

**DLA TROOP SUPPORT 4155.6
SUBSECTION 213.2**

**DLA TROOP SUPPORT-FTRE
SEPTEMBER 2011**

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**REPORTS
DD Form 1237, Report of Inspection of Shell Eggs**

I. REFERENCES.

A. Regulation Governing the Voluntary Grading of Shell Eggs (7 CFR, Part 56)/United States Standards, Grades, and Weight Classes for Shell Eggs (AMS 56)

II. PURPOSE AND SCOPE.

To provide instructions for preparation of DD Form 1237, which is to be used by veterinary/medical food inspection personnel to record and report results of destination inspection of shell eggs procured by DLA contracts, shell eggs received from Prime Vendors, Commissaries, and Exchange Services and/or in-storage inspection of DLA Troop Support controlled shell eggs.

III. INSTRUCTIONS FOR PREPARATION.

A. DD Form 1237 is a two purpose form:

1. The front side is the Shell Egg Inspection Report.
2. The back side is the inspector's worksheet, where individual sample case inspection results are recorded. A separate DD Form 1237 shall be completed for each size and/or grade inspected and maintained in the inspector's contract file. The entries on the form need not be typed if handwritten entries are legible. **All nonconformances related to lot average tolerances will be circled on both the front and back of the form.** Those nonconformances related to individual case tolerances will be circled on the worksheet and need not be circled in Block 17b of the report.

B. Instructions for completing the form are as follows:

1. **Block 1.** Enter date of inspection (day, month, year, e.g., 2 Jan 02).
 2. **Block 2a.** Enter the date product is delivered (day, month, year, e.g., 2 Jan 88).
2b. Enter the time product is delivered.
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This Subsection supersedes Subsection 213.2, May 2010 * Denotes Changes

3. **Block 3.** Enter the applicable contract number.
4. **Block 4.** Enter the inspection point (e.g., Commissary, PV, other Military locations).
5. **Block 5a.** Enter name of inspection activity (e.g., Fort Riley Food Inspection office).
5b. Enter address of inspection activity.
6. **Block 6a.** Enter name of consignee (e.g., Commissary Officer, etc.).
6b. Enter address of consignee.
7. **Block 7a.** Enter name of contractor (may be same as block 8a).
7b. Enter address of contractor (may be same as block 8b).
8. **Block 8a .** Enter name of plant (if different from block 7a).
8b. Enter address of plant (if different from block 7b).
8c. Enter establishment number of the egg packer (source plant).
9. **Block 9a.** Enter National Stock Number (NSN), Local Stock Number (LSN) or Unit Product Code (UPC).
9b. Enter grade (e.g., B, A, AA).
9c. Enter weight class (e.g., S, M, LG, XL).
9d. Enter condition (e.g., fresh or shell protected).
9e. Enter total number of cases in the shipment and number of dozen per case.
9f. Enter number of dozens in the shipment.
9g. Enter date of pack of eggs.
9h. Enter certificate number for "On Delivery at Purchase Inspections" (if no certificate, record number from USDA shield on cases).
Enter "NA" for "Any Receipt Except Purchase Inspections".
Enter "NA" for "Surveillance Inspections".
10. **Block 10.** Enter trailer or truck number.
11. **Block 11.** Enter whichever of the following is most appropriate:
 - a. The seal number(s) of intact seals.
 - b. "Padlocked," if so secured.
 - c. "Seals Broken" or "Not Locked," if unsecured.
 - d. Enter "NA".
12. **Block 12.** Enter inspection stamp registration number(s) assigned to inspector(s) performing the inspection.

13. **Block 13.** Enter Julian date of inspection stamp.
14. **Block 14a.** Enter the opening temperature of the truck or trailer.
14b. Enter "NA".
14c. Enter storage temperature if surveillance inspection.
14d. Enter individual egg temperatures that establish the average temperature recorded in block 14.e, if applicable.
14e. Enter average internal egg temperature, if applicable.
15. **Block 15.** Record sample size of initial sample. When additional samples are required, record initial, additional and total number of sample cases (may use block 18, if needed).
16. **Block 16.** Enter the total number of "30 dozen cases" or, if appropriate, the number of equivalent "30 dozen cases".
17. **Block 17a.** Enter in blocks (1) and (2) the minimum and maximum requirements for the grade of eggs being inspected. Enter in block (3) the actual lot average percentages of samples inspected. (Minimum and maximum requirements are provided in the Regulation Governing the Voluntary Grading of Shell Eggs (7 CFR, Part 56)/United States Standards, Grades and Weight Classes for Shell Eggs (AMS 56).
- 17b.**
1. Enter total number of cases under or over required tolerances. Enter "none" if all cases are conforming in blocks (1), (4), (7) and (12).
 2. Enter individual case tolerances in blocks (2), (5) and (8). Enter in blocks (3), (6) and (9) all individual samples (by sample case number) that are over or under the minimum/maximum requirements.
Enter "none" if all cases are conforming. Refer to 7 CFR, Part 56/AMS 56 for requirements.
 3. Enter in block (10) the requirement for the individual case weight.
Enter in block (11) all individual cases that are under the maximum requirements. Enter "none" if all cases are conforming.
 4. Enter in block (13) the requirement for underweights.
Enter in block (14) all individual cases (by sample case number) that are nonconforming to the requirement. Enter "none" if all cases are conforming.

18. **Block 18.** Enter information (name of individual, date and time) regarding any nonconformances reported. Enter action taken and authority. Enter any inspector comments that will clarify any inspection findings.
19. **Block 19.** Enter name of inspector, rank, signature and date signed.

IV. DISTRIBUTION OF DD FORM 1237.

A. At posts, camps, bases, stations and supply points, the completed report (**front side only**) shall be distributed to the accountable/receiving officer, DLA Troop Support Europe & Africa and/or DLA Troop Support-FTW when requested.(encrypted electronic copies are acceptable)

B. DD Form 1237 may be locally reproduced.