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0369

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
PLANT PROTECTION AND QUARANTINE

COMPLIANCE AGREEMENT

<p>1. NAME AND MAILING ADDRESS OF PERSON OR FIRM Commander, Navy Region Mid-Atlantic (CNRMA) Regional Environmental, N45 1510 Gilbert Street Norfolk, Virginia 23511</p>	<p>2. LOCATION Naval Station Norfolk (including Chambers Fields); Naval Support Activity Norfolk Naval Shipyard; Naval Weapons Station Yorktown (including Cheatham Annex); Joint Expeditionary Base Little Creek, and Naval Air Station Oceana</p>
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3. REGULATED ARTICLE(S)  
APHIS Regulated Garbage

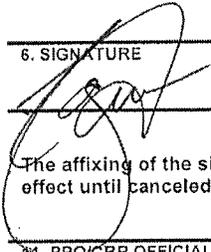
4. APPLICABLE FEDERAL QUARANTINE(S) OR REGULATIONS  
Plant Protection Act of 2000, 7 CFR 330.400, 7 CFR 330.403, 9 CFR 94.5, as implemented within the DOD and Department of the Navy by DOD Regulation 4500.9-R and Chief of Naval Operations Instruction 6210.2.

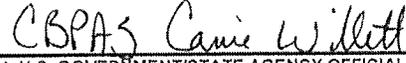
5. I / WE AGREE TO THE FOLLOWING:

This Compliance Agreement (CA) between Commander, Navy Region Mid-Atlantic (CNRMA) and U.S. Customs and Border Protection (CBP) covers CNRMA's cleaning and handling activities of regulated garbage (RG) in Virginia. Military installations under the cognizance of CNRMA, handle RG from aircraft and vessels arriving internationally.

The attachment with addendum dated Feb 3, 2015 will serve as the basis of this compliance agreement. This compliance agreement supersedes all previous compliance agreements with USDA, APHIS, and/or CBP.

The establishment under this Compliance Agreement shall immediately notify the local DHS, CBP Agriculture office at 757-533-4225 of any management changes which may void this Compliance Agreement. This Compliance Agreement may be immediately canceled or revoked for noncompliance.

<p>6. SIGNATURE </p>	<p>7. TITLE NRMA Regional Engineer (N4)</p>	<p>8. DATE SIGNED <u>22 Jan 15</u></p>
<p>The affixing of the signatures below will validate this agreement which shall remain in effect until canceled, but may be revised as necessary or revoked for noncompliance.</p>		<p>9. AGREEMENT NUMBER NORVA2015-02</p> <p>10. DATE OF AGREEMENT <u>Feb 2, 2015</u></p>

<p>11. PPQ/CBP OFFICIAL (NAME AND TITLE) Carrie L. Willett, CBP Agriculture Specialist</p>	<p>12. ADDRESS US Customs and Border Protection Agriculture Operations 101 East Main Street Norfolk, VA 23510 757-533-4225</p>
<p>13. SIGNATURE </p>	<p>15. ADDRESS</p>
<p>14. U.S. GOVERNMENT/STATE AGENCY OFFICIAL (NAME AND TITLE)</p>	<p>16. SIGNATURE</p>

**Attachment to PPQ Form 519, Uniform Standards for Compliance Agreements for Regulated Garbage - Military Bases/Installations**

The United States Department of Agriculture, Animal and Plant Health Inspection Service (USDA APHIS), Plant Protection and Quarantine provides 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 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. The Navy enters into this Compliance Agreement because the Navy has determined that this Compliance Agreement is a necessary and proper means to carry out proper management and cooperation with APHIS as required by the laws and regulations that are the basis of this Compliance Agreement. The military installation, Naval Station Norfolk, Naval Air Station Oceans, Naval Weapons Station Yorktown, Cheatham Annex Support Activity Norfolk Naval Shipyard, and Joint Expeditionary Base Little Creek under the cognizance of Commander, Navy Region Mid-Atlantic (CNRMA), by entering into this Compliance Agreement (including 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 CNRMA 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.

**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.

**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.

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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.

Other materials that may be handled as regulated garbage include 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.

The military installation 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. APHIS/CBP officials must be allowed to observe, without restriction, all regulated garbage handling activities performed by all employees and subcontractors. All records required by this Agreement must be made available to APHIS/CBP officials upon request. Any problems in conducting regulated garbage handling procedures as outlined in this Compliance Agreement must be immediately reported to the CBP office at (757) 533-4225.

