

U.S. DEPARTMENT OF AGRICULTURE  
GRAIN INSPECTION, PACKERS AND STOCKYARDS  
ADMINISTRATION  
FEDERAL GRAIN INSPECTION SERVICE  
1400 INDEPENDENCE AVENUE  
WASHINGTON, D.C. 20250-3630

GRAIN INSPECTION HANDBOOK  
BOOK IV  
CHAPTER 4  
DATA COLLECTION FORMS

## CHAPTER 4

### DATA COLLECTION FORMS

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#### **4.1 FGIS-922, "INSPECTION AND WEIGHING REPORT"**

The FGIS Grain Inspection and Weighing Information System (GIWIS) collects the number of inspection and weighing services performed under the United States Grain Standards Act (USGSA) by type of carrier on a monthly basis. The information source for the GIWIS is the Inspection and Weighing Report (FGIS-922).

Form FGIS-922 is completed by all official agencies and field offices. Information reported on the form FGIS-922 is used by FGIS field offices to assess fees for FGIS supervision of official inspection and weighing services performed by official agencies. The information also is used for estimating field office staffing requirements, determining appropriate grain inspection monitoring levels, and providing information for other program needs. Information recorded on the forms must be accurate and legible.

The form records the type and number of inspection and weighing services performed under the USGSA, as amended, and implements section 800.155(a) of the regulations. The form includes the inspection and weighing services as listed in the USGSA Service Table for both Canada and the United States. Field office personnel use the service code abbreviations in the following table for data entry into the GIWIS.

*USGSA Service Table*

<i>Name</i>	<i>Code</i>	<i>Name</i>	<i>Code</i>
Full Grade	INSP	Soybean Hilum Purity	SBHP
Factor Only	FONL	Soybean Seed Count	SBSC
Official Criteria Only	OCRO	Soybean Seed Sizing	SBSS
Official Commercial Inspection Service	COMM	Soybean Shriveled/Wrinkled	SBSW
Warehouseman Sample	WARE	Starlink	STLK
Reinspection	REIN	Sunflower Oil	SFOI
Sample Only	SAMP	Wheat Hardness	WTHD
Stowage Examination Only	STOW	Wheat Protein	WTPR
Aflatoxin	AFLA	Class X Inbound	XINB
Barley Protein	BYPR	Class X Outbound	XOUT
Corn Oil	COIL	Class X Export	XEXP
Corn Protein	CPRO	Class X Other	XOTH
Corn Starch	CSTA	Class Y Inbound	YINB
Corn Protein/Oil/Starch	CPOS	Class Y Outbound	YOUT
Corn Presence of Waxy	CPOW	Class Y Other	YOTH
Corn Stress Cracked	STCR	Only Class X Inbound	OXIN
Deoxynivalenol	DEOX	Only Class X Outbound	OXOU
Fumonisin	FUMO	Only Class X Export	OXEX
Oats Sizing	OSIZ	Only Class X Other	OXOT
Soybean Oil	SBOI	Only Class Y Inbound	OYIN
Soybean Protein	SBPR	Only Class Y Outbound	OYOU
Soybean Oil/Protein	SCOP	Only Class Y Other	OYOT
Soybean Cracked Seedcoats	SBCS		

The responsibilities for completing for FGIS-922 are as follows:

- a. Agency Responsibilities. Monthly, each agency must:
  - (1) Report the number and type of each official inspection and weighing service performed by the official agency. Report only those services performed under the authority of the USGSA. Do not include inspections and weighing services performed under the Agricultural Marketing Act of 1946 (AMA).
  - (2) Fax, email, or mail completed form(s) to the FGIS field office no later than 5 working days after the end of the reporting month.
  - (3) Notify the FGIS field office of any corrections to previous reports and submit a corrected form. Clearly mark corrected reports "CORRECTED" at the top of the form.

- b. FGIS Field Office Responsibilities.
- (1) Report the number and type of each official inspection and weighing service performed by the official agency. Report only those services performed under the authority of the USGSA. Do not include inspection and weighing services performed under the Agricultural Marketing Act of 1946 (AMA).
    - (a) Review all forms FGIS-922 for completeness including those received from official agencies.
    - (b) Use the information on form FGIS-922 to report the billing information to be forwarded to the National Finance Center.
    - (c) Assemble the forms FGIS-922 for all service points in the circuit. Within **10** working days after the reporting month, input the reports directly into the Grain Inspection and Weighing Information System (GIWIS).
    - (d) Submit all corrections to previous reports to the Director of Field Management Division.
  - (2) At least once a year, review the Inspection and Weighing Reports for each official agency. The field office manager (FOM) is responsible for selecting the best possible method to perform this review. Report any mistakes found through the appropriate supervisory channels to the Director of the Field Management Division.
- c. Availability of Forms. The FGIS-922 is available directly from GIWIS or from the GIPSA web site. It can be printed as needed and tailored to the work performed in each circuit. Field offices are responsible for supplying these forms to the agencies within their circuit.

