RECORDING INFORMATION ON FORM SC-356

Record the necessary information for inspection of a lot on the "Application for Inspection and Certificate of Sampling" Form SC-356. See the example of the SC-356 on the final pages of this instruction for letter codes shown as red letters that align with the fields described below.

a. To be completed by USDA,
b. Name, address and E-mail address of applicant,
c. Name and address of receiver or buyer,
d. Name of party requesting the inspection if other than the applicant,
e. Contract or order number if applicable,
f. Date available for sampling/inspection,
g. Where and to whom the certificate and fee bill are to be mailed,
h. Method of delivery of distribution,
i. Type and name of product,
j. Location of product where sampling is to take place and contact information for that location,
k. Type of packing and packaging,
l. Information on previous inspections of the same lot or portions of the lot (if applicable) including certificate numbers and area office where certified.
m. Quality requirements of the receiver, if applicable.
n. Additional requirement(s) of inspection request.
o. Applies to “Unofficial Sample(s) Submitted by Applicant” only. Check box to indicate. The requesting party should also complete the name and title of requestor and signature of requestor blocks on the Certificate of Sampling (reverse side) of the Application for Inspection.
p. Applies to Section 8e Import Product Inspection only. Enter the following additional information in this section:
   • Importer of record,
   • Date of arrival,
   • Port of entry,
   • Name of vessel and voyage number,
   • Customs entry number,
   • Bill of lading number,
   • Broker’s reference number,
   • FCE number,
   • Port of export,
   • Harmonized Tariff Code for the commodity being imported,
• Container number, and  
• Country of origin of the product.

q. Applies to Export Certification only.
Enter the following additional information in this section:
• Port of export,
• Port of entry,
• Vessel name,
• Voyage number,
• Date of freezing,
• Freezing temperature, and
• Storage temperature of the product.

r. Lot number,
Size,
Description,
Number and type of containers in each case, and
Container code marks.
### Application for Inspection and Certificate of Sampling

**U.S. Department of Agriculture**
**Agricultural Marketing Service**

**Application for Inspection and Certificate of Sampling**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION TAKEN BY (Initial)</td>
<td>a</td>
</tr>
<tr>
<td>DATE</td>
<td>b</td>
</tr>
<tr>
<td>HOUR</td>
<td>c</td>
</tr>
</tbody>
</table>

**Name and Mailing Address of Applicant (Include City, State, ZIP):**

**Enter your E-Mail Address here:**

**Name and Mailing Address of Receiver or Buyer (Include City, State, ZIP):**

**If requested by other than applicant, specify name of party:**

**Contract or Order Number:**

**Date Available for Sampling/Inspection:**

**Mail Certificate and Fee Bill To:**

**Distribution Instructions:**

**Type of Product:**

- Canned
- Frozen
- Dried
- Dehydrated
- Other (Specify)

**Type of Case:**

- None
- Domestic
- Other (Specify)

**Product Previously Graded:**

- No
- Yes (If yes, give Certificate Number)

**Report Results Immediately After Grading To:**

**Quality Requirements of Receiver:**

**Additional Requirements (Other than above):**

- Certificate of Date of Pack (Federal or State Agencies)
- Officially Sampled stamp on cases. Stamp this form if accomplished
- Checkloading Required Date
- USDA Contracts—Country of Origin Certification and Traceability Documents. (Plant Survey and Food Defense System Survey required or Plant Systems Audit)

**Section 8: Import Product Inspection**

- Importer's Record
- Date of Arrival
- Port of Entry
- Name of Vessel/Voyage No.
- Customs Entry No.
- Bill of Lading No.
- Broker's Reference No.
- FCE No.
- Port of Export
- Harmonized Tariff Code
- Container No.
- Country of Origin

**Other: Please specify in remarks:**

**Lot No.**

**Lot Size and Description**

**No. and Type of Containers in Case**

- Embossed
- Ink Stamped
- Ink Jet
- Other (Specify)

**Code Marks in Lot**

**No. Samples**

**Additional Sample Units For:**

- Analytical
- USDA Review
- Monthly Review
- Other

**Remarks:**

This is to certify that in compliance with the regulations of the Secretary of Agriculture governing the inspection of processed fruits and vegetables pursuant to the Agricultural Marketing Act of 1946, as amended, I have this day drawn samples believed by me to be representative of the lots described above.

**Official Sampler Print and Sign Name:**

**Address of Sampler or Field Office:**

**Date**

**Driving (Hrs)**

**Sampling (Hrs)**

**Stamping (Hrs)**

**Condition (Hrs)**

**Checkloading (Hrs)**

**Product Exam (Hrs)**

**Other (Hrs)**

**Total Hours**

**Overtime (Hrs)**

**Night Diff (Hrs)**

**Inspection Hours**

---

(Over)
CERTIFICATE OF SAMPLING

THIS IS TO CERTIFY that in compliance with the regulations of the Secretary of Agriculture governing the inspection of processed fruits and vegetables pursuant to the Agricultural Marketing Act of 1946, as amended, I have this day drawn samples believed by me to be representative of the lots described below.

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>PURCHASE ORDER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME AND Mailing ADDRESS OF APPLICANT (Include City, State, Zip)</td>
<td>NAME AND LOCATION OF WAREHOUSE (Include City and State)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>SIZE AND KIND OF CONTAINERS</th>
<th>NUMBER PER CASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF CASE (If used)</td>
<td>CORRUGATED □ OTHER □ TRAY PACK</td>
<td>CASE MARKINGS (If any)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOT NO.</th>
<th>NO. SAMPLES</th>
<th>CODE MARKS</th>
<th>NO. CASES</th>
<th>LOCATION IN WAREHOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ EMBOSSED □ INK STAMPED □ INK JET □ OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REMARKS

DATE | OFFICIAL SAMPLER PRINT AND SIGN NAME | ADDRESS OF FIELD OFFICE/INSPECTION POINT

The undersigned applies for Inspection of the processed food products described in this application in accordance with the regulations of the Secretary of Agriculture (7 CFR). To the best of my knowledge and belief, these containers are not from lots which have been previously inspected by the U.S. Department of Agriculture and are in no way the subject of controversy with any government agency.

NAME AND TITLE OF REQUESTOR □ SIGNATURE □
“SCI moving forward in the 21st Century using technology, innovation, and old fashioned hard work”

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