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Specialty
Crops
Program

Specialty
Crops
Inspection
Division

AIM
Inspection
Series

Tomato Super-Lot Pilot Program

April 2025

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Tomato Super-Lot Pilot Program
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INTRODUCTION

The Specialty Crops Inspection (SCI) Division works in cooperation with State Departments of Agriculture, industry associations, and institutions of higher learning to provide inspection services at locations throughout the country. The Fresh Produce Association of the Americas (FPAA) requested the Agricultural Marketing Service (AMS) to provide a Super-Lot Pilot Program for Tomatoes that would include Section 8e and Tomato Suspension Agreement (TSA) tomatoes. This Tomato Super-Lot Pilot Program would provide the USDA, state partners, and the industry many of the same benefits we have seen in the Table Grape program, especially greater efficiency inspecting larger volumes of produce in a very compressed period of time while still ensuring that the commodity meets all U.S. import requirements. Participation in an “alternative” program is a privilege. Accordingly, non-compliance with program requirements will result in loss of the privilege.

The Tomato Super-Lot Pilot Program is focused on packed product that is offered for inspection at the port of entry. The applicant provides staff to sample packed product for the Federal and/or Federal-State Inspection Service personnel.

Technical oversight for this Tomato Super-Lot Pilot Program is provided under the authority of the Specialty Crops Inspection Division. The reviewing agents are SCI’s Federal Program Managers. Under a cooperative agreement, the states’ delivery of receiving market inspection services (including the Tomato Super-Lot Pilot Program) is monitored and adjustments are made through systematic reviews of documentation and other program indicators provided by the cooperative agency.

These instructions are intended to be used by Federal and Federal-State inspection personnel and the industry members who choose to apply to participate in the Tomato Super-Lot Pilot Program. The purpose of these instructions is to explain the general policy and procedures of the Tomato Super-Lot Pilot Program.

GUIDE FOR ELECTRONIC USAGE

The AIM system of instructional manuals is available electronically in Adobe Acrobat Portable Document Format (PDF) at the following intranet address:

<https://usdagcc.sharepoint.com/sites/ams/AMS-SCI/SitePages/Home.aspx>.

When accessed electronically, AIM materials have hyperlinks and hypertext (visible as underlined [blue text](#)) available to the PDF user. Clicking on a hyperlink takes the reader to a web site with information relating to the subject. Hypertext links the reader to a different page within the current manual, or a different manual, with information relating to the subject. For example, the hypertext in the Table of Contents allows a reader to go directly to the section of interest in the manual by clicking on the section title.

PDF offers a variety of tools depending on the Adobe version the reader has. The newer the version, the more tools available. PDF documents are easily searchable for content within a document or within multiple documents. To learn about the variety of PDF search options:

- Click on the “Help” tab on the top of any page in Adobe Acrobat,
- Then click on the “Adobe Acrobat Help” bar,
- Type the word “Search” in the “Search” box, and click on the “Search” button,
- A series of options will become available,
- Click on the “Access Search Features” link and follow the instructions for the type of search you are interested in.

STATEMENT OF POLICY AND INTENT OF PROGRAM

The Tomato Super-Lot Pilot Program has been developed to meet specific needs of the Nogales tomato industry. This program is offered by the United States Department of Agriculture (USDA) and its state cooperator allowing the combination of lots consisting of the same brand, pack style, variety, and signatory (only for Tomato Suspension Agreement -TSA- tomatoes) of up to three customs entry numbers to comprise a “Super-Lot.”

In this program, the Federal-State Inspection Service (FSIS) serves as a local oversight agency. SCI provides technical oversight of FSIS on a nation-wide basis. FSIS provides technical expertise in the inspection of all specialty crops and ensures applicants, suppliers, and customers that the product meets grade or specification requirements through Federal-State supervision and certification.

This program requires an applicant to adhere to approved product sampling, staging and specific warehouse requirements.

GENERAL

The USDA Specialty Crops Inspection Program is authorized under the Agricultural Marketing Act of 1946, as amended. This is the only program offered by USDA and its state cooperators allowing for the commingling of lots defined in 7 CFR §51.2(d), Carlot.