# FORM FGIS-922, INSPECTION AND WEIGHING REPORT

<p style="text-align: center;">U.S. DEPARTMENT OF AGRICULTURE GRAIN INSPECTION PACKERS AND STOCKYARDS ADMINISTRATION FEDERAL GRAIN INSPECTION SERVICE</p> <p style="text-align: center;"><b>INSPECTION AND WEIGHING REPORT</b></p> <p style="text-align: center;"><i>(TYPE AND NUMBER OF INSPECTIONS AND WEIGHINGS PERFORMED UNDER THE UNITED STATES GRAINSTANDARD ACT)</i></p>	<p>According to the Paperwork Reduction Act of 1995, no persons are 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 0580-0013. The time required to complete this information collection is estimated to average 9 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.</p> <p><b>WARNING:</b> - This report is required by the U.S. Grain Standard Act (7 U.S.C. 71 et seq.). Any person who knowingly makes false statements may be subject to criminal (fine or imprisonment or both under 18 U.S.C. 1001) and administrative penalties.</p>	<p style="text-align: right;">FORM APPROVED OMB NO 0580-0013</p>																																																																																																																																															
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FORM FGIS-922, (Reverse) INSPECTION AND WEIGHING REPORT

<p>U.S. DEPARTMENT OF AGRICULTURE                  GRAIN INSPECTION SERVICE AND STOCK AND ADMINISTRATION                  FEDERAL GRAIN INSPECTION SERVICE</p> <p><b>INSPECTION AND WEIGHING REPORT</b></p> <p><small>TYPE AND NUMBER OF INSPECTIONS AND WEIGHINGS PERFORMED UNDER THE UNITED STATES GOVERNMENT'S ACT</small></p> <p>FIELD OFFICE NAME _____</p>	<p>According to the Paperwork Reduction Act of 1995, no persons are 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 0583-0013. The time required to complete this information collection is estimated to average 40 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.</p> <p><b>WARNING:</b> - This report is required by the U.S. Grain Standards Act (7 U.S.C. 71 et seq.). Any person who knowingly makes false statements may be subject to criminal (fine or imprisonment) or both under 18 U.S.C. 1011 and administrative penalties.</p> <p>OFFICIAL AGENCY NAME _____</p>	<p>FORM APPROVED OMB NO 0583-0013</p>	<p>MO &amp; YR _____</p> <p>SSP CODE _____</p>				
<p><b>NUMBER OF OFFICIAL CRITERIA TESTS</b></p>							
TRUCK	EAL	BARGE	SHP	CONTAINER	LOCAL	SACKED	SUBMITTED
SOYBEAN HUM PURITY							
SOYBEAN SEED COUNT							
SOYBEAN SEED SIZING							
SOYBEAN SHRIVELED/WRINKLED							
STARLEAK							
WET GLUTEN							
SUNFLOWER OIL							
WHEAT HARDNESS							
WHEAT PROTEIN							
<p><b>9 WEIGHING REPORT</b></p>		<p><b>NUMBER OF WEIGHINGS WITH INSPECTIONS</b></p>					
CLASS X	EAL	BARGE	SHP	CONTAINER	LOCAL	SACKED (mt)	SUBMITTED
INBOUND							
OUTBOUND							
EXPORT							
OTHER							
CLASS Y							
INBOUND							
OUTBOUND							
OTHER							
<p><b>10 WEIGHING ONLY REPORT</b></p>		<p><b>NUMBER OF WEIGHINGS ONLY</b></p>					
CLASS X							
INBOUND							
OUTBOUND							
EXPORT							
OTHER							
CLASS Y							
INBOUND							
OUTBOUND							
OTHER							

Instructions for Completing  
FGIS-922, "Inspection and Weighing Report"

1. Enter 4 digits to show the month/year for which the report was prepared (i.e., MMY Y format).
2. Enter the 6-digit code for the specified service point, main service point of official agency, or the FGIS service point where the inspection and/or weighing services were performed. Refer to the GIWIS report "Active Service Points" for the respective code numbers.
3. Enter the name of the FGIS field office.
4. Enter the name of the delegated State or designated official agency. Leave blank if official inspections and/or weighing services were performed by FGIS.
5. Enter the name of the specified service point, main service point of official agency, or FGIS service point where inspections and/or weighing services were performed.
6. The following definitions apply to the columns:

Truck – The total number of domestic and export truck and trailer sample-lot inspections performed.

Rail – The total number of domestic and export railcar sample-lot inspections performed.

Barge – The total number of domestic and export barge sample-lot inspections performed. Do not include containerized cargo inspections.

Ship – The total number of ships. Do not count the number of weight lots. For example, a ship carrying 5 separate lots counts as one ship on the FGIS-992. The number should include all ships (export and U.S. territories). Count only those ships completed during the month reported.

Container – The total number of domestic and export containerized cargo sample-lot inspections performed.

**NOTE:** For the inspection of a composite sample or when a loading log is used for a unit train or lash barges, report the number of carriers represented by the composite sample that are recorded on the loading log.

Local – The total number of metric tons (mt) for local-movement inspections performed (e.g., in-house bin transfers, run-backs, or bin samples). To convert bushels (bu) to mt multiply standard test weight (lb/bu) X (number of bushels in bin, etc.) ÷ (2204.623 lb/mt conversion) to find metric tons. After finding the number of metric tons, round to the nearest whole ton.

Example:

10,000 bu bin graded of wheat with a 60 lb/bu test weight

10,000 bu X 60 lb/bu ÷ 2204.623 lb/mt = 272.155 mt

Rounded = 272 mt

Sacked – The total number of metric tons (mt) for sample-lot inspections and weight lots performed on sacked grain in a warehouse. To convert pounds (lb) to metric tons (mt), multiply (number of sacks X net weight per sack in lb) ÷ 2204.623 lb/mt. After finding the number of metric tons, round to the nearest whole ton. When sampling or otherwise inspecting sacked grain in a warehouse on which the loading of the final carrier is officially witnessed during the same reporting period, count the inspection by the carrier type instead of reporting metric tons in the SACKED column. For example, if an agency samples sacked grain for grade in a warehouse one week and then observes the loading of that lot into a barge the next week, the service should be reported as a count in the BARGE column.

Submitted – The total number of submitted sample inspections performed.

7. For the inspection report use the following instructions.

**Full Grade.** Enter the number of official inspections for grade by carrier or type of inspection. Do not include official commercial inspection services and warehouseman sample services.

**Factor Only.** Enter the number of official inspections for official “factor only” by carrier or type of inspection. **Do not include factor only inspections in the “Full Grade” line.** Do not include official commercial inspection services and warehouseman sample services.

