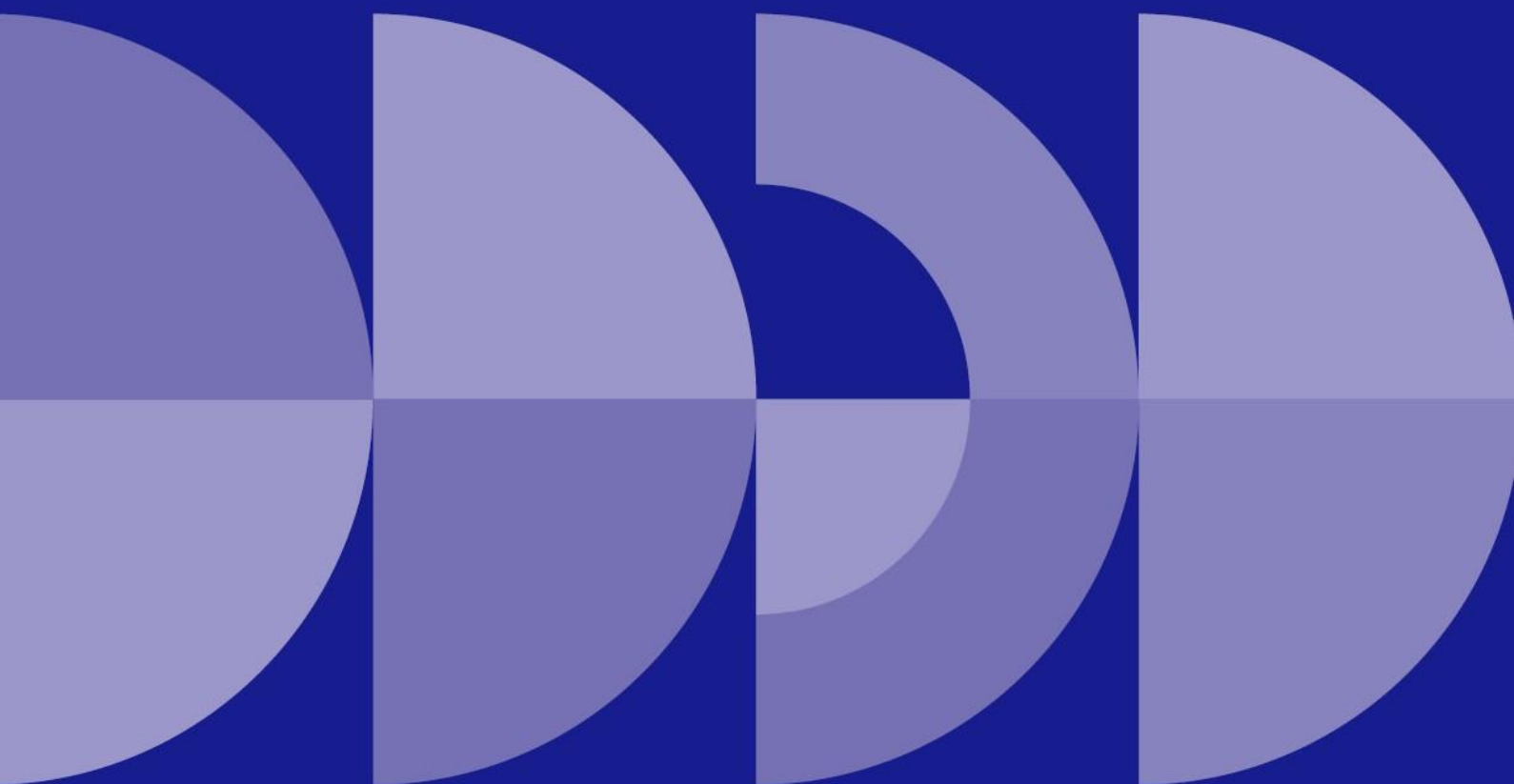


# ITB Airside Waste Management Plan

Biosecurity Act 1993 and Health Act 1956



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## TERMS AND ABBREVIATIONS

<b>AIAL</b>	Auckland International Airport Limited
<b>ARPHS</b>	Auckland Regional Public Health Service.
<b>Airline Lounge.</b>	See “Premium Lounge”.
<b>Airside</b>	The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.
<b>Apron</b>	Call sign for Apron Operations Tower. Also applies to area in front of terminals where planes manoeuvre.
<b>BoH</b>	Back of House. An area of a retail operation where public do not have access.
<b>Back of House or “BoH” waste.</b>	This is waste from BoH areas, eg, kitchens, offices, buffets and staffed bars. This BoH waste can (if the operator chooses) be separated into different categories depending on each premises approach to waste separation, eg, mixed recycling, general waste, organic and recycled oils.
<b>Front of House or “FoH” waste.</b>	This is waste collected from FoH passenger dwell and service areas, in Food and Beverage retailers, including Premium Lounges. It comprises any waste from bins, food or food contact waste from tables or relaxation areas and is classified as Biosecurity Waste, eg, chop sticks, tea bags, plastic cutlery, plate scraps, abandoned fruit, serviettes, disposable serving plates or dishes, etc. It excludes mixed recycling, ie, cans, bottles and recycling of cardboard and newspapers.
<b>Biosecurity Waste.</b>	Waste material or refuse that is required to be contained and controlled until treatment renders it no further biosecurity risk.
<b>ES</b>	Auckland Airport Engineering Services Department.
<b>Eradication</b>	The removal of every individual and propagule of a species from New Zealand so that only reintroduction from beyond New Zealand’s borders would enable the re-emergence of the species. Achievement of eradication should be demonstrated by surveillance.
<b>F&amp;B</b>	Food and Beverage
<b>FoH</b>	Front of House. An area of a retail operation where public do have access.

- General Waste.** Can contain various types of waste from BoH operations, eg, plastic bags, plastic packaging, cooked or raw food, food contact waste, eg, serviettes, paper towels, leftover staff lunches. etc.
- IHR** World Health Organisation International Health Regulations 2005.
- Incursion** The occurrence of an organism not previously known to be present in New Zealand, where there is a likelihood that the specimen(s) found is part of a self-sustaining/breeding population. Note that re-invasion of a species that has already been eradicated or controlled is considered a new incursion.
- Interception** Where a risk organism, not known to be present in New Zealand, is found but there is no evidence that a self-sustaining/breeding population is present. Destroying/treating the risk organism removes the threat.
- Landside** That portion of an aerodrome not designed as airside and to which the public normally has free access.
- Managed Waste Separation System.** A system which F&B outlets or Premium Lounges can elect to implement in their operation. It requires a commitment to ensure the separation controls are implemented effectively at all times. Managed Waste Separation Systems cannot be used without an F&B outlet or Premium Lounge advising Auckland Airport in writing that it is electing to move to such a system.
- Mixed Recycling.** A waste category which contains milk bottles, cans, tins, plastic bottles, clean plastic cutlery, plastic cups and coffee cup lids, plastic types 1-7. Mixed recycling can be either from FoH or BoH operations.
- MPI** Ministry for Primary Industries
- Non-Recyclables.** A category of waste operations, which includes, polystyrene, plastic bags, waxed paper, receipts and plastic food packaging.
- Organic Recycling.** Compostable waste only (eg, cooked or raw food preparation waste, cooked or raw food, unwaxed paper, eg, paper towels, and paper packaging).
- Premium Lounge.** Any space, regardless of who the provider is, that caters for customers who pay a charge for entry or membership, or who are entitled by virtue of their ticket type, which in turn gives them access to facilities that include Food and Beverage offerings. Sometimes also referred to as “Airline Lounges” or “VIP Lounges”.



**Recycled Cardboard/Paper.** A waste category which includes newspapers, magazines, boxes and office paper.

**Recycled Oils.** Used cooking oil.

**Risk** The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and probability.

**Risk Treatment**

The process of selection and implementation of measures to modify risk.

