



APPLICANT RESPONSIBILITY

USDA inspection, grading and certification services are provided on a voluntary, upon request, user fee funded basis. By requesting service from the Dairy Grading Branch, the applicant assumes the following responsibilities.

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1. Compliance with Dairy Grading Branch instructions or policies does not excuse applicants or plant management from additional responsibilities stated in other Federal, State and local regulations.
 2. Assurance that products comply with all contract requirements, standards of identity or U.S. Grade Standards before the product is submitted for any examination.
 3. Requests for services from the National Field Office be submitted at least one week before the requested date of inspection, except that:

If a direct purchase contract requiring continuous inspection or CCC-owned product conversion contract is involved, the request for inspection and grading services should be filed with the National Field Office at least two weeks before the start of the contract.

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4. Provide the grader with all pertinent documents and information concerning product identity, purchase specifications, or contract requirements which the grader may require to perform the inspection.

Applicants which are engaged in contracts with the Commodity Credit Corporation (CCC), Department of Defense (DOD or DPSC), Veterans Administration (VA), Food and Consumer Services Agency (FCS), or Foreign Agriculture Service (FAS), shall provide the inspector or grader with copies of the Purchase Contract, Invitation, Solicitation for Bids, Product Specifications and other contract documents, as appropriate.

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5. Prepare a manifest describing the lot of product which is offered for inspection and grading.
 6. Sequentially number and label the product presented for inspection and grading according to contract and USDA requirements.
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7. Inform the grader of all product coding irregularities or other product changes made during production.
8. Provide access to all product identified on the manifest for inspection and the selection of samples.
9. Provide access to all areas of the facility for inspection and monitoring.
10. Provide accurately calibrated scales for the weighing of official samples.
11. Provide a properly constructed grading room or area as specified in Dairy Grading Branch instructions.
12. Designate qualified plant personnel to assist the USDA inspector or grader during inspection, grading and weighing activities when requested.
13. Furnish adequate office facilities to complete paperwork associated with inspection and grading services.
14. Properly label, control, and dispose of rejected products. When products are marked with a USDA Product Control Tag, no actions may be taken on the product without prior USDA approval.
15. Promptly remit all fees and expense charges related to the USDA services rendered upon receipt of billing documents. Charges may include fees and expenses incurred by the Dairy Grading Branch to provide scheduled services that have been canceled without sufficient prior notification to USDA to reassign the inspector or grader.
16. For Applicants participating in the plant survey program, inform USDA of the addition of new equipment to their process.

