

To: All Handlers
From: Bryce Spycher, Sr. Specialist, Industry Services
cc: Andrea Ricci, USDA/AMS
Date: June 18, 2015
Subject: Crop Readiness Operations Packet (CROP)

As we approach the start of the 2015 harvest and the 2015/16 crop year, this Crop Readiness Operations Packet (CROP) aims to inform handlers and industry members of pertinent information regarding the incoming inspection process.

Included in this CROP memo is a 2015 Pre-Harvest Checklist, information regarding moisture meter calibrations, a copy of the 2015/16 Almond Sampling Verification Program (ASVP) and the memo previously sent out highlighting the new Proctor Approach for ASVP training and the corresponding training dates/locations. The moisture measurement memo explains the USDA requirement for all moisture measurement devices to be calibrated to manufacturer specifications prior to the start of harvest. The enclosed Moisture Analysis Calibration Guide will provide information on how to get moisture measurement devices calibrated and an explanation of the process to be undertaken. In regards to ASVP, the annual training format has been modified somewhat for the 2015/16 crop year and is explained in detail with training dates in the enclosed memo. Lastly, there is an office directory for the CDFA Inspection and Compliance Branch included for quick reference. The second page of the directory lists each Shipping Point Inspection (SPI) district office and supervisory contract information.

If you should have any questions about the enclosed information or any aspect of the incoming inspection process for the 2015/16 crop year, feel free to contact me at bspycher@almondboard.com or (209) 343-3221.

2015 PRE-HARVEST CHECKLIST

MOISTURE CALIBRATION	COMPLETED?	COMMENTS
Identify which moisture measurement device(s) are used for incoming inspection purposes		
Reference Moisture Analysis Calibration Guide to identify calibration entity		
Call calibration entity and schedule the calibration		
Ship unit(s) to calibration entity (if applicable)		
Wait 1-4 weeks (varies)		
Receive unit(s) back with calibration certificate(s)		
Copy calibration certificate(s) and send to local SPI district office		
COMPLETED CALIBRATION PRE-HARVEST REQUIREMENTS		
ALMOND SAMPLING VERIFICATION PROGRAM (ASVP) <small>Only applies to incoming samples drawn when SPI not present</small>	COMPLETED?	COMMENTS
Print Memorandum of Understanding (MOU) from ASVP <small>Optional - Pick up from SPI district office personnel</small>		
Sign MOU and send original to local SPI district office or turn in at ASVP proctor trainings		
Attend ASVP Proctor Training* <small>Optional - see ASVP Memo for details</small>		
ASVP Proctor provides training for personnel to become ASVP Designees		
Keep a list of all ASVP Designees (trained employees) posted		
Send ASVP Designee list to local SPI district office		
COMPLETED ASVP PRE-HARVEST REQUIREMENTS		

* If a handler or huller/sheller is drawing incoming samples when USDA/Shipping Point Inspection (SPI) is not onsite, ASVP applies and handler must have a signed MOU on file with SPI and employees involved in the incoming inspection process must be trained ASVP Designees by either attending a training from a certified ASVP Proctor or being trained by SPI directly. For more details, please reference the ASVP Proctor memo enclosed within this CROP memo.

To: All Handlers
From: Bryce Spycher, Sr. Specialist, Industry Services
cc:
Date: June 18, 2015
Subject: Moisture Measurement Calibrations for 2015/16 Crop Year

The requirement to have each moisture measurement unit calibrated to manufacturer's specifications continues for the 2015/16 crop year. Handlers and huller/shellers using a moisture measurement device for incoming inspection purposes can reference the enclosed Moisture Analysis Calibration Guide, which describes the appropriate steps to get your unit(s) calibrated. Once a unit is calibrated and a certificate of calibration referencing the serial number of the unit is obtained, a copy is to be made available to the local Shipping Point Inspection (SPI) district office. These steps must be taken prior to use for incoming inspection purposes during the 2015 harvest. If you are unsure of the closest SPI district office, please reference the second page of the enclosed SPI Office Directory where the district information is located.

If you should have any questions about moisture measurement device calibrations, please feel free to reach me at bspycher@almondboard.com or (209) 343-3221.

