

ABC Company Inc. APHIS Regulated Garbage Operating Procedures

ABC Company Inc.
Example International Airport
1100 Jet Avenue, Somewhere, AA, 00000
Office – (XXX) XXX-XXXX
Fax – (XXX) XXX-XXXX

Date: August 4, 2016

The purpose of this document is to ensure all **ABC Company Inc.** employees are properly trained and fully understand the rules and regulations and proper handling of regulated garbage set forth by Customs and Border Protection (CBP) and the United States Department of Agriculture (USDA) for meeting aircraft with regulated garbage.

Meet arriving aircraft immediately with the following items in the APHIS Cleaning & Disinfection Kit:

- Virkon-S
- Sanitizer approved by EPA (used for cleaning food handling areas inside building and aircraft)
- Gallon of clean water
- Detergent
- Scrub brush
- Broom and dust pan
- Paper towels
- 3 mil orange plastic bags
- Twist ties
- Rubber gloves
- Safety goggles (Please use safety glasses that were issued to you)
- Copy of all applicable Safety Data Sheets (SDS) and disinfectant label if the original container is not available
- Spray bottle for Virkon-S and water mixture
 - Always wear proper PPE; gloves and safety glasses.
 - Virkon-S requires gloves and safety glasses to be used for handling of their product.
 - Always refer to the **ABC Company Inc.** SDS link in the Portal for all first aid measures with all products.
- **ABC Company Inc.** employees who are trained and hold a customs seal on their airport badge must meet all inbound aircraft with regulated garbage expeditiously after its block time. **ABC Company Inc.** employees must stand in an area in which you can see the departure door of the aircraft.
- If the cleaning crew with **ABC Company Inc.** is unable to expeditiously meet the aircraft at the arrival time, it is acceptable to send one employee to safeguard the regulated garbage by waiting in the aircraft, after the aircraft has been cleared and by contacting Customs and Border Protection until the rest of the cleaning crew has arrived.

- **ABC Company Inc.** employees will remove all regulated garbage from the cockpit, overhead bins, lavatories, garbage bins, seat backs, seats, etc. and place in the leak proof orange 3 mil plastic bag. Close the bag securely with twist tie. NOTE: All regulated garbage and trash will be handled as regulated garbage and placed in leak proof orange 3 mil plastic bags to distinguish it as regulated garbage.
 - Aircraft should be met on arrival in approved vehicle containing black APHIS approved containers marked “USDA REGULATED GARBAGE” and the APHIS Cleaning & Disinfection Kit.
 - **ABC Company Inc.** employees should always wait until all passengers and crew have cleared the aircraft before entering. There will be a 2-sided sign on the jetway door to notify all employees if the aircraft has been cleared or not. The sign will either say “Uncleared” in red letters or “Cleared” in green letters. Either the gate agent or Customs will be responsible for flipping the sign to notify when the aircraft has been cleared. Customs can be contacted at (XXX) XXX-XXXX or on their 24 hour number (XXX) XXX-XXXX.
- When all passengers have been cleared, **ABC Company Inc.** employees will begin to sweep aircraft. Areas such as the cockpit, overhead bins, lavatories, garbage bins, seat backs, seats, and aisles would be places to look for any garbage left behind. All trash and garbage found will be placed in the leak proof 3 mil orange plastic bag.
 - Caterers will remove all garbage from galleys in the aircraft and handle all dishes.
- When all regulated garbage has been removed, place all bags in an APHIS approved container marked “USDA REGULATED GARBAGE”.
- Regulated garbage must be stored in approved labeled regulated garbage containers until transported for processing to XYZ Processor. If the containers cannot be delivered to the processor immediately, they will be kept in the tool shed, in the area designated for RG storage, and the shed will be kept locked.
- Regulated garbage must be transported in an **ABC Company Inc.** approved vehicle with the APHIS Cleaning & Disinfection Kit.
- Regulated garbage must be carried down the steps, not thrown or dragged, and transported in the container marked “USDA REGULATED GARBAGE” with the “APHIS Cleaning & Disinfection Kit” with a tarp lining the floor.
- Upon arrival to XYZ Processor, these steps should be followed:
 - **ABC Company Inc.** employee will transfer the RG into a green XYZ Processor regulated garbage container and place regulated garbage container on scale.
 - XYZ Processor employee will fill out necessary paperwork of company name and weight of regulated garbage.
 - **ABC Company Inc.** employee will print and sign their name acknowledging all information is correct.
 - **ABC Company Inc.** employee must document on the **ABC Company Inc.** arrival sheet, the date and time of transfer to XYZ Processor.
 - Upon arrival to the base, **ABC Company Inc.** employees will fax over paperwork with tail number, date and time to XXX-XXX-XXXX.

