

#### DAIRY PRODUCT MANDATORY REPORTING PROGRAM

# DAIRY PRODUCT SALES SURVEY Annual Validation Worksheet



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USDA AMS collects weekly information on the sales of dairy products such as cheddar cheese to be published in the Dairy Products Sales Release. The information you provide is important to establish U.S. dairy product prices used in setting minimum class prices under the Federal Milk Order program. An accurate response to this survey is mandatory and subject to verification by the AMS under Public Law No. 106-532. This law specifically protects the confidentiality of your report from public disclosure except as directed by the US Secretary of Agriculture or the US Attorney General for enforcement purposes to ensure compliance with the Dairy Product Mandatory Reporting program.

This worksheet should be completed by an AMS representative with the owner or manager making day-to-day marketing decisions and all other employees (including primary and secondary reporters) working on the weekly Dairy Product Mandatory Reporting Program (DPMRP) Dairy Product Sales Survey.

List the names of all those who attended the meeting and any changes that could affect DPMRP reporting since the last Dairy Product Sales Survey was completed. (i.e. change in personnel, equipment, software, production):

have tolling agreements with other plants/companies, or have an exclusive marketing agreement with other	Yes	No
In a calendar year, does this plant/company sell one million pounds of:		
a. Cheddar cheese in 40 pound blocks, colored between 6 and 8 on the National Cheese Institute color chart, meeting Wisconsin State Brand, USDA Grade A, or better standards?  [Interviewer Note: If yes, complete Section 1a and 1b.]		
b. <b>Salted butter (80% butterfat)</b> , fresh or storage, in 25 kilogram and 68 pound boxes meeting USDA Grade AA standards? [Interviewer Note: If yes, complete Section 2]		
c. Non-fortified, nonfat dry milk in 25 kilogram bags, 50 pound bags, totes, and tankers meeting USDA Extra		
Grade or USPH Grade A standards? [Interviewer Note: If yes, complete Section 3]		
d. <b>Edible non-hygroscopic dry whey</b> in 25 kilogram bags, 50 pound bags, totes, and tankers meeting USDA Extra Grade standards? [Interviewer Note: If yes, complete Section 4]		
	plants/companies? [Interviewer Note: If yes, complete the Supplement. If no, continue.]	have tolling agreements with other plants/companies, or have an exclusive marketing agreement with other plants/companies?  [Interviewer Note: If yes, complete the Supplement. If no, continue.]

DA-230 Page 1 of 8

1.	The	on 1 – Cheddar Cheese in 40-Pound Blocks Sales following are the specifications for reporting weekly cheddar cheese in 40-pound blocks data MS. Please review with the responsible reporting party and verify:	Responsible reporting party understands and is currently reporting or can report based			
		urrent Reporting Plants/Companies understand and are reporting based on each specification and below. Discuss and answer any questions.	on each	specificati below	on listed	
					specification nt/company luction)	
			Yes	No	N/A	
	a.	Report only cheese colored between 6 and 8 on the National Cheese institute color chart				
	b.	Report only cheese meeting Wisconsin State Brand, USDA Grade A, or better standard				
	c.	Report price reflecting packaging costs for cheese wrapped in a sealed, airtight package in corrugated or solid fiberboard container with a reinforcing inner liner or sleeve (excluding all other packaging cost from the reported price).				
	d.	Exclude all cheese that will be aged				
	e.	Report price as f.o.b. plant if the product is "shipped out" from a plant/company				
	f.	Report price as f.o.b. storage facility if the product is "shipped out" from a storage facility				
	g.	Report only complete transactions, i.e. cheddar cheese is "shipped out" and title transfer occurs				
	h.	Report only sales of cheddar cheese 4 to 30 days in age				
	i.	Report prices without deduction for brokerage fees paid by the manufacturer				
	j.	Report prices without deduction for clearing charges paid by the manufacturer				
	k.	Include sales of products labeled or contracted as sourced from cows not treated with <b>recombinant bovine somatotropin (rBST</b> )				
	l.	Exclude forward pricing sales: sales in which the selling price is established (and not adjusted) 30 or more days before the transaction is completed				
	m.	Exclude intra-company sales of cheddar cheese				
	n.	Exclude sales of cheddar cheese produced under faith-based close supervision and marketed at a higher price than the manufacturer's wholesale market price for the basic commodity (for example, kosher cheddar cheese poduced with a rabbi on site who is actively involved in the supervision of the production process).				
	0.	Exclude re-sales of purchased cheddar cheese				
	p.	Exclude sales of <b>premium assisted</b> sales (for example: export assistance sales through the Cooperatives Working Together (CWT) program)				
	q.	Exclude cheddar cheese certified as organic by a USDA-accredited certifying agent				
2.		any of the above are checked " <b>No</b> " or <b>"N/A"</b> , please explain: Shift+Enter or Ctrl+Enter for a new line in text box below)				

