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Service

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Grain Inspection Handbook

Book IV

Forms & Certificates

Program Handbook

October 9, 2006

Book IV: Forms and Certificates

Foreword

The effectiveness of the official U.S. grain inspection system depends largely on an inspector's ability to sample, inspect, grade, and certify the various grains for which standards have been established under the United States Grain Standards Act, as amended. In view of this fact, the Grain Inspection, Packers and Stockyards Administration, Federal Grain Inspection Service, published the Grain Inspection Handbook. The handbook includes several books each dealing with a specific function in the inspection process.

Book IV, Forms and Certificates, illustrates the step-by-step procedures for completing inspection service applications, documenting inspection activities, printing and completing inspection certificates, and reporting inspection information.

Official inspection personnel shall use this handbook as a guide when designing and completing inspection forms.

/s/ John Giler

John Giler, Acting Director
Field Management Division

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FGIS–907: Application for Inspection and Weighing Services 4

FGIS–907: Application for Inspection and Weighing Services (REVERSE) 5

[1] All requests for original inspection or weighing services for both United States Grain Standards Act (USGSA) and Agricultural Marketing Act (AMA); appeal inspection services; reinspection and review of weighing service use the same form, Form FGIS 907, “Application for Inspection and Weighing of Services.”

1.1 ORIGINAL INSPECTION, WEIGHING, REINSPECTION, OR REVIEW OF WEIGHING SERVICES

Requests for original inspection or weighing services must be filed, orally or in writing, with the agency or the Federal Grain Inspection Service (FGIS) field office responsible for the area in which the grain is to be sampled and weighed.

When agency or FGIS personnel require it, oral requests for inspection or weighing services on grain in land carriers or barges must be confirmed in writing using Form FGIS 907, "Application for Inspection and Weighing Services." This form may be obtained from any FGIS field office, or downloaded at the GIPSA website. Agencies may develop application forms that suit their needs provided all of the required information is shown. Applications shall include the following information:

a. Identification, quantity, and the specific location of the grain (if known);

b. Name and mailing address of the applicant;

c. Kind (scope) of inspection or weighing service desired;

d. Signature of applicant or authorized agent; and

e. Any additional information which may be required in specific cases by the agency performing the service.

Book III, Chapter 2, of the Grain Inspection Handbook requires that the applicant for official inspection and weighing services provide official personnel a complete load order document before loading combined lots or shiplots.

Requests for services must be accompanied by a load order document specifying (1) the exact grade[2] including the percentage of dockage, if any, specified in the sales contract; (2) the approximate quantity of grain in the lot; (3) the sublot size; (4) the specified protein information, when applicable; (5) any special requirements, such as aflatoxin analysis, zero infestation, or other maximum or minimum limits for factor determinations; (6) the mailing address when copies of the shiploading log are requested; and (7) any other specific requirements. The document must be signed by the individual issuing the load order.

Requests for reinspection or review of weighing services must be filed with the FGIS field office or agency that conducted the original service. Full filing requirements for reinspections are found in sections 800.125 through 800.129 in the Regulations of the USGSA.

[2] A load order grade is not required to be declared prior to loading if the applicant either does not know the exact grade to be loaded or plans to load grain of different quality without cutoffs or separations (e.g., barge-to-ship operations). When a load order grade is not declared, certificate the lot to the best, uniform grade. If the lot is not uniform for any grade, combine the sublots of the same grade and certificate them together as individual lots.

Requests for inspection or weighing services may cover one or more identified lots or submitted samples, a number of identified lots that are to be shipped from or to a specified location during a specified time period, or all lots shipped from or to a specified location or person.

1.2 APPEAL INSPECTION OR BOARD APPEAL INSPECTION SERVICES

Interested persons may request an appeal inspection from the field office that conducted the original inspection or reinspection service or, in the case of services conducted by an agency, the supervising field office.

Interested persons may request a Board appeal inspection service from the Board of Appeals and Review (BAR) or the field office that conducted the appeal inspection service.

Requests for appeal inspections may be filed orally or in writing. However, upon request of the service provider, oral requests shall be confirmed in writing by submission of a Form FGIS 907. Applications are furnished, upon request, by FGIS field offices, or may be downloaded at the GIPSA website.

Appeal inspections and Board appeal inspection are listed in sections 800.135 through 800.145 in the Regulations under the USGSA.

1.3 COMMODITIES AND SERVICES FOR INSPECTION, WEIGHING AND OTHER SERVICES UNDER AUTORITY OF THE AGRICULTURAL MARKETING ACT OF 1946

Requests for original, reinspection, and appeal services on products (e.g., beans, peas, rice, processed commodities) under the AMA must be filed by the applicant for service using Form FGIS-907 or similar form.

U.S. DEPATMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION FEDERAL GRAIN INSPECTION SERVICE **APPLICATION FOR INSPECTION AND WEIGHING SERVICES**	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 5 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.

Pursuant to Section 7 and 7a of the United States Grain Standards Act as amended (7 U.S.C. 79 and 79a) and the regulations thereunder (7 CFR 800 et. seq.) and/or Section 203(h) of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1622) and the regulations and standards thereunder (7 CFR Parts 57 and 868), we apply for services described below.

1. Type of Services (check all that apply)

- ☐ Original Inspection
- ☐ Reinspection
- ☐ Appeal Inspection
- ☐ Official Weighing
- ☐ Review of Weighing
- ☐ Board Appeal Inspection
- ☐ Supervision of Weighing
- ☐ Retest

2. Where are the services to be performed (check one)

- ☐ United States
- ☐ Canada

3. Kind of Official Inspection Service Requested (check one)

- ☐ Official Sample Lot
- ☐ Submitted Sample
- ☐ Checkweigh/Checkload/Checkcount
- ☐ Sampling
- ☐ Official Weighing
- ☐ Supervision of Weighing
- ☐ Stowage Examination
- ☐ Grade and Factor
- ☐ Official Commercial
- ☐ Condition
- ☐ Factors Only
- ☐ Other Criteria (list in remarks)

4. Type of Grain/Commodity	5. Location of Grain/Commodity	6. Contract Number (if applicable)
7. Carrier or Other Identification	8. Quantity (specify in pounds, bushels, etc.)	9. Contract Grade (Factor or Specifications)
10. Number and Kind of Containers	11. Container Markings	12. Appeal Request ☐ File Sample ☐ New Sample

13. Name, Address and Telephone Number of Applicant (Firm Name)	14. Name and Address of Interested Party (agent, consignee)

13a. Applicant Tax Id Number:

15. Remarks

In submitting this application, we expressly agree that the fees and charges for the inspection and weighing services shall be assessable to and payable by us in accordance with the fees and charges described in the regulations (7 CFR 800 et. seq.) under the United States Grain Standards Act and/or described in the regulations (7 CFR 868) under the Agricultural Marketing Act of 1946. I declare that the foregoing statements are true to the best of my knowledge, information and belief.

16. Date (mm/dd/yy)	17. Name of Firm	18. Signature of Person Making Application

Warning: Attempts to influence any official personnel with respect to the performance of his/her duties under the U.S. Grain Standards Act may upon conviction thereof, be subject to imprisonment for not more than 5 years and/or a fine of not more than $20,000. 18 U.S.C. 1001 provides for a fine of not more than $10,000 or imprisonment for not more than 5 years, or both, for false or fraudulent statements made to an agency of the United States. The offering of any gratuity, as described in 7 CFR 800.187, will be deemed an attempt to influence official inspection personnel.

For Use by FGIS

19. Application Received By	20. Date (mm/dd/yy)	21. Field Office	22. Fees

23. Certificate No. or Nos.	24. Remarks

FORM FGIS-907 (NOV 03) previous edition obsolete. This form also replaces FORMS FGIS-908 and 955, which are obsolete.

25. Car Initials and Number or other Identification	26. Quantity (Cargos) or Marked Capacity Per Carlot or Part Carlot	27. Kind of Grain and Reason For Appeal 1/ or Review	28. Requested Sample Basis (Check)		29. Date 2/ of Original Service	30. Check if Original Certificate For The Service is Attached	31. Remarks
			Official File	New			
			☐	☐		☐	
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1/ List factor(s) and/or other criteria in question. For requests filed in advance, show the scope of the inspection in question.
2/ Show only date of inspection being appealed or weighing service being reviewed.

The conduct of all services and the licensing of (inspecting/grading/sampling) personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age or handicap.

FORM FGIS-907 Reverse

Instructions for Completing Form FGIS 907
"Application for Inspection and Weighing Services"

a. Action by Applicant. Complete items 1 through 18. Return the original to the appropriate FGIS field office and retain a copy for your records.

1. Check the box for the services needed. More than one box may be checked if a combination of services is requested.

2. Check the appropriate box to indicate whether the service is to be performed in the United States or Canada.

3. Check the box indicating the kind and scope of service being requested. For checkweigh, checkload, checkcount services use the remarks section for the specific service requested. Also, for condition of container examinations use the remarks section for this specific service.

4. Enter the type of grain or commodity for the service being requested.

5. Enter the location of the grain or commodity for the service being requested.

6. Enter the contract number if applicable.

7. Enter the carrier or identification for the service being requested.

8. Enter the quantity in pounds, bushels etc., for the grain or commodity to be inspected.

9. For inspections during loading, enter the contract grade along with any special grade or other contract requirements. This information is not applicable to carriers that are to be inspected at rest.

10. Enter the number and kind of containers.

11. Enter the container markings, use the words: "Standard", "Commercial", or "Special" for the type of markings. For "Special" enter the complete container markings in the remarks section. If there are no markings enter "None". For bulk rice, enter "Bulk".

12. Check the box indicating the type of sample required:

13. Enter the name and address of the applicant; i.e., the party that will be billed for the service.

13a. Enter the applicant's Tax Id number.

14. If applicable enter the name and address of the agent or person of interest if any.

15. Enter additional information if necessary.

16. Enter the date the application was prepared.

17. Enter the name of the firm that is requesting the service.

18. Enter the name and signature of the person completing the application.

b. Action by field office. Review Form FGIS 907. If incomplete, either return the form to the applicant for completion or insert and initial the missing information. Complete items 19 through 24:

19. Enter the name of the person who received the application.

20. Enter the date the application was received.

21. Enter the name of the field office where the application was filed.

22. Enter the amount of fees that are to be assessed.

23. Enter the inspection certificate(s) numbers including the lettered prefix.

24. Enter any additional pertinent information.

c. Action by Applicant. For appeal, Board appeal or review services complete items 25 through 31.

25. Use the lot, carrier, or other identification shown on the certificate for the service in question. Identify a barge by name, number and any letterhead prefixes and suffixes; a railcar by its initials and number; a truck or trailer by license number and name or abbreviation of State (include time of sampling when necessary); and a vessel its name preceded by its means of propulsion (M/T, M/V, S/S, etc.)

26. Enter the quantity in terms of bushels, pounds, weight loaded or unloaded, or to be loaded or unloaded for cargos. For a lot of sacked grain, also enter the type, number, and weight of sacks; e.g., 6,000, 100-lb cotton sacks. For a truckload or trailerload, show truckload, trailerload, part-truckload or part-trailerload as the case may be. For a railcar, enter the marked capacity of the carrier or “over 130,000 lb” or “under 130,000 lb” as the case may be.

27. Enter the grain and reason for the appeal, Board appeal, or review; e.g., the grade determining factors or other criteria. For requests filed in advance, show the kind of grain and contract grade.

28. Enter the sample basis desired for the appeal inspection. All Board appeal inspections will be performed on the basis of the official file sample.

29. Enter the date of the original service. For applications filed in advance of loading, enter the expected date and time of loading if possible.

30. Indicate whether the original certificate for the inspection being appealed is attached. If the certificate is not attached, explain in item 31.

31. Enter any additional pertinent information.

CHAPTER 2
WORK RECORDS

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2.1 WORK RECORDS

Official personnel must maintain work records for each function performed during the course of an inspection. Record all pertinent sampling and factor information found during the examination for identifying and certification purposes. Work records must:

a. Be typed or written legibly in English;

b. Be concise, complete, and accurate;

c. Contain all of the information needed to prepare official certificates or official reports;

d. Have the name of the inspector verifying the accuracy of the results; and

e. Contain any other information required by the FGIS field office or agency for monitoring or supervising the service provided.

Personnel may use copies for reporting the results of official inspections for monitoring or supervision.

Corrections to work records must not conceal previous information. All corrections need to be initialed by the person making the correction. For example, cross out errors with a single line. Never rewrite work records unless they are completely illegible. If this should occur, attach the original and file with the rewritten record. FGIS prohibits the use of correction fluid or correction tape on work forms.

FGIS personnel must use the standardized forms and formats prescribed in this handbook.

Agencies may develop work forms to suit their needs as long as these forms provide all of the required information.

2.2 SAMPLING RECORDS

Official personnel shall maintain records pertaining to sampling activities.

Record the following information:

a. Location of the grain;

b. Date(s) sampled;

c. Kind of grain;

d. Method of sampling;

e. Type of carrier;

f. Identification of lot or carrier;

g. Approximate quantity of grain in terms of bushels, pounds, carlot, trucklot, trailerlot, etc.;

h. Type of movement (e.g., in, out, or export);

i. Alfa/numeric seal numbers if removed or applied;

j. Any pertinent information that may affect the grading or certification of the lot (e.g., "Top___ feet sampled. Bottom not sampled." odor, insects, etc.); and

k. Name(s) or initials of sampler(s).

FGIS personnel may use Form FGIS 919, "Sampling Ticket," to record sampling information; Form FGIS 918, "Sample Pan Ticket," to record original sampling and inspection information; Form FGIS 920, "Grain Sample Ticket," to record sampling, inspection, and grading information for monitoring inspections, appeal inspections, and Board appeal inspections; or Form FGIS 921, "Inspection Log," to record sampling, inspection, and grading information of shiplots and combined lots.

Agency managers may develop a sampling record that best suits their needs. This record shall provide for the inclusion of all the required information.

“SAMPLING TICKET

1. Field office/specified service point.

2. Date(s) sampled.

3. Location at time of sampling.

4. Identity.

5. Carrier:
   Railcar No. and type if other than covered hopper.
   Truck/trailer license number.
   Barge No. or name.
   Ship name.
   Other.

6. Approximate quantity:

   Type of lot; carlot, trucklot, etc.
   Bushels/tons/pounds.
   Count (1,850 100-lb bags).
   Other

7. Type of movement.

8. Seal removed.

9. Seal applied.

10. Record information pertinent to grading or certification; e.g., odor, infestation, probe depth, unusual conditions, etc.

11. Name or Initials.

SAMPLING TICKET			
FIELD OFFICE NAME (1)	DATE (2)		
LOCATION OF COMMODITY (3)			
COMMODITY (4)			
IDENTIFICATION OF CONTAINER (5)			
QUANTITY (6)	IN (7)	OUT	EXPORT
SEAL REMOVED (Identification and No.) (8)			
SEAL APPLIED (Identification and No.) (9)			
REMARKS (10)			
SAMPLER (Name or Initials) (11)			

2.3 INSPECTION RECORDS

Official personnel shall maintain records pertaining to inspection activities.

Record the following information unless available on other records; e.g., sampling records and service application records.

a. Date inspected and date sampled.

b. Movement (e.g., in, out, or local).

c. Location of the grain.

d. Identification of the lot or carrier.

e. Type of carrier.

f. Approximate quantity.

g. Method of sampling.

h. Alpha/numeric seal numbers if removed or applied.

i. Grade and factor results.

j. When applicable, official criteria results.

k. Information pertinent to certification.

l. The name/initials of official personnel performing the work (samplers, technicians, or inspectors).

FGIS personnel may use Form FGIS 918, “Sample Pan Ticket,” for recording sampling and inspection information; or Form FGIS 920, “Grain Sample Ticket,” for sampling inspection and grading information for monitoring inspections, appeal inspections, and Board appeal inspections.

"SAMPLE PAN TICKET"

FORM FGIS-918 (11-05) **SAMPLE PAN TICKET** USDA-GIPSA-FGIS

CERTIFICATE NO (1)	DATE INSPECTED (2) 20____	☐ IN ☐ LOCAL (3) ☐ OUT ☐ SUB ☐ EXPORT	LOCATION (& Consignee if different) (4)
IDENTIFICATION OF LOT (5)		☐ TRUCK ☐ HOPPER ☐ COV. HOPPER ☐ BARGE ☐ CONTAINER ☐ SHIP (6)	QUANTITY (7)
(8) ☐ PROBE ☐ TOP _____ FT. SAMPLED ☐ DIVERTER ☐ CUP ☐ PELICAN	STOWAGE EXAMINATION: (9) ☐ EXAMINED ☐ NOT EXAMINED	DATE SAMPLED (10)	SAMPLER (11)

GRADE AND KIND (12) (13) % DOCKAGE

TW	M	ODOR	HT	DKT	FM	SHBN	DEF	DHV
lb	%		%	%	%	%	%	%
HVAC	HARD	CCL	WDCL	BCFM	SBLY	BN	THIN	OCOL
%	%	%	%	(14)	%	%	%	%
SKBN	OG	WO	SCO	FMOW	BNFM	SPL	SBOC	
%	%	%	%	%	%	%	%	

OIL _____ %
PROTEIN _____ %
STARCH _____ % (15)
AFLATOXIN _____ PPB
DON _____ PPM

REMARKS
(17) IDK _____ % _____ S1 _____ S2 _____ S3 (16)

NAME OF INSPECTOR (18)	ACG CODE (19)	TECHNICIAN/FACTORS ANALYZED (20)

Instructions for Completing for "Sample Pan Ticket"

1. Certificate serial number if available.

2. Date the inspection service was completed.

3. Type of movement.

4. Location at the time of sampling. If the location is not associated with the applicant, then put the consignee also.

5. Identify the lot or carrier as follows:

   Railcar number and type if other than covered hopper.

   Truck/Trailer license number.

   Barge number or name.

   Ship name preceded by its means of propulsion (M/V, M/T, S/S, etc.).

   Other - Name of carrier or storage facility and any identifying name or number.

   Submitted Sample The applicant's mark, number, or other identification.

6. Type of carrier.

7. Approximate quantity.

   Sample weight (approximate).

   Type of lot; carlot, trucklot, etc.

   Bushels, tons, or pounds (approximate).

8. Method of sampling.

9. Whether the carrier's stowage area was examined or not.

10. Date(s) sampled.

11. Sampler(s) Name or initials.

12. Official grade.

13. Percentage of dockage.

14. Factor results determined.

15. Protein, oil, starch, aflatoxin, or vomitoxin official criteria service results.

16. Insect-damaged kernels in wheat if applicable, and stage level examination results.

17. Pertinent certification information.

18.–19. Name and code number of the inspector who assigned the grade or made factor determinations in the case of a factor only analysis.

20. Initials of inspection personnel assisting the inspector and factors that they analyzed.

2.4 GRAIN SAMPLE TICKET

Form FGIS 920, "Grain Sample Ticket," may be used by field offices and the Board of Appeals and Review (BAR) to record the results of monitoring, appeal, and Board appeal inspections. To prevent comparison and data entry errors, all information recorded on form FGIS 920 should be accurate and legible. This form was formerly the input document for the Grain Information Monitoring System (GIMS). GIMS is no longer in operation, which means many of the references to codes for factors, grains, carriers, grading basis, or sampling devices no longer apply or have use on the form. Use of this form is optional.

a. Field Office Distribution. Field offices may distribute copies of form FGIS 920 as follows:

(1) Sample Not Sent to BAR. The FGIS 920 may be used to input data to the Quality Assurance and Quality Control system (QAQC). Retain the white copy in the field office as a file copy. The remaining white and yellow copies no longer have any special distribution requirements and field offices may distribute to suit office needs or discard.

(2) Sample Sent to BAR. Send the original, first white or yellow copy of the FGIS 920 with the sample. Retain the second white copy in the field office as a file copy. If desired, photocopies may be made to provide a copy for the agency.

b. BAR Distribution. The BAR no longer distributes copies of the FGIS-920 and only needs to retain a copy for its records.

c. Filing. Field offices and the BAR may file FGIS-920 by ID, serial number, or any method approved by local managers. The GIPSA records manual dictates retention time following the FGIS-920's use, i.e., whether the ticket represents a work record for monitoring, appeals, domestic or export shipments, etc.

Location (1)	Field Office (2)	Identification (3)

1 Supervision 2 Sustained Appeal 3 Not Sustained Appeal (4)	Inspection Point Code (5)	Grain Code (6)	01 Wheat 02 Corn 03 Barley 04 Oats	05 Rye 06 Sorg 07 Flax 08 Soyb	09 Mixed 10 Triticale 12 Sunflower 13 Canola	99 Not Stdz	1 IN 2 OUT	3 LOC 4 SUB	5 EXP (7)

06 HOPPER 07 TRUCK	08 BOXCAR 09 SHIP	10 BARGE 11 SEA VAN	12 OTHER (8)	1 MECH 2 PELICAN	3 CUP 4 PROBE (9)	1 FILE 3 F&LI	2 ORIGINAL (10)

00965	OTS x	(11)	Date Supv /Appeal (12)	Code	ORIGINAL INSP.	SUPV /APPEAL INSP	BAR INSP
					(19)	(22)	B (24)
Sampled By (13)	Date Sampled (14)	BNS (15)		Name	(20)	(23)	(25)
Appeal No (16)	To BAR *(Date)* (17)	Quantity (18)		Date	(21)		(26)

Remarks (27)

(28) (29)

Code	Factor	Original	Supv/Appeal	Initials	BAR	Code	Factor	Original	Supv/Appeal	Initials	BAR
	CL	(30)				24	HPFM				
02	DKG	(31)	(32)	(33)	(34)	25	MSFM				
03	TW					26	BNFM				
04	M					33	SKBN				
05	ODOR	(35)				36	OCOL / SBOC				
06	HT					60	LW				
07	ODK					62	STON				
08	SKD										
09	DKT	(36)									
10	CRSE										
11	FINE	(37)									
12	FM										
13	SHBN										
14	DEF										
15	CCL						(38)				
16	WOCL										
17	DHV										
18	HVAC										
19	WHCB										
20	FMOW / FMOR					NON-MONITORING					
21	SPL						(39)				
23	BCFM										

WORK SAMPLE SIZE		GRADE U S NO		CLASS AND SPECIAL GRADE
SUPV /APPEAL (40)	BAR (41)	Orig	(44)	(45)
SEAL(S) BROKEN (42)		Appeal	(46)	(47)
SEAL(S) APPLIED (43)		Bar	(48)	(49)

FORM FGIS-920 (11-96) *Previous edition obsolete* **GRAIN SAMPLE TICKET** USDA-FGIS

"FORM FGIS 920, "GRAIN SAMPLE TICKET [1] "
(Reverse Side)

ADDITIONAL FACTORS

Enter factor number and abbreviation in appropriate space.

Percent Factors: Enter a percent in the appropriate space.

Count Factors: ***Enter a count in the appropriate space. If a percent is also required, enter in Non-Monitoring Section.***

Condition Factors: ***For the factors analyzed.***
Enter "0" if the condition does not exist.
Enter a "1" if the condition does exist.

PERCENT FACTORS	APPLIC. GRAINS	PERCENT FACTORS	APPLIC. GRAINS	COUNT FACTORS	APPLIC. GRAINS	CONDTITION FACTORS	APPLIC. GRAINS
22 BC	C	47 MDK	B	61 OLI	All Grains	80 TRET	WM
27 OG	BO	48 IBHT	B	63 ANFL	All Grains	81 STND	B
28 WO	BOM	49 TOM	SW	64 FSUB	All Grains	82 HTG	All Grains
29 SND	BO	50 IBF	B	65 CROT	All Grains	83 UMT	B
31 BN	BG	51 FDK	U	66 GARB	All Grains	84 PMS	S
32 THIN	BOR	53 ADM	U	67 SBAL	All Grains	85 MWTH	BOS
34 PL	BR	54 DH	U	68 LGST	All Grains	86 SLW	O
35 OCL	BS	57 OIL	KSU	69 GLAS	All Grains	87 BADW	G
37 WAXY	C	73 CADM	K	70 CBUR	All Grains	88 DISC	GS
40 MDKG	F	74 IADM	K	71 CSTB	All Grains	89 BRIT	O
42 BLIT	BM	75 SCT	K			90 BLCH	O
43 ERG	WBORTM	76 DGK	K			91 IDK	W
44 WHAL	B	77 GLUC	K				
45 BLAL	B	78 ERC	K				
46 IMB	B						

GRAIN KEY:

B Barley	**M** Mixed	**S** Soybeans
K Canola	**O** Oats	**U** Sunflower Seed
C Corn	**R** Rye	**T** Triticale
F Flaxseed	**G** Sorghum	**W** Wheat

FORM FGIS 920 (Reverse)

[1] **Future reprints of this form will not have a two-digit factor code preceding the abbreviations of the factor, these codes are now obsolete.**

Instructions for Completing FGIS 920, "Grain Sample Ticket"

1. Location at the time of sampling.

2. Name or abbreviation of the field office performing the monitoring or appeal inspection. As an abbreviation, use the first three letters of the field office name.

3. Identification of the lot or submitted sample. Identify a truck or trailer by the State abbreviation and the license number or any identifying code; a barge or railroad car by its initials and number; and a ship by its name proceeded by its means of propulsion (M/T, M/V, S/S, etc.) and followed by the sublot number.

4. Circle "supervision"; whether an appeal is sustained or not sustained does not affect billing, and is no longer necessary to mark.

5. Six digit inspection point code number.

6. Obsolete, not needed.

7. Circle the type of grain movement or the type of inspection (code is no longer necessary).

   Bin, belt run, and similar inspections are coded as "local" inspections. Domestic lake and intercoastal shipments are coded as an "in" or "out" inspection. Any inspections on a lot being exported, including railcars, are coded as an "Export" inspection.

8. Circle the type of carrier in which the grain was or is to be transported (Sea Van equals "container", code is not longer necessary).

