UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Grain Inspection Service
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CHAPTER 2. WORK RECORDS

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2.1 WORK RECORDS

Work records must be completed and maintained for each function performed during the course of an inspection. All pertinent sampling and factor information found during the examination must be shown on the work record as well as the certificate. Work records are printed in duplicate so that one copy may be filed with the sample and one copy used to complete the certificate. 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(s) or initials of the person(s) who made each determination; and

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

Copies may be used for reporting the results of official inspections for monitoring or supervision.

Correct errors by neatly drawing a line through the error in a different colored ink (if possible) and initialing the correction. Work records should never be rewritten unless it is rendered useless. If this should occur, the original should be attached and filed with the rewritten record. The use of correction fluid or correction tape on work forms is prohibited.

FGIS personnel are required to 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

FGIS field offices and agencies must complete and maintain records pertaining to sampling activities. Sampling information may be recorded separately on a pan ticket or it may be recorded with inspection information on a combination sampling and inspection form.

The following information shall be entered on the pan ticket or inspection log when used:

A. Location of the grain;

B. Date of sampling;

C. Kind of grain;

D. Method of sampling;

E. Identification of lot or carrier;

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

G. Type of movement (e.g., in, out, or local);

H. When applicable, initials and numbers of seals removed and seals applied;

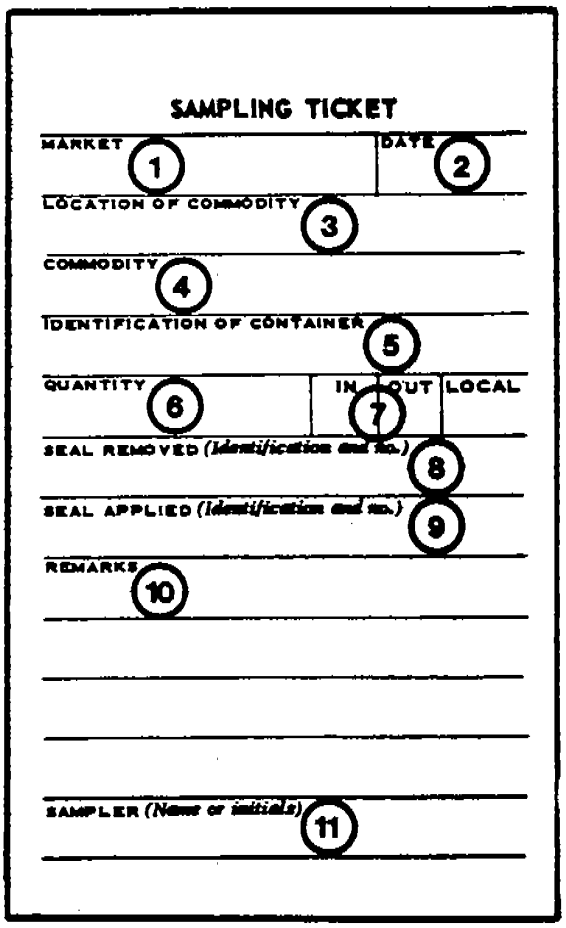
I. Any pertinent information that may affect the grading or certification of the lot (e.g., "Top ____ feet sampled. Bottom not sampled." odor, insects, etc.); and

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

FGIS personnel may use Form FGIS-919 (formally IN-149), "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"



SAMPLING TICKET

MARKET (1) | DATE (2)

LOCATION OF COMMODITY (3)

COMMODITY (4)

IDENTIFICATION OF CONTAINER (5)

QUANTITY (6) | IN | OUT (7) | LOCAL

SEAL REMOVED (Identification and no.) (8)

SEAL APPLIED (Identification and no.) (9)

REMARKS (10)

SAMPLER (Name or initials) (11)

Instructions for Completing the "Sampling Ticket"

(1) Enter the name of the field office or specified service point.

(2) Record the date the sampling was completed.

(3) Indicate the location of the grain at the time of sampling.

(4) Enter the identity of the grain sampled.

(5) Identify the lot or carrier as follows:

Railcars - Initials and numbers. All railcars are construed to mean covered hopper (the words "covered hopper" may be used). "Open Top Hoppers" and "boxcars" are so designated.

Trucks and Trailers - License number of the truck or truck and trailer (abbreviate as Trk or Trk and Trl) and name or abbreviation of State. Trucks and trailers may be further identified as to the time of day sampled, contract number, etc.

Barges - Initials and number or name. Barges may be further identified as "Lift Top" or "Roll Top."

Ships - 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.

(6) Enter the approximate quantity of grain in terms of carlot, trucklot, trailerlot, truck/trailerlot(s), bargelot, part-carlot, part-trucklot, part-trailerlot, part-truck/trailerlot(s), part-carlot, part-bargelot, pounds, or bushels. For sacklot inspections, insert the number, weight, and type of sack inspected (e.g., 1,850 100-lb. cotton sacks), and the approximate number of bushels.

(7) Check the type of movement; e.g., in, out, or local.

(8) When applicable, record the initials and numbers of each seal(s) removed.

(9) When applicable, record the initials and numbers of each seal(s) applied.

(10) Enter any pertinent information that may affect the grading or certification of the lot including:

a. The method of sampling used; e.g., probe, diverter mechanical sampler, Ellis cup, pelican, etc.

b. The notation "Top _____ feet sampled. Bottom not sampled." and the average depth of the probes when applicable.

c. The condition if the lot is heating, musty, or sour.

d. The number of insects if present.

e. Shallow probe or door probe if applicable.

(11) Sampler(s) signature or initial.

2.3 COMBINATION PAN TICKET AND INSPECTION RECORD

Official personnel shall complete and maintain detailed records pertaining to all inspection activities. These activities shall include factor results and grade designations if this information is not recorded on a sampling record.

The following information shall be shown on the inspection record:

A. Date inspected.

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 in terms of bushels, pounds, carlot, trucklot, trailerlot, etc.

G. If a sampling work record has not been completed, enter the method of sampling, date sampled, and the sampler's initials.

H. When applicable, initials and number of seal(s) removed and seal(s) applied.

I. Grade and identity (class, subclass, or kind of grain) and, when applicable, the percentage of dockage.

J. Results for each factor determined.

K. When applicable, the percentage of protein and the initials of the person performing the protein analysis.

L. Any additional information pertinent to the inspection.

M. The initials of the technician(s) who assisted with factor determinations.

N. The name of the inspector and the inspector's code number.

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"

SAMPLE PAN TICKET

CERTIFICATE NO. (1) | DATE INSPECTED (2) 19 | ☐ IN (3) ☐ LOCAL ☐ OUT ☐ SUB. | LOCATION (4)

IDENTIFICATION OF LOT (5) | ☐ TRUCK (6) ☐ HOPPER ☐ COV. HOPPER ☐ BARGE ☐ BOXCAR ☐ _____ | QUANITY (7)

☐ PROBE (8) ☐ TOP____ FT. SAMPLED ☐ DIVERTER ☐ CUP ☐ PELICAN | ☐ SHALLOW PROBE (9) ☐ DOOR PROBE | DATE SAMPLED (10) | SAMPLER (11)

GRADE AND KIND (12) | (13) % DOCKAGE

TW LBS.	M %	ODOR	HT %	DKT %	FM %	SHBN %	DEF %	DHV %	% PROTEIN (15)
HVAC %	HARD %	CCL %	WOCL %	BCFM %	SBLY (14) %	BN %	THIN %	BB %	ANALYST (16)
SKBN %	OG %	WO %	SCO %	FMOW %	BNFM %	SPL %	BBB %		

REMARKS (17)

SEALS BROKEN (18) | SEALS APPLIED (19) | CONSIGNEE (20)

NAME OF INSPECTOR (21) | ACG CODE (22) | TECHNICIAN/FACTORS ANALYZED (23)

Instructions for Completing for "Sample Pan Ticket"

(1) If applicable, enter the serial number of the certificate(s) issued for the lot or sample(s).

