

AGENCY NAME:	South Carolina Department of Agriculture		
AGENCY CODE:	P160	SECTION:	44

Fiscal Year 2017-18 Accountability Report

SUBMISSION FORM

AGENCY MISSION	To promote and nurture the growth and development of South Carolina's agriculture industry and its related businesses while assuring the safety and security of the buying public.
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AGENCY VISION	For the State's economy to grow and prosper, providing everyone, producers and consumers, opportunities to enjoy the benefits of agriculture.
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Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

RESTRUCTURING RECOMMENDATIONS:	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Aaron Wood	803-734-2182	awood@scda.sc.gov
SECONDARY CONTACT:	Cristina Key	803-734-2190	ckey@scda.sc.gov

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I have reviewed and approved the enclosed FY 2017-18 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	
(TYPE/PRINT NAME):	Hugh E. Weathers, South Carolina Commissioner of Agriculture

BOARD/CMSN CHAIR (SIGN AND DATE):	N/A
(TYPE/PRINT NAME):	N/A

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AGENCY’S DISCUSSION AND ANALYSIS

The South Carolina Department of Agriculture (SCDA) has condensed from four to three divisions, in pursuit a two-part mission to promote agribusiness and protect producers and consumers in the marketplace. The divisions are: Agency Operations, Consumer Protection, and External Affairs and Economic Development. The Strategic Planning Template reflects this alignment of goals with divisions, while also showing how the entire agency works together towards achievement of these goals and thus, the agency’s mission. External Affairs and Economic Development are tasked with the strategies and objectives in pursuit of goals three and four. This organizational change was precipitated by the retirement of the Assistant Commissioner for Agricultural Services at the end of June 2018, and it is important to the note that SCDA is still working through the details of this change. The agency also hired a staff attorney, who reports directly to the Agriculture Commissioner.

Agency Operations

Agency Operations consists of the Commissioner’s Office; Administration; Human Resources; Information Technology; State Farmers Markets; and Grants Administration. These functional areas work to ensure that people, equipment, and infrastructure are adequate, available and positioned across the state to keep the agency mission ready and to serve the public. SCDA offers points of sale / purchase for agricultural products at three State Farmers Markets in Columbia, Florence and Greenville. This division also facilitates constituent services, oversees special projects at the direction of the Commissioner, and manages grant compliance across the agency.

Consumer Protection

The Consumer Protection Division is comprised of six departments: Laboratory Services; Metrology Services; Food and Feed Safety Inspection; Consumer Services, Produce Safety, and Grading and Inspections. By its legislative charge, the goal of the Consumer Protection Division is to protect the consumers and buying public in SC through routine food/feed/fuel inspections, laboratory testing and analysis, a variety of industry certifications, product sampling, licensing, auditing and oversight of commodity storage warehouses and facilities. Grading and Inspections (including Market News Service) ensures that consumers are getting the quality of product they are seeking, and that producers are being paid a price commensurate for their product in the marketplace.

External Affairs and Economic Development

The External Affairs and Economic Development Division includes External Affairs; Marketing and Promotions; the Office of Agribusiness Development; and Public Information. As the lead advocate for the state’s agricultural industry, the agency listens to stakeholders about pertinent issues at the federal, state and local levels. SCDA encourages market access, development, and sustainability for agricultural products by building consumer demand in South Carolina and beyond. With Commissioner Weathers’ goal to raise the economic impact of agribusiness to 50 billion by 2020, SCDA is helping existing operations expand and recruiting new companies to bring more value-added opportunities in South Carolina.

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Agency Successes

1. Commissioner Weathers launched the Agricultural Center for Research and Entrepreneurship (ACRE) in January 2018. Broadly, ACRE seeks to provide additional economic prosperity for SC agribusiness through five areas of emphasis: research initiatives; an entrepreneurship center; agribusiness development grants; SC Farm Link; and policy development. Research funded through ACRE will seek practical solutions to business challenges. Thus far, 8 research projects worth \$985,303 are underway. The entrepreneurship center has two tracks; one to help newer innovators without much business experience, and then a faster track for entrepreneurs who are ready to launch their product or process in the marketplace but need investors and/or mentors. Business development assistance has been provided to five individuals, and 15 new business owners are currently being served through the center. The agency is investing in the state’s food hub network, outlined in the “Marking Small Farms Big Business” study, by supporting five strategically located food hubs and the overall network expansion. ACRE is working to strengthen SCDA’s existing Farm Link program, for which the purpose is to connect farm owners who want their land to remain in agricultural production, with farm seekers. SCDA helps them use a variety of tools available to make the farmland transition a win-win for both sellers and seekers. Finally, ACRE staff will work with cities and counties to encourage the implementation of policies favorable to agriculture and agribusiness.

2. The Certified SC (CSC) Branding Program continues to grow, with 2,075 members. Recent research shows an 80% brand recognition for CSC, and 55% brand recognition of Fresh on The Menu among consumers in SC. Using methodology developed by Economist Doug Woodward at the University of South Carolina, each \$1 of money invested in the CSC program generates \$11 in additional tax revenue for the state.

3. SCDA is operating on a five-year plan to implement the federal Manufactured Food Regulatory Program Standards (MFRPS) to standardize state and federal food safety requirements for food manufacturers, distributors, and warehouses. By doing this, SCDA can continue to do contractual inspections for the US Food and Drug Administration (FDA). This is beneficial to SC food firms because they have a uniform set of state and federal rules, and SCDA inspectors work hard to help companies be successful in achieving and maintaining food safety standards. According to FDA, SCDA is the first state to achieve full conformance in all ten MFRPS standards by year 3 of implementation.

4. SCDA was tasked in 2017 with establishing a pilot program for industrial hemp growers (H.3559). After writing program rules, SCDA permitted 20 growers with approximately 350 acres for the 2018 growing season. This year, 40 growers with approximately 1,400 acres are being permitted for the 2019 growing season. To say this program has been challenging for everyone involved would be an understatement. A myriad of state and federal rules and classifications for industrial hemp, which is in the same genus as marijuana but without the psychoactive properties, has led to a complex interaction between state and federal agencies. Not deterred, SCDA is implementing this program as directed, and working to open doors for farmers to grow and market new crops in the state. The agency is leading the establishment of a voluntary inspection

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program for industrial hemp processors located in the state. As a result, growers will have confidence in knowing these processors are legitimate, and officially licensed and bonded dealers of agricultural products in South Carolina.

5. Over the last three years, SCDA has been investing heavily in newer, more efficient, safer vehicles and equipment across the service spectrum. During fiscal year 2017-18, SCDA replaced a 20-year-old livestock scale truck that had nearly 200,000 miles on it. This 2019 model freightliner will allow inspectors to increase inspection efficiency because of reduced repair-time, and the custom scale equipment will be safer and less laborious for inspectors to use. The Information Technology (IT) department replaced approximately 70 personal computers and laptops for office and field staff. Field inspectors also received some new printers and software on their computers that automatically pushes security patches and updates when they are connected to the internet. An inventory was completed, and a replacement schedule developed for all IT equipment and mobile devices. 91% of the agency's fleet vehicles are 2014 or newer models. Approximately 70% of fleet vehicles are leased through the Department of Administration State Fleet Management (SFM), and 30% are agency-owned. To leverage the expertise and efficiencies of scale, SCDA does participate in SFM's Commercial Vehicle Repair Program (CVRP) for agency owned vehicles.

6. The new 8,878 square foot SCDA Metrology Laboratory opened in April 2018. This new laboratory houses the official state standards for mass and volume and is the only source for National Institute of Standards and Technology (NIST) traceable calibrations to over 439 public and private sector customers who are required to comply with federal and state laws. This lab is recognized by NIST as an Echelon I category laboratory, which operates at the highest level of precision. The lab consistently ranks in the top 10 nationally for Echelon I, II, and III calibration productivity, including ranking number one for Echelon II calibrations. Traditional weight calibrations are performed on scales at grocery stores; doctor's offices and hospitals; package shipping locations; wood yards, mills, and any businesses that weigh trucks; livestock markets; and manufacturing facilities. Volume calibrations are completed for gas stations and other private and commercial refueling points; LP, natural gas, home heating oil dispensers; and airports. The Metrology Laboratory's services are a vital support function to intrastate commerce, providing free calibrations to public entities and fee-based calibrations to private businesses and out-of-state government agencies. SCDA Metrology Laboratory serves the state's growing automotive, aviation, and medical industries.

7. SCDA runs state government's only waste pesticide collection program, providing an opportunity for homeowners, farmers, and non-commercial and commercial applicators a method to dispose of old, unwanted, or unusable pesticides. The agency holds annual collections across the state, and even partners with some county Household Hazardous Waste (HHW) collections. SCDA began this program in 2008 with a 3-year grant from the Environmental Protection Agency. In the 2012 legislative session, the SC Legislature directed SCDA to continue waste pesticide collection, and in fiscal year 2013-14 established an annual appropriation of \$150,000 for this purpose. Since the program began, 640,334 pounds of pesticides have been collected by SCDA and destroyed or disposed of properly.

