



United States Department of Agriculture

---

Marketing and  
Regulatory  
Programs

Agricultural  
Marketing  
Service

Specialty  
Crops  
Program

Specialty  
Crops  
Inspection  
Division

AIM  
Inspection  
Series

# AIM Document to File Code Cross Reference Guide

October 2017

---

“SCI moving forward in the 21<sup>st</sup> Century using technology, innovation, and old fashioned hard work”

---

**Non-Discrimination Policy:** 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, gender identity (including gender expression), sexual orientation, 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 [How to File a Program Discrimination Complaint](#) 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](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

**AIM Document to File Code Cross Reference Guide**  
**Table of Contents**

INTRODUCTION .....	1
GUIDE FOR ELECTRONIC USAGE .....	1
FILE CODE CROSS REFERENCE GUIDE .....	2
Comparison of Old and New Systems .....	2
Location of AIM .....	2
SCI FILE CODE .....	2
QUALITY MANAGEMENT SYSTEM SECTION 101 .....	3
DOCUMENT PROCEDURES SECTION 103 .....	3
GENERAL MEMORANDA SECTION 104 .....	3
LIST OF MATERIALS SECTION 105 .....	4
LISTS AND REFERENCE MATERIALS SECTION 106 .....	5
CAREER ORIENTATION SECTION 107 .....	5
ORGANIZATION SECTION 108 .....	5
REGULATIONS SECTION 109.....	5
AUTOMATION SECTION 110.....	6
SAFETY SECTION 111.....	7
TIME AND ATTENDANCE SECTION 113 .....	8
TRAVEL SECTION 115 .....	9
COMMUNICATIONS SECTION 117 .....	9
SAMPLING PROCEDURES SECTION 120 .....	9
SAMPLING PROCEDURES SECTION 120 .....	10
CONDITION INSPECTION PROCEDURES SECTION 125 .....	11
GOOD COMMERCIAL PRACTICE SECTION 128.....	12
GENERAL INSPECTION PROCEDURES SECTION 130.....	12
GENERAL INSPECTION PROCEDURES SECTION 130.....	13
COLOR AND LIGHT SECTION 131 .....	14
TECHNICAL INSPECTION PROCEDURES SECTION 135.....	15
STATISTICAL INSPECTION PROCEDURES SECTION 140.....	16
GENERAL GOVERNMENT CONTRACT REQUIREMENTS SECTION 145.....	17
INSPECTION OF USDA PURCHASES SECTION 147 .....	18
INSPECTION OF DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP) PURCHASES SECTION 150.....	20
AUDIT/INSPECTION SERVICES SECTION 151 .....	21
INSPECTION OF STATE AND INSTITUTIONAL PURCHASES SECTION 155.....	21
SPECIAL PROGRAMS SECTION 157 .....	29
SANITATION REQUIREMENTS SECTION 159.....	31
IN-PLANT INSPECTION SECTION 160.....	31
QUALITY ASSURANCE PROGRAM SECTION 162 .....	32
CERTIFICATION SECTION 165 .....	33
EXPORT PROGRAMS SECTION 166 .....	34
STANDARDIZATION SECTION 167.....	34
FOOD AND DRUG REGULATIONS SECTION 170.....	35
FOREIGN MATERIAL SECTION 172.....	35

OFFICE PROCEDURES SECTION 175 .....	36
REVIEW, AUDIT, AND EVALUATION PROGRAMS SECTION 177 .....	40
MANAGEMENT SECTION 180.....	41
TRAINING SECTION 185 .....	41
TRAINING AIDS AND EQUIPMENT SECTION 186 .....	43
EMPLOYEE DEVELOPMENT AND PARTICIPATION SECTION 187 .....	43

## INTRODUCTION

This document is designed as a cross reference guide for documents still in use with references to SCI Divisions former File Code documents.

Compliance with the Agricultural Marketing Service (AMS) guidelines does not excuse failure to comply with the Food, Drug, and Cosmetic Act or any other applicable Federal or State laws or regulations. SCI Division of the Specialty Crops Programs (SC), AMS is responsible for grading/inspecting, audits and standardization programs of fresh and/or processed fruits and vegetables and related products. The legal authority for grading, auditing and standardization activities are the Agricultural Marketing Acts of 1936 and 1946, as amended.

Applicants may obtain inspections of any fresh and/or processed fruit and vegetable and related products for which they have a financial interest. The inspection service is voluntary and self-supporting, and is offered on a fee-for-service basis.

## GUIDE FOR ELECTRONIC USAGE

The AIM system of instructional manuals is available electronically in Adobe Acrobat Portable Document Format (PDF) at the following intranet address: <https://ems-team.usda.gov/sites/AMS/AMS-SCI/AIM/SitePages/Home.aspx>.

When accessed electronically, AIM materials have hyperlinks and hypertext (visible as underlined [blue text](#)) available to the PDF user. Clicking on a hyperlink takes the reader to a web site with information relating to the subject. Hypertext links the reader to a different page within the current manual, or a different manual, with information relating to the subject. For example, the hypertext in the Table of Contents allows a reader to go directly to the section of interest in the manual by clicking on the section title.

PDF offers a variety of tools depending on the Adobe version the reader has. The newer the version, the more tools available. PDF documents are easily searchable for content within a document or within multiple documents. To learn about the variety of PDF search options:

- Click on the “Help” tab on the top of any page in Adobe Acrobat,
- Then click on the “Adobe Acrobat Help” bar,
- Type the word “Search” in the “Search” box, and click on the “Search” button,
- A series of options will become available,
- Click on the “Access Search Features” link and follow the instructions for the type of search you are interested in.

Effective Date: October 2017

Page 2 of 43

**FILE CODE CROSS REFERENCE GUIDE**

This document provides the user with guidance on how to find information within the AIM Instructional System (AIM) of documents. For this transitional period, as we switch from the old File Code System to AIM, we have created a cross reference between the two systems.

**Comparison of Old and New Systems**

<u>Old (File Code System)</u>	<u>New (AIM)</u>
Documents Organized in 39 Binders	Documents Organized into 3 Categories <i>Administration Series</i> <i>Inspection Series</i> <i>Management Series</i>
Contained Non-Instructional Materials	Non-Instructional Materials Moved to SharePoint <i>Examples: Organizational Directory and the SCI Annual Report</i>
Related Instructional Information Distributed Between Many File Codes/Binders	Related Instructional Information Organized by Subject into Individual Manuals (Inspection Series)
All Information Printed/Hardcopy	Manuals May Be Printed or Used Electronically <i>Electronic Versions contain links to related procedures and references and are searchable</i>

**Location of AIM**

AIM has its own SharePoint page, linked from the SCI SharePoint Site <https://ems-team.usda.gov/sites/AMS/AMS-SCI/AIM/SitePages/Home.aspx>. This is commonly known as the Intranet.

The Inspection Series manuals can also be found on the AMS website (<https://www.ams.usda.gov/>), by using the search feature, and associated to commodities in the standards section.

**SCI FILE CODES**

The following pages contain guidance on where to find the information formerly contained in the SCI File Codes.

Effective Date: October 2017

Page 3 of 43

**QUALITY MANAGEMENT SYSTEM SECTION 101**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
101-A-1	Quality Management System (QMS), Inspection Series Manual and Appendices	QMS Manual
101-B-1	Quality Management System (QMS), Management Site Procedures	QMS Manual

**DOCUMENT PROCEDURES SECTION 103**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
103-W-1	Procedures for Preparing Branch Documents	Administration Site

**GENERAL MEMORANDA SECTION 104**

<b>MEMORANDUM NUMBER</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
2	Additives and Labels	General Procedures Manual
3	Checkloading under In-Plant Contracts	State and Institutional Purchases & USDA Purchases Manuals
4	Fee for Sampling and Grading Orange Juice (OJ) Products Loaded into Tanker Trucks for Future Deliveries at Facilities Under Lot Inspection	<a href="https://www.ams.usda.gov/services/grading/request-service#processed">https://www.ams.usda.gov/services/grading/request-service#processed</a>
10	Orange Juice Colorimeter and Spectrophotometer Study	<a href="https://www.ams.usda.gov/publications/content/orange-juice-colorimeter-and-spectrophotometer-studies">https://www.ams.usda.gov/publications/content/orange-juice-colorimeter-and-spectrophotometer-studies</a>
11	Fee for USDA Inspection of Department of Defense Operational Rations	<a href="https://usda.net/ams/SCSCI/SCI-AIMManagement/Fees/DLAAuditFees.pdf">\\usda.net\ams\SCSCI\SCI-AIMManagement\Fees\DLAAuditFees.pdf</a>
12	Fee for SCI Audit, Survey, and Verification Programs Not Covered by Other General Memoranda	<a href="https://www.ams.usda.gov/services/grading/request-service#processed">https://www.ams.usda.gov/services/grading/request-service#processed</a>

Effective Date: October 2017

Page 4 of 43

- 15 Fee for AMS <file:///usda.net/ams/SCSCI/SCI-AIM/Management/Fees/InspectionforNMFSBilling.pdf> and NMFS Food team Product Evaluation/Training Seminars
- 16 Phase Out of Exhibit C “Domestic Origin Review Summary” **Obsolete**
- 17 Tomato Product Spectrophotometer Studies  
<https://www.ams.usda.gov/sites/default/files/media/FV-TomatoProductsSpecStudies.pdf>