(2) Enter the date the inspection service was completed.

(3) Check the type of movement (e.g., in, out, or local).

(4) Enter the location of the grain at the time of sampling.

(5) Identify the lot or carrier as follows:

Railcars - Initials and numbers. All railcars are construed to mean covered hopper (the words "covered hopper" may be used). "Open Top Hoppers" and "boxcars" are so designated.

Trucks and Trailers - License number of the truck or truck and trailer (abbreviate as Trk or Trk and Trl) and name or abbreviation of State. Trucks and trailers may be further identified as to the time of day sampled, contract number, etc.

Barges - Initials and number or name. Barges may be further identified as "Lift Top" or "Roll Top."

Ships - 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) Check the applicable carrier or write in the type of carrier.

(7) Enter the approximate quantity of grain in terms of carlot, trucklot, trailerlot, truck/trailerlot(s), bargelot, part-carlot, part-trucklot, part-trailerlot, part-truck/trailerlot(s), part-carlot, part-bargelot, pounds, or bushels. For sacklot inspections, insert the number, weight, and type of sack inspected (e.g., 1,850 100-lb. cotton sacks), and the approximate number of bushels. For submitted samples, give the approximate weight (in grams) of the sample received.

(8) Check the method of sampling.

(9) If applicable, check either shallow probe or door probe.

(10) Enter the date(s) sampled.

(11) Sampler(s) signature or initials.

(12) Enter the grade and identity (class, subclass, or kind of grain) of the grain in accordance with the Official U.S. Standards for Grain when the grade and identity are determined.

(13) If applicable, enter the percentage of dockage.

(14) Enter the results for each factor determined.

(15) When applicable, enter the percentage of protein.

(16) Enter the name or initials of the person performing the protein analysis.

(17) Enter all remarks applicable to the inspection including:

a. Sampler's observations (see Grain Inspection Handbook, Book I, section 2.4).

b. Required and approved statements.

c. For dual-graded or multigraded lots, an identification of the section of the carrier the sample represents (e.g., estimated 1/5 car B end). Tickets for each portion, largest on top, shall be stapled together.

d. Additional factor information.

(18) When applicable, record the initials and numbers of each seal(s) removed.

(19) When applicable, record the initials and numbers of each seal(s) applied.

(20) Enter the name of the company or person receiving or holding the lot.

(21) & (22) Enter the name and code number of the inspector who assigned the grade or made factor determinations in the case of a factor only analysis.

(23) When applicable, enter initials and factor determined by inspection personnel other than the inspector named in block (21) (e.g., JM-M, TW, etc.).

2.4 GRAIN SAMPLE TICKET

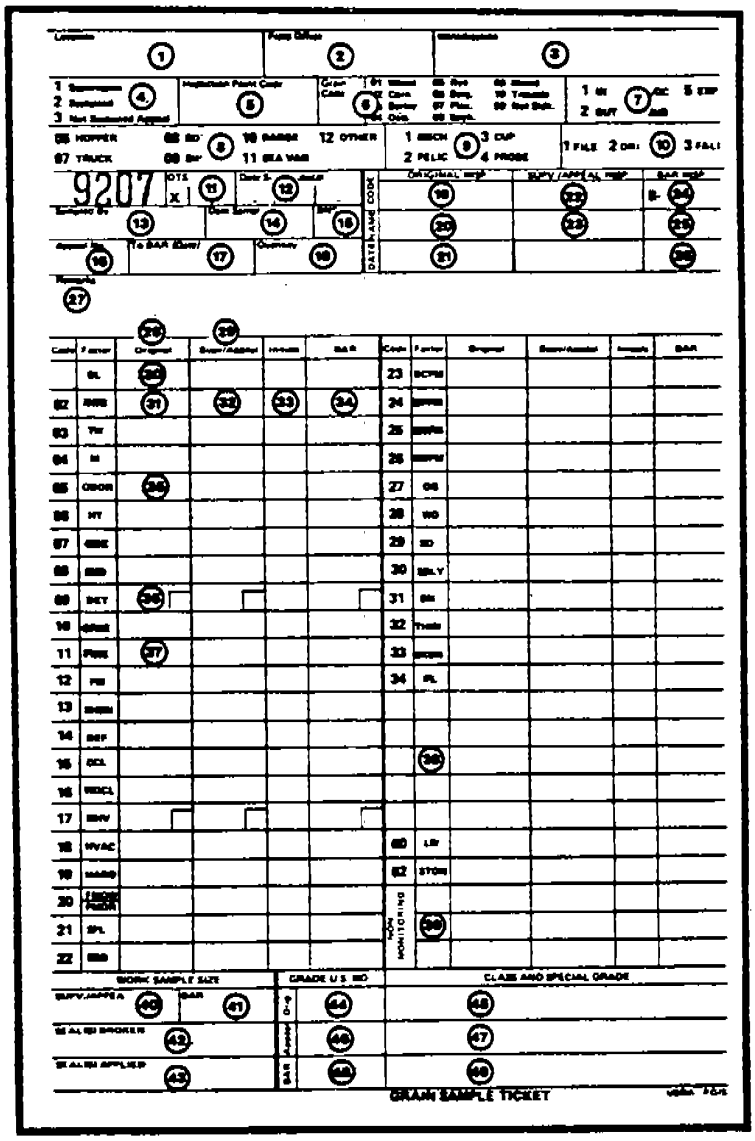
Form FGIS-920, "Grain Sample Ticket," shall be used by FGIS field offices and the Board of Appeals and Review (BAR) to record the results of monitoring inspections, appeal inspection, and Board appeal inspections. Since the data is used for the monitoring of inspection and grading accuracy and for preparing certificates, it is important that the information be recorded in an accurate and legible manner.

A. Action by Field Office. The original copy of form FGIS-920 representing samples not sent to the BAR shall be forwarded to the Automation Program Services Branch (APSB), Resources Management Division; the first or second white copy retained as a file copy; and the yellow copy sent to the agency. Samples sent to the BAR shall be accompanied by the original, second white copy, and the yellow copy; and the first white copy retained as the file copy. If desired, photocopies may be made to provide the agency a copy.

B. Action by the BAR. The BAR shall send the original copy of form FGIS-920, representing samples sent for monitoring, to APSB; forward the white copy to the field office; and retain the yellow copy for the file copy.

Field offices and the BAR shall distribute the copies of form FGIS-920 daily.

FORM FGIS-920, "GRAIN SAMPLE TICKET"



FORM FGIS-920, "GRAIN SAMPLE TICKET"
(Reverse Side)

ADDITIONAL FACTORS

Enter factor number and appreviation 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 FACTOR	APPLIC GRAINS	CONDITION FACTOR	APPLIC GRAINS
35 OCL	BS	44 WHAL	B	61 OLI	All Grains	80 TRET	WX
36 OCOL	CG	45 SLAL	B	63 ANFL	All Grains	81 STNO	B
37 WAXY	C	46 MOMI	B	64 FSUB	All Grains	82 HTG	All Grains
38 HTF	F	47 MOMJ	B	65 CROT	All Grains	83 UMT	B
39 DF	F	48 HTMI	B	66 GARB	WBORSXT	84 PMS	S
40 MDKG	F	49 HTMJ	B	67 SBAL	WBORSXT	85 MATH	BCS
41 HP	F	50 FMI	B	68 LGST	All Grains	86 SLV	O
42 BLIT	BX	51 FMJ	B	69 GLAS	All Grains	87 BADW	G
43 ERG	WBORXT	52 SB	B	70 CBUR	All Grains	88 DISC	GS
				71 CSTB	All Grains	89 BRIT	BO
				72 WBG	B	90 BLCH	BO

KEY:

W Wheat	R Rye	X Mixed
C Corn	G Sorghum	T Triticale
B Barley	F Flaxseed	
O Oats	S Soybeans	

Instructions for Completing FGIS-920, "Grain Sample Ticket"

(1) Enter the location of the grain at the time of sampling.

