

American Pecan Council  
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**SUMMARY REPORT**  
**U.S. PECANS RECEIVED FOR YOUR OWN ACCOUNT**  
**APC Form 1 - Instructions**



Section 7 CFR 986.177 and 986.178 of the Pecan Marketing Order requires each Handler to tabulate their Inshell receipts (by weight) by Variety and to report on pecan shipments and inventory on hand of inshell and shelled meats and record this information on APC Form 1. The completed form is to be delivered to the American Pecan Council (APC) *no later than the tenth day of the month*. The Council staff will compile the data and will subsequently provide industry-wide reports to each Handler and the public.

**Please note:**

**You need 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, and the amount of the assessment owed, will be calculated automatically. If completing the form by hand, the amounts you provide, and the assessment owed, will be calculated by the APC staff.

If there are no changes since the previous month submission, place an 'X' in the appropriate space at the bottom of 'Reporting Period' column, then follow the instructions below for "UPON COMPLETION". You do not need to complete any other form for this "Reporting Period"

*The following are instructions for completing APC Form 1 - Summary Report:*

**Date Completed:** Insert the date the report is being completed in the blank provided at the upper left of the form

**Reporting Period:** Fill in the month and year.

**Current Period Total (Inshell Basis):** Insert the the total weight of US Inshell received during the current reporting period in the blank white cell next to the appropriate variety.

**Shipments: Total Pecans Shipped:** 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:** Enter the total amount of Shelled Meats currently held in inventory at the end of the Reporting Period. 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:** 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 by entering contracts to purchase from other handlers, segregated by Shelled Meats and Inshell, in the appropriate white cell.

**Other Forms Needed this Period:** Please review to see if you need to fill out other forms as mentioned in Part E

**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 send to:

**AMERICAN PECAN COUNCIL: Fax (866) 232-0085, e-mail to forms@americanpecan.com, or you can submit through the electronic reporting portal at [pecanportal.com](http://pecanportal.com). You can register at <https://accounts.pecanportal.com/register>.**

**§986.61 Confidential information:** All reports and records submitted by handlers to the Council, 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 0581-0307. 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, 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).

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Reporting Period \_\_\_\_\_  
Month/ Year

Handler # \_\_\_\_\_

This report is submitted pursuant to 7 CFR 986.177, 986.178 and is subject to audit verification by the American Pecan Council (7 CFR 986.79)

**PART I: U.S. PECANS RECEIVED FOR YOUR OWN ACCOUNT**

**A) Product Paying Assessment On**

PECAN Varieties	Assessed Rate	Current Period Total Pounds (Inshell Basis)	Amount Due
IMPROVED	\$ 0.01		\$0.00
NATIVE/SEEDLING	\$0.00		\$0.00
SUBSTANDARD	\$0.00		\$0.00

**B) Product Received With No Assessment Due**

	Current Period Total Pounds
INSHELL	
SHELLED MEATS	
<b>Total (Inshell Basis)</b>	

**PART II: TOTAL SHIPMENTS FOR REPORTING PERIOD**

A) SHIPMENTS OF SHELLED MEATS <i>only</i>			
SHIPMENTS	CURRENT PERIOD	PRIOR PERIOD YTD	TOTAL YEAR-TO-DATE
Domestic Shipped - Shelled Meats			0
Export Shipped - Shelled Meats		+	= 0
Inter-Handler Transfers Shipped - Shelled Meats			0
<b>Subtotal Shipments: SHELLED MEATS</b>	<b>0</b>	<b>0</b>	<b>0</b>
B) SHIPMENTS OF INSHELL <i>only</i>			
SHIPMENTS	CURRENT PERIOD	PRIOR PERIOD YTD	TOTAL YEAR-TO-DATE
Domestic Shipped - Inshell			0
Export Shipped - Inshell		+	= 0
Inter-handler Transfers Shipped - Inshell			0
<b>Subtotal Shipments: INSHELL</b>		<b>0</b>	<b>0</b>
<b>Total Shipments (Inshell Basis)</b>	<b>+</b>	<b>0</b>	<b>= 0</b>
	<b>+</b>	<b>0</b>	<b>= 0</b>

**C) TOTAL PECANS IN INVENTORY (WHETHER COMMITTED OR NOT):**

Shelled Meats Inshell	<input type="text"/>
Total - Inshell Basis	<input type="text"/>

**D) COMMITMENTS TO SHIP TO TRADE SOURCES, RETAIL, AND OTHER HANDLERS**

Domestic-Shelled Meats .....	<input type="text"/>
Export-Shelled Meats .....	<input type="text"/>
<b>Subtotal-Meats .....</b>	<b>0</b>
Domestic-Inshell .....	<input type="text"/>
Export-Inshell .....	<input type="text"/>
<b>Subtotal-Inshell .....</b>	<b>0</b>
<b>Deduct contracts to purchase from other handlers.</b>	
Shelled Meats .....	( )
Inshell .....	( )
<b>Total Commitments - Inshell Basis</b>	<b>0</b>

**E) OTHER FORMS NEEDED THIS PERIOD:**

Did you purchase Pecans produced OUTSIDE of the United States? YES NO (Circle One)  
 If yes, please fill out Part I of Form 2.

Did you export pecans to Mexico for shelling and return to the United States as shelled meats? YES NO (Circle One)  
 If yes, please fill out Part II of Form 2.

Did you export pecans to another country? YES NO (Circle One)  
 If yes, please fill out Form 3.

[ ] Check here if there are no changes from the previous period figures, then complete the bottom portion of the form and submit to the American Pecan Council. No other forms are required to be submitted for this Reporting Period.

I, hereby, certify to the AMERICAN PECAN COUNCIL and to the U.S. Secretary of Agriculture that the information contained in this report is complete and correct.

HANDLER/COMPANY: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Handler Address: \_\_\_\_\_

Certification Statement: 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.