

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC**

FSIS DIRECTIVE

3300.4
REVISION 2

2/22/95

BILLING NON-FEDERAL LABORATORIES FOR ACCREDITATION

I. PURPOSE

This directive provides procedures for billing non-Federal laboratories for accreditation under the ALP.

II. CANCELLATION

This directive cancels FSIS Directive 3300.4, Revision 1, dated 3/17/94.

III. REASON FOR REISSUANCE

This directive updates Attachments 1 and 2 to show the current annual accreditation fee, which has been reduced from \$3,500 to \$2,500. ■ ■

IV. REFERENCES

7 USC 138f	Food, Agriculture, Conservation, and Trade Act of 1990
9 CFR 391.5	Laboratory Accreditation Fees
21 USC 601	Federal Meat Inspection Act
21 USC 451	Poultry Products Inspection Act

V. FORMS AND ABBREVIATIONS

The following will appear in their shortened form in this directive:

ALP	Accredited Laboratory Program
CFR	Code of Federal Regulations
NFC	National Finance Center
USC	United States Code
Form AD-496-4	Bill for Collection
Form AD-844	Billings and Collections Account Maintenance

VI. RESPONSIBILITIES

A. Quality Systems Branch, Chemistry Division.

1. **Receives** applications and collects accreditation fees from non-Federal laboratories.

(NOTE: Accreditation fee is non-refundable.)

2. **Documents and processes** applications for accreditation.

3. **Prepares and issues** annual bills to non-Federal laboratories accredited under the

ALP.

DISTRIBUTION:

All Science and Compliance
Offices

OPI:

BFD – Accounting Operations
and Systems Branch

4. **Maintains** individual files for each accredited laboratory.
5. **Provides** non-Federal laboratories with an initial set of accreditation check samples to analyze.
6. **Notifies** accredited laboratories of expiring accreditation dates. Cancels accreditation of laboratories when fees are delinquent or for unsuccessful performance.
7. **Conducts** administrative reviews.
8. **Maintains** audit and other records for review by inspectors in the Office of Inspector General.
9. **Answers** questions concerning the ALP.

B. **Management Support Staff.**

- Form AD-844.
1. **Assigns** a block of debtor account numbers to Quality Systems Branch for Form AD-844.
 2. **Maintains** a record of debtor numbers.
 3. **Maintains** liaison with Quality Systems Branch.

VII. **PROCESSING APPLICATIONS FOR ACCREDITATION**

A. **Quality Systems Branch.**

1. **Receives** application requests for accreditation under ALP.
2. **Prepares** Form AD-496-4 (see Attachment 1) and Form AD-844 for each application received. Enters debtor number on Form AD-496-4 and the check. **NOTE:** Debtor account numbers are non-transferable. A new number is assigned when there is a change in ownership of a laboratory.
3. **Insures** that application is complete and that the payment covers the specific types of accreditation requested. (See Attachment 2 for fees and a listing of accreditations.)
 - a. **Reviews** attached check to insure it is made payable to "Food Safety and Inspection Service, USDA."
 - b. **Stamps** the laboratory's copy of Form AD-496-4 "PAID" if payment is correct.
 - c. **Discards** pink copy.

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4. **Distributes** Form AD-496-4 following directions contained in Attachment 1 except for yellow copy. Sends the yellow copy and check to:

Department of Agriculture
COD Field Office
P.O. Box 70791
Chicago, IL 60673

5. **Provides** copies of Forms AD-844 and AD-496-4 to Management Support Staff.

B. **Management Support Staff.**

1. **Establishes and deletes** debtor account information with NFC.
2. **Maintains** a record of debtor numbers.
3. **Reviews and maintains** copies of Forms AD-844 and AD-496-4.

VIII. **MODIFYING OR CORRECTING FORM AD-496-4**

To modify or correct a previously submitted and unpaid bill (Form AD-496-4), the Quality Systems Branch:

- A. **Prepares** a replacement Form AD-496-4 using a new bill number.
- B. **Forwards** the original and yellow copy with an explanation of the correction to the laboratory.
- C. **Retains** the green copy with appropriate documents.
- D. **Discards** the pink copy.

IX. **BILLING FOR UPCOMING ACCREDITATION YEAR**

The Quality Systems Branch bills the non-Federal laboratories and notifies them, if applicable, of expiring accreditation as follows:

- A. **Issues** bills (Form AD-496-4) to accredited laboratories on the anniversary date of each accreditation. Bills are **payable upon receipt and become delinquent 30 days after the date of the bill.**
- B. **Distributes** Form AD-496-4 following directions contained in Attachment 1. Sends laboratories a reminder note to add the debtor number on the check and to mail the payment to the address contained in Attachment 1.
- C. **Issues** notice of termination to the laboratory when payment is not remitted **within 30 days.**

X. **ACCREDITATION CHECK SAMPLE**

The ALP requires that a non-Federal laboratory successfully analyze an initial set of accreditation check samples before accreditation by FSIS. The Quality Systems Branch:

- A. **Sends** laboratories an initial set of accreditation check samples to analyze and return.

B. **Insures** that laboratories analyze the initial check sample following specific guidelines. Laboratories have two opportunities to correctly analyze the check samples to demonstrate analytical proficiency.

C. **Notifies** laboratories of the results of the performance check. Laboratories that successfully analyze the samples receive accreditation.

D. **Cancels** an application when a laboratory fails two performance checks. Informs laboratories of the mandatory 60-day waiting period and the procedure for reapplying for accreditation after the 60-day waiting period.

