

Procedures for Airports to Receive International Commercial Passenger or International Commercial Cargo Aircraft

Revised: November 9, 2012

An Airport Authority interested in receiving U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) approval to receive or service international commercial passenger or international cargo aircraft must contact the State Plant Health Director, local Department of Homeland Security Customs and Border Protection (CBP) – Agriculture and the local Agriculture Quarantine Inspection Veterinary Medical Officer to discuss intent. Please call (301) 851-2295 to obtain contact names and phone numbers. **The Airport Authority is ultimately responsible for ensuring APHIS regulated garbage is properly handled at the airport.** As of October 1, 2012, airports receiving international commercial passengers or international commercial cargo are no longer required to have on-site processing capability.

All entities handling regulated garbage at the airport must either be approved by APHIS and have a current compliance agreement or operate under continual direct CBP supervision. There must be at least an APHIS-approved onsite catering establishment, an APHIS- approved onsite aircraft cleaning establishment and APHIS-approved contracted regulated garbage hauling capability in order for an airport to receive international commercial passengers or international commercial cargo aircraft.

Approval to receive or service international commercial passenger or international cargo aircraft is a four step process:

Step 1: Compliance with Established Airport Facility Guidelines

The Airport Authority must comply with the all requirements of the Federal Inspection Service' Airport Facility Guidelines. The Airport Authority must contact CBP to obtain information regarding compliance with the Federal Inspection Service' Airport Facilities Guidelines.

Step 2: Letter to the Administrator

The Airport Authority must send a **signed** letter requesting approval to handle regulated garbage to the APHIS Administrator at the following address:

Administrator
USDA Animal and Plant Health Inspection Service
c/o Director, PPQ Quarantine Policy, Analysis and Support
4700 River Road, Unit 60
Riverdale, MD 20737

NOTE: signed letters addressed to the APHIS Administrator can also be sent electronically to the e-mail address:

PPQ_VRS.Regulated.Garbage@aphis.usda.gov

In the letter, in addition to the actual request, please include:

- A. Name and address of airport
- B. Name and title of airport's representative(s) responsible for handling regulated garbage
- C. Name and address of any USDA APHIS-approved catering and cleaning companies associated with the airport
- D. Name and address of any Fixed Based Operator associated with the airport
- E. Estimation of the amount of regulated garbage received on a daily basis
- F. Method of maintaining separation of regulated garbage from non-regulated garbage at airport
- G. Name and physical location of the processor (i.e., sterilizer/incinerator) responsible for sterilizing or incinerating regulated garbage, the catering establishment, the aircraft cleaner, and the cartage firm removing unprocessed regulated garbage from airport property. All must be either APHIS-approved or they must have applied for approval by APHIS.
- H. Name and title of the representative from the processor (i.e., sterilizer/incinerator) responsible for overseeing the facility (if on airport property), the catering establishment, the aircraft cleaner and the cartage firm or the processor has applied for approval to handle regulated garbage.
(Note: if processing equipment is located on-site and owned by the airport authority, then complete Items A through H in this document. Do not complete Items I through O in this document. Instead, please see the document "*Procedures for New Facilities Requesting Approval to Handle Regulated Garbage*" document at http://www.aphis.usda.gov/import_export/vrs/downloads/HandleRegulatedGarbage.pdf and complete Item #3 through Item #21 under "*Instructions for writing a request letter*". If the on-site processor is not owned by the airport, complete Items I through O in this document.)
- I. Complete description of entire regulated garbage handling procedures, including delivery of regulated garbage to the USDA- approved processor (i.e., sterilizer/incinerator).
- J. Name and address of landfill used to dispose of processed garbage
- K. Name and address of company hauling processed garbage to landfill
- L. Employee training, including type, frequency, and materials used
- M. Disinfection procedures and materials used
- N. Pest control program used
- O. Complete description of airport/facility emergency back-up plan for removal from aircraft, hauling and/or processing (if on-site processing).

Note: All other establishments (including but not limited to caterers, aircraft cleaners, and hauling companies) that are associated with the airport and would like to handle regulated garbage must already be approved to do so by APHIS or must complete submit a request for approval to the APHIS Administrator. Please see the document "*Procedures for New Facilities Requesting Approval to Handle Regulated Garbage*" document at http://www.aphis.usda.gov/import_export/vrs/downloads/HandleRegulatedGarbage.pdf and complete all items listed under "*Instructions for writing a request letter*". These establishments must be approved before the airport is authorized to receive international passengers or international cargo.

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

After the letter requesting approval to handle regulated garbage has been received, the letter will be reviewed for completeness. Representatives from APHIS and/or CBP – Agriculture will then be assigned to evaluate the applicant's facility and equipment to determine if the facility and equipment meets all APHIS requirements. APHIS will issue an email to the applicant acknowledging the receipt of the request for approval to handle regulated garbage, and providing contact information for the APHIS representative serving as the primary point of contact for the evaluation. Additional information about the proposed airport

operations may be requested. All required buildings, materials and equipment (including conveyances to move regulated garbage) must be in place for the final pre-approval inspection. After evaluation, the APHIS or CBP-Agriculture representative will prepare a report and make a recommendation for or against approval. Final approval/denial will be communicated by APHIS in writing via a formal letter.

Step 4: Compliance Agreement

If approval to handle regulated garbage is granted by APHIS, representatives from APHIS and/or CBP will re-visit the applicant to discuss and sign a compliance agreement. The applicant will be authorized to handle regulated garbage only after receiving a formal letter of approval to handle regulated garbage from APHIS **and** after the applicant has entered into a compliance agreement approved by APHIS. CBP-Agriculture will conduct routine evaluation of facility and equipment to confirm continued compliance with all regulatory and supplemental conditions as stipulated in the compliance agreement. APHIS will also conduct any necessary calibrations or evaluations of on-site processing equipment.

The *Code of Federal Regulations* and the *Manual for Agricultural Clearance*

The regulations codifying the requirements for handling international garbage [Title 7 *Code of Federal Regulations* Part 330.400 - 330.403 and Title 9 *Code of Federal Regulations* Part 94.5] are on the Internet. To view Title 7 *Code of Federal Regulations* Part 330.400 - 330.403, visit:

<http://www.aphis.usda.gov/regulations/index.shtml> , and scroll to the bottom of the page and select "Electronic Code of Federal Regulations". In the box titled Browse, select the arrow down and highlight "Title 7 - Agriculture" and select "GO". Select "300-399", then select "330". Scroll down and select "330.400, 330.401, 330.402, and 330.403" to access the plant garbage regulations.

To view Title 9 *Code of Federal Regulations* Part 94.5, at the same web site above, in the box titled Browse, select the arrow down and highlight "Title 9 - Animal and Animal Products". Select "1-199", then select "94". Scroll down and select "94.5" to access the animal garbage regulations. The terms "regulated garbage" and "international garbage" are interchangeable.

Information on the Uniform Standards for Compliance Agreements for handling regulated garbage are contained in Appendix B of the *Manual for Agricultural Clearance* (MAC). The MAC is a manual designed to provide Custom and Border Protection Agricultural Specialists with guidance at ports of entry and APHIS personnel with information on regulated garbage. To access the MAC, select Manual for Agricultural Clearance at: http://www.aphis.usda.gov/import_export/plants/manuals/online_manuals.shtml