

	<p><b>Kiwifruit Administrative Committee (KAC)</b>                  Email: calkiwi@agamsi.com                  Fax No.: (916) 446-1063                  Phone No.: (916) 441-0678</p>	<p>Company: _____                  Contact: _____                  Phone No.: _____</p>
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KISS 20\_\_/20\_\_

**ADD INVENTORY**

Report Date: \_\_\_\_\_

Use this form to report any additions to your inventory such as the below examples:

1. Fruit recently packed that has never been reported (except as unpacked pounds) on KISS.
2. Fruit repacked from another container type that was previously reported on KISS (remember to deduct the containers that the fruit was taken from on KISS Deduct Inventory)
3. Adjustments to increase posted inventory (compare your KISS Individual Summary against your records and make adjustments to KISS so that KISS reflects correct posted inventory numbers).

Initial KISS report must be faxed to KAC office on or before **November 5th by 1:00 p.m.** and should include harvest through October 31st. Following KISS reports are due every month by 1:00 p.m. on the 5th (includes inventory additions for the previous month). If the report due date falls on a weekend or holiday, your report must be submitted by 1:00 p.m. the next working day. Mid-monthly KISS reports, including inventory changes from the first of the month until the 15<sup>th</sup> of the month, are due December \_\_\_\_, January \_\_\_\_, and February \_\_\_\_.

FRUIT SIZE	PACK STYLE – ENTER PACK STYLE AT THE TOP OF EACH COLUMN					
18						
20						
23 or 25						
27 or 28						
30						
33						
36						
39						
42						
45						
<b>TOTALS</b>						

Estimated unpacked pounds (fruit not yet packed: \_\_\_\_\_ (remaining unpacked pounds as of this report date).

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 30

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.

### Instructions for completing KISS Add Inventory

1. Enter appropriate Handler/Marketer information.
2. Enter the report date.
3. Across the top column, enter the type of pack styles used for the inventory addition being reported. **Select pack styles from the list below.**
4. For each pack style, enter the total number of containers to be added in each category by size.

Description	Enter this pack style on report
9kg (19.8 lb.) Volume Fill	Volume Fill
Single layer tray	Trays
Container with 3-layers	3-Layers
125 lb. Bins	Bins
Master Container with 20 - 1 lb. Bags	20/1# Bags
Master Container with 10 - 1kg Bags	10/1kg Bags
Master Container with 4 - 4lb. Clams	4/4# Clams
Master Container with 8 - 2lb. Clams	8/2# Clams
Master Container with 27 -.8lb Clams	27/.8# Clams
Master Container with 18 - 8 ct. Clams	18/8ct. Clams and net wt. of master container
Master Container with 20 - 6 ct. Clams	20/6ct. Clams and net wt. of master container
Returnable Plastic Containers, 9kg	RPC 9kg
Containers with 2-layers	2-Layers and net wt. of container
Euro Containers, Must include description and net wt. (i.e. Euro 2-layers, 20# )	Type and net wt. of container
Any other container type/consumer pack must include the description and container net wt.	Type and net wt. of container

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20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

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**KISS 20\_\_/20\_\_**

**DEDUCT INVENTORY**

Report Date: \_\_\_\_\_

Use this form to report any deductions to your inventory such as the below examples:

1. Fruit lost in repack previously reported on KISS.
2. Fruit repacked from another container type that was previously reported on KISS (remember to deduct the containers that the fruit was taken from on KISS Deduct Inventory)
3. Adjustments to decrease posted inventory (compare your KISS Individual Summary against your records and make adjustments to KISS so that KISS reflects correct posted inventory numbers).

Initial KISS report must be faxed to KAC office on or before November 5th by 1:00 p.m. and should include harvest through October 31st. Following KISS reports are due every month by 1:00 p.m. on the 5th (includes inventory additions for the previous month). If the report due date falls on a weekend or holiday, your report must be submitted by 1:00 p.m. the next working day. Mid-monthly KISS reports, including inventory changes from the first of the month until the 15th of the month, are due December \_\_\_\_, January \_\_\_\_, and February \_\_\_\_.

