

# Checklist for Scheduling an Inspection

Date of Request: \_\_\_\_\_

This checklist is used by inspectors to validate a producer's request to schedule an inspection. This is a Quality Assurance/Quality Control document that must be completed by the inspector prior to departure to the farm site to conduct an inspection. All requirements must be validated as indicated below. Deviations should be recorded below each requirement as needed. No scheduling will occur unless all requirements are met.

1. Producers will recognize that each Inspection Office will keep one day "free" for other USFWS activities, and accordingly, the Producers will request Certification Inspections for an alternate weekday. The Producer will give the USFWS Inspector sufficient notice that a ploidy inspection is needed; a minimum of two business days (48hrs.) should given to allow the USFWS Inspector sufficient time to adjust his/her schedule. Inspectors may schedule inspections with less notice at their discretion. **Conveyed:** Yes No
  
2. Producers should have a minimum of 1500 fish ready to ship in order to schedule an inspection. Inspection requests for groups of fish of less than 1500 will only be performed when agreed upon, in advance, by the USFWS Inspector. The Grass Carp Producer will identify the number of fish expected to be shipped and provide this number to the Inspector.  
  
**Number** \_\_\_\_\_ **Conveyed:** Yes No
  
3. A minimum of two diploid grass carp control fish from the Producer's site (and preferably taken from the lot of fish being certified) will be used to calibrate the inspection equipment for each and every inspection. As an option, 2.8 micron polystyrene beads may be used as a standard to calibrate when diploids are unavailable at the time of the inspection. **Conveyed:** Yes No
  
4. The Producer will individually check the group of grass carp for ploidy, and segregate the triploid grass carp within isolated labeled containment units (vat/ tank) prior to the Inspection visit by the USFWS Inspector. **Conveyed:** Yes No
  
5. Diploid grass carp used for controls and/or for sale must be isolated in separate labeled containment units (vat/tank) on the producers site at least six (6) feet away from the presumptive triploid grass carp group(s) being contained for subsequent certification by inspectors.  
**Conveyed:** Yes No
  
6. The producer's Coulter Counter and Channelizer/Computer equipment will be in acceptable working order prior to on-site arrival of the USFWS Inspector. The Producer will contact the Inspector within 2 hrs. of the scheduled inspection time to report any equipment problems resulting in a cancellation of the Inspection. **Conveyed:** Yes No

Inspection Date \_\_\_\_\_

Inspection Time \_\_\_\_\_

Inspector's Signature \_\_\_\_\_