

FGIS Issuance Change

CHANGE TO

DIRECTIVE

MANUAL

HANDBOOK

CHANGE NO. 25	TO <i>(No.)</i>	TITLE: Documentation of Official Weighing Services	DATE: 03/28/2005
--------------------------------	---------------------------	---	----------------------------

PURPOSE OF CHANGE

These pages are changed to revise the signature requirements and to remove the reviewer block from Form FGIS-968, Weight Loading Log.

FILING INSTRUCTIONS

Remove Pages

Dated

Insert Pages

Dated

Pages 2-29 thru 32

02/20/01

Pages 2-29 thru 32

03/28/05

Retain issuance change sheet as an aid in verifying handbook content.

David Orr, Director
Field Management Division

Section 2.3 (B) (2), How to Complete the Weight Loading Log gives instructions on how to determine which method to use.

- b. **Certificates as Source Documents.** Record the scale number or designate on the certificate when the certificate or special design certificate is used to record weight impressions from printers (e.g., on some inbound truck scales).

Exhibit M. Weight Loading Log Instructions

- 1 Identification of Carrier - Name of ship, number, etc.
- 2 Location (City and State) - Location of grain facility.
- 3 Account of - The name of the grain facility (e.g., Cargill Irving Elevator). If the elevator is not the owner of the grain, record the elevator and the owner (e.g., Public Elevator/Concourse Grain Company).
- 4 Load Order - Contract load order number for the lot. Entry optional.
- 5 Grain - Kind of grain.
- 6 Field Office - The field office that has jurisdiction over the grain facility. This entry may also include State jurisdiction (e.g., NOFO/State of Alabama).
- 7 Loading Started - Time and date the first grain was loaded aboard the vessel. Record in Military time.
- 8 Loading Finished - Time and date all the grain was properly stowed aboard the vessel. Record in Military time.
- 9 Stowage of Vessel - List the holds into which the grain was loaded and notation on the type of ship, i.e., tanker, tween decker, etc. When the stowage is identical to inspection, this entry may be omitted. Write "See Inspection Log" in the stowage space.
- 10 Hold No. - Condition, date, time, and initials of inspector for PRIOR-TO-LOADING STOWAGE RESULTS. This entry may be omitted. See "STOWAGE OF VESSEL".
- 11 Date - Date of subplot/subtotal cutoff.
- 12 Time - Start and finish time for the subplot or subtotal. This

- entry may not be on an individual tape basis. Record in Military time.
- 13 Sublot - This entry will correspond to the inspection subplot number. This may not be applicable at elevators that are using the subtotal method.
- 14 Tape - The number of the scale tape corresponding to the subtotal or subplot entry.
- 15 Shipping Bins - If the elevator has a shipping bin system, record bin numbers here to ensure grain flow integrity. If the elevator does not use shipping bins, leave this column blank.
- 16 Stowage - Record stowage for the subplot or subtotal. This entry is optional when inspection stowage is identical. If the entry is omitted, write "See Inspection Log" in the stowage column.
- 17 Scale No. - Number of scale used for the corresponding entry.
- 18 Weight - Record the amount of grain weighed on the corresponding scale.
- 19 Total Pounds - Record the total amount of grain weighed for the subplot or subtotal. If the elevator uses more than one scale, add all weights for the scales used and record that amount in this column.
- 20 Accumulated Pounds Prev. Pg. - Use this space to record the total accumulated pounds from the previous page.
- 21 Accumulated Pounds - Use this column to keep a running total of pounds for the ship.
- 22 Weigher - Initials of the weigher responsible for this line

- of the log.
- 23 Remarks - This column will be used to record anything associated with, or unusual to, the weighing operation and certification of the shiplot. Date and time columns are provided for recording when these events occur.
 - results of the preloading survey;
 - notations regarding downtimes in the weighing or loading operation (e.g., lunch, weather, overnight, etc.);
 - notations on scale malfunctions;
 - weighback weights and explanations for the weighbacks;
 - rejected and returned (R&R) explanations;
 - notations regarding periodic verification of control board indicators and actual house setting;
 - results of the postloading survey;
 - cutoff weights and times;
 - final corrections for spills.
- 24 Grain Handling Practices Observations - Date, time, and inspector's initials making tours of facilities following Grain Handling Practices instructions. Do not state results.
- 25 Total Net Weight Loaded - The total amount of grain officially weighed.
- 26 Certified By (Printed Name) - Name of the weigher who finished the ship, the last weigher to work the log.

- c. **FGIS-968, Weight Loading Log.** Use the Weight Loading Log, FGIS-968, for documenting events as they occur when weighing shiplot grain. It adapts to shipping bin and continuous loading systems. All agencies and field offices are required to use the Weight Loading Log (FGIS-968) for export shiplot grain, unless otherwise approved by the Policies and Procedures Branch.
- (1) **Use as Documentation.** Use the weight loading log to document the exact loading history of shiplot grain. It is the primary support document to the Official Grain Weight Certificate. Use it to document the grain flow by using shipping bin numbers, stowage, remarks, etc. The entries must be accurate and neat to reconstruct the events that occur during the weighing and loading of a ship.
 - (2) **How to Complete the Weight Loading Log.** Keep the log as neat and legible as possible. Cross out, with one red line, rejected and returned shipping bins. Explain in the "Remarks" column or "Stowage" block why the bin was returned, and adjust the accumulated pounds to the correct weight if necessary. Record the amount adjusted (total pounds column) in red. Log all grain weighed, rejected, or voluntarily returned on the weight loading log. If the elevator voluntarily returns weighed grain, write "The elevator elected to return." Be sure to document the delivery system cleanout verification when lots change or finish (e.g., shipping bins, belts, etc.).

Do not use "white out" on the Weight Loading Log. Draw a line through any mistakes and initial the new entry. Obtain the final total for spills at the end of the ship. If the elevator elects to have the spilled amount subtracted, enter the time and amount in the "Remarks" section and adjust the accumulated pounds. If the elevator elects to replace the spilled amount with a like amount of grain, record the amount, time, and the scale used in the remarks section of the FGIS-968. Retain the FGIS-968 with the scale tapes for 5 years.