(2) Enter the name of the field office performing the monitoring inspection or appeal inspection. Abbreviations are acceptable.

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

Field offices filing FGIS-920 by carrier identification number shall circle the last two digits of the carrier identification number. In the case of a ship, the abbreviation for sublot (S/L) which precedes the sublot number shall be circled.

The two numbers circled or the S/L abbreviation will be displayed on automated reports; e.g., Grain Inspection Monitoring System Control Charts. This procedure will facilitate locating forms FGIS-920 which correspond to specific samples on the reports.

Field offices filing FGIS-920 by serial number need not follow the above procedure because the serial number is currently printed on automated reports. Do not circle FGIS-920 serial numbers.

NOTE: For items (4), (7), (8), (9), and (10), carefully circle the number so it is readable to data entry clerks.

(4) Circle the appropriate code (only one) indicating the type of inspection performed. If a "factor only" appeal, circle the appropriate code "2" or "3" as if the inspection was for grade.

a. Code 1 - Supervision

b. Code 2 - Sustained Appeal 1/

c. Code 3 - Not Sustained Appeal 2/

(5) Enter the six-digit inspection point code number.

(6) Enter the appropriate two-digit code for the particular grain being inspected. (See grain code key.) Do not circle code. Code 09 (Mixed) refers to mixed grain and not to mixed wheat. Code mixed wheat as 01 (wheat).

(7) Circle code (only one) indicating the movement of the grain or the type of inspection.

NOTE: Bin, belt-run, and similar inspections are considered "local" inspections. Domestic lake and intercoastal shipments are "in" or "out" rather than "export." For <u>any</u> export shipments (including rail), circle "export" rather than "out."

(8) Circle the code (only one) indicating the type of carrier in which the grain was or is to be transported. Hopper refers to rail hopper cars. Barge refers to river barges, bay boats, and similar watercraft. Ship includes domestic lake and intercoastal shipments and oceangoing barges and vessels. Circling the carrier is necessary only if "in," "out," or "export" are circled for movement.

(9) Circle the code (only one) indicating the method of sampling. Leave blank on submitted samples.

(10) Indicate the type of sample by circling:

a. Code 1 whenever a monitoring inspection or an appeal inspection is performed using the file sample.

1/ A sustained appeal inspection refers to an inspection where there is a grade change in the superseded inspection. Except for the percentage of dockage, any change on the gradeline shall be considered a grade change. <u>Only on appeal inspections shall grades be entered on the gradeline</u>.

2/ A "not sustained" appeal inspection refers to an inspection where there is no grade change in the superseded inspection.

b. Code 2 whenever a monitoring inspection or an appeal inspection is based on a new sample obtained by FGIS personnel.

c. Code 3 whenever a monitoring inspection or appeal inspection is based on a sample obtained jointly by an FGIS employee and a licensee.

Leave blank for onsite monitoring samples and submitted samples.

(11) For 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.

(12) Enter the date (month, day, and year) of the monitoring inspection or appeal inspection. If the month or day is only one digit, precede with a zero (e.g., May 22, 1989, should read 05/22/89). The date should always be recorded as a six-digit number.

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

(14) Enter the date of sampling. Leave the space blank for submitted samples and file samples used for monitoring.

(15) If "Bottom not sampled," enter the average depth of the probes. Leave space blank for file samples.

(16) Enter the appeal number if applicable.

(17) If the sample is sent to the BAR, enter the date mailed.

(18) Enter the 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 approximate weight (in grams) of the sample received.

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

(22) - (23) Enter the code number and name of the ACG who performed the monitoring inspection or appeal inspection.

(24) - (26) Enter BAR code number and the date of the inspection.

(27) Enter all remarks applicable to the inspection:

a. Identify samples as: special monitoring samples, opinion samples, surveys, or any other special information requests. Do not forward opinion samples, protein only, and special survey FGIS-920's to APSB.

b. For dual-graded or multigraded bargelot, carlot, or trucklot inspections, prepare a separate form 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 <u>staple</u> 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 together with the requesting firm (the applicant).

e. For a warehouse sample-lot inspection, insert warehouse sample.

(28) When applicable, enter in the "Remarks" section the subclass assigned by the LI (e.g., DNS, NS, HAD, etc.).

(29) When applicable, enter in the "Remarks" section the subclass assigned by the ACG monitoring the sample (e.g., DNS, NS, HAD, etc.).

NOTE: For items (30) through (32), factor information shall be expressed in accordance with the Official U.S. Standards for Grain and Book II, "Grain Grading Procedures." When a factor is to be recorded to the nearest whole percentage, enter a decimal point and a zero (e.g., 11.0 not 11).

Only approved abbreviations shall be used in recording factor information.

Leave blank when no analysis or test is performed.

(30) Enter the 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: flaxseed, mixed grain, oats, rye, sunflower seed, and triticale.

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

NOTE: Often when the results for 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, inspectors shall enter in the original result column of form FGIS-920 the minimum count that would cause a special grade or Sample grade designation. Enter the actual count for the factor that causes a special grade or Sample grade designation in the supervision or appeal result column.

(32) Enter the supervision or appeal results of each analysis or test performed.

(33) Enter the initials of the ACG/ACA performing each analysis.

(34) This column is for use by the BAR only.

(35) Indicate if the sample has an objectionable odor. Use the terms: SOUR, MUSTY, COFO, SMUT. If the sample does not have an objectionable odor, enter 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, or they can be obtained from another part of the form; e.g., the gradeline.

(38) When analyzing additional factors which are not posted on the front, refer to the reverse side of the form for the code and standard abbreviation and enter this in the blank space(s) provided.

(39) Enter a factor in the nonmonitoring section if the factor is not listed on the front or the reverse side or in a recent directive.

(40) Enter the weight, in grams, of the work sample used for the monitoring inspection or appeal inspection.

(41) Enter the weight, in grams, of the work sample used by the BAR.

(42) Enter the initials and the number of seal(s) broken if any.

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

NOTE: Numbers (44) through (49) pertain to appeal inspections only.

(44) & (45) Enter the numerical grade, class, and special grade of the superseded inspection.

(46) & (47) Enter the numerical grade, class, and special grade of the appeal inspection.

(48) & (49) Enter the numerical grade, class, and special grade of the Board appeal inspection.

Instructions for Using the Reverse of FGIS-920, "Grain Sample Ticket"

Thirty-six of the more common grading factors are listed on the front of the form. Forty additional factors are listed on the reverse side. Should the need arise for a factor listed on the reverse side, enter the factor and code in the appropriate space on the front of the form (item (38)). Any factor not listed on the front or reverse or not listed with a factor code in an FGIS directive shall be entered in the nonmonitoring 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 percentages, 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 0.3 and 2/3 to 0.6 (e.g., 2-1/3 = 2.3).

Exceptions to the three categories shall be entered in the nonmonitoring section (item 39). For example, if the percentage of stones is required instead of a count, the factor and the percent shall be entered in the nonmonitoring section.

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

Completed Grain Sample Ticket.

