

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.6
(ID # 13223)**

MEETING DATE:
Tuesday, August 25, 2020

FROM: AGRICULTURAL COMMISSIONER:

SUBJECT: AGRICULTURAL COMMISSIONER: Cooperative Agreement No. 20-0486-000-SA with California Department of Food and Agriculture for the Retail Egg Inspection Program effective July 1, 2020 through June 30, 2021. All Districts [\$21,609 - 100% State Funds].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Cooperative Agreement No. 20-0486-000-SA with the California Department of Food and Agriculture for Retail Egg Inspections, effective July 1, 2020 through June 30, 2021, in the amount of \$21,609; and
2. Authorize the Chairman of the Board of Supervisors to sign the agreement on behalf of the County.


ACTION: Policy


Ruben J. Arroyo, Agricultural Commissioner/Sealer 8/3/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Hewitt and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: Jeffries
Date: August 25, 2020
xc: Ag. Commissioner

Kecia R. Harper
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 21,609	\$ 0	\$ 21,609	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: California Department of Food and Agriculture 100%			Budget Adjustment: No	
			For Fiscal Year: 20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

This agreement provides funding for surveillance egg inspections at certified and non-certified farmer's markets, swap meets, flea markets, roadside stands, and retail locations. Revenue from this source was included in the Agricultural Commissioner's FY 20/21 budget request. This agreement was approved as to form by County Counsel.

Impact on Residents and Businesses

Citizens/consumers will be positively impacted in that they will be assured eggs sold are in compliance with state laws and regulations. Businesses will be positively impacted by maintaining consumer demand, due to a high quality of egg product.

Contract History and Price Reasonableness

This is the second year for this grant agreement, and the dollar amount covers all related costs.

ATTACHMENTS:

Attachment A: **Cooperative Agreement No. 20-0486-000-SA with California Department of Food and Agriculture**

Jarvyk Pungalan
Jarvyk Pungalan

8/19/2020

Gregory V. Priamos
Gregory V. Priamos, Director County Counsel

8/13/2020

**COOPERATIVE AGREEMENT
SIGNATURE PAGE**

AGREEMENT NUMBER
20-0486-000-SA

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

RECIPIENT'S NAME
COUNTY OF RIVERSIDE

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY

2. The Agreement Term is: July 1, 2020 through June 30, 2021

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you

3. The maximum amount of this Agreement is: \$21,609.38

4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Recipient and Project information 1 Page

Exhibit B: General Terms and Conditions 3 Page(s)

Exhibit C: Payment and Budget Provisions 1 Page

Attachments: Scope of Work and Budget

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

RECIPIENT

RECIPIENT'S NAME (Organization's Name)
COUNTY OF RIVERSIDE

BY (Authorized Signature)

DATE SIGNED (Do not type)

AUG 25 2020

PRINTED NAME AND TITLE OF PERSON SIGNING

V. MANUEL PEREZ, CHAIRMAN, BOARD OF SUPERVISORS

ADDRESS

P.O. Box 1089, Riverside, CA 92502-1089

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)

DATE SIGNED (Do not type)

10/14/2020

PRINTED NAME AND TITLE OF PERSON SIGNING

CRYSTAL MYERS, BRANCH CHIEF, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

ATTEST:
KECIA R. HARPER, Clerk
By DEPUTY

FURNISHED BY: COUNTY COUNSEL

EXHIBIT A

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:
 Inspect and monitor shell eggs that are sold in California at the various retail levels to make sure they are of known quality, grade, and size, and ensure they are properly handled, labeled, and refrigerated.

Project Title: County Retail Egg Inspection

2. The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Penny Arana	Name:	Ruben Arroyo
Division/Branch:	AHFSS / Meat, Poultry, and Egg Safety Branch	Organization:	COUNTY OF RIVERSIDE
Address:	2800 Gateway Oaks Drive	Address:	P.O. Box 1089
City/State/Zip:	Sacramento, CA 95833	City/State/Zip:	Riverside, CA 92502-1089
Phone:	916-900-5091	Phone:	951-955-3045
Email Address:	penny.arana@cdfa.ca.gov	Email Address:	agdept@rivco.org

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Penny Arana	Name:	Misael Martinez
Division/Branch:	AHFSS / Meat, Poultry, and Egg Safety Branch	Organization:	County of Riverside Agricultural Commissioner's office
Address:	2800 Gateway Oaks Drive	Address:	3403 10th Street, Suite 701
City/State/Zip:	Sacramento, CA 95833	City/State/Zip:	Riverside, CA 92501
Phone:	916-900-5091	Phone:	951.955.3003
Email Address:	penny.arana@cdfa.ca.gov	Email Address:	mmartinez@rivco.org

FISCAL CONTACT FOR RECIPIENT (if different from above):
Name:
Organization:
Address:
City/State/Zip:
Phone:
Email Address:

4. **RECIPIENT: Please check appropriate box below:**
 Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award does does not support R&D.

