



**INSTRUCTIONS FOR COMPLETING FORM RAC-9**

1. Reports shall be submitted to the RAC on or before the **seventh day** of each month **by 10:00 a.m.**, covering movements for the preceding month.
2. Reports shall be certified by a responsible official of the reporting handler.
3. Report the movement of full bins only if and when the receiving handler has agreed with the transferring handler to assume responsibility for the bins moved and has reported this agreement to the RAC office.
4. Report the number of bins transferred to your location in the "Bins Incoming" column reflecting the inclusive dates of receipt, the location from which the bins were received and the number of bins received. Total the incoming bins at the bottom and put the total on "Line 2" at the top of the form.
5. Report the number of bins transferred from your location in the "Bins Outgoing" column reflecting the inclusive dates of shipment, the location to which bins were moved and the number transferred. Total the outgoing bins at the bottom and put the total on "Line 3" at the top of the form.
6. Report on the top of this form the total number of bins for which the handler is responsible and list the location(s) where stored on the bottom of this form.
7. Consult RAC staff on any points not clear to you.

This report is required by law (7 U.S.C. 608d, 7 CFR 989.66, 7 CFR 989.73). Failure to report can result in a fine of \$2,750 for each such violation, and each day during which such violation continues shall be deemed a separate violation.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

**RAC-9 (Exp. 3/31/2024) Destroy previous versions.**