

CONTRACT NUMBER	<b>STATE CONTRACT MONTHLY FEED ESTABLISHMENT REPORT</b>
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<b>PREPARED BY:</b>	NAME	DATE	<p><b>INSTRUCTIONS</b></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	<b>a. TOTAL INSPECTIONS</b>		
	b. ROUTINE INSPECTIONS		
	c. REINSPECTIONS <i>(Follow-ups to violative inspections)</i>		
	d. VISITS <i>(Out-of-Business, etc.)</i>		

2. SAMPLES	<b>a. TOTAL SAMPLES COLLECTED</b>		
	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. Line "d", "Visits" 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 firms' 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 completing 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  
Division of Federal-State Relations (HFC-150)  
5600 Fishers Lane, Rm. 12-07  
Rockville, Maryland 20857

and

Food and Drug Administration  
ORA Contract Support Branch (HFA-521)  
5600 Fishers Lane, FHSL, Rm. 2108  
Rockville, Maryland 20857