

CONTRACT NUMBER		<b>QUARTERLY SUMMARY REPORT</b>	
<b>PREPARED BY:</b>	NAME	DATE	INSTRUCTIONS  Follow detailed instructions on back of this page. Reports are due as detailed in food contract statement of work. Negative reports are required.
	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> )		
	e. OEI Improvement		
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.	On an attached sheet of paper, write a brief narrative detailing any major actions occurring, corrections achieved, problems with contract operations, work, etc.		

## INSTRUCTIONS FOR COMPLETING FORM FDA 2684 (4/02)

1. **Inspections Accomplished** - Report total inspections, and a breakout by routine, etc., inspections. The sum of b + c + d must equal the total number of inspections reported. "Visits" (line "d") 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.
  
3. **Compliance Actions** - Taken as a result of contract inspections.
  - a. **Warning Letters** - Include all letters and notices sent to a firm's 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 completion 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/ORA  
Office of Partnerships  
12420 Parklawn Drive, ELEM-3028  
Rockville, MD 20857

and

Food and Drug Administration  
5630 Fishers Lane  
Room 2128, HFA-500 (Name of Specialist)  
Rockville, MD 20857

