Guidelines for Regulated Garbage Record Keeping

All records must be kept for a minimum of three years. 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