

**Supplement 212 to the AMS  
Master Solicitation for  
Purchase of Fresh Chilled  
Boneless Beef Products for  
Further Processing into Fully  
Cooked Items for Distribution  
to Federal Food and Nutrition  
Assistance Programs**

Agricultural Marketing Service (AMS)  
Livestock and Poultry (LP) Program  
Standards and Specifications Division (SSD)  
Room 2702-S, STOP [0249](#)  
Phone: (202) 690-3148

Supersedes: Supplement 212 [March 2023](#) – Changes  
from previous requirements in [blue](#)

**Effective: [May 2025](#)**

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**100 Overview**

110 This document provides additional program requirements for the purchase of Fresh Chilled Boneless Beef Products by the Department of Agriculture (USDA), including the applicable Federal Purchase Program Specification (FPPS) (**Exhibit A**).

**200 Instructions to Potential [Contractors](#)**

210 The fresh chilled boneless beef products shall be purchased on a competitive bid basis from qualified [contractors](#) who have met the requirements described in this Section. Interested [contractors](#) may submit a technical proposal at any time during the purchase program. [Contractors](#) should allow 10 working days, from USDA's receipt of the technical proposal for notification of evaluation results. A [contractor](#) is deemed eligible upon notification of approval of the technical proposal by the Standards and Specifications Division (SSD).

220 Submission of a technical proposal is not binding on USDA. Actual purchases shall be described in the AMS Master Solicitation for Commodity Procurements – Domestic Programs (MSCP-D) and Solicitations.

230 Documentation Requirements

231 Technical Proposal Requirement

231.1 Include a detailed description of the boneless beef product offered and each of the production steps that are taken to meet or exceed the minimum product requirements set forth in the FPPS. (Plan/Do)

- 231.2 Describe all the quality assurance methods used to verify conformance to all requirements. This shall include the monitoring and measurements taken during the process to verify conformance with each requirement. All measurement results shall be recorded and made available to AMS. (Check)
- 231.3 Identify all corrective actions to be taken if deviations from contractual and specification requirements occur during production, and all preventative actions to be taken to preclude a reoccurrence. (Act)
- 231.4 The technical proposal shall follow the format as shown in **Exhibit C**. Technical proposals should be brief and concise.
- 231.5 The technical proposal shall be preceded by the following, as required by the template:
- 231.5.1 Table of Contents listing the major areas as they appear in the technical proposal; and
- 231.5.2 List of attachments, forms provided with the technical proposal, if appropriate with the applicable document name and reference number.
- 232 SSD shall review each technical proposal to determine if it is adequate and shall notify the [contractor](#) of the status and their eligibility to bid.

### **233 Animal Welfare Requirements**

- 233.1 All eligible contractors shall meet the animal handling and welfare requirements set forth in the FPPS for Animal Handling and Welfare, effective [April 2025](#) (**Exhibit B**).

### **300 Instructions for Submission of Technical Proposal**

- 310 The following procedures establish the acceptable minimum requirements for the format and content of the technical proposal:
- 310.1 The Government has provided a technical proposal format to be used in preparing the technical proposal (see **Exhibit C**). The contractor shall submit the technical proposal as an email file attachment to AMS ([TechnicalApprovals@usda.gov](mailto:TechnicalApprovals@usda.gov) and [Kym.Allen@usda.gov](mailto:Kym.Allen@usda.gov)). The technical proposal shall be saved in a non-portable document file format (not PDF, e.g., Microsoft Word). The technical proposal shall be submitted in its entirety. If the file size of the technical proposal is too large to send in a single email, it may be divided and sent in multiple emails (i.e., Part 1, Part 2, Part 3, etc.). The collection of attachments and appendices may be submitted as a separate document as well.
- 310.2 The technical proposal shall be submitted by an authorized agent of the company.

310.3 While it is not the desire of the Government to penalize a **contractor** for non-compliance with formatting instructions, technical evaluators may have difficulty evaluating the technical proposal to the fullest extent possible if the proposal is not presented in the proper format. Technical evaluators shall not be required to search other subsections or sections of the **contractor's** technical proposal for information requested in the evaluation.

## 320 Technical Proposal Revisions

321 Changes to a **contractor's** technical proposal may be submitted at any time or at the request of the SSD. All technical proposal revisions shall meet the following criteria:

321.1 Any changes to a technical proposal made by the **contractor** after its initial submittal shall be accomplished by submitting an entire technical proposal. A cover letter shall be submitted with the changes identified and an explanation of the need for the change. The **contractor** shall include the revision date and the appropriate page number(s).

321.2 Changes from the original technical proposal shall be **highlighted** and deletions in ~~strikeouts~~.

## 400 AMS Contract Compliance

410 The contractor may request to use either AMS's Quality Assessment Division (QAD) Grading-based Monitoring and Certification service or QAD Audit-based Verification service, for assessing contract compliance of the finished product. AMS will seek to honor the request but reserves the right to make a final determination. Once an option is implemented, the contractor shall remain under that service until completion of the contract, at which time it may request a change in oversight option for any subsequent contract.

420 The cost of all audit, grading and certification services performed by the AMS agents shall be borne by the contractor. This includes, but is not limited to, audits, examinations, supervision, official documentation, and related services.

430 Questions concerning charges and the availability of AMS agents can be directed to a USDA/AMS, LP Program's QAD field office or to:

USDA, AMS, LP, QAD Business Operations Branch  
1200 Cherry Brook Drive, Suite 100  
Little Rock, AR 72211  
Phone: 501-312-2962  
Email: [QAD.BusinessOps@usda.gov](mailto:QAD.BusinessOps@usda.gov)

440 **Option A: QAD Grading-Based Monitoring and Certification**

440.1 Monitoring of production and processing and product certification shall be conducted through the direct continuous supervision of a QAD Grader in accordance with the requirements listed in the FPPS and AMS/LP/QAD Policies and Procedures for certifying USDA commodity foods. A technical proposal is not required to be submitted when the contractor is operating under the QAD Grading-based Monitoring and Certification service option.

440.2 **Pre-Production Onsite Plant Survey**

440.2.1 QAD shall contact the contractor to set-up a pre-production plant survey and discuss production and certification requirements.

440.3 **Post-Award Monitoring and Certification**

440.3.1 The QAD Grader shall be present at all times during production and processing of the commodity food.

440.3.2 The QAD Grader may select samples for laboratory analyses or inspect the commodity at any point in transit and after delivery to point of destination.

440.3.3 The contractor shall perform checkloading examinations as described in the FPPS at the time of shipment and issue an acceptance document to accompany each shipment.

440.3.4 The QAD Grader shall be responsible for certification of compliance with the requirements of the FPPS for raw material, packaging and packing, metal detection, labeling and marking and net weight.

450 **Option B: Audit-Based Verification**

450.1 Verification of production and processing shall be conducted through routine audits performed by QAD according to the contractor's approved technical proposal (see section 200 and 300 Technical Proposal Requirements) and the applicable FPPS.

450.1.1 Interested contractors may submit a technical proposal at any time during the purchase program. Contractors should allow 10 working days, from USDA's receipt of the technical proposal for notification of evaluation results. A contractor is deemed eligible upon notification of approval of the technical proposal by the SSD.