   <u>Do not use a code for type of carrier if "sub" or "loc" has been circled for type of movement</u>. The word "Hopper" refers to covered railroad cars with hopper bottoms. Use "open top hopper" if the has no permanent cover (the grain is covered with plastic). Barge refers to river barges, bay boats, and similar watercraft. Ship refers to domestic lake vessels, intercoastal vessels, ocean barges, and ocean vessels.

9. Circle (only one) the method of sampling (code is no longer necessary). Leave blank for a submitted sample.

10. Type of sample. Leave blank for onsite monitoring samples and submitted samples, but circle:

    a. Circle "File" When a monitoring or appeal inspection is performed on a file sample.

b. Circle “Original” When a monitoring or appeal inspection is performed on a “new sample” obtained by FGIS personnel.

c. Circle “F & LI” When a monitoring or appeal inspection is performed on a sample obtained jointly by an FGIS employee and a licensee.

11. When performing an onsite monitoring inspection, cross out the serial number (directly to the left of OTS on the form) and enter the onsite sample number. The first onsite sample on a given day at an inspection point will be X01, the second X02, the third X03, etc. Numbering should start over again for a new day or a different inspection point. Local offices may have another system of identifying.

12. Date (month, day, and year) of the monitoring or appeal inspection. The date should always be recorded in six digits. If the month or day is only one digit, precede the digit with a zero; e.g., May 22, 2005, should read 05/22/05.

13. Initials of the person(s) who sampled the grain. Leave the space blank for submitted and file samples used for monitoring.

14. Date of sampling. Leave the space blank for submitted and file samples used for monitoring.

15. Average depth of all probes that do not reach the bottom of the carrier. Leave blank for submitted and file samples.

16. Appeal number if applicable.

17. If the sample is sent to the BAR, insert the date mailed.

18. Quantity if applicable. Specify whether the quantity is in bushels or pounds. For an appeal inspection on a submitted sample or warehouse sample, enter the actual weight (in grams) of the sample received by the originating office.

19.–21. Five digit grader/inspector code number, name of the licensed inspector (LI) or agricultural commodity grader (ACG), and the inspection date.

22.–23. Code number and name of the ACG who performed the monitoring or appeal inspection.

24.–26. Code number of the BAR grader and the date of the inspection.

27. Information pertinent to the inspection:

a. Identify samples as: special monitoring samples, opinion samples, surveys, or any other special information request.

b. For dual graded or multigraded bargelot, carlot, or trucklot inspections, prepare a separate FGIS 920 for each portion graded. Identify each portion; e.g., estimated 1/5 Car B end. Place the ticket for the largest portion (balance) on top and staple the tickets together.

c. For sampler's observations, enter appropriate remarks. Approved abbreviations may be used; e.g., htg, lw, etc.

d. If desired, "A" can be entered for an appeal inspection preceded by the requesting firm name (the applicant).

e. For a warehouse sample lot inspection, insert the words "warehouse sample."

Special Instructions for items 28 through 32: Express factor information following the Official United States Standards for Grain and Book II, "Grain Grading Procedures." Leave the factor block blank when no analysis or test is performed. When a factor is to be recorded to the nearest whole percent, enter a decimal point and a zero; e.g., 11.0 not 11.

28. In the remarks section, the subclass assigned to the sample by the original inspector (e.g., DNS, NS, HAD, etc.).

29. In the remarks section, the subclass assigned by the ACG monitoring the sample (e.g., DNS, NS, HAD, etc.).

30. Class abbreviation. Do not use a subclass designation. Refer to the Grain Inspection Handbook, Book II, "Grain Grading Procedures," Chapter 1, "General Information," for a listing of approved abbreviations. A class designation is not applicable for the following grains: canola, flaxseed, mixed grain, oats, rye, sunflower, and triticale.

31. Original results from the last outstanding certificate. If desired, place an "X" beside all grade determining factors.

NOTE: When the results of an original inspection indicate that a special grade or a Sample grade designation is based on a count, the actual count for the factor may not appear on the certificate or work record. In such cases, enter in the original result column the minimum count that would cause the special grade or Sample grade designation. Enter the actual count obtained on the supervision/ appeal inspection in the supervision/appeal block.

32. Supervision or appeal results of each analysis or test performed.

33. Initials of the ACG/ACA performing each analysis.

34. For BAR use only.

35. Odor. Indicate if the sample has an odor by using the terms: SOUR, MUSTY, COFO, SMUT, or OK.

36. Leave box blank.

37. Some factors have been shaded as a visual aid for certification purposes. These factors are usually not required for certification purposes or they can be obtained from another part of the form; e.g., the grade line.

38. When analyzing factors not printed on the front of Form FGIS 920, refer to the reverse side of the form or to the "Factor Codes, Abbreviations, and Names" chart for a code and standard abbreviation. Enter the code and standard abbreviation in the blank space(s) provided.

39. In the "non-monitoring section," any factor not listed on the front or reverse of Form FGIS 920 or in a recent directive.

40. Field Office. Weight, in grams, of the work sample used for a monitoring or appeal inspection.

41. BAR. Weight, in grams, of the work sample used for the Board appeal inspection.

42. Initials and the numbers of seal(s) broken if any.

43. Initials and the numbers of seal(s) applied if any. For USGSA seals, include with the seal number the initials U.S.

APPEAL INSPECTIONS ONLY.

44. – 45. Numerical grade, class, and special grade of the original or reinspection.

46. – 47. Numerical grade, class, and special grade of the reinspection/appeal inspection.

48. – 49. Numerical grade, class, and special grade of the Board appeal inspection.

INSTRUCTIONS FOR USING THE REVERSE SIDE OF FGIS 920, "Grain Sample Ticket"

Thirty-one of the more common grading factors are listed on the front of form FGIS-920. Fifty-one additional factors are listed on the reverse side. Should the need arise for a factor listed on the reverse side, enter the factor abbreviation in the blank space(s) provided on the face of the form (item 38). Enter any factor not listed on the face or reverse of the form or not listed with a factor abbreviation in an FGIS directive in the non-monitoring section (item 39).

Factors listed on the reverse side are shown in three categories on the basis of how the results are expressed. The factors in the first two columns are expressed in percent, and the percentage figure is entered in the appropriate space. The factors in the third column are expressed in counts, and the whole number (e.g., 0, 1, 2, and 3) is entered in the appropriate space. The factors in the fourth column are expressed as a condition which may or may not exist. If the condition does not exist for a given factor, enter "0" in the appropriate space. If the condition does exist, enter "1."

When a result on garlic bulblets is found to be a fraction, the result shall be recorded as a decimal by changing 1/3 to 0.33 and 2/3 to 0.67; e.g., 2 1/3 = 2.33.

Enter exceptions to the three categories in the non-monitoring section (item 39). For example, if the percentage of stones is required instead of a count, enter the factor and the percent in the non-monitoring section.

If it is necessary to enter a factor for a grain other than the grain indicated, enter the factor result in the non-monitoring section.

FACTORS ABBREVIATIONS, AND NAMES

COMMON ABBREV. ALL GRAINS

TW	Test Weight
M	Moisture
ODOR	Odor
HT	Heat Damaged Kernels
DKT	Damaged Kernels (Total)
LW	Live Weevils
OLI	Other Live Insects
STON	Stones
ANFL	Animal Filth
RODX	Rodent Excreta
BRDX	Bird Excreta
FSUB	Unknown Foreign Substance
CROT	Crotolaria
LGST	Large Stones
GLAS	Broken Glass
CBUR	Cockle Burrs
CSTB	Castor Beans
HTG	Heating

WHEAT

DKG	Dockage
FM	Foreign Material
SHBN	Shrunken and Broken Kernels
DEF	Defects (Total)
CCL	Contrasting Classes
WOCL	Wheat of Other Classes
DHV	Dark Hard and Vitreous Kernels
HVAC	Hard and Vitreous Kernels of Amber Color
HARD	Hard Kernels
ERG	Ergoty
GARB	Garlic Bulblets
SBAL	Smut Balls
TRET	Treated
IDK	Insect Damaged Kernels

CORN & CRACKED CORN - (NSG)

FM	Foreign Material
BC	Broken Corn
BCFM	Broken Corn and Foreign Material
OCOL	Other Colors
WAXY	Waxy
CC	Cracked Corn
OM	Other Material
WK	Whole Kernels
CCOM	Cracked Corn and Other Material

BARLEY

DKG	Dockage
FM	Foreign Material
OG	Other Grains
WO	Wild Oats
SO	Sound Barley
BN	Broken Kernels
THIN	Thin
SKBN	Skinned and Broken Kernels
PL	Plump
OCL	Other Classes
BLIT	Blight
ERG	Ergoty
WHAL	White Aleurone
BLAL	Blue Aleurone
IBM	Injured by Mold
MDK	Mold Damaged Kernels
IBH	Injured by Heat
IBF	Injured by Frost
FDK	Frost Damaged Kernels
GARB	Garlic Bulblets
SBAL	Smut Balls
STND	Stained
UMT	Unsuitable Malting Types
MWTH	Materially Weathered
BRIT	Bright
BLCH	Bleached

OATS

CRSE	Coarse
FM	Foreign Material
OG	Other Grains
WO	Wild Oats
SO	Sound Oats
THIN	Thin
ERG	Ergoty
GARB	Garlic Bulblets
SBAL	Smut Balls
MWTH	Materially Weathered
SLW	Slightly Weathered
BRIT	Bright
BLCH	Bleached

RYE

DKG	Dockage
FM	Foreign Material
FMOW	Foreign Material Other Than Wheat
THIN	Thin
PL	Plump
ERG	Ergoty
GARB	Garlic Bulblets
SBAL	Smut Balls

SORGHUM

DKG	Dockage
OKD	Other Damaged Kernels
CRSE	Coarse
FM	Foreign Material
HPFM	Hand Picked Foreign Material
MSFM	Machine Separated Broken Kernels, and Foreign Material
BNFM	Broken Kernels and Foreign Material
BN	Broken Kernels
OCOL	Other Colors
SBAL	Smut Balls
BADW	Badly Weathered
DISC	Distinctly Discolored

FLAXSEED

DKG	Dockage
MDKG	Mechanically Separated Dockage
HP	Hand Picked

SOYBEANS

OKD	Other Damaged Kernels
SKD	Stink Bug Damaged
CRSE	Coarse
FINE	Fine Foreign Material
FM	Foreign Material
SPL	Splits
OCL	Other Colors
SBOC	Soybeans of Other Colors
GARB	Garlic Bulblets
PMS	Purple Mottled or Stained
MWTH	Materially Weathered
DISC	Distinctly Discolored

MIXED GRAIN

CRSE	Coarse
FM	Foreign Material
WO	Wild Oats
BLIT	Blight
ERG	Ergoty
GARB	Garlic Bulblets
SBAL	Smut Balls
TRET	Treated

TRITICALE

DKG	Dockage
FM	Foreign Material
SHBN	Shrunken and Broken Kernels
DEF	Defects (Total)
FMOR	Foreign Material Other than Wheat or Rye
ERG	Ergoty
GARB	Garlic Bulblets
SBAL	Smut Balls

SUNFLOWER SEED

FM	**Foreign Material**
HPFM	**Hand Picked Foreign Material**
MSFM	**Machine Separated Foreign Material**
ADM	**Admixture**
DH	**Dehulled**
OIL	**Oil**

CANOLA

ERG	**Ergoty**
OIL	**Oil**
CADM	**Conspicuous Admixture**
IADM	**Inconspicuous Admixture**
SCT	**Sclerotinia**
DGK	**Distinctly Green Kernels**
GLUC	**Glucosinolates**
ERC	**Erucic Acid**

2.5 INSPECTION LOG

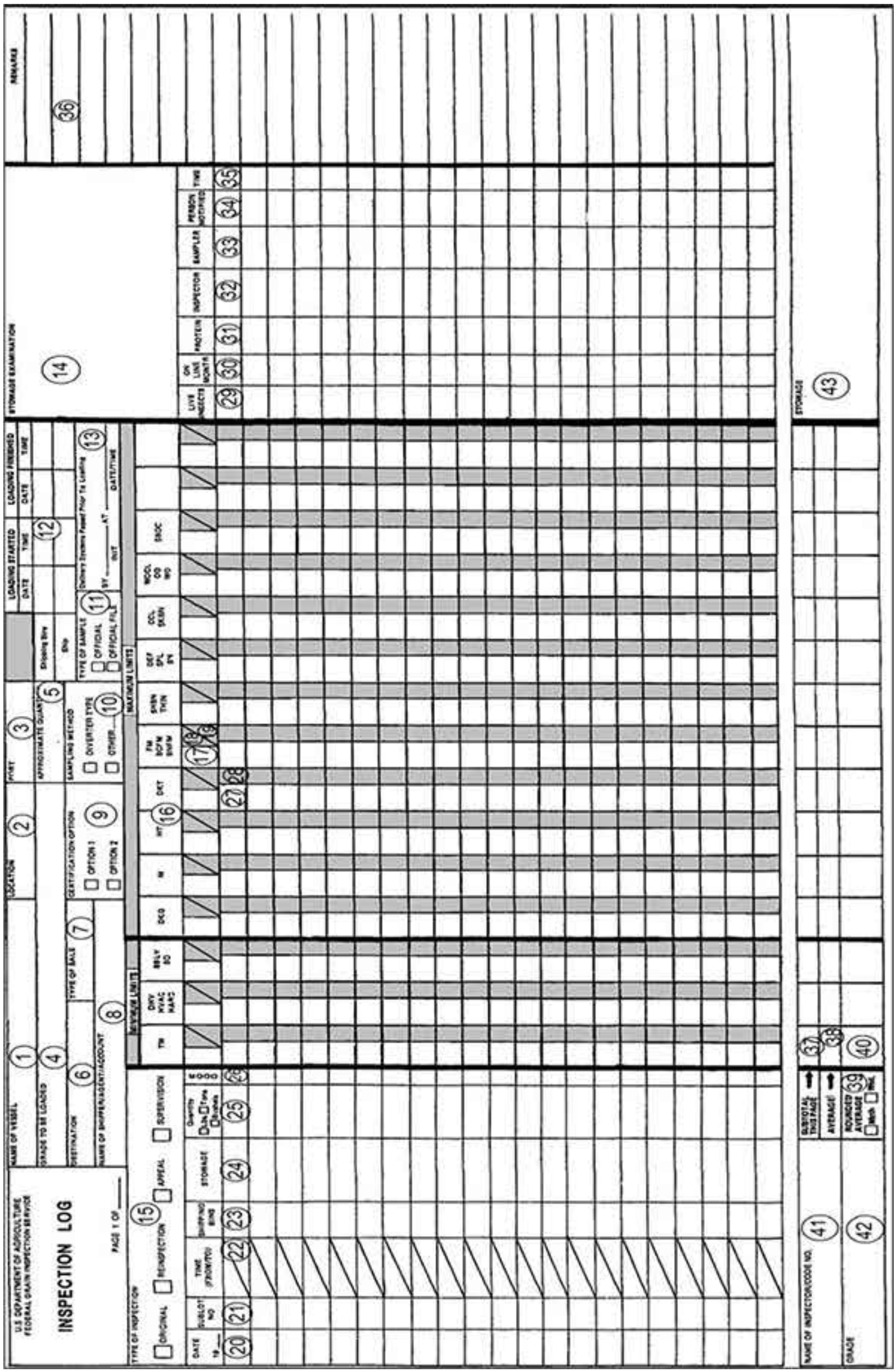
An inspection log[2] provides a record of sampling, inspection, and significant or unusual events occurring during the loading or unloading of grain offered for inspection as an unit train lot, lash barge lot, or combined lot. Inspection logs are the source document for preparing official certificates and any other report used to document the loading of the lot. An automated desktop application (CuSum) has replaced the need for FGIS-921 for inspecting shiplots, and all other uses; however, official personnel may still use FGIS-921 for all uses other than shiplot inspections.

Official personnel shall record unit train lot, lash barge lot, and combined lot inspection information on Form FGIS 921, “Inspection Log,” and, if necessary, Form FGIS 921 1, “Inspection Log (Continuation Sheet).” Inspection logs are used to record information obtained from original inspections, reinspections, or appeal inspections performed on samples drawn during loading or unloading or on the basis of file samples. Use of an inspection log does not preclude the use or maintenance of other records (e.g., sample tickets).

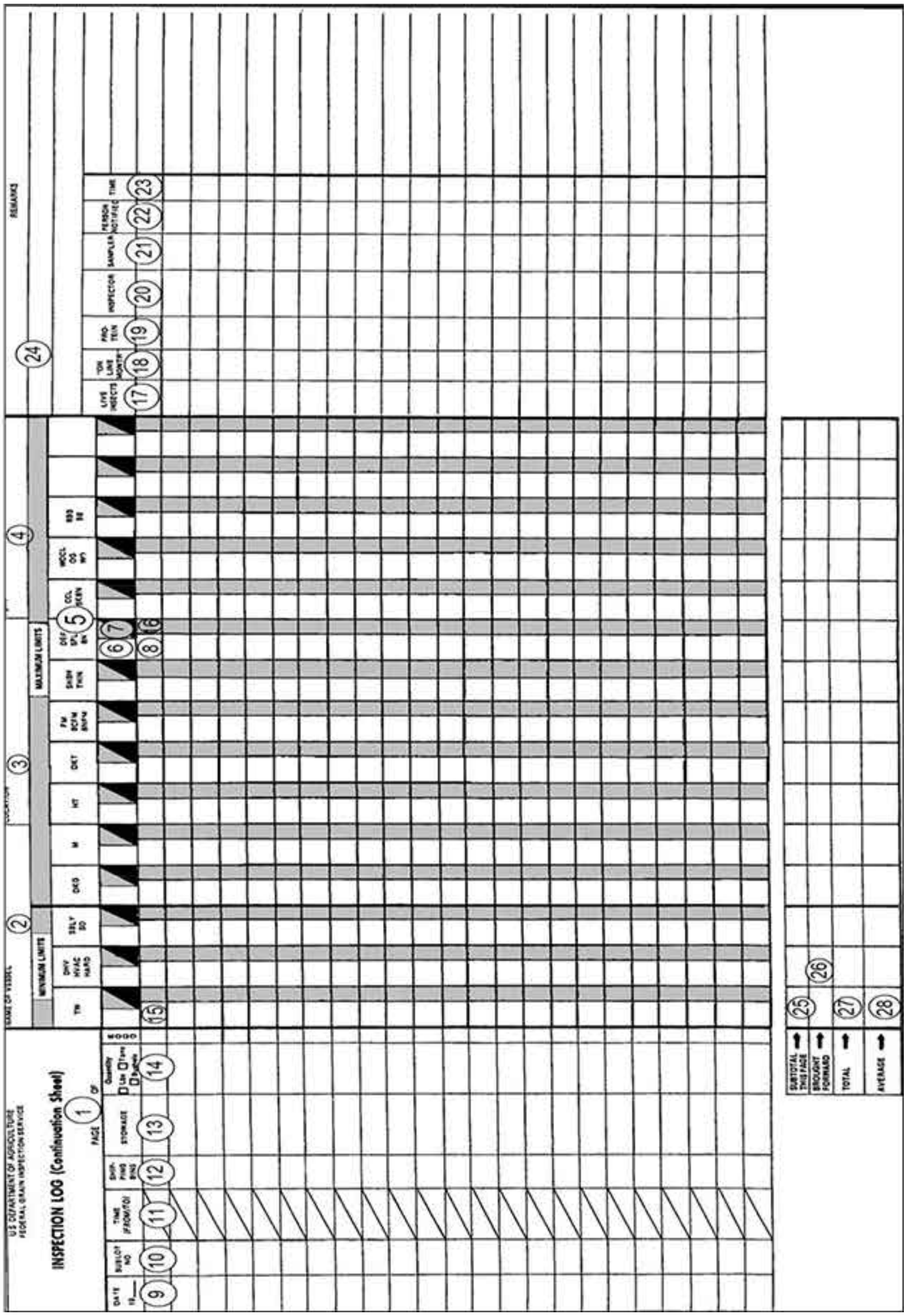
The FGIS field office or official agency conducting the inspection shall retain the original copy of the form. If the inspection is conducted by an official agency, one copy shall be sent to the supervising field office. If requested, one or more copies shall be given to the applicant or to an interested person.

[2] **Inspection logs are furnished by FGIS to official agencies at no cost.**

FORM FGIS-921 "Inspection Log"



FORM FGIS-921-1 "Inspection Log (Continuation)"



Instructions for Completing FGIS 921, "Inspection Log"

1. Identification of the grain in terms of name, number, or initials of the carrier(s). Precede the name of a ship with its means of propulsion (M/T, M/V, S/S, etc.). Barges and other carriers shall be identified by initials and number or name.

2. Name of the pier, elevator, or other specific location where the grain is sampled.

3. Name of the city and State where the loading or unloading facility is located.

4. Contract grade along with any special grade or contract requirements.

5. Approximate amount of grain loaded or unloaded in terms of pounds, bushels, short tons, or metric tons.

6. Destination of the shipment.

7. Type of sale, if known (e.g., P.L. 480, commercial).

8. Name of the applicant, agent, or account number.

9. "X" the appropriate box.

10. "X" the appropriate box. If other, write in the type of sampling device (e.g., probe, pelican, Ellis cup, or Woodside).

11. "X" the appropriate box.

12. Date and military time the elevator (a) begins to preload shipping or surge bin(s), if any, and (b) begins delivering the grain to the carrier. Enter the date and military time the elevator (a) finished loading into shipping or surge bin(s), if any, and (b) finished delivering grain to the carrier.

13. Date, military time, and initials of the person(s) who passed the delivery system prior to loading.

14. (a) the identification of the stowage area(s) examined; (b) whether or not the stowage area(s) was fit to receive grain; (c) the date, military time, and examiner's initials; and (d) if rejected, the reason(s) why the stowage area was unacceptable.

15. "X" the appropriate box.

16. Circle the applicable factors to be examined. Use blank or unused columns to enter the results of any additional factor analysis (e.g., garlic, ergot, and sprout damage) or other information (e.g., belt numbers, file sample numbers, etc.) as needed.

17. Grade limit for each factor to be examined.

18. Breakpoint for each factor to be examined.

19. Starting value for each factor to be examined.

20. Date(s) that each sublot is loaded aboard the carrier or into shipping bin(s) whichever is earliest.

21. Each sublot number.

22. Military time that each sublot started and finished being loaded aboard the carrier or into shipping bin(s).

23. Identification of the shipping bin(s) that comprises each sublot. (Shipping bin facilities only.)

24. Stowage area(s) for each sublot. If additional space is needed, use the “Remarks” section. (See item 36.)

25. Weight of each sublot. Indicate the weight unit by placing an “X” in the appropriate box.

26. Odor of each sublot as OK, SOUR, MUSTY, or COFO.

27. Factor results for each sublot.

28. Cu Sum for each sublot.

29. Number of times the sublot was examined for insects and the number and type of insect(s) found. The results shall be shown as “8/1.” The number 8 represents the number of times the sublot was examined; 1 the number of live insects, in the remarks column place the common name of the live insect, e.g, “live insect(s) rice weevil(s).” If no insects are found, enter a zero.

30. Each sublot, the military time and initials of the person(s) monitoring the grain for animals, lumps, and other objects. If any are found, enter the kind and number in the “Remarks” section. (See item 36.)

31. Protein result, when applicable, for each sublot.

32. Name(s) of the inspector(s) grading each sublot.

33. Name(s) of the sampler(s) sampling each sublot.

34. Name of the elevator superintendent, applicant for inspection, or representative notified of each sublot’s results.

35. Military time that the person in item 34 was notified.

36. Pertinent information including changes in the weather; the start and stop military times for all interruptions in loading including meal hours, end of workday, D/T breakdowns, etc.; review inspection information; runbacks; kind and number of animals; lumps; other objects; and any unusual occurrences. Also include the insect information corresponding to the information in block 29.

37. Sum of each factor column. Do not include sublot results that have been lined out, circled, or otherwise are no longer part of the original lot.[3]

NOTE: If the lot is completed in the available space on form FGIS 921,complete items 38 through 44. Otherwise, complete as many additional FGIS 921 1 forms as necessary.

38. Mathematical or weighed average to the hundredth place for each factor.

39. "X" the appropriate box.

40. Rounded and adjusted averages, if applicable, for each factor as they will appear on the official certificate.

41. Name(s) and code number(s) of the inspector/grader who assigned the final grade.

42. Final grade as it will appear on the official certificate.

43. Stowage area(s) of the lot as it will appear on the official certificate (for shiplots only).

44. Total number of forms used during the inspection of the lot. Item 44 is located in the upper left hand section of the form.

[3] **Occasionally, a lot contains one or more material portions or other portions of grain that will be certificated separately. To facilitate the certification process, complete items 38 through 43 (or item 28 of form FGIS 921) for each portion of grain to be separately certificated. Record this information on the last form used along with the following statement in item 43 "Non-uniform Lot."**

Instructions for Completing Form FGIS 921-1, "Inspection Log (Continuation Sheet)"

1. Successive page number(s). Upon completion of the lot, enter the total number of forms used.

2. – 24. Complete these items using the same instructions for completing the applicable items on form FGIS 921. Note that starting values are omitted from form FGIS 921 as they are only applied towards the first sublot loaded.

25. Sum of each factor column.

26. Accumulated factor totals from the previous form. That is, record the sums from items 37 of the form FGIS 921; record the sums from item 27 if the previous form is form FGIS 921 1.

27. Sum of items 25 and 26.

28. Upon completion of the lot, enter the weighted or mathematical average of the lot. Complete items 39 through 43 of page 1.

2.6 RECORD OF THE DISPOSITION OF EXCESS GRAIN

FGIS field offices and agencies which sell, donate, destroy, or return excess grain to the applicant shall maintain a record of each transaction and include a copy of this record with their budget report.

