PROGRAM HANDBOOKS/MANUALS
September 17, 2015

NUMBER	DATE	TITLE	OPR.	DISTR
FGIS 200	11-15-89 1-24-91 10-7-93 5-25-95 4-23-97 5-16-97	**Acquisition Handbook** Issuance Chg. No.1 Issuance Chg. No.2 Issuance Chg. No.3 Issuance Chg. No.4 Issuance Chg. No.5	APHIS-MSD	G10
Organization, Functions, and Delegations of Authority Handbook	7/24/92		FGIS-ERS	G10
FGIS 201	11/89	**Personal Property Handbook**	APHIS-MSD	G10

BILLING AND COLLECTION HANDBOOK
OPR-OA-ERS

CHAPTER	DATE	TITLE	DISTR.
Forward	5-01-81		A
Chapter 1 Pp. 1-3 Pp. 1-5 &1-6 Exhibit C	11-23-83 6-06-84 3-22-84 3-22-84	General Controls	
Chapter 2	12-28-83	Input Document Preparation and Submission	
Chapter 3	1-25-84	Verification of Billing Input	
Chapter 4	3-12-86	Delinquent Accounts	
Chapter 5	5-1-81	Application of Fees (Reserved)	
Appendix A	5-1-81	Glossary of Terms and Definitions Applicable to the FGIS Billing and Collection System	
		<u>Current Transmittals/Issuance Changes</u>	
	5-01-81 11-23-83 12-28-83 01-25-84 03-22-84 06-06-84 03-12-86	Initial Distribution Transmittal #2 Transmittal #3 Transmittal #4 Transmittal #5 Transmittal #6 Issuance Change #7	

EMPLOYEE DEVELOPMENT AND TRAINING HANDBOOK OPR-ODA-ARTS			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	1-01-85		A
Chapter 1	1-01-85	General	
Chapter 2	1-01-85	Administrative Responsibilities	
Chapter 3	1-01-85	Training Program Administration	
Chapter 4	1-01-85	Training Programs	
Chapter 5	1-01-85	Request, Authorization, Agreement, and Certification of Training – Form SF-182	

PROGRAM HANDBOOKS

BEAN INSPECTION HANDBOOK OPR – FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTR**
	4-01-99	New Handbook	A,H,U
Contents	4-01-99		
Chapter 1	4-01-99	General Information	
Chapter 2	4-01-99	Sampling	Chapter 2
Chapter 3 Attachment	9-8-14	Inspection Grades and Grade Requirements for Beans	A,C,E
Chapter 4 Attachment 1 Attachment 2	9-8-14	Certification Commodity Inspection Certificate, FGIS-993 Commodity Certificate, Submitted Sample Inspection, FGIS-994	
		IC #2: 7-11-05 New Chapter dated 7-11-05 removed Chapter 3 dated 4-1-99 IC #3: 3-16-09 Updated Chapter 3 – 3-16-09 IC #4: 11-17-14 Updates to Chapters 3 and 4	

EQUIPMENT HANDBOOK OPR – FM-WEB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	10-04-96	New Handbook	A,C
Foreword	10-04-96		
Contents	10-04-96		
Chapter 1 Pg. 1-11 to 1-27	10-04-96 03-21-04	General Information	
Approved Equipment List	09-08-06	Active commercially available items	
Approved Equipment List	09-08-06	Inactive items, but ok for use	
Chapter 2	2-20-02	Grain Test Scales	
Chapter 3	10-04-96	Laboratory Equipment	
Chapter 4	10-04-96	Dockage Testers	
Chapter 5	10-04-96	Test Weight Per Bushel Apparatuses	
Chapter 6	10-04-96	Rice Equipment	
Chapter 7	10-04-96	Manual Sampling Devices	
Chapter 8	10-04-96	Barley Pearlers	
Chapter 9	10-04-96	Sieves	
	10-04-96	Issuance Change #1 10-04-96 -Initial Distribution Issuance Change #2 10-04-96 -Revised Chapter 2 and Pages 1-11 to 1-27.	

