State and Institutional Purchases Manual

United States Department of Agriculture

Marketing and Regulatory Programs

Agricultural Marketing Service

Fruit and Vegetable Program

Specialty Crops Inspection Division

AIM Instructional System

Inspection Series

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State and Institutional Purchases

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INTRODUCTION

This manual is provided to Specialty Crops Inspection (SCI) Division inspection personnel to promote uniformity in the inspection of state and institutional purchases. SCI Division field offices regularly receive requests from applicants indicating the need for inspection, case stamping, and certification of product destined for state and institutional buyers. If needed, contact your immediate supervisor for any situation not addressed in this manual or covered by specific state or institutional specifications.

This manual contains links to various internal and external sources of information. For inspection personnel without internet or intranet access, please contact your immediate supervisor to obtain hard copies of documents as needed.

All costs of inspection for state and institutional purchases will be charged to the applicant (contractor).

GUIDE FOR ELECTRONIC USAGE

The Administrative, Inspection, and Management (AIM) System of instructional manuals is available electronically in Adobe Acrobat Portable Document Format (PDF) at the following intranet address: http://agnis/sites/FV/PPB/AIM/default.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 will link the reader to a different page within the current manual - or even 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 within that Table of Contents.

PDF offers a variety of tools depending on the Adobe version the reader has. The newer the version, the more tools available. To learn about the variety of PDF search options available:

- Click on the “Help” tab on the top of this page,
- 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.

This format allows a PDF user to easily search for content within a document, or within multiple documents.

SPECIFICATIONS

States and institutions that require SCI Division inspection will have unique specifications for individual contracts. Since State and institutional contract specifications change frequently, this manual contains limited State contact and certificate distribution information. It is the responsibility of the inspector to request current specifications at the start of a state or institutional order. If current specifications are not available, the inspector may continue with the inspection at the applicant's request. **However, if the specification is not available the product may not be certified as meeting a state or institutional specification.**

Amendments to state or institutional specifications will only be accepted when made in writing on the buyer's letterhead, and are signed and dated. Inspectors are not authorized to accept changes to specifications in any other format; they should go through their immediate supervisor for additional authorization as needed.

State or institutional specifications are subject to literal interpretation. For example, if a specification states that the product shall be free from serious defects, and no tolerance for serious defects or deviants is specified then one serious defect in any sample unit will cause the entire lot to fail. When specifications appear to be unrealistic or in need of clarification, inspectors should contact their immediate supervisor.

Field offices may receive requests from applicants indicating they need certification and case stamping on state or institutional purchases containing meat. In the case of such a request, inspectors should contact their immediate supervisor for further instructions.

When a state or institutional specification authorizes application of USDA lot tolerance criteria (1 in 6, 2 in 13, etc.), see the current Regulations, 7 CFR 52.38 which may be found at the following internet address:
http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR. Also apply the current definition of deviants (4 points below the lowest score point for the grade), see the "Deviants" section of the AIM Inspection Series, General Procedures Manual.

Example:

A. The state or institutional specification calls for a minimum of 93 points.

B. The lowest score point value for the grade as specified in the U.S. Standard is 90 points.

A deviant for this lot would range from 92 points (per the state specification) down to and including 86 points (i.e. 4 points below the U.S. Standard, not 4 points below the institutional specification).

STATE PROCUREMENT OFFICIALS CONTACT INFORMATION

For the current information available for contacting state procurement officials, visit the National Association of State Procurement Officials (NASPO) web site at the following internet address: http://www.naspo.org/.

Click on the "State Profiles" link on the top of the page, and then click on the "State" in the display, or the "State Name" from the list of states for more details. Inspectors without internet access should contact their immediate supervisor for state procurement official contact information as needed.

CASE STAMPING

"Case stamping" means stamping 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. Always perform a formal condition of container inspection when case stamping for state or institutional purchases, see the AIM Inspection Series Condition of Food Container Manual.

Case stamping requirements will be sited in the state or institutional commodity specifications.

A. Case Stamping Procedures

1. At the time of sampling, cans may be unlabeled or stacked bright. Cases may be stamped only if the cans are labeled and the cases are sealed and ready for shipment. Do not stamp empty, knocked-down cases, or unsealed transfer cases of cans to be labeled. However, if containers are being labeled and cased under the direct supervision of the inspector, then cases may be stamped prior to filling if desired.

