
Administrative Committee for Pistachios



Handler's Guide

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Handler's Guide

Produced by the
Administrative Committee for Pistachios
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Section I – General Information

Federal Marketing Order Background

The Administrative Committee for Pistachios (ACP) is a federal marketing order (order) listed in the *Code of Federal Regulations* under **7 CFR Part 983**. The order regulates the handling of pistachios grown in California, Arizona, and New Mexico. Current regulations are limited to maximum aflatoxin tolerance levels for domestic shipments of pistachios for human consumption. Aflatoxin requirements are regulated by mandatory inspection and certification.

The ACP is comprised of 12 members, each of whom has an alternate. Nine members represent producers, two members represent handlers, and one member is a public member who is neither a producer nor a handler. Local administration of the order is carried out by this committee.

The ACP employs a manager and support staff to handle day-to-day activities and enforcement of the order.

Handler Defined

The order stipulates regulations for handlers within the production area. The production area (§983.25) is defined as the States of California, Arizona, and New Mexico. As defined in the order (§983.15), a handler is any person who handles pistachios.

Handle (§983.14) is defined as:

- a) Receiving pistachios;
- b) Hulling and drying pistachios;
- c) Further preparing pistachios by sorting, sizing, shelling, roasting, cleaning, salting, and/or packaging for marketing in or transporting to any and all markets in the current of interstate or foreign commerce; and/or
- d) Placing pistachios into the current of commerce from within the production area to points outside thereof: Provided, however, that transportation within the production area between handlers and from the orchard to the processing facility is not handling.

Exemption from the provisions of the order may be obtained by handlers who handle less than 5,000 assessed-weight pounds (§983.92).

Those who handle 5,000 or more assessed weight pounds, but less than 1,000,000 assessed-weight pounds may apply for a minimal quantity exemption (§983.53). If granted, the handler will still be responsible for aflatoxin testing, but is eligible for modified sampling procedures.

In the event that an exempt handler reaches or exceeds 1,000,000 assessed-weight pounds during the year of exemption, the handler must adhere to normal testing provisions on all pistachios processed in that year.

Handlers who handle 1,000,000 or more assessed-weight pounds must obtain aflatoxin certification as described in the order. (See Section III.)

Custom Hulling and Drying

In the case of custom hulling and drying, the responsibility for certification belongs to the person who will be making the first commercial transaction of marketable pistachios.

Section II – Handler Exemptions

Handlers Exempt from Order [Handle Less than 5,000 Pounds (§983.92)]

Those handlers who handle less than 5,000 assessed-weight pounds are exempt from the testing and reporting provisions of the order provided that they complete and submit Form ACP - 4 by its stated deadline. The order exemption must then be approved by ACP staff and is subject to verification and revocation.

Form ACP – 4: Exempt Handler Notification (Exhibit G)

The Exempt Handler Notification form is used by handlers who handle less than 5,000 assessed-weight pounds of pistachios. This form allows the handler to be exempted from the order requirements for aflatoxin testing and mandatory assessments (§983.92). Form ACP - 4 must be submitted by November 15th each production year, otherwise the handler must adhere to order guidelines.

Testing of Minimal Quantities [Handle Less than 1,000,000 Pounds (§983.53)]

Handlers who handle 5,000 or more but less than 1,000,000 assessed-weight pounds are responsible for certifying all domestic shipments of pistachios negative as to aflatoxin and have the following options in regard to aflatoxin testing:

- a) The handler may have an inspector sample and test the entire inventory of hulled and dried pistachios before further processing; or
- b) The handler may segregate receipts into various lots at the handler’s discretion and have the inspector sample and test each lot. If a handler changes a lot after final processing, the lot must be re-inspected for aflatoxin (§983.155).

Form ACP – 5: Minimal Testing Form (Exhibit H)

The Minimal Testing form may be completed by handlers who handle 5,000 or more but less than 1,000,000 assessed-weight pounds.

Aflatoxin testing is mandatory. Handlers may have an inspector sample and test their inventory of hulled and dried pistachios before further processing (§983.53). Otherwise, handlers must have their pistachios sampled after final processing. Lot size and sampling rules for aflatoxin testing are found in Section III.

Any handler who chooses not to complete this form and who is not approved for the exemption must follow order requirements and procedures for aflatoxin and quality regulations (§§983.50 and 983.51).

Section III – Aflatoxin Testing and Certification

Overview

All handlers required to test for aflatoxin are to follow the procedures described below.

Lot Sizes

The maximum lot size for sampling is 150,000 pounds. A handler may choose to have lots of any size as long as it does not exceed 150,000 pounds. As the lot size becomes larger, the sample size submitted by the inspector becomes larger as well. (Refer to the lot increment sampling tables.)

For example, if a handler has 500,000 pounds of hulled and dried pistachios that are going to be sold domestically, the fewest samples that can be made would be four; the 500,000-pound lot could be divided into three 150,000-pound lots and one 50,000-pound lot.

Sampling for Aflatoxin

Domestic shipments by such handlers must also be covered by an aflatoxin inspection certificate. Samples for aflatoxin testing shall be prepared by, or under the supervision of, an inspector, or as approved under an alternative USDA-recognized inspection program (§983.150).

Aflatoxin test samples will be prepared by the inspector for submission to an accredited lab (see Section V). The inspector will pull a single sample from the entire lot for testing. The size of the sample and the increments will be dependent on lot size.

Lots may also be sampled by approved automatic in-line sampling devices. These devices must be approved by the USDA prior to use (§983.150d).