Compliance Agreements are valid from the date of agreement (PPQ Form 519, Block 10), and must be reviewed at least annually by APHIS/CBP officials with the military installation.

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 military installation under this Compliance Agreement must immediately notify the local CBP office at (757) 533-4225 of any management changes, including but not limited to name, location, equipment, and procedures. The military installation 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. If this Compliance Agreement is used to develop a Base Instruction, the military installation under this Compliance Agreement shall immediately notify the local CBP at phone number (757) 533-4225 of any changes made to the Base Instruction. A copy of the Base Instruction shall be made available to CBP or APHIS upon request.

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.

By signing this Compliance Agreement, the signatory acknowledges that information concerning the military installation, including but not limited to the name of the military

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installation, location of military installation, and contact information with phone numbers, may be included on lists of APHIS-approved regulated garbage handlers that are available to the public. In addition, the signatory acknowledges that if the military installation Compliance Agreement is cancelled or the military installation 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.

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 establishment 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.

The military installation 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.

Once received by the military installation, regulated garbage must not remain in the military installation's possession for more than 72 hours (i.e., regulated garbage must be processed or hauled within this timeframe) without prior approval in writing from the APHIS Administrator.

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

Regulated garbage will be handled by Stericycle, Inc and managed by NAVFAC Midlant Environmental and NAVFAC Midlant Integrated Solid Waste.

A. Removal of regulated garbage from means of conveyance:

Regulated garbage removed from foreign arriving conveyances and conveyances from Hawaii or U.S. territories will be (*check appropriate boxes*):

- Transported by an APHIS-approved cartage firm for incineration or sterilization.

Hauler or Cartage firm located at:

Stericycle, Inc  
181 Windchaser Way  
Moyock, NC 27958  
(252) 232-1091

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X Sterilizer located at:

Stericycle, Inc  
5901 Chemical Road  
Baltimore, MD 21226  
(410) 779-2143 or (800) 872-2876 x 3305

X If sterilized, location of landfill:

Modern Landfill  
4400 Mt. Pisgah Road  
York, PA 17406  
PADEP Permit # 100113  
(717) 246-4640

Community Refuse Services, Inc  
Cumberland County Landfill  
135 Vaughn Road  
Shippensburg, PA 17257  
PADEP Permit # 100945  
(717) 423-5917

Incinerator located at:

\_\_\_\_\_  
\_\_\_\_\_  
*(Name, address, phone number)*

Grinder located at:

\_\_\_\_\_  
\_\_\_\_\_  
*(Name, address, phone number)*

If the military installation processes regulated garbage, then attached an Addendum for processing to the Compliance Agreement.

B. Segregation of regulated garbage (*check one*):

X Regulated garbage will be separated from all garbage not regulated by APHIS, as specified in the attached Standard Operating Procedures (SOP).

~~All garbage will be handled as APHIS regulated garbage.~~

Recycling is authorized only after incineration or if the separation of recyclable material takes place onboard the conveyance (i.e. maritime vessel, aircraft, etc.) and the recyclable material is kept separate from food waste or other regulated garbage.

The military installation personnel will meet the conveyance originating from a foreign location on arrival to off-load the regulated garbage onboard the conveyance. The military installation must immediately notify the local CBP at phone number (757)

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533-4225 if unable to meet a conveyance on arrival, in which case no regulated garbage will be off-loaded from the conveyance until a military representative is present or a CBP representative is available.

C. Operating Procedures:

1. The establishment must have an APHIS-approved written SOP for regulated garbage handling. The SOP must cover all aspects of regulated garbage handling procedures used by the establishment, and must include all requirements covered in this CA. 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 establishment must conspicuously post the SOP or make the SOP available to employees in all work areas.
  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.
  5. 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.
  6. 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 moved off the establishment's property to be repaired must first be cleaned and disinfected prior to movement. Containers that are removed from service (i.e. decommissioned) must be cleaned and disinfected under direct APHIS or CBP supervision.
  7. 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 military installation 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.
  8. Plastic bags used for storage of regulated garbage must be securely closed and leak-proof and the bags must be stored inside a closed building or in a tight, covered, leak-proof, rigid container. 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.
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9. If the military installation will be storing garbage, describe the area in the facility where regulated garbage will be stored. Storage sheds should be properly marked with the words "Regulated Garbage" or other appropriate terms.

