



Official Assurance Programme: Definitions

16 November 2011

1.1 Definitions

Any term or expression that is defined in the Animal Products Act 1999, Animal Products (Ancillary and Transitional Provisions) Act 1999, or regulations made under those Acts and used but not defined in this CoP, has the same meaning as in those Acts or Regulations.

In this CoP, unless the context otherwise requires, the following definitions, abbreviations and interpretations are used:

the Act, or APA	the Animal Products Act 1999 unless otherwise stated
animal	any member of the animal kingdom, including: <ol style="list-style-type: none"> a. any mammal, bird (including hatching eggs), finfish, shellfish, reptile, amphibian, insect, or invertebrate b. any other creature or entity that is declared by the Minister by notice in the Gazette to be an animal for the purposes of this Act
Animal Imports and Exports Group	the section within MPI responsible for the development, negotiation and setting of, and adherence to Export Requirements for live animals and germplasm
authorised person	a person employed by MPI and designated by the Director-General of MPI under section 65 of the Act as an authorised person for the purpose of issuing official assurances under section 61 of the Act, and for withdrawing and reissuing official assurances under section 64 of the Act
authorised user	an approved veterinarian that has been given authority to access live animal export certificate templates to enable the signing of germplasm or poultry declarations
centre veterinarian	an approved veterinarian who is responsible for the day-to-day compliance of semen collection, processing and/or storage in accordance with this CoP and any relevant requirements
cleaning	the application of procedures that effectively remove surface and built-up dirt, as appropriate to the equipment/facility. These procedures may vary according to the nature of the equipment/facility they are applied to. Examples are: <ol style="list-style-type: none"> a. high-pressure hose and/or steam cleaning for concrete, steel, rubber and wooden surfaces associated with an isolation or germplasm collection facility b. hot water, detergents and/or abrasive cleaning agents for smooth work/interior surfaces in a laboratory or germplasm storage facility
closed out	the corrective action for a non-compliance(s) identified in an audit has been verified as successfully completed
competence	in relation to a person, means a demonstrated ability to apply that person's knowledge and skills

competent authority	the veterinary authority or other governmental authority of a country having the responsibility and competence for ensuring or supervising the implementation of animal health and welfare measures, international veterinary certification and other standards and guidelines
conflict of interest	where the duties or responsibilities of a person required by this CoP or under the Act could be improperly affected by some other interest or duty the person may have
consignment	one or a number of live animals, hatching eggs or germplasm, being moved from one country to another and covered, where required, by an official assurance
consolidated consignment	a consignment consisting of more than one lot of live animals, or germplasm, from different sources being exported under a single official assurance
custom collection	collection of semen from animals that are not permanently resident on the centre (compared with collection from animals that are permanently resident on the semen collection centre)
day-old poultry	the newly hatched (less than 72 hours old) offspring of a hatching egg of a chicken, turkey or duck
defined area	an area within a facility, which is clearly demarcated for a specific purpose
Director-General	this term generally applies to the Director-General of MPI and for the purposes of this document includes his/her authorised delegates namely: the Deputy Director-General; the Director Animals and Animal Products; Animal Imports and Exports Group Manager; or other MPI employees with delegated authority to exercise appropriate powers under the Animal Products Act 1999
disinfection	the application, after cleaning, of procedures intended to destroy agents of disease
dispensation	an exemption from a particular Export Requirement which is reflected in the issuing of a one-off official assurance
eligibility declaration	a document signed by an approved veterinarian that confirms the eligibility for export of any germplasm or day-old poultry or hatching eggs that requires an official assurance
eligibility document	a copy of an export certificate template with relevant sections completed, which is issued by a recognised person to an authorised person and which confirms information supporting the eligibility for export of any live animal (and germplasm where a germplasm declaration is not used) that requires an official assurance
embryo	the initial stage of development of a domestic animal, while it is transferable to a recipient dam

