbox="320 230 568 327">When the conveyance is a...</th> <th data-bbox="568 230 1082 327">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 327 568 992">road vehicle with a grain trailer</td> <td data-bbox="568 327 1082 992"> <ul style="list-style-type: none"> the load level is checked to ensure a freeboard of at least 30cm below the top of truck sides (or below the base of any hungry boards) uneven loads are levelled tarpaulins are securely fastened to all edges of the trailer all openings are secured grain locks are applied latches on the discharge chute and tailgate are locked tamper evident seals are applied to the tailgate and discharge chute the trailer is checked for leaks the exterior of the conveyance is cleaned </td> </tr> <tr> <td data-bbox="320 992 568 1368">Road tanker</td> <td data-bbox="568 992 1082 1368"> <ul style="list-style-type: none"> all openings are secured latches on discharge chute are locked tamper evident seals are applied to all openings of the conveyance the tanker is checked for leaks exterior of conveyance to be cleaned prior to departure from the point of discharge </td> </tr> <tr> <td data-bbox="320 1368 568 1677">Container</td> <td data-bbox="568 1368 1082 1677"> <ul style="list-style-type: none"> all openings are secured latches on openings are locked tamper evident seals are applied to all openings the container is checked for leaks the exterior of the conveyance is cleaned </td> </tr> <tr> <td data-bbox="320 1677 568 1980">Rail wagon</td> <td data-bbox="568 1677 1082 1980"> <ul style="list-style-type: none"> all openings are secured latches are locked tamper evident seals are applied to all openings the wagon is checked for leaks exterior of conveyance to be cleaned prior to departure </td> </tr> </tbody> </table>	When the conveyance is a...	Then...	road vehicle with a grain trailer	<ul style="list-style-type: none"> the load level is checked to ensure a freeboard of at least 30cm below the top of truck sides (or below the base of any hungry boards) uneven loads are levelled tarpaulins are securely fastened to all edges of the trailer all openings are secured grain locks are applied latches on the discharge chute and tailgate are locked tamper evident seals are applied to the tailgate and discharge chute the trailer is checked for leaks the exterior of the conveyance is cleaned 	Road tanker	<ul style="list-style-type: none"> all openings are secured latches on discharge chute are locked tamper evident seals are applied to all openings of the conveyance the tanker is checked for leaks exterior of conveyance to be cleaned prior to departure from the point of discharge 	Container	<ul style="list-style-type: none"> all openings are secured latches on openings are locked tamper evident seals are applied to all openings the container is checked for leaks the exterior of the conveyance is cleaned 	Rail wagon	<ul style="list-style-type: none"> all openings are secured latches are locked tamper evident seals are applied to all openings the wagon is checked for leaks exterior of conveyance to be cleaned prior to departure 	PIC/Transport Operator/Driver of conveyance
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Stage	What happens	Responsible party
	Note: these standards may be modified to take into account particular biosecurity risks associated with specific imports, and locations and may include specific hours of operation and speed limits and routes of transport. Any changes will be included in the permit conditions.	
4.	An <i>Imported Bulk Grain Delivery Form</i> is completed and carried with the driver to the AA site; where weights are recorded the <i>Bulk grain weight reconciliation spreadsheet</i> is completed. Note: <i>Bulk grain weight reconciliation spreadsheet</i> is to be completed and emailed to PIO on a daily basis bulkgrain@agriculture.gov.au .	Driver of conveyance/PIC
5.	The AA site is notified of the estimated arrival time.	Driver of conveyance/PIC
6.	The grain is transported directly to the AA site via a department-approved transportation route as articulated in the PMS. Important: During road transport outside of the port precinct, satellite-tracking devices must be used.	Transport Operator/Driver of conveyance
7.	In the event of a spill or accident during transport refer to section: Bulk Grain Recovery Procedures	Driver of conveyance/Transport Operator
8.	Grain is received and discharged at a Class 2.7 or 3.1 AA site. Refer to section: Storage of imported grain or Processing of imported bulk grain	Driver of conveyance/PIC

