

## File Code Cross Reference Guide

This document provides the user with guidance on how to find information within the AIM Instructional System (AIM) of documents. For this transitional period, as we switch from the old File Code System to AIM, we have created a cross reference between the two systems (see pages 4 – 66 of this document).

### Comparison of Old and New Systems

<u>Old (File Code System)</u>	<u>New (AIM)</u>
Documents Organized in 39 Binders	Documents Organized into 3 Categories <i>Administration Series</i> <i>Inspection Series</i> <i>Management Series</i>
Contained Non-Instructional Materials	Non-Instructional Materials Moved to SharePoint <i>Examples: Organizational Directory and the PPD Annual Report</i>
Related Instructional Information Distributed Between Many File Codes/Binders	Related Instructional Information Organized by Subject into Individual Manuals (Inspection Series)
All Information Printed/Hardcopy	Manuals May Be Printed or Used Electronically <i>Electronic Versions contain links to related procedures and references and are searchable</i>

### Location of AIM

AIM has its own SharePoint page, linked off of the PPD SharePoint Site (<http://agnis/sites/FV/PPD/default.aspx>). This is commonly known as the Intranet.

The Inspection Series manuals can also be found on the PPD website (<http://www.ams.usda.gov/AMSV1.0/processedinspection>), under Grading and Inspection Resources, Processed Products Division Inspection Procedures.

## Organization of AIM SharePoint Site

(<http://agnis/sites/FV/PPD/AIM/default.aspx>)

- **AIM Welcome**
  - Introduction to AIM
  - AIM Documents
    - AIM Survival Guide
    - Frequently Asked Questions (FAQ)
  - AIM Lists
    - File Code Cross Reference Guide
    - Help Using Adobe PDF Documents
    - Updates
  - AIM Sites
    - Administration
    - Inspection
    - Management
  
- **Administration Series**
  - Administration Site Guide
  - Administration Resources
    - Accountability
    - Awards
    - Billing
    - Check Transmittal
    - Contracts
    - Delinquent Accounts
    - Injuries
    - Insurance
    - Miscellaneous Payments
    - Notices/Directives/Handbooks/Manuals/Forms
    - Personnel
    - Purchasing
    - Records Disposal
    - Time and Attendance
    - Travel
    - Work Schedules
    - Writing Guidelines
  - Administration Announcements

- **Inspection Series**
  - Inspection Site Guide
  - Inspection Resources
    - AIM Inspection Series
    - Color Comparators
    - Color Standards
    - Inspection Aids
    - Photo Guides
  - Inspection Announcements
  
- **Management Series**
  - Management Site Guide
  - Management Procedures
    - Applicant Services
    - Checklists
    - Fees/Finances
    - General
    - Personnel
    - Reference
    - Regulations/MOU
    - Training
  - Management Announcements

## PPD File Codes

The following pages contain guidance on where to find the information that used to be contained in the PPD File Codes.

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**QUALITY MANAGEMENT SYSTEM  
SECTION 101**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
101-A-1	Quality Management System (QMS), <b>Inspection Series</b> Manual and Appendices	<b>QMS Manual</b>
101-B-1	Quality Management System (QMS), <b>Management Site</b> Procedures	<b>QMS Manual</b>

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**DOCUMENT PROCEDURES  
SECTION 103**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
103-W-1	Procedures for Preparing Branch Documents	<b>Administration Site</b>

**GENERAL MEMORANDA  
SECTION 104**

<b>MEMORANDUM NUMBER</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
2	Additives and Labels	<b>General Procedures Manual</b>
3	Checkloading under In-Plant Contracts	<b>State and Institutional Purchases &amp; USDA Purchases Manuals</b>
4	Fee for Sampling <a href="http://www.ams.usda.gov/ProcessedFVInspectionFees">http://www.ams.usda.gov/ProcessedFVInspectionFees</a> and Grading Orange Juice (OJ) Products Loaded into Tanker Trucks for Future Deliveries at Facilities Under Lot Inspection	
10	Orange Juice <a href="http://www.ams.usda.gov/ProcessedFVResourcesMore">http://www.ams.usda.gov/ProcessedFVResourcesMore</a> Colorimeter and Spectrophotometer Study	
11	Fee for USDA <a href="http://www.ams.usda.gov/ProcessedFVInspectionFees">http://www.ams.usda.gov/ProcessedFVInspectionFees</a> Inspection of Department of Defense Operational Rations	
12	Fee for PPD <a href="http://www.ams.usda.gov/ProcessedFVInspectionFees">http://www.ams.usda.gov/ProcessedFVInspectionFees</a> Audit, Survey, and Verification Programs Not Covered by Other General Memoranda	
15	Fee for AMS <a href="http://www.ams.usda.gov/ProcessedFVInspectionFees">http://www.ams.usda.gov/ProcessedFVInspectionFees</a> and NMFS Food team Product Evaluation/Training Seminars	
16	Phase Out of Exhibit C “Domestic Origin Review Summary”	<b>Obsolete</b>
17	Tomato Product <a href="http://www.ams.usda.gov/ProcessedFVResourcesMore">http://www.ams.usda.gov/ProcessedFVResourcesMore</a> Spectrophotometer Studies	

**LIST OF MATERIALS  
SECTION 105**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
105-A-1	Sections of General Reference and Instructional Materials File	<b>Obsolete</b>
105-A-2	List of U.S. Standards and, Grading Manuals for Processed Fruits Vegetables and Related Products	<a href="http://www.ams.usda.gov/ProcessedFVGradeStandards">http://www.ams.usda.gov/ProcessedFVGradeStandards</a>
105-A-3	A and C Memoranda	<a href="http://agnis/sites/FV/PPD/References/default.aspx">http://agnis/sites/FV/PPD/References/default.aspx</a>
105-A-4	List of Approved Inspection Aids and Guides	<b>Inspection Site</b>
105-A-6	Alphabetized File Code Index	<b>Obsolete</b>
105-A-7	Cross Reference for USDA Processed Products Grade Standards with FDA Standards	<b>Obsolete</b>
105-A-11	Organizational Directory	<a href="http://agnis/sites/FV/PPD/default.aspx">http://agnis/sites/FV/PPD/default.aspx</a>
105-A-13	List of Plants under Inspection and/or Grading Service	<a href="http://agnis/sites/FV/PPD/default.aspx">http://agnis/sites/FV/PPD/default.aspx</a>
105-A-15	Visual Aids Approved for Use in Ascertaining Grade of Processed Fruits and Vegetables Branch Notice 3015 New pages 9 and 10.	<b>Inspection Site</b>  <b>Inspection Site</b>
105-A-20	Commodity File Indexes, Processed Fruits and Vegetables, Sections I thru VIII Branch Notice 3022 Section II, Revised Pages 23 and 24 <b>Link to electronic Commodity File Index in links section of the AIM Administration, Inspection, and Management sites</b> <a href="http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateN&amp;navID=ProcessedFVGradeStandards&amp;rightNav1=%20ProcessedFVGradeStandards&amp;topNav=&amp;leftNav=GradingCertificationandVerification&amp;page=ProcessedFVGradeStandards&amp;resultType=&amp;acct=procsdgr">http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateN&amp;navID=ProcessedFVGradeStandards&amp;rightNav1=%20ProcessedFVGradeStandards&amp;topNav=&amp;leftNav=GradingCertificationandVerification&amp;page=ProcessedFVGradeStandards&amp;resultType=&amp;acct=procsdgr</a>	

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**LISTS AND REFERENCE MATERIALS**  
**SECTION 106**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
106-O-1	Status of Commercial Item Descriptions for Food	<a href="http://www.ams.usda.gov/CommercialItemDescription">http://www.ams.usda.gov/CommercialItemDescription</a>

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**CAREER ORIENTATION  
SECTION 107**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
107-A-50	Merit Promotion Plan, MRP 4335.1	<b>Administration Site</b>
107-A-55	Equal Employment Opportunity	<b>PPD Employee Manual</b>
	Branch Notice 2623 - Establishment of USDA GLOBE Organization	<b>PPD Employee Manual</b>
107-A-70	Reporting Attempted Bribery	<b>PPD Employee Manual</b>
	Branch Notice 2139 - Employee Conduct	<b>PPD Employee Manual</b>
107-A-80	Employee Suggestions Awards	<b>PPD Employee Manual &amp; Administration Site</b>

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**ORGANIZATION  
SECTION 108**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
108-A-1	Organization of U.S. Dept. of Agriculture	<b>PPD Employee Manual</b>
108-A-2	<u>1/</u> Annual Report	<a href="http://www.ams.usda.gov/ProcessedInspection">http://www.ams.usda.gov/ProcessedInspection</a>

1/ Under “PPD Services” click on “PPD Organization, then look for link to Annual Report.”