Examples of completed forms FGIS-920 are shown on pages 2-21 and 2-22 for four different types of inspections. The following is a brief explanation of each example:

A. Monitoring (Field Office). Figure 1 illustrates a properly completed form FGIS-920 for an onsite supervision inspection. Note the following:

1 Code 1 is circled to indicate a supervision sample as the type of inspection.

2 The FGIS-920 serial number is crossed out.

3 The numerals 04 have been inserted in the OTS block to indicate the fourth onsite supervision performed on June 15, 1989, at the location designated by the inspection point code number.

4 The type of sample block is left blank.

5 No grades have been entered on the bottom of the form because this is a supervision inspection and not an appeal inspection.

B. Monitoring (BAR). Figure 2 illustrates a properly completed form FGIS-920 for a supervision sample which has been selected for submission to the BAR for further review. Note the following:

1 The Carrier and Method of Sampling blocks are left blank for submitted samples.

(2) The date the sample was forwarded has been entered in the "To BAR" block.

(3) The line for class (CL) is left blank because class is not applicable to mixed grain.

(4) The percentage of various grains contained in this sample are entered in the nonmonitoring section of the form because these items are not listed on the front or reverse of the form with factor code numbers.

C. Appeal (Sustained). Figure 3 illustrates a properly completed form FGIS-920 for a sustained appeal inspection. Note the following:

(1) Code 2 is circled to indicate a sustained appeal inspection in which there was a change in grade.

(2) The grade has been entered on the gradeline.

D. Appeal (Not Sustained). Figure 4 illustrates a properly completed form FGIS-920 for a not sustained appeal inspection. Note the following:

(1) Code 3 is circled to indicate a not sustained appeal inspection in which there was no change in grade.

(2) The grade has been entered on the gradeline.

Monitoring (Field Office)

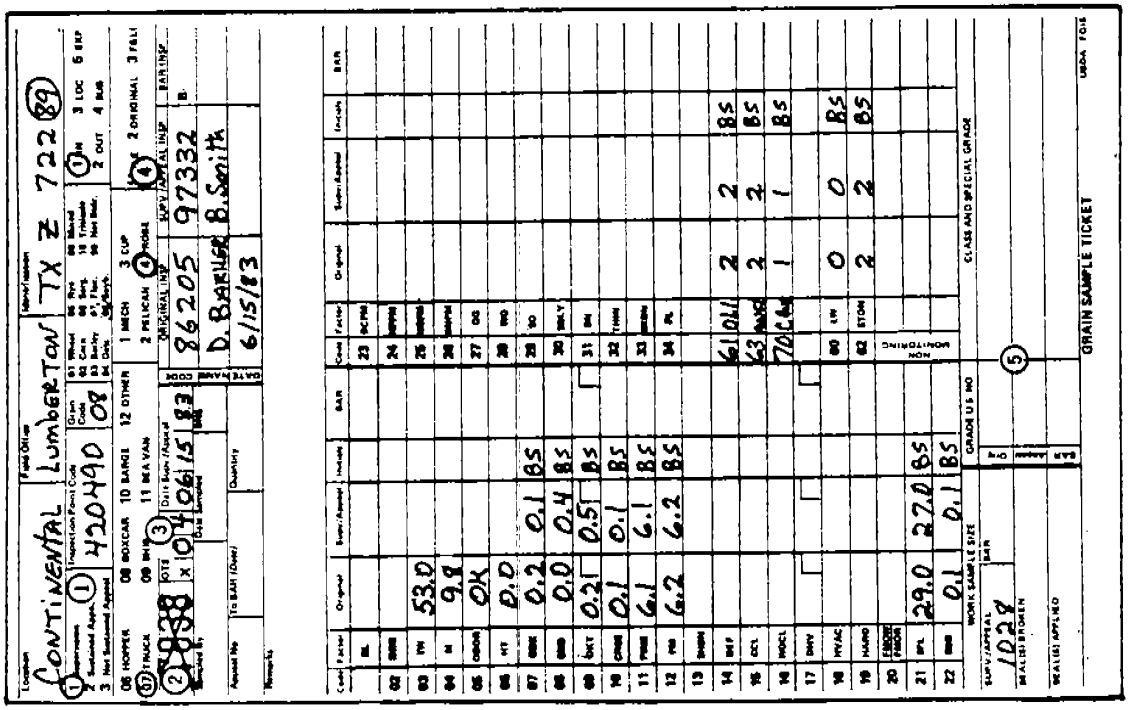


figure 1

Monitoring (BAR)

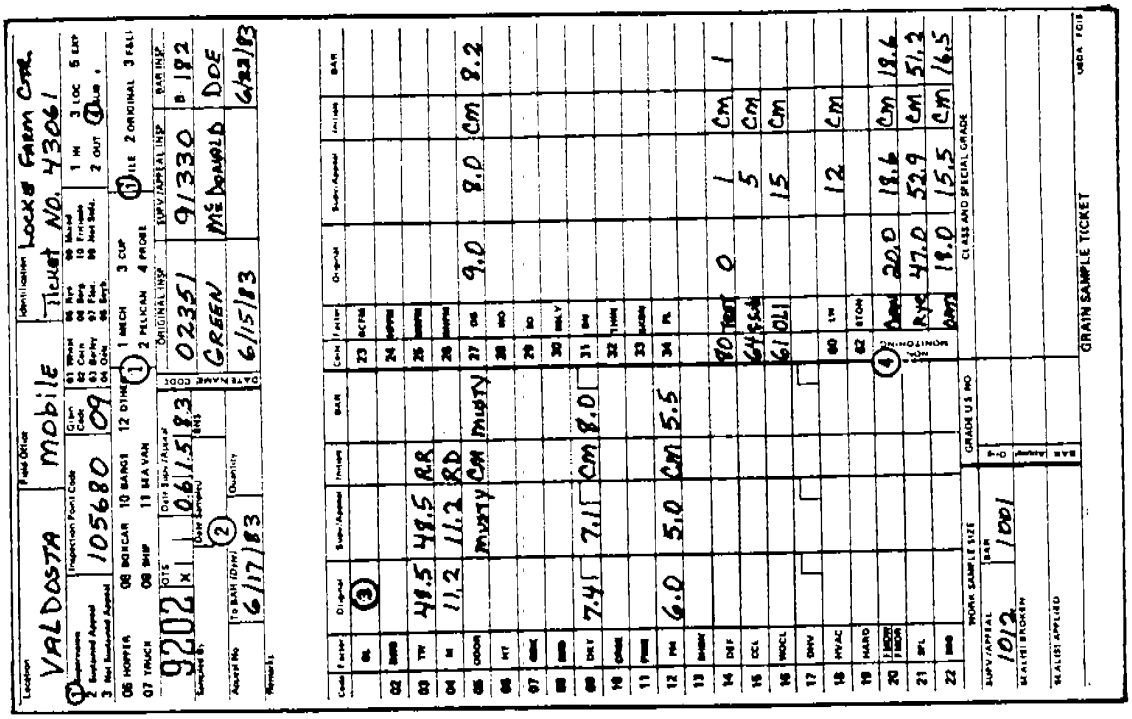
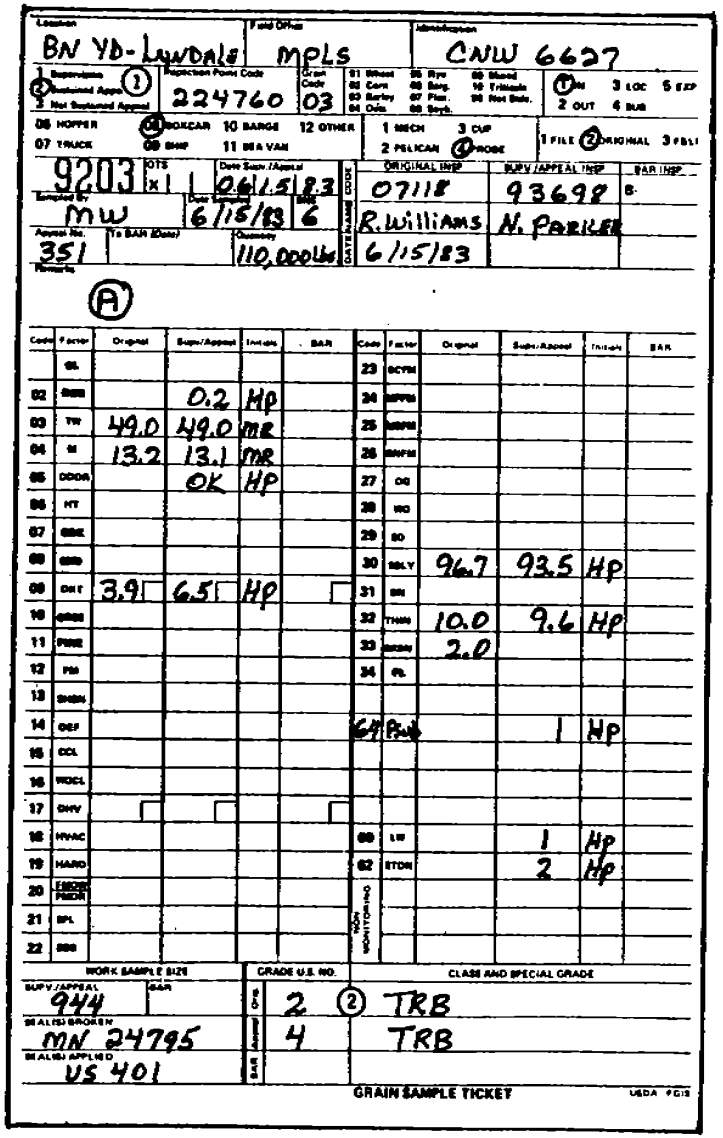