Section 1 – Cheddar Cheese in 40-Pound Blocks Sales

Page 5 of 8 DA-230

### Section 2 - Butter Sales

1. The following are the specifications for reporting weekly Butter sales data to AMS.

Please review with the responsible reporting party and verify:

- -Current Reporting Plants/Companies understand and are reporting based on each specification listed below. Discuss and answer any questions.
- **-Potential Reporting Plants/Companies** understand and *can report* based on each specification listed below. Discuss and answer any questions.

Responsible reporting party understands and is currently reporting or can report based on each specification listed below

N/A = Not Applicable - the specification does not apply to the plant/company (i.e. No organic production)

		Yes	No	N/A
a.	Report only salted butter with butterfat of 80% in 25 kilogram and 68 pound boxes.			
b.	Report all <b>fresh or storage butter</b> sales meeting the other reporting specifications.			
c.	Report only butter meeting <b>USDA Grade AA</b> standards			
d.	Report price as <b>f.o.b. plant</b> if the product is "shipped out" from a plant			
e.	Report price as <b>f.o.b. storage facility</b> if the product is "shipped out" from the storage facility.			
f.	Report only complete transactions, i.e. butter is "shipped out" and title transfer occurs.			
g.	Report prices without deduction for <b>brokerage fees</b> paid by the manufacturer.			
h.	Report prices without deduction for <b>clearing charges</b> paid by the manufacturer.			
i.	Include sales of products labeled or contracted as sourced from cows not treated with <b>recombinant bovine somatotropin (rBST)</b>			
j.	Exclude <b>forward pricing sales:</b> sales in which the selling price is established (and not adjusted) 30 or more days before the transaction is completed			
k.	Exclude intra-company sales of butter.			
l.	Exclude <b>re-sales</b> of purchased butter			
m.	Exclude butter <b>certified as organic</b> by a USDA-accredited certifying agent			
n.	Exclude sales of butter produced <b>under faith-based close supervision and marketed</b> at a higher price than the manufacturer's wholesale market price for the basic commodity (for example, kosher butter produced with a rabbi on site who is actively involved in the supervision of the production process).			
0.	Exclude sales of premium assisted sales (for example: export assistance sales through the Cooperatives Working Together (CWT) program).			
p.	Exclude all sales of <b>unsalted</b> butter			
q.	Exclude all sales of <b>Grade A</b> butter.			

2. If any of the above are checked "No" or "N/A", please explain:

(Shift+Enter or Ctrl+Enter for a new line in text box below)

