

Attachment to PPQ Form 519, Uniform Standards for Compliance Agreements for Regulated Garbage – Cruise Ships with Bermuda, Caribbean or Mexico Itineraries that are Supervising the Landing of Garbage

The United States Department of Agriculture, Animal and Plant Health Inspection Service (USDA APHIS), Plant Protection and Quarantine provide oversight for agricultural issues including APHIS regulated garbage. USDA is granted authority to take such action in the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.).

Any person who knowingly violates the PPA (7 U.S.C. §§ 7701 et. seq.) and/or the AHPA (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in monetary penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$300,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

Any individual, corporation, company, association, firm, partnership, society, or joint stock company engaged in the business of handling or disposing of garbage in accordance with the regulations (Title 7 Code of Federal Regulations §330.400-§330.403 and Title 9 Code of Federal Regulations §94.5) must first enter into a Compliance Agreement with APHIS. A Compliance Agreement authorizing the handling of regulated garbage is a legally binding contract between the United States Government and a cruise ship which has been approved by APHIS to handle regulated garbage. The cruise ship, \_\_\_\_\_ (*insert name of cruise ship*), by entering into this Compliance Agreement (which includes all Addenda), agrees to operate in accordance with APHIS regulations and policies when handling regulated garbage. USDA animal health and plant health regulations are enforced by APHIS and the Department of Homeland Security, United States Customs and Border Protection (CBP).

All employees or agents of \_\_\_\_\_ (*insert name of cruise ship*) must comply with the regulations pertaining to regulated garbage and all conditions and Addenda included in this Compliance Agreement, as deemed by the Administrator to be necessary to prevent the introduction and dissemination into or within the United States of plant pests and livestock or poultry diseases. The cruise ship employee or agent, \_\_\_\_\_ (*position of employee/agent*) is responsible for ensuring that CBP at each port of entry visited by this cruise ship has a copy of this Compliance Agreement and all Addenda or any subsequent Compliance Agreements and Addenda as necessary.

**Trash** is refuse that neither contains nor is visually contaminated with regulated garbage. Trash is not regulated by APHIS and is therefore **unrestricted**. For example, trash that solely contains empty soda cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as regulated garbage as opposed to trash and would be restricted.

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**Garbage** is all waste material that is derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any such material. Garbage is regulated by APHIS when the garbage is on or removed from a means of conveyance, if the means of conveyance has been in any port outside the United States and Canada within the previous two-year period or to any port in Hawaii or any United States territory or possession in the last one-year period. Garbage regulated by APHIS is hereafter known as regulated garbage.

Garbage, trash or other material not regulated by APHIS that is or has been commingled with regulated garbage is also regulated garbage.

Regulated garbage includes but is not limited to food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed.

The cruise ship covered by this Compliance Agreement, and all areas where regulated garbage handling occurs, are subject to unannounced inspections by APHIS or CBP personnel. APHIS/CBP officials must be allowed access to all areas where regulated garbage handling occurs including but not limited to galleys, store rooms, garbage rooms, incinerators, etc. APHIS/CBP officials must be allowed to observe, without restriction, all regulated garbage handling activities performed by all employees and subcontractors. Nothing in this Agreement abrogates or affects the separate requirements under Title 7 of the Code of Federal Regulations for vessel inspections. All records required by this Agreement must be made available to APHIS/CBP officials upon request.

Compliance Agreements are valid for one year from the date of agreement (PPQ Form 519, Block 10), and must be reviewed annually by APHIS/CBP officials with the cruise ship representative.

Regulated garbage handling activities covered by this Compliance Agreement may be suspended and/or this Compliance Agreement may be immediately canceled for noncompliance. **This Compliance Agreement is non-transferable.**

The cruise ship under this Compliance Agreement must immediately notify the home port CBP office (with whom this Compliance Agreement was signed) at \_\_\_\_\_ (*insert phone number*) of any management changes, including but not limited to name, ownership, equipment, and procedures. The cruise ship may also be required to notify APHIS Headquarters at (301) 851-2312 or by email at **ppq.vrs.regulated.garbage@aphis.usda.gov** of the above changes. Such changes may invalidate this Compliance Agreement and require a new approval.