The intent of the Tomato Super-Lot Pilot Program is to provide the industry with a greater efficiency inspecting larger volumes of produce in a very compressed period of time while still ensuring that the commodity meets all U.S. import requirements. In order to achieve this goal, the United States Department of Agriculture (USDA) and its state cooperator will allow to combine shipments of up to three Customs Entry Numbers with the same brand, pack style, variety, and signatory (only for TSA tomatoes), while maintaining SCI's responsibility to maintain control over product until it has been released into commerce.

DEFINITIONS

The following terms will be used throughout this handbook and have the meanings as specified below regarding the Tomato Super-Lot Pilot Program:

Applicants	Specialty crops importers, shippers, growers, and/or their designated representatives and other industry entities with a financial interest in the product who would request inspection service from USDA or its Federal-State cooperators.
AZDA	Arizona Department of Agriculture
Customs Entry Number	Also referred to as entry number. An alphanumeric number assigned to a lot of imported product upon entry into the United States.
DOC	Department of Commerce
FSIS	Federal-State Inspection Service. USDA and its state cooperators.
Lot	Any number of containers which contain a product of the same kind located in the same conveyance, warehouse, packinghouse, or on the same dock or platform and which are available for inspection at the same time: provided that: (1) products which are different from each other as to grade, variety, size, condition, identification marks, or other factors may be deemed to be separate lots; (2) if the applicant requests more than one inspection certificate covering different portions of the same lot, the quantity of the lot covered by each certificate shall be deemed to be a separate lot; (3) if product is packed in more than one size or type of container, each such size shall be deemed to be a separate lot; and (4) all imported commodities subject to AMS Section 8e regulation must be presented for inspection to AMS or its Federal-State partners as separate lots that correspond to each individual Customs Entry Number.
MDD	Market Development Division
Non-Conformity, Major	A major deviation from program requirements, which, if allowed to continue, may result in product being improperly certified.
Non-Conformity, Critical	A deviation that has resulted in product not being identifiable or has caused the condition of the product from a lot to change.

Official Mark	Inspection marks, e.g., a “Sample stamp” used to identify samples selected by a Federal or Federal-State inspector, or Positive Lot Identification (PLI) that ties a certificate to the inspected lot.
Representative Sampling	Choosing samples of product that represent all portions of the total lot being inspected (e.g., all layers of pallets) proportionate to their size in relation to the total lot size.
Stationary Lot	A lot of product that is offered for inspection from the same conveyance and Customs Entry Number.
Super-Lot	A combination of up to three lots comprised of the same brand, pack style, variety, and signatory (only for TSA tomatoes) representing up to three Customs Entry Numbers. Lots comprising a Super-Lot must be located adjacent to each other on the warehouse floor to form one lot.
TSA	Tomato Suspension Agreement
U.S. Customs and Border Protection (U.S. Customs)	The Government agency responsible for administering customs laws, including ensuring the application of relevant laws and regulations relating to the importation, exportation, movement, and storage of goods.
USDA	The United States Department of Agriculture, including the Agricultural Marketing Service (AMS), Specialty Crops Program (SCP), Specialty Crops Inspection (SCI) Division.
Warehouse Staff	Individuals employed by the applicant who are specifically designated to perform work for the applicant under the Tomato Super-Lot Pilot Program.

FEDERAL-STATE REQUIREMENTS

Federal-State inspectors provide inspection to the application of the grade standards.

The inspector will perform physical verifications of samples to ensure that the integrity of the program is maintained.

When assigning inspectors, FSIS will consider: the grading complexity of the process at the warehouse where the product is being inspected, the volume of tomatoes being imported, and the availability of the product at the time of the request. FSIS has sole responsibility for determining the appropriate level of personnel assigned to each applicant based upon their ability to maintain the Tomato Super-Lot Pilot Program requirements.

