



United States Department of Agriculture
 Marketing and Regulatory Programs
 Agricultural Marketing Service
 Livestock and Seed Program
 Meat Grading & Certification Branch

MGC Instruction 905
 January 17, 2007
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RETURNING INVENTORIAL EQUIPMENT

Purpose

This Instruction outlines graders' and equipment officer's (EO) procedures for returning inventorial equipment to the Meat Grading and Certification (MGC) Branch Office.

Procedures

Grader: Contact the EO at the MGC Branch Office and notify the EO of intent to return equipment. Complete form MGC 256 Transaction, Report of Meat Grading Equipment Transactions, and enclose the form with the equipment to be returned.

Grader: Thoroughly clean equipment and ship to:

ATTN: Equipment Officer
 USDA, AMS, LS, MGC Branch
 13952 Denver West Parkway
 Suite 350
 Golden, CO 80401-9935

Shipping costs incurred may not be claimed on a travel voucher. The EO will advise the grader on shipping arrangements.

EO: Upon receipt of equipment at the MGC Branch Office, confirm accuracy of form MGC 256 Transaction with shipment contents. Sign form MGC 256 Transaction and send a copy of the signed form to the grader.

Grader: Retain the copy of form MGC 256 Transaction until the next inventory is completed.



2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Exhibit A

REPORT OF MEAT GRADING EQUIPMENT TRANSACTIONS																				
LOCATION		AREA OFFICE			FIRST NAME					MI	LAST NAME					DATE				
PURPOSE OF ACTION (Check applicable box)		<input type="checkbox"/> Equipment ordered from OFO			<input type="checkbox"/> Equipment returned to OFO			<input type="checkbox"/> Transfer →		TO:										
										FROM:										
PART I 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)								
												<input type="checkbox"/> Export Rollers		<input type="checkbox"/> Yrlg Mutton		<input type="checkbox"/> Mutton		<input type="checkbox"/> Other		
QUALITY GRADE	NO CLASS	YIELD GRADES					QUALITY/YIELD GRADE APPLICATOR (PROTOTYPE)					CARCASS CLASS								
		1	2	3	4	5	NO CLASS	1	2	3	4	5	Initials	LAMB	VEAL	CALF	BULLOCK	OTHER		
Prime																				
Choice																				
Select																				
Good							YG													
Standard																				
Commercial																				
Utility																				
Cutter																				
Canner																				
TOTALS																				
PART II MISCELLANEOUS EQUIPMENT (Enter codes and/or number counts as applicable)																				
ITEM	ACCEPTED AS SPECIFIED		PRELIMINARY IDENTIFICATION	USDA SHIELD		YIELD GRADE BAND	GRADE BAND	CLASS BAND	GRADE IDENT APPLICATOR		PRELIMINARY GRADE IDENT		GOVERNMENT LOCK	GOVERNMENT KEY						
	CODE	COUNT	COUNT	CODE	COUNT	COUNT	COUNT	COUNT	CODE	COUNT	CODE	COUNT	CODE	CODE						
METAL																				
RUBBER																				
REMARKS																				
SUPERVISOR										PHONE:										
CERTIFICATION		I have received the articles listed and certify that they are in my possession for use in official duties. I understand that I am responsible for the proper use and custody of these items.									MAILING ADDRESS AND/OR COMMENTS									
SIGNATURE																				
DATE																				
PRINT OR TYPE NAME																				