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INSTRUCTIONS FOR FORM HR-1 1/ 2/

Page 1 – Beginning Inventories and Receipts

Beginning Inventories

Line #

- 1: Report the total beginning inventory of packaged fluid milk products (same as the ending inventory of previous month).
- 2: Report the total beginning inventory of bulk fluid milk products and bulk fluid cream products (same as the ending inventory of previous month).

Receipts

Note: Use Schedule 1 for items that do not fit in Lines 3 through 36.

- 3-5: Report the receipts for which you are the pooling handler for producers who are members of a cooperative association. Report total receipts from each cooperative separately. Also, report on these lines in total by cooperative, .9(c) milk receipts. Label these receipts as .9(c) which indicates the cooperative is acting as the handler for this milk.
- 6-7: Report the total producer milk received from producers who are not members of a cooperative association.
- 8: Report any producer milk from your own farm(s).
- 10-17: Report receipts of bulk (including farm milk) and packaged fluid milk products and bulk fluid cream products from pool plants. Identify the plant, its location, and the quantity of each product received. For each receipt, indicate the type, form, and product received, as well as the requested class.
- 19-23: Report receipts of bulk (including farm milk) and packaged fluid milk products and bulk fluid cream products from other order plants. Identify the plant, its location, and the quantity of each product received. For each receipt, indicate the type, form, and product received, as well as the requested class.
- 25-28: Report receipts of bulk and packaged fluid milk products and bulk fluid cream products from unregulated supply plants. Identify the plant, its location, and the quantity of each product received. For each receipt indicate the type, form, and product received.
- 30-37: Report receipts of bulk (including farm milk) and packaged fluid milk products and bulk fluid cream products from producer-handlers, exempt plants, non-Grade A, and unidentified sources. Identify the plant, its location, and the quantity of each product received. For each receipt, indicate the type, form, and product received.
- 38: Report the fluid equivalent of nonfluid milk products used in Class II products. (From Line 136 of Reconciliation of Nonfluid Milk Products – Schedule 2)
- 39: Report the fluid equivalent of nonfluid milk products used in Class I and III products and any loss. (From Line 137 of Reconciliation of Nonfluid Milk Products – Schedule 2)
- 40: Enter total product pounds and butterfat pounds from Lines 1 through 39.
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Page 2 - Utilizations

Utilizations

Note: Use Schedule 2 for items that do not fit in Lines 1 through 34.

- 1: Report the total Class I Route Disposition – including Out of Area Sales. (From Schedule 3, Line 34)
- 2: Report closing inventory of Class I packaged fluid milk products. (From Schedule 5, Line 28)
- 3-7: Report Class I movements of bulk (including diverted farm milk) and packaged fluid milk products to other plants. Identify the plant, its location, and the quantity of each product transferred. For each movement, indicate the type, form, and product transferred.
- 8: Report total product pounds and butterfat pounds from Lines 1 through 7.
- 11-15: Report Class II movements of bulk fluid milk products (including diverted farm milk) and bulk fluid cream products to other plants, including commercial food processors. Identify the plant, its location, and the quantity of each product transferred. For each movement, indicate the type, form, and product transferred.
- 16: Report totals of milk and cream products used in the production of Class II “Used to Produce” products. Be sure to include the fluid equivalent of nonfluid products used. (From Schedule 2, Line 103)
- 17: Enter the total product pounds and butterfat pounds from Lines 11 through 16.
- 20-23: Report Class III movements of bulk fluid milk products (including diverted farm milk) and bulk fluid cream products to other plants. Identify the plant, its location, and the quantity of each product transferred. For each movement, indicate the type, form, and product transferred.
- 24: Report totals of milk and cream products used in the production of Class III “Used to Produce” products. Be sure to include the fluid equivalent of nonfluid products used. (From Schedule 2, Line 114)
- 25: Enter the total product pounds and butterfat pounds from Lines 20 through 24.
- 27: Report closing inventory of bulk fluid milk products and bulk fluid cream products (Class IV). (From Schedule 5, Line 34)
- 29-32: Report Class IV movements of bulk fluid milk products (including diverted farm milk) and bulk fluid cream products to other plants. Identify the plant, its location, and the quantity of each product transferred. For each movement, indicate the type, form, and product transferred.
- 33: Report totals of milk and cream products used in the production of Class IV “Used to Produce” products. (From Schedule 2, Line 121)
- 34: Report the fluid equivalent of nonfluid milk products, used to fortify Class I fluid milk products – Multiply Line 130 of Reconciliation of Nonfluid Milk Products by 9.89.
- 35: Enter total product pounds and butterfat pounds from Lines 27 through 34.
- 37: Report fluid equivalent of milk products which are disposed of as livestock feed.
- 38: Report fluid equivalent of milk products dumped. Dumped products must be reported to the MA office before the end of the next business day.
- 39: Report fluid equivalent of milk products lost accidentally. Accidental loss must be reported to the MA office before the end of the next business day.
- 40: Enter total product pounds and butterfat pounds from Lines 37 through 39.

