



United States Department of Agriculture

Marketing and
Regulatory
Programs

USDA Purchases Manual

Agricultural
Marketing
Service

December 2020

Specialty
Crops
Program

Specialty
Crops
Inspection
Division

AIM
Inspection
Series

“SCI moving forward in the 21st Century using technology, innovation, and old fashioned hard work”

Non-Discrimination Policy: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

USDA Purchases Manual
Table of Contents

INTRODUCTION	1
GUIDE FOR ELECTRONIC USAGE	1
USDA PURCHASE PROGRAMS.....	2
FOOD DEFENSE REQUIREMENTS	2
Processed Fruits and Vegetables.....	2
Fresh Fruits, Vegetables, and Nuts	2
DOMESTIC ORIGIN REQUIREMENTS	3
Domestic Origin Verification of Processed Products	3
Domestic Origin Verification (DOV) Program	4
Purchase Order Code Trace-back	4
Trade Mitigation Purchases	8
No Checkloading purchases.....	11
Domestic Origin Verification for Fresh Products.....	11
Domestic Origin Verification	11
Domestic Origin Trace-back.....	12
Billing Procedures.....	14
PROGRAM REQUIREMENTS FOR PROCESSED USDA PURCHASES	14
General Requirements.....	15
Current crop year/packing season.....	15
USDA Commodity Purchase Order Folders.....	16
Indefinite Delivery - Indefinite Quantity Contracts.....	16
Purchase Orders issued under No Checkloading.....	17
Trade Mitigation	19
Purchase Order Documentation Reviews	19
Certification	20
Checkloading	21
Responsibilities.....	21
Case Stamping in Lieu of Checkloading	34
Submittal of Review Samples.....	35
Additional Policies and Procedures	38
Inspection of Farm Service Agency (FSA) Peanuts and Peanut Products.....	41
Eligibility of Raw Peanuts	41
Peanut Butter.....	42
Roasted Peanuts and Peanut Granules	44
Analytical and Microbiological Tests.....	46
Frozen French-Fried or Water/Oil blanched Potato Products.....	47
Salsa Sampling.....	50
Vitamin C Analysis of Fortified Juices.....	52
Instructions for the Inspection of Pit Material and Quality of Dried Plum Pieces	53
Instructions for the Inspection of Foreign Material and Quality of Dried Fruit and Nut, and Fruit mix	54
Dried Fruits and Nuts Laboratory Testing for Food Safety	55
Instructions for the Inspection of Dried Cherries	55
PROGRAM REQUIREMENTS FRESH USDA PURCHASES	58

REFERENCE LINKS	62
APPENDIX I - AMS MASTER SOLICITATION-EXHIBIT 1-DOMESTIC ORIGIN CERTIFICATION	64
APPENDIX II-SC-391 CODE TRACE-BACK REQUEST LETTER	65
APPENDIX III-NOTICE OF INCOMPLETE DOMESTIC ORIGIN VERIFICATION	66
APPENDIX IV-SC-392 DOMESTIC ORIGIN TRACE-BACK REQUEST	67
APPENDIX V-USDA PURCHASE ORDER CHECKLIST	68
APPENDIX VI – CHECKLOADING LEDGER	69
APPENDIX VII – USDA PURCHASE PROGRAM EXAMPLE - MEETS QUALITY REQUIREMENTS.....	70
APPENDIX VIII – USDA PURCHASE PROGRAM EXAMPLE - FAILS QUALITY REQUIREMENTS.....	71
APPENDIX IX – SC-419-1 EXAMPLE CERTIFICATE OF LOADING	72
APPENDIX X- SC-419-1 EXAMPLE – SPLIT SHIPMENT – FROZEN PRODUCT	73
APPENDIX XI - SC-419-1 EXAMPLE – SPLIT SHIPMENT – INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ).....	74
APPENDIX XII – SC-419-1 EXAMPLE - CASE STAMPED – CANNED PRODUCT	75
APPENDIX XIII –SC-419-1 EXAMPLE – MEETS/FAILS ACCEPTED WITH WAIVER - CANNED PRODUCT	76
APPENDIX XIV – SC-420 EXAMPLE LOADING REPORT	77
APPENDIX XV – SC-420 EXAMPLE - TRUCK TRAILER SPLIT SHIPMENT	78
APPENDIX XVI – SC-420 EXAMPLE – RAILCAR	79
APPENDIX XVII – USDA PURCHASE PROGRAM EXAMPLE - RE-INSPECTION FOR QUALITY – MEETS.....	80
APPENDIX XVIII – USDA PURCHASE PROGRAM EXAMPLE - RE-INSPECTION FOR CONDITION – FAILS	81

INTRODUCTION

This document is designed to give guidance to Specialty Crops Inspection (SCI) Division personnel of the United States Department of Agriculture (USDA), and promote uniformity in the procedures covered. These procedures are an integral part of SCI services. If needed, contact your immediate supervisor for any situation not addressed in this manual.

Compliance with the Agricultural Marketing Service (AMS) guidelines does not excuse failure to comply with the Food, Drug, and Cosmetic Act or any other applicable Federal or State laws or regulations. SCI Division of the Specialty Crops Programs (SC), AMS is responsible for grading/inspecting, audits and standardization programs of fresh and/or processed fruits and vegetables and related products. The legal authority for grading, auditing and standardization activities are the Agricultural Marketing Acts of 1936 and 1946, as amended.

Applicants may obtain inspections of any fresh and/or processed fruit and vegetable and related products for which they have a financial interest. The inspection service is voluntary and self-supporting and is offered on a fee-for-service basis.

GUIDE FOR ELECTRONIC USAGE

The AIM system of instructional manuals is available electronically in Adobe Acrobat Portable Document Format (PDF) at the following intranet address:
<https://usdagcc.sharepoint.com/sites/ams/AMS-SCI/SitePages/Home.aspx>

When accessed electronically, AIM materials have hyperlinks and hypertext (visible as underlined [blue text](#)) available to the PDF user. Clicking on a hyperlink takes the reader to a web site with information relating to the subject. Hypertext links the reader to a different page within the current manual, or a different manual, with information relating to the subject. For example, the hypertext in the Table of Contents allows a reader to go directly to the section of interest in the manual by clicking on the section title.

PDF offers a variety of tools depending on the Adobe version the reader has. The newer the version, the more tools available. PDF documents are easily searchable for content within a document or within multiple documents. To learn about the variety of PDF search options:

- Click on the “Help” tab on the top of any page in Adobe Acrobat,
- Then click on the “Adobe Acrobat Help” bar,
- Type the word “Search” in the “Search” box, and click on the “Search” button,
- A series of options will become available,
- Click on the “Access Search Features” link and follow the instructions for the type of search you are interested in.

USDA PURCHASE PROGRAMS

USDA Purchase Programs include deliveries of fruit, vegetable, and nut products to domestic food assistance organizations and the National School Lunch Program. The USDA-AMS Commodity Procurement Program (CPP) buys fresh and processed fruits, vegetables, and specialty items from industry vendors to provide food for those in need and remove surplus production from the marketplace. Foods are often low in fat, sugar and sodium, and always grown and processed in the United States.

Specialty Crops Inspection (SCI) Division is the agency responsible for inspecting and certifying products for delivery to USDA Purchase Programs. SCI works closely with CPP to accomplish these duties in accordance with CPP requirements.

FOOD DEFENSE REQUIREMENTS

Processed Fruits and Vegetables

To implement safeguards so that their food recipients receive safe and wholesome products, all processed fruit and vegetable contractors and subcontractors doing business with CPP are required to have a Food Defense System Survey (FDSS) conducted by SCI to help each vendor identify vulnerabilities. This survey is required for any processing facility, storage, or offsite warehouse facility where product is processed, shipped, and stored. All contractors and subcontractors must be in full compliance with the food defense requirements within the FDSS prior to the bid opening date of the solicitation, including completion of all corrective actions for all non-conformities identified in the Survey in order to provide product to CPP. Beneficiaries of SCI's efforts are domestic food assistance organizations and the National School Lunch Program.

The FDSS addresses food defense issues as identified in the Food and Drug Administration (FDA) publication Guidance for Industry, Food Producers, Processors, and Transporters: [Food Security Preventive Measures Guidance](#). This Food Defense survey meets the requirements of the CPP, USDA Purchase Programs, and other programs requiring a Plant Survey (or PSA Audit) and Food Defense System Survey. The guidelines and rating elements listed should be used to determine facility ratings. A copy of this survey can also be found on the SCI website at the following internet address: <https://www.ams.usda.gov/services/auditing/food-defense-system-survey>

Fresh Fruits, Vegetables, and Nuts

Vendors or contractors who are supplying fresh fruits, vegetables and nuts for USDA purchases must ensure that each of their suppliers/subcontractors who grow, harvest, pack, hold, and handle product have approved and current food safety verification audits.

The audits required under the USDA Purchases Program for fresh products are:

- Good Agricultural Practices (GAP) Farm Review AND Field Harvesting & Field Packing Activities

- Good Handling Practices (GHP) House Packing Facility AND Storage & Transportation

These audits shall only be performed by a SCI licensed auditor.

For Trade Mitigation purchases, if a supplier/subcontractor has not completed one of the audits listed above but has completed an audit under a Global Food Safety Initiative (GFSI)-benchmarked program, the vendor may elect to request a desk audit by SCI to verify that all USDA food defense requirements have been met.

A list of vendors/contractors that meet USDA GAP & GHP acceptance criteria may be found at: <https://apps.ams.usda.gov/GAPGHP/reportG01.aspx>.

DOMESTIC ORIGIN REQUIREMENTS

AMS is responsible for ensuring all fruit, vegetable, and nut commodities purchased for USDA food assistance outlets are 100 percent grown in the United States. This means that products shall have originated entirely from crops grown, processed, and packed in the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territories of the Pacific Islands (hereinafter referred to as the United States) in accordance with responsible commercial practices, during the packing season, and from the crop year(s) specified in the USDA-AMS Commodity Procurement Program Commodity Specification, or Solicitation.

The following examples illustrate products that do **NOT** meet this 100 percent domestic origin requirement:

- Imported pineapple tidbits to be used in a canned fruit cocktail.
- Fresh oranges from South Africa.
- A concentrated or single strength juice product that contains an imported juice concentrate component.
- Use of imported tomato paste in the production of canned vegetarian beans.
- Production of frozen French-fried potatoes from potatoes grown in Canada.

Domestic Origin Verification of Processed Products

At processing facilities, inspectors will monitor product formulation and verify that the product and product components are of the required domestic origin. The inspector will be familiar with and follow the appropriate verification instructions for the product inspected. Discuss deviations with appropriate supervisory personnel and notify the appropriate plant official of any deviations as instructed.

Verification of domestic origin is required for each purchase order that is awarded. See the [Indefinite Delivery - Indefinite Quantity \(IDIQ\) Contracts](#) section of this manual for IDIQ specific instructions.

There are two options available to contractors for ensuring compliance:

Domestic Origin Verification (DOV) Program

The DOV program is an audit-based program to verify contactors, subcontractors, suppliers, or processors procedures for ensuring that fruits, nuts, and vegetables sold to USDA-AMS Commodity Procurement Program are of 100% U.S. origin. (See the [AIM Inspection Series, DOV Audit Program Manual](#), or contact your supervisor for more information on the DOV program.)

If a facility elects to participate in the DOV Program and becomes an approved participant, trace-back may be performed at the time of the DOV audit. Approved participants will supply SCI with a copy of an approved (current) DOV certificate and completed Exhibit 1 for each PO or IDIQ contract in lieu of the trace-back documentation. SCI will verify that the DOV certificate is current, shows the valid dates, and that ALL products supplied for USDA purchases are covered by the DOV certificate prior to Certificates of Loading being signed and distributed where applicable. If product is supplied by a DOV supplier, SCI will verify the Bill of Lading showing delivery from the DOV supplier to the DOV participant.

If SCI begins to grade product on purchase orders prior to the effective date of DOV approval, a trace will continue to be required on those purchase orders as instructed for Purchase Order Code Trace-back.

Purchase Order Code Trace-back

The purchase order code trace-back option is designed for contractors that do not participate in the DOV Program and participate in voluntary SCI checkloading. A minimum of one trace-back is required for every purchase order awarded.

Purchase Order Code Trace-back utilizes documentation from contractors, subcontractors, and/or suppliers describing the processing/packing of a product from the production code back to the grower(s). The contractor must have a system in place with adequate documentation to substantiate that the commodity delivered was derived from crops solely grown and processed in the United States. Verification is made by reviewing the contractors trace-back documents substantiating the domestic origin of commodities intended for delivery of CPP purchase orders.

The responsibility for compliance is borne by the contractor, regardless of whether the product was processed/packed in their facility or if it originated from other sources (i.e. subcontractors and suppliers). If a contractor receives crops or products originating from other sources, it is up to the contractor to obtain proof of domestic origin compliance from those sources. Adequate documentation may include but is not limited to the following areas:

- list of growers

- raw material receipts
- blend records
- in-process or production records documenting the code traced.

A. Contractors, Subcontractors and Supplier Responsibilities

Contractors, subcontractors and suppliers are required to trace one code, per facility, per purchase order, for each commodity provided on CPP purchase orders at a minimum. An exception to this requirement is for [Indefinite Delivery - Indefinite Quantity Contracts](#).

1. Provide SCI with a signed original and complete [AMS Master Solicitation-Exhibit I-Domestic Origin Certification form \(Appendix I\)](#). The form is also available to the contractor via the [AMS Master Solicitation](#).
2. Within ten business days, provide SCI with documentation (i.e. invoices, purchase documents, list of growers, etc.) when responding to the Code trace-back Request Letter to verify that product used for the CPP purchase order is domestic. If all product used for production of the code trace-back is determined to be sourced domestically, then the domestic origin requirement is considered satisfied.
3. Have a documented segregation plan when using similar non-domestic products for purposes other than for USDA purchases. A segregation plan is a document explaining how non-domestic product is isolated from domestic product. A segregation plan is the preservation of lot identity from receiving through processing to shipment.
 - The contractor (including all subcontractors and suppliers) will document the method used to ensure complete segregation of non-domestic from domestic product.
 - The contractor must provide a copy of the segregation plan to the Officer-in-Charge (OIC) or other SCI representative within ten days of the purchase order award for approval.
 - Segregation plans must be approved by SCI with a written approval notice to the contractor. Approval notice may be via postal letter or email.
4. The burden of proof of compliance is on the contractor. The contractor is responsible for obtaining documentation from their processors, suppliers, or subcontractor demonstrating the same level of trace-back as the contractor is required to provide.

B. SCI Responsibilities

These responsibilities may be delegated by the OIC to an Inspector-in-Charge (IIC) or Inspector as relevant.

Trace-back documentation is required on a minimum of one code mark per facility, per

commodity for each purchase order or IDIQ contract awarded. Trace-back shall be verified prior to the release of Certificates of Loading to the contractor when applicable. This applies to single shipment purchase orders as well as long term purchase orders.

See the [Indefinite Delivery - Indefinite Quantity Contracts](#) section of this manual for IDIQ specific IDIQ instructions.

1. Obtain a signed original and complete [AMS Master Solicitation-Exhibit I-Domestic Origin Certification form \(Appendix I\)](#). The form is also available to the contractor via the [AMS Master Solicitation](#). The Domestic Origin Certification Exhibit 1 form will be filed in the purchase order folder.

Do not issue a Certificate of Quality and Condition until a signed original and completed Domestic Origin Certification Exhibit 1 is obtained.

If at any time during the inspection process, non-domestic product is evident when the Domestic Origin Certification Exhibit 1 form indicates that there is no non-domestic product, notify the OIC immediately and note your observation on the inspection documents. For in-plant inspection, note the observations in the remarks section of the Daily Inspection Report (SC-416). For lot inspection, note the observation in the remarks section of the Certificate of Sampling (SC-356).

2. Obtain and approve contractors' segregation plan where applicable. An acceptable segregation plan will answer the following:
 - a. How is non-domestic product identified upon receipt? How does that identification differ from domestic product?
 - b. How is non-domestic product stored? Is it stored separately from domestic product?
 - c. How does the company ensure that no non-domestic product is mixed in with domestic product destined for a USDA purchase order?
 - d. How is finished product containing imports identified? How does this identification differ from that of domestic finished product?

A copy of the approved segregation plan will be placed in the purchase order folder with the OIC approval notice, if applicable.

3. Verify a list of acceptable codes is available for shipment.
4. Request trace-back by preparing the top portion of the [SC-391 Code Trace-back Request Letter](#) (Appendix II) and forwarding to the contractor for completion. This letter is used for requesting trace-back documentation from the contractor and to document the status of the trace-back request. Completion due date given to the vendor will be ten (10) business days from date of receipt.

- Fill in the name and address of the contractor in the space marked “To:”
- Enter the Contract No. (for IDIQ), Solicitation number, purchase order number, Facility (location where the commodity was produced), commodity, date of pack, and the code to trace.
- Date, sign and distribute to the contractor.
- Print a copy and place in the purchase order folder.

If the contractor provides complete documentation and SCI has verified that it is complete:

- Under “FINAL” mark the box “Complete”
- Date, sign and distribute to the contractor.
- Print a copy and replace the previous copy in the purchase order folder along with its supporting traceability documentation.

If the contractor does not provide complete documentation or provides no documentation after the ten (10) business days:

- Send a follow up Letter via email extending the completion due date an additional five (5) business days from date of receipt.
- Record the date on the Letter under “Date of follow up request”.
- Date, sign and distribute to the contractor.
- Print a copy and place in the purchase order folder.

If the contractor does not provide complete documentation or provides no documentation after the additional five (5) days:

- Send a final Letter via email extending the completion due date an additional five (5) days indicating in the email message that this is the final request.
- Record the date on the Letter under “Date of final request”.
- Date, sign and distribute to the contractor.
- Print a copy and place in the purchase order folder.

If the contractor does not provide complete documentation or provides no documentation after the final request:

- Under the section titled “FINAL”, mark “Incomplete,” if contractor did not provide complete documentation or “Not Submitted” if contractor provided no documentation. Provide a detailed summary of why the designation was made. Where applicable, describe exactly where the trace-back of the code is incomplete.
- Date, sign and distribute to the contractor.
- Print a copy and place in the purchase order folder along with its traceability documentation.

5. Send the completed Code Trace-back Request Letter and [Notice of Incomplete Domestic Origin Verification](#) (Appendix III) to the OIC as applicable. The OIC will review the documentation and then submit the Notice only to Regional Operations Support (ROS). Certificates of Loading for this purchase order will be withheld pending written approval (Waiver, Modification, email etc.) by the CPP contacting officer.

The Notice of incomplete Domestic Origin Verification is used to notify CPP of the contractor's inability to prove domestic origin. This Letter will include:

- Contractors' name
- Contractors' address
- Contractor contact person and telephone number
- Contract No. (IDIQ)/ Solicitation No.
- Purchase order number
- Commodity
- SCI reviewer's name contact number and field office.

Sign and date the form. Print a copy and place in the purchase order folder.

Note: Notify SCI Regional Operations Support if at any time during the review of documentation there is evidence that product of the incorrect crop year/ packing season was used.

Trade Mitigation Purchases

A minimum of one Domestic Origin Trace-back (DOT) is required for every purchase order awarded for Trade Mitigation purchases. A shipment will be selected from the first shipping period to be traced for verification of domestic origin.

DOT utilizes documentation from contractors, subcontractors, and/or suppliers describing the processing/packing of a product from the production code back to the grower(s). The contractor must have a system in place with adequate documentation to substantiate that the commodity delivered was derived from crops solely grown and processed in the United States. Verification is made by reviewing the contractors trace-back documents substantiating the domestic origin of commodities intended for delivery of CPP purchase orders.

The responsibility for compliance is borne by the contractor, regardless of whether the product was processed/packed in their facility or if it originated from other sources (i.e. subcontractors and suppliers). If a contractor receives crops or products originating from other sources, it is up to the contractor to obtain proof of domestic origin compliance from those sources. Adequate documentation may include but is not limited to the following areas:

- list of growers
- raw material receipts

- blend records
- in-process or production records documenting the code traced.