2. If cases are not stamped at the time of sampling, the lot identity must be verified prior to stamping at a later date. The date on the stamp must be the date of sampling.

   a. Lot Identity

      Code marks are the most reliable criteria for lot identification. As a guide, open one case per pallet to check for code identity.

3. Cases are stamped on one side or end. If cases are palletized, be sure the cases in the center of the pallet are stamped unless otherwise instructed. Some State specifications may allow stamping all "outside" (exposed) cases only.

4. Plant or warehouse personnel may assist in stamping cases. However this may be done only under the direct supervision of the inspector.

5. DO NOT leave the stamp with an applicant. These stamps must always be in the custody of, or under the supervision of the SCI Division inspector.

6. Be sure case markings conform to contract requirements and record the markings on the certificate of sampling.

7. If a stencil is to be used to mark cases with contract information, the stencil may be reviewed and approved prior to use in lieu of approving marked cases.

8. Stamp cases in an area that will allow the stamp to be visible.

9. Stamp the Certificate of Sampling and/or the Condition of Container examination worksheet with a facsimile of the stamp used on the cases. Be sure the date shown on the hand stamp and the date inserted on both stamps in the roller stamp are correct and identical.

10. Stamp dates on shipping cases should always conform to the stamp date shown on the corresponding certificate, except as noted in "c." below.

    a. When samples are all drawn the same day, cases shall be stamped with the date that the samples are drawn, regardless of the date or dates they are graded. The date shown on the stamp and on the certificate is the date the samples are actually drawn.

    b. When the product is inspected prior to the request to stamp shipping cases, and there is more than one product sampling date involved, stamp cases with the last sampling date, which would also be shown on the certificate.

    c. When cases are stamped during production and it takes more than one day to complete an order, stamp the cases each day with the date for that day. See the Certification Section of this Manual for further details and an example.

B. Stamping Labels or Placards for Tray Pack cases

The purpose of case stamping is to permanently identify the lot. However the stamp ink does not adhere well to all surfaces. For example, it will not adhere to tray packs with plastic over-wrap. Therefore, for tray pack cases, it is permissible to use labels or placards showing the "Officially Sampled" stamp in lieu of case stamping each individual case. This procedure may be superseded by other contractual requirements. **It is not authorized for frozen products**.

To maintain lot identity under these circumstances, accurately record code marks,

and permanently affix identifying labels or placards to each pallet. Self adhesive labels or sheets of paper placards applied with clear box sealing tape or label adhesive must be at least 3 ½ x 5 inches in size. Apply labels or placards on two adjacent sides of the pallet. **Reproduced copies of the "Officially Sampled" stamp are not acceptable.** Labels and placards must be stamped with **blue ink** at the time they are affixed to the pallets.

All certificates covering this type of inspection shall be stamped with a facsimile of the same stamp used on the labels or placards.

C. Inspectors' responsibility for the Officially Sampled stamp

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.

Maintaining a roller stamp in a satisfactory condition will extend its life. Regular maintenance includes:

1. Using a damp cloth to clean stamps of dust, cardboard, dirt, etc. on a monthly basis.

2. Inspecting the ink pad regularly and replacing it when necessary, at least annually.

3. Storing stamps in a plastic bag to keep the ink pad and roller moist.

4. Only using stamp pad ink. The wrong type of ink will destroy the die on the stamp.

5. Lubricating the bearings on roller stamps every 4 to 6 months with WD-40 or a similar lubricant.

Loss or theft of any stamp should be reported promptly to the inspector's immediate supervisor.

CERTIFICATION

Many states and institutions that require inspection for processed fruits and vegetables also have specific instructions for certification of products that fail to meet their requirements. For states or institutions that do not have specific instructions, follow the instructions below.

For any situation not covered by state or institutional specifications, the AIM Inspection Series Certification Manual, or the following instructions, contact your immediate supervisor.

A. Certification when Failing State or Institutional Requirements

Certify product that fails state or institutional requirements as follows:

1. Issue the certificate in the name of the applicant as a commercial certificate,

2. Make no reference to contract numbers or reference numbers,

3. Under "Receiver or Buyer" omit any reference to the state or institution, and

4. Make no reference to state or institutional specifications.

B. Certification of frozen foods packed in used 30-pound containers

Reused containers are not acceptable for state or institutional purchases unless specified in the contract or solicitation. Do not certify without a written waiver.

