Instructions to Complete
Supplement to Annual Report of Packers
Form PSD 3005

As a packer, if you slaughter at more than one plant, you must submit a separate Form PSD 3005 for each plant, in addition to Form PSD 3004. The total values reported in Section 3 of each form PSD 3005 will be combined and reported as the totals in Section 3 of Form PSD 3004

All items must be completed on this form, in its entirety, before submitting the form. Failure to do so will result in the form being returned as incomplete.

For questions about Form PSD 3005, please contact the Central Reporting Unit at 303-375-4264 or PSD-CRU@usda.gov. Forms and instructions are located on PSD's website at https://www.ams.usda.gov/resources/forms. Please email the completed form to the Central Reporting Unit at PSD-CRU@usda.gov, or fax to 844-303-0332, or mail to:

USDA PSD
P.O. Box 110639
Aurora, CO 80042

SECTION-BY-SECTION INSTRUCTIONS

FORM HEADER – BUSINESS ENTITY ID

Business Entity ID should be completed using information on the annual report letter or email.

GENERAL INFORMATION – SECTION 1

Line No.	Subject	Instruction
101 a and b	Reporting Period	The reporting year covers the period of time operated the previous year, either calendar year or fiscal year. (FROM: should be the beginning of your reporting year; TO: should be the end of your reporting year, i.e., 01/01/20YY to 12/31/20YY) If you recently registered, please enter the date you started operating (FROM) and the end of your reporting year (TO). If you cease operations and go inactive, the end of your reporting year (TO) will be the last date of operation.
102	Entity Name	Enter the name under which you are registered with PSD.
103	Trade Name	Enter the trade name under which you operate. This is the name the business uses, if applicable.
104 and 105	Mailing Address	Enter your mailing address. Enter street, city, state, and zip +4 code. This is the address where all correspondence from the Packers and Stockyards Division should be sent.

ORGANIZATIONAL STRUCTURE – SECTION 2

Line No.	Subject	Instruction
201	Own or Operate a Scale	Check the appropriate box to indicate if this entity owns or operates a livestock scale.
202a. through 202c.	Manufacturer, Model, Serial Number	If 201 is yes, list the a. manufacturer, b. model, and c. serial number of each scale the entity operates.
203	Payment	Check the appropriate box to indicate the basis of payment for the majority of livestock sold.
204	Electronic Evaluation Device	Check the appropriate box to indicate whether or not you use any type of electronic evaluation device (other than scale) for payment determination. If yes, enter the type of equipment and the manufacturer on line 205.
205	Manufacturer of Electronic Device	List the manufacturer and type of instrument used to measure carcass characteristics to determine payment to sellers.

LIVESTOCK FEEDING OPERATIONS, PROCUREMENT, SLAUGHTER, AND MEAT PROCESSING – SECTION 3

Line No.	Subject	Instruction
301	Plant Name	Enter the name of plant used for your slaughter operation.
302 and 303	Mailing Address (number and name), and city, state and zip +4	Enter the mailing address of the plant. Enter street, city, state, and zip +4 code. This is the address where all correspondence to the plant from Packers and Stockyards Division will be sent. .
304 And 305	Operating Address	Enter the physical address of the plant if it is different from the mailing address. Enter street, city, state, and zip + 4.
306	Federal or State Inspection	Select the highest level of inspection provided at the plant.
307	FSIS or State Inspection Number	Enter the inspection number assigned to the plant.
308	Own or Lease	Check the ownership status. “Neither” indicates the plant only performs custom slaughter.
309 through 312	Custom Slaughter Entities	Enter the name and address (street, city, state, and zip +4), for each entity for which you slaughtered 100 head or more on a custom basis at this plant during the reporting period. Add additional pages, as necessary.
313 through 319	Number of head of livestock custom slaughtered	For each of the entities listed on lines 309-312, enter total number of head of each category of livestock slaughtered by you on a custom basis during the reporting period. Add additional pages, as necessary. Enter custom slaughter numbers of head for all others that were listed on separate pages on line 317. Enter the total number of head for those entities for whom you slaughter less than 100 head on line 318. Enter sum totals of lines 313 through 318 on line 319, for each category livestock reported.

For lines 320 through 323 committed supply arrangements include marketing agreements, forward contracts, and formula contracts agreed on more than 14 days before slaughter. The term "formula contract" means the commitment of livestock for slaughter by any means other than through a negotiated purchase or a forward contract, using a method for calculating price in which the price is determined at a future date. Committed supply arrangements also include written and verbal agreements on delivery volume and pricing terms in some combination agreed on more than 14 days before slaughter, or to those commitments that only specify number of livestock delivered or commitments that only specify how price will be settled if livestock are delivered.

Line No.	Subject	Instruction
320	Packer Owned	Enter all livestock slaughtered that were owned, in whole or in part, more than 14 days by your firm or its subsidiaries, your firm's parent or ultimate parent firm, or another firm owned, in whole or in part, by your firm's parent or ultimate parent firm.
321	From other packers	Enter all livestock slaughtered that were procured from other packers through committed supply arrangements more than 14 days before slaughter**.**
322	All other committed sources	Enter all other livestock slaughtered that were procured through committed supply arrangements more than 14 days before slaughter, not entered in lines 320 or 321.
323	Total Committed Procurement	Enter column totals of lines 320 through 322.
324	From Other Packers	Enter all livestock slaughtered that were procured from other packers through non-committed supply arrangements, which procure 14 days or less before slaughter.
325	Direct	Enter the number of head procured directly at the packing plant, buying stations, feedlots, etc., from non-committed supply arrangements, which procure 14 days or less before slaughter.
326	Through Public Markets	Enter the number of head procured through public markets from non-committed supply arrangements, which were procured 14 days or less before slaughter.
327	Total Non-Committed Procurement	Enter column totals of lines 324 through 326.
328	Livestock Sold	For each category of livestock procured but not slaughtered, enter the number of head sold during the reporting period.
329	Dead or Condemned	For each category of livestock procured but not slaughtered, enter the number of head that died or were condemned during the reporting period.
330	Total Adjustments	Enter column totals of lines 328 and 329.
331	Total Slaughter	For each category of livestock, add lines, 319, 323, and 327, then subtract line 330; enter as Total Slaughter.
332	Number Paid on Carcass Basis/Dressed Weight	For each category of livestock, enter total number of livestock slaughtered that were purchases and paid for on a dressed weight or a carcass merit basis (i.e., other than live-weight purchases)