**Official Criteria Only.** Enter the number of official criteria inspections that are performed without any other service requests for each carrier or type of inspection.

Do not include official commercial inspection services and warehouseman sample services.

***Official Commercial Inspection Service.*** Enter the number of OCIS inspections (full grade, factor only, and official criteria only inspections) by carrier or type of inspection.

***Warehouseman Sample.*** Enter the number of warehouseman sample (yellow certificate) inspections (full grade, factor only, and official criteria only inspections) by carrier or type of inspection.

***Reinspection.*** Enter the number of reinspections by carrier or type of inspection. For the reinspection of a composite sample or when a loading log is used for a unit train or lash barges, report the number of carriers represented by the reinspection service. This service applies to all reinspection services including OCIS and warehouseman sample services. (Supervision fees are not assessed on reinspections. Data is collected to show market service requests by carrier or type of inspection.)

***Sample Only.*** Enter the number of official sampling services by carrier or type of inspection.

***Stowage Examination Only.*** Enter the number of stowage only examinations by type of carrier. Include only stowage examinations for which a stowage examination certificate was issued. Do not include stowage examinations performed on official inspections already reported above. (Supervision fees are not assessed on stowage examination only services).

8. For the **official criteria report** use the following instructions.

**Aflatoxin, Barley Protein, Corn Oil, Corn Protein, Corn Starch, Corn Protein/Oil/Starch, Corn Presence of Waxy, Corn Stress Cracked, Deoxynivalenol, Fumonisin, Oats Sizing, Soybean Oil, Soybean Protein, Soybean Oil/Protein, Soybean Cracked Seedcoats, Soybean Hilum Purity, Soybean Seed Count, Soybean Seed Sizing, Soybean Shriveled/Wrinkled, Starlink, Wet Gluten, Sunflower Oil, Wheat Hardness, Wheat Protein.** Enter the number of official criteria inspections for each carrier or type of inspection (e.g., a 5 car composite sample for aflatoxin would be shown as “Aflatoxin Rail 1”). Enter the number of official criteria inspections for each carrier or type of inspection. Include inspections that are performed separately or in conjunction with an inspection performed for official grade and/or official factors. ***Services that are performed separately (inspection for grade or factor only was not requested for the lot/sample) are reported in the Inspection Report section under “Official Criteria Only”.***

**NOTE: When a combination of oil, protein, and/or starch inspections are performed on a lot or submitted sample, report these inspections only on the Corn Protein/Oil/Starch or Soybean Oil/Protein line, as applicable.**

9. For the **Weighing Report** use the following instructions.

Enter the number of carriers weighed in conjunction with another service reported in the Inspection Report section according to the type of service (Class X or Class Y), type of movement, and type of carrier.

The following definitions apply to each carrier type:

Truck – Total number of trucks or trailers weighed.

Rail – Total number of railcars weighed. Count each railcar of a unit train as a separate carrier.

Barge – Total number of barges weighed.

Ship – The total number of ships completed during the month. Include export shipments and shipments to U.S. territories.

Container – The total number of containers weighed.

Local – The total number of metric tons (mt) officially weighed in conjunction with another service provided and reported under the Inspection Report section.

Sacked – The total number of metric tons (mt) officially weighed in conjunction with another service provided and reported under the Inspection Report section (see number 6 "Sacked" under definitions for warehouse service).

10. For the **weighing only report** use the following instructions.

Enter the number of carriers weighed **not in conjunction with** another service reported in the Inspection Report section according to the type of service (Class X or Class Y), type of movement, and type of carrier.

The following definitions apply to each carrier type:

Truck – Total number of trucks or trailers when weighing is the only service performed.

Rail – Total number of railcars when weighing is the only service performed. Count each railcar of a unit train as a separate carrier.

Barge – Total number of barges when weighing is the only service performed.

Ship – The total number of ships completed during the month when weighing is the only service performed. Include export shipments and shipments to U.S. territories.

Container – The total number of containers when weighing is the only service performed.

Local – The total number of metric tons (mt) when weighing is the only service performed.

Sacked – The total number of metric tons (mt) when weighing is the only service performed on sacked grain in a warehouse (see number 6 "Sacked" under definitions for warehouse service).

11. Name of the field office manager, agency manager, or responsible official in charge, as appropriate, who completed the report.
12. Enter the date report was completed.

#### **4.2 FGIS-938, "REPORT OF GRAIN INSPECTED AND WEIGHED FOR EXPORT"**

The FGIS Export Grain Information System (EGIS) collects information on all export grain shipments. It also collects information on outbound non-export shipments from export locations where FGIS employees perform inspection and weighing services. This is done to enable calculation of the administrative tonnage fees. The information source for EGIS is the "Report of Grain Inspected and Weighed for Export", the FGIS-938.

Form FGIS-938 is completed by all official agencies and field offices where export grain inspections are performed. Field offices transmit the export data to FGIS headquarters electronically where the information is stored in a database. Information reported on the form FGIS-938 is used for:

- a. Internal Quality Control Purposes. Provide FGIS with grain export information for use in publishing periodic export grain quality reports, reviewing grain standards, responding to inquiries about foreign complaints, analyzing other aspects of FGIS programs; and

- b. External Marketing Information. Provide Departmental and other Governmental agencies with timely and accurate export grain volume reports to satisfy their external and internal reporting requirements.

Information contained in the export shipment reports may not be released by FGIS or official agency personnel without approval of the Administrator, Deputy Administrator, or the FGIS Freedom of Information Officer, as appropriate.