At Naval Station Norfolk, regulated garbage off-loaded by Jet Services and/or military personnel from foreign arrivals will be placed in 3 mil plastic bags and placed in a 20 cubic foot rigid, tight, covered, leak-proof receptacle clearly marked as "Regulated Garbage." The receptacle is located at LP-210 at the perimeter of the tarmac.

At Naval Air Station Oceana, regulated garbage off-loaded by military personnel from foreign arrivals will be placed in 3 mil plastic bags and placed in a 40 cubic yard, rigid, tight, covered, leak-proof receptacle clearly marked as "Regulated Garbage". The receptacle is located at Building 3050 (North pad).

At Naval Weapons Station Yorktown, Cheatham Annex, Joint Expeditionary Base Little Creek, and Naval Station Norfolk, regulated garbage off-loaded from vessels will be placed in a container provided pier-side as needed. The container will be clearly marked "Regulated Garbage".

10. The military installation must maintain records of receipt of regulated garbage that include at a minimum:
- Date and time regulated garbage was received
  - Conveyance numbers from which regulated garbage was removed.
  - Type of units (bags, carts, containers, etc.)
  - Number of units
  - The amount (weight, volume) of the regulated garbage that was removed
  - Date and time garbage was picked up from the establishment for transport by hauler (if applicable)
  - The amount of regulated garbage that was picked up for transport by hauler (if applicable)
  - All other records required by this Compliance Agreement

The military installation must retain records for one (1) year from the date of transportation. The military installation must assure that these records can be used to validate the inventory control system at the point of destination).

11. If large amounts of material such as rejected cargo or regulated garbage from maritime vessels are accepted for storage or processing, those materials must be contained in a manner approved by APHIS or CBP. Attach an Addendum if applicable.

#### D. Equipment

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

- be completely enclosed, rigid, and leak-proof.

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

## II. 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.

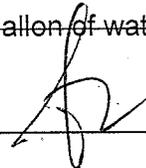
### B. Materials and Equipment

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. 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® Bleach (sodium hypochlorite) 5.25% (EPA Reg. No. 5813-1) commercially labeled for use as a disinfectant.~~
  - ~~Use as a solution with a concentration of 5000 ppm available chlorine.~~
  - ~~Mix 13 ounces Clorox® Bleach 5.25% bleach to 1 gallon of water or 1 part Clorox® Bleach 5.25% to 9 parts water.~~

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- ~~• This solution will disinfect hard non-porous surfaces and can be used to decontaminate porous surfaces and materials.~~
- ~~• The Clorox® Bleach 5.25% bleach (original bottle) may only be used for a maximum of two months. Write the date of purchase on the original bottle. Bleach is best stored out of heat and sun.~~
- ~~• When bleach 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 bleach.~~

2. A sanitizer approved by the U.S. Environmental Protection Agency (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. Materials to contain and or absorb liquids
8. Plastic leak-proof bags 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, the disinfectant labels and the military installation

C. Cleaning and Disinfection Procedures outlined in the SOP must meet the following conditions:

1. Non Food Handling Areas:

- Prior to applying detergent or disinfectant, regulated garbage (liquid and solid) must be removed from contaminated surfaces. Apply an absorbent material if needed. All collected regulated garbage and materials used in cleaning and disinfection must be disposed of as regulated garbage.
- Clean/scrub the affected area with detergent.
- Flush the affected area with clean water.
- Apply the disinfectant solution per label instructions; wet the entire affected area. Read disinfectant label to determine how long the disinfectant should remain on the surfaces. (Note: ~~Mixed bleach solution (5000 ppm available chlorine) must remain on surface for 10 minutes.~~)
- Flush area with clean water and air dry per disinfectant label.

2. Food Handling Areas:

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

- Clean/scrub the affected area with detergent.
- Flush the affected area with clean water.

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- Apply the disinfectant generously, covering the entire area. Read disinfectant label to determine how long the disinfectant should remain on the surfaces, and then flush with clean water.
- Prior to applying sanitizer, all regulated garbage (liquid and solid) must be removed from contaminated surfaces. Apply an absorbent material if needed. All collected regulated garbage and materials used in cleaning and sanitizing must be disposed of as regulated garbage.
- Follow the instructions on sanitizer label.

