

DAIRY PRODUCT PRICES PROGRAM POLICIES AND PROCEDURES

Updated 9/12/07

Notification When Discrepancy Identified Between NASS and AMS Verified Data

AMS will be sending auditors to individual plants/firm locations on a periodic basis to verify weekly sales data reported to NASS with Company records. The AMS auditor will conduct an exit interview at the end of the review, informing plant officials whether there was a “clean” review or whether some potential discrepancies were discovered. The AMS auditor will not provide details regarding any discrepancies. NASS will formally inform reporters in writing of discrepancies in a timely manner after receiving verification results from AMS.

The first instance of a discrepancy in reported data will be relayed to reporters through a letter that will document the violation and provide instructions for correcting the reporting error. If necessary, a telephone call or a personal visit may be used to clarify instructions.

The second report of the same type of discrepancy will automatically result in a personal visit by NASS personnel to clarify reporting instructions. A letter will also be mailed to reporters to document the discrepancy and provide instructions for correcting the reporting error.

The third report of the same type of discrepancy will result in a third letter from NASS, again documenting the discrepancy and providing corrective action. Upon mailing this third letter, AMS will send you notification that enforcement action is being initiated.

Due Dates

Due to the importance of the Dairy Products Price Data, it is essential that the weekly reports are submitted to NASS by the specified time. Late reports hinder the analysis process, result in inaccuracies in published data and may lead to revisions in published numbers. The due date for submitting weekly Dairy Products Price reports to NASS is Wednesday, noon local time.

Late Reports

If reports are not received by Wednesday, noon local time, NASS will send a letter to reporters as a reminder of their obligation for timely response. Upon mailing of the third letter for late submission, AMS will send you notification that enforcement action is being initiated.

Missing Reports

If a report is not submitted in time to make the current release, it is considered “Missing” for the week. AMS will send reporters a letter when a report is missing as notification of their obligation for timely response and of the enforcement action that will follow for future occurrences.

Revising Incorrect Information

Price data submitted for the prior 4 weeks are subject to revision. Reporters should revise information previously reported to NASS if:

- 1) A reporting error is discovered, reporters should revise affected reports for the previous 4 weeks.
- 2) New information becomes available that requires an adjustment to price data, reporters should revise affected reports for the previous 4 weeks.
- 3) A firm is unable to submit a report for a specific week, the missing week's information should be submitted as a late report in time for the next week's Dairy Products Prices release.

If there are any changes to this policy in the future, NASS will document the change and provide the new guidelines to weekly price reporters and the public.

Survey Specification Changes

If changes are made to survey specifications or reporting requirements in the future, several actions will be taken. First, the reporting instructions on the questionnaires will be revised to reflect the changes. NASS will provide firms with the new versions of the survey forms along with a cover letter documenting the changes. A telephone follow-up will be made during the first week new instructions are in effect to ensure proper reporting.

For significant changes, firms will be personally visited. AMS will notify their auditors of these changes, and subsequent verifications will reflect the new specifications.