Role of FSIS

FSIS will train, recommend authorization and provide technical oversight to its licensees. FSIS will maintain training programs and training records and provide refresher training each season (or more frequently, as necessary). FSIS must sufficiently review the inspection methods and results of all licensee’s regarding the need for additional training.

FSIS' role is to ensure that the warehouse has been approved, using the AZDA warehouse checklist prior to inspecting any Super-Lot of tomatoes. FSIS will stamp all samples and ensure that they are handled in a manner that does not affect the integrity of the sample. Improper handling of official samples by warehouse personnel will be cause for removal from the program. FSIS will accomplish these duties through verification of the sample removal performed by the warehouse staff and verifying that the samples brought to the inspection table are the ones that had been stamped by the inspection service.

After the product is brought to the inspection table FSIS will inspect the product based on USDA inspection standards, marketing order requirements and/or TSA Requirements using USDA policies and procedures.

In no case, shall applicant staff be USDA-licensed or authorized to conduct supervision on behalf of USDA.

Duties of Warehouse Staff Used for Assisting in the Sampling Process

Warehouses participating in the Tomato Super-Lot Pilot Program must:

- Make product readily available, all product offered as a Super-Lot must be adjacent to each other. Product cannot be separated by a pathway used for transporting pallets of product.
- Retrieve samples that have been identified.
- Place product on inspection tables in a timely manner (no later than 30 minutes after the lot had been sample stamped).
- Provide a secure area for the inspectors to work (restrict access to the inspection area during the inspection process).
- Leave staged lots undisturbed until they are released by the inspection service.
- Recoup product in a timely manner and replace with a new lot.
- Keep the inspection area clean.

FSIS is not responsible for duties assigned to warehouse staff. Issues with warehouse staff will be reported promptly to warehouse management by a FSIS lead inspector or supervisor. These issues may be grounds for removal from the program.

REQUESTING A SUPER-LOT INSPECTION

Marketing Order 966 requires that all tomatoes except pear-shaped, cherry, hydroponic, and greenhouse, imported into the United States must meet the minimum grade and size requirements prior to importation. Grade and size requirements are in effect from October 10 through June 15

of each year. Compliance with the Marketing Order must be made prior to U.S. Customs final release. It is the responsibility of the importer of record or their agent, after conditional release by the U.S. Customs, to arrange for an Agricultural Marketing Service (AMS) inspection of the product(s).

Per the Tomato Suspension Agreement of 2019, USDA will inspect all round and Roma tomatoes (including stem on) and grape tomatoes in bulk (those in retail packages of 2 pounds or more) for quality and condition defects after entering the United States from Mexico. When the load is available for inspection, the importer must request the USDA inspection and pay the associated fees. Tomatoes on the vine, specialty tomatoes (i.e. grape, cherry, heirloom, cocktail, or any other tomato varietal, other than round or Roma tomatoes, with or without stems), and grape tomatoes in retail packages of two pounds or less are excluded from this inspection requirement.

Requests for inspections should be made to local the inspection office prior to arrival of the shipment at the port of entry. If the importer/agent has a contracted inspector assigned to the warehouse, request can be made directly to the inspector. All requests for inspection should be on the SC-237, noting all Customs Entry Numbers in the “Remarks/Special Instruction” field and U.S. Custom Border Protection form (SC-357, 3461, 7533, etc.). The inspection request must indicate if the request is for a single or Super-Lot, customs entry number(s) must be readily identifiable on the forms. Inspections of tomato Super-Lots may be performed all year around for TSA requirements and during the marketing order (October 10 through June 15).

PRESENTING A SUPER-LOT FOR INSPECTION

All lots must be made accessible to the inspector for an unrestricted inspection. Inspections for compliance to the Marketing Order and/or TSA requirements cannot be restricted.

Super-Lots must be staged in a dedicated area (free from other product) identified by a map. All product representing a Super-Lot must be adjacent to each other and be easily identified by their individual customs entry number. It is the importers responsibility to maintain control over the product until an inspection certificate has been issued. Failure to maintain control will be cause of removal from the program.

