

# NATIONALLY AGREED STANDARD OPERATING PROCEDURE (NASOP)

**Title:** Property Status Identification

**Version:** 1.0

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**Approved by:** Biosecurity Emergency Preparedness Working Group

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	1.0	21/09/11	Approved by BEPWG

NASOPs support national consistency and provide guidance to response personnel undertaking operational tasks.

## 1. Purpose

- To outline the procedure to be followed when allocating identification or case numbers to properties, locations or areas of interest during an operation conducted in response to the outbreak or incursion of a pest or disease affecting production animals, production plants or the natural environment.

## 2. Application/scope

- During an outbreak of a pest or disease it is important for each property to be uniquely identifiable by all those involved in the operation at national, state and local level. This is done by allocating a unique case number to each property, location, and/or area of interest.
  - An area of interest (AOI) may include properties, enterprises, locations, and areas of land and/or sea.
  - The same identification process is applied in all types of incident.
- The allocation of a case number assists in the collation of information associated with each AOI. It is also an important tool in protecting privacy and confidential information relating to an AOI e.g. property name and address.
- The use of a unique case number will minimise the possibility of confusion when there are two or more properties/locations with similar/same names and/or addresses.
- Once allocated, a case number for a property should be retained for the duration of the operation, and any subsequent operation soon thereafter (within 2 years). While property/location status may change, the case number will stay the same.
- When describing a property using an allocated case number, the property status is included in that description. The case number is described first; e.g. 101 IP.

## 3. Resources/equipment

- A system of assigning and recording case numbers and their status.
  - BioSIRT should be used to assign and record case numbers and the status of associated areas or locations of interest.
  - If BioSIRT is not in use, similar electronic or manual systems may be applied in the same way.

#### 4. Warnings

- Each incident should start with case number '1'. Each number can only be used once during an incident; i.e. a number cannot be recycled.
- A number cannot be split, e.g. 101a, 101b, where there are 2 different operations at a location/property, each operation should be given a separate case number.

#### 5. Description of activities

- BioSIRT assigns a case number to any identified AOI, be it a property, premises, location or area. The status of the case is then described. The combination of case number and status descriptor provides a means of reference to the AOI; as BioSIRT describes it.
- Operations centres at both a state and local level undertake actions relating to allocating property numbers and status.

The task allocation is:

- State level (State Coordination Centre or SCC)
  - Allocate property status (e.g. IP, DCP etc) – this is done at state level in consultation with the Local Control Centre (LCC). The accepted standard is to write the property status after the property number e.g. 101 IP.
  - Notify the LCC of the assigned property status – this may be either by individual property advice (low number of properties) or grouping e.g. publication on an internal web page.
  - Allocate blocks of numbers e.g. 1-200, 300-400, to an LCC where there is likely to be more than one LCC, or more than one geographical area involved.
  - Determine a suitable prefix where cross border and/or cross-regions necessitate clear identification of properties associated with an LCC/Region/District e.g. Q 101 IP could be used to represent infected property number 101 in Queensland.
- Local level (Local Control Centre or LCC)
  - The unique number for each property is allocated by the LCC.
  - Property numbers are allocated consecutively. Typically, the lowest numbers are nearest the property where the pest or disease was first detected.
  - The allocated number is entered into BioSIRT or other system without delay.
  - The allocated property number is used to identify the property e.g. on maps, in reports (This will reduce the likelihood of personal info, such as name, addresses etc. being inadvertently shared with unauthorised people).
  - Through operational necessity, the LCC may ascribe a provisional property status e.g. IP/DCP whilst waiting for confirmation from state level of a property status. No activity requiring legal support must be undertaken until the state level allocates the status.

#### 6. References

- NSW SOP – Numbering of IP/DCP/SP, Aug 2008
- Animal Health Australia - Guidance document for allocation of premises classifications in an EAD response, Dec 2009
- BioSIRT Draft Business Rules on Case number allocation

#### 7. Appendices

- Appendix 1: Premises classifications in an EAD response

## Premises classifications in an EAD response

- **Infected Premises (IP)**

A defined area (which may be all or part of a property) in which an emergency disease meeting the case definition exists or is believed to exist, or in which the causative agent of that emergency disease exists or is believed to exist.

- **Dangerous Contact Premises (DCP)**

Premises that contain a susceptible animal(s) not showing clinical signs but that, following a risk assessment, are considered highly likely to contain an infected animal(s) or contaminated animal products, wastes or things, that present an unacceptable risk to the response if not addressed.

- **Suspect Premises (SP)**

Temporary classification of premises that contain a susceptible animal(s) not known to have been exposed to the disease agent but showing clinical signs that require investigation(s).

- **Trace Premises (TP)**

Temporary classification of premises that contain a susceptible animal(s) that tracing indicates may have been exposed to an infected animal(s), or contaminated animal products, wastes or things, and that require investigation(s).

- **At Risk Premises (ARP)**

Premises in a Restricted Area that contain a susceptible animal(s) but are not considered at the time of designation to be an SP, DCP, IP or TP.

- **Assessed negative (AN)**

A qualifier applied to premises previously defined as a DCP, SP, TP or ARP that have been cleared of suspicion at the time of designation, and are subject to the procedures and restrictions appropriate to the area in which they are located (note: AN is a qualifier to document progress in the response and in the proof of freedom phase. It is not to be used at the same level as the other premises classifications).

- **Resolved Premises (RP)**

Infected premises that have completed the required control measures and are subject to the procedures and restrictions appropriate to the area in which they are located.

- **Unknown Status Premises (UP)**

Premises that have been identified as having an unknown animal status.

- **Zero Susceptible Stock Premises (ZP)**

Premises that contains no susceptible animals.