



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

Steve Troxler, Commissioner

MPID NOTICE

7-15

10-20-15

**PROTOCOL FOR PLACING ORDERS FOR AND PROPER USE OF
GOVERNMENT ISSUED SUPPLIES**

I. PURPOSE

This notice provides procedures for MPID Inspectors to follow when ordering supplies, documents, equipment, and other items from USDA-FSIS Materiel Management Service Center and the NCDA&CS MPID in Raleigh, NC. This notice also serves to define the appropriate use of government-provided supplies.

II. CANCELLATION

MPIS Notice 19-08, dated 10-22-08

III. PROCEDURES

- A. Inspection Personnel in TA assignments shall follow the instructions as noted in Attachment 1 and keep a copy in their official files. All orders to the USDA-FSIS Materiel Management Service Center **MUST** be approved by the Area Supervisor.
- B. As a general guideline, most items used in the Talmadge-Aiken (TA) plants are ordered as noted above and most items used in state inspected establishments are ordered from the NCDA&CS, MPID office in Raleigh.
- C. All supplies, documents, equipment, and other items issued from the USDA, FSIS Materiel Management Service Center and the NCDA&CS, MPID Office remain the property of the federal and state governments, respectively, and shall not be for personal use.

IV. ADDITIONAL INFORMATION

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

Attachment: Implementation of New Web Ordering/Warehouse Management System

Dr. Karen Beck
State Director

DISTRIBUTION:
All MPID Personnel

SUBJECT CATEGORY:
Administrative



JUL 31 2015


Office of the
Assistant
Secretary
for Administration

Office of
Operations

Materiel
Management
Service Center

1400 Independence
Avenue, SW
Stop Code 9897
Washington DC
20205

TO: Materiel Management Service Center - FSIS Customers

FROM: Carlos Casaus, Director 
Materiel Management Service Center

SUBJECT: Implementation of New Web Ordering/Warehouse Management System

On October 5, 2015 the Materiel Management Service Center (MMSC) (formerly Beltsville Service Center) will migrate to a new warehouse management system (WMS). This system will eliminate redundancies, improve service delivery and the customer experience. The new system also replaces the current web ordering system used to order forms, publications and supplies. A quick reference user guide and video is now available on our website (www.bsc.usda.gov). Please familiarize yourself with the user guide and view the video prior to ordering online in October. You can also access the video directly at: <https://www.youtube.com/watch?v=ztrTKPtSGQk&feature=youtu.be>.

To ensure fiscal year end billing and closeout suspense's are met, we will not accept orders after September 11, 2015. Please plan accordingly as we will only accept mission essential or emergency orders after September 11th.

Additionally, on October 5, 2015, administrative office supplies will be provided by Paperclips Etc., an Ability One company. Paperclips Etc. currently operates office supply stores around the country, including USDA Headquarters.

The MMSC staff is available to answer any questions at 1-877-576-6329.