

## **Fresh Products Branch Directive**

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FPB-614  
11/12/96

### **INSTRUCTIONS FOR COMPLETING SUMMARY OF TERMINAL MARKET INSPECTIONS (FV-345)**

#### **I. PURPOSE**

This directive provides instructions for the completion of the FV-345 (Summary of Terminal Market Inspections). Data from this form will be entered into a database system by Headquarters personnel in Washington, DC. This directive applies to the 11/12/96 version and will apply to later versions until revised instructions are issued. **All previous versions of the FV-345 should be discarded.**

#### **II. GENERAL INSTRUCTIONS**

Each terminal market office shall prepare an FV-345 for work performed during each calendar month. The completed form shall be mailed to the Head of the Program Support Section in Washington, D.C., no later than 20 working days after the close of the month. The envelope shall have "FV-345" followed by the name of the reporting office written in the lower left hand corner and shall contain only the FV-345 form. A copy of the completed form shall be retained by the issuing office (and the Federal Supervisor where applicable), until the end of the fiscal year that the report was issued.

#### **III. SPECIFIC INSTRUCTIONS**

**MARKET, MONTH & YEAR, AND ACCT. PERIOD:** Enter the name (city and State) of the issuing office, the month and year being covered in the report and the accounting period in the appropriate blocks on the top right section of the form. Each calendar month is sequentially numbered with October as the first accounting period of the Federal fiscal year.

**FV-300 INSPECTIONS:** All inspections, whether for quality and condition, condition only, freezing only, weight only, temperature only, etc., reported on FV-300 certificates shall be reported in this section by commodity. This includes all FV-300's that are issued to applicants under a Federal Terminal Market contract and billed on a contract basis. FV-300 inspections are divided into three different classifications; "Domestic," "Non 8(e) Imports" and "8(e) Imports." Each classification is divided into two parts; "Lots" for the total number of lots (this is not the number of certificates issued, each individual lot on a certificate is counted as a separate lot) and "CWT" for total hundredweight. The number of lots and hundredweight must be determined for each commodity that was inspected during the

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Distribution: HQ, FM, CM, and FS

Originating Office: Program Support Section

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reporting period for each appropriate classification. Each column shall be totaled and the figure entered in the "GRAN TOTALS" blocks at the bottom right corner of this section. Only the preprinted commodity names are to be used. Other commodity names shall not be entered.

Only the initial inspection of an imported product at the port of entry is to be listed under one of the "Import" classifications. Inspections at the port of entry include those performed at ship/dockside or at a nearby facility or storage which is normally used as a storage area for imported products prior to distribution. The applicant may also state or provide an airbill or waybill number. Any subsequent inspections or initial inspections not at the port of entry are considered to be "Domestic."

If the "Import" inspection is for the purpose of determining compliance with Section 8(e) import requirements, it shall be entered in the column for "8(e) Imports." If the inspection is not for the purpose of determining compliance with 8(e) either because import requirements are not in effect at the time of inspection or because the commodity is not covered by 8(e), then it shall be entered in the column for "Non-8(e) Imports."

If a commodity is not listed it shall be entered either under an applicable related commodity (see list below) or under one of the "Other" listings ("Other Fruits," "Other Melons," "Other Nuts," "Other Ornamentals," or "Other Vegetables"). The following is a list of the commodities that will be entered under a related commodity name:

Beans: ..... include all types of beans.

Cabbage: ..... include domestic, Danish, Savoy, and all Chinese types EXCEPT nappa.

Cucumbers: ... include fresh, pickling, and greenhouse.

End/Esc/Chic: include all similar non-head type lettuce EXCEPT for romaine and leaf lettuce.

Greens: ..... include rabe, rapini, kale, swiss chards, mustard, collard, beet, dandelion, turnip, and broccoli greens.

Leaf Lettuce: include green, red, and raddichio.

Oranges: ..... include clementines and mandarins.

Peas: ..... include all types of peas, including snow

Peppers: ..... include sweet bell type, hot, cubanelles, jalapeno, melrose and all other types of peppers.

Squash: ..... include all types of squash EXCEPT pumpkins.

Tomatoes: .... include fresh, plum, cherry, roma, and all other types of tomatoes.

Tangelos: .... include orlando and minneolas.

Turnips: ..... include rutabagas and waxed.

Multiple commodities reported on the same certificate generally should be recorded separately in each commodity block. When lots of multiple commodities are reported as one lot for purposes such as freezing only, condition of load or containers, etc., they should be reported under the "Mixed Lots" category.