Lot Sampling Increment Tables (§983.150)

Inshell Pistachio Lot Sampling Increments for Aflatoxin Certification

Lot weight (pounds)	Minimum number of incremental samples for the lot sample	Total weight of lot sample (kilograms)	Weight of test sample (kilograms)
220 or less	10	2.0	2.0
221 – 440	15	3.0	3.0
441 – 1,100	20	4.0	4.0
1,101 – 2,200	30	6.0	6.0
2,201 – 4,400	40	8.0	8.0
4,401 – 11,000	60	12.0	6.0
11,001 – 22,000	80	16.0	8.0
22,001 – 150,000	100	20.0	10.0

Shelled Pistachio Kernel Lot Sampling Increments for Aflatoxin Certification

Lot weight (pounds)	Minimum number of incremental samples for the lot sample	Total weight of lot sample (kilograms)	Weight of test sample (kilograms)
220 or less	10	1.0	1.0
221 – 440	15	1.5	1.5
441 – 1,100	20	2.0	2.0
1,101 – 2,200	30	3.0	3.0
2,201 – 4,400	40	4.0	4.0
4,401 – 11,000	60	6.0	3.0
11,001 – 22,000	80	8.0	4.0
22,001 – 150,000	100	10.0	5.0

The aflatoxin lot sample will be divided into two test samples, labeled Sample 1 and Sample 2. The inspector will seal the sample packages with an official seal. The handler is responsible for submitting samples to a USDA-accredited lab. A USDA sampling certificate should accompany the samples so the laboratory will know how to process the samples. Once a lot is certified, it may be commingled with other certified lots without losing its certification (§983.54), provided the lot is not materially changed (§983.155).

Aflatoxin Testing and Lot Certifications (§983.150)

No handler shall ship for domestic human consumption pistachios that exceed 15 ppb aflatoxin (§983.150). Aflatoxin testing will proceed as follows (see also Exhibit A).

Sample 1 will be tested first. If the result is ≤10 ppb aflatoxin, the lot will be certified negative as to aflatoxin. If the result for Sample 1 is >20 ppb, the lot automatically will fail. The testing laboratory will notify the handler, and the handler will submit a Failed Lot Notification form to the ACP within 10 days of the lot failure. If the sample is >10 ppb and ≤20 ppb, the handler may choose to have the lab test Sample 2.

Alternatively, the handler may also withdraw the lot from testing, rework and submit it for testing after reworking. If a handler chooses to do this, a Failed Lot Notification form must be submitted to the ACP within 10 days of withdrawing the lot.

If the handler chooses to proceed with testing Sample 2, the average of Sample 1 and Sample 2 must be ≤15 ppb for the lot to be certified negative as to aflatoxin. If the result for the average of Sample 1 and Sample 2 is >15 ppb, the lot will fail. The testing laboratory will notify the handler, and the handler will fill out a Failed Lot Notification form within 10 days of the lot failure.

To obtain an aflatoxin certificate, each lot to be certified shall be uniquely identified. It must also be traceable through shipment by the handler (§983.150). Certificates will be issued for all lots that pass testing. Aflatoxin certificates will be issued by the testing lab and are valid for one year.

This certificate along with a record of final shipping shall be retained for three years beyond the applicable crop year (§983.150). These records are subject to audit by the ACP.

Certain export markets require that two samples be drawn and tested at the same time. If the aflatoxin samples tested simultaneously result in an average that is ≤ 15 ppb, then the lot could be subsequently re-designated for the domestic market under the order without further aflatoxin testing.

Failed Lots (§983.152)

All lots that fail aflatoxin testing may be sold to foreign markets, sold for non-human consumption, or reworked and retested; however, the test sample size shall be doubled. If a lot fails for aflatoxin, it cannot be blended with other pistachios until 100% of the lot is reworked, retested and certified negative as to aflatoxin. Inshell pistachios may be reworked and retested twice (*Exhibit B*). If the inshell pistachios fail a third time, they must be shelled and retested as kernels. Kernels may be tested repeatedly (*Exhibit C*).

Form ACP – 2: Failed Lot Notification (Exhibit E)

All failed lots must be reported to the ACP within 10 days of test completion using Form ACP – 2: Failed Lot Notification. The handler may export the lot, market the lot for non-human consumption, dispose of the lot or rework the lot.

Form ACP – 3: Failed Lot Disposition and Rework Report (Exhibit F)

If the product is sold to foreign markets, sold for non-human consumption or reworked, it must be reported on Form ACP – 3: Failed Lot Disposition and Rework Report within 10 days after rework is completed.

Section IV – Handlers Reporting Requirements

ACP Forms

The forms to be used by Handlers for required reports are listed below. A sample of each form is included in Section VII - Exhibits. Any time forms are updated, Handlers will receive copies by mail or email. Additional copies of current forms are available for downloading from the ACP website (www.acpistachios.org). Handlers may also ask the ACP staff to mail or email them additional copies of any form. NOTE: The sample forms in the exhibits do not include any instructions that may be available.

Form ACP – 1: Receipts/Assessment Report (Exhibit D)

The Receipts/Assessment Report must be submitted by all handlers who hull and dry 5,000 assessed-weight pounds or more of pistachios. The report is used to calculate assessment fees due the ACP. Assessment reports and fees are due on or before December 15th of each production year and must be postmarked no later than December 15th or the payment shall be delinquent. Delinquent assessments and reports shall be subject to a ten percent (10%) penalty. In addition, one and on-half percent (1.5%) interest will be added to the assessment and penalty for each thirty (30) days, or portion thereof, the delinquent balance of the assessment and penalty is unpaid (§983.73).

Form ACP – 2: Failed Lot Notification (Exhibit E)

Each handler shall notify the Administrative Committee for Pistachios (committee) of all lots that fail to meet the order's maximum aflatoxin requirements by completing section A of this form. Handlers shall furnish this report to the committee no later than 10 days after completion of the aflatoxin test. Each USDA-approved aflatoxin testing laboratory shall complete section C of this report, and forward this report and the failing aflatoxin test results to the committee and to the handler within 10 days of the test failure.

