



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES  
MEAT AND POULTRY INSPECTION DIVISION  
Raleigh, North Carolina**

*Steve Troxler, Commissioner*

**MPID NOTICE**

**6-24**

**4-4-2024**

**Report Due Dates**

**I. PURPOSE**

The intent of this notice is to provide MPID inspection personnel guidance on when reports from the field are due. This notice applies to all employees.

**II. Cancellation**

MPID Notice 8-19 dated 10-22-19

**III. POLICY**

Reports from the field are required to be delivered to the Raleigh Office in a timely manner. The table below list the required timeframe for delivery.

<b>Reports from the Field</b>	<b>Due in Raleigh Office</b>
<b>MFM State Car Logs</b>	Due in MPID office <b>by 5<sup>th</sup> of month</b> following travel period. E-mail these to <a href="mailto:MPID.TravelForms@ncagr.gov">MPID.TravelForms@ncagr.gov</a> with SOV Log, Month (spelled out), and complete year in the subject line of the email.
<b>Processing Operations (MPID Form 4j)</b>	Due in MPID office <b>by 5<sup>th</sup> of month</b> . E-mail these to the Celia Overby.
<b>Employee Time Sheet</b>	Due in MPID Office <b>within 7 days</b> after end of time sheet report period. Supervisors will E-mail these to the Accounting Technician.

<p><b>Talmadge Aiken Overtime (FSIS Form 5110-1)</b></p>	<p>Due in MPID office <b>within 7 days</b> after the period ending date on form 5110-1. <b><u>If the period spans two different months i.e. Jan and Feb, send at end of first month and again at end of period.</u></b> E-mail these to the Accounting Technician. Mail if scanner is not available.</p>
<p><b>Expense Accounts Reports – Original</b></p>	<p>Due in MPID office <b>by the 7<sup>th</sup> of the month</b>. Email to Supervisor after signing with LincPass, include Travel Expense – (last name) in the subject line of the email.</p>
<p><b>Statement of Overtime Inspection (MPID Form-2a)</b></p>	<p>Due in MPID office <b>by the 7<sup>th</sup> of the month</b>. Form is based on the calendar month. E-mail these to the Accounting Technician</p>
<p><b>Statement of Non-Amenable, Non-Exotic Inspection (MPI Form-1TB)</b></p>	<p>Due in MPID office <b>by the 7<sup>th</sup> of the month</b>. Form is based on the calendar month. E-mail these to the Accounting Technician.</p>
<p><b>Quarterly Safety-By-Objectives (Supervisors) (MPID Form 7a)</b></p>	<p>Due in MPID office <b>by 10<sup>th</sup> of month</b> following end of the quarter. E-mail these to the Safety Officer.</p>

**IV. ADDITIONAL INFORMATION**

If you have any questions or need additional information, contact your Supervisor.

**Dr. Karen Beck  
State Director**

<p><b>DISTRIBUTION:</b> All MPID Personnel</p>	<p><b>SUBJECT CATEGORY:</b> Administrative</p>
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