

Fresh Products Branch Directive

FPB-402
1/10/92

BILLING BRANCHES OF THE FRUIT AND VEGETABLE DIVISION FOR INSPECTION SERVICES

I. PURPOSE

This directive prescribes the general policy and procedures to be used by Federal market offices and Federal/State inspection offices when billing branches within the Fruit and Vegetable Division (FVD) for services performed by a Fresh Products Branch (FPB) or Federal/State (F/S) inspector.

II. REPLACEMENT HIGHLIGHTS

This Directive replaces FPB Directive 402, dated 3/30/90. Revisions have been made in paragraphs 1 and 2 of Section III B to alter the computation of charges, and in Exhibit A to reflect current fee rates.

III. BILLING FORM AND CHARGE COMPUTATION

A. Services Rendered to FVD Branches: Federal market and Federal/State offices should prepare Form FV-213, "Services Rendered To Other FV Division Branches," whenever services are performed at the request of a FVD office. Typically, bills are issued to one of the following branches:

1. **Processed Products Branch (PPB)**. For official sampling of products.
2. **PACA Branch**. For inspections performed for the documentation of compliance under the Perishable Agricultural Commodities Act.
3. **Marketing Order Administration Branch (MOAB)**. For inspections performed for the documentation of compliance under the Agricultural Marketing Agreement Act of 1937.

B. Computation of Charges:

1. **Service Time**. Bill sampling or inspection time on a hourly basis as determined by the actual amount of on-site time required to perform the service.

Bill regular hours at the current Fresh Products Branch regular hourly rate, and bill overtime and holiday hours at the combined FPB regular and premium hourly rate. Do not charge overtime to another FVD branch when the service performed during overtime hours could have been performed during regular hours had it been given priority (e.g. when a service to a FVD branch is deferred in order

Distribution: HQ, RG, FM, CM, and FS

Originating Office: PORS

File Maintenance Instructions: This Directive replaces FPB-402, dated 3/30/90..

to accommodate commercial requests for inspections of more perishable commodities).

2. **Expenses.** Assess travel charges in accordance with FPB Directive 407. Charge all other expenses (e.g. tolls, cost of shipping, etc.) incurred in travel to and from the service site and in performance of the service.

IV. PREPARING
THE FV-213 FORM

To prepare the FV-213, complete each of the areas designated by column or block title with the information described below. If more than one inspector was provided during the period, be sure to enter charges for each separately. (See Exhibit A in which the lettered areas correspond to the letters of the outline below.)

A. **"Name of Branch Receiving Service":** Enter the name of the FVD branch that received the sampling or inspection service.

B. **"Location Of Branch Office Requesting Service":** Enter the city and State of the FVD office that requested the service.

C. **"Month and Year Of Corresponding FV-218*":** This block is only for the use of F/S offices. Enter the month and year of the FV-218 upon which the State received credit for the service.

D. **"Service Description":** Enter the following items:

1. Date(s) the service was performed;
2. Name and title of the FPB or F/S inspector who conducted the service;
3. Name(s) of the commodity(ies) upon which the service was conducted, name of the applicant, and location where the service was performed; and
4. Notice of Sampling or Certificate Number.

E. **"Hours at Hourly Rate":** Enter the number of regular hours utilized to conduct the service and the hourly rate charged; also enter the number of overtime or holiday hours and the hourly rate charged.

F. **"Total Charge For Time":** Enter the total charged for the hours of service (multiply regular hours by the hourly rate and add any overtime charged).

G. **"Expenses Incurred":**

1. **Travel Charges.** Enter the standard service mileage for regularly serviced sites, or actual round-trip mileage for infrequently serviced sites. Multiply this by the travel expense rate to determine the total travel charge.

2. Other Expenses. Enter the total charged for each additional expense incurred. Identify the expenses as specifically as possible.

H. "Total Charge For Service": Enter the total of all charges for each inspector. It is important to specify the charges for each inspector individually.

I. "Grand Total For All Services": Enter the sum of all amounts listed in the "Total" column.

J. "Credit the SPI/CM Program for the State of ...": This block is only for the use of F/S offices. Enter the name of the State which has provided the inspector(s) and taken a credit for the "Grand Total" on its FV-218.

K. "Federal Market Office Providing Service ...": This block is only for the use of FM offices. Enter the name of the Federal market office providing the inspector(s) for the service.

L. "Signature of Officer-In-Charge/Federal Supervisor": The officer-in-charge (if a FM office provided the service) or the Federal Supervisor or designee (if the State provided the service) must sign in this block to validate the FV-213.

