



PURPOSE OF THE DAILY SUMMARY: to capture poundage data that reflects the type of inspection service provided.

GUIDELINES AND REMINDERS FOR COMPLETING THE DAILY SUMMARY:

GUIDELINES:

Select the Type of Inspection by checking either "In-Process" or "Lot". **A separate form must be completed for each type of inspection or if the poundage is for non-human food or rejected products.**

**"In Process"** inspection means that sanitation and processing methods for the product lot were considered as part of the inspection. That is, the product was inspected and certified under either a Type 1, IQA, or HACCP contract.

**"Lot"** inspection means the product lot was inspected as an end-item inspection only--regardless whether the plant had a Type 1, HACCP, IQA, or Type 3 contract. **Therefore, for product bearing the USDC Lot Inspected mark, the Type of Inspection is "Lot".**

Under "REGION", enter "N", "S", OR "W", representing the region in which the facility is located.

Under "STATE" enter the two character abbreviation for the state in which the facility is located.

Under "CONTR NO", enter the last four digits of the contract number (e.g. 0001).

Under "MONTH", enter the two-digit month number in which the inspection occurred (e.g. 05 for May, 11 for November)

Under "YEAR", enter the four digit year number (e.g., 2004).

Under "PLANT NAME", enter the name of the facility. Abbreviations are OK.

**Data are counted according to the specific marks on the containers(s). If the 'Officially Sampled' stamp or the 'Accepted Per Specification' stamp is the only mark on the master container, report the data under "NO MARK".**

**DO NOT DOUBLE REPORT! Do not duplicate where you report the data.....it goes under only one category!** If there is a situation (e.g. product to China) where an exported product bears a mark on the container (e.g., USDC Lot Inspected), include the data in "Export". If it is unknown whether the product will be exported, record the data as appropriate at the time of reporting.

Rejections -- If a lot of product is presented (e.g. as Grade A) and doesn't pass, the data are reported as "Rejected". If, however, the same lot is reworked as a new lot, is reinspected and passed, then the data are recorded in the "Inspected and Passed" section. That is, the data are reported in both sections. If the rejected lot is NOT reworked, inspected and passed, then the data are reported only as "Rejected".

Use abbreviated descriptions for the reason for the rejection such as

"Adulterated": meets the definition of adulterated food under Section 402 of the FD&C Act.

"Misbranded": mislabeled, misrepresentation -- meets the definition of misbranded under Section 403 of the FD&C Act.

"Substandard Quality": fails to meet minimum quality requirements of a U.S. Grade Standard or Standard of Identity under Title 21.

"Failed grade/spec": fails to meet intended grade or quality specification.

REMINDER: Be certain that the data are correctly expressed in thousands. That is 1,534,834 pounds is 1,534.8 thousands of pounds.