



United States
Department of
Agriculture

Agricultural
Marketing
Service

STOP 0249 - Room 2092-S
1400 Independence Avenue, SW.
Washington, D.C. 20250-0249

March 2004

NOTICE TO THE TRADE
ANNUAL INDUSTRY CONFERENCE
FOR CONTRACTORS AND SUPPLIERS IN USDA'S MEAT AND FISH PURCHASE
PROGRAMS

The Livestock and Seed (LS) Program of the Agricultural Marketing Service (AMS) invites current and potential contractors, meat suppliers and processors, and other interested parties to participate in the annual conference for the Department of Agriculture's commodity purchase and distribution program for meat and fish items. Activities include Statistical Process Control (SPC) workshop, Quality System/Technical Documentation Workshop, Cooked Products/Boneless Beef Meeting, and the Industry Overview Session. Further details for each day's session are located on page two of this Notice.

The dates and location of the conference are as follows:

When: Tuesday, April 27, 2004--8:00 a.m. to 5:00 p.m.--Statistical Process Control Workshop

Wednesday, April 28, 2004--8:00 a.m. to 4:00 p.m.--Quality System/Technical Documentation Workshop and Specification and Program Requirements for Red Meat and Fish Programs

4:00 p.m. to 6:00 p.m.--Further Processors Workshop

Thursday, April 29, 2004--7:30 a.m. – 2:00 p.m.--General Industry Session

Where: Hilton Kansas City Airport
8801 N.W. 112th Street
Kansas City, Missouri 64153
Phone: (816) 891-8900

Pre-Registration Information:

Pre-registration for the conference is requested. Please return the attached form by April 12, 2004. We invite you and your colleagues to submit questions and comments in advance, so time can be allocated for discussion. If you would like additional information, please call Sue Olson or Dorothy Borja on (202) 720-2650.

Shuttle service is available from the airport. Lodging at the host facility is \$82 per night, plus tax. Participants are asked to make their own lodging arrangements. A breakfast buffet will be available in the hotel restaurant.

We value your participation and look forward to your attendance at the conference.

/s/ William Sessions (3/11/04)
Associate Deputy Administrator
Livestock and Seed Program

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SCHEDULE OF EVENTS

Statistical Process Control (SPC) Workshop -- April 27, 2004--8:00 a.m. to 5:00 p.m
Target audience: Quality Assurance/Plant Managers (including further processors) Training
will be conducted by John G. Surak, PhD., Extension Food Scientist, Clemson University,
Clemson, South Carolina

This workshop is an excellent opportunity for quality assurance and plant managers who are responsible for ensuring products meet USDA requirements. By the end of the workshop, participants will understand SPC and the role of SPC in producing quality products.

Quality Systems/Technical Documentation Workshop -- April 28, 2004 -- 7:30 a.m. to 12:00 p.m.
Target audience: Quality Assurance/Plant Managers (including further processors)

The workshop will provide detailed guidance on the documentation needed to assist meat and fish suppliers in preparing the written technical proposals required to participate in Federal food and nutrition program purchases. Increasingly, LS Program procurement systems require the submission of technical proposals for approval prior to submitting cost offers. The workshop will include incorporating statistical process control tools for measuring the capability of a process and how to prepare detailed documentation that meets USDA's requirements.

The **targeted workshop audience is quality assurance personnel or production managers** who are or may be responsible for developing technical proposals, quality control manuals, or processing specifications for product destined to LS Program purchases, **including processors of cooked products**. The workshop would also benefit other personnel who are involved in the production or contracting process.

Break-out sessions (will be held simultaneously)--Target audience: Quality Assurance/Plant Managers/Company Officials and/or representatives, including further processors:

Fish--1:00 p.m. to 3:30 p.m.--The break-out session will focus on program requirements for the procurement of fish items that will include current trends and specification requirements that USDA plans on implementing in the near future.

Red Meat Program Specification and Program Updates--1:00 p.m. - 4:00 p.m. -- New product specifications and changes to current specifications will be discussed. Discussions of lessons learned in preparing technical proposals from prior years that will include the "do's" and "don'ts" of proposal writing. An overview of the planned procurement and contract changes for the meat programs and submitting changes to companies approved technical proposal is also planned.

Further Processor Workshop--4:00 p.m. to 6:00 p.m.--Target audience: Processors of Cooked Products

The workshop will provide information on cooked beef and pork products that will be offered to schools for the upcoming school year. USDA will provide information on how to conduct business with USDA and provide an opportunity for processors to discuss processing issues. Meat processing firms are encouraged make this opportunity available to one or more of their key processing managers.

Notice to the Trade

Page 3

General Industry Session -- April 29, 2004 Target audience: Company Officials and/or representatives

The General Industry Session will provide current and potential contractors, meat suppliers and processors, and other interested parties with an overview of specification updates, certification issues, and other purchase program initiatives planned for the upcoming school year. AMS personnel will be available throughout the conference to answer questions on the various purchase programs.

Attachments

REGISTRATION FORM

**ANNUAL LIVESTOCK AND SEED PROGRAM
INDUSTRY CONFERENCE**

**Hilton Kansas City Airport
8801 N.W. 112th Street
KANSAS CITY, MISSOURI 64153**

For lodging reservations, call (816) 891-8900 and request Livestock and Seed Conference rate.

SPONSORED BY USDA's AGRICULTURAL MARKETING SERVICE

Fax this registration form to Dorothy Borja at: (202) 720-9538 by April 12, 2004

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

BUSINESS PHONE: _____

To assist us in our planning of conference facilities, please indicate the session(s) that you or company's representatives plan to attend.

Name of Person Attending	Statistical Process Control Workshop (April 27, 2004-- 8:00 a.m. to 5:00 p.m.)	Quality System/Technical Documentation Workshop (April 28, 2004--7:30 a.m. to 4:00 p.m.)	Further Processor Workshop (April 28, 2003-- 4:00 p.m. to 6:00 p.m.)	General Industry Session (April 29, 2004-- 7:30 a.m. to 2:00 p.m.)

Break-Out sessions (Wednesday, April 28, 2004)

Name of Person	Fish Products (1:00 p.m. - 3:30 p.m.)	Specification and Red Meat Program Procurement and Contract Changes (1:00 p.m. - 4:00 p.m.)

Questions/Comments for discussion:

Hilton Kansas City Airport

NORTH

Take I-29 South to Exit #12 (112th Street).
Turn left, go under the highway. Turn right into the parking lot.

SOUTH

Take I-35 North to I-29 North to Exit #12 (112th Street).
Turn right, then turn right into the parking lot.

EAST

Take I-70 West to I-435 North. Follow I-435 North to KCI Airport Exit.
Stay in the left lane on the KCI Airport Exit.
Turn left at Ambassador Drive to 112th Street.
Go through the intersection at 112th Street,
Then turn right into the parking lot.

WEST

Take I-70 East to I-35 North to I-29 North, Exit #12 (112th Street).
Turn right on Ambassador, then turn right into the parking lot.