Record the following information:

a. Name and address of the office disposing of the grain and the recipient of the grain;

b. Signatures and titles of the officials involved in the transaction (e.g., signature on scale ticket);

c. Date of the transaction;

d. The kind of grain;

e. The estimated quantity of grain (bushels, tons, or pounds); and

f. The value of the grain and total value of the transaction.

If destruction of the grain is used as a method of disposal, omit items A and B.

FGIS personnel shall use Form AD 107, “Report of Transfer or Other Disposition or Construction of Property,” for recording the transfer, sale, donation, or disposition of excess grain.

Agencies may develop a record for excess grain disposal that best suits their needs. This record shall include all required information and a statement from the applicant that the grain is being disposed following the owner’s order and need not be returned to the lot or owner.

AD-107 REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY

United States Department of Agriculture

Report of Transfer or Other Disposition or Construction of Property

Report No. 1

Date 2

1. Type of Transaction (Report each type separately) 3

☐ Transfer ☐ Sale ☐ Trade In ☐ Donation
☐ Construction ☐ Rehab ☐ As-Is

2. Authorization Reference 4

3. Proceeds Received 5

$

4. Reporting Agency 6

A. Organizational Unit a

B. Location b

C. Signature c

D. Title d

5. Receiving Agency (Or Name of Purchaser or Donee): 7

A. Organizational Unit (Or Address of Purchaser) a

B. Location b

C. Signature c

D. Title d

E. Date e

6. Property Items 8

Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value

Certifications of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:

Signature | Date

8. Fiscal Officer

A. ☐ The sum indicated below has been received in payment for the property disposed of.

B. ☐ The necessary entries have been made to adjust the accounting records.

Amount ($) | Schedule No.

Signature | Date

This form was electronically produced by Elite Federal Forms, Inc /ITS 3/1/98

Form AD-107 (11/89)

Instructions for Completing the Report of Transfer or other Disposition or Construction of Property

1. Number assigned by FGIS.

2. Date of transaction.

3. Type of transaction.

4. As required locally, if applicable.

5. Amount of proceeds received when applicable.

6. FGIS and the name of the field office. Also, enter:

    a. Street address or P.O. box;

    b. City, State, and zip code;

    c. Signature of the field office manager; and

    d. Title.

7. Name of the receiving agency and the:

    a. Organizational unit (or street address/P.O. box of purchaser or donee);

    b. City, State, and zip code;

    c. Signature of recipient;

    d. Title if applicable; and

    e. Date of transaction.

8. Whether the grain was sold, donated, destroyed, or returned and the:

    a. Quantity of grain,

    b. Type of grain, and

    c. Value of the grain.

2.7 RECORD OF WITHHOLDS AND DISMISSALS

Each FGIS field office and agency shall maintain a record for inspection services which are conditionally withheld or dismissed by the agency or field office.

The format for these records shall be left to the discretion of official personnel, but the records shall include:

a. The name and address of the applicant;

b. The date of the application for inspection;

c. The location and identification of the carrier or lot;

d. The kind and scope of the official inspection service; e.g., official sample lot inspection, submitted sample inspection, etc.;

e. The type of action taken (dismissal, or withheld) and the reason for the action; and

f. The date of the action.

2.8 STOWAGE EXAMINATION WORK RECORD

Official personnel shall maintain records for stowage examinations.

Stowage examination information may be recorded separately on any suitable form, sample ticket, or similar work record. Regardless of the type of form used, stowage examination records shall include:

a. The type of examination; e.g., original, reinspection, or appeal.

b. The carrier identification.

c. The date and military time the examination was completed.

d. The location of the carrier in terms of city, State, and/or holding area.

e. The exact identification of the holds, tanks, or other stowage areas examined.

f. The results of the inspection. If the stowage space is declared unfit, enter the reason(s) why it is declared unfit.

g. Any pertinent information relating to the inspection and any authorized special statements that have been requested.

h. The name(s) of the person(s) requesting the inspection.

i. The name(s) of the person(s) conducting the inspection.

NOTE: A separate work record shall be completed for those stowage areas that pass and for those that do not pass.

FGIS personnel shall use one of the following forms as the work record for stowage examinations: FGIS 939, “Stowage Examination Worksheet;” FGIS 915, “Official Stowage Examination Certificate;” FGIS 918, “Sample Pan Ticket;” FGIS 919, “Sampling Ticket;” FGIS 920, “Grain Sample Ticket;” or FGIS 921, “Inspection Log.”

FORM FGIS 939, STOWAGE EXAMINATION WORKSHEET

U.S. DEPARTMENT OF AGRICULTURE
GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION
FEDERAL GRAIN INSPECTION SERVICE

STOWAGE EXAMINATION WORKSHEET

NOTE: THIS IS NOT AN OFFICIAL CERTIFICATE OF INSPECTION

☐ ORIGINAL (1) ☐ SUBSEQUENT ☐ PREVIOUS LOCATION

CERTIFICATE NO. (2)

DATED (3)

IDENTIFICATION (4)

DATE OF INSPECTION (5)

TIME COMPLETED (6)

LOCATION (7)

TYPE OF INSPECTION (8)
☐ USGSA ☐ AMA

STOWAGE SPACE EXAMINED (9)

RESULTS (10)

☐ "(Stowage space) examined on the above date and found to be substantially clean, dry, free of insect infestation, and suitable to maintain the quality of the grain."

☐ "(Stowage space) examined on the above date and found not suitable to maintain the quality of the grain," because of

_____

_____

REMARKS (11)

NAME OF APPLICANT (12)

TIME FROM: (13) TO:

SIGNATURE OF INSPECTOR(S) (14)

STANDBY REMARKS (15)

STANDBY HOURS (16)

REG 6AM/6PM	NON 6PM/6AM	SAT/SUN/OT	HOLIDAY
G213	G214	G215	G216

TRAVEL REMARKS (17)

TRAVEL HOURS (18)

REG 6AM/6PM	NON 6PM/6AM	SAT/SUN/OT	HOLIDAY
G213	G214	G215	G216

MILEAGE REMARKS (19)

TOTAL MILES (20)
XXXX

Instructions for Completing the FGIS 939, "Stowage Examination Worksheet"

1. Type of inspection.

2. Serial number of the certificate issued.

3. Date of the inspection.

4. Identification of the carrier. Identify a barge by its initials and number or name; a ship by its name proceeded by its means of propulsion (M/V, M/T, S/S, etc.); and a railcar by its initials and numbers.

5. Date the examination is completed.

6. Military time when the examination was completed.

7. Exact location of the carrier in terms of city, State, and/or holding area.

8. Check the appropriate box.

9. Holds, tanks, or other stowage areas examined. Use the back of the form when needed.

10. Check the appropriate box. When the "not suitable" box is checked, enter the reason(s) why it is not suitable.

11. Pertinent information relating to the inspection. Also, show any authorized special statements that have been requested.

12. Name of the person applying for the inspection; if supervision, leave blank.

13. Military time and to the nearest quarter hour the time the examination began and the time it was completed. Also, record the actual number of hours of regular time (RT), standby time (SB), and/or overtime (OT).

14. Signature(s) of the person(s) conducting the inspection.

15. Enter any pertinent information relating to the standby hours. Enter in military time to the nearest quarter hour, the time that standby began and the time it was completed. Also include remarks the reason for the standby (break downs, unavailable carriers, etc.)

16. Enter number of hours on standby under appropriate day or time. Record standby hours in .25 hour increments, see FGIS Directive 9180.74 for additional information.

17. Enter any pertinent information relating to the travel hours in military time to the nearest quarter hour the time that travel began and completed.

18. Enter number of hours in travel under appropriate day or time and record hours in .25 hour increments.

19. Enter any pertinent information relating to mileage.

20. Enter total number of miles.

2.9 CERTIFICATE CONTROL RECORD

Official personnel are required to maintain a record on the use of official certificates. The format of this record is at the discretion of the field office and agency manager but must include:

a. General and Preprinted Forms.

(1) Title and/or form number of the certificate;

(2) If preprinted, the beginning and ending serial numbers of the certificates received;

(3) Serial numbers of the certificates issued and/or voided;

(4) Date the above actions took place; and

(5) Other information that is useful or needed by field office and agency managers.

Certificates should be stored and used in chronological order. In addition, certificates stored outside the main office, in such places as an elevator office, separate service point office, or certificates provided to an applicant, must be accounted for by recording, in addition to the above information, the location, serial number, and date the certificate was stored.

Protect unused certificates from theft and fraudulent or unauthorized use. Store unused certificates in a locked or sealed office or cabinet; don't invite theft and misuse of certificates. Safeguard against misuse as you would a personal or company check.

b. Electronic Certificate Accountability.

The computer program must contain an accountability routine which allows the printing of a log on demand. The log must contain all the information in the preceding section relevant to electronic certificates. Service providers must back-up certificate records daily unless they maintain hard copies.

CHAPTER 3
CERTIFICATES

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3.1 APPROVAL OF CERTIFICATE FORMS

Agencies are responsible for printing certificates in accordance with §800.161 through 800.166 of the Regulations and the instructions in this chapter. If certificates are incorrectly printed, agency managers must immediately take corrective action. Agency managers may, at their discretion, submit advance copies of certificates for FGIS field office input. Agencies are responsible for supplying all their own non-export grain, non-export commodity, and warehouseman certificates. GIPSA supplies all export certificates. Electronic editions of FGIS 909-2L, Official Export Grain Inspection Certificate (Interior), however, may be supplied by agencies, but must be approved by the Policies and Procedures Branch before use. See attachment 2.

3.2 GENERAL REQUIREMENTS

FGIS field offices or official agencies are required to issue a certificate for non-export, official sample-lot or submitted sample inspection when requested by the applicant for service or when deemed necessary by FGIS. If official certificates are not issued, the results of the inspection service may be provided via any form or format (e.g., pan tickets, letterhead paper, inspection logs, or electronic/computer records) that suits the needs of the applicant and is approved by the local FGIS field office manager in charge of the affected area. Official personnel must complete and maintain a detailed work record for each official inspection performed. If results are transmitted electronically, official personnel must maintain either a printed copy of each transmission or an electronic datafile backup.[1]

Official certificates must: (1) Conform to approved format; (2) be in English; (3) be typed, if export; (4) be typed or handwritten in ink, if domestic; (5) show inspection results in a uniform, accurate, and concise manner; (6) show only the information required by §800.161 through 800.166 of the Regulations; and (7) show only such other information and statements of fact as provided by instructions or approved by the Administrator.

Only official personnel or their authorized agents may make corrections, erasures, additions, or other changes to certificates. The person who makes the change or correction must initial the change or correction. No corrections are allowed on export certificates. No corrections are allowed on domestic certificates involving carrier identification; grade; or gross, tare, or net weight. For additional information, see §800.165 of the Regulations. The lettered prefix, certificate number, and lettered suffix may be printed with either black or red ink.

1 Electronic records are acceptable on any certificates if FGIS or the agency does not create paper copies for applicants.

3.3 FORMAT

a. Format and Design. See attachments for individual certificate format, color, design, and instructions for completion. Official agencies may use custom made certificates (e.g., combination certificate-pan ticket) upon receiving FGIS approval of the proposed format and design. For the certificate part of the combination form, use Attachment 4 instructions.

b. Factor Blocks, Abbreviations, and Factor Designations. Factor designations may be preprinted on domestic certificates in block form. Identify the blocks using the standard abbreviations found in Book II, Chapter 1, and show the statement "See reverse side for abbreviations." in the "Remarks" section. Show the abbreviations in capital letters. Print the abbreviations and their meanings on the reverse side of the certificate. Factor designations may be spelled out instead of being abbreviated in the factor blocks. Example of abbreviated:

Example Abbreviations													
TW	lb	WO	%	SO	%	FMOW	%	BNFM	%	SPL	%	DEF	%
WOCL	%	M	%	HT	%	DKT	%	FM	%	SHBN	%	SKBN	%
CCL	%	BCFM	%	SBLY	%	BN	%	THIN	%	OG	%		

c. Required Statements and Information. The original and copies of each official certificate must include the following information:

(1) Captions. The captions used on official certificates are shown in the attachments for each type of certificate.

(2) Statements of Certification.

(a) Combination inspection and weight export or domestic certificate: "I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect and weigh the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act with the following results:"

(b) Official sample lot inspection service certificate: "I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act with the following results:"

(c) Warehouseman sample lot inspection service certificate: The name of the licensed employee, the number of the contract entered into by the licensed employee, and the statement: (1) "I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to perform the inspection service covered by this certificate and

that on the above date the following identified service was performed under the Act with the following results:"; (2) in bold print in the center of the certificate, "The results of this inspection were based on a sample obtained and submitted by an elevator employee licensed under a contract with the Service. This certificate does not meet the inspection requirements of Section 5 of the U.S. Grain Standards Act."; and (3) in ghost or shadow type diagonally across the face of the certificate, the word "QUALIFIED."

(d) Submitted sample inspection service certificate: (1) "I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act with the following results;" (2) in bold print before the grade and factor result(s), "The sample identification and inspection results shown on this certificate are assigned only to the quantity of grain in the sample indicated and not to any identified carrier, container, or lot from which the sample of grain may have been taken. This certificate does not meet the inspection requirements of Section 5 of the Act;" and (3) in ghost or shadow type diagonally across the face of the certificate, the words "NOT OFFICIALLY SAMPLED."

(3) Statement of Authority and Purpose. For all official inspection or weighing service certificates, a statement as follows:

"This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the Regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain; or the condition of a carrier or container for the storage or transportation of grain; or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate shall not be considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act or other Federal law."

(4) Negotiability Statement. For all certificates, show the words "NOT NEGOTIABLE" on the original and all copies.

(5) Warning Statement. For all certificates, a warning statement as follows: "WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or

related Federal laws is subject to criminal, civil, and administrative penalties."

d. Preprinted Statements. Frequently used fill in the blank type statements or other frequently used statements, may be preprinted in the "Remarks" section of certificates; e.g., "_____ Stowage area examined." or "_____ Stowage area not examined." When applicable, the statements are completed by checking the blocks or by entering the necessary information. If the statement is not applicable, crossing out is recommended but not required.

3.4 REQUIRED STATEMENTS AND SPECIAL DESIGN

The following chart lists a series of statements and information required by the Regulations. As applicable, show the statements and information in the "Remarks" section unless otherwise stated.

Modification of these statements is acceptable as long as the field office manager approves the changed statements

Statements and/or Information	Regulation Governing Certification and Applicable Certificates and Attachments [2]
Not Standardized Grain. Record the words "Not Standardized Grain" on the inspection certificate grade line for grain not meeting the definition of grain as set forth in the Official United States Standards for Grain. Record the words "Corn Screenings," "Soybean Screenings," "Hulled Cut Barley," etc., as appropriate, in the remarks section	800.76 1,2,3,4,5,6,8,9
Sampling Provisions for Reinspections and Appeals. When the results of a reinspection, appeal inspection, or Board appeal inspection service are based on an official file sample, show on the certificate the statement "Results based on official file sample."	800.82 and 800.83 1,2,3,4,5,6,8,9

[2]
1. **Official Export Grain Inspection Certificate (FGIS 909L) Official Export Grain Inspection Certificate (Divided Lot) (FGIS 909-1L)**
2. **Official Export Grain Inspection Certificate (Interior Locations Only) (FGIS 909-2L)**
3. **Official Export Grain Inspection and Weight Certificate (FGIS 917)**
4. **Official Sample-Lot Inspection Certificate (FGIS 905L)**
5. **Official Warehouseman's Sample-Lot Inspection Certificate (FGIS 913L)**
6. **Official Submitted Sample Inspection Certificate (FGIS 914L)**
7. **Official Stowage Examination Certificate (FGIS 915L)**
8. **Official Grain Inspection and Weight Certificate (Interior, no form number exhibited, local form number assigned)**
9. **Official Commercial Sample-Lot Inspection Certificate (FGIS 905-2L)**
10. **Official Commercial Submitted Sample-Lot Inspection Certificate (FGIS 914-1L)**

NOTE: All form numbers with a "L" suffix denote laser or electronic printer editions.

Statements and/or Information	Regulation Governing Certification and Applicable Certificates and Attachments [2]
Sampling. If a diverter type mechanical sampler is not properly installed and approved for official use at an elevator in accordance with the Regulations, show on each certificate issued at that elevator or facility for an export cargo shipment of bulk grain the following statement: "The lot of grain represented by this certificate was sampled by means of (type of sampling method). Samples obtained by this method may not be as representative as those obtained by approved diverter type mechanical samplers."	800.83 1,2
Bulkhead Lots. If the grain in a carrier is offered for official inspection as two or more lots and the lots are separated by bulkheads or other partitions, sample, inspect, and certificate the grain in each lot as a separate lot. Show on each certificate (1) the term "Bulkhead Lot," (2) the approximate quantity or weight of the grain in the lot, (3) the location of the lot in the carrier, and (4) the grade of the grain in the lot. See section 3.12 of this chapter for additional information.	800.84 1,2,3,4,8,9
Bottom Not Sampled. If bulk grain offered for official inspection is at rest in a carrier or container and is fully accessible for sampling in an approved manner, except that the bottom of the carrier or container cannot be reached, sample the grain as thoroughly as possible with an approved trier. Show on the certificate the following completed statement: "Top feet sampled. Bottom not sampled."	800.84 4,8
"See reverse side." When information is recorded on the back of the certificate, the statement "See reverse side must be shown on the front.	800.161 1,2,3,4,6,7,8,9,10
Combined Lots. For a combined lot inspection service, show the identification of the combined lot or, at the request of the applicant, the identification of each carrier. If the identification of each carrier is not shown, show the statement "Carrier identification available on official inspection log" in the "Remarks" section. Show the identification and any seal information for the carrier(s) on the reverse side of the inspection certificate, provided the statement "See reverse side" is shown on the face of the certificate in the "Remarks" section. In lieu of showing identification and seal information on the reverse of the certificate, letterheads referencing the certificate number may be used. will be clearly shown in the space provided for "Remarks" beneath the statement identifying the superseded certificates. If the superseded certificates are in the custody of the agency or field office, mark the superseded certificates "Void".	800.85 2,4,5,8

Statements and/or Information	Regulation Governing Certification and Applicable Certificates and Attachments [2]
Combined Lots continued. If a request for combined-lot inspection services is filed after the grain has been officially inspected and certificated as a single lot, show on the combined-lot inspection certificate; (1) the date of the inspection of the grain in the combined lot (if single lots were inspected on different date, the last date); (2) a serial number other than the serial numbers of the inspection certificates that are to be superseded; (3) the location of the grain, if at OR THE NAME of the elevator from which or into which the grain in the combined lot was loaded or unloaded; (4) a statement showing the approximate quantity of grain in the combined lot; (5) a complete statement showing the identification of any superseded certificates as follows: "This combined-lot certificate superseded certificate Nos. _____, _____"; and (6) if at the time of issuing the combined-lot inspection certificate the superseded certificate are not in the custody of the agency or field office, the statement "the superseded certificates have not been surrendered."	
Partial Inspection-Heavily Loaded. If a partial inspection is made, sample the grain as thoroughly as possible with an approved trier. Show on the certificate: "Partial inspection-heavily loaded." Describe the type of sample that was obtained in terms of "door probe" or "shallow probe." If the request is for the inspection of an "Out" movement of grain, dismiss the request. See section 3.13 of this chapter for additional information.	800.84 4,8
Shiplot Grain. If grain in a shiplot is found to be not uniform in quality, show on the inspection certificate for each portion of different quality: (1) a statement that the grain has been loaded on board with grain of other quality; (2) the grade, location, or other identification and approximate quantity of grain in the portion; and (3) other information required by the Regulations and instructions. (See section 3.7, Stowage Statements.) This requirement does not apply to grain that is inspected as it is unloaded from a ship or to portions loaded in separate stowage spaces.	800.86 1,2,3

Statements and/or Information	Regulation Governing Certification and Applicable Certificates and Attachments [2]
Reinspections. For each official reinspection service, show on the certificate the word "Reinspection" and the statements: "This certificate supersedes Certificate No. _____, dated _____." When reporting more than one official result on the same certificate but at different levels of inspection, explain this condition using the following statement: "(Grade, factor, or official criteria) results based on (new/file) sample. All other results are those of original inspection service." If, at the time of issuing a reinspection certificate the superseded certificate is in the custody of the issuing agency or field office, mark the original copy "VOID." If at the time of issuance the requested documentation is not available, official personnel may, at their discretion, withhold services. If services are not withheld and the superseded certificate is not in the custody of the agency or field office, show the following statement on the reinspection certificate: "The superseded certificate has not been surrendered."	800.129 (Also, see section 800.126(a).) 1,2,3,4,5,6,7,8,9
Additives. When grain additives are applied before sampling for inbound receipts or after sampling for outbound shipments, include on the inspection certificate: "Applicant states (type of additive) applied to grain (before or after) sampling to (purpose of the application)." When additives are applied after sampling for inbound receipts are before sampling for outbound shipments, no statement is required.	800.88 1,2,3,4,8,9
Superseding Statement when an Original Certificate Not Issued. Use this statement on reinspections or appeal inspection certificates when the applicant does not request an original certificate. "The results of this inspection service supersede (original/reinspection/appeal) results of (date)." When a reinspection is requested on a sublot involved in a material portion, the final results of the reinspection supersede the original inspection service. Do not issue certificates for the original inspection unless requested by the applicant or deemed necessary by official personnel. If certification of an acceptable sublot is required after the reinspection, show on the certificate issued for the sublot the following statement: "The results shown on this certificate replaced the results shown on the inspection log for the above identified sublot loaded on board the (name of vessel), dated (date), and were included in the (weighted/ mathematical) average of the lot. This certificate is not valid for trading purposes."	800.86 1,2,3,4

Statements and/or Information	Regulation Governing Certification and Applicable Certificates and Attachments [2]
Combination Certificates. Upon request, a combination inspection and Class X weighing certificate may be issued when both services are performed in a reasonably continuous operation at the same location by the same agency or field office. If an interested person requests a reinspection, appeal inspection, or review of weighing service before both the original inspection and weighing services are completed, issue separate inspection and weight certificates or withhold certification of the review inspection until the original combined service certificate is issued.	800.118 3,8
Appeal Inspections. On each appeal inspection certificate, show the word(s) "Appeal" or "Board Appeal" and the following statements: "This certificate supersedes certificate No. _____, dated _____." When reporting more than one official result on the same certificate but at different levels of inspection, explain this condition using the following statement: "(Grade, factor, or official criteria) results based on (new/ file) sample. All other results are those of the (original inspection/ reinspection/appeal inspection) service." If at the time of issuing an appeal inspection certificate the superseded certificate is in the custody of the field office or Board of Appeals and Review (BAR) mark the superseded certificate "VOID." If at the time of issuance the requested documentation is not available, official personnel may, at their discretion, withhold services. If services are not withheld and the superseded original inspection, reinspection, or appeal inspection certificate is not in the custody of the field office or BAR, show the following statement on the appeal certificate: "The superseded certificate has not been surrendered." When an appeal inspection or Board appeal inspection is requested on a sublot involved in a material portion, the final results of the appeal inspection or Board appeal inspection supersede the previous inspection results. Do not issue a certificate for the appeal or Board appeal inspection when the sublot is accepted by the inspection plan unless requested by the applicant or deemed necessary by inspection personnel. If certification of an acceptable sublot is required, include on the certificate the following statement: "The results shown on this certificate replaced the results shown on the inspection log for the above identified sublot loaded on board the (name of vessel), dated (date), and were included in the (weighted/ mathematical) average of the lot. This certificate is not valid for trading purposes."	800.139 (Also see 800.136(a).) 1,2,3,4,5,6,7,8,9

Statements and/or Information	Regulation Governing Certification and Applicable Certificates and Attachments [2]
Divided Lot Certificates. Show the same information and statements that were shown on the superseded certificate, including permissive statements and information on each divided-lot certificate, except (1) the original and all copies of the divided-lot certificate must show in the space provided for "Remarks" the following statement: "This grain was (inspected) (weighed) (inspected and weighed), as an undivided lot of (pounds) (kilograms);" (2) the original of the divided lot certificate must show the term "Divided Lot Original" and on the copies the term "Divided Lot Copy;" (3) the divided lot certificate must show the same serial number as shown on the superseded certificate with a consecutively numbered suffix (e.g., 1764 1, 1764 2, 1764 3, etc.); and (4) the quantity of grain shown on each divided lot certificate will be in accordance with the request for the certificate. Certificates superseded by divided lot certificates must (1) be in the custody of the agency or the Service, (2) be marked "VOID Surrendered for Divided Lot Certificate;" and (3) show the identification of the divided lot certificates.	800.163 1,2,3,4,8
Duplicate Certificates. Show the same serial number, information, and statements that appear on the lost or destroyed certificate, including any permissive statements and information, except (1) the original must show the term "Duplicate Original;" (2) the copies must show the term "Duplicate Copy;" and (3) the original and all copies must show in the space provided for "Remarks," the following completed statement: "This duplicate certificate is issued in lieu of a (lost) (destroyed) certificate.	800.164 1,2,3,4,5,6,7,8,9
Corrected Certificates. Show the same information and statements that appear on the incorrect certificate except show (1) the correct statement or information instead of the incorrect or omitted statement or information; (2) the term "Corrected Original" and, on the copies, the term "Corrected Copy"; (3) a new serial number; (4) a new date and (5) on the original and the copies, in the space provided for "Remarks," the following completed statement: "This certificate is corrected as to _____ and supersedes certificate No. _____ dated _____."	800.165 1,2,3,4,5,6,7,8,9,10
Special Design and Multiple-Lot Certificates. Upon request and for good cause, FGIS approves special design certificates, (e.g., trucklot inspection certificates with special invoice information as part of the certificate). Special design may also show the results of two or more (non-export) official sample-lot inspections (including submitted sample-lots), on the same inspection certificate. The individual inspections may be for different grains, factors, types of movement, sampling methods, or sampling dates. But, all inspections must be for the same kind and level of service, and completed on the same day and at the same location. Multiple-lots or special designs may be certificated on a number of different forms and using various formats, page sizes, fonts, etc., including letterhead.	800.161 4,5,6,8,9,10

3.5 APPROVED STATEMENTS

Modification of these statements is acceptable as long as the field office manager approves the changed statements.