embryo team	a group of technicians, and including facilities related to their operations, under the supervision of an approved team veterinarian, competent to perform the collection/production, processing and storage of embryos/ova
embryo team veterinarian	An approved veterinarian who is responsible for the day-to-day compliance of embryo collection, processing and/or storage in accordance with this COP and any relevant requirements
entity	an organisation or person that is legally able to enter into a contract and possesses a separate existence for tax purposes. An example of an entity would be a company, corporation, partnership, or trust
equivalence	the situation where the sanitary measure(s) proposed by the exporting country, is negotiated and accepted by the importing country as an alternative to their requirement
export approved premises	any premises approved by the Director-General under the Animal Products (Export Approved Premises) Notice 2011 (including semen centres, embryo teams and hatcheries)
export certificate template	the template which is used to raise an official assurance as determined by the Director-General pursuant to section 62 of the Act. Once the export certificate template is completed, printed on security paper, numbered, signed and dated by an authorised person, and stamped with that authorised person's signatory seal, it becomes an official assurance
Export Requirements	the requirements, issued under section 60 of the Act which are specific to an identified overseas market(s) and related to the export of live animals and germplasm
exporter	a person or entity that is registered for the purpose of exporting animal products under the Act, unless exempt from registration
facility	buildings, laboratories, yards, paddocks, etc. associated with the export of live animals
farm of origin	the farm from which the animals originated immediately prior to entering quarantine or pre-export isolation, or prior to being exported
first-hand knowledge	knowledge by a person of facts or information which have been directly observed or verified by that person. It does not include knowledge based on what a person has been told by another
germplasm	semen, embryos, and ova of animals
germplasm declaration	a copy of an export certificate template with relevant sections completed, issued by an approved centre/team veterinarian to an authorised person and which confirms information supporting the eligibility for export of any germplasm that

	requires an official assurance
IETS	International Embryo Transfer Society
IETS Manual	the current edition of The IETS Manual of the International Embryo Transfer Society, which includes guidelines for general procedures for bovine embryo transfer. This can be found on the IETS website: http://www.iets.org/manual.htm
internal audit	managerial tool with its primary function being to measure and evaluate the adequacy and effectiveness of internal control systems
import permit	an official document that is issued by an importing country allowing the importation of live animals or germplasm which may or may not specify the import requirements
inventory	a system of control whereby an entity is able to satisfactorily demonstrate the identity, traceability and eligibility of live animals or germplasm through their records
isolation	keeping animals of the same export status separate from other animals of a different or unknown status
issue	(in relation to an official assurance) refers to the provision of the authorised person's signature and seal on an export certificate template to transform it into an official assurance
live animal and germplasm register	a record of the approval status of semen centres and embryo teams and hatcheries held by MPI
lot	a number of animals, or a collection of containers (e.g. straws, ampoules) containing semen/embryos
MPI	Ministry for Primary Industries
MPI website	http://www.mpi.govt.nz
MPI VS	Ministry for Primary Industries Verification Services Directorate (formerly NZFSA VA)
non-compliance	these are rated as follows: <ol style="list-style-type: none">critical non-compliancemajor non-complianceminor non-compliance <p>A critical non-compliance compromises the integrity of export certification</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none">negligencenon-disclosure of unfavourable test or examination resultssubstitution of animals or samplesfailure to keep essential recordsfalse certification and/or altered signature

- failure to declare a conflict of interest
- failure to rectify any major non-compliance(s) within the agreed timeframe

A major non-compliance is one that demonstrates a major failure in the operation of a documented procedure or a deficiency in veterinary science application. It may be a specific non-compliance or a system with multiple non-compliances having a cumulative effect. Major non-compliances may be created by escalation of outstanding issues from previous audits

A major non-compliance may compromise the integrity of the official assurance

Examples include but are not limited to:

- unsatisfactory submission of samples for testing
- major omission or inaccuracy in record-keeping