450.1.2 Once a contractor is notified by the SSD that the technical proposal meets the applicable criteria, QAD shall contact the contractor to set up a pre-award onsite capability assessment [audit of the facility's processes, food defense plan, and quality control program used to produce the product\(s\) to determine the contractor's ability to meet contractual requirements.](#)

## **500 Capability Assessments**

### **510 Pre-Award Onsite Capability Assessment Audit**

- 510.1 QAD shall conduct an onsite capability assessment that shall consist of reviewing:
- 510.1.1 Food Defense Assessment – Refer to section [520](#) of this Supplement;
  - 510.1.2 Production of the commodity that complies with the applicable FPPS and approved technical proposal;
  - 510.1.3 Records related to purchasing, receiving, production, quality control, inventory, and shipping records;
  - 510.1.4 Harvesting and Animal Humane Handling Requirements – Refer to FPPS for Animal Handling and Welfare; [effective April 2025 \(Exhibit B\)](#); and
  - 510.1.5 Interviews with management and production personnel.
- 510.2 Upon completion and if necessary (due to time constraints), QAD may provide the SSD either with a verbal or email notification of the audit findings. SSD shall notify the vendor of their status based on the audit findings as well as QAD and the Commodity Procurement Program (CP). The official final audit report shall be sent to the contractor once released from QAD.
- 510.3 If the audit findings demonstrate that the process or food defense plan is inadequate, the applicant shall be notified by the SSD that they are ineligible to bid. The [contractor](#) shall have an opportunity to correct identified deficiencies, modify the process, food defense plan, and/or technical proposal, and resubmit for further consideration.
- 510.4 Eligibility shall depend on whether the modifications demonstrate that:
- 510.4.1 The process is capable of delivering fresh boneless beef products in compliance with the FPPS;
  - 510.4.2 The [contractor](#) is in compliance with the food defense plan;
  - 510.4.3 A successful QAD corrective action audit is conducted; and
  - 510.4.4 The [contractor](#) complies with other applicable contractual requirements.
- 510.5 After bid opening, CP shall contact QAD and SSD to determine that vendors have met all requirements to deem the bids responsive or non-responsive.
- 510.6 For bids that are determined to be non-responsive bids, CP shall notify the contractor(s) directly.

520 Food Defense Assessment - An **AMS agent** shall conduct a food defense audit that shall include, but is not limited to, a thorough evaluation of the **contractor's** food defense plan. Documentation shall support the **contractor's** food defense plan. If the report demonstrates that the food defense plan is inadequate, the **contractor** shall be notified by the SSD that they are ineligible to bid. The **contractor** shall have an opportunity to correct identified deficiencies, modify their food defense plan and resubmit a brief description for further consideration. Eligibility shall depend on whether the modifications demonstrate compliance with the food defense plan.

### **530 Post-Award Assessment Audit**

530.1 **Vendors** who receive contracts shall have their required documentation readily available for review upon request by SSD, QAD, or other AMS agents. Records may be maintained in hard copy or electronic media. However, records maintained as electronic media shall be made available in printed form immediately upon request.

530.2 QAD shall conduct an onsite audit of the contractor's and subcontractor's facility(s) and processes when production commences for the first contract awarded. Additional audits, and their frequency, shall be conducted as determined by the **SSD**, but not less than once per month for contractors or subcontractors with continuous or multiple contracts, or once per contract for intermittent contractors. At the discretion of the **SSD**, more frequent audits may be conducted when audit deficiencies are detected.

530.3 **For new contractors**, QAD shall conduct **quarterly** harvesting and humane handling audits based on the requirements stated in the attached FPPS and the company's approved technical proposal. Documentation shall support the contractor's adherence to meeting the harvesting and humane handling requirements as set forth in the FPPS. **If four successfully conducted audits are sequentially completed within a one-year period while in Standard auditing phase, the facility may move to a Semi-Annual audit basis or as stated in section 340 of the FPPS for Animal Handling and Welfare.**

### **540 Post-Award Actions**

540.1 Any deviation from contractual requirements shall be immediately reported by the contractor to the Contracting Officer and SSD. The Contracting Officer or SSD shall notify the contractor regarding eligibility to continue to participate as a contractor.

540.2 Contractor shall assure that the delivered product complies with the provisions of the FPPS, the applicable assessment by USDA, and the contractor's technical proposal approved by the SSD.

540.3 In the instance that any non-conformance is cited by the QAD auditor, or when a complaint is received by commodity recipient agencies, the contractor shall submit a cause-and-effect analysis and corrective actions to address the non-conformance or complaint.

**600 Past Performance**

**610 Contractor Monitoring Program Requirements**

- 611 Boneless beef **contractors'** performance as a **vendor** on contracts awarded by the Department of Agriculture (USDA) shall be evaluated **monthly on a 30-day (1 month)** basis or cycle.
- 612 The evaluation shall consist of all non-conformances (NC) that were identified by the QAD auditor. The NC's shall be categorized as critical, major, or minor based on their impact on the quality, safety, or value of the involved product.
- 613 The accumulation of at least two critical NC's, one critical/two major NC's, three major NC's, or a total five NC's in any combination, (i.e., critical, major, or minor) within the monthly **30-day (1-month review)** shall result in the boneless beef **contractor** being deemed ineligible by the SSD to supply fresh boneless beef product to AMS contractors to fill USDA contracts.
- 613.1 To regain eligibility status, the boneless beef **contractor** shall submit appropriate corrective and preventative measures to SSD for evaluation and the measures shall be verified by QAD as effective. The SSD shall notify the boneless beef **contractor** when eligibility to supply boneless beef has been reinstated.
- 614 The microbial test results shall be analyzed separately under statistical process controls.
- 615 The criteria for the three categories of non-conformances are as follows:
- 615.1 Critical
- 615.1.1 Production non-conformances--a complete breakdown of the production process has occurred. It is apparent that the company cannot produce product that complies with contract requirements.
- 615.2 Major
- 615.2.1 Production non-conformances--major deviation from the production process has occurred that significantly impacts the quality or performance of the product. It is questionable if the company can consistently produce product that complies with contract requirements.
- 615.3 Minor
- 615.3.1 Production non-conformances--minor deviation from the production process has occurred that minimally impacts the quality or performance of the product. It is likely that the company can produce a product that complies with contract requirements.



## 620 Sustained Acceptable Performance

621 A **contractor** shall be deemed ineligible to supply fresh boneless beef products or ground beef for the USDA purchase programs if:

621.1 The **contractor** is subject to a Class I recall; or

621.2 Based on an evaluation of all AMS test results for *E. coli* O157:H7 and *Salmonella* during the previous calendar quarter, the incident rate for either boneless beef or ground beef exceeds the central line (cl) values set forth in Appendix B of the referenced FPPS (**Exhibit A**).

