



How to Complete the Work Schedule Request (LP-110)

The Work Schedule Request is required when the applicant is requesting Scheduled Services.

1. **Regulations Applicable to the Requested Services:** Place a check mark in the appropriate box to identify which regulations apply to this request.
2. **Applicant Name:** Enter the name of the applicant that is requesting scheduled services. This is the company that has Form LP-109: *Application for Service* on file and has been assigned an account number.
3. **FSIS/Plant Number:** Enter the FSIS/Plant Number for the company.
4. **Miles:** If applicable, enter the number of miles that will be charged as part of the agreement.
5. **Location of Service Address:** Enter the address where service will be provided. Include the name of the company if the location of service is at a company other than the one identified in the Firm Name.
6. **Service Request Hours:** Enter total shift hours requested on each applicable day, 10 hour maximum per shift. Record all shift hours based on the day of the start time.
 - In plants where more than one grader is utilized, list the total number of scheduled hours per day. For example: two 8 hour shifts on Monday, the total hours would be listed as 16 for that day.
 - In plants with a night shift split between days, record all shift hours on the day of the shift start time. For example: a Monday night 8-hour shift starting at 8pm would be 8 hours on Monday.
7. **Date:** Enter the date the form is signed.
8. **Title of Applicant Representative:** Enter the title of the applicant representative that completed the form.
9. **Signature of Applicant Representative:** Enter the signature of the applicant representative that completed the form.
10. **E-mail address:** Enter the E-mail address of the applicant representative that completed the form. Include the phone number of the representative.
11. **Special Provisions:** Identify any special provisions that may apply to the Work Schedule Request.

Services provided under [7 CFR Part 54, Meats, Prepared Meats, and Meat Products](#) (Grading, Certification, and Standards) allow for a Work Schedule Request to be split between multiple firms. When firms are sharing a scheduled agreement, complete the appropriate information for each firm.