A minor non-compliance is one that does not represent a major failure of an operation or system but that does require correction

official assurance	a general statement to a foreign government, or an agent of a foreign government, attesting that certain conditions apply with respect to live animals or germplasm export. This includes, but is not limited to, statements regarding New Zealand's animal health status, the residency, isolation, health, testing, treatment and inspection status, and transportation of the commodity to be exported. Only authorised persons may issue an official assurance
official assurance verifier	a person recognised under section 103 of the Act to undertake official assurance verification relating to the export of live animals and germplasm (refer to recognised person)
official control	the control by a recognised person or authorised person
official veterinarian	a veterinarian authorised by the Veterinary Authority i.e. competent authority of the country to perform certain designated official tasks associated with animal health and/or public health and inspections of commodities and, when appropriate, to verify in conformity with the provisions of the chapters on "General obligations related to certification" and "Certification procedures" in the current version of the OIE <i>Code</i> (Veterinarians authorised or recognised under the Animal Products Act 1999 can be termed 'official veterinarians')
OIE	World Organisation for Animal Health (the name Office International des Epizooties was abolished in 2003; the acronym has been maintained)
OIE Code	the current edition of the <i>Terrestrial Animal Health Code</i> , which can be found on the OIE website:

<http://www.oie.int/international-standard-setting/terrestrial-code/access-online/>

The current edition of the *Aquatic Animal Health Code*, which can be found on the OIE website:

<http://www.oie.int/international-standard-setting/aquatic-code/access-online/>

OIE Manual

the current edition of The *OIE Manual of Diagnostic Tests and Vaccines for Terrestrial Animals* (mammals, birds and bees) for diseases listed in the *Code*. This can be found on the OIE website:

<http://www.oie.int/international-standard-setting/terrestrial-manual/access-online/>

The current edition of the *OIE Manual of Diagnostic Tests for Aquatic Animals*, which can be found on the OIE website:

<http://www.oie.int/international-standard-setting/aquatic-manual/access-online/>

operator

the person who has overall responsibility for a quarantine or pre-export isolation facility or export approved premise, its maintenance and operation

poultry

chickens, turkeys and ducks used for the production of meat or eggs for human consumption or for breeding these categories of birds. Other species of birds, and all birds that are kept in captivity for any reason other than those reasons referred to in the preceding sentence, including those that are kept for shows, races, exhibitions, competitions or for breeding or selling these categories of birds as well as pet birds, are not considered to be poultry

poultry declaration

a copy of an export certificate template with relevant sections completed, issued by an approved poultry veterinarian to an authorised person and which confirms information supporting the eligibility for export of any day-old poultry or hatching eggs that requires an official assurance

poultry farm

a demarcated premise in which breeding poultry comprising one or more flocks are housed in one or more houses. A poultry farm will have a single entrance for personnel and equipment, and for feed, and may include egg fumigation and storage facilities

poultry flock

a group of breeding poultry housed on a single poultry farm and managed as a single epidemiological unit. A flock may have a single health status in respect of the requirements of its intended export destinations

pre-entry isolation

a supervised facility where animals spend a specified period of time in 'isolation' or 'quarantine' immediately prior to entry into a germplasm facility

