



**RTCA Paper No: 283-20/SC241-006**

**SUMMARY:** RTCA advises the public of the Fourth RTCA SC-241 Cockpit and Cabin Cleaning Joint plenary session with EUROCAE WG-121.

**DATES:** Thursday, December 10, 2020, 11:00 AM – 2:00 PM.

**LOCATION:** Meeting will be virtual via WebEx Contact POC for connection details.

**POINT OF CONTACT:** Contact Al Secen by email [asecen@rtca.org](mailto:asecen@rtca.org), telephone 202-330-0647, or mailing address RTCA, 1150 18<sup>th</sup> Street, NW, Suite 910, Washington, DC, 20036.

**FOR FURTHER INFORMATION:** Visit the RTCA Web site at

<https://www.rtca.org/content/special-committees>

**SUPPLEMENTARY INFORMATION:** The agenda will include the following:

**Thursday, December 10, 2020**

1. RTCA/EUROCAE Policy Statements
2. Welcome and Introductions
3. Approve Minutes from Meeting 3
4. Recap last meeting
5. Work groups update (presentation)
  - a. Document Review
  - b. Compatibility of Chemicals
  - c. Non-Chemical
6. Review Guidance Document and Approve Closing of FRAC/OC and referral for publication
7. Date of next meeting
8. Action Item Review
9. Adjourn

Attendance is open to the interested public but limited to space availability. With the approval of the chairman, members of the public may present oral statements at the meeting. Persons wishing to present statements or obtain information should contact the person listed in the “**POINT OF CONTACT**” section. Members of the public may present a written statement to the committee at any time.

**Attendees:**

Al Secen (RTCA)  
Adam Novish AFA  
MARIE LAURE  
MOULARD  
Bill Tyson  
Lucien Maurice Le  
Bourlegat  
Irene Rexwinkle  
James Sampica  
Bob Ireland (A4A)

Travis Ludwig, VC Pilot  
Assistance  
Sebastian Reschenhofer  
Scott Gandy SEA AEG  
Jim Davis (AccuFleet)  
odhiamboc  
Judith Ritchie  
paul mcgraw  
JP Floyd  
pluhackovai

Charles Leocha  
Enzo Canari  
Chad Balentine  
John Taylor ALPA  
Candace Kolander  
Bryan Moran  
Jeff Gardlin  
Harold Summers  
Dinkar Mokadam

carsten kohlmeier-  
beckmann  
Jon Fifield  
Patrick Guerin  
David Baron ALPA  
Manfred Mohr

Jerry Wright  
jeff densmore  
Mike Krenz - Collins  
Aero  
Stephen Yates

Chloe Shen Morosetti  
(UAL)  
Hal Adams  
Chad Johnson,  
Transport Canada

## **Meeting Minutes:**

### **1.) RTCA/EUROCAE Policy Statements**

- a. Policy statements were reviewed by Al and Sebastian

### **2.) Welcome and Introductions**

- a. Chloe provided opening comments and a thank you to the entire team for such hard work on the creation of this document as well as working through the hundreds and hundreds of comments provided during the open comment period.

### **3.) Approve Minutes from Meeting 3**

- a. Al advised that meeting minutes from meeting 3 were posted just prior to meeting and any comments are due back to Al and Patrick by 12/16 by noon Eastern Time. Minutes will be posted with any additional comments on 12/17.

### **4.) Recap last meeting**

- a. Chloe reviewed previous meeting from October, she advised that the plenary we successfully went through all content of all 3 teams and draft was finished and started final review process. In Previous month, group received multiple hundreds of comments and began the process of going through all the comments. No further comments from any team leads on this review.

### **5.) Work groups update (presentation)**

Al gave an overview of how this update should proceed (short summary, not a full review of full document from team leads. Only comment review.)

#### **a. Document Review (WG1)**

- i. Iva briefed the layout of the document to include the table of content and appendices. Iva described the comments received as all valid and interesting. There were 5 “non-concur” comments of which 4 were accepted, amended, and then accepted by submitter. The final of the five was withdrawn after discussion so all were resolved. Most comments advised that this document should not be prescriptive in nature (no should do this or do that language). Iva advised that the language was updated to comply with these suggestions. Also received 12 high comments and that 8 were addressed and 3 were decided not to fix as the group decided that our text covered the issue. Also received 15 medium comments and 88 editorial comments all of them were considered and all

submitters were responded to. Had 7 mediums 1 low editorials and all were addressed.