622 If deemed ineligible, a **contractor** shall:

622.1 Perform a cause-and-effect analysis;

622.2 Submit the corrective and preventative actions to SSD for review and approval; and

622.3 Have a successful corrective action audit conducted.

623 SSD shall notify the boneless beef **contractor** when eligibility to supply boneless beef has been reinstated.

## 700 Domestic Origin Certification Clause

710 The **contractor** shall include this domestic origin certification clause in its entirety in all subcontracts for meat or meat products used in fulfilling any contracts awarded under this Supplement and MSCP-D. The burden of proof of compliance is on the contractor. All raw materials shall be shipped in containers labeled as "Domestic Only Product" on the principal display panel and the bill of lading accompanying the shipment shall contain the statement "Domestic Only Product."

## 800 Certificate of Conformance (COC)

810 In addition to the referenced payment documents required in the MSCP-D, please include a copy of the Contractor's Certificate of Conformance (**Exhibit D**).

## 900 Contractor Checkloading

910 Under both the QAD Grading-based Monitoring and Certification option and the QAD Audit-based Verification service option, the contractor shall perform checkloading examinations as described in the FPPS at the time of shipment and issue contractor's certificate to accompany each shipment that includes all of the following information:

910.1 Purchase Order Number;

910.2 Sales Order and Sales Order Item Number;

Approved by  DRD

Date Issued: 05/10/12

Date Revised: 04/01/25



- 910.3 Name of product;
- 910.4 Shipping Date;
- 910.5 Production lot number(s) and date each lot was produced;
- 910.6 Count of shipping containers and total projected net weight in each production lot and [delivery unit](#);
- 910.7 [Identity of car or transportation trailer numbers, letters, license, etc., including all serially numbered door seal\(s\), as applicable](#);
- 910.8 Contractor certification that product conforms with the FPPS;
- 910.9 Count and projected net weight verified; and
- 910.10 Signature of company official responsible for checkloading.

**1000 Exhibits**

**APPROVED**

**Federal Purchase Program  
Specification (FPPS) for  
Fresh Chilled, Boneless  
Beef for Further  
Processing into Fully  
Cooked Items**

Agricultural Marketing Service (AMS)  
Livestock and Poultry (LP) Program  
Standards and Specifications Division (SSD)  
Room 2702-S, STOP [0249](#)  
Phone: (202) 690-3148

Supersedes: FPPS BB [March 2023](#) – Changes from  
previous requirements in [blue](#)

**Effective: [May 2025](#)**

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**100 Scope**

110 This FPPS – Boneless Beef (BB) – [2025](#) is for use by a contractor of the Department of Agriculture (USDA), AMS, Commodity Procurement (CP) Staff to deliver fresh-chilled (never previously frozen) boneless beef for further processing into fully cooked items.

**200 Applicable Documents**

210 The following documents are incorporated as part of this USDA, FPPS-BB-[2025](#):

210.1 Quality Assessment Division (QAD) Procedures Manual;

210.2 Food Safety and Inspection Service (FSIS) Directive 10,010.1; and

210.3 Applicable Supplement to the AMS Master Solicitation for Commodity Procurements – Domestic Programs (MSCP-D).

**300 Checklist of Requirements**

301 All items shall be produced in accordance with Food Safety and Inspection Service (FSIS) regulations and the AMS Checklist of Requirements. The contractor's technical proposal, submitted to the Standards and Specifications Division (SSD), shall adhere to the following checklist requirements.

302 Substitution Programs - Contractors that may produce boneless beef for processing into fully cooked items for direct sales to further processors that hold QAD substitution plans shall declare this in their technical proposal. It is the contractor's responsibility to ensure that substitutable boneless beef raw materials sold to further processors for use as substitutable product are produced and managed according to provisions outlined in Section 310.

**310 Material Requirements for Fresh-Chilled Boneless Beef**

**311 Domestic Origin and Harvest (Slaughter) Requirements** – The contractor's quality control program shall be documented and have received a satisfactory onsite capability assessment by QAD prior to supplying materials for the program. Additionally, each establishment shall be subjected to verification audits conducted by QAD during production activities that demonstrate its adherence to the documented program. Boneless beef shall be derived from carcasses that are derived from cattle harvested at establishments that comply with the following origin and harvest requirements.

**312 Domestic Origin** – All meat shall originate from livestock that are born, raised, and harvested in the United States, its territories or possessions (U.S.) If the establishment receives and processes livestock from outside the U.S., a segregation plan shall be put in place to preclude non-conforming product from being introduced into Federal nutrition assistance programs.

**313 Humane Handling** - All cattle shall be humanely handled in accordance with all applicable FSIS regulations and AMS requirements.

**314 Spinal Cord Removal** – All spinal cord tissue shall be removed during the harvesting process.

**315 Pathogen Intervention** – The harvest process shall include at least two pathogen intervention steps. One of the intervention steps shall be a critical control point (CCP) in the establishment's FSIS recognized harvest process Hazard Analysis Critical Control Point (HACCP) plan. The CCP intervention(s) shall be scientifically validated to achieve a three-log reduction of enteric pathogens.

**316 Residue Prevention** – Harvest and production establishments shall have a HACCP system to control veterinary drug, pesticide, and environmental contaminant residues per FSIS regulations. Helpful information is available in the FSIS Compliance Guide for Residue Prevention [June 2024](#).

**317 Boneless Beef Requirements**

- 317.1 Traceability** – Boneless beef shall be traceable to sources that comply with the above domestic origin and harvest requirements.
- 317.2 Handling** - All boneless beef shall be maintained in excellent condition. The contractor's technical proposal shall include detailed production scheduling that addresses time and temperature controls necessary to maintain excellent condition of the boneless beef.
- 317.3 XF Trimmings** - Boneless beef commonly referred to by the industry as XF trimmings (e.g., Beef Fat with Visible Lean) is not allowed as a raw material source for grinding.
- 317.4 Objectionable Materials** - The following objectionable materials shall be excluded:
- 317.4.1 Major lymph glands (*prefemoral, popliteal, and prescapular*), thymus gland, sciatic (*ischiatric*) nerve (lies medial to the outside round), and internal fat (kidney, pelvic, and heart fat); **and**
- 317.4.2 All bone, cartilage, shoulder tendon, elbow tendon, silver skin from the outside round, *sacrosciatic* ligament, opaque periosteum, serous membrane (*peritoneum*), tendinous ends of shanks, *patellar* ligament (stifle joint), *gracilis* membrane (from the inside round), *achilles* tendon, back strap and *abdominal tunic*.
- 317.5 Mechanical Separation** - Boneless beef that is mechanically separated from bone with automatic deboning systems or advanced lean (meat) recovery (AMR) systems is not allowed.
- 317.6 Lot** - A lot shall consist of a single combo sized bin of approximately 2,000 pounds of boneless beef produced within a day, between “cleanup to cleanup” (see Appendix C) and that is from a single harvester or from a single processor.
- 317.7 Microbial Testing** – All lots of fresh chilled boneless beef shall be tested for all indicator microorganisms listed in Appendix B. All samples shall be sent to the AMS designated laboratory (ADL).
- 317.7.1 Sample Preparation and Handling - The ADL shall be responsible for supplying procedures for sample preparation, and submission. The ADL shall require contractors to submit this form as an official record with each sample. Samples submitted for boneless beef produced under a substitution plan shall be appropriately identified on the ADL sample submission form. The ADL shall also be responsible for supplying shipping supplies (including sampling bags and shipping materials), to each contractor. Contractor's technical proposal shall include and describe sample collection and preparation procedures provided by the ADL.

