

**Justification for Change
Dairy Product Mandatory Reporting Forms
OMB No. 0581-0274**

January 2016

Change of Worksheet for Dairy Product Mandatory Reporting Forms

This change of worksheet addresses modifications to two forms currently approved under OMB No. 0581-0274. The forms are: DA-230 – Dairy Product Sales Survey Annual Validation; and DA-230-S – Supplement – Multiple Plant Screening Table. The changes being submitted are for clarification purposes and have no effect on the burden hours currently approved by OMB.

Dairy Product Sales Survey Form No. DA-230

The annual validation form is used to determine if the plant is required to report, instruct respondents on the process of completing surveys and answer any questions respondents may have. This form will be used by an AMS employee in conjunction with reporters and potential reporters as an interview survey.

Supplement – Multiple Plants Reporting Screening Table Form No. DA-230-S

The multiple plant screening form is used to list all plants affiliated that produce any dairy products. This form is only required if answering “YES” to question 1 in section 1 of DA-230.

Revisions:

The changes being submitted are for clarification of the questions and statements on the forms. These changes will assist the AMS representative and respondents in completing these forms. Other changes of the forms are parts to be removed because of lack of usage (office use boxes) or due to updated laws and/or support programs (Farm Bill – Agricultural Act of 2014).

The following is a list of the changes being submitted:

Form DA-230:

Page 1:

- Add “Dairy Product Mandatory Reporting Program” to the title.
- Remove the Office Use box under the statements. This is not used by AMS
- Replace with:
Wording change to clarify who should be in the Annual Validation meeting. The wording was changed from “This worksheet should be completed by an AMS representative with the individual who completes the weekly reports.” to “This worksheet

should be completed by an AMS representative with the owner or manager making day-to-day marketing decisions and all other employees (including primary and secondary reporters) working on the weekly Dairy Product Mandatory Reporting Program (DPMRP) Dairy Product Sales Survey”

- Added the following “List the names of all those who attended the meeting and any changes that could affect DPMRP reporting since the last Dairy Product Sales Survey was completed. (i.e. change in personnel, equipment, software, production):”
- Section 1, question 1 wording clarification. Wording changed from “Does this operation work with other locations producing or marketing Dairy Products?” to “Does this plant/company own or partially own other plants/companies producing or selling dairy products, have tolling agreements with other plants/companies, or have an exclusive marketing agreement with other plants/companies?”
 - Throughout the survey form, there are references to “This operation, firm, plant, or company”. With this change of worksheet submission the words “plant/company” replaces “operation, firm, plant, or company” for consistency and clarification.
- Section 1, question 2 change wording from “Does this firm sell one million pounds of:” to “In a calendar year, does this plant/company sell one million pounds of:” for clarification. (adding the words “in a calendar year”)

Pages 2 -6:

- Remove the Office Use Box for Current Reporter and New Reporter
Section 1a:
- Previously, Question 1 specifications were written as “Did you” and “Can you” questions to ask the reporter.
 - The changes made are statements the reporter acknowledges:
 - Current Reporting Plants/Companies understand and are reporting based on each specification listed below. Discuss and answer any questions.
 - Potential Reporting Plants/Companies understand and can report based on each specification listed below. Discuss and answer any questions.

This eliminates a set of yes no answer boxes.

- An explanation of (“N/A”) was added for clarification.
- The (“N/A”) was moved to the right of the yes no answer boxes.

Pages 2-6 questions 2:

- The wording “or N/A” was added. Clarification.

Page 2 question 1g, Page 4 question 1i, Page 5 question 1i:

- Remove “include CCC Purchases?”
 - Note - The removal of this question causes all questions below it to shift up.

Page 2 question 1n, Page 4 question 1p, Page 5 question 1q:

- Remove the wording “under the Dairy Export Incentive Program (DEIP) or other”
 - Note – Due to the removal of the above question “include CCC Purchases” the original questions on Page 2 question 1n is now 1m, Page 4 question 1p is now 1o, and Page 5 question 1q is now 1p.

Page 7 Section 5:

- Question 1 – change wording from “Does another firm report any Dairy Products Price data for this operation?” to “Does another plant/company report any Dairy Product Sales data for this plant/company?”
- Re-formatted question 1 and lettered (a.) before “If yes, who and what products?” and replaced lines with a table so that interviewer can list the plant name and the reported product.
- Question 1a and 1b merged into 1b – change wording within the example from “walk-in or spot cash sales” to “cash sales.”
- Question 2 – change wording from “Does this operation make day-to-day marketing decisions for more than one plant?” to “Does this plant/company make day-to-day marketing decisions and report (or can report) for more than one plant?” Also, within the instruction text below question, “If no, (and the supplement was completed), please determine the location and contact information to complete the required Annual Validation” is re-worded to “If no, and there are plants listed on the completed supplement that are or should be reporting, please list the Plant ID (or office use if plant is new, i.e., P1, P2) for these plants.”
- Question 3 – Added a third contact and removed Question option number 4 thus making all contact info part of question 3. (This will also renumber questions 5 and 6 on page 8 to 4 and 5)

Page 8:

- Renumber question 5 and 6 to 4 and 5 per change made on page 7.
- Under the General Survey Comments – remove Office Use box – leave the Interviewer Name.

Supplement - Multiple Plants Reporting Screening Table DA-230-S

Supplement Table:

- Change the wording of the heading of the 5th column from “Products Produced” to “List All Dairy Products Produced at Plant.” Also added a check box to indicate if all products

listed are not reportable. This will reduce the number of respondent(s) required to answer questions 2, 3 and 4.

- Add the words “(For plants with reportable products, answer questions in the boxes below)” in the Question Answer Log.
- Change the wording in the table from “Q-2, Q-3 Q-4” to “Question 2, Question 3 and Question 4.”

Supplement Page 1:

- Add Interview note under the table explaining that the questions need to be answered for each plant listed in the table by inserting the following: ***In the Question Answer Log - For each plant listed in the supplement - answer questions 2, 3 and 4 listed below.*
- Questions 2, 3 and 4 – remove the “Yes, No, DNK” and add “Yes, No, and Unknown” to the individual plant lines on all pages of the supplement in the Question Answer Log box.
- Question 4 – remove the words “walk-in.”
- Question 5 is added to capture an explanation for responses of “No” or “Unknown” to questions 2, 3 and 4. This will only apply to the respondent(s) that were required to answer questions 2, 3 and 4 of the supplement form.