Revisions to this Compliance Agreement must be made if there are any changes that would invalidate this Agreement but do not require a new approval, including but not limited to changes in procedures (minor), local management or USDA regulations and requirements. The required revisions must be made as soon as the changes occur if they do not invalidate the Compliance Agreement in a manner that requires a new approval to be granted.

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By signing this Compliance Agreement, the signatory acknowledges that information concerning his/her cruise ship, including but not limited to the name of the cruise ship, location, and contact information with phone numbers are available to the public. In addition, the signatory acknowledges that if the cruise ship's Compliance Agreement is cancelled or the cruise ship and/or its personnel are prohibited from handling regulated garbage the information will be listed on the APHIS website. Finally, the signatory acknowledges that if the regulated garbage handling activities authorized by the Compliance Agreement have been suspended, information regarding the suspension will also be listed on the APHIS website.

The cruise ship is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will **not** allow its unauthorized diversion, removal, use, or consumption.

Any problems in conducting regulated garbage handling procedures as outlined in this Compliance Agreement must be immediately reported to the local CBP office at \_\_\_\_\_ (insert phone number). (See Addendum for contact information for CBP at each U.S. port of entry visited.)

This Compliance Agreement only covers compliance with APHIS regulations and requirements. Therefore, this Compliance Agreement does not reduce or eliminate the Compliance Agreement holder of his/her legal duty and responsibility to comply with all other applicable Federal, State, and local regulatory requirements. By signing this Agreement, the signatory certifies that his/her cruise ship has met or will meet the requirements of all applicable environmental protection laws prior to handling garbage regulated by APHIS under the authority of USDA.

Cruise ships must list each U.S. port of entry visited in an Addendum to this Compliance Agreement.

The cruise ship must ensure, through contractual arrangements with the Port Authorities or APHIS-approved haulers, that once off-loaded by the cruise ship, regulated garbage does not remain on the dock for more than 72 hours (i.e., regulated garbage must be hauled within this timeframe) without prior approval in writing from the APHIS Administrator.

## **I. Regulated Garbage Handling Procedures**

A. Trained employees or trained subcontractors of the cruise ship covered by this Compliance Agreement are authorized to off-load or supervise the off-loading of regulated garbage while within U.S. territorial waters without the direct supervision of CBP/APHIS or an employee of another approved establishment/cruise ship with a Compliance Agreement.

1. Stevedores or longshoremen must be under the direct supervision of a trained employee or trained subcontractor of the cruise ship under this Compliance Agreement when handling regulated garbage for the cruise ship.
2. Activities of the stevedores or longshoremen must be outlined in the attached cruise ship Standard Operating Procedures (SOP).

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The cruise ship must contract with an APHIS-approved establishment/cruise ship to ensure that the regulated garbage removed from this cruise ship is placed in APHIS-approved containers and is only transported by an APHIS-approved hauler contracted by this cruise ship. *(Include the contact information (name, address, and phone number) for the contracted hauler at each U.S. port of entry visited in an Addendum to this Compliance Agreement.)*

B. Segregation of regulated garbage.

1. If materials for recycling are off-loaded from this cruise ship at a U.S. port, the recycling procedures must be included in the attached SOP to this Compliance Agreement. Materials for recycling must be stored separately from food waste or other regulated garbage onboard the cruise ship.
2. Regulated garbage will be separated from all other materials, not regulated by APHIS, as specified in the attached SOP unless all are handled as regulated garbage.
3. Onboard compactors that are used for regulated garbage must be cleaned and disinfected before being used for non-regulated garbage. Records must be kept as documentation of the cleaning and disinfection. See Section V for record keeping.

C. Regulated garbage may remain on board a vessel while within the territorial waters of the United States if it is contained in tight, covered, leak-proof receptacles inside the guard rails of the vessel.