FUMIGATION HANDBOOK OPR – FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
			A,C,E
Foreword	09-04-06		
Contents	09-04-06		
Chapter 1	08-24-09	General Information	
Chapter 2	06-14-14	In-Transit Fumigation – Vessels	
Chapter 3	06-14-14	Land Carrier Fumigation	
Chapter 4	09-04-06	River Barge Fumigation	
Chapter 5	09-04-06	Farm Service Agency Commodity Operations Fumigation Protocol	
		Issuance Change No. 4 – 9/2006 -- Entire Handbook Revised Issuance Change No. 5 – 8/24/09 – Replacing Chapters 1 and 2 Issuance Change No. 6 – 6/16/14 – Replacing Chapters 2 and 3	

GRAIN INSPECTION HANDBOOK OPR - FM-SPB BOOK I – GRAIN SAMPLING			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	7-07-95		A,C,E
Contents	7-07-95		
Chapter 1	7-07-95	General Guidelines	
Chapter 2	7-07-95	Probe Sampling	
Chapter 3	7-07-95	Sampling With a Diverter-Type Mechanical Sampler	
Chapter 4	7-07-95	Ellis Cup and Pelican Sampling	
Appendix 1 Page 2	7-07-95 11-17-95	Local Quality Control Procedures	

GRAIN INSPECTION HANDBOOK BOOK II			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	8-09-04		A,C,E
Foreword	8-09-04		
Contents	8-09-04		
Chapter 1	8-09-04	General Information - Issuance Change #106 6-16-08 Replace page(s) as indicated	
Chapter 2	8-09-04	Barley - Issuance Change #106 6-16-08 - Replace page(s) as indicated	
Chapter 3	8-09-04	Canola - Issuance Change #106 6-16-08 - Replace page(s) as indicated	
Chapter 4	06-18-07	Corn - Issuance Change # 103 6/18/07 - Replace page(s) as indicated	
Chapter 5	8-09-04	Flaxseed	
Chapter 6	8-09-04	Mixed Grain Issuance Change #106 6/18/08 - Replace page(s) as indicated	
Chapter 7	8-09-04	Oats Issuance Change #106 6/18/08 - Replace page(s) as indicated	
Chapter 8	8-09-04	Rye Issuance Change #104 8-09-07 Issuance Change #106 6-18-08 - Replace page(s) as indicated	
Chapter 9	6-01-08	Sorghum - Issuance change #108	
Chapter 10	8-09-04	Soybeans Issuance Change # 105 replace pages as indicated 09-01-07 Issuance Change #106 6-18-08 - Replace page(s) as indicated	
Chapter 11	8-09-04	Sunflower Seed Issuance Change #106 6-18-08 - Replace page(s) as indicated	
Chapter 12	8-09-04	Triticale - Issuance Change #106 6-18-08 - Replace page(s) as indicated	
Chapter 13	8-09-04	Wheat Issuance Change #106 6-18-08 - Replace page(s) as indicated	

GRAIN INSPECTION HANDBOOK BOOK II			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
Pages 13-33 thru 13-38	5-01-06	Change No. 99 replace pages as indicated	
		IC #108 – 6-01-08 New Chapter 9	

GRAIN INSPECTION HANDBOOK BOOK III GRAIN GRADING PROCEDURES			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	3-13-06		A,C,E
Table of Contents	3-13-06		
Chapter 1	3-13-06 6-01-08 6-09-08 11-03-08	Inspection of Shiplots Unit Trains, and Lash Barges	
Chapter 2	3-13-06	Certification of Shiplots, Unit Trains, and Lash Barges	
Chapter 3	3-13-06	Material Removal Portion	
Chapter 4	9-11-90	(Reserved)	
Chapter 5	9-11-90	(Reserved)	
Chapter 6	9-11-90	(Reserved)	
Chapter 7	3-13-06	(Reserved)	

GRAIN INSPECTION HANDBOOK BOOK IV - FORMS AND CERTIFICATES			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
			A,C,E
Contents	10-09-06		
Chapter 1	10-09-06	Application Forms	
Chapter 2	10-09-06 6-09-08	Work Records Issuance Change No. 107 pages 2-16	
Chapter 3	10-09-06 7-14-08	Certificates Issuance Change No. 107	
Chapter 4	07-31-15	Data Collection Forms Issuance Change No. 111	

