

## DOVS GLOSSARY OF TERMS

**Agency** - The Agricultural Marketing Service (AMS) of the USDA.

**Applicant** - the entity that will be responsible for payment of the auditing services and the entity billed.

**Approved DOVS Program Participant** - any entity that has completed the requirements of the DOVS program. Requirements include, but are not limited to, completing the *DOVS Questionnaire*, receiving a System Validation Audit, responding to and resolving findings indicated in the *Corrective Action Request(s)*, and meeting the domestic origin requirements of the USDA, AMS, Fruit and Vegetable Programs, CPB announcements and invitations.

**Assessment** - a review to determine if the applicant has completed the *DOVS Questionnaire* identifying its procedures in the questionnaire. The *DOVS Questionnaire Instructions* are available as a guide.

**Auditee** - the facility being audited.

**Code** - fruit and vegetable processed product lots are required to have unique finished product identification. It is referred to as a code.

**Contractor** - the person, agency, corporation, or other legal entity obligated under a contract with the Agency.

**Corrective Action Request (CAR)** - the document the auditor uses to record the deficiencies and nonconformities reported on the summary page of the *DOVS Checklist* individually. The auditee is required to respond to each CAR with its resolution to the deficiency or nonconformity.

**Deficiency** - failure to conform to a necessary element of the DOVS program.

**Documentation** - documents and records prepared and maintained by the auditee that describe the facility's procedures for ensuring that products or components handled conform to the responses the auditee provided on the *DOVS Questionnaire*. The documentation may be in the form of a well-defined quality manual or an accumulation of controlled program documents and records.

**Domestic Origin** - processed products delivered under the USDA purchase programs shall originate from crops grown, processed, and packed in the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territories of the Pacific Islands (hereinafter referred to as the United States). See the "General Terms and Conditions for the Procurement of Agricultural Commodities or Services" (USDA-1), announcements, and invitations.

**Domestic Origin Verification System (DOVS)** - a program to evaluate an applicant's system for ensuring that only domestic origin products are delivered under the USDA purchase program. The program is available to contractors, subcontractors, suppliers, processors, and any financially interested party.

**DOVS Audit Checklist** - the document the auditor uses to record information during the on-site audit. It has a summary page to report deficiencies and nonconformities found during the audit.

**DOVS Audit Plan** - the document the auditor uses to prepare for and keep track of audit tasks completed.

**DOVS Questionnaire** - the document the applicant uses to explain its domestic origin verification system. The applicant completes the questionnaire prior to the on-site audit.

**Entity** - any company or individual supplying a fruit or vegetable component or product for a USDA contract.

**Finding** - a deficiency or nonconformity found during an audit, that requires corrective action.

**Fruit or Vegetable Component** - any fresh fruit or vegetable used as an ingredient in product destined for delivery to the USDA. (Note: the phrase fruit, nut, or vegetable is used in the attachments because the CPB and the Fresh Products Branch will use them.)

**Fruit or Vegetable Product** - any fruit or vegetable processed product used as an ingredient or destined for delivery to the USDA. (Note: the phrase fruit, nut, or vegetable is used in the attachments because the CPB and the Fresh Products Branch will use them.)

**Grower(s)** - an individual or entity that develops a fruit or vegetable through a process of natural growth to maturity (i.e. plant, cultivate, grow, and harvest).

**Handle** - to engage in the buying, distributing, or selling of a fruit or vegetable component or product (purchase, receive, store, process, warehouse, or ship).

**Nonconformity** - any failure to conform to the specific requirement to deliver domestic product to the USDA. This includes the commingling of domestic and non-domestic product destined for delivery under the USDA purchase program or the shipment of non-domestic product to the USDA.

**Non-domestic** - fruit or vegetable components or products that did not originate from crops grown, processed, and packed in the United States. Non-domestic is synonymous with imported.

**Processor** - a facility that converts raw components or product into finished product. Such a facility may also be a contractor, subcontractor, supplier, or processor.

**Segregation Plan** - documents that are prepared and maintained that describe the facility's procedures for preventing the commingling of domestic and non-domestic product.

**Similar Product** - products possessing the same or almost the same characteristics.

**Source** - synonymous with supplier.

**Subcontractor** - an individual or entity that performs part of or the entire contract for the contractor.

**Supplier** - someone whose business is to supply a particular service or commodity including, but not limited to, supplies, raw materials, components, intermediate assemblies, or finished products. (Individual, grower, subcontractor, broker, contractor, etc.)

**System Follow-up Audit** - an audit that verifies the continued compliance of an applicant's DOVS.

**System Validation Audit** - the initial on-site audit to review the supplier's facilities, procedures, and records to determine conformance with the auditee's *DOVS Questionnaire*, and to verify the supplier's ability to meet the USDA, AMS, Fruit and Vegetable Commodity Purchase domestic origin requirements.

**Trace-Back** - the process of providing and reviewing documents used to track product from the finished product code back to the product's origin. The trace-back must go back to a grower or list of growers. For the DOVS program, all products must be domestically grown. A trace-back must include an explanation of documents.

**Verifiable Recordkeeping Procedure** - a written documented system to ensure that product identified as "domestic" originated from crops grown, processed, and packed in the United States. A trace-back is a method of reviewing a verifiable recordkeeping procedure. Other verifiable recordkeeping procedure methods may be acceptable if explained with written documentation and approved by the Audit Coordinator.