D. Operating procedures

1. The cruise ship must have a written APHIS-approved Standard Operating Procedure (SOP) for regulated garbage handling. The SOP must cover all aspects of this cruise ship's regulated garbage handling procedures including protocols for reporting and handling spills on the dock or in the water, maintaining control of regulated materials and the cleaning and disinfecting of affected areas and equipment. Revisions or modifications in procedures for each port visited by the cruise ship, as needed, should be included in the SOP. The SOP must also include all requirements covered in this Compliance Agreement. The SOP must be written in English and other appropriate languages. The English version of the SOP must be attached to this Compliance Agreement and the procedures described therein are considered as stipulations of the Compliance Agreement and must be followed.
2. The cruise ship must conspicuously post the SOP or make the SOP available to employees in all areas where regulated garbage is handled.
3. All regulated garbage must be contained in tight, covered, leak-proof, containers.
4. Regulated garbage must be uniquely identifiable from other garbage and trash unless all garbage is handled as APHIS regulated garbage.

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5. Procedures must be in place to prevent the inclusion of regulated garbage, including food waste, in medical waste.
6. If incinerating regulated garbage and off-loading the ash at a U.S. port, cruise ship personnel must ensure all the incinerated material, except glass and metal, is thoroughly burned to ash. If the off-loaded incinerated material, is not entirely burned to ash (except for glass and metal), it must be off-loaded as regulated garbage. CBP personnel will inspect the ash.
7. All rigid containers must be identified with the words "REGULATED GARBAGE" or a similar acceptable phrase in English and any appropriate foreign language. Lettering on containers should be large enough so that they could be legible from a distance of at least 10 feet.
8. Containers used for regulated garbage shall **not** be used for any material not regulated by APHIS, unless the container's markings have been removed and the container is cleaned and disinfected under the direct supervision of APHIS or CBP personnel. The container to be used for a purpose other than storage or hauling regulated garbage must have markings obliterated and be disinfected with APHIS-approved disinfectant under the direct supervision of APHIS or CBP personnel prior to such use. Containers that are removed from service (i.e. decommissioned) must be cleaned and disinfected under direct APHIS or CBP supervision.
9. The container or other confined area where regulated garbage is to be stored must be secured to prevent tampering and must be capable of being cleaned and disinfected. The regulated garbage must be inaccessible to birds, rodents, and other vermin.

If the regulated garbage will be stored off the cruise ship, describe the area/container where regulated garbage will be stored. Storage sheds and containers should be properly marked with the words "Regulated Garbage" or other appropriate terms.

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10. Any plastic bags used in the handling, transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick and must be intact. Plastic bags used by the cruise ship for regulated garbage handling, transportation or storage must be uniquely identified by color, tag (attached to the bag), or label (printed on the bag) as indicated in the attached SOP.
11. Methods used in the storage or removal of regulated garbage must provide tight, covered, and inherently leak-proof containment and, if other than standard garbage containers or plastic bags, must be approved by APHIS Headquarters.

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12. Advance notification of off-loading of regulated garbage should be provided to the local CBP office at \_\_\_\_\_ (*inset phone or fax number*); (*See the Addendum for CBP contacts at the U.S. ports of entry*).

13. The cruise ship must maintain records of regulated garbage off-loaded at U.S. ports that include at a minimum:

- Date and time regulated garbage was off-loaded from the cruise ship
- The amount (weight, volume) of the regulated garbage that was off-loaded
- Hauler who received the regulated garbage

These records must be maintained for one (1) year from the end of the month the regulated garbage was off-loaded.

#### E. Equipment

1. Equipment (including but not limited to vehicles (excluding forklifts), containers, dumpsters and compacters) used to transport/store unprocessed regulated garbage must:

- be completely enclosed, rigid, and leak-proof.
- not have a canvas top, tarp covering or any other non-rigid covering.
- be capable of being secured by a seal, lock, or similar device.
- be capable of being cleaned and disinfected.
- be identified with the words "REGULATED GARBAGE" or a similar acceptable phrase in English and any appropriate foreign language. Lettering must be clearly visible on all containers from a distance of 10 feet.
- be maintained to ensure that all of the requirements listed above are met.

Leaking compactors, containers or dumpsters must be removed from service until they are repaired. Areas where leaks occur must be cleaned and disinfected.

### III. Arrival Notification

The agent, owner operator, or cruise ship representative must provide the CBP office at the port of arrival advance notification of arrival. The notification must be made at least 12 hours prior to vessel arrival, according to 7 CFR §330.111.