**OTHER MARKET INSPECTIONS:** FV-301 Inspections - For DPSC (DPS), or Institutions (INS), enter the hundredweight in the applicable columns for "CWT Passed," "CWT Failed & Rejected," "CWT Failed & Accepted." For each line the columns must be added and a total entered in the "TOTAL CWT" column. Report only the total CWT inspected for contract basis inspections (CBS). (Per Bulletin FPB 94-12, an FV-301 shall be issued weekly for each user of the inspection service that is operating on a contract basis whenever product has been inspected and not certified.)

For miscellaneous Inspection (MSC) enter only the total CWT.

FV-205/FV-207 Inspections - For all Canadian Export Inspections reported on an FV-205 certificate and for other export inspections reported on an FV-207 certificate, enter only the hundredweight in the applicable column.

FV-187 Notice of Sampling - Enter the total number of FV-187's issued for this reporting period.

**CANCELLATIONS AND HOURS:** (Optional for Cooperative Market Offices) Canceled Insp. Request - Enter the total number of canceled inspection requests that occurred during the reporting period.

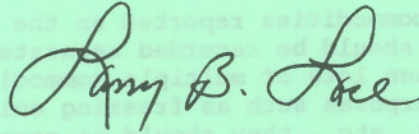
Regular Insp. Hours - Regular inspection hours are regular hours worked by GS-7 and GS-9 agricultural commodity graders, regular hours spent by market supervisors performing inspections, or relief hours received from other locations. Do not include overtime, sick leave, annual leave, administrative leave, or other leave used by inspectors. Do not include relief hours provided to another market. Do not include non-inspection hours worked by supervisors performing administrative or supervisory duties. Enter the total number of regular inspection hours worked by inspectors and supervisors during the reporting period in the this block.

Overtime Insp. Hours - Enter the total number of overtime inspection hours charged to applicants during the reporting period.

**NOTE:** Use attachment as a worksheet when calculating inspection hours each month. Retain completed worksheets in the issuing office file.

**PREPARED BY (SIGNATURE):** The person that prepared the report shall sign in this block.

**DATE PREPARED:** Enter the date the report was completed.



Branch Chief

Attachments

EXHIBIT A: WORKSHEET FOR COMPUTING REGULAR INSPECTION HOURS

**WORKSHEET FOR COMPUTING REGULAR INSPECTION HOURS**

(Month and Year)

**POTENTIAL REGULAR ACG HOURS PER MONTH**

No. of Weekdays (include holidays) in Month = \_\_\_\_\_ (1)

Regular Hours Per ACG in Month

(Multiply Line 1 x 8 Hours) = \_\_\_\_\_ (2)

No. of Full-time GS-7 and -9 ACGs = \_\_\_\_\_ (3)

Potential ACG Regular Inspection Hours Per Month

(Multiply Line 2 x 3) = \_\_\_\_\_ (4)

**AVAILABLE REGULAR ACG HOURS PER MONTH**

(Lines 5 - 9 for Full-time GS-7 and -9 ACGs Only)

Total S/L (TC 62) in Month = \_\_\_\_\_ (5)

Total A/L (TC 61) in Month = \_\_\_\_\_ (6)

Total Admin/L (TC 66- includes Holiday and jury) in Month = \_\_\_\_\_ (7)

Total OWCP (TC 67) in Month = \_\_\_\_\_ (8)

Total Other Leave (e.g. LWOP TC 71, AWOL TC 72) in Month = \_\_\_\_\_ (9)

Total ACG Leave Hours

(Add Lines 5, 6, 7, 8, and 9) = \_\_\_\_\_ (10)

Relief Hours Provided to Other locations = \_\_\_\_\_ (11)

Total Available Regular Hours for GS-7 and -9 ACG's

(Subtract Lines 10 and 11 from 4) = \_\_\_\_\_ (12)

Total Regular Hours Worked by Supervisors and Training Officers in Month = \_\_\_\_\_ (13)

Regular Hours Worked by Part-time GS-7 and 9 ACGs in Month = \_\_\_\_\_ (14)

Regular Relief Hours Received from other locations = \_\_\_\_\_ (15)

EXHIBIT A: WORKSHEET FOR COMPUTING REGULAR INSPECTION HOURS (Continued)

**WORKSHEET FOR COMPUTING REGULAR INSPECTION HOURS**

(Month and Year)

**POTENTIAL REGULAR ACG HOURS PER MONTH (Continued)**

Total Available/Worked Inspection Hours = \_\_\_\_\_ (16)  
(Add Lines 12, 13, 14 and 15)

**OVERTIME HOURS WORKED IN MONTH**

Total Holiday Hours Worked (TC 31) by ACGs GS-7 and above and by relief  
received from other Locations in Month = \_\_\_\_\_ (17)

Total Holiday Hours Worked (TC 21) by ACGs GS-7 and above and by relief  
received from other locations in Month = \_\_\_\_\_ (18)

Total Holiday/Overtime Hours Worked in Month = \_\_\_\_\_ (19)  
(Add Lines 17 and 18)

