

INSTRUCTIONS FOR COMPLETING FORM RAC-9

1. Reports shall be submitted to the RAC on or before the **seventh day** of each month **by 10:00 a.m.**, 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. 608d, 7 CFR 989.66, 7 CFR 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 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.

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