**REGULATIONS  
SECTION 109**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
109-A-1	Regulations Governing Inspection and Certification of Processed Fruits and Vegetables and Related Products (7 CFR Sections 52.1 to 52.83) Branch Notice 2772 - Revised Page 2.7 Branch Notice 2861 - Use of "Approved Identification Marks" Branch Notice 2895 - Revised Page 2.23	<b>General Procedures Manual</b>
	Branch Notice 2951 - Salsa Sampling	<b>USDA Purchases Manual</b>
	Branch Notice 2988 - Procedures for Sampling Orange Juice Products Branch Notice 2992 - Revised Pages 3.1-3.5 Branch Notice 2991 - Automatic Sampling Guidelines	<b>General Procedures Manual</b>
109-B-2	Fees - Lot Inspection Grading Service	<b>General Procedures Manual</b>
109-B-3	Fees - Letter Contracts for Unofficial Samples	<b>General Procedures &amp; Certification Manuals</b>
109-B-4	Fees - Chemical and Microbiological Analyses	<b>General Procedures Manual</b>
109-A-20	Investigation Reports on Misbranding	<b>Certification Manual &amp; Management Site</b>
	Branch Notice 2177 - Use of Official Marks and Facsimile Certificates	<b>Certification Manual</b>
109-A-30	Appearance in Judicial or Administration Proceedings (AMS Directive 116.2)	<b>PPD Employee Manual</b>
109-A-35	Authorization to Appear in Judicial Proceedings	<b>Management Site</b>
109-A-40	Accountability and Care of "Officially Sampled" Stamps	<b>Management &amp; Administration Sites</b>
109-A-50	Procedure for Disposition of Samples Branch Notice 2723 - Appendix C – Text of Emerson Good Samaritan Food Donation Act	<b>General Procedures, PPD Employee, Sampling, &amp; General Procedures Manuals</b>

**AUTOMATION  
SECTION 110**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
110-A-1	Automation Support	<b>Obsolete</b>
	Branch Notice 2660 - Automation Related Purchases	<b>Management Site</b>
	Branch Notice 2731 - Requesting Surplus Computer Equipment	<b>Obsolete</b>
	Branch Notice 2746 - Policy on Use of Personally Owned Software and Hardware in the Workplace	<b>Obsolete</b>
	Branch Notice 2851 - AMS Policy on the Use of Government Office Equipment	<b>Obsolete</b>
	Branch Notice 2939 - Use of Automation Equipment	<b>PPD Employee Manual</b>
	Branch Notice 2980 - Policy for Network Computer Security	
	Branch Notice 2985 - Packing and Shipping IT Equipment	<b>Management Site</b>
110-O-10	Plant Information System (PLIS)	<b>Obsolete</b>
110-B-12	Electronic T&A'S - Backup System	<b>Obsolete</b>

**SAFETY  
SECTION 111**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
111-O-1	Hazard Communication, A Program Guide for Federal Agencies	<b>Sanitation and Safety Manual</b>
111-O-2	Processed Products Branch (PPD) Headquarters Continuity of Operations Plan (COOP) <a href="http://agnis/sites/FV/PPD/default.aspx">http://agnis/sites/FV/PPD/default.aspx</a>	
111-A-5	Use of Seat Belts	<b>Obsolete</b>
111-A-7	Transportation of Sample Units and Sampling Equipment	<b>Sanitation and Safety Manual</b>
111-A-10	General Safety	<b>Sanitation and Safety Manual</b>
	Branch Notice 2586 - Back Support Belts	<b>Obsolete</b>
111-A-12	What a Federal Employee Should Do When Injured At Work - Form CA-10	<b>Sanitation and Safety Manual</b>
111-A-14	House Rules on Safety, Health and the Inspector	<b>Sanitation and Safety Manual</b>
111-A-15	Safety Hats	<b>Sanitation and Safety Manual</b>
111-A-30	Tanker Safety Awareness	<b>Sanitation and Safety Manual</b>
111-A-46	Safety in the Laboratory and in Other Duties Branch Notice 2804 - Disposal of Unused Chemicals	<b>Sanitation and Safety Manual</b>
111-A-60	OSHA and Inspectors Working in Plants	<b>Sanitation and Safety Manual</b>
111-A-65	Occupational Noise Exposure and Hearing Protective Equipment Branch Notice 2305 - Hearing Conservation Program Use of Hearing Protectors	<b>Sanitation and Safety Manual</b>

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FILE CODE	SUBJECT	NEW LOCATION
111-0-68	Safety and Health Handbook Branch Notice 2786 - AMS 500, Log of Occupational Injuries and Illnesses and AMS 501, Laboratory Safety Checklist Branch Notice 2979 -OSHA Forms 300, 300A, and 301	<b>Sanitation and Safety Manual</b>
111-0-70	Part 1960-Elements for Federal Employee Occupational Safety and Health Programs	<b>Sanitation and Safety Manual</b>
111-0-72	Occupational Safety and Health Program	<b>Sanitation and Safety Manual</b>
	Branch Notice 2761 - Fruit and Vegetable Programs Occupational Safety and Health Program	<b>Sanitation and Safety Manual</b>
	Branch Notice 2835 - Completion of CA-1, CA-2, and CA-6	<b>Sanitation and Safety Manual</b>
	Branch Notice 2956 - Reporting Accidents	<b>Sanitation and Safety Manual</b>

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**TIME AND ATTENDANCE  
SECTION 113**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
113-A-18	T&A Reports - Full Time and Seasonal	<b>PPD Employee Manual</b>
	Branch Notice 2888 Annual Leave Restoration	<b>Administration Site</b>
	Branch Notice 2734 Standard T&A Form	<b>Obsolete</b>
113-A-19	T&A Report - Intermittent Employees	<b>PPD Employee Manual</b>
113-A-20	Compensatory Time Policy	<b>PPD Employee Manual</b>

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**TRAVEL  
SECTION 115**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
115-A-20	Guide for Preparing a Temporary Duty Travel Voucher (AD-616)	<b>PPD Employee Manual</b>
	Branch Notice 2758 - Proper Use of Government Motor Vehicles	<b>PPD Employee Manual &amp; Administration Site</b>
	Branch Notice 2897 - Revised Pages 27 and 28	<b>PPD Employee Manual</b>
	Branch Notice 2909 - Use of Government Visa Travel Card	<b>PPD Employee Manual &amp; Administration Site</b>

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**COMMUNICATIONS  
SECTION 117**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
117-A-32	Instructions and Reference Material	<b>Obsolete</b>
117-A-34	Correspondence and Shipping of Samples to the National Office	<b>General Procedures Manual</b>
117-A-36	Public Distribution of PPS&I Instructional Material	<b>Obsolete</b>
117-B-1	Disclaimer Clauses in Written Public Notices	<b>Obsolete</b>

**SAMPLING PROCEDURES  
SECTION 120**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
120-A-1	Sampling Procedures	<b>Sampling Manual</b>
	Pages 1.6 - 1.9 (From File Code 120-A-9 and Inspection Aid No. 42)	<b>Inspection Aid</b>
	Branch Notice 2732 - Revised Pages 4.1 and 4.2 Branch Notice 2752 - Security of Samples Branch Notice 2884 - Sample Security Procedures	<b>Sampling Manual</b>
	Branch Notice 2951 - Salsa Sampling	<b>USDA Purchases Manual</b>
	Branch Notice 2988 - Procedures for Sampling Orange Juice Products	<b>General Procedures Manual</b>
	Branch Notice 2991 - Automatic Sampling Guidelines	<b>Sampling Manual</b>
120-A-2	Sampling Procedure - Standard Sample Unit Size (Small Items)	<b>Sampling Manual</b>
120-B-2	Standard Sample Unit Procedure-In Plant Branch Notice 2347 - Revised Table of Contents Page 4.1 Revised Page 6.1 Revised Page 3.2 Revised Branch Notice 2355 - Revised Pages 7.1, 7.3, 7.4, 7.5 Pages 7.2 a, b, c, d, e Pages 8.1 and 8.3 Revised Pages 8.4 and 8.5 Revised	<b>Inspection Aid</b>
120-A-3	Sampling Procedure - Standard Sample Unit Size Grading	<b>Sampling Manual</b>
120-A-4	In Process (On-Line) Sampling Acceptance & Segregation Procedure for Quality Factors	<b>Sampling Manual</b>
120-A-5	In Process (On-Line) Time Sampling Non Quality Factors Branch Notice 2991 - Automatic Sampling Guidelines	<b>Sampling Manual</b> <b>Sampling Manual</b>

**SAMPLING PROCEDURES  
SECTION 120**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
120-A-6	Cumulative Sum Sampling Plan CUSUM (For Attribute Standards Only)	<b>Management Site</b>
120-A-7	Optional Lot Inspection Procedures Using U.S. Standards for Grading Attributes Supplement - 1 Page 7 Revised	<b>Management Site</b>
120-A-9	Inspection Aid– No. 42 Minimum Sampling Rates	<b>Inspection Aid</b>
	Branch Notice 2951 - Salsa Sampling	<b>USDA Purchases Manual</b>
	Branch Notice 2988 - Procedures for Sampling Orange Juice Products	<b>General Procedures Manual</b>
120-A-12	Sampling and Fee Rate for Tea	<b>Obsolete</b>
120-A-14	Laboratory Sample Submittal Procedure	<b>Obsolete</b>
120-A-15	Compositing Samples for Chemical Analysis	<b>Sampling Manual</b>
120-A-16	Lot Segregation Procedures, Variable Standards	<b>Sampling Manual</b>
120-A-20	Determining Product Compliance with Analytical Testing Requirements	<b>Sampling Manual</b>
	Branch Notice 3024 Sampling Procedures for Sodium Content Testing of USDA Purchases	<b>USDA Purchases Manual</b>
120-A-25	Common Source Sampling/Homogenous Products Branch Notice 2991 - Automatic Sampling Guidelines	<b>Sampling Manual</b>

**CONDITION INSPECTION PROCEDURES  
SECTION 125**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
125-A-1	U.S. Standards for Condition of Food Containers Branch Notice 2278 - Condition of Glass Containers, Guideline for Scoring Loose Caps  Branch Notice 2311 - Table VIII - U.S. Standards for Condition of Food Containers	<b>Condition of Container Manual</b>  <b>Obsolete</b>
	Branch Notice 2870 - Primary and Secondary Container Designations in the U.S. Standards for Condition of Food Containers	<b>Condition of Container Manual</b>
125-A-2	Handbook for Inspection of Condition of Food Containers  Branch Notice 2917 - Recording Results on Container Examination Worksheets	<b>Condition of Container Manual and Management Site</b>  <b>Condition of Container Manual</b>
125-A-2, Sup. I	Handbook for Estimating Percent of Defective Containers in a Lot	<b>Obsolete</b>
125-A-3	Condition of Container Inspection	<b>Condition of Container &amp; Certification Manuals</b>
125-A-4	Visual Aids for Inspection of Metal Containers	<b>Condition of Container Manual</b>
125-A-5	Visual Aids for Inspection of Glass Containers (AMS Visual Aid 3)	<b>Condition of Container Manual</b>
125-A-6	Visual Aids for Inspection of Rigid and Semi rigid Containers (AMS Visual Aid 2)	<b>Condition of Container Manual</b>
125-A-7	Visual Aids for Inspection of Flexible Containers (AMS Visual Aid 4)	<b>Condition of Container Manual</b>
125-A-21	Visual Inspection Gauge (Metal) Containers, Pictorial Key to Projection Slide Series PS - 20	<b>Management Site</b>

