

**Instructions For
Monthly Report: Estimates of Swine to be Delivered Under Contract
(PSP Form 341)**

Packers as defined in 9 CFR 206.1 must use form P&SP-341 to submit monthly estimates of swine to be delivered under contract.

Reports must be received by the close of business on the 15th of each month. If the 15th day of a month falls on a Saturday, Sunday, or Federal holiday, the monthly report is due no later than the close of the next business day following the 15th.

Packers must complete a separate monthly report for each plant that meets the definition of a packer in 9 CFR 206.1.

Each example contract is classified when submitted. Each existing contract represented by the submitted example contract will be classified the same.

Packers may obtain a waiver for the requirement to file monthly reports if they do not use marketing agreements to procure hogs (i.e. the monthly report would consist of zero estimated deliveries under existing contracts). Requests must be submitted in writing and include a statement that the packer does not procure swine using marketing agreements. Send the waiver request to address listed below. If the waiver request is approved, GIPSA will provide a written document granting a waiver for 12 months. If the packer begins using marketing agreements during the waiver period, the waiver becomes void and the packer must begin submitting monthly reports.

Send monthly reports to:

Hardcopy	Electronic	FAX
USDA GIPSA 210 Walnut Street, Suite 317 Des Moines, Iowa 50309	http://scl.gipsa.usda.gov	515-323-2590

The electronic submission processes requires secured access to the website listed above. See <http://www.gipsa.usda.gov/psp/SCL.aspx> to obtain information on access to the secure submission site.

If you have any questions about the form or completing the form, please contact the Midwestern Regional office using one of the following methods.

Phone	Email	Fax
515-323-2579	SwineContractLibrary@usda.gov	515-323-2590
request to speak to the Swine Contract Library staff		attention Swine Contract Library staff

Section 1: Identification Information		
Line Number	Subject	Instruction
1	Report Month and Year	Enter the month and the year for the reporting period in the format MM/YYYY. This is the month in which the report is due. A report due by December 15, 2015, the report month and year would be 12/2015.
2	Packer Name	Enter the name of the reporting packer.
3	Federal Inspection Number	Enter the inspection or establishment number assigned to the plant by USDA's Food Safety and Inspection Service.
4	Plant Name	Enter the name of the specific plant for which the contract is being submitted.
5	Plant Location	Enter the city and state where the plant is located.
6	Name	Enter the name of person authorized to submit this report.
7	Title	Enter the title of the person identified in Line 6.
8	Phone	Enter the phone number at which the person identified in line 6 can be reached.
9	Signature	Signature of person identified in Line 6.

(continued on next page)

Sections 2 & 3– Estimated Number of Swine to be Delivered Under Existing Contracts Per Month & Estimated Maximum Number of Swine to be Delivered Under Existing Contracts Per Month		
10 and 13	Month/Year	<p>Enter the month and year of the estimates being submitted. The starting Month/Year is the month following the Report Month and Year (Line 1) and the Month/Year combination advances one month for each line of the report.</p> <p>For example, if the Report Month and Year is 12/2015, the entry for Month/Year on the first line is 01/2016, the entry for Month/Year on the second line is 02/2016, continuing through the months to the last line which is 12/2016.</p>
11a – 11f	Contract Types - Estimated	<p>Enter the number of swine expected to be delivered to the plant (Line 4) for each month listed under line 10 for all of the existing contracts of each contract type.</p> <p>Report the number of swine committed for delivery under each contract type in effect, even if those contract types are not currently being offered for renewal or to additional producers. Enter zero if the plant does not have any existing contracts for a contract type.</p>
12	Available Contracts	<p>Select Yes if you offer or make available for renewal any contract of the corresponding type.</p> <p>Select No if you do not offer or make available for renewal any contract of the corresponding type.</p>
14a – 14f	Contract Types – Estimated Maximum	<p>Enter the maximum number of swine that can be delivered to the plant (Line 4) for each month listed under Line 13 for all of the existing contracts of each contract type as identified by GIPSA.</p> <p>If there are no expansion clauses in any existing contracts for a given contract type that is currently in effect, the entries in the column for that type of contract should be identical to the entries in Section 2, Line 11.</p>
15	Expansion clause in contracts	<p>For all existing contracts, identify the expansion clauses by selecting each expansion clause type that occurs in any contract under the corresponding contract type for which estimates are being reported.</p> <ol style="list-style-type: none"> (1) Clauses that allow for a range in the number of swine to be delivered; (2) Clauses that require a greater number of swine to be delivered as the contract continues; (3) Other clauses that provide or allow for expansion in the numbers of swine to be delivered. <p>Any combination of expansion clauses may be included.</p>