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Agency Focus Areas in 2018-19

1. Expansion of peanut and grain Inspection programs – 2017 was a record year for peanut production in South Carolina with 128,000 acres. SCDA provides trained graders at 12 buying points across the state that issue a quality grade for each load of peanuts delivered. Grade affects price, so this is a very important function in the marketplace for farmers and for buyers. Peanuts should continue to be an important crop in South Carolina, and SCDA is committed to improving hiring, training and retention of these employees. SCDA inspectors also grade grain for export, including soybeans, wheat and dried distillers grain (DDG). Volume of work has been on a steady growth trend year over year. With inland ports creating new opportunities, SCDA is preparing to staff three new grain buying points and evaluating another. As a result, grain grading volume could double next year.

2. Capital Permanent Improvement Projects – SCDA has three active Permanent Improvement Projects. The first is site renovation at the Greenville State Farmers Market. This includes repair and replacement of water, sewer, asphalt, signage, and landscaping infrastructure to improve the retail sales experience for businesses and customers. Second, the agency is adding a storage building at the new Metrology Laboratory. It will provide covered parking spaces for trucks, truck-mounted equipment, trailers, and trailer-mounted equipment. There will be approximately 1,400 square feet of storage for forklifts, pallets, shelving, weights and other inspector equipment. And, it will be used as a staging area for customer freight. The last on-going capital project is a construction of a climate-controlled building to conduct equipment repairs and training peanut inspectors (referenced in number 1 above).

3. The agency is in year two of a five-year phase-in / adoption of the federal Animal Feed Regulatory Program Standards (AFRPS). The impacts will be like that of MFRPS described earlier: harmonization of federal and state regulations; and improved consumer safety. Feed registration and sampling processes will be modernized, and two new feed control officials will be trained to conduct outreach activities and perform additional contract inspections for FDA. SCDA is developing Standard Operating Procedures (SOPs) and implementing protocols for training, inspections, outreach activities, process improvement, planning, and testing. The feed law change, described in “recommendations to reduce restrictions on businesses,” and accreditation of the feed laboratory, described in number 5 below, are both related to the adoption of AFRPS.

4. SCDA received a subaward from the state Department of Health and Environmental Control (DHEC) grant from FDA to be part of a state food/feed Rapid Response Team (RRT). 2018 is year one of a five-year grant; the agency will hire a RRT coordinator to meet the FDA’s year one deliverables. This RRT will improve traceability and response to feed and foodborne illnesses and other public health emergencies. The coordinator will also lead SCDA’s responsibilities with SC Emergency Response Team (SERT) Emergency Support Function (ESF) 11, Food.

5. The Consumer Protection Division (CPD) Laboratory is in year 2 of the Food and Drug Administration Animal Feed Regulatory Program Standards (AFRPS) ISO/IEC 17025:2005 Lab

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Accreditation Cooperative Agreement Program. This cooperative agreement provides support for laboratories testing animal feed to develop more advanced diagnostic and analytical capabilities, as well as seek accreditation under the international standard for competence in laboratory testing, ISO/IEC 17025:2017. To date, funding has been used to purchase two pieces of instrumentation that provide state of the art analytical capability for measurement of protein, fat, and fiber. Further, funding was received for purchase and implementation of a new laboratory information management system, a software-driven platform which will allow for improved workflow and data tracking. The new LIMS will replace the existing system that has been in place for approximately 30 years. Finally, this funding has allowed for hiring of a quality assurance manager in support of laboratory accreditation activities. To this end, key quality assurance documents have been composed and are in the process of being implemented. An application for ISO 17025:2017 accreditation has been submitted to a third-party assessor, and an on-site assessment has been tentatively planned for year 3 of the cooperative agreement.

Risk Assessment and Mitigation Strategies

The most negative impact, should the agency fail in accomplishing its goals and objectives, would be on public health and safety. The agency’s regulatory and marketing functions both ultimately ensure a safe, affordable, local food supply. Without SCDA’s inspection and oversight throughout marketing channels, there would be no confidence among consumers in the safety of the food they eat or the pet food they purchase. Food borne illnesses could cause sickness, starvation and/or even death. Less seriously, but still important, consumers would most likely not receive the volume or quality of product for which they were paying. Producers would not know they are being paid for the accurate quality grade or quantity of product they are selling. Agribusiness, including farming and forestry, is the largest industry in the state with an economic impact of \$42 billion and accounting for almost 213,000 jobs. If SCDA did not nurture and grow this industry, the negative economic impact and loss of jobs, particularly in rural communities would be substantial. Obviously, not all the variety of food consumed by South Carolinians comes from in state. However, if SC could not produce any of its own food, a national security and public safety crisis would occur.

SCDA works cooperatively with local, other state, and federal agencies to accomplish its mission and prevent the worst-case scenario described above. The best “outside” help that can be provided is for the SC General Assembly to lean on SCDA’s technical expertise to guide recommend periodic statutory and regulatory updates as technology evolves and new products are developed. Keeping pace with neighboring states and the federal government, when prudent, streamlines the regulatory process and reduces the burden on SC businesses.

Three options for the general assembly to prevent such a crisis:

1. Support and make the food, feed, and product regulatory changes described in the following restructuring recommendations.
2. Work with agribusiness to determine competitive barriers and use a balanced approach (pro-growth versus public safety) to overcome those obstacles.

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3. Either fund SCDA administrative and program costs or allow the flexibility to recoup a portion of those costs through fees for non-essential services.

Restructuring Recommendations

Recommendations to modernize law related to the Commissioner of Agriculture

1. Remove the bond requirement (\$50,000) for the Commissioner of Agriculture
 - a. The bond requirement is no longer necessary because subsequent statutes provide for insurance coverage for the agency and its employees (Insurance Reserve Fund, a division of the State Fiscal Accountability Authority)

Recommendations to modernize law related to the Agriculture Commission

2. Limit service in a hold-over capacity on the Agriculture Commission to a period not to exceed six months.
 - a. 1 Agriculture Commission member is selected from each judicial circuit and the chair is appointed by the Governor. 11 of 16 judicial circuits either have vacant seats or members who are serving in a hold-over capacity. One member's term expired 27 years ago.
3. Remove statutory references to the Agriculture Commission's authority to establish the agency's policies and annually approve the agency's budget as the Commissioner of Agriculture is a state constitutional officer.
 - a. This statutory charge given to the Agriculture Commission was prior to the Commissioner of Agriculture becoming a constitutional officer. Several Attorney General Opinions have concluded that the Commissioner of Agriculture is the sovereign, governing entity of SCDA and the Agriculture Commission does not have authority to establish policy or approve the agency's budget. The Agriculture Commission has not been performing these duties in practice.

Recommendations to improve consumer services

4. Adopt the model feed law proposed by the American Association of Feed Control Officials, which approximately 25 other states have already adopted.
 - a. This modernization of the state's feed laws, which has been in place for more than 50 years, with applicable federal feed laws, will help streamline compliance for feed mills and manufacturers. Regulation will be more efficient for SCDA inspectors as well.
 - b. This is related to Agency Focus Areas 3, 4, and 5 earlier in this document.
5. Authorize an application fee (\$25) and tiered annual fee for a registration verification certificate (RVC), which is required for food manufacturers, distributors, warehouses, and wholesalers.
 - a. An average of 200 new businesses apply yearly for a registration verification certificate. The process for issuing a registration verification certificate to a business includes a review of business plans, certifications, training, and labels by the Department of Agriculture, and the agency conducts product analysis as part of this process. Currently there is no fee to offset the cost of administration for issuing a registration verification certificate. A nominal fee will focus SCDA inspectors' time on businesses that are ready

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to go to market and speed up the issuance of necessary RVCs. The proposed application fee would generate approximately \$5,000 annually and the tiered annual fee revenue (based on risk/length of inspection and size of firm) would generate \$157,400. With these proposed revenue streams, the agency may hire three additional inspectors at entry level salaries (including fringe).

6. Require businesses dispensing petroleum products to notify the agency within 30 days of operating dispensers.
 - a. While SCDA is required to regulate the dispensing of petroleum products, there is no requirement for businesses to notify or register operation with the agency. Stations can now sell product unregulated until SCDA becomes aware of their operation and performs inspections. Enacting this requirement will ensure the accuracy and safety of pumps to protect consumers.
7. Authorize a registration fee per dispenser (\$5) for businesses dispensing petroleum products.
 - a. This fee will allow for more inspectors and testing equipment, and quicker response time and accountability of businesses selling petroleum products.
8. Enforce a scalable monetary penalty for habitual and willful offenders of petroleum law that take advantage of consumers
 - a. A monetary penalty for habitual offenders protects consumers in the marketplace by putting some "teeth" in enforcement process.