				Responsible reporting party understands and is currently reporting or can report based			
		urrent Reporting Plants/Companies understand and are reporting based on each specification ed below. Discuss and answer any questions.	on each s	pecificati below	on listed		
	tractification and the state of		N/A = Not Applicable - the specification does not apply to the plant/company (i.e. No organic production)				
			Yes	No	N/A		
	a.	Report only <b>non-fortified, nonfat dry milk</b> in 25 kilogram bags,			_		
		50 pound bags, totes, and tankers					
	b.	Report only nonfat dry milk meeting <b>USDA Extra Grade or USPH Grade A</b> standards					
	c.	Report price as <b>f.o.b. plant</b> if the product is "shipped out" from a plant					
	d.	Report price as <b>f.o.b. storage facility</b> if the product is "shipped out" from the storage facility.					
	e.	Report only <b>complete transactions</b> , i.e. nonfat dry milk is "shipped out" and title transfer occurs.					
	f.	Report only nonfat dry milk manufactured using <b>low or medium</b> heat process					
	g.	Report prices without deduction for <b>brokerage fees</b> paid by the manufacturer					
	h.	Report prices without deduction for <b>clearing charges</b> paid by the manufacturer					
	i.	Include sales of products labeled or contracted as sourced from cows not treated with <b>recombinant bovine somatotropin (rBST)</b>					
	j.	Exclude <b>forward pricing sales</b> : sales in which the selling price is established (and not adjusted) 30 or more days before the transaction is completed					
	k.	Exclude intra-company sales of nonfat dry milk.					
	l.	Exclude <b>re-sales</b> of purchased nonfat dry milk.					
	m.	Exclude nonfat dry milk <b>certified as organic</b> by a USDA-accredited certifying agent					
	n.	Exclude sales of nonfat dry milk produced under faith-based close supervision and marketed at a higher price than the manufacturer's wholesale market price for the basic commodity (for example, kosher nonfat dry milk produced with a rabbi on site who is actively involved in the supervision of the production process)					
	0.	Exclude all sales of nonfat dry milk using high heat process.					
	p.	Exclude sales of <b>premium assisted</b> sales (for example: export assistance sales through the Cooperatives Working Together (CWT) program).					
	q.	Exclude all sales of nonfat dry milk more than <b>180 days old</b>					
	r.	Exclude all sales of <b>instant</b> nonfat dry milk.					
	s.	Exclude all sales of dry buttermilk products					
2.		ny of the above are checked " <b>No</b> " or <b>"N/A"</b> , please explain:  Shift+Enter or Ctrl+Enter for a new line in text box below)					

Section 3 – Nonfat Dry Milk Sales

DA-230 Page 5 of 8

# reporting or can report based **AMS.** Please review with the responsible reporting party and verify: on each specification listed -Current Reporting Plants/Companies understand and are reporting based on each specification below listed below. Discuss and answer any questions. -Potential Reporting Plants/Companies understand and can report based on each specification N/A = Not Applicable - the specification listed below. Discuss and answer any questions. does not apply to the plant/company (i.e. No organic production) Yes No N/A a. Report only edible non-hygroscopic dry whey in 25 kilogram bags, 50 pound bags, totes, and tankers. П П d. Report price as **f.o.b.** storage facility if the product is "shipped e. Report only complete transactions, i.e. dry whey is "shipped out" and title transfer occurs. ..... Report prices without deduction for **clearing charges** paid by the manufacturer. . . . . . . h. Include sales of products labeled or contracted as sourced from cows not treated with recombinant bovine somatotropin (rBST). ...... i. Exclude forward pricing sales: sales in which the selling price is established Exclude dry whey **certified as organic** by a USDA-accredited certifying agent. . . . . . . . . . m. Exclude sales of dry whey produced under faith-based close supervision and marketed at a higher price than the manufacturer's wholesale market price for the basic commodity (for example, kosher dry whey produced with a rabbi on site who is n. Exclude premium assisted sales (for example: seller receives additional monetary value above sale price from a third party (i.e. government or private entity) for the export of dairy products based on criteria defined by the third party). ...... p. Exclude all **Grade A** dry whey. 2. If any of the above are checked "No" or "N/A", please explain: (Shift+Enter or Ctrl+Enter for a new line in text box below)

