

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.

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"SAMPLE PAN TICKET"

| | | | | | | | | | | |
|--------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------|----------------------------------------------|---------------------------------------|------|-------------------|--------------------------|--|
| FORM FGIS-918 (11-05) | | SAMPLE PAN TICKET | | | | USDA-GIPSA-FGIS | | | | |
| CERTIFICATE NO. 1 | DATE INSPECTED 2 | <input type="checkbox"/> IN <input type="checkbox"/> LOCAL 3 <input type="checkbox"/> OUT <input type="checkbox"/> SUB. <input type="checkbox"/> EXPORT | | | LOCATION (& Consignee if different) 4 | | | | | |
| IDENTIFICATION OF LOT 5 | | <input type="checkbox"/> TRUCK <input type="checkbox"/> HOPPER <input type="checkbox"/> COV. HOPPER <input type="checkbox"/> BARGE <input type="checkbox"/> CONTAINER <input type="checkbox"/> SHIP 6 | | | QUANTITY 7 | | | | | |
| 8 | <input type="checkbox"/> PROBE <input type="checkbox"/> TOP _____ FT. SAMPLED | | STOWAGE EXAMINATION: 9 | | | DATE SAMPLED 10 | | SAMPLER 11 | | |
| | <input type="checkbox"/> DIVERTER <input type="checkbox"/> CUP <input type="checkbox"/> PELICAN | | <input type="checkbox"/> EXAMINED <input type="checkbox"/> NOT EXAMINED | | | | | | | |
| GRADE AND KIND 12 | | | | | | % DOCKAGE 13 | | | | |
| TW | M | ODOR | HT | DKT | FM | SHBN | DEF | DHV | OIL _____ % | |
| lb | % | | % | % | % | % | % | % | % | |
| HVAC | HARD | CCL | WOCL | BCFM | SBLV | BN | THIN | OCOL | PROTEIN _____ % | |
| % | % | % | % | % | % | % | % | % | STARCH _____ % 15 | |
| SKBN | OG | WO | SCO | FMOW | BNFM | SPL | SBOC | | AFLATOXIN _____ PPB | |
| % | % | % | % | % | % | % | % | | DON _____ PPM | |
| REMARKS | | | | | | | | | | |
| 17 | | IDK _____ % | | S1 _____ | | S2 _____ | | 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.

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FORM FGIS-920, "GRAIN SAMPLE TICKET"

| | | | | | |
|------------------------|--|----------------------------|--|-------------------------|--|
| Location (1) | | Field Office (2) | | Identification (3) | |
| 1 Supervision (4) | | Inspection Point Code (5) | | Grain Code (6) | |
| 2 Sustained Appeal (4) | | 3 Not Sustained Appeal (4) | | 7 | |
| 06 HOPPER (8) | | 08 BOXCAR (8) | | 10 BARGE (8) | |
| 07 TRUCK (8) | | 09 SHIP (8) | | 11 SEA VAN (8) | |
| 12 OTHER (8) | | 1 MECH (9) | | 3 CUP (9) | |
| 2 PELICAN (9) | | 4 PROBE (9) | | 1 FILE (10) | |
| 2 ORIGINAL (10) | | 3 F&I (10) | | 99 Not Stdz | |
| 01 Wheat (6) | | 02 Corn (6) | | 03 Barley (6) | |
| 04 Oats (6) | | 05 Rye (6) | | 06 Sorg (6) | |
| 07 Flax (6) | | 08 Soyb (6) | | 09 Mixed (6) | |
| 10 Triticale (6) | | 11 Sea Van (6) | | 12 Sunflower (6) | |
| 13 Canola (6) | | 1 IN (7) | | 3 LOC (7) | |
| 2 OUT (7) | | 4 SUB (7) | | 5 EXP (7) | |
| 00965 (11) | | Date Supv /Appeal (11) | | Date (12) | |
| OTIS (11) | | Date Sampled (14) | | BNS (15) | |
| Samp'd By (13) | | Date (14) | | Name (15) | |
| Appeal No (16) | | To BAR (Date) (17) | | Quantity (18) | |
| Remarks (27) | | Code (19) | | Supv /Appeal (22) | |
| Date (28) | | Date (20) | | Date (23) | |
| Date (29) | | Date (21) | | Date (25) | |
| Code | | Factor | | Original | |
| Supv/Appeal | | Initials | | BAR | |
| Code | | Factor | | Original | |
| Supv/Appeal | | Initials | | BAR | |
| 02 DKG (31) | | (32) | | (33) | |
| 03 TW | | | | | |
| 04 M | | | | | |
| 05 ODOR (35) | | | | | |
| 06 HT | | | | | |
| 07 ODK | | | | | |
| 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 EMOW | | | | | |
| FMOR | | | | | |
| 21 SPL | | | | | |
| 23 BCFM | | | | | |
| WORK SAMPLE SIZE | | GRADE U S NO | | CLASS AND SPECIAL GRADE | |
| SUPV/APPEAL (40) | | BAR (41) | | (44) | |
| SEAL(S) BROKEN (42) | | Seal (46) | | (47) | |
| SEAL(S) APPLIED (43) | | Bar (48) | | (49) | |

"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 | CONDITION 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 preceded by its means of propulsion (M/T, M/V, S/S, etc.) and followed by the subplot 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 no longer necessary).

