



United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Livestock and Seed Program

MGC Instruction 904
January 25, 2010
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Meat Grading & Certification Branch

EQUIPMENT TRANSACTIONS

Purpose

This Instruction outlines procedures for inventorial equipment transactions and reporting lost or stolen equipment.

Procedures

A. Ordering Equipment

New or replacement inventorial equipment and supplies must be ordered by completing and emailing the Report of Meat Grading Equipment (MGC-256) form (Exhibit A) to the equipment officer (EO) at the Meat Grading and Certification (MGC) Branch Office.

When ordering inventorial equipment, complete Parts 1, 2, and 3 of the MGC-256 (Exhibit A). Also check "Equipment ordered from MGCB Office" in Part 1.

1. When the equipment is received, inspect the order for accuracy and completeness. Sign, date and return the original MGC-256 (Exhibit A) included in the equipment shipment to the EO.
2. If applicable, wash any old equipment to be returned to the EO and pack it in the same container the new equipment came in. Ship the returning equipment using the MGC Branch FedEx account. Shipping cost incurred may not be claimed on a travel voucher. Enclose the complete MGC-256 (Exhibit A) with the equipment being returned.
3. Send equipment returns and MGC-256 (Exhibit A) forms to:

Attn: Equipment Officer
USDA, AMS, LS, MGCB
13952 Denver West Parkway
Suite 350
Lakewood, CO 80401-9935

4. The EO will return a signed copy of the MGC-256 (Exhibit A) form indicating receipt of the equipment at the MGC Branch Office.

B. Inventorying Equipment

1. EO will:

- a. Coordinate the annual inventory of all MGC Branch inventorial equipment.
- b. Maintain and update records of issued equipment as transactions require.
- c. Compare field inventories with inventories on file.
- d. Reconcile any discrepancies between inventories.

2. Supervisory Meat Graders (SMG) will:

- a. Ensure the annual inventory of all equipment assigned to their area is completed each year. This shall occur in the time frame beginning October 1st and is to be completed no later than December 31st. The inventory will include all equipment in the grader's possession at that time.
- b. Maintain separate inventories of "common" equipment such as rollers, locks, and keys placed in establishments for multi-grader use. This shall be recorded on MGC-256 (Exhibit A) by completing parts 2, 3, and 4 of the form.
 1. Identify the equipment as "common equipment" and record the number and type of each piece of common equipment in the remarks section of part 3.
 2. The name of the facility and the location (city and state) where the common equipment is physically located shall be entered in the remarks section of part 3.
- c. Perform an annual onsite physical inventory of all grader's issued equipment, prototype equipment, padlocks and keys. This shall be recorded on the MGC-256 by completing parts 2, 3, and 4.
- d. Forward the completed MGC-256 form to the attention of the EO at the MGC Branch Office.

Attn: Equipment Officer
USDA, AMS, LS, MGCB
13952 Denver West Parkway
Suite 350
Lakewood, CO 80401-9935
- e. Provide the grader with a copy of the completed MGC-256 form.

3. Graders will:

- a. Have all equipment available for inventory.
- b. Confirm the accuracy of the inventory.
- c. Sign and date part 4 of form MGC-256 (Exhibit A).

Note: Equipment transactions need to be completed by September 30th of each year so that an accurate physical inventory can be performed by December 31st. During the physical inventory period of October 1st to December 31st, new or replacement equipment may be ordered on an emergency basis only.

C. Reporting Lost or Stolen Equipment

1. Graders: Inventorial equipment believed to have been lost during the course of a regular work assignment should be reported to your supervisor. Immediately report known stolen inventorial equipment to your supervisor, the Federal Bureau of Investigation (FBI), local police, and the EO.
2. Grader or SMG: Prepare an original and two copies of Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property (AD-112) form (Exhibit B). Include all documentation with FBI and/or local police concerning the incident. Send the completed report to the attention of the EO at the MGC Branch Office.

Attn: Equipment Officer
USDA, AMS, LS, MGCB
13952 Denver West Parkway
Suite 350
Lakewood, CO 80401-9935

3. EO: Determine whether or not negligence is involved. If circumstances indicate the loss of equipment was obviously not due to negligence, check box 1a of Section II on the AD-112 (Exhibit B), sign and date in boxes 2 and 3 of Section II. Retain the original for records. Make one copy and send it to the grader. No payment from the grader is required.

If circumstances indicate possible negligence, request additional written information from the grader. Consult with the MGC Branch Chief or MGC Branch Assistant Chief to determine if negligence was involved based on available information.

If negligence is determined, check box b, c, or both of Section II on the AD-112 (Exhibit B) as appropriate, and sign and date in boxes 2 and 3 of Section II. Make any necessary changes in the property records. Write in the amount to be collected from the employee in Section I, 3c, Acquisition Cost. Retain the original for records, and send one copy to the grader.

Make arrangements to collect the payment in the form of a check or money order payable to USDA, AMS.

D. Listing of Lost or Stolen Equipment

1. Grader or SMG: If equipment or product bearing imprints from the below equipment is observed, immediately report the incident to the MGC Branch Office. Do not take steps to secure lost or stolen equipment or products bearing imprints from such equipment unless directed by the MGC Branch Office. Forward a detailed written report of the incident to the MGC Branch Office.