OFFICIAL SAMPLING

“Sampling” means the act of selecting samples of a commodity for the purpose of inspection ([7 CFR §51.2\(u\) Sampling](#)).

Only USDA licensed inspectors will officially stamp samples according to SCI sampling rates. The licensed inspector will use their sample stamp to select samples before the containers are removed from the pallets.

Representative sampling is important. Representative sampling requires samples to be drawn in proportionate numbers throughout the lot, including containers in middle layers of the pallet,

lower layers of the pallet as well as the readily accessible upper layers of the pallet. Selected representative samples must be evenly distributed throughout all layers of the pallets in the lot.

Tomatoes often have sizes marked on the containers associated with them. For routine inspection, 7CFR Part 51 requires lots separated when product differs markedly as to quality and/or condition when associated with size among other container markings or characteristics. For Tomato Super-lots, the inspector must make every effort to select portions representing all sizes in the Super-lot. To maintain efficiency of the Super-lot program, all sizes must be inspected as one lot regardless of any one size not meeting the import requirements. If any size fails to grade and/or meet import requirements, it is not to be segregated, and the entire Super-lot fails.

After samples are stamped on the pallets, warehouse personnel can remove the containers from the lot and place them on the inspection table for inspection.

INSPECTION SPACE REQUIREMENTS

Participants will need adequate space to allow all samples selected for inspection to be displayed vertically and adjacent to each other so that the inspector can properly select sample containers in accordance with the regulation (see Figure 1). The minimum space for samples is required to allow failed product to be appealed, if requested.

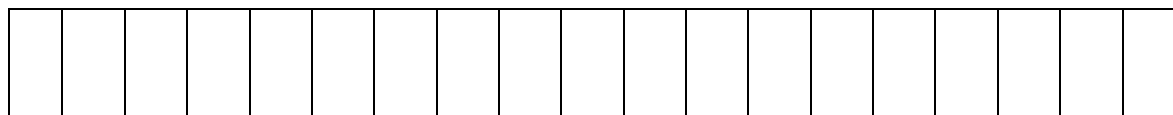


Figure 1 – Required Sample Placement

Cartons may not be placed horizontally on the inspection table (see Figure 2).

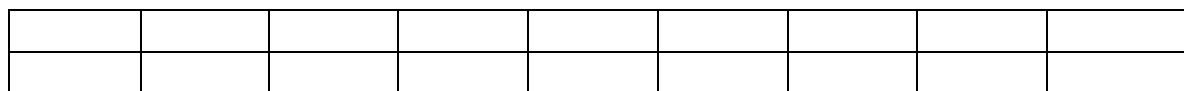


Figure 2 – Unacceptable Sample Placement

SAMPLING VERIFICATION

Prior to beginning the examination of fruit, it is the inspector's responsibility to check the sample/carton placed on the inspection table to verify that their sample stamp is on all cartons presented for inspection on the table.

If an inspector is not satisfied with the samples placed on the inspection table by the warehouse personnel, the inspector may select and draw their own sample at an additional fee.

REPORTING 8E LOTS

All lots or Super-Lots will be reconciled by entries made on the spreadsheet created by the Market Development Division (MDD) for use by Federal-State offices so that each individual entry/Customs Entry Number can "message back" to U.S. Customs and Border Protection (CBP)

indicating the product is either “on hold” or “may proceed.” Spreadsheets should be transmitted to MDD no later than two business days following the completion of the inspection.

REPORTING TSA LOTS

All lots or Super-Lots will be reconciled by entries made on the spreadsheet created by the Federal-State Inspection Management Branch for use by Federal- State offices. Spreadsheets should be e-mailed to scitsadata@usda.gov no later than two business days following the completion of the inspection.