figure 2

Appeal (Sustained)



Location: BN YD-LYNDALE | Field Office: MPLS | Identification: CNW 6627

1 Supervision 2 Sustained Appeal (1) 3 Not Sustained Appeal | Inspection Point Code: 224760 | Grain Code: 03 | 01 Wheat 02 Corn 03 Barley 04 Oats 05 Rye 06 Sorg. 07 Flax. 08 Soys. 09 Mixed 10 Triticale 99 Not Stat. | (1) IN 2 OUT 3 LOC 4 SUB 5 EXP

05 HOPPER (04) BOXCAR 10 BARGE 12 OTHER | 07 TRUCK 09 BHP 11 MIA VAN | 1 MECH 2 PELICAN 3 CUP (4) PROBE | 1 FILE (2) ORIGINAL 3 FBLI

9203 | OTS x 1 | Date Sampl./Appeal 06/15/83 | Date Sampled 6/15/83 | BAR 6 | Sampled By MW | Appeal No. 351 | To BAR (Date) | Quantity 110,000 lbs | Remarks (A)

	ORIGINAL INSP	SUPV/APPEAL INSP	BAR INSP
DATE/NAME CODE	07118	93698	B
	R. Williams	N. Parker	
	6/15/83		

Code	Factor	Original	Supv/Appeal	Initials	BAR	Code	Factor	Original	Supv/Appeal	Initials	BAR
	GL					23	BCFM				
02	DMG		0.2	HP		24	MPFM				
03	TW	49.0	49.0	MR		25	MBFM				
04	M	13.2	13.1	MR		26	BNFM				
05	ODOR		OK	HP		27	OG				
06	HT					28	WO				
07	BBK					29	SO				
08	BBB					30	SBLY	96.7	93.5	HP	
09	DKT	3.9	6.5	HP		31	BN				
10	GRBS					32	THIN	10.0	9.6	HP	
11	FMSE					33	BKBN	2.0			
12	PM					34	PL				
13	SHBN										
14	DEF					64	Pub		1	HP	
15	CCL										
16	WDCL										
17	DHV										
18	HVAC					60	LW		1	HP	
19	HARD					62	STON		2	HP	
20	FMDR FMDR										
21	SPL					NON MONITORING					
22	BBB										

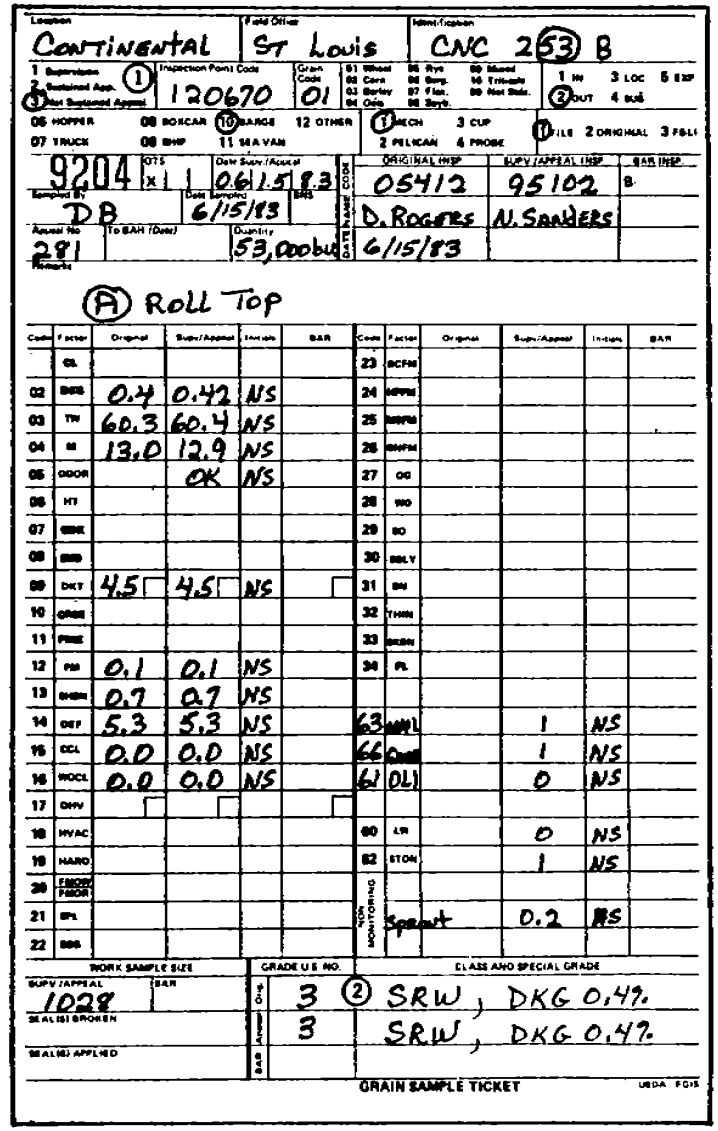
WORK SAMPLE SIZE: SUPV/APPEAL 944 | BAR | SEALS BROKEN MN 24795 | SEALS APPLIED US 401

GRADE U.S. NO.: Orig. 2 (2) TRB | Appeal 4 TRB | BAR

GRAIN SAMPLE TICKET — USDA FGIS

figure 3

Appeal (Not Sustained)



Location: CONTINENTAL | Field Office: ST LOUIS | Identification: CNC 2(53) B

1 Supervision 2 Sustained App. (1) 3 Not Sustained Appeal | Inspection Point Code: 120670 | Grain Code: 01 | 01 Wheat 02 Corn 03 Barley 04 Oats 05 Rye 06 Sorg. 07 Flax. 08 Soys. 09 Mixed 10 Triticale 99 Not Stat. | 1 IN (2) OUT 3 LOC 4 SUB 5 EXP