Responsible reporting party understands and is currently

Section 4 – Dry Whey Sales

1. The following are the specifications for reporting weekly Dry Whey sales data to

DA-230 Page 6 of a

ction 5 – Other Information  Does another plant/company report any Dairy Product Sales data for this plant/company?				
		ino, skip to Question 2]		
	DI LA			
	Plant Name	Reported Product		
		I		
-		s not included in data submitted through your reporting ner plant/company but your plant/company also makes		
and sells dry w	hey <b>OR</b> your plant/company has additi	ional cheese cash sales outside the information reported		
	. , ,		🗆	
-	oducts? [Interviewer Note: If no, skip to Ctrl+Enter for a new line in text box below	-		
(Shiji+Liliei oi	Ctri+Litter for a new line in text box below	v)		
-		ecisions and report (or can report) for more than one plan	t?	
-		page 8) to be included in the reporting of this stion 3. If no, and there are plants listed on the		
	_	, please list the Plant ID (or office use if plant is		
ew,i.e., P1, P2) fo	or these plants			
(Shift+Enter or Ctr	l+Enter for a new line in text box below)			
Interviewer	Note: If plant/company qualifies, inform re	espondents of the weekly responsibilities and collect contact in	ormation.	
imary contact at	this plant/company for completing th	ne Dairy Product Sales Surveys?		
-				
elephone:				
ondary contact	at this plant/company for completing			
-		·		
<u></u>		Position:		
elephone:		Email:		_
ditional contact	at this plant/company for completing	the Dairy Product Sales Survey?		
ame:		Position:		_
elephone:				

Page

**Multiple Plants List Table:** [Interviewer Note: List Plant Name, Location, and Dairy Products reported for all company locations currently included in submitting a weekly report.]

Entered by MIB				Products	Report
Reporting ID	Plant ID	Plant Name	Location	Reported	Туре
עו	ID.			·	, ,
Do you unders	tand the instruction	ons and requirements of the Dairy Product	Mandatory	Yes	No
Reporting Pro	gram?				
Do you need a	ny additional expla	anation of any definition, question, or issu	es discussed in the Annual		
Validation Wo					
		oondent would like additional clarification			
		Box Note- If you want to press enter to start a new line you line in text box below)	ou need to press either CTRL+ENTER	or SHIFT+ENTER)	
(Sinjtreniter Of	Carrenter jor a new	V IIIC III CEAL DOA DEIOWI			
Interviewer N	Name:				
Respondent N	ame:	Telephone:		-	
Signature: Date:					

5.

## Instructions for inserting a PDF (scan) of the signed page 8 of 8:

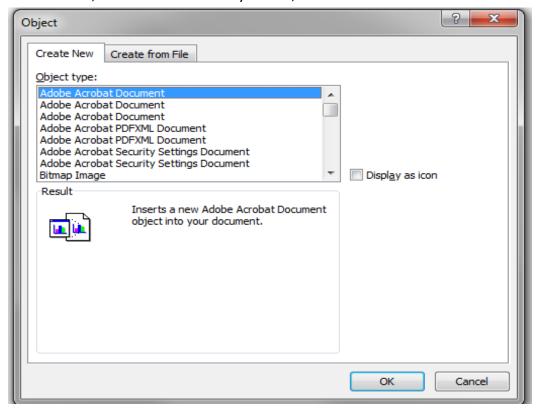
Click on the INSERT Ribbon (next to home) in Excel.

Click on OBJECT



The insert an object will appear ( it should default to Adobe Acrobat Document).

Click OK, Then browse to find your file, Then click OPEN



Once you have inserted your Signed Page 8 of 8 PDF, you can move the Object to the upper left corner of this sheet.

## **Supplement - Multiple Plants Reporting Screening Table**

Note: This supplement is required for all operations answering "YES" to Question 1 in Section 1 of the Annual Validation.

1. Please list your company's headquarters location, all dairy plant locations, any plants/companies owned or partially owned producing or selling dairy products, plants/companies with whom you have tolling agreements, or plants/companies with whom you have exclusive marketing agreements.

Interviewer Note: List Company Name, Plant Name, Physical Address, Mailing Address, Contact, Telephone, and Dairy Products Produced for each location.

Office Use	Company Name	Physical Address Contact Name Produced at Plant (For plants with)			stion Answe ith reportable pro ions in the boxes	oducts, answer	
Plant Id	Plant Name	Mailing Address	Telephone Number	(Check the box <u>ONLY</u> if ALL PRODUCTS LISTED are NOT REPORTABLE)	Question 2	Question 3	Question 4
HQ							
P1							
P2				П			
Р3							

[Interviewer Note: In the Question Answer Log - For each plant listed in the supplement with reportable products, answer questions 2, 3 and 4 listed below.]

2. Does your office have full access to (insert Plant Name of each entry) weekly sales data (i.e. all ledgers, contracts,	
invoices, and cash receipts)? If "No" or "Unknown", please explain in the comment box.	