Upon request, any approved statement or information shown on the certificate can serve as letterhead statements (section 3.6 of this chapter). When used on letterhead paper, also enter the prefix and certificate number, the date of issuance, and the kind of grain. Abbreviations may be used when abbreviation explanations are stated on either the front or back of the certificate.

a. General Statements.

(1) "Meets the specifications of the Official U.S. Standards for Grain which were in effect (date) for (grade)."

(2) "Would have graded (grade) based on the specification of the Official U.S. Standards for Grain in effect prior to (date)."

(3) "The above date corrected to (date)."

(4) "(Number of pounds or bushels) is equivalent to (number) metric tons." (Kilograms may be substituted for metric tons.)

(5) "Test weight per bushel of (number) pounds is approximately equivalent to (number) kilograms per hectoliter."

(6) "Open top hopper not covered."

(7) "Open top hopper covered with (canvas, plastic, etc.)."

(8) A certificate for sampling or checkloading may contain a statement describing the sacks, including the markings, and the condition of the sacks.

(9) "Sample furnished by ([Name State], _____ County) Farm Service Agency Office. Identification _____, Producer _____." (For submitted samples only.)

(10) "Loaded under continuous official inspection." (§ 800.0(84) of the Regulations.)

(11) The following miscellaneous information may be entered in the "Remarks" section: contract number, load order, or purchase authorization numbers; letters of credit identification; and in the case of sacked grain, the kind and condition of sacks and the marking if any.

(12) "Burlap bags used in this shipment were examined before filling and found to be free of cottonseed."

(13) "No water was applied to grain during loading of this shipment."

(14) “Water was applied (before or after) sampling to (state purpose).

(15) “This grade and type of (grain) is sold, processed, and consumed in the United States.”

(16) “Agricultural commodities produced in the United States show levels of radiation at or near normal background levels and far below those considered harmful and, therefore, may be sold freely without any restrictions in the United States and are safe for all countries importing U.S. products.”

(17) “Actual test weight per bushel is (_____) pounds.” or “Test weight per bushel before rounding required by the U.S. Grain Standards was (____) pounds.”

(18) “Temperature (___) °F and (___) % moisture.”

(19) When the applicant requests multiple sampling dates (e.g. to show the dates a barge loaded): “Sample dates include (dates).”

(20) The applicant unloads a railcar that for some reason (e.g. was inspected off grade) and wants documentation on the certificate. “Elevator states railcar unloaded.”

b. Export Statements. Refer to the GIPSA website for biotechnology-related Statements.

(1) “The above grade of (grade certificated) prevailed during loading. However, the lot would have graded (weighted average grade) based on the weighted average of the sublot results.”

(2) “The weighted average grade of the grain covered by grain inspection certificate(s) No.(s) _____, dated _____, representing (pounds/metric tons) of (kind of grade) loaded on board (name of vessel) is (combined weighted average of lot).”

(3) “The individual sublot results for moisture did not exceed the inspection criteria for maximum limits of (number) percent moisture.”

(4) “Hold(s) (identify hold(s) by number(s)) (was/were) open during (number) minutes of heavy rainfall on (date) and no wet grain was unloaded.” (Modify if used for barges and other carriers).

(5) Use the following statement in the “Remarks” section when the buyer tenders for and obtains a contract which requires such a statement on the certificate of grade. “This lot of (volume) of (grade and grain) was sold to (buyer) by (seller).” (For export inspections only.)

(6) “Except for (factor(s)), the individual sublot results would grade (grade and kind).”

(7) "An undetermined amount of (type of grain) containing (cause of material portion) was loaded into (stowage space) and not removed."

(8) "Applicant states that (type of additive) was applied as requested to this lot of (type of grain) after sampling and weighing."

(9) "Returned to house."

(10) "The holds are clean and suitable for carrying grain to (Country Name) or for carrying grain consumed in the United States."

(11) Upon request, and provided no water is applied to an export shipment during loading, FGIS will issue the following statement:

"No water was applied to the (quantity) bushels of (grain type) loaded aboard (vessel name) on (date). The grain was loaded into holds (list numbers) at the (elevator name and address)."

c. Sampling Statements.

(1) "Sampled on (date(s))." (For export inspections only.)

(2) "Sampled by (method of sampling) sampler." (For export inspections only.)

(3) "Sampled on (date or dates) by (method of sampling) sampler." (For export inspections only.)

(4) "Shallow load extra probings required for standard size sample."

(5) "Sampled in receiving pit immediately after unloading."

d. Inspection Statements.

(1) "(Number) crotalaria seeds per (number) grams." [3]

(2) "Not heating and no musty, sour, or commercially objectionable foreign odor."

(3) "Damaged kernels (total) include ____% of sprout damaged kernels." [4]

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[3] This statement may also be used to show rodent excreta, unknown foreign substance, toxic foreign substance, stones, or bird droppings as applicable. The wording should conform to the description for the factor and grain in Grain Inspection Handbook, Book II, "Grain Grading Procedures."

[4] Use this statement also to show other kinds of damage as described in the Official U.S. Standards for Grain.

(4) "Damaged kernels (total) include _____% of scab (fusarium) damaged kernels."

(5) "Moisture content is (more/less) than (___%) moisture. This is the (minimum/ maximum) moisture which can be determined by the present official moisture chart."

(6) "Sample contained ____% of (kind of grain)."

(7) "Dockage includes (kind(s) of grain and other matter)."

(8) Enter the following statement in the "Remarks" section when there is a concern about odor, condition, or insect infestation and both the file sample and a new probe sample are used.

"The factor(s) (odor, condition) based on probe sample obtained (date of sampling). Based on examination of the probe sample, the grain (was/was not) (infested, sour, etc.) as defined in the standards."

(9) Except for (factor(s)), this (kind of grain) would grade (grade and kind)."

(10) "Foreign material includes ____% of ____."

(11) "Foreign material includes (other kinds of grain, cobs, chaff, weed seeds or cottonseed, etc., as applicable)."

(12) "Ergot ____%." When the applicant needs ergot described by its scientific name and it does not exceed the threshold level, "Ergot (claviceps purpurea) does not exceed 0.05 percent."

(13) "Ergot (claviceps purpurea) does not exceed 0.05 %."

(14) "Contains (number) feed pellets."

(15) "Dockage free sample contains (____% ergot or less/____% ergot)." [5]

(16) "Dockage free sample(s) (was/were) free of ergot." [3]

(17) "Dockage contains approximately_____% of grass seed." [3]

(18) "Free from (other kinds of grain, cobs, chaff, weed seeds or cottonseed, etc., as applicable."

(19) "Dockage-free sample contains ____ % of field bindweed."

(20) "Sublot dockage results ranged from (lowest) percent to (highest) percent."

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[5] This statement is applicable to wheat, barley, oats, rye, triticale, and mixed grain.

(21) “This certificate may not reflect the true quality of this lot. (Sticks, cobs, chaff, etc.) which are too large to enter the sampling device were found at the time of sampling.”

(22) “_____ stones at _____ % by weight per _____ grams.”

(23) “Smut _____ %.”

e. Insect Infestation Statements.

(1) "On (date(s)), Hold No.(s) ____ in the (name of vessel) located at (location), (city), (State), (was/were) examined and found to be clean, not infested with weevils, khapra beetles and/or other insects injurious to or damaging to stored grain, and suitable for loading grain." (Modify statement for carriers other than waterborne carriers.)

(2) "At the time of (sampling/loading), this (kind of grain) was not infested with live weevils or other insects injurious to stored grain as defined under the Official U.S. Standards for Grain."

(3) "No evidence of insect infestation."

or

"No evidence of (insert specific insect type, such as Trogoderma granarium)."

(4) "The work sample contained (number and kind of insects)."

(5) "(Stowage space) examined and found substantially clean, dry, free of insects injurious to stored grain, and ready to receive grain on the above date."

(6) "Based on the examination of the probe sample, the grain (was/was not) infested as defined in the Official U.S. Standards for Grain."

7) "After fumigation, the (kind of grain) (was/was not) infested as defined in the Official U.S. Standards for Grain." (Statement can be modified to include vessel name.)

(8) "Based on representative samples drawn at the time of loading on board the (vessel name), the (quantity) of (certificated grade) is hereby certified free (zero tolerance) of live weevils and other insects injurious to stored grain." (For use on a case by case basis.)

(9) "Unit-train (identification #) was witnessed being fumigated on (date) by official personnel according to official procedures established in the Federal Grain Inspection Service Fumigation Handbook."

(10) "0 live insects."

f. Wheat Statements.

(1) "Dockage and foreign material combined did not exceed ___%."

(2) "Dockage, foreign material, and shrunken and broken kernels combined did not exceed ____%."

(3) “Dockage ____%.”

(4) “Actual dockage percentage before rounding (actual mathematical/ weighted average) %.” (Show to nearest hundredth percent.)

(5) “Shrunken and broken kernels did not exceed __%.”

(6) “This wheat is a subclass of (class of wheat as shown in the Official U.S. Standards for Grain).”

(7) “Damaged kernels (total) include ____% of scab (fusarium) damaged kernels.”

(8) If wheat exceeds the 32 insect damaged kernels per 100 gram tolerance (basis three stage decision table), grade the wheat U.S. Sample grade and record the portion size and the number of insect damaged kernels for each stage on the work records. Show in the “Remarks” section of the certificate the statement: “Sample grade due to insect damaged kernels.”

If requested to report the number of insect damaged kernels on the certificate, use the following statement:

For decisions based on Stage 1: “(number) insect damaged kernels per (nearest whole number) grams.”

For decisions based on Stage 2: “(number) insect damaged kernels per (nearest whole number) grams (Stage 1) and (number) insect damaged kernels per (nearest whole number) grams (Stage 2).”

For decisions based on Stage 3: “(number) insect damaged kernels per 100 grams.”

(9) “The wheat in this shipment originated in areas of the U.S. where karnal bundt is not known to occur.”

(10) “Except for _____ (e.g., test weight per bushel), this wheat would grade _____ (e.g., U.S. No. 2 or better Soft Red Winter Wheat).”

(11) “The non-vitreous kernels include ____ % of whole chalky kernels.”

g. Corn Statements.

(1) “Broken corn and foreign material includes ___% of broken corn and foreign material that passed through a ____ sieve.”

(2) “Broken corn and foreign material includes ___% of soybeans.”

(3) “This is dent corn.”

(4) “This corn contains ___% of (dark red/pink) color, covering (more/less) than 5 0 percent of the kernel.”

(5) “Broken corn and foreign material contained no cottonseed.”

(6) “Broken corn ___%” and/or “foreign material ___%.

(7) “Broken corn and foreign material ___%.”

(8) “This is not waxy corn.”

(9) This statement may be used if the official line is met for pigmented kernels, and the color conditions are factual.

“____% pigmented kernels with a slight tinge of light straw or pink color.”

h. Barley Statements.

(1) “Not malting barley because of (reason).”

(2) “Through 5½/64 x 3/4 sieve ___%,”

or

“Remaining on 6/64 x 3/4 sieve ___%.”

(3) “Skinned and broken kernels ___%.”

(4) “This barley contains ___% of (kind of grain).”

(5) “This barley contains in excess of 8% skinned and broken kernels.”

(6) “This barley contains less than ___% kernels with (white or blue) aleurone layers.”

(7) “This barley would grade _____ under the class _____ barley.”

(8) “If this barley had not graded “malting” barley, it would have graded _____.”

(9) “This barley contains ___% of injured by mold kernels.” [6]

(10) “Plump range (show range)%. Plump (show test results)%.”

i. Oat Statements.

(1) “Other grains include ___% of (kind of grain) and ___% of (kind of grain).”

(2) “___% oats and other materials, except fine seeds, pass through a 5/64 x 3/4 slotted-hole sieve.”

(3) “The sum of foreign material and standardized grains other than wheat and barley is equal to (__)%.”

j. Flaxseed Statements.

(1) “Dockage includes ___% of wheat.”

(2) “Dockage (___)%, based on (___) grams.”

k. Soybean Statements.

(1) “The soybeans include ___% of brown and black soybeans and _____% of bicolored soybeans.”

(2) “Soybeans with black and/or brown color covering less than 50 percent of the seedcoat ___%.”

(3) “The soybeans contain ____% of soybeans with black and/or brown color, covering (50% or more/less than 50%) of the seedcoat.”

(4) “Sour due to smoke odor.”

(5) “____% sound shriveled and wrinkled soybeans.”

(6) “The soybeans represented by this certificate were examined and found to contain _____% S. sclerotiorum.”

(7) “Black soybeans _____%.”

(8) “Clear white hilum purity (__)%.”

(9) “Sample contains (__)% of whole soybeans of which (__)% are white/buff hilum soybeans.”

l. Rye Statement.

None except as otherwise provided in this section.

m. Sorghum Statements.

(1) "Broken kernels ___%" and/or "Foreign material ___%."

(2) Record the percentage of ergot on the work record to the nearest hundredth percent. When applicable, use the following statement:

"Does not exceed 0.5 percent of sclerotia of the following species of sorghum ergot: Claviceps Africana, C. sorghi, and C. sorghicola."

n. Triticale Statement.

None except as otherwise provided in this section.

o. Mixed Grain Statement.

None except as otherwise provided in this section.

p. Residue Testing.

(1) "(Type of fumigant) residue (record actual result) ppb."

(2) "(Type of fumigant) residue is less than (record contract specification)."

3.6 LETTERHEAD STATEMENTS

Show information and statements requested by the applicant but not required by the Regulations or instructions on letterhead stationery of the Service or an agency when (1) ample space is not available for reporting the information or statements on the certificate, (2) letterhead stationery is more suitable than the official certificate, and (3) the certificate is referenced on the letterhead stationery and distributed as prescribed in section 3.15, Distribution. Attach letterhead statements with appropriate number of copies to the certificate.

Use letterhead stationery of the Service for all export grain.

a. General Statements.

(1) "I certify that the grain covered by grain inspection certificate numbered (No.), dated (date) conforms to and meets the specifications for (complete grade of grain) under the Official U.S. Standards for Grain."

(2) "This is to certify we inspected (amount pounds/amount metric tons) of (kind of grade) at (name of elevator), (city), (State), on (date). The (kind of grain) contains an average moisture of ___% and conforms to grade factors shown on the official inspection certificate number (No.), dated (date)."

(3) "We hereby confirm that the average temperature and moisture based on the sublot samples of (name of vessel) loaded at (location) on (date) are as follows: temperature (degree) and (percent) moisture."

(4) "Test weight was determined by Winchester bushel method."

(5) "The weight per Winchester bushel (2,150.42 cubic inches) for the (kind of grain) covered by certificate number (number), dated (date), was (t.w. result) pounds per bushel."

(6) "The (grain) was free from iron filings."

(7) "This letter is to certify that the following container list of (railcars or containers) comprises Unit Train (ID #), originating at (location). This is an export (train or shipment) consisting of (total railcars or containers) railcars. Certified on U.S. Certificate (number) dated (date)."

b. Radioactivity Statement.

"The U.S. Food and Drug Administration (FDA) and the U.S. Environmental Protection Agency (EPA) have an ongoing monitoring program which measures levels of radioactivity in the U.S. environment and also in the U.S. food supply.

Following the Chernobyl nuclear accident, the President of the United States directed a task force to increase the monitoring system to measure the health and environmental consequences of the accident.
This task force concluded that the radiation from Chernobyl poses no concern nor health threat to the U.S. food and fiber supply, the environment, or the people.

Agricultural commodities produced in the United States (including food, fiber, meat and meat by products, and wood and wood products) show levels of radiation at or near normal background levels and far below those considered harmful and, therefore, may be sold freely without any restrictions in the United States and are safe for all countries importing U.S. products."

Upon request, the following sentence may be inserted at the beginning of the statement to identify a specific export shipment: "The (type of grain) loaded on board the (vessel name) has not been officially analyzed for the presence of radioactivity. However, ..."

c. Insect Infestation Statements.

(1) "This is to certify that at the time of loading on board the (vessel name), the (amount pounds/amount metric tons) of (grade and kind of grain) were not infested with live weevils or other insects injurious to stored grain as defined under the Official U.S. Standards for Grain."

(2) "This is to certify that on (date) we inspected (amount pounds/amount metric tons) of (grade and kind of grain) loaded on board the (vessel name) at (elevator), (city), (State), and found (at the time of loading/after fumigation) that the grain was not infested with live weevils or other insects injurious to stored grain as defined under the Official U.S. Standards for Grain."

(3) "The bags of (kind of grain) reportedly loaded on board the (vessel name) were visually examined at the time of checkweighing on (date(s)) as the bags were unloaded from railcars into (name of warehouse(s)), (city), (State). On the basis of visual examination, no insect infestation was observed, and the bags appeared to be in good condition and suitable for export."

(4) "This is to certify that on (date) we inspected (amount pounds/amount metric tons) of (kind of grain) to be loaded on board a vessel at (elevator), (city), (State). At the time of bagging, this grain was not infested with live weevils or other insects injurious to stored grain as defined under the Official U.S. Standards for Grain."

(5) "(Hold No.(s)) of the (vessel name) was witnessed being fumigated on (date) by official personnel. The holds were fumigated according to official procedures established in the Federal Grain Inspection Service Fumigation Handbook."

(6) For Factor Only inspections, use the following statement: "Based on the examination of the probe sample, the grain (was/was not) infested as defined in the Official U.S. Standards for Grain."

d. Pesticide Residue Statement for Export Wheat Cargoes.

The U.S. Department of Agriculture, Grain Inspection, Packers and Stockyards Administration (GIPSA), in conjunction with the U.S. Wheat Associates provides, on a continuing basis, analysis of export wheat cargoes for pesticide residues.

Overall, samples are tested by GIPSA for the presence of 62 different pesticide residues/compounds, including Chlorpyrifos Methyl and Malathion. Results of the residue analyses from randomly selected samples indicate that wheat shipped from U.S. ports are within the U.S. Environmental Protection Agency (EPA) limits.

e. Wheat Statements.

(1) "Discolored wheat appears to be artificially dyed wheat from a previously dyed lot."

(2) "This is to certify that the wheat covered by official inspection certificate(s) No.(s) ____, dated _____, consisted of ____ sublots. Samples representing the sublots contained on the average___% ergot on a dockage free basis."

(3) "This certifies that, based on a representative sample, ((no) or (number)) treated seeds were found in the wheat represented by certificate (certificate number) dated (date)."

(4) "This certifies that, based on inspection of the official file samples, the wheat was free from iron filings. This wheat is represented by certificate (certificate number) dated (date)."

f. Corn Statements.

(1) "This is to certify that (amount/amount metric tons) of (grade) corn loaded on board the (vessel name) contained not more than ___% of material that passed through a _____ sieve."

(2) "This is to certify that (amount pounds/amount metric tons) of (grade) corn loaded on board the (vessel name) contained ___% damaged kernels (total) which included ___% of kernels damaged by mold."

g. Barley Statement.

"The quality of the barley represented by official inspection certificate (number) conforms to the specifications in the Official U.S. Standards for Barley for (grade). It does not conform with specifications for malting barley."

3.7 STOWAGE STATEMENTS

a. Fitness to Load or Store Statements.

A statement is required on all official sample lot inspection certificates representing outbound domestic movements indicating whether or not the carrier's stowage space was examined before loading. A statement is also required for export land carriers not having a stowage examination.

(1) When applicable, the stowage examination information is recorded in the "Remarks" section of the certificate using one of the following statements:

"Stowage area examined." or

"Stowage area not examined." or

(2) If requested by the applicant:

"Stowage area examined on the above date and found substantially clean, dry, free of insect infestation, and suitable to store or carry grain or commodity."

(3) The following statement is required to be shown on certificates representing stowage examinations requested as a separate service for waterborne carriers and out movement land carriers.

"(Hold No(s)) contained cargo and was not accessible for inspection. The accessible portion of (Hold No(s)) examined on the above date and found substantially clean, dry, free of insect infestation, and suitable to store or carry grain or commodity."

(4) The following statement may be used at the request of applicants for combined sample-lot inspections on export containers.

"On (dates of inspection) the containers listed below were examined and stowage areas were found to be clean, dry, free of infestations, rodents, toxic substances, and foreign odors and suitable to store or carry bulk (type of grain)."

or

"(Stowage area/carrier identification) examined on the above date and found substantially clean, dry, free of insect infestation, and suitable to store or carry grain or commodity."

or

"(Stowage area/carrier identification) examined on the above date and found not suitable to store or carry grain or commodity."

b. Statements of Location. Information on where a lot is stowed is required on all certificates representing lots of grain loaded into ships or similar carriers. The wording of the stowage statement shown on all official certificates pertaining to the same lot (original inspection, divided lot inspection, and weight certificates) should be identical whenever possible. If the applicant requests a cutoff for weighing only, the stowage location statements may differ on the inspection and weight certificates.

The location of a lot in a stowage area will include in the following order: (1) The type of stowage area (hold, tank, wing tank, etc.); (2) the word "number(s)" abbreviated as "No(s)."; (3) the stowage area's identifying number (1, 2, 3, etc., as described in ship's master plan); (4) when applicable, the terms Port, Center, Starboard, or Port and Starboard; and (5) when applicable, information related to common stowage.

Example: Wing Tank No. 1 Port.

(1) When a lot is loaded into similar stowage areas, they are grouped together. The type of stowage area and the abbreviation "No(s)." are followed by each stowage area's identifying number, separated by commas. Avoid using the word "and."

Examples: Hold Nos. 1, 2, 3, 4.
Lower Hold and Tween Deck Nos. 1, 2, 3, 4.

(2) If the lot is loaded into different stowage areas of the same type but with different common stowages and/or separations, group identical areas together. Identify each grouping and separate by semicolons.

Examples: Holds Nos. 1, 2, 3, 4; Wing Tank Nos. 1, 2 Port and Starboard; Hold No. 4 on top of burlap separation.

When identifying the stowage area of barges, do not use superficial phrases, such as "loaded in bulk" or "in bulk all over." Instead, use Bow, Center, Stern. However, if the terms of the contract require that stowage be shown other than as in this instruction, the contract terms may be met if the information is accurate.

c. Common Stowage Statements. When all or a portion of a lot is loaded on board with a previously loaded lot, show its location in relation to the other lots in common stowage. This requirement is applicable only to the second lot in stowage unless the lot has been loaded, in whole or in part, before the issuance of the certificate for the first lot.

(1) If a separation is laid between the lots, show the kind of material used and its location in relation to the other lot(s).

Examples: Hold Nos. 1, 2, 3; Hold No. 4 on top of canvas separation.
Hold No. 6 between burlap separation.
Hold Nos. 1, 2, 3 under plywood separation.

(2) If a separation is not laid between the lots, indicate on the certificate for each lot that the lot was loaded on board with another grain or commodity without separation and show the kind, grade (if known), and location of the other grain or commodity in the other lot(s).

Examples: <u>When grade of first lot is known</u>:

Hold Nos. 1, 2, 3; Hold Nos. 4, 5 loaded on board with other U.S. No. 3 Yellow corn without separation.

<u>When grade of first lot is unknown</u>:

Hold Nos. 1, 2, 3; Hold Nos. 4, 5 loaded on board with other corn without separation.

d. <u>Nonuniform Lots Statements</u>. Certificate grain loaded on board a ship found not uniform in quality as a separate lot. Grain declared not uniform in quality may result from a material portion which was not removed from the ship or because the grain was not loaded on board in a reasonably continuous operation (inactive intervals of more than 88 consecutive hours).

When the grain is nonuniform, the certificate for each lot of grain loaded on board the vessel will show:

(1) The grade of the lot;

(2) A statement that the grain has been loaded on board with other grain;

(3) The grade, location, and approximate quantity of the other grain; and

(4) Any additional information required by the Administrator.

Example: During the loading of a shiplot of U.S. No. 2 Yellow corn, a 2,800,000 pound portion was found to be offgrade. The applicant for inspection elected to leave this offgrade grain on board the vessel. The remainder of the lot, 69,440,000 pounds, was loaded uniformly. The certificate issued on the offgrade lot will include the following statement in the “Remarks” section:

Hold Nos. 1, 3; loaded on board with approximately 69,440,000 pounds of U.S. No. 2 Yellow corn in Hold Nos. 1, 2, 3, 4 without separation.

Show on the certificate representing the uniformly loaded lot the following:

Hold Nos. 1, 2, 3, 4; loaded on board with approximately 2,800,000 pounds of U.S. No. 3 Yellow corn in Hold Nos. 1, 3 without separation.

e. Greek Stowage Statement. Upon request, this statement may be shown on the stowage examination certificates for vessels transporting grain to Greece:

"Stowage space in the ship's holds was examined and found substantially clean; dry; free of insects, rodents, and mites injurious to stored grain; and free of commercially objectionable foreign odors and ready to receive grain on the above date."

3.8 FIT FOR HUMAN CONSUMPTION

Certification statements indicating grain is "Fit for Human Consumption" are not available. Buyers and sellers must determine the suitability for human consumption based on the testing results transmitted by the inspection laboratory.

3.9 CERTIFICATE NUMBERS AND ACCOUNTABILITY

a. Numbered Certificates. Official inspection certificates shall contain a preprinted number. Electronic and preprinted certificates require alpha identifiers, and electronic programs shall assign numbers sequentially. Once the program has issued a certificate number, the program must not allow duplicates of the numbers, only voiding of the certificate. The program must only allow issuance of a duplicate numbered certificate only when clearly marked as "corrected" or "duplicate". Computer programs must have self-contained archiving and accountability routines which allow the printing of an accountability log on demand. If using alpha identifiers, refer to the list below.