**LIST OF MATERIALS SECTION 105**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
105-A-1	Sections of General Reference and Instructional Materials File	<b>Obsolete</b>
105-A-2	List of U.S. Standards and, Grading Manuals for Processed Fruits Vegetables and Related Products <a href="https://www.ams.usda.gov/grades-standards">https://www.ams.usda.gov/grades-standards</a>	
105-A-3	A and C Memoranda <a href="file:///usda.net/ams/scsci/sci-aim/ACMemo/A+C_Memo_disposition.pdf">file:///usda.net/ams/scsci/sci-aim/ACMemo/A+C_Memo_disposition.pdf</a>	
105-A-4	List of Approved Inspection Aids and Guides <a href="https://www.ams.usda.gov/sites/default/files/media/Official%20Inventory%20of%20FV%20Inspection%20Aids.pdf">https://www.ams.usda.gov/sites/default/files/media/Official%20Inventory%20of%20FV%20Inspection%20Aids.pdf</a>	AMS Web site
105-A-6	Alphabetized File Code Index	<b>Obsolete</b>
105-A-7	Cross Reference for USDA Processed Products Grade Standards with FDA Standards	<b>Obsolete</b>
105-A-11	Organizational Directory <a href="file:///usda.net/ams/scsci/sci-aim/Administration/SCI%20Division%20Directory%20&amp;%20Mobile%20List.pdf">file:///usda.net/ams/scsci/sci-aim/Administration/SCI%20Division%20Directory%20&amp;%20Mobile%20List.pdf</a>	
105-A-13	List of Plants under Inspection and/or Grading Service <a href="file:///usda.net/ams/scsci/sci-aim/PPBInfo/PlantsUnderInspection.pdf">file:///usda.net/ams/scsci/sci-aim/PPBInfo/PlantsUnderInspection.pdf</a>	
105-A-15	Visual Aids Approved for Use in Ascertaining Grade of Processed Fruits and Vegetables Branch Notice 3015 New pages 9 and 10. <a href="https://www.ams.usda.gov/sites/default/files/media/Official%20Inventory%20of%20FV%20Inspection%20Aids.pdf">https://www.ams.usda.gov/sites/default/files/media/Official%20Inventory%20of%20FV%20Inspection%20Aids.pdf</a>	AMS Web Site



Effective Date: October 2017

Page 5 of 43

105-A-20 Commodity File Indexes, Processed Fruits and Vegetables,  
Sections I thru VIII Branch Notice 3022 Section II, Revised Pages 23 and  
24  
Content found with each commodity on the AMS Web site standards  
section <https://www.ams.usda.gov/grades-standards>

**LISTS AND REFERENCE MATERIALS SECTION 106**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
106-O-1	Status of Commercial Item Descriptions for Food <a href="https://www.ams.usda.gov/grades-standards/cids">https://www.ams.usda.gov/grades-standards/cids</a>	

**CAREER ORIENTATION SECTION 107**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
107-A-50	Merit Promotion Plan, MRP 4335.1	Administration Site
107-A-55	Equal Employment Opportunity	SCI Employee Manual
	Branch Notice 2623 - Establishment of USDA GLOBE Organization	SCI Employee Manual
107-A-70	Reporting Attempted Bribery	SCI Employee Manual
	Branch Notice 2139 - Employee Conduct	SCI Employee Manual
107-A-80	Employee Suggestions Awards	SCI Employee Manual and Administration site

**ORGANIZATION SECTION 108**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
108-A-1	Organization of U.S. Dept. of Agriculture	SCI Employee Manual
108-A-2	Annual Report <a href="file:///usda.net/ams/SCSCI/SCI-AIM/Management/SCI%20Annual%20Report%20FY%202016.pdf">file:///usda.net/ams/SCSCI/SCI-AIM/Management/SCI Annual Report FY 2016.pdf</a>	

**REGULATIONS SECTION 109**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
109-A-1	Regulations Governing Inspection and Certification of Processed Fruits and Vegetables and Related Products (7 CFR Sections 52.1 to 52.83)	General Procedures Manual

	Branch Notice 2772 - Revised Page 2.7 Branch Notice 2861 - Use of "Approved Identification Marks" Branch Notice 2895 - Revised Page 2.23	
	Branch Notice 2951 - Salsa Sampling	USDA Purchases Manual
	Branch Notice 2988 - Procedures for Sampling Orange Juice Products Branch Notice 2992 - Revised Pages 3.1-3.5 Branch Notice 2991 - Automatic Sampling Guidelines	General Procedures Manual
109-B-2	Fees - Lot Inspection Grading Service	General Procedures Manual
109-B-3	Fees - Letter Contracts for Unofficial Samples	General Procedures & Certification Manuals
109-B-4	Fees - Chemical and Microbiological Analyses	General Procedures Manual
109-A-20	Investigation Reports on Misbranding	Certification Manual and Management Site
	Branch Notice 2177 - Use of Official Marks and Facsimile Certificates	Certification Manual
109-A-30	Appearance in Judicial or Administration Proceedings (AMS Directive 116.2)	SCI Employee Manual
109-A-35	Authorization to Appear in Judicial Proceedings	Management Site
109-A-40	Accountability and Care of "Officially Sampled" Stamps	Management & Administration Sites
109-A-50	Procedure for Disposition of Samples Branch Notice 2723 - Appendix C – Text of Emerson Good Samaritan Food Donation Act	General Procedures, SCI Employee, Sampling, General Procedures Manuals

**AUTOMATION SECTION 110**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
110-A-1	Automation Support	<b>Obsolete</b>
	Branch Notice 2660 - Automation Related Purchases Branch Notice 2731 - Requesting Surplus Computer	Management Site <b>Obsolete</b>

	Equipment	
	Branch Notice 2746 - Policy on Use of Personally Owned Software and Hardware in the Workplace	<b>Obsolete</b>
	Branch Notice 2851 - AMS Policy on the Use of Government Office Equipment	<b>Obsolete</b>
	Branch Notice 2939 - Use of Automation Equipment	SCI Employee Manual
	Branch Notice 2980 - Policy for Network Computer Security	
	Branch Notice 2985 - Packing and Shipping IT Equipment	Management Site
110-O-10	Plant Information System (PLIS)	<b>Obsolete</b>
110-B-12	Electronic T&A'S - Backup System	<b>Obsolete</b>

**SAFETY SECTION 111**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
111-O-1	Hazard Communication, A Program Guide for Federal Agencies	Safety Manual
111-O-2	SCI Division Headquarters Continuity of Operations Plan (COOP) <a href="file:///usda.net/ams/scsci/sci-aim/Administration/ContinuityofOperationsPlan.pdf">file:///usda.net/ams/scsci/sci-aim/Administration/ContinuityofOperationsPlan.pdf</a>	
111-A-5	Use of Seat Belts	<b>Obsolete</b>
111-A-7	Transportation of Sample Units and Sampling Equipment	Safety Manual
111-A-10	General Safety	Safety Manual
	Branch Notice 2586 - Back Support Belts	<b>Obsolete</b>
111-A-12	What a Federal Employee Should Do When Injured At Work - Form CA-10	Safety Manual
111-A-14	House Rules on Safety, Health and the Inspector	Safety Manual
111-A-15	Safety Hats	Safety Manual

Effective Date: October 2017

Page 8 of 43

111-A-30	Tanker Safety Awareness	Safety Manual
111-A-46	Safety in the Laboratory and in Other Duties Branch Notice 2804 - Disposal of Unused Chemicals	Safety Manual
111-A-60	OSHA and Inspectors Working in Plants	Safety Manual
111-A-65	Occupational Noise Exposure and Hearing Protective Equipment Branch Notice 2305 - Hearing Conservation Program Use of Hearing Protectors	Safety Manual
111-0-68	Safety and Health Handbook Branch Notice 2786 - AMS 500, Log of Occupational Injuries and Illnesses and AMS 501, Laboratory Safety Checklist Branch Notice 2979 -OSHA Forms 300, 300A, and 301	Safety Manual
111-0-70	Part 1960-Elements for Federal Employee Occupational Safety and Health Programs	Safety Manual
111-0-72	Occupational Safety and Health Program	Safety Manual
	Branch Notice 2761 - Fruit and Vegetable Programs Occupational Safety and Health Program	Safety Manual
	Branch Notice 2835 - Completion of CA-1, CA-2, and CA-6	Safety Manual
	Branch Notice 2956 - Reporting Accidents	Safety Manual

**TIME AND ATTENDANCE SECTION 113**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
113-A-18	T&A Reports - Full Time and Seasonal	SCI Employee Manual
	Branch Notice 2888 Annual Leave Restoration	Administration Site
	Branch Notice 2734 Standard T&A Form	<b>Obsolete</b>
113-A-19	T&A Report - Intermittent Employees	SCI Employee Manual
113-A-20	Compensatory Time Policy	SCI Employee Manual

Effective Date: October 2017

Page 9 of 43

**TRAVEL SECTION 115**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
115-A-20	Guide for Preparing a Temporary Duty Travel Voucher (AD-616)	SCI Employee Manual
	Branch Notice 2758 - Proper Use of Government Motor Vehicles	SCI Employee Manual & Administration Site
	Branch Notice 2897 - Revised Pages 27 and 28	SCI Employee Manual
	Branch Notice 2909 - Use of Government Visa Travel Card	SCI Employee Manual & Administration Site

**COMMUNICATIONS SECTION 117**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
117-A-32	Instructions and Reference Material	<b>Obsolete</b>
117-A-34	Correspondence and Shipping of Samples to the National Office	General Procedures Manual
117-A-36	Public Distribution of PPS&I Instructional Material	<b>Obsolete</b>
117-B-1	Disclaimer Clauses in Written Public Notices	<b>Obsolete</b>

**SAMPLING PROCEDURES SECTION 120**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
120-A-1	Sampling Procedures	Sampling Manual
	Pages 1.6 - 1.9 (From File Code 120-A-9 and Inspection Aid No. 42)	Inspection Aid
	Branch Notice 2732 - Revised Pages 4.1 and 4.2 Branch Notice 2752 - Security of Samples Branch Notice 2884 - Sample Security Procedures	Sampling Manual
	Branch Notice 2951 - Salsa Sampling Branch Notice 2988 - Procedures for Sampling Orange Juice Products	USDA Purchases Manual General Procedures Manual
	Branch Notice 2991 - Automatic Sampling Guidelines	Sampling Manual

Effective Date: October 2017

Page 10 of 43

120-A-2	Sampling Procedure - Standard Sample Unit Size (Small Items)	Sampling Manual
120-B-2	Standard Sample Unit Procedure-In Plant Branch Notice 2347 - Revised Table of Contents Page 4.1 Revised Page 6.1 Revised Page 3.2 Revised Branch Notice 2355 - Revised Pages 7.1, 7.3, 7.4, 7.5 Pages 7.2 a, b, c, d, e Pages 8.1 and 8.3 Revised Pages 8.4 and 8.5 Revised	Inspection Aid
120-A-3	Sampling Procedure - Standard Sample Unit Size Grading	Sampling Manual
120-A-4	In Process (On-Line) Sampling Acceptance & Segregation Procedure for Quality Factors	Sampling Manual
120-A-5	In Process (On-Line) Time Sampling Non Quality Factors Branch Notice 2991 - Automatic Sampling Guidelines	Sampling Manual Sampling Manual

