

Procedures for Informing APHIS of a Company Name Change

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, the company must submit a letter to the APHIS Administrator advising of the name change prior to or as soon as possible after the name change occurs. The letter must describe all other changes (i.e. ownership, management, location, procedures, etc.) or specifically state that all other business practices, procedures, ownership, management, 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 compliance agreement to handle regulated garbage.

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

If it can be confirmed that the company is undergoing a name change only, and all other business practices, procedures, ownership, 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 a new 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, 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. If APHIS determines that a new request for APHIS approval is not required from the company, APHIS will recognize the name change, and will confirm the requirement for the company to enter into a new compliance agreement. If APHIS determines that a new request for APHIS approval to handle regulated garbage is required of the company, then APHIS will provide procedures for making the new request.

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

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.