**REPORTING REGULAR/OVERTIME HOURS ON THE FV-345**

- Report Total Available/Worked Inspection Hours (16) in  
Regular Inspection Hours Block, Lower Left of FV-345
- Report Total Holiday/Overtime Hours Worked (19) in  
Overtime Inspection Hours Block, Lower Left of FV-345

**USDA, AMS, F&VD, FRESH PRODUCTS BRANCH**  
**SUMMARY OF TERMINAL MARKET INSPECTIONS**  
(See Directive FPB-614, 11/12/96, for instructions to complete this form)

MARKET (City & State)	MONTH & YEAR	ACCT. PERIOD
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**FV-300 INSPECTIONS**

PRODUCT	Domestic [QAC, CON, NOG, DMP, FRZ, ORC, NUT, OTH]		Non - 8(e) Imports [IMO, IMC]		8(e) Imports [SEE]		PRODUCT	Domestic [QAC, CON, NOG, DMP, FRZ, ORC, NUT, OTH]		Non - 8(e) Imports [IMO, IMC]		8(e) Imports [SEE]	
	Lots	CWT	Lots	CWT	Lots	CWT		Lots	CWT	Lots	CWT	Lots	CWT
Almonds (ALM)							Mixed Lots (MIX)						
Anise, Sweet (ANI)							Mixed Nuts (MXN)						
Apples (APL)							Mushrooms (MUS)						
Apricots (APR)							Nappa (NAP)						
Artichokes (ART)							Nectarines (NEC)						
Asparagus (ASP)							Okra (OKR)						
Avocados (AVO)							Onions, BGG (ONB)						
Bananas (BAN)							Onions, Northern (ONN)						
Beans (BNS)							Oranges (ORG)						
Beets (BTS)							Other Fruits (OTF)						
Blueberries (BLB)							Other Melons (OTM)						
BokChoy (BOK)							Other Nuts (OTN)						
Brazil Nuts (BRZ)							Other Ornamental (OTO)						
Broccoli (BRO)							Other Vegetables (OTV)						
Brussels Sprouts (BRU)							Papayas (PAP)						
Cabbage (CAB)							Parsley (PAR)						
Cantaloups (CAN)							Peaches (PEC)						
Carrots (CAR)							Peanuts (PNT)						
Cauliflower (CAU)							Pears (PER)						
Celery (CEL)							Peas (PEA)						
Cherries (CHE)							Pecans (PCN)						
Chestnuts (CHN)							Peppers (PEP)						
Christmas Trees (XMT)							Persimmons (PSM)						
Coconuts (COC)							Pineapples (PIN)						
Corn (COR)							Pistachio (PIS)						
Cranberries (CRB)							Plantains (PLA)						
Cucumbers (CUX)							Plums (PLU)						
Cut Flowers (OTO)							Potatoes (POT)						
Eggplant (EGP)							Potatoes, Seed (POS)						
End/ Esc/ Chic (EEC)							Prunes (PRU)						
Figs (FIG)							Pumpkins (PUM)						
Filberts (FIL)							Radishes (RAD)						
Garlic (GAR)							Raspberries (RAS)						
Ginger Root (GIN)							Rhubarb (RHU)						
Grapefruit (GFT)							Romaine (ROM)						
Grapes, Juice (GRJ)							Spinach (SPI)						
Grapes, Table (GRP)							Squash (SQU)						
Green Onions (GON)							Strawberries (STR)						
Greens (GRN)							Sweetpotatoes (SPO)						
Honeydew (HON)							Tangelos (TAN)						
Horseradish (HOR)							Tangerines (TGR)						
Kiwi Fruit (KIW)							Tomatoes (TOM)						
Leaf/Lettuce (LLT)							Turnips (TUR)						
Leeks (LKS)							Walnuts (WAL)						
Lemons (LEM)							Watermelons (WAT)						
Lettuce (LET)													
Limes (LIM)													
Mangoes (MAN)													

**OTHER MARKET INSPECTIONS**

FV-301	CWT Passed	CWT Failed & Rejected	CWT Failed & Accepted	TOTAL CWT	FV-205 / FV-207 INSPECTIONS	TOTAL CWT
D P S C [DPS]					Required Canadian Exports (FV-205)	
Institutions [INS]					Export Act Certificates (FV-207)	
Contract [CBS]					<b>FV-187 NOTICE OF SAMPLING</b>	<b>TOTAL</b>
Misc. Inspections [MSC]					Number Issued ...	

**CANCELLATIONS AND HOURS**

CANCELLED INSP. REQUEST <input type="text"/>	REGULAR INSP. HOURS <input type="text"/>	OVERTIME INSP. HOURS <input type="text"/>
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PREPARED BY (Signature)	Date Prepared
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