5. For a detailed description of activities to be performed and duties, see Scope of Work and Budget.

EXHIBIT B

GENERAL TERMS AND CONDITIONS

1. **Approval**

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

2. **Assignment**

This Agreement is not assignable by the Recipient, either in whole or in part, without the consent of CDFA Agreement Manager or designee in the form of a formal written amendment.

3. **Governing Law**

This Agreement is governed by and will be interpreted in accordance with all applicable State and Federal laws.

4. **State and Federal Law**

It is the responsibility of the Recipient to know and understand which state, federal, and local laws regulations, and ordinances are applicable to this Agreement and Project. Recipient shall be responsible for observing and complying with all applicable state and federal laws and regulations, and failure to comply may constitute a material breach.

5. **Recipient Commitments**

The Recipient accepts and agrees to comply with all terms, provisions, conditions and commitments of the Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

6. **Performance and Assurances**

The Recipient agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds received only to allowable Project costs in accordance with applicable provisions of the law and Grant Procedures Manual, if applicable.

7. **Mutual Liability**

Each party hereto agrees to be responsible and assume mutual and proportional liability for its own wrongful or negligent acts of omissions, or those of its officers, agents or employees to the full extent required by law.

8. **Unenforceable Provision**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and will not be affected thereby.

9. **Contractors/Consultants**

The Recipient, and the agents and employees of Recipient, in the performance of this Agreement, are not officers, employees, or agents of the CDFA. The Recipient's obligation to pay its Contractors/Consultants is an independent obligation from the CDFA's obligation to make payments to the Recipient. Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Agreement. All Contractors/Consultants shall have the proper licenses/certificates required in their respective disciplines. The Contractors/Consultants shall not affect the Recipient's overall responsibility for the management of the project, and the Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Agreement.

10. **Non-Discrimination Clause**

During the performance of this Agreement, Recipient and its Contractors will not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical or mental disability, medical condition, age, marital status, and denial family care leave.

The Recipient and Contractors will ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Recipient and Contractors will comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Recipient and its Contractors will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

11. Excise Tax

The State of California is exempt from Federal excise taxes and no payment will be made for any taxes levied on employees' wages. The CDFA will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

12. Disputes

The Recipient must continue with the responsibilities under this Agreement during any dispute. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the CDFA Agreement Manager or designee must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

13. Right to Terminate

This Agreement may be terminated by either party hereto upon written notice delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

14. Termination for Cause

Either party reserve the right to immediately terminate this Agreement for cause subject to written notice. However, each party will have ten (10) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within ten (10) calendar days of receipt of notice, the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of termination, including all non-cancellable obligations.

15. Force Majeure

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, or similar occurrences.

16. Suspension of Payments

Reimbursement under this Agreement may be suspended or terminated, or both, and Recipient may be subject to debarment if CDFA determines that Recipient has breached the terms of this Agreement. A determination of breach may be appealed in writing and post marked within ten (10) calendar days of the date of notification, and addressed to CDFA, Legal Hearing and Appeals Office or emailed to CDFA.LegalOffice@cdfa.ca.gov.

California Department of Food and Agriculture
Legal Hearing and Appeals Office
1220 N Street
Sacramento, CA 95814

17. Breach Provisions

The Recipient may be in material breach under this Agreement if it fails to comply with any term of this Agreement. In the event of a material breach, CDFA shall provide in writing a Notice of Breach to the Recipient within ten (10) calendar days upon discovery of breach. Recipient shall have ten (10) calendar days from receipt of the notice to cure the breach. If the Recipient fails to cure the breach within the time prescribed by this Agreement, CDFA may do any of the following:

- A. Suspend payments;
- B. Demand repayment of all funding;
- C. Terminate the Agreement; or
- D. Take any other action deemed necessary to recover costs.

If CDFA determines that Recipient is not in material breach but that a Project is not being implemented in accordance with the provisions of this Agreement, or that Recipient has failed in any other respect to comply with the provisions of this Agreement, and if Recipient does not remedy any such failure in a reasonable manner, CDFA may withhold all or any portion of the grant funding and take any other action that CDFA deems necessary to protect its interests.

