

# Terry Nelson

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**Education/Courses** July 2000 PrimusLabs.com Boise, Idaho  
▪ **Affiliated Auditor Training**

1963 - 1976 School Blackfoot, Idaho

**General Curriculum**

- Graduate, Blackfoot High School

**Professional Experience**

1987 - Present Idaho State Department of Agriculture  
Burley, Idaho

**District Manager**

- Develop schedules and work plans. Select and train staff and evaluate performance. Mediate grade interpretations and product quality disputes between shippers, growers and district staff. Recommend and monitor resource allocations. Review processing contracts and maintain security on inspection certificates to prevent fraud and illegal shipments. Provide input into department procedures, rules and regulations. Recommend contract inspection station upgrades in equipment, fixtures and methods. Conduct on-site check of inspection activities to assure consistency and accuracy of grade interpretation and procedure. Ensure employees adhere to department rules and regulations. Review and approve inspection certificates. Conduct inspections and issue USDA phytosanitary certificates for product export. Provide technical on-the-job training to district staff. Contact growers and shippers to ascertain harvest volume and potential crop condition and problems. Collect on overdue inspection invoices. Develop correspondence and district reports. Attend industry meetings to provide information on inspection process and grading procedures, standards and requirements. Explain Federal and State inspection instructions, rules and regulations to gain industry cooperation and achieves voluntary compliance of grading standards and quarantine requirements. Verify fairness and consistency in applying inspection standards, procedures and requirements.

1985 - 1987 Idaho State Department of Agriculture  
Caldwell, Idaho

**Assistant Manager**

- Recruit and organize work crews, establish work schedules, and ensure that adequate work materials and supplies are available. Coordinate on-the-job training for work crews and supervisors and respond to questions regarding work procedures. Monitor the progress of the work to ensure that deadlines are met and that inspection procedures are in accordance with USDA grade and marketing standards. Observe work activities, analyze workloads and employee work habits to determine training needs, overtime requirements, establishment of additional shifts and reassignment of employees to meet changing workload requirements. Evaluate employee performance and review inspection certificates and worksheets for accuracy and compliance with State rules and Federal

regulations. Possess good knowledge of Federal and State grades, standards and tolerances involving agricultural commodities. Possess knowledge of supervisory practices, specific elements of agricultural product processing, transportation, storage or conditions affecting the product's grade, acceptability and quality. State and Federal laws, State rules, Federal regulations and procedures for inspection of agricultural commodities.

1980 - 1985 Idaho State Department of Agriculture  
Blackfoot, Idaho

### **Shipping Point Inspector**

- Inspect and certify grades of produce for shipment. Complete worksheets to record inspection details and grading results. Issue official certificates of quality. Perform related work as required. Select appropriate number of representative samples according to size of shipment. Examine product externally and internally according to standards pertaining to size, shape, varietal characteristics, appearance and degree of imperfection using visual inspection, paring knives, small scales and size rings. Count or weigh portions of sample which deviate from standards. Determine product grade considering the cumulative quality and condition of all samples examined. Record number and weight of sample portions which deviate from standards. Total and calculate percentage of grade defects and variances in the product size, count, quality and condition to determine if product is within grade tolerances. Record type of carrier such as rail car, truck or trailer. Check refrigeration equipment and record type and operating condition. Review shipping manifest and verify product variety, grade listed and type and size of shipping containers. Sign and issue certificates of inspection certifying that the grade, quality, condition, size or count is in accordance with Federal and State standards. Report violations of Federal and State laws or marketing orders such as misbranding or shipment of products which do not meet grade. Handle conflicts with warehouse foremen, managers and/or owners regarding interpretations and inspection results. Explain decisions on rejection of product for shipment. Explain possible causes of defects or damage and assist management by recommending changes in handling procedures and grading techniques used by warehouse crew, answer questions and explain inspection process and grading procedures, standards and requirements. Encourage compliance with Federal and State laws, rules and regulations and explain the results of noncompliance.