A. Contractors, Subcontractors and Supplier Responsibilities

Contractors, subcontractors and suppliers are required to trace one shipment, per purchase order, for each commodity provided on CPP purchase orders at a minimum.

1. Provide a signed original and complete [AMS Master Solicitation-Exhibit I-Domestic Origin Certification form \(Appendix I\)](#). The form is also available to the contractor via the [AMS Master Solicitation](#).
2. Within ten business days, provide documentation (i.e. invoices, purchase documents, list of growers, etc.) when responding to the DOT Request Letter to verify that product used for the CPP purchase order is domestic. If all product is determined to be sourced domestically, then the domestic origin requirement is considered satisfied.
3. The burden of proof of compliance is on the contractor. The contractor is responsible for obtaining documentation from their processors, suppliers, or subcontractor demonstrating the same level of trace-back as the contractor is required to provide.

B. SCI Responsibilities

When Purchase Orders are awarded for Trade Mitigation it is the responsibility of the Area Office performing the inspection services to request verification of Domestic Origin. One shipment within the first shipping period will be randomly selected to be traced.

ROS staff will create a spreadsheet to document the status of all DOT and post on the ROS SharePoint site under [Trade Mitigation and No Checkloading trace-back tracker](#)

Note: If multiple codes are shipped in a load, select a minimum of one to be traced for domestic origin and note in the remarks section of the request form. Select different codes as often as permitted as PO's for the same product are awarded. Trace a minimum of one code mark per facility, per commodity for each purchase order awarded.

1. Obtain a signed original and complete [AMS Master Solicitation-Exhibit I-Domestic Origin Certification form \(Appendix I\)](#). The form is also available to the contractor via the [AMS Master Solicitation](#). The Domestic Origin Certification Exhibit 1 form will be filed in the purchase order folder.
2. The Area Office will submit to the contractor a [SC-392 Domestic Origin Trace-back Request](#) (Appendix IV) for completion.

This request is used for requesting trace-back documentation from the contractor and to document the status of the trace-back request. Completion due date given

to the vendor will be ten (10) business days from date of receipt.

- Fill in the name and address of the contractor in the space marked “To:”
- Enter the Solicitation number, purchase order number, Facility (location where the commodity was produced), commodity, date of pack, and the code to trace.
- Date, sign and distribute to the contractor.
- Print a copy and place in the purchase order folder.

If the contractor provides complete documentation and SCI has verified that it is complete:

- Under “FINAL” mark the box “Complete”
- Date, sign and distribute to the contractor.
- Print a copy and replace the previous copy in the purchase order folder.

If the contractor does not provide complete documentation or provides no documentation after the ten (10) business days:

- Send a follow up Request via email extending the completion due date an additional five (5) business days from date of receipt.
- Record the date on the Request under “Date of follow up request”.
- Date, sign and distribute to the contractor.
- Print a copy and place in the purchase order folder.

If the contractor does not provide complete documentation or provides no documentation after the additional five (5) days:

- Send a final Request via email extending the completion due date an additional five (5) days indicating in the email message that this is the final request.
- Record the date on the Request under “Date of final request”.
- Date, sign and distribute to the contractor.
- Print a copy and place in the purchase order folder.

If the contractor does not provide complete documentation or provides no documentation after the final request:

- Under the section titled “FINAL”, mark “Incomplete,” if contractor did not provide complete documentation or “Not Submitted” if contractor provided no documentation. Provide a detailed summary of why the designation was made. Where applicable, describe exactly where the trace-back of the code is incomplete.
- Date, sign and distribute to the contractor.
- Print a copy and place in the purchase order folder.

3. Send the completed Domestic Origin Trace-back Request Letter along with a [Notice of incomplete Domestic Origin Verification](#) (Appendix III) to the OIC as applicable. The OIC will review the documentation and then submit to ROS

The Notice of incomplete Domestic Origin Verification is used to notify CPP of the contractor's inability to prove domestic origin. This Letter will include:

- Contractors' name
- Contractors' address
- Contractor contact person and telephone number
- Contract No. (IDIQ)/ Solicitation No.
- Purchase order number
- Commodity
- SCI reviewer's name contact number and field office.

Sign and date the form. Print a copy and place in the purchase order folder.

Note: Notify SCI Regional Operations Support if at any time during the review of documentation there is evidence that product of the incorrect crop year/ packing season was used.

No Checkloading purchases

The method for verification of domestic origin for CPP purchases under no checkloading is the Domestic Origin Trace-back Request.

DOT is required on a minimum of one code mark per facility, per commodity for each purchase order awarded under the No Checkloading. A shipment will be randomly selected from the first shipping period to be traced for verification of domestic origin.

Policies and procedures for requesting and verifying domestic origin for products under No Checkloading are outlined in the previous section "[Trade Mitigation Purchases](#)".

Domestic Origin Verification for Fresh Products

Contractors are required to verify domestic origin for all fresh products. This verification process is performed on an individual shipment basis for each purchase order awarded by USDA-AMS Commodity Procurement Program.

Domestic Origin Verification

The domestic origin verification process for fresh product verifies that contactors, subcontractors, or suppliers have ensured that fruits, nuts, and vegetables sold to CPP are of 100% U.S. origin.

Domestic Origin Trace-back

DOT is required for every purchase order awarded. DOT utilizes documentation from contractors, subcontractors, and/or suppliers describing the sourcing and packing of a product from the shipment back to the grower(s). The contractor must have a system in place with adequate documentation to substantiate that the commodity delivered via the shipment was derived from crops solely grown and packed in the United States. Verification is made by reviewing the contractors trace-back documents substantiating the domestic origin of commodities intended for delivery of CPP purchase orders.

The responsibility for compliance is borne by the contractor, regardless of whether the product was sourced or packed in their facility or if it originated from other sources (i.e. subcontractors and suppliers). If a contractor receives crops or products originating from other sources, it is up to the contractor to obtain proof of domestic origin compliance from those sources. Adequate documentation may include but is not limited to the following areas:

- list of growers
- raw material receipts
- production records documenting the code traced
- maps and GPS locations of harvest areas.

A. Contractors, Subcontractors and Supplier Responsibilities

Contractors, subcontractors and suppliers are required to trace one shipment, per purchase order, for each commodity provided on CPP purchase orders at a minimum.

1. Provide a signed original and complete [AMS Master Solicitation-Exhibit I-Domestic Origin Certification form \(Appendix I\)](#). The form is also available to the contractor via the [AMS Master Solicitation](#).
2. Within ten business days, provide documentation (i.e. invoices, purchase documents, list of growers, etc.) when responding to the DOT Request Letter to verify that product used for the CPP purchase order is domestic. If all product is determined to be sourced domestically, then the domestic origin requirement is considered satisfied.
3. The burden of proof of compliance is on the contractor. The contractor is responsible for obtaining documentation from their processors, suppliers, or subcontractor demonstrating the same level of trace-back as the contractor is required to provide.

B. SCI Responsibilities

For each Purchase Order awarded for fresh commodities, ROS will assign a shipment to a SCI Federal-State Inspection Management Branch Chief or Regional Branch Chief to verify Domestic Origin requirements are met. ROS staff will create a spreadsheet to document the status of all assigned DOT and post on the ROS SharePoint site under

[Fresh Commodity Purchases & Trade Mitigation Domestic Origin Verification.](#)

These responsibilities may be delegated by the Branch Chief to field offices as relevant.

1. Obtain a signed original and complete [AMS Master Solicitation-Exhibit I-Domestic Origin Certification form](#) (Appendix I). The form is also available to the contractor via the [AMS Master Solicitation](#).
2. Request trace-back by preparing the top portion of the [SC-392 Domestic Origin Trace-back Request](#) (Appendix IV) and forwarding to the contractor for completion. The completion due date given to the contractor will be ten business days from receipt.

If the contractor provides complete documentation and SCI has verified that it is complete:

- Under “FINAL” mark the box “Complete”
- Date, sign and distribute to the contractor.
- Access Spreadsheet and complete required fields.

If the contractor does not provide complete documentation or provides no documentation after the ten (10) business days:

- Send a follow up request via email extending the completion due date an additional five (5) business days from date of receipt.
- Record the date on the Letter under “Date of follow up request”.
- Distribute to the contractor.

If the contractor does not provide complete documentation or provides no documentation after the additional five (5) days:

- Send a final Request via email extending the completion due date an additional five (5) days indicating in the email message that this is the final request.
- Record the date on the Letter under “Date of final request”.
- Distribute to the contractor.

If the contractor does not provide complete documentation or provides no documentation after the final request:

- Under the section titled “FINAL”, mark “Incomplete,” if contractor did not provide complete documentation or “Not Submitted” if contractor provided no documentation. Provide a detailed summary of why the designation was made. Where applicable, describe exactly where the trace-back is incomplete.
- Date, sign and distribute to the contractor.

- Access Spreadsheet and complete required fields.
3. Send the completed Domestic Origin Trace-back Request Letter along with a [Notice of incomplete Domestic Origin Verification](#) (Appendix III) to ROS.

The Notice of incomplete Domestic Origin Verification is used to notify CPP of the contractor's inability to prove domestic origin. This Letter will include:

- Contractors' name
- Contractors' address
- Contractor contact person and telephone number
- Contract No. (IDIQ)/ Solicitation No.
- Purchase order number
- Commodity
- SCI reviewer's name contact number and field office.

Sign and date the form. Print a copy and keep on file.

Billing Procedures

All time spent on domestic origin verification will be billed to the contractor. Unless otherwise provided in a written agreement for inspection service on a contract basis, the fee schedule for code traceability will be in accordance with the Code of Federal Regulations (CFR), [7 CFR 52.42](#).

PROGRAM REQUIREMENTS FOR PROCESSED USDA PURCHASES

The AMS Commodity Procurement Program buys processed fruits and vegetables for distribution to various organizations. Before inspecting any of these purchases, each office will receive specific instructions via Solicitations, Purchase Orders, and Commodity Specifications with specific information, including delivery dates, the commodity, and grade requirements. Do not inspect purchased products until you review the instructions. Do not deviate from the instructions without authorization from ROS.

It is the inspector's responsibility to verify that all inspection related contractual requirements are met. Always refer to the product specification or product exceptions to be sure what the related contractual requirements are. You can only accept amendments concerning these purchases if you receive them in writing from Regional Operations Support or directly from the Commodity Procurement Program.

- Product Specifications and exceptions per solicitation can be found on the USDA/AMS external website at www.ams.usda.gov/selling-food.
- Purchase Order (PO) information for Federal inspectors can be found on the [SCI SharePoint Purchase Orders for Commodity Procurement](#) page.

- The [Master Solicitation](#) for Commodity Procurements detail the federal regulatory clauses and provisions and USDA and AMS policies applicable to AMS procurement activities. These documents serve as the foundation for contracts awarded by AMS and are incorporated by reference into each individual solicitation.

General Requirements

Current crop year/packing season

Products delivered for USDA purchase programs must be from the current packing season/crop year unless otherwise specified in the applicable Solicitation/Invitation for Bids (IFB) and is determined by the IFB closing date. Purchase orders, solicitations, or specifications may further restrict the raw product to a certain harvest period or the canning or freezing to a certain processing period.

The following are examples of current packing season/crop year. Supervisors may allow variations to these instructions at their discretion:

- For fresh fruits and vegetables that can be stored for long periods (apples, pears, and potatoes), and may be harvested and stored in late June are considered the “current packing season” for that year for all USDA purchases until the next harvest/packing season begins in late June of the following year.
- Peaches harvested and processed in late June to mid-September are considered the “current packing season” for that year for all USDA purchases until the next harvest/packing season begins in late June to mid-September of the following year.
- Canned items processed in the current season from the previous season’s cold storage (i.e., preserves, cranberry sauce) are considered current packing season/crop year.

Examples of approved methods to verify current packing season/crop year are as follows:

- Product packed under in-plant inspection that is properly coded so that it may be identified with plant inspection records, verify current packing season/crop year crop year through the plant’s area field office.
- If inspection records do not indicate the products pack season or crop year, request a written statement from the contractor or packer to include required information.
- If there is no conclusive evidence to the contrary, a written statement from the contractor or packer indicating the month and year of pack will be accepted as verification of current packing season/crop year. Contact your immediate supervisor if there is a question about current packing season/crop year.

NOTE: If conclusive evidence shows that a lot offered is not of the current packing season/crop year (i.e. Frozen items repacked in the current season from bulk which was held in cold storage

for more than twelve months), the contractor should be advised so that they may substitute a lot that is acceptable. A written statement from the contractor or packer indicating product is of latest season crop is not acceptable when there is conclusive evidence to the contrary.

USDA Commodity Purchase Order Folders

A separate purchase order folder will be established and maintained for each purchase order awarded by CPP. This folder will be labeled with the purchase order number, name and address of contractor, and the name of the commodity. Each folder will contain a copy of the [USDA Purchase Order Checklist](#) (Appendix V). This checklist will be completed and filed along with all required PO-related official documentation listed within the checklist.

SCI will be responsible for the accuracy of the documentation related to USDA Purchases and will conduct periodic reviews of all related documentation maintained at Area offices, inspection points, or plant locations.

Indefinite Delivery - Indefinite Quantity Contracts

Commodity Procurement Program will award IDIQ contracts based on destination with minimum and maximum quantities for a designated length of time.

Purchase orders (PO) will be issued for portions of an IDIQ contract throughout the designated time of the contract. There is no limit on the number of POs that may be issued under IDIQ contracts.

Each PO will be issued a new number and will state on the PO: “This PO is in reference to Contract xxxxxxxxxxxx”.

IDIQ POs must be provided to the USDA inspector by the vendor when awarded.

The original IDIQ contract and all POs issued will be considered one contract.

1. Lot traceability will be performed on the first PO issued on the original IDIQ contract awarded.
 - Unless deemed necessary no additional traceability is required on subsequent POs, however additional traceability may be performed at SCI’s discretion randomly throughout the length of the contract to verify domestic origin requirements are being maintained.
2. Shipping containers (cases) containing required USDA symbols and markings may be marked with the original IDIQ contract number or with the PO numbers.
3. Review samples shall be submitted from the first PO issued under the original IDIQ contract when the first shipping period begins for each type and style per facility producing the product.

4. A Master IDIQ folder will be created for each IDIQ contract awarded. This folder will be labeled with the contract number, name and address of contractor, and Master IDIQ. The following documentation will be filed in the Master IDIQ folder
 - Copies of all review sample submittals,
 - Date of Acceptable Plant Survey or Plant Systems Audit
 - Original Signed Domestic Origin Certification Exhibit 1
 - Completed domestic origin documentation
5. POs will be filed with the Master IDIQ contract folder.
6. All documentation for a PO will reference the original IDIQ contract number as well as the new PO number. In the “Remarks” section on the SC-419-1, Certificate of Loading, write the following: “Reference contract number xxxxxxxxxx.”

Purchase Orders issued under No Checkloading

SCI field staff will not perform any services except a quality and condition inspection on the USDA purchased products which no longer require checkloading. Vendors may request a formal condition of container and voluntary checkloading inspections from SCI at their cost.

1. SCI will add the letters “NC” to the end of the PO number for identification when a PO or IDIQ contract containing the “No Checkloading” statement is received from Commodity Procurement for posting and distribution
2. SCI will not perform Condition of Container (COC) on any lots that are designated as “No Checkloading” on the PO or IDIQ contract.
3. When inspection is complete SCI will provide the contractor with the certificate of Quality and Condition (Q&C) only.
4. The certificate of Q&C will:
 - If inspected “Brite” use the standard statement in Principle Label Marks section “Unlabeled Stacked Brite”.
 - If inspected on-line after labeling, the applicable Principle Label Marks shall be added
 - The certificate will contain only condition of container statements in accordance with SCI Certification Manual, Condition of Container (Exterior and Interior), section B. Informal Condition of Container Inspection

REMARKS: 21 cans examined for quality, 4 minor dents, 2 major buckles, and 2 minor detinning found.

- For the “GRADE” section only show U.S. Grade and score points
 - No statements of “Meeting Quality Requirements of the Commodity Specification” will appear on the certificate.
 - If product Fails product quality requirements **only**, then that can be referenced along with the account statement in the Grade section (See below)
“Fails quality requirements of Commodity Specification for (enter commodity spec) (enter effective date) account (enter account).”
 - If the solicitation for the canned fruit or vegetable contains the statement “Canned products will be accepted for up to 18 months from the date of inspection” then CP will accept it for up to 18 months without an update. SCI certificates are only valid for 12 months. Product must still be from the current crop year of the date of the solicitation.
 - Certificates of Q&C will contain the statement “This certificate is valid for 12 months after date shown above” as the last statement in the remarks section, preferably at least two spaces below the end of the remarks section when possible.
5. SCI will not be involved when a “No Checkloading Performed” load is rejected at destination; correction of the load is the contractor’s responsibility using their standard industry practices. When requested by contractor, CPP may grant acceptance of the load following an SCI condition of container examination (COC). SCI will only perform the COC inspection and will not seal trailers or certify the seal on the trailer. The only documentation provided to the contractor is the signed Condition of Container examination worksheet. See [Condition of Food Container Manual](#) for procedures for formal COC examination requests at destination for non checkloaded products.
6. Purchase Order Folders for USDA Purchases with no checkloading will have limited requirements. A PO Folder will still need to be generated for each PO that is handled by an office. The USDA Purchase Order Checklist will be completed as normal with sections that are not applicable being marked as “N/A”. The sections that do not apply can include:
- List of Acceptable Codes
 - Loading Report, Certificate of Loading and Condition of Container sheets
 - Checkloading Ledger
 - Copies of primary labels and shipping container markings (if product is sampled brite)

The above listed sections will not have any documentation in the PO Folder. All other sections of the PO Folders will be completed per the instructions in the USDA Purchases Manual. Please also prominently mark the PO Folder label with the phrasing “NC” near the PO number.

Trade Mitigation

All purchase orders issued under Trade Mitigation do not have checkloading requirements. Follow the procedures as outlined in the previous section “PO’s issued under No Checkloading”, the letters “TM” for Trade Mitigation will be used for identification.

Purchase Order Documentation Reviews

SCI will be responsible for the accuracy of the documentation related to USDA Purchases and will conduct periodic reviews of all related documentation maintained at Area offices, inspection points, or plant locations. Documentation will be reviewed throughout the entire inspection process to identify areas for improvement and effectiveness of corrective actions.

A. Area Office

1. Area offices inspection staff will continuously review all documentation for USDA Purchases for completeness and accuracy.
2. Inspection staff, OIC, and Assistant OIC will review sections of documentation related to Purchase Orders on a quarterly basis.
3. All deficiencies and corrective actions will be documented on the Area Office PO Documentation Review spreadsheet located on the network shared drive under Area Office reviews.
 - 3 sections each quarter must be reviewed from each Purchase Order whether completed or in-progress.
 - The Sub-Area Supervisor, AOIC or OIC will review at least 25 percent of USDA purchase order folders and related documentation.

B. Region

1. Regional Branch Chiefs will review annually at least 5 USDA purchase order folders and related documentation per field office; at least 2 purchase order folders and related documentation are required to be reviewed if the office has 10 or fewer Purchase Orders awarded.
2. When selected, the reviewer will date and initial the “Documentation Reviewed By” section on the USDA Purchase Order Checklist.

C. Regional Operations Support

1. ROS staff will conduct quarterly reviews of purchase order folders and related documentation.
2. Documents will be selected from the spreadsheets maintained by the OIC,

Assistant OIC or Sub-Area Supervisor.

3. The reviewer will date and initial the “Documentation Reviewed By” section on the USDA Purchase Order Checklist.

All reviews will be fully documented. Documentation of reviews will include deficiencies and corrective actions. All reviews will be located on the network shared drive under Area Office reviews.

Certification

Instructions on the completion of certificates are found in the [AIM Inspection Series, Certification Manual](#). The quality requirements for each commodity will be specified in the applicable Commodity Specification and/or Invitation for Bid, as amended. Each lot must be inspected prior to shipment, within the time specified. When the time specified has elapsed, either an update inspection or a complete re-inspection may be necessary.