- c. Agency Responsibilities. Each agency must:

- (1) Complete a form FGIS-938 whenever grain is inspected and/or weighed for export.
- (2) Complete a separate form FGIS-938 for each export lot regardless of carrier type. The exception to this is the grouping of single lot rail car, containers, or trucks. See “Reporting procedures”, d. (1).
- (3) If the agency has a version of software which allows saving the filled-out form, email the saved file to the agency’s respective field office. Otherwise, fax completed forms promptly to the FGIS field office each reporting period. **A reporting period is a 7-day week from 12:00 AM, Friday through midnight Thursday.** All reports must be submitted to the field office each week by close of business (COB) on Fridays in time for data entry into EGIS.
- (4) Notify the FGIS field office of any corrections to previous reports and submit a corrected form.

- d. FGIS Field Office Responsibilities. Each office must:

- (1) Complete a form FGIS-938 whenever grain is inspected and/or weighed for export.
- (2) Complete a separate form FGIS-938 for each export lot regardless of carrier type. The exception to this is the grouping of single lot rail car, containers, or trucks. See “Reporting procedures”, f. (1).
- (3) Review all forms FGIS-938 for completeness including those received from official agencies.

- (4) Assemble the forms FGIS-938 for all service points in the circuit each reporting period. **A reporting period is a 7-day week from 12:00 AM, Friday through midnight Thursday.** Enter all reports into EGIS by COB on Fridays each reporting period. Weekend data entry is permitted as needed.

Data entry into EGIS is performed by logging on to the HP-3000 minicomputer located in Washington, DC, with a personal computer.

The records for a reporting period will be collected by the Application Development Branch every Monday morning (7 AM EST.) After the Application Development Branch collects the records, corrections must be submitted by fax or emailed on corrected forms.

In the case of rail car shipments, field offices shall notify the Information Technologies Staff, Application Development Branch, whenever they are informed that a previously reported export shipment was unloaded, diverted into domestic markets, or otherwise not shipped for export.

- (5) File the form FGIS-938 with the respective export shipment file. If more than one form FGIS-938 is completed for any export lot (e.g., an agency completed a form FGIS-938 as a worksheet and telephoned the information to a field office where it was transcribed to another form FGIS-938), ensure that the form FGIS-938 serial number on file at the field office/agency matches the serial number of the form FGIS-938 which was used as the data entry document. Space is provided on the Form FGIS-938 for a serial number. The EGIS data entry screen assigns the serial number; manually enter this number in the space provided (#3) for hardcopy filing of the form.
- (6) Periodically review the accuracy of forms FGIS-938 completed in their circuit.
- (7) Use the information provided from the EGIS to transmit the administrative tonnage and ship supervision fee billing information to the National Finance Center.

- e. Availability of Forms. Download the latest revisions of the form at GIPSA's website, or contact a GIPSA field office for blank forms.
- f. Reporting Procedures.

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- (1) For each reporting period, group rail cars, containers, or trucks which were certificated as single lots or recertified as combined lots into categories of similar grade, grain, special grade, destination, and type of service. Prepare a separate form FGIS-938 for each reportable category for each specified service point. When more than 1-day's activities are grouped, use the most recent certification date for the "Certificate Date" entry on form FGIS-938.

For example, during the reporting period, rail cars are inspected and/or weighed for export at two specified service points within an agency circuit. The following is a record of the daily activities at each location.

Point A						
Date	Type Service	No. of Cars	Grade	Grain	Quantity (lb)	Destination
10/8/03	Insp. Only	12	2	YC	2 100 000	Mexico
10/9/03	Insp/Weigh	30	2	YC	5 250 077	Mexico
10/10/03	Insp/Weigh	45	2	YC	7 875 093	Mexico
10/10/03	Insp. Only	45	2	YC	7 875 000	Mexico

Point B						
Date	Type Service	No. of Cars	Grade	Grain	Quantity (lb)	Destination
10/6/03	Insp. Only	30	2	YSB	5 625 000	Mexico
10/6/03	Insp. Only	30	2	YC	5 250 000	Mexico
10/8/03	Insp. Only	30	2	YC	5 250 000	Mexico
10/9/03	Insp. Only	45	2	YSB	8 437 500	Mexico
10/10/03	Insp. Only	50	2	YSB	9 375 000	Mexico

Prepare four FGIS-938's for these shipments. For Point A prepare two reports. On the first, group the 57 "Insp. Only - 2 YC" rail cars together. Use "10/10/03" as the certificate date. On the second report for Point A, group the 75 "Insp/Weigh - 2 YC" railcars together. Use "10/10/03" as the certificate date.

For Point B prepare two more FGIS-938 reports. On the first, group the 125 "Insp. Only - 2 YSB" railcars together. Use "10/10/03" as the certificate date. On the second report for Point B, group the 60 "Insp. Only - 2 YC" railcars together. Use "10/8/03" as the certificate date.

- (2) Complete a separate form FGIS-938 for each railcar lot inspected under the Cu-Sum plan.
- (3) Complete a separate form FGIS-938 for unit train railcars not graded under the Cu-Sum plan, (e.g., railcar samples composited for grading). The same applies for composite samples for containers.
- (4) Consolidate reports for shipments which were inspected by one agency and weighed by another agency on one form FGIS-938. This procedure will ensure that the same export shipments are not entered more than once into the EGIS data base.

For example, during the reporting period, an agency inspects and certifies 30 export hopper cars as U.S. No. 2 Yellow Corn. FGIS weighs the same 30 hopper cars. The field office shall consolidate the inspection and weighing information on one form FGIS-938. Indicate the type of service as inspected and weighed and show 30 in the block marked No. of S/L's or Carriers.

- (5) Only report intercoastal movements of grain or non-standardized grains within the continental United States or shipments to U.S. territories when the service is performed by FGIS employees. These are shipments that the administrative tonnage fees apply to. Note: These shipments are input into EGIS with the "Miscellaneous Shipment" data entry program.
- (6) Report the most recent inspection results for each lot, regardless of whether they represent an original inspection, reinspection, or appeal inspection. If review inspection results became available after the form FGIS-938 data was transmitted and the superseding factor results differ from the original inspection results, change the data using the EGIS online data entry screens. If the factor result(s) cannot be changed online at the field office, fax the revised report to the Application Development Branch.

