INSTRUCTIONS FOR COMPLETING THE DAILY USDA DONATED MEAT PRODUCT PRODUCTION INFORMATION FORM

1 Purpose

The Quality Assessment Division (QAD) summarizes the processing of donated commodity products to the State by entering data in the Conformance Management Assessment System (CAMS). If CAMS is not available the QAD 644AA Form: *Daily USDA Donated Meat Product Production Information* shall be used.

2 Scope

The following guidelines were developed to help QAD Agents perform the duties required to complete QAD 644A Form: *Daily USDA Donated Meat Product Production Information* assessment.

3 References

The following referenced documents are used for the application of this document. The latest edition of the referenced document (including any amendments) applies.

Commodity Further Processing Worksheet

End Product Data Schedule (EPDS)

QAD 644A Form*: Daily USDA Donated Meat Product Production Information*

4 Policy

QAD 644A Form: *Daily USDA Donated Meat Product Production Information* is completed daily. It shall only include finished items and will not include carry over product or pre-batched product. If all products from a production run are not boxed the same day they are produced, the QAD 644A Form: *Daily USDA Donated Meat Product Production Information* for that day will not be issued until all products have been boxed.

5 Procedures

5.1   Figure 1. Sample QAD 644A Form: *Daily USDA Donated Meat Product Production Information* is numbered as follows:

1.   This Document Has Been Revised: Check this box if the form is revised.

2.   Serial Number:

    2A   the 4-digit facility number;

    2B   the date of production; and,

    2C   an alphabetic identifier designating the first form of the day, the second form of the day, etc.

Example: The serial number for production on September 25, 2018 for facility number 9999, for the first form of the day would be: 9999/092518/A. The second form of the day would be 9999/092518/B, etc.

3.　Date: Enter the production date (MM/DD/YY).

4.　Recipient State: Enter the appropriate recipient State. Complete a separate document for each State. If the state is not declared by the facility enter "FS" for freezer stockpile.

5.　Plant Name: Enter the name of the facility where work is performed.

6.　Location: Enter the city and State of the facility location.

7.　Facility Number: Enter the 4-digit facility number.

8.　Receiver (recipient agency, state): If different than the recipient State, enter the receiver's name as declared by the facility. If the product is Freezer Stockpile enter "Freezer Stockpile."

The information for the commodity used for each item including Commodity Code, P.O. number(s), lot number(s), and FSIS Establishment number(s) shall be entered for each item on the **first blank** line below the data for each item. A separate line shall be used for each lot of commodity used. This information must be entered into the cells exactly as shown on Figure 2 and Figure 3.

Only the following commodity codes may be used:

Boneless Beef	100155
Boneless Beef Grass Fed	100091
Ground Beef Coarse	100154
Ground Beef Fine	100158
Ground Beef Fine with LFTB	110261
Frozen Pork Picnics	100193
Pork Leg Roast Bulk	110138

9.　Starting Cases: Enter the number of starting cases of donated product. If boneless product is offered from combo bins leave this field blank. If offered a combination of boxes and boneless, enter only the box count.

10.　Starting Pounds of Donated Product: Include the **total number of pounds** in whole numbers of donated commodity (shall include both boxed and boneless).

11.　Non-Donated Added Meat: Complete only if commercial meat is used.

12.　End Item: Enter the end item name as it appears on the approved End Product Data Schedule (EPDS) column 1.

13.　Boxes: Enter number of boxes of finished product.

14.　Ending Pounds: Enter the number of pounds of finished product in whole numbers.

15. <u>Product Code</u>: Enter the product code as is appears on the approved EPDS (column 1).

16. <u>Yield</u>: Shall be shown as a percentage and is computed by dividing the ending pounds by the starting pounds of donated product.

17. <u>EPDS Yield</u>: Shall be shown as a percentage and is found in block 11 "Guaranteed Minimum Return" on the EPDS. If block 11 is missing or is not completed, the EPDS Yield may be computed by dividing column 2 (EPDS) Net Weight per Case by column 8 (EPDS) Pounds DF Needed to Produce One Case.

18. <u>Pounds of Product (Rework) Included From Previous Production</u>: Enter only the amount of product produced from prior production runs that is included in this production run. Reworked product from the same item reintroduced during the same production run is not considered rework and shall not be recorded.

19. <u>Pounds of Rework Generated</u>: Enter the amount of product held for inclusion in a subsequent production lot. This amount should not include rework reintroduced during the same production run. Record the amount of rework generated, even if the facility indicated it will not be used in a subsequent production lot.

20. <u>Loss Other Than Normal Production Loss</u>: Enter any losses of commodity product that appear to be excessive (i.e., losses over and above that normally associated with good commercial practice for a particular processing operation).

21. <u>Grader Name</u>: The QAD Agent who prepares the QAD 644A Form: *Daily USDA Donated Meat Product Production Information*.

22. <u>Signature</u>: The signature may be entered electronically or typed.

5.2   Distribution of QAD 644A Form: *Daily USDA Donated Meat Product Production Information*:

5.2.1.   QAD Agents shall issue QAD 644A Form: *Daily USDA Donated Meat Product Production Information* daily.

5.2.2.   QAD Agents shall send this form to QAD.BusinessOps@ams.usda.gov and their supervisor via email. If email is not available the form may be faxed.