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**GOOD COMMERCIAL PRACTICE  
SECTION 128**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
128-A-10	Net Weights	<b>Technical Procedures Manual</b>
128-A-20	Vacuum	<b>Technical Procedures Manual</b>
128-A-30	Drained Weight	<b>Technical Procedures Manual</b>
128-A-40	Fill of Container	<b>Technical Procedures Manual</b>
128-A-50	Brix Measurement	<b>Technical Procedures Manual</b>
128-A-60	Count	<b>Technical Procedures Manual</b>

**GENERAL INSPECTION PROCEDURES  
SECTION 130**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
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**CANNED FRUITS AND VEGETABLES**

130-A-1	General Instructions Inspection Procedures Pages 6.1 and 6.2 Pages 3.2 Pages 3.3 and 3.4 Branch Notice 2988 - Procedures for Sampling Orange Juice Products	<b>General Procedures Manual</b>
130-B-2	National Grade Review Procedure	<b>Obsolete</b>
130-B-3	Product Grade Review Procedures for Products Not Covered by Formal Review Programs Branch Notice 2808-Pen & Ink Change Page 3	<b>General Procedures Manual</b>
130-A-10	Information on Containers Branch Notice 2860 Revised Pages 1.9 and 1.10	<b>Technical Procedures &amp; General Procedures Manuals</b>

**FRUIT AND VEGETABLE JUICES**

130-A-12	Percent Juice Declaration	<b>CN Labeling &amp; Technical Procedures Manuals</b>
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**FROZEN FRUITS AND VEGETABLES**

130-A-32	Drained Weight Procedure for Frozen Products (In Plant or Lot)	<b>Technical Procedures Manual</b>
130-A-34	Procedures for Thawing Samples of Frozen Fruits and Vegetables Branch Notice 2872 - Instructions for Thawing and Drawing Samples of Frozen Strawberries Packed in Institutional Size Containers	<b>Technical Procedures Manual</b>
130-A-38	Cooking Procedures for Frozen Vegetables	<b>Technical Procedures Manual</b>
130-A-41	Product & Storage Temperatures	<b>Technical Procedures Manual</b>
130-A-44	Verification of Frozen Sample Units	<b>Technical Procedures Manual</b>

**GENERAL INSPECTION PROCEDURES  
SECTION 130**

FILE CODE	SUBJECT	NEW LOCATION
<b><u>NON STANDARDIZED PRODUCTS</u></b>		
130-B-50	Inspection Procedure for Sandwiches	<b>Obsolete</b>
130-A-51	Procedure for Completing Score Sheets and Tally Sheets	<b>General Procedures Manual</b>
	Branch Notice 2726 Inspection and Certification of Frozen Strawberries	<b>General Procedures Manual</b>
130-A-59	Inspection Procedures for Fruit Concentrates, Nectars, and Purees	<b>General Procedures Manual</b>
130-A-60	Inspection of Products under Seizure by Regulatory Agencies	<b>Sampling Manual</b>
130-A-61	Inspection of Sort out Fruit	<b>General Procedures Manual</b>
130-A-62	Scoring Individual Quality Factors	<b>General Procedures Manual</b>
<b><u>GENERAL FRUITS AND VEGETABLES</u></b>		
130-A-64	Scoring of Several Types of Deviants in One Quality Factor on a Single Unit	<b>Obsolete</b>
130-A-65	Designation of U.S. Grade	<b>Obsolete</b>
130-A-66	Inspection and Certification Based on Buyer's Specification Supplement 1	<b>Obsolete</b>
130-A-67	Small Units of Alien Vegetables	<b>General Procedures Manual</b>
130-A-68	Inspection Aid 30 (Area Measurement)	<b>Obsolete</b>

**GENERAL INSPECTION PROCEDURES  
SECTION 130**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
130-A-70	Inspection Aid 40 (Chart for Conversion of Avoir. Ounces to Fluid Ounces for Sucrose Solutions 5.0 to 16.0 Percent)	<b>Obsolete</b>
<b><u>INSPECTION AIDS</u></b>		
130-A-72	Inspection Aid 43 Percentage Chart	<b>Obsolete</b>
130-A-74	Inspection Aid 57 Vegetable Strip Sizer	<b>Obsolete</b>
130-A-76	Inspection Aid 59 Percentage Table	<b>Obsolete</b>
130-A-78	Inspection Aid 88 Size Chart for Canned or Frozen Fruits and Vegetables	<b>Inspection Aid</b>
130-A-79	Inspection Aid 89 - Size Chart for Canned or Frozen Fruits and Vegetables	<b>Inspection Aid</b>
130-A-80	Charts of Rectangular & Circular Areas	<b>Obsolete</b>
130-A-85	Metrication	<b>General Procedures Manual</b>
130-A-90	Inspection Aid 100 – Diameter and Height Scale (cans) Text only	<b>Technical Procedures Manual</b>

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**COLOR AND LIGHT  
SECTION 131**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
131-A-31	Use and Maintenance of Approved Illumination	<b>General Procedures Manual</b>
131-A-105	Color (No Longer Available)	<b>Obsolete</b>
131-B-110	Federal Standard 595B Colors Used in Government Procurement Change Notice 1 (Available in Field or Regional Office)	<b>Management Site</b>

**TECHNICAL INSPECTION PROCEDURES  
SECTION 135**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
135-A-1	Determination of Fruit-Sugar Ratio Frozen Fruits Revised Page 3	<b>Technical Procedures Manual</b>
	Inspection Aid 67 - Nomograph for Determining Parts of Fruit to One or Two Parts Sugar by Weight	<b>Obsolete</b>
135-A-2	Frozen Fruits-Certification of Fruit-Sugar Ratio	<b>Technical Procedures Manual</b>
135-A-3	Brix Measurement Procedure Revised Pages 11, R-1 through R-5	<b>Technical Procedures Manual</b>
135-A-4	General Methods of Extraction of Small Insect and Light Filth	<b>Foreign Material Manual</b>
135-A-5	Foreign Material - Canned and Frozen Berries and Related Products Branch Notice 2196 - Page 6 Pen & Ink Branch Notice 2815 - Revised Pages 4-5, 9	<b>Foreign Material Manual</b>
135-A-5a	Inspection Aid 51 - Filter Tank Aid	<b>Obsolete</b>
135-A-5b	Methods for Cooling (Erlenmeyer Flasks)	<b>Obsolete</b>
135-B-5	Extraction & Microscopic Examination for Maggots in Canned Mushrooms	<b>Foreign Material Manual</b>
135-A-6	Technical Inspection Procedures for Foreign Material in Canned Tomatoes and Tomato Products Branch Notice 2720 - Revised Pages 1 and 2	<b>Foreign Material Manual</b>
135-A-8	Mold Count	<b>Foreign Material Manual</b>
135-A-9	Preparation of Pineapple Products: Citrus Products; and Fruit Nectars, Purees, and Pastes for the Howard Mold Counting Procedure	<b>Foreign Material Manual</b>

**TECHNICAL INSPECTION PROCEDURES  
SECTION 135**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
135-A-10	Laboratory Hint - Sample Spillage	<b>Obsolete</b>
135-A-11	Inspection Aid 8 - Refractive Indices of 64% to 72% Sucrose Solutions	<b>Obsolete</b>
135-A-12	Determination of Enzyme Inactivation of Frozen Vegetables	<b>Technical Procedures Manual</b>
135-O-13	Technical Inspection Procedures for Microanalysis on Raisins	<b>Foreign Material Manual &amp; Inspection Aid</b>
135-A-16	Soluble Solids of Fresh Fruit and Berries	<b>Technical Procedures Manual</b>
135-B-17	Vitamin C (Ascorbic Acid)	<b>Technical Procedures Manual</b>
135-A-19	Salt Determinations	<b>Technical Procedures Manual</b>
135-A-20	Handling of Samples for Chemical Analysis	<b>Sampling Manual</b>
135-A-23	Inspection Aid 69 - Drawing Off Aliquots of Liquids From Slurries	<b>Obsolete</b>
135-A-24	Total Acidity	<b>Technical Procedures Manual</b>
135-A-25	Inspection Aid No. 87 - Acid Conversion Chart, Fruit Juices	<b>Technical Procedures Manual</b>
135-A-28	Checking Temperature	<b>Technical Procedures Manual</b>
135-A-30	Calibration Program for Analytical Equipment	<b>Technical Procedures Manual</b>
135-B-32	Inspection of Gelatin and Gelatin Dessert Powder	<b>Obsolete</b>
135-A-50	Sucrose Conversion Table	<b>Technical Procedures Manual</b>

**STATISTICAL INSPECTION PROCEDURES  
SECTION 140**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
140-A-1	U.S. Standards for Inspection by Variables	<b>USDA, PPD Internet Site</b> <a href="http://www.ams.usda.gov/ProcessedFVResources">http://www.ams.usda.gov/ProcessedFVResources</a>
140-A-2	Sampling Allowance for Fill Weights,	<b>Inspection Aid</b>
140-A-3	U.S. Standards for Determination of Fill Weights	<b>USDA, PPD Internet Site</b> <a href="http://www.ams.usda.gov/ProcessedFVResources">http://www.ams.usda.gov/ProcessedFVResources</a>
140-A-4	Certification of Fill of Container for Certain Canned Fruits	<b>Technical Procedures Manual</b>
140-A-5	Sample Reliability Tests	<b>Obsolete</b>
140-A-9	Inspection Aid 50 - Template for Marking X Type Charts	<b>Obsolete</b>
140-A-14	Fill Weight and Drained Weight Based on Specific Counts or Size of Fruit	<b>Obsolete</b>
	Branch Notice 731 - Amendment to File Code 140-A-14	<b>Obsolete</b>
	Branch Notice 833 - Revised Instructions for Inspection of Canned Peaches	<b>Obsolete</b>
140-A-25	U.S. Standards for Sampling Plans for Inspection by Attributes	<b>Technical Procedures Manual</b>
140-A-26	Accuracy of Attribute Sampling	<b>Obsolete</b>
140-A-30	USDA Variables Control Chart Plan Applied to Fill Weights, Reprint from Food Technology	<b>Obsolete</b>
140-A-35	Inspection Aid 70 - A Random Sample Selecting Device for Food Products Requiring a Count	<b>Obsolete</b>