**SOP** Standard Operating Procedures

**TWF** Transitional Waste Facility (located adjacent to the Honey Pot)

**VIP Lounge** See “Premium Lounge”.

## SECTION 1 – GENERAL

### 1.1 INTRODUCTION

- 1.1.1 This document outlines the ITB Airside Waste plan and procedures for all areas airside in the ITB. It applies to all retail operators and staff operating airside within the ITB. The aim is to ensure that all waste deemed to be of biosecurity risk is disposed of for treatment in accordance with MPI guidelines and that AIAL meets all POFA standard requirements in relation to airside waste generated in the ITB.
- 1.1.2 This document also provides an overview for MPI auditing purposes, identifying all sources and types of waste, the differing risks, subsequently applied controls, collection, transfer, interim consolidation and destination of either biosecurity treatment or disposal landside.
- 1.1.3 The waste plan will assist operators in understanding the biosecurity risk protocols that apply to their operation and can be used to train staff.
- 1.1.4 Assetlink and OCS manage waste and recycling services for Auckland International Airport and plays a key role in the development and delivery of these procedures to separate Biosecurity Waste from non-Biosecurity Waste on behalf of Auckland Airport.

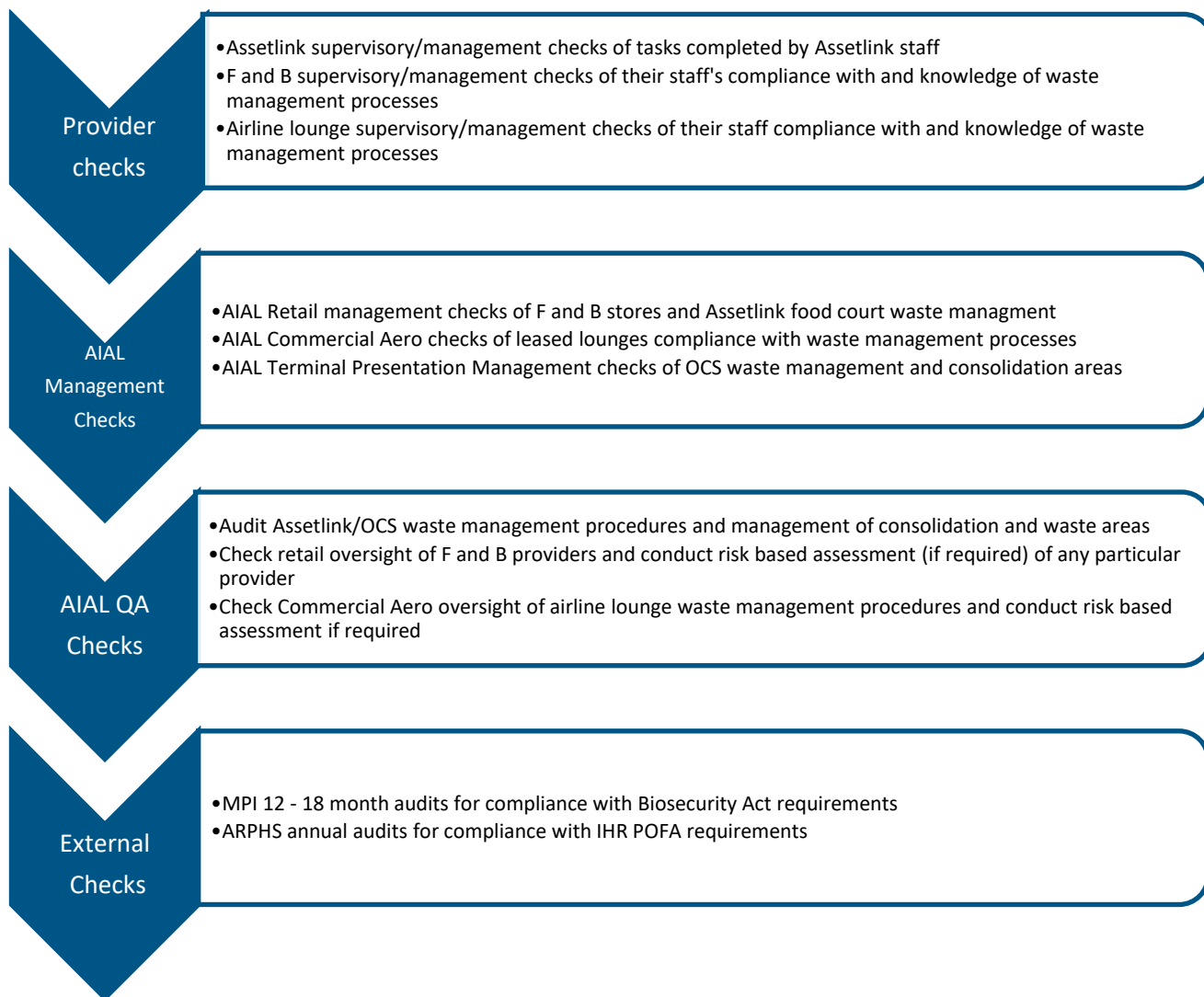
### 1.2 SCOPE

- 1.2.1 The ITB Airside waste plan covers the entire ITB airside area within the terminal (arrivals and departure areas) and the consolidation areas and transport pathway to the TWF. This ITB Airside Waste Plan does not cover waste generated landside or outside on the aprons, taxiways and runway or surrounding airside areas. For those airside outside areas, refer to the Auckland Airport Apron and Airfield Waste Management Plan.
- 1.2.2 ITB bio-hazardous waste system procedures are included eg, sanitary waste, needles and bodily fluids.

### 1.3 QUALITY ASSURANCE AND AUDIT PROCESS

- 1.3.1 A four-level quality assurance process applies to waste management as set out in the following diagram, comprising continuous internal checks by the provider of the services, regular checks by the immediate Auckland Airport Line Manager, risk-based audits by Auckland Airport's Quality Assurance function and external audits by relevant regulators such as MPI and ARPHS.
- 1.3.2 The audits by Auckland Airport's Quality Assurance function and any external audits are recorded on Auckland Airport's Risk Manager system, together with any corrective actions required.

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## SECTION 2 - ITB WASTE-GENERATING AREAS & PREMISES

### 2.1 GENERAL ITB BIOSECURITY RISK ASSESSMENT

Both arriving and arriving transit passengers may carry, shed or discard biosecurity risk items. Because arriving transit passengers dwell in the departures area airside, the default position is that airside waste from both the arrivals and departures areas is classified as biosecurity risk waste.

### 2.2 ARRIVING PASSENGERS

2.2.1 Arriving passengers may discard biosecurity risk items in any bins located along corridors, in bathrooms or in arrivals processing areas prior to the MPI risk assessment desks.

2.2.2 All waste from arrivals areas needs to be treated as biosecurity risk waste. This includes corridors, duty free arrivals stores, arrivals processing areas (Immigration, Customs, baggage reclaim and MPI), bathrooms, first aid rooms, ground handling offices and baggage tracing units in the Arrivals Hall. It includes waste as well as sweepings and vacuuming dust.

### 2.3 ARRIVING TRANSIT PASSENGERS

2.3.1 The key risk from transit passengers is food they may have brought into New Zealand. In addition, there may also be insects or other organisms contained in the transit passenger's hand luggage. Controls therefore need to cover departure areas where transit passengers dwell and where they could potentially leave biosecurity risk items (eg, food waste on plates in Food and Beverage outlets).

2.3.2 Key airside areas where transit passengers dwell include departures food court, dining/relaxation areas within Food and Beverage retailers and Premium Lounges, the "Front of House" areas for non-Food and Beverage retailers, corridors, the transit screening point, bathrooms and first aid rooms.

## **2.4 DETAILED RISK ASSESSMENT**

### **2.4.1 Front of House**

Front of house bins and any food waste generated Front of House needs to be treated as Biosecurity Waste because they could contain biosecurity risk material from transit passengers.

