



United States
Department of
Agriculture

Grain Inspection,
Packers and Stockyards
Administration

Stop 3630
1400 Independence Ave., SW
Washington, DC 20250-3630

April 22, 2010

Reference # 229

TO: FGIS POLICY BULLETIN BOARD

FROM: Robert Lijewski, Acting Director /s/ *Robert Lijewski*
Field Management Division

SUBJECT: Reporting Class Y Weighing and Official Commercial Inspection Service in IDW

ORIGINATING OFFICE: Policies, Procedures, and Market Analysis Branch

1. PURPOSE

This memorandum provides guidelines for reporting Class Y weighing and Official Commercial Inspection Service when electronic certificate records for these services are not transmitted to the Inspection Data Warehouse (IDW).

2. BACKGROUND

FGIS Directive 9290.16, Inspection Data Warehouse (IDW) for Grain Program Services, requires official service providers to electronically collect and transmit summary records for inspection and weighing services to IDW, excluding Class Y weights and Official Commercial Inspection Service (OCIS). Service providers, at their option, may also transmit electronic records for Class Y weights and OCIS.

The IDW application has been recently updated to compute USGSA supervision and administrative tonnage fees. Prior to converting these billing processes from the Grain Inspection and Weighing Information System (GIWIS) and Export Grain Information System (EGIS), parallel testing will be conducted for several billing cycles. In order to validate the billing information from IDW, it is necessary to begin collecting Class Y weighing and OCIS information for services not documented on electronic certificate records that are subsequently transmitted to IDW.

3. POLICY

Effective for services with a date of service of April 1, 2010, or later, service providers must enter **monthly** Class Y weighing and/or OCIS summaries directly into the IDW website at <https://fgis.gipsa.usda.gov> for any services not electronically certified and transmitted to IDW. IDW users should select the option "Enter OCIS or Class Y Services" for this purpose. Summaries for each service point must be entered within five business days after the end of each reporting month.

A user guide for entering Class Y weighing and OCIS information will be distributed by email and then posted on the Help page of the IDW website. Users must be eAuthenticated at a Level 2 and granted access to IDW in order to enter these summaries.

4. QUESTIONS

Direct any questions concerning this policy to Diane Palecek, Field Operations and Support Staff, at (816) 823-4643 or email at diane.k.palecek@usda.gov.