

PESTICIDE DATA PROGRAM (PDP) SAMPLE INFORMATION FORM

1. Sample Identification Number

State	Date year - month - day	Site Code	Commodity	Lab Code	Source ID

Primary Site (check) Alternate Site (check) If Alternate Sampled, Put Primary Site # Here: _____

Commodity Not Available (check) State Did **NOT** Attempt to Collect Sample (check)

Comments/Explanation: _____

2. Commodity Information

U.S. (check) Imported (check) If Imported, Country of Origin: _____ Unknown: (check)

Variety: _____ (Example: red delicious) Type: Fresh (check) Frozen (check) Canned (check) Other _____ (describe)

Claims: Organic (check) Pesticide Free (check) No Pesticide Detected (check) Other _____ (write as shown)

3. Collection Site Information

Distribution Center (check) Terminal Market (check) Processing Plant (check) Storage Facility (check) Broker (check)

Other (describe): _____

Name and Location of Facility: _____

Packing Company: _____ Location: _____ (city, state, zip code)

Name of Grower: _____ Location: _____ (city, state, zip code)

Distributor/Other (Name): _____ Location: _____ (city, state, zip code)

Lot # or Any Other Identification # Related to Sample Origin: _____

4. Collection and Shipping Information

Collector's Name: _____ (PLEASE PRINT CLEARLY) Signature: _____

Date Shipped: _____

5. Post Harvest Fungicide Labeling (if applicable to product)

Write any information on the box regarding post harvest fungicides. Please write it EXACTLY as shown on the box.

6. Sample Receipt in Laboratory

Date Received: _____ Received By (initials): _____ Based on Condition Upon Arrival,
Will the Sample be Analyzed? _____ (yes or no)

If Not Analyzed, Why? Rotten Bruised Miscoded Other (describe) _____

Comments/Explanation: _____

No. of Units in Sample: _____

INSTRUCTIONS FOR PDP SAMPLE INFORMATION FORM
EFFECTIVE 10/01/03

*** **Part 1 of the Sample Information Form MUST be filled out for each assigned sample, even if the commodity was NOT available and no sample was collected.** ***

1. Sample Identification Number:

Each sample will be identified by a unique letter/number character combination made up of the following 5 fields, plus an optional 6th field (Source ID):

- a. **State:** Use the 2-letter postal code (e.g. California - CA).
- b. **Date:** Use the 6-digit system for recording the sampling date in YY-MM-DD format (e.g. July 16, 2003 is written as 03-07-16).
- c. **Site:** Each State has developed a list of sampling sites with corresponding 4 -digit site codes. For "**Proxy Sites**", enter the primary/alternate site in the Site Code block and then enter a letter "**P**" in the optional Source ID block.
- d. **Commodity:** Each of the potential commodities has been assigned a two -letter abbreviation as shown below:

Alfalfa Sprouts – AF	Apple Juice - AJ	Apples – AP
Apple Sauce—AC	Asparagus – AS	Bananas - BN
Barley – BY	Blueberries – BB	Broccoli – BR
Butter – BU	Cabbage – CB	Cantaloupe – CN
Carrots – CR	Cauliflower – CF	Celery – CE
Cherries – CH	Cucumbers – CU	Eggs – EG
Grape Juice – GJ	Grapefruit – GF	Grapes – GR
Green Beans - GB	Honey Dew Melon – HD	Kiwi Fruit – KW
Lemons - LM	Lettuce – LT	Milk – MK
Mushrooms - MU	Nectarines - NE	Onions – ON
Orange Juice - OJ	Oranges – OG	Peaches – PC
Peanut Butter – PB	Pear Juice – PJ	Pears – PE
Peppers, Hot – PH	Peppers, Sweet Bell – PP	Pineapples – PN
Plums - PU	Potatoes – PO	Rice – RI
Spinach – SP	Strawberries – ST	Summer Squash – SS
Sweet Corn – CS	Sweet Peas – PS	Sweet Potatoes - SW
Tomato Paste – TP	Tomatoes - TO	Winter Squash – WS
Watermelon - WM	Wheat Flour - WF	

- e. **Lab Code:** Below is a list of the assigned 3-digit lab codes for each participating PDP laboratory. Fill in the appropriate code designating where the sample will be ANALYZED.