GRAIN INSPECTION HANDBOOK			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	CURRENT TRANSMITTALS/ISSUANCE CHANGES BOOK I 7-07-95 Issuance Change #87 (New Book I Issued) 11-17-95 Issuance Change #88 BOOK II 8-09-04 Issuance Change #97 (New Book II Issued) 6-01-08 Issuance Change #108 Grain Grading Procedures Chapter 9 BOOK III 10-22-84 Reprint 9-01-80 Transmittal #9 9-11-90 Issuance Change #65 4-22-93 Issuance Change #74 5-10-94 Issuance Change #83 6-04-97 Issuance Change #92 6-01-99 Issuance Change #93 9-15-99 Issuance Change #94 12-10-99 Issuance Change #94 12-10-99 Issuance Change #95 06-12-00 Issuance Change #96 06-01-08 Issuance Change #108 06-09-08 Issuance Change #107 BOOK IV 1-01-91 Issuance Change #67 (New Book IV Issued) 2-26-93 Issuance Change #73 4-15-97 Issuance Change #89 10-10-06 Issuance Change #100 06-09-08 Issuance Change # 107 07-31-15 Issuance Change #111		

HOP INSPECTION HANDBOOK OPR - FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	8-01-98		A,U
Foreword	8-01-98		
Contents	8-01-98		
Chapter 1	8-01-98	General Information	
Chapter 2	8-01-98	Sampling	
Chapter 3	9-30-02	Inspection	
Chapter 4 Attachment 1 Attachment 2	8-01-98 8-01-98 8-01-98	Certification Commodity Inspection Certificate FGIS-993 Commodity Certificate Submitted Sample Inspection FGIS-994	
	<u>Current Issuance Changes</u> Issuance Change # 1 08-01-98 (New Handbook Issued) Issuance Change # 2 09-30-02 Issuance Change # 3 12-10-07		

MECHANICAL SAMPLING SYSTEMS HANDBOOK OPR-FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	11-07-03		A,C,E
Contents	11-07-03		
Chapter 1	11-07-03	General Information	
Chapter 2	11-07-03	Specifications	
Chapter 3	11-07-03	Authorization	
Chapter 4	11-07-03	Examinations	
Chapter 5	11-07-03	Tests	
Chapter 6	11-07-03	Maintenance, Repair, and Alteration	
		Current Issuance Changes Issuance Change #2 11-07-03 (New Handbook Issued)	

		MOISTURE HANDBOOK -DJ GAC 2100				
Chapter 1	1-8-99	**General Information**				
		Section	Title	Page		
		1.1	Policy	1-1		
		1.2	Responsibilities	1-2		
		1.3	Record Keeping Requirements	1-4		
		1.4	Equipment Identification	1-4		
		1.5	Equipment Testing	1-5		
		1.6	Testing Schedule	1-6		
		1.7	Repairs	1-7		
Chapter 2	1-8-99	**Moisture Meter Calibration**				
		Section	Title	Page		
		2.1	General Requirements	2-1		
		2.2	Schedule	2-1		
		2.3	Equipment Requirements	2-2		
		2.4	Annual Calibration Study	2-2		
		2.5	Reports	2-5		
		2.6	Criteria for Change	2-5		
		2.7	Sample List	2-7		
Chapter 3	1-8-99	**Operation and Testing of the GAC 2100 Moisture Meter**				
		Section	Title	Page		
		3.1	Maintenance	3-1		
		3.2	Operation	3-4		
		3.3	Headquarters Standard Meters	3-8		
		3.4	Testing Official Moisture Meters	3-10		
		3.5	Repair of GIPSA-Owned Moisture Meter	3-14		
			Instructions for Completing Form FGIS-923, "Moisture Meter Test"	3-17		
		Issuance Change 1: 9/1/12 Issuance Change 2: 1/28/13 Issuance Change 3: 5/13/13 Issuance Change 4: 7/14/14				

MYCOTOXIN HANDBOOK			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
Cover	09-17-15		
Foreword	09-17-15		
Table of Contents	09-17-15		
Chapter 1	09-17-15	General Information	
Chapter 2	09-17-15	Laboratory Safety	
Chapter 3	09-17-15	Hazardous Waste Management	
Chapter 4	09-17-15	Sample Preparation Procedures	
Chapter 5	09-17-15	Certification	
Chapter 6	09-17-15	FDA Contamination Levels	
		This is a new handbook which consolidates the information presented in the current Aflatoxin Handbook, DON Handbook, Fumonisin Directive (9180.71), Zearelenone Directive (9180.66), and Ochratoxin A Directive (9180.77).	

