



Transportation and Handling for Couriers

20 November 2019

Purpose

This guidance document explains the Ministry for Primary Industries' (MPI) expectations for couriers transporting and handling animal products for export requiring an official assurance under the [Regulated Control Scheme \(RCS\) – Transportation and Handling of Products for Export with an Official Assurance Notice](#).

Animal products in the context of this guide includes all animal products including dairy except where specific mention is given.

This document is not a legal interpretation of the RCS and is intended only as a guide.

Prime purpose of the scheme

The prime purpose for this scheme for couriers is to ensure while goods are under their control they:

- remain safe; and
- are traceable; and
- are not substituted.

Scope

The RCS applies to those couriers who transport animal material and products which are intended to be exported overseas using an export certificate (or official assurance). Note that there may be some overseas markets that do not need an export certificate from New Zealand.

What do I need to do?

- (1) You need to register your RCS with MPI following a verification audit. Details on how to register can be found by clicking on these [web pages](#).
- (2) You need to renew your registration every 3 years.
- (3) Be familiar with the requirements in the [RCS Notice](#).
- (4) Notify your verifier of any changes in your registration details e.g. including a new depot.

What we expect you to do:

- (1) Maintain the traceability of goods from the consignor to the consignee, including any depot transfers.
- (2) Keep the area of the vehicle (or depot) where product is held clean, tidy and well maintained.
- (3) Respect your cargo - avoid damaging it and prevent spills or damaged cargo from contaminating other cargo. Know which cargo is refrigerated (temperature sensitive).

- (4) Protect your cargo from environmental conditions which may affect suitability e.g. extreme heat, rain, snow, etc.
- (5) Any transfer between vehicles or operators needs to be at a depot that is included in your RCS. Times for the temporary holding of goods are restricted at a depot:
 - a) 12 hours for refrigerated goods; and
 - b) 24 hours for non-refrigerated goods.
- (6) Notify your verifier if the time conditions cannot be met to discuss options.
- (7) Have procedures for cleaning, etc. documented as described in the [RCS Notice](#) clause 3.6.
- (8) Keep records for at least 4 years and have them available for your verifier. The records needed are described in the [RCS Notice](#) Part 4.
- (9) Advise the owner and your verifier of any goods which may have become damaged or compromised throughout the journey.

We don't expect you to:

- (1) Know what exactly you are transporting (i.e. is it for export?), **provided that for all goods being transported;**
 - a) they are all traceable for the entire journey, including any depot transfers; and
 - b) if any goods are held at a depot, you must meet the holding time restrictions; and
 - c) product temperatures are maintained.
- (2) Take temperature checks of your refrigerated cargo, but there should be minimal disruption during the journey so that temperature sensitive goods are delivered to their destination as soon as practical without deteriorating. Temperature probing product can contaminate product and is not to be undertaken by the courier operator for export animal product. If temperatures have to be measured, then insert a probe between two cartons.
- (3) Record the MPI E-cert number for each consignment.
- (4) Record the batch numbers of goods for consignments for dairy goods.
- (5) Use [MPI approved chemicals](#) for cleaning your vehicle and depot. This would only be expected where transporting exposed product, which couriers should not be doing.

Contact for further information

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Disclaimer

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