

Submit a separate report for each plant. Provide estimates for each of the following 12 months for all existing contracts. **Submit the report by the 15th of each month.**

Section 1 - Identification Information

1. Report Month and Year (MM/YYYY)		2. Packer Name	
3. Federal Inspection Number		4. Plant Name	
5. Plant Location: City		State	
Certification: I certify that this report has been prepared by me or under my direction and that to the best of my knowledge and belief this report is true and correct.			
6. Name: First		Last	
7. Title		8. Phone Number	
9. Signature			

Section 2 - Estimated Number of Swine to be Delivered Under Existing Contracts Per Month by Contract Type

Month following the the report month	10. Month/Year (MM/YYYY)	11a. Swine or Pork Market Formula with Ledger	11b. Swine or Pork Market Formula without Ledger	11c. Other Market Formula with Ledger	11d. Other Market Formula without Ledger	11e. Other Purchase Arrangement with Ledger	11f. Other Purchase Arrangement without Ledger
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
12. Available Contracts*		Yes No	Yes No	Yes No	Yes No	Yes No	Yes No

*“Available contracts” means that producers may obtain this type of contract. Select Yes to indicate that this type of contract is currently available to producers

Section 3 - Estimated Maximum Number of Swine to be Delivered Under Existing Contracts Per Month by Contract Type

Month following the the report month	13. Month/Year (MM/YYYY)	14a. Swine or Pork Market Formula with Ledger	14b. Swine or Pork Market Formula without Ledger	14c. Other Market Formula with Ledger	14d. Other Market Formula without Ledger	14e. Other Purchase Arrangement with Ledger	14f. Other Purchase Arrangement without Ledger
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
15. Expansion Clause in Contracts**		1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3

** Place a check in the box next to the appropriate codes to indicate the types of expansion clauses in use.

(1) Clauses that allow for a range in the number of swine to be delivered

(2) Clauses that require a greater number of swine to be delivered as the contract continues

(3) Other clauses that provide or allow for expansion in the numbers of swine to be delivered

Response is required to identify the number of swine that could be delivered under the existing contracts (7 U.S.C. 198a and 9 CFR 206). Submitted information held confidential (9 CFR 201.96).

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 is 0581-0311. The time required to complete this information collection is estimated to average 2.0 hours per manually prepared and submitted report and 1.0 hour per electronically prepared and submitted report, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. The time required to complete the initial setup for reporting this information is 2.0 hours

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.

Instructions For Completing PSD-341

Packers as defined in 9 CFR 206.1 must use form PSD 341 to submit monthly estimates of swine to be delivered under contract. Packers must complete a separate monthly report for each plant that meets the definition of a packer in 9 CFR 206.1.

Reports must be received by the close of business on the 15th of each month. If the 15th day of a month falls on a Saturday, Sunday, or Federal holiday, the monthly report is due no later than the close of the next business day following the 15th.

Packers may obtain a waiver for the requirement to file monthly reports if they do not use marketing agreements to procure hogs (i.e. the monthly report would consist of zero estimated deliveries under existing contracts). Requests must be submitted in writing and include a statement that the packer does not procure swine using marketing agreements. Send the waiver request to address listed below. If the waiver request is approved, Packers and Stockyards Division will provide a written document granting a waiver for 12 months. If the packer begins using marketing agreements during the waiver period, the waiver becomes void and the packer must begin submitting monthly reports.

Send monthly reports to:

Hardcopy	Electronic	FAX
USDA AMS FTTP PSD 210 Walnut Street, Suite 317 Des Moines, Iowa 50309	Contact Swine Contract Library Staff for current electronic submission format	515-323-2590

If you have any questions about the form or completing the form, please contact the Swine Contract Library Staff using one of the following methods.

Phone	Email	Fax
515-323-2579	PSDSwineContractLibrary@usda.gov	515-323-2590

Section 1: Identification Information		
Line Number	Subject	Instruction
1	Report Month and Year	Enter the month and the year for the reporting period in the format MM/YYYY. This is the month in which the report is due. For a report due by December 15, 2019, the report month and year would be 12/2019.
2	Packer Name	Enter the name of the reporting packer.
3	Federal Inspection Number	Enter the inspection or establishment number assigned to the plant by USDA's Food Safety and Inspection Service.
4	Plant Name	Enter the name of the specific plant for which the contract is being submitted.
5	Plant Location	Enter the city and state where the plant is located.
6	Name	Enter the name of person authorized to submit this report.
7	Title	Enter the title of the person identified in Line 6.
8	Phone	Enter the phone number at which the person identified in line 6 can be reached.
9	Signature	Signature of person identified in Line 6.

Sections 2 & 3– Estimated Number of Swine to be Delivered Under Existing Contracts Per Month & Estimated Maximum Number of Swine to be Delivered Under Existing Contracts Per Month		
Line Number	Subject	Instruction
10 and 13	Month/Year	<p>Enter the month and year of the estimates being submitted. The starting Month/Year is the month following the Report Month and Year (Line 1) and the Month/Year combination advances one month for each line of the report.</p> <p>For example, if the Report Month and Year is 12/2019, the entry for Month/Year on the first line is 01/2020, the entry for Month/Year on the second line is 02/2020, continuing through the months to the last line which is 12/2020.</p>
11a – 11f	Contract Types - Estimated	<p>Enter the number of swine expected to be delivered to the plant (Line 4) for each month listed under line 10 for all of the existing contracts of each contract type.</p> <p>Report the number of swine committed for delivery under each contract type in effect, even if those contract types are not currently being offered for renewal or to additional producers. Enter zero if the plant does not have any existing contracts for a contract type.</p>
12	Available Contracts	<p>Select Yes if you offer or make available for renewal any contract of the corresponding type.</p> <p>Select No if you do not offer or make available for renewal any contract of the corresponding type.</p>
14a – 14f	Contract Types – Estimated Maximum	<p>Enter the maximum number of swine that can be delivered to the plant (Line 4) for each month listed under Line 13 for all of the existing contracts of each contract type as identified by PSD.</p> <p>If there are no expansion clauses in any existing contracts for a given contract type that is currently in effect, the entries in the column for that type of contract should be identical to the entries in Section 2, Line 11.</p>
15	Expansion clause in contracts	<p>For all existing contracts, identify the expansion clauses by selecting each expansion clause type that occurs in any contract under the corresponding contract type for which estimates are being reported.</p> <ol style="list-style-type: none"> (1) Clauses that allow for a range in the number of swine to be delivered; (2) Clauses that require a greater number of swine to be delivered as the contract continues; (3) Other clauses that provide or allow for expansion in the numbers of swine to be delivered. <p>Any combination of expansion clauses may be included.</p>