**SAMPLING PROCEDURES SECTION 120**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
120-A-6	Cumulative Sum Sampling Plan CUSUM (For Attribute Standards Only)	Management Site
120-A-7	Optional Lot Inspection Procedures Using U.S. Standards for Grading Attributes Supplement - 1 Page 7 Revised	Management Site
120-A-9	Inspection Aid- No. 42 Minimum Sampling Rates Branch Notice 2951 - Salsa Sampling	Inspection Aid USDA Purchases Manual
120-A-12	Branch Notice 2988 - Procedures for Sampling Orange Juice Products Sampling and Fee Rate for Tea	General Procedures Manual <b>Obsolete</b>
120-A-14	Laboratory Sample Submittal Procedure	<b>Obsolete</b>
120-A-15	Compositing Samples for Chemical Analysis	Sampling Manual

Effective Date: October 2017

Page 11 of 43

120-A-16	Lot Segregation Procedures, Variable Standards	Sampling Manual
120-A-20	Determining Product Compliance with Analytical Testing Requirements	Sampling Manual
	Branch Notice 3024 Sampling Procedures for Sodium Content Testing of USDA Purchases	USDA Purchases Manual
120-A-25	Common Source Sampling/Homogenous Products Branch Notice 2991 - Automatic Sampling Guidelines	Sampling Manual

**CONDITION INSPECTION PROCEDURES SECTION 125**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
125-A-1	U.S. Standards for Condition of Food Containers Branch Notice 2278 - Condition of Glass Containers, Guideline for Scoring Loose Caps	Condition of Container Manual
	Branch Notice 2311 - Table VIII - U.S. Standards for Condition of Food Containers	<b>Obsolete</b>
	Branch Notice 2870 - Primary and Secondary Container Designations in the U.S. Standards for Condition of Food Containers	Condition of Container Manual
125-A-2	Handbook for Inspection of Condition of Food Containers	Condition of Container Manual and Management Site
	Branch Notice 2917 - Recording Results on Container Examination Worksheets	Condition of Container Manual
125-A-2, Sup. I	Handbook for Estimating Percent of Defective Containers in a Lot	<b>Obsolete</b>
125-A-3	Condition of Container Inspection	Condition of Container & Certification Manuals
125-A-4	Visual Aids for Inspection of Metal Containers	Condition of Container Manual
125-A-5	Visual Aids for Inspection of Glass Containers (AMS Visual Aid 3)	Condition of Container Manual
125-A-6	Visual Aids for Inspection of Rigid	Condition of Container Manual

and Semi rigid Containers (AMS Visual Aid 2)

125-A-7 Visual Aids for Inspection of Flexible Condition of Container Manual  
Containers (AMS Visual Aid 4)

125-A-21 Visual Inspection Gauge (Metal) Management Site  
Containers, Pictorial Key to Projection Slide Series PS - 20

**GOOD COMMERCIAL PRACTICE SECTION 128**

FILE CODE	SUBJECT	NEW LOCATION
128-A-10	Net Weights	Technical Procedures Manual
128-A-20	Vacuum	Technical Procedures Manual
128-A-30	Drained Weight	Technical Procedures Manual
128-A-40	Fill of Container	Technical Procedures Manual
128-A-50	Brix Measurement	Technical Procedures Manual
128-A-60	Count	Technical Procedures Manual

**GENERAL INSPECTION PROCEDURES SECTION 130**

FILE CODE	SUBJECT	NEW LOCATION
<b>CANNED FRUITS AND VEGETABLES</b>		

130-A-1 General Instructions Inspection Procedures General Procedures Manual  
Pages 6.1 and 6.2  
Pages 3.2  
Pages 3.3 and 3.4  
Branch Notice 2988 - Procedures for Sampling Orange Juice Products

130-B-2 National Grade Review Procedure **Obsolete**

130-B-3 Product Grade Review Procedures General Procedures Manual  
for Products Not Covered by Formal Review Programs  
Branch Notice 2808-Pen & Ink Change Page 3

130-A-10 Information on Containers Technical Procedures &  
Branch Notice 2860 General Procedures Manuals  
Revised Pages 1.9 and 1.10



Effective Date: October 2017

Page 13 of 43

**FRUIT AND VEGETABLE JUICES**

130-A-12	Percent Juice Declaration	CN Labeling & Technical Procedures Manuals
----------	---------------------------	---

**FROZEN FRUITS AND VEGETABLES**

130-A-32	Drained Weight Procedure for Frozen Products (In Plant or Lot)	Technical Procedures Manual
----------	--	-----------------------------

130-A-34	Procedures for Thawing Samples of Frozen Fruits and Vegetables Branch Notice 2872 - Instructions for Thawing and Drawing Samples of Frozen Strawberries Packed in Institutional Size Containers	Technical Procedures Manual
----------	--	-----------------------------

130-A-38	Cooking Procedures for Frozen Vegetables	Technical Procedures Manual
----------	--	-----------------------------

130-A-41	Product & Storage Temperatures	Technical Procedures Manual
----------	--------------------------------	-----------------------------

130-A-44	Verification of Frozen Sample Units	Technical Procedures Manual
----------	-------------------------------------	-----------------------------

**GENERAL INSPECTION PROCEDURES SECTION 130**

FILE CODE	SUBJECT	NEW LOCATION
-----------	---------	--------------

**NON STANDARDIZED PRODUCTS**

130-B-50	Inspection Procedure for Sandwiches	<b>Obsolete</b>
----------	-------------------------------------	-----------------

130-A-51	Procedure for Completing Score Sheets and Tally Sheets	General Procedures Manual
----------	--	---------------------------

	Branch Notice 2726 Inspection and Certification of Frozen Strawberries	General Procedures Manual
--	--	---------------------------

130-A-59	Inspection Procedures for Fruit Concentrates, Nectars, and Purees	General Procedures Manual
----------	---	---------------------------

130-A-60	Inspection of Products under Seizure by Regulatory Agencies	Sampling Manual
----------	---	-----------------

130-A-61	Inspection of Sort out Fruit	General Procedures Manual
----------	------------------------------	---------------------------

130-A-62	Scoring Individual Quality Factors	General Procedures Manual
----------	------------------------------------	---------------------------

Effective Date: October 2017

Page 14 of 43

**GENERAL FRUITS AND VEGETABLES**

130-A-64	Scoring of Several Types of Deviants in One Quality Factor on a Single Unit	<b>Obsolete</b>
130-A-65	Designation of U.S. Grade	<b>Obsolete</b>
130-A-66	Inspection and Certification Based on Buyer's Specification Supplement 1	<b>Obsolete</b>
130-A-67	Small Units of Alien Vegetables	General Procedures Manual
130-A-68	Inspection Aid 30 (Area Measurement)	<b>Obsolete</b>
130-A-70	Inspection Aid 40 (Chart for Conversion of Avoir. Ounces to Fluid Ounces for Sucrose Solutions 5.0 to 16.0 Percent)	<b>Obsolete</b>

**INSPECTION AIDS**

130-A-72	Inspection Aid 43 Percentage Chart	<b>Obsolete</b>
130-A-74	Inspection Aid 57 Vegetable Strip Sizer	<b>Obsolete</b>
130-A-76	Inspection Aid 59 Percentage Table	<b>Obsolete</b>
130-A-78	Inspection Aid 88 Size Chart for Canned or Frozen Fruits and Vegetables	Inspection Aid
130-A-79	Inspection Aid 89 - Size Chart for Canned or Frozen Fruits and Vegetables	Inspection Aid
130-A-80	Charts of Rectangular & Circular Areas	<b>Obsolete</b>
130-A-85	Metrication	General Procedures Manual
130-A-90	Inspection Aid 100 – Diameter and Height Scale (cans) Text only	Technical Procedures Manual

**COLOR AND LIGHT SECTION 131**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
131-A-31	Use and Maintenance of Approved Illumination	General Procedures Manual

Effective Date: October 2017

Page 15 of 43

131-A-105	Color (No Longer Available)	<b>Obsolete</b>
131-B-110	Federal Standard 595B Colors Used in Government Procurement Change Notice 1 (Available in Field or Regional Office)	Management Site

**TECHNICAL INSPECTION PROCEDURES SECTION 135**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
135-A-1	Determination of Fruit-Sugar Ratio Frozen Fruits Revised Page 3	Technical Procedures Manual
	Inspection Aid 67 - Nomograph for Determining Parts of Fruit to One or Two Parts Sugar by Weight	<b>Obsolete</b>
135-A-2	Frozen Fruits-Certification of Fruit-Sugar Ratio	Technical Procedures Manual
135-A-3	Brix Measurement Procedure Revised Pages 11, R-1 through R-5	Technical Procedures Manual
135-A-4	General Methods of Extraction of Small Insect and Light Filth	Foreign Material Manual
135-A-5	Foreign Material - Canned and Frozen Berries and Related Products Branch Notice 2196 - Page 6 Pen & Ink Branch Notice 2815 - Revised Pages 4-5, 9	Foreign Material Manual
135-A-5a	Inspection Aid 51 - Filter Tank Aid	<b>Obsolete</b>
135-A-5b	Methods for Cooling (Erlenmeyer Flasks)	<b>Obsolete</b>
135-B-5	Extraction & Microscopic Examination for Maggots in Canned Mushrooms	Foreign Material Manual
135-A-6	Technical Inspection Procedures for Foreign Material in Canned Tomatoes and Tomato Products Branch Notice 2720 - Revised Pages 1 and 2	Foreign Material Manual
135-A-8	Mold Count	Foreign Material Manual
135-A-9	Preparation of Pineapple Products: Citrus	Foreign Material Manual