### **2.4.2 Back of House**

2.4.2.1 The default position is that all airside waste must be treated as Biosecurity Waste. However, New Zealand food and food waste remaining Back of House is considered lower-risk. If effective waste separation controls are implemented between Front of House Biosecurity Waste and Back of House domestic waste, then a Food and Beverage retailer or Premium Lounge can elect (by completing form in Appendix 1) to apply a managed separation process under which Back of House waste kept separate can be treated as non-Biosecurity Waste and taken landside.

2.4.2.2 If a separation process is not implemented (or is assessed as not being effective), then the default position applies that both Front of House and Back of House waste must be treated as Biosecurity Waste and be biosecurity treated. This is because food waste and leftovers could be contaminated by food items from transit passengers, which if mixed with Back of House waste, will contaminate all waste.

### **2.4.3 Newspapers and Magazines**

Newspapers and magazines collected by staff from Front of House areas which may have been handled by transit passengers are low risk as they are unlikely to accidentally be contaminated by biosecurity risk items such as food. Therefore, these items are classified as low/no biosecurity risk and can be disposed of as landside recycling as long as they are inspected by staff collecting them.

### **2.4.4 Beverages & Beverage Containers**

Beverages are not “food”, therefore beverage containers collected from Front of House staff, either partially or fully consumed, are classified as low/no biosecurity risk. The containers can be ultimately disposed of in landside recycling if staff have confirmed they are free of food or pest contaminants, either by either shaking or visually checking as they are collected.

### **2.4.5 Floral Arrangements & Plant Materials**

There is a small chance floral arrangements and plants could attract flying insects from transit passengers, therefore plant materials and leaves/flowers/dirt (whether Back of House or Front of House) are classified as a potential biosecurity risk and must be disposed of as Biosecurity Waste.

## 2.4.6 Cleanings & Sweepings

Cleanings from all departures and arrivals areas from vacuum cleaners and sweeping potentially could contain dropped or shed biosecurity risk material, therefore this waste is considered biosecurity risk material and must be disposed of as Biosecurity Waste. Water from cleaning floors in these areas must be disposed of down drains leading to the municipal sewer treatment system.

## 2.5 ITB AIRSIDE AREA CLASSIFICATIONS

For developing waste disposal processes, the airside areas within the ITB have been divided into four categories, reflecting the risk assessments above:

1. Public space areas, (Arrivals and Departures).
2. Food and Beverage retailers and Premium Lounges.
3. Non-Food and Beverage retailers.
4. Auckland Airport Operational and Airline Offices.

## 2.6 AIRSIDE PUBLIC SPACES

2.6.1 All waste collected from airside public spaces and bins in airside public space areas, (eg, food court, bathrooms and hallways) is classified as Biosecurity Waste. This includes waste collected from airside Front of House recycling bins (paper, cans or glass) because of the risk that passengers may accidentally place biosecurity risk material in the wrong bin.

2.6.2 Waste is collected by Assetlink from the airside public space areas listed below:

1. Airside Public Space waste bins.
2. Airside Public space and food dwell areas.
3. Toilet/bathroom areas across the entire airside terminal.
4. Gate lounges – arrivals and departures, airbridges across Piers A and B.
5. Immigration and Baggage Hall, BTU, etc.

2.6.3 All Waste collected from airside public spaces must be taken to one of four terminal consolidation points before being transported to the ITB Breezeway and then to the TWF where it is compacted and transferred to Interwaste for final biosecurity treatment in accordance with MPI requirements. Further details of these transportation processes are set out in Section 3.

## 2.7 AIRSIDE FOOD & BEVERAGE PREMISES & PREMIUM LOUNGES

### 2.7.1 Default Biosecurity Waste Approach for Food & Beverage Premises

2.7.1.1 Airside Food and Beverage retailers and Premium Lounges produce or handle food and beverages for public consumption and generate food waste as well as public waste.

2.7.1.2 Because transit passengers also use the areas where this food is consumed, the overarching waste management rule is that ALL food waste that airside Food and Beverage premises and Premium Lounges generate must be treated as Biosecurity Waste. This overarching rule applies to all airside Food and Beverage premises and Premium Lounges, including full-dining premises and counter-style premises. The alternative is for the outlet to elect to adopt the managed separation described in paras below.

### 2.7.2 Default Waste Classifications

The table below shows default waste classifications where no managed separation of food and food contact items is in place.

Area Within F&B & Waste Type	Examples of Waste		Waste Classification & Disposal Destination
FoH food & food contact	Plate scraps, chop sticks, tea bags, plastic cutlery, abandoned fruit, serviettes, disposable plates and bowls		Biosecurity Consolidation Room
FoH waste bins	All bins from bathrooms, business areas, staffed bars, self-service bars, buffets, public dwell areas		Biosecurity Consolidation Room
FoH or BoH plant waste	Plant leaves, dead plants, floral arrangements, flowers		Biosecurity-Consolidation Room
BoH food & food contact	Food preparation waste, food packaging, dirty serviettes or handtowels.		Biosecurity Consolidation Room
FoH or BoH paper/cardboard recycling	Clean newspapers, cardboard packaging, magazines, office paper	Inspect to confirm no food contamination on collection	Landside Cart Dock.
FoH or BoH mixed recycling	Empty drink bottles and cans, milk bottles	Inspect to confirm no food contamination on collection	Landside Cart Dock.
BoH cooking oil	Used cooking oil		Landside Cart Dock.

## **2.7.3 Managed Separation Approach**

- 2.7.3.1 Airside Food and Beverage retailers and Premium Lounges are typically divided into Front of House areas accessed by travellers and Back of House areas accessed only by staff, with restricted public access to these Back of House areas.
- 2.7.3.2 Food and Beverage premises and Premium Lounges may elect to adopt a Managed Waste Separation System under which Back of House waste that has not been in contact with passengers can be treated as non-Biosecurity Waste and be disposed of landside. Front of house waste must continue to be treated as Biosecurity Waste.
- 2.7.3.3 Under this managed separation approach:
1. All Front of House bin waste, food, food contact items, plant waste and floral arrangements from these areas is classified as Biosecurity Waste and must be taken to one of the airside waste consolidation rooms.
  2. Back of House waste which has not been in contact with customers can be treated as non-Biosecurity Waste and separated from Biosecurity Waste and be disposed of landside.
- 2.7.3.4 Before a Food and Beverage retailer or Premium Lounge may adopt a Managed Waste Separation System it must provide a written commitment to train, manage, verify and achieve effective separation and implementation of controls (refer Appendix 1 to this Plan). In the absence of any such written commitment, the default biosecurity approach applies and Back of House waste must be treated as Biosecurity Waste (excluding clean recyclables).
- 2.7.3.5 In other words, Back of House waste (excluding clean recyclables) has a default classification as Biosecurity Waste, unless waste separation is managed between the two areas and controls are implemented by the Food and Beverage retailer or Premium Lounge in question.



## 2.7.4 Managed Separation Waste Classifications

The table below shows managed separation waste classifications of food and food contact items.

Area Within F&B & Waste Type	Examples of Waste		Waste Classification & Disposal Destination
FoH food & food contact	Plate scraps, chop sticks, tea bags, plastic cutlery, abandoned fruit, serviettes, disposable plates and bowls		Biosecurity Consolidation Room
FoH waste bins	All bins from bathrooms, business areas, staffed bars, self-service bars, buffet bins, public dwell areas		Biosecurity Consolidation Room
FoH or BoH plant waste	Plant leaves, dead plants, floral arrangements, flowers, etc		Biosecurity-Consolidation Room
BoH food & food contact	Food preparation waste, including leftovers from buffet, food contact items, food packaging.		Landside Cart Dock
FoH or BoH paper/cardboard recycling	Clean newspapers, cardboard packaging, magazines, office paper,	Inspect to confirm no food contamination on collection	Landside Cart Dock.
FoH or BoH mixed recycling	Empty drink bottles and cans, milk bottles	Inspect to confirm no food contamination on collection	Landside Cart Dock.
BoH cooking oil	Used cooking oil		Landside Cart Dock.