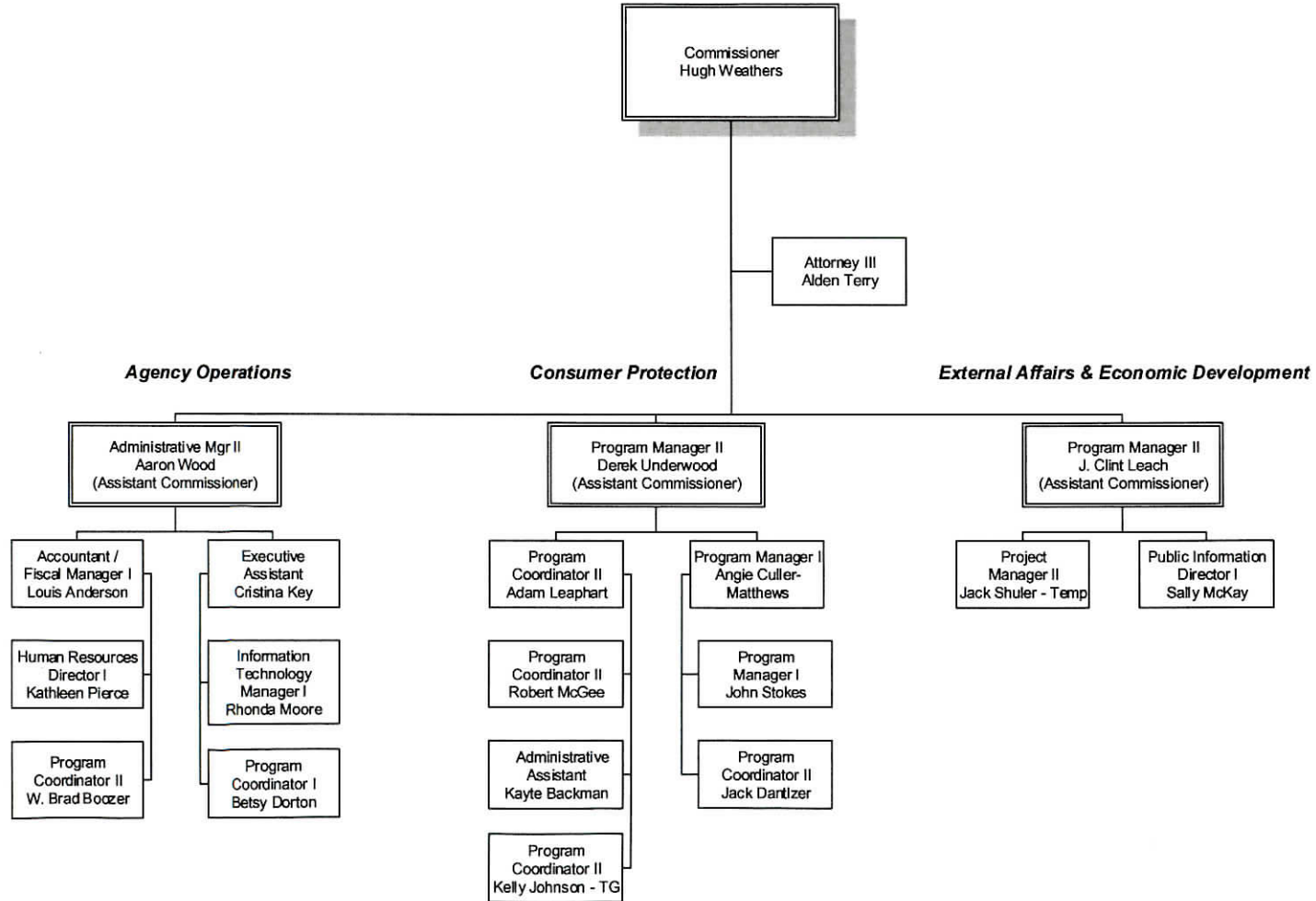
Recommendations to reduce restrictions on businesses

9. Revise state egg law (i.e., exempt United States Department of Agriculture graded facilities from state licensing; authorize the licensure of quail eggs; remove licensure requirements for small producers; and authorize a fee for registration).
 - a. These changes would provide market access for producers and consumers of quail eggs in the state, which is currently not allowed.
 - b. Remove duplicative regulation from those egg producers that have federal graders.
 - c. Authorize egg producers to sell, away from the farm, up to 30 dozen eggs per week to the end consumer without applying for state licensure.
 - d. Charge a fee not to exceed 10 dollars for state licensure.

*** END

Agency FTE Authorized: 138
Agency FTE Filled: 118
7 TG
8 TL

September 30, 2018



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Fiscal Year 2018-2019
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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			Improve agency operational readiness and workforce development							
	S	1.1			Prioritize and deploy Information Technology (IT) products and services							
	M		1.1.1		<i>Inventory and establish a replacement schedule for all agency IT equipment</i>							
	M		1.1.2		<i>See that 100% of appropriate staff complete an annual information security awareness training</i>	100%	100%		July 1-June 30	IT records	Number of completions/total number of required staff	encourages information security
	M		1.1.3		<i>Triage and acknowledge helpdesk tickets within 24 hours; provide desktop support to all agency users</i>							
	M		1.1.4		<i>Work with Division of Information Security (DIS) to develop and implement INFOSEC policies</i>							
	S	1.2			Recruit and retain highly qualified and motivated employees							
	M		1.2.1		<i>Perform all actions related to personnel (i.e.: E-Verify, SCEIS, NeoGov, EPMS, Insurance, Retirement, documentation) within required timeframes (3 -30 days) as outlined in procedures and laws</i>							
	M		1.2.2		<i>Complete required EEOC reporting and focus on potential areas of improvement</i>							
	M		1.2.3		<i>Complete planning stage documents by 1 March each year for all existing employees and within 1 month of new hires</i>	92%	100%		July 1-June 30	HR records	Number of completed planning staging documents/ total number of employees required to have an EPMS	emphasizes employee growth and development
	M		1.2.4		<i>Offer an annual health screening for all employees and purchase Personal Protective Equipment (PPE) for all field personnel</i>							
	M		1.2.5		<i>Coach supervisors through introductory and advanced training, writing personal development plans for subordinates, and implementation of progressive discipline policy</i>	80%	90%		July 1-June 30	HR records	Number of employees receiving supervisory training/total number of employees eligible for supervisory training	emphasizes employee growth and development
	S	1.3			Improve financial reporting and business procedures							
	M		1.3.1		<i>Provide monthly financial reports to division directors and program staff</i>							
	M		1.3.2		<i>Ensure compliance with procurement code, enhance procedural knowledge, and diversify vendor pool</i>							
	M		1.3.3		<i>Update fleet vehicle and equipment inventory and complete reports monthly; assess needs and establish an annual replacement plan</i>							
	M		1.3.4		<i>Set up purchase orders, post payments received, and process invoices within 2 weeks of receipt</i>							
	S	1.4			Set, execute and monitor a strategic plan towards accomplishing the agency mission							
	M		1.4.1		<i>Facilitate communication up and down the chain of command through staff meetings, notifications, event attendance, and leading the communications committee</i>							
	M		1.4.2		<i>Respond to constituent contacts within 3 business days of receipt</i>							
	M		1.4.3		<i>Brief Commissioner Weathers daily regarding his schedule, pertinent industry issues, employee news, and constituent contacts; represent Commissioner Weathers at meetings, seminars, and events</i>							
	M		1.4.4		<i>Provide technical assistance as requested, during audits of farm aid fund recipients</i>							
Maintaining Safety, Integrity and Security	G	2			Protect consumers and businesses in the marketplace through physical inspections, laboratory analyses, product sampling, licensing, field testing, auditing, and other compliance activities							

