



Guidelines for the Regulated Garbage Written Training Program

The establishment **must** present a training program on regulated garbage handling to employees before they are permitted to handle or supervise the handling of regulated garbage. **All** previously trained employees shall be provided review training annually; this training may be given in more than one session.

The training program **must** be approved in writing by the local APHIS State Plant Health Director/CBP Port Director or his/her designee. The English version of the approved training program **must** be attached to the regulated garbage compliance agreement.

The training program **must** be written in English and any other appropriate languages and must be presented in **all** appropriate languages. The training program should be of sufficient duration to provide the required information on regulated garbage handling and may include both formal classroom training and on-the-job training.

At a minimum, the training **must** include:

- Definition of regulated garbage
- Film, slides, or other training aids on foreign animal and plant diseases and pests
- Explanation and purpose of the regulations
- Review of the establishment's approved operating procedure (OP) including proper regulated garbage handling procedures covering all procedures conducted by the establishment. The OP must also include protocols for reporting and handling emergency spills, maintaining control of regulated materials and the cleaning and disinfecting of affected areas and equipment.
- Review of the regulated garbage compliance agreement

Training Record Keeping Requirements

The establishment **must** maintain a record 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

These records **must** be retained for a minimum of three (3) years from the end of the month in which the training occurred.