Stage	What happens	Responsible party						
6.	After the discharge of the load at the AA site, conveyances are cleaned and/or secured.	PIC/Transport Operator/Driver of conveyance						
	<table border="1"> <thead> <tr> <th>When the conveyance is to be...</th> <th>Then prior to leaving the AA site...</th> </tr> </thead> <tbody> <tr> <td>secured overnight at the AA site or the port OR delivering another load that day</td> <td> <ul style="list-style-type: none"> tarpaulins are securely fastened to all edges of the trailer (for road only) openings are secured the exterior of the conveyance is cleaned to remove grain residues </td> </tr> <tr> <td>stored outside the port or AA site OR used to carry domestic goods</td> <td> <ul style="list-style-type: none"> the interior and exterior of the conveyance is cleaned to remove any residues </td> </tr> </tbody> </table>		When the conveyance is to be...	Then prior to leaving the AA site...	secured overnight at the AA site or the port OR delivering another load that day	<ul style="list-style-type: none"> tarpaulins are securely fastened to all edges of the trailer (for road only) openings are secured the exterior of the conveyance is cleaned to remove grain residues 	stored outside the port or AA site OR used to carry domestic goods	<ul style="list-style-type: none"> the interior and exterior of the conveyance is cleaned to remove any residues
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Storage of imported grain

Imported grain may be transported to an intermediary storage facility (Class 2.7 AA site) prior to being transported to a processing facility (Class 3.1 AA site).

Important: Imported grain must be handled in accordance with the Class 2.7 AA conditions.

The following table outlines the processes for receiving, storing and out loading imported grain.

Stage	What happens	Responsible party
1.	The BCNCC is provided with a schedule of receival activities.	BIP

2.	<p>The conveyance delivering imported grain is inspected for compliance with the department's <i>Conveyance Standards for Imported Bulk Grain</i>.</p> <table border="1" data-bbox="320 248 1091 752"> <thead> <tr> <th data-bbox="320 248 571 344">When the conveyance is...</th> <th data-bbox="571 248 1091 344">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 344 571 405">compliant</td> <td data-bbox="571 344 1091 405"> <ul style="list-style-type: none"> • proceed to Stage 3 </td> </tr> <tr> <td data-bbox="320 405 571 752">non-compliant</td> <td data-bbox="571 405 1091 752"> <ul style="list-style-type: none"> • inform the BCNCC of <ul style="list-style-type: none"> ○ the nature of the non-compliance ○ the details of the conveyance. • continue to Stage 3. <p>Note: Details of non-compliance are supplied to PIO, who will advise BCNCC of any required corrective actions.</p> </td> </tr> </tbody> </table>	When the conveyance is...	Then...	compliant	<ul style="list-style-type: none"> • proceed to Stage 3 	non-compliant	<ul style="list-style-type: none"> • inform the BCNCC of <ul style="list-style-type: none"> ○ the nature of the non-compliance ○ the details of the conveyance. • continue to Stage 3. <p>Note: Details of non-compliance are supplied to PIO, who will advise BCNCC of any required corrective actions.</p>	BIP/Driver of conveyance
When the conveyance is...	Then...							
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3.	<p>Delivery details are recorded.</p> <table border="1" data-bbox="320 819 1091 1335"> <thead> <tr> <th data-bbox="320 819 571 958">When the receiving AA site is...</th> <th data-bbox="571 819 1091 958">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 958 571 1081">within the port precinct</td> <td data-bbox="571 958 1091 1081"> <ul style="list-style-type: none"> • delivery weights are measured and recorded on the <i>Bulk grain weight reconciliation spreadsheet</i>. </td> </tr> <tr> <td data-bbox="320 1081 571 1335">outside the port precinct</td> <td data-bbox="571 1081 1091 1335"> <ul style="list-style-type: none"> • the tamper evident seals are verified • delivery weights are measured and recorded on the <i>Bulk grain weight reconciliation spreadsheet</i>. • the <i>Imported Bulk Grain Delivery record</i> is completed. </td> </tr> </tbody> </table>	When the receiving AA site is...	Then...	within the port precinct	<ul style="list-style-type: none"> • delivery weights are measured and recorded on the <i>Bulk grain weight reconciliation spreadsheet</i>. 	outside the port precinct	<ul style="list-style-type: none"> • the tamper evident seals are verified • delivery weights are measured and recorded on the <i>Bulk grain weight reconciliation spreadsheet</i>. • the <i>Imported Bulk Grain Delivery record</i> is completed. 	BIP/Driver of conveyance
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4.	<p>The sending party is notified on receipt of each delivery of imported grain.</p>	BIP						
5.	<p>The grain is unloaded into a designated grain intake and transferred into dedicated storage areas until required for outloading.</p> <p>Note: The AA site must have dust control systems in place.</p>	BIP/Driver of conveyance						