Where a portion of the grant funding has been disbursed to the Recipient and CDFA notifies Recipient of its decision not to release funds that have been withheld pursuant to Exhibit B, Suspension of Payments Provision, the portion that has been disbursed shall thereafter be repaid immediately. CDFA may consider Recipient's refusal to repay the requested disbursed amount a contract breach subject to the default provisions in Suspension of Payments Provision.

If CDFA notifies Recipient of its decision to withhold the entire funding amount from Recipient pursuant to this paragraph, this Agreement shall terminate upon receipt of such notice by Recipient and CDFA shall no longer be required to provide funds under this Agreement and the Agreement shall no longer be binding on either party.

In the event CDFA finds it necessary to enforce this provision of this Agreement in the manner provided by law, Recipient agrees to pay all costs incurred by CDFA including, but not limited to, reasonable attorneys' fees, legal expenses, and costs.

18. Publicity and Acknowledgement

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material in accordance with the Grant Procedures Manual, if applicable. Recipients may not use the CDFA logo.

19. News Releases/Public Conferences

The Recipient agrees to notify the CDFA in writing at least two (2) business days before any news releases or public conferences are initiated by the Recipient or its Contractors/Consultants regarding the project described in the Attachments, Scope of Work and Budget and any project results.

20. Scope of Work and Budget Changes

Changes to the Scope of Work, Budget or the Project term, must be requested in writing to CDFA Grant Administrative Contact no later than thirty (30) days prior to the requested implementation date. Any changes to the Scope of Work and Budget are subject to CDFA approval and, at its discretion, CDFA may choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. CDFA will respond in writing as to whether the proposed changes are accepted.

21. Reporting Requirements

The Recipient agrees to comply with all reporting requirements specified in Scope of Work and/or Grant Procedures Manual, if applicable.

22. Equipment

Purchase of equipment not included in the approved Budget requires prior approval. The Recipient must comply with applicable state requirements regarding the use, maintenance, disposition, and reporting of equipment as contained in CCR, Title 3, Division 1, Chapter 5, Sections 303, 311, 324.1 and 324.2.

23. Closeout

The Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

24. Confidential and Public Records

The Recipient and CDFA understand that each party may come into possession of information and/or data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. Such information or data may be subject to disclosure under the California Public Records Act or the Public Contract Code. CDFA has the sole authority to determine whether the information is exempt from public release. If CDFA deems the data exempt, it shall maintain such information as confidential and notify the Recipient of any requests for release of the information.

25. Property Damage Claims Process

Should a property owner claim damages arising under, related to or involving this Agreement, the Recipient shall forward the property owner's written request for compensation to the CDFA Agreement Manager. The written request shall be fully supported by factual information. The Agency Secretary or designee will have thirty (30) calendar days after receipt of the written request to render a written decision. If a written decision is not rendered within thirty (30) calendar days after receipt of the request or the property owner disputes the CDFA's decision, the property owner may file a claim with the California Department of General Services.

26. Amendments

Changes to funding amount or Agreement term require an amendment and must be requested in writing to the CDFA Agreement Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to CDFA approval, and, at its discretion, may choose to accept or deny these changes. No amendments are possible if the Agreement is expired.

EXHIBIT C

PAYMENT AND BUDGET PROVISIONS

1. Invoicing and Payment

- A. For activities satisfactorily rendered and performed according to the attached Scope of Work and Budget, and upon receipt and approval of the invoices, CDFA agrees to reimburse the Recipient for actual allowable expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work and/or Grant Procedures Manual, if applicable, quarterly invoices must be submitted to the CDFA Administrative Contact, within thirty (30) calendar days after the end of each quarter in which activities under this Agreement were performed.
- D. Unless stated in the Scope of Work and/or Grant Procedures Manual, if applicable, a final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

2. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures of this Agreement to permit the determination of the allowability of expenditures reimbursed by CDFA under this Agreement. If CDFA cannot determine if expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, CDFA may disallow the expenditures.
- B. Mileage reimbursement for using a privately-owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on [IRS's website](#) regardless of funding source/type.
- C. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human Resources ([CalHR](#)). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration ([GSA](#)).
- D. If foreign travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.
- E. The Recipient will maintain and have available, upon request by CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation will be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

4. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted for purposes of this program, the CDFA has the option to either cancel this Agreement with no liability occurring to the CDFA, or offer to amend the Agreement to reflect the reduced amount.

STATE EGG QUALITY ENFORCEMENT WORKPLAN

July 1, 2020 – June 30, 2021

The county agrees to provide retail surveillance egg inspection services for the California Department of Food and Agriculture (CDFA), Egg Safety and Quality Management (ESQM) Program. The inspections shall be performed as provided in the Food and Agricultural Code (FAC), Division 12, Part 4, Chapter 1 (commencing with Section 27501); the California Code of Regulations (CCR), Title 3, Subchapter 3, and any applicable State policies and procedures.

