



Meat Grading & Certification Branch

**INVENTORYING EQUIPMENT**

**Purpose**

This Instruction outlines the responsibilities and procedures for inventorying meat grading and certification equipment.

**Responsibilities**

**Meat Grading and Certification (MGC) Branch Equipment Officer (EO):**

1. Coordinate the annual inventory of all MGC Branch inventorial equipment.
2. Maintain and update records of issued equipment as transactions require.
3. Compare field inventories with inventories on file.
4. Reconcile any discrepancies between inventories.

**Supervisory Meat Grader (SMG):**

1. 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.
2. Maintain separate inventories of "common" equipment such as rollers, locks, and keys placed in establishments for multi grader use.
  - a. Name of facility where equipment is physically located.
  - b. Number and type of each piece of equipment being used in the establishment.
3. Perform an annual onsite physical inventory of all grader's issued equipment, prototype equipment, padlocks and keys.
4. Sign and date the completed inventory forms.
5. Forward completed inventory forms to the MGC Branch Office to the attention of the EO.

## Procedures

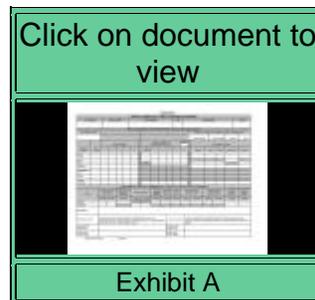
### Grader:

1. Have all equipment available for inventory.
2. Confirm the accuracy of the inventory.
3. Sign the Annual Inventory of Meat Grading Equipment (MGC 256 Inventory) form.

### SMG:

1. Record the physical inventory on form MGC 256 Inventory.
2. Sign the MGC 256 Inventory form at the completion of the physical inventory.
3. Provide the grader with a copy of the completed MGC 256 Inventory form.
4. Forward the signed and completed in MGC 256 Inventory form to the EO.

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



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| ANNUAL INVENTORY OF MEAT GRADING EQUIPMENT                                       |  |              |                            |             |       |                  |                                |                    |  |       |                                |  |                                      |                                 |                                |      |         |       |
|--|--|--------------|----------------------------|-------------|-------|------------------|--------------------------------|--------------------|--|-------|--------------------------------|--|--------------------------------------|---------------------------------|--------------------------------|------|---------|-------|
| LOCATION   |  |              | FIRST NAME                 |             |       |                  |                                | MI                 | LAST NAME  |       |                                |  |                                      | DATE                            |                                |      |         |       |
|  |  |              |                            |             |       |                  |                                |                    |  |       |                                |  |                                      |                                 |                                |      |         |       |
| PART I USDA SHIELD TYPE ROLLERS (Enter number counts as applicable)              |  |              |                            |             |       |                  |                                |                    |  |       |                                |  |                                      |                                 |                                |      |         |       |
| ROLLER CODE  |  |              |                            |             |       |                  |                                |                    |  |       |                                | 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 |                    |  |       |                                | 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 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 INSERT |  | GOVERNMENT LOCK                      | GOVERNMENT KEY                  |                                |      |         |       |
|  | CODE   | COUNT        | COUNT                      | CODE        | COUNT | COUNT            | COUNT                          | COUNT              | CODE   | COUNT | CODE                           | COUNT  | CODE                                 | CODE                            |                                |      |         |       |
| METAL  |  |              |                            |             |       |                  |                                |                    |  |       |                                |  |                                      |                                 |                                |      |         |       |
| RUBBER   |  |              |                            |             |       |                  |                                |                    |  |       |                                |  |                                      |                                 |                                |      |         |       |
| REMARKS  |  |              |                            |             |       |                  |                                |                    |  |       |                                |  |                                      |                                 |                                |      |         |       |
| 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. |              |                            |             |       |                  |                                | CERTIFICATION      | I have inventoried the articles listed with the person whose name appears hereon & certify that they have in their possession each items listed. |       |                                |  |                                      |                                 |                                |      |         |       |
| SIGNATURE AND DATE   |  |              |                            |             |       |                  |                                | SIGNATURE AND DATE |  |       |                                |  |                                      |                                 |                                |      |         |       |
| PRINT OR TYPE NAME   |  |              |                            |             |       |                  |                                | PRINT OR TYPE NAME |  |       |                                |  |                                      |                                 |                                |      |         |       |