05 HOPPER 08 BOXCAR (10) BARGE 12 OTHER | 07 TRUCK 09 BHP 11 MIA VAN | (1) MECH 2 PELICAN 3 CUP 4 PROBE | (1) FILE 2 ORIGINAL 3 FBLI

9204 | OTS x 1 | Date Sampl./Appeal 06/15/83 | Date Sampled 6/15/83 | BAR | Sampled By DB | Appeal No. 281 | To BAR (Date) | Quantity 53,000 bu | Remarks (A) Roll Top

	ORIGINAL INSP	SUPV/APPEAL INSP	BAR INSP
DATE/NAME CODE	05412	95102	B
	D. Rogers	N. Sanders	
	6/15/83		

Code	Factor	Original	Supv/Appeal	Initials	BAR	Code	Factor	Original	Supv/Appeal	Initials	BAR
	GL					23	BCFM				
02	DMG	0.4	0.42	NS		24	MPFM				
03	TW	60.3	60.4	NS		25	MBFM				
04	M	13.0	12.9	NS		26	BNFM				
05	ODOR		OK	NS		27	OG				
06	HT					28	WO				
07	BBK					29	SO				
08	BBB					30	SBLY				
09	DKT	4.5	4.5	NS		31	BN				
10	GRBS					32	THIN				
11	FMSE					33	BKBN				
12	PM	0.1	0.1	NS		34	PL				
13	SHBN	0.7	0.7	NS							
14	DEF	5.3	5.3	NS		63	[illegible]		1	NS	
15	CCL	0.0	0.0	NS		66	[illegible]		1	NS	
16	WDCL	0.0	0.0	NS		61	DLI		0	NS	
17	DHV										
18	HVAC					60	LW		0	NS	
19	HARD					62	STON		1	NS	
20	FMDR FMDR										
21	SPL					NON MONITORING	Sprout		0.2	NS	
22	BBB										

WORK SAMPLE SIZE: SUPV/APPEAL 1028 | BAR | SEALS BROKEN | SEALS APPLIED

GRADE U.S. NO.: Orig. 3 (2) SRW, DKG 0.4% | Appeal 3 SRW, DKG 0.4% | BAR

GRAIN SAMPLE TICKET — USDA FGIS

figure 4

FACTORS - CODES, ABBREVIATIONS, AND NAMES

CODES COMMON TO ALL GRAINS

60	LW	Live Weevils
61	OLI	Other Live Insects
62	STON	Stones
63	ANFL	Animal Filth
63	RODK	Rodent Excreta
63	BRDK	Bird Excreta
64	FSUB	Unknown Foreign Substance
65	CROT	Crotalaria
68	LGST	Large Stones
69	GLAS	Broken Glass
70	CBUR	Cocklebur Burrs
71	CSTB	Castor Beans
82	HTG	Heating

WHEAT (01)

02	DKG	Dockage
03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
09	DKT	Damaged Kernels (Total)
12	FM	Foreign Material
13	SHBN	Shrunken and Broken Kernels
14	DEF	Defects (Total)
15	OCL	Contrasting Classes
16	WOCL	Wheat of Other Classes
17	DHV	Dand Hard and Vitreous Kernels
18	HVAC	Hard and Vitreous Kernels of Amber Color
19	HARD	Hard Kernels
43	ERG	Ergoty
66	GARB	Garlic Bulblets
67	SBAL	Smut Balls
80	TRET	Treated
91	IDK	Insect Damaged Kernels

CORN (02)

03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
09	DKT	Damaged Kernels (Total)
12	FM	Foreign Material
22	BC	Broken Corn
23	BCFM	Broken Corn and Foreign Material
36	OCOL	Other Colors
37	WAXY	Waxy

BARLEY (03)

02	DKG	Dockage
03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
09	DKT	Damaged Kernels (Total)
12	FM	Foreign Material
27	OG	Other Grains
28	WO	Wild Oats
30	SBLY	Sound Barley
31	BN	Broken Kernels
32	THIN	Thin
33	SKBN	Skinned and Broken Kernels
34	PL	Plump
35	OCL	Other Classes
42	BLIT	Blight
43	ERG	Ergoty
44	WBAL	White Aleurone
45	BLAL	Blue Aleurone
46	IBM	Injured-by-Mold
47	MDK	Mold-Damaged Kernels

BARLEY (03) (Cont'd)

48	IBH	Injured-by-Heat
49	HT	Heat-Damaged Kernels
50	IBF	Injured-by-Frost
51	FDK	Frost-Damaged Kernels
66	GARB	Garlic Bulblets
67	SBAL	Smut Balls
81	STND	Stained
83	UMT	Unsuitable Malting Types
85	MWTH	Materially Weathered
89	BRIT	Bright
90	BLCH	Bleached

OATS (04)

03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
10	CRSE	Coarse
12	FM	Foreign Material
27	OG	Other Grains
28	WO	Wild Oats
29	SO	Sound Oats
32	THIN	Thin
43	ERG	Ergoty
66	GARB	Garlic Bulblets
67	SBAL	Smut Balls
85	MWTH	Materially Weathered
86	SLW	Slightly Weathered
89	BRIT	Bright
90	BLCH	Bleached

RYE (05)

02	DKG	Dockage
03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
09	DKT	Damaged Kernels (Total)
12	FM	Foreign Material
20	FMOW	Foreign Material Other Than Wheat
32	THIN	Thin
34	PL	Plump
43	ERG	Ergoty
66	GARB	Garlic Bulblets
67	SBAL	Smut Balls

SORGHUM (06)

02	DKG	Dockage
03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
07	OKD	Other Damaged Kernels
09	DKT	Damaged Kernels (Total)
10	CRSE	Coarse
12	FM	Foreign Material
24	HPFM	Hand Picked Foreign Material
25	MSFM	Machine Separated Broken Kernels, Foreign Material
26	BNFM	Broken Kernels, Foreign Material, and Other Grains
31	BN	Broken Kernels
36	OCOL	Other Colors
67	SBAL	Smut Balls
87	BADW	Badly Weathered
88	DISC	Distinctly Discolored

FLAXSEED (07)

02	DKG	Dockage
03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
38	HTF	Heat Damaged Flaxseed
39	DF	Damaged Flaxseed
40	MDKG	Mechanically Separated Dockage
41	HP	Hand Picked

SOYBEANS (08)

03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
07	OKD	Other Damaged Kernels
08	SKD	Stink Bug Damaged
09	DKT	Damaged Kernels (Total)
10	CRSE	Coarse
11	FINE	Fine Foreign Material
12	FM	Foreign Material
21	SPL	Splits
35	OCL	Other Colors
36	SBOC	Soybeans of Other Colors
66	GARB	Garlic Bulblets
84	PMS	Purple Mottled or Stained
85	MWTH	Materially Weathered
88	DISC	Distinctly Discolored

MIXED GRAIN (09)

03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
09	DKT	Damaged Kernels (Total)
10	CRSE	Coarse
12	FM	Foreign Material
28	WO	Wild Oats
42	BLIT	Blight
43	ERG	Ergoty
66	GARB	Garlic Bulblets
67	SBAL	Smut Balls
80	TRET	Treated

TRITICALE (10)

02	DKG	Dockage
03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat Damaged Kernels
09	DKT	Damaged Kernels (Total)
12	FM	Foreign Material
13	SHBN	Shrunken and Broken Kernels
14	DEF	Defects (Total)
20	FMOR	Foreign Material Other than Wheat or Rye
43	ERG	Ergoty
66	GARB	Garlic Bulblets
67	SBAL	Smut Balls

SUNFLOWER SEED (12)