USDA Shield Type Rollers:

AR, CI, CK, CR, CS, CT, EFN, EFT, FG, FWX, GQ, GU, HE, HS, HV, HW, KLG, KLS, LO, MST, NE, NH, NJ, NY, OH, OPN, OST, OW, PN, RI, RL, SC, SU, UU, UWX, VK, VW, VWX, YO, YP, YZY, ZF, ZI, ZS.

Accepted As Specified (Bronze):

AB, BN, CT, CWX, EFI, EFP, EFS, EU, FST, FWX, HV, HW, KLI, KLS, MST, NJ, OW, STE, UE, US, UU, UVK, UWX, VK, VW, VX, WXW, YO, ZF, ZS.

Accepted As Specified (Rubber):

AF, BN, CT, CWX, EFB, EFI, EFP, EFW, EFX, EU, FST, GZ, HV, HW, KH, KLG, KLI, KLS, KLV, KZ, MST, NH, NJ, OI, OW, PC, STE, SV, TW, UE, UU, UVK, UZ, VK, VW, VX, WR, WXW, YO, ZF, ZS.

USDA Shield

AF, AH, AM, BN, CT, CWX, DI, EFL, EFP, EFX, EU, EW, FST, GZ, HQ, HV, HW, IJ, IL, JC, JT, JX, KLG, KLI, KLS, KLV, KS, MST, MX, NC, NH, NJ, OI, OPD, OPP, OW, PM, PS, PV, QH, QZ, SC, SE, STE, TW, UE, UU, UVJ, UVK, UZ, VK, VW, WD, WXC, WXP, WXW, XF, YO, ZF, ZS.

Examined As Certified (Rubber):

VX

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Exhibit A

MGC-256 REPORT OF MEAT GRADING EQUIPMENT

PART 1 TRANSACTIONS

PURPOSE OF ACTION (Check applicable box)		FIRST NAME	MI	LAST NAME	DATE	MAILING ADDRESS
☐ Equipment ordered from MGCB Office	☐ Equipment returned to MGCB Office					
CERTIFICATION	I certify the articles listed are in my possession for use in official duties. I understand that I am responsible for the proper use and custody of these items.					
SIGNATURE AND DATE				PRINT OR TYPE NAME		

PART 2 USDA SHIELD TYPE ROLLERS (Enter number counts as applicable)

ROLLER CODE		DATE SHIPMENT MAILED		NUMBER OF BOXES IN SHIPMENT					SPECIAL ORDER EQUIPMENT (Check applicable box)									
									☐ Export Rollers	☐ Yrlg Mutton	☐ Mutton	☐ Other						
QUALITY GRADE	NO CLASS	YIELD GRADES					QUALITY/YIELD GRADE APPLICATOR (PROTOTYPE)					Initials	CARCASS CLASS					
		1	2	3	4	5	NO CLASS	1	2	3	4		5	LAMB	VEAL	CALF	BULLOCK	OTHER
Prime																		
Choice																		
Select																		
Good							YG											
Standard																		
Commercial																		
Utility																		
Cutter																		
Canner																		
TOTALS																		

PART 3 MISCELLANEOUS EQUIPMENT (Enter codes and/or number counts as applicable)

ITEM	ACCEPTED AS SPECIFIED		PRELIMINARY IDENTIFICATION	USDA SHIELD		YIELD GRADE SET	GRADE BAND	CLASS BAND	POP STAMP		GOVERNMENT LOCK	GOVERNMENT KEY
	CODE	COUNT	COUNT	CODE	COUNT	COUNT	COUNT	COUNT	CODE	COUNT	CODE	CODE
METAL												
RUBBER												
REMARKS												

PART 4 CERTIFICATION AND SIGNATURES

SUPERVISOR				PHONE:			
GRADER CERTIFICATION	I certify the articles listed are in my possession for use in official duties. I understand that I am responsible for the proper use and custody of these items.			SUPERVISOR CERTIFICATION	I have inventoried the articles listed with the person whose name appears hereon and certify that they have in their possession each item listed.		
SIGNATURE AND DATE				SIGNATURE AND DATE			
PRINT OR TYPE NAME				PRINT OR TYPE NAME			

Exhibit B

U.S. DEPARTMENT OF AGRICULTURE

REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO.

DATE

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

- | | |
|--|---|
| ☐ Unserviceable | ☐ Lost or Stolen |
| ☐ Obsolete | ☐ Cannibalized for parts |
| ☐ Damaged | ☐ Destroyed |
| | ☐ Others |

2. REPORTING ACTIVITY *(Show agency, unit and address)*

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i> D

4. NAME IN PRINT AND SIGNATURE
OF CUSTODIAN

DATE

5. NAME IN PRINT AND SIGNATURE
OF ACCOUNTABLE PROPERTY OFFICER

DATE

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that:

- ☐ a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.
- ☐ b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.
- ☐ c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

- | | |
|--|---|
| ☐ a. Property has no commercial value. | ☐ e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i> |
| ☐ b. Health, safety, or security considerations require immediate abandonment or destruction. | |
| ☐ c. Costs of care and handling exceed expected small lot sales proceeds. | |
| ☐ d. Regulation or directive requires abandonment or destruction. | |

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER

2. DATE

3. SIGNATURE OF WITNESS

4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)*

2. DATE

3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]*

4. DATE