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## Guidelines for Regulated Garbage Record Keeping

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

- ◆ Records of the collection, transportation, storage, transfer, and processing of regulated garbage. **Note:** Depending on the regulated garbage handling function of your company, not all bullets below will apply.
  - ❖ 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