APHIS/CBP will be immediately notified of any spillage outside of the facility at (757) 533-4225. Cleaning and disinfecting of the area affected by the spill must be accomplished immediately. The military installation must provide trained personnel and equipment for immediate clean up of such spills and the procedures for this cleaning must be specified in the SOP.

The military installation 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. Records must include at a minimum:

- Date of disinfectant or sanitizer use
- Specific location of disinfectant or sanitizer use
- Volume and concentration of disinfectant or sanitizer used

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

### III. Emergency Backup System

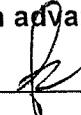
In the event the military installation is unable to conduct the regulated garbage handling activities as outlined in this Compliance Agreement or the military installation is ordered to suspend its regulated garbage handling activities, the emergency backup system listed below must be implemented. Additionally, if the military installation's primary regulated garbage hauler is unavailable or the military installation's primary processor is inoperable, the emergency backup system listed below must be implemented, to ensure that regulated garbage is not stored at the military installation for longer than 72 hours. Details of the emergency back-up system must be included in the SOP. The military installation will immediately notify all of its regulated garbage customers affected by the implementation of the emergency backup system. The local APHIS/CBP office will be immediately advised of the implementation of the approved emergency backup system listed below:

- X APHIS –approved Caterer or other entity which will meet the aircraft and de-cater the plane:

Jet Services, 407 Draper Dr. Norfolk, VA  
(757) 477-9496

**In the event that Jet Services cannot conduct removal of regulated garbage, Jet Services will notify CBP at least 24 hours in advance by**

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calling (757) 533-4225. Prior to landing the aircraft, CBP would either request military divert the aircraft to another airport where an APHIS approved cleaner or caterer handle the regulated garbage or, if the aircraft lands and passengers de-plane, CBP would issue a permit to proceed to another location where an APHIS approved cleaner or caterer handle the regulated garbage.

- X APHIS-approved Processor (*Circle one – sterilizer, incinerator, grinder.*) located at:

Stericycle, Inc.  
1168 Porter Avenue,  
Haw River, NC 27258  
(336) 578-8900

- X APHIS-approved Hauler or Cartage firm to transport regulated garbage at this military installation to processor:

Coastal Services  
805 Ford Dr, Unit A, Norfolk, VA  
(757) 488-4244

If the military installation has initiated the emergency back-up plan, no regulated garbage will be accepted or processed by the military installation, unless the regulated garbage is to be removed from the conveyances by another APHIS-approved entity or under continual direct CBP supervision, until authorized in writing by CBP. Any processing equipment that has been repaired will be reevaluated and certified in writing by an employee of APHIS.

#### IV. Training

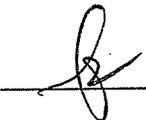
The military installation must present a training program on regulated garbage handling to employees before they are permitted to handle or supervise the handling of regulated garbage. All previously trained employees shall be provided review training annually; this training may be given in more than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

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- 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 military installation's approved SOP including proper regulated garbage handling procedures covering all procedures conducted by the military installation. 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 military installation 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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## REGULATED GARBAGE STANDARD OPERATION PROCEDURES

### 1. Company Name, Address and Phone

US Navy, Commander, Navy Region Mid-Atlantic (CNRMA)  
1510 Gilbert Street  
Norfolk, VA 23511

### 2. Description

The aircraft aircrew and vessel personnel are responsible for proper placement of all regulated garbage from seatback pockets and lavatories. CNRMA follows mandated USDA and APHIS procedures as stated by the USDA and APHIS Plant Protection and Quarantine Compliance Agreement. For purposes of this agreement, CNRMA means Naval Station Norfolk, Naval Air Station Oceana, Joint Expeditionary Base Little Creek, Naval Weapons Station Yorktown, Cheatham Annex, Naval Support Activity Norfolk Naval Shipyard. Processes specific to an installation will be noted throughout this Standard Operation Procedure (SOP).

Regulated garbage includes but is not limited to food scraps, table refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers' or crews' quarters, 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. All regulated garbage will be collected from the cockpit, cabin, lavatory via placement in a tightly sealed, leak-proof plastic bag at least three (3) mil (0.003-inch) thick.