Further information regarding the certification of frozen foods in used 30-pound containers may be found in the AIM Inspection Series Certification Manual.

C. Certification when case stamping is used

When certifying product for state or institutional purchases that require case stamping, a facsimile of the "Officially Sampled" stamp will be shown on the certificate. The facsimile stamp date shown on the certificate shall correspond to the stamp date used on the shipping cases.

Sometimes more than one stamp date must be shown on a certificate. Cases may be stamped with two different dates because it took more than one production day to complete the order.

1. When only two days of production are involved, show two facsimiles of the "Officially Sampled" stamp on the certificate.

2. When more than two days are needed to complete the order, stamp the certificate with a facsimile of the "Officially Sampled" stamp without a date. Show dates in the Remarks section of the certificate, and include all dates.

Example: "Cases stamped with Officially Sampled stamp dated:
May 12, 2010, May 13, 2010, May 14, 2010 and/or May 17, 2010."

When a state or institution is the "Receiver" and the lot **fails** the specification requirements, **DO NOT** show a facsimile of the "Officially Sampled" stamp on the certificate, even though the cases may be stamped. Information regarding the stamping of cases should be included in the "Remarks" section of the certificate. An example of this is shown in the AIM Inspection Series Certification Manual.

D. Standard Certification Procedures

Certificate form FV-146, FV-147, FV-149, and Memorandum Report of Inspection (FV-66) are acceptable. Examples are shown in the AIM Inspection Series, Certification Manual. Certificates or Memorandum Reports with "Samples submitted by Applicant" are **not** acceptable.

Indicate whether the product meets the requirements as published in the Specification, as well as the grade.

EXAMPLE: U.S. GRADE A
Average Score: 92 points
Meets requirements as published in the (insert institution name) Specification for Contract No._____.

COMMERCIAL ITEM DESCRIPTIONS

Commercial Item Descriptions (CIDs) are simplified product descriptions that concisely describe salient characteristics of commercial product. CIDs are official U.S. Government procurement documents that are:

- Uniquely numbered in a Federal series;
- Prominently dated for easy reference; and
- Appropriately titled according to current Federal labeling policies.

State or institutional specifications may reference a CID for inspection instructions.

The current CIDs are available at the following internet address: http://www.ams.usda.gov/AMSv1.0/processedinspection. From the SCI Division homepage, in the "I Want To" box on the top right of the screen, click on the "Find a Standard or CID" link. This will take you to the current CIDs available. Inspectors who do not have internet access and need specific information related to a CID should contact their immediate supervisor.

FRAUD

Inspectors are required to promptly report to their immediate supervisor any evidence of suspected fraud or criminal conduct in connection with state or institutional orders.

Examples:

A. Fraud or attempted fraud including the substitution of inferior quality product after inspection.

B. Bribery or attempted bribery of an inspector or any other Government official in connection with a state or institutional contract.

C. Conversion and attempted conversion of Government owned property for use other than the intended purpose.

Inspectors are not authorized to conduct investigations. However, information concerning fraud or criminal conduct that comes to the inspector's attention or is observed during the routine course of performing inspection duties must be reported.

LATEST SEASON'S PACK

When state or institutional specifications require product to be of the latest season's pack, determine compliance based on the following guidelines. If there is any question concerning a particular crop season, consult your immediate supervisor.

A. Canned items processed in the current season from the previous season's raw product in conditioning vats (i.e. pickles, sauerkraut), or from cold storage (i.e. preserves, cranberry sauce) are considered of latest season's pack.

B. Frozen items repacked in the current season from bulk which was held in cold storage for more than twelve months (i.e. frozen peas, mixed vegetables) <u>are not</u> considered of latest season's pack.

C. If a commodity has two distinct packs in one calendar year, generally the spring pack will be considered "current crop" even though the fall season has started. Verify this with the State receiver.

D. Contracts, purchase orders, or specifications may further restrict the raw product to a certain harvest period, or the canning or freezing to a certain processing period. A restriction to the 2009-2010 crop (current) does not allow the use of early 2009 crop of the previous season. An example of this type of restriction would be a contract requirement such as "processing must be not more than 45 days prior to the date of this award and must be from the 2009-2010 crop."