Form ACP – 3: Failed Lot Disposition and Rework Report (Exhibit F)

Each handler who reworks a failing lot of pistachios shall complete this report and shall forward it to the committee no later than 10 days after the rework is completed. If rework is not selected as a remedy, the handler shall submit the form to the committee office within 10 days of disposition of the lot.

Form ACP – 4: Exempt Handler Notification (Exhibit G)

Each handler who handles less than 5,000 pounds of assessed weight pistachios in a production year shall complete and furnish this report to the committee no later than November 15 of each production year.

Form ACP – 5: Minimal Testing Form (Exhibit H)

Each handler who handles less than 1,000,000 pounds of dried weight pistachios in a production year and who wishes to request permission to handle under the minimal quantities provisions (§983.53) of the order shall furnish this report to the committee office no later than August 1 of each production year.

Form ACP – 6: Inter-Handler Transfer (Exhibit I)

Each handler who transfers uninspected pistachios to another handler within the production area shall complete the ACP-6 and sign Part A. The transferring handler shall forward the original ACP-6 and one copy to the handler who receives the uninspected pistachios. The transferring handler shall furnish one copy of ACP-6 to the committee within 30 days of the transfer. The handler receiving the uninspected pistachios (receiving handler) shall sign Part B of the original ACP-6 and shall file it with the committee within 30 days of the transfer.

Form ACP – 7: Monthly Report of Inventory/Shipments (Exhibit J)

Each handler of pistachios shall file this report with the committee by the 10th day of each month for the previous month's inventory and shipment information.

Form ACP – 8: Producer Delivery Report (Exhibit K)

Each handler of pistachios shall file this report with the committee by the 15th day of December of each production year. This report is used by the ACP to compile the annual list of authorized voters and the annual statistics. Handlers should review Form 8 at the beginning of the production year to determine what data is required for each delivery. The report includes, but is not limited to, the following information for each delivery: name of producer, name of the authorized voter, federal tax ID or social security number (for voter verification), producer contact information, total bearing acres, county of production, and the total pounds for open inshell, closed shell, and shelling stock.

Form Exemptions

Handlers who handle less than 5,000 pounds of assessed weight pistachios during any production year are exempt from filing all forms, with the exception of the ACP-4.

Section V – Accredited Labs/Inspection Offices

USDA Shipping Accredited Aflatoxin Testing Laboratories

DFA of California

1855 South Van Ness Avenue
Fresno, CA 93721
Phone: (559) 233-0604
Contact: Tom Jones

IEH – JL Analytical

217 Primo Way
Modesto, CA 95358
Phone: (209) 538-8111
Contact: Michael Wolf
E-mail: mike@jlanalytical.com

JLA – Lost Hills

**Institute for Environmental Health
(IEH) Laboratories**
10429 King Road
Lost Hills, CA 93249-9700
Phone: (209) 920-4900/(805) 835-8025
Contact: Prashant Tank
E-mail: prashant@iehinc.com

Keenan Farms Inc.

P.O. Box 99
Avenal, CA 93204-0099
Phone: (559) 945-1400
Contact: Manny Guerrero

Nichols Farms

13762 First Avenue
Hanford, CA 93230
Phone: (559) 584-6811
Contact: Tom Firkins

Primex Farms LLC

16070 Wildwood Road
Wasco, CA 93280
Phone: (661) 758-7790
Contact: Tiffany Weldin

Setton Pistachio of Terra Bella, Inc.

9370 Road 234
Terra Bella, CA 93270
Phone: (559) 535-6050
Contact: Carl Scruton

**USDA, AMS, Science and Technology
Blakely Laboratory**

959 North Main Street
Blakely, GA 39823
Phone: (229) 723-4570
Contact: Jana Humphries

**USDA, AMS, Science and Technology
Madill Laboratory**

107 South Fourth Street
Madill, OK 73446
Phone: (580) 795-5615
Contact: Eric Dunn

CDFA Shipping Point Inspection Regional Offices

Northern Area

CERES

P.O. Box 446
2030 Rockefeller Drive, Suite H
Ceres, CA 95307
Phone: (209) 537-0733
Fax: (209) 537-2314
E-mail: ceresspi@inreach.com

STOCKTON

8338 North West Lane
Stockton, CA 95210
Phone: (209) 478-2011
Fax: (209) 478-2529
E-mail: stockspi@inreach.com

CHICO

40 Philadelphia Drive, Suite 104
Chico, CA 95973-0292
Phone: (530) 898-8427
Fax: (530) 898-9034
E-mail: chicospi@inreach.com

UKIAH

All mail to Finley address
(Seasonal Office)

FINLEY

P.O. Box 129
Finley, CA 95435
2550 Big Valley Road
Kelseyville, CA 95451
Phone: (707) 279-1831
(Seasonal Office)

WEST SACRAMENTO

P.O. Box 980097
West Sacramento, CA 95798
3120 Freeboard, Suite 110
West Sacramento, CA 95691
Phone: (916) 371-8063
Fax: (916) 371-8073
E-mail: wsacsapi@inreach.com

Central Area

BAKERSFIELD

501 Workman Street, Suite 110
Bakersfield, CA 93307
Phone: (661) 395-2816
Fax (661) 395-3851
E-mail: bakspi@inreach.com

DINUBA

165 East Tulare Street
Dinuba, CA 93618
Phone: (559) 595-8000
Fax: (559) 595-8008

DELANO

P.O. Box 369
Delano, CA 93216-0369
1427 S. Lexington Street, Unit A #9
Delano, CA 93215
Phone: (661) 725-0288