6.	Grain is inspected for live pests during receipt.	BIP						
	<table border="1"> <thead> <tr> <th>When live pests or vertebrate animal material...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>are detected</td> <td> <ul style="list-style-type: none"> discharge from the vessel is immediately ceased the BCNCC is notified of the detection <p>Note: Details of the detection are supplied to PIO, who will advise BCNCC if discharge can recommence and of any required corrective actions.</p> </td> </tr> <tr> <td>are not detected</td> <td>continue to stage 7.</td> </tr> </tbody> </table>	When live pests or vertebrate animal material...	Then...	are detected	<ul style="list-style-type: none"> discharge from the vessel is immediately ceased the BCNCC is notified of the detection <p>Note: Details of the detection are supplied to PIO, who will advise BCNCC if discharge can recommence and of any required corrective actions.</p>	are not detected	continue to stage 7.	
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are not detected	continue to stage 7.							
7.	The BCNCC is provided with a schedule of outloading activities.	BIP						
8.	Grain is outloaded into conveyances meeting the department's <i>Conveyance Standards for Imported Bulk Grain</i> . Refer to section: Transport of imported grain	BIP						
9.	Screenings, dust, spillages and residue generated at the AA site during operations and at outloading is contained and either disposed of as biosecurity waste or re-introduced into the pathway. Weight of biosecurity waste is measured and recorded in the <i>Bulk Grain Weight Reconciliation Spreadsheet</i> . Note: The AA site must have an effective hygiene and pest control program in place. Note: <i>Bulk grain weight reconciliation spreadsheet</i> is to be completed and emailed to PIO on a daily basis bulkgrain@agriculture.gov.au .	BIP						
10.	On completion of outloading, the surrounding area and equipment are cleaned with collected material disposed of as biosecurity waste. Weight of biosecurity waste is measured and recorded in the <i>Bulk Grain Weight Reconciliation Spreadsheet</i> . Note: <i>Bulk grain weight reconciliation spreadsheet</i> is to be completed and emailed to PIO on a daily basis bulkgrain@agriculture.gov.au .	BIP						
11.	Biosecurity areas (including grain handling equipment) are decontaminated prior to use with domestic grain.	BIP						
12.	The BCNCC is notified when decontamination has been completed. Note: Written departmental approval is required prior to handling domestic grain.	BIP						

Processing of imported bulk grain

Grain may be transported to a processing facility (Class 3.1 AA site) directly from the port or from an intermediary storage facility (Class 2.7 AA site); or grain by-products still subject to biosecurity control may be transported from a processing facility (Class 3.1 AA site) to another processing facility (Class 3.1 AA site).

Important: Imported grain or grain by-products still subject to biosecurity control must be handled and processed in accordance with the Class 3.1 AA conditions and import permit conditions.

The following table outlines the process for receiving, storing and processing imported grain or grain by-products still subject to biosecurity control.

Stage	What happens	Responsible party						
1.	The department is provided with a schedule of receival activities.	BIP						
2.	<p>The conveyance delivering imported grain is inspected for compliance with the department's <i>Conveyance Standards for Imported Bulk Grain</i> or grain by-products still subject to biosecurity control are inspected for compliance with the department-approved SOM</p> <table border="1"> <thead> <tr> <th>When the conveyance is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant</td> <td> <ul style="list-style-type: none"> proceed to Stage 3 </td> </tr> <tr> <td>non-compliant</td> <td> <ul style="list-style-type: none"> inform the BCNCC of the nature of the non-compliance and the details of the conveyance. proceed to Stage 3 <p>Note: Details of non-compliance are supplied to PIO. PIO will advise BCNCC of any required corrective actions</p> </td> </tr> </tbody> </table>	When the conveyance is...	Then...	compliant	<ul style="list-style-type: none"> proceed to Stage 3 	non-compliant	<ul style="list-style-type: none"> inform the BCNCC of the nature of the non-compliance and the details of the conveyance. proceed to Stage 3 <p>Note: Details of non-compliance are supplied to PIO. PIO will advise BCNCC of any required corrective actions</p>	BIP / Driver of conveyance
When the conveyance is...	Then...							
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3.	<p>Delivery weights are measured and recorded on the <i>Bulk grain weight reconciliation spreadsheet</i>, tamper evident seals are verified and the <i>Imported Bulk Grain Delivery record</i> is completed.</p> <p>Note: <i>Bulk grain weight reconciliation spreadsheet</i> is to be completed and emailed to PIO on a daily basis bulkgrain@agriculture.gov.au.</p>	BIP/Driver of conveyance						
4.	The sending party is notified on receipt of each delivery of imported grain or grain by-products still subject to biosecurity control.	BIP						
5.	<p>The imported grain or grain by-products still subject to biosecurity control is/are unloaded into a designated grain intake and transferred into dedicated storage areas until required for processing.</p> <p>Note: The AA site must have dust control systems in place.</p>	BIP/Driver of conveyance						

