

CONTRACT NUMBER	STATE CONTRACT MONTHLY FEED ESTABLISHMENT REPORT
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PREPARED BY:	NAME	DATE	<p>INSTRUCTIONS</p> <p>Follow detailed instructions on back of this page. Reports are due on the last working day of the following month. Negative reports are required.</p>
	STATE AND AGENCY		
	REPORTING PERIOD		

1. INSPECTIONS ACCOMPLISHED	a. TOTAL INSPECTIONS	
	b. ROUTINE INSPECTIONS	
	c. REINSPECTIONS <i>(Follow-ups to violative inspections)</i>	
	d. VISITS <i>(Out-of-Business, etc.)</i>	

2. SAMPLES	a. TOTAL SAMPLES COLLECTED		
	b. NUMBER EXAMINED		
	c. NUMBER OF DETERMINATIONS		
	d. CLASSIFICATION	(1) IN COMPLIANCE	
		(2) NOT IN COMPLIANCE	

3. COMPLIANCE ACTIONS	a. WARNING LETTERS	
	b. EMBARGOES/SEIZURES	
	c. HEARINGS CONDUCTED	
	d. PROSECUTIONS/INJUNCTIONS	
	e. OTHER ACTIONS <i>(Specify type)</i>	

4. HIGHLIGHTS AND PROBLEMS ENCOUNTERED.	<p>On an attached sheet of paper, write a brief narrative detailing any major actions occurring, corrections achieved, problems with contract operations, work, etc.</p>
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INSTRUCTIONS FOR COMPLETING FORM FDA 2684a (4/02)

1. **Inspections Accomplished** - Report total inspections for month, and a breakout by routine, etc., inspections. The sum of b + c + d must equal the total number of inspections reported. "Visits" (line "d") are reported when an inspection cannot be completed because an establishment is found to be out-of-business, not Official Establishment Inventory (OEI), or inactive.

2. **Samples** - Breakout data for total number of samples reported in that month.

3. **Compliance Actions** - Taken as a result of contract inspections.
 - a. **Warning Letters** - Include all letters and notices sent to a firm's management informing or warning them of adverse conditions found during an inspection.
 - b. **Embargoes/Seizures** - Number of actions taken in conjunction with inspections, which withhold or remove merchandise from the market.
 - c. **Hearings Conducted** - Number held as a result of inspections.
 - d. **Prosecutions/Injunctions** - Include court actions, i.e., prosecutions, and injunctions. Report number when action filed. Include summary of results on continuation sheet upon completion of action, but do not count again.

Other Actions - Actions not fitting above categories (*i.e., recalls, license suspensions, administrative penalties*) should be reported here and type of action(s) should be specified.

4. **Reporting** - Include with this report a list of the establishments inspected, indicating firm name, city, date inspected and number of samples collected. Submit the original to FDA District Office with copies to:

Food and Drug Administration/ORA/ORO
Division of Federal-State Relations
12420 Parklawn Drive, ELEM-3028
Rockville, MD 20857

and

Food and Drug Administration
5630 Fishers Lane
Room 2128, HFA-500 (Name of Specialist)
Rockville, MD 20857