Do not use a code for type of carrier if "sub" or "loc" has been circled for type of movement. 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., $2 \frac{1}{3} = 2.33$.

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 | Crotalaria |
| 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 |

BARLEY (Cont.)

| | |
|------|--------------------------|
| 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"

| U.S. DEPARTMENT OF AGRICULTURE FEDERAL GRAIN INSPECTION SERVICE | | INSPECTION LOG | | PAGE 1 OF _____ | | REMARKS | |
|----------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|--|--------------------------|--|-----------------------|--|
| NAME OF VESSEL (1) | | LOCATION (2) | | PICT (3) | | LOADING FINISHED (14) | |
| GRADE TO BE LOADED (4) | | CERTIFICATION OPTION (9) | | APPROXIMATE QUANTITY (5) | | DATE TIME | |
| DESTINATION (6) | | TYPE OF BULK (7) | | SAMPLING METHOD (11) | | DATE TIME | |
| NAME OF SHIPPER/AGENT/ACCOUNT (8) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TYPE OF INSPECTION (15) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| ORIGINAL <input type="checkbox"/> REINSPECTION <input type="checkbox"/> APPEAL <input type="checkbox"/> SUPERVISION <input type="checkbox"/> | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| DATE (19) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (20) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (21) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (22) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (23) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (24) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (25) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (26) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (27) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (28) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (29) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (30) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (31) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (32) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (33) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (34) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (35) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (36) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (37) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (38) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (39) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (40) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (41) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (42) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (43) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (44) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (45) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (46) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (47) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (48) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (49) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (50) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (51) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (52) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (53) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (54) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (55) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (56) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (57) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (58) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (59) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (60) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (61) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (62) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (63) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (64) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (65) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (66) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (67) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (68) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (69) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (70) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (71) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (72) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (73) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (74) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (75) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (76) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (77) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (78) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (79) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (80) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (81) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (82) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (83) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (84) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (85) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (86) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (87) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (88) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (89) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (90) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (91) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (92) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (93) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (94) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (95) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (96) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (97) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (98) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (99) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |
| TIME (100) | | MINIMUM LIMITS | | MAXIMUM LIMITS | | DATE TIME | |

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 subplot is loaded aboard the carrier or into shipping bin(s) whichever is earliest.
21. Each subplot number.
22. Military time that each subplot started and finished being loaded aboard the carrier or into shipping bin(s).
23. Identification of the shipping bin(s) that comprises each subplot. (Shipping bin facilities only.)
24. Stowage area(s) for each subplot. If additional space is needed, use the "Remarks" section. (See item 36.)
25. Weight of each subplot. Indicate the weight unit by placing an "X" in the appropriate box.
26. Odor of each subplot as OK, SOUR, MUSTY, or COFO.
27. Factor results for each subplot.
28. Cu-Sum for each subplot.
29. Number of times the subplot 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 subplot 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 subplot, 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 subplot.
32. Name(s) of the inspector(s) grading each subplot.
33. Name(s) of the sampler(s) sampling each subplot.
34. Name of the elevator superintendent, applicant for inspection, or representative notified of each subplot'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 subplot 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.

^{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."

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.

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 subplot 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 ON 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.

**REPORT OF TRANSFER OR OTHER
DISPOSITION OR CONSTRUCTION OF PROPERTY**

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| United States Department of Agriculture | | Report No. 1 |
| Report of Transfer or Other Disposition or Construction of Property | | Date 2 |
| 1. Type of Transaction (Report each type separately) <input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation 3 <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is | 2. Authorization Reference 4 | 3. Proceeds Received 5 \$ |
| 4. Reporting Agency 6 | 5. Receiving Agency (Or Name of Purchaser or Donee): 7 | |
| A. Organizational Unit a | A. Organizational Unit (Or Address of Purchaser) a | |
| B. Location b | B. Location b | |
| C. Signature c | C. Signature c | |
| D. Title d | 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: | | 8. Fiscal Officer A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of. B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records. |
| Amount (\$) | | Schedule No. |
| Signature | Date | Signature |
| | | Date |
| <small>This form was electronically produced by Elite Federal Forms, Inc./ITS 3/1/98</small> | | <small>Form AD-107 (11/89)</small> |

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 | | <input type="checkbox"/> ORIGINAL 1 <input type="checkbox"/> SUBSEQUENT <input type="checkbox"/> PREVIOUS LOCATION | |
| IDENTIFICATION 4 | | CERTIFICATE NO. 2 | DATED 3 |
| LOCATION 7 | | DATE OF INSPECTION 5 | TIME COMPLETED 6 |
| STOWAGE SPACE EXAMINED 9 | | TYPE OF INSPECTION <input type="checkbox"/> USGSA 8 <input type="checkbox"/> AMA | |
| RESULTS 10 <input type="checkbox"/> "(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." <input type="checkbox"/> "(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 | |
| | | REG 6AM/6PM G213 | NON 6PM/6AM G214 |
| | | SAT/SUN/OT G215 | HOLIDAY G216 |
| | | 16 | |
| TRAVEL REMARKS 17 | | TRAVEL HOURS | |
| | | REG 6AM/6PM G213 | NON 6PM/6AM G214 |
| | | SAT/SUN/OT G215 | HOLIDAY G216 |
| | | 18 | |
| 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 preceded 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.