- If XYZ Processor is closed or an employee of XYZ Processor is not present on our arrival, all regulated garbage should be kept in the **ABC Company Inc.** containers marked “USDA REGULATED GARBAGE” and stored in the **ABC Company Inc.** approved vehicle. All attempts should be made by the supervisor or lead on duty to find out when the next available time XYZ Processor will be available to process garbage. All regulated garbage must be transported to XYZ Processor within the 72 hour (3 day) period.
- Immediately after collecting the regulated garbage, log the following information in the APHIS Regulated Garbage Log:
 - Date aircraft arrived
 - Time regulated garbage was received
 - Origin of aircraft
 - Number of containers
 - Notify CBP of any spills occurred
 - Date and time of transfer
- All disinfection of surfaces contaminated with regulated garbage (example, spills) must be properly documented in the APHIS Regulated Garbage Spill Log and filled out as follows:
 - Date of use
 - Name of sanitizer and disinfectant
 - Amount and concentration of disinfectant/sanitizer
 - Specific location of disinfectant/sanitizer use
 - First and last name (printed)
- All records for disinfectant use must be maintained for 3 years.
- Spills should be handled quickly and with APHIS authorized disinfectant. All supplies are available in the APHIS Cleaning & Disinfection Kit in the Regulated Garbage receptacle. Every inbound aircraft with regulated garbage should be met with the APHIS Cleaning & Disinfection Kit and should be handled in the following order:
 - Contact the local CBP at (XXX) XXX-XXXX or (XXX) XXX-XXXX if the spill is outside the aircraft. All spills must be logged in the spill log.
 - Sweep up or scrape up as much contaminant as possible.
 - Apply absorbent material (paper towels) if needed or use broom and dustpan to pick up any remaining debris.
 - Dispose of regulated garbage into leak proof orange 3 mil bag using sweep brush and dust pan.
 - Scrub contaminated area with detergent.
 - Note: If the area is not effectively scrubbed first, remaining debris will protect viruses embedded below the surface, where they will remain untouched by the disinfectant.
 - Never use APHIS authorized disinfectant inside plane, i.e.; Virkon-S. All cleaning inside aircraft must be EPA approved and must be logged for records in the APHIS Cleaning & Disinfection Log.
 - Flush scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce the disinfectant’s activity.

- *(Insert Name of Backup System Here)* is the dedicated approved APHIS entity that **ABC Company Inc.** has selected to handle all inbound aircraft and handling of all regulated garbage in the event of an emergency. The physical address for *(Insert Name of Backup System Here)* is:
 - XXXX Street Name, City Name, State Zipcode
- The below contacts should be followed in sequential order to ensure proper protocol for *(Insert Name of Backup System Here)* to assist **ABC Company Inc.** in an emergency situation. All contacts should be called if the prior contact is unable to reach. **ABC Company Inc.** and *(Insert Name of Backup System Here)* must have a verbal response to ensure protocol is met.
 - Office – (XXX) XXX-XXXX
 - Person 1 – (XXX) XXX-XXXX
 - Person 2 – (XXX) XXX-XXXX
 - Fax – (XXX) XXX-XXXX
- **ABC Company Inc.** must inform *(Insert Name of Backup System Here)* in the event an emergency that **ABC Company Inc.** has initiated its emergency back-up plan to ensure protocol is met in a timely manner
- If XYZ Processor, Address, City, State, Zipcode is unable to take custody of the APHIS regulated garbage within 72 hours (3 days), these steps should be followed:
 - Contact Company X at (XXX) XXX-XXXX
 - Their physical address is:
 - Upon calling Company X, you will need to ask them to dispatch their own cartage firm to pick up all APHIS regulated garbage from our facility. The cartage firm has the same physical address and phone number as the processing facility
- All training and regulated garbage handling paperwork shall be held for at least 1 year. All training will include the following information and exercises:
 - **NO FREE RIDE VIDEO** (Your Role in Protecting American Agriculture in the 21st Century)
 - **ABC Company Inc.** Company Operating Procedure Training
 - Definition of regulated garbage
 - Explanation and purpose of the regulations
 - Review of the Compliance Agreement packet
 - All employees will sign off on an “APHIS Training” sign-off sheet acknowledging that all employees understand the meaning and all required duties of handling regulated garbage
 - Training records will include: date of training; name(s) of the trainees; specific topics covered during the training; and name of the trainer