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| CONTRACT NUMBER | STATE CONTRACT MONTHLY FOOD REPORT |
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| PREPARED BY: | NAME | DATE | <p>INSTRUCTIONS</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 | | |

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| 1. INSPECTIONS ACCOMPLISHED | a. TOTAL INSPECTIONS | | |
| | b. ROUTINE INSPECTIONS | | |
| | c. REINSPECTIONS <i>(Follow-ups to violative inspections)</i> | | |
| | d. VISITS <i>(Out-of-Business, etc.)</i> | | |

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| 2. SAMPLES | a. TOTAL SAMPLES COLLECTED | | |
| | b. NUMBER EXAMINED | | |
| | c. NUMBER OF DETERMINATIONS | | |
| | d. CLASSIFICATION | (1) IN COMPLIANCE | |
| | | (2) NOT IN COMPLIANCE | |

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| 3. COMPLIANCE ACTIONS | a. WARNING LETTERS | | |
| | b. EMBARGOES/SEIZURES | | |
| | c. HEARINGS CONDUCTED | | |
| | d. PROSECUTIONS/INJUNCTIONS | | |
| | e. OTHER ACTIONS <i>(Specify type)</i> | | |

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| 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 2684 (3/87)

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