

CLARK COUNTY DEPARTMENT OF  
AVIATION

**OPERATIONAL-MAINTENANCE-SAFETY  
PROCEDURES**

REVISED 05/13/2022 [SUPERSEDES ALL  
PREVIOUS EDITIONS]

**INTERNATIONAL TRASH AUTOCLAVES**

MARK-COSTELLO MODEL AS-512-DD  
MARK-COSTEO MODEL AS-58





**TASK:** Disposition of International Trash [Regulated Garbage]  
US Department of Agriculture [USDA]  
US Customs and Border Protection [CBP]  
Clark County Department of Aviation [CCDOA]

### OVERVIEW

**Regulation:** USDA Airport and Maritime Operations Manual provides methods and instructions for controlling and disposing of trash arriving from any place outside the United States, except Canada, and is subject to the requirements and safeguards for handling once in the United States. Foreign trash is to include all waste material 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.

**Compliance:** Any airport requesting International Status must submit a Compliance Agreement Request to USDA Animal and Plant Health Inspection Service [APHIS]. Once submitted an official from Plant Protection and Quarantine Program [PPQ] will visit the site and observed all conditions and operations for proper procedures. If all conditions are acceptable, a Compliance Agreement will be issued. USDA Approved Airports for Garbage and Galley Refuse Disposal contains a listing of airports and military bases approved for handling international trash. It should be noted that non-approved airports or airports whose Compliance Agreement, [International Status], has been revoked, cannot allow any foreign trash to be decatered from the aircraft. The trash must remain aboard the aircraft and proceeds either to a foreign destination or to a USDA approved airport within the United States.

**Procedure:** The caterer/cleaner will meet all aircraft originating from a foreign location.

All regulated material collected will be placed in closed, leak proof plastic bags and then secured (double bagged) in special autoclave bags for delivery to the steam sterilizer area at CCDOA. Each delivery of bags will be accompanied by all specific flight information data. This information will then be transcribed onto the back of a graph chart, which will be placed in the autoclave timer recorder. All bags will be checked for security and a verification of the bag count is made to ensure accuracy with the catering data.

**ATTENTION:** Only durable autoclavable regulated bags rated to withstand the autoclaving process at temps up to 250°F shall be placed in the carts for steam sterilization. Standard plastic garbage bags present a health and safety hazard for personnel as they melt when heated during treatment, which may also damage equipment.

- Process:** Steam Sterilization: The complete destruction of all forms of microbial life, including bacterial spores. Bags are placed into cart and wheeled into the autoclave for steam sterilization. The autoclave recorder is the monitoring activity to ensure the trash is heated to a preset internal temperature and sterilization time. Once the sterilization process is complete, the recorder chart is checked to ensure proper cooking duration and temperature has been met. The bags are then placed in an approved airport trash compactor which is hauled away daily, without diversion, to an authorized landfill and buried. The time and temperature recorded graphs, after being reviewed, are then sent to Facilities Division where they will be forwarded to CBP for further review and then be retained for one (1) year.
- Maintenance:** All holding carts and cage areas, autoclaves and steam carts are cleaned on a minimum weekly basis with a bleach solution. Autoclaves and related filters are cleaned after each use. Refer to the Operational-Maintenance-Safety Manual for more specific procedural information. Periodic Maintenance Programs are in effect to ensure a USDA-APHIS agent under the monitoring of a CBP official recalibrates autoclaves semi-annually and thermocouples will be recalibrated annually. Any autoclave downtime will be immediately reported to the local CBP office. CCDOA will expedite the repairs to ensure both autoclaves are operational. If one of the autoclaves becomes inoperable, the other autoclave will be the primary. In the unlikely event that both autoclave sterilizers at CCDOA become inoperable, it will be immediately reported to CBP. Alternating operation of the autoclaves is practiced to achieve equal usage and wear. CCDOA contracts with an outside pest control vendor and has internal Vector Control staff to maintain a pest control program in sensitive areas of the airport including the regulated garbage storage and treatment areas.
- Training:** The training program provides the required information on regulated garbage handling, which may include both formal classroom training and on-the-job training. The training program includes the following; The definition of regulated garbage, viewing of the USDA "No Free Ride" DVD, and a Power Point Presentation explaining the purpose of the regulations pertaining to regulated garbage, review of the approved Standard Operating Procedure including proper regulated garbage handling procedures, protocols for reporting and handling emergency spills, maintaining control of regulated materials, the cleaning and disinfecting of affected areas and equipment, other regulated garbage handling requirements at CCDOA, and the review of the regulated garbage compliance agreement. CCDOA maintains records of regulated garbage training provided to employees and any subcontractors if applicable. The training records include; the date of the training, the names of the trainees, the specific topics covered during the training, and the name of the trainer. These records are retained for a minimum of three (3) years.



# AUTOCLAVE STERILIZING INTERNATIONAL TRASH-STORAGE AND HANDLING

The following procedures have been formulated to insure proper and safe handling of all international refuse received for sterilization.