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	S		2.1		Provide food/feed safety oversight of SC food manufacturers, processors, and food distribution facilities through routine, risk-based, compliance inspections							
	M		2.1.1		<i>Lead implementation plans for federal regulatory mandates such as FSMA, MFRPS, AFRPS, and COOL</i>	100%	100%		July 1-June 30	Food Safety Records	Number of corrective actions taken/total number of food label submissions	protects consumers in the marketplace
	M		2.1.2		<i>Plan Reviewer should continue to provide assistance to food entrepreneurs wishing to begin wholesale food businesses</i>							
	M		2.1.3		<i>Participate in regional and national food safety events by way of membership, attendance, work groups and forums</i>							
	M		2.1.4		<i>Produce Safety Department within the Consumer Protection Division will continue education and enforcement of the SC Produce Safety Act 39-26</i>	59%	65%		July 1-June 30	Records and log from newly created SCDA FSMA department and Clemson University	Number of covered farms reached/total inventory of covered farms to fulfill grant yearly milestone	ensures adequate education before regulation
	S		2.2		Maintain the accuracy and precision of the State's mass and volume							
	-		2.2.1		<i>Enhance the Metrology Laboratory's credibility by becoming accredited by the National Voluntary Laboratory Accreditation Program (NVLAP)</i>	427	150		July 1-June 30	Metrology Laboratory Report	Total number of firms provided laboratory services	provides services for public entities and private businesses
	-		2.2.2		<i>Establish a new Quality Manager position to provide ongoing quality assurance auditing and documentation</i>							
	-		2.2.3		<i>Build a new metrology laboratory to meet the NIST requirements for Echelon 1 metrology laboratory environments</i>							
	-		2.2.4		<i>Perform calibrations within 1 month of a work order</i>							
	S		2.3		Ensure commodities offered for sale are the correct quantity and quality through inspections of petroleum dispensers, retail scales, and storage facilities							
	-		2.3.1		<i>Deploy new large mass vehicles to provide service to large scale firms</i>							
	-		2.3.2		<i>Perform routine inspections, consistent with policy, of 100% of firms annually under SCDA regulatory oversight</i>	100%	100%		July 1-June 30	Petroleum Lab records	Number of corrective actions taken/total number or fuel deemed inferior or contaminated	protects consumers in the marketplace
	-		2.3.3		<i>Provide follow-up communication on 100% of consumer complaints</i>	100%	100%		July 1-June 30	Consumer Complaint File	Number of consumer requests with same-day follow-up/total number of requests	measures customer service
	S		2.4		Provide public safety assurance that commodities purchased are safe,							
	-		2.4.1		<i>Collaborate with other government agencies (Clemson, DOT, DHEC, DOR, APHIS, FERN, FDA, USDA) to perform routine and emergency testing</i>	361	350		July 1- June 30	Seed Lab records	Total number of seed inspections performed for Clemson	promotes a good working relationship and collaboration
	-		2.4.2		<i>Develop and install a new Laboratory Information Management System (LIMS) to enhance reporting and interface with FERN and FDA compliant databases</i>							
	-		2.4.3		<i>Develop SOPs and protocols to enhance laboratory capabilities through regulatory accreditation programs, such as ISO/IEC 17025</i>							
	-		2.4.4		<i>Have 100% staff attendance at all technical trainings and safety meetings</i>							
	-		2.4.5		<i>Analyze official and submitted samples and communicate results within five business days</i>							
Public Infrastructure and Economic Development	G		3		Promote and market South Carolina agriculture, both domestically and abroad, to increase demand for agricultural products							
	S		3.1		Expand Certified SC branding and marketing efforts							
	-		3.1.1		<i>Increase program membership and brand recognition by 5%</i>	2,075	2,500		July 1-June 30	member database; updated monthly	Total of all Certified SC members, including Certified SC Seafood	reflects impact of Certified SC brand Marketing

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	-			3.1.2	Post on each SCDA managed social media account 3-5 times per week at strategic times to ensure the most reach							
	-			3.1.3	Grow agritourism operator participation in SC programming by 5% and consumer traffic at those venues by 10%							
	-			3.1.4	Conduct participant evaluation at all events to determine effectiveness and utilization	145,250	160,000		July 1-June 30	car counts, ticket sales	Totaling number of attendees at SCDA events via car counts (2.2 PP per car as standard) and ticket sales for paid events	measures exposure to marketing activities and visits to farmers markets
	S			3.2	Maximize Return on Investment (ROI) of producer-led commodity boards through research, promotion and education							
	-			3.2.1	Use merchandising and commodity-specific promotions to increase sales of SC products by 5% in retail food outlets and food service venues							
	-			3.2.2	Fund research of new technologies, science, and best management practices for production, packaging, and processing							
	-			3.2.3	Place more resources into export market analysis, access, and development							
	-			3.2.4	Use cross-promotion of, and between, commodities to increase demand by 5%							
	S			3.3	Expand direct sales opportunities through the State Farmers Market system, community based markets, roadside markets, Farm-to-School, and niche markets							
	-			3.3.1	Identify and prioritize critical upgrades at all 3 State Farmers Markets (SFMs) to ensure producers and consumers have safe and clean facilities							
	-			3.3.2	Provide four training meetings for producers and community based markets to expand SNAP/WIC usage of this program							
	-			3.3.3	In conjunction with Clemson University Extension, update producer Good Agricultural Practice (GAP) training and outreach efforts to increase certification by 5%							
	-			3.3.4	Identify number of farmers currently selling to schools, develop and maintain database that compiles contact and product information and update database monthly							
	-			3.3.5	Leverage earned media to reach consumers two weeks prior to major events like Flower Festivals and Family Fun Day							
	S			3.4	Provide daily market news reports and USDA quality grading and inspections for fruits, vegetables, peanuts, and other commodities							
	-			3.4.1	Make weekly visits to six livestock auctions and daily visits to produce wholesalers to record price, volume and other market information							
	-			3.4.2	Produce and publish information daily and weekly through internet reports, printed reports, telephone recording devices, daily radio programs, as well as newspapers							
	-			3.4.3	Perform grading and inspection at all statewide peanut buying points and contracted grain and commodity buying points							
	-			3.4.4	Increase the diversity of USDA commodity certifications that SCDA inspectors can issue upon request	66%	70%		July 1-June 30	Inspection staff certifications	Number of full certified inspection staff/total number of inspection staff	improves responsiveness to customers, operational efficiency, and employee development
Public Infrastructure and Economic Development	G			4	Expand South Carolina's agricultural outputs by providing value-added opportunities to farmers and timely information to all stakeholders							
	S			4.1	Grow existing industry by increasing agribusiness recruitment efforts and value-added opportunities							
	-			4.1.1	Meet with 10 current companies annually to encourage them to use more SC agricultural products in their business processes							

Agency Name: DEPARTMENT OF AGRICULTURE

Agency Code: P160 Section: 44

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
-				4.1.2	Create collaborations between in-state farmers and food processors to determine supply-chain opportunities							
-				4.1.3	Meet with state, locals and regional alliance officials quarterly about agribusiness opportunities							
-				4.1.4	Participate in at least seven business events and/or trade shows per year to meet with prospective companies							
-				4.1.5	Perform an annual inventory analysis on agribusiness companies who are primed for expansion in SC or the Southeastern United States	110	75		July 1-June 30	Recruitment log; updated monthly	Totalling monthly number of contacts	increases jobs, capital investment and economic impact of the industry
S				4.2	Research and advocate for responsible agricultural policies which encourage growth and resource stewardship							
-				4.2.1	Assess all industry policies before each legislative session by gathering input from a cross section of at least 10 different producers							
-				4.2.2	Be an industry voice in communicating factual information to elected officials at the appropriate time							
-				4.2.3	Work with agency program staff to review current laws, regulations, and policies to balance consumer safety and a business friendly environment							
S				4.3	Provide credible and timely information to South Carolinians to increase awareness of agriculture							
-				4.3.1	Update agency plan for crisis management and/or regulatory enforcement events							
-				4.3.2	Respond to 100 percent of website information requests within two business days	100%	100%		July 1-June 30	estimate based on PI request records	Number of phone, email, and social media requests answered within 2 days/total number of requests	measures responsiveness
-				4.3.3	Develop relationships with media statewide to pitch positive agricultural news, events, stories as they occur	830	1,000		July 1-June 30	media tracking records; daily	Total number of all SCDa media mentions	measures effectiveness of paid media and reach of brand (Commissioner, agency, Certified, industry) marketing
S				4.4	Continue to foster external and internal communications as educational resources and enhanced customer service tools							
-				4.4.1	Maintain a Market Bulletin subscription of 15,000	11,805	13,000		July 1-June 30	Kelly Registration Systems	Total number of Market Bulletin subscribers	reaches a unique market for SCDa
-				4.4.2	Public Information staff should conduct visits with different program staff at least monthly							
-				4.4.3	Establish an accurate position on key issues and create consistent messaging across the agency							
-				4.4.4	Leverage paid media to get a higher return on investment							
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Agency Name: DEPARTMENT OF AGRICULTURE

Agency Code: P160 Section: 044

Program Template

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administrative Services	Provides executive leadership, support, policy development and review, financial services, information technology, facilities management and other administrative services.	\$ 1,001,169	\$ 85,074		\$ 1,086,243	\$ 918,355	\$ 90,000		\$ 1,008,355	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.4.1, 1.4.2, 1.4.3, 1.4.4, 3.3.1, 4.3.1, 4.3.2, 4.4.2
III. Consumer Protection	Protects consumers from unsafe, ineffective, or fraudulent goods that may be offered for public sale; assures that goods meet acceptable standards of quality; monitors labeling; registers animal and pet foods, frozen desserts, gasoline and antifreeze; issues licenses for butterfat testers and milk samplers, grants permits to salvage food operations; issues two to three thousand licenses, permits and registrations; provides assistance regarding food safety and security in the event of a natural disaster or an accidental or international emergency related to Homeland Security. Draws samples for analysis in the SCDA's laboratories; protects the people of the state, farmers and non-farmers, from fraud by ensuring the accuracy of weights and measures; inspects food and cosmetic manufacturing and storage facilities, assures farmers that they receive full and prompt payment for the products they produce and that their stored cotton and grain crops are protected in warehouse facilities; inspects gas pumps, grocery store scales, vehicle tank meters, and liquid petroleum gas measuring devices; collects official samples of petroleum, product, meat and foods for	\$ 2,535,061	\$ 588,330	\$ 555,054	\$ 3,678,445	\$ 2,509,500	\$ 792,687	\$ 1,500,000	\$ 4,802,187	2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5, 4.2.3, 4.4.2, 4.3.1