Under the USDA purchase programs, a Certificate of Quality and Condition, Forms SC-146, SC-147, SC-149, or SC-300 must be prepared for all fruit and vegetable products offered for inspection (pass or fail). (See examples in Appendices [VII – SC-146 Meets quality requirements](#), and [VIII – SC-146 Fails quality requirements](#)).

When product fails to meet the quality requirements of the Commodity Specification, CPP may grant acceptance of the lot via Waiver, Amendment, or Modification. When granted, the Grade statement will be recorded as follows:

- Fails requirements of Commodity Specification for Canned Fruit (Month, Year) account (reason for failure) Fails requirements of Commodity Specification for (product and date of specification) account fails (insert reason). Acceptance authorized by (name of person authorizing) Commodity Procurement Staff per Amendment/Modification No. _____ (or Waiver) dated (month/day/year).

When CPP does not grant acceptance of a failing lot, prepare a failing certificate as shown in the AIM Inspection Series, Certification Manual. The Grade statement will be recorded as follows:

- Fails quality requirements of Commodity Specification for Canned Fruit dated (**enter date**) account (**reason for failure**).

The contractor will have the option of receiving a commercial certificate for the failing product. Issue a commercial certificate at the applicants’ request by superseding the failing certificate as shown in the AIM Inspection Series, Certification Manual.

Prepare an acceptable code list from passing lots where applicable, including the number of cases (units) per code to be used for verification at the time of checkloading. A copy of the certificate and the list of acceptable codes will be filed with the contract folder as applicable.

Checkloading

Starting October 1, 2020, the Specialty Crops Inspection Division will begin phasing out the mandatory check loading requirements for processed USDA specialty crops purchases. Each quarter of FY 2021, selected commodities will be phased out. This phase out plan will affect solicitations and commodity groups for contracts announced on or after the start date of the quarter that the group is listed.

Any contract awarded prior to that groups implementation date that does not already waive check loading will still require check loading even if deliveries occur in FY2021.

Vendors may still participate in voluntary SCI checkloading. Checkloading is performed to identify lots as those previously inspected and certified by SCI as meeting purchase order requirements, as well as to verify quantities. Checkloading is performed only after it has been ascertained that all the detailed requirements of the purchase order have been met, or in the case of a non-conforming lot, only after the Contracting Officer (CO) has accepted it in writing. A copy of the CPP's acceptance of a non-conforming product will be filed with the purchase order folder. The contractor must segregate any code mark which appears at the time of loading and is not shown on the inspection certificate or on the list of acceptable codes.

Checkloading is done under the continuous supervision of SCI to assure lot identity, and to observe that no damage to product containers or to the shipping cases is caused when transferring product to the carrier. Division policy states that inspectors are to be present at the time of checkloading. Therefore, Division policy requires that the inspector be relieved of additional and concurrent duties to the extent that they may be present for the duration of the checkloading assignment.

If circumstances are such that regularly assigned inspectors cannot properly perform checkloading and keep up with other inspection duties, plant management will be so advised, and the inspector-in-charge will request additional help from the local USDA inspection office.

Responsibilities

A. Contractor's Responsibilities

1. The Contractor must give the SCI Division at least 7 days advance notice when scheduling inspection service.
2. Provide a list of codes and copies of shipping documents to SCI Division inspector
3. Present the lot and provide SCI representative with adequate space and lighting to perform Condition of Container Examination (COC).
4. Begin loading only when a representative of the SCI Division is present.

5. Properly load and brace the carriers to assure that the commodity arrives at its destination in good condition.
6. Provide SCI Division representative any waivers, modifications, or amendments to the purchase order when applicable.

B. SCI Division Responsibilities

1. Identify the lot to be loaded as the lot that was previously inspected.
2. Verify count.
3. Verify primary container labeling, case markings, and case closure requirements meet requirements of the applicable Commodity Specification.
4. Perform Condition of Food Container examination as outlined in the [AIM Inspection Series, Condition of Food Container Manual](#).
5. Check condition of carrier.
6. Seal carrier immediately upon completion of loading only if the above conditions are met. High security type seals shall be used.
7. Verify any changes to the purchase order have the proper approval from the Commodity Procurement representative when applicable.

An inspector on a checkloading assignment needs the following:

- A copy of the Certificate(s) of Quality and Condition or master list of approved codes and a record of any lots that have been previously rejected.
- A copy of the purchase order.
- When applicable, grading equipment in order to verify non-distinctive codes and/or to determine the acceptance of unfamiliar codes, and/or perform verification or up-to-date inspections.
- Copies of necessary instructions and approved forms, such as the loading report form and applicable condition of container examination worksheets

Do not attempt to checkload a carrier that has been loaded or partially loaded. If the carrier has been loaded, it must be unloaded to a point where the following responsibilities can be carried out.

C. Defining SCI Division Responsibilities

1. Lot Identity

SCI Division representative will verify that the merchandise being loaded is the same as is reported on the Certificate(s) of Quality and Condition or master list of approved codes. The contractor will provide a list of codes and copies of shipping documents to SCI Division inspector for verification. Code marks, container size, type of container, warehouse location, markings on the stacks, particularly markings on the individual cases - all serve to identify the merchandise. These are all part of the original grading record and can be used by the SCI Division inspector to establish the proper identity of the lots to be loaded. Code marks on the specified containers are the most reliable criteria for lot identification as some criteria are subject to change (warehouse location, markings on the stacks).

As a guide to verify lot identity during loading, randomly open one case per pallet to check the code marks.

2. Condition of Container

Refer to the [AIM Inspection Series, Condition of Food Container Manual](#), and the U. S. Standards for Condition of Food Containers, 7 CFR 42, which may be found at the following internet address:

<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.

Condition of container inspection is a necessary part of checkloading. This examination can be performed at the time of checkloading, case stamping, or prior to loading to verify that the lots are acceptable.

It is at the SCI representative's discretion whether the determination of acceptability of a second load may be accomplished while loading the first carrier. Several loads may be inspected prior to day of loading to save time, however, if at the time of loading a spot check shows there are definite changes from the original examination, a complete re-examination of the condition of container must be made.

If a condition of container examination is performed as the carrier is being loaded, the shipper must understand that if the merchandise fails the condition of container examination, the loaded portion will have to be removed from the carrier.

3. Temperature

When specified, inspection of frozen product for temperature shall be performed at the time of checkloading. The Commodity Specification may indicate that frozen foods shall be held, tendered, and transported at a temperature of 0° F or lower. Under temporary conditions, such as may occur at the time of loading, the product temperature may exceed the 0 degrees F requirement. However, any lot exceeding a temperature of 10 degrees F at the time of loading shall be rejected. Temperatures are required to be documented on the Loading report and the Certificate of Loading.

4. Unitization

Unit loads for truck and rail car shipments will be examined to verify that the pallets used are as specified and the shipping cases are unitized in accordance with the applicable Commodity Specification. When there is a non-conformance to the unitization requirement, show the reason in the REMARKS block of the certificate of loading.

5. Reused Containers

Reused containers are not acceptable for government purchases.

Note: The commodity specification requires that product be packed in “new” containers. This is in reference to the “finished product” containers. Some producers may pack product in clean “reused” containers when the product is to be reprocessed at a later date. Example: Dried cherries may be made from frozen cherries that were originally packed (at the time of freezing) in clean reused containers. However, the final product (the dried cherries) must be packed in new containers.

6. Packaging, Packing, and Marking Requirements

The commodity specification or solicitation will specify the type of primary container, type of case, labeling, case marking, and unitization requirements. If the condition of container examination is done prior to the day of loading and at the time of loading, a spot check shows there is a definite change from the original examination, a complete condition of container re-examination must be made. If not done beforehand, inspect the load to ensure compliance with these requirements at time of checkloading or case stamping.

7. Condition of Carrier

The interior of the carrier must be free from protruding nails or other sharp objects that could damage the cases. The carrier must be swept clean of trash and debris before loading. The general condition of the carrier should be noted, such as a broken door lock, a battered-out end, evidence of a leaking roof, holes in the floor and/or sidewalls, strong offensive odors, and presence of living insects. In the case of refrigerator cars, check to see if the ice has been removed from the ice bunkers and that the car is dry.

The carrier must be dry and, in such condition, that it will remain dry en-route. Do not checkload in inclement weather if rain or snow is blowing into the carrier, or on to the cases being loaded. INSPECTORS DO NOT REJECT CARRIERS. Inspectors diplomatically make it known that they must decline to checkload and notify supervisor.

Safety Precautions

- Opening Carrier Doors

Inspectors should not attempt to open carrier doors themselves. This is the responsibility of plant employees.

- Entering and Leaving Carriers

Safety precautions must always be taken when entering and leaving the carrier. Always be aware of lift trucks that may be entering or leaving. Take care especially in the winter months when snow and ice are likely to be found on the doorsill. Even in the summertime, it is easy to slip on a wet doorsill and suffer a severe injury. Jumping to the ground from the door sill is a dangerous practice which has caused serious harm to inspectors in the past.

- Caution against Entering Carriers That Are Subject to Gaseous Components

There are two types of conveyances subject to gaseous components; charcoal heated (carbon monoxide gas) and liquid nitrogen fumigant (oxygen removed to a level that will not sustain human life) carriers. Each unit should have a warning card attached to the outside of the carrier stating the procedure to follow before entering.

These units should remain open for approximately 10 minutes before entering to allow ample ventilation. Lack of proper ventilation in a carrier using gaseous elements may result in dizziness and breathing difficulties.

- Danger of Being Locked in Carriers

Inspectors should take necessary precautions to prevent being locked in a carrier. Posting a sign, or agreeing on a signal with the person responsible for closing the doors (e.g., a piece of equipment or a case of product set in the doorway) can protect against an accidental lock-in.

- Other Precautions

Also be careful of any loose boards or partition strips where nails are exposed. They can inflict a very painful and serious skin puncture. Boards and partition strips that are loose should be secured or removed and taken to another area to avoid a possible injury from stepping on them.

Inspectors should avoid walking behind trucks whenever possible to prevent being run over or crushed against the loading dock. After loading,

it is advisable to ask the driver to move the truck into an open area and park it until the container is sealed. Be sure the driver is aware of your location when sealing the container.

8. Loading the Carrier

Special instructions are often part of the shipping instructions of any purchase order. Such instructions may refer to the type of equipment to be used, i.e., box cars, insulated or refrigerator cars (perhaps with heaters in the winter), cars with special braces (such as damage-free (DF) loaders), or cars with compartments.

A procurement agency instruction may stipulate that the shipment is not to be delayed by lack of equipment requested, but the contractor should load and ship in accordance with good commercial practice.

"Good Commercial Practice," for the purpose of the various programs, may be interpreted to be any method of carrier loading generally accepted by the transportation company. Solid load carriers may be used in single delivery or split delivery shipments. Single delivery shipments may be made in one carrier, or several carriers. There are weight limitations on the use of a single carrier. Detailed information regarding these weight limitations may be obtained from the transportation company.

One or several carriers may be used to move a given shipment. Split shipment receivers of a single carrier (with bracing) should be instructed to level the load after removal of their portion of the load. It is the responsibility of the shipper to notify the receiver.

If cases are to be stacked on the floor of the carrier (as in a railcar), the vendor is advised to cover the floor to protect cases from their normal roughness. Cases should be stacked tight from the front to the back of the carrier. If the normal space from front to back cannot be absorbed by case arrangement, extra space should be filled with corrugated sheets or with a constructed bulkhead.

All carriers are not of equal length, so each carrier must be specially fitted. The cases should be stacked in standard blocks at each end of the carrier, with a special block in the doorway. The same count should be used in each tier from floor up in order to make a total case count check. Hidden blocks cannot be counted. The pattern must be uniform. Cases may be stacked loosely from side to side, but inspectors should encourage that any extra space be left at the end of rows instead of the center. This will prevent the cases from being damaged by scraping against the sides of the carrier if the load shifts.

A few extra cases of the last layer may be laid on top of the load without bracing. These are known as floaters. However, single last layers of any depth should be braced.

Record the loading pattern on [Form SC-420 Loading Report](#). This form serves as a permanent record of the loading pattern and a work sheet to verify the case count. A duplicate copy may be placed in the carrier. This form also serves as an unloading guide to the receiver and shows that the loading was supervised.

In addition to the Form SC-420, a copy of Form SC-419-1 Certificate of Loading, must be completed when supervising the loading. Be sure the numbers that correlate to the identification of the carrier, bill of lading, and seal(s) are recorded accurately. Instructions for completing this form and completed examples are shown at the end of this section.

For frozen or refrigerated products, most carriers will have mechanical refrigerating units. On the Certificate of Loading note the temperature reading of the carrier on completion of loading, and if required, the type of cooling unit on the carrier. Product temperature should also be noted, especially if the frozen product is subjected to conditions that may raise temperatures above 10 degrees F. Inspectors should caution plant personnel not to allow long staging periods prior to loading frozen product, especially during warm weather.

9. Sealing the Doors

Loading must be in accordance with good commercial practices and the sealing must be done at origin under the supervision of a certification agent. Therefore, all delivery units—truck lot and less-than-truck lot (LTL) quantities—must always be secured prior to unloading with tamper resistant, serially numbered, high security seals. Suppliers of commodities, products and/or services shall be responsible for placing seal(s) on all doors of each transportation conveyance upon completion of loading or servicing. Seals shall be serially numbered, barrier-type and meet the American Society for Testing and Materials (ASTM) standards (F-1157-04). Seals shall be 1/8th inch diameter cable, high security bolt, or equivalent. The contractor must maintain a record of each seal number used per truck lot and LTL delivery unit. Additionally, the contractor must ensure that the applicable seal identification number is on each bill of lading, shipment manifest, certificate, or delivery documents for each delivery destination.

Prior to applying seal(s), the inspector will verify the case count, and compare with the shipper that their counts are in agreement. When the count is determined, complete the Certificate of Loading work sheet and provide a copy to the shipper if requested. Let the contractor know when the carrier is ready to be sealed to allow the contractor to make any final checks or include any papers that may be required to go in the carrier. The carrier should be sealed as soon as possible after loading is completed.

Some agencies rely on the inspector's count as the basis for making payment, so it is crucial that the carrier is correctly sealed.

When LTL delivery units are transported on the same trailer and destined for multiple recipients, the trailer must be sealed after each delivery. The seal number must be recorded on the appropriate delivery documents and correspond with the applied seal at the time of arrival at the next destination. It will be the responsibility of the contractor to provide a sufficient number of seals to the carrier service, and to ensure that the trailer is sealed after each delivery destination. Failure to seal the trailer after each stop may result in rejection of the shipment by the recipient agency at the next scheduled stop, and rejection of any subsequent deliveries on the trailer.

- Railcar

Each railcar must be sealed. The contractor is responsible for arranging for railcar deliveries of more than one delivery unit so that each delivery unit contained in the same railcar can be completely separated and sealed.

- Truck or Piggyback

Truck or piggyback shipments must be sealed at origin. A delivery unit shipped by truck or piggyback which includes split deliveries to multiple destinations will require sealing after each drop.

In all instances, a Certificate of Loading will be issued, so that the contractor has proof of delivery to present with the invoice for payment. For non-DOV participants, this will only be after an acceptable trace-back has been completed.

Note: Deliveries in open van carriers are not allowed.

10. Changes to USDA Purchase Orders

Any changes to the purchase order (i.e. change in destination, shipping point, delivery date, etc.), or delinquencies (i.e. late deliveries, short shipments etc.) require written approval from the CPP representative. The contractor is responsible for obtaining written approval from CPP for any changes. The contractor will provide SCI with the written approval (or denial) from CPP prior to issuance of Certificate(s) of Loading. Until written approval is received from CPP, SCI Division personnel will use the information found on the original purchase order and proceed accordingly.

11. Certificate of Loading, [Form SC-419-1 \(SC-419-1 Example Appendix IX\)](#)

The Certificate of Loading is used by SCI to identify a shipment of product which meets specification requirements. This document is a certification of the inspector's count, which can be used as prima facie evidence of the quantity shipped and be the basis for payment, even if there is a report of a shortage. The Certificate of Loading is an official certificate and should be typed whenever possible. Handwritten Certificates of Loading may be accepted, provided they are printed clearly and legibly in **BLUE** ink. The signature shown on the original

should be in **BLUE** ink.

Some programs have specific instructions for certificate of loading distribution. Follow these special instructions. Any delay in distribution may delay payment to the vendor. Review each certificate of loading prior to release for accuracy and compliance with the appropriate specifications.

The information required on the SC-419-1 is as follows:

- a. **Number** (upper left-hand corner) - Number each Certificate of Loading starting with number one. A consecutive numbering system shall be used for each purchase order. If there are different shipping points on the same purchase order, a separate numbering system may be used for each shipping point. The last Certificate of Loading used for a purchase order (shipping point) will show in this space a number and the word FINAL.

Note: For corrected Certificates of Loading, the words “CORRECTED CERTIFICATE” will appear in the upper right-hand corner.

- b. **Purchase Order No.** – (PO#) Show the ten-digit purchase order number or warehouse code block.
- c. **Solicitation No.** – Show the ten-digit Solicitation number indicated on the purchase order.
- d. **Sales Order No.** (SO#) or **Purchase Requisition No.** (PR#) – Show all the numbers as indicated after the sales order or if applicable purchase requisition.
- e. **Purchase Order Item No.** – (PO Item#) Show the Item number as indicated on the purchase order.
- f. **Commodity** - Show the commodity name as indicated in the U.S. Standards for Grades or the Solicitation, if there is no standard.
- g. **Date Inspected** – Date(s) of the corresponding Certificate(s) of Quality and Condition.
- h. **Certificate No.** - Show the Certificate(s) of Quality and Condition. number(s) issued for the code mark(s) loaded.
- i. **Shipping Point** - Show the city, state, and zip code (if known).
- j. **Contractor** - Show the name of the contractor as indicated on the purchase order.
- k. **City and State** - Show the city, state, and zip code (if known) of the

contractor as indicated on the purchase order.

- l. **Lot, Stock, or Bin No.** - Show “As Per Code” in this block. Show “Identified by stamp as shown below” for case stamped product.
- m. **Type of Case** - Show the number and size of container(s) per case, and commercial corrugated, if cased.
- n. **Code Marks Shipped** - Show the actual code marks loaded. Verify that these code marks are the same as shown on the Certificate(s) of Quality and Condition and/or list of acceptable codes.
- o. **Label** - Show: Labeled in accordance with Commodity Specification for (product and date of specification).
- p. **Marks on Case** - Show: Case markings in accordance with Commodity Specification (product and date of specification).
- q. **Car No. (or Truck/Trailer)** – Show the license plate of the trailer (not the tractor/truck) and/or the number on the outside of the carrier.
- r. **No. of Cases** – Show the number of cases (units) loaded.
- s. **Seal No(s).** – Show only the original seal number applied to the trailer by (or witnessed by) the USDA inspector. Document additional seals for less than load quantities (split loads) on the loading report. It is the contractor’s responsibility to document the additional seals on their documents.
- t. **Date Loaded** - Self-Explanatory
- u. **Destination** - Show city and state. For split shipments show “SEE REMARKS.
- v. **Remarks** - Show all items to indicate compliance with the Commodity Specification requirements, any applicable waiver issued to confirm lot acceptance, and any other statement which pertains to the shipment.
 - When the shipment is compliant with all the Commodity Specification requirements show in the REMARKS block:
 - Meets requirements of Commodity Specification for (product and date of specification). See [SC-419-1 Example – meets/ fails accepted with waiver](#) – canned product Appendix XIII.
 - When a shipment is NOT in compliance with all commodity

specification requirements, waiver authorized by CPP, show in the REMARKS block:

- Fails requirements of Commodity Specification for (product and date of specification) account fails (insert reason). Acceptance authorized by (name of person authorizing) Commodity Procurement Staff per Amendment/Modification No. _____ (or Waiver) dated (month/day/year). See [SC-419-1 Example – meets/ fails accepted with waiver](#) – canned product Appendix XIII.
- When a shipment is NOT in compliance with all commodity specification requirements, waiver NOT authorized by CPP, show in the REMARKS block:
 - Fails requirements of Commodity Specification for (product and date of specification) account fails (insert reason).

