

Policies & Procedures

For

Dairy Product Mandatory Reporting Program

Last Revision: 04/01/2012

Effective Date: 04/01/2012

Reporting plants will be notified of any changes to the Dairy Product Mandatory Reporting Program (DPMRP) policies and procedures as well as provided with a copy of the updated guidelines.

Weekly Reporting

- Report all qualified sales for the previous week starting from Sunday (12:01am) and ending Saturday (midnight) in the DPMRP electronic system. Categorize the weekly sale information using the week ending Saturday's date.
- Report sales transactions meeting the criteria outlined in the Mandatory Price Reporting Final Rule and any clarification to those criteria listed in in the Reporting Specifications Question and Answers.
- Report week ending date, total pounds sold, dollars received, price per pound, moisture content (where applicable), and answer a statement of acknowledgement referencing the participant's understanding for the program. Optional comments provide additional information that will minimize the need for additional AMS verification.
- Maintain current contact, username, and password information within the electronic system.
- The due dates for submitting weekly DPMRP reports to AMS are generally Tuesday, noon local time (if a Federal holiday falls on Monday or Tuesday the reporting deadline is Wednesday, noon local time). Due to the importance of the DPMRP, timely reporting is essential to ensure sufficient time to analyze the data and publish the Dairy Products Sales Report. Late submissions hinder the publication process and may result in inaccuracies affecting selected dairy commodity markets and/or the dairy industry in general.
 - If reports are not received by the announced due date and time, AMS will send a notification letter to reporters reminding them of their obligation for timely reporting, on the first and second occurrences. On the third occurrence, the firm will be notified that enforcement action will be initiated should subsequent submissions not be made in a timely fashion.
 - If a report is not submitted in time for use in the current release, the company will be notified of the missing data in writing. Upon the second occurrence, enforcement action will be initiated.
 - Due dates, release calendars, and noncompliance flowchart chart can be found at: <http://www.ams.usda.gov/rules-regulations/mmr/dmr>

- Sales reports are open for revisions for the four weeks following the initial submission of the product reports. Firms should submit revised sales reports for any change or deviation from the first report within the four week revision period. The company should revise all affected sales reports previously submitted and provide an explanation of the changes. Common changes include:
 - Discovery of an inadvertent error; the company should revise affected sales reports.
 - New information becomes available that requires an adjustment to sales data (i.e. product returns or price disputes); the company should revise affected sales reports.
 - Submission of previous week's information is missing; the company should revise the missing week's sales reports.

Annual Validation

- Participate in the annual validation interview and complete the Annual Validation Worksheet documenting the company's status in the mandatory program.
- Maintain current contact information.

Verification

- All weekly sales reports are subject to verification for up to two years from the time of submission.
- The AMS audit staff periodically review a company's sales records to ensure accurate sales reports during onsite verifications.
- Auditors conduct exit interviews at the end of the each review, informing plant officials of the results of the review. If potential discrepancies are discovered, auditors discuss the results and potential solutions to the errors. After final review of a verification report, AMS formally notifies companies in writing of discrepancies within 10 business days of receipt of the preliminary verification results.
- Discrepancies fall into two categories either clerical or procedural.
 - If reports contain clerical errors, AMS will send a notification letter for the first through the sixth occurrences to companies reminding them of their obligation for accurate reporting. On the seventh occurrence, the company will be notified with a warning letter for inaccurate reporting due to clerical errors. Upon the next occurrence, enforcement action will be initiated.
 - If reports contain procedural errors, AMS will send a notification letter for the first and second occurrences to companies reminding them of their obligation for accurate reporting. On the third occurrence, the company will be notified with a warning letter

explaining the inaccuracies found and program specifications requiring accuracy in reporting. Upon the next occurrence enforcement action will be initiated. All procedural discrepancies result in an additional verification within 60 days of AMS's formal notification, as to ensure that procedural errors have been addressed.

- Web forms and the Annual Validation Worksheet (both including product specifications), Reporting Specifications Questions and Answers, and noncompliance flowchart chart can be found at: <http://www.ams.usda.gov/rules-regulations/mmr/dmr>.

Reporting Specification Changes

- Reporting specifications contained in the final rule and can be found on each web form and on the Annual Validation Worksheet. Any entity submitting reports should direct any questions concerning the reporting specifications to AMS – Dairy Programs at (202) 690-4292 or DPP@ams.usda.gov. Through this interaction AMS can more accurately maintain the Reporting Specifications Question & Answers document.
- The Reporting Specifications Q&A's are found at: <http://www.ams.usda.gov/rules-regulations/mmr/dmr>. Any major reporting specifications changes can be addressed through the rulemaking process.