1980 - 1985 Idaho State Department of Agriculture  
Blackfoot, Idaho

### **Seed Potato Inspection Supervisor**

- Recruit and organize work crew and assign work detail. Establish and prepare work schedule. Monitor progress of work to ensure deadlines are met. Reassign employees to meet changing workload requirements. Analyze workload and employee work habits to determine and justify need for overtime or establishment of other shifts. Ensure adequate supply of work materials and supplies. Review and examine work for accuracy and adherence to proper procedure, standards and requirements. Resolve employee problems and conflicts. Coordinate on-the-job training and answer questions of employees on work procedures. Observe employee work activities and habits to identify substandard performance. Complete performance evaluations. Obtain approval from manager and take disciplinary or dismissal action. Layoff employees at end of work season. Deal with growers and other members of the industry regarding work schedules or delays. Answer questions and explain work progress, process, procedures, standards and requirements.

1980 - 1985

Idaho State Department of Agriculture  
Blackfoot, Idaho

**Crew Chief, Contract Potato Crew**

- Supervise and coordinate the work activities of a contract inspection crew. Oversee and control progress of work to meet production deadlines. Perform related work as required. Recruit and organize work crew. Establish and prepare work schedules. Monitor progress and flow of work to ensure deadlines are met. Determine need for and recommend to supervisor overtime or establishment of other shifts. Assign work schedules and activities. Ensure adequate staff coverage to meet workload requirements. Review and examine work for accuracy and adherence to proper procedures, standards and requirements. Resolve employee problems and conflicts. Provide on-the-job training and answer questions of employees on work procedures. Complete or provide input for performance evaluations. Assist crew in performing any aspect of inspection work when required. Layoff crew at end of season. Deal with grower and industry representatives regarding work schedules or delays by answering questions and explaining work progress, process, procedures, standards and requirements. Deal with plant personnel regarding equipment problems and answer questions on production schedules and inspection and grading process or results.

1984 - 1985

Idaho Crop Improvement Association  
Blackfoot, Idaho

**Fieldman**

- Conduct field inspection of various vegetable crops to determine compliance with the Idaho rules and regulations of certification.

**Seminars/Courses**

Sept. 1997 – Coaching Skills

July 1997 – Partners in Quality Audit Theory Training – USDA

May 1995 – Management Control Systems Training

Nov. 1991 – Managing Change – Profiles in Government Leadership

June 1991 – Performance Appraisal Training

Dec. 1989 – Train the Trainer – USDA

Feb. 1987 – Sexual Harassment Training

Jan. 1987 – Terminal Market Inspection Training – USDA

Jan. 1986 – Terminal Market Inspection – Los Angeles

July 1985 – Elements of Supervision – Idaho Personnel Commission

**Additional  
Professional  
Activities**

Licensed by USDA and ISDA to train contract grading crews in principles of inspection and defect identification.

Licensed by USDA and ISDA to train seed potato inspectors in principles of inspection and defect identification.

Licensed by USDA/APHIS (Animal and Plant Health Inspection Service) to conduct and issue phytosanitary inspection and certificates.

USDA Collaborator – authorized for inspection of interstate/intrastate shipments of fruits and vegetables.

Conduct monthly field supervisory audit based reviews that identify conformance or areas of non-conformance to program requirements on each licensed inspector.

**Professional Memberships**

Class of 1998 – Leadership Idaho Agriculture

Tri-State Task Force (Potatoes for Processing)

AFVISA – Association of Fruit and Vegetable Inspection and Standardization Agencies

Idaho Process Potato Committee

**Languages**

English

**References**

Lane Jolliffe, Administrator, Idaho State Department of Agriculture, P.O. Box 790, Boise, Idaho 83701-0790 – (208) 332-8660

Lee Stacey, Bureau Chief, Idaho State Department of Agriculture, P.O. Box 790, Boise, Idaho 83701-0790 – (208) 332-8670