Release Certificates of Loading to the contractor only after receiving a copy of the denied waiver request from the contractor.

- Case Stamping, a facsimile of the "OFFICIALLY SAMPLED" stamp and the applicable statement (all cases stamped, all visible cases stamped, or placards on pallets stamped) in lieu of checkloading.
 - Split shipments, record sales order number, destination city and state, and the number of cases for each stop off. Examples of [SC-419-1 – Split Shipment](#), and [SC-419-Split Shipment IDIQ](#) are shown in Appendices X and XI.
 - Corrected Certificates of Loading, state the following: “This Certificate Superseded Certificate of Loading NO. _____, for Purchase Order NO. _____, dated _____”.
 - Record the product and carrier temperature readings prior to loading. Temperatures should not rise above 10 degrees F.
- w. **This is to certify on the date(s) shown** - Self-Explanatory - Place an X in the appropriate box(s).
- x. **Address of Inspection Office** - The address shown will be in accordance with instructions in the [AIM Inspection Series, Certification Manual](#).
- y. **Signature of Inspector** – Self-explanatory

- z. **Date** - Show the date of final acceptance (date of checkloading or case stamping). If the domestic origin is in question and certificates withheld, show the date the acceptable domestic origin review is completed, and certificates released.

Distribution

Make copies of the original Certificate of Loading and distribute as follows:

- Original to the contractor (provided that Domestic Origin requirements are met);
- One copy to the area field office;
- One copy for SCI Division in-plant file; and

NOTE: There are other requirements in the Master Solicitation, Commodity Specification, and in the shipping documents for which the contractors are responsible, but for which SCI Division cannot assure compliance. If a contractor fails to meet these requirements, the SCI Division inspector should tactfully bring the noncompliance to the contractor's attention. Do not hold up shipment. Do not show the noncompliance on the Certificate of Loading. Note it on the inspector's copy of the Loading Report.

12. Loading Report, [Form SC-420](#) ([SC-420 Example Appendix XIV](#))

The Loading Report, Form SC-420 serves as a permanent record of the loading pattern and a work sheet to verify the case count. A duplicate copy may be placed in the carrier when requested to serve as an unloading guide to the receiver showing that the loading was supervised. Additionally, the form serves as a work sheet for filling out the Certificate of Loading accurately.

If a truck trailer is used for shipment, only one section of the Loading Report must be completed to show the loading pattern. See [SC-420 Truck Trailer split shipment](#) (Appendix XV). For railcars, there's a section to be completed for each part of the railcar; the brake end, the "A" end, and the doorway. See [SC-420 Railcar](#) (Appendix XVI). The doorway has the only access to the carrier, so it must be kept clear for the tow motor to enter with cases for loading. Railcar ends are loaded first and are frequently braced with doors after loading. The doorway is loaded last. It is unloaded first - if there is a stop-off for the load, all or part of the total cases for the first stop-off must be loaded in the doorway.

Railcar dimensions are not uniform, and each must be individually fitted. It is the responsibility of the shipper to properly load the carrier. This may require a special loading pattern, with cases stacked up from the floor of the carrier rather than the typical method of loading unitized cases. If cases are hand-loaded, be sure that the count for each tier is the same to permit an accurate final case count. It is the Inspector's responsibility to accurately document the case count and

stacking pattern loaded on the carrier.

- a. **Seal Nos.** - Show the numbers/letters of ALL the seal(s) used on the carrier. If the trailer/railcar has multiple stops (split shipment), record ALL seals used on the shipment on the Loading Report.
- b. **Car or Truck No.** - Show the license plate of the trailer (not the tractor/truck) and/or the number on the outside of the carrier.
- c. **Date** - Show the date the trailer is being loaded.
- d. **Brake or Cab End (width x height and floaters)** - Show how the trailer/railcar is loaded. Show the positioning of the pallets in the trailer.
- e. **Total** - Show the total for the row.
- f. **Brake End Total** - Show the total for all the rows.
- g. **"A" End (width x height and floaters)** - Show how the trailer/railcar is loaded. Show the positioning of the pallets.
- h. **Total** - Show the total for the row.
- i. **"A" End Total** - Show the total for all the rows.
- j. **Doorway (width x height and floaters)** - Show how the trailer/railcar is loaded. Show the positioning of the pallets.
- k. **Total** - Show the total for the row.
- l. **Doorway Total** - Show the total for all the rows.
- m-o. **Self-explanatory** Show the total cases for the applicable section(s).
- p. **Grand Total** - Show the total of all the areas of the trailer/railcar.
- q. **First stop-off** - Show total cases for first stop-off/only stop if no other stops made.
- r. **Second stop-off** - Show total cases for second stop-off if, applicable.
- s. **Third stop-off** - Show total cases for third stop-off if, applicable.
- t. **Grand Total** - Show total cases for all stops.
- u. **Remarks** - Show the load number, purchase order number, code marks, product temperatures (if frozen product), carrier temperature (if frozen

product) or any other pertinent information relating to the shipment loaded. **Optional** information that may be shown: destination of shipment and number of cases to each destination (if more than one stop), sales order number, etc.

- v. **Checker for Vendor or Transportation Company** - Show name of company or print name of person verifying shipment for the company.
- w. **Check loaded by USDA Inspector (Signature)** - Print and sign name of inspector performing the checkloading.
- x. **Date** - Show date loaded, and form signed.

Once completed, the original Loading Report is kept on file at the Area Office, or In-plant location as applicable, with a copy of the COL and Condition of Container Examination worksheet.

Case Stamping in Lieu of Checkloading

“Case stamping” means stamping all shipping cases with the USDA “Officially Sampled” stamp to identify the lot with the related inspection certificate by office, date, and if required, lot number. For instructions on Case Stamping, see the [AIM Inspection Series, State and Institutional Purchases Manual](#), Case Stamping section. Case stamping in lieu of checkloading may be authorized for canned, bottled, dried, and dehydrated products. Shipping cases will be stamped with the "OFFICIALLY SAMPLED" stamp. On palletized loads, if the stacking pattern is such that the center cases are not visible, stamp only the visible cases. It is not necessary to break down the pallet load. Case stamping shall only be performed after the product has been determined to be in compliance with specification requirements. Cases will be stamped with the date of the case stamping and not the date of sampling for grading. At this time, lot identity and condition of container examination will be performed or confirmed if previously performed.

Positive Lot Identification (PLI) stickers with the “OFFICIALLY SAMPLED” stamp can be used in lieu of case stamping each individual case for tray pack cases. Apply PLI stickers on two adjacent sides of the pallet. Reproduced copies of the “OFFICIALLY SAMPLED” stamp are not acceptable. PLI stickers must be stamped with blue ink at the time they are affixed to the pallets.

Note: Case Stamping in lieu of checkloading is not authorized for frozen product. Verification of unitization is not applicable when case stamping in lieu of Checkloading.

SCI Division will issue an SC-419-1 Certificate of Loading to the applicant upon completion of Case Stamping in lieu of Checkloading. (See example [SC-419-1 Certificate of Loading Case Stamp](#) Appendix XII)

As a reminder - Inspectors shall receive and maintain a Memorandum Receipt for each Officially Sampled stamp in their control. The inspector shall keep stamps in a locked drawer or locked file cabinet to assure USDA control. Only USDA personnel shall have access to the stamps. If

plant employees assist the inspector by stamping cases, the inspector will closely supervise this use of stamps by others. Stamps shall not be left in the possession of non-accountable, unauthorized personnel.

Submittal of Review Samples

A. General

For **every** purchase order or IDIQ contract awarded samples will be selected and reviewed by the Area, Regional Branch, and ROS offices.

- For Canned product, four lateral samples will be selected for review. Submit **ONE** can from each type and style per facility producing product to the Area, Regional Branch, and Regional Operations Support offices. The fourth lateral sample unit will be kept at the Area office on standby until completion of all evaluations.
- For Dried/Dehydrated product, select three lateral samples and submit one sample unit (2 to 3-pound sub-sample) for each type and style to the Area, Regional Branch, and Regional Operations Support offices. When submitting product in containers under one pound, (i.e., 1.33oz bag raisins), submit a total of eight individual units. Each purchase order must have its own review samples.
- For Frozen product, select three lateral samples and submit one sample unit (2 to 3-pound sub-sample) for each type and style to the Area, and Regional Operations Support offices. When submitting product in containers under one pound, (i.e., 4 oz. fruit cups), submit a total of eight individual units. When you are submitting frozen samples for product larger than six pounds, submit only a 2-3-pound sub-sample. Each purchase order must have its own review samples.

Do not submit frozen review samples to Regional Branch offices unless requested.

Submit one [SC-378 Review Sample Submittal Sheet](#) per product, per style, per facility, per purchase order.

Clearly mark one side panel of each shipping case to read "**USDA REVIEW SAMPLES**" and include the name of the product. Clearly indicate "**FROZEN SAMPLES**" on the shipping container if you are shipping frozen product.

On completion of the Regional Operations Support evaluation, a copy of the Review Sample Submittal Sheet (SC-378) will be posted to the Area Office folder listed on SharePoint at "USDA Purchase Review Submittal Sheets".

Refer to Section C. Regional Operations Support Samples below when sending samples to Headquarters.

B. Samples

All review samples shall be shipped during the shipping period. The “shipping period” is created using the “Required By” dates from the PO. The shipping period will from the earliest “Required By” date to the last “Required By” date on a single PO. (Example: If some items have a “Required By” dates of 04/01/2016 – 04/15/2016 and some items with “Required By” dates of 04/16/2016 – 04/30/2016, the “shipping period” is 04/01/2016 – 04/30/2016.) When completing the Review Sample Submittal Sheet (SC-378), enter the “Shipping Period” dates from the PO.

Mark each sample unit submitted with the packer's name, location, and purchase order number.

All canned review samples shall be selected after product has been labeled and cased for shipment, bright stack or unlabeled product is not acceptable. **DO NOT** submit unlabeled canned product.

See the [Indefinite Delivery - Indefinite Quantity Contracts](#) section of this manual for IDIQ specific review sample submittal instructions.

When a plant is under the Quality Assurance Program (QAP), SCI verification form(s) and the plant's quality control sheets shall be submitted along with the review sample(s). However, if the review sample(s) selected is from a lot that was not verified, then submit the applicable quality control sheet(s) and indicate the following: “No USDA verification performed”.

Enclose a completed Review Sample Submittal Sheet (SC-378) with the sample units. Staple all pages of the score sheet(s) or tally sheet(s) for the lot to the Review Sample Submittal Sheet, highlighting the submitted code(s). Send the score sheet(s) or tally sheet(s) for the lot(s) represented by the review sample(s). If the lot contains 29 samples and has three score sheet pages, include all three pages for the lot. **DO NOT** send foreign material records, production reports, in-plant processing records etc.

C. Regional Operations Support Samples

Review samples shipped via overnight express carrier (i.e. UPS or FedEx) must be addressed as follows:

ATTENTION: Regional Operations Support
USDA AMS SCP Specialty Crops Inspection Division
Room 0720 South Building
1400 Independence Avenue SW
Washington DC 20250-0247

Note: Pack sample units in suitable protective packing to minimize damage to the container(s). Do not use loose packing peanuts or loose paper shreds. Clearly mark frozen samples as "FROZEN SAMPLES" on the shipping containers.

Do not mail frozen samples on a Friday or on a day when they would arrive on a Federal

Holiday.

D. Security of Samples

To prevent the possibility of substitution, inspectors and licensed samplers are responsible for handling officially drawn samples such as review samples, samples for evaluation, and analytical test samples. Division procedures for sample control and sending and receiving lab results and other sensitive materials are outlined below.

- All official samples sent to AMS laboratories, field offices, Regional Branch offices, or the Regional Operations Support will:
 - Be sent using Government overnight express carrier (i.e. UPS or FedEx) service account numbers only.
 - Remain in the possession of the official inspector until they are turned over to the carrier.
- Tamper-proof tape is to be applied to all officially drawn samples that are no longer in the possession of the inspector/sampler. The use of tamper-proof tape is applicable to unpackaged primary containers, and to the sealed shipping cases that contain the sample.

Note: The tamper-proof tape will not adhere directly to the surface of primary containers of frozen or refrigerated products. However, application directly to the shipping case is acceptable.

Apply the tamper-proof tape to the side or lid of the primary container(s) that is left unattended at the grading site, or to the upper and lower closures of the shipping case.

Prior to packaging the sample for shipment, prepare as follows:

- Add a four to six-digit identification number (consecutively numbered) with the sender's initials to the tamper proof strip.
- Include this same identification number and initials in the inspector's or sampler's name block of the accompanying document(s).
- Position a tamper-proof strip across the upper and lower closures of the shipping case after the closures have been secured with regular tape. The tamper-proof strips are extremely fragile and should not be used to secure the closures of the shipping case.
- The Division uses "Zipr-Weld" – "stock number 88895", 7-inch strips of red tamper proof tape labeled "USDA SCI Official Samples NO._____"
Supplies may be obtained through the Lynn Peavey Company at (800) 255-6499, extension 6642.
- "Zipr-Weld" tamper-proof strips must be stored and maintained in a secure manner, similar to other accountable materials such as, the "Officially

Sampled" stamp and "Certificates of Quality and Condition". When distributing the tamper-proof tape, the area field office will prepare a "Memorandum Receipt" form, and the receiver will maintain a ledger to account for this material.

E. Microbiological Testing

For all Food Chemistry, Residue Chemistry, Microbiological, Bio-molecular, and Numerous food and agricultural commodities testing requirements for USDA Purchase Programs, samples for analysis are sent to the following National Science Laboratory in Gastonia, NC unless otherwise authorized:

National Science Laboratories, Laboratory Approval and Testing Division
Science & Technology Program
801 Summit Crossing Place, Suite B
Gastonia, NC 28054
Phone: (704) 867-3873
Fax: (855) 296-1230

Additional Policies and Procedures

A. Re-donation of CPP Purchases

Requests from FNS for the inspection of USDA commodities for re-donation normally require only a condition of container and product condition examination. The request may cover several products at one warehouse. Certify on a SC-146 and distribute the certificate and billing documents as indicated in the following Re-Inspection of USDA Purchases section.

B. Re-inspection of CPP Purchases – Quality and Condition

Occasionally, the Division receives requests to perform a re-inspection on products purchased under the School Lunch and Domestic Feeding programs. The request for a re-inspection is made to the Food and Nutrition Service (FNS), Food Distribution Division (FDD), Program Support Branch (PSB) in Alexandria, VA, hereafter referred to as FNS. A re-inspection request must always come from FNS in Alexandria, VA, to the Regional Operations Support office. The Regional Operations Support office will forward the request to the appropriate field and Regional Branch offices. Procedures applicable to performing an FNS re-inspection are as follows.

1. Upon receipt of the re-inspection notice from the ROS office, field offices will schedule the inspection immediately. Any office that receives a re-inspection notice will receive notice from ROS within twenty-four hours to ensure that the inspection has been scheduled. Notify ROS of any difficulties encountered.
2. Sample at the school or warehouse where the complaint originated.

3. Examine sample units at the next higher sampling rate for the lot size.
4. Prepare a SC-146, Certificate of Quality and Condition to issue results following the guidelines in the [AIM Inspection Series, Certification Manual](#). Specify under the GRADE statement the reason for the re-inspection. Show the product grade and score points (if applicable). Show the standard information and secondary container label markings under the REMARKS portion of the certificate. (See Examples in [USDA Purchase Program - Re-Inspection for Quality – Meets - Appendix XVII](#); and [USDA Purchase Program - Re-Inspection for Condition – Fails - Appendix XVIII](#)).

Example: U.S. Grade A, presence of defects insignificant (two stems found).
Meets quality requirements of Commodity Specification for Canned Vegetables

5. Do not advise anyone on the disposition of the product without contacting Regional Operations Support first.
6. Do not sample any lot which has not been requested by FNS, Alexandria, VA. Local personnel do not have the authority to request a re-inspection.
7. Examine the product only for the factor(s) involved and related to the complaint.

DO NOT perform a complete grading when the complaint is based on the presence of foreign material. Comments on other factors may be recorded on the score sheet or tally sheet and if obviously out of grade, notify the Regional Chief and Regional Operations Support, Washington DC.

DO NOT send re-inspection certificates and billing documents to USDA, Farm Service Agency Kansas City Commodity Office (KCCO). FNS will forward all documents to KCCO if necessary. Do not report re-inspection results until the inspection documents and certificates have been reviewed and approved by the applicable Regional Branch office and the Regional Operations Support office.

Payment for re-inspections will be determined by the outcome of the inspection results.

- If the re-inspection **MEETS**, show “USDA, Food and Nutrition Service” as the applicant and send the original certificate with a copy of the billing document to FNS.
- If the re-inspection **FAILS**, show the Contractor as the applicant and send the original certificate and billing for the re-inspection to the Contractor. A copy of the certificate with a copy of the billing document shall be sent to FNS.

Food & Nutrition Service
1320 Braddock Place
Alexandria, VA 22314
Phone: (703) 305-2062

C. Re-inspection of checkloaded CPP purchases – missing seals

Occasionally, a truck will arrive at its destination without the required security seal intact. When this happens, an office will receive a request to “reload” and reseal the truck. When a load is rejected at destination because of a missing or “incorrect seal” (and only because of a missing or incorrect seal), this type of request can be processed at the area office level without the need to contact either the Regional Branch or Regional Operations Support offices. (Examples of “incorrect seals”: Wrong type of seal used, wrong seal number on Bill of Lading, missing seal numbers on Bill of Lading, or seal present but removed by truck driver prior to being unloaded and not verified by warehouse personnel as intact at time of unloading.)

In most cases, the request for re-inspection will come from the Contractor (shipping point of the load). When the request is taken, the area office responsible for the origin inspection will need to contact the area office that can perform the re-inspection at the destination. The office that performed the original inspection will need to send copies of the original inspection documentation to the office at the destination. Once the office at the destination has all the necessary records from the original inspection, they can perform the re-inspection for identity, count, condition, etc. and reseal the trailer. The inspector performing the re-inspection will complete a Condition of Container examination worksheet, and an SC-420 loading report when applicable documenting the “new” seal numbers.

D. Rejected lots

When a lot is rejected and a waiver for acceptance is not issued, the contractor is responsible for removing USDA product labels from the rejected merchandise and obliterating all USDA case markings that are applicable to the award. As representatives of the CPP Contracting Officer, inspectors shall remind applicants of purchase order obligations whenever a labeled and case-marked lot is rejected. In the event of a violation, the inspector shall record the infraction on the inspection document and immediately inform their supervisor. The OIC shall report any suspected or rumored violation, or incidence of a potential violation to the Regional Branch office and the Regional Operations Support office. The Regional Operations Support office will notify CPP.

The information to report is as follows:

- Contractors name;
- Plant location;
- Purchase order number;

- Product;
- Date packed;
- Codes;
- Quantity; and
- Suspected violation.

E. Report fraud or criminal conduct

All inspectors and supervisors shall promptly report to the Regional Operations Support office any reliable evidence of suspected fraud or criminal conduct coming to their attention in connection with Government purchase orders.

Examples of suspected fraud or criminal conduct in connection with Government purchase orders:

- Fraud or attempted fraud including the substitution of inferior quality material after inspection.
- Bribery or attempted bribery of an inspector or any other Government official in connection with a Government purchase order.
- Conversion and attempted conversion of Government owned property for use other than for the intended purpose.

Inspectors are not authorized to conduct investigations without specific authority. However, information concerning fraud or criminal conduct that comes to the inspector's attention or is observed during the routine course of performing duties must be reported.

Inspection of Farm Service Agency (FSA) Peanuts and Peanut Products

The in-plant inspector will obtain sample units for the required tests, evaluate each lot for quality and non-quality factors, perform condition of container examination, and verify that the product label and case markings meet the announcement requirements. Form SC-146, Certificate of Quality and Condition, will be completed for lots that meet and for lots that fail the announcement.

The peanuts used in the FSA feeding programs must be as specified by FSA. Any questions concerning eligibility requirements for peanuts should be directed to the Regional Operations Support office through normal supervisory channels.