MOISTURE ANALYSIS CALIBRATION GUIDE

ARIZONA INSTRUMENTS

3375 N. DELAWARE ST.
CHANDLER, AZ 85225
1-800-528-7411
[HTTP://WWW.AZIC.COM/](http://www.azic.com/)

Models: Computrac 1000, Computrac Max 4000XL, Computrac Max 5000XL

Units are to be sent directly to Arizona Instruments at the address listed above. A Return Material Authorization is to be completed before shipping the unit. Detailed instructions are listed at the following link: <http://www.azic.com/support/calibration-and-repair/>. A loaner unit can be arranged for during the calibration period if needed and a NIST traceable calibration certificate will be provided.

AQUALAB

2365 NE HOPKINS CT.
PULLMAN, WA 99163
1-509-332-5601
[HTTP://WWW.AQUALAB.COM/](http://www.aqualab.com/)

Models: 4TE (benchtop) and Pawkit (handheld) Water Activity Meters

Units can be either sent directly to AquaLab at the address listed above or a service technician can be arranged to do an on-site calibration at your request. Give them a call in their service department at the number listed above to schedule the calibration. Typically calibrations take 10-14 days and a calibration certificate will be provided upon completion.

AQUA MEASURE

9567 ARROW ROUTE
SUITE #E
RANCHO CUCAMONGA, CA 91730
1-800-966-4788
[HTTP://WWW.AQUAMEASURE.COM/](http://www.aquameasure.com/)

Model: AM-MCPC-RS

Units are to be sent directly to AquaMeasure at the address listed above. Contact them prior to shipping in order to schedule a calibration. Typically calibrations take 1-2 weeks and a calibration certificate will be provided upon completion.

BURROWS

SERVICED BY AGPOINT PRECISION

24121 WEST THEODORE ST.
SUITE #4D

PLAINFIELD, IL 60586
1-866-668-4855
[HTTP://AGPOINTPRECISION.COM/](http://AGPOINTPRECISION.COM/)

Models: DMC-750, DMC-550

AgPoint Precision is the service/calibration entity for Burrows. Give AgPoint Precision a call at the number listed above to schedule a calibration. Units will be shipped directly to AgPoint Precision at the address listed above. Typically calibrations take 2-3 weeks and a calibration certificate will be provided upon completion.

DENVER INSTRUMENTS (SARTORIUS)

5 ORVILLE DR.
BOHEMIA, NY 11716
1-800-321-1135
[HTTP://WWW.DENVERINSTRUMENTUSA.COM/](http://WWW.DENVERINSTRUMENTUSA.COM/)

Model: IR 60

Units are to be sent to Sartorius directly at the address listed above. A return number must be obtained before shipping the unit. Call and speak to a customer service representative at the phone number listed above to secure the return number. After a couple of weeks a calibration certificate will be issued the unit will be shipped back.

DICKEY JOHN

SERVICED BY CALIBRATION PLUS

34 W. HACIENDA LANE
WOODLAND, CA 95695
1-530-662-7752
[HTTP://WWW.CALIBRATIONPLUS.COM/](http://WWW.CALIBRATIONPLUS.COM/)

Model: GAC2100

The west coast is served by Calibration Plus as the regional service/calibration entity for Dickey John. Give Calibration Plus a call at the number listed above to schedule a calibration to new GAC2100 calibrations. Units will be shipped directly to Calibration Plus at the address listed above. Typically it takes about a week and a calibration certificate will be provided upon completion.

METTLER-TOLEDO

1900 POLARIS PARKWAY
COLUMBUS, OH 43240
1-800-638-9537
[HTTP://US.MT.COM/US/EN/HOME.HTML](http://US.MT.COM/US/EN/HOME.HTML)

Models: HB43-S, HE73, HE53, LJ16

You must have an account setup with Mettler-Toledo. Call 1-800-METTLER and speak with a service representative to schedule a technician to come out and conduct an on-site calibration of the moisture analysis unit. The time period can vary depending on the technician's schedule, but a calibration certificate will be provided at the completion of the technician's visit.

OHAUS

SERVICED BY HEUSSER NEWEIGH LLC

1400 WILLOW PASS CT.

CONCORD, CA 94520

1-925-798-8900

[HTTP://WWW.NEWEIGH.COM/](http://www.neweigh.com/)

Models: MB23, MB 25, MB35, MB45

The mid west coast region is serviced by Heusser Neweigh LLC as the regional service provider for Ohaus. Give Heusser Neweigh a call to schedule either a NIST-traceable calibration or an ISO 17025 accredited calibration for your unit. Units are to be mailed to the address exactly as listed above to prevent shipping problems. Typically calibrations take about 2 weeks and a calibration certificate will be provided upon completion.

