

Dangerous Good Recommended Practice-004

Recommended Practice for handling of Infectious Substance Spillage in conjunction with the Emergency procedures of Airport Authority of Hong Kong. (For Airline and Airport Service Providers to the airline which include CTO, RHO, Aircraft Maintenance Company and Cleaning Company)

Remark:

This best practice is jointly issued by Carrier Liaison Group – Dangerous Goods Working Group (CLG-DGWWG) and HAFFA for industry reference only. You are strongly requested to observe the requirements of individual carrier and forwarders for air-cargo carriage.

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1. Forward

The Recommended Practice is written base on all parties concerned have taken actions on an “infectious substance spillage incident” according to the Emergency Procedures Manual issued by Airport Authority Hong Kong.

Department of Health (DoH) is responsible to assess the risk. There are 4 bio-hazard levels, namely, BL1, BL2, BL3 and BL4. To confirm the bio-hazard level, DoH will complete and sign the Bio-hazard Level Confirmation Form provided by the airline.

For BL1 and BL2, DoH confirms that the risk to public health and safety is low. It can be handled by trained non-medical personnel if the handling guidelines provided by DoH are closely adhered to. (Appendix A)

If the consignment is assessed to be BL3 or BL4, DoH will take up the responsibility to contain and dispose the consignment and de-contaminate the area.

If the consignment is assessed to be BL1 or BL2, the owner, which is the airline, will take up the responsibility to contain and dispose the consignment and de-contaminate the area.

2. Possible location that an “infectious substance spillage incident” may occur

2.1 Inside the aircraft

2.2 At the Ramp area

2.3 Inside the warehouse

3. Reporting a Dangerous Goods incident

In the event that a dangerous goods incident occurs, the airline or its handling agent should immediately inform AA Apron Control Centre (ACC) and the airline office concerned.

4. Handling procedures for suspected infectious substance spillage

4.1 Upon receipt of the alert, the airline is

4.1.1 To obtain the documents related to the consignment and meet DoH at the scene.

4.1.2 The documents are;

- 4.1.2.1 Master AWB
- 4.1.2.2 Dangerous Goods Declaration
- 4.1.2.3 NOTOC
- 4.1.2.3 Invoice (if available)
- 4.1.2.4 Special Handling Instructions (if applicable)
- 4.1.2.5 Bio-hazard Level Confirmation Form (Appendix B)
- 4.1.3 Ask DoH to complete and sign the Bio-hazard Level Confirmation Form for record purpose and future handling.
- 4.2 If the consignment is assessed to be BL1 and BL2, the airline is responsible to contain and dispose the consignment and de-contaminate the area. The work may physically be done by airline's airport service providers which include CTO, RHO, Aircraft Handling Company and Cleaning Company.
- 4.3 If the incident occurs inside the aircraft
 - 4.3.1 RHO is
 - 4.3.1.1 Follow airline instructions to reforward or dispose of the contaminated consignment.
 - 4.3.1.2 If the airline decides to reforward the consignment, obtain a repacking kit (Appendix C) from the CTO to contain the consignment and hand it over to the DoH laboratory with airline authorization or return to CTO for further handling.
 - 4.3.2 Aircraft Maintenance Company is
 - 4.3.2.1 Clean up the contaminated area and dispose of the waste in accordance with DoH guidelines
- 4.4 If the incident occurs at the ramp
 - 4.4.1 RHO is

- 4.4.1.1 Follow airline instructions to reforward or dispose of the contaminated consignment.
- 4.4.1.2 If the airline decides to reforward the consignment, obtain a repacking kit (Appendix C) from the CTO to contain the consignment and hand it over to the DoH laboratory with airline authorization or return to CTO for future handling.
- 4.4.1.3 Clean up the contaminated area and dispose of the waste in accordance with DoH guidelines.
- 4.4.2 Cleaning Company is
 - 4.4.2.1 Clean up the contaminated area and dispose of the waste in accordance with DoH guidelines.
- 4.5 If the incident occurs inside the warehouse
 - 4.5.1 CTO is
 - 4.5.1.1 Follow airline instructions to reforward or dispose of the contaminated consignment.
 - 4.5.1.2 Clean up the contaminated area and dispose of the waste in accordance with DoH guidelines.
- 4.6 Upon the airline's request, DoH agree to check to confirm whether there is leak in the consignment of BL1 and BL2 which can only be done in their laboratory
 - 4.6.1 Delivery of repacked consignments with suspected leakage or spillage from the CTO to the DoH laboratory may be carried out by the airline or its authorized agent in a normal manner.
 - 4.6.2 Airline may choose to use the commercial clinical waste collectors for this purpose. (Appendix D)
 - 4.6.3 It is also noted that the laboratory is open during normal office hours.
 - 4.6.4 If the consignment is confirmed to be intact and safe for carriage after the inspection in the laboratory, DoH will notify the airline to pick up from the laboratory for further processing.
 - 4.6.5 If the consignment is confirmed to be damaged, it will be deposited by DoH.

4.6.6 The address of DoH's laboratory is

Department of Health
Government Virus Unit
9/F., Public Health Laboratory Centre
382 Nam Cheong Street
Shek Kp Mei, Kowloon
Tel: 2319-8252
Fax: 2319-5989

4.6.7 Airline is

4.6.1.1 To deliver the consignment to DoH.

4.6.1.2 To pick up the consignment from DoH if the it is confirmed to be intact.

4.7 All damaged consignment has to be disposed by DoH. For BL1 and BL2, the airline is responsible to deliver the consignment to DoH's laboratory for disposal.