Eligibility of Raw Peanuts

A. Quality Requirements

Quality of raw or unprocessed peanuts utilized in the manufacture of peanut butter, roasted peanuts, and peanut granules must be evidenced by an inspection certificate

issued by representatives of the SCI Division, Federal-State and Federal Inspection Service not more than 30 days prior to processing. Custom blanching will be considered the first phase of processing.

The in-plant inspector shall obtain from the Purchasing Agent/ Contractor the Fresh inspection certificate to determine if the raw peanuts meet the grade requirements of the FSA Announcement.

B. Aflatoxin Requirement (Shelled Peanuts)

Raw shelled peanuts used to manufacture peanut butter, roasted peanuts, and peanut granules shall be tested for aflatoxin and found to be negative (i.e., not more than 15 parts per billion or 15 PPD).

The aflatoxin analysis must be made not more than 30 days prior to processing. An AMS laboratory is responsible for performing the aflatoxin analysis. The manufacturer shall provide a Certificate of Analysis (or Report of Analytical Test Results) as verification of aflatoxin testing. Any certificate over 30 days old is not acceptable and the peanuts will need to be retested prior to use. The Purchasing Agent/ Contractor will need to provide the in-plant inspector with a certificate that is within the required time frame for the covered peanuts to be used as ingredients for peanut butter for FSA.

The contractor is responsible for notifying the in-plant inspector of any lot of peanuts received that does not meet the aflatoxin requirements either because the certificate is over 30 days old, or the aflatoxin results are above 15 PPD.

Peanut Butter

A. Sampling Finished Product

Sample the finished product on an on-line or lot basis, whichever is applicable, in accordance with the [AIM Inspection Series, Sampling Manual](#) and 7 CFR 52.38 Sampling Plans and Procedures to Determine Lot Compliance, Table III, Canned, Frozen, or Otherwise Processed Fruits, Vegetables, Related Products of a Comminuted, Fluid or Homogeneous State, (which may be found at the following internet address: <http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>).

B. Quality and Non-quality Evaluations

Evaluate non-quality factors and grade the product in accordance with the U.S. Standards for Grades of Peanut Butter, and follow the guidelines shown for peanut butter in the FSA requirements. Samples for consistency, stabilization, and spread ability will be evaluated when the temperature of the peanut butter is between 70 and 80 degrees Fahrenheit. Do not cool artificially (e.g., in a cooler or water bath). Perform testing in accordance with the Analytical and Bacteriological Requirements section on the following pages of this manual.

C. Salt Testing

1. Approved Methods

The U.S. Standards for Grades of Peanut Butter state that salt in peanut butter is determined in accordance with the latest official method outlined in the Official Methods of Analysis of the Association of Analytical Communities (AOAC), or any other method that gives equivalent results. Refer to the SCI Division Grading Manual for Peanut Butter for guidance regarding salt testing.

2. Sample Rate for Salt Testing, refer to the SCI Division Grading Manual for Peanut Butter

3. Failure Verification

If a lot fails quality requirements for salt testing only, the failing salt results will be verified by a “referee lab.” When a lot fails, report the failure to the Regional office. The Regional office will determine if the salt testing needs to be verified and select an office to be used as a referee lab. Sub-samples for the referee salt testing will be a parallel set of samples drawn from the same samples used for the original testing. The samples will be express mailed to the referee office. Once tested, the results will be reported to the Regional office. The Regional office will consider all results and make the final determination of acceptability.

D. Aflatoxin Analysis

Follow instructions in the [AIM Inspection Series, Technical Procedures Manual](#), Aflatoxin Analysis of Peanut Butter and Other Peanut Products. Request the AMS testing laboratory to Fax and/or email the certificate of analysis showing the results of the aflatoxin tests to the area field office and the inspector, if still at the plant. The request for testing form should specify where and how results should be sent.

E. Water-Insoluble Inorganic Residue (WIIR), Light Filth, and Heavy Filth

Follow instructions in accordance with the [AIM Inspection Series Foreign Material Manual](#) using procedures in the grading manual.

F. Salt Testing Review Program

To ensure that all offices are evaluating flavor and performing salt testing in a uniform manner, a review will be performed. This review will be conducted on each lot of peanut butter graded. All lots of peanut butter will be sampled in the normal manner. All lots will be graded by the field office using the normal grading procedures. The review sample will be selected from one of the samples used by the field office to determine the quality grade of the lot. The following procedures shall be used by each field office or inspection point grading peanut butter:

1. Sample all lots in the normal manner as stated in accordance with current instructions.
2. Grade all lots in the normal manner as stated in accordance with current instructions.
3. The review sample must contain 16 ounces or an aggregate number of containers totaling 16 ounces of peanut butter.
4. Select the 16-ounce review sample from the samples used to determine the quality grade of the lot.
5. Complete the score sheet and indicate which sample was submitted for review.
6. Make three copies of the score sheet. See item 10 for distribution.
7. Prepare a speed memo indicating the name of the applicant, product name, lot number, code, and field office. Make three copies of the speed memo. See item 10 for distribution. Speed memos (form AD-0311) may be found on the Office of the Chief Information Officer, Approved Computer Generated Forms site at the following internet address: <http://www.ocio.usda.gov/policy-directives-records-forms/forms-management/approved-computer-generated-forms>.
8. Mark the sample to clearly identify the applicant, lot number, and field office. Also mark on the shipping container "Peanut Butter Salt and Flavor Review."
9. Send the 16-ounce review sample of peanut butter to the College Park, Georgia Area office within 2 working days after grading the lot. Include a copy of the score sheet and memo. (NOTE: If the College Park office performed the initial grading, the review sample will be sent to the San Antonio, Texas Area office for review.)
10. Send duplicate copies of the review sample memo and score sheet to your respective Regional Branch office and the Regional Operations Support office.
11. The College Park Area Office will perform a salt analysis on the review sample and grade the sample for flavor. The results shall be noted on the speed memo and in the remarks of the copy of the score sheet. The results shall be provided to the submitting field office, the Regional Branch office, and the Regional Operations Support office within 5 working days after receipt of the sample.

Roasted Peanuts and Peanut Granules

A. Sampling Finished Product

Sample the finished product on an on-line or lot basis, whichever is applicable in accordance with the [AIM Inspection Series, Sampling Manual](#) and 7 CFR 52.38,

Sampling Plans and Procedures to Determine Lot Compliance, Table I, Canned or Similarly Processed Fruits and Vegetables and Products Containing Units of Such Size and Character as to be Readily Separable.

B. Quality and Non-quality Evaluations

Use the following guide in evaluating roasted peanuts and peanut granules for FSA purchases. Follow instructions in the [AIM Inspection Series General Procedures Manual](#) when recording inspection results on the score sheet. Perform testing in accordance with the [Analytical and Bacteriological Requirements](#) section of this manual. Do not allow any deviants for vacuums or finished product requirements.

1. Obtain net weights and verify the following for roasted peanuts and peanut granules. See the [AIM Inspection Series Technical Procedures Manual](#), Net Weights, for good commercial practice guidelines.
 - a. Roasted Peanuts
 - Number 10 cans: Lot average not less than 64.0 ounces.
 - Twelve-ounce cans: Lot average not less than 12.0 ounces.
 - Brick-Pack foil containers: Lot average not less than 56.0 ounces.
 - b. Peanut Granules
 - Number 10 cans: Lot average not less than 56.0 ounces.
2. Evaluations of finished product will be in accordance with FSA requirements, and the following instructions:
 - a. When classifying color, consider the mass as a whole. Remove the skins from Redskin and Spanish peanuts before evaluating color.
 - b. Allow an average of 1.5 sq. in. (10 sq. cm.) of peanut skin in one pound of peanuts with a limit of 2 sq. in. (13 sq. cm.) in one pound. No deviants are allowed. Do not fail a lot based on the defects in a subsample of a can. If a subsample is failing or borderline for defects, use the entire contents of the can.
 - c. Define extraneous material as husks, shells, leaves, and vines of the peanut plant. Allow an average of 1.5 sq. in. (10 sq. cm.) of extraneous material in six number 10 cans with a limit of 0.5 sq. in. (3 sq. cm.) in an individual number 10 can.
 - d. Foreign material may consist of stones, sharp splinters, burlap, etc. Refer to the [AIM Inspection Series Foreign Material Manual](#) for Foreign Material.

C. Aflatoxin Analysis

Follow instructions in the [AIM Inspection Series Technical Procedures Manual](#), Aflatoxin Analysis of Peanut Butter and Other Peanut Products. An AMS laboratory is responsible for performing the aflatoxin analysis. Request the AMS testing laboratory to Fax and/or email the certificate of analysis showing the results of the aflatoxin tests to the area field office and the inspector, if still at the plant. The request for testing form should specify where and how results should be sent.

D. Water-Insoluble Inorganic Residue (WIIR), Light Filth, and Heavy Filth

Follow instructions in accordance with the [AIM Inspection Series Foreign Material Manual](#) using procedures in the grading manual.

Analytical and Microbiological Tests

Review the FSA documents for instructions for submitting samples of peanut butter, roasted peanuts, and peanut granules for aflatoxin testing, peroxide value, and microbiological testing to an AMS laboratory.

The inspector is responsible for the selection and control of laboratory sample units that are officially drawn for testing.

A. Laboratory Results

The designated AMS laboratory will provide test results on an AMS laboratory report. Request the testing laboratory to forward the results by Fax and/or email to the Area Office and the inspector, if still at the plant. The request for testing form should specify where and how results should be sent.

B. Aflatoxin Analysis

Follow instructions in the [AIM Inspection Series Technical Procedures Manual](#), Aflatoxin Analysis of Peanut Butter and Other Peanut Products. Request the AMS testing laboratory to fax and/or email the certificate of analysis showing the results of the aflatoxin tests to the area field office and/or the inspector, if still at the plant. The request for testing form should specify where and how results should be sent.

The samples for aflatoxin should be sent to the National Science Laboratory in Blakely, Georgia.

NSL
6567 Chancy Mill Road
Blakely, GA 39823-2785
Phone: (229) 723-4570
Fax: (229) 723-3294

C. Peroxide Value and Microbiological Tests

The inspector will select two parallel containers from the production lot. One container will be submitted to the AMS laboratory for peroxide value and microbiological testing. The second container is a standby sample and will be kept under control of the in-plant inspector.

Complete form [SC-637](#), Laboratory Sample Submittal Sheet, which may be found on the AMS forms catalog at the following intranet address: <https://usdagcc.sharepoint.com/sites/ams/AMSFormsCatalog/Forms/SC.aspx>, and submit with the sample unit. Indicate all the required tests on the form (peroxide value and each microbiological test shown in the FSA requirements).

The samples for peroxide and microbiology should be sent to the National Science Laboratory in Gastonia, North Carolina.

National Science Laboratories, Laboratory Approval and Testing Division
Science & Technology Program
801 Summit Crossing Place, Suite B
Gastonia, NC 28054
Phone: (704) 867-3873
Fax: (855) 296-1230

A certificate of quality and condition must be issued for each lot that meets or fails the FSA requirements. **DO NOT** delay certification of a lot that fails to comply with the peroxide value or microbiological requirements because a retest or an appeal has been requested by the processor. When grading and/or test results for a lot indicates non-compliance, issue a certificate showing the reason for the failure.

When the results of the retest or appeal shows compliance with the FSA peroxide value or microbiological requirements, issue a corrected certificate to supersede the one previously issued.

Frozen French-Fried or Water/Oil blanched Potato Products

The USDA purchase announcement and commodity specification for frozen French-fried potato products provide detailed information covering product specifications for frozen French-fried strips and preformed potato rounds. The Division will provide in-plant, on-line inspection and grading services for these products, in accordance with the announcement and commodity specification. Do not sample or inspect as a lot inspection.

A. Fry Color Designation

The fry colors permitted are specified in the commodity specification. All sample units shall meet the specified USDA colors (including a combination of colors). No deviants are permitted.

B. Small Pieces, Slivers, and/or Irregular Pieces

The commodity specification specifies not more than 10 percent by count of units, except chips, may consist of small pieces, slivers, and/or irregular pieces. For sample units exceeding 10 percent but not exceeding 15 percent, allow the deviant rate specified in the Regulations (1 in 6, 2 in 13, etc.). Allow 1 in 48 sample units to exceed 15 percent.

C. Total Solids Requirement (Potato Strips Only)

The convection oven method of the AOAC International is the official test for the determination of solids content of frozen French-fried potato strips. Three ways in which solids may be determined or verified are:

1. Contractor Uses Official AOAC Method.

The plant inspector will do the actual testing or monitor the testing performed by plant personnel and obtain a copy of the test results. In either case, the inspector must have a working knowledge of the testing procedure. Product that meets the solids requirement as well as other announcement and commodity specification requirements is eligible for certification.

2. Contractor Uses Test Method Other Than Official AOAC Method.

In lieu of the plant inspector performing the solids determination, he or she will closely monitor the solids determination performed by plant personnel and obtain a copy of the test results. Since the official test method is not being used, the area field office or an office designated by the Regional Chief will perform verification testing. See D. [Verification Testing](#) of this instruction for procedures.

3. Contractor testing is waived.

The USDA draws samples for full testing by the Area Office or an office designated by the Regional Branch Chief. The product cannot be certified until the plant inspector receives the test results.

4. Total Solids Determination - Convection Oven Method

a. Procedure

Thoroughly homogenize approximately 10 grams of the frozen sample in a blender and set aside a portion as a duplicate sample in case of error. A small subsample of this preparation will be weighed before and after thorough drying to determine the amount of moisture lost in the process. The ideal containers for this purpose are dishes 60-80 mm in diameter and 25 mm deep, with well-fitting but easily removable lids, preferably made of nickel, aluminum, stainless steel, or glass with a known tare.

Weigh a 1.0-gram subsample on an analytical balance to the nearest 0.1 mg (0.0001 g) in desiccated, weighing dishes as described above. Precision is needed in determining the difference between the weight of the undried subsample and the weight of the dried subsample. This difference is used to calculate the percent total solids in the product.

Place uncovered dishes containing samples (and dish lids spaced separately) in a convection drying oven at $103^{\circ}\text{C} \pm 2^{\circ}\text{C}$ for 16 hours. Place the lids on the dishes and transfer samples to a desiccator to cool. When cool, weigh as quickly as possible (to prevent moisture gain) to 0.1 mg, and record the weight. Uncover and replace dish and lid in oven for an additional 2 hours. Replace lid, cool in desiccators, and re-weigh. Repeat 2 hour drying, desiccation, and weighing steps until any decrease in mass between successive weighing does not exceed 0.5 mg, or until an increase in mass is recorded.

b. Calculations

Calculate percent solids as follows:

$$[(M_1 - M_2) \div (M_1 - M_0)] \times 100 = \% \text{ Moisture}$$

M_0 = mass in grams of dried, dish of known tare, and lid;

M_1 = mass in grams of dried, dish of known tare, lid, and undried subsample;

M_2 = lowest mass in grams of dried, dish of known tare, lid, and dried subsample.

$$\% \text{ Total Solids} = 100\% - \% \text{ Moisture}$$

Report results to the nearest 0.1 percent

D. Verification Testing

The procedure for verification testing of the contractor's results when the official method is not used is as follows:

For the first lot of 70,000 pounds or less, draw 5 representative samples of 16 ounces each. If possible, these should be portions of the 5 samples tested by the applicant.

1. Divide each of the 5 samples into 2 equal sub-samples of 8 ounces each. Send a set of 5 sub-samples to the designated area office and retain the other set as a reserve sample. Reserve samples should be marked to identify them from other production lots and stored in an area secured by the USDA inspector at 0°F or

below.

2. Unless inspectors are in close proximity to the designated office, the sample must be packed in dry ice and shipped by overnight delivery.
3. On delivery to the area office, if the sample is thawed, or sample bags are open, or the product is out of condition for any other reason, **DO NOT analyze for solids**. Request that the plant inspector send the reserve sample for testing instead.
4. The reserve sample should also be requested if there is any doubt about the test results. When USDA analytical results confirm plant results, reserve samples may be disposed of or returned to the contractor.

E. Reliability of Contractor's Test Results

1. The frequency of testing will depend on the reliability of the contractor's test results. The minimum total solids requirement is 28.0 percent. Reduced testing for solids may be done after the 5 samples from the first lot is tested and the test results meet the total solids requirement.
2. Contractor's test results are considered unreliable when a verification test deviation affects the acceptability of a lot (total solids of less than 28.0 percent). Verification testing is then increased back to testing 5 sub-samples from each lot of 70,000 pounds or less, until test results from 3 consecutive lots indicate contractor's test results are reliable. Reduced testing may resume after reliability has been established. All test results obtained for a lot must meet the minimum solids requirement of 28.0 percent; test results below this minimum are cause for rejection of the lot.
3. The Officer-in-Charge will notify the Regional Operations Support office through the Regional Branch Chief about the extent of the deviation, corrective measures taken by the contractor to prevent reoccurrence of the verification deviation, and the results of the verifications performed to re-establish reliability of the contractor's testing program.

F. Fees

Costs for shipping materials and overnight express delivery charges will be billed to the applicant. The laboratory analytical charge for solids determination will be in accordance with instructions in the [AIM Inspection Series, General Procedures Manual](#), Fee Computation section.

Salsa Sampling

When sampling Canned Salsa for USDA purchase orders, use "Table 1, Canned or Similarly Processed Fruits, Vegetables, and Products Containing Units of Such Size and Character as to be Readily Separable," found in the Regulations, 7 CFR 52.38 (found at the following internet

address: <http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>), [SCI Division Inspection Aid #42](#), and the [AIM Inspection Series, Sampling Manual](#).

Sodium Content Testing

The USDA Food and Nutrition Service (FNS) and the Agricultural Marketing Service (AMS), Commodity Procurement Staff have limited the sodium content of certain products to 36 mg - 140 mg sodium per ½ cup serving.

A. USDA Testing

USDA Science and Technology has provided the methods for analyzing sodium and either **Atomic Absorption, or Inductively Coupled Plasma Mass Spectrometry (ICP-MS)** can be used. Referenced acceptable methods are: AOAC 966.16; AOAC 975.03; AOAC 976.25; AOAC 984.27; AOAC 985.01; AOAC 985.35; AOAC 993.14; AOAC 2011.14; and AACC 40-71. AMS and FNS have determined that one composite sample shall be tested by USDA per lot. This is a deviation from normal SCI Division sampling procedures in the [AIM Inspection Series Sampling Manual](#) and only applies to sodium testing for USDA purchases. Follow the procedures in the AIM Inspection Series Sampling Manual for compositing samples for sodium analysis. The composite sample shall be 454 grams (1 pound) and prepared from subsamples drawn from randomly selected containers. The minimum number of subsamples used to create the composite sample shall be in accordance with SCI Division procedures in the AIM Inspection Series Sampling Manual. The composite samples shall be sent to:

National Science Laboratories, Laboratory Approval and Testing Division
Science & Technology Program
801 Summit Crossing Place, Suite B
Gastonia, NC 28054
Phone: (704) 867-3873
Fax: (855) 296-1230

B. Vendor or Third-Party Testing

As an option, vendors will be allowed to perform sodium analyses themselves or to contract with a certified third party for testing under the following conditions:

1. The vendor must develop a procedure to perform sodium analysis testing for each lot inspected by SCI. If a vendor is unable to develop a suitable procedure, USDA will continue to submit samples to the USDA laboratory for sodium analysis on each lot inspected.
2. All analyses must be performed using the Association of Analytical Communities (AOAC) International, 966.16, Atomic Absorption method.

3. To be approved for reduced sodium analysis testing, all current and any new vendors must pass ten (10) consecutive sodium tests performed by the USDA laboratory.
 - If the verification sample sent to the USDA fails the sodium requirement, the vendor must have the next 10 consecutive lots tested by the USDA laboratory and meet the sodium requirement in order to resume the reduced sodium verification analysis.
4. After receiving SCI approval for its reduced sodium analysis testing, SCI will perform one verification composite sample per purchase order, per product, per location. The USDA laboratory will perform this testing to ensure that the vendor is in compliance with the sodium requirement.
5. The vendor must provide SCI with documentation that verifies that each lot inspected by the vendor or its delegate meets the sodium requirement.
6. The SCI inspector shall submit a composite verification sample to the USDA laboratory for any lot SCI suspects as not meeting the sodium requirement.