SHORE

1112 ENTERPRISE DR.

RANTOUL, IL 61866

1-800-837-0863

[HTTP://WWW.SHOPMOISTURETESTERS.COM/](http://www.shopmoisturetesters.com/)

Models: 920, 930 or 935

Units are to be sent directly to Shore Measuring Systems at the address listed above. Give them a call in their service department at the number listed above to schedule the calibration. Typically calibrations take 1-2 weeks and a calibration certificate will be provided upon completion.

STEINLITE

1015 MAIN ST.

ATCHISON, KS 66002

1-800-462-1835

[HTTP://WWW.STEINLITE.COM/](http://www.steinlite.com/)

Model: SB900

Units are to be sent directly to Steinlite at the address listed above. Give them a call to schedule a calibration. You can send shelled almonds with the unit for calibration purposes. Typically calibrations take 3-4 weeks and a calibration certificate will be provided upon request.

To: All ASVP Participants
From: Bryce Spycher, Sr. Specialist, Industry Services
cc:
Date: June 15, 2015
Subject: Almond Sampling Verification Program (ASVP) Proctor Trainings

The Almond Sampling Verification Program (ASVP) applies to incoming samples that are drawn while no member of USDA/Shipping Point Inspection (SPI) is onsite. For those handler and huller/sheller locations where this type of sampling takes place, it is a requirement that all personnel involved in the incoming sampling process be trained ASVP designees.

While the annual training requirement for all ASVP designees has not changed, the way by which handler/huller staff can be trained has changed for the 2015/16 crop year. Last year, it was a requirement that all personnel be trained by SPI staff at either a regional training or personalized SPI-conducted training. This year USDA has endorsed a proctor approach. The proctor approach is similar to a “train-the-trainer” approach where you can send a staff member to a proctor training to become a certified ASVP proctor. These ASVP proctors are then authorized to administer USDA/SPI training materials to other handler/huller staff at a later date, thereby certifying the trained individuals as ASVP designees upon successful completion of the DVD-based training and short exam.

The training dates listed below are proctor trainings and not intended for all incoming staff to attend, instead only staff interested in becoming a certified ASVP proctor should attend. It is recommended to send 1-2 people to one of the ASVP proctor trainings at no cost to the handler/huller. Those electing to have personalized SPI-conducted trainings for all their incoming staff at their place of operation will incur the travel and hourly cost of SPI staff and will need to coordinate directly with their local Shipping Point Inspection (SPI) district office.

Tuesday, June 23rd – 9:00-11:00am

Wasco Elks Lodge
16694 Wasco Ave
Wasco, CA 93280

Wednesday, July 8th – 9:00-11:00am

Chico Family Masonic Center
1110 W. East Ave
Chico, CA 95926

Thursday, June 25th – 1:00-3:00pm

Almond Board of California
1150 Ninth St, Suite 1500
Modesto, CA 95354

Thursday, July 9th – 9:00-11:00am

Almond Board of California
1150 Ninth St, Suite 1500
Modesto, CA 95354

Please RSVP by sending an email to Bryce Spycher (bspycher@almondboard.com) with which training you will be attending.

Almond Sampling Verification Program

The United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS) has identified a need to strengthen the California almond inspection sampling procedures. In cooperation with AMS, the California Department of Food and Agriculture (CDFA) Inspection Services Division, Inspection and Compliance Branch, Shipping Point Inspection Program (SPI) has created the following Almond Sampling Verification Program (ASVP). The program will be managed by CDFA under the Branch Internal Quality Management System (BIQMS) outlined in the cooperative agreement between AMS and CDFA.

The purpose of the Almond Sampling Verification Program is to ensure continued compliance of the Almond inspection procedures set forth in Federal Marketing Order 981. The importance of the sampling process as it relates to inspection procedures must not be overlooked. Maintaining integrity of the program from the field to the final inspection not only protects consumers but ensures fairness and equity among growers. Therefore, CDFA and AMS have created the following requirements regarding the Almond Sampling Verification Program.

The ASVP is intended to address handlers who utilize hand sampling or manually operated mechanical sampling equipment in their incoming almond program. This program also addresses those handlers who may not utilize CDFA/AMS on site and on an ongoing day to day basis. Those handlers utilizing the automatic sampling process will follow the approval and use of automatic sampling devices guidelines set forth by USDA, AMS, SCI Division policy "Approval and Use of Automatic Sampling Devices, Feb. 2014".

