



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

Steve Troxler, Commissioner

MPID NOTICE

5-25

2-19-2025

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 6-24 dated 4-4-2024

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.

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

Talmadge Aiken Overtime (FSIS Form 5110-1)	Due in MPID office within 7 days after the period ending date on form 5110-1. <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> E-mail these to MPID.Forms@ncagr.gov . Mail if scanner is not available.
Expense Accounts Reports – Original	Due in MPID office by the 7th of the month . Email to Supervisor after signing with LincPass, include Travel Expense – (last name) in the subject line of the email.
Statement of Overtime Inspection (MPID Form-2a)	Due in MPID office by the 7th of the month . Form is based on the calendar month. E-mail these to MPID.Forms@ncagr.gov
Statement of Non-Amenable, Non-Exotic Inspection (MPI Form-1TB)	Due in MPID office by the 7th of the month . Form is based on the calendar month. E-mail these to MPID.Forms@ncagr.gov .
Quarterly Safety-By-Objectives (Supervisors) (MPID Form 7a)	Due in MPID office by 10th of month following end of the quarter. E-mail these to the Safety Officer.

IV. ADDITIONAL INFORMATION

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

Dr. Karen Beck
State Director

DISTRIBUTION:
All MPID Personnel

SUBJECT CATEGORY:
Administrative