NEAR-INFRARED TRANSMITTANCE HANDBOOK (NIRT)			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
Foreword	12-18-06		A,C,E
Contents	12-18-06		
Chapter 1	12-18-06	Introduction	
Chapter 2	12-18-06	NIRT Equipment	
Chapter 3	3-24-08	Determining Instrument Accuracy	
Chapter 4	3-24-08	Sample Preparation and Analysis	
Chapter 5	3-24-08	NIRT Monitoring Program	
		<u>Current Issuance Changes</u> Issuance Change #2 11-22-99 (New Handbook Issued) Issuance Change #3 7-30-01 Issuance Change #4 5-01-05 (New Handbook Issued) Issuance Change #5 7-25-05 (New Handbook Issued) Issuance Change #6 12-18-06 (New Handbook Issued) Issuance Change #7 3-24-08 (Replace Chapters 3, 4, and 5 dated 12-18-06 with New chapters dated 3-24-08)	

NUCLEAR MAGNETIC RESONANCE (NMR) HANDBOOK OPR - FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
Foreword	10-01-09		A,C,J
Contents	10-01-09		
Chapter 1	10-01-09	General Information	
Chapter 2	10-01-09	NMR Oil Testing Equipment	
Chapter 3	10-01-09	Sample Preparation	
Chapter 4	10-01-09	Certification	
Chapter 5	10-01-09	Monitoring Program	
Chapter 6	10-01-09	Instrument Setup And Sample Analysis – Oxford MQA 6005 And MQA 7005 Pulsed NMR Analyzers	
Chapter 7	10-01-09	Instrument Setup and Sample Analyzer – Bruker Minispec 7.5 Pulsed NMR Analyzer	
		Current Issuance Changes Issuance Change #1 04-03-97 (New Handbook Issued) Issuance Change #2 05-12-03 (New Handbook Issued) Issuance Change #3 10-01-09 (New Handbook Issued)	

PEA AND LENTIL HANDBOOK
OPR-MRP-GIPSA-FGIS

CHAPTER	DATE	TITLE	DISTRI
	8-01-98	New Handbook	A,H,U
Contents	8-01-98		
Page 1	8-01-98	Introduction	
Chapter 1 Attachment 1 Attachment 2	8-01-98	General Information Reference Publication Form FGIS-955, "Application for Inspection Under the Agricultural Marketing Act≅	
Chapter 2	8-01-98	Sampling	
Chapter 3	8-01-98	Thresher-Run Peas	
Chapter 4	8-01-98	Dockage-Free Peas	
Chapter 5	8-01-98 1-01-99	Split-Peas Attachment	
Chapter 6	8-01-98	Thresher-Run Lentils	
Chapter 7	12-31-02 12-31-02	Dockage-Free Lentils Attachment	
Chapter 8	8-01-98	Certification	
		Issuance Change #1 1-01-99 Revision to Grade Table for Split Bleached Peas Issuance Change #2 12-31-02 Revisions to Chapter 7 & Attachment Issuance Change #3 4-28-14 Issuance Change #4 7-14-14 Chapters 3 and 4	

PROCESSED COMMODITIES HANDBOOK OPR - FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	8-01-94		A,U,X
Foreword	8-01-94		
Contents	7-15-96		
Chapter 1 P.1-1 Pp.1-11 & 1-12	8-01-94 7-15-96 7-15-96	General Information	
Chapter 2 P. 2-1 Pp. 2-7 & 2-8 Pp. 2-18 & 2-19 P. 2-24 P. 2-29	8-01-94 7-15-96 7-15-96 7-15-96 7-15-96 7-15-96	Sampling	
Chapter 3	7-15-96	FSA Inspections	
Chapter 4 P.4-31	8-01-94 7-15-96	DPSC Inspections	
Chapter 5	8-01-94	VA Inspections	
Chapter 6 Attachment 1 Pp. 1 & 2 Pp. 5-10 Attachment 2	7-15-96 7-15-96 3-28-97 3-28-97 3-28-97	Certification	
Appendix	3-01-96	Assigned Responsibilities	

QUALITY HANDBOOK OPR – FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	10-01-96		A,C,E
Foreword	10-01-96		
Contents	10-01-96		
Chapter 1	10-01-96	General Information	
Chapter 2	10-01-96	Sample Inspection and Monitoring System	
Chapter 3	10-01-96	Subjective Testing and Evaluation Process	
Chapter 4	10-01-96	Referee and Survey Sample Exchange Program	
Chapter 5	10-01-96	QA/QC Tools	
Chapter 6	10-01-96	Intermarket Tracking Program	
Chapter 7	10-01-96	Early Alert Program	
Chapter 8	10-01-96	Crop Quality Studies	
		Current Issuance Changes New Handbook Issued 10-01-96	