**GENERAL GOVERNMENT CONTRACT REQUIREMENTS  
SECTION 145**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
145-A-1	Updating Inspection to Meet Procurement Contract Requirements - Lot Identity and Product Condition	<b>General Procedures, USDA Purchases, State and Institutional Purchases &amp; Certification Manuals</b>
145-A-3	Latest Season's Pack	<b>State and Institutional Purchases &amp; USDA Purchases Manuals</b>
145-A-5	Report Fraud or Criminal Conduct in Connection with Government Contracts	<b>State and Institutional Purchases &amp; USDA Purchases Manuals</b>
145-A-7	Checkloading and Case Stamping	<b>USDA Purchases Manual</b>
	Branch Notice 2713 - Significance of Checkloading	<b>Obsolete</b>
	Branch Notice 2738 - Handwritten Certificates of Loading	<b>USDA Purchases Manual</b>
	Branch Notice 2934 - Stamping Labels or Placards for Tray Pack Cases of USDA Purchases	<b>USDA Purchases Manual</b>
145-A-9	Inspection of Processed Products Intended for Delivery to GSA	<b>Obsolete</b>
145-A-12	Product Origin Requirements	<b>USDA Purchases Manual</b>
145-A-13	Buy American Act	<b>USDA Purchases Manual</b>
145-A-24	Vacuum Requirements	<b>Technical Procedures Manual</b>

**INSPECTION OF USDA PURCHASES  
SECTION 147**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
147-A-1	Inspection and Certification of Products for Delivery to USDA Purchase Programs	<b>USDA Purchases Manual</b>
	Branch Notice 2943 - Microbiological Testing Laboratory	<b>USDA Purchases Manual</b>
	Branch Notice 2945 - Microbiological Testing Laboratory	<b>USDA Purchases Manual</b>
	Branch Notice 2959 - Corrected Preface	<b>Obsolete</b>
	Branch Notice 2966 - Pen & Ink change	<b>Obsolete</b>
	Branch Notice 2967 - Revised Page 7	<b>USDA Purchases Manual</b>
	Branch Notice 2973 - Effective Date for DOVS Program	<b>Obsolete</b>
147-A-1a	Domestic Origin Verification for Products for Delivery to USDA Purchase Programs	<b>USDA Purchases Manual</b>
	Branch Notice 2973 - Effective Date for DOVS Program	<b>Obsolete</b>
	Branch Notice 3021 Revised Domestic Origin Certification	<b>USDA Purchases Manual</b>
147-A-1b	Domestic Origin Verification System (DOVS) Audit Program Procedures (Working Draft)	<b>Obsolete</b>
147-A-2	Inspection of 50% Juice Drinks and Juice Drink Products Under the Child Nutrition Labeling Program	<b>CN Labeling Manual</b>
	Branch Notice 2995 - Changes in CN Labeling Program	<b>Obsolete</b>
147-B-3	Agreement with the Food and Nutrition Service	<b>CN Labeling Manual</b>
147-B-4	Branch Notice 2995 - Changes in CN Labeling Program	<b>Obsolete</b>
	In-Plant On-Line Inspection Service for Nonmeat Child Nutrition (CN) Products	<b>CN Labeling Manual</b>
	Branch Notice 2995 - Changes in CN Labeling Program	<b>Obsolete</b>

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
147-B-5	Verification Service - Nonmeat Child Nutrition (CN) Products	<b>CN Labeling Manual</b>
	Branch Notice 2887 - Revised Page 6	<b>Obsolete</b>
	Branch Notice 2995 - Changes in CN Labeling Program	<b>Obsolete</b>
147-B-10	General Terms & Conditions for the Procurement of Agricultural Commodities or Services	<b>Obsolete</b>
	Amendment 1	<b>Obsolete</b>
	Amendment 2	<b>Obsolete</b>
	Amendment 3	<b>Obsolete</b>
	Amendment 4	<b>Obsolete</b>
147-A-22	Inspection of Farm Service Agency Peanuts and Peanut Products	<b>Obsolete</b>
147-O-30	Child Nutrition Labeling for Juice Drink and Juice Drink Products. Food and Nutrition Service Publication	<b>CN Labeling Manual</b>
	Branch Notice 2995 - Changes in CN Labeling Program	<b>Obsolete</b>
147-O-40	Child Nutrition Labeling for Nonmeat Products	<b>CN Labeling Manual</b>
	Branch Notice 2995 - Changes in CN Labeling Program	<b>Obsolete</b>

**INSPECTION OF DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)  
PURCHASES  
SECTION 150**

FILE CODE	SUBJECT	NEW LOCATION
150-A-1	Subsistence Inspections for Defense Supply Center Philadelphia	<b>Obsolete</b>
	Branch Notice 2707 - Change to Page 11.1	<b>Obsolete</b>
	Branch Notice 2943 – Microbiological Testing Laboratory	<b>USDA Purchases Manual</b>
	Branch Notice 2945 - Microbiological Testing Laboratory	<b>USDA Purchases Manual</b>
150-A-2	Meal, Ready-to-Eat (MRE) Rations Inspectors Handbook	<b>Inspection for OR Purchased by the DOD and Lotus Notes (OR Inspection Handbook)</b>
	Branch Notice 2700 - Revised pages iii, 62, 63, 77-80, 88; New Pages A1-A4, Attachment A; New Exhibits 4-1 through 4-6; New Page B1, Attachment B; New Exhibit 4-7	<b>Obsolete</b>
	Branch Notice 2752 - Security of Samples	<b>Sampling Manual</b>
	Branch Notice 2884 - Sample Security Procedures	<b>Sampling Manual</b>
	Branch Notice 2943 - Microbiological Testing Laboratory	<b>USDA Purchases Manual</b>
	Branch Notice 2945 - Microbiological Testing Laboratory	<b>USDA Purchases Manual</b>
	Branch Notice 2962 - Determining Sample Size for Testing Specified in a Commercial Item Description	<b>Obsolete</b>
150-A-3	Tray Pack Operational Rations, Inspectors Handbook	<b>Obsolete</b>
	Branch Notice 2583 - Tray Pack Can Seam Verification	<b>Obsolete</b>
	Branch Notice 2752 - Security of Samples	<b>Sampling Manual</b>
	Branch Notice 2884 - Sample Security Procedures	<b>Sampling Manual</b>
	Branch Notice 2943 - Microbiological Testing Laboratory	<b>USDA Purchases Manual</b>
	Branch Notice 2945 - Microbiological Testing Laboratory	<b>USDA Purchases Manual</b>
150-O-4	Appendix I - Material Inspection and Receiving Report (DD Form 250)	<b>Lotus Notes (OR Inspection Handbook)</b>
150-A-8	Inspection Aid No. 80 - Pallet Gauge	<b>Obsolete</b>
150-B-15	Agreement Between the USDA and the DPSC	<b>Inspection for OR Purchased by the DOD</b>

Approved by:  
Randle A. Macon

Effective Date: October 2011

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**AUDIT/INSPECTION SERVICES  
SECTION 151**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
151-A-1	Audit Management Program (AMP)	<b>AMP Manual</b>
151-B-1	Sanitation Evaluation Systems	<b>Obsolete</b>
151-B-2	Plant Systems Audit (PSA) Program	<b>PSA Manual</b>
151-B-3	Agreement For Quality Audits/Sanitation Evaluations	<b>Management Site</b>
151-B-4	“Qualified Through Verification” (QTV) Program Fresh-Cut Produce Industry	<b>QTV Manual</b>
	Branch Notice 2844 - QTV Plans and Revisions	<b>QTV Manual</b>
	Branch Notice 2932 - QTV Audit Team Leader Role and Responsibilities Checklist	<b>QTV Manual</b>
	Branch Notice 2997 - QTV Revised Pages 7, 8, 35, 36, 39 thru 42, 45 thru 52, 55 and 56	<b>QTV Manual</b>
151-B-5	Domestic Origin Verification System (DOVS) Audit Program	<b>DOV Manual</b>

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
155-A-10	Inspection of Deliveries to States and Institutions Pages 1-3 Revised	<b>State and Institutional Purchases Manual</b> <b>State and Institutional Purchases Manual</b>
	Branch Notice 2219 - Pen & Ink change to Ohio entry on Page 2	<b>Obsolete</b>
155-B-15	State Specification Distribution	<b>Obsolete</b>
155-A-20	Certification Based on Fill Weights On State Purchases	<b>Obsolete</b>
155-A-30	Contact Information for State Procurement Officials	<b>State and Institutional Purchases Manual</b>
155-A-35	State Inspection Instructions for Certification	<b>Certification Manual</b>
155-B-40	Inspection of Meat Products for Delivery to States	<b>State and Institutional Purchases Manual</b>
<b><u>ARKANSAS</u></b>		
155-B-50	State of Arkansas - Food Manual	<b>Obsolete</b>
155-A-60	Inspections for the State of Arkansas	<b>Obsolete</b>
<b><u>CALIFORNIA</u></b>		
155-A-110	Inspection of Deliveries for the State of California	<b>State and Institutional Purchases Manual</b>
	Branch Notice 2912 – Pen & ink change to Pages 4 & 5	<b>State and Institutional Purchases Manual</b>
155-B-110	State of California Specifications (Inspection, Testing, and Certification of Processed Foods, 8900-05QS-001)	<b>Obsolete</b>
	Branch Notice No. 2864 - Canned Fruits, Vegetables	<b>Obsolete</b>