KERMAN

778 South Madera Avenue
Kerman, CA 93630
Phone: (559) 846-7323
Fax: (559) 846-7336
E-mail: kerspi@inreach.com

Southern Area

COACHELLA

P.O. Box 937
86-695 Avenue 54, Suite L
Coachella, CA 92236
Phone: (760) 399-5621
Fax: (760) 399-5635
E-mail: coachspi@inreach.com
(Seasonal Office)

OXNARD

251 Lynn Drive
Ventura, CA 93003
Phone: (805) 207-8175

RIVERSIDE

P.O. Box 4008
3576 Arlington Avenue, Suite 209
Riverside, CA 92514
Phone: (951) 940-4552
Fax: (909) 682-7865
E-mail: riverspi@inreach.com

SAN DIEGO

P.O. Box 1424
Chula Vista, CA 91912
9765 Marconi Drive, Suite 102
San Diego, CA 92173
Phone: (619) 661-6355
Fax: (619) 661-6963
E-mail: diegospi@inreach.com

SANTA MARIA

P.O. Box 2652
Santa Maria, CA 93457
Phone: (805) 934-9236
Fax: (805) 934-9236

Section VI – Contact Information

Administrative Committee for Pistachios Office

ADMINISTRATIVE COMMITTEE FOR PISTACHIOS

4938 East Yale Avenue, Suite 102

Fresno, California 93727

Office: (559) 255-6480

Fax: (559) 255-6485

Admin@acpistachios.org

ACP Staff

Bob Klein, Ph.D.

Manager

Bobk@acpistachios.org

Juanita Owens

Administrative Assistant

Admin@acpistachios.org

USDA Contact

Peter Sommers

Marketing Specialist

CA Marketing Field Office

2202 Monterey Street

Fresno, CA 93721

Office: (559) 487-5901

Fax: (559) 487-5906

Peterr.sommers@ams.usda.gov

Section VII – Exhibits

Exhibit A	Aflatoxin Testing Flowchart
Exhibit B	Failed Lot Rework Flowchart - Inshell
Exhibit C.....	Failed Lot Rework Flowchart - Kernels
Exhibit D	ACP Form 1
Exhibit E.....	ACP Form 2
Exhibit F.....	ACP Form 3
Exhibit G	ACP Form 4
Exhibit H.....	ACP Form 5
Exhibit I.....	ACP Form 6
Exhibit J.....	ACP Form 7
Exhibit K.....	ACP Form 8