Page 2 – Utilizations (continued)

- 41: Cooperative associations should record the total disposition of .9(c) milk. On Schedule 2, report the individual plant movements that make up the total .9(c) milk.
- 42: Enter the total of Lines 8, 17, 25, 35, 40, and 41.

Shrinkage (Overage)

Subtract Line 42, Page 2 from Line 40, Page 1.

If faxing, please sign and date as indicated at the bottom of the report.
If e-mailing, please type name and date as indicated at the bottom of the report.

Schedule 1 – Supplemental Receipts

- 41-91: If additional space is needed for any entries on Page 1, use Schedule 1 to list individual entries. Forward totals to the appropriate section of Page 1.
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Schedule 2 – Supplemental Utilizations

- 43-93: If additional space is needed for any entries on Page 2, use Schedule 2 to list individual entries. Forward totals to the appropriate section of Page 2.

Used To Produce (Form HR-1, Schedule 2)

- 95-102: Report totals of milk and cream products used in the production of individual Class II products.
- 103: Enter total product pounds and butterfat pounds from Lines 95 through 102. Transfer total to Page 2, Line 16.
- 105-113: Report totals of milk and cream products used in the production of individual Class III products.
- 114: Enter total product pounds and butterfat pounds from Lines 105 through 113. Transfer total to Page 2, Line 24.
- 116-120: Report totals of milk and cream products used in the production of individual Class IV products.
- 121: Enter total product pounds and butterfat pounds from Lines 116 through 120. Transfer total to Page 2, Line 33.

Reconciliation of Nonfluid Milk Products (Form HR-1, Schedule 2)

- 122-124: Report beginning inventory, purchases, and manufacture of nonfluid milk products. (e.g. nonfat dry milk, butter, AMF)
- 125-127: Report sales, dumpage, and ending inventory of such nonfluid milk products.
- 128: Subtract total of Lines 125-127 from total of Lines 122-124 to calculate "Pounds Available for Use".
- 130: Report dry product pounds of nonfluid milk products used to fortify Class I (A Class IV utilization).
- 131: Report dry product pounds of nonfluid milk products used in Class II products.
- 132: Report dry product pounds of nonfluid milk products used in Class III products.
- 133: Total Lines 130 thru 132.
- 134: Subtract Line 133 from Line 128.

Schedule 2 – Supplemental Utilizations (continued)

- 136: Same as Line 131
- 137: If Line 134 > 0 (positive), add Lines 130, 132, and 134.
If Line 134 < 0 (negative), add Lines 130 and 132.
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Schedule 3 – Total Route Disposition

- 1-33: Report the total units of packaged fluid milk products disposed of on routes – including Out of Area Sales (excluding any transfers to other plants). Use the weight factors provided by this office to obtain the product pounds.

The butterfat test should be rounded to 3 places past the decimal (for example: 3.257%).
- 34: Enter total product pounds and butterfat pounds from Lines 1 through 33. Transfer total to Page 2, Line 1.
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Schedule 4 – Out-Of-Area Route Disposition

- 1-33: Report the total units of packaged fluid milk products disposed of as route sales outside of the marketing area. Identify the area as indicated. Use the weight factors provided by this office to obtain the product pounds.

The butterfat test should be rounded to 3 places past the decimal (for example: 3.257%).
- 34: Enter total product pounds and butterfat pounds from Lines 1 through 33.

Use a separate form for disposition into each federal order marketing area and one for disposition outside of any marketing area. Report sales into California separate from other out-of-area dispositions. Contact the Bothell office if you need additional forms.
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Schedule 5 – Closing Inventories

- 1-27: Report units of packaged fluid milk products in inventory at the end of the month. Use the weight factors provided by this office to obtain the product pounds.

The butterfat test should be rounded to 3 places past the decimal (for example: 3.257%).
- 28: Enter total product pounds and butterfat pounds from Lines 1 through 27. Transfer total to Page 2, Line 2.
- 29-33: Report total product pounds and butterfat pounds in bulk fluid milk and bulk fluid cream products in inventory at the end of the month.
- 34: Enter total product pounds and butterfat pounds from Lines 29 through 33. Transfer total to Page 2, Line 27.
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1/ Use whole numbers when reporting product pounds and butterfat pounds.

2/ For more information on handler reporting requirements, contact the MA office.