

**INSTRUCTIONS FOR FILING PRODUCER-HANDLER REPORT  
FORM HR-EZ**

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**Line #**

**Beginning Inventories**

- 1: Enter beginning inventory on hand at the beginning of the month of packaged Class I items.
- 2: Enter beginning inventory on hand at the beginning of the month of bulk milk and cream (Class IV) products.

**Receipts**

- 3: Enter total product pounds and butterfat pounds received from own farm production. Also, note within the space the number of farms if you operate more than one farm. (Federal Order 131 handlers: If only one farm production unit, report number of dairy cows in production.)
- 4: Federal Order 131 handlers: Enter total product pounds and butterfat pounds received from other dairy farms. If more than one dairy farm, enter number of dairy farms from which milk was received. On a separate piece of paper, report detail by farm production unit, showing separately the production of each farm unit and the numbers of dairy cows in production at each farm unit.
- 5 thru 10: Enter other receipts of milk and acquisitions for route disposition. Indicate the name of the plant from which it was received, the type of receipt, and whether it was in packaged or bulk form. Specify the product received, the Class of the product, and the total product pounds and butterfat pounds received.
- 11: Enter the fluid equivalent of nonfluid milk products used in Class II products. (From Line 15 of Reconciliation of Nonfluid Milk Products – Schedule 1)
- 12: Enter the fluid equivalent of nonfluid milk products used Class I and III products and any loss. (From Line 16 of Reconciliation of Nonfluid Milk Products – Schedule 1)
- 13: Enter total product pounds and butterfat pounds from Lines 1 thru 12.

**Utilizations**

- 14: Enter appropriate packaged fluid milk products disposed of on routes in the marketing area and out of the marketing area. (From Schedule 1, Line 15 | Schedule 2, Lines 15 and 30)
- 15: Enter ending inventory on hand at the end of the month of Class I packaged items, if applicable.
- 16: Enter ending inventory on hand at the end of the month of bulk milk and cream (Class IV) products.
- 17 thru 22: Enter the product pounds and butterfat pounds sold to other plants, including movements to commercial food processors. Indicate the name of the plant, the type of movement, the form of the product moved, the product sold, and the class.
- 23 thru 31: Identify use and enter product pounds and butterfat pounds used to produce dairy products and Other Uses. e.g. - Half and Half, Whip Cream, Cottage Cheese, Ice Cream, Sour Cream, Yogurt, Cream Cheese, Spreadable Cheese, American, Italian, Other Cheese, Evaporated Milk (in Consumer Packages), Sweetened Condensed (in Consumer Packages), Butter, Nonfat Dry Milk, Other (Specify)  
**Other Uses:** Identify use and enter product pounds and butterfat pounds used for animal feed, dumped, and accidental loss.
- 32: NFMS used to fortify FMP – Multiply Line 9 of Reconciliation of Nonfluid Milk Products by 9.89.
- 33: Enter total product pounds and butterfat pounds from Lines 14 thru 32.

**Shrinkage (Overage)**

- 34: Enter the difference between Line 13 and Line 33. This will be your plant shrinkage, or plant overage if Line 33 exceeds Line 13.

\*\*Please sign and date as indicated at the bottom of the report.\*\*

## INSTRUCTIONS FOR FORM HR-EZ, SCHEDULES 1 and 2

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### **Line #**

#### In-Area Route Disposition (FORM HR-EZ, Schedule 1)

- 1 thru 14: Enter the amount of packaged milk products disposed of as route sales in the marketing area. Note product pounds, butterfat test, butterfat pounds, and units sold.
- 15: Enter total product pounds and butterfat pounds from Lines 1 thru 14.

#### Reconciliation of Nonfluid Milk Products (FORM HR-EZ, Schedule 1)

*(For plants that use nonfat dry milk, butter, or condensed milk products.)*

- 1 thru 3: Report beginning inventory, purchases, and manufacture of nonfluid milk products.
- 4 thru 6: Report sales, dumpage, and ending inventory of such nonfluid milk products.
- 7: Subtract total of Lines 4-6 from total of Lines 1-3 to calculate "Pounds Available for Use".
- 9: Report dry product pounds of nonfluid milk products used to fortify Class I.
- 10: Report dry product pounds of nonfluid milk products used in Class II products.
- 11: Report dry product pounds of nonfluid milk products used in Class III products.
- 12: Total Lines 9 thru 11.
- 13: Subtract Line 12 from Line 7.
- 15: Same as Line 10
- 16: If Line 13 > 0 (positive), add Lines 9, 11, and 13  
If Line 13 < 0 (negative), add Lines 9 and 11

#### Out-of-Area Route Disposition (FORM HR-EZ, Schedule 2)

- 1 thru 14: Enter the amount of packaged milk products disposed of as route sales out of the marketing area. Note product pounds, butterfat test, butterfat pounds, and units.
- 15: Enter total product pounds and butterfat pounds from Lines 1 thru 14.
- 16 thru 30: Follow instructions for Lines 1 thru 15.