## 2.7.5 F&B and Premium Lounge Management Responsibility

All Food and Beverage retailers and Premium Lounges (irrespective of whether they are default Biosecurity Waste or managed separation) must:

1. Implement the Biosecurity Waste disposal protocols appropriate to their style of premise.
2. Train staff (with records kept demonstrating provision of training) to adhere to the appropriate protocols for the waste process adopted.
3. Conduct all checks in the appropriate Quality Control Sheet monthly to confirm compliance, record results on the Sheet and retain them for compliance purposes.

## 2.8 NON-FOOD AND BEVERAGE RETAILERS

### 2.8.1 Risk Assessment

- 2.8.1.1 Non-Food and Beverage retailers sell various items, eg, clothing, souvenirs, jewellery, etc. This can also include pre-packaged food, eg, chocolate, biscuits and bottled drinks, etc.
- 2.8.1.2 Some of these stores have tea and coffee-making facilities for staff Back of House. The waste from these Back of House areas must be taken to the nearest Waste Consolidation Room.

## 2.8.2 Controls

2.8.2.1 The separation controls which must be implemented in non-Food and Beverage retailers are as follows:

1. Bins are not permitted to be placed in the Front of House area of the store.
2. Staff are not permitted to accept waste from passengers. Any passengers with waste are to be directed to use the public waste bins.
3. Staff must be trained in these rules with records kept demonstrating provision of training.

2.8.2.2 All Back of House waste (excluding kitchenette food waste) can be transported by staff to the landside waste facilities at the Eastern Cart Dock and disposed of into either the appropriate recycling bins or the Cart Dock compactor.

## 2.8.3 Management Responsibility

Supervisors or managers of retail premises are responsible for training their staff and for performing observational checks to ensure staff are trained and disposing of waste correctly.

## 2.8.4 Non-F&B Retailers Waste Summary

Area Within Non-F&B & Waste Type	Examples of Waste	Waste Classification & Disposal Destination
BoH recycling	Office paper, cardboard packaging, computer paper, milk bottles, drink bottles	Non-Biosecurity landside Cart Dock
BoH non-recyclable waste	Polystyrene, plastic bags, coated paper receipts, coat hangers	Non-Biosecurity landside Cart Dock
BoH kitchenette bin waste	Staff lunch leftovers (from home <u>or</u> food court), tea bags, coffee cups, food-contact packaging, etc	Biosecurity Waste Consolidation Room

## 2.9 AIRSIDE OFFICE OPERATIONAL AREAS

### 2.9.1 Risk Assessment

- 2.9.1.1 Operational Offices located airside are not accessible to passengers (eg, Ground Floor offices under the Piers such as AA operational offices, Air NZ, Menzies, Emirates offices, Aerocare Portacom, etc).
- 2.9.1.2 There is a small risk staff could accidentally bring aircraft waste back into these areas. There is also a small risk that biosecurity risk pests could escape off aircraft or air containers and enter these areas. Food and food bin waste and vacuuming/sweeping from these premises is therefore classified as Biosecurity Waste.

### 2.9.2 Controls

The separation controls implemented are;

1. Staff are trained to not take food back landside, this includes lunch leftovers.
2. Recyclable paper and cardboard are kept separate from food waste in separate bins.
3. Documents for destruction have dedicated bins and are picked up directly by the disposal contractors.
4. Only Assetlink staff collect and transfer biosecurity food and food contact bin waste from the offices to the OCS waste consolidation point in the ITB Breezeway.

### 2.9.3 Airside Offices Waste Classifications

Office Waste Type	Examples of Waste	Waste Classification & Disposal Destination	Delivered to TWF from Breezeway
Any Recycling	Office paper, cardboard packaging, computer paper, milk bottles, drink bottles, etc	Biosecurity Breezeway	TWF staff inspect for food contamination and direct either to Interwaste or to landside Cart Dock
Documents for Destruction	Paper documents	Low risk, bins collected by contractor directly from each office	Transported in a truck to landside
Mixed waste	Polystyrene, plastic bags	Biosecurity Breezeway	Interwaste For large volumes, TWF or an AP may inspect and redirect landside if no food contamination
Lunchroom or Office food bins waste	Staff lunch leftovers (from home or food court), tea bags, coffee cups, food contact packaging, etc	Biosecurity, Breezeway	Interwaste

## SECTION 3 – WASTE CONSOLIDATION POINTS & WASTE TRANSPORT

### 3.1 OVERVIEW

3.1.1 Waste consolidation points have been set up to provide an airside destination for Biosecurity Waste originating from terminal public spaces, bathrooms, gate lounges, Food and Beverage retailers and Premium Lounges within airside areas of the terminal. There are five defined points identified to consolidate waste with designated 660 litre bins for the waste to be placed into:

1. ITB Departures Waste Consolidation Room.
2. OCS Waste Consolidation Room Pier A.
3. OCS Waste Consolidation Room Pier B (closed – not to be used).
4. Breezeway Waste Consolidation Point (Departures).
5. Breezeway Waste Consolidation Point (Arrivals).

3.1.2 All Biosecurity Waste must be transported to one of the above waste consolidation points in sealed bags within the international terminal by either Assetlink staff, retail staff or Premium Lounge staff. From these locations, it is moved in closed 660 litre bins by OCS staff to either of the ITB Breezeway Waste Consolidation Points and from there OCS transport it to the Transitional Waste Facility (TWF). The OCS team manage all movements of Biosecurity Waste from the international terminal waste consolidation points and exclusively manage the transport from the ITB Breezeway waste consolidation point to the TWF. Interwaste then arrange to take the compacted TWF waste to their facility for final biosecurity treatment.

3.1.3 Non-Biosecurity Waste is taken to the landside Eastern Cart Dock in sealed bags or within closed labelled bins, by either Assetlink staff, Premium Lounge or Food and Beverage staff and disposed of in either the compactor or appropriate recycling cage.

### 3.2 AVIATION SECURITY REQUIREMENTS

3.2.1 All personnel and equipment, including waste bins, must be screened by an Aviation Security Screening officer before entering a sterile area (international departure level, gate lounges and airside food court/retail area).

3.2.2 All staff who have exited but need to re-enter the sterile area must undergo security screening performed by the Aviation Security Service, primarily at the Bulk Duty Free Screening Point.

3.2.3 Assetlink and OCS staff must not, under any circumstances, cross over sterile (departures and semi-sterile areas (arrivals) to collect waste.

- 3.2.4 A Security Operating Procedure “Lift 6 – OCS Airside Sterile Area Waste Transfer Process” has been developed to ensure aviation security requirements are met during waste transfers (Appendix 3). OCS staff must follow that SOP at all times when moving waste and bins through Lift 6 and the Breezeway Waste Consolidation Point (Departures).

## **3.3 CONTROLS FOR WASTE CONSOLIDATION POINTS/ROOMS**

- 3.3.1 Waste consolidation rooms within the ITB are constructed appropriately for a Biosecurity Waste area with impermeable walls and floors able to be thoroughly washed. The waste consolidation rooms are labelled so staff can identify these rooms.
- 3.3.2 Signage is in place on the walls and on each bin directing users to the correct bin for their organisation within the waste consolidation rooms.
- 3.3.3 Additional biosecurity signage is placed on the Biosecurity Waste bins, eg, “Do Not Process” which is a reminder to OCS staff at the TWF that this waste goes directly into the compactor.
- 3.3.4 OCS are responsible for waste bin labelling and Auckland Airport is responsible for door labelling and signage throughout the ITB.
- 3.3.5 Cleaning of these areas is contracted to OCS and will be done using an appropriate commercial grade cleaner/disinfectant. All users and OCS staff must be trained and aware of the procedures surrounding the use of all waste consolidation rooms and the transport of waste to and from these waste consolidation rooms.
- 3.3.6 To ensure that the waste procedures are adhered to, routine audits will be carried out by OCS supervisory staff to ensure that waste and recycling is being transported to and consolidated at the right location and in accordance with biosecurity requirements and processes outlined in this document.
- 3.3.7 All waste consolidation rooms are treated with a residual insecticide at the manufacturer’s recommended concentration and frequency. At the time of preparation of this manual, Auckland Airport was using Temprid.
- 3.3.8 All waste delivered to waste consolidation rooms/areas must be contained within closed and

securely tied bags.

