1. Please complete this form **in full** for all BIOSECURITY MATERIAL deliveries before releasing the material. This form and all associated documents such as Department’s Biosecurity Entry/Orders/Permits attached to the goods must be copied and held on file by the store.
2. **Stores staff are not to open the parcel**. Ensure goods subject to Biosecurity control are isolated in a safe, secure and clean area until pickup. In the event that the package is damaged, contents exposed or spilled or there is no import permit for the item; then immediately contact the Approved Arrangement operator (or relevant person) as well as the Griffith Biosafety advisors at **ubc@griffith.edu.au**.
3. Contact relevant area/addressee to collect goods subject to Biosecurity Control and request a copy of the import permit (or other relevant document) and record the number below.
4. A copy of this completed form must be handed to the Approved Arrangement Accredited Person collecting the goods.

**Section 1: To be completed by Stores Staff**

| **Item Description:** |  |
| --- | --- |
| **Quantity:** |  |
| **Transport Company:** |  |
| **Consignment Number:** |  |
| **Entry and/or Direction Number:** |  |
| **Import Permit Number:** |  |
| **Any other Department of Agriculture & Water Resources Reference Number:** |  |
| **Supplier:** |  |
| **Arrival Date:**  |  |
| **Addressee/requested by:** (Name) |  |

**Section 2: To be completed by person received the biosecurity material**

| **Name of Person Collecting Goods:** (Must be an AA accredited person if goods are going to an AA) | **Name:****AA Accredited Person Number:** |
| --- | --- |
| **Date and Time of Collection:** | **Date:****Time:** |
| **Import Permit Number:** |  |
| **Facility Location:** | **Building:****Room:****AA Number:** |
| **Collectors Signature:** |  |