Vitamin C Analysis of Fortified Juices

The commodity specification for canned fruit and vegetable juices for delivery to USDA Purchase Programs stipulates that juices be fortified to contain at least 34 milligrams of Vitamin C (Ascorbic Acid) per 100 milliliters of juice. This requirement is because of the seasonality of certain juices. The procedures for performing these analyses are as follows:

- A. **Do not** composite samples.
- B. Run at least one analysis per code mark, but no less than three sample units or fifty percent of the sample units per lot, whichever is greater.
- C. The procedure for Vitamin C analysis will vary with the product. Consult your Supervisor for instructions for this analysis as given in the [AIM Inspection Series, Technical Procedures Manual](#).
- D. Report the actual findings on the score sheet. Report the milligrams to the nearest whole number.
- E. If the average meets the minimum, apply the deviant rate specified in the Regulations (1 in 6; 2 in 13; etc.) when a test result is below the minimum required.
- F. Charges assessed for Vitamin C analyses will be in accordance with the [AIM Inspection Series, General Procedures Manual](#), Fee Computation section. (Not applicable if inspected on-line.)

Instructions for the Inspection of Pit Material and Quality of Dried Plum Pieces**A. General**

Currently no U.S. Standards for Grades exist for this product. SCI Division will be responsible for inspecting dried plum pieces in accordance with SCI Division procedures and instructions which are provided here and in other official instructions.

The dried plum pieces shall be Fruit Type 1 in accordance with Commercial Item Description (CID) [A-A-20333](#), Trail Mix in effect at the time of the solicitation, and applicable commodity specifications. Whole pitted dried plums used for pieces must be plunger pitted U.S. Grade “B” or better product. The dried plum pieces shall be inspected in accordance with these procedures and SCI Division instructions.

The requirements will be those published in the current commodity specifications, amendment(s), invitation, and other instructions in effect at the time the product is offered for inspection.

B. Sampling Dried Plum Pieces

The maximum lot size offered for inspection shall not exceed 15,000 pounds. Sample size for quality and pit material shall be as stated below.

Sample Size - On-Line Inspection and Lot Inspection

For each lot of 15,000 pounds (or fraction of 15,000 pounds) of product, draw 6 subsamples of approximately 16 ounces (454 grams) each for a total of 96 ounces (2724 grams). Examine each of the 6 subsamples separately. Each lot of 6 subsamples must meet the requirements of CID A-A-20333 and commodity specifications. Consult your supervisor if there are any questions.

C. Quality Factors for Dried Plum Pieces**1. Size**

Dried plum pieces shall be uniformly cut into ¼ to ½ inch pieces. With respect to size of pieces, not more than 20 percent by weight shall be less than ¼ inch, or more than ½ inch in any dimension.

2. Moisture

The moisture content of dried plum pieces shall not exceed 24 percent by weight when tested with the Dried Fruit Association of California (DFA) moisture meter

3. Defects

Dried plum pieces shall be practically free from pits and/or pit fragments. A defect is defined as a pit and/or pit fragment 2 mm or longer in the longest

dimension loose or with fruit attached as defined in CID A-A-20333, Dried Diced Prunes. The total weight of all scoreable pits and/or pit fragments with fruit attached found in the 6 subsamples shall not exceed 2.8 grams (0.1 percent of the total subsample weight of 2724 grams), and loose pits and/or pit fragments shall not exceed 3 by count (in the total subsample weight of 2724 grams).

4. Flavor and Odor

Dried plum pieces shall have a normal characteristic flavor and odor that is free from objectionable flavors (including scorched flavor) and free from objectionable odors of any kind.

Instructions for the Inspection of Foreign Material and Quality of Dried Fruit and Nut, and Fruit mix

A. General

Trail mix shall be produced in accordance with [CID A-A-20333](#), Trail Mix in effect at the time of the invitation, and applicable commodity specifications. Trail mix components shall be inspected by USDA prior to blending in accordance with applicable U.S. Food and Drug Administration (FDA) tolerance for “[Defect Action Levels](#)”, U.S. Standards for Grades, commodity specifications, and SCI Division instructions.

The requirements will be those published in the current commodity specifications, amendment(s), solicitation, and other instructions in effect at the time the product is offered for inspection.

B. Sampling Dried Fruit and Nut, and Fruit Mix

Sample the dried fruit and nut, and fruit mix in accordance with SCI Division instructions. Use the current sampling plan from the [AIM Inspection Series, Sampling manual](#), Table IV “Dehydrated (Low-Moisture) Fruits and Vegetables”.

Select 16-ounce sample units for quality, foreign material, and defects. Each 16-ounce sample unit shall be examined for ingredient portions, salient characteristics, and foreign material as outlined in the commodity specifications and CID A-A-20333.

C. Quality Factors

1. Proportions

Trail mix shall be composed of any combination of ingredients as specified in the invitation. The lot average tolerance for proportions of ingredients shall be plus or minus 2 percent by weight.

2. Consistency

The trail mix shall be free flowing with minimal clumps and stickiness.

3. Defects

A nutshell, pit and/or pit fragment 2 mm or larger in the longest dimension shall be scored as a defect. Allow a lot average of 1 nutshell, pit, and/or pit fragment 2 mm or larger in the longest dimension by count per sample unit, with no more than 3 nutshells, pits, and/or pit fragments by count in any individual sample unit.

The total of all scoreable nutshells, pits, and/or pit fragments found in 13 sample units shall not exceed 13 by count.

D. Flavor and Odor

The trail mix shall have no objectionable odors or flavors, such as, but not limited to, stale, yeasty, burnt, musty, rancid or moldy.

Dried Fruits and Nuts Laboratory Testing for Food Safety

Dried fruits and nuts for USDA/AMS purchases require specific laboratory analyses. Sampling and testing for these purchases will be in accordance with the following instructions.

Dried Fruits shall be tested as described in the [CID A-A-20299](#) Fruits, Infused and Dried (current version in effect) which specifies a composite sample to be tested in accordance with Section 6, Analytical and Microbiological Requirements. For dried fruit purchases (1) composite sample of one (1) pound of the dried fruit shall be submitted for testing on each Purchase Order. These dried fruits include, but are not limited to dried cranberries, dried cherries, and dried blueberries.

For natural almonds, all lots shall be tested for Aflatoxin. Natural almonds are required to be treated with a technology to achieve a minimum of 4 - Log reduction of salmonella bacteria, pursuant to a letter of determination issued by FDA, or acceptance by scientific review panel known as the Technical Expert Review Panel (TERP).

For trail mix each component of the trail mix is graded independently following the procedures outlined in the US Standards for Grade, and FDA Defect Action Levels (DAL) prior to blending. If dried cranberries, dried cherries, dried blueberries, and/or natural almonds are used as ingredients in trail mix, they are required to meet the testing requirements above.

Instructions for the Inspection of Dried Cherries

A. General

Currently no U.S. Standards for grades for this product exist. SCI Division will inspect dried cherries in accordance with SCI Division procedures and instructions which are provided here and in other official instructions.

The dried cherries shall be Type I, Style A from [CID A-A-20299](#), Fruits Infused and

Dried, in effect at the time of the solicitation. They are to be produced from red tart pitted (RTP) cherries in accordance with the applicable commodity specifications. The RTP cherries used for drying must be U.S. Grade B or better for character. After the RTP cherries are properly dried and offered for inspection, the lot shall be inspected in accordance with applicable specifications and SCI Division instructions.

The requirements in the section entitled, "Scoring Quality Factors" will be those published in the current commodity specifications, amendment(s), invitation, and other instruction in effect at the time the product is offered for inspection.

B. Sampling

Sample the dried cherries in accordance with SCI Division instructions. Use the current sampling plan from the [AIM Inspection Series, Sampling Manual](#) "Sampling Plan for Dried Fruits other than Dates and Figs".

1. Sample Size - Grading Quality Factors

For each 15,000 pounds (or fraction of 15,000 pounds) of product - 6 sample units of approximately 16 ounces shall be drawn. These are combined into one composite sample of at least 100 ounces. Each composite will be examined separately and must meet the requirements of the CID. Consult your supervisor if there are any questions.

2. Sample Size - Analytical Testing

One composite 16-ounce analytical sample shall be drawn for analytical testing in accordance with CID A-A-20299 in effect at the time of the solicitation. Frequency of analytical testing will be published in the current commodity specifications, amendment(s), solicitation, and other instruction in effect at the time the product is offered for inspection.

C. Scoring Quality Factors

Evaluate the sample for shape, color, texture, flavor and odor prior to the examination for pit fragments.

1. Shape

Dried cherries shall be intact pieces of fruit which may be irregular in shape.

2. Color

Dried cherries shall possess a bright red to dark red color typical of properly ripened cherries. The number of cherries that vary markedly from this color due to improper processing, other causes, or that are under colored may not exceed 50% of the sample unit by weight.

3. Texture

The texture of the dried cherries shall be soft and chewy.

4. Flavor and Odor

The dried cherries shall have a distinct, characteristic flavor and odor as would be expected of dried cherries. No foreign flavors or odors such as, but not limited to, stale, rancid, or moldy shall be present.

5. Pits

Definition of pits and pit fragments in dried cherries will be as described and determined in accordance with the instructions in the U.S. Standards for Grades of Frozen Red Tart Pitted Cherries, [7 CFR 52.807](#), "[Freedom from Pits](#)".

The pit tolerance requirement in the commodity specification states that there shall be not more than 1 pit per 80 ounces of the finished dried cherries.

D. Procedure for Detecting Pits and Pit Fragments

Examine each sample unit (80 ounces) for pits and pit fragments using the following procedure:

1. Arrange cherries in a single layer on the grading tray;
2. Either press each cherry with the fingertips, or slice the fruit in half exposing the pit cavity to detect pits and pit fragments;
3. Repeat "1" and "2" above until all product is examined; and
4. Record the pits and pit fragments found on the score sheet.

The pit score shall be calculated by dividing the total number of ounces of dried cherries sampled for the composite sample by the number of pits found in the sample. The score shall be reported as a whole number using appropriate SCI Division rounding procedures found in the [AIM General Procedures manual](#).

Example:

In the inspection of 6 sample units consisting of a single composite sample of 80 ounces, 1 pit is found. In this case the sample is accepted because the pit tolerance of 1 pit per 80 ounces of dried cherries has not been exceeded.

If in the 80-ounce sample 2 pits are found, the sample would fail the requirements as it exceeds the 1 pit per 80 ounces and the sample is rejected.

Certify the dried cherries in accordance with instructions in the [AIM Certification](#)

[Manual](#) for No Applicable Grade (NAG) items.

PROGRAM REQUIREMENTS FRESH USDA PURCHASES

The AMS Commodity Procurement Program buys fresh fruits and vegetables for distribution to various organizations. These purchases are typically required to be inspected by the SCI Division at destination, with a few exceptions. Any exceptions will be noted on page one of the Solicitation/IFB. Shipping Point inspections must be inspected, certified, and Positive Lot Identified by the Federal or Federal-State Inspection Service in accordance with the Agricultural Marketing Act of 1946 (see the Master Solicitation).

Before inspecting any of these purchases, each office will receive specific instructions via Solicitations, Purchase Orders, and Commodity Specifications with specific information, including delivery dates, the commodity, and grade requirements. Do not inspect purchased products until you review the instructions. Do not deviate from the instructions without authorization from Regional Operations Support.

It is the inspector's responsibility to verify that all inspection related contractual requirements are met. This includes possible size, pack type and variety requirements. Always refer to the product specification or product exceptions to be sure what the related contractual requirements are. You can only accept amendments concerning these purchases if you receive them in writing from Regional Operations Support or directly from Commodity Procurement.

Inspectors are not to offer opinions or insights into whether to accept or reject a CPP load, or the criteria that may be considered when accepting or rejecting a load. This determination is only made by the Commodity Procurement Contracting officer. If asked, inspectors will refer applicants or receivers to contact their Contracting Officer. What we can discuss is the solicitation requirements and why the load failed these requirements. Keep the information limited to just the facts of the inspection.

- Product Specifications and exceptions per solicitation can be found on the USDA/AMS external website at www.ams.usda.gov/selling-food.
- Purchase Order (PO) information for Federal inspectors can be found on the [SCI SharePoint Purchase Orders for Commodity Procurement](#) page. As Fed-State market licensees do not have access to the SCI SharePoint site, they will need to rely on emails sent by their Federal Program Manager to receive Purchase Order information.
- The [Master Solicitation](#) for Commodity Procurements detail the federal regulatory clauses and provisions and USDA and AMS policies applicable to AMS procurement activities. These documents serve as the foundation for contracts awarded by AMS and are incorporated by reference into each individual solicitation. This includes requirements for truck seals for each delivery.

Timing

The Contractor must give the USDA at least 72 hours (3 days) advance notice when scheduling inspection service. It is allowable for fresh loads to be inspected en-route to their destination due to limited inspector availability at the destination location. The inspection and certification must occur within 48 hours of delivery to the final destination and the trailer must be sealed by the driver after the inspection is complete.

Certificates issued for multiple drop inspection are only good for 36 hours. Essentially this means that the contractor has 36 hours to deliver the multiple drop lots after the certificates are issued at the first drop. After 36 hours the lots would need to be re-inspected and new certificates issued.

Vendors are allowed to deliver early with approval from the destination location. An inspection prior to or after the delivery date will not fail the requirements due to delivery date. Place a remark on the certificate that states lot inspected prior to established delivery date of month/day/year.

Shipping Point Certificates are valid for the time specified in the Solicitation and/or Commodity Specification as applicable.

Condition of Containers

Occasionally a load of government furnished fruits and vegetables will arrive at its destination in poor condition (shifted pallets, crushed cases), or in an unsealed conveyance and will be “rejected” by the receiver. For loads “rejected” at destination, and at the contractors’ request, CPP may grant acceptance of the load following an SCI Division Condition of Container examination. See [Condition of Food Container Manual](#) for procedures for formal COC examination requests at destination for non checkloaded products.

Truck Seals

Regarding truck seals for fresh product deliveries, the receiver has the option to either leave the seal in place or remove it to unload the pallets prior to inspector’s arrival. If the receiver elects to remove the seal prior to inspector’s arrival, do not fail solicitation requirements. If the receiver elects to remove the seal, they will need to present it to the inspector upon arrival. If the seal has been removed prior to their arrival, the inspector will note on the certificate, under Remarks, the status of the seal. There is no need to mention on the certificate if the correct seal was used, if it matches the Bill of Lading or if it was removed by the inspector at time of arrival.

When noting on the certificate the status of the removed seal, consider the following:

- Missing means the seal cannot be provided to the inspector.
- Report if the removed or provided seal is the wrong seal type (as noted in the Master Solicitation) or if the seal number does not match the seal number listed on the Bill of Lading.

- There is no need to mention on the certificate if the correct seal was used, if it matches the Bill of Lading or if it was removed by the inspector at time of arrival.

The seal numbers shall be documented on the Bill of Lading, shipment manifest, or other delivery documents, as applicable, which must be signed or acknowledged by the carrier or its agent. It will be the responsibility of the Contractor to provide enough seals to the carrier service and to ensure that the trailer is sealed after each delivery location (when destined for multiple recipients, i.e. multi-stops). The seal number must be recorded on the appropriate delivery document and correspond with the applied seal at the time of arrival at the next destination.

Refer to the [Master Solicitation](#) for CP related requirements on seal types.

Multiple Drops

Due to limited staffing and remote locations, contractors have the option to have lots within a load that are destined for multiple receivers inspected at one location. These are referred to as multiple drop inspections. Applicants can request that the inspections for multiple drops occur all at the first stop. A separate inspection and certificate will be needed for each stop. Each certificate will contain an estimated fee calculated separately.

FV/SC-300 certificates issued for multi-drop inspections are valid for 36 hours. After 36 hours lots must be re-inspected, and new certificates issued.

Certification

The PO contains all the information that is required to be recorded on the issuing certificate. All certificates must contain the statement “Meets (Fails to Meet) the Requirements of Solicitation ____, Solicitation Sales Order number ____, Purchase order number ____, and Purchase Line Item number ____.” If the load/lot fails the requirements an additional statement of “Account ____” will be added to clarify the factor that caused the failure, such as “Fails to Meet the Requirements of Solicitation ____, Solicitation Sales Order number ____, Purchase order number ____, and Purchase Line Item number account marked size.”



Provide additional information in Remarks as necessary to further clarify the account factor, such as “Size marked on cartons is not the size required per the Solicitation.”

In FEIRS there is a drop-down remark available to complete this statement efficiently and accurately.

In FEIRS you must select “Commodity Procurement Branch” for the Purpose of Inspection and enter the Solicitation number into the Notice of Delivery field.

Effective Date: December 2020

Page 61 of 81

Lot Information	
Purpose of Inspection	CPB  COMMODITY PROCUREMENT BRANCH
Additional Purpose	 NONE
Notice Of Delivery	2000005731 <input type="text" value="Unknown Number"/>

Copies

Copies of the certificate will be sent to the applicant, shipper and receiver of the product. Commodity Procurement Program or Regional Operations Support do not require a copy.

REFERENCE LINKS

**Version Date
(Printed for distribution)**

- AIM Inspection Series, Certification Manual:** _____
<https://www.ams.usda.gov/publications/content/aim-certification-manual>

- AIM Inspection Series, Condition of Food Container Manual:** _____
<https://www.ams.usda.gov/publications/content/condition-food-container-manual-addendum-worksheets>

- AIM Inspection Series, General Procedures Manual:** _____
<https://www.ams.usda.gov/publications/content/aim-general-procedures-manual>

- AIM Inspection Series Sampling Manual:** _____
<https://www.ams.usda.gov/sites/default/files/media/SamplingManual.pdf>

- AIM Inspection Series, Sanitation Manual:** _____
<https://www.ams.usda.gov/publications/content/aim-inspection-series-sanitation-manual>

- AIM Inspection Series, State and Institutional Purchases Manual:** _____
<\\usda.net\ams\SCSCI\SCI-AIM\Inspection\StateManual.pdf>

- AIM Inspection Series, Technical Procedures Manual:** _____
<https://www.ams.usda.gov/sites/default/files/media/TechnicalProceduresManual%5B1%5D.pdf>

- AMS Forms Catalog:** _____
<https://usdagcc.sharepoint.com/sites/ams/AMSFormsCatalog/Forms/SC.aspx>

- AMS Master Solicitation:** _____
<https://www.ams.usda.gov/selling-food/solicitations>

- Code of Federal Regulations (7 CFR 52; 7 CFR 42)** _____
<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

- Commercial Item Descriptions:** _____
<https://www.ams.usda.gov/grades-standards/cids>

- Defect Action Levels Handbook:** _____
<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/SanitationTransportation/ucm056174.htm>

- DOV Audit Program Manual:** _____
https://www.ams.usda.gov/sites/default/files/media/DOV_General_Program_Information%5B1%5D.pdf

Effective Date: December 2020

Page 63 of 81

- Food Defense Survey:** _____
<https://www.ams.usda.gov/services/auditing/food-defense-system-survey>

- Food Security Preventive Measures Guidance:** _____
<https://www.fda.gov/regulatory-information/search-fda-guidance-documents/guidance-industry-food-security-preventive-measures-guidance-food-producers-processors-and>

- SC-378 Review Sample Submittal Sheet:** _____
<https://usdagcc.sharepoint.com/sites/ams/AMSFormsCatalog/SC%20378.pdf>

- SC-391 Code Trace-back Request Letter** _____
<https://www.ams.usda.gov/resources/sc-391-code-trace-back-request-form>

- SC-392 Domestic Origin Trace-back Request** _____
[https://www.ams.usda.gov/sites/default/files/media/SC392_DomesticOriginTraceBackRequest.p
df](https://www.ams.usda.gov/sites/default/files/media/SC392_DomesticOriginTraceBackRequest.pdf)

- SC-419-1 Certificate of Loading:** _____
<https://usdagcc.sharepoint.com/sites/ams/AMSFormsCatalog/SC-419-1.PDF>

- SC-420 Loading Report:** _____
<https://usdagcc.sharepoint.com/sites/ams/AMSFormsCatalog/SC-420.PDF>

- SC-637 Laboratory Sample Submittal Sheet:** _____
<https://usdagcc.sharepoint.com/sites/ams/AMSFormsCatalog/SC-637.pdf>

- SCI SharePoint Purchase Orders for Commodity Procurement:** _____
[https://usdagcc.sharepoint.com/sites/ams/AMS-
SCI/IO/Purchase%20Orders%20for%20Commodity%20Procurement/Forms/AllItems.aspx](https://usdagcc.sharepoint.com/sites/ams/AMS-SCI/IO/Purchase%20Orders%20for%20Commodity%20Procurement/Forms/AllItems.aspx)

- USDA/AMS external website:** _____
www.ams.usda.gov/selling-food.

