

## **Samson PVP Shipper's Procedure and Checklist (MCDL 080630)**

### **3-7 days prior to shipment**

1. Notify the Samson office the cattle group shipping and shipment date.
2. Provide Samson with any re-tag information.
3. Samson will e-mail or fax you the paperwork to be signed at shipment time.

### **At shipment:**

1. Inspect cattle for tags. If tag is missing – follow retagging procedures
2. Enter the number of cattle shipped on each load on the Producer Affidavit
3. Sign and date the Producer Affidavit
4. Have each truck driver review, sign and date the special instructions to driver
5. Sign the special instructions to driver
6. Send a copy of the Producer Affidavit, Shipping Manifest, and Special Instructions to the Driver with each truck.
7. Obtain and send with the truck any Packer Forms (JEV10, JEV3 or Passports).

### **After shipment:**

1. **\*\*\*IMPORTANT\*\*\*** Keep the original shipping documents including the Affidavits (with head counts on each affidavit), Tag Manifest and Truck Driver's signatures in the shipping manifest folder
  2. Fax or mail a copy of the signed Shipping Affidavit and Special Instructions to the Driver documents to the Samson office (Only send the shipping manifest if there are changes from the original)
  3. File and retain all documents for three years.
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