LOTS THAT FAIL IMPORT REQUIREMENTS

All failed lots will be stamped with a Federal-State Positive Lot Identification Stamp so that the product can be traced back to the original certificate. Super-Lots that fail cannot be granted entry into the United States and the importer must take one or more of the following steps:

8e (Imported Tomatoes)

Options for failed lots: if the Super-Lot fails to meet Section 8e import requirements, the importer/agent may:

A. Appeal the Super-Lot inspection results.

If an appeal is requested the inspector must ensure the lot presented for appeal is properly identified and recorded on the appeal sheet for SCI Inspection Operations to rule on the appeal. Also, the applicant must have enough space in the warehouse for the samples to be displayed. Appeals require double the normal sample rate. Example: for a lot of 1000 of cartons, 20 representative samples must be drawn instead of the normal sample rate of 10 samples.

B. Separate each load by their appropriate customs entry number and present them individually by customs entry number as new lots.

C. Recondition and reinspect.

Lot(s) which meet import requirements after reconditioning and re-inspection must have a certificate(s) for all units meeting 8e import requirements and reported to MDD using the spreadsheet as described above. It is the responsibility of the importer/agent to account for the carton/weight equaling the original volume of the imported shipment which initially failed 8e import requirements. This can be accomplished by including any amount which is dumped and witnessed by the inspector on an inspection certificate. If the weights do not reconcile the importer will be contacted by MDD Compliance requesting the submitting of all documentation.

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If none of the above options are taken the importer must:

- A. Re-export,
- B. Send shipment to exempt use provided for in the specific commodity's import regulations, or
- C. Destroy, dump, or dispose of the product.

TSA

Options for failed lots: if the Super-Lot fails to meet TSA import requirements, the importer/agent may:

- A. Appeal the Super-Lot inspection results.

If an appeal is requested the inspector must ensure the lot presented for appeal is properly identified and recorded on the appeal sheet for SCI Inspection Operations to rule on the appeal. Also, the applicant must have enough space in the warehouse for the samples to be displayed. Appeals require double the normal sampled rate. Example: for a lot of 1000 of cartons, 20 representative samples must be drawn (instead of the normal sample rate of 10 samples).

- B. Separate each load by their appropriate customs entry number and present them individually by customs entry number as new lots.
- C. Recondition and reinspect.

Lot(s) which meet TSA requirements after reconditioning and re-inspection must have a certificate(s) for all units meeting TSA requirements and reported to scitsadata@usda.gov using the spreadsheet as described in [Reporting TSA Lots](#). It is the responsibility of the importer/agent to account for the carton/weight equaling the original volume of the imported shipment which initially failed TSA import requirements. This can be accomplished by including any amount which is dumped and witnessed by the inspector on an inspection certificate. If the weights do not reconcile the importer will be contacted by the Department of Commerce requesting the submitting of all documentation.

If none of the above options are taken the importer must:

- A. Re-export, or
- B. Destroy, dump, or dispose of the product.

MEMORANDUM OF UNDERSTANDING

A responsible party at each participating company is required to sign a Memorandum of Understanding (MOU) in order to participate in the Tomato Super-Lot Pilot Program. The MOU

outlines the responsibilities of the participant and FSIS. See [Appendix III](#) for a copy of the MOU.

COMPLIANCE, LEVELS OF NON-CONFORMITIES, AND CRITERIA FOR REVOCATION OF PRIVILEGE TO PARTICIPATE

Compliance with the requirements of the Tomato Super-Lot Pilot Program is essential for continued participation. Non-compliance will result in the assessment of non-conformities when they are found during sampling activities (control of lot, maintaining the inspection site, utilizing only approved inspection site(s), obtaining samples, etc.) may jeopardize the privilege to participate in the Tomato Super-Lot Pilot Program.

All observations and non-conformities will be documented by FSIS, including corrective measures taken. All non-conformities must be corrected immediately under FSIS supervision. Non-conformities may result in the loss of the privilege to participate, termination of the MOU, and the return to one Customs Entry Number, one certificate for the remainder of the tomato importation season.

Minor deviations from program requirements observed by FSIS (observations) will be brought to the attention of applicant staff. Corrective actions may be necessary (by applicant). Observations are not “non-conformities;” however, they are potentially hazardous occurrences that may become non-conformities if not corrected.

Levels of Non-Conformities

The following definitions will be used regarding levels of non-conformities.

