

**For:** State and County Offices

**Reviewing the Required Spot-Check List Before Running the Random Spot-Check Register**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

2-CP, Amendment 31, provides procedures for the 2003 Automated Farm Inspection Selection (AFIS) process, advising County Offices to verify farms required to be spot checked before running the random spot-check register. The verification is required to make sure that farms not required to be spot checked do not appear on the random spot-check register.

**B Purpose**

Some County Offices are **not** correcting the Name and Address required spot-check flag before running the random spot-check register. Therefore, farms not required to be spot checked continue to display on the County Office random spot-check register for crop year 2003. This notice reminds County Offices that:

- software has been amended to allow changes to the required spot-check flag in the Name and Address file to remain as set by the County Office and not be over-ridden by SCIMS
- the required spot-check list can be used as a tool to correct the spot check flags in the Name and Address file
- changes must be made before running the random spot-check register.

<b>Disposal Date</b>  December 1, 2003	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## Notice CP-564

### 2 Action

#### A County Office Action

County Offices shall take the following steps to make sure that farms not required to be spot checked by the County Office do not appear on the random spot-check register.

- Print the Required Spot-Check list according to procedure in 2-CP, paragraph 361, using Option 7 on Farm Inspection Selection Menu MEALS0.
- Verify that names appearing on the list are valid spot checks for the County Office.
- Ensure that the required spot-check flag in the Name and Address file for any names found that should not appear on the random spot-check register for the County Office is changed to "N".

**Note:** Ensure that the flag is set to "Y" for any names required to be spot-checked that do not appear on the Required Spot-Check list.

- Rerun the Required Spot-Check list to ensure that the flags have been corrected.

**Notes:** Make the correction **prior** to running the random spot-check register. The register pulls from the AFIS file. When the random spot-check register is accessed, the AFIS file is built and the information cannot be deleted.

All farms appearing on the 2003 spot-check register must be checked.