Exhibit A

Aflatoxin Testing Flowchart

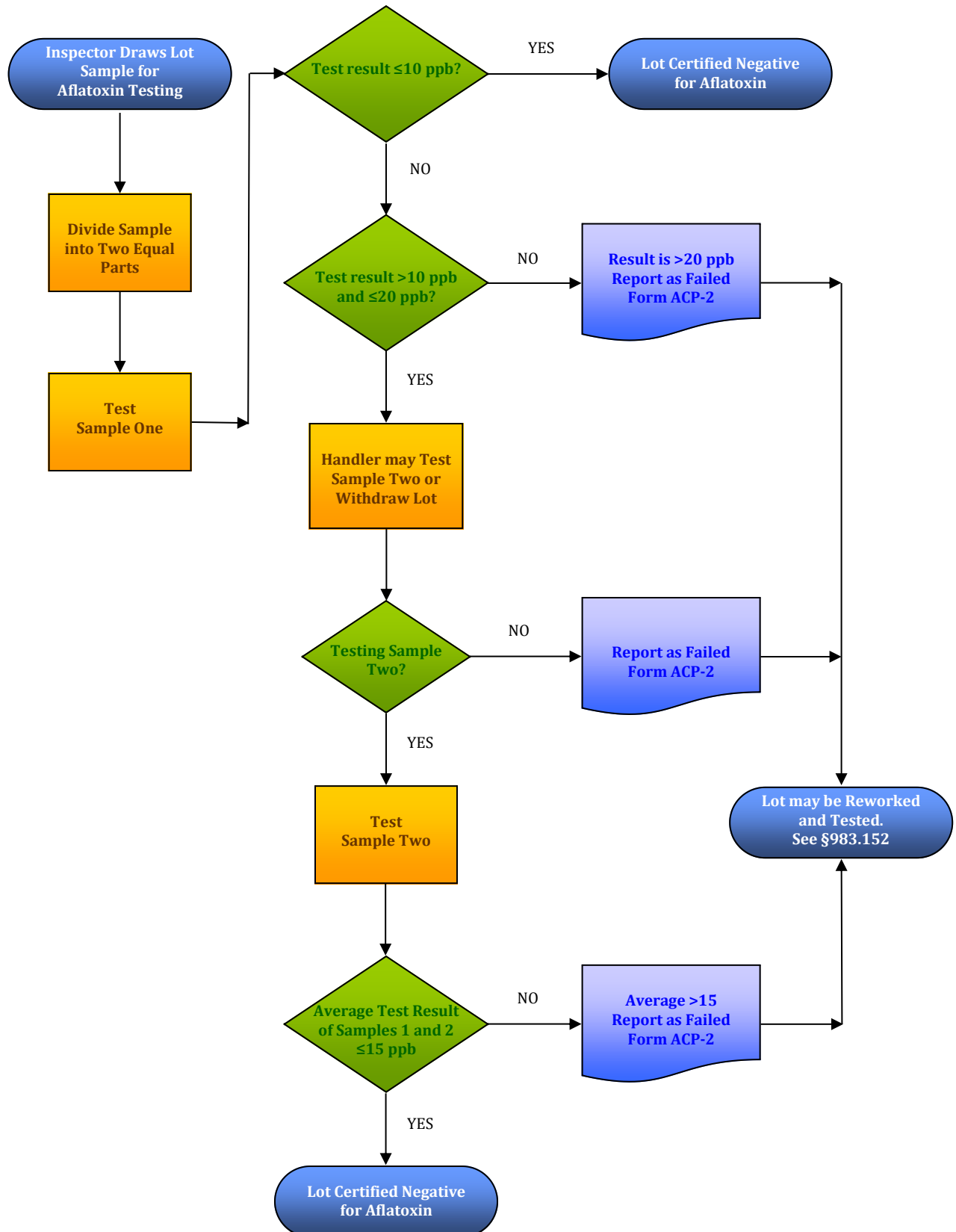


Exhibit B

Test Reworked Failed Lot Inshell

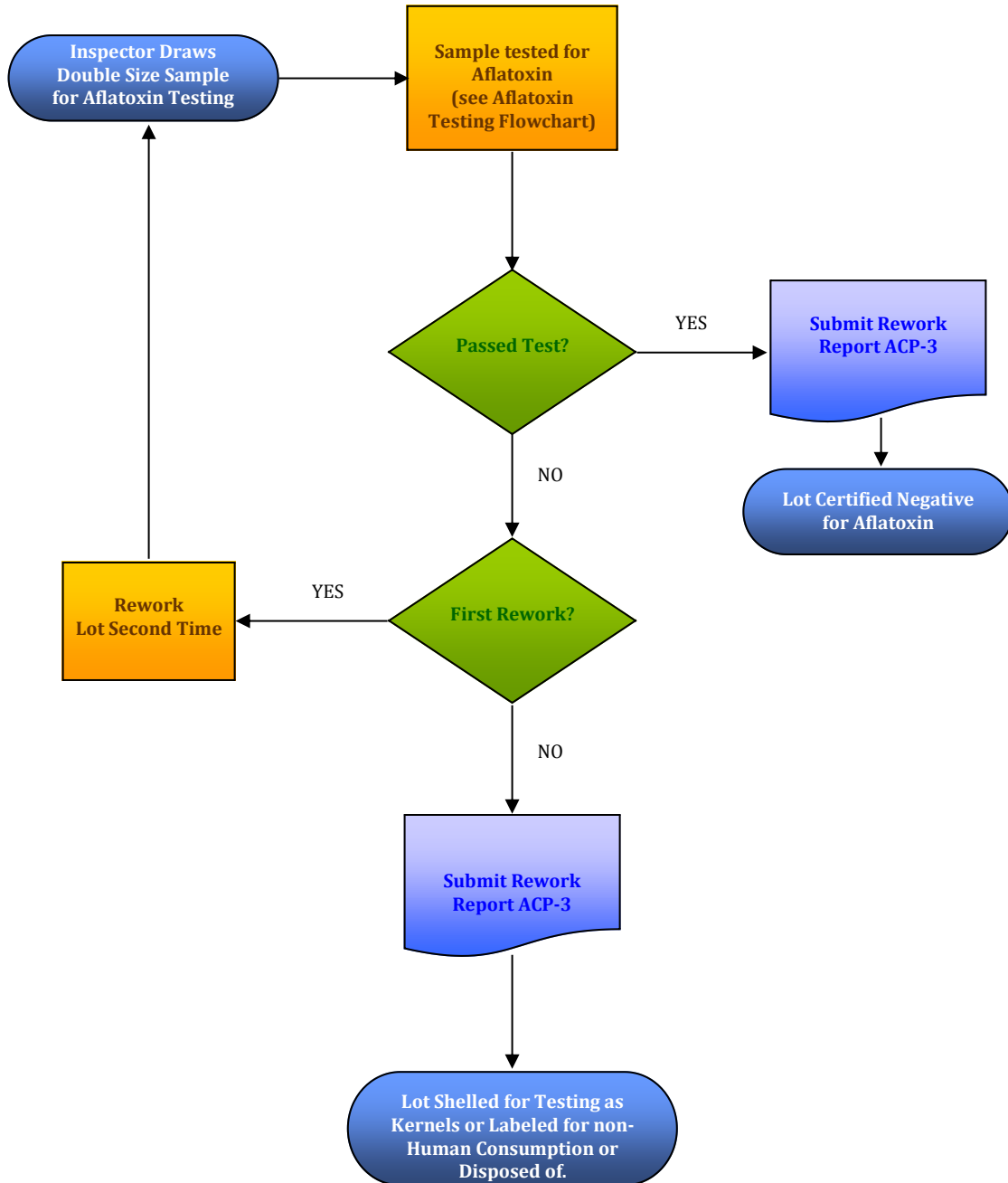
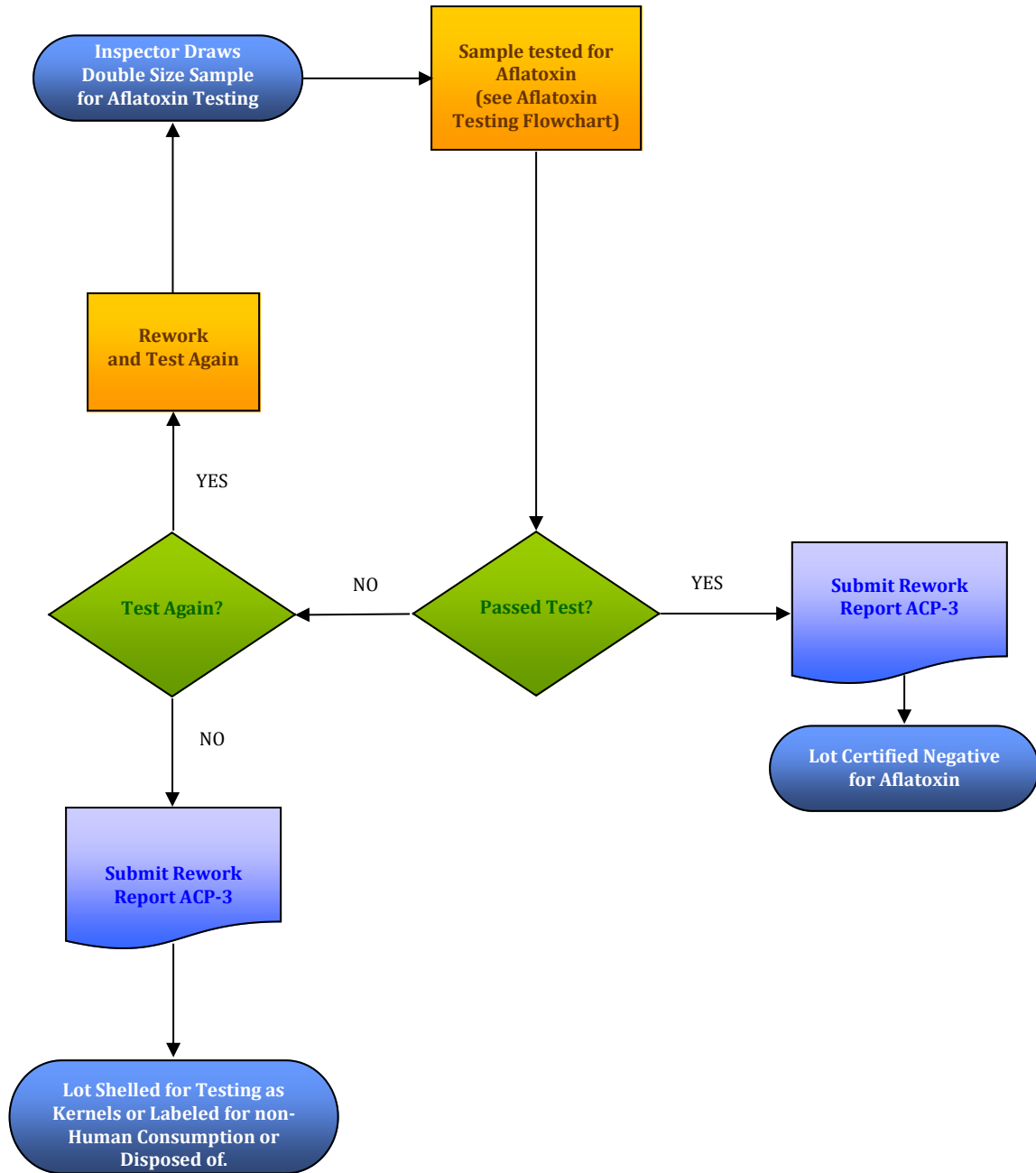


