

American Pecan Council  
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**REPORT OF SHIPMENTS AND INVENTORY ON HAND**  
**APC Form 2 - Instructions**

This report is submitted pursuant to 7 CFR 986.178 and is subject to audit verification by the American Pecan Council (7 CFR 986.79)

The completed form must be delivered to the American Pecan Council no later than the **tenth** day of the month.

**Please note:**

**You need only insert data in the blank WHITE cells. The APC staff will complete any information in the 'SHADED' cells.** If completing the form electronically, once the information is entered, the column totals will be calculated automatically. If completing the form by hand, the amounts you provide will be added to the data submitted in the previous period and totaled by the APC staff.

*The following are instructions for completing APC Form 2 - Report of Shipments and Inventory on Hand*

**Date Completed:** Enter the date that the form is completed

**Month:** Enter the Month being reported upon.

**Shipments: Total Pecans Shipped (Upper half of the form):**

In the appropriate white cells, enter the total amount of Shelled Meats and Inshell shipped during the month to trade sources as well as any Shelled Meats or Inshell shipped to or from Handlers. This figure should include all pecans, not just those of US origin.

**Total Pecans in Inventory (Lower half of the form):**

Enter the total amount of Shelled Meats currently held in inventory at the end of the month Enter the total amount of Inshell currently held in inventory at the end of the month Include all inventory owned, whether in US or overseas storage facilities.

Commitments to Ship (Upper Section, bottom of form):

Enter the amount of Pecans contracted, *but not yet delivered*; segregated by Shelled Meats and Inshell, Domestic and Export, including any product contracted to ship to another Handler, in the appropriate white cell.

Deduct Contracts with Handlers (Lower Section, bottom of form):

Enter any contracts to purchase from other Handlers, segregated by Shelled Meats and Inshell, in the appropriate white cell.

UPON COMPLETION: Read the Certification statement at the bottom of the form and write in/type the Handler/Company name, the name of individual completing the form and the Handler Number. Then sign in the space provided and send to:

**AMERICAN PECAN COUNCIL: Fax (866) 232-0085 or e-mail to forms@americanpecan.com.**

**§986.81 Confidential information:** All reports and records submitted by handlers to the Council, which include data or information constituting a trade secret or disclosing the trade position, or financial condition or business operations of the handler, shall be kept in the custody of one or more employees of the Council and shall be disclosed to no person except the Secretary of Agriculture.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0307. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

