



October 6, 2008

**Reference # 217**

TO: FGIS POLICY BULLETIN BOARD

FROM: John Giler, Director /s/ *John Giler*  
Field Management Division

SUBJECT: Reporting Sunflower Seed Foreign Material

ORIGINATING OFFICE: Policies and Procedures Branch

**1. PURPOSE**

This memorandum provides clarification regarding the reporting of Sunflower Seed foreign material (FM) results on the work record and inspection certificate.

**2. BACKGROUND**

Upon a review of Grain Inspection Handbook, Book II, Chapter 11, Sunflower Seed, we determined that there is no specific instruction provided for reporting FM on the work record. Currently the inspectors are rounding and reporting the results on the work record to the nearest half percent. From a quality control standpoint this can be problematic in determining the significance of comparison differences.

**3. POLICY**

As stated in the handbook, certify the FM to the nearest half percent as follows: 0.25 to .74 as 0.5 percent, 0.75 to 1.24 as 1.0 percent, etc. Record the percentage of FM on the work record to the nearest hundredth percent.

**4. FILING INSTRUCTIONS**

File a copy of this memo with Grain Inspection Handbook, Book II, Chapter 11, Sunflower Seed until the handbook is revised to include this change. Field office managers must ensure that a copy of this memo is provided to official agencies within their circuit.

**5. QUESTIONS**

Direct any questions regarding this policy to Robert Lijewski, Policies and Procedures Branch, at (202) 720-0224 or email at [Robert.S.Lijewski@usda.gov](mailto:Robert.S.Lijewski@usda.gov).