Exhibit C

Test Reworked Failed Lot Kernels



ADMINISTRATIVE COMMITTEE FOR PISTACHIOS – HANDLER’S GUIDE

Exhibit D

OMB No. 0581-0215

RECEIPTS/ASSESSMENT REPORT

Crop Year 20__-20__

HANDLER NAME: _____

PREPARED BY: _____

ADDRESS: _____

PHONE: (____) _____

MAIL TO:
ADMINISTRATIVE COMMITTEE
FOR PISTACHIOS
4938 East Yale Avenue, Suite 102
Fresno, California 93727

Phone: (559) 255-6480
 Fax: (559) 255-6485
 Email: admin@acpistachios.org

The assessment shall be at a rate of \$ _____ per pound of assessed weight California, Arizona, or New Mexico Pistachios. Each handler who receives pistachios for handling/processing shall pay the ACP by the date indicated below. The assessment will be levied on handlers' first receipts for processing of total combined marketable inshell, marketable closed shell and marketable shelling stock. All weights are to be calculated on an inshell basis and rounded off to the nearest pound.

A. Total Marketable Inshell	_____	pounds
B. Total Marketable Closed Shell (Inshell Weight)	_____	pounds
C. Total Marketable Shelling Stock (Inshell Weight)	_____	pounds
D. Total Assessed Weight (A + B + C)	_____	pounds
E. Total Assessment Due (D x \$x.xxxx)	_____	\$
F. Penalty and Interest (Refer to Instructions, Section 2)	_____	\$
G. TOTAL AMOUNT DUE (E + F)	_____	\$

NOTE: If you custom hulled and dried for a producer, you are the handler liable for the assessments on the hulled and dried product.

**RECEIPTS/ASSESSMENT REPORT AND PAYMENT DUE POSTMARKED ON OR BEFORE
 DECEMBER 15, 20__
 DELINQUENT AFTER DECEMBER 15, 20__
 (See Receipts/Assessment Report Instructions.)**

The undersigned, on behalf of the reporting handler, certifies to the Administrative Committee for Pistachios and the Secretary of the United States Department of Agriculture that this report represents a complete and accurate record of the information stated above.

DATE	HANDLER/HANDLER EMPLOYEE	TITLE
-------------	---------------------------------	--------------

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, audiotape, 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 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. USDA is an equal opportunity provider, employer, and lender.

ACP-1 (Rev. 6/2017. Destroy previous editions.)

ADMINISTRATIVE COMMITTEE FOR PISTACHIOS – HANDLER’S GUIDE

Exhibit E

OMB No. 0581-0215

ADMINISTRATIVE COMMITTEE FOR PISTACHIOS
4938 East Yale Avenue, Suite 102, Fresno, CA 93727
Tel (559) 255-6480; Fax (559) 255-6485
Email: admin@acpistachios.org

FAILED LOT NOTIFICATION

Section A: Complete the following information for the failed lot and send the original to the Administrative Committee for Pistachios office within 10 days of test completion. Provide a copy to the Handler for their records.