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**FGIS-938, "REPORT OF GRAIN INSPECTED AND WEIGHED FOR EXPORT"**

U. S. DEPARTMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION FEDERAL GRAIN INSPECTION SERVICE			FIELD OFFICE: <b>1</b>		OMB NO. 0580-0013 (See reverse)	
			FOR WEEK ENDING <b>2</b> Thursday		Information is collected in order to publish timely information on quantity and quality conditions of grain (7 U.S.C. 1622). Individual establishment information held confidential.	
<b>REPORT OF GRAIN INSPECTED AND WEIGHED FOR EXPORT</b>						
SERIAL NO. <b>3</b>	CERTIFICATE DATE (Mo./Day/Year) <b>4</b>	LOCATION CODE <b>5</b>	APPLICANT NO. <b>6</b>	TYPE SHIPMENT <b>7</b> <input type="checkbox"/> Bulk <input type="checkbox"/> Sack	TYPE SERVICE <b>8</b> <input type="checkbox"/> Insp/Weigh (IW) <input type="checkbox"/> Weigh Only (W) <input type="checkbox"/> Insp. Only (I) <input type="checkbox"/> Other (OT) <input type="checkbox"/> Phytosanitary (PS) <input type="checkbox"/> Witness Trans (WT)	
CARRIER IDENTIFICATION <b>9</b>			TYPE <input type="checkbox"/> Ship <input type="checkbox"/> Container <input type="checkbox"/> Rail (Cu-Sum) <input type="checkbox"/> Rail (Composite) <b>10</b>			
DESTINATION <b>11</b>			CARRIER <input type="checkbox"/> Truck <input type="checkbox"/> Barge <input type="checkbox"/> Rail (Single Lot) <input type="checkbox"/> Other	QUANTITY (Pounds) <b>16</b>		
GRAIN <b>12</b>		GRADE <b>13</b>	SPECIAL GRADES <b>14</b>	NO. SLS <b>15</b>		
DOCKAGE/SUNFLOWER SEED FOREIGN MATERIAL <b>17</b>				TEST WEIGHT <b>18</b>		
High		Low		Average		Certified
Average		Certified		Average		Certified (Optional)
<b>WHEAT</b>		<b>CORN</b> (whole or cracked)		<b>BARLEY</b>		<b>SORGHUM</b>
<b>OATS</b>		<b>CANOLA</b>				
HT	HT	SMT	HT	HT	HT	HT
DKT	DKT	HT	DKT	ODK	DGK	DGK
FM	BC	DKT	BN	FM	DKT	DKT
SHBN	FM	WO	FM	WO	ERG	ERG
DEF	BCFM	FM	BNFM	OG	SCT	SCT
CCL	OCOL	OG		SO	STON	STON
WOCL	CCOM	SBLY	<b>19</b> <b>FLAXSEED</b>	THIN	CADM	CADM
DHV-HVAC	OM	SKBN	HT		LADM	LADM
OWH	WK	BN	DKT		GLUC	GLUC
WHCB	OC	THIN			ERC	ERC
HARDNESS		PL		<b>TRITICALE</b>		
WG	<b>SOYBEANS</b>		IBHT	HT	<b>RYE</b>	
<b>MIXED GRAIN</b>		FDK		<b>SUNFLOWER SEEDS</b>		
HT	FM	MDK	DKT	FM	FMOW	FMOW
DKT	SPL	IBM	DH	SHBN	DKT	DKT
FM	OCOL	KT	ADM	DEF	THIN	THIN
LOAD ORDER <b>20</b>				RESULTS <b>21</b>		
Moisture	<input type="checkbox"/> Minimum (Min) <input type="checkbox"/> Maximum (Max) <input type="checkbox"/> Average (Avg) (Indicate checked amount) ___%			High	Low	Average
<b>22</b> Protein	<input type="checkbox"/> Min ___% <input type="checkbox"/> Declared Avg ___%		Basis <b>23</b>	High	Low	Average
<b>25</b> Oil	<input type="checkbox"/> Min ___% <input type="checkbox"/> Declared Avg ___%		<input type="checkbox"/> Dry Matter <input type="checkbox"/> Specified Moisture ___%	High	Low	Average
<b>28</b> Starch	<input type="checkbox"/> Minimum <input type="checkbox"/> Maximum <input type="checkbox"/> Average (Indicate checked amount) ___%			High	Low	Average
<b>30</b> Aflatoxin	Basis <input type="checkbox"/> Composite <input type="checkbox"/> Sublot <input type="checkbox"/> Both <input type="checkbox"/> Other		Screening <b>31</b> ≤ 20 ppb ___ > 20 ppb ___	Quantitative <b>32</b> ≤ 20 ppb ___ > 20 ppb ___	Avg ppb <b>33</b>	
DON	Qualitative <b>34</b>		Quantitative <b>35</b>	Avg ppm <b>36</b>		
Falling Number	Basis <input type="checkbox"/> Dry Matter <input type="checkbox"/> As is <input type="checkbox"/> Specified Moisture ___% M <b>37</b>			Result <b>38</b>		
<b>39</b> Infestation	Sublots with Insects		Components Infested	Insects Per Lot		
ADDITIVES <b>40</b>				FUMIGANT		
Type Insecticide <input type="checkbox"/> Malathion <input type="checkbox"/> Reldan <input type="checkbox"/> Actellic <input type="checkbox"/> Other ___		Type Dust Suppressant <input type="checkbox"/> Water <input type="checkbox"/> Oil <input type="checkbox"/> Other ___		Dye <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Aluminum Phosphide <input type="checkbox"/> Other ___	
ENTRIES BELOW ARE OPTIONAL						
REPORTED BY			FGIS ENTRY BY <b>41</b>		DATE	
REMARKS				STOWAGE		

