

NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION

Compliance Staff

DAILY REPORT SUMMARY

INSTRUCTIONS: Report all man-hours worked. Include with specific activities (violations, detentions, etc.) all time spent in preparing reports on such activities.

	ACTIVITY	NUMBER	HOURS
1. Report of Investigation	a. State Meat and Poultry Inspection Law		
	b. Cases Referred (hours only)		
2. Detentions	a. State Meat and Poultry Inspection Law		
3. Planned Compliance Reviews	a. State Meat and Poultry Inspection Law		
4. Random Compliance Reviews	a. State Meat and Poultry Inspection Law		
5. Liaison - Person to Person or Significant Personnel Contacts with Officials or Informants	a. Federal		
	b. State		
	c. Other (specify)		
6. Special Projects	a. Consumer Complaints		
	b. Surveillance		
	c. Other (specify)		
7. Training			
8. Travel			
9. Miscellaneous (specify)			
10. Administrative & Supervisory (specify)			
11. Paid Leave - All Types			
12. TOTAL			

13. Overtime Included in Total - Paid _____

Nonreimbursable _____

14. Signature

15. Date

