

**REPORT OF SHIPMENTS AND INVENTORY ON HAND  
APC Form 2 - Instructions**

This report is submitted pursuant to 7 CFR 986.178 and is subject to audit verification by the American Pecan Council (7 CFR 986.79)

The completed form must be delivered to the American Pecan Council no later than the **tenth** day of the month.

**Please note:**

**Only insert data in the blank WHITE cells. The APC staff will complete any information in the 'SHADED' cells.** If completing the form electronically, once the information is entered, the column totals will be calculated automatically. If completing the form by hand, the amounts you provide will be added to the data submitted in the previous period and totaled by the APC staff.

*The following are instructions for completing APC Form 2 - Report of Shipments and Inventory on Hand*

**Date Completed:** Enter the date that the form is completed

**Month:** Enter the Month being reported upon.

**Shipments: Total Pecans Shipped (Upper half of the form):**

In the appropriate white cells, enter the total amount of Shelled Meats and Inshell shipped during the month to trade sources as well as any Shelled Meats or Inshell shipped to or from Handlers. This figure should include all pecans, not just those of US origin.

**Total Pecans in Inventory (Lower half of the form):**

Enter the total amount of Shelled Meats currently held in inventory at the end of the month

Enter the total amount of Inshell currently held in inventory at the end of the month

Include all inventory owned, whether in US or overseas storage facilities.

**Commitments to Ship (Upper Section, bottom of form):**

Enter the amount of Pecans contracted, *but not yet delivered*; segregated by Shelled Meats and Inshell, Domestic and Export, including any product contracted to ship to another Handler, in the appropriate white cell.

**Deduct Contracts with Handlers (Lower Section, bottom of form):**

Enter any contracts to purchase from other Handlers, segregated by Shelled Meats and Inshell, in the appropriate white cell.

**UPON COMPLETION:** Read the Certification statement at the bottom of the form and write in/type the Handler/Company name, the name of individual completing the form and the Handler Number. Then sign in the space provided and fax or email the form to \_\_\_\_\_, ( ) \_\_\_\_ - \_\_\_\_ or \_\_\_\_ @ \_\_\_\_\_

**§986.81 Confidential information.**

All reports and records submitted by handlers to the Council staff, which include data or information constituting a trade secret or disclosing the trade position, or financial condition or business operations of the handler, shall be kept in the custody of one or more employees of the Council and shall be disclosed to no person except the Secretary of Agriculture.

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 0581-0291. The time required to complete this information collection is estimated to average 20 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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, 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.

Date completed: \_\_\_\_\_

Month: \_\_\_\_\_

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<b>SHELLED MEATS <i>only</i></b>			
SHIPMENTS	CURRENT PERIOD	PRIOR PERIOD YTD	TOTAL YEAR-TO-DATE
Shelled Meats			0
Inter-handler Transfers <i>shipped</i> - Shelled Meats		+	= 0
Inter-handler Transfers <i>received</i> - Shelled Meats	( )	+	( 0 )
<b>Subtotal Shipments: SHELLED MEATS</b>	<b>0</b>		<b>0</b>
<b>INSHELL <i>only</i></b>			
SHIPMENTS	CURRENT PERIOD	PRIOR PERIOD YTD	TOTAL YEAR-TO-DATE
Inshell			0
Inter-handler Transfers <i>Shipped</i> - Inshell		+	= 0
Inter-handler Transfers <i>received</i> - Inshell	( )	+	( 0 )
<b>Subtotal Shipments: INSHELL</b>	<b>0</b>		<b>0</b>
<b>NET Shipments (Inshell Basis)</b>	<b>0</b>	<b>+</b>	<b>0 = 0</b>
<b>TOTAL PECANS IN INVENTORY (WHETHER SOLD OR NOT):</b>		<b>Shelled Meats</b>	_____
		<b>Inshell</b>	_____
		<b>Total - Inshell Basis</b>	<u>0</u>
Commitments to ship to trade sources & other handlers.			
		Domestic-Shelled Meats .....	_____
		Export-Shelled Meats .....	_____
		<b>Subtotal-Meats</b> .....	<u>0</u>
		Domestic-Inshell .....	_____
		Export-Inshell .....	_____
		<b>Subtotal-Inshell</b> .....	<u>0</u>
Deduct contracts to purchase from other handlers			
		Shelled Meats .....	( _____ )
		Inshell .....	( _____ )
		<b>Total Commitments - Inshell Basis</b>	<u>0</u>

I, hereby, certify to the American Pecan Council and to the U.S. Secretary of Agriculture that the above indicated is supported by our invoices and records and is correct as of the close of business on the date indicated above.

Handler/Company	Signature	Date
Handler Number	Handler Address	

The making of any false statements or representations in any matter within the jurisdiction of any agency of the United States, knowing it to be false, is a violation of title 18, section 1001, of the United States Code, which provides for a penalty of a fine for individuals and for organizations or imprisonment, or both.

Upon completion, fax or email form to \_\_\_\_\_; Fax - (\_\_\_\_) \_\_\_\_\_; Email- \_\_\_\_\_@\_\_\_\_\_