

Procedure for Airports to Request APHIS Approval to Receive International Commercial Passenger Aircraft or International Commercial Cargo Aircraft

The Airport Authority of an airport that is interested in receiving U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) approval to receive international commercial passenger aircraft or international cargo aircraft must contact the State Plant Health Director (SPHD) and/or Agriculture Quarantine Inspection, Veterinary Medical Officer (AQI VMO) subject matter expert responsible for coverage of the state or territory where the airport is located, to discuss intent and obtain information on requesting APHIS approval. Contact information for the Regulated Garbage subject matter expert can be found on the Regulated Garbage Website Link located at [**APHIS Regulated Garbage Website**](#)

All entities handling regulated garbage at the airport must either be approved to handle regulated garbage by APHIS and have a current compliance agreement to handle regulated garbage, or must operate under direct Customs

and Border Protection (CBP) supervision at all times (verification of this by CBP will be required). In order for an airport to receive APHIS approval to receive international commercial passenger aircraft or international commercial cargo aircraft, the airport must demonstrate that it meets Customs and Border Protection (CBP) requirements.

The procedure for airports to request APHIS approval to receive international commercial passenger aircraft or international cargo aircraft is a four step process:

Step 1: Compliance with CBP's Established Airport Facility Guidelines

The Airport Authority must contact CBP to obtain information regarding compliance with the CBP's guidelines.

Step 2: Letter to the Administrator

The airport authority must send a **signed** letter requesting APHIS approval to receive international commercial passenger aircraft or international cargo aircraft to the

APHIS Administrator. The signed letter should be sent to the email address listed below:

ppq.ops.regulated.garbage@aphis.usda.gov

or by mail to:

Administrator
Animal and Plant Health Inspection Service
c/o AQI VMO Director, PPQ Field Operations
2150 Centre Ave., Bldg. B
Ft. Collins, CO 80526

Instructions for Writing the Letter to the Administrator

Provide the following information.

1. Name and address of airport authority (provide corporate address of airport authority, as well as physical address of airport, if different) requesting APHIS approval to handle APHIS commercial passenger or cargo aircraft.

2. Name, title, phone number, and email address of airport authority contact.
3. Name, address, and point of contact for all companies that have received APHIS approval to handle regulated garbage at the airport or name and contact number for the Supervisory CBP personnel consenting to provide direct supervision over the regulated garbage handling process.

Step 3: Facility and equipment evaluation and recommendation for approval/denial

After the Administrator, or designee, has received and reviewed the letter along with all required supplemental documentation requesting approval for an airport to receive international commercial passenger aircraft or international commercial cargo aircraft, and determined that all required information is included in the letter meets APHIS requirements, along with all required documentation., a site visit of the airport facility will be scheduled. Representatives from APHIS and CBP will be selected to conduct a site visit to evaluate and inspect the airport's regulated garbage handling capabilities. The site visit will include a visit to the airport and possibly visits to

the companies that will be handling regulated garbage at the airport, in order to determine if all facilities meet all APHIS requirements for handling regulated garbage, and if all functions of regulated garbage handling are adequately addressed at the airport. **All required equipment, tools, supplies, materials and documents must be available at the time of the site visit.** After the site visit, the site visit team will prepare a formal report and make a recommendation for or against APHIS approval. This report will be forwarded to the APHIS Administrator, or designee, where a final decision for or against APHIS approval will be made.

Step 4: Approval or Denial of Request to Handle Regulated Garbage

Final approval or denial of the airport's request for APHIS approval to receive international commercial passenger aircraft or international commercial cargo aircraft will be communicated in writing by APHIS to all parties, via an official letter and by electronic communication. If approval to receive international commercial passenger aircraft or international commercial cargo aircraft is granted by

APHIS, representatives from APHIS and/or CBP will re-visit the airport, to discuss and sign the final compliance agreement (PPQ Form 519 and the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage), if required. **(Note: a compliance agreement to handle regulated garbage may be required of the airport authority if the airport authority will be serving in any of the regulated garbage handling functions (for example if the airport authority owns or operates any regulated garbage processing equipment that will be used to handle regulated garbage).**

The airport is not authorized by APHIS to receive international commercial passenger aircraft or international commercial cargo aircraft until receiving the official approval letter from APHIS and entering into a compliance agreement (if required). The garbage handlers (caterer, cleaner, and processor or hauler, as applicable), may also require amendment of their current compliance agreement before the airport is authorized to service

international commercial passenger aircraft or
international cargo aircraft.

**Please note, applicable references are available on the
regulated garbage website link at:**

[APHIS Regulated Garbage Website](#)