All regulated garbage found on an aircraft is turned over to CNRMA's CBP Jet Services for proper disposal. The aircraft crew and military personnel are responsible to ensure that all regulated garbage is not left on board the aircraft or vessel. If the US CBP agent is not on board at the time of cleaning, any regulated garbage found by the aircraft or vessel crew will be clearly identified and separated from other bags by being marked/tagged "Regulated Garbage". Bags are then to be placed in a visible section of the aircraft and the US CBP agent will be immediately notified that it has been placed there. The US CBP agent will take the regulated garbage off of the aircraft and will hand it to a representative of Jet Services staff or military personnel for military flights at Naval Station Norfolk and Naval Air Station Oceana. The staff member will take the regulated garbage and store it in the Regulated Garbage storage bin located at building LP-210 at Naval Station Norfolk and at building 3050 (North pad) at Naval Air Station Oceana. A log sheet will be maintained with the flight number, number of bags of regulated waste collected, the date collected, the total weight of bagged regulated waste collected and the name of the person that put the garbage in the storage bin and name of cartage firm. The staff member will then contact NAVFAC Integrated Solid Waste Management who will notify and request that the Cartage/Hauler remove the garbage from the installation within 72 hours for processing/hauling.

All regulated garbage found on a vessel is turned over to CNRMA's CBP approved cartage firm, Stericycle or other approved cartage firm, for proper disposal. The vessel crew is responsible to ensure that all regulated garbage is not left on board the vessel. If the US CBP agent is not on board at the time of cleaning, any regulated garbage will be clearly identified and separated from other bags by being marked/tagged "Regulated Garbage". The vessel crew will take the regulated garbage off of the vessel and will take the regulated

garbage and store it in the Regulated Garbage storage bin located on the pier. A log sheet will be maintained with the vessel number, the number of bags of regulated waste collected, the date collected, the total weight of bagged regulated waste collected and the name of the person that put the garbage in the storage bin. The staff member will then contact NAVFAC Integrated Solid Waste Management who will notify and request that the Cartage/Hauler remove the garbage from the installation within 72 hours for processing/hauling.

## **Regulated Garbage Handling Procedures**

### **Aircraft**

1. All food items and any other plant (flowers) or animal products found in seats, seat back pockets, restrooms, galley, cockpit, etc. are to be collected and considered regulated garbage. All meals are considered regulated garbage. Milk products and empty milk cartons are considered regulated garbage. Water bottles, soft drink cans, and newspapers that are segregated and are not comingled with regulated garbage can be recycled or be placed in domestic garbage bags.
2. All regulated garbage will be placed in plastic bags that are at least 3 mils (0.003-inch) thick. The bags will be a unique color or will be tagged as "Regulated Garbage".
3. All regulated garbage will be turned over to the US CBP agent who will in turn give it to Jet Services staff member or military personnel who will transport the regulated garbage directly to their storage bin located at building LP-210 at Naval Station Norfolk and building 3050 (North pad) at Naval Air Station Oceana and contact NAVFAC Integrated Solid Waste Management who will notify and request that the Cartage/Hauler remove the garbage from the installation within 72 hours for processing/hauling.
4. If regulated garbage is to be processed off the airport environment, it must be transported by an APHIS approved hauler.
5. Food carts, trolleys, dishes and utensils are considered regulated garbage and will be placed on the catering truck to be handled by the caterer.
6. Employees and cleaners are not permitted to consume or take any uneaten meals off the aircraft.

### **Vessels**

1. All food items obtained from foreign sources, including fresh fruits, vegetables, and other perishables, as well as US food items "comingled" with foreign obtained items will be managed as regulated garbage.
2. All regulated garbage will be placed in plastic bags that are at least 3 mils (0.003-inch) thick. The bags will be a unique color or will be tagged as "Regulated Garbage".



3. All regulated garbage will be placed in the regulated garbage dumpster that will be available on the pier. The vessel crew will contact NAVFAC Integrated Solid Waste Management request that the Cartage/Hauler remove the garbage from the installation within 72 hours for processing/hauling.