RICE INSPECTION HANDBOOK OPR – FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	7-01-94		A,F,U
Foreword	7-01-94		
Contents	7-01-94		
Chapter 1 P.1-3 P.1-7 Pp.1-14 & 1-15 P.1-20 Att.4, P.2	7-01-94 5-01-97 5-01-97 5-01-97 5-01-97 5-01-97	General	
Chapter 2 P.2-11 P.2-13 P.2-16	7-01-94 5-01-97 5-01-97 5-01-97	Sampling	
Chapter 3 P.3-2 P.3-8 thru 3-10 P.3-12 P.3-17 P.3-20	7-01-94 5-01-97 5-01-97 5-01-97 5-01-97 5-01-97	Inspection of Rough Rice	
Chapter 4 P.4-2 P.4-8 & 4-9 P.4-15	7-01-94 5-01-97 5-01-97 5-01-97	Inspection of Brown Rice for Processing	
Chapter 5 P.5-5 P.5-15 P.5-17 P.5-19 thru 21 P.5-28 P.5-32 thru 5-38 Att.3, P.1 & 2 Att.4, P.1 & 2	7-01-94 5-01-97 5-01-97 5-01-97 5-01-97 5-01-97 5-01-97 5-01-97 5-01-97	Inspection of Milled Rice	

Chapter 6 P.6-4 P.6-9 Pp.6-20 & 6-21 Att.1, Pp.1 &2 Att.2, Pp.1 & 2 Att.4, Pp.1 & 2	7-01-94 5-01-97 5-01-97 5-01-97 5-01-97 5-01-97 5-01-97	Certification	
Chapter 7 Contents Attachment 1 Attachment 2	5-01-97 5-01-97 5-01-97 5-01-97	Roundlot Inspection Plan	
Chapter 8 P.8-3 P.8-7	7-01-94 5-01-97 5-01-97	Identity-Preserved Inspection Plan	
Chapter 9	7-01-94	Warehouse-Lot Inspection Plan	
Chapter 10	7-01-94	Government Contracts	
Appendix 1 P.1	7-01-94 5-01-97	Tolerances	
		<u>Current Issuance Changes</u> Issuance Change #1 7-01-94 (New Handbook Issued) Issuance Change #2 8-15-94 Issuance Change #3 5-01-97	

SANITATION INSPECTION HANDBOOK RICE, BEANS, PEAS, LENTILS, AND PROCESSED COMMODITIES OPR – FM-SPB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	3-28-97		A, F, H, T, U, X
Foreword	3-28-97		
Contents	3-28-97		
Chapter 1	3-28-97	Cooperation With Other Agencies	
Chapter 2	3-28-97	Inspection Responsibilities	
Chapter 3	3-28-97	Plant Facility	
Chapter 4	3-28-97	Sanitation Inspections	
		Current Issuance Changes Issuance Change #1 3-28-97 (New Handbook Issued)	

WEIGHING HANDBOOK OPR - FM-WEB			
CHAPTER	**DATE**	**TITLE**	**DISTRI**
	9-01-80		A, C, E, G, N
Foreword	12-27-10		
Contents	12-27-10		
Chapter 1 Appendix A Appendix B	7-05-10 7-05-10 5-10-95	Procedures for Official Weighing Services Grain Spill Estimation Charts Glossary	
Chapter 2	7-05-10	Documentation of Official Weighing Services	
Chapter 3	12-27-10	Specifications, Tolerances, and Other Technical Requirements for Testing and Certifying Official Grain Weighing Devices	
Chapter 4	8-22-11	Checkweighing	
		<u>Current Transmittals/Issuance Changes</u> Issuance Change #16 3-13-89 Issuance Change #17 9-17-90 Issuance Change #19 5-10-95 Issuance Change #20 9-20-96 Issuance Change #21 2-21-01 Issuance Change #22 9-01-03 Issuance Change #23 4-30-04 Issuance Change #24 11-01-04 Issuance Change #25 3-28-05 Issuance Change #26 7-05-10 Issuance Change #27 7-05-10 Issuance Change #28 12-27-10 Issuance Change #29 8-22-11	