**317.7.2 Sample Selection**

- 317.7.2.1 For Beef Manufacturing Trimmings – The composite sample shall be selected as described within FSIS Directive 10,010.1.
- 317.7.2.2 For every lot of beef Manufacturing Trimmings, one sample shall be prepared from five different pieces of trim from five different pieces of beef product. The sample for indicator microorganisms (aerobic plate count, total coliform and generic *E. coli*) shall weigh 25 grams  $\pm$  10 percent.
- 317.7.2.3 When boneless beef has been exposed to any anti-microbial treatment, no sample units shall be selected for at least 15 minutes after such treatment. All anti-microbial treatments (e.g., techniques and procedures) administered during production and post-production shall be described in the contractor's technical proposal.
- 317.7.2.4 If the contractor plans to do microbiological testing in addition to that required by AMS, the technical proposal shall identify in detail such testing, including location of sample collection, frequency of sample collection, and intended use of testing results. AMS shall determine whether such additional sampling and testing constitutes "prescreening," in which case it shall not be allowed.

**317.7.3 Testing and Results**

- 317.7.3.1 The microbiological testing for all indicator microorganisms shall be in accordance with the applicable AMS-approved testing methodologies.
- 317.7.3.2 When the critical limit is exceeded for indicator microorganisms, the boneless beef contractor shall document the removal of the affected lot(s) and make such documentation available to an AMS Agent upon request.
- 317.7.3.3 The ADL shall record results of all indicator microorganisms' analysis in a format that can be easily captured and analyzed.
- 317.7.3.4 The ADL shall record all results on spreadsheets and calculate the process capability (CPU) for indicator organism tests performed on production lots as outlined in Section 317.7.
- 317.7.3.5 Any lot that exceeds the critical limit criteria of Appendix B shall not be delivered to USDA.

- 317.7.4 Statistical Process Capability – The statistical process capability of a boneless beef contractor to comply with microbial requirements shall be based on the assessment of calculated process capability (CPU) derived from the individual combo test results representing one 2,000-pound combo lot randomly selected by the ADL from every five consecutive individual 2,000-pound combo lots produced each production day. In the event that a production day concludes with less than five consecutive individual 2,000-pound combo lots, a randomly selected test result shall be utilized from one of the remaining lots. The spreadsheets shall be maintained so that process capability assessment on the 20 lots can be determined as described within Appendix B. Test results involving all boneless beef offered for testing for AMS purchase programs shall be monitored by AMS and the contractor, to determine individual lot acceptance and/or capability of the contractor's process according to Appendix B. Ineligible boneless beef contractors may re-enter the program under conditional status provided corrective actions have been submitted for review and approved, implemented and a satisfactory onsite corrective action audit by QAD has been conducted. Upon notification by the SSD that the plan has adequately addressed the issues that resulted in the ineligible status determination, the boneless beef contractor may re-enter the program under conditional status.
- 317.7.5 Contractor's Responsibility - The contractor shall provide results and process capability status (as applicable) involving each lot of boneless beef to be delivered to the USDA. Test results and process capability status (as applicable) for individual lots shall be provided to the QAD agent upon request. In the event a boneless beef contractor has been deemed ineligible, and wants to continue in the program, the ineligible boneless beef contractor may re-enter the program under conditional status provided corrective actions have been submitted for review and have been deemed approved, implemented and a satisfactory onsite corrective action audit by QAD has been conducted. Upon notification by the SSD that the plan has adequately addressed the issues that resulted in the ineligible status determination the boneless beef contractor may re-enter the program under conditional status.
- 317.7.6 Contractor's requests to remove samples from AMS testing shall be submitted and approved by SSD prior to sample removal from ADL testing.
- 317.7.7 Lots of boneless beef tested for indicator microorganisms only (as described in Section 317.7) shall not be diverted for use in ground beef products for delivery to USDA under FPPS-GB or for Type II under FPPS-CGB.

**320 State of Refrigeration**

321 Fresh-chilled boneless beef shall be maintained and delivered at a temperature not to exceed 40°F.

**330 Fat Limitations**

**331 Requirements** - The contractor shall establish a target average of 15 percent fat of all boneless beef destined for USDA. The upper and lower specifications limits shall be 18.0 and 12.0 percent fat respectively. Production lots with average fat results that are not within the upper and lower specification limits shall not be shipped to USDA.

**332 Process Capability** -The processor's capability (Cpk) value shall be one (1) or higher when the average results from 20 consecutive production lots (which always shall include the last production lot) are calculated.

**333 Documentation** - The contractor shall declare within its technical proposal:

333.1 Lot size, number of samples, selection and preparation procedures;

333.2 The laboratory and a test method;

333.3 Data management and storage of fat results; and

333.4 Statistical Process Control (SPC) charting methods which shall include a process capability report (histogram) that is capable of calculating a Cpk value (see Exhibit A).

334 Assessment by AMS - AMS reserves the right to:

334.1 Check production records of the recipient where the contractor's boneless beef is further processed;

334.2 Select and analyze samples at the further processor. The results may be used by the contracting officer as a "check" to determine if fat content is in compliance with the fat limitation requirements; and/or

334.3 Deem a contractor unreliable for failure to comply with the above requirements.

**340 Packaging and Packing**

341 The contractor's technical proposal and process shall assure that all packaging, packing, closure, marking, and palletizing comply with the National Motor Freight Regulations and FSIS regulations and the requirements listed below. The contractor also shall have procedures for verifying the net weight of shipping containers.



342 The contractor shall bulk package the boneless beef within lined “combo bins” in such a manner to maintain the product in excellent condition. The combo bins of boneless beef shall be covered so that the container arrives at the destination intact.

343 **Net Weight** – The contractor shall have procedures that accurately determine the net weight of the boneless beef. Each filled combo bin shall weigh from 1850 to 2250 pounds. AMS reserves the right to perform net weight examinations at destination.

344 **Marking of Containers** – All shipping container markings shall include all information required by FSIS regulations and the following information:

344.1 The following statement: “Complies with FPPS-BB-2025 - Boneless Beef for Further Processing into Fully Cooked Items”:

344.2 A code number that shall indicate traceability to production lot and date;

344.3 USDA Shield (at least 2 inches high);



344.4 Purchase Order Number;

344.5 Fat Declaration;

344.6 The appropriate material number listed in the table below for each of the items:

<u>Item</u>	<u>Material Number</u>
Boneless Beef Combo, Fresh	100155

**Note:** All labeling shall be illustrated in the contractor’s technical proposal.

345 **Delivery Unit** - Total net weights per delivery unit - The delivery unit shall be 40,000 pounds; and

346 **Sealing** – All products shall be delivered to AMS assigned destinations, including multi-stop deliveries, under seal(s) with tamper proof, tamper resistant, serially numbered seals as required under the current AMS MSCP-D.

**400 Control of Non-Conforming Product**

401 The contractor shall include a plan and supporting documentation to assure that non-conforming product is not delivered under USDA contracts. The plan shall address 1) control and segregation of non-conforming product, 2) removal of any USDA markings, and 3) disposition of non-conforming product, including documentation of final disposition (e.g., diverted to cooked product or destroyed).

