

United States Department of Agriculture
Grain Inspection, Packers and Stockyards Administration
Packers and Stockyards Program

Change Control Work Group -- Meeting Minutes

November 14, 2013, 11:00 a.m. Eastern Time by Teleconference

- 1. Members Present:** Sarah Childress (Chair), Regina Ware (sponsor), LaDondra Taylor, LaDondra Taylor as proxy for Kari McPherson, Marilynn Gallagher, Onetisha Anderson, Wayne Basford, and Wayne Basford as proxy for Stephanie Feinberg.

Members Absent: Kari McPherson and Stephanie Feinberg (both provided proxies)

- 2. Other persons present:** Robinson Obiekwe, Senior Auditor/ERO; Mallory Wagoner, Resident Agent/MRO, and Caleb Bott, Marketing Specialist/WRO. These three individuals will join the CCWG as voting members beginning in January 2014. All three persons introduced themselves and provided background information on their work with the P&SP. John Rollins, Senior Marketing Specialist/ERO, was present to give a presentation on the two Change Requests that he submitted (below) regarding P&S weighing regulations and forms.

- 3. Old Business:**

Change Request # 7499349, Swine Contract Review Module: Wayne reported that he needs to complete his research on the D. B. Horton arbitration case (a decision issued by the National Labor Relations Board), prepare an updated memorandum on review standards for arbitration provisions, and then schedule a final meeting of the Swine Contract Review Module working group. Tabled until the next CCWG meeting.

- 4. New Business:**

- A. Change Request # 7852241, Changes to AMS Entity List Report:** Regina reported that it would be very expensive to make the suggested changes to AMS, if the CR is approved, and she does not know when funds would be available to make the changes. Caleb stated that he has created an Excel file (macro) that pulls the data and lines it up into columns, but does not include the two dates requested in the CR. LaDondra stated that she worked with Kristen Pirtle in submitting this CR, and would like to have an opportunity to review Caleb's instrument. LaDondra said that the dates are needed more than once per year. Regina stated that BEAD can run reports for specific needs or queries, and that requests should be sent to Morgan Arvenah in GIPSA's IT, with a copy to Regina. Caleb agreed to send his Excel file to the CCWG

members. LaDondra will review it with Kristen and provide feedback prior to the next CCWG meeting. Tabled until next meeting.

- B. Change Request # 7845670, Proposed New Publication, “How to Comply with Bond Requirement”:** The new publication, if approved by PMT, could be sent along with Notices of Default to persons who need to apply for registration, as well as being posted on the GIPSA website. This would be a very useful publication and would both save staff time and provide necessary information to regulated persons and entities. Prior to voting on this CR, the CCWG will seek review from the agency’s legal specialists/attorneys, and from the Legal Instrument Examiners. Wayne will relay the CR and the publication to P&SP’s legal staff, and LaDondra will relay the CR and publication to P&SPs Legal Instrument Examiners for review. Tabled until the next meeting.
- C. Change Request # 7911229, Revision of P&S Weighing Regulations:** John Rollins, the CR’s submitter, spoke to the CCWG and stated that this CR is related to one that he submitted about a year ago, CR # 7553872, which also sought revisions to P&SP’s weighing regulations. Many of the changes sought by 7553872 were made and implemented earlier this year. The current CR, 7911229, refines 7553872 by removing the changes that were made, and addressing only those that should still be considered. John stated that Cary Ainsworth and Bryce Wilke (who are members of the P&SP’s Weighing and Grading Technical Team (WGTT)), have reviewed this CR and find it to be acceptable. After discussion, the CCWG decided to refer the CR to the whole WGTT for review and recommendation. Tabled until next meeting.
- D. Change Request # 7912119, Revision of P&S Weighing Forms:** John Rollins, the CR’s submitter, spoke to the CCWG about the forms attached to the CR. **1)** The first page is a new publication “Instructions for Weighing Live Poultry, Livestock or Feed – Scales and Weighing Memorandum No. ?” would replace current P&SP Form 3-P and it contains all of the current weighing regulations pertinent to live poultry, livestock, or feed, However, if “livestock” is taken out of the title of the first page, and it is limited to live poultry and feed (Regulations 201.73, 201.82, 201.108-1, and 201.49), the publication could be modified and used now, incorporating the recent changes implemented in those weighing regulations; **2)** the second page of the attachment is a modification of P&SP Form 4100, “Weigher’s Acknowledgement” to include “LIVESTOCK OR FEED” in the title, but should not be used until livestock is incorporated into the regulations; **3)** the third page entitled “INSTRUCTIONS FOR WEIGHING FEED” could be used at this time, and the only addition the current instructions or weighing feed is in paragraph 5, dealing with the use of hopper scale; and **4)** the fourth page is just a copy of the current “INSTRUCTIONS FOR WEIGHING LIVE POULTRY” for demonstration purposes, and no change is proposed to that form. John said that Cary Ainsworth and Bryce Wilke have reviewed the forms and agree with the changes that he is proposing. After discussion, the CCWG decided to refer this CR to the WGTT for that team’s review and recommendation. Tabled until next meeting.

5. **Updates to the CCWG's Charter:** this discussion was deferred due to time constraints.
6. **Newsletter Article Ideas:** this discussion was deferred due to time constraints.
7. **Date for Next Meeting:** December 12, 2013, 11:00 a.m. Eastern Time, 10:00 a.m. Central Time, and 9:00 a.m. Mountain Time.