



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

Steve Troxler, Commissioner

MPID NOTICE	07-25	3-27-2025
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SUBMISSION OF MONTHLY PROCESSING REPORTS

I. PURPOSE:

This notice has been updated to provide instructions for Inspection Program Personnel (IPP) submitting monthly processing reports (MPID Form 4j) using Microsoft Forms. This notice applies to all State and TA processing plants.

II. CANCELLATION:

MPID Notice 14-10 dated 9-21-10

III. PROCEDURE:

IPP are to request previous month's production numbers from assigned establishments and submit to Raleigh Office by the 5th of the month using the Microsoft Forms [questionnaire](#) as outlined below. A "zero" report should be submitted during months when there have been no processing activities including when an establishment is under voluntary suspension or suspension due to an enforcement action.

A. Open the Microsoft Forms [MPID Monthly Processing Report Questionnaire](#) (MMPRQ).

MPID Monthly Processing Report

* Required

1. Date of Report *

Please input date (M/d/yyyy)

2. Inspector Submitting Processing Report *

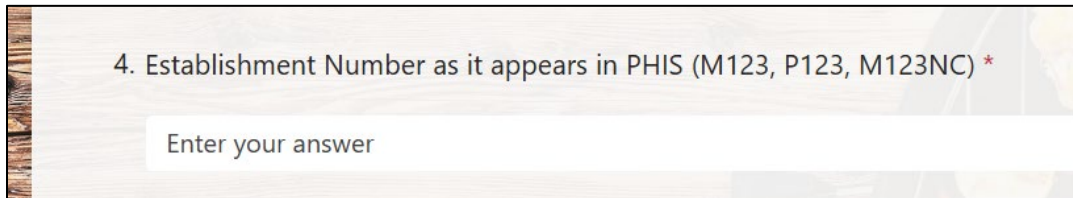
Enter your answer

3. Establishment Name *

Enter your answer

- B. Enter data into the form. Questions 1-4 must be answered for all submissions, and questions 5-11 are answered depending on production numbers provided by the establishment.

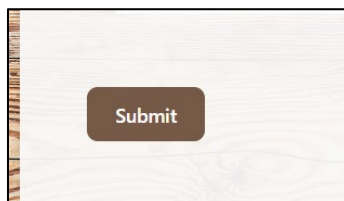
NOTE: Data entered in Question 4 must be entered as mentioned to allow for data upload to the MPID database.



4. Establishment Number as it appears in PHIS (M123, P123, M123NC) *

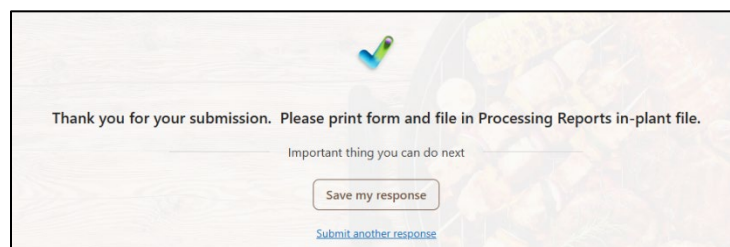
Enter your answer

- C. Once all data has been entered, submit the form by clicking submit at the bottom of the MMPRQ.



Submit

- D. Save your response by clicking “Save my response” button so you can print the form to place in the in-plant processing file.