**3. Approved Cleaning Firm-- Address and Phone**

**Jet Services**  
407 Draper Dr. Norfolk, VA 23505  
Contact: Tony Watkins (757) 477-9496

**4. Approved Processing Facility: Address and Phone**

**Stericycle, Inc (Autoclave Operation)**  
5901 Chemical Road  
Baltimore MD 21226  
(410) 354-9496 x16 Contact: Marvin Bowers  
(410) 354-1025 x10 Contact: Sherlyon Brathwaite

**5. Hauler or Cartage firm located at:**

**Stericycle, Inc.**  
181 Windchaser Way  
Moyock, NC 27958  
(252) 232-1092  
Contact: Eddie Curry (443) 841-9415 Cell

**6. Back-Up Plan**

In case of emergency, call:

**Backup cartage firm**

**Coastal Services**  
805 Ford Drive, Unit A  
Norfolk VA 23523  
(757) 488-4244

Or call Customs and Border Patrol at: (757) 533-4225

If Jet Services is unavailable; they will apply for a Permit to Proceed to the next airport.

**7. Cleaning and Disinfection Procedures**

The spill kit will be transported to the aircraft with other cleaning materials.

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**Approved Disinfectant :**

Virkon-S (in bulk, pre-measured for mixing or in a premixed solution Virkon is mixed in dilution of 1:100 or 1.3 oz of Virkon Disinfectant per gallon of clean water).

Or

**Virkon-S in tablet form is mixed with one tablet in 16 oz. of water.**

Solution will be applied with a mop or sponge to affected areas.

**Approved Sanitizer:**

A sanitizer approved by the Environmental Protection Agency (EPA) for use on and around food contact surfaces (as applicable)

**Spill Kit Packing List (posted inside the spill kit):**

- APHIS-approved disinfectant (Virkon-S)
- APHIS-approved sanitizer
- MSDS sheet for both Virkon-S and approved sanitizer
- Gallon container filled with clean water
- Detergent solution
- Spray bottle to apply disinfectant
- Whisk broom and dust pan or shovel
- Paper towels or other absorbent material
- Plastic leak-proof bags to hold collected material
- Scrub brush and scraping tool
- Disposable plastic shoe covers
- Box for holding equipment which can be labeled "Disinfection Kit"
- PPE such as rubber/latex gloves, safety goggles or other equipment
- 3 mils plastic bags
- Cleaning and Disinfection Instructions
- Spill Log

**Dilution Instructions**

Virkon S Broad Spectrum Disinfectant powder formulation mixes 1.3 oz. of Virkon® to one gallon of warm water for a 1% solution.

Virkon S Broad Spectrum Disinfectant **tablet mixes one tablet with 16 oz. of water**

**Cleaning and Disinfection Steps for Aircraft Aircrew (inside aircraft to include food handling areas):**

1. Sweep up or scrape off as much of the contaminant as possible. Apply absorbent material if needed.
2. Place the sweepings, scrapings, and absorbent material in a leak-proof plastic bag. Free surfaces of grease and dirt, when applicable.
3. Always scrub the contaminated area(s) where the spill occurred using a good detergent solution. Flush the scrubbed surfaces with clean water. If solution is premixed, agitate it thoroughly.
4. The EPA approved sanitizer is used inside the aircraft and in and around food handling areas when spills of regulated garbage occur.
5. Fill out and complete Aircraft Spill Log in Spill Kit.
6. Advise the installation Emergency Communications Center and US CBP agent on site of spill and transfer material for proper disposal.

**Cleaning and Disinfection Steps (outside aircraft/piers):**

1. Contain spill area and pick up waste using approved PPE equipment. Use provided absorbent if needed.
2. Place in covered, leak-proof containers, if possible. If not, place in 3mm plastic liners.
3. The surface area of the spill should be scrubbed with a detergent and rinsed with clean water.
4. Disinfect the area with a sanitizer.
5. Advise the installation Emergency Communications Center who will in-turn notify US CBP of spill. Complete information on the Spill Log.
6. Advise caterer of spill and transfer material for proper disposal.

CNRMA complies with the Animal and Plant health Inspection Service (APHIS), a branch of the United States Department of Agriculture (USDA), to safely handle Regulated Garbage according to local Customs and Border Protection (CBP) requirements.

**8. Action Plan for off-loads of Large Quantities of Regulated Waste**

- Offloads of large quantities of rejected cargo or regulated waste must be coordinated with NAVFAC Integrated Solid Waste Management prior to arrival at the installation to ensure sufficient container capacity is available.
- Regulated waste will be properly identified and segregated from other waste while awaiting off-site disposal.
- Regulated waste will be stored in rigid, leak-proof containers marked "Regulated Garbage" and kept locked unless adding or removing waste.
- Volume of regulated waste must be tracked using the waste tracking log and sent for off-site disposal within 72 hours.