Effective Date: October 2017

Page 16 of 43

	Products; and Fruit Nectars, Purees, and Pastes for the Howard Mold Counting Procedure	
135-A-10	Laboratory Hint - Sample Spillage	<b>Obsolete</b>
135-A-11	Inspection Aid 8 - Refractive Indices of 64% to 72% Sucrose Solutions	<b>Obsolete</b>
135-A-12	Determination of Enzyme Inactivation of Frozen Vegetables	Technical Procedures Manual
135-O-13	Technical Inspection Procedures for Microanalysis on Raisins Inspection Aid	Foreign Material Manual &
135-A-16	Soluble Solids of Fresh Fruit and Berries	Technical Procedures Manual
135-B-17	Vitamin C (Ascorbic Acid)	Technical Procedures Manual
135-A-19	Salt Determinations	Technical Procedures Manual
135-A-20	Handling of Samples for Chemical Analysis	Sampling Manual
135-A-23	Inspection Aid 69 – Drawing Off Aliquots of Liquids from Slurries	<b>Obsolete</b>
135-A-24	Total Acidity	Technical Procedures Manual
135-A-25	Inspection Aid No. 87 - Acid Conversion Chart, Fruit Juices	Technical Procedures Manual
135-A-28	Checking Temperature	Technical Procedures Manual
135-A-30	Calibration Program for Analytical Equipment	Technical Procedures Manual
135-B-32	Inspection of Gelatin and Gelatin Dessert Powder	<b>Obsolete</b>
135-A-50	Sucrose Conversion Table	Technical Procedures Manual

**STATISTICAL INSPECTION PROCEDURES SECTION 140**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
140-A-1	U.S. Standards for Inspection by	AMS Internet Site

Effective Date: October 2017

Page 17 of 43

## Variables

<https://www.ams.usda.gov/sites/default/files/media/USStandardsforInspectionVariables.pdf>

140-A-2            Sampling Allowance for Fill Weights,            Inspection Aid

140-A-3            U.S. Standards for Determination            AMS Internet Site  
of Fill Weights<https://www.ams.usda.gov/sites/default/files/media/USStandardsforDeterminationFillWt.pdf>140-A-4            Certification of Fill of Container            Technical Procedures Manual  
for Certain Canned Fruits140-A-5            Sample Reliability Tests            **Obsolete**140-A-9            Inspection Aid 50 - Template for Marking X Type Charts            **Obsolete**140-A-14            Fill Weight and Drained Weight            **Obsolete**  
Based on Specific Counts or Size of FruitBranch Notice 731 - Amendment to File Code 140-A-14            **Obsolete**  
Branch Notice 833 - Revised Instructions for Inspection            **Obsolete**  
of Canned Peaches140-A-25            U.S. Standards for Sampling Plans            Technical Procedures Manual  
for Inspection by Attributes140-A-26            Accuracy of Attribute Sampling            **Obsolete**140-A-30            USDA Variables Control Chart Plan Applied to Fill Weights,            **Obsolete**  
Reprint from Food Technology140-A-35            Inspection Aid 70 - A Random Sample Selecting Device            **Obsolete**  
for Food Products Requiring a Count**GENERAL GOVERNMENT CONTRACT REQUIREMENTS SECTION 145**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
145-A-1	Updating Inspection to Meet Procurement Contract Requirements - Lot Identity and Product Condition	General Procedures, USDA Purchases,  State and Institutional Purchases and Certification Manuals
145-A-3	Latest Season's Pack	State and Institutional Purchases & USDA Purchases Manuals

Effective Date: October 2017

Page 18 of 43

145-A-5	Report Fraud or Criminal Conduct in Connection with Government Contracts	State and Institutional Purchases & USDA Purchases Manuals
145-A-7	Checkloading and Case Stamping	USDA Purchases Manual
	Branch Notice 2713 - Significance of Checkloading	<b>Obsolete</b>
	Branch Notice 2738 - Handwritten Certificates of Loading	USDA Purchases Manual
	Branch Notice 2934 - Stamping Labels or Placards for Tray Pack Cases of USDA Purchases	USDA Purchases Manual
145-A-9	Inspection of Processed Products Intended for Delivery to GSA	<b>Obsolete</b>
145-A-12	Product Origin Requirements	USDA Purchases Manual
145-A-13	Buy American Act	USDA Purchases Manual
145-A-24	Vacuum Requirements	Technical Procedures Manual

**INSPECTION OF USDA PURCHASES SECTION 147**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
147-A-1	Inspection and Certification of Products for Delivery to USDA Purchase Programs	USDA Purchases Manual
	Branch Notice 2943 - Microbiological Testing Laboratory	USDA Purchases Manual
	Branch Notice 2945 - Microbiological Testing Laboratory	USDA Purchases Manual
	Branch Notice 2959 - Corrected Preface	<b>Obsolete</b>
	Branch Notice 2966 - Pen & Ink change	<b>Obsolete</b>
	Branch Notice 2967 - Revised Page 7	USDA Purchases Manual
	Branch Notice 2973 - Effective Date for DOVS Program	<b>Obsolete</b>
147-A-1a	Domestic Origin Verification for Products for Delivery to USDA Purchase Programs	USDA Purchases Manual
	Branch Notice 2973 - Effective Date for DOVS Program	<b>Obsolete</b>
	Branch Notice 3021 Revised Domestic Origin Certification	USDA Purchases Manual

Effective Date: October 2017

Page 19 of 43

147-A-1b	Domestic Origin Verification System (DOVS) Audit Program Procedures (Working Draft)		<b>Obsolete</b>
147-A-2	Inspection of 50% Juice Drinks and Juice Drink Products Under the Child Nutrition Labeling Program	CN Labeling Manual	
	Branch Notice 2995 - Changes in CN Labeling Program		<b>Obsolete</b>
147-B-3	Agreement with the Food and Nutrition Service	CN Labeling Manual	
	Branch Notice 2995 - Changes in CN Labeling Program		<b>Obsolete</b>
147-B-4	In-Plant On-Line Inspection Service for Nonmeat Child Nutrition (CN) Products	CN Labeling Manual	
	Branch Notice 2995 - Changes in CN Labeling Program		<b>Obsolete</b>
147-B-5	Verification Service - Nonmeat Child Nutrition (CN) Products	CN Labeling Manual	
	Branch Notice 2887 - Revised Page 6		<b>Obsolete</b>
	Branch Notice 2995 - Changes in CN Labeling Program		<b>Obsolete</b>
147-B-10	General Terms & Conditions for the Procurement of Agricultural Commodities or Services		<b>Obsolete</b>
	Amendment 1		<b>Obsolete</b>
	Amendment 2		<b>Obsolete</b>
	Amendment 3		<b>Obsolete</b>
	Amendment 4		<b>Obsolete</b>
147-A-22	Inspection of Farm Service Agency Peanuts and Peanut Products		<b>Obsolete</b>
147-O-30	Child Nutrition Labeling for Juice Drink and Juice Drink Products. Food and Nutrition Service Publication	CN Labeling Manual	
	Branch Notice 2995 - Changes in CN Labeling Program		<b>Obsolete</b>
147-O-40	Child Nutrition Labeling for Nonmeat Products	CN Labeling Manual	
	Branch Notice 2995 - Changes in CN Labeling Program		<b>Obsolete</b>

Effective Date: October 2017

Page 20 of 43

**INSPECTION OF DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)  
PURCHASES SECTION 150**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
150-A-1	Subsistence Inspections for Defense Supply Center Philadelphia	<b>Obsolete</b>
	Branch Notice 2707 - Change to Page 11.1	<b>Obsolete</b>
	Branch Notice 2943 – Microbiological Testing Laboratory	USDA Purchases Manual
	Branch Notice 2945 - Microbiological Testing Laboratory	USDA Purchases Manual
150-A-2	Meal, Ready-to-Eat (MRE) Rations Inspectors Handbook	Inspection for OR Purchased by the DOD and Lotus Notes (OR Inspection Handbook)
	Branch Notice 2700 - Revised pages iii, 62, 63, 77-80, 88; New Pages A1-A4, Attachment A; New Exhibits 4-1 through 4-6; New Page B1, Attachment B; New Exhibit 4-7	<b>Obsolete</b>
	Branch Notice 2752 - Security of Samples	Sampling Manual
	Branch Notice 2884 - Sample Security Procedures	Sampling Manual
	Branch Notice 2943 - Microbiological Testing Laboratory	USDA Purchases Manual
	Branch Notice 2945 - Microbiological Testing Laboratory	USDA Purchases Manual
	Branch Notice 2962 - Determining Sample Size for Testing Specified in a Commercial Item Description	<b>Obsolete</b>
150-A-3	Tray Pack Operational Rations, Inspectors Handbook	<b>Obsolete</b>
	Branch Notice 2583 - Tray Pack Can Seam Verification	<b>Obsolete</b>
	Branch Notice 2752 - Security of Samples	Sampling Manual
	Branch Notice 2884 - Sample Security Procedures	Sampling Manual
	Branch Notice 2943 - Microbiological Testing Laboratory	USDA Purchases Manual
	Branch Notice 2945 - Microbiological Testing Laboratory	USDA Purchases Manual
150-O-4	Appendix I - Material Inspection and Receiving Report (DD Form 250)	Lotus Notes (OR Inspection Handbook)
150-A-8	Inspection Aid No. 80 - Pallet Gauge	<b>Obsolete</b>
150-B-15	Agreement Between the USDA and the DPSC	Inspection for OR Purchased by the DOD



Effective Date: October 2017

Page 21 of 43

**AUDIT/INSPECTION SERVICES SECTION 151**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
151-A-1	Audit Management Program (AMP)	AMP Manual
151-B-1	Sanitation Evaluation Systems	<b>Obsolete</b>
151-B-2	Plant Systems Audit (PSA) Program	PSA Manual
151-B-3	Agreement For Quality Audits/Sanitation Evaluations	Management Site
151-B-4	“Qualified Through Verification” (QTV) Program Fresh-Cut Produce Industry	QTV Manual
	Branch Notice 2844 - QTV Plans and Revisions	QTV Manual
	Branch Notice 2932 - QTV Audit Team Leader Role and Responsibilities Checklist	QTV Manual
	Branch Notice 2997 - QTV Revised Pages 7, 8, 35, 36, 39 thru 42, 45 thru 52, 55 and 56	QTV Manual
151-B-5	Domestic Origin Verification System (DOVS) Audit Program	DOV Manual