Lot description: _____ Lot ID marks: _____
Weight: _____ Lbs. Container size/description: _____
Handler of the product: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Sampled by: _____ Date: _____ Of (Agency) _____

Section B: To be completed by the Handler. Record whether lot failed minimum quality and the certificate number.

Did lot fail minimum quality standard? Yes: _____ No: _____ Certificate No.: N/A

Section C: To be completed by the Aflatoxin Testing Laboratory. Record whether lot failed aflatoxin and the certificate number. Record the aflatoxin results and averages.

Did lot fail aflatoxin test requirement? Yes: _____ No: _____ Certificate No.: _____

Result for Test 1: _____ Result for Test 2: _____ Average result: _____
(Average of Test 1 and 2)

Signature: _____ Date: _____

Form Initiator: _____ Company: _____

Address: _____ City: _____ State: _____ Zip Code: _____

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 0581-0215. The time required to complete this information collection is estimated to average 12 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.

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ADMINISTRATIVE COMMITTEE FOR PISTACHIOS – HANDLER’S GUIDE

Exhibit F

OMB No. 0581-0215

ADMINISTRATIVE COMMITTEE FOR PISTACHIOS
 4938 East Yale Avenue, Suite 102, Fresno, CA 93727
 Tel (559) 255-6480; Fax (559) 255-6485
 Email: admin@acpistachios.org

FAILED LOT DISPOSITION AND REWORK REPORT

Section A: Complete and submit the following information for the failed lot within 10 days after rework is completed. Send original to the Administrative Committee for Pistachios (ACP) and retain a copy for your records. If rework is not selected as a remedy, submit the failed lot disposition within 10 days to the ACP. Inshell lots can be reworked only once for aflatoxin. Upon second rejection they must be shelled, sold as export or for non-human consumption.

Lot description: _____ Lot ID marks: _____
 Weight: _____ Lbs. Container size/description: _____
 Handler of the product: _____
 Address: _____
 Maximum Aflatoxin: pass / fail Cert No.: _____ Date: _____
 Minimum Quality: pass / fail Cert No.: N/A Date: _____
 Is this an inshell lot and has it failed aflatoxin more than once? (yes/no) _____

Section B: Complete the applicable sections based on product disposition.

B1. Non-Human Consumption: Pounds shipped: _____ BL No.: _____
 Product Shipped To: _____ Phone No.: _____
 Address: _____
 Description of use: _____

B2. Export: Pounds shipped: _____ BL No.: _____
 Customer: _____ Country: _____
 Address: _____

B3. Rework: Total Pounds: _____ Accepted: _____ Rejected: _____
 Location of rework: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Description of use: _____
 New lot description: _____ New lot ID: _____
 New container / size description: _____
 If reworked for Minimum Quality did lot pass retest? (yes/no): N/A Cert No.: _____
 If reworked for Maximum Aflatoxin, did lot pass retest? (yes/no): _____ Cert No.: _____
 Aflatoxin Results: Sample 1: _____ Sample 2: _____ Sample 3: _____
 Average: Samples 1 & 2: _____ Samples 1, 2, & 3: _____

B4. Shelled: Pounds shelled: _____
 Address: _____

Handler Signature: _____ Date: _____

Name: _____ Title: _____

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ADMINISTRATIVE COMMITTEE FOR PISTACHIOS – HANDLER’S GUIDE

Exhibit G

OMB No. 0581-0215

ADMINISTRATIVE COMMITTEE FOR PISTACHIOS
4938 East Yale Avenue, Suite 102, Fresno, CA 93727
Tel (559) 255-6480; Fax (559) 255-6485
Email: admin@acpistachios.org

FMO EXEMPT HANDLER NOTIFICATION

This form is submitted to the Administrative Committee for Pistachios if, as a Handler, you receive 5,000 Pounds or less (assessed weight) of pistachios in a given production year.

Section A: Handler must complete this form and mail to the ACP by November 15th of each production year. Handler is responsible for keeping a copy of the completed form for their own records for 3 years following the production year in which the pistachios were shipped.

Handler Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Assessed weight handled: _____ Lbs. Production Year: _____

Handler signature: _____ Date: _____

Name: _____ Title: _____

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 0581-0215. The time required to complete this information collection is estimated to average 12 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.

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ADMINISTRATIVE COMMITTEE FOR PISTACHIOS – HANDLER’S GUIDE

Exhibit H

OMB No. 0581-0215

ADMINISTRATIVE COMMITTEE FOR PISTACHIOS
4938 East Yale Avenue, Suite 102, Fresno, CA 93727
Tel (559) 255-6480; Fax (559) 255-6485
Email: admin@acpistachios.org

MINIMAL TESTING FORM

This form is submitted to the Administrative Committee for Pistachios (ACP) if you handle less than 1,000,000 pounds (assessed weight) of pistachios in a given production year. Upon approval of this form, the ACP will give the handler the option of complying with section 983.53 of the Federal Marketing Order.

Section A: Handler must complete this form and mail to the ACP by August 1st prior to each production year. The handler is responsible for retaining a copy of the completed form for their own records for 3 years following the production year in which the pistachios were shipped.

Handler Name: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Assessed weight handled: _____ Lbs.
Production Year: _____

Handler signature: _____ Date: _____
Name: _____ Title: _____

Section B: To be completed by the ACP.