Changes in sections included edited definitions, aligned ICAO or WHO standard or stuck with Oxford dictionary to maintain standard. There were changes to roles and responsibilities, changes to occupational health and safety. Minor updates to PPE and reinstated cleaning should be completed by trained individuals. In terms of education related to disease outbreak some changes were made to clarify to this part the general awareness dealing with this pandemic (hygiene behaviors, dispensing PPE and others). On the cleaning, some minor editorial changes to such as cleaning and disinfection can be combined. Tried to follow WHO recommendations where possible.

Decided that our document should stay fairly general, should not describe which process is completed by who. Group believed should not go to the specific for cabin crew in terms of cleaning not disinfecting as this would be too prescriptive.

Chuck (Transport Canada) advised we received a few comments that the regulatory groups should not get in the business to telling when the aircraft should be disinfected or who should be doing it. That should be left to manufacturer and operators. There are already policy's and procedures in place for crew procedures in flight. Did not want the documents to force training on the operator for specific people.

Candace agreed that this should be up to the operator not this working group to make the decisions that Chuck described above. Iva advised that there is an IATA guidance document that was published for cabin responsibilities which covered infection treatment/cleaning while inflight.

Jeff suggested to put a footnote that this document is applicable to ground ops as well as in flight.

Al re-iterated that this is a reference document only, this is not a regulatory document in any way or mandatory in any way. RTCA and Eurocae do not put out regulatory material.

Iva advised that she would add this as Jeff suggested as a footnote to the scope document.

**b. Compatibility of Chemicals (WG2)**

John Taylor advised that there was 1 non-concur which was agreed to, 23 highs that were related to efficacy and testing so it was modified. John briefly walked through the highs at a very high level to move through this summary quickly. There was a discussion with the small groups on whether or not the aircraft was to be de-powered (OEM owns this topic). Discussed concern on aeration of chemicals. Generalized when the flight deck is sanitized to make sure its safe for personnel and aircraft, removed some of the guidance there but re-iterated best practice. Talked about training, should be based on best practice with exposure hazards considered. Most of highs were accepted, there was a few

that were denied. Most changes were rewording and bullet points. John opened for questions. No further questions for WG2

c. **Non-Chemical (WG3)**

Hal provided quick overview, all editorials were resolved and comments back to submitter have been completed. There are 37 of 42 in Low category still to be resolved, closure will be taken care of shortly. Medium still has 45 of 47 resolved. There were no non-concurs. High's there 36 of 37 agreed to, Chloe and Hal worked out a way to cover comments on HEPE filters using generic data. 3 EASA comments agreed to. 2 are in process. This takes care of WG3 comments. Chloe opened the floor to questions from the group for WG3. No comments or questions.

**6.) Review Guidance Document and Approve Closing of FRAC/OC and referral for publication**

- a. Al brought back up the agenda page and advised that as long as there is a plan to for closure and to resolve all comments prior to submission to the the documents can be moved to final review by for publication.

**WG1** - Iva advised that all comments can be resolved in a couple of days and all changes are ready.

**WG2** – Candance speaking on behalf of John advised that they have addressed all of the highs there are a couple of outstanding mediums.

Majority of comments related to lows and editorials (about 75) are being processed in, needs another week to reach out to the rejected comments.

**WG3** – Hal advised that one-week time is good for their group to get any open items across the finish line as far as comments are concerned.

Al advised that they hoped to get this published by Christmas so if the work groups can get the work turned in ASAP edit by end of next week and Al can format in an hour or two and turned into the PMC within hours.

Chloe proposed to have all three groups final changes resolved and sent out master sheet with tracking changes by 17<sup>th</sup> final document by 18<sup>th</sup> and submitted to Al will take it to next step to finish line the week of 21<sup>st</sup> just prior to Christmas. All three groups agreed to this plan.

Chloe suggested a change to the title of the paper from “Flight Deck and Cabin Cleaning” to “Flight Deck and Cabin Disinfection” since this document is about disinfection not cleaning. Iva suggested “Flight Deck and Aircraft Cleaning and Disinfection”

It was suggested to call it “Aircraft Cleaning and Disinfection” and further define the affected areas in the scope document. This was agreed to by the group.

Chloe motioned to close the FRAC, motion seconded by Iva and Hal, no objection. Motion carried

**7.) Date of next meeting**

Al advised that the group needs to make decision to keep this keep committee open and working to continue updates to determine if next meeting is needed. Iva advised that we should wait until industry provides feedback to make this determination if improvement on the document is needed. Al agreed that this is acceptable. Chloe suggested that team

leadership should get back together in 3-6 months to determine if another Plenary is needed, then go for there, Iva and Hal agreed.

**8.) Action Item Review**

Patrick suggested that action items to be reviewed through meeting minutes and this was approved by Chloe and group.

**9.) Adjourn**

Chloe provided closing comments to group

Chloe motioned to adjourn meeting, Patrick seconded, no objections