

INSTRUCTIONS FOR COMPLETING FORM RAC-500

1. Reports covering the applicable month shall be submitted not later than the **eighth day** of the following month, **by 10:00 am** IT IS IMPORTANT THAT THE REPORTS COVER ALL RAISINS PRODUCED FROM GRAPES GROWN OUTSIDE THE “AREA” (STATE OF CALIFORNIA).
2. All quantities on the report shall be in pounds.
3. Reports shall be certified by a responsible official of the reporting handler.
4. Each report should be numbered consecutively, beginning with No. 1 for the first month of the crop year during which such raisins were received.
5. The total receipts of the raisins during the current month, as shown on the report in the first two columns, shall be supported by a copy of a door receipt or weight certificate covering each and every receipt of raisins. These door receipts or weight certificates shall clearly show the name of the tenderer from whom received, the varietal type of raisins, the net fruit weight, the number and type of containers in the lot, and the date of delivery. **Form RAC-510 should also be attached with required documentation for other U.S. (non-California) and imported raisins.**
6. Consult RAC Staff on any points that are not clear.

This report is required by law (7 U.S.C. 608d, 7 CFR 989.173(b)(7)). Failure to report can result in a fine of \$3,501 for each such violation, and each day during which such violation continues shall be deemed a separate violation.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.