Federal Lab Codes

AMS, Gastonia, NC - US2
GIPSA, Kansas City, MO - US3

State Lab Codes

CA, Sacramento, - CA1
FL, Tallahassee – FL1
FL, Winter Haven – FL2
MI, East Lansing – MI1
NY, Albany – NY1
OH, Reynoldsburg - OH1
TX, College Station - TX1
WA, Yakima - WA1

- f. **Source ID:** Optional - leave blank if not required. For "**Proxy Sites**," enter the last site where sampling was attempted (the primary/scheduled site code or the alternate site code, as applicable) in the Site Code block and enter a letter "**P**" in this Source ID block. Note: This coding scheme eliminates the need for entering "0000" in the Site Code block for proxy sites.

- g. **Primary/Alternate Site:** Check-mark either the "Primary Site" or the "Alternate Site" space depending upon which was sampled.
- h. **If Alternate Sampled, Put Primary Site # Here:** If an alternative site was sampled, write in the code of the primary site in the blank space provided.
- i. **Commodity Not Available:** If the sample was not collected because the commodity was not available at either the primary or alternate site, check-mark that space.
- j. **State Did NOT Attempt to Collect Sample:** If no attempt was made to collect the sample, check -mark that space AND provide an explanation in the Comments/Explanation space.
- k. **Comments/Explanations:** If needed, provide any other comments here. For example, note if the commodity was unavailable at either location or if it was collected but not shipped due to other damage, etc. In both cases, the primary site code should be put in the site code box of the Sample Identification Number. In addition, briefly explain the reason the sample was collected at a "proxy site."

2. Commodity Information:

- a. **U.S/Imported/Unknown:** Check-mark only one of the origin options for the commodity. Mark mixed origin (multi-country samples as "Imported").
- b. **Country of Origin:** Include the country of origin for all imported commodities. Some commodities, such as juices, may have multiple countries listed. Make sure to write all countries listed for these mixed -origin samples.
- c. **Variety:** If available, provide the variety of commodity. Variety does not include the brand or trade name of the product.
- d. **Type - Fresh/Frozen/Canned/Other:** Check-mark only one of the Type options for the commodity. For liquids, check-mark the "Fresh" space for Ready -to-Serve samples and write "Concentrate" in the "Other" blank space for liquid concentrates.
- e. **Claim - Organic/Pesticide Free/No Pest Deteted/Other:** Check-mark only one of the Claim option spaces if a claim was made on the sample. Leave all spaces blank if NO claim was made.

3. Collection Site Information:

- a. **Distribution Center/Terminal Market/Process Plant/Storage Facility/Broker/Other:** Check-mark only one option for the type of site where the sample was taken. Write a description of any type of facility that is not listed into the "Other" blank space. Enter "**proxy**" if the sample was collected from a proxy site.
- b. **Name and Location of Facility:** Write the name of the facility you checked for (a) above. For "**Proxy Sites**", enter the complete name and address of the collection site.
- c. **Packing Company:** Provide the name and location city/state of the packing company if given.
- d. **Name of Grower:** Provide the name and location city/state of the grower if given.
- e. **Distributor / Other:** Provide the name and location city/state of the distributor if given.
- f. **Lot # or Any Other ID# Related to Sample Origin:** Write the Lot# or any other identifying code printed on the box that refers to sample origin.

4. Collection and Shipping Information:

- a. **Collector's Name & Signature:** PRINT CLEARLY and provide a signature.
- b. **Date Shipped:** Write the Date the sample was shipped to the laboratory.

5. Post Harvest Fungicide Labeling:

- a. Provide any information given on the box related to the application of post harvest fungicides. Write ALL of the information EXACTLY as shown on the box.

6. Sample Receipt in Laboratory

- a. **Date Received:** Enter the date the sample was received in the laboratory.
- b. **Received By (initials):** Person who receives the sample in laboratory shall provide his/her initials.
- c. **Based on Condition Upon Arrival, Will the Sample be Analyzed?:** Enter 'Yes' or 'No' if the sample will be analyzed.
- d. **If not Analyzed, Why?:** Check-mark the reason why the sample will not be analyzed or provide a brief written description why the sample was not analyzed.
- e. **Comments/Explanation:** If necessary, provide comments concerning sample condition.
- f. **No. of Units in Sample:** Enter the number of individual products provided in each sample. This is required for large, non-clustered commodities only (e.g. apples, oranges, tomatoes).