FRUIT SIZE	PACK STYLE – ENTER PACK STYLE AT THE TOP OF EACH COLUMN					
18						
20						
23 or 25						
27 or 28						
30						
33						
36						
39						
42						
45						
<b>TOTALS</b>						

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### Instructions for completing KISS Deduct Inventory

1. Enter appropriate Handler/Marketer information.
2. Enter the report date.
3. Across the top column, enter the type of pack styles used for the inventory deduction being reported. **Select pack styles from the list below.**
4. For each pack style, enter the total number of containers to be deducted in each category by size.

Description	Enter this pack style on report
9kg (19.8 lb.) Volume Fill	Volume Fill
Single layer tray	Trays
Container with 3-layers	3-Layers
125 lb. Bins	Bins
Master Container with 20 - 1 lb. Bags	20/1# Bags
Master Container with 10 - 1kg Bags	10/1kg Bags
Master Container with 4 - 4lb. Clams	4/4# Clams
Master Container with 8 - 2lb. Clams	8/2# Clams
Master Container with 27 -.8lb Clams	27/.8# Clams
Master Container with 18 - 8 ct. Clams	18/8ct. Clams and net wt. of master container
Master Container with 20 - 6 ct. Clams	20/6ct. Clams and net wt. of master container
Returnable Plastic Containers, 9kg	RPC 9kg
Containers with 2-layers	2-Layers and net wt. of container
Euro Containers, Must include description and net wt. (i.e. Euro 2-layers, 20# )	Type and net wt. of container
Any other container type/consumer pack must include the description and container net wt.	Type and net wt. of container

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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.

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**KISS 20\_\_/20\_\_**

**SHIPMENTS**

Report Date: \_\_\_\_\_

Use this form to report shipments. Compare your KISS Individual Summary against your records and make adjustments to KISS so that KISS reflects correct posted shipment numbers.

Initial KISS report must be faxed to KAC office on or before November 5th by 1:00 p.m. and should include harvest through October 31st. Following KISS reports are due every month by 1:00 p.m. on the 5th (includes inventory additions for the previous month). If the report due date falls on a weekend or holiday, your report must be submitted by 1:00 p.m. the next working day. Mid-monthly KISS reports, including inventory changes from the first of the month until the 15th of the month, are due December \_\_\_\_, January \_\_\_\_, and February \_\_\_\_.

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### Instructions for completing KISS Shipments

1. Enter appropriate Handler/Marketer information.
2. Enter the report date.
3. Across the top column, enter the type of pack styles shipped during given reporting period. **Select pack styles from the list below.**
4. For each pack style, enter the total number of containers shipped in each category by size.

Description	Enter this pack style on report
9kg (19.8 lb.) Volume Fill	Volume Fill
Single layer tray	Trays
Container with 3-layers	3-Layers
125 lb. Bins	Bins
Master Container with 20 - 1 lb. Bags	20/1# Bags
Master Container with 10 - 1kg Bags	10/1kg Bags
Master Container with 4 - 4lb. Clams	4/4# Clams
Master Container with 8 - 2lb. Clams	8/2# Clams
Master Container with 27 -.8lb Clams	27/.8# Clams
Master Container with 18 - 8 ct. Clams	18/8ct. Clams and net wt. of master container
Master Container with 20 - 6 ct. Clams	20/6ct. Clams and net wt. of master container
Returnable Plastic Containers, 9kg	RPC 9kg
Containers with 2-layers	2-Layers and net wt. of container
Euro Containers, Must include description and net wt. (i.e. Euro 2-layers, 20# )	Type and net wt. of container
Any other container type/consumer pack must include the description and container net wt.	Type and net wt. of container

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