- USDA Approved Computer-Generated Forms:** _____
[https://www.ocio.usda.gov/policy-directives-records-forms/forms-management/approved-
computer-generated-forms](https://www.ocio.usda.gov/policy-directives-records-forms/forms-management/approved-computer-generated-forms)

- USDA Vendor Approved GAP&GHP:** _____
<https://apps.ams.usda.gov/GAPGHP/reportG01.aspx>

Checked Materials have been printed from the links in this manual and included for reference.

APPENDIX I - AMS MASTER SOLICITATION-EXHIBIT 1-DOMESTIC ORIGIN CERTIFICATION

[Electronic version of AMS Master Solicitation-Exhibit 1-Domestic Origin Certification](#)

AMS MASTER SOLICITATION	EXHIBIT 1
-------------------------	-----------

DOMESTIC ORIGIN CERTIFICATION

DOMESTIC ORIGIN CERTIFICATION For Fruit and Vegetable Products and Poultry Products This form must be completed by an authorized company official or their designee for each contract/purchase order delivery awarded. The completed form must be presented to a representative of the USDA, Agricultural Marketing Service (AMS), certification agent at the processing facility; the completed form must also be presented to the USDA Contracting Officer or agent thereof upon request. *If imported product is brought into the facility during the production and shipment of product for this contract, it is the Contractor's responsibility to notify the applicable certification branch.* Each Contractor and/or processing facility under this contract must have a copy of this form on file.

Solicitation Number: _____
 Contract/Purchase Order Number: _____
 Product: _____
 Crop Year (Packing Season, if applicable): _____

Does your company process or handle products originating from sources other than the United States, its territories or possessions, Puerto Rico, or the Trust Territories of the Pacific Islands?
 Yes No If yes, attach a copy of your segregation plan explaining how such product is stored and processed separate from domestic product.

Do any of your Subcontractor/Suppliers processes or handle products originating from sources other than the United States, its territories or possessions, Puerto Rico, or the Trust Territories of the Pacific Islands?
 Yes No If yes, attach a copy of each subcontractor's/supplier's segregation plan explaining how such product is stored and processed separate from domestic product.

I certify that all products sold to the Department of Agriculture are of 100 percent domestic origin and that all above statements are true. I further certify that traceability documentation will be made available to USDA, Agricultural Marketing Service representatives upon request. WARNING: 18 U.S.C. Part 1, Chapter 47, Section 1001 states that "Except as otherwise provided in this section, whoever, in any manner within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully (1) falsifies, conceals, or covers up by any trick, scheme, or devise a material fact; (2) makes any materially false, fictitious or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both.


Knowingly and willingly making false statements for fresh or frozen fruits and vegetables may also constitute a violation of the Perishable Agricultural Commodities Act (7 U.S.C., 499a-499t), and may result in monetary penalties or license suspension or revocation.

Signature: _____
 Print and Sign Name (Only authorized signatures)
 Title: _____
 Company: _____
 Date: _____

47

APPENDIX II-SC-391 CODE TRACE-BACK REQUEST LETTER

Electronic version of SC-391 Code Trace-back Request Letter



**SPECIALTY CROPS INSPECTION DIVISION
CODE TRACE-BACK LETTER**

TO: _____

Specialty Crops Inspection is requesting the following code be traced for domestic origin. The trace must show that all major food components are from crops solely grown and processed in the United States. The trace must include all supporting documentation substantiating domestic origin. Provide a narrative or flow chart explaining the documentation provided. Adequate documentation may include, but is not limited to the following: list of growers, raw material receipts, blend records, and/or in-process or production records documenting the code traced.

Contract No. (IDIQ)	_____
Solicitation No.	_____
Purchase Order No.	_____
Contractor	_____
Commodity	_____
Date of Pack	_____
Code to Trace	_____

Please provide copies of trace-back documentation (with a copy of this request) to our office by _____
Date

Signature of Inspector (print & sign name) _____
Date of initial request _____
Date of follow up request _____
Date of final request _____

Reason Incomplete/ Remarks:

FINAL

Complete Incomplete Not Submitted




Signature of Inspector (print & sign name) _____ Date _____

NOTE:
Certificates of Loading will not be issued until code trace-back is verified and accepted.
Failure to fulfill proof of Domestic Origin may result in a discount or cancellation of your award and may affect your ability to do further business with USDA.

SC-391 (11-2020) USDA is an equal opportunity provider, employer, and lender.


APPENDIX III-NOTICE OF INCOMPLETE DOMESTIC ORIGIN VERIFICATION

[Electronic version Notice of Incomplete Domestic Origin Verification](#)

	
<p>SPECIALTY CROPS INSPECTION DIVISION NOTICE OF INCOMPLETE DOMESTIC ORIGIN VERIFICATION</p>	
<p>To: Contracting Officer, Commodity Procurement Program</p>	
<p>This notice is to inform the Commodity Procurement Program that the contractor listed below has failed to submit sufficient documentation to verify product origin. The trace back request documenting attempts by SCI to obtain completed documentation from the contractor will be attached to these correspondences for further information. Certificates of Loading for checkloaded products are being withheld pending written acceptance from the Commodity Procurement Program representative.</p>	
Contractor (name and address)	
Contact Person	
Telephone Number	
Contract No. (IDIQ)/ Solicitation No.	
Purchase Order No.	
Commodity	
Checkloading Performed (yes/no)	
Name of Reviewer	
Field Office	
Telephone Number	
Email address	
 Signature of Reviewer	 Date
<p>Remarks:</p> <div style="background-color: #e0e0ff; height: 100px; width: 100%;"></div>	
<p>USDA Purchases Manual November 2020, Appendix III</p>	

APPENDIX IV-SC-392 DOMESTIC ORIGIN TRACE-BACK REQUEST

[Electronic version of SC-392 Domestic Origin Trace-back Request](#)



**United States
Department of
Agriculture**

**SPECIALTY CROPS INSPECTION DIVISION
DOMESTIC ORIGIN TRACE-BACK REQUEST**

To:

Date of request:

The USDA, Specialty Crops Inspection Division, in accordance with [AMS Master Solicitation for Commodity Procurements](#), is requesting the following item(s) be traced for domestic origin. The trace must include Exhibit 1 and show that the commodity and all major food components thereof are from crops solely grown and processed in the United States. The trace must include all supporting documentation substantiating domestic origin for the shipment(s) listed below. Provide a narrative or flow chart explaining the documentation provided. Documentation should include but is not limited to: grower's receipts including location; purchase orders; growers lot numbers; production reports; inspection certificate; delivery reports; and, other documentation providing proof of origin.

Failure to fulfill proof of Domestic Origin may result in the cancellation of your award and may affect your ability to do further business with USDA.

Solicitation No	<input style="width: 95%; height: 20px;" type="text"/>
Purchase Order No.	<input style="width: 95%; height: 20px;" type="text"/>
Supplier	<input style="width: 95%; height: 20px;" type="text"/>
Commodity	<input style="width: 95%; height: 20px;" type="text"/>
Sales Order No.	<input style="width: 95%; height: 20px;" type="text"/>
Item Nos & Destination	<input style="width: 95%; height: 20px;" type="text"/>

Please provide these documentations to me by email no later than:

Date of initial request:

Date of follow up request:

Date of final request:

REMARKS:

FINAL DISPOSITION

Complete

Incomplete

Not Submitted

Signature

Date

SC-392 (11-2020)

USDA is an equal opportunity provider, employer, and lender.

APPENDIX V-USDA PURCHASE ORDER CHECKLIST

[Electronic version of USDA Purchase Order Checklist](#)

USDA Purchase Order Checklist		
Contractor: _____		Location: _____
Product(s): _____		Contract No. (IDIQ): _____
Purchase Order No.: _____		Purchase Order Quantity: _____
Solicitation Number: _____		Shipping Period: _____
Date of Commodity Specification: _____		
<p>A purchase order folder will be prepared for each USDA purchase order. The folder will be labeled with the purchase order number, name and address of applicant, the name of the Commodity, and IDIQ when applicable. The folder shall contain the following: Please Initial and Date Each Item as it is placed in the folder. Each person working on this purchase order has the responsibility to check for complete and accurate information pertaining to the purchase order.</p>		
<u>Date</u>	<u>Inspector Initials</u>	<u>List of Information</u>
_____	_____	USDA Purchase Order Checklist.
_____	_____	Date Solicitation & Amendments received.
_____	_____	Purchase Order, waivers and other official records relative to the purchase order.
_____	_____	Original Signed Domestic Origin Certification Exhibit 1
_____	_____	Date of most recent acceptable Plant Survey or Plant Systems Audit (PSA) _____
_____	_____	Approved segregation plan on file (when applicable), date approved _____
_____	_____	**Completed domestic origin documentation including Explanation of coding system.
_____	_____	*Copies of Certificates of Quality and Condition.
All product evaluation forms (applicable score sheets, tally sheets, mold/foreign material sheets, etc.), Application for Inspection and Certificate of Sampling (lot inspections) are on file and accessible.		
_____	_____	*List of Acceptable codes and number of cases per code.
_____	_____	*Certificate of Loading, Loading Report, and applicable Condition of Container examination sheet(s).
_____	_____	*Checkloading Ledger
_____	_____	*Copies of primary labels and shipping container markings.
_____	_____	**Copy of the Review Sample Submittal Sheet (SC-378).
_____	_____	Documentation reviewed by Regional Office (when selected)
_____	_____	Documentation reviewed by National Office (when selected)
<p>REMARKS:</p> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		
<p>Note: Master Solicitation, Solicitations, Amendments, and Commodity Specifications, though not required in the purchase order folder, must be easily accessible and understood by all inspection personnel.)</p>		
<p>** for IDIQ contracts, copies of these documents are to be located in the MASTER IDIQ folder issued under the contract. These items can be recorded as "SEE MASTER IDIQ"</p>		
<p>*Optional for commodities that fall under No Checkloading or Trade Mitigation purchases and can be recorded as "N/A"</p>		
<p>USDA Purchases Manual</p>		

APPENDIX VI – CHECKLOADING LEDGER

[Electronic version of Checkloading Ledger](#)


Checkloading Ledger

Applicant: []
Product(s): []


Contract No.(IDIQ) or Solicitation No.: []
Purchase Order No.: []
Number of loads: []

Certificate #	Certificate Date	Certificate Quantity	Date loaded	Load #	PO Item #	Sales Order #	Destination	Quantity shipped	Certificate balance

APPENDIX VII – USDA PURCHASE PROGRAM EXAMPLE - MEETS QUALITY REQUIREMENTS

 <p>UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE</p> <p>CERTIFICATE OF QUALITY AND CONDITION (PROCESSED FOODS)</p>		<p>Please refer to this certificate by number and inspection office.</p>
<p>This certificate is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. It does not excuse failure to comply with any applicable Federal or State laws. WARNING: Any person who knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such action, is subject to a fine of not more than \$1,000 or imprisonment for not more than one year, or both (7U.S.C. 1622 (h)). The conduct of all services and the hiring and licensing of all personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.</p>		<p>XXXX-XXX-XXXX</p>
		<p>DATE</p> <p>October 1, 2019</p>
APPLICANT	ADDRESS	
Apple Spice Inc.	Inwood, WV 87909	
RECEIVER OR BUYER	ADDRESS	
-----	-----	
SOURCE OF SAMPLES	PRODUCT INSPECTED	
Officially Drawn	CANNED APPLESAUCE	
CODE MARKS ON CONTAINERS		
MA610; RL516; and AB704...		
PRINCIPAL LABEL MARKS		
Meets labeling requirements of Commodity Specification for Canned Fruit (Month, Year)		
Net Weight:	Meets label declaration	
Vacuum:	8 to 16 inches	
Brix:	9.1 to 11.3 degrees	
Type of Pack:	Unsweetened	
Style:	Regular (committed)	
<p>Grade: U.S. Grade A Average Score 96 Points Meets requirements of Commodity Specification for Canned Fruit (Month, Year)</p>		
<p>Remarks:</p> <p>This Certificate covers 5,472 cases 6#10 cans (applicants count). Product packed in beaded-bodied enamel lined cans, and cased in corrugated fiber cartons. Lot located in applicants warehouse, Inwood, WV and identified by code-marks as shown above. Inspection records indicate product packed September 2019. Cases marked in accordance with contract requirements.</p>		
<p><i>Pursuant to regulations issued by the Secretary of Agriculture under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), governing the inspection certification of the product designated herein, I certify that the quality and condition of the product shown by samples inspected on the above date were as shown, subject to any restrictions specified above.</i></p>		
ADDRESS OF INSPECTION OFFICE		SIGNATURE OF INSPECTOR
Inspection Office		Inspector
SC-146E (08-2017)		Original Certificate

APPENDIX VIII – USDA PURCHASE PROGRAM EXAMPLE - FAILS QUALITY REQUIREMENTS

 <p>UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE</p> <p>CERTIFICATE OF QUALITY AND CONDITION (PROCESSED FOODS)</p>		<p>Please refer to this certificate by number and inspection office.</p>
<p>This certificate is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. It does not excuse failure to comply with any applicable Federal or State laws. WARNING: Any person who knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such action, is subject to a fine of not more than \$1,000 or imprisonment for not more than one year, or both (7 U.S.C. 1622 (h)). The conduct of all services and the hiring and licensing of all personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.</p>		<p>XXXX-XX-XXXX</p>
<p>APPLICANT</p> <p>Apple Spice Inc.</p>		<p>DATE</p> <p>October 1, 2019</p>
<p>RECEIVER OR BUYER</p> <p>-----</p>	<p>ADDRESS</p> <p>Inwood, WV 87909</p>	
<p>SOURCE OF SAMPLES</p> <p>Officially Drawn</p>	<p>PRODUCT INSPECTED</p> <p>CANNED APPLESAUCE</p>	
<p>CODE MARKS ON CONTAINERS</p> <p>MA610; RL516; and AB704...</p>		
<p>PRINCIPAL LABEL MARKS</p> <p>Meets labeling requirements of Commodity Specification for Canned Fruit (Month, Year)</p>		
<p>Net Weight: Meets label declaration</p> <p>Vacuum: 8 to 16 inches</p> <p>Brix: 9.1 to 11.3 degrees</p> <p>Type of Pack: Unsweetened</p> <p>Style: Regular (comminuted)</p>		
<p>Grade: U.S. Grade B Average Score 88 Points Fails requirements of Commodity Specification for Canned Fruit (Month, Year) account (reason for failure)</p>		
<p>Remarks:</p> <p>This Certificate covers 5,472 cases 6/#10 cans (applicants count). Product packed in beaded-bodied enamel lined cans, and cased in corrugated fiber cartons. Lot located in applicants warehouse, Inwood, WV and identified by code-marks as shown above. Inspection records indicate product packed September 2019. Cases marked in accordance with contract requirements.</p>		
<p><i>Pursuant to regulations issued by the Secretary of Agriculture under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), governing the inspection certification of the product designated herein, I certify that the quality and condition of the product shown by samples inspected on the above date were as shown, subject to any restrictions specified above.</i></p>		
<p>ADDRESS OF INSPECTION OFFICE</p> <p>Inspection Office</p>	<p>SIGNATURE OF INSPECTOR</p> <p>Inspector</p>	
<p>SC-146E (08-2017) Original Certificate</p>		

APPENDIX IX – SC-419-1 EXAMPLE CERTIFICATE OF LOADING

REPRODUCE LOCALLY, Include form number and date on all reproductions.

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

NO. a

CERTIFICATE OF LOADING

PURCHASE ORDER NO. b		SALES ORDER NO./PURCHASE REQUISITION NO. d	
SOLICITATION NO. c		PURCHASE ORDER ITEM NO. e	
COMMODITY f	DATE INSPECTED g	CERTIFICATE NO.(S) h	SHIPPING POINT i
CONTRACTOR j		CITY AND STATE k	
LOT, STOCK, OR BIN NO. l		TYPE OF CASE m	
CODE MARKS SHIPPED n			
LABEL o		MARKS ON CASE p	

LOADED IN CARS (TRUCKS OR TRAILERS) AS FOLLOWS:

CAR NO. (OR TRUCK/TRAILER)	NO. OF CASES	SEAL NO(S).	DATE LOADED	DESTINATION
q	r	s	t	u

REMARKS:
v

THIS IS TO CERTIFY ON THE DATE(S) SHOWN:

The product listed herein was inspected and found to be the quality and condition shown, subject to any restrictions. w
 I personally supervised the loading of the lots described above.
 I verified the loading procedures of the lot(s) described above under the Specialty Crops Division, Quality Assurance Program.

ADDRESS OF INSPECTION OFFICE x	SIGNATURE OF INSPECTOR (Print and Sign Name) y	DATE z
---	---	---

SC-419-1 (03/17)

APPENDIX X- SC-419-1 EXAMPLE – SPLIT SHIPMENT – FROZEN PRODUCT

REPRODUCE LOCALLY, Include form number and date on all reproductions.

5 FINAL
NO. _____

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

CERTIFICATE OF LOADING

PURCHASE ORDER NO. 4100012345		SALES ORDER NO./PURCHASE REQUISITION NO. 500017287 and 500017293...	
SOLICITATION NO. 2000001883		PURCHASE ORDER ITEM NO. 17 and 135...	
COMMODITY FROZEN PEAS	DATE INSPECTED 04/15/2020	CERTIFICATE NO.(S) XXXX-XXX-XXXX	SHIPPING POINT Gardners, PA 17305
CONTRACTOR Frozen Foods, Inc.		CITY AND STATE Inwood, WV 87909	
LOT, STOCK, OR BIN NO. As per code		TYPE OF CASE 30 pound domestic corrugated fiber cases	
CODE MARKS SHIPPED 52691 19; 52691 20; and 52691 21...			
LABEL Labeled in accordance with Commodity Specification for Frozen Vegetables (enter date)		MARKS ON CASE Case markings in accordance with Commodity Specification for Frozen Vegetables (enter date)	
LOADED IN CARS (TRUCKS OR TRAILERS) AS FOLLOWS:			
CAR NO. (OR TRUCK/TRAILER) TN 123456, #1313	NO. OF CASES 912	SEAL NO(S). USFPI 38542	DATE LOADED 05/01/2020
			DESTINATION SEE REMARKS
REMARKS: First Stop: Florence, SC (462 cases); SO# 500017287; PO item# 17. Second and final stop: Walterboro, SC (450 cases); SO# 500017293; PO item# 135. Product temperature: minus for to minus 1 degrees Fahrenheit at time of loading. Temperature of Carrier: Zero degrees Fahrenheit at time of loading. Meets requirements of Commodity Specification for Frozen Vegetables (enter date).			
THIS IS TO CERTIFY ON THE DATE(S) SHOWN:			
<input checked="" type="checkbox"/> The product listed herein was inspected and found to be the quality and condition shown, subject to any restrictions. <input checked="" type="checkbox"/> I personally supervised the loading of the lots described above. <input type="checkbox"/> I verified the loading procedures of the lot(s) described above under the Specialty Crops Division, Quality Assurance Program.			
ADDRESS OF INSPECTION OFFICE EXAMPLE	SIGNATURE OF INSPECTOR (Print and Sign Name) EXAMPLE		DATE EXAMPLE

SC-419-1 (03/17)

APPENDIX XI - SC-419-1 EXAMPLE – SPLIT SHIPMENT – INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)

REPRODUCE LOCALLY, Include form number and date on all reproductions.