Distribute the original and copies of the FV-213 and other forms documenting service to FVD branches as follows:

V.
DISTRIBUTING
THE
DOCUMENTATION
OF SERVICES
RENDERED TO
OTHER BRANCHES

A. Original FV-213: Federal market offices shall promptly send the completed form to the Program Operations and Review Section (PORS) at the address below. F/S offices shall retain the completed form and attach it to the FV-218 upon which the State receives credit for the service; the FV-218 and the attached FV-213 form(s) should be sent by the 20th day of the following month.

USDA, AMS, F&V, FPB
Federal/State Accounts
P.O. Box 96456, Room 2056-S
Washington, DC 20090-6456

B. A copy of the FV-213 and either one copy of the certificate or one copy of the Notice of Sampling with its corresponding inspection request form, FV-237 or FV-356, to the appropriate FPB regional office.

C. One copy of the FV-213 to remain on file at the issuing office.

D. Also distribute to the branch serviced:

1. Processed Products Branch. One copy of the FV-213 and one copy of both the Notice of Sampling and the inspection request, form FV-237 or FV-356, to the PPB

office requesting services.

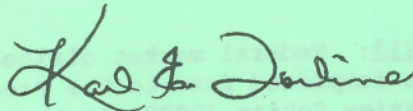
NOTE: PPB Notice of Sampling is not a serially numbered document. It is suggested that for record-keeping purposes a number be assigned and placed in the upper right hand corner. The number may be created as follows: the first numeral indicates the month of the date of the sampling and the second numeral indicates the position in the sequence of bills issued to PPB that month; i.e. "5-1" would signify "May, first bill." The assigned number would be shown on the FV-213 (see Section IV D 4).

2. **PACA Branch.** One copy of the FV-213 along with the original certificate(s) and one copy of the certificate(s) to:

Misbranding Specialist, Misbranding Unit
USDA, AMS, FV Division, PACA Branch
P.O. Box 96456, Room 2702-S
Washington, DC 20090-6456

3. **Marketing Order Administration Branch.** One copy of the FV-213 along with the original certificate(s) and one copy of the certificate(s) to:

Chief, Marketing Order Administration Branch
USDA, AMS, F&V Division
P.O. Box 96456, Room 2523-S
Washington, DC 20090-6456



Branch Chief

Attachment

A: EXAMPLE OF A COMPLETED FV-213 FORM, "SERVICES RENDERED TO OTHER FV DIVISION BRANCHES"

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT & VEGETABLE DIVISION FRESH PRODUCTS BRANCH		NAME OF BRANCH RECEIVING SERVICE (A) Processed Products Branch LOCATION OF BRANCH OFFICE REQUESTING SERVICE (B) Fresno, CA MONTH & YEAR OF CORRESPONDING FV-213* (C) March 1990		
SERVICES RENDERED TO OTHER FV DIVISION BRANCHES				
SERVICE DESCRIPTION <small>(Date of Service, Name of Inspector, Commodity, & Certificate or Notice of Sampling Number)</small>	HOURS AT HOURLY RATE	TOTAL CHARGE FOR TIME	EXPENSES INCURRED	TOTAL CHARGE FOR SERVICE
(D) March 1-31, 1990 Mark F. Fisher State Inspector Raisins (sampling for Desert Grapes, Inc. at Nogales, AZ) Certificate of Sampling No. 3-2.	(E) Regular: 40 hrs. @ \$31.00 = \$1,240.00 Overtime: 12 hrs. @ \$46.50 = \$558.00	(F) \$1,798.00	(G) POV 51 mi @ .50/mile = \$25.50 Postage and Materials \$224.50 Total expenses: \$250.00	(H) \$2,048.00
* Credit the SPI/CM Program of the State of ... (J) Arizona		(I) GRAND TOTAL FOR ALL SERVICES \$ 2,048.00		
Federal market office providing service ... (K) N/A				
REMARKS		INSTRUCTIONS: Prepare form in accordance with FPB Directive 402. Remit the completed form to: USDA, AMS, FVD, FPB Federal - State Accounts Room 2056 - S P.O. Box 96456 Washington, DC 20090-96456 * Asterisked labels for use by Federal-State Offices only. Federal supervisors remit completed form with corresponding FV-213.		
OFFICER-IN-CHARGE OR FEDERAL SUPERVISOR (SIGNATURE) (L) Jack L. Lutz /s/, Federal Supervisor				
<small>FORM FV 213 (3-90) (Replaces FORM FV-213-1 (4-83), which is obsolete.)</small>				