

OKLAHOMA DEPARTMENT OF AGRICULTURE,
FOOD, AND FORESTRY
MEAT AND POULTRY INSPECTION SERVICE
OKLAHOMA CITY, OK

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| <h1 style="margin:0">MPI NOTICE</h1> | 103 | 2/16/11 |
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THE USE OF PROGRAM CODES ON PERSONAL TIME CARDS

I. PURPOSE

This notice provides updated instructions to ODAFF MPI employees about the use of program codes on personal time cards.

II. CANCELLATION

Division Policy No. AIS-2 dated October 14, 1992
MPI Notice 01-10

III. REFERENCES

ODAFF Employee Handbook

IV. PROGRAM CODES USED ON WEEKLY TIME CARDS

The following codes are to be used on time cards to describe your activities;

- 01 – Administrative. This code is used by all ODAFF MPI personnel assigned to the Oklahoma City Office.
- 06 – Supervisors. This code is used by all ODAFF MPI veterinarians and supervisors.
- 08 – Inspectors. This code is used by all ODAFF MPI inspectors while conducting any inspection duties related to species that are considered amenable by the Federal Meat Inspection Act (FMIA) (cattle, sheep, swine and goats) and the Poultry Products Inspection Act (PPIA) (any domesticated birds, including ratites).
- 72 – Compliance. This code is used by all ODAFF MPI employees who are conducting in-commerce activities.
- 77 – Exotic Game. This code is used by all ODAFF MPI inspectors while conducting any inspection activities related to species that are not considered amenable by the FMIA or PPIA (bison, rabbits or other exotic game).

NOTE: All activities conducted by inspectors in Talmadge/Aiken establishments will be coded as 08 regardless of the species being processed. The 77 code will only be used to describe activities conducted in State-Inspected establishments.

Our Cooperative Agreement with USDA-FSIS does not allow for reimbursement of any program costs for inspection activities related to any species that are not considered amenable by the FMIA and the PPIA. It is extremely important that all time cards are coded with the correct program codes and amount of time devoted to the activity. All times entered on the time card should be rounded to the nearest half hour. This will allow us to accurately separate program costs that are not reimbursable by USDA-FSIS.

If you have any questions about this policy please discuss them with your immediate supervisor.



Stan Stromberg
Director, Food Safety Division

DISTRIBUTION:
All MPI Personnel

SUBJECT CATEGORY
Administration