Qualifications

The CDFA in cooperation with USDA AMS will ensure all qualifications described herein remain in effect at all times for compliance of the Almond Verification Sampling Program. The minimum qualifications for participants are as follows:

SPI

All SPI personnel assigned to work in the Almond Sampling Verification Program will be licensed USDA inspectors and will be proficient in all almond sampling methods. Each licensee will be required to attend an ASVP training class, within

their geographical area. This requirement will include any subsequent continuing education training.

Handlers

Almond handlers may assign some of their employees as persons trained to sample incoming almonds. All personnel who have been assigned as an Almond Sampling Designee must be an employee, in good standing, of each said handler or 3rd party designee. Each designee must be a minimum age of 18 years, must be able to verbally communicate in English and must have attended an ASVP training and any subsequent continuing education training provided by CDFA/USDA. Upon completion of the classroom training, all Almond Sampling Designees will be required to take a sampling protocol proficiency examination. A minimum passing score of 80% is required. An Almond Sampling Designee may be approved to oversee (proctor) delivery of CDFA/USDA ASVP training after attending classroom training presented by CDFA and attaining a minimum score of 90% on a proficiency examination. All exams must be dated and include the printed name of the Designee/Trainer and their signature. Exams must be kept on file for a period of one year and available upon request of CDFA.

Training

Adequate training is a requirement for all persons who draw samples of incoming almonds. All training programs will be prepared by CDFA/USDA personnel. CDFA SPI will provide internal training of personnel who are assigned as “Almond Sampling Verification Licensees”. SPI will provide training to all almond industry members who are assigned as “Almond Sampling Verification Designees”. Training may be presented in person by licensed SPI personnel or via a recorded video presentation overseen or proctored by persons who meet the proctoring qualifications (in classroom training and a 90% score) Training will be documented by SPI and/or ASVP proctors and reviewed by AMS. Original training records will be retained by handlers. Copies of training records will be provided to CDFA. CDFA/USDA will provide three training options to handlers:

1. Utilize a proctoring methodology. Where CDFA will provide initial classroom training to designated lead handler personnel. Upon successful completion of the assigned training, handler personnel will be certified as an ASVP proctor. A proctor will have authority to oversee the delivery of CDFA prepared training materials. To ensure training uniformity, CDFA will provide a training module to each ASVP certified trained proctor in the form of a DVD or web based training module. To ensure compliance within the program, CDFA reserves the right to attend training classes. Handlers are required to notify SPI district offices of training classes.

2. CDFA will provide all training to handler personnel. A training request must be submitted to CDFA at least three weeks prior to the handlers almond season. Handler agrees to incur cost involved in CDFA training.
3. No Training Option. If a handler chooses this option, they will not be allowed to participate in the Almond Sampling Verification Program. All sampling will be conducted by a licensed SPI Federal-State inspector. Handler agrees to incur all costs involved in the continuous Fed-State sampling process.

Training will consist of the following components:

Integrity – Maintaining integrity within a program is essential for success. All persons involved in the Almond Sampling Verification Program will be expected to maintain a high level of integrity. SPI's training program will emphasize the importance of integrity, perceived consistency of actions, the value and principles of integrity, expectations and consequences for failure to maintain integrity within the program. Ethics, bribery and misconduct procedures will be included in all training.

Proper Use of Sampling Equipment - In order for samples to be correctly drawn, it is imperative that all sampling equipment, including hand operated mechanical sampling equipment, be properly used and maintained. SPI will ensure all Almond Sampling Designees are proficient in the use of sampling equipment, representative sampling of a lot, potential indicators of non-compliance and where to obtain contact information for each handler.

Records and Traceability – Accuracy of sampling logs and lot information is of vital importance to the Almond Sampling Verification Program. SPI may utilize an approved Almond Sampling Verification Checklist and an approved Almond Sampling Log for recordkeeping as well as traceability. SPI will also emphasize the importance of neatness, legibility and accuracy for an effective traceability program.

Identifying Areas of Non-Conformities – Training of AMS SPI licensees will include identifying observations, the difference between observations and non-conformities, and the varying degrees of non-conformities and the assessment of non-conformities according to the severity of deviation from the program requirements. Training will also include proper documentation techniques and identifying repetitive non-conformities that would warrant a documented consultation with program managers.