premises

the place where a live animal business is operated

quarantine	keeping animals under a level of biosecurity control that is expected to maintain their export eligibility status
recognised agency	in relation to any function or activity set out in this notice means a person or body recognised as an agency under section 103 of the Act for the purpose of performing specified functions and/or activities required for export certification of animals and germplasm to which this notice applies
recognised laboratory	a laboratory recognised by the Director-General under the Export Laboratory Programme http://www.mpi.govt.nz/regs/exports/animals/CoP/elp
recognised person	in relation to any function or activity set out in this notice means a person recognised under section 103 of the Act for the purpose of performing specified functions and/or activities relating to the export of live animals and germplasm to which this notice applies
security seal	a MPI seal, which is a uniquely marked device used for the purpose of detecting whether cages or containers containing live animals or germplasm have been tampered with once the official assurance has been issued
semen centre	an officially approved and supervised facility(s) where one or more of the following activities occurs: keeping animals, collecting semen, processing semen, and storing semen. A centre may have separate facilities on different sites
specifications	any specification issued under section 60 (2) of the Act
sterilisation	the procedure to free from living micro-organisms
supporting documentation	a document, provided by a person other than a recognised person, providing information to support the eligibility for export of any live animal or germplasm that requires an official assurance
team veterinarian	a veterinarian approved by the Director-General and who is responsible for supervision of the embryo team and the day-to-day compliance of the embryo team with this CoP
veterinarian	a veterinarian registered under the Veterinarians Act 2005
work manual	the documentation outlining the systems and procedures of a semen centre or embryo team to enable the export approved premises to meet the recommendations of the CoP

1.2 Interpretation of Export Requirements

Terms occurring in some export certificate templates and their interpretations are presented below. Where terms are defined otherwise in the supplementary notes to an export certificate template that definition takes precedence over the interpretation listed here.

after due enquiry / to the best of my knowledge and belief

Where declarations are taken to support 'due enquiry', a number of declarations may be required to satisfy an Export Requirement, depending on the depth of knowledge of the person providing the declaration. Declarations should be taken from appropriate persons and should relate to their first-hand knowledge of a situation, not their knowledge of another person's integrity.

area / premises / herd / individual animal disease status

Disease status may be required to be certified for area / premises / herd / individual animal. For further information, see 'clinically diagnosed', 'disease', 'disease-free region', 'evidence of contagious or infectious disease', 'free from veterinary/quarantine restrictions', 'freedom from disease', 'not been known to occur' and 'premises of origin'.

cleaning and disinfection

See definitions for 'cleaning' and 'disinfection' in section 1.1 Definitions.

For pre-export isolation/quarantine, poultry and germplasm collection facilities, MPI accepts the following surfaces as able to be cleaned and disinfected:

- wood and concrete surfaces, as long as they are in good condition (e.g. rotten wood and broken concrete surfaces are not able to be cleaned and disinfected)
- surfaces where aggregate (e.g. sand or bedding) is used and can be removed and replaced
- other surfaces (e.g. carpet), although not able to be effectively cleaned and disinfected, may be used if they can be easily removed.

clinically diagnosed

For a disease to be clinically diagnosed, it would usually be based on clinical evidence that could include one or more of the following: visual and physical veterinary examination of the animal, testing, post mortem, and health records. Declarations for this type of activity should include:

- type of examination/testing carried out
- date and place
- findings.

clinical evidence

evidence of clinical disease, which may include one or more of the following: visual examination, physical examination, tests, post mortem, health records

clinically free

free of clinical evidence of disease

Disease

'Disease' may be mentioned in the context of the following broad categories:

OIE diseases

These can be found in the Terrestrial Animal Health Code (Mammals, Birds and Bees). Export Requirements usually refer to specific diseases. The Animal Imports and Exports Group may be consulted for further information regarding these diseases.

specific diseases

These are specified in the Export Requirements. Their status should be established using the information under 'freedom from disease'.

notifiable diseases

These may be notifiable in New Zealand or in the importing country. They should be specified in the Export Requirements. Notifiable diseases in New Zealand are published under the current Biosecurity (Notifiable Organisms) Order on the MPI website.

general disease

This is often used in terms of assessing the fitness of an animal to travel (see 'fit to travel'). Where specific examinations are required, these will be stated in the Export Requirements.

disease-free region

The term 'region' is not definitive. It should either be defined in the supplementary notes to the Export Requirements or be part of an official disease control or eradication programme. Investigations for this type of claim should include the relevant enquiries from those listed under 'freedom from disease'.