Official Service Provider	Alpha Identifier
Aberdeen Grain Inspection, Inc.	AB
Alabama Dept of Agriculture & Industries	AL
Amarillo Grain Exchange, Inc.	AM
Cairo Grain Inspection Agency, Inc.	CI
California Agri Inspection Company, Ltd.	CG
Central Illinois Grain Inspection, Inc.	BG
Central Iowa Grain Inspection Service, Inc.	DM
Champaign-Danville Grain Departments, Inc	CD
Columbus Grain Inspection, Inc.	CL
D. R. Schaal Agency, Inc	SH
Decatur Grain Inspection, Inc.	DT
Detroit Grain Inspection Service, Inc.	DB
East Indiana Grain Inspection, Inc.	WN
Eastern Iowa Grain Inspection and Weighing Service, Inc.	EI
Enid Grain Inspection Company, Inc.	EN
Farwell Commodity and Grain Services, Inc.	FA
Farwell Southwest Grain, Inc.	FS
Frankfort Grain Inspection, Inc.	FR
Fremont Grain Inspection Department, Inc.	FE
Georgia Department of Agriculture	GA
Hastings Grain Inspection, Inc.	HA
Idaho Grain Inspection Service, Inc.	ID
Indianapolis Grain Inspection & Weighing Service, Inc.	II
J. W. Barton Grain Inspection Service, Inc.	JB
Grain Inspection Inc - Jamestown	JA
Kankakee Grain Inspection, Inc.	KA
Kansas Grain Inspection Service, Inc.	KS
Keokuk Grain Inspection Service	KE
Lewiston Grain Inspection Service, Inc.	LE

Official Service Provider	Alpha Identifier
Lincoln Inspection Service, Inc.	LN
Louisiana Department of Agriculture and Forestry	LA
John R. McCrea Agency, Inc	MC
Midsouth Grain Inspection Service	MM
Michigan Grain Inspection Services, Inc.	MH
Mid-Iowa Grain Inspection, Inc.	CR
Minot Grain Inspection, Inc.	MP
Missouri Department of Agriculture	MO
Montana Department of Agriculture	MT
North Carolina Department of Agriculture	NC
North Dakota Grain Inspection Service, Inc.	NR
Illinois Grain Inspection [ND Grain Inspection]	IG
Northern Plains Grain Inspection Service, Inc.	NP
Northeast Indiana Grain Inspection, Inc.	NE
Ohio Valley Grain Inspection, Inc.	EV
Omaha Grain Inspection Service, Inc.	OM
Plainview Grain Inspection and Weighing Service, Inc	PL
Sioux City Inspection & Weighing Service Company	SI
South Carolina Department of Agriculture	SC
Springfield Grain Inspection, Inc.	SP
State Grain Inspection, Inc	SG
Titus Grain Inspection, Inc.	TT
Tri-State Grain Inspection Service, Inc.	TS
Utah Department of Agriculture and Food	UT
Virginia Department of Agriculture and Consumer Services	VA
Washington Department of Agriculture	WA
Wisconsin Department of Agriculture, Trade and Consumer Protection	WI

b. Unnumbered Certificates. Sets of divided lot certificates (export grain only) are printed without preprinted serial numbers. Insert the serial number of the superseded original certificate on the divided lot certificates at the time of issuance. Unnumbered certificates may be printed for use when duplicate certificates are issued. Copies (not originals) of any or all types of certificates may be printed without preprinted serial numbers for use in preparing additional copies. The unnumbered certificate copies must conform to the color specifications and all other requirements specified herein.

3.10 MULTIPLE GRADE CERTIFICATIONS

When grain offered for inspection as one lot is found not uniform in condition because of the presence of a portion(s) of grain which is heating, musty, or sour, the grain may be sampled, inspected, and graded separately and the results recorded on one certificate.

First, enter an estimate of the quantity and the grade of the larger portion, followed by an estimate and of the quantity and grade of the remainder of the lot. For hopper cars, include the identification of the compartment(s). Factor information is entered in the proper sequence and must be related to the portion of grain and its position within the carrier.
The terms used to identify the location and the estimated quantity of the portion(s) of grain in the container are described in Book I, “Grain Sampling.”

Include on the certificate: (1) The approximate quantity or weight of each portion, (2) the location of each portion in the container, and (3) the grain and factor determination of the grain in each portion.

Example: During the probe sampling of a hopper car containing approximately 3,000 bushels of corn, a 2,000 bushel portion in compartments B 1 and B 3 was found to be not uniform in condition and was graded U.S. Sample grade because of a sour odor. The remainder of the lot, approximately 1,000 bushels in compartment B 2, had a natural corn odor and was graded U.S. No. 2 Yellow corn.

These two portions of grain are sampled, inspected, and graded separately; but the results are entered on the same certificate as follows:

(1) On the grade line:

B 1 and B 3, U.S. Sample grade Yellow corn

B 2, U.S. No. 2 Yellow corn

(2) In the factor blocks or in the “Remarks” section:

Estimated 2/3 of car, compartments B 1 and B 3 TW 57.5 lbs., M 15.2%, DKT 0.6%, BCFM 2.8%, Sour.

Estimated 1/3 of car, compartment B 2 TW 57.5 lbs., M 15.5%, DKT 1.8%, BCFM 2.6%.

Example: During the probe sampling of a barge containing approximately 52,000 bushels of corn, approximately 1/3 of bow A end was found not to be uniform in condition and was graded U.S. Sample grade because of a musty odor. The remainder, approximately 2/3 of the barge, had a natural corn odor and was graded U.S. No. 3 Yellow Corn.

Once again these two portions of grain are sampled, inspected, and graded separately, but the results are entered on the same certificate as follows:

(1) On the grade line:

Estimated 2/3 of barge U.S. No. 3 Yellow corn

Estimated 1/3 of barge (bow end) U.S. Sample grade Yellow corn

(2) In the factor blocks or in the “Remarks” section:

Estimated 2/3 of barge TW 57.5 lbs., M 15.2%, DKT 0.9%, BCFM 3.5%.

Estimated 1/3 of barge (A end) TW 57.5 lbs., M 15.4%, DKT 2.3%, BCFM 4.3%, Musty.

Estimation of portion size may be shown before or after factor results.

3.11 BULKHEAD LOT

Grain offered for inspection in a land carrier, container, or barge as two or more lots separated by bulkheads or other partitions is sampled, inspected, graded, and certificated as separate lots.

An official certificate is issued for each lot showing:

a. In the space provided for “Remarks,” the term “Bulkhead Lot;”

b. The approximate quantity or weight;

c. The location of the lot in the carrier; and

d. The grade and factor determination of the lot.

3.12 PARTIAL INSPECTION-HEAVILY LOADED

Heavily loaded grain is grain offered for inspection at rest in a container which is loaded in a manner so that it is only possible to obtain a door probe sample or a shallow probe sample, or grain that is not trimmed or does not otherwise have a reasonably level surface.

If the request is for the inspection of an in or local movement of grain, a partial inspection is made. If the request is for the inspection of an out movement of grain, the request is dismissed on the grounds that a representative sample cannot be obtained.

If a partial inspection is made, the grain is sampled as thoroughly as possible with a probe approved by the Service and inspected, graded, and a partial inspection heavily loaded certificate issued. Show in the “Remarks” section: (1) the words “Partial Inspection Heavily Loaded,” and (2) the type of sample(s) obtained described in terms of “Door Probe” or “Shallow Probe.”

3.13 SPECIAL CERTIFICATION REQUIREMENTS

Each official certificate for grade shall show: (1) the grade designation according to the Official U.S. Standards for Grain; (2) the test weight if applicable; (3) the moisture content; (4) any factor for which a determination was made; (5) the results for each official factor that determined the grade when the grain is graded other than U.S. No. 1; (6) any other information considered necessary to describe the grain; and (7) any additional factor results requested by the applicant as defined in the Official U.S. Standards for Grain.

In addition to the above information, each certificate for grade representing a cargo shipment shall show the results of all official factors defined in the Official U.S. Standards for Grain for the type of grain being inspected.

BARLEY: SIX ROWED MALTING AND SIX ROWED BLUE MALTING

Damaged kernels (total)
Foreign material
Other grains
Skinned and broken kernels
Sound barley
Suitable malting type
Thin barley

BARLEY: TWO ROWED MALTING

Foreign material
Skinned and broken kernels
Sound barley
Suitable malting type
Thin barley
Wild oats

BARLEY: SIX ROWED, TWO ROWED (OTHER THAN MALTING), AND BARLEY

Broken kernels
Damaged kernels (total)
Foreign material
Heat damaged kernels
Sound barley
Thin barley

CANOLA

Conspicuous admixture
Damaged kernels (total)
Distinctly green kernels
Ergot
Heat damaged kernels
Inconspicuous admixture
Sclerotinia
Stones

CORN

Broken corn and foreign material
Damaged kernels (total)
Heat damaged kernels

FLAXSEED

Damaged flaxseed (total)
Heat-damaged flaxseed

MIXED GRAIN

Damaged kernels (total)
Foreign material and fines
Heat-damaged kernels

OATS

Foreign material
Heat-damaged kernels
Sound oats
Wild oats

RYE

Damaged kernels (total)
Foreign material (total)
Foreign material other than wheat
Heat-damaged kernels
Thin

SORGHUM

Broken kernels and foreign material
Foreign material
Damaged kernels (total)
Heat damaged kernels

SOYBEANS

Damaged kernels (total)
Foreign material
Heat damaged kernels
Soybeans of other colors
Splits

SUNFLOWER SEED

Damaged kernels (total)
Dehulled seeds
Heat damaged kernels

TRITICALE

Damaged kernels (total)
Defects (total)
Foreign material (total)
Heat damaged kernels
Material other than wheat or rye
Shrunken and broken kernels

WHEAT: DURUM

Contrasting classes
Damaged kernels (total)
Defects (total)
Foreign material
Heat damaged kernels
Shrunken and broken kernels

WHEAT: MIXED

Damaged kernels (total)
Defects (total)
Foreign material
Heat damaged kernels
Shrunken and broken kernels
NOTE: Wheat of other classes (total) shall not be shown.

WHEAT: HARD RED SPRING, HARD RED WINTER, SOFT RED WINTER, HARD WHITE, SOFT WHITE, AND UNCLASSED

Contrasting classes
Damaged kernels (total)
Defects (total)
Foreign material
Heat-damaged kernels
Shrunken and broken kernels
Wheat of other classes (total)

A certificate of grade may contain any other official factor information that the person issuing the certificate considers necessary to describe the grain correctly.

3.14 FACTOR ONLY INSPECTIONS

Certificates indicating the findings of a “Factor Only” inspection are written as follows:

a. On the grade line;

(1) Kind and class of grain. Cross out the words “Grade and” and “U.S. No.” and show the kind and class of grain.

Example: Hard Red Winter wheat, Yellow corn, Yellow soybeans, etc.

2) No other information is shown on the grade line.

b. In factor blocks or in “Remarks;” show other information requested by the applicant in the appropriate factor block or in the “Remarks” section of the certificate. This includes dockage, subclass, special grades, etc. When not shown in factor blocks, show factor information using the statements in this handbook.

3.15 DISTRIBUTION

a. General.

(1) Export. Distribute the original and at least three copies of each certificate to the applicant or applicant's order. One copy of each certificate must be retained by the agency, field office, or BAR.

(2) Nonexport. Distribute the original and at least one copy of each certificate to the applicant or the applicant's order. One copy of each certificate must be retained by the agency, field office, or BAR.

(3) Local Movements of Shiplot Grain. When shiplot grain is offered for inspection as a single lot and a portion of the lot is returned to the elevator, do not issue certificates representing the inspection service unless:

(a) Requested by the applicant, or

(b) Deemed necessary by official personnel.

b. Reinspection and Appeal Inspection Services. In addition to the distribution requirements of paragraph a of this section, distribute one copy of each reinspection or appeal certificate to each interested person of record or the interested person's order.

c. Additional Copies. Upon request, the applicant or interested person may receive additional copies of certificates. When the request is for additional copies of original certificates, each additional certificate will show the original certificate number followed by a 1, 2, etc. X out the certificate number and type the certificate number of the first original on each additional certificate. Show the following statement on the original and each additional certificate:

"Additional original certificate(s) (was/were) issued on this carrier at the request of the following interested party (parties): (list parties)."

Assess fees for extra copies according to the fee schedules established by the agency or FGIS.

Official Export Grain Inspection Certificate [1] (FGIS-909L)

FORM FGIS-909-L

APPROVED OMB NO. 0580-0013
(See reverse for statement)

(1) UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

(2) ORIGINAL
NOT NEGOTIABLE

(3)

(4) U.S. GRAIN STANDARDS ACT
OFFICIAL EXPORT GRAIN INSPECTION CERTIFICATE

(5)

(6) US-

(7) ISSUED AT

(8) DATE OF SERVICE

(9)

I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act, with the following results:

(10) ☐ Original Inspection ☐ Reinspection ☐ Appeal Inspection ☐ Board Appeal Inspection

QUANTITY (This is NOT a weight certificate) (11)

LOCATION (12)

IDENTIFICATION OF CARRIER (13)

GRADE AND KIND (In accordance with the Official Grain Standards of the United States) (15)

(14)

(16)

STOWAGE (17)

(19)

REMARKS (18)

APPEAL NO (If applicable) (20)

APPLICANT (21)

NAME AND SIGNATURE (22)

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate is not considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal law. (23)

(24) WARNING: ***Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties.***

The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap. (25)

EXPORT

[1] **Form FGIS-909-L, "Official Export Grain Inspection Certificate," is furnished by the Service to agencies. NOTE: The exhibit shown is a laser printer edition, older preprinted carbon certificate editions exist and may be used.**

Official Export Grain Inspection Certificate (Divided-Lot) [2] (FGIS-909-1L)

FGIS FORM 909-1L

APPROVED OMB NO. 0580-0013
(See reverse for statement)

(1) UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

DIVIDED LOT - ORIGINAL
NOT NEGOTIABLE (2)

(3) (4) **U.S. GRAIN STANDARDS ACT**
OFFICIAL EXPORT GRAIN INSPECTION CERTIFICATE (5)

(6) *US-* (7) ISSUED AT (8) DATE OF SERVICE

(9) I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act, with the following results:

(10) ☐ *Original Inspection* ☐ *Reinspection* ☐ *Appeal Inspection* ☐ *Board Appeal Inspection*

QUANTITY (This is NOT a weight certificate) (11)

LOCATION (12) | *IDENTIFICATION OF CARRIER* (13)

GRADE AND KIND (In accordance with the Official Grain Standards of the United States) (15)
(14)
(16)

STOWAGE (17) (19)

REMARKS (18)

APPEAL NO (If applicable) (20)	*APPLICANT* (21)	*NAME AND SIGNATURE* (22)

(23) This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate is not considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, of other Federal law.

(24) ***WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties.***

The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap. (25)

EXPORT

[2] **Form FGIS 909-1L, "Official Export Grain Inspection Certificate" (Divided Lot) is furnished by the Service to agencies. NOTE: The exhibit shown is a laser printer edition; older preprinted carbon certificate editions exist and may be used.**

Instructions for Design and Completion of "Official Export Grain Inspection Certificate" (Inspection and Divided Lot)

The design and completion of these two certificates are indicated below. They are printed onwhite paper 11½ inches long and 8½ inches wide.

Design and Format		Completion
1	Agency name.	Preprint
2	The statement Original or Copy; Divided Lot-Original or Divided Lot-Copy; or, as applicable, Duplicate-Original or Duplicate-Copy; Corrected-Original or Corrected-Copy; and adjacent the words, "Not Negotiable."	Preprint
3	Agency seal.	Preprint
4	The caption "U.S. Grain Standards Act."	Preprint
5	The caption "Official Export Grain Inspection Certificate."	Preprint
6	For FGIS-909, The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point. For FGIS-909-1, no preprinted number. Enter the same serial number with numbered suffix, example: 1764-1, 1764-2.	Preprint
7	The heading "Issued at."	1. Preprint 2. Enter either (a) city and State, or location and State where the grain was graded or (b) the location where the certificate was prepared and issued.
8	The heading "Date of Service."	1. Preprint 2. Enter the date (month, day, and year) the inspection was completed; unless the loading of a shipment is completed on one date and the grading is completed the following workday, and then show the date the shipment completed loading as the date of service.
9	The certification statement (section 3.3, c. (2) (a)).	Preprint

	Design and Format	Completion
10	The headings “Original Inspection” and “Reinspection.” The additional headings “Appeal Inspection” and “Board Appeal Inspection.”	1. Preprint 2. Agencies: Check whether the certificate represents an “Original Inspection” or “Reinspection.” FGIS: Check whether the certificate represents and “Original Inspection.” “Reinspection,” “Appeal Inspection,” or “Board Appeal Inspection.”
11	The heading “Quantity” The statement “(This is Not A Weight Certificate).”	1. Preprint 2. Enter the approximate quantity of the grain in the lot in terms of pounds.
12	The heading “Location.”	1. Preprint 2. Enter the sampling location in terms that will sufficiently satisfy marketing needs (e.g., railyard, pier, elevator, city, State, etc.).
13	The heading “Identification of Carrier.”	1. Preprint 2. Enter the identification of the grain in terms of the name or other designation of the ship, barge, or other means of conveyance. Barges may be further identified as “Lift Top” or “Roll Top.”
14	The heading “Grade and Kind.”	1. Preprint 2. Enter the grade and kind of grain in accordance with the Official U.S. Standards for Grain. If the determination is for kind and other criteria, show only the word “Kind.”
15	The statement “(In accordance with the Official United States Standards for Grain).” Print in italics and enclose in parenthesis.	Preprint
16	(No preprinted requirement.)	Enter factor results. Do not show factor information in block form on export certificates. Statements may be preprinted. 1. Test weight per bushel: “Test weight per bushel lbs.” 2. Moisture content: “Moisture ____%.” 3. Factor information required by 800.162(a) through (d). 4. Factor information for any other specific factor determination requested by the applicant or for which a specific determination is made.

	Design and Format	Completion
17	The heading “Stowage.”	1. Preprint 2. For cargo shipments, enter the identification of the hold(s) or other place(s) of stowage (see section 3.7). For other shipments leave blank.
18	The heading “Remarks.” For FGIS 909-1, the preprinted statement “This grain was officially inspected as an undivided lot of _____. No part of the lot was officially inspected as a separate unit.”	2. Enter the following statements or information when applicable: a. Official criteria results. b. Required statements. c. Approved statements.
19	FGIS logo printed 10% of solid black in 133 line screen in the center of the certificate on the original and all copies.	Preprint
20	The heading “Appeal No. (if applicable).”	1. Preprint 2. Enter Appeal No., Applicant, both, or other factual information. This space(s) may be used to enter the name of the chief inspector, name of sampler(s), for the account of, billing data, file sample number, or other information not inconsistent with the Act and Regulations.
21	The heading “Applicant.”	1. Preprint 2. Enter Appeal No., Applicant, both, or other factual information. This space(s) may be used to enter the name of the chief inspector, name of sampler(s), for the account of, billing data, file sample number, or other information not inconsistent with the Act and Regulations.
22	The heading “Name and Signature.”	1. Preprint 2. Enter the name and the signature of the person who issued the certificate. Official personnel may use electronic facsimile signatures in lieu of handwritten signatures for export, non-cargo, certificates when this is acceptable to the applicant. Export ship certificates require mechanical embossing by official personnel unless it is not required by the applicant or interested parties. For more information see FGIS Directive 9000.5.

	Design and Format	Completion
23	The authority and purpose statement (section 3.3, c. (3)).	Preprint
24	The word “WARNING.” CAPITALIZED-BOLD Show the warning statement (section 3.3, c. (5)).	Preprint
25	The EEO statement “The conduct of all services and the licensing of (inspecting/grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement 2. FGIS Preprint

Official Export Grain Inspection Certificate (Interior) [1] (FGIS-909-2L)

FORM FGIS 909-2L

(1) UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
(4) *U.S. GRAIN STANDARDS ACT*

APPROVED OMB NO. 0580-0013

(2) ***ORIGINAL***
NOT NEGOTIABLE

(3) (5) **OFFICIAL EXPORT GRAIN INSPECTION CERTIFICATE** (6)

US-

(7) ISSUED AT _____ (8) DATE OF SERVICE _____

I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act, with the following results. (9)

Level of Inspection (10)	*DATE Sampled* (11)	*Method of Sampling* (12)
Location (13)	*Identification of Carrier* (14)	*QUANTITY (This is not a weight certificate)* (15)

GRADE AND KIND (16)

TEST WEIGHT per bushel (17)	MOISTURE	Damaged Kernels (TOTAL)	Foreign material	Broken corn and foreign material						

REMARKS (18)

(19)

APPEAL NO. (if applicable) (20)	*APPLICANT* (21)	*NAME AND SIGNATURE* (22)

(23) (24)

[1] **Form FGIS 909-2L, "Official Export Grain Inspection Certificate," is furnished by the Service to agencies. NOTE: The exhibit shown is a laser printer edition; older preprinted carbon certificate editions exist and may be used.**

Instructions for Design and Completion of "Official Export Grain Inspection Certificate" (Interior Locations Only)

Follow the instructions for the design and completion of this certificate as indicated below. Print on white paper 8½ inches wide and 11 inches long. Agency editions of FGIS 909-2L must be authorized by the Policies and Procedures Branch at headquarters before use.

Design and Format		Completion
1	Agency name.	Preprint
2	Indicate whether the certificate is an Original or Copy; Divided Lot-Original or Divided Lot-Copy; Duplicate-Original or Duplicate-Copy, Corrected-Original, Corrected-Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "Respondent's Copy," "USDA Copy," "File Copy," or "Billing Copy."	Preprint
3	Agency seal.	Preprint
4	The caption "U.S. Grain Standards Act."	Preprint
5	The caption "Official Export Grain Inspection Certificate."	Preprint
6	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
7	The heading "Issued at."	1. Preprint 2. Enter either (1) city, State, location and State where the grain was graded or (2) the location where the certificate was prepared and issued.
8	The heading "Date of Service."	1. Preprint 2. Enter the date (month, day, and year) the inspection was completed; unless the loading of a shipment is completed on one date and the grading is completed the following workday, and then show the date the shipment completed loading as the date of service.

Design and Format		Completion
9	The certification statement (section 3.3, c. (2) (a)).	Preprint
10	The heading “Level of Inspection.”	1. Preprint 2. Agencies: Check or enter whether the certificate represents an “Original Inspection” or “Reinspection.” FGIS: Check or enter whether the certificate represents an “Original Inspection,” “Reinspection,” “Appeal Inspection,” or “Board Appeal Inspection.”
11	The heading “Date Sampled.”	1. Preprint 2. Enter the date the lot was sampled; unless the sampling is completed on one date and the grading is completed the following workday, and then show the date the sampling was completed as the sampling date.
12	The heading “Method of Sampling.”	1. Preprint 2. Enter the sampling method in terms of mechanical diverter, probe, pelican, Ellis cup, or other means of sampling. Be specific.
13	The heading “Location.”	1. Preprint 2. Enter the sampling location in terms that will sufficiently satisfy marketing needs (e.g., rail yard, pier, elevator, city, State, etc.).
14	The heading “Identification of Carrier.”	1. Preprint 2. Enter the identification of the grain in terms of the name or other designation of the railcar, container, or other means of conveyance. All railcars are construed to mean covered hopper (the words “covered hopper” may be used). “Open top hoppers” and “boxcars” are so designated.
15	The heading “Quantity.” The statement “(This is Not A Weight Certificate).”	1. Preprint 2. Enter the approximate quantity of the grain in the lot in terms of pounds, carlot(s), or container lot(s).
16	The heading “Grade and Kind.”	1. Preprint 2. Enter the grade and kind of grain in accordance with the Official U.S. Standards for Grain. If the determination is for kind and other criteria, show only the word “Kind.”

Design and Format		Completion
17	(No preprinted requirement.)	Enter factor results. Do not show factor information in block form on export certificates. Statements may be preprinted. 1. Test weight per bushel: “Test weight per bushel lbs.” 2. Moisture content: “Moisture %.” 3. Factor information required by § 800.162(a) through (d). 4. Factor information for any other specific factor determination requested by the applicant or for which a specific determination is made.
18	The heading “Remarks.”	1. Preprint 2. Enter the following statements or information when applicable: a. Official criteria results. b. Required statements. c. Approved statements.
19	FGIS logo printed 10% of solid black in 133 line screen in the center of the certificate on the original and all copies.	Preprint
20	The heading “Appeal No. (if applicable).”	1. Preprint 2. Enter Appeal No., Applicant, both, or other factual information. This space(s) may be used to enter the name of the chief inspector, name of sampler(s), for the account of, billing data, file sample number, or other information not inconsistent with the Act and Regulations.
21	The heading “Applicant.”	
22	The heading “Name and Signature.”	1. Preprint 2. Enter the name and the signature of the person who issued the certificate. Official personnel may use electronic facsimile signatures in lieu of handwritten signatures for export, non-cargo, certificates when this is acceptable to the applicant.
23	The authority and purpose statement (section 3.3, c. (3)).	Preprint
24	The EEO statement “The conduct of all services and the licensing of (inspecting/grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement 2. FGIS Preprint
25	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint

Official Export Grain Inspection and Weight Certificate [1] (FGIS-917)

EXPORT

FORM FGIS-917 (5-84) (3)

(Replaces Form FGIS-13 (10-80) which is obsolete after 6-30-85)

(1) UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

(4) U.S. GRAIN STANDARDS ACT

(5) OFFICIAL EXPORT GRAIN INSPECTION AND WEIGHT CERTIFICATE

(2) ORIGINAL
NOT NEGOTIABLE

US- (6)

Please refer to this certificate by its number, including the lettered prefix, if any, and date. (7) (ISSUED AT) (8) (DATE OF SREVICE)

I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.), to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act, with the following results: (9)

(10)	NET WEIGHT (Pounds) (11)
LOCATION (12)	IDENTIFICATION OF CARRIER (13)

GRADE AND KIND *(In accordance with the Official United States Standards for Grain)* (14) (15) (16)

REMARKS AND STOWAGE (17) (18)

ISSUING AGENCY (19)	APPLICANT (20)	NAME AND SIGNATURE (21)

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or the weighing service was performed. The certificate shall not be considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal law. (22)

WARNING: *Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws, is subject to criminal, civil, and administrative penalties.* (23)

The conduct of all services and the licensing of (inspecting/grading/sampling) personnel under the regulations governing such services such services shall be acomplished without discrimination as to race, color, religion, sex, or national origin. (24)

EXPORT

[1] **Form FGIS 917, "Official Export Grain Inspection and Weight Certificate," is furnished by the Service to agencies.**

Instructions for Design and Completion of
"Official Export Grain Inspection and Weight Certificate"

Follow the instructions for the design and completion of this certificate as indicated below. Print on white paper 11 inches long and 8½ inches wide.

