



# Cranberry Marketing Committee

Instrumentality of the USDA, Agricultural Marketing Service

OMB No. 0581-0189

## 20\_\_ Crop Year Cranberry Compliance Plan Acknowledgement Letter<sup>1</sup>

In accordance with the 20\_\_ crop year Compliance Plan, Part II, Details of Annual Compliance Activities, Section 1.1:

Send information to handlers and producer-handlers in such a way as to document the information was sent, and maintain documentation in the handler/producer-handler files that the information sent was received. Notice should contain information including, but not limited to the current crop year Compliance Plan, inventory report reporting schedule, assessment rate and assessment payment schedule.

By affixing their signature to this Acknowledgement Letter, you are hereby acknowledging that a copy of the Cranberry Marketing Order, the 20\_\_ crop year Compliance Plan, inventory reporting schedule, assessment rate and assessment payment schedule have been received and read.

It is the handler's responsibility to read the policies and procedures set forth in the Compliance Plan. If a handler does not fully comprehend or has questions regarding the policies and/or procedures contained in the Compliance Plan they should contact the Cranberry Marketing Committee (CMC) administrative office at (508) 291-1510.

Failure to sign and return the Acknowledgement Letter to the CMC does not absolve the handler from the obligations and responsibilities contained within the Compliance Plan and/or Cranberry Marketing Order.

Handlers are to use the Compliance Plan as a guide to the Committee's policies and procedures affecting compliance with the Cranberry Marketing Order and the auditing process used by the Committee to ensure that handlers are in compliance with the requirements, including but not limited to the filing of accurate and complete reports on cranberries handled, and remittance of the assessment obligation due on the barrels of cranberries handled.

It is herein understood and acknowledged that the Cranberry Marketing Committee may modify, amend or revise the policies and procedures contained within the Compliance Plan, as may be required under the Cranberry Marketing Order, 7 CFR 929, or the USDA, Agricultural Marketing Service, Compliance and Analysis Program. Handlers will be notified when such modifications, amendments or revisions to the Compliance Plan have occurred and will be provided with an updated version of the Plan.

In addition to the handler's signature, company name and address we are asking for email addresses for those in your company who would be interested in receiving our industry email newsletter. Please list your company's employee email addresses below or send them to Michelle Hogan at [mhogan@cranberrymarketing.org](mailto:mhogan@cranberrymarketing.org).

Handler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company or d/b/a: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Email Addresses: \_\_\_\_\_

<sup>1</sup>This acknowledgement letter is to be signed by the handler and returned to the Cranberry Marketing Committee.

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 OMB 0581-0189. The time required to complete this information collection is estimated to average 10 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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219A Main Street, Wareham, MA 02571  
Phone: 508-291-1510 \* Fax: 508-291-1511  
Email: [mhogan@cranberrymarketing.org](mailto:mhogan@cranberrymarketing.org)  
Website: [www.uscranberries.com](http://www.uscranberries.com)



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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.