### 3.3.9 Waste consolidation room controls are:

1. No loose rubbish or open topped bags can be placed within bins (or loose within the consolidation room).
2. Only OCS authorized staff can remove equipment / waste from the consolidation area.
3. No recyclable material can be left in these areas, except the ITB Breezeway Waste Consolidation Points.
4. Bags of waste (sealed or tied closed) must be loaded into the designated wheelie bin and the lid closed.
5. The capacity of the wheelie bin must not be exceeded - the lid must be able to fully close and remain closed once the bin is full.
6. Any spills or loose rubbish that results while loading the bins must be cleaned up by the staff person immediately. For larger spills contact OCS staff to clean.
7. All waste consolidation rooms will be treated with a long-life residual insecticide spray.

## 3.4 ITB DEPARTURES WASTE CONSOLIDATION ROOM

3.4.1 Assetlink, Premium Lounge or Food and Beverage retailer staff take Biosecurity Waste from departure gate lounges on Pier A and B, Premium Lounges and Food and Beverage retailers on the main level departures dwell area to the ITB Departures Waste Consolidation Room. Kitchenette waste from non-Food and Beverage premises is also taken here. It is then transported to the ITB Breezeway Waste Consolidation Point (Departures) via lift 6 by the OCS Terminal Cleaning team staff. The diagram at right shows where the ITB Departures Waste Consolidation Room and lift 6 are located.

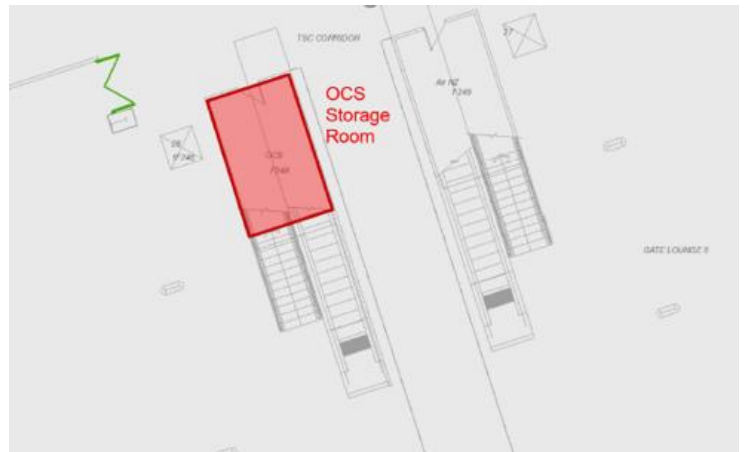


- 3.4.2 OCS staff must follow all aviation security requirements in paragraph 3.2 at all times when servicing the airside areas of the international terminal. Customs and MPI directions must also be followed, especially when undertaking tasks in the arrivals level and border processing areas.

## 3.5 OCS WASTE CONSOLIDATION ROOM PIER A

- 3.5.1 Assetlink staff take Biosecurity Waste collected from the Pier A arrivals area and its associated areas (eg, bathrooms, corridors or airbridges) to the Waste Consolidation Room opposite Gate Lounge 6. This room can only be accessed by Assetlink staff and OCS staff. Two wheelie bins are stored in this room to service the area.

- 3.5.2 OCS staff will take full bins to the ITB Breezeway Waste Consolidation Point (Arrivals) via lift 11 and swap them for empty bins. Empty bins are then returned to the waste consolidation room. The diagram at right shows the location of the Pier A Waste Consolidation Room.



- 3.5.3 OCS staff must follow all aviation security requirements in paragraph 3.2 at all times when servicing the airside areas of the international terminal. Customs and MPI directions must also be followed, especially when undertaking tasks in the arrivals level and border processing areas.



### 3.6 OCS WASTE CONSOLIDATION ROOM PIER B

3.6.1 The OCS Waste Consolidation Room Pier B has been closed and must not be used to consolidate waste.

3.6.2 Assetlink staff take biosecurity waste collected from Pier B Departures to the ITB Departures Waste Consolidation Room.

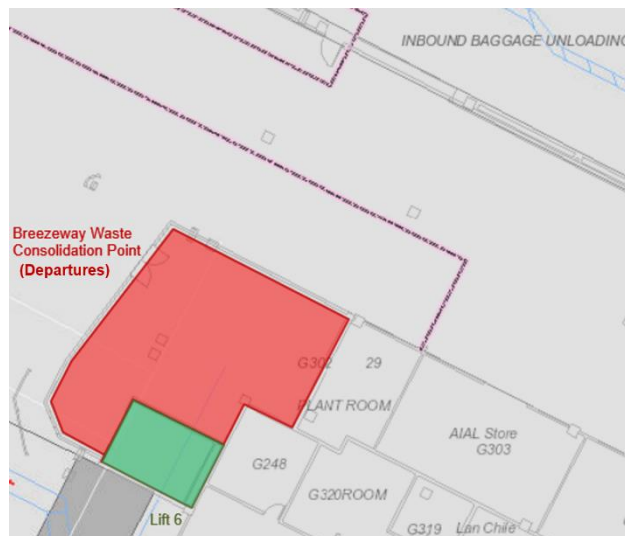


3.6.3 Biosecurity waste collected from Pier B Arrivals areas and its associated areas (eg, bathrooms, corridors or airbridges) is transferred directly to the ITB Breezeway Waste Consolidation Point (Arrivals).

3.6.4 The diagram above shows the location of the Pier B Waste Consolidation Room.

### 3.7 BREEZEWAY WASTE CONSOLIDATION POINT (DEPARTURES)

3.7.1 This area (see right) is a secure caged space on the ITB Breezeway next to lift 6. It is a restricted area primarily accessible only by OCS staff, AvSec security screening staff and limited Auckland Airport staff where waste is consolidated prior to transportation to the TWE.



3.7.2 Waste is transferred to the ITB Breezeway Waste Consolidation Point (Departures) from the departures waste consolidation room and other sterile areas of the terminal.

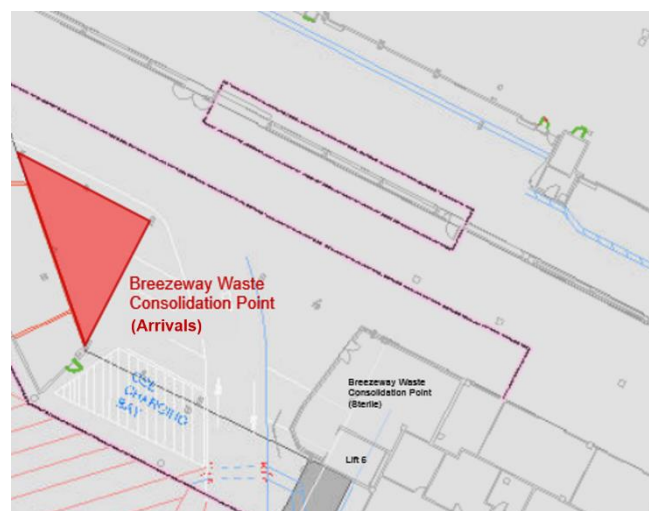
3.7.3 OCS staff must follow all aviation security requirements in paragraph 3.2 at all times when servicing the airside areas of the international terminal. Customs and MPI directions must also be followed, especially when undertaking tasks in the arrivals level and border processing areas.