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
<b><u>COLORADO</u></b>		
155-A-131	Inspection of Deliveries to the University of Colorado	<b>Obsolete</b>
<b><u>CONNECTICUT</u></b>		
155-B-134	Standard No. 29-19d, Group 2958, Molasses, Sirups and Honey	<b>Obsolete</b>
	Standard No. 29-30d, Group 2960, Pickles, Relishes, and Olives	<b>Obsolete</b>
	Standard No. 29-31m, Group 2938, Fruit and Vegetables Dried and Dehydrated	<b>Obsolete</b>
	Standard No. 29-32n, Group 2962, Salad Dressings Condiments, Sauces and Vinegar	<b>Obsolete</b>
	Standard No. 29-34bb, Groups 2922 and 2936, Fruits and Vegetables - Canned (Includes Juices)	<b>Obsolete</b>
	Standard No. 29-49e, Group 2942 Fruit and Vegetables: Frozen (Includes Juices)	<b>Obsolete</b>
	Standard No. 29-52f, Group 2946, Jams, Jellies, Preserves, Spreads and Pie Fillings	<b>Obsolete</b>
155-A-135	Inspection of Deliveries to the State of Connecticut	<b>Obsolete</b>
<b><u>DENVER PUBLIC SCHOOLS</u></b>		
155-A-141	Inspection of Deliveries to the Denver Schools	<b>Obsolete</b>
155-B-145	Specification for Single Strength Service Frozen Fruit Juices	<b>Obsolete</b>
<b><u>FORT WORTH, TEXAS</u></b>		
155-A-149	Inspection of Deliveries to <b>State and Institutional Purchases Manual</b> the Fort Worth Independent School District	
155-B-150	Fort Worth, Texas, Independent School District Spec. for Canned Fruits and Vegetables	<b>Obsolete</b>

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
<b><u>GEORGIA</u></b>		
155-A-160	Inspection of Deliveries to State of Georgia Central State Hospital	<b>State and Institutional Purchases Manual</b>
<b><u>ILLINOIS</u></b>		
155-B-200	Standard Specifications for - Coffee and Tea (All Types), Revised	<b>Obsolete</b>
	Standard Specifications for - Gelatin and Pudding Powders Addendum I	<b>Obsolete</b> <b>Obsolete</b>
	Branch Notice 2424 - Activity Report	<b>Obsolete</b>
	Standard Specifications for - Sugar, Syrup and Molasses	<b>Obsolete</b>
	Standard Specifications for - Extracts and Spices	<b>Obsolete</b>
	Standard Specifications for - Bouillon (Soup and Gravy Base)	<b>Obsolete</b>
	Standard Specifications for - Dried Fruits and Vacuum Dried Fruits	<b>Obsolete</b>
	Addendum I	<b>Obsolete</b>
	Addendum II	<b>Obsolete</b>
	Standard Specifications for Canned Foods	<b>Obsolete</b>
	Standard Specifications for - Cereals and Farinaceous Addendum 1	<b>Obsolete</b> <b>Obsolete</b>
	Macaroni, Spaghetti/Noodles & Tapioca	<b>Obsolete</b>
	Standard Specification No. S-348-10a for Fish, Frozen	<b>Obsolete</b>

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
155-B-200	<b><u>ILLINOIS</u></b>	
	Standard Specifications for - Frozen Fruits and Vegetables	<b>Obsolete</b>
	Standard Specifications for - Potatoes, White, Dehydrated	<b>Obsolete</b>
	Addendum I	<b>Obsolete</b>
	Standard Specifications for - Jellies, Peanut Butter, Pickles and Salad Dressing	<b>Obsolete</b>
	Addendum I	<b>Obsolete</b>
	Addendum II	<b>Obsolete</b>
	Standard Specifications for - Fruit Crystals and Non-Frozen Juice Bases	<b>Obsolete</b>
	Addendum I	<b>Obsolete</b>
155-A-210	Inspection of Deliveries to the State of Illinois	<b>State and Institutional Purchases Manual</b>
	<b><u>IOWA</u></b>	
155-A-239	Inspection of Deliveries to the State of Iowa	<b>Obsolete</b>
155-B-240	Standard Specifications for Coffee (Ground)	<b>Obsolete</b>
155-B-241	Specification for Canned Fruits, Vegetables, and Vegetable Juices, Low Moisture Fruits, Jelly, and Apple Butter	<b>Obsolete</b>
155-B-242	Specification for Frozen Fruits, Fruit Juices and Vegetables	<b>Obsolete</b>
	<b><u>KANSAS</u></b>	
155-B-250	Kansas Specifications for Canned Goods	<b>Obsolete</b>
	Kansas Specifications for Frozen Foods	<b>Obsolete</b>
155-A-260	Inspection of Deliveries to the State of Kansas	<b>Obsolete</b>
	<b><u>LOUISIANA</u></b>	
155-A-290	Inspections of Deliveries to the State of Louisiana	<b>Obsolete</b>

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
155-B-300	State of Louisiana Standard Specification Processed Foods, Class 12, Revised	<b>Obsolete</b>
<b><u>MAINE</u></b>		
155-A-321	Inspection of Deliveries to the State of Maine	<b>Obsolete</b>
155-B-323	State of Maine Canned Goods Bid Instructions, Condition & Inspection Requirements	<b>Obsolete</b>
155-B-326	State of Maine Fruits & Juices Bid Instructions, Conditions and Inspection Requirements	<b>Obsolete</b>
<b><u>MARYLAND, UNIVERSITY OF</u></b>		
155-A-329	Inspection of Deliveries to the University of Maryland	<b>Obsolete</b>
	Branch Notice 2638 - Pen & Ink address correction to Page 2	<b>Obsolete</b>
<b><u>MICHIGAN</u></b>		
155-B-340	Michigan Standard Specifications For Canned Fruits, Vegetables and Juices	<b>Obsolete</b>
155-A-341	Inspection of Deliveries to the State of Michigan	<b>Obsolete</b>
<b><u>MILWAUKEE</u></b>		
155-A-344	Inspection for Milwaukee Public Schools	<b>Obsolete</b>
155-B-345	Specifications for Milwaukee Public Schools Revised - Page i, ii, and iii of Index Revised - Canned Whole Kernel Corn Revised - Canned Green Beans Revised - Canned Pineapple (Tidbits) Revised - Canned Pineapple Juice (No. 3 Cylinder) Revised - Canned Mixed Fruit Revised - Canned Tomato Puree Revised - Tomato Catsup Revised - Frozen Oven Ready Preformed Potato Rounds Specification Revised - Frozen Oven Ready Skin On Thin Potato Wedges Revised - Frozen Concentrated Orange Juice Specification	<b>Obsolete</b>

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
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Revised - Frozen Sherbet  
Revised - Frozen Blend Vegetables (Wisconsin)  
Added - Seedless Raisins

**MISSISSIPPI**

155-B-380	State of Mississippi (WIC Program) Specifications for Canned and Concentrated Fruit Juices and Peanut Butter	<b>Obsolete</b>
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155-A-385	Inspection of Deliveries to the State of Mississippi Women and Infant Children (WIC) Program	<b>State and Institutional Purchases Manual</b>
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**MISSOURI**

155-B-400	State of Missouri Specifications for Grocery Items	<b>Obsolete</b>
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155-A-410	Inspection of Deliveries to the State of Missouri	<b>State and Institutional Purchases Manual</b>
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155-A-415	Inspection of Deliveries to the State of Missouri, Department Of Corrections	<b>State and Institutional Purchases Manual</b>
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	Branch Notice 2978 Revised Appendix 2	<b>Obsolete</b>
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**NEW JERSEY**

155-A-440	Inspection of Deliveries to the State of New Jersey	<b>State and Institutional Purchases Manual</b>
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155-B-441	State of New Jersey Specifications for Canned Fruits and Juices (T 1162); Canned Vegetables (T 1167); and Frozen Vegetables (T 1103)	<b>Obsolete</b>
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**NEW YORK STATE**

155-B-450	Commodity Group 01000 - Invitation for Bids Fruit, Canned	<b>Obsolete</b>
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155-B-450	State of New York Specification, Fruit & Vegetables, Dehydrated, Commodity Group 01201, Specification No. 487	<b>Obsolete</b>
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**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
155-A-460	Inspection of Deliveries to the State of New York	<b>Obsolete</b>
<b><u>NEW YORK CITY - BOARD OF EDUCATION</u></b>		
155-B-474	New York City Board of Education Instructions, Conditions & Inspection Requirements	<b>Obsolete</b>
155-A-480	Inspection of Deliveries to Board of Education City of New York	<b>State and Institutional Purchases Manual</b>
	Branch Notice 2638 - Pen & Ink changes to Pages 2, 3, and 4	<b>Obsolete</b>
<b><u>NEW YORK CITY - BUREAU OF MUNICIPAL SUPPLIES</u></b>		
155-A-470	Inspection of Deliveries to City of New York, Bureau of Municipal Supplies	<b>State and Institutional Purchases Manual</b>
155-B-475	Spec. 14-F-15:03 Quick Frozen Fruits and Vegetables	<b>Obsolete</b>
155-B-476	Specification for Vegetables and Vegetable Derivatives (Canned) 14-V-8:03	<b>Obsolete</b>
155-B-477	Specification for Fruit and Fruit Derivatives - 14-F-18:03	<b>Obsolete</b>
<b><u>OHIO</u></b>		
155-A-510	Inspection of Deliveries for the State of Ohio	<b>State and Institutional Purchases Manual</b>
<b><u>OKALOOSA COUNTY</u></b>		
155-A-515	Inspection of Deliveries to the Okaloosa County School Board-Crestview, Florida	<b>Obsolete</b>

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
155-B-517	Okaloosa County, Florida Specs.	<b>Obsolete</b>
<b><u>OREGON</u></b>		
155-B-550	State of Oregon Standard Specification for Fruit, Canned, Specification No. 86-170-4010	<b>Obsolete</b>
155-B-560	State of Oregon Standard Specification for Vegetables, Canned Specification No. 86-170-4020	<b>Obsolete</b>
155-A-580	Inspection of Deliveries to the State of Oregon	<b>Obsolete</b>
<b><u>PHILADELPHIA, CITY OF</u></b>		
155-A-630	Inspection of Deliveries to the City of Philadelphia	<b>State and Institutional Purchases Manual</b>
	Branch Notice 2645 – Change Point of Contact	<b>Obsolete</b>
155-B-640	Specification Item No's for the City of Philadelphia	<b>Obsolete</b>
<b><u>PUERTO RICO, COMMONWEALTH OF</u></b>		
155-A-660	Inspection of Deliveries to Puerto Rico	<b>Obsolete</b>
155-A-670	Inspection of Deliveries to the Commonwealth of Puerto Rico Women and Infant Children (WIC) Program	<b>Obsolete</b>
155-B-675	Commonwealth of Puerto Rico Women and Infant Children (WIC) Program Specifications for Canned And Concentrated Fruit Juices and Peanut Butter	<b>Obsolete</b>
<b><u>RHODE ISLAND</u></b>		
155-B-680	State of Rhode Island Specification for Food & Food Products	<b>Obsolete</b>
155-A-681	Inspection of Deliveries to the State of Rhode Island	<b>Obsolete</b>