The approved methods to verify "latest season's pack" are as follows:

A. When the product has been packed under in-plant inspection and is properly coded so that it may be identified with plant inspection records; verification may be made through the area field office responsible for the plant.

If conclusive evidence shows that a lot offered is not of the latest season's pack, the contractor is advised so they may substitute a lot that is acceptable. A written statement from the contractor or packer indicating product is of latest season's pack is not acceptable when there is conclusive evidence to the contrary.

B. If product cannot be identified with inspection records that indicate the month and year of pack, request a written statement of month and year of pack from the contractor or packer to include required information on the crop year.

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 latest season's pack (and crop), even if there is suspicion that this is untrue. However, contact your immediate supervisor if a contractor or packer repeatedly offers lots that appear to fail processing or harvest restrictions.

UPDATING INSPECTION TO MEET CONTRACT REQUIREMENTS, LOT IDENTITY, AND PRODUCT CONDITION

Federal, State and other procurement contracts may require inspection within certain time limits. To determine acceptance, it may be necessary to reexamine the product and issue an updated certificate. Follow the sampling rates and time limits for updating certificates contained in the AIM Inspection Series, Certification Manual.

When performing this update inspection:

A. Verify lot identity with related inspection documents. Determine if the lot size and codes are the same. This verification may require opening more cases than required for drawing the sample units for product condition.

B. Measure the vacuum on canned product samples drawn for product condition.

C. Examine the product on an overall basis, including flavor and odor. The purpose is to confirm that the product is the same as found in the original inspection and that the condition of the product has not deteriorated. Check the interior of cans or other packaging material to be sure no defects have developed. Record this information on applicable scoresheets.

When this verification indicates a change in the product condition or condition of container, a complete re-inspection of the lot will be necessary.

CALIFORNIA

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For inspection requirements, see the State of California "Department of General Services, Procurement Division" for the product being graded. The internet address for the State of California Contract Specifications is: http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm#RA. Go to the "State Wide Food Contracts" section and click on the "Current Contract No." for the commodity. Click on "Contract Documents" for specifications for the product.

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the State of California specifications.

Distribution of Certificates

A. Original and two copies to applicant.

B. Copy to: DGS/Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Attn: Food Acquisitions Unit

FT. WORTH INDEPENDENT SCHOOL DISTRICT

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For inspection requirements, see the "Ft. Worth Independent School District Purchasing" page. The internet address for the Ft. Worth Independent School District Contract specifications is: http://www.fwisd.org/business/purchasing/. Click on the "View Current Business Opportunities" link, and then search the "Food Services" section for the product being graded.

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the Ft. Worth Independent School District specifications.

Distribution of Certificates

A. Original and two copies to applicant.

B. Copy to: FWISD Child Nutrition Services
601 E. North Side
Fort Worth, TX 76164

GEORGIA CENTRAL STATE HOSPITAL

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

The Georgia Central State Hospital does not have contract specifications available to the public on the internet. If the contractor does not have specifications available they may be requested from:

Irvin Griffin, Procurement and Services Officer
Central State Hospital
620 Broad Street
Milledgeville, GA 31062
(478) 445-6132
iegriffin@dhr.state.ga.us

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the Georgia Central State Hospital specifications.

Distribution of Certificates

A copy of the inspection certificate must precede and/or accompany shipment.

A. Original to the applicant.

B. One copy to: Central State Hospital
Attention: Food Service Department
620 Broad Street
Milledgeville, GA 31062

ILLINOIS

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For inspection requirements, see the State of Illinois internet site at the following internet address: http://www.purchase.state.il.us/ipb/IPBhomep.nsf?Open. Click on the "Master Contracts" link on the upper right, then search for the commodity being inspected.

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the State of Illinois specifications.

Distribution of Certificates

A. Original to the applicant.

B. Copy to: Cindy Anderson,
Dept. of Central Management Services
Bureau of Strategic Sourcing & Procurement
401 S. Spring St., Room 801
Springfield, IL 62706

STATE OF MISSISSIPPI WOMEN AND INFANT CHILDREN (WIC) PROGRAM

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

The State of Mississippi WIC Program does not have contract specifications available to the public on the internet. If the contractor does not have specifications available they may be requested from:

Gwendolyn Ducksworth
WIC Distribution Director,
Tel: (601) 991-6000
Fax: (601) 956-4925

Or

Johnny Nelson,
MSDH
P.O. Box 1700,
Jackson, MS 39215
(601) 576-7557

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the State of Mississippi WIC Program specifications.