Major Non-Conformity

A major non-conformity is a major deviation from program requirements, which, if allowed to continue, may result in product being improperly certified.

Critical Non-Conformity

A critical non-conformity is one which has resulted in product not being identifiable or has caused the condition of the product from a lot to change.

Assessing Non-Conformities

Non-conformities are assessed according to the severity of the deviation from program requirements. A single non-conformity will be assessed for each type of deviation found. However, more than one non-conformity may be assessed per day for different types of deviations. If you have questions, contact one of your Federal Program Managers to determine the severity of the non-conformity.

Examples of Non-Conformities

The following narrative provides an explanation for compliance in the various categories that non-conformities may be assessed. The [Guidance in Assessing Non-Conformities](#) chart on the following pages provides some examples of non-conformities in these categories and the assigned severity. This is not a complete listing. For those issues that may arise but are not listed, contact either the Federal Program Manager/Supervisor or licensed State Program Manager.

Product Control

Prior to samples being removed:

Product removed from conveyance needs to be placed in a designated area so that it can be easily identified and accessible to the inspector. Product representing more than one customs entry number MUST be staged in a dedicated area adjacent with the product from each customs entry number easily identified.

After samples have been removed:

Product being placed in racks or commingled with other product prior to being released by the inspector. This makes it difficult to verify that product was inspected and met Section 8e import or TSA requirements. Product must remain on the floor and in control of the inspection service until the inspector has verified its compliance with regulations and has released it from Customs hold. If this occurs the inspector should notify their supervisor immediately. The supervisor should have the inspector note under “Remarks” on the certificate “the lot in which the samples were taken had been removed and cannot be identified.” The supervisor should email the certificate along with any other pertinent information to MDD at complianceinfo@usda.gov (for Section 8e Import) or Department of Commerce at tomatoes@trade.gov (for TSA).

Sampling Procedures

The sampling procedures must be followed. Not following a specific inspection procedure can affect the certification of the product and will jeopardize the applicant’s participation in the program.

Container Markings – Sample Stamp

Sample stamps identify the product that needs to be removed from a specific pallet and placed on the inspection table. Product placed on the table MUST have a sample stamp located on one of the four sides of the carton. An approved alternative is acceptable on reusable plastic containers (RPCs). Non-compliance with container markings makes it difficult to demonstrate identity of the product thus invalidating any container without a sample stamp.

Equipment

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Various equipment is used in the inspection process. All equipment must be used in the intended manner. Some equipment must be calibrated or certified prior to use.

GUIDANCE IN ASSESSING NON-CONFORMITIES

Type of Non-Conformity	Examples of Major Non-Conformities	Examples of Critical Non-Conformities
Container marking falsified. Any marking on a carton which has been changed by any means to reflect it was stamped is falsification. Intent to falsify on the part of applicant staff must be demonstrated. In the absence of clear intent, this will be brought to the applicant's attention. Note: non-conformities in this category will result in the immediate removal from the program or to the denial of all inspection services.	N/A	Changing carton to indicate it was stamped by the inspection service.
Misrepresenting the Customs Entry Numbers. As an Agent for the importer of record it is your responsibility for the proper disposition and documentation of all products subject to 8e import or TSA requirements. It is vital that the proper customs entry number be identified for lots presented for inspection.	N/A	Presented product that misrepresents the identity of the product.
Documented corrective actions. Failure to make corrective actions taken on a documented non-conformity.	N/A	Disregards for previously issued non-conformity.