**INSPECTION OF STATE AND INSTITUTIONAL PURCHASES SECTION 155**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
155-A-10	Inspection of Deliveries to States and Institutions Pages 1-3 Revised	State and Institutional Purchases Manual State and Institutional Purchases Manual
	Branch Notice 2219 - Pen & Ink change to Ohio entry on Page 2	<b>Obsolete</b>
155-B-15	State Specification Distribution	<b>Obsolete</b>
155-A-20	Certification Based on Fill Weights On State Purchases	<b>Obsolete</b>
155-A-30	Contact Information for State Procurement Officials	State and Institutional Purchases Manual

Effective Date: October 2017

Page 22 of 43

155-A-35	State Inspection Instructions for Certification	Certification Manual
----------	---	----------------------

155-B-40	Inspection of Meat Products State and Institutional Purchases Manual for Delivery to States	
----------	---	--

**ARKANSAS**

155-B-50	State of Arkansas - Food Manual	<b>Obsolete</b>
----------	---------------------------------	-----------------

155-A-60	Inspections for the State of Arkansas	<b>Obsolete</b>
----------	---------------------------------------	-----------------

**CALIFORNIA**

155-A-110	Inspection of Deliveries for the State of California	State and Institutional Purchases Manual
-----------	--	--

	Branch Notice 2912 – Pen & ink change to Pages 4 & 5	State and Institutional Purchases Manual
--	--	--

155-B-110	State of California Specifications (Inspection, Testing, and Certification of Processed Foods, 8900-05QS-001)	<b>Obsolete</b>
-----------	---	-----------------

	Branch Notice No. 2864 - Canned Fruits, Vegetables	<b>Obsolete</b>
--	--	-----------------

**COLORADO**

155-A-131	Inspection of Deliveries to the University of Colorado	<b>Obsolete</b>
-----------	--	-----------------

**CONNECTICUT**

155-B-134	Standard No. 29-19d, Group 2958, Molasses, Sirups and Honey	<b>Obsolete</b>
-----------	---	-----------------

	Standard No. 29-30d, Group 2960, Pickles, Relishes, and Olives	<b>Obsolete</b>
--	--	-----------------

	Standard No. 29-31m, Group 2938, Fruit and Vegetables Dried and Dehydrated	<b>Obsolete</b>
--	--	-----------------

	Standard No. 29-32n, Group 2962, Salad Dressings Condiments, Sauces and Vinegar	<b>Obsolete</b>
--	---	-----------------

	Standard No. 29-34bb, Groups 2922 and 2936, Fruits and Vegetables - Canned (Includes Juices)	<b>Obsolete</b>
--	--	-----------------

	Standard No. 29-49e, Group 2942 Fruit and Vegetables: Frozen (Includes Juices)	<b>Obsolete</b>
	Standard No. 29-52f, Group 2946, Jams, Jellies, Preserves, Spreads and Pie Fillings	<b>Obsolete</b>
155-A-135	Inspection of Deliveries to the State of Connecticut	<b>Obsolete</b>
<b>DENVER PUBLIC SCHOOLS</b>		
155-A-141	Inspection of Deliveries to the Denver Schools	<b>Obsolete</b>
155-B-145	Specification for Single Strength Service Frozen Fruit Juices	<b>Obsolete</b>
<b>FORT WORTH, TEXAS</b>		
155-A-149	Inspection of Deliveries to State and Institutional Purchases Manual the Fort Worth Independent School District	
155-B-150	Fort Worth, Texas, Independent School District Spec. for Canned Fruits and Vegetables	<b>Obsolete</b>
<b>GEORGIA</b>		
155-A-160	Inspection of Deliveries to State and Institutional Purchases Manual State of Georgia Central State Hospital	
<b>ILLINOIS</b>		
155-B-200	Standard Specifications for - Coffee and Tea (All Types), Revised	<b>Obsolete</b>
	Standard Specifications for - Gelatin and Pudding Powders Addendum I	<b>Obsolete</b> <b>Obsolete</b>
	Branch Notice 2424 - Activity Report	<b>Obsolete</b>
	Standard Specifications for - Sugar, Syrup and Molasses	<b>Obsolete</b>
	Standard Specifications for - Extracts and Spices	<b>Obsolete</b>
	Standard Specifications for - Bouillon (Soup and Gravy Base)	<b>Obsolete</b>
	Standard Specifications for - Dried Fruits and Vacuum Dried Fruits	<b>Obsolete</b>
	Addendum I	<b>Obsolete</b>
	Addendum II	<b>Obsolete</b>
	Standard Specifications for Canned Foods	<b>Obsolete</b>
	Standard Specifications for - Cereals and Farinaceous Addendum 1	<b>Obsolete</b> <b>Obsolete</b>

Effective Date: October 2017

Page 24 of 43

	Macaroni, Spaghetti/Noodles & Tapioca	<b>Obsolete</b>
	Standard Specification No. S-348-10a for Fish, Frozen	<b>Obsolete</b>
	Standard Specifications for - Frozen Fruits and Vegetables	<b>Obsolete</b>
	Standard Specifications for - Potatoes, White, Dehydrated	<b>Obsolete</b>
	Addendum I	<b>Obsolete</b>
	Standard Specifications for - Jellies, Peanut Butter, Pickles and Salad Dressing	<b>Obsolete</b>
	Addendum I	<b>Obsolete</b>
	Addendum II	<b>Obsolete</b>
	Standard Specifications for - Fruit Crystals and Non-Frozen Juice Bases	<b>Obsolete</b>
	Addendum I	<b>Obsolete</b>
155-A-210	Inspection of Deliveries      State and Institutional Purchases Manual to the State of Illinois	
	<b>IOWA</b>	
155-A-239	Inspection of Deliveries to the State of Iowa	<b>Obsolete</b>
155-B-240	Standard Specifications for Coffee (Ground)	<b>Obsolete</b>
155-B-241	Specification for Canned Fruits, Vegetables, and Vegetable Juices, Low Moisture Fruits, Jelly, and Apple Butter	<b>Obsolete</b>
155-B-242	Specification for Frozen Fruits, Fruit Juices and Vegetables	<b>Obsolete</b>
	<b>KANSAS</b>	
155-B-250	Kansas Specifications for Canned Goods Kansas Specifications for Frozen Foods	<b>Obsolete</b> <b>Obsolete</b>
155-A-260	Inspection of Deliveries to the State of Kansas	<b>Obsolete</b>
	<b>LOUISIANA</b>	
155-A-290	Inspections of Deliveries to the State of Louisiana	<b>Obsolete</b>
155-B-300	State of Louisiana Standard Specification Processed Foods, Class 12, Revised	<b>Obsolete</b>
	<b>MAINE</b>	
155-A-321	Inspection of Deliveries to the State of Maine	<b>Obsolete</b>

Effective Date: October 2017

Page 25 of 43

155-B-323 State of Maine Canned Goods Bid Instructions,  
Condition & Inspection Requirements **Obsolete**

155-B-326 State of Maine Fruits & Juices Bid Instructions,  
Conditions and Inspection Requirements **Obsolete**

### **MARYLAND, UNIVERSITY OF**

155-A-329 Inspection of Deliveries to the University of Maryland **Obsolete**  
Branch Notice 2638 - Pen & Ink address correction to Page 2 **Obsolete**

### **MICHIGAN**

155-B-340 Michigan Standard Specifications For Canned Fruits,  
Vegetables and Juices **Obsolete**

155-A-341 Inspection of Deliveries to the State of Michigan **Obsolete**

### **MILWAUKEE**

155-A-344 Inspection for Milwaukee Public Schools **Obsolete**

155-B-345 Specifications for Milwaukee Public Schools **Obsolete**  
Revised - Page i, ii, and iii of Index  
Revised - Canned Whole Kernel Corn  
Revised - Canned Green Beans  
Revised - Canned Pineapple (Tidbits)  
Revised - Canned Pineapple Juice (No. 3 Cylinder)  
Revised - Canned Mixed Fruit  
Revised - Canned Tomato Puree  
Revised - Tomato Catsup  
Revised - Frozen Oven Ready Preformed Potato Rounds Specification  
Revised - Frozen Oven Ready Skin On Thin Potato Wedges  
Revised - Frozen Concentrated Orange Juice Specification  
Revised - Frozen Sherbet  
Revised - Frozen Blend Vegetables (Wisconsin)  
Added - Seedless Raisins

### **MISSISSIPPI**

155-B-380 State of Mississippi (WIC Program) Specifications for  
Canned and Concentrated Fruit Juices and Peanut Butter **Obsolete**

155-A-385 Inspection of Deliveries to State and Institutional Purchases Manual  
the State of Mississippi Women  
and Infant Children (WIC) Program

Effective Date: October 2017

Page 26 of 43

**MISSOURI**

155-B-400	State of Missouri Specifications for Grocery Items	<b>Obsolete</b>
155-A-410	Inspection of Deliveries to the State of Missouri	State and Institutional Purchases Manual
155-A-415	Inspection of Deliveries to the State of Missouri, Department Of Corrections Branch Notice 2978 Revised Appendix 2	<b>Obsolete</b>

**NEW JERSEY**

155-A-440	Inspection of Deliveries to the State of New Jersey	State and Institutional Purchases Manual
155-B-441	State of New Jersey Specifications for Canned Fruits and Juices (T 1162); Canned Vegetables (T 1167); and Frozen Vegetables (T 1103)	<b>Obsolete</b>

**NEW YORK STATE**

155-B-450	Commodity Group 01000 - Invitation for Bids Fruit, Canned	<b>Obsolete</b>
155-B-450	State of New York Specification, Fruit & Vegetables, Dehydrated, Commodity Group 01201, Specification No. 487	<b>Obsolete</b>
155-A-460	Inspection of Deliveries to the State of New York	<b>Obsolete</b>

**NEW YORK CITY - BOARD OF EDUCATION**

155-B-474	New York City Board of Education Instructions, Conditions & Inspection Requirements	<b>Obsolete</b>
155-A-480	Inspection of Deliveries to Board of Education City of New York Branch Notice 2638 - Pen & Ink changes to Pages 2, 3, and 4	<b>Obsolete</b>