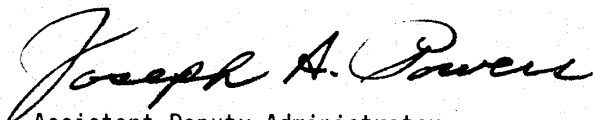
XI. **ONSITE INSPECTION FEES**

A non-Federal laboratory may request FSIS to perform an onsite inspection. The laboratory is responsible for the actual costs of reasonable travel and necessary expenses. The Quality Systems Branch prepares and sends Form AD-496-4 to the laboratory requesting reimbursement. The appropriate travel authorization number is noted on Form AD-496-4. (The billing procedures are the same as those established for accreditation fee billing.)

XII. **INQUIRIES**

A. **Quality Systems Branch** handles inquiries on ALP.

B. **NFC** responds to inquiries on Form AD-496-4.



Assistant Deputy Administrator
Administrative Management

ATTACHMENT

- | | | |
|---|--|---|
| 1 | Sample of Form AD-496-4, Bill for Collection | ■ |
| 2 | Accredited Laboratory Program Fee Schedule | ■ |

**SAMPLE OF FORM AD-496,
BILL FOR COLLECTION**

PREPARATION

- ① Enter the name of the laboratory and billing address.
- ② Enter the Agency and program.
- ③ Complete in dollars and cents **only** when the Quality Systems Branch receives a remittance directly from a laboratory. Otherwise, leave blank.
- ④ Enter the date or period that services were provided for each item.
- ⑤ Give a full description of the purpose of the billing.
- ⑥ Leave blank.
- ⑦ Enter the amount for each item. (See 9 CFR 391.5 for the current annual fee per accreditation.) ■
- ⑧ Enter the Agency code "37."
- ⑨ Enter the Agency accounting station code "0037."
- ⑩ Enter the nine-digit Agency bill number (Example: 370000111). The first two digits are Agency code "37." The third through fifth digits are the first three digits of the management code for the location preparing the bill. The sixth through ninth digits are a sequential number starting with 0001 and ending with 9999. After 9999 is used, start over with 0001.
- ⑪ Enter in dollars and cents the total of the charges appearing in 7.
- ⑫ Enter the nine-digit debtor number (also referred to as an applicant number). (Obtain debtor number from Management Support Staff.)
- ⑬ Enter the calendar date of issue. (Use month, day, and year format.)
- ⑭ Enter the appropriate management code in column E.
- ⑮ Enter the amount in dollars and cents for the management code.
- ⑯ Enter the sum in dollars and cents for amounts in ⑮.

DISTRIBUTION

Original and Yellow Copy. Mail to the laboratory. The laboratory sends the yellow copy with payment, to the address below, NOT to the address on the AD-496-4.

- ⑰ Department of Agriculture
COD Field Office
P.O. Box 70791
Chicago, IL 60673

Pink Copy. Discard

Green Copy. Keep as file copy.

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ATTACHMENT 1

UNITED STATES DEPARTMENT OF AGRICULTURE

BILL FOR COLLECTION

Payment due immediately by money order, check or bank draft. Payable to: **U.S. DEPARTMENT OF AGRICULTURE**

DO NOT SEND CASH

MAIL PAYMENT WITH COPY OF THIS
BILL TO: (17)

Collection Officer
USDA
National Finance Center
P. O. Box 60950
New Orleans, Louisiana 70160

ABC LABORATORIES
(1) 123 MAIN STREET
HOMETOWN, STATE 00010

BILLING OFFICE				AMOUNT ENCLOSED		AMOUNT	
FSIS - Accredited Laboratory Program (2)				COST		DOLLARS	
DATE OR PERIOD	DESCRIPTION	QUANTITY	UNIT PRICE	PER	CENTS		
11/1/xx thru 10/31/xx (4)	Accredited Laboratory Program Fee Food Chemistry	(6)	(6)	(6)	(7)	00	
11/1/xx thru 10/31/xx	(5) Accredited Laboratory Program Fee Chemical Residue/Type (Example: Arsenic)	(6)	(6)	(6)	(7)	00	
AGEN. CODE 37 (8) ACCTG. STATION CODE 0037 (9) AUTHORIZATION NUMBER (6) BILL NUMBER 378220001 (10)				TOTAL AMOUNT DUE		\$ (11) 5000 00	
DESTOR NUMBER 7719XXXXX (12) TRANS. CODE A/R (6) SYST. CODE DATE OF ISSUE (13) October 1, 19XX							
(14) ACCOUNTING CLASSIFICATION							
A	B	C	D	E	OBJ. CLS.	AMOUNT	
				8 2200 1		\$ (15) 5000 00	
TOTAL						\$ (16) 7000 00	

MUST AGREE WITH "TOTAL AMOUNT DUE" ABOVE

Form AD-496-4 (5-76)

**ACCREDITED LABORATORY PROGRAM
FEE SCHEDULE ^{1/}**

A separate accreditation fee is required for each type of accreditation requested.

TYPES OF ANALYSIS	ACCREDITATION FEE
Food Chemistry	\$2,500
Chemical Residue	
• Arsenic	2,500
• Chlorinated Hydrocarbons (CHC)	2,500
• Polychlorinated Biphenyls (PCB)	2,500
• Sulfonamides	2,500
• Volatile Nitrosamine	2,500

^{1/} 9 CFR 391.5 lists the current annual fee per accreditation.