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 a regulated garbage 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