



AVIATION TECHNOLOGIES, INC.

Regulated Garbage Training Guide

WHAT IS REGULATED GARBAGE?

- Garbage on aircraft arriving from foreign countries other than Canada and also from non-predeparture locations of Hawaii or Puerto Rico, and from all other US territories and possessions is regulated by APHIS.
- Regulated garbage includes but is not limited to food scraps, table refuse, galley refuse, food wrappers or packaging material and other waste material from stores, food preparation areas, passengers or crew 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 the aircraft but were not consumed.
- Other materials that may be handled as regulated garbage but are not limited to rejected cargo (consisting of plant or animal origin materials), illegally imported agriculture commodities found in commerce, and quarantine materials seized during inspection.

WHEN A FLIGHT ARRIVES FROM OUTSIDE OF THE UNITED STATES:

- Customs and Border Patrol may be planeside for international flights to check for immigration and passport information unless precleared. Once they have finished inspection, we will take over for our GSE services.



U.S. Customs and
Border Protection



CBP CONTACT INFORMATION:

- Our contact information for Customs and Border Patrol on our airfield is:
 - 512 530-3053

NOTE: Canadian trash is not considered international or Regulated Garbage.

CBP MAY NEED EXCLUSIVE ACCESS TO THE AIRCRAFT, DO NOT PERFORM ANY GSE SERVICES...

- Until the flight has been cleared from CBP. Any services such as lavatory, fuel, baggage, trash removal, and opening of any panel or access door is prohibited until Customs clears the aircraft.
- Do not approach the aircraft with any equipment until Customs has cleared this aircraft.
- Once CBP has concluded immigration checks and depart the area it is safe to approach the aircraft.

CHEMICAL AND SPILL TRAINING:

- All attempts to prevent spills should be the first step in Spill training.
- Do not move regulated garbage from any location to another without having a quarantine container available at your immediate location.
- Always transport regulated garbage in a containment system such as our quarantine container.



BECOME FAMILIAR WITH OUR CLEANING CHEMICALS:

- Cleaning/sterilization chemicals:
 - Virkon-S tablets (NOT FOR FOOD AREAS) Must be mixed to be utilized
- Required PPE and Procedures:
 - Always wear protective gloves when using these chemicals
 - Always read and adhere to the directions on the container and our Standard Operating Procedure.
 - Always clean your cleaning tools after use and use sterilization chemicals to treat them.
 - Make sure that inventory is not removed without being replenished.



The Regulated Garbage Cart contains the following:

- 1) Scrub brush (Amazon)
- 2) Broom and dustpan (Amazon)
- 3) Virkon-S cleaning tablets (Amazon)
- 4) Clorox Anywhere Hard Surface Sanitizing Spray (Amazon)
- 5) Dawn Rapid detergent (Amazon)
- 6) 30 lbs (or equivalent) absorbent material (Amazon)
- 7) Disposable Nitrile gloves (Amazon)
- 8) Purple 3mil plastic bags (Amazon)
- 9) Tide powder detergent (Amazon)
- 10) Training Forms Log (Regulated Garbage Training Guide)
- 11) Form for record of receipt (RTR) (International travel)
- 12) SDS data sheets on all materials (X2) (International travel)
- 13) How to guides on chemicals (X2) (International travel)
- 14) Emergency Contact Numbers (X2) (International travel)

LARGE SPILLS:

- If a large Regulated Garbage spill occurs, move the Quarantine container to the spill and open a 3mil purple bag for containment.
- Pick up the majority of the debris with the Regulated Garbage dust pan and sweeper located in our containment area in the main hangar. Place it in the 3mil purple bag.
- Clean and sanitize the affected area with Virkon-S solution and rinse.
- Secure the Quarantine container and treat it the same as the Regulated garbage that was pulled from the aircraft.

SPILLS MUST BE RECORDED

- Within our LOG BOOK in the line service department is a spill log. This must be filled out for any spills and kept for 3 years. Below is an example:



AVIATION TECHNOLOGIES, INC.
 Location #2 (Austin, TX)
 On Site: 10000 LOGISTICE LANE, AUSTIN, TX 78719 Office: 4200 Birch Drive STE 88, Del Valle, TX 78617


Record-Keeping for Disinfectant and Sanitizer Used in Handling Regulated Garbage / Spill Log sheet.
 (Must be kept for 3 years on file)

Date of use	Location of use	Name of disinfectant or sanitizer used	Volume/concentration of disinfectant of sanitizer used	Notify CBP/APHIS of spill outside the facility	Documentation if spill occurs

OUR SPILL KIT IS LOCATED AT

LSG Sky Chef (APHIS Approved Processing Facility)
 located at 9919 Service Ave Austin, TX 78719.

STANDARD PROCEDURE:




Once CBP clears the flight you take to Regulate

Remember that Regulated garbage cannot touch the ground; otherwise, the area will need to be sterilized.

Make sure that you have your containment system and Purple 3 mil bags at the immediate location before proceeding.

STANDARD PROCEDURE:



Remember to mark the bag with the **tail number** of the aircraft.

Next, secure the lid on the container and transport it to the **quarantine area**

HOW TO FILL OUT THE LOGBOOK.

Record-Keeping for Handling Regulated Garbage

Date Received	Time Received	Location (Airport)	Aircraft Details (tail number and origin)	Amount (bag count & weight)	Hauling / Pickup date	Amount Picked up by Hauler	Employee Name	Date Processed by OCERF
11/6/2018	1900	KAUS	N1234TW Singapore	2/20	11/6/2018	2 bags	James Gallagher	11/6/2018

Write the Time received

Write our airport code

Write the amount of bags and how much they weigh approximately

Make sure the Hauler takes ALL of the Regulated garbage.

Put the date of actual pickup.

Write the date received

Write the tail number from the aircraft and where it came from.

After pickup arrangements have been made write the confirmed pickup date.

Only Trained employees may receive Regulated Garbage.

WHO TO CALL TO PICK UP OUR REGULATED GARBAGE?

- Once the Regulated garbage is logged and quarantined, a call must be made to facilitate a pickup.
- Processor contact:
 - LSG Sky Chef (APHIS APPROVED PROCESSING FACILITY) at 9919 Service Ave Austin, TX 78719 (512)530-4800.**

WE WILL NOW REVIEW OUR STANDARD OPERATING PROCEDURE AND COMPLIANCE AGREEMENT

WE WILL REVIEW THE ATI POWERPOINT PRESENTATION

**WE WILL REVIEW THE OVERVIEW OF
REGULATED GARBAGE POWERPOINT
PRESENTATION**

**WE WILL REVIEW THE NO
FREE RIDE VIDEO**

**THIS CONCLUDES AVIATION TECHNOLOGIES
REGULATED GARBAGE TRAINING. PLEASE
REACH OUT TO A SUPERVISOR OR THE
OPERATIONS MANAGER TO COMPLETE YOUR
TRAINING LOG IN THE BINDER.**