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES  
SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
<b><u>SOUTH CAROLINA</u></b>		
155-A-685	Inspection of Deliveries to the State of South Carolina	<b>Obsolete</b>
155-B-686	State of South Carolina Standard Specification for Canned Fruits and Vegetables	<b>Obsolete</b>
<b><u>TENNESSEE</u></b>		
155-A-695	Inspection of Deliveries to the State of Tennessee	<b>Obsolete</b>
<b><u>TEXAS</u></b>		
155-B-700	State of Texas Grocery Items - Staple Foods Specification No. 275 - GR - 06, 1990	<b>Obsolete</b>
155-A-710	Inspection of Deliveries to the State of Texas	<b>State and Institutional Purchases Manual</b>
<b><u>VERMONT</u></b>		
155-B-750	State of Vermont General Specification	<b>Obsolete</b>
155-B-760	State of Vermont Detailed Specification	<b>Obsolete</b>
<b><u>VIRGINIA</u></b>		
155-B-800	Commonwealth of Virginia Grade Requirements For Fruits, Vegetables, and Miscellaneous Items	<b>Obsolete</b>
155-A-810	Inspection of Deliveries to the Commonwealth of Virginia	<b>State and Institutional Purchases Manual</b>
<b><u>WISCONSIN</u></b>		
155-A-900	Inspection of Deliveries to the State of Wisconsin	<b>Obsolete</b>
155-B-910	State of Wisconsin Specification for Canned Goods Amendment No. 1	<b>Obsolete Obsolete</b>

**SPECIAL PROGRAMS  
SECTION 157**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
157-O-3	Memorandum of Understanding Between AMS and FDA (Imported Dates and Date Material)	<b>8e Marketing Order Manual</b>
157-O-4	Memorandum of Understanding Between AMS and FDA (Imported Raisins)	<b>8e Marketing Order Manual</b>
157-B-1	Imported 8e Product Notification Procedures	<b>8e Marketing Order Manual</b>
	Branch Notice 3004-Revised Pages 1+2	<b>8e Marketing Order Manual</b>
	Branch Notice 3005-Revised Page 2	<b>8e Marketing Order Manual</b>
157-B-5	Inspection of Imported Dates	<b>8e Marketing Order Manual</b>
	Branch Notice 2994 - Distribution of Certificates For Imported 8e Products	<b>8e Marketing Order Manual</b>
	Branch Notice 2998 - Importer's Exempt Commodity Form for Imported Canned Ripe Olives and Imported Dates	<b>8e Marketing Order Manual</b>
	Branch Notice 3001-Procedures for Notifying Importers of Failing 8e Imports	<b>8e Marketing Order Manual</b>
	Branch Notice 3014 – Revisions to Section 608e (Section 8e) of the Agricultural Marketing Agreement Act	<b>8e Marketing Order Manual</b>
157-B-7	Inspection of Imported Prunes A-memo 513	<b>Management Site Inspection Aid</b>
	Branch Notice 2665 - Exemption from Inspection of Imported Brine Salted Prunes	<b>Management Site</b>
	Branch Notice 2986 - Indefinite Suspension of the Dried Prunes Import Regulation	<b>8e Marketing Order Manual</b>
	Branch Notice 2994 - Distribution of Certificates For Imported 8e Products	<b>8e Marketing Order Manual</b>
	Branch Notice 3001-Procedures for Notifying Importers of Failing 8e Imports	<b>8e Marketing Order Manual</b>

**SPECIAL PROGRAMS  
SECTION 157**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
	Branch Notice 3014 – Revisions to Section 608e (Section 8e) of the Agricultural Marketing Agreement Act (AMAA) of 1937, as amended.	<b>8e Marketing Order Manual</b>
157-B-8	Inspection of Imported Canned Ripe Olives	<b>8e Marketing Order Manual</b>
	Branch Notice 2994 - Distribution of Certificates For Imported 8e Products	<b>8e Marketing Order Manual</b>
	Branch Notice 2998 - Importer's Exempt Commodity Form for Imported Canned Ripe Olives and Imported Dates	<b>8e Marketing Order Manual</b>
	Branch Notice 3001-Procedures for Notifying Importers of Failing 8e Imports	<b>8e Marketing Order Manual</b>
157-B-9	Inspection of Imported Raisins	<b>8e Marketing Order Manual</b>
	Branch Notice 2643 - Revised Pages 11 and 12	<b>Obsolete</b>
	Branch Notice 2994 – Distribution of Certificates For Imported 8e Products	<b>8e Marketing Order Manual</b>
	Branch Notice 3001-Procedures for Notifying Importers of Failing 8e Imports	<b>8e Marketing Order Manual</b>
	Branch Notice 3014 – Revisions to Section 608e (Section 8e) of the Agricultural Marketing Agreement Act (AMAA) of 1937, as amended.	<b>8e Marketing Order Manual</b>
157-A-10	Inspection of Surplus Commodities Purchased Under Public Law 480	<b>Obsolete</b>
157-B-15	Inspection of Leaf Tea and Instant Tea	<b>Obsolete</b>
157-O-26	U.S. Standards for: <b>Link to CFR:</b> <a href="http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR">http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR</a>	
	Shelled Virginia Type Peanuts	<b>7CFR51.2750</b>
	Shelled Runner Type Peanuts	<b>7CFR51.2710</b>
	Shelled Spanish Type Peanuts	<b>7CFR51.2730</b>
	Cleaned Virginia Type Peanuts in the Shell	<b>7CFR51.1235</b>
157-O-29	Inspectors Instruction for Aflatoxin	<b>Obsolete</b>

**SPECIAL PROGRAMS  
SECTION 157**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
157-O-30	Certifying Aflatoxin Test Results	<b>Certification Manual</b>
157-B-40	Inspection of Dehydrated Potatoes	<b>Obsolete</b>
157-B-50	Inspection for National Marine Fisheries Services, Billing	<b>Management Site</b>

**SANITATION REQUIREMENTS  
SECTION 159**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
159-A-1	Plant Sanitation	<b>Sanitation and Safety Manual</b>
	Branch Notice 2784 - Revised Page 3.2	<b>Obsolete</b>
	Branch Notice 2790 - Additional Auditors for Performing Plant Surveys	<b>Obsolete</b>
	Branch Notice 2812 - Revised Form FV-416-5	<b>Obsolete</b>
	Branch Notice 2972 - Revised Appendix C & Page iv	<b>Sanitation and Safety Manual</b>
159-A-2	Good Manufacturing Practices (GMP's)	<b>Sanitation and Safety Manual</b>
	Branch Notice 2717 - Sanitizing Food Contact Surfaces	<b>Sanitation and Safety Manual</b>
159-O-9	List of Proprietary Substances and Nonfood Compounds (500+ page FSIS book, dated January 1998)	<b>Field Offices</b>
	Supplement, dated July 1998	<b>Field Offices</b>
159-B-11	Plant Sanitation Fruit & Vegetable Procurement	<b>USDA Purchases Manual</b>



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**QUALITY ASSURANCE PROGRAM  
SECTION 162**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
162-A-1	Inspection of Processed Products Under the Quality Assurance Program (QAP)	<b>QAP Manual</b>
	Branch Notice 2981 - Revised pages 3.2, 3.3; New pages 3.17a, 3.17b, 3.17c, 3.27a, 4.18a, 4.19a, 4.20a	<b>QAP Manual</b>
	Branch Notice 3013 - Revised page 3.3; New pages 3.26a and 3.26b	<b>QAP Manual</b>
162-O-7	Federal In-Plant Food Quality Assurance Manual	<b>Obsolete</b>
162-B-20	Supervisory Guidelines for the Quality Assurance Program	<b>Management Site</b>

**CERTIFICATION  
SECTION 165**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
165-A-1	Instructions for Certification of Processed Products	<b>Certification Manual</b>
	Branch Notice 2730 - Revised Page 8.10	<b>Certification Manual</b>
	Branch Notice 2743 - Revised Page 1.18 and new page 1.18a	<b>Certification Manual</b>
	Branch Notice 2757 - Revised Pages 8.14 and 8.15	<b>Certification Manual</b>
	Branch Notice 2824 - Use of Alternate Name for Prunes	<b>Certification Manual</b>
	Branch Notice 2849 - Revised Pages 1.19, 1.19a, 1.19b, 1.19c, and 1.20	<b>Certification Manual</b>
	Branch Notice 2881 - Revised Pages 2.3 and 2.4	<b>Certification Manual</b>
	Branch Notice 2925 - Pages 5.10, 5.11 Revised	<b>Certification Manual</b>
	Branch Notice 2964 - Procedures for Handling Altered Certificates	<b>Certification Manual</b>
	Memo from Branch Chief dated February 16, 2001 Control of Certificates	<b>Certification Manual</b>
165-A-2	Using Microsoft Word 97 to Create and Print USDA Certificates	<b>Obsolete</b>
165-A-5	Lot Certification Tolerances	<b>Obsolete</b>
165-A-5a	"Below Standard in Quality" and Substandard Sample Units	<b>Obsolete</b>
165-A-8	Certification Appeals and Re-Inspection	<b>Certification &amp; General Procedures Manuals</b>
165-A-13	Tote Bin Inspection and Certification	<b>Certification &amp; General Procedures Manuals</b>
165-A-15	Certification of Peas and Corn for Use in Frozen Mixed Vegetables	<b>Certification Manual</b>
165-A-17	Product Packed with Sauce, Garnish or Seasonings	<b>General Procedures Manual</b>