Distribution of Certificates

A. Original and two copies to applicant.

B. Copy to: Mississippi MSDH WIC
P.O. Box 1700
Jackson, MS 39215-1700

STATE OF MISSOURI AND MISSOURI DEPARTMENT OF CORRECTIONS (DOC)

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For inspection requirements, see the "State of Missouri, Office of Administration" searching bids, contracts, and documents page at the following internet address: http://www.oa.mo.gov/purch. Follow the link under the "Bidding and Contracts" block on the right, click on the "Awarded Bid and Contract Document Search" link, then read the system information and click "Enter".

All products being certified to the Missouri Department of Corrections must be case stamped with the USDA "OFFICIALLY SAMPLED" stamp. Stamping of either all cases or visible cases is acceptable.

It is the responsibility of the applicant to meet all requirements of each item furnished as called for in the State of Missouri and Missouri Department of Corrections specifications.

Distribution of Certificates

One copy of the certificate must accompany the shipment.

A. Original to the applicant.

B. For DOC
Copy to: Missouri Dept of Corrections
Attn: Robin Norris
2729 Plaza Drive
Jefferson City, MO 65109

For other than DOC, follow contract specifications.

NEW JERSEY

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For inspection requirements, see "State of New Jersey Department of Treasury, Division of Purchase and Property" for the product being graded. The internet address for the State of New Jersey Contract Specifications is: http://www.state.nj.us/cgi-bin/treas/purchase/awards.pl

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the State of New Jersey specifications.

Distribution of Certificates

One copy of the certificate must accompany or precede the shipment.

A. Original and two copies to applicant.

B. Copy to: State of New Jersey
Department of Treasury
Division of Purchase & Property
Distribution & Support Services
Quality Assurance Unit
P. O. Box 234
Trenton. NJ 08625-0234

CITY OF NEW YORK, DIVISION OF MUNICIPAL SUPPLIES

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

The City of New York, Division of Municipal Supplies does not have contract specifications available on the internet to the public. Contractors for the City have access credentials to view specifications. If the contractor does not have specifications available they may be requested from:

Anson W. Telford
Food Purchase Director
NYC – DCAS, DMSS - Procurement
1 Centre Street
New York, NY 10007
Tel: (212) 669-8574
Fax: (212) 669-8422
atelford@dcas.nyc.gov

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the City of New York, Division of Municipal Supplies specifications.

Distribution of Certificates

A. Original and two copies to applicant.

B. Copy to: Department of Citywide Administrative Services
Division of Municipal Supply Services
Bureau of Quality Assurance
One Centre Street, 18th Floor N.
New York, NY 10007

BOARD OF EDUCATION, NEW YORK CITY

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

The Board of Education, New York City, does not have contract specifications available on the internet to the public. If the contractor does not have specifications available they may be requested from:

USDA, AMS, FV, SCI Division office
North Brunswick, NJ
(732) 545-0939

Or

Herman McKie
(718) 707-4230
hmckie@schools.nyc.gov

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the Board of Education, New York City specifications.

Distribution of Certificates

A. Original and two copies to applicant.

B. Copy to: Director of Food Technology
Board of Education, New York City
Office of School Food and Nutrition Services
44-36 Vernon Boulevard
Long Island City, NY 11101

NORTH CAROLINA, DEPARTMENT OF CORRECTIONS

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

The State of North Carolina does not have contract specifications on the internet available to the public. Contractors for the State of North Carolina receive contract specifications. If the contractor does not have specifications available they may be requested from:

North Carolina Department of Corrections
DOC Purchasing Goods Manager
Clarence.rogers@doc.nc.gov
Tel: (919) 743-8236
Fax: (919) 733-5188

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the State of North Carolina specifications.

Distribution of Certificates

A. Original to the applicant.

B. Copy must accompany or precede shipment to:

North Carolina Department of Corrections
Central Supply Warehouse
ATTN: Receiving
Fax: (919) 662-4445

OHIO

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For inspection requirements, see the "Ohio.Gov State Procurement Table of Specifications" for the product being graded. The internet address is: http://procure.ohio.gov/pdf/specs_descrip.htm.