Form FGIS-938 (03-06) Previous editions are obsolete

**FGIS-938, "REPORT OF GRAIN INSPECTED AND WEIGHED FOR EXPORT (REVERSE)"**

Grade Codes		Special Grade Codes				
Code	Grade	Code	Special Grade	Code	Special Grade	
1	U.S. No. 1	BLCH	Bleached	INF	Infested	
2	U.S. No. 2	BLIT	Blighted	LGAR	Light Garlicky	
2 O/B	U.S. No. 2 or Better	BRIT	Bright	LSM	Light Smutty	
3	U.S. No. 3	EHVY	Extra Heavy	PL	Plump	
3 O/B	U.S. No. 3 or Better	ERG	Ergoty	SMUT	Smutty	
4	U.S. No. 4	FLAD	Flint & Dent	STND	Stained	
4 O/B	U.S. No. 4 or Better	FLIN	Flint	THIN	Thin	
5	U.S. No. 5	GAR	Garlicky	TRET	Treated	
5 O/B	U.S. No. 5 or Better	HVY	Heavy	WAX	Waxy	
SG	U.S. Sample Grade					
SG O/B	U.S. Sample Grade or Better					
MIXED	U.S. Mixed Grain					
Grain Codes		Destination Codes				
Code	Subclass, Class, or Grain					
BLY	Barley	AFGHANISTAN	COOK ISLANDS	IRELAND	NEW ZEALAND	SWITZERLAND
SRB	Six Rowed Barley	ALBANIA	COSTA RICA	ISRAEL	NICARAGUA	SYRIA
SRBM	Six Rowed Blue Malting Barley	ALGERIA	CROATIA	ITALY	NIGER	TAJIKISTAN
SRMB	Six Rowed Malting Barley	ANDORRA	CUBA	IVORY COAST	NIGERIA	TANZANIA
TRB	Two Rowed Barley	ANGOLA	CYPRUS	JAMAICA	NIUE	THAILAND
TRMB	Two Rowed Malting Barley	ANGUILLA	CZECH REP	JAPAN	NMARIANA	TOGO
K	Canola	ANTIGUA	DENMARK	JORDAN	NORFOLK IS	TOKELAU
WHC	White Corn	ARGENTINA	DJIBOUTI	KAZAKHSTAN	NORTH KOREA	TONGA
XC	Mixed Corn	ARMENIA	DOMINICA	KENYA	NORWAY	TRINIDAD
YC	Yellow Corn	ARUBA	DOMINIC REP	KIRIBATI	OMAN	TUNISIA
FLAX	Flaxseed	AUSTRALIA	ECUADOR	KOREA REP	PAKISTAN	TURK IS
XGR	Mixed Grain	AUSTRIA	EGYPT	KUWAIT	PALAU	TURKEY
OATS	Oats	AZERBAIJAN	EL SALVADOR	KYRGYZSTAN	PANAMA	TURKMENISTAN
RYE	Rye	B VIRGIN	EQ GUINEA	LAOS	PARAGUAY	TUVALU
S	Sorghum	BAHAMAS	ERITREA	LATVIA	PERU	UGANDA
TANS	Tannin Sorghum	BAHRAIN	ESTONIA	LEBANON	PHILIPPINES	UKRAINE
WHS	White Sorghum	BANGLADESH	ETHIOPIA	LESOTHO	PITCAIRN	UN ARAB EM
XS	Mixed Sorghum	BARBADOS	F SO ANT	LIBERIA	POLAND	UN KINGDOM
XSB	Mixed Soybeans	BELARUS	FALKLAND IS	LIBYA	PORTUGAL	UNKNOWN
YSB	Yellow Soybeans	BELGIUM	FAROE ISLAND	LIECHTEN	PUERTO RICO	URUGUAY
SF	Sunflower Seeds	BELIZE	FIJI	LITHUANIA	QATAR	USA
T	Triticale	BENIN	FINLAND	LUXEMBOURG	REP S AFRICA	UZBEKISTAN
ADU	Amber Durum Wheat	BERMUDA	FR GUIANA	MACAO	REUNION	VANUATU
DNS	Dark Northern Spring Wheat	BHUTAN	FRANCE	MACEDONIA	ROMANIA	VATICAN CITY
DU	Durum Wheat	BOLIVIA	FRENCH POLY	MADAGASCAR	RUSSIA	VENEZUELA
HADU	Hard Amber Durum Wheat	BOSNIA-HERC	GABON	MALAWI	RWANDA	VIETNAM
HDWH	Hard White Wheat	BOTSWANA	GAMBIA	MALAYSIA	SAN MARINO	WALLIS
HRW	Hard Red Winter Wheat	BR IND O TER	GAZA STRIP	MALDIVES	SAO TOME&PR	WEST BANK
NS	Northern Spring Wheat	BRAZIL	GEORGIA	MALI	SAUDI ARABIA	WEST SAMOA
RS	Red Spring Wheat	BRUNEI	GERMANY	MALTA	SENEGAL	WST SAHARA
SRW	Soft Red Winter Wheat	BULGARIA	GHANA	MARSHALL	SEYCHELLES	YEMEN
SWH	Soft White Wheat	BURKINA	GIBRALTAR	MARTINIQUE	SIERRA LEONE	YUGOSLAVIA
UNCL	Unclassed Wheat	BURMA	GREECE	MAURITANIA	SINGAPORE	ZAIRE
WHCB	White Club Wheat	BURUNDI	GREENLAND	MAURITIUS	SLOVAKIA	ZAMBIA
WWH	Western White Wheat	CAMBODIA	GRENADA	MEXICO	SLOVENIA	ZIMBABWE
XWHT	Mixed Wheat	CAMEROON	GUATEMALA	MICRONESIA	SOLOMON IS	
CSCR	Corn Screenings	CANADA	GUINEA	MOLDOVA	SOMALIA	
HB	Hulless Barley	CANARY IS	GUINEA-BISSA	MONACO	SP MQEL	
MDB	Malted Barley	CAPE VERDE	GUYANA	MONGOLIA	SPAIN	
SBML	Soybean meal	CAYMAN IS	HAITI	MONTSERRAT	SRI LANKA	
CC	Cracked Corn	CEN AFR.REP	HEARD ISLAND	MOROCCO	ST. HELENA	
		CHAD	HONDURAS	MOZAMBIQUE	ST. LUCIA	
		CHILE	HONG KONG	NAMIBIA	ST. VINCENT	
		CHINA MAIN	HUNGARY	NAURU	ST.KITTS&NEV	
		CHINA T	ICELAND	NEPAL	SUDAN	
		COCOS IS	INDIA	NETH ANTIL	SURINAME	
		COLOMBIA	INDONESIA	NETHERLANDS	SVALBARD	
		COMOROS	IRAN	NEW CALIDONIA	SWAZILAND	
		CONGO (BRAZ)	IRAQ	NEW GUINEA	SWEDEN	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0580-0013. The time required to complete this information collection is estimated to average 15 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.