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**CERTIFICATION  
SECTION 165**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
165-A-18	Inspection and Certification Based on Superseded Standards	<b>Certification Manual</b>
165-A-27	Administration Allowances for "Worse Than Deviants"	<b>General Procedures Manual</b>
165-A-35	Certification of Frozen Food Packed in Used Containers	<b>Certification, State and Institutional Purchases, General Procedures, &amp; USDA Purchases Manuals</b>
165-A-30	Non-Manipulation Certification	<b>General Procedures Manual</b>
165-A-37	Inspection & Certification of Temperature and Condition of Frozen Product	<b>Technical Procedures &amp; Certification Manuals</b>
	Branch Notice 2044 – Excessive Moisture in Frozen Products	<b>Obsolete</b>
165-A-38	Inspection and Certification of Fruits and Vegetables Using Unfrozen Sample Units Drawn During Production	<b>General Procedures, Certification, &amp; Technical Procedures Manuals</b>
165-A-60	Misrepresentation by Unfair Labeling Practices	<b>General Procedures Manual</b>

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**EXPORT PROGRAMS  
SECTION 166**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
166-A-1	Export Certification	<b>Certification Manual</b>
	Branch Notice 2810 - Pen & Ink Change to Exhibit 27 Page 53	<b>Certification Manual</b>
	Branch Notice 2889 Revision of Page iii - Exhibits Revision of Pages 37, 38, and 39 Revision of Pages 40, 41 - Exhibit 20 Added Page 47a - Exhibit 22a Added Page 47b - Exhibit 22b Revision of Pages 57 and 58 (58 not changed)	<b>Certification Manual</b>
	Branch Notice 2915 - Certification of Exports with "Organic" in the Label	<b>Certification Manual</b>

**STANDARDIZATION  
SECTION 167**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
167-B-4	List of "Codex" Processed Products Standards Under Development	<b>Obsolete</b>
167-A-5	Scoring Individual Quality Factors	<b>General Procedures Manual</b>
167-O-10	Canadian Regulations for Processed Fruits and Vegetables	<b>Obsolete</b>
167-A-11	Canadian Processed Fruit and Vegetable Regulations	<b>Obsolete</b>
167-A-20	U.S. Standards For Grades of Processed Fruits and Vegetables and Certain Other Processed Food Products	<b>PPD Employee Manual</b>
167-A-30	Requirements for Submission of Instruments for Processed Products Branch (PPD) Approval	<b>Management Site</b>

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**FOOD AND DRUG REGULATIONS  
SECTION 170**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
170-A-1	Implementation of Memorandum Agreement Between AMS and FDA	<b>Management Site</b>
170-A-4	Use of Water in Adjusting the Density of Concentrated Tomato Products - Catsup, Paste, Puree	<b>Obsolete</b>
170-A-10	Nutrition Labeling and Education Act (NLEA) of 1990	<b>General Procedures Manual</b>
170-B-19	Summary of Pesticide Regulations and Tolerances Issued by Food and Drug	<b>Obsolete</b>
170-A-34	Label Requirements for Low Sodium Dietetic Food (A-334)	<b>Obsolete</b>
170-O-80	FDA Investigations Operations Manual, FDA Regions and Districts FDA Field Officials & Resident Posts (App. X-1)	<b>Management Site</b>

**FOREIGN MATERIAL  
SECTION 172**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
172-A-1	Inspection Procedures for Foreign Material	<b>Foreign Material Manual</b>
	Branch Notice 2709 - Revised Page 13	<b>Foreign Material Manual</b>
172-A-2	Food Defect Action Levels	<b>Foreign Material Manual</b>
	Branch Notice 2878 - Instructions for the Inspection of Pit Material and Quality of Whole Pitted Dried Prunes (Plums)	<b>Management Site</b>
172-A-3	Aflatoxin Analysis of Peanut Butter and Other Peanut Products	<b>Technical Procedures Manual</b>
	Branch Notice 3007 Revised page 8.	<b>Technical Procedures Manual</b>
172-O-5	Food and Drug Administration (FDA) Technical Bulletin Number 5, Microanalytical Procedures Manual	<b>Technical Procedures Manual</b>
	Branch Notice 2878 - Instructions for the Inspection of Pit Material and Quality of Whole Pitted Dried Prunes (Plums)	<b>Management Site</b>

**OFFICE PROCEDURES  
SECTION 175**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
175-O-1	Office Procedures Manual	<b>Administration Site</b>
	Branch Notice 2913 - Preface Sheet	<b>Administration Site</b>
	Section Index Sheet	<b>Obsolete</b>
	Branch Notice 2678 - Color Vision Testing	<b>Administration Site</b>
	<b><u>SECTION 1 - PERSONNEL</u></b>	<b>Administration Site</b>
	Branch Notice 2913	↓
	<b>Table of Contents:</b> Pages i-iii	
	<b>Examples:</b> Pages iv- x	
	<b>References:</b> Page i-vi	
	<b>Hiring:</b> Pages 1-24z.6; Pages 24.1-24.7	
	<b>EOD Forms Checklist, Excepted Service</b> Pages 25-25e; Pages 25.1-25.55	
	<b>EOD Forms Checklist, Competitive Service</b> Pages 26-30b; Pages 30.1-30.15	
	<b>Brochures Checklist:</b> Pages 31-31b; Pages 31.1-31.53	
	<b>Temporary Duty Assignments:</b> Pages 32-32b; Page 32.1	
	<b>Separations:</b> Pages 33-38a; 38.1-38.16; 38.19	
	Branch Notice 2825 - Pages 38.17-38.18	↓
	<b>Reassignments:</b> Pages 39-39a; Pages 39.1-39.5	
	<b>Promotions - WGIs:</b> Pages 40-40b; Page 40.1	
	<b>Mixed Tour Appointment Renewals:</b> Page 41	
	<b>Health Insurance:</b> Pages 42-55a; Page 55.1	
	<b>Life Insurance:</b> Pages 56-60b; Pages 60.1-60.2	
	<b>Check Transmittals:</b> Branch Notice 2963 - Revised Pages 61-64, 64.1	

**SECTION 175**

FILE CODE	SUBJECT	NEW LOCATION
175-O-1	Office Procedures Manual Personnel Continued	<b>Administration Site</b>

**Work Schedules:** Pages 65-67  
**Records Disposal/Transfer:** Pages 68-75

**SECTION 2 - PROCUREMENT**

**Administration Site**

**Table of Contents:** Branch Notice 2857 - Revised Page i  
**Examples:** Branch Notice 2867 - Revised Page ii  
**References:** Branch Notice 2827 - Revised Page i  
**Sources of Supply:** Branch Notice 2728

**AD-700, Procurement Request:**  
 Branch Notice 2753 - Revised Page 2  
 Branch Notice 2691 - Revised Page 3.1  
 Branch Notice 2728 - Revised Page 3

**Fast:**  
 Branch Notice 2753 - Revised Page 4  
 Branch Notice 2728 - Revised Page 4.1

**U.S. Government Visa Card:**  
 Branch Notice 2857 - Revised Pages 5-5c  
 Branch Notice 2926 - Revised Page 6  
 Branch Notice 2857 - Revised Page 6a  
 Branch Notice 2857 - Revised Pages 5.1 - 5.3  
 Branch Notice 2867 - Revised Page 5.4

**GSA Customer Supply Center:**  
 Branch Notice 2728- Revised Page 7, Pages 7.1-7.2

**Computer Equipment:**  
 Branch Notice 2753 - Revised Pages 8-11

**Blanket Purchase Orders:**  
 Branch Notice 2753 - Revised Page 12  
 Branch Notice 2728 - Revised Page 12.1



Obsolete



**OFFICE PROCEDURES  
SECTION 175**

FILE CODE	SUBJECT	NEW LOCATION
175-O-1	Office Procedures Manual Procurement Continued	<b>Administration Site</b>
	<p><b>Blanket Purchase Agreements:</b> Branch Notice 2753 - Revised Page 13 Branch Notice 2728 - Revised Page 13.1</p>	↓
	<p><b>Consolidated Forms Center:</b> Branch Notice 2827 - Revised Pages 14-17 Branch Notice 2728 - Revised Pages 17.1-17.2 Branch Notice 2813 - Instructions for Ordering Forms Electronically</p>	
	<p><b>Printing of Envelopes:</b> Branch Notice 2974 - Revised Pages 18-19, 19.1</p>	Obsolete
	<b><u>SECTION 3 - FIELD OFFICE REPORTS</u></b>	<b>Administration Site</b>
	<p><b>Table of Contents:</b> Branch Notice 2827 - Revised Pages i, ii</p>	↓
	<p><b>Examples:</b> Branch Notice 2827 - Revised Pages iii, iv <b>References:</b> Branch Notice 2827 - Revised Pages i-iv <b>General Information:</b> Branch Notice 2827 - Revised Page 1</p>	
	<p><b>Reports, Biweekly:</b> Branch Notice 2827 - Revised Page 2 Branch Notice 2753 - Revised Pages 2.1-2.4</p>	
	<p><b>Reports, Monthly:</b> Branch Notice 2827 - Revised Pages 3-6 Branch Notice 2753 - Revised Pages 6.1-6.4 Branch Notice 2728 - Revised Pages 6.5-6.10 Branch 2783 - Revised Supervisory Visits and Reviews</p>	