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the State of Ohio specifications.

Distribution of Certificates

One copy of the certificate must accompany the shipment.

A. Original to the applicant.

B. Copy to: Food Service Section
3201 Alberta St.
Columbus, Ohio 43204-2088

CITY OF PHILADELPHIA

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For inspection requirements, see the "City of Philadelphia Procurement Department" for the product being graded. The internet address is: http://mbec.phila.gov/procurement/.

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the City of Philadelphia specifications.

Distribution of Certificates

One copy of the certificate must accompany the shipment. The original and two copies are distributed to the applicant.

TEXAS

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For inspection requirements, see the State of Texas state purchasing site. The internet address for the State of Texas state purchasing site is: http://www.window.state.tx.us/procurement/

It is the responsibility of the applicant to supply the "Order Number" for the inspection requested and to meet all requirements of each item to be furnished as called for in the State of Texas specifications.

Distribution of Certificates

A. One copy of the certificate must accompany the shipment.

B. The original is distributed to the applicant.

C. State of Texas – Department of Criminal Justice (TDCJ) mail to:

TDCJ – Contracts and Procurement
2 Financial Plaza, Suite 525
Huntsville, TX 77340
Attn.: Kathy Thomas

D. State of Texas – Department of Mental Health

E-Mail copy to:

Brenda.McGahagin@hhsc.state.tx.us

COMMONWEALTH OF VIRGINIA

Compliance with the suggested guidelines in this instruction does not excuse failure to comply with the Federal Food, Drug, and Cosmetic Act or any other Federal or State laws or Regulations.

For Contact information and the Item Catalog, see the Commonwealth of Virginia, Virginia Distribution Center Site. The Internet address for the Virginia Distribution Center (VDC) website is: http://dgs.virginia.gov/VirginiaDistributionCenterVDC/tabid/189/Default.aspx Click on the "Contacting VDC" link on the right for additional contact information. Click on the "VDC Catalog" link, then the "Browse Catalog" link to find Item Information, including required grade. However, use Purchase Order for complete requirements.

Contractors for the Commonwealth of Virginia receive contract specifications. If the contractor does not have specifications available they may be requested from:

Virginia Distribution Center
Q/A-Specifications Manager
(804) 328-3223

Or General Office contact:

vdcweb@dgs.virginia.gov
Tel: (804) 328-3232
Fax: (804) 328-3222

It is the responsibility of the applicant to meet all requirements of each item to be furnished as called for in the Commonwealth of Virginia specifications.

Distribution of Certificates

A. Original to the applicant.

B. Copy must accompany or precede shipment to:

Department of Purchase and Supply
Virginia Distribution Center
ATTN: Receiving
Fax: (804) 328-3222

Attachments **Version Date**
(Printed for distribution)

- ☐ **7 CFR 52.38:** _____
  http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR

- ☐ **NASPO Contact List:** _____
  http://www.naspo.org/.

- ☐ **List of CIDs:** _____
  http://www.ams.usda.gov/AMSv1.0/processedinspection.

- ☐ **State of California Current Specifications:** _____
  http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm#RA.

- ☐ **Ft. Worth Independent School District Current Specifications:** _____
  http://www.fwisd.org/business/purchasing/.

- ☐ **State of Illinois Current Specifications:** _____
  http://www.purchase.state.il.us/ipb/IPBhomep.nsf?Open.

- ☐ **State of Missouri and Missouri DOC Current Specifications:** _____
  http://www.oa.mo.gov/purch.

- ☐ **State of New Jersey Current Specifications:** _____
  http://www.state.nj.us/cgi-bin/treas/purchase/awards.pl.

- ☐ **State of Ohio Current Specifications:** _____
  http://procure.ohio.gov/pdf/specs_descrip.htm.

- ☐ **City of Philadelphia Current Specifications:** _____
  http://mbec.phila.gov/procurement/.

- ☐ **State of Texas Current Specifications:** _____
  http://www.window.state.tx.us/procurement/.

- ☐ **Commonwealth of Virginia Current Specifications:** _____
  http://dgs.virginia.gov/VirginiaDistributionCenterVDC/tabid/189/Default.aspx.

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