**Instructions for Completing Form FGIS-938,  
"Report of Grain Inspected and Weighed for Export"**

Complete items 1-19 for all export shipments. Complete applicable items 17-41 for all lots loaded into vessels, barges, and railcars inspected under the Cu-Sum loading plan.

1. Enter the field office name.
2. Enter the reporting period Thursday ending date.
3. Enter the number generated by the data entry screen.
4. Enter the certification date in MM/DD/YYYY format.
5. Enter the 6-digit export elevator code or specified service point code. Use the on-line pick list or the printed inspection point list from the GIWIS.
6. Enter 9-digit applicant number. This only applies to shipments where the administrative tonnage fee is to be charged. It is for billing applicants who use FGIS employees for inspection services.
7. Check the appropriate box (Bulk or Sack) to indicate the type of shipment.
8. Check the appropriate box to indicate the type of service. Check Insp/Weigh (IW) for shipments inspected and weighed; check Insp. Only (I) for shipments only inspected; check Weigh Only (W) for shipments only weighed; (PS) for phytosanitary inspections only; and, (WT) for witness transfer. Check Other (OT) for any other types of service.
9. Enter the vessel name, unit train number, or other appropriate carrier identification. Do not enter vessel prefixes (M/V, S/S, etc) on the EGIS data entry screen. If the report represents several rail cars, containers, or trucks inspected and certified as single lots, enter the identification of one of the carriers.
10. Check the appropriate carrier code. In the case of railcars, check Rail (single lot) for all railcars which were certified as single lots or single lots recertified as combined lots. Check Rail (Cu-Sum) for all railcars which were inspected under the Cu-Sum plan. Check Rail (Composite) for unit train railcars not graded under the Cu-Sum plan, and the railcar samples are combined for grading.

11. Enter the country of destination using only the approved destination codes listed on the reverse side of form FGIS-938.
12. Enter the abbreviation for the subclass, class, or grain, whichever is appropriate. Refer to the reverse side of Form FGIS-938 for a list of the valid grain codes. Some common not standardized grain codes are listed also.
13. Enter the numeric grade of the lot. Include O/B for "or better" grade designations (Example: 2 O/B). Refer to the reverse side of form FGIS-938 for a list of valid grade codes. If the type of service indicated in item 8 is Weighed Only (W), Other (OT), Phytosanitary (PS), or Witness Transfer (WT), leave blank.
14. Enter the abbreviation for special grades, if applicable. Refer to the reverse side of Form FGIS-938 for a list of valid special grade codes.
15. Enter the number of sublots inspected whenever the lot was inspected under the Cu-Sum uniform loading plan. Otherwise, enter the number of carriers inspected and/or weighed.
16. Enter the actual weight of the lot in pounds. For rail cars, containers, or trucks, if the actual weight is not available, calculate an estimated weight using the following formula:

Carriers X standard test weight per bushel X carrier bushel capacity = est. weight			
Use the following carrier bushel capacities in the formula:			
Boxcar	=	2000	Bushels
Hopper car	=	4000	Bushels
Truck	=	750	Bushels
Container	=	775	Bushels

Use the following standard test weights in the formula:			
Wheat	60	Canola	50
Soybean	60	Barley	48
Corn	56	Triticale	48
Cracked Corn	52	Oats	32
Sorghum	56	Mixed Grain	32
Rye	56	Sunflower Seeds	28
Flaxseed	56		

Obtain from the elevator personnel the estimated weights for other types of carriers which are not weighed.

**NOTE: Complete the following items if the type carrier in item 10 is Ship, Rail (Cu-Sum), or Barge and the type service in item 8 is (IW) Insp/Weigh or (I) Insp. Only.**

17. Enter the high, low, and average dockage or sunflower seed foreign material results for the sublots, in hundredths. Enter the certified result to one decimal place. Report dockage results for all applicable grains, even if no dockage was certified.
18. Enter the average test weight result in hundredths. The block marked Certified is optional and for field office or agency use only.
19. Enter the factor averages which are applicable to the subclass, class, or grain. Report the results in tenths or as whole numbers as they are certified.
20. Check the appropriate box (Minimum, Maximum, or Average) to indicate the moisture load order requirements declared by the applicant, if any, and enter the declared percentage. If a moisture load order was not declared, leave the load order boxes blank.
21. Enter the high, low, and average moisture results for the sublots in tenths.
22. Check the appropriate box (Minimum, Maximum, Average, or Ordinary) to indicate the protein load order requirements declared by the applicant. If a minimum, maximum, or average protein is declared, enter the declared

percentage. If protein analysis is requested but a specific load order is not declared, check the box Ordinary (Undeclared).