Arrival notification must include the following information:

- Name and registration of cruise ship
- Date and estimated time of arrival at the port
- Docking location
- Last two foreign ports
- Next port
- Number of passengers disembarking

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# APHIS Authorized Disinfectants for Use When Handling APHIS Regulated Garbage

Failure to comply with advance notification requirements could result in the issuance of a violation.

## IV. Passenger Clearance

CBP/APHIS will periodically monitor the clearance of passengers and baggage on cruise ships with Caribbean, Mexico, or Bermuda itineraries to evaluate the risk of prohibited agricultural articles that may be associated with passengers and baggage.

- A. Officials of the cruise ship are responsible for educating passengers and crew members concerning the requirements for bringing agricultural articles off the ship at the U.S. Port of Entry.
- B. APHIS Headquarters must approve the cruise ship's education plan, which may be approved at the corporate level, for providing information to passengers and crew prior to distribution; this requirement includes changes to a previously approved plan.
- C. During inspections, CBP/APHIS personnel will verify the education plan used aboard the cruise ship. The education plan should include the use of signs at all exits from the cruise ship and amnesty bins, and may include printed material, audio and/or video presentations.

## V. Cleaning and Disinfection

The dock area and the area around grinders, sterilizers, incinerators, compactors, and/or dumpsters must be kept clean and free of loose garbage at all times.

All wooden surfaces in garbage handling areas (including storage areas and inside transport vehicles) must be treated so that surfaces are impervious to water and can be cleaned and disinfected.

### A. Articles Requiring Cleaning and Disinfection

Any article, means of conveyance, or other surface, including but not limited to carts, pallets, machinery, handling containers, trucks, or railroad cars, dock or warehouse surface contaminated with regulated garbage, must be cleaned and disinfected with one of the APHIS authorized disinfectants to meet regulatory requirements as outlined in the attached SOP before the items are reused.

Cleaning of portable articles must be performed over a drain leading to an approved sewage system or directly into a containment tank for proper disposal.

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## B. Materials and Equipment

The following items must be immediately available for cleaning and disinfection in all work areas and on each conveyance during the handling of regulated garbage.

1. One of the following APHIS-authorized disinfectants:

- a) **Virkon® S** (EPA Reg. No. 71654-6) must be mixed according to the label for a 1% solution.
- b) **Clorox®** (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25%.

Note: Both **Virkon®S** (EPA Reg. No. 71654-6) and **Clorox®** (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25% disinfectants are authorized for use to mitigate the potential risk of the introduction and spread of plant and animal pests and diseases.

## Cleaning and Disinfection Procedures:

- a) **Virkon®S** (EPA Reg. No. 71654-6)

When using Virkon®S (EPA Reg. No. 71654-6) on APHIS regulated garbage, the user must meet the following conditions:

### Non Food Handling Areas

- 1) Virkon®S (EPA Reg. No. 71654-6) must be mixed according to the label for a 1% solution.
- 2) Prior to applying detergent or disinfectant, regulated garbage (liquid and solid) must be removed from contaminated surfaces. Apply any absorbent material, as needed. All collected regulated garbage and materials used in cleaning and disinfection must be disposed of as regulated garbage.
- 3) Clean/scrub the affected area with detergent.
- 4) Flush the affected area with clean water.
- 5) Apply the Virkon® S (EPA Reg. No. 71654-6) disinfectant solution generously; wet the entire affected area. Read the disinfectant label to determine how long the disinfectant should remain on the surfaces. Reapply disinfectant if necessary to maintain wet surface for time specified in label.
- 6) Flush area with clean water and air dry per disinfectant label.
- 7) Repeat steps for application disinfectant, as needed.

### Food Handling Areas

Use only sanitizers approved by EPA for use in food handling areas. Ensure the sanitizer is allowed by the location where it is being used.

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Note:

- 1) Prior to applying sanitizer, all regulated garbage (liquid and solid) must be removed from contaminated surfaces. Apply an absorbent material, as needed. All collected regulated garbage and materials used in cleaning and sanitizing must be disposed of as regulated garbage.
- 2) Follow the instructions on the sanitizer label

## Storage

Once mixed, Virkon®-S may only be used for seven (7) days from the date of mixing. The name "Virkon®-S" and the date the solution was mixed must be written on the container holding the solution.