Agency Name: DEPARTMENT OF AGRICULTURE

Fiscal Year 2017-2018
Accountability Report

Agency Code: P160 Section: 044

Program Template

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
IV. A. Marketing and Promotions	Develops and implements broad-based marketing programs; provides programs and services designed to increase consumer awareness and product demand for quality South Carolina agricultural commodities; strives to improve the economic vitality of business and individuals in the industry of agriculture; encourages expansion and development of existing industries that use South Carolina agricultural commodities, both fresh and processed, to increase the marketability of locally-grown products; domestic and international marketing assistance; certifies roadside markets; promotes specialty crops and specialty products; assists small farmer and provides support for locally grown certification; promotes the green industry (nursery, greenhouse, landscape, etc.); authorizes individual farmers and farmers markets to be able to accept coupons from those who are nutritionally at risk to buy fresh, unprepared produce issued in the WIC and Seniors Farmers Market Nutrition Programs.	\$ 5,797,523	\$ 72,612	\$ 637,589	\$ 6,507,725	\$ 7,393,366	\$ 327,700	\$ 711,304	\$ 8,432,370	3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.2.3, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.2.1, 4.2.2, 4.2.3, 4.3.1, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4
IV. B. Commodity Boards	Serves as a liaison to commodity boards, associations and the state's Agriculture Commission to aid in marketing state commodities, as well as fund various research projects relevant to the commodity.		\$ 1,933,853		\$ 1,933,853		\$ 1,849,280		\$ 1,849,280	3.2.1, 3.2.2, 3.2.3, 3.2.4, 4.4.2
IV. C. Market Services	Oversees and operates the three state farmers markets in Lexington, Florence and Greenville. These markets provide central points for farmers and producers to sell their products.	\$ 448,861	\$ 1,046,157		\$ 1,495,018	\$ 300,000	\$ 907,642		\$ 1,207,642	3.3.1, 3.3.2, 3.3.5, 4.4.2, 3.1.4
IV. D. Inspection Services	Provides quality grade standards and up-to-date first-hand market news to the allied industry through a cooperative agreement with the USDA; provides grading and inspecting of poultry products and fruits and vegetables.		\$ 2,158,696		\$ 2,158,696		\$ 2,509,163		\$ 2,509,163	3.4.1, 3.3.3, 3.4.2, 3.4.3, 3.4.4, 4.4.2

Agency Name: DEPARTMENT OF AGRICULTURE

Fiscal Year 2017-2018
Accountability Report

Agency Code: P160 Section: 044

Program Template

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Associated Measure(s)								
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL									
IV. E. Market Bulletin	Publishes the Market Bulletin which is designed as a vehicle for farmers and non-farmers to buy and sell agricultural and agricultural-related items, a resource for economic stability especially in rural areas.	\$	100,416		\$	100,416		\$	161,730		\$	161,730	4.4.1, 4.4.4, 4.3.3, 3.4.2					
V. Fringe Benefits		\$	1,175,914	\$	1,004,845	\$	144,047	\$	2,324,806	\$	1,252,240	\$	771,934	\$	8,000	\$	2,032,174	All
All Other Items	Permanent Improvements		\$	1,872,687		\$	1,872,687				\$	63,912		\$		\$	63,912	2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.3.1, 2.3.2, 2.3.3
	Certified SC	\$	195,425		\$	195,425		\$	254,695		\$			\$		\$	254,695	3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.2.3, 3.2.4
	Laboratory/CP Equipment	\$	1,497,724		\$	1,497,724		\$	130,012		\$			\$		\$	130,012	2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5
	Agribusiness Grants	\$	724,251		\$	724,251		\$	385,855		\$			\$		\$	385,855	3.2.1, 3.2.3, 4.1.1, 4.1.2, 4.1.3, 4.1.5
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Agency Name: DEPARTMENT OF AGRICULTURE

Fiscal Year 2017-2018
Accountability Report

Agency Code: P160 Section: 044

Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	46-3-10	State	Statute	Establishes duties of Department-The Department of Agriculture shall execute the laws of this State pertaining to agriculture except such laws as specifically designated for execution by others.	Yes	No		
2	46-3-20	State	Statute	Establishes SCDA's authority to issue food manufacturers, processors, and packers permits.	Yes	Yes	Other service or product our agency must/may provide	Permits for food manufacturers, processors, and packers.
3	46-3-25	State	Statute	Establishes a program within SCDA to foster relationships between S.C. farms, school districts, and other institutions and to provide them with fresh and minimally processed foods for consumption by students.	Yes	Yes	Other service or product our agency must/may provide	Program within SCDA to foster relationships between S.C. farms, school districts, and other institutions and to provide them with fresh
4	46-3-30	State	Statute	Establishes qualifications of the Commissioner of Agriculture.	Yes	Yes	Other service or product our agency must/may provide	Qualified Commissioner of Agriculture
5	46-3-40	State	Statute	Establishes election process for the Commissioner of Agriculture.	No	Yes	Other service or product our agency must/may provide	Duly Elected Commissioner of Agriculture
6	46-3-50	State	Statute	Establishes the bond of the Commissioner of Agriculture.	No	Yes	Other service or product our agency must/may provide	Bond for Commissioner of Agriculture
7	46-3-60	State	Statute	Allows for the appointment of a clerk by the Commissioner.	No	Yes	Other service or product our agency must/may provide	Clerk for Commissioner of Agriculture
8	46-3-80	State	Statute	Establishes duties of the Commissioner-promotion of agriculture; establish a land registry	Yes	Yes	Other service or product our agency must/may provide	Promotion of agriculture and cattle raising and establishment and maintenance of a land registry
9	46-3-90	State	Statute	Establishes the Commissioner's authority to regulate the sale of marl or ground limestone.	Yes	Yes	Other service or product our agency must/may provide	Regulation of the sale of marl or ground limestone
10	46-3-100	State	Statute	Establishes the Commissioner's authority to regulate the sale of inoculating material.	Yes	Yes	Other service or product our agency must/may provide	Regulation of the sale of inoculating material
11	46-3-110	State	Statute	Establishes the disposition of moneys derived from sale of Inoculating material.	Yes	Yes	Other service or product our agency must/may provide	Disposition of moneys derived from sale of inoculating material
12	46-3-120	State	Statute	Establishes that other Departments and agencies shall furnish information to the Commissioner as necessary.	Yes	Yes	Other service or product our agency must/may provide	Request information from other agencies
13	46-3-130	State	Statute	Establishes the authority of SCDA to enter into contracts or agreements with any State agency.	Yes	No		
14	46-3-140	State	Statute	Establishes the requirement of an annual report of SCDA's work.	Yes	Yes	Report our agency must/may provide	
15	46-3-145	State	Statute	Establishes the definition of "beneficiary class" and SCDA's involvement with loan programs.	Yes	Yes	Other service or product our agency must/may provide	participate in and cooperate with programs which may make loans to farmers of the beneficiary class
16	46-3-160	State	Statute	Establishes the Commissioner's authority to enter into agreements with the U.S. government for the conduct of aquatic plant control projects.	Yes	No	Other service or product our agency must/may provide	May enter into agreements with the U.S. government for the conduct of aquatic plant control projects
17	46-3-170	State	Statute	Establishes that the Commissioner may sue or be sued.	Yes	No	Other service or product our agency must/may provide	Commissioner may sue or be sued.
18	46-3-175	State	Statute	Establishes the authority of SCDA to issue agribusiness licenses.	Yes	Yes	Other service or product our agency must/may provide	SCDA to issue agribusiness licenses.
19	46-3-180	State	Statute	Establishes the authority of the Commissioner to revoke registrations or licenses.	Yes	Yes	Other service or product our agency must/may provide	May revoke registrations or licenses.
20	46-3-190	State	Statute	Establishes that a hearing must occur before a license is revoked.	Yes	Yes	Other service or product our agency must/may provide	Must conduct a hearing before a license is revoked.
21	46-3-200	State	Statute	Establishes the procedural powers of the Commissioner at license revocation hearing.	Yes	Yes	Other service or product our agency must/may provide	Must follow procedural powers of the Commissioner at license revocation hearing.
22	46-3-210	State	Statute	Establishes the bond to stay revocation.	Yes	Yes	Other service or product our agency must/may provide	Bond to stay revocation.
23	46-3-220	State	Statute	Establishes the appeals process for revocation of registrations or licenses.	Yes	Yes	Other service or product our agency must/may provide	Provide appeals process for revocation of licenses.
24	46-3-230	State	Statute	Establishes release of certain items from restraining orders.	Yes	Yes	Other service or product our agency must/may provide	Commissioner may release any such item upon compliance with, and payment of, all costs or expenses incurred in any proceeding pursuant to such order.
25	46-3-240	State	Statute	Establishes the authority of the Commissioner and inspectors to enforce regulations relating to food and drugs.	Yes	Yes	Other service or product our agency must/may provide	Commissioner and inspectors to enforce regulations relating to food and drugs.
26	46-3-260	State	Statute	Establishes the South Carolina Renewable Energy Infrastructure Development Fund and gives SCDA authority to prescribe procedures, as necessary, to execute related provisions.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
27	46-3-270	State	Statute	Establishes the authority of SCDA to waive the remittance of indirect cost recoveries for the Specialty Crop Grant.	Yes	Yes	Other service or product our agency must/may provide	The Department of Agriculture may waive the remittance of indirect cost recoveries for the Specialty Crop Grant
28	46-3-280	State	Statute	Establishes a program to integrate veterans into the field of agriculture and support veterans currently working in agriculture.	Yes	Yes	Other service or product our agency must/may provide	Establish a program to integrate veterans into the field of agriculture and support veterans currently working in agriculture.
29	46-15-10	State	Statute	Establishes the general duties of SCDA.	Yes	Yes	Other service or product our agency must/may provide	Implementation of the Provisions of S.C. Code 46-15-10 et. Seq
30	46-15-20	State	Statute	Establishes the general powers of SCDA.	Yes	Yes	Other service or product our agency must/may provide	Perform powers associated to agricultural marketing
31	46-15-21	State	Statute	Abolishes the State Agricultural Marketing Commission.	Yes	Yes	Other service or product our agency must/may provide	Perform duties of the State Agricultural Marketing Commission