**500 AMS Monitoring and Production Assessment**

501 The contractor may request to use either AMS's QAD Grading-based Monitoring and Certification service or QAD Audit-based Verification service, for assessing contract compliance of the finished product.

501.1 If the contractor uses the AMS QAD Grading-based Monitoring and Certification service, it shall be implemented in accordance with Section 400 of Supplement 212.

501.2 A technical proposal is not required to be submitted when the contractor is operating under the QAD Grading-based Monitoring and Certification service option. The contractor's technical proposal shall specify that the AMS QAD Audit-based Verification service option will be used.

**600 Quality Assurance****610 Warranty and Complaint Resolution**

611 Warranty – The contractor shall guarantee that the product complies with all specification requirements, technical proposal declarations, and provisions set forth in the MSCP-D.

612 Complaint Resolution – Customer complaint resolution procedures shall be included in the technical proposal. These procedures shall include: a point of contact, investigation steps, intent to cooperate with AMS, and product replacement or monetary compensation. The procedures shall be used to resolve product complaints from recipient agencies or AMS.

**620 Contractor Checkloading** - Under both the QAD Grading-based Monitoring and Certification option and the QAD Audit-based Verification service option, the contractor shall perform checkloading examinations at the time of shipment and issue a contractor's certificate to accompany each shipment that includes all of the following information:

620.1 Purchase Order Number/Purchase Order Line Item Number;

620.2 Sales Order Number/Sales Order Line Item Number;

- 620.3 Destination of shipment;
- 620.4 Name of Product and applicable Material Number;
- 620.5 Shipping Date;
- 620.6 Production lot number(s) and date each lot was produced along with shipping container code(s) and the code used that provides traceability to production lot and date;
- 620.7 Count of shipping containers and total projected net weight in each production lot and [delivery unit](#);
- 620.8 [Identity of car or transportation trailer numbers, letters, license, etc., including all serially numbered door seal\(s\), as applicable;](#)
- 620.9 Contractor certification that product conforms with the applicable specification (FPPS-BB-[2025](#));
- 620.10 Count and projected net weight verified; and
- 620.11 Signature of company official responsible for checkloading.

## Appendix A

### Data Entry and Process Capability Value

#### Data Entry

The ADL shall record microbiological test results on spreadsheets and make those spreadsheets readily available to AMS and its contractors/suppliers. Quantitative (plate count) results shall be expressed as colony forming units (CFU) per gram or per ml reflecting the original sample measurement. Test results shall be entered as a whole number (i.e., no decimal places, no preceding < (less than) symbol).

The ADL shall provide the calculated process capability values (CPU, CI) in the spreadsheets so that the supplier's process capability assessment can be determined, as described in Appendix B.

#### Process Capability Values – CPU or Cpk

The process capability value (CPU) shall be calculated by the ADL. CPU shall be used for microbiological tests, given these requirements only have an upper specification limit. Cpk shall be used for fat testing requirements that have an upper and lower specification limit (see **Section 332**). The upper specification limits (USL) for microbiological requirements are in Appendix B. The calculations for CPU and Cpk are as follows:

<u>Calculation of process capability (CPU) with an upper specification limit only</u>	<u>Calculation of process capability (Cpk) with an upper and lower specification limit</u>
<p>Step 1. The first calculation shall determine the Z-value (upper):</p> $\text{Z-value (upper)} = (\text{USL} - \text{Process Average}) / \text{Standard Deviation}$ <p>Step 2. The Z-value divided by 3 shall calculate the CPU:</p> $\text{CPU} = \text{Z-value (upper)} / 3$	<p>Step 1. The first set of calculations shall determine the smaller value of the two Z-values (upper or lower):</p> $\text{Z-value (upper)} = (\text{USL} - \text{Process Average}) / \text{Standard Deviation}$ $\text{Z-value (lower)} = (\text{Process Average} - \text{LSL}) / \text{Standard Deviation}$ <p>Step 2. The smaller of the two Z-values (upper or lower) divided by 3 shall calculate the Cpk.</p> $\text{CPU} = \text{Z-value (smaller value of the upper or lower)} / 3$

## Appendix B

### AMS Boneless Beef Process Requirements Flow Chart

**Quality Control Program** – Prior to bidding on boneless beef contracts with the USDA, the documented quality control program as described within the approved technical proposal shall have received a satisfactory onsite capability assessment by QAD. AMS shall audit and monitor the program. The quality control program shall specifically address management of microbial data to comply with the AMS Process Requirements Flow Chart and the following descriptions.

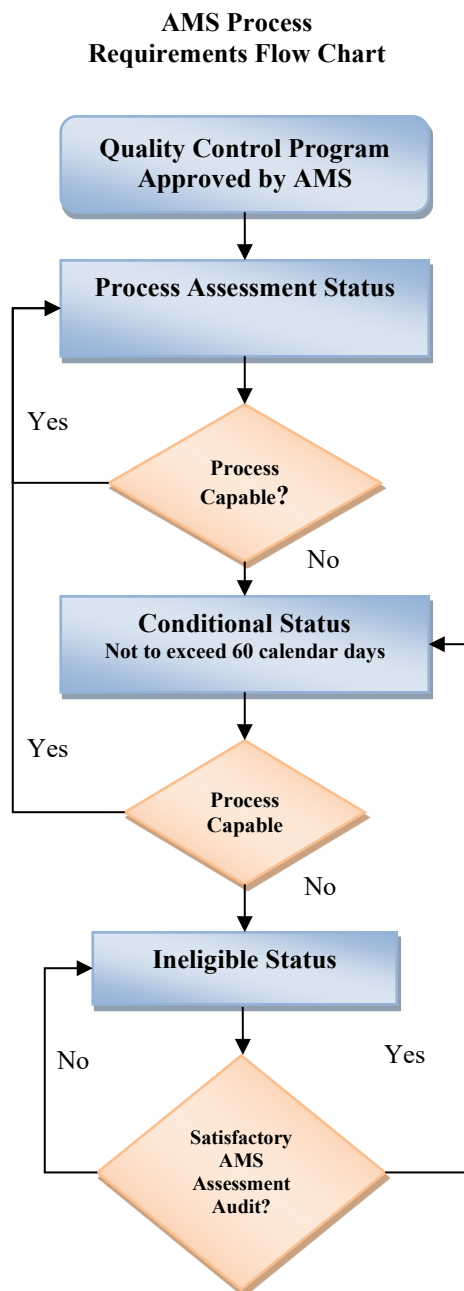
**Process Assessment Status** - A process assessment involves sampling and testing of 20 consecutive lots (which shall include the last recorded result as defined within Appendix C) of boneless beef (see **Section 319.7.4**) destined for USDA contracts for the organisms listed within the table below.

**Process Capable?** – Flow chart decision step that involves test results for up to 20 consecutive lots (which shall include the last recorded result) recorded in spreadsheets, where the process capability (CPU) value is calculated (See Appendix A) for evaluation. A process that is not capable shall be declared to the SSD immediately when results are known and shall result in switching from **process assessment** status to **conditional status** or switching from **conditional status** to **ineligible status** when:

- The CPU values do not meet the levels specified in the table below;
- Two results exceed any of the critical limits in the table below; \* or
- After 2 or more results, the CPU value is negative.\*

\*Immediate action shall be taken prior to completion of 20 lots.