Sample Security and Storage

Security and storage of a sample is of the utmost importance for maintaining sample integrity. Handler and SPI responsibilities in regards to sample security and storage are as follows:

Handler

Each handler is required to provide a locked storage, accessible only by authorized ASVP personnel. Individual samples may be bagged and secured utilizing the official approved clasps. The storage must be large enough to accommodate the daily sample volume of each facility. In choosing the type of storage, handlers must account for days/weeks in which volume of samples is high. Any sample taken without a licensee on site or stored overnight may be left unclasped provided the samples are secured and accessible only to authorized ASVP designees.

Sample containers that will be moved offsite for inspection must be clasped and identifiable with the grower and handler information or codes that enable trace-back. An approved sample log may be used for this purpose.

Sample container should be capable of sustaining the integrity of the moisture content.

Handlers will document all daily samples collected. It is the responsibility of the handler to maintain the accuracy of the daily sample log (if used) with relationship to the matching lot identification and number of samples collected and control of the clasps.

SPI

SPI will provide handlers the approved clasps and an official Sampling Log. Sampling logs which are internally used by handlers may also be used pending approval of SPI. It is the responsibility of SPI to verify the accuracy of the daily sample log with relationship to the matching lot identification, number of samples collected and clasps issued. SPI reserves the right to identify sample(s) as unofficial submitted samples if security of samples has been compromised. A Noncompliance Report for samples that are not in compliance with the ASVP will be issued and directed to the Almond Board of California.

Oversight Frequency

Verification is accomplished through compliance checks. The frequency is contingent upon the number of samples each handler generates on a weekly basis. SPI will review facility compliance of the ASVP and record the findings on an Almond Sampling Verification checklist. Compliance checks may consist of reviewing the training records,

sampling procedure, application of the sample security and sample documentation. Based on the number of samples procured each week, when there is no Fed-State licensee on site, SPI will use the following sampling frequency chart to establish a minimum number of compliance visits. All handlers, including those with multiple shifts, are subject to additional checks, if needed, to ensure compliance within the program.

Number of Samples Per Week	Compliance Checks Per Week
25 or Less	2
26 – 55	3
56 - 99	4
100+	Everyday

Handlers, who offer **less than 20 samples PER SEASON** for inspection, may be exempt from the above chart. **Provided** the handler contacts CDFA to conduct compliance checks on a minimum of 10% of the samples offered for inspection. It is SPI's responsibility to ensure that compliance checks are performed, while sampling is occurring. Any facility that has a Fed-State licensed SPI inspector on-site will be subjected to compliance checks randomly throughout the day.

Supervisory Reviews

Supervisory reviews are made to ensure the integrity of the sampling process. SPI supervisors should make every effort to conduct supervisory reviews at each site bi-weekly, but no less than monthly. The objective of a Supervisory review is to review the entire sampling process which includes: SPI licensee compliance, almond sampling designee compliance, if samples are representative and the accuracy of record keeping and sample security. All discrepancies shall be reported. If a major discrepancy is identified, non-conformity(s) will be issued and non-conformity protocols will be administered.

Periodic reviews of the Almond Sampling Verification Program will be made by Federal Program Managers under the BIQMS program.

Agreement Conditions

Handler Responsibilities

It is the responsibility of the handler to continually adhere to the agreement set forth in the Memorandum of Understanding of the Almond Sampling Verification Program. In addition, all facilities will designate an initial contact person, as well as a secondary contact person, for all sample related concerns. This contact

information will be provided to SPI. ASVP trained proctors will provide CDFA with a copy of the Master Facility Employee List. Facilities must post their original copy of the master facility employee list, at all sampling stations of persons who have qualified as an “Almond Sampling Designee”. It is the responsibility of the handler to provide SPI safe access to all areas where sampling is conducted. It is also the responsibility of the handler to maintain, in proper operating order, all mechanical sampling equipment. Fees will be collected from handler based upon a prorated hourly charge. Persons approved as trained proctors are required to attend any CDFA continuing education classes. Almond Sampling Verification Designee(s) who fail to participate in assigned training classes will be removed from the program.