32	46-15-30	State	Statute	Establishes that any rules and regulations must be filed with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	File rules and regulations with the Secretary of State
33	46-15-40	State	Statute	Establishes that inspection, grading, and buyers' services shall be made available to private markets at reasonable charges.	Yes	Yes	Other service or product our agency must/may provide	Make inspection, grading, and buyers' services available to private markets at reasonable charges.
34	46-15-50	State	Statute	Establishes that SCDA must keep markets' records.	Yes	Yes	Other service or product our agency must/may provide	Keep Market records
35	46-15-60	State	Statute	Establishes that funds from the operation of the wholesale farmers' markets must be	Yes	Yes	Distribute funding to another entity	
36	46-15-70	State	Statute	Establishes the Agricultural Marketing Advisory Council with the Commissioner as chairman.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
37	46-15-80	State	Statute	Establishes meetings and compensation of the Agricultural Marketing Advisory Council.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
38	46-15-90	State	Statute	Establishes duties of the Agricultural Marketing Advisory Council.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
39	46-17-340	State	Statute	Establishes that SCDA shall provide administrative support to S.C. Commodity Boards and Associations.	Yes	Yes	Other service or product our agency must/may provide	Pay Department expenses with funds appropriated by law and not assessments
40	46-19-40	State	Statute	Establishes that SCDA shall approve, assist, and supervise local marketing authorities.	Yes	Yes	Other service or product our agency must/may provide	shall approve, assist, and supervise local marketing authorities.
41	46-19-210	State	Statute	Establishes the authority of the Commissioner to establish and supervise the Roadside Market Incentive Program.	Yes	Yes	Other service or product our agency must/may provide	establish and supervise the Roadside Market Incentive Program.
42	46-19-220	State	Statute	Establishes the authority of the Commissioner to prescribe standards for participating in the Roadside Market Incentive Program.	Yes	Yes	Other service or product our agency must/may provide	prescribe standards for participating in the Roadside Market Incentive Program.
43	46-19-230	State	Statute	Establishes the application process for the Roadside Market Incentive Program.	Yes	Yes	Other service or product our agency must/may provide	Establish the application process for the Roadside Market Incentive Program.
44	46-19-240	State	Statute	Establishes the Commissioner's authority to make signs for the Roadside Market Incentive Program.	Yes	Yes	Other service or product our agency must/may provide	make signs for the Roadside Market Incentive Program.
45	46-19-250	State	Statute	Establishes periodic inspections of approved roadside markets.	Yes	Yes	Other service or product our agency must/may provide	Conduct periodic inspections of approved roadside markets.
46	46-19-260	State	Statute	Establishes notice and hearing on disapproved market application.	Yes	Yes	Other service or product our agency must/may provide	Conduct hearings on disapproved market application.
47	46-19-270	State	Statute	Establishes penalty for displaying an unauthorized market sign.	Yes	Yes	Other service or product our agency must/may provide	Implement penalty for displaying an unauthorized market sign.
48	46-19-280	State	Statute	Establishes transfer of market signs.	Yes	Yes	Other service or product our agency must/may provide	Oversee transfer of market signs.
49	46-19-290	State	Statute	Establishes the authority of the Commissioner to expend funds for the promotion and expansion of agricultural products.	Yes	Yes	Other service or product our agency must/may provide	expend funds for the promotion and expansion of agricultural products.
50	46-19-300	State	Statute	Establishes the authority of the Commissioner to adopt rules to implement the Roadside Market Incentive Program.	Yes	Yes	Other service or product our agency must/may provide	adopt rules to implement the Roadside Market Incentive Program.
51	46-19-310	State	Statute	Establishes the authority of the Commissioner to apply for an injunction.	Yes	Yes	Other service or product our agency must/may provide	apply for an injunction.
52	46-21-25	State	Statute	Establishes the authority of SCDA to enforce state seed law.	Yes	Yes	Other service or product our agency must/may provide	enforce state seed law.
53	46-21-35	State	Statute	Establishes the SCDA seed laboratory.	Yes	Yes	Other service or product our agency must/may provide	Establish Seed Laboratory
54	46-27-410	State	Statute	Establishes the authority of SCDA to inspect and take feed samples.	Yes	Yes	Other service or product our agency must/may provide	inspect and take feed samples.
55	46-40-10	State	Statute	Establishes the SC Grain Dealers Guaranty Fund.	Yes	Yes	Other service or product our agency must/may provide	operate SC Grain Dealers Guaranty Fund
56	46-41-40	State	Statute	Establishes the authority of SCDA to issue agricultural dealers and handlers licenses.	Yes	Yes	Other service or product our agency must/may provide	issue agricultural dealers and handlers licenses.
57	46-42-10	State	Statute	Establishes the authority of SCDA to sample, grade, and inspect grain and oilseeds.	Yes	Yes	Other service or product our agency must/may provide	sample, grade, and inspect grain and oilseeds.
58	46-51-10	State	Statute	Establishes the Aquaculture Permit Assistance Office within SCDA.	Yes	Yes	Other service or product our agency must/may provide	Operate Aquaculture Permit Assistance Office within SCDA.
59	39-9-68	State	Statute	Charges SCDA Consumer Services Division with performing weights and measures functions.	Yes	Yes	Other service or product our agency must/may provide	Perform weights and measures functions.
60	39-9-70	State	Statute	Charges the Commissioner of Agriculture with maintaining and enforcing weights and measures inspections and standards.	Yes	Yes	Other service or product our agency must/may provide	maintain and enforce weights and measures inspections and standards.
61	44.1	State	Proviso	Establishes the authority of SCDA to charge a yearly subscription for the Market Bulletin.	Yes	Yes	Other service or product our agency must/may provide	charge a yearly subscription for the Market Bulletin.
62	44.2	State	Proviso	Establishes fruit/vegetable inspectors subsistence.	Yes	Yes	Other service or product our agency must/may provide	Establish fruit/vegetable inspectors subsistence.
63	44.3	State	Proviso	Establishes SCDA use of the Warehouse Receipts Guaranty Fund.	Yes	Yes	Other service or product our agency must/may provide	retain and expend fifty thousand dollars from the Warehouse Receipts Guaranty Fund
64	44.4	State	Proviso	Establishes a weights and measures registration fee.	Yes	Yes	Other service or product our agency must/may provide	May charge a weights and measures fee
65	44.5	State	Proviso	Establishes the authority of SCDA to retain revenues associated with the sale of its property.	Yes	Yes	Other service or product our agency must/may provide	may retain revenues associated with the sale of the property
67	44.7	State	Proviso	Establishes the authority of SCDA to charge for export certification.	Yes	Yes	Other service or product our agency must/may provide	May charge for registration of feed labels.
68	44.8	State	Proviso	Establishes the authority of SCDA to charge for registration of feed labels.	Yes	Yes	Other service or product our agency must/may provide	may charge for registration of feed labels.
69	5-190	State	Regulation	State Farmers Markets; rules and regulations	Yes	Yes	Other service or product our agency must/may provide	regulate State Farmers Markets
70	5-200 through 5-207	State	Regulation	Commercial feeding stuffs	Yes	Yes	Other service or product our agency must/may provide	regulate Commercial feeding stuffs

