

Procedures for New Facilities Requesting Approval to Handle Regulated Garbage

Any company interested in receiving U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) approval to handle regulated garbage should visit the Regulated Garbage website to obtain application information at

http://www.aphis.usda.gov/import_export/vrs/regulated_garbage.shtml.

APHIS approval to handle, haul, or dispose of regulated garbage removed from means of conveyances arriving from outside of the United States and Canada is a three step process:

Step 1: Letter to the Administrator

Anyone wishing to handle, haul, or dispose of regulated garbage must send a **signed** letter requesting approval to handle regulated garbage to the APHIS Administrator electronically. The letter should be sent to the email address listed below:

ppg.ops.regulated.garbage@aphis.usda.gov

Alternatively, a **signed** letter requesting approval to handle regulated garbage may be sent to the APHIS Administrator by mail to the following address:

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

NOTE: It is not necessary to send a signed letter both electronically and by mail. Please submit letters electronically if possible.

Instructions for Writing the Request Letter

Include information for each of the following sections. Do not leave any sections blank. Only include information related to regulated garbage handling, and do not include extraneous information. **The application will be delayed or denied if all requested information is not provided.**

1. Name and address of applicant's company (provide corporate address as well as local address of facility requesting approval, if applicable)
2. Name, title, phone number, and email address of applicant's company contact (provide corporate contact as well as local contact, if applicable)
3. Description of the specific regulated garbage handling function(s) that applicant is requesting approval for (example cleaning or catering international aircraft at **XXX** airport, storing regulated garbage at **XXX** location, hauling regulated garbage from **XXX** location to **XXX** location, processing

- regulated garbage, etc.). Please include source (such as aircraft) and location (such as specific airport name) of regulated garbage.
4. Name and address of any company that will be sub-contracted by the applicant's company to perform regulated garbage handling (if applicable). Please note, if a company will be performing a service for your company, such as hauling or processing your regulated garbage, but they have their own compliance agreement, they are not considered by APHIS to be sub-contractors. If your company is planning on using a sub-contractor, this means that the sub-contractor will operate under your company's compliance agreement and your company takes responsibility and liability for their actions. (Note: All sub-contractors must be approved prior to inclusion in the primary company's compliance agreement except stevedores or longshoremen)
 5. Name, title, phone number, and email address of any subcontracted company contact (if applicable)
 6. Name and address of caterer, hauling company, processing facility, or any other entity that takes possession of the regulated garbage from your company (Please note, all handlers of regulated garbage must be APHIS approved and have a valid compliance agreement for that specific regulated garbage handling function).
 7. Provide the name and address of landfill where processed garbage will be taken to, once it is removed from processing facility (applicable only to applicants who are processors).
 8. Provide a complete description of the pest control program used by the applicant's facility

Attachments to Include with the Letter Requesting APHIS Approval

*All guideline documents referenced below are available on the regulated garbage website

1. Applicant company's standard operating procedure (SOP) for regulated garbage handling, written in accordance with the "Guidelines for the Regulated Garbage Standard Operating Procedure". *
2. Applicant company's employee regulated garbage training program, written in accordance with the "Guidelines for the Regulated Garbage Written Training Program" *
3. Applicant company's log sheets for handling regulated garbage, written in accordance with "Guidelines for Regulated Garbage Record Keeping" *

Step 2: Facility and equipment evaluation and recommendation for approval/denial

After the Administrator or designee has received and reviewed the letter requesting approval to handle regulated garbage and all supplemental documents, and has found all required information to be included in the letter and supplemental documents, representatives from APHIS and/or CBP will be selected to conduct a site visit to evaluate and inspect the applicant's facility and equipment to determine if the facility and equipment meets all APHIS requirements for handling regulated garbage. **All required equipment and materials must be present at the time of the site visit.** After the site visit, the site visit team will prepare a formal report and make a recommendation for or against APHIS approval. This report will be forwarded to the APHIS Administrator or designee, where a final decision for or against APHIS approval will be made.

Please review the "Site Visit Checklist" and applicable "Uniform Standards for Compliance Agreements for Regulated Garbage" before site visit. *

Step 3: Approval or Denial of Request to Handle Regulated Garbage

Final approval or denial will be communicated in writing by APHIS to all parties via an official letter. **Not all companies that apply to handle regulated garbage are approved.** APHIS strongly recommends that a company not bid on contracts to handle regulated garbage until they are approved to do so.

If approval to handle regulated garbage is granted by APHIS, representatives from APHIS and/or CBP will re-visit the applicant once official approval is received to discuss and sign the final compliance agreement (PPQ Form 519, the appropriate Uniform Standards for Compliance Agreements for Regulated Garbage, and all applicable addenda).

The applicant is not authorized to handle regulated garbage until receiving the official approval letter from APHIS and entering into a compliance agreement.

If approved, the applicant must forward a copy of the signed compliance agreement within 45 days of receipt to ppq.ops.regulated.garbage@aphis.usda.gov.

Alternatively, the compliance agreement can be sent by mail or fax to:

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

NOTE: It is not necessary to send a signed letter both electronically and by mail. Please submit letters electronically if possible.

Please use following naming convention in the subject line: Signed Compliance Agreement, (name of company, City, State)

Applicants not providing a copy of the signed compliance agreement are subject to cancellation of APHIS approval and may be required to re-apply to handle regulated garbage as well as successfully complete all steps again before approval is granted.

Please note, applicable references are available on the regulated garbage website at:

http://www.aphis.usda.gov/import_export/vrs/regulated_garbage.shtml

***Please note the complete three step application process will take a minimum of three months to complete and may take longer if applicant responses are delayed or if additional items need to be completed by applicant.**