**Conditional Status** –To regain **process capable** status, the boneless beef contractor shall notify the SSD that the process is not capable, and then have 20 consecutive results that meet the '**Process Capable**' criteria within 60 calendar days or in accordance with a production schedule pre-approved by the SSD. Change in status begins after a cause-and-effect analysis has been performed and corrective actions have been implemented. The boneless beef contractor may also declare itself ineligible at any time.



**Ineligible Supplier/Contractor** – An ineligible boneless beef contractor shall not be allowed to supply boneless beef to USDA until a cause-and-effect analysis has been performed and corrective actions have been submitted to AMS for review and approved, implemented and a satisfactory AMS assessment audit has been completed. Once satisfactorily becoming eligible, subsequent production shall be under **Conditional Status**. The AMS SSD reserves the right to declare a boneless beef contractor **ineligible** at any time.

AMS Microbial Requirements for Boneless Beef			
Microbial Test	USL (cfu)	Critical Limits (cfu)	CPU
Standard Plate Count	50,000 / gram	100,000 / gram	<b>CPU <math>\geq</math> 1</b>
Total Coliforms	200 / gram	1,000 / gram	<b>CPU <math>\geq</math> 1</b>
<i>E. coli</i>	100 / gram	500 / gram	<b>CPU <math>\geq</math> 1</b>

## Appendix C

### Glossary of Terms

**Cause and Effect Diagrams** – A cause and effect analysis is used to identify the cause or source of non-conformities. It categorizes the source as derived from impact on a process presented by Human, Machinery, Material, Methods, Environment, and Measurement (Test). The Cause-and-Effect Diagram shall assist in evaluating a process and assigning the appropriate control point (see Figure 1).

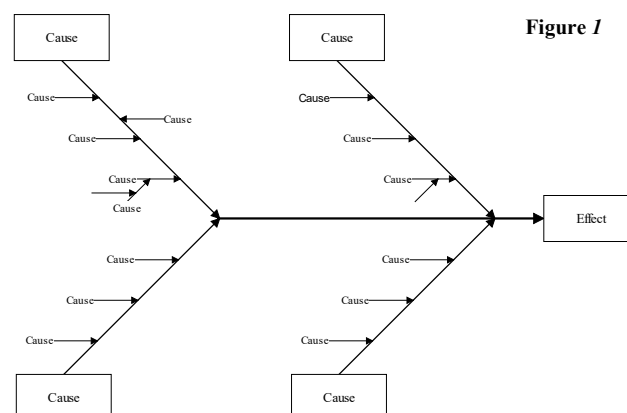


Figure 1

**"Cleanup to cleanup"** - Part of a HACCP program that the establishment has in place to support statistically distinguishing one portion of production from another. Production destined for USDA contracts is to be commenced on clean equipment. However, "cleanup to cleanup" without other supporting documentation may not be adequate to statistically distinguish one portion of production from another. If a sample analysis yields a positive result, any product produced in the same time frame with the same process or equipment is suspect, unless an intervention occurred that would indicate a change in the status of the process/equipment.

**Control Charts** – A control chart is a run chart with statistically derived upper and lower control limits (ucl and lcl). The control chart demonstrates if a process is in statistical control. When properly designed, control charts provide an early warning of problems allowing for adjustments to be made before production of non-conforming products. Microbial test results may be plotted on control charts for individual measurements and fat test results may be plotted on control charts featuring average and range of the fat test results (See Figure 2).

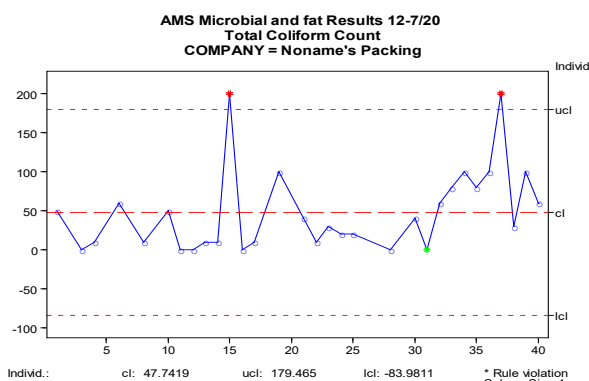


Figure 2



**Cpk** – Process Capability Value (Cpk) is a capability analysis index used to determine if a process can meet specification limits. A Cpk value of 1 indicates that the process is producing at least 99.73% within the specification limit. Cpk values of 1 for many organizations have become the minimum requirement. However, the larger the Cpk values the better. Cpk differs from other process capability analyses since it considers the process average along with the distribution of test results. Since there is no lower specification limit for USDA microbial requirements, the calculation for Cpk shall not involve relating the process average with a lower specification limit.

**CPU** - Process Capability Value (CPU) is the same as Cpk except that there is no lower specification limit. The process performance index is correctly known as a Centered Process Capability Upper Specification Limit only (CPU) (See Figure 3).

**Excellent Condition** - All product shall be in excellent condition (e.g., exposed lean and fat surfaces shall be of a color and bloom normally associated with the class, grade, and cut of meat and typical of meat which has been properly stored and handled). Cut surfaces and naturally exposed lean surfaces shall show no more than slight darkening or discoloration due to dehydration, aging, and/or microbial activity. The fat shall show no more than very slight discoloration due to oxidation or microbial activity. No odors foreign to fresh meat shall be present. Changes in color and odors characteristically associated with vacuum packaged meat in excellent condition shall be acceptable. Also, product shall show no evidence of mishandling. Beef shall be maintained in excellent condition through processing, storage, and transit.

**Flow Charts** – Flow charts depict all of the steps of a process. Standard symbols are used to identify the start, finish, processing steps and decision steps. It can be used to simplify a complex process so that it can be analyzed (Figure 4).

**Histograms** – The histogram shows a pictorial representation of the frequency of distribution of microbial test results over time. Sometimes referred to as process capability charts, histograms compare the distribution of the test results with AMS specification requirements. Use histograms along with control charts to better understand process capability (See Figure 3).

Figure 3

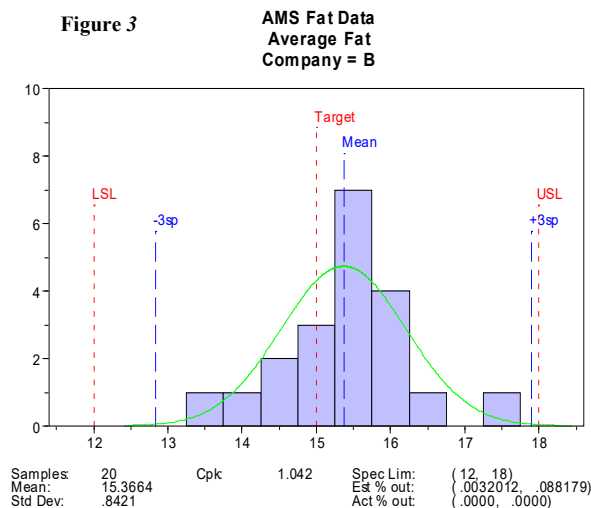
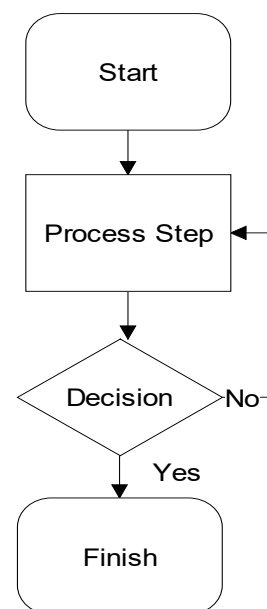


Figure 4



**Pareto Diagrams** – The Pareto diagram ranks the importance of different non-conformities. Typically, non-conformities are measured against frequency of occurrence. The Pareto analysis is helpful in identifying and justifying which problems shall need to be solved first (see Figure 5).