- 3.7.4 Empty bins returned to the ITB Breezeway Waste Consolidation Point (Departures) from the TWF are redistributed back to the various ITB waste consolidation rooms. OCS staff manage the transfer of waste between the terminal waste consolidation rooms and the ITB Breezeway Waste Consolidation Point (Departures) and then the TWF.
- 3.7.5 Waste from non-sterile areas MUST NOT be placed in this Breezeway Waste Consolidation Point (Departures). Refer to section 3.8 for location to consolidate waste from non-sterile areas.
- 3.7.5 Standard Operating Procedures for OCS staff to transport and deposit waste into the ITB Breezeway Waste Consolidation Point (Departures) are:
1. Do not overload the capacity of the wheelie bin. The lid must be fully closed and remain closed once the bin is full.
  2. Full waste bins are to be transported down from level 1 to the ground floor ITB Breezeway Waste Consolidation Point (Departures) via Lift 6, accompanied by OCS staff.
  3. Transfer of waste bins between the level 1 sterile area and ITB Breezeway Waste Consolidation Point (Departures) must be done during the current agreed periods during the day, when an AvSec security screening officer is present.
  4. The AvSec security screening officer will screen the OCS staff and all empty waste bins before being transported up to level 1 waste consolidation rooms via Lift 6
  5. If AvSec is not present at the agreed time the OCS staff must inform AIAL monitoring via radio or 256 8817 and remain in the cage area for AvSec to attend. They must not go back lift 6 without being screened by AvSec first.
  6. Any spills or loose rubbish that results while loading or unloading bins must be cleaned up by the staff person immediately.
  7. Any spills inside the bin must be cleaned up immediately.
  8. If OCS staff are unable to make the time agreed, then AvSec will remain for the time window agreed and will then have to leave for their next duty. Any bin transfer will need to occur at the next scheduled window.

### 3.8 BREEZEWAY WASTE CONSOLIDATION POINT (ARRIVALS)

- 3.8.1 This area (see right) is a secure caged space on the ITB Breezeway, across from the Sterile Waste Consolidation Point (Departures). It is a restricted area primarily accessible only by OCS staff where waste is consolidated prior to transportation to the TWF.



- 3.8.2 Waste is transferred to this location from the Pier A and B Waste Consolidation Rooms, and other non-sterile airside areas where there is no waste consolidation room, such as the apron and offices areas.

- 3.8.3 OCS staff must follow all aviation security requirements in paragraph 3.2 at all times when servicing the airside areas of the international terminal. Customs and MPI directions must also be followed, especially when undertaking tasks in the arrivals level and border processing areas.

### 3.9 BIOSECURITY WASTE TRANSPORTATION FROM ITB BREEZEWAY TO TWF

- 3.9.1 Biosecurity Waste is transported from the ITB Breezeway Waste Consolidation Points to the Transitional Waste Facility using a motorised buggy and trailer 3 to 6 times daily depending on load and time of year (refer to route diagram below). Full 660 litre bins are loaded and secured onto a trailer or box truck designed to carry wheelie bins. The trailer has high sides and non-slip surfaces on ramp and trailer surfaces. The box truck can be entirely secured from the elements.

- 3.9.2 The Biosecurity Waste received at the TWF is disposed into the compactor (which Interwaste thereafter arranges to be transferred to Interwaste for final biosecurity treatment).

- 3.9.3 OCS staff must follow all aviation security requirements in paragraph 3.2 at all times when servicing the airside areas of the international terminal. Customs and MPI directions must also be followed, especially when undertaking tasks in the arrivals level and border processing areas.

- 3.9.4 Standard Operating Procedures for OCS staff to transport waste from the ITB Breezeway Waste Consolidation Point to the TWF are:

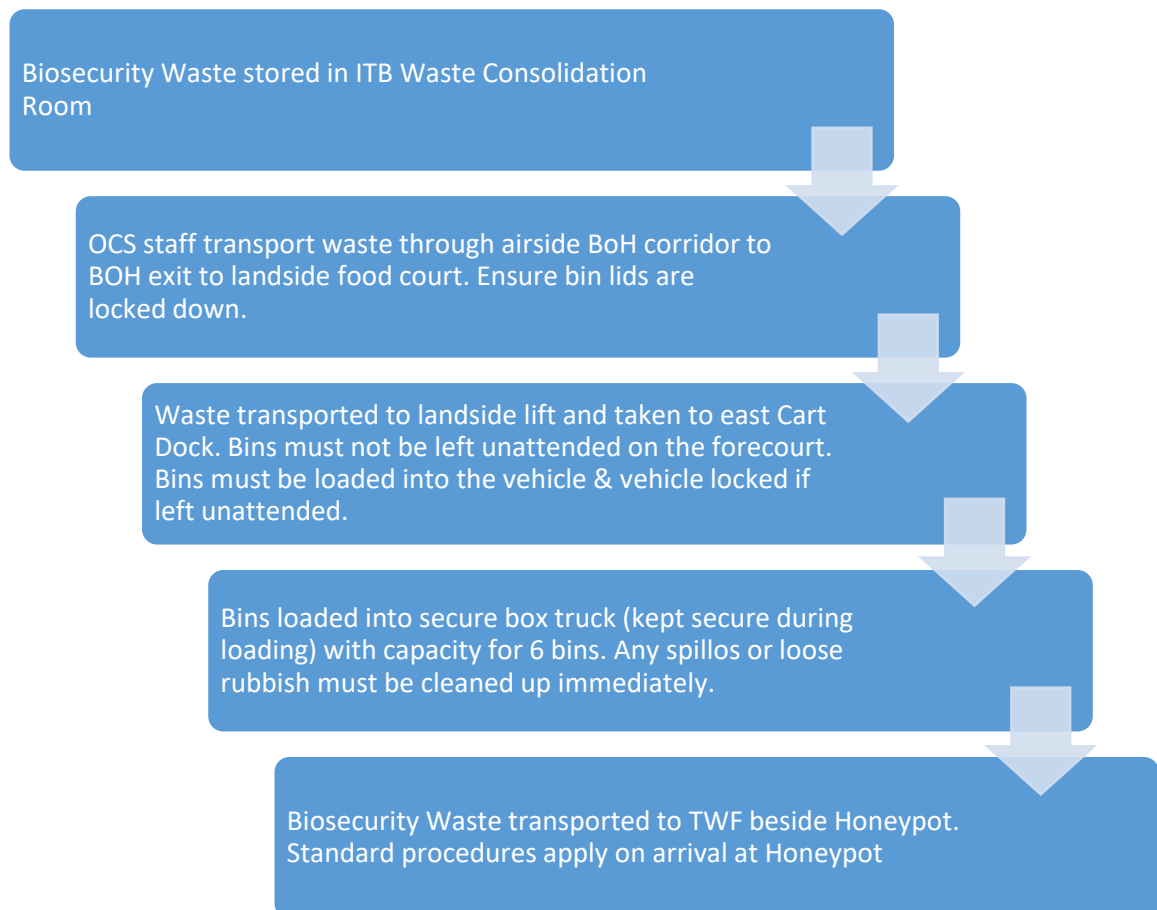
1. At the time OCS staff are in the caged area of the ITB Breezeway Waste Consolidation Point (Departures), no one else is to be in the caged area.
2. OCS staff are not permitted to enter Lift 6 under any conditions.

3. Do not overload the capacity of the wheelie bins. The lids must be able to be closed and remain closed once the bins are full.
4. When leaving the ITB Breezeway Waste Consolidation Points or Pier B areas, make sure the door/gate is secure and locked.
5. When bins are loaded onto the trailer, make sure wheel brakes are on the bins.
6. Any spills or loose rubbish that results while loading or unloading bins or during the transportation process must be cleaned up by the staff person immediately.
7. All loads must be securely tied to mitigate against movement and toppling of bins.
8. When transporting empty bins from TWF to ITB Breezeway Waste Consolidation Points, OCS staff must ensure bins are completely empty by checking the inside of the bin.



## 3.10 AIRSIDE BIOSECURITY WASTE TRANSPORTATION CONTINGENCY PLAN

The contingency plan for transporting waste from out of the terminal to the TWF if lift 6 is unavailable due to malfunction or servicing requirements is described below. If this contingency plan is required to be used, MPI should be notified.



