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

Steve Troxler, Commissioner

MPID NOTICE	**8-26**	**5-04-26**

PROCEDURES FOR PLACING ORDERS FOR AND PROPER USE OF GOVERNMENT ISSUED SUPPLIES

I. PURPOSE

This notice provides procedures for MPID Personnel to follow when ordering supplies, documents, equipment, and other items from GPO Specialty Supply website, BSC Office Supply website, GPO Forms website, and the NCDA&CS MPID Raleigh Office. This notice also serves to define the appropriate use of government issued supplies.

II. CANCELLATION

MPIS Notice 7-15, dated 10-20-15

III. PROCEDURES

A. Inspection Personnel in TA assignments shall follow the instructions as noted in FSIS Notice 16-26. All orders to the GPO Specialty Supply website, BSC Office Supply website, and GPO Forms website MUST be approved by the Area Supervisor. If IPP have any issues with accessing any of the sites email aroybal@gpo.gov and cc Laura.Zefiretto@usda.gov.

Note: Most items used in the Talmadge-Aiken (TA) establishments are ordered as noted in the FSIS Notice and websites above. Items such as boots, knives, and steels are ordered from the MPID Raleigh Office.

B. Items used in State-inspected establishments are ordered from the MPID Raleigh Office. Inspectors are to request supplies though their Area Supervisors. Area Supervisors will fill out MPID Form 1WX Request for Equipment/Supplies and email the request to the Administrative Specialist, sabrina.iczkovits@ncagr.gov, at least two days prior to pick up.

C. Veterinarians and Compliance Officers are to request supplies through their Supervisor or follow procedures in D. of this section.

D. If MPID Personnel are in the MPID Raleigh Office and need any supplies, MPID Form 1WX Request for Equipment/Supplies must be filled out and provided to the Administrative Specialist for inventory purposes. Blank forms are available with the supply room key.

E. When a new employee is hired, Supervisors will fill out MPID Form 1WX Request for Equipment/Supplies and email the request to Administrative Specialist, sabrina.iczkovits@ncagr.gov, at least one week prior to the new employee's official start date to ensure supplies are in stock and available for pick up during orientation.

F. All supplies, documents, equipment, and other items issued from the GPO Specialty Supply website, BSC Office Supply website, GPO Forms website, 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

GPO Specialty website shall be used in TA establishments to order specialty items such as coats, vests, helmets, heat relief items, etc.

BCS Office Supply website shall be used in TA establishments to order any office supplies needed such as paper, ink pens, staples, note pads, etc.

GPO Forms Website shall be used in TA establishments to order Regulatory Control Tags, Antemortem Identification Tags, Suspect Tags, Condemned Tags, etc.

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

Dr. Karen Beck
State Director

DISTRIBUTION:	**SUBJECT CATEGORY:**
All MPID Personnel	Administrative