SPI Responsibilities

It is the responsibility of SPI to continually adhere to the agreement set forth in the Memorandum of Understanding of the Almond Sampling Verification Program. For Option 1, a trained proctor will oversee delivery of training modules and testing. For Option 2 and Option 3 training will be conducted by an SPI employee designated as a USDA licensed Supervisor. SPI will maintain copies of Facility Employee Lists, and originals of sampling logs and verification checklists. SPI will provide handlers with a copy of the completed, signed verification checklists. SPI will ensure accuracy and completeness of records through supervisory verification. Substantiated falsification of records is a critical non-conformity and will result in removal from the program. SPI will procure contact information of each individual handler’s sampling contact person, ASVP proctors, as well as mechanical maintenance personnel. SPI will conduct all sampling verifications in a professional manner and protect the handlers’ verification results with proprietary discretion. All fees associated with ASVP will be identified on an approved inspection certificate. An Almond Sampling Verification licensee who fails to maintain a satisfactory or higher rating of integrity on an employee performance evaluation will constitute removal from the program. All ASVP forms will be filed at the District SPI office.

Non – Compliance Criteria

Handlers

Minor deviations of the ASVP requirements will be considered an observation; however, observations must be acknowledged by handlers and if necessary, may warrant a corrective action. Non-conformities must be corrected in a timely manner. Some critical non-conformities may result in the loss of ASVP privileges. Receiving more than two (2) non-conformities in any specific area will result in a

documented consultation between SPI program management and handler management at the handler's expense. More than three (3) documented consultations between SPI program management and handler management in a crop year will result in suspension from the program for the remainder of the season. During which time all samples must be drawn by an SPI licensee. The handler agrees to incur the additional cost for continuous SPI sampling. After the season, the handler may re-enter the program after corrective actions are taken and handler's staff is re-trained. An Almond Sampling Designee(s) failure to participate in required training classes overseen by an ASVP proctor or CDFA/USDA will be grounds for removal from the program. An approved proctor's failure to participate in required training classes provided by CDFA/USDA will be grounds for removal from the program.

SPI

Compliance within the ASVP will be verified by a trained Almond Sampling Verification Licensee. All observations and non-conformities will be brought to the attention of the handler during verification visits. All observations, non-conformities and corrective actions taken will be documented by SPI. A standard non-conformity report (see attached) may be used for documentation. Levels of non-conformities are as follows:

Major Non-Conformity – A major non-conformity is a major deviation from program requirements, which may result in suspension from the program.

Critical Non-Conformity – A critical non-conformity is a critical deviation from program requirements, which has resulted in sampling methods not meeting compliance within the program.

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)
INSPECTION SERVICES DIVISION (IS)
INSPECTION AND COMPLIANCE BRANCH
SHIPPING POINT INSPECTION PROGRAM (SPI),
ALMOND BOARD OF CALIFORNIA (ABC)
AND
ALMOND HANDLERS OR SIMILAR ENTITIES
OPERATING UNDER THE
ALMOND SAMPLING VERIFICATION PROGRAM (ASVP)

ARTICLE 1 – PURPOSE

The purpose of the Memorandum of Understanding, (MOU) is to provide cooperation between the Inspection Services Division (IS) and the Almond Industry, as mutually agreed, to verify signatory compliance and best practices for sampling of almonds under the direction of the United States Department of Agriculture (USDA)/CDFA and the ABC.

ARTICLE 2 – BACKGROUND

The almond industry has seen tremendous growth over the last 25 years. This has caused a shift in industry's handling of the product. No longer are all almonds harvested, inspected and processed the same day. Handlers may receive and sample product twenty-four hours per day but for efficiencies, only request inspection for part the day. There are also handlers whose geographical location and size of their operation make it cost-prohibitive to have an inspector onsite, fulltime, just for the purpose of obtaining samples. The ASVP will enhance the policy created by USDA regarding automatic samplers to ensure sampling protocols are being followed at all locations to protect the integrity of the inspection process.

ARTICLE 3 – AUTHORITY

The CDFA has authority to provide such services, charge appropriate fees and enter into this MOU under the California Food and Agricultural Code (Section 40531).

ARTICLE 4 – ROLES

The applicant agrees to:

- A. Comply with all applicable regulations governing the services to be conducted under 11 Code of Federal Regulation 981.42 (a) (Incoming Quality Requirements) the Agricultural Marketing Agreement Act of 1937 (AMAA), as amended, the Agricultural Marketing Act of 1946, as amended; and any State Agricultural or Administrative Codes which are applicable to the products intended for shipment.