Any financial penalties imposed and/or "Notice of Proposed Action" by the county for violations of the laws, shall be retained in the county.

This agreement is effective from July 1, 2020 through June 30, 2021.

Payments will be made for Retail Surveillance per inspection work, which includes all of the following: Work completed quarterly - July 1 to September 30 (1st quarter), October 1 to December 31 (2nd quarter), January 1 to March 31 (3rd quarter), and April 1 to June 30 (4th quarter); forms required for this agreement's payment submissions include: ESQM/County Cost Agreement form, list of completed inspections, and the approved County Report 9 (dated 10/27/17), for each month within the quarter (forms are available upon request from ESQM).

All forms and completed inspections lists are due to the ESQM District Supervisor by the thirtieth day following the end of each quarter (listed above), as appropriate for the functions listed below:

- Retail Surveillance Inspections

Late submission of invoices by the county will cause a delay in payments from ESQM.

Enforcement Response:

Initially, enforcement will be centered upon an educational response to help individuals and industry come into compliance for minor infractions of laws and regulations. Subsequent enforcement shall entail utilization of the existing compliance process.

Retail Surveillance Inspection Procedures:

- Retail Surveillance includes inspecting certified farmer's markets, non-certified farmer's markets, swap meets, flea markets, roadside stands, and other retail establishments for the availability of eggs; as stated in FAC, Division 12, Part 4, Chapter 1, Section 27518
- Ensure eggs sold at retail locations are from registered handlers
- Conduct a visual inspection of egg packages at retail locations ensuring the eggs are not past the sell by date and that cartons meet all labeling requirements
- Verify, through visual examination, that eggs are within tolerance for external defects (i.e. leakers, dirt, stains, visual checks, and underweights)
- cursory egg quality inspection shall be done at each facility
- Verify that advertising signs and placards are in compliance with CCR, Division 3, Chapter 1, Section 1354
- Perform outreach to proprietors, in regard to:

STATE EGG QUALITY ENFORCEMENT WORKPLAN

July 1, 2020 – June 30, 2021

- Stock rotation
- Segregation of substandard consumer product
- Obtaining eggs from reputable sources
- Proper disposition of expired eggs
- Safe handling procedures, such as refrigeration concerns and meeting health and safety codes, please refer to the local County Environmental Health Department's codes and regulations
- Recondition any eggs with cause for food safety concerns by the retail proprietor if they are from the same lot
 - If they cannot be reconditioned, they are to be placed off sale and destroyed unless the processor/packer agrees to pick up the product for processing into egg products
 - All eggs are to be reconditioned or destroyed in the presence of the inspector prior to leaving the premises
- All consumer shell egg products, must meet labeling requirements, as stated in the FAC, Division 12, Part 4, Chapter 27644 and the CCR, Division 3, Chapter 1, Section 1354
- All egg handlers selling at certified farmers markets must meet all labeling, grading, size, and processing requirements, as stated in FAC, Division 12, Part 4, Chapter 1, Section 27644 and the CCR, Division 3, Chapter 1, Section 1354
- Ensure that eggs at Retail, are not being re-packed by anyone other than a registered egg handler/processor
- Track all retail locations inspected through the county for the following: reports outlining the number of locations inspected, violations found, hours for inspections, how violations were corrected, and make available to ESQM per month
- Verify that any eggs found at retail which have been produced by an exempt CRBI producer (flocks of less than 3,000 birds) meet all labeling and applicable food safety requirements

Expected Outcome:

- A higher level of compliance for egg safety and labeling at the retail level
- Assurance that eggs are not being re-packed by unregistered individuals
- Require that small producers selling at certified farmer's markets, swap meets, and flea markets are in compliance with state laws and regulations
- Ensure that quality standards are being met after passing through distribution/wholesale centers

The County Shall:

- Assign up to five Inspector/Biologist(s) or certified seasonal (Inspectors) to perform retail inspections that have the required commodity license to inspect eggs **or have met seasonal county inspector requirements**
- Assign only Inspectors that have attended the annual training, passed the certified exam given by ESQM to conduct shell egg inspections and are full time employees of the county. A copy of the exam certification or other ESQM certification must be retained by the county.