- b) **Clorox®** (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25%.

Clorox® (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25 % is authorized for use as an authorized disinfectant to mitigate the potential risk of the introduction and spread of plant and animal pests and diseases.

Disinfectants must be used in a manner consistent with the Environmental Protection Agency (EPA) label and the master label directions.

- 1) The master label is posted on the EPA Web-site at <http://iaspub.epa.gov/apex/pesticides/f?p=PPLS:1> by searching under the "EPA Registration Number" box, insert 5813-100.
- 2) Disinfectants must be registered for use in the state where it will be used. For information on product registration by state please visit: <http://state.ceris.purdue.edu/>, click on a state, under the "EPA Registration Number" box, insert 5813-100, click the search box at the bottom of the page. Note: Some states may not authorize the use of Clorox® (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25%.

Regulated Garbage compliance agreement holders are authorized to use Clorox® (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25% for disinfection of surfaces contaminated with regulated garbage, provided the use of Clorox® (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25% is in compliance with the laws and regulations within your state or U.S. territory/possession.

**Note:** Per EPA label guidance, use of Clorox® (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25% may have precautionary statements and list certain handling and usage requirements, including cautionary information about use on certain surfaces, cautionary information regarding product corrosive properties, personal protective equipment requirements, as well as environmental safety and storage steps to be taken by the user.

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## Non Food Handling Areas

- 1) All surfaces contaminated with regulated garbage, including non-disposable items such as tools, need to be cleaned and disinfected as outlined below.
- 2) Prior to applying detergent or disinfectant, regulated garbage (liquid and solid) must be removed from contaminated surfaces. Apply any absorbent material as needed. All collected regulated garbage, including disposable materials used in cleaning and disinfection must be disposed of as regulated garbage.
- 3) Clean/scrub the affected area with detergent.
- 4) Flush the affected area with clean water.
- 5) Per label instructions, prepare the disinfectant solution by adding 1 part Clorox® (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25% to 9 parts of water (8 ounces Clorox® EPA Reg. No. 5813-100 active ingredient sodium hypochlorite 8.25% to 72 ounces of water).
- 6) Apply the mixed bleach dilution to the surface and allow it to remain on the surface for at least 10 minutes (unless otherwise indicated on the Clorox® EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25% product label.
- 7) Rinse the surface with clean water and allow the surface to dry.

## Storage

1. Clorox® (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25% (original Clorox® bottle) may only be used for a maximum of **six months**. Write the date of purchase on the original Clorox® bottle and store out of heat and sun.
2. When Clorox® (EPA Reg. No. 5813-100) active ingredient sodium hypochlorite 8.25% is diluted, it may only be used for a 24-hour period post dilution. The words "Bleach Solution", the date and time of dilution must be written on the container holding the diluted solution.

## Food Handling Areas

Use only sanitizers approved by EPA for use in food handling areas. Ensure the sanitizer is allowed by the location where it is being used.

- 1) Prior to applying sanitizer, all regulated garbage (liquid and solid) must be removed from contaminated surfaces. Apply an absorbent material, as needed. All collected regulated garbage and materials used in cleaning and sanitizing must be disposed of as regulated garbage.
- 2) Follow the instructions on the sanitizer label.

## **Additional Cleaning and Disinfection Procedures**

The dock area and the area around grinders, sterilizers, incinerators, compactors and/or dumpsters must be treated so that surfaces are impervious to water and can be cleaned and disinfected.

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# APHIS Authorized Disinfectants for Use When Handling APHIS Regulated Garbage

All wooden surfaces in garbage handling areas (including storage areas and inside transport vehicles) must be treated so that the surfaces are impervious to water and can be cleaned and disinfected.

## a) Articles Requiring Cleaning and Disinfection

Any article, means of conveyance, or other surface contaminated with regulated garbage, must be cleaned and disinfected with one of the APHIS authorized disinfectants to meet regulatory requirements before the items are reused.

Cleaning of portable articles must be performed over a drain leading to an approved sewage system or directly into a containment take for proper disposal.