Stage	What happens	Responsible party						
6.	The imported grain or grain by-products still subject to biosecurity control is/are processed in accordance with import permit conditions to mitigate the biosecurity risk.	BIP						
7.	<table border="1"> <thead> <tr> <th>When monitoring indicates...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>failure to meet the processing requirements (including the presence of whole grain and weeds)</td> <td> <ul style="list-style-type: none"> processing is ceased inform the BCNCC re-treat the product or dispose of as biosecurity waste </td> </tr> <tr> <td>processing meets import permit conditions</td> <td> <ul style="list-style-type: none"> relevant grain processing records are completed stating that the conditions of the applicable import permit and the approved arrangement site operations manual have been met. processed imported grain is released from biosecurity control </td> </tr> </tbody> </table>	When monitoring indicates...	Then...	failure to meet the processing requirements (including the presence of whole grain and weeds)	<ul style="list-style-type: none"> processing is ceased inform the BCNCC re-treat the product or dispose of as biosecurity waste 	processing meets import permit conditions	<ul style="list-style-type: none"> relevant grain processing records are completed stating that the conditions of the applicable import permit and the approved arrangement site operations manual have been met. processed imported grain is released from biosecurity control 	BIP
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8.	The department is provided with a schedule of out loading activities for grain by-products still subject to biosecurity control (if applicable).	BIP						
9.	<p>Biosecurity waste (e.g. screenings, dust, spillages, residues) generated at the AA site is contained and disposed of. Weight of biosecurity waste is measured and recorded in the <i>Bulk Grain Weight Reconciliation Spreadsheet</i>.</p> <p>Important: The AA site must have an effective hygiene and pest control program in place.</p> <p>Note: <i>Bulk grain weight reconciliation spreadsheet</i> is to be completed and emailed to PIO on a daily basis bulkgrain@agriculture.gov.au.</p>	BIP						
10.	Biosecurity areas (including handling equipment) are decontaminated prior to use with domestic grain.	BIP						
11.	<p>The BCNCC is notified when decontamination has been completed.</p> <p>Note: Written departmental approval is required prior to handling domestic grain.</p>	BIP						

Bulk grain recovery

The following table outlines the process for recovering grain in the event of an accident or breakdown to a vehicle transporting imported grain.

Stage	What happens	Responsible party						
1.	A conveyance transporting imported grain has an accident or breaks down resulting in either a spillage or the inability to transport grain to the AA site.	Driver of conveyance/ Transport Operator						
2.	The department-approved emergency procedure is initiated which includes: <ul style="list-style-type: none"> notifying the department In the event of a spillage, a clean-up crew will be dispatched with equipment appropriate to manage the extent of the spillage. 	Driver of conveyance/ Transport Operator/PIC						
4.	Any clean-up and follow-up action is coordinated by PIO and supervised by a Biosecurity Officer in the local region. Note: The department may require the application of a pre-emergent herbicide or removal of the top layer of contaminated soil.	PIO/Biosecurity Officer						
5.	Recovered grain and contaminated soil will be transported to an AA 2.7 or 3.1 or disposed of as biosecurity waste. Note: Weight of biosecurity waste is estimated and recorded in the <i>Bulk Grain Weight Reconciliation Spreadsheet</i> .	PIC/Transport Operator/ Driver of conveyance						
6.	Equipment used during the recovery is cleaned to remove grain residues.	PIC/Transport Operator/ Driver of conveyance						
7.	The need for surveillance and treatment of the site for exotic weeds or germinating grains is determined and carried out. <table border="1" data-bbox="316 1384 1078 1706"> <thead> <tr> <th>When surveillance...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>detects pests of concern</td> <td> <ul style="list-style-type: none"> a response will be coordinated by the department </td> </tr> <tr> <td>does not detect any pests of concern</td> <td> <ul style="list-style-type: none"> the recovery is considered effective </td> </tr> </tbody> </table>	When surveillance...	Then...	detects pests of concern	<ul style="list-style-type: none"> a response will be coordinated by the department 	does not detect any pests of concern	<ul style="list-style-type: none"> the recovery is considered effective 	PIO/OSS
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Record keeping

Records must be retained and presented on request from the department, in accordance with:

- AA conditions
- PMS requirements
- Department of Agriculture instructional material

Related material

The following related material is available on the department's website:

Reference: Conveyance Standards for Imported Bulk Grain

Reference: Imported Bulk Grain Delivery Record

Reference: Bulk grain weight reconciliation spreadsheet

Reference: Imported bulk grain pre-arrival information

Reference: Imported bulk grain Site Operation Manual requirements

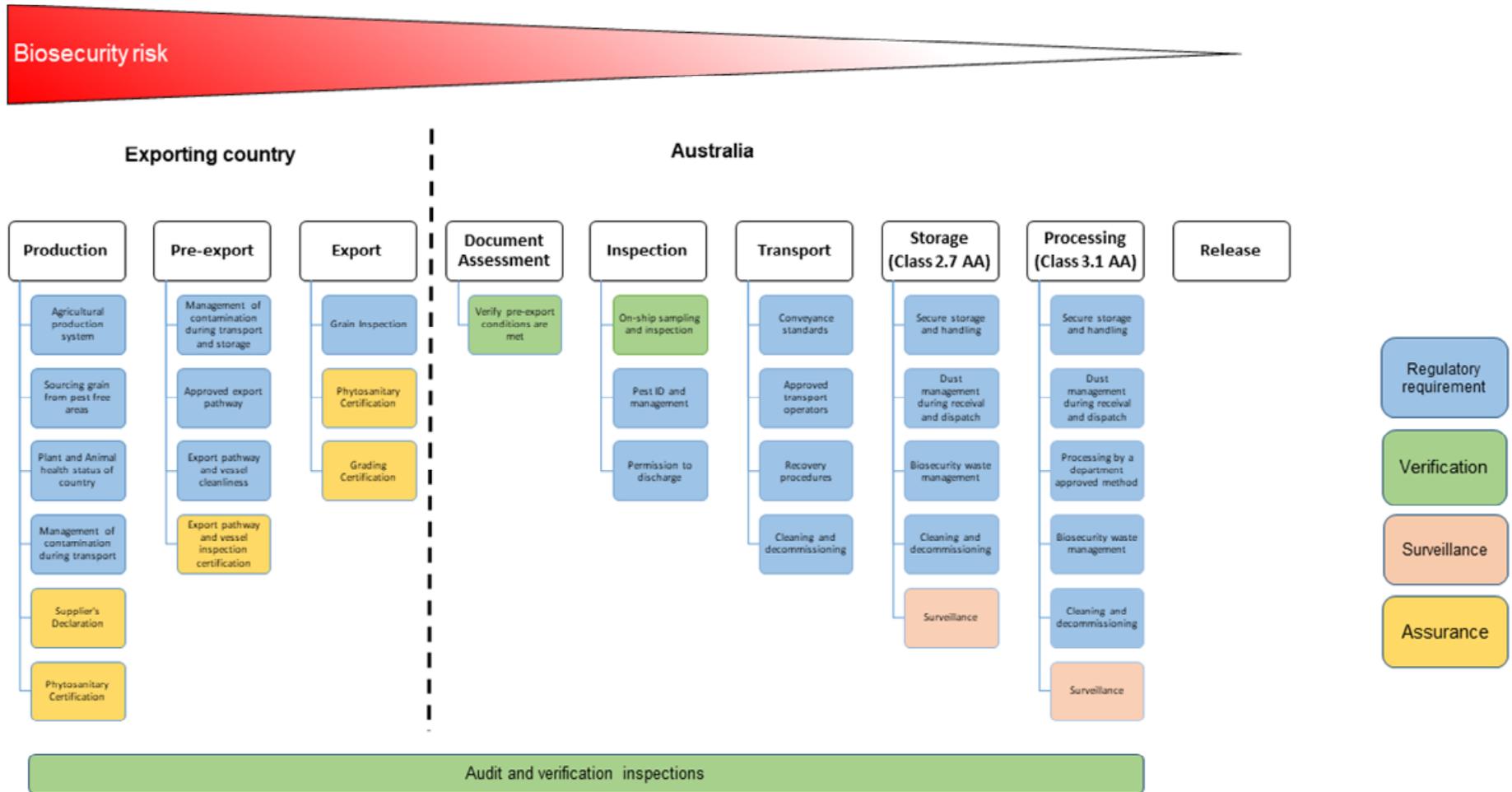
Reference: Imported Bulk grain Process Management System requirements

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1.1	18/02/2019	Second publication of this guideline.
1.2	06/06/2019	Update to policy statement.
1.3	31/07/2019	Update to storage processes.

Attachment 1: Bulk grain import pathway showing critical control points for management of biosecurity risk



This is a CONTROLLED document. Any documents appearing in paper form or offline are not controlled and should be checked against the web version prior to use.

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