STATE EGG QUALITY ENFORCEMENT WORKPLAN

July 1, 2020 – June 30, 2021

- Additional Training may be requested through your ESQM District Supervisor and billed using the inspection worksheets, per facility, completed during training. Mark each worksheet completed during training, with the word "TRAINING" and include the employee's name and with whom from ESQM performed the training. This will provide clear identification for ESQM's Contract Administrators verification and agreement tracking purposes. Send training inspection sheets with your regular quarterly billing cycle. Ensure the quarterly agreement amount is not exceeded.
- Provide monthly inspections for Retail Surveillance
- Maintain work records for each Inspector daily, showing work performed, mileage, dozens inspected and rejected under this agreement together with copies of the County Cost Agreement, list of completed inspections, approved Report 9 for Retail Surveillance (10/27/17), completed Egg Inspection worksheets, and input records daily into the ESQM database program
- Provide copies of the Retail worksheet and non-compliance (if applicable) to facility management after each inspection
- Submit legible completed ESQM inspection worksheets, list of completed inspections and county approved Report 9 for Retail Surveillance by the thirtieth working day of the following month to the ESQM District Supervisor or designated ESQM Lead
- Assign a contact for agreement and billing inquiries and send to ESQM's agreement manager Penny Arana at: penny.arana@cdfa.ca.gov
- **Submit completed, quarterly billing by the thirtieth calendar day after the quarter ends**; mail or email, all the completed forms to the State District Supervisor or designated ESQM Lead in your area; including completed copies of: quarterly Retail Surveillance reports, ESQM/County Cost Agreement form, list of inspections, the approved County Report 9 (10/27/17), and a copy of the completed inspection worksheets for each inspection and:
 - Ensure inspection worksheets and billing are completed within the quarter
 - Maintain all records for a period of three years after final payment is received
- Permit ESQM to inspect such books, records, accounts, and other materials relevant to this agreement
- Furnish necessary inspection equipment, transportation, office space, supplies, and administrative support services for carrying out the inspection work under this agreement

Failure to meet the above requirements will result in a County Agricultural Commissioner's compliance meeting and a possible revision of the current agreement as provided in the FAC, Division 12, Part 4, Chapter 1, Article 5, Section 27566.

State Oversight and Expectations:

- ESQM shall provide annual training for county shell egg inspectors
- ESQM shall provide the County annual training and certification exams, for conducting shell egg inspections, unless requested in writing by the ESQM District Supervisor
- ESQM shall provide training for county shell egg inspectors and provide one-on-one training to those county personnel that do not pass the online exam on the third attempt

STATE EGG QUALITY ENFORCEMENT WORKPLAN

July 1, 2020 – June 30, 2021

- ESQM shall provide training materials, forms, manuals - as needed on an on-going basis
- ESQM shall conduct quarterly, on site review and observation within the county to ensure and help maintain statewide uniformity for grade quality and food safety standards
- ESQM shall review all reports provided by the county to ensure accuracy and provide feedback as to the efficiency of the county program

County of Riverside
 Funding and Inspection Display
 STATE ENFORCEMENT
 2020/2021 Fiscal Year

RETAIL INSPECTION	
Funding Per Facility	\$29.19
Total Facility/Location to be Inspected for Fiscal Year 20/21	692
Quarterly Facilities/Locations to be Inspected	173
¹ Quarterly Funding	\$5,049.87
Total Inspection Funding	\$20,199.48
² Allowed mileage for FY 20/21	\$1,409.90
Total Funding for Retail for FY 20/21	\$21,609.38

TOTAL FUNDING for Fiscal Year 2020/2021	\$21,609.38
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¹The County may charge up to the quarterly contract limit of **\$5,049.87**/per quarter.

²Mileage is based on the prior fiscal year's amount of 2,452. Miles were calculated at the federal approved rate for calendar year 2020 at \$0.575. The county may charge up to the approved mileage amount of \$1,409.90 and is able to change the rate when the federal rate changes for each contractual year. Mileage should start and finish at Headquarters, home, or previous inspection, whichever is the shortest distance.

Retail Inspections will be performed regularly during the quarter to assure consistent compliance. Consideration will be given to compliance history and food safety violations in determining frequency of inspections at Retail sites.

For the purpose of the Retail contract reimbursement; each egg handler stall at a Certified Farmers Market or similar type of market, shall be considered one separate retail location under this agreement.

For the purpose of the Retail contract reimbursement; county retail surveys, egg blitzes, etc., are not reimbursable under this agreement.

****Training cost up to five employees (four inspectors and one supervisor) and up to \$50 per employees will be reimbursable if the county employees attend workshops instructed by CDFA. The allowable training expenses will be subtracted from the county's "Total Funding's" for the Fiscal Year 2020/2021. A prior approval for the training from your District Supervisor is required for reimbursements. Invoicing for reimbursements for Field Training with CDFA Supervisors, please see State Egg Quality Enforcement Workplan, under County Shall (page 3).**