- 3. Does (insert Plant Name of each entry) produce and/or market products outside of the information you can provide to AMS (i.e. cheese is reported through your office but the plant listed above sells dry whey using a different office)? If "Yes" or "Unknown", please explain in the comment box.
- 4. Does (insert Plant Name of each entry) market products of the same type outside of information you can provide to AMS (i.e. the plant listed above may have cash sales you cannot access)? If "Yes" or "Unknown", please explain in the comment box.

5. Comment Box: (Shift+Enter or Ctrl+Enter for a new line in text box below)						

[After completion of the supplement return to the Annual Validation Worksheet in Section 1, Question 2.]

Office Use	Company Name	Physical Address	Contact Name	List ALL Dairy Products Produced at Plant	(For plants wit	stion Answe th reportable pro	ducts, answer
Plant Id	Plant Name	Mailing Address	Telephone Number	(Check the box <u>ONLY</u> if ALL PRODUCTS LISTED are NOT REPORTABLE)	Question 2	Question 3	Question 4
P4							
P5							
P6							
P7							
P8							
P9							
P10							
P11							
P12							
P13							

DA-230-S (Supplement sheet to DA-230)

Office Use	Company Name	Physical Address	Contact Name	List ALL Dairy Products Produced at Plant	(For plants wi	stion Answe th reportable pro ons in the boxes	ducts, answer
Plant Id	Plant Name	Mailing Address	Telephone Number	(Check the box <u>ONLY</u> if ALL PRODUCTS LISTED are NOT REPORTABLE)	Question 2	Question 3	Question 4
P14							
P15							
P16							
P17							
P18							
P19							
P20							
P21							
P22							
P23							

Office Use	Company Name	Physical Address	Contact Name	List ALL Dairy Products Produced at Plant	(For plants with reportable produc questions in the boxes bel		
Plant Id	Plant Name	Mailing Address	Telephone Number	(Check the box <u>ONLY</u> if ALL PRODUCTS LISTED are NOT REPORTABLE)	Question 2	Question 3	Question 4
P24							
P25							
P26							
P27							
P28							
P29							
P30							
P31							
P32							
P33							

Office Use	Company Name	Physical Address	Contact Name	List ALL Dairy Products Produced at Plant	Question Answer Log (For plants with reportable products, answer questions in the boxes below)		
Plant Id	Plant Name	Mailing Address	Telephone Number	(Check the box <u>ONLY</u> if ALL PRODUCTS LISTED are NOT REPORTABLE)	Question 2	Question 3	Question 4
P34							
P35							
P36							
P37							
P38							
P39							
P40							
P41							
P42							
P43							

Office Use	Company Name	Physical Address	Contact Name	List ALL Dairy Products Produced at Plant	Question Answer Log (For plants with reportable products, answer questions in the boxes below)		
Plant Id	Plant Name	Mailing Address	Telephone Number	(Check the box <u>ONLY</u> if ALL PRODUCTS LISTED are NOT REPORTABLE)	Question 2	Question 3	Question 4
P44							
P45							
P46							
P47							
P48							
P49							
P50							
P51							
P52							
P53							

Office Use	Company Name	Physical Address	Contact Name	List ALL Dairy Products Produced at Plant	Question Answer Log (For plants with reportable products, answer questions in the boxes below)		
Plant Id	Plant Name	Mailing Address	Telephone Number	(Check the box <u>ONLY</u> if ALL PRODUCTS LISTED are NOT REPORTABLE)	Question 2	Question 3	Question 4
P54							
P55							
P56							
P57							
P58							
P59							
P60							
P61							
P62							
P63							

Office Use	Company Name	Physical Address	Contact Name	List ALL Dairy Products Produced at Plant	Question Answer Log (For plants with reportable products, answer questions in the boxes below)		
Plant Id	Plant Name	Mailing Address	Telephone Number	(Check the box <u>ONLY</u> if ALL PRODUCTS LISTED are NOT REPORTABLE)	Question 2	Question 3	Question 4
P64							
P65							
P66							
P67							
P68							
P69							
P70							
P71							
P72							
P73							