5.2.3.   QAD 644A Form: *Daily USDA Donated Meat Product Production Information* will be named as follows:

QAD 644A Facility MMDDYY Alphabetic Identifier

QAD 644A = form name

Facility = the 4-digit facility number

MMDDYY = two-digit month, day of week, and year separated by spaces

Alphabetic Identifier = sequential alphabetic identifier signifying the first, second, etc. form of the day

Examples: QAD 644A 9999 09 25 18A, QAD 644A 9999 09 25 18B, etc.

5.2.4.   QAD Agents shall provide the plant's processing coordinator or designee with the original QAD 644A Form: *Daily USDA Donated Meat Product Production Information*. If additional copies are requested, they may be produced by printing or photocopying the form, signing (or re-signing) it, then placing a USDA shield stamp over the grader signature.

5.2.5.   QAD Agents shall maintain copies of QAD 644A Form: *Daily USDA Donated Meat Product Production Information* in the graders' office along with the associated Commodity Further Processing Worksheet.

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Quality Assessment Division
Livestock and Poultry Program

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Quality Assessment Division

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Washington, DC 20250

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Figure 1 Numbered QAD 644 Form: *Daily USDA Donated Meat Product Production Information*

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Livestock and Poultry Program

DAILY USDA DONATED MEAT PRODUCT PRODUCTION INFORMATION

SERIAL NO. **2A** / **2B** / **2C**

DATE **3**   RECIPIENT STATE **4**   PLANT NAME **5**   LOCATION **6**   FACILITY NUMBER **7**

Receiver (Recipient agency, state)	Starting Cases	Starting Pounds of Donated Product	Non-Donated Added Meat (pounds)	End Item	Boxes	Ending Pounds	Product Code	Yield	EPDS Yield
8	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**

Pounds of Product (Rework) included from Previous Production **18**   Pounds of Rework Generated **19**   Loss other than Normal production Loss (include reason for loss) **20**

GRADER NAME **21**   SIGNATURE **22**

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Figure 2 Sample QAD 644 Form: *Daily USDA Donated Meat Product Production Information* for Recipient State

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DAILY USDA DONATED MEAT PRODUCT PRODUCTION INFORMATION

Livestock and Poultry Program

SERIAL NO. 9999 / 092512 / A

DATE	RECIPIENT STATE	PLANT NAME		LOCATION	FACILITY NUMBER
10/03/12	KS	Meats, Inc.		Anytown, CO	9999

Receiver (Recipient agency, state)	Starting Cases	Starting Pounds of Donated Product	Non-Donated Added Meat (pounds)	End Item	Boxes	Ending Pounds	Product Code	Yield	EPDS Yield
Olpe Independent Schools	1334	80040		Cooked Beef Patty Crumbles	2703	108120	9737054827	135.08%	132.77%
100154 P.O. 4300081234				Lot 180732047A	Est	24			
Freezer Stockpile		25000		Cooked Beef Patty, Southwest Style	2125	21250	856321	85.00%	87.65%
100155 P.O. 4300082345				Lot 154	Est	123			
100155 P.O. 4300085642				Lot 3256	Est	12652			
Hays School District	100	18000		Cooked Meat Balls	1746	17460	456987	97.00%	95.58%
100154 P.O. 4300081234				Lot 180732047A	Est	24			
100155 P.O. 4300085642				Lot 154	Est	123			

Pounds of Product (Rework) included from Previous Production	Pounds of Rework Generated	Loss other than Normal production Loss (include reason for loss)		

GRADER NAME

SIGNATURE

USDA United States Department of Agriculture

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Figure 3 Sample QAD 644 Form: *Daily USDA Donated Meat Product Production Information* for Freezer Stockpile

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DAILY USDA DONATED MEAT PRODUCT PRODUCTION INFORMATION

Livestock and Poultry Program

SERIAL NO. 9999 / 092512 / B

DATE 10/03/12	RECIPIENT STATE FS	PLANT NAME Meats, Inc.			LOCATION Anytown, CO			FACILITY NUMBER 9999		
Receiver (Recipient agency, state)	Starting Cases	Starting Pounds of Donated Product	Non-Donated Added Meat (pounds)	End Item	Boxes	Ending Pounds	Product Code	Yield	EPDS Yield
Freezer Stockpile	180	10800		Fully Cooked Beef Patty w/10% VPP	224	8977	C12225V	83.12%	84.25%
100154 P.O. 4300081234				Lot 1254	Est	24			
Freezer Stockpile		26000		Fully Cooked Beef Patty, Texas Style	849	25480	C4568T	98.00%	98.00%
100155 P.O. 4300085645				Lot 4568	Est	5641			
Freezer Stockpile	50	12000		Fully Cooked Beef Crumbles	489	12240	C789AP	102.00%	105.75%
100154 P.O. 4300013555				Lot 78	Est	65			
100155 P.O. 4300025558				Lot 179	Est	1256			

Pounds of Product (Rework) included from Previous Production	Pounds of Rework Generated	Loss other than Normal production Loss (include reason for loss)	
GRADER NAME		SIGNATURE	