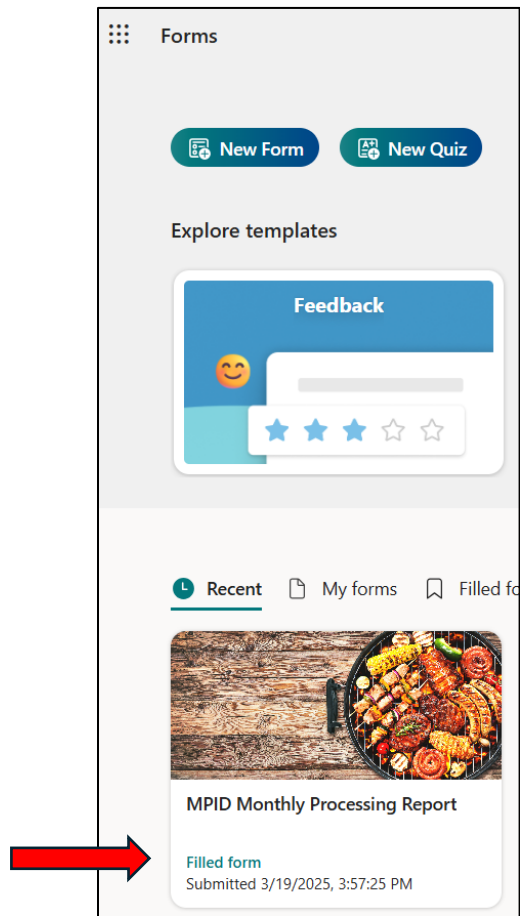
Thank you for your submission. Please print form and file in Processing Reports in-plant file.

Important thing you can do next

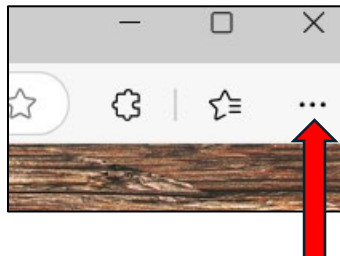
[Save my response](#)

[Submit another response](#)

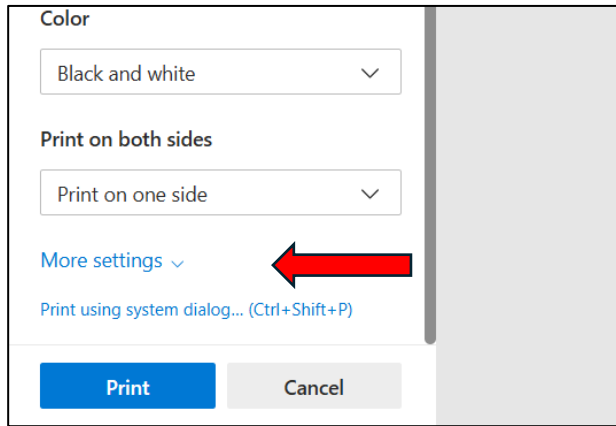
- E. A new window will open after you click “Save my response”. Open the completed form by clicking on MPID Monthly Processing Report Filled form.



- F. The “Filled Form” will open in another window. Click the three dots in upper right corner then select print.



- G. Select “More Setting” on bottom left of print box. Then select “Fit to printable area”. This will allow the form to print on one page.



Color

Black and white

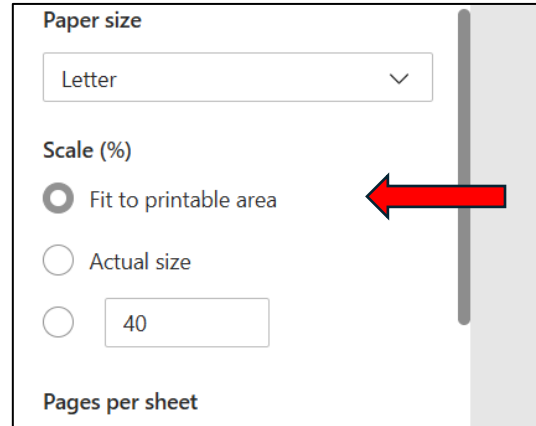
Print on both sides

Print on one side

More settings

Print using system dialog... (Ctrl+Shift+P)

Print Cancel



Paper size

Letter

Scale (%)

☒ Fit to printable area

☐ Actual size

☐ 40

Pages per sheet

- H. File the hard copy of the form in the “Processing Reports” folder in the in-plant files.

IV. ADDITIONAL INFORMATION:

If you have any questions regarding this information, please contact your supervisor.

Dr. Karen Beck
State Director

DISTRIBUTION:
MPID Personnel

SUBJECT CATEGORIES:
Processing