**NEW YORK CITY - BUREAU OF MUNICIPAL SUPPLIES**

155-A-470	Inspection of Deliveries to City of New York, Bureau of Municipal Supplies	State and Institutional Purchases Manual
-----------	---	--

Effective Date: October 2017

Page 27 of 43

155-B-475	Spec. 14-F-15:03 Quick Frozen Fruits and Vegetables	<b>Obsolete</b>
155-B-476	Specification for Vegetables and Vegetable Derivatives (Canned) 14-V-8:03	<b>Obsolete</b>
155-B-477	Specification for Fruit and Fruit Derivatives - 14-F-18:03	<b>Obsolete</b>

**OHIO**

155-A-510	Inspection of Deliveries for the State of Ohio	State and Institutional Purchases Manual
-----------	--	--

**OKALOOSA COUNTY**

155-A-515	Inspection of Deliveries to the Okaloosa County School Board-Crestview, Florida	<b>Obsolete</b>
155-B-517	Okaloosa County, Florida Specs.	<b>Obsolete</b>

**OREGON**

155-B-550	State of Oregon Standard Specification for Fruit, Canned, Specification No. 86-170-4010	<b>Obsolete</b>
155-B-560	State of Oregon Standard Specification for Vegetables, Canned Specification No. 86-170-4020	<b>Obsolete</b>
155-A-580	Inspection of Deliveries to the State of Oregon	<b>Obsolete</b>

**PHILADELPHIA, CITY OF**

155-A-630	Inspection of Deliveries to the City of Philadelphia	State and Institutional Purchases Manual
	Branch Notice 2645 – Change Point of Contact	<b>Obsolete</b>
155-B-640	Specification Item No's for the City of Philadelphia	<b>Obsolete</b>

**PUERTO RICO, COMMONWEALTH OF**

155-A-660	Inspection of Deliveries to Puerto Rico	<b>Obsolete</b>
155-A-670	Inspection of Deliveries to the Commonwealth of Puerto Rico Women and Infant Children (WIC) Program	<b>Obsolete</b>

Effective Date: October 2017

Page 28 of 43

155-B-675	Commonwealth of Puerto Rico Women and Infant Children (WIC) Program Specifications for Canned and Concentrated Fruit Juices and Peanut Butter	<b>Obsolete</b>
<b>RHODE ISLAND</b>		
155-B-680	State of Rhode Island Specification for Food & Food Products	<b>Obsolete</b>
155-A-681	Inspection of Deliveries to the State of Rhode Island	<b>Obsolete</b>
<b>SOUTH CAROLINA</b>		
155-A-685	Inspection of Deliveries to the State of South Carolina	<b>Obsolete</b>
155-B-686	State of South Carolina Standard Specification for Canned Fruits and Vegetables	<b>Obsolete</b>
<b>TENNESSEE</b>		
155-A-695	Inspection of Deliveries to the State of Tennessee	<b>Obsolete</b>
<b>TEXAS</b>		
155-B-700	State of Texas Grocery Items - Staple Foods Specification No. 275 - GR - 06, 1990	<b>Obsolete</b>
155-A-710	Inspection of Deliveries to the State and Institutional Purchases Manual the State of Texas	
<b>VERMONT</b>		
155-B-750	State of Vermont General Specification	<b>Obsolete</b>
155-B-760	State of Vermont Detailed Specification	<b>Obsolete</b>
<b>VIRGINIA</b>		
155-B-800	Commonwealth of Virginia Grade Requirements For Fruits, Vegetables, and Miscellaneous Items	<b>Obsolete</b>
155-A-810	Inspection of Deliveries to the Commonwealth of Virginia State and Institutional Purchases Manual	
<b>WISCONSIN</b>		
155-A-900	Inspection of Deliveries to the State of Wisconsin	<b>Obsolete</b>



Effective Date: October 2017

Page 29 of 43

155-B-910	State of Wisconsin Specification for Canned Goods Amendment No. 1	<b>Obsolete</b> <b>Obsolete</b>
-----------	--	------------------------------------

**SPECIAL PROGRAMS SECTION 157**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
157-O-3	Memorandum of Understanding Between AMS and FDA (Imported Dates and Date Material)	8e Marketing Order Manual
157-O-4	Memorandum of Understanding Between AMS and FDA (Imported Raisins)	8e Marketing Order Manual
157-B-1	Imported 8e Product Notification Procedures Branch Notice 3004-Revised Pages 1+2 Branch Notice 3005-Revised Page 2	8e Marketing Order Manual 8e Marketing Order Manual 8e Marketing Order Manual
157-B-5	Inspection of Imported Dates Branch Notice 2994 - Distribution of Certificates For Imported 8e Products Branch Notice 2998 - Importer's Exempt Commodity Form for Imported Canned Ripe Olives and Imported Dates Branch Notice 3001-Procedures for Notifying Importers of Failing 8e Imports Branch Notice 3014 – Revisions to Section 608e (Section 8e) of the Agricultural Marketing Agreement Act	8e Marketing Order Manual 8e Marketing Order Manual 8e Marketing Order Manual 8e Marketing Order Manual 8e Marketing Order Manual
157-B-7	Inspection of Imported Prunes A-memo 513 Branch Notice 2665 - Exemption from Inspection of Imported Brine Salted Prunes Branch Notice 2986 - Indefinite Suspension of the Dried Prunes Import Regulation Branch Notice 2994 - Distribution of Certificates For Imported 8e Products Branch Notice 3001-Procedures for Notifying Importers of Failing 8e Imports Branch Notice 3014 – Revisions to Section 608e (Section 8e) of the Agricultural Marketing Agreement Act (AMAA) of 1937, as amended.	Management Site Inspection Aid Management Site 8e Marketing Order Manual 8e Marketing Order Manual 8e Marketing Order Manual 8e Marketing Order Manual
157-B-8	Inspection of Imported Canned Ripe Olives	8e Marketing Order Manual

Effective Date: October 2017

Page 30 of 43

	Branch Notice 2994 - Distribution of Certificates For Imported 8e Products	8e Marketing Order Manual	
	Branch Notice 2998 - Importer's Exempt Commodity Form for Imported Canned Ripe Olives and Imported Dates	8e Marketing Order Manual	
	Branch Notice 3001-Procedures for Notifying Importers of Failing 8e Imports	8e Marketing Order Manual	
157-B-9	Inspection of Imported Raisins	8e Marketing Order Manual	
	Branch Notice 2643 - Revised Pages 11 and 12		<b>Obsolete</b>
	Branch Notice 2994 – Distribution of Certificates For Imported 8e Products	8e Marketing Order Manual	
	Branch Notice 3001-Procedures for Notifying Importers of Failing 8e Imports	8e Marketing Order Manual	
	Branch Notice 3014 – Revisions to Section 608e (Section 8e) of the Agricultural Marketing Agreement Act (AMAA) of 1937, as amended.	8e Marketing Order Manual	
157-A-10	Inspection of Surplus Commodities Purchased Under Public Law 480		<b>Obsolete</b>
157-B-15	Inspection of Leaf Tea and Instant Tea		<b>Obsolete</b>
157-O-26	U.S. Standards for: Link to CFR: <a href="http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR">http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR</a>		
	Shelled Virginia Type Peanuts	7CFR51.2750	
	Shelled Runner Type Peanuts	7CFR51.2710	
	Shelled Spanish Type Peanuts	7CFR51.2730	
	Cleaned Virginia Type Peanuts in the Shell	7CFR51.1235	
157-O-29	Inspectors Instruction for Aflatoxin		<b>Obsolete</b>
157-O-30	Certifying Aflatoxin Test Results	Certification Manual	
157-B-40	Inspection of Dehydrated Potatoes		<b>Obsolete</b>
157-B-50	Inspection for National Marine Fisheries Services, Billing	Management Site	

Effective Date: October 2017

Page 31 of 43

**SANITATION REQUIREMENTS SECTION 159**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
159-A-1	Plant Sanitation	Sanitation and Safety Manual
	Branch Notice 2784 - Revised Page 3.2	<b>Obsolete</b>
	Branch Notice 2790 - Additional Auditors for Performing Plant Surveys	<b>Obsolete</b>
	Branch Notice 2812 - Revised Form FV-416-5	<b>Obsolete</b>
	Branch Notice 2972 - Revised Appendix C & Page iv	Sanitation and Safety Manual
159-A-2	Good Manufacturing Practices (GMP's)	Sanitation and Safety Manual
	Branch Notice 2717 - Sanitizing Food Contact Surfaces	Sanitation and Safety Manual
159-O-9	List of Proprietary Substances and Nonfood Compounds (500+ page FSIS book, dated January 1998)	Field Offices
	Supplement, dated July 1998	Field Offices
159-B-11	Plant Sanitation Fruit & Vegetable Procurement	USDA Purchases Manual

**IN-PLANT INSPECTION SECTION 160**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
160-A-1	In-Plant Inspection	General Procedures Manual
	Page 1.4	<b>Obsolete</b>
	Page 6.5, 6.6, 6.8, and 6.9	<b>Obsolete</b>
	Pages 7.4, 7.5, 7.6, 7.7, and 7.11	<b>Obsolete</b>
	Pages 7.8 and 7.9	<b>Obsolete</b>
	Page 7.21	<b>Obsolete</b>
	Page iv	<b>Obsolete</b>
	Page 6.18 (Attachment I)	<b>Obsolete</b>
	Branch Notice 2173 - Official Use Only Reports	<b>Obsolete</b>
	Branch Notice 2217 - Official Use Only Reports	<b>Obsolete</b>
	Branch Notice 2584 - Documenting Results for Insufficient Number of Sample Units	<b>Obsolete</b>
	Branch Notice 2848 - Revised Pages 3.18, 3.19, and new pages 3.20 thru 3.24	<b>Obsolete</b>
	Memo from Branch Chief - Control of Certificates	Certification Manual
	Branch Notice 2960 - Attachment 1	General Procedures Manual
	Fraternization with Plant Employees	