## b) Materials and Equipment

The following items must be immediately available for cleaning and disinfection in all work areas and on each conveyance during the handling of regulated garbage spills.

- 1) One of the APHIS-authorized disinfectants.
- 2) A sanitizer approved by EPA for use on and around food contact surfaces, as applicable.
- 3) A source of clean water adequate to achieve proper cleaning and disinfection.
- 4) A detergent.
- 5) A scrub brush.
- 6) Equipment to pick up solid material (such as a shovel or broom and dustpan).
- 7) Material to contain and/or absorb liquids.
- 8) 3 mil plastic, leak-proof bags (uniquely identified) to hold collected materials.
- 9) Copy of all applicable Material Safety Data Sheets (MSDS) and disinfectant labels, if the original containers are not available.
- 10) Appropriate personal protective equipment (such as rubber or latex gloves and safety goggles) and/or other equipment as required by the MSDS, disinfectant labels and the establishment/cruise ship.

APHIS/CBP will be immediately notified of any spillage off the cruise ship (i.e. into water or on dock) at \_\_\_\_\_ (*insert phone number*); (*see Addendum for CBP contact information at each U.S. port of entry visited*). Cleaning and disinfecting of an area on land affected by the spill must be accomplished as soon as possible under the continual direct supervision of CBP/APHIS or another APHIS-approved establishment that is authorized to off-load the regulated garbage. The clean-up of spills into water must be coordinated with the U.S. Coast Guard.

## c) Record Keeping

The establishment/cruise ship must maintain records of disinfectant and sanitizer used in association with the handling of regulated garbage. This includes disinfectant used for both routine cleaning and disinfection and spills.

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Records must include at a minimum:

- 1) Date of disinfectant or sanitizer used.
- 2) Specific location of disinfectant or sanitizer used.
- 3) Volume and concentration of disinfectant or sanitizer used.
- 4) Date and time of notification of spills to APHIS or CBP, as applicable.
- 5) Name of employee notifying APHIS or CBP, as applicable.

These records must be kept for three (3) years from the date of disinfectant or sanitizer usage.

## VI. Emergency Backup System

In the event the cruise ship is unable to conduct the regulated garbage handling activities as outlined in this Compliance Agreement or the cruise ship is ordered to suspend its regulated garbage handling activities, the emergency backup system listed below must be implemented. Details of the emergency backup system must be included in the SOP.

The local APHIS/CBP office will be immediately advised of the implementation of the approved emergency backup system listed below:

1. Maintain the regulated garbage, properly stored and safeguarded, on the cruise ship; or
2. Off-load the regulated garbage under direct supervision by either CBP or APHIS personnel; or
3. Contact another APHIS-approved establishment/cruise ship that is authorized to off-load regulated garbage (*Include the contact information (name, address, and phone number) for the contracted hauler at each U.S. port visited in an Addendum to this Compliance Agreement.*)

## VII. Training

The cruise ship must present a training program on regulated garbage handling to employees before they are permitted to handle or supervise the handling of regulated garbage. All previously trained employees shall be provided review training annually; this training may be given in more than one session.

The training program must be approved in writing by the local APHIS State Plant Health Director/CBP Port Director or his/her designee. The English version of the approved training program must be attached to the Compliance Agreement.

The training program must be written in English and any other appropriate languages, and must be presented in all appropriate languages.

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The training program should be of sufficient duration to provide the required information on regulated garbage handling and may include both formal classroom training and on- the-job training.

At a minimum, the training must include:

- Definition of regulated garbage
- Film, slides, or other training aids on foreign animal and plant diseases and pests
- Explanation and purpose of the regulations
- Review of the cruise ship's approved SOP including proper regulated garbage handling procedures covering all procedures conducted by the cruise ship. The SOP must also include protocols for reporting and handling emergency spills, maintaining control of regulated materials and the cleaning and disinfecting of affected areas and equipment
- Review of the compliance agreement training record keeping requirements

The cruise ship must maintain a record of regulated garbage training provided to employees and any subcontractors if applicable. The training records must include:

- The date of the training
- The name (s) of the trainees
- The specific topics covered during the training
- The name of the trainer

These records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.

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