equivalent health status

Any in-contact animals should be of the same certifiable disease status as those being certified; therefore, treatment and testing of the in-contact animals may be necessary. If the disease status of an animal or group of animals is unclear, they should not be mixed with another group until the disease status is clarified.

evidence of contagious or infectious disease

The diagnostic criteria may be specified in the Export Requirements. For some diseases, this may be solely laboratory confirmation of the disease. For others, a clinical veterinary examination may be required.

flock of origin

A group of poultry, which may be housed in more than one poultry house, from which day-old poultry or hatching eggs to be exported have been derived or had their primary source. The importing country may qualify the term of 'flock of origin' for a specified amount of time.

herd of origin

A group of animals, living and feeding together as an epidemiological unit, from which animals to be exported have been derived or had their primary source. The importing country may qualify the term of 'herd of origin' for a specified amount of time in the immediate past. Some farming units may be able to have more than one herd of origin on the one property, however, shared facility(s) may be used only where the following are unequivocal:

- (a) sharing does not compromise the export status of the animals
- (b) the facility(s) is constructed such that it can be cleaned and disinfected between usage by animals of a different export status.

Any changes to the make-up of the herd of origin should not affect the ability to certify with regard to disease freedom. Therefore the following should be considered:

- the health status of the animals entering the herd
- the health status of the property from which they originate
- specific Export Requirements.

freedom from disease

The Export Requirements should state:

- the disease in question
- the period of time for which freedom is required

- the area to which the term “freedom from disease” applies.

Declarations to support this type of statement should be based on information from:

- registered veterinarians who service the premises/animal(s) in question
- industry control or eradication databases
- animal health laboratory databases
- National Notifiable Diseases databases
- National Disease Surveillance reports
- MPI Verification Services
- animal product businesses
- export test reports
- premises staff or owners of animals.

A number of declarations may be required to satisfy an Export Requirement clause, depending on the depth of knowledge of the person providing the declaration. For example, the farmer may state that to the best of his or her knowledge no cases of a disease have been diagnosed and give the names of the veterinary practices that have serviced the farm over the period required. The veterinarian(s) servicing the farm, in a separate declaration, may state that the practice has visited the farm a certain number of times in the period in question and that no cases of the disease have been diagnosed by their veterinary practice. The official veterinarian has the discretion to decide where a declaration is insufficient.

free from veterinary/quarantine restrictions

The owner of the premises in question should be asked whether the property is under movement control or other restrictions. The Animal Health Board database shows properties under ‘movement control’ for bovine tuberculosis.

fully vaccinated

This means vaccinated according to the recommendations of the manufacturer. Other terms such as ‘correctly’, ‘properly’ and ‘appropriately’ will be taken to mean the same as ‘fully’ unless otherwise stated.

not been known to occur

This refers to the absence of clinical disease (see ‘clinically diagnosed’). Enquiries should be made such as those set out in ‘freedom from disease’.

premises of origin

Premises are considered to be the unit of land, including buildings, from which the animal(s) for export are derived. Clarification of this term may be required in the supplementary notes of the Export Requirements to give a time period over which all the premises on which the animal(s) has resided should be considered to be premises of origin for disease freedom purposes, particularly where the animal(s) is not required to stay on a single property during the time stated.

salmonellosis

clinical disease caused by any *Salmonella* spp

supervision

Supervision may be direct or indirect.

‘Direct supervision’ means that the specified person is present throughout the task.

‘Indirect supervision’ means that the specified supervisor is in a position to respond to a request for assistance. In both cases, the person undertaking the activity should be properly informed of the expectations placed on them. Some Export Requirements

state that persons of a certain status should perform activities in the export process. In those cases, the specified person should perform the task.

vaccinated

the successful immunisation of susceptible animals through the administration, according to the manufacturer's instructions and the OIE Terrestrial Manual, where relevant, of a vaccine comprising antigens appropriate to the disease to be controlled