Effective Date: October 2017

Page 32 of 43

	Branch Notice 2988 - Procedures for Sampling Orange Juice Products	General Procedures Manual
160-A-2	In-Plant Tanker Inspection - Sanitation and Sealing	General Procedures & Sanitation and Safety Manuals
160-A-3	USDA Procedures for Commodity Holds/Recalls	USDA Purchases Manual & Management Site
160-A-4	Processed Foods Containing Fluorinated Water	<b>Obsolete</b>
160-A-5	In-Plant Inspection Procedures, Sirup Designations	General Procedures Manual
160-A-7	Understanding Water Quality	<b>Obsolete</b>
160-A-25	Attribute Standards	Technical Procedures Manual
160-A-34	Coding Tote Bins	General Procedures Manual
160-A-70	Plant Assigned Personnel	General Procedures Manual
160-A-71	Plant Assisted Continuous Inspection	General Procedures Manual

**QUALITY ASSURANCE PROGRAM SECTION 162**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
162-A-1	Inspection of Processed Products under the Quality Assurance Program (QAP)	QAP Manual
	Branch Notice 2981 - Revised pages 3.2, 3.3; New pages 3.17a, 3.17b, 3.17c, 3.27a, 4.18a, 4.19a, 4.20a	QAP Manual
	Branch Notice 3013 - Revised page 3.3; New pages 3.26a and 3.26b	QAP Manual
162-O-7	Federal In-Plant Food Quality Assurance Manual	<b>Obsolete</b>
162-B-20	Supervisory Guidelines for the Quality Assurance Program	Management Site

Effective Date: October 2017

Page 33 of 43

**CERTIFICATION SECTION 165**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
165-A-1	Instructions for Certification of Processed Products	Certification Manual
	Branch Notice 2730 - Revised Page 8.10	Certification Manual
	Branch Notice 2743 - Revised Page 1.18 and new page 1.18a	Certification Manual
	Branch Notice 2757 - Revised Pages 8.14 and 8.15	Certification Manual
	Branch Notice 2824 - Use of Alternate Name for Prunes	Certification Manual
	Branch Notice 2849 - Revised Pages 1.19, 1.19a, 1.19b, 1.19c, and 1.20	Certification Manual
	Branch Notice 2881 - Revised Pages 2.3 and 2.4	Certification Manual
	Branch Notice 2925 - Pages 5.10, 5.11 Revised	Certification Manual
	Branch Notice 2964 - Procedures for Handling Altered Certificates	Certification Manual
	Memo from Branch Chief dated February 16, 2001 Control of Certificates	Certification Manual
165-A-2	Using Microsoft Word 97 to Create and Print USDA Certificates	<b>Obsolete</b>
165-A-5	Lot Certification Tolerances	<b>Obsolete</b>
165-A-5a	"Below Standard in Quality" and Substandard Sample Units	<b>Obsolete</b>
165-A-8	Certification Appeals and Re-Inspection	Certification & General Procedures Manuals
165-A-13	Tote Bin Inspection and Certification	Certification & General Procedures Manuals
165-A-15	Certification of Peas and Corn for Use in Frozen Mixed Vegetables	Certification Manual
165-A-17	Product Packed with Sauce, Garnish or Seasonings	General Procedures Manual
165-A-18	Inspection and Certification Based on Superseded Standards	Certification Manual

165-A-27	Administration Allowances for "Worse Than Deviants"	General Procedures Manual
165-A-35	Certification of Frozen Food Packed in Used Containers	Certification, State and Institutional Purchases, General Procedures, & USDA Purchases Manuals
165-A-30	Non-Manipulation Certification	General Procedures Manual
165-A-37	Inspection & Certification of Temperature and Condition of Frozen Product	Technical Procedures & Certification Manuals
	Branch Notice 2044 – Excessive Moisture in Frozen Products	<b>Obsolete</b>
165-A-38	Inspection and Certification of Fruits and Vegetables Using Unfrozen Sample Units Drawn During Production	General Procedures, Certification, & Technical Procedures Manuals
165-A-60	Misrepresentation by Unfair Labeling Practices	General Procedures Manual

**EXPORT PROGRAMS SECTION 166**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
166-A-1	Export Certification	Certification Manual
	Branch Notice 2810 - Pen & Ink Change to Exhibit 27 Page 53	Certification Manual
	Branch Notice 2889	Certification Manual
	Revision of Page iii - Exhibits	
	Revision of Pages 37, 38, and 39	
	Revision of Pages 40, 41 - Exhibit 20	
	Added Page 47a - Exhibit 22a	
	Added Page 47b - Exhibit 22b	
	Revision of Pages 57 and 58 (58 not changed)	
	Branch Notice 2915 - Certification of Exports with "Organic" in the Label	Certification Manual

**STANDARDIZATION SECTION 167**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
167-B-4	List of "Codex" Processed Products Standards Under	<b>Obsolete</b>

Effective Date: October 2017

Page 35 of 43

## Development

167-A-5	Scoring Individual Quality Factors	General Procedures Manual
167-O-10	Canadian Regulations for Processed Fruits and Vegetables	<b>Obsolete</b>
167-A-11	Canadian Processed Fruit and Vegetable Regulations	<b>Obsolete</b>
167-A-20	U.S. Standards For Grades of Processed Fruits and Vegetables and Certain Other Processed Food Products	SCI Employee Manual
167-A-30	Requirements for Submission of Instruments for Processed Products Branch (PPD) Approval	Management Site

**FOOD AND DRUG REGULATIONS SECTION 170**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
170-A-1	Implementation of Memorandum Agreement Between AMS and FDA	Management Site
170-A-4	Use of Water in Adjusting the Density of Concentrated Tomato Products - Catsup, Paste, Puree	<b>Obsolete</b>
170-A-10	Nutrition Labeling and Education Act (NLEA) of 1990	General Procedures Manual
170-B-19	Summary of Pesticide Regulations and Tolerances Issued by Food and Drug	<b>Obsolete</b>
170-A-34	Label Requirements for Low Sodium Dietetic Food (A-334)	<b>Obsolete</b>
170-O-80	FDA Investigations Operations Manual, FDA Regions and Districts FDA Field Officials & Resident Posts (App. X-1)	Management Site

**FOREIGN MATERIAL SECTION 172**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
172-A-1	Inspection Procedures for Foreign Material	Foreign Material Manual
	Branch Notice 2709 - Revised Page 13	Foreign Material Manual
172-A-2	Food Defect Action Levels	Foreign Material Manual

	Branch Notice 2878 - Instructions for the Inspection of Pit Material and Quality of Whole Pitted Dried Prunes (Plums)	Management Site
172-A-3	Aflatoxin Analysis of Peanut Butter and Other Peanut Products	Technical Procedures Manual
	Branch Notice 3007 Revised page 8 .	Technical Procedures Manual
172-O-5	Food and Drug Administration (FDA) Technical Bulletin Number 5, Microanalytical Procedures Manual	Technical Procedures Manual
	Branch Notice 2878 - Instructions for the Inspection of Pit Material and Quality of Whole Pitted Dried Prunes (Plums)	Management Site

**OFFICE PROCEDURES SECTION 175**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
175-O-1	Office Procedures Manual	Administration Site
	Branch Notice 2913 - Preface Sheet	Administration Site
	Section Index Sheet	<b>Obsolete</b>
	Branch Notice 2678 - Color Vision Testing	Administration Site
	SECTION 1 - PERSONNEL	Administration Site
	Branch Notice 2913	
	Table of Contents: Pages i-iii	
	Examples: Pages iv- x	
	References: Page i-vi	
	Hiring: Pages 1-24z.6; Pages 24.1-24.7	
	EOD Forms Checklist, Excepted Service	
	Pages 25-25e; Pages 25.1-25.55	
	EOD Forms Checklist, Competitive Service	
	Pages 26-30b; Pages 30.1-30.15	
	Brochures Checklist: Pages 31-31b; Pages 31.1-31.53	
	Temporary Duty Assignments:	Management Site
	Pages 32-32b; Page 32.1	
	Separations: Pages 33-38a; 38.1-38.16; 38.19	Administration Site
	Branch Notice 2825 - Pages 38.17-38.18	
	Reassignments: Pages 39-39a; Pages 39.1-39.5	



Promotions - WGI: Pages 40-40b; Page 40.1  
 Mixed Tour Appointment Renewals: Page 41  
 Health Insurance: Pages 42-55a; Page 55.1  
 Life Insurance: Pages 56-60b; Pages 60.1-60.2  
 Check Transmittals:  
 Branch Notice 2963  
 Revised Pages 61-64, 64.1

175-O-1 Office Procedures Manual Personnel Continued Administration Site

Work Schedules: Pages 65-67  
 Records Disposal/Transfer: Pages 68-75

SECTION 2 - PROCUREMENT Administration Site

Table of Contents: Branch Notice 2857 - Revised Page i  
 Examples: Branch Notice 2867 - Revised Page ii  
 References: Branch Notice 2827 - Revised Page i  
 Sources of Supply: Branch Notice 2728

AD-700, Procurement Request:  
 Branch Notice 2753 - Revised Page 2  
 Branch Notice 2691 - Revised Page 3.1  
 Branch Notice 2728 - Revised Page 3

Fast:  
 Branch Notice 2753 - Revised Page 4  
 Branch Notice 2728 - Revised Page 4.1

U.S. Government Visa Card: **Obsolete**  
 Branch Notice 2857 - Revised Pages 5-5c  
 Branch Notice 2926 - Revised Page 6  
 Branch Notice 2857 - Revised Page 6a  
 Branch Notice 2857 - Revised Pages 5.1 - 5.3  
 Branch Notice 2867 - Revised Page 5.4

GSA Customer Supply Center:  
 Branch Notice 2728- Revised Page 7, Pages 7.1-7.2  
 Computer Equipment:  
 Branch Notice 2753 - Revised Pages 8-11  
 Blanket Purchase Orders:  
 Branch Notice 2753 - Revised Page 12  
 Branch Notice 2728 - Revised Page 12.1

175-O-1 Office Procedures Manual Procurement Continued Administration Site

Blanket Purchase Agreements:

Branch Notice 2753 - Revised Page 13

Branch Notice 2728 - Revised Page 13.1

Consolidated Forms Center:

Branch Notice 2827 - Revised Pages 14-17

Branch Notice 2728 - Revised Pages 17.1-17.2

Branch Notice 2813 - Instructions for Ordering  
Forms Electronically

Printing of Envelopes:

Branch Notice 2974 - Revised Pages 18-19, 19.1

**Obsolete**

SECTION 3 - FIELD OFFICE REPORTS

Administration Site

Table of Contents:

Branch Notice 2827 - Revised Pages i, ii

Examples: Branch Notice 2827 - Revised Pages iii, iv

References: Branch Notice 2827 - Revised Pages i-iv

General Information : Branch Notice 2827 - Revised Page 1

Reports, Biweekly:

Branch Notice 2827 - Revised Page 2

Branch Notice 2753 - Revised Pages 2.1-2.4

Reports, Monthly:

Branch Notice 2827 - Revised Pages 3-6

Branch Notice 2753 - Revised Pages 6.1-6.4

Branch Notice 2728 - Revised Pages 6.5-6.10

Branch 2783 - Revised Supervisory Visits and Reviews

175-O-1 Office Procedures Manual Field Office  
Reports Continued

Administration Site

Reports, Quarterly:

Branch Notice 2827 - Revised Pages 7-8

Branch Notice 2753 - Revised Page 8.1

Branch Notice 2728 - Revised Page 8.2

Reports, Yearly:

Branch Notice 2827 - Revised Pages 9-11

Branch Notice 2753 - Revised Pages 11.1-11.2

Branch Notice 2827 - Revised Pages 11.3-11.4

Reports, Miscellaneous:

Branch Notice 2827 - Revised Pages 12-15b

Branch Notice 2753 - Revised Pages 15.1-15.6

SECTION 4 - DELINQUENT ACCOUNTS

Administration Site

Table of Contents and Examples

Branch Notice 2948 - Revised Page i

Effective Date: October 2017

Page 39 of 43

References: Branch Notice 2948 - Revised Page ii  
 Delinquent Accounts:  
 Branch Notice 2948 - Revised Pages 1-4,  
 Pages 5.1-5.2, Pages 5.5 - 5.9  
 Branch Notice 2969 - Revised Pages 5.3 & 5.4  
 Branch Notice 2971 - Pen & Ink Change to Page 5.7

Reconciliation of Financial Printouts (See File Code 175-B-50)

## SECTION 5 - APPLICANT PAYMENT FOR SERVICES

Administration Site

Branch Notice 2961 - New pages 1, 3 - 16, 18 - 28, 29 - 33  
 Branch Notice 2965 - Revised Pages i, 2, 17, 34

175-O-2	Automated Billing Program	
175-O-1	Office Procedures Manual Applicant Payment For Services Continued	Administration Site
	Branch Notice 2749 - Revised Pages 94 and 162	
175-B-15	Procurement Activities	Management Site
	Branch Notice 2660 - Automated Related Purchases	Management & Administration Sites
175-B-17	Licensed Samplers	Management Site
175-B-17a	Attachment I	Management Site
175-B-20	Records Retention and Disposition	Management Site
175-B-37	Temporary Duty Assignments- Agricultural Commodity Graders	Management Site
175-B-50	Use of Accounting System Reports Still use (at least until FMMI kicks in)	Administration Site
175-B-65	Contracting for Sampling, Case Stamping, Check loading and/or Condition of Container Service Revised Pages 2-5, 12	Management & Administration Sites
175-B-74	Approved Plant-Lot Inspection Service	Management & Administration Sites
175-B-75	Contracts & Agreements with Industry	General Procedures Manual,

	Branch Notice 2644 - Revised Pages iii & iv Branch Notice 2697 - Revised Page 6 Branch Notice 2928 - Revised - Attachment 12	Management, & Administration Sites
175-B-76	Rules of Practice Governing Formal Adjudicator Administration Proceedings Instituted by the Secretary	Management Site
175-B-80	Guarantees of Payment Branch Notice 2182 - Guarantees of Payment Branch Notice 2385 - Surety Branch Notice 2759 - Firms Issuing Acceptable Surety	Management & Administration Sites
175-B-87	Inspection of Commodities Assigned to Other Government Agencies	Management Site
175-B-90	Personnel Actions	Management Site
175-B-92	Reporting Misconduct	Management Site
175-A-95	Unacceptable Conduct by Users of the Inspection Service Branch Notice 2930 - Unacceptable Conduct by Users of the Inspection Service	SCI Employee Manual, Administration & Management Sites
175-B-115	Field Office Review and Evaluation	Management Site
175-B-120	Procedures for Direct Accountability Postage	Management & Administration Sites
175-B-125	Accountability and Care of Accountable Property  Branch Notice 2762 - Revised Pages 7-10	Management & Administration Sites Management Site

**REVIEW, AUDIT, AND EVALUATION PROGRAMS SECTION 177**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
177-B-2	Review Program for Processed Raisins	General Procedures Manual
177-B-4	Review Programs for Flavor Evaluation of Canned Ripe Olives	General Procedures Manual
177-A-6	Review Program for Concentrated Orange Juice (OM) for Manufacturing for Futures Contracts	General Procedures Manual

Effective Date: October 2017

Page 41 of 43

Branch Notice 2751 - Concentrated General Procedures Manual  
Orange Juice for Manufacturing (OM)  
Flavor Calibration Program

**MANAGEMENT SECTION 180**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
180-A-1	Performance Standards for ACG's GS-5 through GS-10's	Contact National Office
180-B-20	Qualification Standard - for Agricultural Commodity Aid - (Excepted Position)	Contact National Office
180-B-30	Single Agency Qualification Standard Agricultural Commodity Grades GS 5/15	Contact National Office
180-B-40	Approval Process for In-Plant Assignments 5 Years or Longer	Management Site
180-B-45	Awards	Management & Administration Sites
180-A-50	Regional and National Customer Service Awards	Management & Administration Sites
	Branch Notice 2838 - Processed Products Branch Idea Round-Up Action Plan	<b>Obsolete</b>

**TRAINING SECTION 185**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
185-A-5	On-The-Job Training	Training Site
185-B-1	Basic Level Training Program, Handbook for Instructors	Training Site
185-B-2	Basic Level Training Program Record (Processed FV Basic Level Course)	Training Site
185-B-5	Instructions for the Advanced Individual Training Program	<b>Obsolete</b>
185-B-8	Training Approval and Reporting Branch Notice 2722 - Revised Page 10, Revised Exhibits E, F, and G Branch Notice 2931 - Reminders on Training Issues	SCI Employee Manual <b>Obsolete</b> <b>Obsolete</b> SCI Employee Manual

Effective Date: October 2017

Page 42 of 43

185-B-20	Orientation Quiz	<b>Obsolete</b>
185-B-20A	Answer Sheet, Orientation	
185-B-21	Basic Tools Quiz	<b>Obsolete</b>
185-B-21A	Answer Sheet, Basic Tool Quiz	
185-B-22	Sampling and Grading Quiz	<b>Obsolete</b>
185-B-22A	Answer Sheet, Sampling and Grading	
185-B-23	Brix Measurement Quiz	<b>Obsolete</b>
185-B-23A	Answer Sheet, Brix Measurement	
185-B-24	Fruit-Sugar Ratio Quiz	<b>Obsolete</b>
185-B-24A	Answer Sheet, Fruit-Sugar Ratios	
185-B-25	Salt Titration Quiz	<b>Obsolete</b>
185-B-25A	Answer Sheet, Salt Titration	
185-B-26	Enzyme Inactivation Test Quiz	<b>Obsolete</b>
185-B-26A	Answer Sheet, Enzyme Inactivation	
185-B-27	Howard Mold Count Quiz	<b>Obsolete</b>
185-B-27A	Answer Sheet, Howard Mold Count	
185-B-28	Light Filth Analyses Quiz	<b>Obsolete</b>
185-B-28A	Answer Sheet, Light Filth Analyses	
185-B-29	Heavy Filth Analyses Quiz	<b>Obsolete</b>
185-B-29A	Answer Sheet, Heavy Filth Analyses	
185-B-30	Certification Quiz	<b>Obsolete</b>
185-B-30A	Answer Sheet, Certification	
185-B-31	Checkloading and Case Stamping Test	<b>Obsolete</b>
185-B-31A	Answer Sheet, Checkloading and Case Stamping	
185-B-32	In-Plant Inspection Quiz	<b>Obsolete</b>
185-B-32A	Answer Sheet, In-Plant Inspection	
185-B-40	Training Exercise No. 1	<b>Obsolete</b>
	Grade Determination (Score Point Standards)	
185-B-40A	Answer Sheet, Training Exercise No. 1	
185-B-41	Training Exercise No. 2	<b>Obsolete</b>
	Grade Determination (Individual Attribute Standards)	
185-B-41A	Answer Sheet, Training Exercise No. 2	

Effective Date: October 2017

Page 43 of 43

185-A-50	Training Guidelines	SCI Employee Manual
185-B-50 185-B-50A	Operational Rations Inspection (Score Point Standards) Answer Sheet, Operational Rations Inspection	<b>Obsolete</b>
185-B-101	In-Branch Training Control Sheet	<b>Obsolete</b>
185-A-102	Training Critiques	SCI Employee Manual
185-B-105	Training and Geographical Location Codes for SF-182	<b>Obsolete</b>
185-B-110	Licensed Sampler (FV-361) Training Program Record Management site	
185-A-130	Career Development Goals-Individual Development Plan	Employee Manual
185-O-140	AMS Training Institute Catalog of FY '03 Training and Development	<b>Obsolete</b>

**TRAINING AIDS AND EQUIPMENT SECTION 186**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
Branch Notice 2624 -	Standard Operating Procedures	Inspection Aid for the SCI Exhibit
Branch Notice 2262 -	Checkloading, 35 mm Slides Available	Inspection Aid
Branch Notice 2323 -	Introduction to Attributes-35 mm Slide Series	Inspection Aid
Branch Notice 2332 -	Lot Sampling and Grading by Attributes 35 mm Slide Series	Inspection Aid

**EMPLOYEE DEVELOPMENT AND PARTICIPATION SECTION 187**

<b>FILE CODE</b>	<b>SUBJECT</b>	<b>NEW LOCATION</b>
187-A-3	Quality Circle Guidelines	<b>Obsolete</b>