## 3.11 BINS NEEDING REPAIR OR DISPOSAL

If any bins used to collect, consolidate or transport Biosecurity Waste need to be taken out of the POFA boundaries, either for repair, destruction or to be used for a different purpose, then the following must occur prior to the bins leaving the POFA boundary:

1. The bin must be emptied of any biosecurity risk items (and those items must be disposed of as Biosecurity Waste).
2. If a bin has ONLY been used inside the International Terminal to collect (but not to consolidate or transport) Biosecurity Waste, it can be inspected by an Accredited Person and if clean it can be cleared for release from the POFA environment.
3. If such a bin is not clean or if a bin was used outside or used to consolidate or transport Biosecurity Waste, it must be washed out and cleaned with a disinfectant at either the

# [Printed Versions are Uncontrolled]

Transitional Waste Facility or a waste consolidation room where the water discharges into the municipal sewer system.

4. Any bin that required such washing out and disinfecting must be cleared for release from the POFA, either by an Accredited Person at a Transitional Facility or by an MPI Risk Assessor.
5. Records must be kept of the cleaning and clearing of any bins being taken out of the POFA.

## SECTION 4 – BIOHAZARDOUS WASTE

### 4.1 INTRODUCTION

- 4.1.1 Biohazardous waste is potentially highly infectious to staff and passengers. This waste needs to be carefully handled and managed to ensure it is not a health and safety risk.
- 4.1.2 Biohazardous waste substances include:
1. Needles.
  2. Sanitary Waste.
  3. Medical Waste.
  4. Bodily Fluids (vomit, urine, blood).

### 4.2 AUCKLAND AIRPORT EMERGENCY RESPONSE TEAM (AES)

- 4.2.1 AES responds to emergencies within the airport precinct. The team carries bio-hazard yellow bags (pictured) when responding to medical calls, using these for any biohazardous waste and placing the contained waste in the 60 litre wheelie bins (pictured). The bins are kept in isolated areas.
- 4.2.2 These bins are lined with biohazard bags. When full, the AES Crew Chief contacts Envirowaste via an 0800 number for collection of the bags and disposal at Interwaste.
- 4.2.3 AES also carry sharps containers in medical kits, which are carried until full. The full containers are also sent to Interwaste.



### 4.3 AIRCRAFT SEAT BASES AND SEAT BACK CUSHIONS

- 4.3.1 Soiled seat base covers are from time to time removed by airline cleaners. It is the responsibility of the airline's contracted ground handler to ensure these soiled seat covers are appropriately cleaned or, if unable to be cleaned, are disposed of safely as biohazardous waste.
- 4.3.2 Aircraft Engineers from time to time remove soiled and/or contaminated seat base and seat back cushions from aircraft. The Aircraft Engineers are responsible for safely disposing of any contaminated seat bases or cushions as biohazardous waste.

## **4.4 BIOHAZARDOUS SUBSTANCES IN TERMINALS**

- 4.4.1 If biohazardous substances are found, this should be reported immediately to Auckland Airport Operations who will arrange for Assetlink to attend. Steps should be taken to prevent the possibility of people tracking through the biohazardous waste.
- 4.4.2 In a trauma or crime scene, NZ Police will advise Assetlink when cleaning is authorised as it may be critical that evidence is not disturbed. Assetlink have procedures to respond to these events.

## **4.5 ASSETLINK CLEANING PROCEDURES**

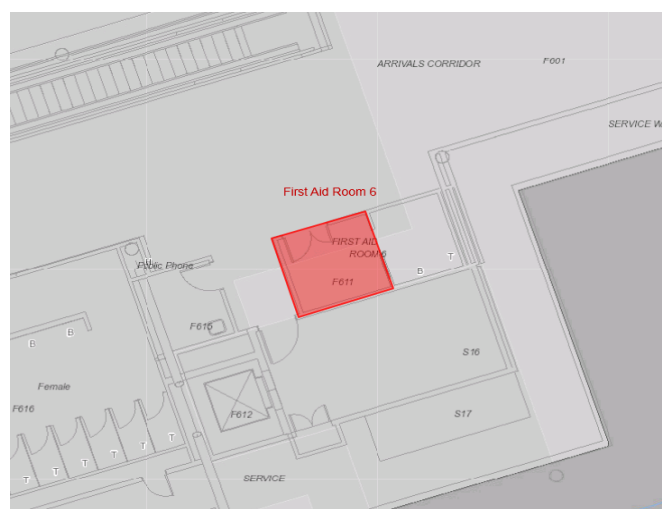
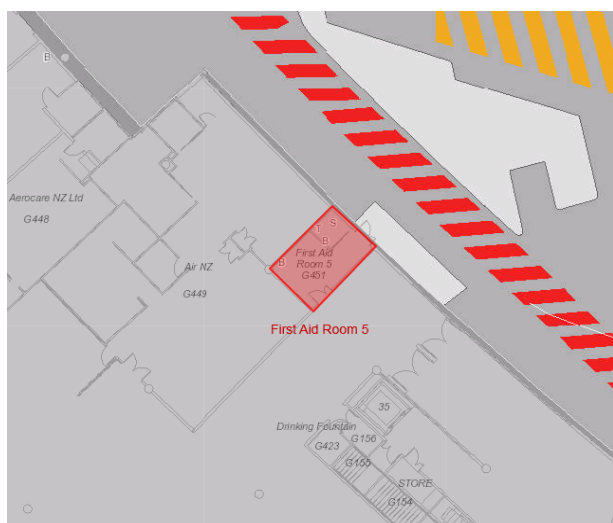
- 4.5.1 Assetlink are responsible for responding to cleaning biohazardous substances in the terminal when the need arises.
- 4.5.2 Assetlink have a documented procedure for clean-up of biohazardous substances. These are available on request. Assetlink are responsible for supplying PPE for staff commensurate to performing this type of cleaning. Only trained Assetlink staff are permitted to clean up biohazardous waste substances. Assetlink has an “Infection Prevention and Control Manual” or current equivalent to train staff and ensure tasks are performed with controls minimising risk to the individual cleaner.
- 4.5.3 Assetlink staff collect the biohazardous waste in a yellow infectious substance bags and place them in the 60-litre biohazard bins located in certain first aid rooms in the terminals (refer to section 4.6 below). Biohazard bags are stored in the first aid rooms with the biohazard bins. Both the biohazard bins and yellow biohazard bags are supplied by Interwaste.
- 4.5.4 Appropriate hospital or commercial grade chemicals are sourced by Assetlink to clean and sanitize spills of biohazardous substances. Examples of chemicals currently used are:
  - 1. DIVERCLEANSE is a hospital-grade bleach.
  - 2. TASKFORCE J-FILL is a commercial-grade disinfectant.
  - 3. KNOCKOUT is an air deodoriser cleaner/disinfectant.
- 4.5.5 Safety Data Sheets are held on site by Assetlink and are available to staff and stakeholders on request.



#### 4.6 BIOHAZARDOUS WASTE BINS LOCATIONS IN TERMINALS

- First Aid Room 5, International Baggage Hall Arrivals, ground floor.
- First Aid Room 6, Pier B Arrivals corridor, first floor, between gates 15 and 16.
- First Aid Room 8, Western Toilets, first floor airside international.
- First Aid Room, Domestic Terminal, Air NZ Regional end, ground floor, landside.

### First Aid Room 6



## First Aid Room 8

### First Aid Room Domestic Terminal





## 4.7 SHARPS SAFETY BINS

Sharps safe bins (pictured) are placed in all toilets (public and staff) and are serviced and replaced by Assetlink staff. Assetlink contact Interwaste for collection.



## 4.8 SANI PODS & NAPPY BIN LOCATIONS

Sani pods and nappy bins are placed in all toilets and Rentokil are contracted to remove and replace these.

## APPENDIX 1 - FOOD AND BEVERAGE RETAILERS & PREMIUM LOUNGES ELECTION TO ADOPT MANAGED WASTE SEPARATION SYSTEM

Name of premises:.....

Name of manager responsible for the premises:

.....

The above-named premises located airside at Auckland Airport elects to use the Managed Waste Separation System outlined in the Auckland Airport ITB Airside Waste Management Plan.

