



Procedure to Request Approval to Handle Regulated Garbage

Any establishment interested in receiving U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) approval to handle regulated garbage should follow the steps below.

Step 1: Establishment prepares a request for approval packet that includes the following:

- A signed [cover letter](#) requesting approval to handle regulated garbage to the APHIS Administrator
- A completed [APHIS Regulated Garbage Compliance Agreement Approval Template](#) including the core list of requirements as applicable

Email the request for approval packet to:

ppq.ops.regulated.garbage@usda.gov

Alternatively, the request for approval packet may be mailed 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

Step 2: Official evaluates the request for approval packet and verifies readiness to handle RG

All required equipment and materials **must** be present at the time of the site visit.

Step 3: Official recommends approval or denial of request to handle RG

Final approval or denial will be communicated in writing by APHIS to all parties.

NOTICE

The establishment is **not** authorized to handle regulated garbage until receiving the official approval letter from APHIS and entering into a regulated garbage compliance agreement.

Do not initial and date the bottom of each page of the template until you are advised by either APHIS or Customs and Border Protection personnel.