Design and Format		Completion
1	Agency name.	Preprint
2	Indicate whether the certificate is an Original or Copy; Divided-Lot Original or Divided-Lot Copy; Duplicate-Original or Duplicate-Copy; Corrected-Original, Corrected-Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "Respondent's Copy," "USDA Copy," "File Copy," or "Billing Copy."	Preprint
3	Agency seal.	Preprint
4	The caption "U.S. Grain Standards Act."	Preprint
5	The caption "Official Export Grain Inspection and Weight Certificate."	Preprint
6	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
7	The heading "Issued at."	1. Preprint 2. Enter either (1) the location where the grain was graded or (2) the location where the certificate was prepared and issued.
8	The heading "Date of Service."	1. Preprint 2. Enter the date (month, day, and year) the inspection was completed; unless the loading of a shipment is completed on one date and the grading is completed the following workday, and then show the date the shipment completed loading as the date of service.
9	The certification statement (section 3.3, c. (2) (a)).	Preprint
10	(no heading)	Preprint

Design and Format		Completion
11	The heading “Net Weight (Pounds).”	1. Preprint 2. Enter the approximate quantity of the grain in the lot in terms of pounds.
12	The heading “Location.”	1. Preprint 2. Enter the sampling location in terms that will sufficiently satisfy marketing needs (e.g., rail yard, pier, elevator, city, State, etc.).
13	The heading “Identification of Carrier.”	1. Preprint 2. Enter the identification of the grain in terms of the name or other designation of the ship, barge, or other means of conveyance. Barges may be further identified as “Lift Top” or “Roll Top.”
14	The heading “Grade and Kind.”	1. Preprint 2. Enter the grade and kind of grain in Standards for Grain. If the determination is for kind and other criteria, show only the word “Kind.”
15	The statement “In accordance with the Official United States Standards for Grain.” Print in italics and enclose in parenthesis.	Preprint
16	(No preprinted requirement.)	Enter factor results. Do not show factor information in block form on export certificates. Statements may be preprinted. 1. Test weight per bushel: “Test weight per bushel lbs.” 2. Moisture content: “Moisture %.” 3. Factor information required by 800.162(a) through (d). 4. Factor information for any other specific factor determination requested by the applicant or for which a specific determination is made.
17	The heading “Remarks and Stowage.”	1. Preprint 2. Enter the following statements or information when applicable: a. “Official criteria” results. b. Required statements. c. Approved statements. 3. For cargo shipments, enter the identification of the hold(s) or other place(s) of stowage. For other shipments leave blank.
18	FGIS logo printed 10% of solid black in 133 line screen in the center of the certificate on the original and all copies.	Preprint

Design and Format		Completion
19	The heading “Issuing Agency.”	Preprint
20	The heading “Applicant “	1. Preprint 2. This space may be used to enter the name of the chief inspector, name of sampler(s), for the account of, appeal number, billing data, file sample number, or other information not inconsistent with the Act and Regulations.
21	The heading “Name and Signature.”	1. Preprint 2. Enter the name and the signature of the person who issued the certificate. Official personnel may use electronic facsimile signatures in lieu of handwritten signatures for export, non cargo, certificates when this is acceptable to the applicant. Export ship certificates require mechanical embossing by official personnel unless it is not required by the applicant or interested parties. For more information see FGIS Directive 9000.5.
22	The authority and purpose statement (section 3.3, c. (3)).	Preprint
23	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint
24	The EEO statement “The conduct of all services and the licensing of (inspecting/ grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement 2. FGIS Preprint

Official Grain Inspection Certificate (Official Sample-Lot) [1]
(FGIS-905L and FGIS-905-1)

FORM FGIS-905-L (3)

(1) UNITED STATES DEPARTMENT OF AGRICULTURE
(4) FEDERAL GRAIN INSPECTION SERVICE
(5) U.S. GRAIN STANDARDS ACT
OFFICIAL GRAIN INSPECTION CERTIFICATE
(6) OFFICIAL SAMPLE-LOT INSPECTION

APPROVED OMB NO. 0580-0013
(see reverse for statement)
(2) ORIGINAL
NOT NEGOTIABLE
US- (7)

(8) ISSUED AT
(9) DATE OF SERVICE

(10) I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act, with the following results:

Level of Inspection (11)	Type of Movement (13)	DATE Sampled (14)	Method of Sampling (16)
Location (12)	Identification of Carrier (15)	QUANTITY (This is not a weight certificate) (17)	

GRADE AND KIND (18)

(19)										

REMARKS (21) (20)

APPLICANT (22) NAME OR SIGNATURE (23)

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate is not considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If the certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal law. The conduct of all services and the licensing of the (inspecting/grading/sampling) personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap. (24)

WARNING: *Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties.* (25)

[1] **This form is produced in two editions. Form FGIS 905-1 is the single preprinted, carbon paper, copy edition and Form FGIS 905L is the laser or electronic printer edition (shown).**

Instructions for Design and Completion of
Official Grain Inspection Certificate (Official Sample-Lot Inspection)

Follow the instruction for the design and completion of this certificate as indicated below. Print on white perforated paper 11 inches long and 8½ inches wide. The program permits two certificates per sheet and divides into two along the paper's micro-perforation.

Design and Format		Completion
1	Agency name.	Preprint
2	Indicate whether the certificate is an Original or Copy; Duplicate-Original or Duplicate-Copy, Corrected- Original, Corrected-Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "Respondent's Copy," "USDA Copy, " "File Copy, " or "Billing Copy,"	Preprint
3	Seal, if any, of issuing agency	Preprint
4	The caption "U.S. Grain Standards Act."	Preprint
5	The caption "Official Grain Inspection Certificate."	Preprint
6	The caption "Official Sample-Lot Inspection."	Preprint
7	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
8	The heading "Issued at."	1. Preprint heading. 2. Enter the name of the city, town or other location and State where the certification is prepared and issued. The zip code may be shown after the name of the State.
9	The heading "Date of Service."	1. Preprint heading. 2. Enter the date (month, day, and year) the inspection was completed; provided that when the loading of a shipment is completed on one date and the grading is completed the following workday, and then show the date the shipment completed loading as the date of service.

	Design and Format	Completion
10	The certification statement (section 3.3, c. (2)).	Preprint
11	The headings “Level of Inspection.”	1. Preprint headings. 2. Agencies: Check or enter whether the certificate represents and “Original Inspection” or “Reinspection.” 3. FGIS: Check or enter whether the certificate represents and “Original Inspection,” “Reinspection,” “Appeal Inspection,” or “Board Appeal Inspection.”
12	The heading “Location.”	1. Preprint Heading 2. Enter the sampling location in terms of pier, elevator, street number, or other specific location and the name of the city and State if not the same as where the certificate was issued.
13	The heading “Type of Movement.”	1. Preprint Heading 2. Enter the type of movement.
14	The heading “Date Sampled.”	1. Preprint Heading. 2. Enter the date the lot was sampled; unless the sampling is completed on one date and the grading is completed the following workday, and then show the date the sampling was completed as the sampling date.
15	The heading “Identification of Carrier.”	1. Preprint heading 2. Enter the identification of the carrier or container in terms of: a. Railcar initials and number. All railcars are construed to mean covered hopper (the words “covered hopper” may be used; “Open top hoppers and “Boxcars” are so designated. b. Truck and/or trailer license number and name of State. Include approximate time of sampling or scale ticket number when needed to further identify the lot. c. Name or other designation of a ship, barge, or other means of conveyance. Barges may be further identified as “Lift Top” or “Roll Top.” See item 21 for showing the identification of the hold or other places of stowage. d. Name or other designation of an elevator or warehouse and the bin or compartment.

Design and Format		Completion
16	The heading “Method of Sampling.”	1. Preprint heading. 2. Enter the sampling method in terms of mechanical diverter, probe, pelican, Ellis cup, or other means of sampling. Be specific.
17	The heading “Quantity.” The statement “This is Not a Weight Certificate.”	1. Preprint 2. Enter the approximate quantity of the grain in the lot in terms of trucklot, trailorlot, truck/trailorlot(s), carlot, bargelot, part-trucklot, part-trailorlot, part-truck/trailorlot(s), part-carlot, part-bargelot, or by weight. Preprinted blocks may be used to show quantity or the quantity may be added during certificate preparation.
18	The heading “Grade and Kind.”	1. Preprint Heading. 2. Enter the grade and kind of grain. The words “U.S. No.” may be preprinted. If the determination is for kind and factor(s) only or kind and other criteria, cross out the words “Grade and” and “U.S. No. “If the grade is “U.S. Sample Grade” then cross out the word No.”
19	The headings for each factor required by sections 800.162(a) through (d) and any additional factor headings needed to meet local needs in block form.	1. Preprint heading. 2. Enter the test weight per bushel whenever the certificate represents an inspection for grade or an inspection for the factor test weight per bushel. 3. Enter the moisture content whenever the certificate represents an inspection for grade or an inspection for the factor moisture. 4. Enter the factor information that must be shown on certificates representing cargo shipments and any other specific factor determination requested by the applicant or for which a specific determination is made.
20	FGIS logo printed on 10% solid black in 133 line screen in the center of the certificate on the original and all copies. See attachment 11 for exact size. Photo prints of the logo may be obtained from the field office serving the circuit where the agency is located.	Preprint

Design and Format		Completion
21	The heading “Remarks.”	1. Preprint heading. 2. Enter the following statements or information when applicable: a. Official criteria results. b. Required Statements c. Approved Statements. d. When information is recorded on the back of the certificate, the statement “See reverse side” must be shown on the front. e. The identification of the hold(s) or other place(s) of stowage for cargo shipments. f. Out movements only, one of the following statements indicating whether or not the carrier’s stowage space was examined: “Stowage Area Examined.” or “Stowage Area Not Examined”
22	The heading “Applicant.”	1. Preprint Heading. 2. This space may be used to enter the name of the chief inspector, name of the sampler(s), for the account of, appeal number, billing data, file sample number or other information not inconsistent with the Act and Regulations.
23	The heading “Name or Signature.”	1. Preprint 2. Enter the name or the signature of the person who issued the certificate.
24	The authority and purpose statement (section 3.3 c. (3)).	Preprint
25	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint
25	The EEO statement “The conduct of all services and the licensing of (inspecting/grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement 2. FGIS Preprint

Official Warehouseman's Sample-Lot Inspection [1] (FGIS-913L)

FORM FGIS-913-L

UNITED STATES DEPARTMENT OF AGRICULTURE

FEDERAL GRAIN INSPECTION SERVICE

APPROVED OMB NO. 0580-0013

U.S. GRAIN STANDARDS ACT

OFFICIAL CERTIFICATE

NOT NEGOTIABLE

ORIGINAL

WAREHOUSEMAN'S SAMPLE - LOT INSPECTION

US-

ISSUED AT

DATE OF SERVICE

I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act, with the following results:

Level of Inspection | Type of Movement | DATE Sampled | Method of Sampling

Location | QUANTITY (not a weight certificate) | Identification of Carrier

GRADE AND KIND

QUALIFIED

REMARKS

The results of this inspection were based on the sample obtained and submitted by an elevator employee licensed under a contract with the Service. The certificate does not meet the requirements of section 5 of the U.S. Grain Standards Act.

APPLICANT | NAME OR SIGNATURE

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate is not considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container, or if grain or other material is added to or removed from the lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated thereon. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal law. The conduct of all services and the licensing of the (inspecting/grading/sampling) personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

WARNING. *Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws, is subject to criminal, civil, and administrative penalties.*

[1] **Form FGIS – 913, (this is a yellow certificate).**

Instructions for Design and Completion of
"Official Certificate Warehouseman's Sample-Lot Inspection"

Follow the instruction for the design and completion of this certificate as indicated below. Print on yellow paper 5½ inches long and 8 to 8½ inches wide.

Design and Format		Completion
1	Agency name.	Preprint
2	Indicate whether the certificate is an Original or Copy; Duplicate-Original or Duplicate Copy; or Corrected- Original or Corrected Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "Respondent's Copy," "USDA Copy," "File Copy," or "Billing Copy,"	Preprint
3	Seal, if any, of issuing agency	Preprint
4	The caption "U.S. Grain Standards Act."	Preprint
5	The caption "Official Certificate."	Preprint
6	The caption "Warehouseman's Sample-Lot Inspection."	Preprint
7	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
8	The heading "Issued at."	1. Preprint heading. 2. Enter the name of the city, town or other location and State where the certification is prepared and issued. The zip code may be shown after the name of the State.
9	The heading "Date of Service."	1. Preprint heading. 2. Enter the date (month, day, and year) the inspection was completed.
10	The certification statement (section 3.3, c. (2)).	Preprint

	Design and Format	Completion
11	The heading “Level of Inspection.”	1. Preprint headings. 2. Agencies: Check or enter whether the certificate represents and “Original Inspection” or “Reinspection.” 3. FGIS: Check or enter whether the certificate represents and “Original Inspection,” “Reinspection,” “Appeal Inspection,” or “Board Appeal Inspection.”
12	The heading “Type of Movement.”	1. Preprint Heading 2. Enter whether the certificate represents and “In,” “Out, “or “Local” movement.
13	The heading “Location.”	1. Preprint Heading 2. Enter the sampling location in terms of pier, elevator, street number, or other specific location and the name of the city and State if not the same as where the certificate was issued.
14	The heading “Date Sampled.”	1. Preprint Heading. 2. Enter the date (month, day, and year) the lot was sampled; unless the sampling is completed on one date and the grading is completed the following workday, and then show the date the sampling was completed as the sampling date.
15	The heading “Quantity.” The statement “This is Not a Weight Certificate.”	1. Preprint 2. Enter the approximate quantity of the grain in the lot in terms of trucklot, trailorlot, carlot, parttrucklot, part-trailorlot, part-carlot, bushels, or by weight. Preprinted blocks may be used to show quantity or the quantity may be added during certificate preparation.
16	The heading “Method of Sampling.”	1. Preprint heading. 2. Enter the sampling method in terms of mechanical diverter-sampler. The method of sampling may be preprinted or added during certificate preparation.

Design and Format		Completion
17	The heading “Identification of Carrier.”	1. Preprint heading 2. Enter the identification of the carrier or container in terms of: a. Railcar initials and number. All railcars are construed to mean covered hopper (the words “covered hopper” may be used); “Open top hoppers and “Boxcars” are so designated. b. Truck and/or trailer license number and name of State. Include approximate time of sampling or scale ticket number when needed to further identify the lot.
17	The heading “Identification of Carrier.”	c. Name or other designation of a ship, barge, or other means of conveyance. Barges may be further identified as “Lift Top” or “Roll Top.” d. Name or other designation of an elevator or warehouse and the bin or compartment.
18	The heading “Grade and Kind.”	1. Preprint Heading. 2. Enter the grade and kind of grain. The words “U.S. No. “may be preprinted. If the determination is for kind and factor(s) only or kind and other criteria, cross out the words “Grade and” and “U.S. No.” If the grade is “U.S. Sample Grade” then cross out the word No.”
19	(No preprinted requirements)	1. Enter the test weight per bushel whenever the certificate represents an inspection for grade or an inspection for the factor test weight per bushel. 2. Enter the moisture content whenever the certificate represents an inspection for grade or an inspection for the factor moisture. 3. Enter any other specific factor determination requested by the applicant or for which a specific determination is made. Additional factor headings may be printed in accordance with the Official United States Standards for Grain in black form to meet local needs.

Design and Format		Completion
20	The word “QUALIFIED” on the original and all copies. Print 10%-20% of solid black in 133 line screen or in shadow type at an angle of 35-40 degrees across the face of the certificate.	Preprint
21	The heading “Remarks.”	1. Preprint heading. 2. Enter the following statements or information when applicable: a. Official criteria results. b. Required Statements c. Approved Statements. d. When information is recorded on the back of the certificate, the statement “See reverse side” must be shown on the front.
22	The statement “The results of this inspection were based on the sample obtained and submitted by an elevator employee licensed under a contract with the Service. The certificate does not meet the requirements of section 5 of the U.S. Grain Standards Act.”	Preprint Use 2 pt. face rule for border.
23	The heading “Applicant.”	This space may be used to enter the name of the chief inspector, for the account of, billing data, file sample number, or other information not inconsistent with the Act and Regulations.
24	The heading “Name or Signature.”	1. Preprint heading. 2. Enter the name or the signature of the person who issued the certificate.
25	The authority and purpose statement (section 3.3 c. (3)).	Preprint
25	The EEO statement “The conduct of all services and the licensing of (inspecting/grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement 2. FGIS Preprint
26	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint

Official Submitted Sample Inspection [1] (FGIS-914L)

[1] **Form FGIS – 914L, “Submitted Sample Inspection” NOTE: This is an electronically generated form example; preprinted forms with carbon paper copies exist and may be used (this certificate is pink).**

Instructions for Design and Completion of

"Official Certificate Submitted Sample Inspection"

FORM FGIS-914-L (3)

(1) UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
(4) *U.S. GRAIN STANDARDS ACT* (5)
OFFICIAL CERTIFICATE
(6) **SUBMITTED SAMPLE INSPECTION**

APPROVED OMB NO. 0580-0013
(see reverse for statement)
(2) ***ORIGINAL***
NOT NEGOTIABLE
US- (7)

(8) ISSUED AT

(9) DATE OF SERVICE

(10) I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act, with the following results:

Level of Inspection (11)

Quantity of Grain in Sample (12)

Identification of Sample (13)

Sample Submitted by (14)

(15) **The sample identification and inspection results shown on this certificate are assigned only to the quantity of grain in the sample indicatd and not to any identified carrier, container, or lot from which the sample of grain may have been taken. This certificate does not meet the inspection requirements of Section 5 of the Act.**

GRADE AND KIND (16)

(17)

REMARKS
(18)

(19)

NOT OFFICIALLY SAMPLED

APPLICANT NO. (If applicable) (20)

APPLICANT (21)

NAME OR SIGNATURE (22)

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate is not considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not exclude failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal law. The conduct of all services and the licensing of the (inspecting/grading/weighing) personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap. (23)

WARNING: ***Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate,or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties.*** (24)

Follow the instruction for the design and completion of this certificate as indicated below. Print on pink perforated paper 11 inches long and 8-½ inches wide. This program permits two certificates per sheet and divides into two along the paper's micro-perforation.

Design and Format		Completion
1	Agency name.	Preprint
2	Indicate whether the certificate is an Original or Copy; Duplicate-Original or Duplicate Copy; or Corrected- Original or Duplicate Copy, Corrected-Original, Corrected-Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "File Copy," or "Billing Copy,"	Preprint
3	Seal, if any, of issuing agency	Preprint
4	The caption "U.S. Grain Standards Act."	Preprint
5	The caption "Official Certificate."	Preprint
6	The caption "Submitted Sample Inspection."	Preprint
7	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
8	The heading "Issued at."	1. Preprint heading. 2. Enter the name of the city, town or other location and State where the certification is prepared and issued. The zip code may be shown after the name of the State.
9	The heading "Date of Service."	1. Preprint heading. 2. Enter the date (month, day, and year) the grading was completed.
10	The certification statement (section 3.3, c. (2)).	Preprint

Design and Format		Completion
11	The heading “Level of Inspection.”	1. Preprint headings. 2. Agencies: Check or enter whether the certificate represents and “Original Inspection” or “Reinspection.” 3. FGIS: Check or enter whether the certificate represents and “Original Inspection,” “Reinspection,” “Appeal Inspection,” or “Board Appeal Inspection.”
12	The heading “Quantity of Grain in Sample.”	1. Preprint Heading. 2. If requested by the applicant, enter the approximate quantity of grain submitted in terms of volume or weight. The word “grams” may be preprinted. (Optional or upon applicant’s request). Note: Not showing the submitted quantity still requires sufficient sample size to make an official determination of the requested factors/grade
13	The headings “Identification of Sample.”	1. Preprint Heading 2. Enter the identification of the grain in terms of the applicants mark, number, or other identification which is not false or misleading or the true showing by an applicant of the identification of the means of conveyance.
14	The heading “Sample Submitted By.”	1. Preprint Heading 2. Enter the name of the person or firm that submitted the sample.
15	The statement “The sample identification and inspection results shown on this certificate are assigned only to the quantity of grain in the sample indicated and not to any identified carrier, container, or lot from which the sample of grain may have been taken. This certificate does not meet the inspection requirements of Section 5 of the Act.”	Preprint (Use bold print).
16		1. Preprint Heading. 2. Enter the grade and kind of grain. The words “U.S. No.” may be preprinted. If the determination is for kind and factor(s) only or kind and other criteria, cross out the words “Grade and” and “U.S. No.” If the grade is “U.S. Sample Grade” then cross out the word No.”

Design and Format		Completion
17	The headings for each factor required by sections 800.162(a) through (d) and any additional factor headings needed to meet local needs in block form.	1. Preprint heading. 2. Enter the test weight per bushel whenever the certificate represents an inspection for grade or an inspection for the factor test weight per bushel. 3. Enter the moisture content whenever the certificate represents an inspection for grade or an inspection for the factor moisture. 4. Enter the factor information for each specific factor determination requested by the applicant or for which a specific determination is made.
18	The heading “Remarks.”	1. Preprint heading. 2. Enter the following statements or information when applicable: a. Official criteria results. b. Required Statements c. Approved Statements. d. When information is recorded on the back of the certificate, the statement ‘‘See reverse side’’ must be shown on the front.
19	The words “NOT OFFICIALLY SAMPLED” on the original and all copies. Print 10%-20% of solid black in 133 line screen or in shadow type at an angle of 35-40 degrees across the face of the certificate.	Preprint
20	The heading “Applicant No.” The statement “If applicable.”	1. Preprint Heading. 2. This space may be used to enter the name of the chief inspector, name of the sampler(s), for the account of, billing data, file sample number or other information not inconsistent with the Act and Regulations.
21	The heading “Applicant.”	1. Preprint heading. 2. Enter name of applicant.
22	The heading “Name or Signature.”	1. Preprint heading. 2. Enter the name or signature or both, of the person who issued the certificate
23	The authority and purpose statement (section 3.3 c. (3)).	Preprint

Design and Format		Completion
23	The EEO statement “The conduct of all services and the licensing of (inspecting/ grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	Preprint
24	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint

Official Stowage Examination Certificate [1] (FGIS-915L)

FGIS FORM 915-L

1 UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

4 APPROVED OMB NO. 0580-0013
(see reverse for statement)

OFFICIAL STOWAGE EXAMINATION CERTIFICATE

ORIGINAL 2
NOT NEGOTIABLE

3 6 5 US- 7

ISSUED AT | DATE OF SERVICE

I certify that on the above date the following identified service was performed with the following results: 8

9 ☐ Original Inspection ☐ Reinspection ☐ Appeal Inspection | ☐ USGSA ☐ AMA: 10 | TIME COMPLETED 11

IDENTIFICATION OF CARRIER 12 | 14

STOWAGE AREA EXAMINED 13

RESULTS 15
☐ Stowage area examined on the above date and found to be substantially clean, dry, free of insect infestation, and suitable to store grain or commodity.
☐ Stowage area examined on the above date and found not suitable to store or carry grain or commodity (see remarks for reason).

REMARKS 16 17

APPLICANT (If applicable) 18 | NAME or Signature 19

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.) or the Agriculture Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq), and regulations thereunder (7 CFR 868.1 et seq), as appropriate. It is issued to show the condition of a carrier or container for the storage or transportation of grain or commodity. The statements on the certificate are considered true at the time and place the inspection service was performed. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal Law. 20

WARNING: *Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate,or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the Agricultural Marketing Act of 1946, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of (inspection/grading/sampling) personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.* 21 22

[1] **Form FGIS – 915L, "Official Stowage Examination Certificate." NOTE: This is an electronically generated form example; preprinted forms with carbon paper copies exist and may be used.**

Instructions for Design and Completion of
"Official Stowage Examination Certificate"

Follow the instruction for the design and completion of this certificate as indicated below. Print on white perforated paper 11 inches long and 8-½ inches wide. This program permits two certificates per sheet and divides into two along the paper's micro-perforation.

Design and Format		Completion
1	Agency name	Preprint
2	Indicate whether the certificate is an Original or Copy; Duplicate-Original or Duplicate Copy, Corrected-Original, Corrected-Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "Respondent's Copy," "USDA Copy," "File Copy," or "Billing Copy,"	Preprint
3	Seal, if any, of issuing agency	Preprint
4	The caption "Official Stowage Examination Certificate."	Preprint
5	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
6	The heading "Issued at."	1. Preprint heading. 2. Enter the name of the city, town or other location and State where the certification is prepared and issued. "U.S.A." and the zip code may be shown after the name of the State.
7	The heading "Date of Service."	1. Preprint heading. 2. Enter the date (month, day, and year) the inspection was completed.
8	The certification statement "I certify that on the above date the following identified service was performed with the following results:"	Preprint
9	The headings "Original Inspection" and "Reinspection." The additional headings "Appeal Inspection" and "Board Appeal Inspection."	1. Preprint headings. 2. Agencies: Check whether the certificate represents an "Original Inspection" or "Reinspection." 3. FGIS: Check whether the certificate represents an "Original Inspection," "Reinspection," "Appeal Inspection," or "Board Appeal Inspection."