71	5-210 through 5-235	State	Regulation	Egg grading and packaging	Yes	Yes	Other service or product our agency must/may provide	regulate Egg grading and packaging
72	5-300 through 5-322	State	Regulation	Food labeling	Yes	Yes	Other service or product our agency must/may provide	regulate food labeling
73	5-360 through 5-373	State	Regulation	Salvage operations dealing in foods and cosmetics	Yes	Yes	Other service or product our agency must/may provide	regulate salvage operations dealing in food and cosmetics
74	5-420 through 5-426	State	Regulation	Livestock sales licenses	Yes	Yes	Other service or product our agency must/may provide	regulate livestock sales licenses
75	5-440 through 5-449	State	Regulation	Petroleum products	Yes	Yes	Other service or product our agency must/may provide	regulate petroleum products
76	5-450 through 5-459	State	Regulation	The Roadside Market Incentive Program	Yes	Yes	Other service or product our agency must/may provide	regulate the Roadside Market Incentive Program
77	5-460 through 5-483	State	Regulation	Seeds	Yes	Yes	Other service or product our agency must/may provide	Regulate Seeds
78	5-490 through 5-497	State	Regulation	Warehouse system	Yes	Yes	Other service or product our agency must/may provide	Regulate Warehouse system
79	5-500 through 5-572	State	Regulation	Weights and measures	Yes	Yes	Other service or product our agency must/may provide	Regulate weights and measures
80	5-581	State	Regulation	Dealers and handlers of agricultural products	Yes	Yes	Other service or product our agency must/may provide	regulate dealers and handlers
81	5-610 through 5-613	State	Regulation	Milk Producer Tax Credit	Yes	Yes	Other service or product our agency must/may provide	regulate milk producer tax credit
82	46-17-10 through 46-17-470	State	Statute	Agriculture Commodities Marketing	Yes	Yes	Other service or product our agency must/may provide	Establish commodities marketing
83	46-21-1010	State	Statute	Seed Arbitration claims notice and effect of arbitration	Yes	Yes	Other service or product our agency must/may provide	Implement seed arbitration
84	46-21-1020	State	Statute	Appointment of arbitration committee; procedures	Yes	Yes	Other service or product our agency must/may provide	Appointment of arbitration committee
85	46-1-160	State	Statute	Establishes the SC Farm Aid Fund and tasks SCDA with administering the fund	Yes	Yes	Other service or product our agency must/may provide	Administer SC Farm Aid Fund
86	46-55-20	State	Statute	Creation of the South Carolina Industrial Hemp Program	Yes	Yes	Other service or product our agency must/may provide	Administer SC Industrial Hemp Program
86	39-26-10 through 39-26-170	State	Statute	Enacts the Produce Safety Act and gives authority to SCDA to enforce applicable food safety standards	Yes	Yes	Other service or product our agency must/may provide	enforce applicable food safety standards

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Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public; Demographics.
Agency Operations - Administration	Provides agency support services, including: procurement, supply, fleet management, accounting and financial services, information technology, facilities management and other administrative services.	agency support services	Executive Branch/State Agencies	n/a
Agency Operations - Office of the Commissioner	This office provides executive leadership, including constituent services, special projects, events briefings, scheduling, and strategic planning.	executive leadership	Executive Branch/State Agencies	n/a
Agency Operations - Human Resources	The Human Resources Department manages personnel matters, including benefits administration, state classification plan, payroll, leave accounting, and staff development. Human Resources also ensures that SCDA personnel practices are compliant with state and federal regulations.	personnel management	Executive Branch/State Agencies	n/a
Agency Operations - Information Technology	IT delivers networking, computing, data management and security services to agency employees and customers. This may be in the form of hardware, software, applications, and device	information technology	Executive Branch/State Agencies	n/a
Agency Operations - Information Technology	IT delivers networking, computing, data management and security services to agency employees and customers. This may be in the form of hardware, software, applications, and device	customer interface, website, information platform	General Public	consumers who buy agricultural products, or any product by weight or volume in the state
Consumer Protection - Laboratory Services	Protects consumers from unsafe, ineffective, or fraudulent goods which may be offered for public sale; assures that goods meet acceptable standards of quality; and issues registrations, licenses, and permits to certain businesses. (Food Laboratory, Feed Laboratory, Seed Laboratory, Chemical Residue Laboratory, and Petroleum Products Laboratory)	gasoline and diesel fuel products inspections and analysis	General Public	all
Consumer Protection - Laboratory Services	Protects consumers from unsafe, ineffective, or fraudulent goods which may be offered for public sale; assures that goods meet acceptable standards of quality; and issues registrations, licenses, and permits to certain businesses. (Food Laboratory, Feed Laboratory, Seed Laboratory, Chemical Residue Laboratory, and Petroleum Products Laboratory)	germination and purity testing	Industry	agriculture
Consumer Protection - Food & Feed Safety and Compliance	Ensures that foods and feeds are manufactured under safe and sanitary conditions through routine surveillance inspections.	food sampling and analysis	General Public	all
Consumer Protection - Food & Feed Safety and Compliance	Ensures that foods and feeds are manufactured under safe and sanitary conditions through routine surveillance inspections.	chemical and microscopic analyses of feed products	Industry	agriculture; pet

Consumer Protection - Consumer Services	Protects consumers by ensuring that the net content statements on packages and weighing or measuring devices are correct; and that agricultural products are measured accurately for commerce.	weighing and measuring devices inspections	General Public	all
Consumer Protection - Consumer Services	Protects consumers by ensuring that the net content statements on packages and weighing or measuring devices are correct; and that agricultural products are measured accurately for commerce.	weighing and measuring devices inspections	Industry	SC businesses using commercial scales
Consumer Protection - Consumer Services	Protects consumers by ensuring that the net content statements on packages and weighing or measuring devices are correct; and that agricultural products are measured accurately for commerce.	public weigh masters	Industry	weights and measures
Consumer Protection - Consumer Services	Protects consumers by ensuring that the net content statements on packages and weighing or measuring devices are correct; and that agricultural products are measured accurately for commerce.	bonded dealers and handlers licences	Industry	agriculture
Consumer Protection - Consumer Services	Protects consumers by ensuring that the net content statements on packages and weighing or measuring devices are correct; and that agricultural products are measured accurately for commerce.	licensing and bonding of warehouses	Industry	agriculture
Consumer Protection - Metrology	Provides NIST traceable calibrations for mass and volume standards, calibrates equipment for our state inspectors and private scale and pump service companies for the enforcement of weights and measures regulations.	calibration services	Executive Branch/State Agencies	n/a
Consumer Protection - Metrology	Provides NIST traceable calibrations for mass and volume standards, calibrates equipment for our state inspectors and private scale and pump service companies for the enforcement of weights and measures regulations.	calibration services	Industry	any
Agency Operations- State Farmers Markets	The State of South Carolina owns and manages three regional state farmers markets in Columbia, Florence, and Greenville which provides consumers with a wide variety of locally grown produce and specialty products	a place to buy locally grown produce and specialty products	General Public	all
Agency Operations - State Farmers Markets	The State of South Carolina owns and manages three regional state farmers markets in Columbia, Florence, and Greenville which provides consumers with a wide variety of locally grown produce and specialty products	a place to sell locally grown produce and specialty products	Industry	agriculture
External Affairs & Economic Development - Marketing	Maintains and develops broad-based marketing programs that increase consumer awareness and product demand for quality SC agricultural products at local, national, and international levels.	promotion of SC agricultural products	Industry	agriculture
Consumer Protection - Market News Services	A contract service provided by SCDA to USDA that analyzes and distributes price, volume, and other market information to all segments of the produce, grain, and livestock industries, and to consumers.	price, volume, and other agricultural market information	Industry	agriculture
Consumer Protection - Grading/Inspections	Under a cooperative agreement with USDA, fruit, vegetable, poultry and egg, and commodity grading and inspection services are provided. Includes Good Agricultural Practices (GAP) training.	fruit and vegetable grading and inspection	Industry	agriculture

Consumer Protection - Grading/Inspections	Under a cooperative agreement with USDA, fruit, vegetable, poultry and egg, and commodity grading and inspection services are provided. Includes Good Agricultural Practices (GAP) training.	peanut grading and inspection	Industry	agriculture
Consumer Protection - Grading/Inspections	Under a cooperative agreement with USDA, fruit, vegetable, poultry and egg, and commodity grading and inspection services are provided. Includes Good Agricultural Practices (GAP) training.	poultry and egg grading and inspection	Industry	agriculture
Consumer Protection - Grading/Inspections	Under a cooperative agreement with USDA, fruit, vegetable, poultry and egg, and commodity grading and inspection services are provided. Includes Good Agricultural Practices (GAP) training.	grain grading and inspection	Industry	agriculture
Consumer Protection - Grading/Inspections	Under a cooperative agreement with USDA, fruit, vegetable, poultry and egg, and commodity grading and inspection services are provided. Includes Good Agricultural Practices (GAP) training.	Good Agricultural Practices (GAP) training	Industry	agriculture
External Affairs and Economic Development - Agribusiness Development	Works to continually promote agribusiness in SC through research and recruitment of prospective agribusinesses that may have an interest in locating or growing their agribusiness in SC, via the production of SC grown products or value-added services/processing. Works with elected officials and business/state leaders at all levels to facilitate sound public policy and serve as an unbiased source of information.	agribusiness recruitment	Industry	agribusiness
Agency Operations -Grants Coordination	Cooperate with the federal government to implement the Specialty Crop Block Grant (SCBG), Farm to School Grant (F2S), Manufactured Food and Regulatory Program Standards (MFRPS), Animal Food and Regulatory Program Standards (AFRPS), Roduce Safety Rule (PSR); pursue and secure other grants to benefit the agriculture industry and SCDA.	grant obtainment and implementation	Industry	agriculture
External Affairs and Economic Development - Public Information/Communications	The Public Information Department communicates SCDA's mission, and the importance of SC agriculture and agribusiness, through traditional and social media, websites, and the SC Market Bulletin. Public Information also informs industry members and the general public of pertinent agricultural issues, and responds to various media inquiries.	traditional and social media relations and communications	General Public	all
External Affairs and Economic Development - Public Information/Communications	The Public Information Department communicates SCDA's mission, and the importance of SC agriculture and agribusiness, through traditional and social media, websites, and the SC Market Bulletin. Public Information also informs industry members and the general public of pertinent agricultural issues, and responds to various media inquiries.	information requests	General Public	all