**OFFICE PROCEDURES  
SECTION 175**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
175-O-1	<p>Office Procedures Manual Field Office Reports Continued</p> <p><b>Reports, Quarterly:</b> Branch Notice 2827 - Revised Pages 7-8 Branch Notice 2753 - Revised Page 8.1 Branch Notice 2728 - Revised Page 8.2</p> <p><b>Reports, Yearly:</b> Branch Notice 2827 - Revised Pages 9-11 Branch Notice 2753 - Revised Pages 11.1-11.2 Branch Notice 2827 - Revised Pages 11.3-11.4</p> <p><b>Reports, Miscellaneous:</b> Branch Notice 2827 - Revised Pages 12-15b Branch Notice 2753 - Revised Pages 15.1-15.6</p> <p><b><u>SECTION 4 - DELINQUENT ACCOUNTS</u></b></p> <p><b>Table of Contents and Examples</b> Branch Notice 2948 - Revised Page i</p> <p><b>References:</b> Branch Notice 2948 - Revised Page ii</p> <p><b>Delinquent Accounts:</b> Branch Notice 2948 - Revised Pages 1-4, Pages 5.1-5.2, Pages 5.5 - 5.9 Branch Notice 2969 - Revised Pages 5.3 &amp; 5.4 Branch Notice 2971 - Pen &amp; Ink Change to Page 5.7</p> <p><b>Reconciliation of Financial Printouts</b> (See File Code 175-B-50)</p> <p><b><u>SECTION 5 - APPLICANT PAYMENT FOR SERVICES</u></b></p> <p>Branch Notice 2961 - New pages 1, 3 - 16, 18 - 28, 29 - 33 Branch Notice 2965 - Revised Pages i, 2, 17, 34</p>	<p><b>Administration Site</b></p> <p style="text-align: center;">↓</p> <p><b>Administration Site</b></p> <p style="text-align: center;">↓</p> <p><b>Administration Site</b></p> <p style="text-align: center;">↓</p>
175-O-2	Automated Billing Program	↓

**OFFICE PROCEDURES  
SECTION 175**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
175-O-1	Office Procedures Manual Applicant Payment For Services Continued	<b>Administration Site</b>
	Branch Notice 2749 - Revised Pages 94 and 162	↓
175-B-15	Procurement Activities	<b>Management Site</b>
	Branch Notice 2660 - Automated Related Purchases	<b>Management &amp; Administration Sites</b>
175-B-17	Licensed Samplers	<b>Management Site</b>
175-B-17a	Attachment I	<b>Management Site</b>
175-B-20	Records Retention and Disposition	<b>Management Site</b>

**OFFICE PROCEDURES  
SECTION 175**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
175-B-37	Temporary Duty Assignments- Agricultural Commodity Graders	<b>Management Site</b>
175-B-50	Use of Accounting System Reports <b>Still use (at least until FMMI kicks in)</b>	<b>Administration Site</b>
175-B-65 -	Contracting for Sampling, Case Stamping, Check loading and/or Condition of Container Service Revised Pages 2-5, 12	<b>Management &amp; Administration Sites</b>
175-B-74	Approved Plant-Lot Inspection Service	<b>Management &amp; Administration Sites</b>
175-B-75	Contracts & Agreements with Industry Branch Notice 2644 - Revised Pages iii & iv Branch Notice 2697 - Revised Page 6 Branch Notice 2928 - Revised - Attachment 12	<b>General Procedures Manual, Management, &amp; Administration Sites</b>
175-B-76	Rules of Practice Governing Formal Adjudicator Administration Proceedings Instituted by the Secretary	<b>Management Site</b>
175-B-80	Guarantees of Payment Branch Notice 2182 - Guarantees of Payment Branch Notice 2385 - Surety Branch Notice 2759 - Firms Issuing Acceptable Surety	<b>Management &amp; Administration Sites</b>
175-B-87	Inspection of Commodities Assigned to Other Government Agencies	<b>Management Site</b>
175-B-90	Personnel Actions	<b>Management Site</b>
175-B-92	Reporting Misconduct	<b>Management Site</b>
175-A-95	Unacceptable Conduct by Users of the Inspection Service Branch Notice 2930 - Unacceptable Conduct by Users of the Inspection Service	<b>PPD Employee Manual, Administration &amp; Management Sites</b>

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**OFFICE PROCEDURES  
SECTION 175**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
175-B-115	Field Office Review and Evaluation	<b>Management Site</b>
175-B-120	Procedures for Direct Accountability Postage	<b>Management &amp; Administration Sites</b>
175-B-125	Accountability and Care of Accountable Property Branch Notice 2762 - Revised Pages 7-10	<b>Management &amp; Administration Sites Management Site</b>

**REVIEW, AUDIT, AND EVALUATION PROGRAMS  
SECTION 177**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
177-B-2	Review Program for Processed Raisins	<b>General Procedures Manual</b>
177-B-4	Review Programs for Flavor Evaluation of Canned Ripe Olives	<b>General Procedures Manual</b>
177-A-6	Review Program for Concentrated Orange Juice (OM) for Manufacturing for Futures Contracts	<b>General Procedures Manual</b>
	Branch Notice 2751 - Concentrated Orange Juice for Manufacturing (OM) Flavor Calibration Program	<b>General Procedures Manual</b>

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**MANAGEMENT  
SECTION 180**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
180-A-1	Performance Standards for ACG's GS-5 through GS-10's	<b>Contact National Office</b>
180-B-20	Qualification Standard - for Agricultural Commodity Aid - (Excepted Position)	<b>Contact National Office</b>
180-B-30	Single Agency Qualification Standard Agricultural Commodity Grades GS 5/15	<b>Contact National Office</b>
180-B-40	Approval Process for In-Plant Assignments 5 Years or Longer	<b>Management Site</b>
180-B-45	Awards	<b>Management &amp; Administration Sites</b>
180-A-50	Regional and National Customer Service Awards	<b>Management &amp; Administration Sites</b>
	Branch Notice 2838 - Processed Products Branch Idea Round-Up Action Plan	<b>Obsolete</b>

**TRAINING  
SECTION 185**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
185-A-5	On-The-Job Training	<b>Training Site</b>
185-B-1	Basic Level Training Program, Handbook for Instructors	<b>Training Site</b>
185-B-2	Basic Level Training Program Record (Processed FV Basic Level Course)	<b>Training Site</b>
185-B-5	Instructions for the Advanced Individual Training Program	<b>Obsolete</b>
185-B-8	Training Approval and Reporting Branch Notice 2722 - Revised Page 10, Revised Exhibits E, F, and G Branch Notice 2931 - Reminders on Training Issues	<b>PPD Employee Manual Obsolete Obsolete PPD Employee Manual</b>

All Basic Level Quizzes below have been consolidated and organized by appropriate AIM Inspection Series Manuals. Accordingly, revised quizzes have been developed as follows: Certification; Condition of Container; Employee Basics; Foreign Material; General Procedures; Quality Management; Sampling; Sanitation and Safety; Technical Procedures; and USDA Purchases, Case Stamping, and Checkloading. Quiz Answer Sheets are available on the **Management Site**; quizzes are posted on the **Training Site**

185-B-20	Orientation Quiz	<b>Obsolete</b>
185-B-20A	Answer Sheet, Orientation	
185-B-21	Basic Tools Quiz	<b>Obsolete</b>
185-B-21A	Answer Sheet, Basic Tool Quiz	
185-B-22	Sampling and Grading Quiz	<b>Obsolete</b>
185-B-22A	Answer Sheet, Sampling and Grading	
185-B-23	Brix Measurement Quiz	<b>Obsolete</b>
185-B-23A	Answer Sheet, Brix Measurement	
185-B-24	Fruit-Sugar Ratio Quiz	<b>Obsolete</b>
185-B-24A	Answer Sheet, Fruit-Sugar Ratios	
185-B-25	Salt Titration Quiz	<b>Obsolete</b>
185-B-25A	Answer Sheet, Salt Titration	
185-B-26	Enzyme Inactivation Test Quiz	<b>Obsolete</b>
185-B-26A	Answer Sheet, Enzyme Inactivation	

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
185-B-27 185-B-27A	Howard Mold Count Quiz Answer Sheet, Howard Mold Count	<b>Obsolete</b>
185-B-28 185-B-28A	Light Filth Analyses Quiz Answer Sheet, Light Filth Analyses	<b>Obsolete</b>
185-B-29 185-B-29A	Heavy Filth Analyses Quiz Answer Sheet, Heavy Filth Analyses	<b>Obsolete</b>
185-B-30 185-B-30A	Certification Quiz Answer Sheet, Certification	<b>Obsolete</b>
185-B-31 185-B-31A	Checkloading and Case Stamping Test Answer Sheet, Checkloading and Case Stamping	<b>Obsolete</b>
185-B-32 185-B-32A	In-Plant Inspection Quiz Answer Sheet, In-Plant Inspection	<b>Obsolete</b>
185-B-40 185-B-40A	Training Exercise No. 1 Grade Determination (Score Point Standards) Answer Sheet, Training Exercise No. 1	<b>Obsolete</b>
185-B-41 185-B-41A	Training Exercise No. 2 Grade Determination (Individual Attribute Standards) Answer Sheet, Training Exercise No. 2	<b>Obsolete</b>
185-A-50	Training Guidelines	<b>PPD Employee Manual</b>
185-B-50 185-B-50A	Operational Rations Inspection (Score Point Standards) Answer Sheet, Operational Rations Inspection	<b>Obsolete</b>
185-B-101	In-Branch Training Control Sheet	<b>Obsolete</b>
185-A-102	Training Critiques	<b>PPD Employee Manual</b>
185-B-105	Training and Geographical Location Codes For SF-182	<b>Obsolete</b>
185-B-110	Licensed Sampler (FV-361) Training Program Record	<b>Management site</b>
185-A-130	Career Development Goals-Individual Development Plan	<b>Employee Manual</b>
185-O-140	AMS Training Institute Catalog of FY '03 Training and Development	<b>Obsolete</b>

**TRAINING AIDS AND EQUIPMENT  
SECTION 186**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
	Branch Notice 2624 - Standard Operating Procedures for the Processed Products Branch Exhibit	<b>Inspection Aid</b>
	Branch Notice 2262 - Checkloading, 35 mm Slides Available	<b>Inspection Aid</b>
	Branch Notice 2323 - Introduction to Attributes-35 mm Slide Series	<b>Inspection Aid</b>
	Branch Notice 2332 - Lot Sampling and Grading by Attributes 35 mm Slide Series	<b>Inspection Aid</b>

Approved by:  
Terry B. Bane

Effective Date: January 2011

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**EMPLOYEE DEVELOPMENT AND PARTICIPATION  
SECTION 187**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
187-A-3	Quality Circle Guidelines	<b>Obsolete</b>