Design and Format		Completion
10	The headings “USGSA” and ”AMA.”	1. Agencies: Agencies need the heading USGSA only unless they have cooperative agreements to do commodities. 2. FGIS: Preprint headings. Check whether the certificate represents service performed under USGSA or AMA. If performed under AMA, enter the commodity to be loaded.
11	The heading “Time completed.”	1. Preprint heading. 2. Enter the approximate time the stowage examination was completed in military time; i.e. 1340
12	The heading “Identification of Carrier.”	1. Preprint heading 2. Enter the identification of the carrier or container in terms of: a. Railcar initials and number. All railcars are construed to mean covered hopper (the words “covered hopper” may be used; “Open top hoppers and “Boxcars” are so designated. b. Truck and/or trailer license number and name of State. c. Name or other designation of a ship, barge, or other means of conveyance. Barges may be further identified as “Lift Top” or “Roll Top.”
13	The heading “Stowage Area Examined.”	1. Preprint heading 2. Enter the identification of the hold(s) or other place (s) of stowage. Show identification in terms, if accurate, following the terms of the contract and local usage.
14	(No heading)	Enter the location where the service was performed in terms of railroad yard, pier, elevator, street number, or other specific location and the name of the city and State if not the same as where the certificate was issued
15	The heading “Results.” (Required statements, when preprinted)	1. Preprint heading. 2. Enter the results of the stowage examination.
16	The heading “Remarks.”	1. Preprint heading. 2. Enter any statement(s) or information relating to the inspection.
17	FGIS logo printed on 10% solid black in 133 line screen in the center of the certificate on the original and all copies	Preprint

Design and Format		Completion
18	The heading “Applicant.”	1. Preprint Heading. 2. Name of applicant or authorized agent.
19	The heading “Name or Signature.”	1. Preprint heading. 2. Enter the name or the signature of the person who issued the certificate.
20	The authority and purpose statement (section 3.3 c. (3)).	Preprint
21	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint
22	The EEO statement “The conduct of all services and the licensing of (inspecting/ grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement. 2. FGIS: Preprint

Official Grain Inspection and Weight Certificate
(Interior, local form number assigned)

1 UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
U.S. GRAIN STANDARDS ACT

2 ORIGINAL
NOT NEGOTIABLE

3 4 5 6 OFFICIAL GRAIN INSPECTION AND WEIGHT CERTIFICATE
OFFICIAL SAMPLE — LOT INSPECTION AND CLASS X WEIGHING SERVICE

US – 7

8 (ISSUED AT) 9 (DATE OF SERVICE)

Level of Inspection 10	Type of Movement 11	Location 12
Identification 13		Type of Carrier 14
Sampling Method 15	Date Sampled 16	Kind of Grain 17

Grade and Kind 18

19

TW lbs.	M %	HT %	DKT %	FM %	SHBN %	DEF %
%	WOGL %	BCFM %	SBLY %	BN %	THIN %	OG %
%	BNFM %	SPL %	SBOC %	DHV %		

REMARKS
File No. _____ Protein _____ %, 12% moisture basis. Top _____ feet sampled. Bottom not sampled

This certificate supersedes certificate No. _____ dated _____

20

21

(See reverse side for abbreviations.)

I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect and weigh the kind of grain covered by this certificate. 22

NAME OR SIGNATURE (WEIGHER) 23 | NAME OR SIGNATURE (INSPECTOR) 24

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.) and the regulations thereunder (7CFR 800.0 et seq.). It is issued to show the kind, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements in the certificate are considered true at the time and place the inspection or weighing was performed. The certificate shall not be considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws. 25

WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards act, the Warehouse Act, or related Federal laws, is subject to criminal, civil, and administrative penalties. 26

The conduct of all services and the licensing of inspecting,sampling, and weighing personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national orgin, age, or handicap. 27

Instructions for Design and Completion of
"Official Grain Inspection and Weight Certificate
Official Sample Lot Inspection and Class X Weighing Service"

Follow the instructions for the design and completion of this certificate as indicated below. Print on white paper 11 inches long and 8-1/2 inches wide.

Design and Format		Completion
1	Agency name.	Preprint
2	Indicate whether the certificate is an Original or Copy; Duplicate Original or Duplicate Copy, Corrected-Original, Corrected-Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "Respondent's Copy," "USDA Copy," "File Copy," or "Billing Copy."	Preprint
3	Seal, if any of issuing agency.	Preprint
4	The caption "U.S. Grain Standards Act."	Preprint
5	The caption "Official Grain Inspection and Weight Certificate."	Preprint
6	The caption "Official Sample Lot Inspection and Class X Weighing Service."	Preprint
7	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
8	The heading "Issued at."	1. Preprint 2. Enter either (1) the location where the grain was graded/weighed or (2) the location where the certificate was prepared and issued.
9	The heading "Date of Service."	1. Preprint 2. Enter the date (month, day, and year) the inspection and weighing was completed; unless the loading of a shipment is completed on one date and the inspection determination is completed the following workday, and then show the date the shipment completed loading. If the applicant requests only one date be shown, use the date the last activity (inspection or weighing) was completed.

Design and Format		Completion
10	The heading “Level of Inspection.”	Preprint
11	The headings “Type of Movement.”	1. Preprint 2. Enter whether the certificate represents an “In,” “Out,” or “Local” movement.
12	1. Preprint 2. Enter whether the certificate represents an “In,” “Out,” or “Local” movement.	1. Preprint 2. Enter the sampling and weighing location in terms that will sufficiently satisfy marketing needs (e.g., railyard, pier, elevator, city, State, etc.).
13	The heading “Identification of Carrier.”	1. Preprint 2. Enter the identification of the carrier or container in terms of: a. Railcar initials and number. All railcars are construed to mean covered hopper (the words “covered hopper” may be used); “Open top hoppers” and “boxcars” are so designated. b. Truck and/or trailer license number and name of State or any identifying code. (Reference: Book I, Sampling.) Show also the approximate time of sampling or scale ticket number when needed to further identify the lot. c. Name or other designation of ship, barge, or other means of conveyance. Barges may be further identified as “Lift Top” or “Roll Top.” d. Name of other designation of an elevator or warehouse and the bin or compartment.
14	The heading “Type of Carrier.”	Preprint
15	The heading “Sampling Method.”	1. Preprint 2. Enter the sampling method in terms of mechanical diverter, probe, pelican, Ellis cup, or other means of sampling. Be specific.
16	The heading “Date Sampled.”	1. Preprint 2. Enter the date(s) (month, day, and year) the lot of grain was sampled. If the sampling was performed on successive dates, show the inclusive dates.
17	The heading “Kind of Grain.”	Preprint

	Design and Format	Completion
18	The heading “Grade and Kind.”	1. Preprint 2. Enter the grade and kind of grain in accordance with the Official U.S. Standards for Grain. If the determination is for kind and factor(s) only or kind and other criteria, delete the words “Grade and” and “U.S. No.” If the grade determined is “U.S. Sample grade,” delete the word “No.”
19	The heading “Test Weight Per Bushel lbs.” The heading “Moisture %.” The headings for each factor required by sections 800.162(a) through (d) and any additional factor headings needed to meet local needs in block form	1. Preprint 2. Enter the test weight per bushel whenever the certificate represents an inspection for grade or an inspection for the factor test weight per bushel. 3. Enter the moisture content whenever the certificate represents an inspection for grade or an inspection for moisture. 4. Enter the factor information for each factor determination made during the course of the inspection and all official factor information requested by the applicant.
20	The heading “Remarks.”	1. Preprint 2. Enter the following statements or information when applicable: a. Official criteria results. b. Required statements. c. Approved statements. d. If used for export shipments, type “Export” at the top of the certificate and enter the identification of the hold(s) or other place(s) of stowage. Stowage terms may, if accurate, be shown following the terms of the contract and local usage. e. For “Out” movements only, one of the following statements: “Stowage area examined” or “Stowage area not examined.”
21	FGIS logo printed 10% of solid black in 133 line screen in the center of the certificate on the original and all copies.	Preprint

Design and Format		Completion
22	The certification statement (section 3.3, c. (2) (b)).	Preprint
23	The heading “Weigher Signature.”	1. Preprint 2. Enter the name or signature of the person who is responsible for the accuracy of the weighing results recorded on the certificate.
24	The heading “Name or Signature.”	1. Preprint 2. Enter the name or signature of the person who is responsible for the accuracy of the inspection results recorded on the certificate
25	The authority and purpose statement (section 3.3, c. (3)).	Preprint
26	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint
27	The EEO statement “The conduct of all services and the licensing of inspecting, sampling, and weighing personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement. 2. FGIS: Preprint

Official Commercial Sample Lot Inspection [1] (FGIS-905-2L)

FORM FGIS-905-2L

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
U.S. GRAIN STANDARDS ACT
OFFICIAL CERTIFICATE

NOT NEGOTIABLE
ORIGINAL

OFFICIAL COMMERCIAL SAMPLE LOT INSPECTION *US-*

ISSUED AT | DATE OF SERVICE

I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and on the above date the following identified [illegible] was inspected under the Act, with the following results:

Level of Inspection	*Type of Movement*	*DATE Sampled*	*Method of Sampling*

Location	*Identification of Carrier*	*QUANTITY (This is not a weight certificate)*

GRADE AND KIND

REMARKS

APPLICANT	*NAME OR SIGNATURE*

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate is not considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container, if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated thereon. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal law. The conduct of all services and the licensing of the inspecting/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

WARNING: *Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal law is subject to criminal, civil, and administrative penalties.*

[1] Form FGIS 905 2L, "Official \ Sample-Lot Inspection." NOTE: This is an electronically generated form example; preprinted forms with carbon paper copies exist and may be used (this is a green certificate).

Instructions for Design and Completion of
"Official Grain Inspection Certificate
(Official Commercial Sample Lot Inspection)"

Follow the instructions for the design and completion of this certificate as indicated below. Print on green paper perforated paper 11 inches long and 8-½ inches wide. This program permits two certificates per sheet and divides into two along the paper's micro-perforation.

Design and Format		Completion
1	Agency name.	Preprint
2	Indicate whether the certificate is an Original or Copy; Divided Lot Original or Divided Lot Copy, Duplicate Original or Duplicate Copy, Corrected-Original, Corrected-Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "Respondent's Copy," "USDA Copy," "File Copy," or "Billing Copy."	Preprint
3	Seal, if any, of issuing agency.	Preprint
4	The caption "U.S. Grain Standards Act."	Preprint
5	The caption "Official Certificate."	Preprint
6	The caption "Official Commercial Sample Lot Inspection."	Preprint
7	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
8	The heading "Issued at.	1. Preprint 2. Enter either (1) the location where the grain was graded or (2) the location where the certificate was prepared and issued.
9	The heading "Date of Service."	1. Preprint 2. Enter the date (month, day, and year) the inspection was completed.
10	The certification statement (section 3.3, c (2) (b)).	Preprint

Design and Format		Completion
11	The heading “Level of Inspection.”	1. Preprint 2. Agencies: Enter whether the certificate represents an “Original Inspection” or “Reinspection.” FGIS: Enter whether the certificate represents an “Original Inspection.” “Reinspection,” “Appeal Inspection,” or “Board Appeal Inspection.”
12	The heading “Type of Movement”	1. Preprint 2. Enter whether the certificate represents an “In,” “Out,” or “Local” movement.
13	The heading “Location.”	1. Preprint 2. Enter the sampling location in terms that will sufficiently satisfy marketing needs (e.g., railyard, pier, elevator, city, State, etc.).
14	The heading “Identification of Carrier.”	1. Preprint 2. Enter the identification of the carrier or container in terms of: a. Railcar initials and number. All railcars are construed to mean covered hopper (the words “covered hopper” may be used); “Open top hoppers” and “boxcars” are so designated. b. Truck and/or trailer license number and name of State or any identifying code. (Reference: Book I, Sampling.) Include approximate time of sampling or scale ticket number when needed to further identify the lot. c. Identification of barge, or other means of conveyance. Barges may be further identified as “Lift Top” or “Roll Top.” d. Name or other designation of an elevator or warehouse and the bin or compartment
15	The heading “Quantity.” The statement “This is Not A Weight Certificate.”	1. Preprint 2. Enter the approximate quantity of the grain in the lot in terms of the conveyance (e.g.; carlot/carload, trucklot/ truckload, bargelot/barge load, etc.) or approximate quantity in pounds or bushels. Preprinted blocks may be used to show quantity or the quantity may be added during certificate preparation.

Design and Format		Completion
16	The heading “Method of Sampling.”	1. Preprint 2. Enter the sampling method in terms of mechanical diverter, probe, pelican, Ellis cup, or other means of sampling. Be specific.
17	The heading “Date Sampled.”	1. Preprint 2. Enter the last date the lot was sampled.
18	The heading “Grade and Kind.”	1. Preprint 2. Enter the grade and kind of. The words “U.S. No.” may be preprinted. If the determination is for kind and factor(s) only or kind and other criteria, cross out the words “Grade and” and “U.S. No.” If the grade is “U.S. Sample grade,” cross out the word “No.”
19	The headings for each factor required by sections 800.162(a) through (d) and any additional needed to meet local needs factor headings in block form.	1. Enter the test weight per bushel whenever the certificate represents an inspection for grade or an inspection for the factor test weight per bushel. 2. Enter the moisture content whenever the certificate represents an inspection for grade or an inspection for moisture. 3. Enter factor information that must be shown on certificates representing cargo shipments and any other specific factor determination requested by the applicant or for which a specific determination is made.

Design and Format		Completion
20	The heading “Remarks.”	1. Preprint. 2. Enter the following statements or information when applicable: a. Official criteria results. b. Required statements. c. Approved statements. d. When information is recorded on the back of the certificate, the statement ‘‘See reverse side’’ must be shown on the front. e. Out movements only, one of the following statements indicating whether or not the carrier’s stowage space was examined; i.e., “Stowage Area Examined” or “Stowage Area Not Examined”
21	The heading “Applicant.”	1. Preprint 2. This space may be used to enter the name of the chief inspector, name of sampler(s), for the account of, appeal number, billing data, file sample number, or other information not inconsistent with the Act and Regulations.
22	The heading “Name or Signature.”	1. Preprint 2. Enter the name or the signature of the person who issued the certificate.
23	The authority and purpose statement (section 3.3, c. (3)).	Preprint
23	The EEO statement “The conduct of all services and the licensing of (inspecting/ grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement 2. FGIS Preprint
24	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint

Official Commercial Submitted Sample Inspection [1] (FGIS-914-1L)

FORM FGIS-914-1L

1 UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
4 *U.S. GRAIN STANDARDS ACT* 5
OFFICIAL CERTIFICATE

2 NOT NEGOTIABLE
ORIGINAL
US- 7

3

OFFICIAL COMMERCIAL SUBMITTED SAMPLE LOT INSPECTION

6

8 ISSUED AT

9 DATE OF SERVICE

10 I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to inspect the kind of grain covered by this certificate and that on the above date the following identified grain was inspected under the Act, with the following results:

Level of Inspection 11

Identification of Sample 13

Sample submitted by 12

Quantity of Grain in Sample 14

GRADE AND KIND 15

16 19

REMARKS 17

The sample identification and inspection results shown on this certificate are assigned only to the quantity of grain in the sample indicated and not to any identified carrier, container, or lot from which the sample of grain may have been taken. This certificate does not meet the inspection requirements of Section 5 of the Act. 18

NOT OFFICIALLY SAMPLED

APPLICANT 20

NAME OR SIGNATURE 21

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate is not considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is recievable by all officials and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal law. The conduct of all services and the licensing of the (inspecting/grading/sampling) personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap. 22

WARNING: *Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties.* 23

[1] **Form FGIS 914 1L "Official Commercial Submitted Sample Inspection"**
NOTE: This is an electronically generated form example; preprinted forms with carbon paper copies editions exist and may be used (this is a blue certificate).

Instructions for Design and Completion of "Official Certificate - Official Commercial Submitted Sample Inspection"

Follow the instructions for the design and completion of this certificate as indicated below. Print on blue perforated paper 11 inches long and 8-½ inches wide. This program permits two certificates per sheet and divides into two along the paper's micro-perforation.

Design and Format		Completion
1	Agency name.	Preprint
2	Indicate whether the certificate is an Original or Copy; Duplicate Original, Duplicate Copy, Corrected Original or Corrected Copy; and adjacent preprint the words, "Not Negotiable." Copies may be further identified as "Applicant's Copy," "File Copy," or "Billing Copy."	Preprint
3	Seal, if any of issuing agency.	Preprint
4	The caption "U.S. Grain Standards Act"	Preprint
5	The caption "Official Certificate."	Preprint
6	The caption "Official Commercial Submitted Sample Lot Inspection."	Preprint
7	The consecutive number of the certificate together with the lettered prefix assigned to the agency (section 3.10). Agencies issuing certificates at more than one inspection point may add a lettered suffix to identify each point.	Preprint
8	The heading "Issued at."	1. Preprint 2. Enter either (1) the location where the grain was graded or (2) the location where the certificate was prepared and issued.
9	The heading "Date of Service."	1. Preprint 2. Enter the date (month, day, and year) the inspection was completed.
10	The certification statement (section 3.3, c. (1) (d).	Preprint

Design and Format		Completion
11	The heading “Level of Inspection.”	1. Preprint 2. Agencies: Enter whether the certificate represents an “Original Inspection” or “Reinspection.” FGIS: Enter whether the certificate represents an “Original Inspection,” an “Reinspection,” “Appeal Inspection,” or “Board Appeal Inspection.”
12	The heading “Sample Submitted By.”	1. Preprint 2. Enter the name of the person or firm that submitted the sample.
13	The heading “Identification of Sample.”	1. Preprint 2. Enter the identification of the grain in terms of the applicant’s mark, number, or other identification which is not false or misleading or the true showing by an applicant of the identification of the means of conveyance.
14	The heading “Quantity of Grain in Sample.”	1. Preprint 2. Enter the approximate quantity of grain submitted in terms of volume or weight. (Optional or upon applicant’s request) The word “grams” may be preprinted.
15	The heading “Grade and Kind.”	1. Preprint 2. Enter the grade and kind of grain. The words “U.S. No.” may be preprinted. If the determination is for kind and factor(s) only or kind and other criteria, cross out the words “Grade and” and “U.S. No.” If the grade is “U.S. Sample grade,” cross out the word “No.”

Design and Format		Completion
16	The headings for each factor required by sections 800.162(a) through (d) and any additional factor headings needed to meet local needs in block form.	1. Preprint 2. Enter the test weight per bushel whenever the certificate represents an inspection for grade or an inspection for the factor test weight per bushel. 3. Enter the moisture content whenever the certificate represents an inspection for grade or an inspection for the factor moisture. 4. Enter factor information for each specific factor determination requested by the applicant or for which a specific determination is made.
17	The heading “Remarks.”	1. Preprint 2. Enter the following statements or information when applicable: a. Official criteria results. b. Required statements. c. Approved statements. d. When information is recorded on the back of the certificate, the statement “See reverse side” must be shown on the front.
18	The statement “The sample identification and inspection results shown on this certificate are assigned only to the quantity of grain in the sample indicated and not to any identified carrier, container, or lot from which the sample of grain may have been taken. This certificate does not meet the inspection requirements of Section 5 of the Act.”	Preprint Use 2 pt. face rule for border.
19	The words “NOT OFFICIALLY SAMPLED” on the original and all copies. Print 10% 20% of solid black in 133 line screen or in shadow type at an angle of 35 40 degrees across the face of the certificate. Print size 35 48 pt. Medium.	Preprint
20	The heading “Applicant.”	1. Preprint 2. Enter name of applicant.
21	The heading “Name or Signature.”	1. Preprint 2. Enter the name or signature, or both, of the person who issued the certificate.
22	The authority and purpose statement (section 3.3, c. (3)).	Preprint

Design and Format		Completion
22	The EEO statement “The conduct of all services and the licensing of (inspecting/ grading/sampling) personnel under the Regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.”	1. Agencies: No requirement 2. FGIS Preprint
23	The word “WARNING.” Show the warning statement (section 3.3, c. (5)).	Preprint

FGIS Logo

Ghost print the FGIS logo on all official inspection certificates. The logo shown here should be prominently placed on all official white and green certificates. Photo prints of the logo may be obtained from the field office serving the circuit in which the agency is located.

Official certificates requiring the FGIS logo are:

Attachment 1	-	FGIS 909, “Official Export Grain Inspection Certificate”
Attachment 2	-	FGIS 909 2, “Official Export Grain Inspection Certificate”
Attachment 3	-	FGIS 917, “Official Export Grain Inspection and Weight Certificate”
Attachment 4	-	FGIS 905 “Official Grain Inspection Certificate (Sample Lot Inspection)”
Attachment 7	-	FGIS 915, “Official Stowage Examination Certificate”
Attachment 8	-	“Official Grain Inspection and Weight Certificate”
Attachment 9	-	FGIS 905 2, “Official Grain Inspection Certificate Official Commercial Sample Lot Inspection

Per § 800.161(d) of the Regulations, the following certificates require special printing.

Attachment 5	FGIS 913, “Official Certificate Warehouseman’s Sample Lot Inspection,” requires the printing of the word “QUALIFIED” in shadow type print at an angle of 35 40 degrees across the face of the certificate.
Attachment 6	FGIS 914, “Official Certificate Submitted Sample Inspection,” requires the printing of the words “NOT OFFICIALLY SAMPLED” in shadow type print at an angle of 35 40 degrees across the face of the certificate.
Attachment 10	FGIS 914 1, “Official Certificate Official Commercial Submitted Sample Inspection,” requires the printing of the words “NOT OFFICIALLY SAMPLED” in shadow type print at an angle of 35 40 degrees across the face of the certificate.

CHAPTER 4

DATA COLLECTION FORMS

Contents

4.1 FGIS-922, “INSPECTION AND WEIGHING REPORT” 2

4.2 FGIS-938, “REPORT OF GRAIN INSPECTED & WEIGHED FOR EXPORT” 11

4.1 FGIS-922, "INSPECTION AND WEIGHING REPORT"

The FGISonline Domestic/Export Counts (DEC) 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 DEC 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. 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.

a. Responsibilities for completing for FGIS-922.

(1) Agency Responsibilities. Monthly, each agency must:

(a) 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).

(b) 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. (Agencies that cannot meet the deadline, must notify their FGIS field office and provide a reasonable completion date not to exceed 10 working days after the end of the reporting month.)

(c) 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.

(2) FGIS Field Office Responsibilities.

(a) 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).

1 Review all forms FGIS-922 for completeness including those received from official agencies. Contact appropriate agencies for missing reports and request completion date that will not exceed 10 working days.

2 Use the information on form FGIS-922 to report the billing information to be forwarded to the GIPSA Billing Application (GBA).

3 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 Domestic/Export Counts (DEC). (Notify DEC Administrators of any missing reports.)

4 Submit all corrections to previous reports to, DEC Administrators.

(b) 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 Field Management Division, Office of the Director.

(3) Availability of Forms. The FGIS-922 is available on the "FGIS Forms" page of the GIPSA Website (www.gipsa.usda.gov).

b. Responsibilities for billing FGIS-922.

(1) FGISonline IT System Support.

(a) On the 20th of each month the automated billing process will be run to assess fees for FGIS supervision of official inspection and weighing services performed by official agencies and imported into GIPSA Billing Application (GBA) with prior month detail billing records.

(b) Notify the GBA Administrator of any errors received during the loading of GBA records.

(2) FGIS Field Office Responsibilities.

(a) **On or after the 20th of each month**, Field Offices are to:

1 Review billing detail lines loaded in GBA before the Account Statement close date.

2 Notify GBA Administrator of any errors, by providing a copy of the FGIS-922, Billing Number, and line with the discrepancy.

3 After validation of information submit in GBA for FMMI processing.

(b) If requested by customers, offices can provide PDF copy of billings to customers to include line comments.

(3) FGISonline Project Manager (GBA Administrator).

(a) Monthly on the 20th of each month verify open bills are loaded in GBA.

(b) Notify the DEC Administrators and FGISonline IT System Support of any discrepancies found by FGIS Field Office staff [before account statements are issued] and/or Agencies [after account statements are issued]

(c) Work with appropriate staff to insure all modifications are applied to the appropriate system (i.e. IDW, DEC, and GBA) for uniformity and record modification for tracking and auditing purposes.

FORM FGIS-922, INSPECTION AND WEIGHING REPORT

U.S. DEPARTMENT OF AGRICULTURE
GRAIN INSPECTION PACKERS AND STOCKYARDS ADMINISTRATION
FEDERAL GRAIN INSPECTION SERVICE

INSPECTION AND WEIGHING REPORT

(TYPE AND NUMBER OF INSPECTIONS AND WEIGHINGS PERFORMED UNDER THE UNITED STATES GRAINSTANDARDS ACT)

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 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.

