



Guidelines for Regulated Garbage Recordkeeping

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