

REVISION 01 01/11/88

OPI: SCI/FSLD

USE OF DISPOSABLE SHIPPING CONTAINERS

I. PURPOSE

This directive prescribes the use and procedures for obtaining supplies for disposable shipping containers. The one-way disposable shipping container is intended primarily for use by FSIS inspectors to mail food chemistry samples which do not require insulation or other special handling.

II. CANCELLATION

This directive cancels FSIS Directive 10,140.1, dated 11/5/85, and FSIS Directive 10,140.1, Amendment 1, dated 3/6/86.

III. REASON FOR REISSUANCE

To delete MP Form 128-5, California State Laboratory, from the list of mailing labels in paragraph V of this directive. The California State Laboratory is no longer under contract with FSIS to perform sampling.

IV. REFERENCES

Section 23.5, MPI Manual; FSIS Directive 10620.1, Amendment 3, dated 4/8/86.

V. FORMS AND ABBREVIATIONS

The following will appear as abbreviated or otherwise referred to in this directive.

ASD Administrative Services Division
DSC Disposable Shipping Container
PSB Program Services Branch, ASD
MPIO Meat and Poultry Inspection Operations
RO Regional Office

MP Forms 128 through 128-6, color-coded, preaddressed, pressure sensitive mailing labels:

MP Form 128	Eastern Laboratory	(green)
MP Form 128-1	Webb Foodlab, Inc	(blue)
MP Form 128-2	Midwestern Laboratory	(red)
MP Form 128-3	Kentucky State Laboratory	(purple)
MP Form 128-4	Western Laboratory	(warm red) * * *
MP Form 128-6	(Not preaddressed) 1/	(black)

1/ This form is reserved for DSC use to mail samples to locations other than listed above.

VI. POLICY

A. DSCs will be used to ship food chemistry samples (i.e., added water, added substance or total fat analysis) to the Field Service Laboratories and Contract Laboratories to the fullest extent possible. DO NOT USE DSCs if:

1. Use of the DSC is not practical, or
2. Instructions for mailing a particular sample or type of sample state otherwise.

B. The following are considered DSC materials:

1. Box, shipping, corrugated (6 3/4" X 6 3/4" X 7 1/2", 275 lbs. bursting strength).
2. Tape, polypropylene (2" width).
3. Bag, plastic sample (see Section 23.5 of the MPI Manual for specifications).
4. Rubber bands.
5. Label, mailing, preaddressed, pressure sensitive, color-coded, preprinted with PRIORITY MAIL, PERISHABLE.

VII. RESPONSIBILITIES

A. MPIO

The MPIO, RO, shall provide a projected estimate for the number of food chemistry samples, by region, to PSB. This will enable PSB and the regions to determine each region's DSC material requirements.

B. Program Services Branch, ASD

1. Initial Supply

a. Determine the amount of DSC materials to be ordered using the information provided in FSIS Directive 10620.1, Amendment 3, on "Destination Laboratories for Surveillance and Special Samples".

b. Order and receive the INITIAL consolidated consignment of DCS materials.

c. Distribute the INITIAL supply of DSC materials to the

headquarter establishments or non-patrol establishments.

2. Resupply

a. Determine the amount of DSC materials to be ordered, based on requests from the regions.

b. Place consolidated orders for bulk shipment to REPLENISH regional DSC inventories.

c. Inform the regions of expected delivery dates.

d. Determine and maintain an adequate backup supply of DSC materials for the regions, the Agency's other users, and special projects.

C. Regional Offices

1. Determine adequate supply levels based on stock levels and MPIO estimates for food chemistry samples.

2. Contact PSB for DSC supplies.

3. Distribute DSC materials to REPLENISH stock levels at headquarter establishments or non-patrol establishments (the initial distribution will be handled by PSB).

4. Maintain an adequate backup supply of DSC materials for the FSIS inspectors. It is recommended to establish the DSC stock at a 1-month level.

D. FSIS Inspectors

1. Disposable Shipping Container

a. Use DSC to the fullest extent possible to ship food chemistry samples (i.e., added water, added substances or total fat analysis) to the Field Service Laboratories or Contract Laboratories.

b. Maintain an adequate stock of DSC materials.

(1) Subsequent to receiving initial stock of DSC materials, it is recommended that inspectors maintain the stock at a 6 to 12-month level. When reordering, it may be necessary to increase or decrease the number from the initial supply as appropriate to maintain an adequate supply. Do not allow stock to fall below a 2-month supply level before reordering.

(2) To replenish DSC materials, contact RO through normal channels. Allow 3 weeks for DSC material deliveries.

2. Film-Box Container. Upon receipt of DSC materials, use film boxes on hand only for shipment of food chemistry samples to the Field Service Laboratories or Contract Laboratories until film-box stock is depleted.

E. Field Service Laboratories and Contract Laboratories

1. Disposable Shipping Container

a. Handle sample received by DSC as prescribed in Section 23.5 of the MPI Manual.

b. Dispose of the used DSC as prescribed by Science policy and/or PSB.

2. Film Box Containers. Handle sample received by film-box container as prescribed in Section 23.5 of the MPI Manual.

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