WARNING: - "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. 1001) and administrative penalties. "

FORM APPROVED OMB NO 0580-0013

MO & YR	SSP CODE
1	2

FIELD OFFICE NAME 3

OFFICIAL AGENCY NAME 4

SERVICE POINT NAME 5

INSPECTION REPORT 7	NUMBER OF INSPECTIONS 6					
	TRUCK	RAIL	BARGE	LOCAL (lbs)	SACKED (lbs)	SUBMITTED
FULL GRADE						
FACTOR ONLY						
OFFICIAL CRITERIA ONLY						
OFFICIAL COMMERCIAL INSPECTION SERVICE						
WAREHOUSEMAN SAMPLE						
REINSPECTION						
SAMPLE ONLY						
STOWAGE EXAMINATION ONLY						

8 OFFICIAL CRITERIA REPORT	NUMBER OF OFFICIAL CRITERIA TESTS					
	TRUCK	RAIL	BARGE	LOCAL	SACKED	SUBMITTED
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/OIL						
SOYBEAN PROTEIN						
SOYBEAN CRACKED SEEDCOATS						

NAME 11

DATE 12

FORM FGIS-922 (08-16) Previous editions are obsolete. **Expires January 2018**

FORM FGIS-922, (Reverse) INSPECTION AND WEIGHING REPORT

U.S. DEPARTMENT OF AGRICULTURE
GRAIN INSPECTION PACKERS AND STOCKYARDS ADMINISTRATION
FEDERAL GRAIN INSPECTION SERVICE

INSPECTION AND WEIGHING REPORT

(TYPE AND NUMBER OF INSPECTIONS AND WEIGHINGS PERFORMED UNDER THE UNITED STATES GRAINSTANDARDS ACT)

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 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.

FORM APPROVED OMB NO 0580-0013

WARNING: - "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. 1001) and administrative penalties. "

MO & YR	SSP CODE

FIELD OFFICE NAME	OFFICIAL AGENCY NAME	SERVICE POINT NAME

OFFICIAL CRITERIA REPORT	NUMBER OF OFFICIAL CRITERIA TEST					
	TRUCK	RAIL	BARGE	LOCAL	SACKED	SUBMITTED
SOYBEAN HILUM PURITY						
SOYBEAN SEED COUNT						
SOYBEAN SEED SIZING						
SOYBEAN SHRIVELED/WRINKLED						
OCHRATOXIN						
SUNFLOWER OIL						
WET GLUTEN						
WHEAT HARDNESS						
WHEAT PROTEIN						
ZEARALENONE						

9 WEIGHING REPORT		NUMBER OF WEIGHINGS WITH INSPECTIONS					
		TRUCK	RAIL	BARGE	LOCAL (lbs)	SACKED (lbs)	SUBMITTED
CLASS X	INBOUND						
	OUTBOUND						
	EXPORT						
	OTHER						
CLASS Y	INBOUND						
	OUTBOUND						
	OTHER						

10 WEIGHING ONLY REPORT		NUMBER OF WEIGHINGS ONLY					
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., MMYY 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 FGISonline Organizations and Personnel Application (OPA) under 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 sample-lot inspections performed. Do not include containerized cargo inspections.

   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 pounds (lbs) for local-movement inspections performed (e.g., in-house bin transfers, run-backs, bin samples, or off grade containers unloaded).

   Sacked – The total number of pounds (lbs) for sample-lot inspections and weight lots performed on sacked grain in a warehouse. 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 pounds 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, Ochratoxin, Sunflower Oil, Wet Gluten, Wheat Hardness, Wheat Protein, Zearalenone. 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.

Local – The total number of pounds (lbs) officially weighed in conjunction with another service provided and reported under the Inspection Report section. An example of the movement type "Local" would be a railcar being officially weighed and going off grade not being exported, unloaded and becoming local.

Sacked – The total number of pounds (lbs) 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.

    Local – The total number of pounds (lbs) when weighing is the only service performed.

    Sacked – The total number of pounds (lbs) 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 & WEIGHED FOR EXPORT"

The FGISonline Domestic/Export Counts (DEC) 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 and non-export container shipments where official agencies perform inspection and weighing services. This is done to enable calculation of the administrative tonnage fees. The information source for DEC 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. 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 and/or non-export container shipments.

(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", i.(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 12:00 PM on Fridays in time for data entry into DEC. Reports should be submitted earlier in the week if time allows.

(4) 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.

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”, i. (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 DEC by COB on Fridays each reporting period. Weekend data entry is permitted as needed.

The records for a reporting period will be reviewed and moved to history by the DEC Administrator every Monday morning (7 AM Eastern). DEC will not be available to enter records between 7 AM and 10 AM Eastern every Monday morning or on Tuesday mornings following a federal holiday. After DEC Administrator moves the records to history, corrections must be emailed on corrected forms.

(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 DEC 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 FGIS-938 to validate administrative tonnage fee billing information uploaded in to the GIPSA Billing Application (GBA).

e. Availability of Forms. The FGIS-938 is available on the “FGIS Forms” page of the GIPSA Website (www.gipsa.usda.gov).

f. Responsibilities for billing FGIS-938.

(1) FGISonline IT System Support.

(a) Each week on Monday morning (except weeks where Monday is a federal holiday, Tuesday morning will be used) an automated billing process will be run to populate GIPSA Billing Application (GBA) with the prior week's **7-day week from 12:01 AM Friday through midnight Thursday billing** records for administrative tonnage.

(b) Will notify the GBA Administrator of any errors received during the loading of GBA records.

(2) FGIS Field Office Responsibilities.

(a) Each week on or after the Monday (or Tuesday) data is loaded, Field Offices are to:

1 Review billing detail lines loaded in GBA before the Account Statement close date.

2 Notify GBA Administrator of any errors, by providing a copy of the FGIS-938, Billing Number, and line with the discrepancy.

3 After validation of information submit in GBA for FMMI processing.

(b) If requested by customers, offices can provide PDF copy of billings to customers to include line comments.

(3) FGISonline Project Manager (GBA Administrator).

(a) Weekly on Monday (or Tuesday) verify open bills are loaded in GBA.

(b) Notify the GRASYS and FGISonline IT System Support of any discrepancies found by FGIS Field Office staff [before account statements are issued] and/or Customers [after account statements are issued]

(c) Work with appropriate staff to insure all modifications are applied to the appropriate system (i.e. IDW, DEC, and GBA) for uniformity and record modification for tracking and auditing purposes.

g. Reporting Procedures.

(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. A unique Carrier Identification must be used for each FGIS-938. When more than 1-day's activities are grouped, use the most recent certification date for the "Certificate Date" entry on form FGIS-938, however, billing will be based on that reported certificate date.

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. A unique carrier identification must be used for each FGIS-938.

(4) Only report intercostal 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 and non-export grain container shipments performed by official agencies. These are shipments that the administrative tonnage fees apply too. Note: These shipments are input into DEC under Miscellaneous Input Maintenance.

(5) 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 DEC online data entry screens. If the factor result(s) cannot be changed online at the field office, fax the revised report to the DEC Administrator.

U.S. DEPARTMENT OF AGRICULTURE
GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION
FEDERAL GRAIN INSPECTION SERVICE

FIELD OFFICE (1)

FOR WEEK ENDING (2) Thursday

OMB NO. 0580-0013 (See reverse)

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.

REPORT OF GRAIN INSPECTED AND WEIGHED FOR EXPORT

SERIAL NO (3)	CERTIFICATE DATE (Mo./Day/Year) (4)	LOCATION CODE (5)	APPLICANT NO (6)	TYPE SHIPMENT (7)	TYPE SERVICE (8)
				☐ Bulk ☐ Sack	☐ Insp/Weigh (IW) ☐ Insp. Only (I) ☐ Phytosanitary (PS) ☐ Weigh Only (W) ☐ Other (OT) ☐ Witness Team (WT)

CARRIER IDENTIFICATION (9)

TYPE CARRIER (10): ☐ Ship ☐ Container ☐ Rail (Co-Sum) ☐ Rail (Composite) ☐ Truck ☐ Barge ☐ Rail (Single Lot) ☐ Other

DESTINATION (11)	GRAIN (12)	GRADE (13)	SPECIAL GRADES (14)	NO. S.L.'S OR CARRIERS (15)	QUANTITY (Pounds) (16)

DOCKAGE/SUNFLOWER SEED FOREIGN MATERIAL (17)				TEST WEIGHT (18)	
High	Low	Average	Certified	Average	Certified (Optional)

WHEAT	CORN (whole or cracked)	BARLEY	SORGHUM	OATS	CANOLA
HT	HT	SMT	HT	HT	HT
DKT	DKT	HT	DKT	ODK	DOK
FM	BC	DKT	BN	FM	DKT
SHBN	FM	WO	FM	WO	FRO
DEF	BCFM	FM	BNFM	OO	SCT
CCL	OCOL	OG	**FLAXSEED** (19)	SO	STON
WOCL	CCOM	SBLY		THIN	CADM
DHV-HVAC	OM	SKBN	HT		IADM
OWH	WK	BN	DKT		GLUC
WHCB	CC	THIN		**TRITICALE**	ERC
WTHD	**SOYBEANS**	PL			**RYE**
WO		DHT	**SUNFLOWER SEEDS**	HT	
MIXED GRAIN	HT	FDK		DKT	PMOW
	DKT	DIF	HT	FMWR	FM
HT	FM	MDK	DKT	FM	HT
DKT	SPL	DBM	DEHULLED	SHBN	DKT
FM	SBOC		ADM	DEF	THIN

LOAD ORDER				RESULTS		
(20) **Moisture**	☐ Minimum (Min) ☐ Maximum (Max) ☐ Average (Avg) (Indicate checked amount) ____%			High (21)	Low	Average
(22) **Protein**	☐ Min ____% ☐ Declared Avg ____% ☐ Max ____% ☐ Ordinary (Undeclared)	Basis ☐ Dry Matter ☐ Specified Moisture ____% (23)		High (24)	Low	Average
(25) **Oil**	☐ Min ____% ☐ Declared Avg ____% ☐ Max ____% ☐ Ordinary (Undeclared)	Basis ☐ Dry Matter ☐ Specified Moisture ____% (26)		High (27)	Low	Average
(28) **Starch**	☐ Minimum ☐ Maximum ☐ Average (Indicate checked amount) ____%			High (29)	Low	Average
Aflatoxin	Requested? ☐ Yes ☐ No (30) Performed? ☐ Yes ☐ No	Basis ☐ Composite ☐ Sublot (31) ☐ Both ☐ Other	Screening <= 20 ppb (32) > 20 ppb ___	Quantitative <= 20 ppb (33) > 20 ppb ___	Avg ppb (34)	Rejects (35)
Ochratoxin	Requested? ☐ Yes ☐ No (36) Performed? ☐ Yes ☐ No	Basis ☐ Composite ☐ Sublot (37) ☐ Both ☐ Other	Qualitative (38)	Quantitative (39)	Avg ppb (40)	Rejects (41)
Zearalenone	Requested? ☐ Yes ☐ No (42) Performed? ☐ Yes ☐ No	Basis ☐ Composite ☐ Sublot (43) ☐ Both ☐ Other	Qualitative (44)	Quantitative (45)	Avg ppb (46)	Rejects (47)
DON	Requested? ☐ Yes ☐ No (48) Performed? ☐ Yes ☐ No	Basis ☐ Composite ☐ Sublot (49) ☐ Both ☐ Other	Qualitative (50)	Quantitative (51)	Avg ppm (52)	Rejects (53)
Falling Number	Basis ☐ Dry Matter (54) ☐ As is ☐ Specified Moisture _____% M		Seconds (55)			
(56) **Infestation**	Sublots with Insects	Components Infested	Insects Per Lot			

ADDITIVES (57)			FUMIGANT
Type Insecticide ☐ Malathion ☐ Reldan ☐ Actellic ☐ Other _____	Type Dust Suppressant ☐ Water ☐ Oil ☐ Other _____	Dye ☐ Yes ☐ No	☐ Witness ☐ Contract ☐ According to official procedure (58)

ENTRIES BELOW ARE OPTIONAL

REPORTED BY	EGIS ENTRY BY (59)	DATE
REMARKS	STOWAGE	

Form FGIS-938 (09-14) Previous editions are obsolete. Expires January 2018

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

Grade Codes

Code	Grade
1	U.S. No. 1
2	U.S. No. 2
2 O/B	U.S. No. 2 or Better
3	U.S. No. 3
3 O/B	U.S. No. 3 or Better
4	U.S. No. 4
4 O/B	U.S. No. 4 or Better
5	U.S. No. 5
5 O/B	U.S. No. 5 or Better
SG	U.S. Sample Grade
SG O/B	U.S. Sample Grade or Better
MIXED	U.S. Mixed Grain

Grain Codes

Code	Subclass, Class, or Grain
BLY	Barley
SRB	Six Rowed Barley
SRBM	Six Rowed Blue Malting Barley
SRMB	Six Rowed Malting Barley
TRB	Two Rowed Barley
TRMB	Two Rowed Malting Barley
K	Canola
WHC	White Corn
XC	Mixed Corn
YC	Yellow Corn
FLAX	Flaxseed
XGR	Mixed Grain
O	Oats
RYE	Rye
S	Sorghum
TANS	Tannin Sorghum
WHS	White Sorghum
XS	Mixed Sorghum
XSB	Mixed Soybeans
YSB	Yellow Soybeans
SF	Sunflower Seeds
TRIT	Triticale
ADU	Amber Durum Wheat
DNS	Dark Northern Spring Wheat
DU	Durum Wheat
HADU	Hard Amber Durum Wheat
HDWH	Hard White Wheat
HRW	Hard Red Winter Wheat
NS	Northern Spring Wheat
RS	Red Spring Wheat
SRW	Soft Red Winter Wheat
SWH	Soft White Wheat
UNCL	Unclassed Wheat
WHCB	White Club Wheat
WWH	Western White Wheat
XWHT	Mixed Wheat
WG	Wet Gluten
CSCR	Corn Screenings
HB	Hulless Barley
MBLY	Malted Barley
CC	Cracked Corn

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.

Special Grade Codes

Code	Special Grade	Code	Special Grade
BLCH	Bleached	INF	Infested
BLIT	Blighted	LGAR	Light Garlicky
BRIT	Bright	LSM	Light Smutty
EHVY	Extra Heavy	PL	Plump
ERG	Ergoty	SMUT	Smutty
FLAD	Flint & Dent	STND	Stained
FLIN	Flint	THIN	Thin
GAR	Garlicky	TRET	Treated
HVY	Heavy	WAXY	Waxy

Destination Codes

AFGHANISTAN	COOK ISLANDS	IRELAND	NEW ZEALAND	SWITZERLAND
ALBANIA	COSTA RICA	ISRAEL	NICARAGUA	SYRIA
ALGERIA	CROATIA	ITALY	NIGER	TAJIKISTAN
ANDORRA	CUBA	IVORY COAST	NIGERIA	TANZANIA
ANGOLA	CYPRUS	JAMAICA	NIUE	THAILAND
ANGUILLA	CZECH REP	JAPAN	NMARIANA	TOGO
ANTIGUA	DENMARK	JORDAN	NORFOLK IS	TOKELAU
ARGENTINA	DJIBOUTI	KAZAKHSTAN	NORTH KOREA	TONGA
ARMENIA	DOMINICA	KENYA	NORWAY	TRINIDAD
ARUBA	DOMINICN REP	KIRIBATI	OMAN	TUNISIA
AUSTRALIA	ECUADOR	KOREA REP	PAKISTAN	TURK IS
AUSTRIA	EGYPT	KUWAIT	PALAU	TURKEY
AZERBAIJAN	EL SALVADOR	KYRGYZSTAN	PANAMA	TURKMENISTAN
B VIRGIN	EQ GUINEA	LAOS	PARAGUAY	TUVALU
BAHAMAS	ERITREA	LATVIA	PERU	UGANDA
BAHRAIN	ESTONIA	LEBANON	PHILIPPINES	UKRAINE
BANGLADESH	ETHIOPIA	LESOTHO	PITCAIRN	UN ARAB EM
BARBADOS	F SO ANT	LIBERIA	POLAND	UN KINGDOM
BELARUS	FALKLAND IS	LIBYA	PORTUGAL	UNKNOWN
BELGIUM	FAROE ISLAND	LIECHTEN	PUERTO RICO	URUGUAY
BELIZE	FIJI	LITHUANIA	QATAR	USA
BENIN	FINLAND	LUXEMBOURG	REP S AFRICA	UZBEKISTAN
BERMUDA	FR GUIANA	MACAO	REUNION	VANUATU
BHUTAN	FRANCE	MACEDONIA	ROMANIA	VATICAN CITY
BOLIVIA	FRENCH POLY	MADAGASCAR	RUSSIA	VENEZUELA
BOSNIA-HERC	GABON	MALAWI	RWANDA	VIETNAM
BOTSWANA	GAMBIA	MALAYSIA	SAN MARINO	WALLIS
BR IND O TER	GAZA STRIP	MALDIVES	SAO TOME&PR	WEST BANK
BRAZIL	GEORGIA	MALI	SAUDI ARABIA	WEST SAMOA
BRUNEI	GERMANY	MALTA	SENEGAL	WST SAHARA
BULGARIA	GHANA	MARSHALL	SEYCHELLES	YEMEN
BURKINA	GIBRALTAR	MARTINIQUE	SIERRA LEONE	YUGOSLAVIA
BURMA	GREECE	MAURITANIA	SINGAPORE	ZAIRE
BURUNDI	GREENLAND	MAURITIUS	SLOVAKIA	ZAMBIA
CAMBODIA	GRENADA	MEXICO	SLOVENIA	ZIMBABWE
CAMEROON	GUATEMALA	MICRONESIA	SOLOMON IS	
CANADA	GUINEA	MOLDOVA	SOMALIA	
CANARY IS	GUINEA-BISSA	MONACO	SP MQEL	
CAPE VERDE	GUYANA	MONGOLIA	SPAIN	
CAYMAN IS	HAITI	MONTSERRAT	SRI LANKA	
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	

Form FGIS-938 (Reverse)

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

Complete items 1 - 16 for all export shipments. Complete applicable items 17 - 59 for all lots loaded into vessels, barges, and railcars inspected under the Cu-Sum loading plan or complete applicable items 30-59 for all containers.

1. Enter the field office name.

2. Enter the reporting period Thursday ending date.

3. Record the DEC number when entering in the DEC system.

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.

6. Enter the GBA customer number in the applicant field. For work performed by OAs this will be their GBA customer number.

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.) and do not include decimals on the DEC 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 the lot represents. Each form must contain a unique identification, if all other identifiable information is the same (i.e. weight, grade, destination, etc.).

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 railcar samples that are composited for grading.

11. Enter the country of destination using the approved destination codes listed on the reverse side of form FGIS-938. Or refer to the U.S. Census Bureau for the current destination codes found here: http://www.census.gov/foreign-trade/schedules/c/countrycode.html.

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 for ships and other in pounds. Leave this field blank for containers, trucks, rail, and barges. The standard weight (below) will be calculated in DEC based on the carrier type.

Carrier	=	Pounds	Metric Tons
Truck	**=**	**52,800 lbs.**	**approx. 23.95 MT**
Container	**=**	**54,000 lbs**	**approx. 24.49 MT**
Railcar	**=**	**220,000 lbs.**	**approx. 99.79 MT**
Barge	**=**	**3,648,000 lbs.**	**approx. 1,654.70 MT**
Pacific Northwest (PN) Barge	**=**	**6,707,000 lbs**	**approx. 3,042.24 MT**

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, leave the load order boxes blank.

23. The basis for wheat protein reported in DEC 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 DEC 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 DEC is on a dry matter basis. Check the box marked Dry Matter.

    The basis for barley protein reported in DEC 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 sublot 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, leave the load order boxes blank.

26. The basis for soybean oil reported in DEC 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 DEC 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 DEC 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 sublot 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 DEC 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 sublot results not composite sample results. Starch results are to be reported on a dry matter basis.

30. Check the appropriate box (Yes or No) to indicate if the applicant requested aflatoxin testing on the lot. Also, check the appropriate box (Yes or No) to indicate if aflatoxin testing was performed on the lot. Only aflatoxin performed by FGIS or by an FGIS approved lab should be recorded here.

31. If aflatoxin testing is performed, check the appropriate box (sublot, composite, both sublot and composite, or other) to indicate the basis of testing.

32. 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.

33. 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.

34. When quantitative method is used for the entire lot, enter the average ppb for grain in the certified lot.

35. Enter the number of rejects not included in the certificated lot determined by either method.

36. Check the appropriate box (Yes or No) to indicate if the applicant requested ochratoxin testing on the lot. Also, check the appropriate box (Yes or No) to indicate if ochratoxin testing was performed on the lot. Only ochratoxin tests performed by FGIS or by an FGIS approved lab should be recorded here.

37. If ochratoxin testing is performed, check the appropriate box (sublot, composite, both sublot and composite, or other) to indicate the basis of testing.

38. Enter the number of all qualitative ochratoxin tests performed. This is for all grain tested as part of the lot, loaded or not.

39. Enter the number of all quantitative ochratoxin tests performed. This is for all grain tested as part of the lot, loaded or not.

40. When quantitative method is used for the entire lot, enter the average ppm for grain in the certified lot.

41. Enter the number of rejects not included in the certificated lot determined by either method.

42. Check the appropriate box (Yes or No) to indicate if the applicant requested zearalenone testing on the lot. Also, check the appropriate box (Yes or No) to indicate if zearalenone testing was performed on the lot. Only zearalenone tests performed by FGIS or by an FGIS approved lab should be recorded here.

43. If zearalenone testing is performed, check the appropriate box (sublot, composite, both sublot and composite, or other) to indicate the basis of testing.

44. Enter the number of all qualitative zearalenone tests performed. This is for all grain tested as part of the lot, loaded or not.

45. Enter the number of all quantitative zearalenone tests performed. This is for all grain tested as part of the lot, loaded or not.

46. When quantitative method is used for the entire lot, enter the average ppm for grain in the certified lot.

47. Enter the number of rejects not included in the certificated lot determined by either method.

48. Check the appropriate box (Yes or No) to indicate if the applicant requested DON testing on the lot. Also, check the appropriate box (Yes or No) to indicate if DON testing was performed on the lot. Only DON tests performed by FGIS or by an FGIS approved lab should be recorded here.

49. If DON testing is performed, check the appropriate box (sublot, composite, both sublot and composite, or other) to indicate the basis of testing.

50. Enter the number of all qualitative DON tests performed. This is for all grain tested as part of the lot, loaded or not.

51. Enter the number of all quantitative DON tests performed. This is for all grain tested as part of the lot, loaded or not.

52. When quantitative method is used for the entire lot, enter the average ppm for grain in the certified lot.

53. Enter the number of rejects not included in the certificated lot determined by either method.

54. 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.

55. Enter the falling number result. If a falling number analysis was performed on each sublot, 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 Field Management Division when the falling number result becomes available.

56. 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.

57. 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.

58. Check the appropriate box (Witness, Contract, or According to Official Procedures) to indicate the type of fumigation took place on lots or partial lots in accordance with the definitions within Fumigation Handbook.

    Witness –When fumigation is requested and official personnel are present to observe fumigation; when a carrier does not qualify for FGIS official fumigation procedures because the carrier is not an approved type carrier; when the cargo is not an acceptable bulk commodity or when cargo is in sacks.

    Contract - When official personnel observes a contract specified fumigation procedure.

    According to official procedures – Fumigation is performed in a manner that meets the minimum requirements set forth in the FGIS Fumigation Handbook. Handbook. When official personnel observes a contract specified fumigation procedure

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

CHAPTER 5
REVISION HISTORY

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Change No: 8 September 15, 2016

Updated a change to Book 4 Chapter 4 Data Collection, to reflect a correction to the first page of FGIS 922. Under the Official Criteria Report section, the form currently shows the block as “Soybean Protein/Oil”, whereas previously it errantly said “Soybean Protein.”

Change No: 7 February 11, 2016

Updated the Pesticide Residue Statement for Export Wheat Cargoes to update the number of pesticides GIPSA tests for from 61 to 62.

Change No: 6 July 31, 2015

Chapter 4 Data Collection Forms

Section 4.1 FGIS 922, Inspection and Weighing Report
- Revise and update Form 922 and instructions
-Delete containers and ships
-For Local and Sacked change from Metric Tons (mt) to Pounds (lbs)
-Delete Starlink and Added Ochratoxin
- Incorporate Domestic Export Counts FGISonline program and delete the EGIS system
- Update Field Office and Official Agency Responsibilities for completing the form
- Update billing responsibilities for FGISonline staff and Field Offices

Section 4.2 FGIS 938, Report of Grain Inspected and Weighed for Export
- Revise and update Form 938 and instructions
-Change a couple of abbreviations in the factors section
-Add Ochratoxin and Zearalenone
-Revise and add a check box to Fumigant section
- Incorporate Domestic Export Counts FGISonline program and delete the EGIS system
- Update Field Office and Official Agency Responsibilities for completing the
- Update billing responsibilities for FGISonline staff and Field Offices
- Incorporate standard weights for trucks, containers, railcars, and barges

Change No: 5 June 9, 2008

Book IV was revised to include the Pesticide Residue Statement for Export Wheat Cargoes and the current list of official inspection agencies.

Change No: 4 October 9, 2006

This chapter is edited and reprinted in its entirety.

Change No: 3 April 15, 1997

Chapter 4, Section 4.1, FGIS-922, Grain Inspection and Weighing Report, is revised to implement improvements to the Grain Inspection and Weighing System (GIWIS) reporting program.

Change No: 2 February 26, 1993

Chapter 4, Data Collection Forms, section 4.1 is revised to incorporate instructions for entering information on aflatoxin inspections and official commercial inspections when completing Form FGIS-922, Inspection and Weighing Report. Section 4.2 is revised to change the instructions for FGIS-938 to allow weekly reporting of export grain container shipments for the same grade and grain from an inspection point of one form. Also, included is a new completely revised attachment to Chapter 4.

Change No: 1 January 1, 1991

Chapters 1, 2, and 3 are reformatted with minor editorial changes. Chapter 2 is further revised to instruct inspectors to show actual count in the supervision or appeal result column on Form FGIS-920, “Grain Sample Ticket,” for the factor that causes a special grade or sample grade designation. Chapter 3 is further revised to incorporate new statements and consolidate information for clarification. All attachments are revised to clearly define design and format requirements and instructions for completion. Chapter 4, “Data Collection Forms,” is a new chapter incorporating FGIS Program Directives 929.1, “Inspection and Weighing Report,” and 929.13, “report of Grain Inspected and Weighed for Export.”