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
SC Department of Health and Environmental Control (DHEC)	State Government	Farm to School, Local Foods Access, Food Safety, Dairy	2, 3
SC Department of Commerce	State Government	Agribusiness Recruitment and Project Management	4
SC Department of Social Services	State Government	DSS administers Supplemental Nutrition Assistance Program (SNAP); SCDA trains farmers, farmers markets, roadside markets on how to participate in, and accept, SNAP	2,3
SC Department of Education	State Government	Train cafeteria staff for Farm to School	3
Clemson University PSA	State Government	Agribusiness Research, Food Safety Outreach and Education, Farm to School, Farm to Food Bank, Farm Aid Grant Program, Palmetto Series	1, 2, 3, 4
SC State University	State Government	Farmer outreach and education	3
University of South Carolina	State Government	Palmetto Series, Farm to School, Agribusiness Studies	3, 4
SC Department of Parks, Recreation and Tourism (PRT)	State Government	Chef Ambassador Program	3
Governor's Office	State Government	Chef Ambassador Program	3
SC Department of Natural Resources	State Government	Seafood regulatory programs, Regional Licensing Office at the Columbia State Farmers Market	1, 2
SC Department of Administration (Admin)	State Government	SCDA is Division of Technology customer, seeks guidance from Division of Human Resources, purchases and leases vehicles, and leases office space through General Services	1
SC Department of Revenue	State Government	Farm Aid Grant Program, Milk Producer's Tax Credit	1, 3
SC Aeronautics Commission	State Government	SCDA inspects fuel pumps at all public airports	2
SC Department of Corrections	State Government	SCDA purchases is a customer for many items, including office equipment, forms, and letterhead	1
USDA National Agricultural Statistics Service (NASS)	Federal Government	NASS is a tenant at the Columbia State Farmers Market; SCDA and NASS have a cooperative agreement	1, 3
USDA Agricultural Marketing Service (AMS)	Federal Government	Cooperative Agreements for Country of Origin Labeling (COOL), Poultry and Egg Grading, Market News, Fruit and Vegetable, Good Agricultural Practices (GAP), National Organic Certification Cost Share Program (NOCCSP), Specialty Crop Block Grant (SCBG), Federal State Marketing Improvement Program (FSMIP)	2, 3
USDA Feed Grain Inspection Service (FGIS)	Federal Government	Export Inspections	2, 3

USDA Food and Nutrition Service (FNS)	Federal Government	Farm to School	
US Food and Drug Administration (FDA)	Federal Government	Cooperative Agreements for Food and Feed Inspections, Manufactured Foods Regulatory Process Standards (MFRPS), Animal Feed Regulatory Process Standards (AFRPS), Food Safety & Modernization Act (FSMA) Produce Safety Rule	3
SC Law Enforcement Division (SLED)	State Government	Industrial Hemp Background Checks	3, 4
Clemson University Department of Plant Industry	State Government	Industrial Hemp Program	3, 4
SC Emergency Management Division (SCEMD)	State Government	Memorandum of Agreement (MOA) to use the Columbia State Farmers Market for disaster response and recovery	1
Clemson Cooperative Extension, Agribusiness Development	State Government	ACRE Curriculum Program and workshops	4
SCORE	Private Business Organization	ACRE /Agribusiness workshops	4

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Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	Internal Review and Report	Accountability Report	Department of Administration	State	Annually	due September 21, 2018; (submitted by October 26, 2018)	agency mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met	https://www.admin.sc.gov/budget/agency-accountability-reports
2	External Review and Report	Full Committee Study	House Legislative Oversight Committee	State	Other	November 3, 2017	comprehensive study of the agency, what it does and why, how well it does it and why, how resources are allocated, and who benefits	https://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/Agriculture.php
3	External Review and Report	Request for Information (RFI)	House Legislative Oversight Committee	State	Annually	October 27, 2017	update of information collected in the Program Evaluation Report (PER)	https://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/Agriculture.php
4	External Review and Report	Financial Audit	Office of State Auditor	State	Annually	July 1, 2016 to June 30, 2017 (issued September 5, 2018)	Review of agency financial procedures	https://osa.sc.gov/reports/
5	External Review and Report	Financial Audit of Pork Board	Office of State Auditor	State	Annually	July 1, 2017 to June 30, 2018 (issued September 17, 2018)	Review of commodity board financial statements	https://osa.sc.gov/reports/
6	External Review and Report	Financial Audit of Beef Council	Office of State Auditor	State	Annually	July 1, 2017 to June 30, 2018 (issued September 17, 2018)	Review of commodity board financial statements	https://osa.sc.gov/reports/
7	External Review and Report	Financial Audit of Soybean Board	Office of State Auditor	State	Annually	July 1, 2017 to June 30, 2018 (issued September 17, 2018)	Review of commodity board financial statements	https://osa.sc.gov/reports/
8	External Review and Report	Human Resources Audit	Department of Administration, Division of Human Resources	State	Annually	July 1, 2016 to June 30, 2017 (issued September 25, 2018)	Review of delegated transactions	Request from Department of Administration, Division of Human Resources
9	Internal Review and Report	Fees and Fines Report	General Assembly	State	Annually	August 31, 2018	an accounting of all fees and fines charged by the agency during the previous fiscal year	agriculture.sc.gov
10	Internal Review and Report	Report on Sale of Real Property	General Assembly	State	Annually	August 21, 2018	notification of sale of specific state property	House Ways & Means Committee or Senate Finance Committee
11	Internal Review and Report	Real Property Data Management Report	Department of Administration	State	Annually	August 24, 2018	very detailed inventory of real property owned or utilized by the agency	Request from Department of Administration
12	Internal Review and Report	Capital Permanent Improvement Plan	Department of Administration, Executive Budget Office	State	Annually	August 24, 2018	a detailed explanation of the agency's planned capital permanent improvement projects for the next five years	https://www.admin.sc.gov/budget
13	Internal Review and Report	Specialty Crop Block Grant	USDA Agricultural Marketing Services (AMS)	Federal	Annually	December 29, 2017	report on projects funded	contact USDA AMS
14	Internal Review and Report	Organic Cost Share	USDA AMS	Federal	Other	December 1, 2017	progress report	contact USDA AMS
15	Internal Review and Report	Report to the General Assembly	State Human Affairs Commission (SHAC)	State	Annually	October 30, 2017	shows composition of the agency's workforce	https://schac.sc.gov/sites/default/files/Documents/HAC/About%20Us/Technical%20Services%20Department/2018-Report-to-the-General-Assembly-w-Sections-signed.pdf
16	Internal Review and Report	Country of Origin Labeling (COOL)	USDA AMS	Federal	Annually	November 23, 2017	cooperative agreement activity report	contact USDA AMS
17	Internal Review and Report	Food Inspection Contract	US Food & Drug Administration (FDA)	Federal	Annually	September 1, 2018	contract activity report	contact FDA
18	Internal Review and Report	Metrology Laboratory Certification	National Institute for Standards and Technology (NIST)	Federal	Annually	11/1/2016 (waiver in 2017 due to laboratory construction)	documentation required for laboratory certification	contact NIST
19	Internal Review and Report	Manufactured Food Regulatory Program Standards (MFRPS)	FDA	Federal	Annually	January 5, 2018	end of project	contact FDA
20	Internal Review and Report	Feed Inspection Contract	FDA	Federal	Annually	July 1, 2018	contract activity report	contact FDA
21	Internal Review and Report	SCDA Chemical Residue State Report	self-published	State	Annually	July 26, 2018	summary of activity and results from the prior fiscal year	agriculture.sc.gov
22	Internal Review and Report	FV-218 Federal-State Inspection Report	USDA AMS	Federal	Monthly		number and type of inspections performed under cooperative agreement	contact USDA AMS
23	Internal Review and Report	Market News Reports	USDA AMS	Federal	Other	weekly	20 livestock reports, 50 fruit and vegetable reports, and 6 grain reports to help producers and consumers make marketing decisions	agriculture.sc.gov
24	Internal Review and Report	Forms 922,930, and 938	USDA Feed Grain Inspection Service (FGIS)	Federal	Other	weekly	inspection activity report for soybeans, dried distillers grain (DDG), stowage exams	contact USDA FGIS
25	Internal Review and Report	Poultry and Egg Inspection Statement of Services	USDA AMS	Federal	Monthly		volume and type of inspections performed under contract	contact USDA AMS
26	Internal Review and Report	Animal Feed Regulatory Program Standards (AFRPS)	FDA	Federal	Annually	June 22, 2018	progress report	contact FDA
27	Internal Review and Report	Produce Safety Rule (PSR)	FDA	Federal	Annually	May 1, 2018	progress report	contact FDA