**9. Training**

CNRMA and Jet Services provide employees who handle regulated garbage and respond to spills of regulated garbage with Initial Training. Recurrent training is also provided to the employee annually and/or as needed.

The compliance agreement will be located in the CNRMA Regional Environmental office and a copy will be placed at each installation.

The training program is shared via Instructor-Led Training (ILT) and On-the-Job Training (OJT). Only after Instructor-Led Training (ILT) has been completed does On-the-Job Training (OJT) take place where areas where the storage bin and spill supplies are

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specifically identified and information is visually reviewed from the "No Free Ride" DVD. Spill training is also conducted including the location of each spill kit.

This training includes but is not limited to:

1. Definition of Regulated Garbage
2. Purpose of Regulated Garbage Regulations (prevents plant pests and animal diseases from entering the country and protects American agriculture.)
3. View and discuss "No Free Ride" video
4. An action plan for collecting, isolating and disposing of foreign garbage
5. Foreign pests and the concealing thereof
6. Handling garbage spills (see procedures above)
7. Consequences of not following regulated garbage procedures
8. Recycling of garbage containers
9. Class discussions regarding supplies such as bags, disinfectants, etc., and procedures, including back-up procedures
10. Review US CBP's approved SOP including proper regulated garbage handling procedures covering all procedures conducted by the personnel who handle regulated garbage or respond to spill of regulated garbage. Employees will follow and adhere to all aspects of the SOP including the reporting and handling emergency spills, maintaining control of regulated materials and the cleaning and disinfecting of affected areas and equipment. All forms will be completed and updated and will be reviewed on a regular basis by station leadership.
11. Share Compliance Agreement and important aspects of the agreement during training

When the trainer is satisfied that all regulated garbage information has been provided and is 100% understood, training sign-off occurs.

Training records, including rosters, are kept for one (1) year from the end of the training month in local office(s) indicating completion and compliance.

#### 10. Points of Contact

<i>CNRMA Regional Environmental</i>	(757)-341-0400
<i>NAVFAC Solid Waste and Recycling Regional Office</i>	(757) 341-1137 (757) 341-1136
Naval Station Norfolk	(757) 617-6326
Joint Expeditionary Base Little Creek	(757) 462-7401
Naval Air Station Oceana	(757) 433-2454
Naval Weapons Station Yorktown	(757) 617-2292
Naval Support Activity Norfolk Naval Shipyard	(757) 635-6310

*Emergency Communications Command*

Naval Station Norfolk

(757) 433-3333

Naval Air Station Oceana

911

Naval Weapons Station Yorktown

(757) 887-4911

Naval Support Activity Norfolk Naval Shipyard

(757) 396-3333

**FOREIGN GARBAGE TRACKING LOG**

This form is used to document Foreign Food Waste (aka Regulated Garbage, Foreign Garbage) removed from vessels and aircraft. The form must be completed prior to Foreign Food Waste offload. The form must be sent to Integrated Solid Waste Management (ISWM) each day after vessel/aircraft off load of Foreign Food Waste into the Red Regulated Garbage Container. The form can be sent via email or fax.

EMAIL TO: theresa.j.arnold@navy.mil

FAX : 757-341-0066

	Date	Flight/Vessel Number	Name	Total Number of Bags	Estimated Total Weight of Bags (lbs)	Name of Cartage Firm
1						Stericycle
2						Stericycle
3						Stericycle
4						Stericycle
5						Stericycle
6						Stericycle
7						Stericycle
8						Stericycle
9						Stericycle
10						Stericycle
11						Stericycle
12						Stericycle
13						Stericycle
14						Stericycle
15						Stericycle
16						Stericycle
17						Stericycle
18						Stericycle
19						Stericycle
20						Stericycle

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Attachment 3  
Sample Training Log



**TRAINING SIGN-IN SHEET**

**Foreign Garbage Management Training**

**DATE:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

<b>NAME TO APPEAR ON CERTIFICATE (PRINT CLEARLY)</b>	<b>COMMAND</b>	<b>PHONE #</b>	<b>EMAIL</b>
1			
5			
10			

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