23. The basis for wheat protein reported in EGIS is a specified moisture basis of 12 percent. Check the box marked Specified Moisture and enter 12.0 percent as the moisture basis.

The basis for soybean protein reported in EGIS is a specified moisture basis of 13.0 percent. Check the box marked Specified Moisture and enter 13.0 percent as the moisture basis.

The basis for corn protein reported in EGIS is on a dry matter basis. Check the box marked Dry Matter.

The basis for barley protein reported in EGIS is on a dry matter basis. Check the box marked Dry Matter.

24. Enter the high, low, and average protein results for the sublots in tenths. Report only subplot results not composite sample results.

For wheat, report results only on a 12.0 percent moisture basis.

For soybeans, report results only on a 13.0 percent moisture basis.

For corn, report results only on a dry matter basis.

For barley, report results only on a dry matter basis.

25. Check the appropriate box (Minimum, Maximum, Average, or Ordinary) to indicate the oil load order requirements declared by the applicant. If minimum, maximum, or average oil is declared, enter the declared percentage. If oil analysis is requested but a specific load order is not declared, check the box Ordinary (Undeclared).

26. The basis for soybean oil reported in EGIS is a specified moisture basis of 13.0 percent. Check the box marked Specified Moisture and enter 13.0 percent as the moisture basis.

The basis for sunflower seed oil reported in EGIS is a specified moisture basis of 10.0 percent. Check the box marked Specified Moisture and enter 10.0 percent as the moisture basis.

The basis for corn oil reported in EGIS is on a dry matter basis. Check the box marked Dry Matter.

27. Enter the high, low, and average oil results for the sublots in tenths. Report only subplot results not composite sample results.

For soybeans, report results only on a 13.0 percent moisture basis.

For sunflower, seeds report results only on a 10.0 percent moisture basis.

28. Corn starch results reported in EGIS are on a dry matter basis. Check the appropriate box (Minimum, Maximum, Average, or Ordinary) to indicate the starch load order requirements declared by the applicant. If a minimum, maximum, or average starch is declared, enter the declared percentage. If starch analysis is requested but a specific load order is not declared, leave the load order boxes blank.
29. Enter the high, low, and average starch results for the sublots in tenths. Report only subplot results not composite sample results. Starch results are to be reported on a dry matter basis.
30. If aflatoxin testing is performed, check the appropriate box (subplot, composite, both subplot and composite, or other) to indicate the basis of testing.
31. Enter the number of all screening tests performed with results less than or equal to 20 ppb and greater than 20 ppb. This is for all grain tested as part of the lot, loaded or not.
32. Enter the number of all quantitative tests performed with results less than or equal to 20 ppb and greater than 20 ppb. This is for all grain tested as part of the lot, loaded or not.
33. When quantitative method is used for the entire lot, enter the average ppb for grain in the certified lot.
34. Enter the number of all qualitative DON tests performed. This is for all grain tested as part of the lot, loaded or not.
35. Enter the number of all quantitative DON tests performed. This is for all grain tested as part of the lot, loaded or not.

36. When quantitative method is used for the entire lot, enter the average ppm for grain in the certified lot.
37. Check the appropriate box (As is, Dry Matter, or Specified Moisture) to indicate the falling number moisture basis requested by the applicant, if any. If specified moisture is requested, enter the percent.
38. Enter the falling number result. If a falling number analysis was performed on each subplot, show the lot average. If a falling number analysis was performed on a composite sample, show the composite result. When a falling number analysis is performed on a lot and the results are not available in time to be transmitted during the reporting period, report the falling number basis (As is, Dry Matter, or Specified Moisture), but leave the result block blank. Call the Application Development Branch when the falling number result becomes available.
39. This item refers to the three infestation blocks. In the first block, enter the number of sublots which contained one or more live insects. In the second block, enter the number of components which were found to be "infested" according to the appropriate definition of "infested" in the Grain Inspection Handbook, Book II. In the third block, enter the total number of live insects found in the lot. Enter a zero in each of the infestation blocks if no insects were found during the inspection. Summarize this infestation data only for those sublots or components which remained in the carrier, regardless of whether the carrier or portion of the carrier was fumigated to remove a special grade designation "infested." If the number of components infested (second block) is reported as 1 or more, then either a fumigant or the special grade "infested" should be indicated elsewhere on the report.
40. Check the appropriate boxes to indicate if insecticides, dust suppressants, or dyes were applied to the lot. Show only additives which were specifically requested in the load order and/or additives which were applied after sampling and weighing.

For insecticides, check the appropriate box (Malathion, Actellic, Reldan, or Other). If insecticides were added to the lot and the type is unknown, check the box marked Other. Leave blank if insecticides were not applied.

For dust suppressants, check the appropriate box (Water, Oil, or Other). If a dust suppressant was applied to the lot and the type is unknown, check the box marked Other. Leave blank if dust suppressants were not applied. For dyes, check the appropriate box (Yes or No) to indicate if a dye was applied.

Check the appropriate box (Aluminum Phosphide or Other) to indicate the type of

fumigant used on lots or partial lots which were fumigated in accordance with the Fumigation Handbook. The following fumigant brands are considered "Aluminum Phosphide" fumigants:

Al-Phos	Celphos	Fumitoxin	Phosfume	Weevilcide
Celphide	Fastphos	Gastoxin	Phostoxin	
Celphine	Detia-Gas-Ex	Max-Kill	Quick Tox	

If the box marked **Other** is checked, enter the type of fumigant in the blank spaced provided. Leave blank if no fumigants were added to the lot.

41. The items below the bold line (stowage, remarks, etc.) are optional and for field office or agency use only. This data will not be entered into the EGIS.