03	TW	Test Weight
04	M	Moisture
05	ODOR	Odor
06	HT	Heat-Damaged Kernels
24	HPFM	Hand-Picked Foreign Material
25	MSFM	Machine-Separated Foreign Material
53	ADM	Admixture
54	DH	Dehulled
55	DST	Damaged Seed Total
56	SFFM	Sunflower Seed Foreign Material
57	OIL	Oil

2.5 INSPECTION LOG

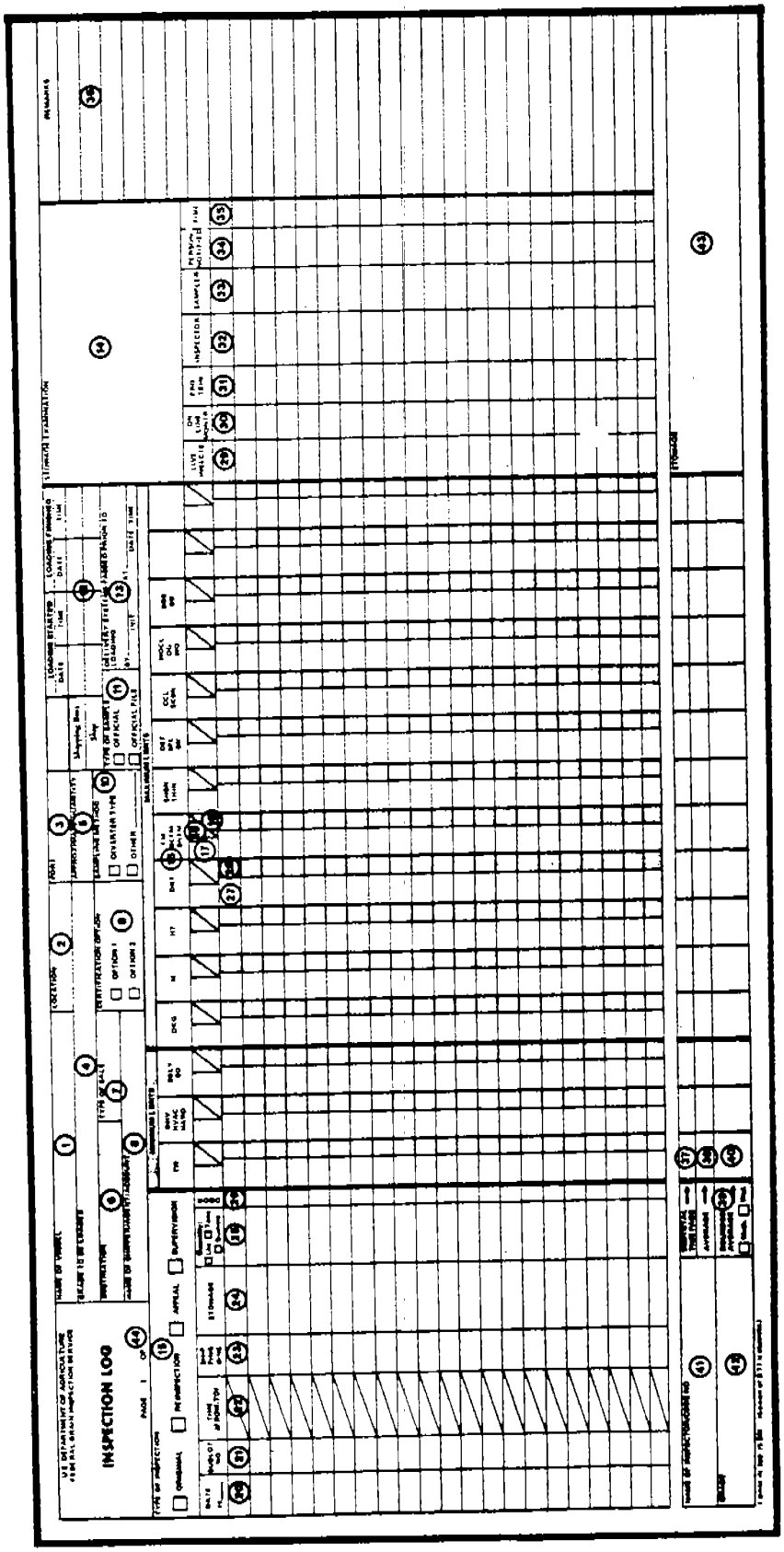
An inspection log [1/] provides a record of sampling, inspection, and significant or unusual events occurring during the loading or unloading of grain offered for inspection as a shiplot, unit train lot, lash barge lot, or combined lot. Inspection logs are the source document for preparing official certificates and any other report used to document the loading of the lot.

Official personnel shall record shiplot, 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).

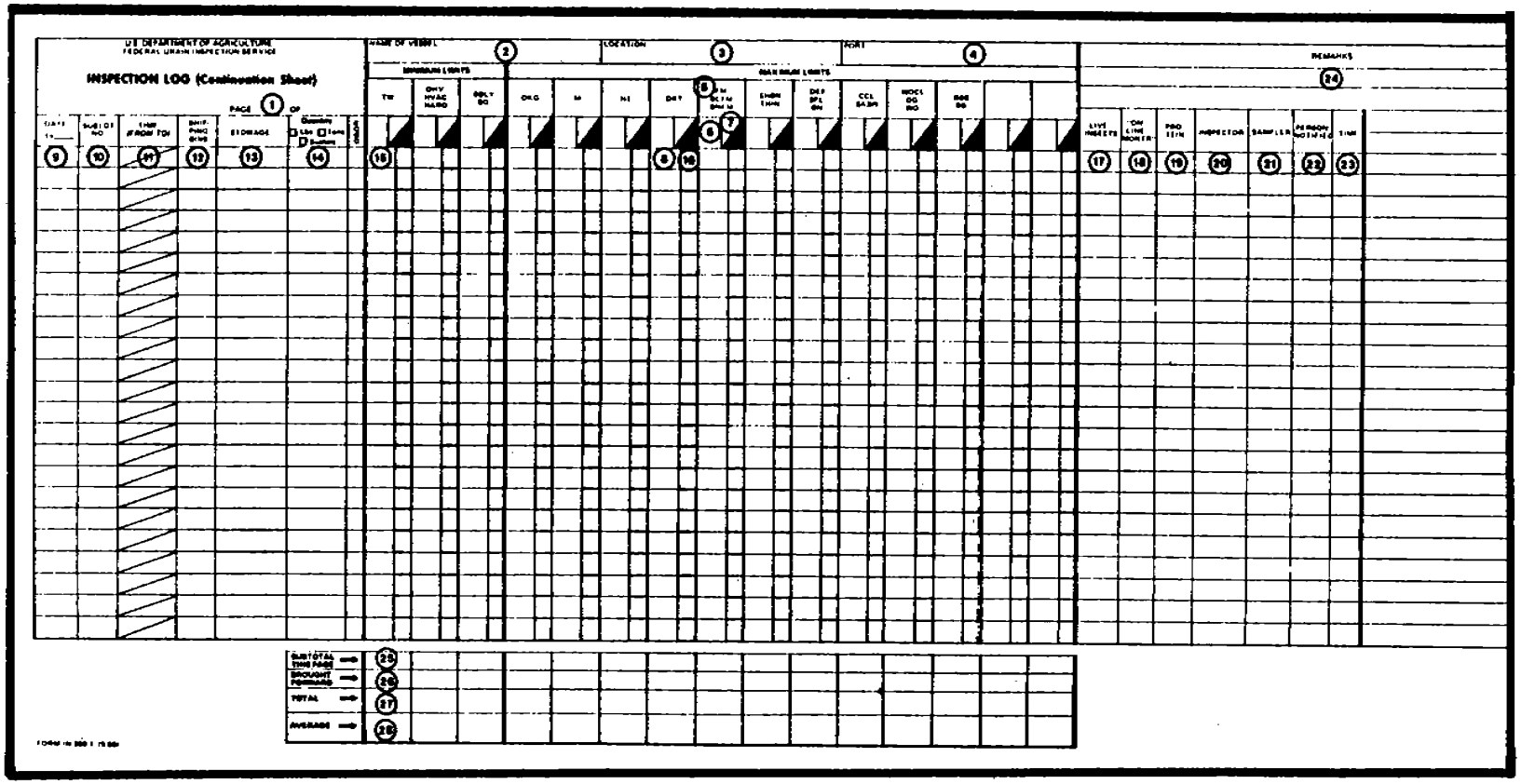
The FGIS field office or official agency conducting the inspection shall retain the original copy of the form. If the inspection is conducted by an official agency, one copy shall be sent to the supervising field office. If requested, one or more copies shall be given to the applicant or to an interested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

1/ Inspection logs are furnished by FGIS to official agencies at no cost.