5 FINAL
NO. _____

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

CERTIFICATE OF LOADING

PURCHASE ORDER NO. 4100012345		SALES ORDER NO./PURCHASE REQUISITION NO. 500017287 and 500017287A...	
SOLICITATION NO. 2000001883		PURCHASE ORDER ITEM NO. 17 and 18...	
COMMODITY FROZEN PEAS	DATE INSPECTED 04/15/2020	CERTIFICATE NO.(S) XXXX-XXX-XXXXX	SHIPPING POINT Gardners, PA 17305
CONTRACTOR Frozen Foods, Inc.		CITY AND STATE Inwood, WV 87909	
LOT, STOCK, OR BIN NO. As per code		TYPE OF CASE 30 pound domestic corrugated fiber cases	
CODE MARKS SHIPPED 52691 19; 52691 20; and 52691 21...			
LABEL Labeled in accordance with Commodity Specification for Frozen Vegetables (enter date)		MARKS ON CASE Case markings in accordance with Commodity Specification for Frozen Vegetables (enter date)	
LOADED IN CARS (TRUCKS OR TRAILERS) AS FOLLOWS:			
CAR NO. (OR TRUCK/TRAILER) TN 123456, #1313	NO. OF CASES 912	SEAL NO(S) USFPI 38542	DATE LOADED 05/01/2020
			DESTINATION SEE REMARKS
REMARKS: First Stop: Florence, SC (462 cases); SO# 500017287; PO item# 17. Second and final stop: Walterboro, SC (450 cases); SO# 500017293; PO item# 135. Product temperature: minus for to minus 1 degrees Fahrenheit at time of loading. Temperature of Carrier: Zero degrees Fahrenheit at time of loading. Meets requirements of Commodity Specification for Frozen Vegetables (enter date). This Purchase Order is in reference to Contract (enter contract number).			
THIS IS TO CERTIFY ON THE DATE(S) SHOWN:			
<input checked="" type="checkbox"/> The product listed herein was inspected and found to be the quality and condition shown, subject to any restrictions. <input checked="" type="checkbox"/> I personally supervised the loading of the lots described above. <input type="checkbox"/> I verified the loading procedures of the lot(s) described above under the Specialty Crops Division, Quality Assurance Program.			
ADDRESS OF INSPECTION OFFICE EXAMPLE	SIGNATURE OF INSPECTOR (Print and Sign Name) EXAMPLE		DATE EXAMPLE

SC-419-1 (03/17)



APPENDIX XII – SC-419-1 EXAMPLE - CASE STAMPED – CANNED PRODUCT

REPRODUCE LOCALLY, Include form number and date on all reproductions.

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

NO. 9

CERTIFICATE OF LOADING

PURCHASE ORDER NO. 4100012345		SALES ORDER NO./PURCHASE REQUISITION NO. 500017287...		
SOLICITATION NO. 2000001883		PURCHASE ORDER ITEM NO. 18...		
COMMODITY CANNED APPLESAUCE	DATE INSPECTED 04/11/2010	CERTIFICATE NO.(S) XXXX-XXX-XXXXX	SHIPPING POINT Gardners, PA 17305	
CONTRACTOR Apple Spice Inc.		CITY AND STATE Inwood, WV 87909		
LOT, STOCK, OR BIN NO. As per code		TYPE OF CASE 6/#10 commercial corrugated fiber cases		
CODE MARKS SHIPPED CN116138; CN116145; and CN116147...				
LABEL Labeled in accordance with Commodity Specification for Canned Fruit (enter date)		MARKS ON CASE Case markings in accordance with Commodity Specification for Canned Fruit (enter date)		
LOADED IN CARS (TRUCKS OR TRAILERS) AS FOLLOWS:				
CAR NO. (OR TRUCK/TRAILER)	NO. OF CASES	SEAL NO(S)	DATE LOADED	DESTINATION
-----	912	-----	-----	Florence, SC
REMARKS: Meets requirements of Commodity Specification for Canned Fruit (enter date). SHOW ONLY APPLICABLE STAMPING STATEMENT FROM THE FOLLOWING: Cases Stamped in lieu of Checkloading. or All visible cases stamped in lieu of Checkloading. or Placards on pallets stamped in lieu of checkloading.				
THIS IS TO CERTIFY ON THE DATE(S) SHOWN: <input checked="" type="checkbox"/> The product listed herein was inspected and found to be the quality and condition shown, subject to any restrictions. <input type="checkbox"/> I personally supervised the loading of the lots described above. <input type="checkbox"/> I verified the loading procedures of the lot(s) described above under the Specialty Crops Division, Quality Assurance Program.				
ADDRESS OF INSPECTION OFFICE EXAMPLE		SIGNATURE OF INSPECTOR (Print and Sign Name) EXAMPLE 		DATE EXAMPLE

SC-419-1 (03/17)

APPENDIX XIII –SC-419-1 EXAMPLE – MEETS/FAILS ACCEPTED WITH WAIVER - CANNED PRODUCT

REPRODUCE LOCALLY, Include form number and date on all reproductions.

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

9
NO. _____

CERTIFICATE OF LOADING

PURCHASE ORDER NO. 4100012345		SALES ORDER NO./PURCHASE REQUISITION NO. 500017287...	
SOLICITATION NO. 2000001883		PURCHASE ORDER ITEM NO. 18...	
COMMODITY CANNED APPLESAUCE	DATE INSPECTED 04/11/2010	CERTIFICATE NO.(S) XXXX-XXX-XXXXX	SHIPPING POINT Gardners, PA 17305
CONTRACTOR Apple Spice, Inc.		CITY AND STATE Inwood, WV 87909	
LOT, STOCK, OR BIN NO. As per code		TYPE OF CASE 6/#10 commercial corrugated fiber cases	
CODE MARKS SHIPPED CN116138; CN116145; and CN116147...			
LABEL Labeled in accordance with Commodity Specification for Canned Fruit (enter date)		MARKS ON CASE Case markings in accordance with Commodity Specification for Canned Fruit (enter date)	
LOADED IN CARS (TRUCKS OR TRAILERS) AS FOLLOWS:			
CAR NO. (OR TRUCK/TRAILER) TN 123456 #1313	NO. OF CASES 912	SEAL NO(S). USFPI 38542	DATE LOADED 05/11/2010
			DESTINATION Florence, SC
REMARKS: Meets requirements of Commodity Specification for Canned Fruit (enter date). or Fails requirements of Commodity Specification for Canned Fruit (enter date), account fails label declaration for average net weight. Acceptance authorized by: _____, Commodity Procurement Staff, per Amendment/Modification No. ____ (or Waiver) dated (month/day/year).			
THIS IS TO CERTIFY ON THE DATE(S) SHOWN:			
<input checked="" type="checkbox"/> The product listed herein was inspected and found to be the quality and condition shown, subject to any restrictions. <input checked="" type="checkbox"/> I personally supervised the loading of the lots described above. <input type="checkbox"/> I verified the loading procedures of the lot(s) described above under the Specialty Crops Division, Quality Assurance Program.			
ADDRESS OF INSPECTION OFFICE EXAMPLE	SIGNATURE OF INSPECTOR (Print and Sign Name) EXAMPLE		DATE EXAMPLE

SC-419-1 (03/17)

APPENDIX XIV – SC-420 EXAMPLE LOADING REPORT

REPRODUCE LOCALLY. Include form number and date on all reproductions.					
U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE		SEAL NOS.		CAR OR TRUCK NO.	
LOADING REPORT		a		b	
				DATE	
c					
ROW NO.	BRAKE OR CAB END <i>(Width x height and floaters)</i>	TOTAL	ROW NO.	"A" END <i>(Width x height and floaters)</i>	TOTAL
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7	d	e	7	g	h
8			8		
9			9		
10			10		
11			11		
12			12		
13			13		
BRAKE END TOTAL		f	"A" END TOTAL		i
ROW NO.	DOORWAY <i>(Width x height and floaters)</i>	TOTAL	BREAKDOWN SUMMARY		
1			Brake end		
2			Doorway		
3			"A" end		
4	j	k	GRAND TOTAL		
5			First Stopoff		
6			Second Stopoff		
7			Third Stopoff		
8					
DOORWAY TOTAL		l	GRAND TOTAL		
REMARKS:					
u					
CHECKER FOR VENDOR OR TRANSPORTATION COMPANY		CHECKLOADED BY USDA INSPECTOR (SIGNATURE)		DATE	
v		W		X	
SC-420 (03/17)					


APPENDIX XV – SC-420 EXAMPLE - TRUCK TRAILER SPLIT SHIPMENT

REPRODUCE LOCALLY. Include form number and date on all reproductions.					
U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE		SEAL NOS. USFPI 38542-43		CAR OR TRUCK NO. TN 123456, #1313	
LOADING REPORT			DATE 02/03/2020		
ROW NO.	BRAKE OR CAB END (Width x height and floaters)	TOTAL	ROW NO.	"A" END (Width x height and floaters)	TOTAL
1	(6x8)	48	1		
2	(6x8)+(6x8)	96	2		
3	(6x8)+(6x8)	96	3		
4	(6x8)+(6x8)	96	4		
5	(6x8)+(6x8)	96	5		
6	(6x8)+(6x8)	96	6		
7	(6x8)+(6x8)	96	7		
8	(6x8)+(6x8)	96	8		
9	(6x8)+(6x8)	96	9		
10	(6x8)+(6x8)	96	10		
11	(6x8)+(6x8)	96	11		
12			12		
13			13		
BRAKE END TOTAL		912	"A" END TOTAL		
ROW NO.	DOORWAY (Width x height and floaters)	TOTAL	BREAKDOWN SUMMARY		
1			Brake end		
2			Doorway		
3			"A" end		
4			GRAND TOTAL		
5			First Stopoff		
6			Second Stopoff		
7			Third Stopoff		
8					
DOORWAY TOTAL			GRAND TOTAL		
REMARKS:					
****MANDATORY INFORMATION TO BE INCLUDED ON THIS FORM****					
Load No.:					
PO No.:					
Code Marks:					
Product and Carrier temperature if applicable:					
****OPTIONAL INFORMATION THAT MAY BE INCLUDED ON THIS FORM****					
Destination(s): First Stop:					
Second Stop:					
CHECKER FOR VENDOR OR TRANSPORTATION COMPANY		CHECK LOADED BY USDA INSPECTOR (SIGNATURE)		DATE	
EXAMPLE		EXAMPLE		EXAMPLE	
SC-420 (03/17)					


APPENDIX XVI – SC-420 EXAMPLE – RAILCAR

REPRODUCE LOCALLY. Include form number and date on all reproductions.		U.S. DEPARTMENT OF AGRICULTURE		SEAL NOS.		CAR OR TRUCK NO.	
AGRICULTURAL MARKETING SERVICE		USFPI 38542-43		Rail Car CSX 188		DATE	
LOADING REPORT				02/03/2020			
ROW NO.	BRAKE OR CAB END <i>(Width x height and floaters)</i>	TOTAL	ROW NO.	"A" END <i>(Width x height and floaters)</i>	TOTAL		
1	14x8	112	1	14x8	112		
2	14x8	112	2	14x8	112		
3	14x8	112	3	14x8	112		
4	14x8	112	4	14x8	112		
5	14x8	112	5	14x8	112		
6	14x8	112	6	14x8	112		
7	14x8	112	7	14x8	112		
8	14x8	112	8	14x8	112		
9	14x8	112	9	DOOR			
10	14x8	112	10				
11	DOOR		11				
12			12				
13			13				
BRAKE END TOTAL		1120	"A" END TOTAL		896		
ROW NO.	DOORWAY <i>(Width x height and floaters)</i>	TOTAL	BREAKDOWN SUMMARY				
1	14x9	126	Brake end		1120		
2	14x9	126	Doorway		784		
3	14x9	126	"A" end		896		
4	14x9	126	GRAND TOTAL		912		
5	14x10	140	First Stopoff		784		
6	14x10	140	Second Stopoff		2016		
7			Third Stopoff		0		
8							
DOORWAY TOTAL		784	GRAND TOTAL		2800		
REMARKS:							
****MANDATORY INFORMATION TO BE INCLUDED ON THIS FORM****							
Load No.:							
PO No.:							
Code Marks:							
Product and Carrier temperature if applicable:							
****OPTIONAL INFORMATION THAT MAY BE INCLUDED ON THIS FORM****							
Destination(s): First Stop:							
Second Stop:							
CHECKER FOR VENDOR OR TRANSPORTATION COMPANY		CHECKLOADED BY USDA INSPECTOR (SIGNATURE)			DATE		
EXAMPLE		EXAMPLE			EXAMPLE		
SC-420 (03/17)							

APPENDIX XVII – USDA PURCHASE PROGRAM EXAMPLE - RE-INSPECTION FOR QUALITY – MEETS

 <p>UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE</p> <p>CERTIFICATE OF QUALITY AND CONDITION (PROCESSED FOODS)</p>	<p>Please refer to this certificate by number and inspection office.</p> <p style="text-align: center; font-size: 1.2em;">XXXX-XXX-XXXX</p>																				
<p>This certificate is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. It does not excuse failure to comply with any applicable Federal or State laws. WARNING: Any person who knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such action, is subject to a fine of not more than \$1,000 or imprisonment for not more than one year, or both (7U.S.C. 1622 (h)). The conduct of all services and the hiring and licensing of all personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.</p>	<p>DATE</p> <p style="text-align: center;">October 1, 2019</p>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">APPLICANT</td> <td style="width: 50%;">ADDRESS</td> </tr> <tr> <td>USDA Food and Nutrition Service</td> <td>Alexandria, VA</td> </tr> <tr> <td>RECEIVER OR BUYER</td> <td>ADDRESS</td> </tr> <tr> <td>-----</td> <td>-----</td> </tr> <tr> <td>SOURCE OF SAMPLES</td> <td>PRODUCT INSPECTED</td> </tr> <tr> <td>Officially Drawn</td> <td>CANNED GREEN BEANS</td> </tr> <tr> <td colspan="2">CODE MARKS ON CONTAINERS</td> </tr> <tr> <td colspan="2">YYXX17...</td> </tr> <tr> <td colspan="2">PRINCIPAL LABEL MARKS</td> </tr> <tr> <td colspan="2">Meets labeling requirements of Commodity Specification for Canned Vegetables (Month, Year)</td> </tr> </table>	APPLICANT	ADDRESS	USDA Food and Nutrition Service	Alexandria, VA	RECEIVER OR BUYER	ADDRESS	-----	-----	SOURCE OF SAMPLES	PRODUCT INSPECTED	Officially Drawn	CANNED GREEN BEANS	CODE MARKS ON CONTAINERS		YYXX17...		PRINCIPAL LABEL MARKS		Meets labeling requirements of Commodity Specification for Canned Vegetables (Month, Year)		
APPLICANT	ADDRESS																				
USDA Food and Nutrition Service	Alexandria, VA																				
RECEIVER OR BUYER	ADDRESS																				
-----	-----																				
SOURCE OF SAMPLES	PRODUCT INSPECTED																				
Officially Drawn	CANNED GREEN BEANS																				
CODE MARKS ON CONTAINERS																					
YYXX17...																					
PRINCIPAL LABEL MARKS																					
Meets labeling requirements of Commodity Specification for Canned Vegetables (Month, Year)																					
<table style="width: 100%;"> <tr> <td style="width: 20%;">Style:</td> <td>Cut, 1 1/2 inch length</td> </tr> <tr> <td>Type:</td> <td>Round</td> </tr> <tr> <td>Size:</td> <td>Medium</td> </tr> <tr> <td>Drained Weight:</td> <td>Meets recommended minimum of 60 ounces.</td> </tr> <tr> <td>Style:</td> <td>Meets applicable U.S. Standards for Condition of Food Containers</td> </tr> </table>	Style:	Cut, 1 1/2 inch length	Type:	Round	Size:	Medium	Drained Weight:	Meets recommended minimum of 60 ounces.	Style:	Meets applicable U.S. Standards for Condition of Food Containers											
Style:	Cut, 1 1/2 inch length																				
Type:	Round																				
Size:	Medium																				
Drained Weight:	Meets recommended minimum of 60 ounces.																				
Style:	Meets applicable U.S. Standards for Condition of Food Containers																				
<p>Grade: U.S. Grade B Meets quality requirements of Commodity Specification for Canned Vegetables (Month, Year)</p> <p>Remarks:</p> <p>This Certificate covers 912 cases 6/#10 cans (warehouse count). Product packed in beaded-bodied cans and cased in corrugated fiber cartons. Lot located at D&D Storage Co., warehouse, Dillon, GA and identified by code-marks as shown above. Lot further identified by Sales Order No. 500012345, Purchase Order No. 4100011111, Item No. 47, and FNS complaint No. 3145.</p>																					
<p><i>Pursuant to regulations issued by the Secretary of Agriculture under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), governing the inspection certification of the product designated herein, I certify that the quality and condition of the product shown by samples inspected on the above date were as shown, subject to any restrictions specified above.</i></p>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">ADDRESS OF INSPECTION OFFICE</td> <td style="width: 50%; text-align: center;">SIGNATURE OF INSPECTOR</td> </tr> <tr> <td style="text-align: center;">Inspection Office</td> <td style="text-align: center;">Inspector</td> </tr> </table>	ADDRESS OF INSPECTION OFFICE	SIGNATURE OF INSPECTOR	Inspection Office	Inspector																	
ADDRESS OF INSPECTION OFFICE	SIGNATURE OF INSPECTOR																				
Inspection Office	Inspector																				
<p>SC-146E (08-2017)</p>	<p>Original Certificate</p>																				

APPENDIX XVIII – USDA PURCHASE PROGRAM EXAMPLE - RE-INSPECTION FOR CONDITION – FAILS

 <p>UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE</p> <p>CERTIFICATE OF QUALITY AND CONDITION (PROCESSED FOODS)</p>		<p>Please refer to this certificate by number and inspection office.</p>
<p>This certificate is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. It does not excuse failure to comply with any applicable Federal or State laws. WARNING: Any person who knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such action, is subject to a fine of not more than \$1,000 or imprisonment for not more than one year, or both (7U.S.C. 1622 (h)). The conduct of all services and the hiring and licensing of all personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.</p>		<p>XXXX-XXXX-XXXX</p>
		<p>DATE</p> <p>October 1, 2019</p>
APPLICANT	ADDRESS	
Western Spuds Inc.	Connerville, ID 01234	
RECEIVER OR BUYER	ADDRESS	
-----	-----	
SOURCE OF SAMPLES	PRODUCT INSPECTED	
Officially Drawn	FROZEN FRENCH FRIED POTATOES	
CODE MARKS ON CONTAINERS		
03 11110 and 03 1111...		
PRINCIPAL LABEL MARKS		
Meets labeling requirements of Commodity Specification for Frozen Potatoes (Month, Year)		
Flavor and Odor:	Poor (not typical of product).	
Condition of Containers:	Meets applicable U.S. Standards for Condition of Food Containers.	
<p>Grade: Fails requirements of Commodity Specification for Frozen Potatoes (Month, Year) account Poor Flavor (musty - not typical to product). Inspection and Certification restricted to Condition of Container examination and product condition at applicants request.</p> <p>Remarks: This Certificate covers 967 corrugated cases (29,010 pounds), 6/5 pound plastic bags (applicants count and weight). Lot located at Green County Food Warehouse, Yakima, WA, and identified by code-marks as shown above. Lot further identified by Sales Order No. 5000006789, Purchase Order No. 4100012345, item No. 13. and FNS complaint No. 3012.</p>		
<p><i>Pursuant to regulations issued by the Secretary of Agriculture under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), governing the inspection certification of the product designated herein, I certify that the quality and condition of the product shown by samples inspected on the above date were as shown, subject to any restrictions specified above.</i></p>		
ADDRESS OF INSPECTION OFFICE		SIGNATURE OF INSPECTOR
Inspection Office		Inspector
SC-146E (08-2017)		Original Certificate