**Process** – For the purpose of this specification, a single process involves the input of a raw material on a production line with a value-added activity resulting in a output that can be further processed or meet a customer's need. A complex process involves output being another processes input. The production of ground beef is a complex process.

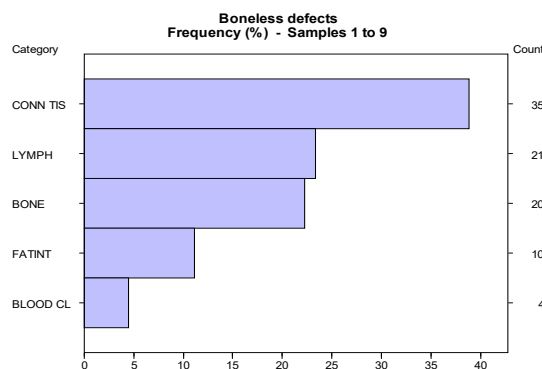
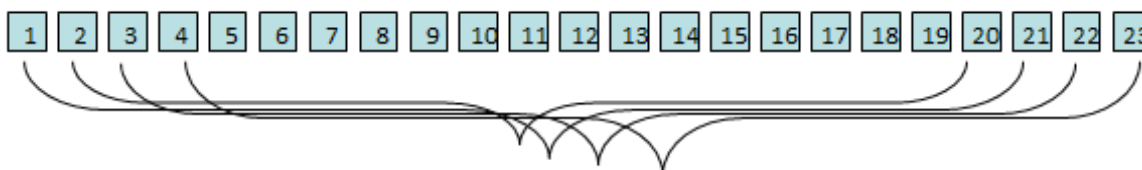


Figure 5

**Process Capability Assessment on 20 consecutive lots** – For the purpose of this specification, process capability assessments are conducted on data results from each lot for fat and microbial requirements. A process assessment involves sampling and testing of 20 consecutive lots (which always includes the last recorded result). Information from each lot shall be evaluated with information from the preceding 19 lots (i.e., while in process assessment of the first 20 lots, the process was found to be capable, then assessment shall continue on lot numbers 2-21). This has often been referred to as a 'Rolling 20'. This assessment takes into account process variations that may be attributed to product, management, sources, and time (see Figure 6).

Figure 6



**Random Sampling** – A process of selecting a sample from a lot whereby each unit in the lot has an equal chance of being selected and is representative of the lot's production.

**Statistical Process Control (SPC)** – SPC is the primary analysis tool of quality improvement. The objective of any quality improvement strategy is to identify and reduce the amount of variation. SPC analyzes the variation in a process and is the applied science that assists suppliers to collect, organize and interpret microbial and fat test results on processing of ground beef destined for USDA.

SPC provides tools to help measure, identify, and eliminate variation from customer requirements (see List 1).

List 1

Tools for Statistical Process Control  
Pareto Diagrams  
Histograms  
Run Charts  
Capability Assessment

Flow Charts  
Cause and Effect Diagrams  
Scatter Diagrams  
Control Charts

**Upper and lower control limits (ucl and lcl)** – Control limits are statistical calculations of the distribution of test results. Upper and lower control limits represent  $\pm 3$  standard deviations of the process results. Data plotted outside the limits represent special causes of variation. A process may be considered “out of statistical control” when results are outside these limits. Upper and lower control limits are not to be confused with specification limits. A supplier wishing to be an eligible participant in the Boneless Beef Program shall have a process that is capable of producing within the specification limits (See figure 2).

**Upper and lower specification limits (USL and LSL)** – Normally, the customer sets the specification limits. The objective of the Boneless Beef Purchase Program is to procure from boneless beef processors that are statistically capable of meeting the upper specification limits specified within the FPPS-BB. The specification limits reflect customer needs (See Figure 3).



# APPROVED

## Federal Purchase Program Specification (FPPS) for Animal Handling and Welfare

Agricultural Marketing Service (AMS)  
Livestock and Poultry (LP) Program  
Standards and Specifications Division (SSD)  
Room 2702-S, STOP [0249](#)  
Phone: (202) 690-3148

Supersedes: FPPS-AHW- [July 2024](#) – Changes from  
previous requirements in [blue](#)

**Effective: [April 2025](#)**

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### 100 General

101 This document is for use by the Department of Agriculture (USDA), AMS, LP Program to ensure that the animal handling and welfare requirements for Federal nutrition assistance programs reflect industry best practices.

### 110 Program Approach

111 All animal harvest facilities that supply raw materials from bovine, porcine and ovine species for the production of AMS destined finished products must develop and implement a written program that is consistent with a systematic approach to humane animal handling and welfare as outlined in 69 FR 54625. The program will ensure proper animal handling and welfare techniques are conducted from the time the transportation conveyance enters the facility's premises through the stunning and exsanguination of the animal.

### 120 Program Submission


121 The program will be submitted as a supporting document to the organization's approved technical proposal and must address the requirements outlined in **Sections 200 – 241** ([Sections 300 & 400 are not required to be listed in the contractor's technical proposal - these sections are provided for information only.](#))

### 200 Program Components

201 The contractor must ensure that any facility that harvests animals has a:

### 210 Management Commitment

211 Steering Committee (internal) which is ultimately accountable for animal handling and welfare initiatives within the organization.

Approved by  DRD  
Date Issued: 08/11/08  
Date Revised: [04/17/25](#)

- 212 Mission Statement on animal handling and welfare that is distributed to all employees and conspicuously displayed at the premises.

## **220 Training Program**

- 221 Training program on Animal Handling and Welfare that:

- 221.1 Is provided to all employees interacting with animals;
- 221.2 Covers the [Meat Institute Recommended Animal Handling Guidelines & Audit Guide: A Systematic Approach to Animal Welfare](#);
- 221.3 Is facilitated by an employee that has earned and maintained a certification of animal handling and welfare training, such as that offered through the Professional Animal Auditor Certification Organization (PAACO) or an equivalent;
- 221.4 Is conducted no less frequently than once a year for each designated employee; and,
- 221.5 Requires signed documentation from each employee and confirmation by signature of the designated, certified trainer upon successful completion of training.

