

INSTRUCTIONS FOR COMPLETING FORM RAC-9

1. Reports shall be submitted to the Committee on or before the **seventh day by 10:00 a.m.** of each month, covering movements for the preceding month.
2. Reports shall be certified by a responsible official of the reporting handler.
3. Report the movement of full bins only if and when the receiving handler has agreed with the transferring handler to assume responsibility for the bins moved and has reported this agreement to the RAC office.
4. Report the number of bins transferred to your location in the "Bins Incoming" column reflecting the inclusive dates of receipt, the location from which the bins were received and the number of bins received. Total the incoming bins at the bottom and put the total on "Line 2" at the top of the form.
5. Report the number of bins transferred from your location in the "Bins Outgoing" column reflecting the inclusive dates of shipment, the location to which bins were moved and the number transferred. Total the outgoing bins at the bottom and put the total on "Line 3" at the top of the form.
6. Report on the top of this form the total number of bins for which the handler is responsible and list the location(s) where stored on the bottom of this form.
7. Consult RAC Field Representatives on any points not clear to you.

This report is required by law (7 U.S.C. 608(d), 7 C.F.R. 989.66 and 7 C.F.R. 989.73)). Failure to report can result in a fine of \$1,100 for each such violation and each day during which such violation continues shall be deemed a separate violation.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0178. The time required to complete this information collection is estimated to average 12 minutes/hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S. W., Washington, D. C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.