Type of Non-Conformity	Examples of Major Non-Conformities	Examples of Critical Non-Conformities
Removal of product from the staging area before being released by the inspector and commingling with previously inspected product. This could result in the product losing its identity	N/A	If the inspector cannot positively identify the product in question its identity would be lost. This violation would require the incident to be reported to MDD Office of Enforcement and Compliance.
Incorrect number of samples placed on the inspection table. It is verified that all samples were not pulled from the lot, a corrective action must be taken.	Corrective action taken, but not complete or not effective in controlling the problem.	A repeat of the same corrective action without modification and without correcting the root cause.
Warehouse personnel have not begun the sampling process. Since the implementation of the program is to expedite the inspection process. Stamped samples must be placed on the table no later than 30 minutes after the last sample was stamped.	Corrective action taken, but not complete or not effective in controlling the problem. No more than three issues are allowed in a week (7-day period).	More than 3 violations in a week. A repeat of the same corrective action without modification and without correcting the root cause.
Handling product in a manner that may alter its condition. Rough handling of product (dropping cartons on the ground, using the fork of a forklift to penetrate the carton above or below the selected sample to retrieve the selected carton.	N/A	This could result in the inaccurate certification since the samples would no longer represent the lot. Fork penetrating cartons could pose a food safety risk as well as allowing inferior product entry into the supply chain.

Criteria for Potential and Actual Revocation of Privilege to Participate

More than one (1) major non-conformity at any inspection site per day; more than two (2) consecutive days with major non-conformities in the same area; or more than three (3) major non-conformities per week will result in expulsion from the program.

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One (1) critical non-conformity at any inspection site will result in expulsion from the program for the remainder of the season and may result in disqualification from any inspection services.

FSIS program management (or designee) will periodically review the Tomato Super-Lot Pilot Program to identify areas of concern or non-conformities, which are repeated over a period of time. This review may identify problems that may not be evident during normal FSIS inspection visits.

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APPENDIX I – WAREHOUSE APPROVAL CHECKLIST[Electronic version of the Warehouse Approval Checklist](#)

**SPECIALTY CROPS INSPECTION DIVISION
WAREHOUSE APPROVAL CHECKLIST FOR
THE SUPER LOT INSPECTION PROGRAM**

SECTION I: WAREHOUSE INFORMATION			
NAME OF WAREHOUSE:		DATE:	
NAME OF WAREHOUSE CONTACT:		POSITION:	
PHONE:		EMAIL:	
SECTION II: TABLE GRAPE INSPECTION TABLES			
Conforms?	Yes	No	N/A
Inspection tables must be adequate to hold samples/containers for both small and large numbers of samples. Tables must be 36 inches high and a minimum of 24 inches deep. Each full load will require 27 feet of table length.	☐	☐	☐
Super lots consisting of 3 Customs Entry Numbers. Tables must be 36 inches high, a minimum of 24 inches deep, and should be able to accommodate a minimum of 96 samples.	☐	☐	☐
Super lots consisting of 2 Customs Entry Numbers. Tables must be 36 inches high, a minimum of 24 inches deep, and should be able to accommodate a minimum of 80 samples.	☐	☐	☐
SECTION III: ALL OTHER COMMODITIES			
Conforms?	Yes	No	N/A
Inspection tables must be adequate to hold samples/containers for both small and large numbers of samples. Tables must be 36 inches high and a minimum of 24 inches deep. Each full load will require 18 feet of table length. A full load of tomatoes will require 20 feet. For multiple inspections performed at the same time, each load will require 18 feet (except tomatoes).	☐	☐	☐
SECTION IV: DESIGNATED OFFICE AREA			
Area should be clean, safe, and secure and include:	Yes	No	N/A
Drinking water	☐	☐	☐
Access to clean and equipped bathrooms	☐	☐	☐
Desk and chairs	☐	☐	☐
Trash receptacles	☐	☐	☐
SECTION V: REMARKS			
REVIEWER'S NAME	REVIEWER'S SIGNATURE	DATE	

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APPENDIX II – SC-237 EXAMPLE

[Electronic version of the SC-237](#)United States
Department of
AgricultureSPECIALTY CROPS INSPECTION DIVISION
REQUEST FOR INSPECTIONREQUEST FOR: ☐ INSPECTION ☐ REINSPECTION ☐ APPEAL INSPECTION

(This is the only acceptable form for fax or electronic submission to USDA for requesting inspection services)

NOTE: Fill in all appropriate blocks; blocks with "*" must be completed. Inspection may be delayed because of incomplete information. Type of Inspection must be selected above.