Approved / Denied By: _____ Date: _____
Name: _____ Title: _____

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ADMINISTRATIVE COMMITTEE FOR PISTACHIOS – HANDLER’S GUIDE

Exhibit I

OMB No. 0581-0215

ADMINISTRATIVE COMMITTEE FOR PISTACHIOS
 4938 East Yale Avenue, Suite 102, Fresno, CA 93727
 Tel (559) 255-6480; Fax (559) 255-6485
 Email: admin@acpistachios.org

INTER-HANDLER TRANSFER REPORT

This form is submitted to the Administrative Committee for Pistachios (ACP) in order to track inter-handler transfers within the production area, in compliance with section 983.150 of the FMO. The transferring handler must complete this form, sign Part A, and send one copy to the ACP, and send the original and one copy to the receiving handler within 30 days. The receiving handler must sign part B, and send the original to ACP within 30 days. Handlers are responsible for keeping a copy of the completed forms for their records.

Date of transfer: _____

Transferring handler: _____ From Plant at: _____

Receiving handler: _____ To Plant at: _____

Description of inventory transferred:

Lot description: _____	Weight: _____ Lbs.	Lot inspected (yes/no): _____
Lot ID marks: _____		
Container size/description: _____		
Aflatoxin Certificate No.: _____	Minimum Grade Certificate No.: <u>N/A</u>	
Lot description: _____	Weight: _____ Lbs.	Lot inspected (yes/no): _____
Lot ID marks: _____		
Container size/description: _____		
Aflatoxin Certificate No.: _____	Minimum Grade Certificate No.: <u>N/A</u>	
Lot description: _____	Weight: _____ Lbs.	Lot inspected (yes/no): _____
Lot ID marks: _____		
Container size/description: _____		
Aflatoxin Certificate No.: _____	Minimum Grade Certificate No.: <u>N/A</u>	

Part A:

Transferring Handler Signature: _____ Date: _____

Name: _____ Title: _____

Part B:

Receiving Handler Signature: _____ Date: _____

Name: _____ Title: _____

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Exhibit I

OMB No. 0581-0215

**ADMINISTRATIVE COMMITTEE FOR PISTACHIOS
MONTHLY REPORT OF INVENTORY/SHIPMENTS**

FOR THE MONTH OF: _____

Report must be submitted to the ACP by the 10th day of each month for the previous month.

PLEASE READ INSTRUCTIONS THOROUGHLY BEFORE COMPLETING THIS FORM	OPEN INSHELL	ARTIFICIALLY OPENED	CLOSED SHELL	SHELLING STOCK	LOOSE KERNELS
(1) Beginning Inventory					
(2) Grower Deliveries This Month (New Crop)		N/A			N/A
(3) Current Month's Shipments - Domestic					
(4) Current Month's Shipments - Export					
(5) Current Month's Inter-Handler Transfers					
Transfer from:					
Transfer to:					
(6) Non-Handler Purchases of Product					
(7) Inventory Adjustments (Please Explain)					
(8) Ending Inventory	0	0	0	0	0

The undersigned on behalf of the reporting processor certifies to the Administrative Committee for Pistachios that the report represents a complete and accurate record of all shipment and inter-handler transfers during the reporting month. If you have any questions, please call the ACP office before completing this form.

Processor: _____

By: _____

Title: _____

Date: _____
Phone: (____) _____

**Administrative Committee for Pistachios; 4938 E. Yale Ave., Suite 102; Fresno, CA 93727
Phone: (559) 255-6480 - Fax: (559) 255-6485 - E-mail: Admin@acpistachios.org**

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ADMINISTRATIVE COMMITTEE FOR PISTACHIOS – HANDLER’S GUIDE

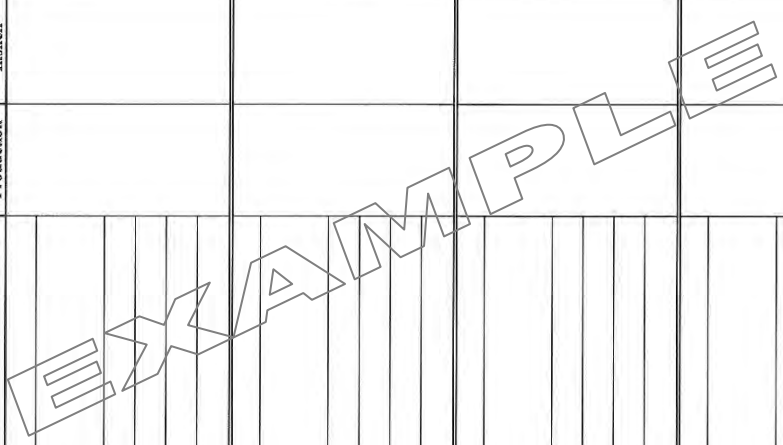
Exhibit K

(Electronic version of Form 8 may be downloaded from website; www.acpistachios.org.)

OMB No. 0581-0215

Please read instructions thoroughly before completing this report.

PRODUCER DELIVERY REPORT		PRODUCER DELIVERIES (IN POUNDS)				
CROP YEAR:						
PROCESSOR NAME:						
ENTITY NAME	* AUTHORIZED VOTER (Individual, General Partner, Corporate Officer or Trustee)	County of Production	Open Inshell	Closed Shell	Shelling Stock	Total Lbs. Processed
Name: Tax Identification Number: ___ Sole Proprietorship ___ Corporation ___ Partnership ___ LLC ___ Trust	Name: Mailing Address: Telephone No.: Fax No.: Email Address: TOTAL BEARING ACRES:					
Name: Tax Identification Number: ___ Sole Proprietorship ___ Corporation ___ Partnership ___ LLC ___ Trust	Name: Mailing Address: Telephone No.: Fax No.: Email Address: TOTAL BEARING ACRES:					
Name: Tax Identification Number: ___ Sole Proprietorship ___ Corporation ___ Partnership ___ LLC ___ Trust	Name: Mailing Address: Telephone No.: Fax No.: Email Address: TOTAL BEARING ACRES:					
TOTALS - THIS PAGE ONLY						



NOTE: Signature Page is separate and must be included with report page(s).

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Page ____ of ____