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United States
Department of
Agriculture

Farm and Foreign
Agricultural Services

Farm Service
Agency

Kansas City
Commodity Office
P.O. Box 419205
Kansas City,
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AMENDMENT 1 TO WAREHOUSE OPERATOR'S HANDBOOK FOR PROCESSED COMMODITIES

Reference: INTEGRITY OF USDA PRODUCTS

Products you are storing for the United States Department of Agriculture (USDA) are utilized in domestic and export feeding programs. It is of the utmost importance that USDA ensure the integrity of products provided for all food assistance programs. It is essential that donated products are safe for human consumption and of the highest quality. Therefore, all warehouse operators must understand their responsibility for maintaining USDA's products in the same condition in which they were received.

Effective with this amendment, all USDA shipments from your warehouse must be examined prior to loading. A qualified employee within your organization may perform this examination. However, this person will be required to certify as to the cleanliness and condition of the packaging, including pallets. Shipments found to be damaged or otherwise unsuitable at destination may be rejected to the warehouse. In addition, a USDA Warehouse Examiner may be required to perform a check-load on all future USDA products shipped from your facility to ensure that the shipment of damaged products is not repeated. The cost of the check-load will be at the expense of warehouse operator.

Any product shipped must be inspected in accordance with the established USDA guidelines. Shipments not inspected may be returned to your warehouse for unloading and inspection. All costs incurred to return the product, perform an inspection, and to reshipe the product will be for the account of the warehouse operator.

Enclosed find the USDA Established Guidelines for Inspections and the Certification of Inspection. All warehouse operators are required to complete and submit this form with the appropriate bill of lading at the completion of each Notice to Deliver. If a warehouse operator determines they do not want to designate an employee within the organization to conduct the inspection, USDA will assign a warehouse examiner to perform the inspection. A fee will be charged for the inspection and will be at the expense of the warehouse operator.

In addition, all shipments made on behalf of USDA for export must be check-loaded by a USDA Warehouse Examiner, or their designee. Warehouse operators must provide a minimum of seventy-two (72) hours advance notice of shipment to schedule an examiner to perform the check-load. Contact Ned Bergman of the Warehouse License and examination Division at 816-926-6582 to schedule an examiner to perform check-load. CCC will not charge the warehouse for the check-load unless warehouse or product conditions warrant the necessity for additional examination. Failure to comply with any of these requirements could result in potential claims and termination of your Processed Commodities Storage Agreement (PCSA). If you have any additional questions please contact Nancy Heintzeman at 816-926-3036.

/s//

George W. Aldaya
Director
Enclosures



**UNITED STATES DEPARTMENT OF AGRICULTURE
GUIDELINES FOR PERFORMING LOADING INSPECTIONS**

1. ENSURE CONVEYANCE IS CLEAN AND ADEQUATE FOR CARRIAGE OF FOOD PRODUCT(S)
2. CHECK PRODUCT FOR:
 - a. stained bags/cartons
 - b. taped bags (ensure inner liner is sound)
 - c. torn bags not taped
 - d. spilled product
 - e. signs of infestation
 - f. mold

IF ANY OF THE ABOVE IS NOTED, THIS PRODUCT SHOULD BE PULLED FROM THE LOT AND NOT PLACED ON THE CONVEYANCE. IMMEDIATELY NOTIFY KCCO-DDOD-PWB OF THE NUMBER OF UNITS DAMAGED ALONG WITH THE LOT NUMBER(S).
3. IF SPILLED PRODUCT, DUST AND/OR DIRT IS NOTED, PRODUCT SHOULD BE SWEEPED CLEAN PRIOR TO LOADING
4. ENSURE PRODUCT IS PROPERLY BRACED TO AVOID DAMAGE DURING TRANSIT
5. COMPLETE LOADING WORKSHEET ON THE REVERSE OF THIS FORM

NOTE 1: IF PRODUCT IS TO REMAIN ON PALLETS, ANY PALLET WITH "HIDDEN DAMAGE" WILL BE RETURNED TO THE WAREHOUSE OPERATOR.

NOTE 2: WHEN ANY TYPE OF INFESTATION OR POTENTIAL INFESTATION IS NOTED, CONTACT KCCO IMMEDIATELY.

NOTE 3: REFER TO THE WAREHOUSEMAN'S HANDBOOK AND THE PCSA FOR ADDITIONAL INFORMATION AND GUIDANCE ON MOLD, INFESTATION & REPACKAGING GUIDELINES.