## **230 Quality Management Plan**

- 231 Written quality management plan (internal) which addresses all provisions of Chapter 4: Transportation Audit Guidelines, 7 Core Criteria and Chapter 5: Auditing Animal Handling and Stunning, 7 Core Criteria, of the [Meat Institute Recommended Animal Handling Guidelines & Audit Guide: A Systematic Approach to Animal Welfare](#), found at the following web site address:
- 231.1 [https://www.meatinstitute.org/Animal\\_Welfare/Guidelines\\_and\\_Audits](https://www.meatinstitute.org/Animal_Welfare/Guidelines_and_Audits)
- 232 This internal quality management plan must also provide for routine assessment and monitoring of humane handling through the use of a numerical scoring system conducted by a trained employee.
- 233 All animal harvest facilities that supply raw materials from bovine, porcine and ovine species for the production of AMS destined finished products must have a fully functioning back-up stunning device onsite wherever animal stunning is performed.

## **240 Regulatory Oversight**

- 241 For all species, animals/carcasses that are inspected and passed by the Food Safety Inspection Service (FSIS) are eligible for AMS purchase programs.

Sections 300 – 400 are provided for contractors' information only.

**300 Program Evaluation and Eligibility**

301 The program will be audited (external) by AMS or a firm accredited by AMS. The accreditation of the firm will be conducted by the Quality Assessment Division (QAD) through the **USDA ISO Guide 17065 Program**.

302 Audit findings will be communicated to the establishment's Food Safety and Inspection Service (FSIS) Inspector in Charge (IIC) or designee.

**310 Audit Format**

311 Audits will be conducted utilizing the following format:

**312 Transportation Segment (*Chapter 4: Meat Institute Recommended Animal Handling Guidelines & Audit Guide: A Systematic Approach to Animal Welfare*).**

312.1 Audited organizations must pass Core Criteria 1 and 6 with a minimum scoring of excellent, Core Criteria 2 through 5 with a minimum scoring of acceptable and Core Criteria 7 must be adhered to with full compliance (zero tolerance) each time an audit is performed.

**313 Animal Handling and Stunning Segment (*Chapter 5: Meat Institute Recommended Animal Handling Guidelines & Audit Guide: A Systematic Approach to Animal Welfare*).**

313.1 Audited organizations must adhere to Core Criteria 1, 2, 6 and 7 with full compliance (zero tolerance) and to Core Criteria 3, 4 and 5 with a minimum scoring of Acceptable each time an audit is performed.<sup>1/</sup>

313.2 The auditor shall inform FSIS and organization officials in writing of all audit findings, including any observations of missed stuns and/or animals regaining sensibility following stunning, upon completion of the audit during the exit interview.

**320 Initial Audit**

321 Initial audit must be performed prior to award of contracts.

<sup>1/</sup>Religious harvest (Kosher and Halal) shall be exempt from the AMS auditing of Core Criteria 6: Effective Stunning.

**330 Audit Failure**

- 331 If an audit is failed for any of the Core Criteria, the organization is not eligible to provide product until such a time that corrective and preventative actions are approved by SSD, implemented and proven effective.

**340 Audit Frequency and Status**

- 341 Standard - Until four (4) consecutive successfully passed audits are attained, an audit must be conducted within **three** (3) months of the previous audit.
- 342 Monthly - If at any time an audit identifies any of the Core Criteria not meeting the pass requirements while in the Standard phase, auditing will be required to be conducted on a monthly basis once corrective and preventative actions have been approved by SSD, implemented and proven effective. This schedule will be for a period of time until four (4) successive audits are found to meet the passing requirements noted in **Section 310 – Audit Format**; at which time audits shall be conducted on the Standard basis.
- 343 If four **(4)** successfully conducted audits are sequentially completed within a one-year period while in Standard auditing phase, the facility may move to a Semi-Annual audit basis.
- 344 Semi-Annual - Semi-annual audits may continue until such time that a failed audit is reported or a period of greater than six **(6)** months has elapsed without any audits being performed; at which time the audits must resume as described for Standard audits.
- 345 For-Cause – Any official enforcement actions issued by FSIS for missed stuns or for an animal regaining sensibility following stunning shall result in an immediate for-cause animal handling and welfare audit by AMS. Subsequent audit frequency will be determined by results of the AMS audit, as described above.

**400 Standards and Specifications Division**

- 401 SSD can declare an organization's Animal Handling and Welfare Program out of compliance at any time.
- 402 The organization shall immediately notify SSD when any animal handling and welfare official enforcement action is issued by FSIS.



Cover Page:

Company Name

Company Address


Contact Person, including title, phone number, including emergency contact information, e-mail address (shall be authorized to represent the company).

Technical Proposal for: **Supplement 212 and FPPS – Boneless Beef for Further Processing into Fully Cooked Items.**

Table of Contents (all pages and attachments shall be number and identified – any attachments shall be identified and referenced in the Technical Proposal).


The technical proposal should document a quality control program that includes procedures, records, forms, pictures, etc., which demonstrates conformance with the following checklist of requirements:

- 100 Scope
- 200 Applicable Documents
- 300 Checklist of Requirements
- 310 Materials
- 311 Domestic Origin and Harvest Requirements
- 312 Domestic Origin
- 313 Humane Handling
- 314 Spinal Cord Removal
- 315 Pathogen Intervention
- 316 Residue Prevention
- 317 Boneless Beef Requirements
  - 317.1 Traceability
  - 317.2 Handling
  - 317.3 XF Trimmings

Approved by  DRD  
Date Issued: 05/10/12  
Date Revised: 04/01/25

- 317.4 Objectionable Materials
- 317.5 Mechanical Separation
- 317.6 Lot
- 317.7 Microbial Testing
- 320 State of Refrigeration
- 330 Fat Limitations
- 331 Requirements
- 332 Process Capability
- 333 Documentation
- 340 Packaging and Packing
- 343 Net Weight
- 344 Marking of Containers
- 345 Delivery Unit
- 346 Sealing
- 400 Control of Non-Conforming Product
- 500 [AMS Monitoring and Production Assessment](#)
- 600 Quality Assurance
- 610 Warranty and Complaint Resolution
- 620 Contractor Checkloading

Attachments or Appendixes - Please attach all referenced documents with the applicable document name and reference number.

Approved by  DRD  
Date Issued: 05/10/12  
Date Revised: [04/01/25](#)

United States Department of Agriculture  
Agricultural Marketing Service  
Livestock and Poultry Program

Certificate of Conformance for  
the Procurement of Fresh Chilled Boneless Beef Items

Certificate of Conformance

I certify the following:

(1) On [delivery date(s)], [Supplier's name] furnished the (insert the appropriate commodity description) called for by Purchase Order Number \_\_\_\_\_ via [Carrier] under Sales Order Number/Item number(s): \_\_\_\_\_.

(2) The (insert the appropriate material name) is of the quality specified and conforms in all respects with the purchase order requirements, including [Supplier's name] Technical Proposal as approved by the AMS, LP Program, Standards and Specifications Division.


(3) Product identification, (i.e. production lot number(s)) is in the quantity shown on the attached acceptance document.

(4) Supplier assures all meat or meat products used in fulfilling this contract was produced in the United States as defined in the AMS Master Solicitation Section I.E.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Signed by an officer or representative authorized to sign offers)

Title: \_\_\_\_\_

Approved by  DRD  
Date Issued: 05/10/12  
Date Revised: 04/01/25