

**THIS DOCUMENT CONTAINS IMPORTANT INFORMATION FOR
IMPORTERS – PLEASE READ CAREFULLY**

IMPORTATION OF BIOLOGICAL MATERIAL

MAF Import Permit

Regardless of the biological material to be imported it must be authorised by MAF Import Management. This authorisation is the Permit to Import Biological products (i.e. MAF Import Permit)

There are three import permits for the Faculty - a General Permit and a Restricted Transitional Permit and Restricted Containment Permit.

A. General Permit

A general permit has no conditions attached and hence the item is cleared at the border - provided it meets the description on the permit

B. Restricted Permits

A restricted permit is for items with perceived higher risk and has conditions attached. The two most common conditions imposed on such permits being that the items must go directly to a Containment Facility (if it is a restricted biological or a GMO). Therefore such items are not cleared at the airport.

There are two restricted permits: a Restricted Biologicals Import Permit and a GMO Import Permit.

Items on restricted permits cannot be uplifted from the airport, but **must** go directly to the Transitional or Containment Facility. MAF will allow a courier to transport the item(s) to the Faculty of Medicine. **If the item is not being shipped “door-to-door” by a courier company, you must pre-arrange a courier to take the items from the airport to the Faculty of Medicine and Health Sciences.**

Once in the Containment Facility, you **must** retain documentation pertaining to the item's importation, its location in the laboratory and account for disposal.

Please note there are two permits for restricted items. One permit is for the importation of items considered Restricted Biologicals and one permit is for the import of GMOs

All items being imported into a Containment must stay in the facility and prior MAF approval must be obtained for transfer or re-export.

Documentation

All documentation must be retained for 7 years after importation. You **must** keep copies of **all** relevant paperwork and this must be readily available for inspection by MAF. It is strongly recommended you establish a dedicated folder for all documentation related to importation into a Containment facility.

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WHAT IS REQUIRED FOR IMPORTATION?

A. Items entering on a General Permit (2009037060) - at the airport

1. Attach a copy of the general permit to the consignment with the descriptor highlighted.
2. **Ensure that your name and contact details are clearly documented on the parcel and that you include Faculty of Medicine and Health Sciences on the address.**
3. In the case of bacterial strain two additional documents are required:
 - Proof that the bacterium already exists in New Zealand - contact David Jenkins for assistance
 - A signed declaration that the “bacterial strain is not a GMO”. **This must be sent to exporter who must countersign and the declaration must accompany the parcel.**

If you have any queries about any of the above please contact David Jenkins

After importation

The item is cleared at the airport, no further actions are required.

B. The Restricted Biologicals Permit (2009037079):

To bring these items in under the permit you will need to supply the following:

1. Current MAF Import Permit (with descriptor highlighted). Make sure you have the correct permit.
2. **Ensure that your name and contact details are clearly documented on the parcel and that you include Faculty of Medicine and Health Sciences on the address.**

If the item is not being shipped “door-to-door” by a courier company you will need to arrange for a courier to take the items from the airport to the Faculty of Medicine and Health Sciences (MAF will not allow the importer to take the item from the airport to the facility)

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After importation

The item must go directly into a Transitional Facility (Risk Products of Animal Origin).

While records are kept centrally of each import the receiving lab MUST also keep the following records:

- The date and description of the items you imported.
- The storage location in your laboratory. The box must be clearly labelled as containing imported material.
- Record of any disposal. The Hazards and Containment Manager will contact your lab periodically to confirm consumption of the reagent (e.g. serum), so that lab records can be altered
- MAF approval for any transfer to another Transitional Facility or re-export. **Contact David Jenkins about this.**
- If the material is transferred to another lab in the FMHS Containment Facility

If the material is transferred to another lab in the FMHS Containment Facility, the receiving lab must keep a record of:

- The storage location in your laboratory.
- Record of any disposal
- MAF approval for any transfer to another Transitional Facility or re-export

These items must be kept in a secure area. MAF may wish to inspect this documentation and see where these imported items are stored.

C. The GMO Importation Permit (2009036054):

To bring these items in under the permit you will need to supply the following:

1. Current MAF Import Permit (with descriptor highlighted). Make sure you have the correct permit.
2. **Ensure that your name and contact details are clearly documented on the parcel and that you include Faculty of Medicine and Health Sciences on the address.**
3. Copy ERMA decision (relevant section highlighted). Contact David Jenkins to arrange - **this must accompany the parcel.**
4. Signed declaration that GMO “complies with all elements of ERMA approval” **this must be sent to exporter who must countersign and the declaration must accompany the parcel.**

You will also need to arrange for a courier to take the items from the airport to the Faculty of Medicine and Health Sciences (MAF will not allow the importer to take the item from the airport to the facility).

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After importation

While records are kept centrally of each import the receiving lab **MUST** also keep the following records:

- The date and description of the items you imported.
- The storage location in your laboratory. The box must be clearly labelled as containing imported material.
- Record of any disposal. Contact David Jenkins, so that the FMHS records can be altered
- MAF approval for any transfer to another Containment Facility or re-export. **Contact David Jenkins about this.**
- If the material is transferred to another lab in the FMHS Containment Facility

If the material is transferred to another lab in the FMHS Containment Facility, the receiving lab must keep a record of:

- The storage location in your laboratory.
- Record of any disposal
- MAF approval for any transfer to another Containment Facility or re-export

These items must be kept in a secure area. MAF may wish to inspect this documentation and see where these imported items are stored.