*Applicant's (Company) Name:		*Date:	
*Street Address:		*Time:	
*City, State & Zip:			
*Contact Person:			
*Phone Number:			
*E-Mail Address:			
Enter when different from Applicant:	*Shipper's Name:	Type of Carrier:	
	City and State:		
	Receiver's Name:		
	City and State:	Type:	Car Number or License Number:
*Location of Product(s):		☐ Car:	
		☐ Trailer:	
		☐ Lot Inspection	
		Applicant's P.O. Number:	

Lots Separated by (Optional):	*Inspection Requested For (Must select at least one):
☐ PLI Numbers	☐ Quality and Condition (including size when applicable)
☐ Grower Numbers	☐ Condition Only
☐ Size	☐ Size
☐ Other, Specify:	☐ Net Weight
Digital Images Requested: ☐ Yes ☐ No	☐ Other, Specify:

Products To Be Inspected					
*Products	Brands/Marks	*Quantity	Type Container	*Size	Type/Variety
Remarks/Special Instructions:					

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 is 0581-0125. The time required to complete this information collection is estimated to average 2 minutes per response, including the time for reviewing the instruction, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information.

Non-Discrimination Policy: 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.

APPENDIX III - MEMORANDUM OF UNDERSTANDING

[Electronic version of the Memorandum of Understanding](#)

**MEMORANDUM OF UNDERSTANDING**

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
SPECIALTY CROPS PROGRAM
SPECIALTY CROPS INSPECTION DIVISION

Contract of Agreement for Super-Lot Inspection Program

I (We), Insert name of applicant, located at Insert main office or headquarters, hereinafter referred to as the applicant, hereby make this application for the Super Lot Program commencing on Insert date or as soon thereafter as appears practicable to the Federal or Federal-State Inspection Service (FSIS) in Insert state, for the Insert year season.

Location of Facility:	
Approval for up to:	☐ 2 lots ☐ 3 lots

- I. The warehouse agrees to:
- A. Comply with all applicable regulations governing the services to be conducted under: the Agricultural Marketing Agreement Act of 1937 (AMAA), as amended; the Agricultural Marketing Act of 1946, as amended; and any State Agricultural or Administrative Codes which are applicable to the products intended for inspection;
 - B. Comply with the policies, procedures, and specifications set out in this agreement and the Super-Lot instruction manual;
 - C. Provide Federal or Federal-State inspection personnel with timely product for the purposes of inspection;
 - D. Pay fees according to the current fee schedule and or agency approved contract;
 - E. Provide adequate staff to support the program, including individuals specifically trained for assisting in the inspection sampling process;
 - F. Provide adequate inspection space and meet the minimum requirements specified by USDA;
 - G. Keep the inspection site clean and free from non-USDA inspection personnel during the inspection process; and
 - H. Accept non-conformities as assessed, including taking corrective actions and the potential loss of the privilege to continue participation.

Effective Date: April 2025

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APPENDIX IV - NON-CONFORMITY REPORT[Electronic version of the Non-Conformity Report](#)

		UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE SPECIALTY CROPS INSPECTION DIVISION SUPER-LOT NON-CONFORMITY REPORT		Report #: _____ in 20____
COMPANY NAME:		DATE:		
WAREHOUSE REPRESENTATIVE:				
SUPERVISOR:		RATING: ☐ MAJOR or ☐ CRITICAL		
DESCRIPTION OF NON-CONFORMITY:				
NOTIFIED COMPANY STAFF AT TIME OF FINDING NON-CONFORMITY: ☐ YES or ☐ NO ☐ Non-Conformity is reoccurring ☐ Non-Conformity is the result of an ineffective corrective action ☐ Non-Conformity will result in immediate removal from the program				
COMPANY REPRESENTATIVE SIGNATURE (Signature affirms facts concerning non-conformity are correct):				DATE:
CORRECTIVE ACTION PROPOSED AND TIME-FRAME FOR IMPLEMENTATION:				
SUPERVISOR SIGNATURE (For acceptance of proposed corrective action and timetable for implementation):				
DATE:				