

## Guidelines for Regulated Garbage Record-Keeping

Each company that handles regulated garbage must develop a record keeping system that includes:

- records of the collection, transportation, storage, transfer, and processing of regulated garbage. (Note, dependent on the regulated garbage handling function of your company, not all bullets below will be applicable to your company.)
  - Date and time regulated garbage was received
  - Entity or location from which the regulated garbage was received (cleaning company, flight #, etc.)
  - The amount (weight, volume, number of units-bags, bins or containers) of the regulated garbage received
  - The amount (weight, volume, number of units-bags, bins or containers) of the regulated garbage transported to processor or next establishment under compliance agreement
  - Date garbage was picked up from the establishment for transport by hauler
  - The amount of regulated garbage that was picked up for transport by hauler
  - Name of vehicle driver or company employee handling the regulated garbage
  - The date the regulated garbage was processed
  - The amount of regulated garbage processed
  - Documentation of notification of APHIS/CBP when the emergency back-up plan is implemented.
  
- 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.
  - Name of disinfectant or sanitizer used
  - Volume and concentration of disinfectant or sanitizer used.
  - Documentation of notification of APHIS/CBP when there is a regulated garbage spill outside of the facility.
  
- records 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