Appendix A

Guidelines for handling bio-hazardous material of BL1 and BL2 as stated in Airport Authority Emergency Procedures Manual

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Emergency Procedures Manual Part 11 **Damage to Consignment
of Dangerous Goods**
Appendix 11B

Decontamination Procedures for Materials of Biohazard Level BL1 & BL2

1. Outside the cordoned area, put on gowns (disposal or normal working gowns), disposal gloves and protective masks.
2. Soak a piece of absorbent cloth (such as large towel) with 10% hypochlorite solution (1 part concentrated hypochlorite solution diluted with 9 parts water) for the wiping purpose.
3. Inside the cordoned area;
 - Remove plastic cloth carefully
 - Cover spill with absorbent materials (such as large towel)
 - Carefully pour a freshly prepared 10% hypochlorite solution around the edges of the spill and then into the spill
4. Avoid splashing and allow at least 10 minutes contact period.
5. Use absorbent materials to wipe up the spill, working from edges into center.
6. Remove plastic cloth, all the absorbent cloth at the spillage spot and put them into red plastic bags or autoclave bag of appropriate size with biohazard labels.
7. Wipe the decontaminated spot with water and leave dry.
8. Remove the gloves, protective mask and gowns. Wash hand.
9. Put all the contaminated and removed items in a red plastic bag.
10. Deliver contaminated items and leakage parcel to Public Health Laboratory (PHLC) of the Department of Health for sterilization, disposal or re-package.

PHLC of Department of Health:

9/F, Public Health Lab. Centre
382 Nam Cheong Street
Shek Kip Mei
Kowloon
Tel: 2319 8252

Decontamination Kit

1. Chlorox (10% freshly prepared)
2. Plastic box
3. Protective clothing/gown
4. Latex disposable gloves
5. Protective mask
6. Absorbent cloth, 2 rolls
7. Red plastic bags
8. Biohazardous labels
9. Adhesive tapes, 1 roll

Appendix B

Confirmation of Bio-hazard Level (BL) of Suspected Leakage or Spillage of Infectious Substance

To whom it may concern,

AWB No. _____

I, the undersigned, certify that the above mentioned consignment is

*BL1/BL2/BL3/BL4 (*delete whichever is not applicable)

in accordance with the procedures for handling leakage or spillage of infectious substance as stipulated in the Emergency Procedures Manual of the Airport Authority.

Department of Health
Name (Block Letter)

Title:

Date/Time:

Location

Phone Number:

Appendix C

Re-packing Kit

Cargo Terminal Operators has agreed to stock the re-packing kit which include the following items:

- 1) Heavy duty Red Plastic bag as required by the code of practice for the management of clinical waste)
- 2) Plastic box sturdy enough to protect the content in the box.

Appendix D

List of Commercial Clinical Waste Collectors provided by DoH

List of Commercial Clinical Waste Collectors (as at Aug. 2001)

Important Note: This list is compiled based on information available to the Environmental Protection Department. It is compiled solely for the public's easy reference and it does not constitute any recommendation by the Government. Waste producers are free to engage the services of other collectors. In hiring the service of any clinical waste collector, the waste producer is advised to confirm with the collector that it has been granted a Clinical Waste Disposal Permit by EPD.

Enquiries related to the validity of a Clinical Waste Disposal Permit should be addressed to the Waste and Water Management Group of EPD (fax : 2305 0453; tel : 2755 5462).

Collector	Address	Tel. no.	Fax. no.	Contact Person
Fai In Environmental Service Co.	1/F., Blk. C, Wang Kwong Bldg., 33 Ngau Tau Kok Road, Ngau Tau Kok, Kowloon.	2795 3849	2716 2769	Mr. TAM, Thomas
Hong Kong safety Clinical Waste Treatment Ltd.	Room 1401, 14/F., Sunning Plaza, 10 Hysan Avenue, Causeway Bay, H.K.	6150 4002	2434 3701	Mr. CHENG, Kemy
Waylung Waste Service Ltd.	Unit 06 & 07, 15/F., Citimark, 28 Yuen Shun Circuit, Shatin, N.T.	2653 7738	2650 0063	Ms. PANG, Anita
Kam Ming E.P. Engineering Co. Ltd.	Room 1209-10, 12/F., Fortune Commercial Building, 362 Sha Tsui Road, Tsuen Wan, N.T.	2407 3377	2408 8206	Ms. CHAN Lai-sheung
Sanki Environmental Services Co. Ltd.	Flat B225, Cambridge Plaza, 188 San Wan Road, Sheung Shui, N.T.	2679 5211	2679 5866	Mr. HO, Wai-man
ServiceMaster Hong Kong Ltd.	Suite 510-511, Ocean Centre, Harbour City, 5 Canton Road Tsimshatsui, Kowloon.	2428 0222	2425 3438	Mr. PONG, William
Specialised Environmental Services Ltd.	Room 607, 6/F., Fortune Commercial Building, 362 Sha Tsui Road, Tsuen Wan, N.T.	2690 2787	2690 4836	Mr. WONG, Shun-cheong
Tsang Lik Services Ltd.	Unit 1801, Landmark North, 39 Lung Sum Avenue, Sheung Shui, N.T.	2428 2802	2401 2080	Mr. CHAN, Siu-pui
World Environmental Services Co. Ltd.	9-11/F., Peninsula Tower, 538 Castle Peak Road, Cheung Sha Wan, Kowloon	2718 0788	2362 4034	Mr. TSO, Dino