The above-named premises commits to:

- Set up waste procedures, bins and signs Back of House which clearly create a system separating Front of House waste from waste which has remained Back of House.
- Ensure that waste from Front of House areas is treated as Biosecurity Waste and gets taken to the closest airside waste consolidation room.
- Ensure that only Back of House waste and uncontaminated recycling is taken to the landside Cart Dock.
- Train staff to the appropriate Managed Waste Separation System according to the style of premise.
- Keep training records demonstrating training of the Managed Waste Separation System has occurred.
- Undertake monthly management audits to confirm compliance with the Managed Waste Separation System and maintain records of these to be provided to Auckland Airport or MPI on request.
- Report any biosecurity breach or breach of the Managed Waste Separation System to Auckland Airport as soon as this is discovered.

It is understood that a failure to correctly follow the Managed Waste Separation System will breach Auckland Airport's biosecurity system and potentially puts New Zealand's biosecurity at risk.

Breaches may result in a Security, Safety and Biosecurity Breach Notice issued by Auckland Airport and/or fines issued by MPI under the Biosecurity Act 1993.

I hereby sign as understanding the above commitment.

Signed by: .....

Position:.....

## APPENDIX 2 - CONDENSED TRAINING & QUALITY CONTROL CHECK SHEETS

### Food and Beverage Retailers and Premium Lounges

Use “Default” procedure unless an election has been made using the Appendix 1 form to adopt the managed biosecurity waste separation process.

- Default biosecurity waste disposal training and quality control sheet (2 pages).
- Managed biosecurity waste separation training and quality control sheet (by election only using the Appendix 1 form) (2 pages).

### Non-Food and Beverage Retailers

Training sheet and quality control sheet (2 pages).

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# Default Biosecurity Waste Disposal

## All Food Waste is Biosecurity Waste

### Food and Beverage Retailers & Premium Lounges

Transit passengers may be carrying pests and disease in food or food packaging so please follow the instructions below:



Dispose of **ALL** food, food contact, public and plant/floral waste in the **BIOSECURITY BIN**.

E.g. Plate scrapings, used serviettes, chop sticks, abandoned fruit, tea bags, plastic cutlery, disposable plates or dishes, kitchen preparation scraps and buffet leftovers, plant/floral arrangement waste, including bin waste from bathrooms and business areas



Dispose of all non-food, non-plant waste into **GENERAL WASTE BIN** to be taken to the landside Cart Dock. Non-food waste is **NON-BIOSECURITY**.

(Visually check or shake to confirm no food or pests)



Place all clean recyclables (plastic, glass, cans, newspapers and magazines) into **APPROPRIATE RECYCLING BINS** to be taken to the landside Cart Dock. Clean recyclables are **NON-BIOSECURITY**.

(Visually check or shake to confirm no food or pests)

If you are unsure of where to dispose of rubbish or recycling, please ask your manager or Auckland Airport's Leasing Managers.

Help protect New Zealand's biosecurity and natural environment

**See, Contain, Report**

**MPI Pests and disease hotline 909 8615**

# Default Biosecurity Waste Disposal

## Food and Beverage Retailers & Premium Lounges Quality Control Sheet

Retail and Premium Lounge management must conduct the checks below monthly and sign the record to indicate waste has been disposed of correctly. If not, replace waste in correct bin, report any biosecurity non-compliances to your AIAL contact person and retrain staff:

1. Confirm all food, food contact items, bin waste and decorative plants/floral waste have been placed in Biosecurity Bin.
2. Check that the Back of House areas do NOT contain any waste bins containing food destined for landside waste disposal.
3. Confirm by observation that staff are checking recyclables for food waste.
4. Check there is no food waste in the recycling bin(s).

Date of check (monthly)	Signature of checker	Date of check (monthly)	Signature of checker

Help protect New Zealand's biosecurity and natural environment

# Managed Biosecurity Waste Separation

## Food and Beverage Retailers & Premium Lounges

Transit passengers may be carrying pests and disease in food or food packaging so please follow the instructions below:



### Dispose of **ALL** waste from Front of House in the **BIOSECURITY BIN**

- **Food and Food Contact Waste**  
E.g. Food scraps, dirty serviettes, chopsticks, abandoned fruit, tea bags, plastic cutlery
- **Other Front of House Waste**  
E.g. bars, bathrooms, business areas
- **All plants, leaves and floral arrangements**



### Dispose of the following waste in the **GENERAL WASTE BIN**

- **Food & Food Contact Waste that has remained Back of House**  
E.g. Food preparation waste. QC checks of training and separation must be maintained
- **Back of House non-food and non-plant waste**



Place all clean recyclables (plastic, glass, cans, newspapers and magazines) into **APPROPRIATE RECYCLING BINS** to be taken to the landside Cart Dock. Clean recyclables are **NON-BIOSECURITY**.

(Visually check or shake to confirm no food or pests)

If you are unsure of where to dispose of rubbish or recycling, please ask your manager or Auckland Airport's Leasing Managers.

Help protect New Zealand's biosecurity and natural environment

**See, Contain, Report**  
**MPI Pests and disease hotline 909 8615**

# Managed Biosecurity Waste Separation

## Food and Beverage Retailers & Premium Lounges Quality Control Sheet

Retail and Premium Lounge management must conduct the checks below monthly and sign the record to indicate the waste has been disposed of correctly. If not, replace waste in correct bin, report any biosecurity non-compliances to your AIAL contact person and retrain staff:

1. Confirm all food/food contact items from front of house, public-facing bin waste and any decorative plants/floral waste are placed in Biosecurity Bin.
2. Check there is no Front of House waste or plant waste present in the general waste bins which will go to landside waste disposal. Only Back of House food waste can be put into the general waste bins.
3. Confirm by observation that staff are checking recyclables for food waste.
4. Check there is no food waste in the recycling bin(s).

Date of check (monthly)	Signature of checker	Date of check (monthly)	Signature of checker

Help protect New Zealand's biosecurity and natural environment



# Non-Food and Beverage Retailers Waste

Transit passengers may be carrying pests and disease in food or food packaging so please follow the instructions below:

- ▶ Place **ALL** Back of House kitchenette waste and any plant/floral waste in a Waste Consolidation Room or airside waste bin in public area.
- ▶ Any passenger waste is **BIOSECURITY** waste; DO NOT accept waste from passengers; it must go into airside waste bins in public areas
- ▶ DO NOT have a rubbish bin in Front of House store area
- ▶ Dispose of all non-food waste into **GENERAL WASTE BIN** to be taken to the landside Cart Dock. Non-food waste is **NON-BIOSECURITY**.
- ▶ Place all clean recyclables (plastic, glass, cans, newspapers and magazines) into **APPROPRIATE RECYCLING BINS** to be taken to the landside Cart Dock. Clean recyclables are **NON-BIOSECURITY**.

(Visually check or shake to confirm no food or pests)

(Visually check or shake to confirm no food or pests)

If you are unsure of where to dispose of rubbish or recycling, please ask your manager or Auckland Airport's Leasing Managers.

Help protect New Zealand's biosecurity and natural environment

**See, Contain, Report**  
**MPI Pests and disease hotline 909 8615**

# Non-Food and Beverage Retailers Waste

## Quality Control Sheet

Non-Food and Beverage management must conduct the checks below monthly, report any biosecurity non-compliances to your AIAL contact person and sign the record:

1. Check staff are not accepting waste from passengers and disposing of it in Back of House waste bins.
2. Confirm there are no waste bins in the store's Front of House area.
3. Confirm all Back of House kitchenette waste and any plant/floral waste is going to a Waste Consolidation Room or an airside waste bin in an airside public area.

Date of check (monthly)	Signature of checker	Date of check (monthly)	Signature of checker

Help protect New Zealand's biosecurity and natural environment

## **APPENDIX 3 – (SGOP 102) LIFT 6 – OCS AIRSIDE STERILE AREA WASTE TRANSFER PROCESS**

SGOP 102 is reproduced overleaf