



**United States  
Department of  
Agriculture**

**SPECIALTY CROPS INSPECTION DIVISION**

**LETTER AGREEMENT**

Plant Assisted Continuous Inspection Program  
Plant Assigned Personnel

I (We) \_\_\_\_\_,  
*(Plant Official(s) Printed Name)*

located at \_\_\_\_\_,  
*(Plant Name and Address)*

hereby agree to assign the plant personnel shown below to assist the Specialty Crops Inspection (SCI) Division inspector in performing certain routine tasks as listed:

Name	Tasks Assigned	Date

The above employee(s) will be under the direct supervision of the SCI Inspector-in-Charge in the performance of the above tasks. The plant employee(s) will have access to all written instructions describing the procedure or method that is relevant to the job function, and if applicable, a job instruction sheet will be prepared to describe the tasks.

\_\_\_\_\_  
By *(Print & Sign Name of Plant Management)*

\_\_\_\_\_  
By *(Print and Sign Name of Officer-In-Charge)*

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date