FGIS-921, "INSPECTION LOG"



FGIS 921-1, "INSPECTION LOG" (Continuation Sheet)



Instructions for Completing FGIS-921, "Inspection Log"

1. Enter the 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. Enter the name of the pier, elevator, or other specific location where the grain is sampled.

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

4. Enter the contract grade along with any special grade or contract requirements.

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

6. Enter the destination of the shipment.

7. Enter the type of sale, if known (e.g., P.L. 480, commercial).

8. Enter the name of the applicant, agent, or account number.

9. Place an "X" in the appropriate box.

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

11. Place an "X" in the appropriate box.

12. Enter the 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. Enter the date, time, and initials of the person(s) who passed the delivery system prior to loading.

(14) Enter: (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, time, and examiner's initials; and (d) if rejected, the reason(s) why the stowage area was unacceptable.

(15) Place an "X" in 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) Enter the grade limit for each factor to be examined.

(18) Enter the breakpoint for each factor to be examined.

(19) Enter the starting value for each factor to be examined.

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

(21) Enter each sublot number.

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

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

(24) Enter the stowage area(s) for each sublot. If additional space is needed, use the "Remarks" section. (See item (36) .)

(25) Enter the weight of each sublot. Indicate the weight unit by placing an "X" in the appropriate box.

(26) Enter the odor of each sublot as OK, SOUR, MUSTY, or COFO.

(27) Enter the factor results for each sublot.

(28) Enter the Cu-Sum for each sublot.

(29) Enter the 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 LW." The number 8 represents the number of times the sublot was examined; 1 LW represents one live weevil. If no insects are found, enter a zero.

(30) Enter for 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) Enter the protein results, when applicable, for each sublot.

(32) Enter the name(s) of the inspector(s) sampling each sublot.

(33) Enter the name(s) of the the sampler(s) sampling each sublot.

(34) Enter the name of the elevator superintendent, applicant for inspection, or representative notified of each sublot's results.

(35) Enter the military time that the person in item (34) was notified.

(36) Enter all pertinent information including changes in the weather; the start and stop 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.

(37) Enter the 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. (See page 2-30, Nonuniform Lots.)

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) Enter the mathematical or weighed average to the hundredth place for each factor.

(39) Place an "X" in the appropriate box.

(40) Enter the rounded and adjusted averages, if applicable, for each factor as they will appear on the official certificate.

(41) Enter the name(s) and code number(s) of the inspection personnel who assigned the final grade.

(42) Enter the final grade as it will appear on the official certificate.

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

(44) Enter the total number of forms used during the inspection of the lot. Item (44) is located in the upper left-hand section of the form.

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

(1) Enter the 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) Enter the sum of each factor column.

(26) Enter the 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) Enter the 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.

Nonuniform Lots. 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) : "Nonuniform Lot."

2.6 RECORD ON THE DISPOSITION OF EXCESS GRAIN

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

The record shall include the following information:

A. Name and address of the reporting and receiving agency (or the name of the purchaser) or donee;

B. Signatures and titles of the officials involved in the transaction;

C. Date of the transaction;

D. The kind of grain;

E. The estimated quantity of grain in pounds or bushels; 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 in accordance with the owner's order and need not be returned to the lot or owner.

REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY

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

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

(OVER)

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

1. Enter the number assigned by FGIS.

2. Enter the date of transaction.

3. Check the box to indicate the type of transaction.

4. Enter authorization reference (FGIS Directive 265.1).

5. Enter amount of proceeds received when applicable.

6. Enter 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. Enter the 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. Enter whether the grain was sold, donated, or destroyed and the:

   a. Quantity of grain,

   b. Type of grain, and

   c. Value of the grain.

2.7 RECORD OF WITHDRAWALS AND DISMISSALS

Each FGIS field office and agency shall maintain a record for inspection services which are withdrawn by the applicant or 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 (withdrawal, dismissal, or withheld) and the reason for the action; and

F. The date of the action.

2.8 STOWAGE EXAMINATION WORK RECORD

FGIS field offices and agencies shall complete and maintain records for all domestic and export 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, all stowage examination records shall include:

A. The type of inspection; e.g., original, reinspection, or appeal.

B. The identification of the carrier. Identify a barge by its initials and number or name; a ship by its name preceded by its means of propulsion (M/V, M/T, S/S, etc.); and a railcar by its initials and number.

C. The date and 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."

STOWAGE EXAMINATION WORKSHEET

1 ☐ ORIGINAL ☐ APPEAL ☐ SUPERVISION

STOWAGE EXAMINATION WORKSHEET

NOTE: THIS IS NOT AN OFFICIAL CERTIFICATE OF INSPECTION

CERTIFICATE NO. 2 | DATED 3

IDENTIFICATION 4 | DATE OF INSPECTION 5 | TIME COMPLETED 6

LOCATION 7 | TYPE OF INSPECTION ☐ USGSA ☐ AMA 8

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 13 FROM: TO:

ACTUAL HOURS RT SB OT

14 SIGNATURE OF INSPECTOR

Instructions for Completing the Stowage Examination Worksheet

1. Check the box for the type of inspection.
2. Enter the serial number of the certificate issued.
3. Record the date of the inspection.
4. Enter the identification of the carrier. Identify a barge by its initials and number or name; a ship by its name preceded by its means of propulsion (M/V, M/T, S/S, etc.); and a railcar by its initials and numbers.
5. Enter the date the examination is completed.
6. Insert the military time to the nearest quarter hour when the examination was completed.
7. Enter the exact location of the carrier in terms of city, State, and/or holding area.
8. Check the appropriate box.
9. Indicate the holds, tanks, or other stowage areas examined. When needed, the back of the form may be used.
10. Check the appropriate box. When the "not suitable" box is checked, enter the reason(s) why it is not suitable.
11. Enter any pertinent information relating to the inspection. Also, show any authorized special statements that have been requested.
12. Enter the name of the person applying for the inspection; if supervision, leave blank.
13. Record in 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. Enter the signature(s) of the person(s) conducting the inspection.

2.9 CERTIFICATE CONTROL RECORD

FGIS and agency personnel are required to maintain a record on the receipt and disposition of certificates because they are legal documents. The format of this record is at the discretion of the field office and agency manager but must include:

A. Title and/or form number of the certificate;

B. The beginning and ending serial numbers of the certificates received;

C. Serial numbers of the certificates issued and/or voided;

D. Date the above actions took place; and

E. 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 by storing them in locked or sealed cabinets and lockers. Certificates in rolls or fan folds that have been fed into computer tractor feeds may remain in place if the room is locked and the first and last certificate numbers are recorded.