- B. Comply with the policies procedures and specification set out in the Almond Sampling Verification program (ASVP) (See attached), and all sampling guidelines, memos or forms.
- C. Provide CDFA personnel with timely access to all equipment and records for the purposes of inspection and/or verification of the applicants compliance;
- D. Provide adequate staff to support the program, including individuals specifically trained for sampling processes;
- E. For those handlers who choose Option 1; provide adequate staff to support the training of the program;
- F. Secure original proficiency examinations of all sampling staff for a period not to exceed one year from date of exam and provide copies of completed exams upon request of CDFA;
- G. For those handlers who choose Option 2; requests for training must be submitted at least 3 weeks prior to the training and the handler must provide training facilities sufficient to accommodate those staff who will be trained by CDFA;
- H. Option 2 Training costs will be charged to the handler at a rate of \$150 per class, mileage at \$0.575 per mile plus \$41 per hour travel time.
- I. Provide adequate storage space for proper control, care and maintenance of samples;
- J. Accept non-conformities as assessed, including taking corrective actions and the potential loss of the privilege to continue participation.

SPI agrees to:

- A. Review with the applicant responsibilities and duties under ASVP;
- B. Provide initial and ongoing training of ASVP Trainer certification of staff to applicants who choose Option 1 under the Training Section of the ASVP;
- C. Provide oversight to applicant staff regarding training, application of sampling procedures and record keeping;
- D. Provide initial and ongoing training to applicant staff under Option 2 of the Training Section of the ASVP at a rate of \$150 per class, \$0.575 per mile and \$41 per hour travel time;
- E. Provide form(s) for applicant use;
- F. Notify the applicant immediately of all non-conformities including necessary corrective actions;
- G. Advise the applicant, in writing, when ASVP services are suspended and/or terminated due to major non-conformities.

ABC agrees to:

- A. Assist in disseminating information related to the ASVP;
- B. Cooperate with SPI in identifying program improvements;
- C. Share with SPI information on new handlers as appropriate.

ARTICLE 5 – MUTUAL RESPONSIBILITIES

1. Meet and work cooperatively to achieve mutually agreed upon objectives.
2. Communicate effectively to identify areas of concern, identify solutions, and take corrective actions.

ARTICLE 6 – CDFA RESPONSIBILITIES

The IS agrees to:

1. Designate the Program Supervisor of the Shipping Point inspection Branch as its authorized representative who shall be responsible for collaboratively administering the activities conducted under this MOU.
2. Provide the necessary personnel and support services to carry out the verification services as stated I this MOU.
3. Provide training and supervision to inspection staff, necessary to ensure the uniform application of the ASVP and verification checklist.
4. Issue an audit report to the respective handler should non-conformity(s) require termination of agreement.

ARTICLE 7 – AMENDMENTS

This MOU may be amended at any time by mutual agreement of the parties in writing.

ARTICLE 8 – EFFECTIVE DATE, DURATION AND TERMINATION

This MOU will be in effect upon the date of signature, and shall remain in effect until modified or renewed upon joint review and mutual agreement of the parties in writing, and may be terminated for cause by CDFA or at the request of the handler.

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

SPI	DATE
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Almond Board of California	DATE
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Handler (or other entity) Name and Title

Signature	DATE
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Handler Address (where samples are collected)

INSPECTION AND COMPLIANCE BRANCH

Inspection and Compliance Headquarters

MAIN PHONE: (916) 900-5030

MAIN FAX: (916) 900-5345

PHYSICAL ADDRESS: 2800 Gateway Oaks, Suite 100
Sacramento, CA 95833

MAILING ADDRESS: 1220 N Street
Sacramento, CA 95814

Steve Patton, Branch Chief.....900-5203
steve.patton@cdfa.ca.gov

Susan Shelton, Program Supervisor.....900-5205
susan.shelton@cdfa.ca.gov

Danielle Chapman, AGPA *Legislation & Budgets*.....900-5190
danielle.chapman@cdfa.ca.gov

Kiley Potter, Branch Analyst *Contracts*.....900-5198
kiley.potter@cdfa.ca.gov

Laurel Rudolph, Branch Analyst *Regs & Committees*.....900-5322
laurel.rudolph@cdfa.ca.gov

Margaret Lopez, OT *Purchasing*.....900-5324
margaret.lopez@cdfa.ca.gov

Gina Tenorio, OT *Personnel, Travel, Training*.....900-5323
gina.tenorio@cdfa.ca.gov

Kevin Hoops, OT *Branch Support*.....900-5321
kevin.hoops@cdfa.ca.gov

Katherine Hager, Ag Tech I.....900-5258
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Shipping Point Inspection Accounting

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