



# United States Department of Agriculture

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## Procedures for Informing APHIS of a Company Name Change/ Change in Ownership

If a company approved by the United State Department of Agriculture, Animal and Plant Health Inspection (APHIS) to handle regulated garbage undergoes a name change or a change in ownership, the company **must** submit a letter to the APHIS Administrator prior to or as soon as possible after the change occurs. The letter **must** describe either all changes (i.e. new ownership, management, location, procedures, etc.) or specifically state that all business practices, procedures, and location remain unchanged. The letter **must** be signed and dated by an official of the company, vested with the authority to make decisions on behalf of the company. The name and title of the signatory should be included under the signature. The letter from the company **must** also include a copy of the current regulated garbage compliance agreement.

The company **must** also notify local APHIS or Customs and Border Protection (CBP) Agriculture personnel, whichever agency is responsible for the regulated garbage compliance agreement, before or as soon as the name change or a change in ownership is made, as this change may invalidate the current regulated garbage compliance agreement.

If it can be confirmed that the company is undergoing a name change, and all other business practices, procedures, management, and location remain unchanged, an official letter will be sent to the company on behalf of the APHIS Administrator, recognizing the name change. The letter will also confirm the requirement for the company to enter into an updated regulated garbage compliance agreement with APHIS or CBP to reflect the name change.

If any other business practices, procedures, ownership, management, or location have changed along with the name of the company, then APHIS will determine if a new request for APHIS approval to handle regulated garbage will be required from the company. APHIS will notify the company in writing whether a new request for APHIS approval to handle regulated garbage will be required from the company.

Letters notifying APHIS of a name change or a change in ownership should be submitted electronically to the following address (this is the preferred method):

[ppq.ops.regulated.garbage@aphis.usda.gov](mailto:ppq.ops.regulated.garbage@aphis.usda.gov)

Alternatively, the letter may be submitted in hard copy to the following address:

Administrator  
Animal and Plant Health Inspection Service c/o AQI VMO Director, PPQ  
Field Operations 2150 Centre Ave., Bldg. B  
Ft. Collins, CO 80526

It is **not** necessary to send a letter both electronically and by hard copy.

If you have any questions about this procedure, please contact the Regulated Garbage Lead covering the state or territory where the facility is located. The contact information for the Regulated Garbage Lead can be found on the Regulated Garbage Website, “Contact Us” section: [https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/regulated-garbage/ct\\_regulated\\_garbage](https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/regulated-garbage/ct_regulated_garbage).