PROPER SAFETY EQUIPMENT AS REQUIRED, INCLUDING, BUT NOT LIMITED TO:

- a) gloves; b) safety goggles; c) steel-toe footwear; d) wet weather gear; e) aprons;
- 1. All catering and cleaning companies will now use a standard form, (see sample on last page), when dropping off trash. This new form, titled "REGULATED GARBAGE" supersedes all previous forms, which will no longer be accepted. When filled out properly, it will be placed in the mailbox attached to the holding cage.
- 2. Only regulated garbage from international flights shall be placed in the holding area for sterilization. All other garbage must be separated and disposed of in accordance with applicable regulations.
- 3. Only durable autoclavable bags rated to withstand the autoclaving process at temps up to 250°F shall be used for regulated garbage disposal to avoid a health and safety hazard for personnel and damage to equipment.

## **\*NOTE\***

**ANY TRASH DELIVERED WITHOUT REQUIRED PAPERWORK WILL NOT BE STERILIZED THE TECHNICIAN WILL NOTIFY LEAD, OPERATIONS COORDINATOR OR CBP PERSONNEL.**

- 4. A sixteen-stall cage for trash has been constructed to comply with policies set forth by the United States Department of Agriculture, [U.S.D.A.] and Customs and Border Patrol, [CBP].
- 5. The sixteen trash stalls will each contain a utility tilt receptacle for placement of trash. NO TRASH BAGS WILL BE PLACED ON THE GROUND.
- 6. U.S.D.A. personnel will be the governing authority for the handling and sterilization of all international refuse.
- 7. Notify Lead personnel if there is any non-compliance on the part of the catering/cleaning companies to include, but not limited to:
  - a. Improper or damaged autoclave bags
  - b. Bags not properly identified, leaking or secured incorrectly
  - c. Bag count not consistent with information sheet
  - d. Autoclave area blocked by airline vehicles

Lead personnel will contact CBP, (702) 730-6100 on Day shift, Airport Control Center, (702) 261-5135 or Airport Operations Coordinator, (702) 261-5605, for shift personnel to alleviate any problems and report spills.

- 8. Maintenance shift personnel will isolate any trash improperly handled, (preferably in stall #16).
  - a. Supply Cabinet will contain the necessary supplies for area maintenance and spill response
  - b. Gloves, Nitrile for material handling
  - c. Bleach for disinfecting carts and area from leaking bags

- d. Dispenser container with metered wash gun for applying 10 to 20% solutions of bleach to infected areas
- e. Spare sterilizer charts
- f. Spare cases of autoclave bags
- g. Tri-Flo door seal lubricant

Supply cabinet will be maintained and resupplied by all shift personnel as required. Supply cabinet to remain locked at all times, (AD-15 key). Supply cabinet is located in the T3 Sterilizer Boiler room.

**\*NOTE\***

Maintenance and general housekeeping of the autoclaves and the surrounding area is the responsibility of all CCDOA maintenance personnel.

1. The inside cleaning of each autoclave and garbage carts will be accomplished on a weekly basis by all three shifts utilizing a water hose and spray nozzle.
2. Trash carts containing residue of leaking trash bags will be cleaned immediately using a water and bleach solution.
3. Autoclave “pit” area cleaning will be accomplished on a weekly basis by all three shifts utilizing a water/bleach solution.
4. When accomplishing any cleaning procedure, the use of issued safety personal protective equipment (PPE) will be worn at all times.
5. PPE will consists of, but not limited to, rubber gloves, face mask, eye goggles, rain gear steel toe rubber boots, and apron.
6. The trench drain located under the new sterilizer contains a filter, which requires cleaning after each sterilization process.
7. Cleaning and sanitizing of spills will be documented on a Record of Cleaning and Disinfecting form.

# REGULATED GARBAGE

ALL REGULATED GARBAGE DELIVERED FOR AUTOCLAVE  
STERILIZATION WILL CONTAIN THE FOLLOWING INFORMATION:

AIRLINE: \_\_\_\_\_ FLIGHT NUMBER: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DELIVERY COMPANY: \_\_\_\_\_

TOTAL NUMBER OF BAGS: \_\_\_\_\_

DELIVERY COMPANIES WILL BE RESPONSIBLE FOR ENSURING  
THAT ALL REGULATED GARBAGE DELIVERED FOR AUTOCLAVE  
STERILIZATION WILL BE PROPERLY BAGGED, SECURED USING  
AUTOCLAVE RATED BAGS WITH PLASTIC ZIP TIES AND FREE FROM  
DAMAGE AND/OR FLUID LEAKS

USING A BOLD MAGIC MARKER OR LABEL, IDENTIFY EACH  
AUTOCLAVE BAG BY LISTING THE FLIGHT NUMBER AND  
DELIVERY COMPANY

ONE FORM TO BE INITIATED PER FLIGHT

THIS COMPLETED FORM IS TO BE PLACED IN THE MAILBOX  
ATTACHED TO THE HOLDING CAGE

ANY QUESTIONS CALL CBP AGRICULTURE @ (702)-730-6100

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