

UNITED STATES DEPARTMENT OF AGRICULTURE
GRAIN INSPECTION, PACKERS AND
STOCKYARDS ADMINISTRATION
FEDERAL GRAIN INSPECTION SERVICE
SERVICE PERFORMED REPORT

1. Field Office

Instructions: Send original to the field office, one copy to the testing laboratory and retain one copy.

2. Sample Type (Check one)

FSA DSCP VA Submitted Supervision Other(Specify)

3. Contract No.	4. Sample or Lot No.	5. Date Sampled	6. Commodity Code	7. Location Code	8. Applicant No.
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9. Name and Address of Applicant	10. Commodity <input type="checkbox"/> Domestic <input type="checkbox"/> Export
	11. Location of Commodity

12. Identification of Carrier	13. Seal Numbers	14. Inspection Point	15. Destination
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17. Gross Weight	16. Number and Kind of Containers/ Laboratory Instructions →

Tare Weight		29. Sampler	30. Date	31. Time (mil) Start xx:xx	32. Time Stop	33. Hours Worked	34. Activity
19. Weight Empty Outer Containers	21. Weight Empty Inner Containers						
# of containers =	# of containers =						

		35. Total Hours →	
		36. Comments of Sampler	

18. Total Gross Wt ↓	20. Total ↓	22. Total ↓
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Weight Per Container			37. Name(s)
23. Gross	24. Tare	25. Net	
Estimated Weight of Lot			

26. Gross	27. Tare	28. Net	38. Sample Mailed	39. Results Received	40. Vendor Called	41. Cert. Mailed
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Warning: Sec 203(h) of the Agricultural Marketing Act of 1946 (7 U.S.C. 1622 (h)) provides that anyone causing a false certificate to be issued shall be subject to a \$1,000 fine or imprisonment for not more than 1 year, or both. 18 U.S.C. provides for a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both for false or fraudulent statements made to an agency of the United States.

Form Approved OMB NO. 0580-0013: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0580-0013. The time required to complete this information collection is estimated to average 20 minutes per response and 3.3 hours yearly per recordkeeper, this includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FSA Commodity Codes

WBUE20	Bulgur, Soy Fortified- Exp	WCED20	Fortified Wheat Cereal-Dom
WBUD10	Bulgur-Dom	CGRD10	Grits, Corn, Coarse-Dom
WBUE10	Bulgur-Exp	CGRD20	Grits, Corn, fine-Dom
RCED10	Cereal, Rice, Instant-Dom	GGRE10	Grits-sorghum, Soy fortified-Exp
WCED10	Cereal, Whole Wheatmeal-Dom	WPAD10	Lasagna-Dom
CBLE10	Corn Soy Blend-Dom	WPAE10	Macaroni, Wheat Soy-Exp
CMKE20	Corn Soy Milk, Instant-Exp	WPAD20	Macaroni-Dom
CMKE10	Corn Soy Milk-Exp	WPAD24	Macaroni, Enr, Rotelle, Reg. Cook
CCME20	Cornmeal, Soy Fortified-Exp	WPAD25	Macaroni, Rotini, Reg. cook
CCMD10	Cornmeal-Dom	TRGE30	Oats, Rolled, Soy Fortified-Exp
CCME10	Cornmeal-Exp	TRGD20	Oats, Rolled, Instant-Dom
CCMD20	Cornmeal Regular-Dom	TRGE20	Oats, Rolled, Instant-Exp
WFAD20	Farina-Dom	TRGD30	Oats, Rolled, Quick-Dom
WFLD10	Flour, All Purpose-Dom	SSHD10	Shortening-I-Dom
WFLE10	Flour, All Purpose-Exp	SSHD20	Shortening-II-Dom
WFLD20	Flour, Bakers, Hd Wht Hearth Style-Dom	SSHD30	Shortening-III-Dom, Liquid
WFLD25	Flour, Bakers Soft Wht Bl-Dom	SOLE40	Soybean Oil, Crude Degummed-Exp
WFLD30	Flour, Bakers Soft Wht Unbl-Dom	WPAD30	Spaghetti-Dom
WFLD15	Flour, Bred Bakers Hd Wht-dom	CYSD10	Syrup, Corn Blend-Dom
WFLD40	Flour, Bread, Hearth Style-Dom	SOLD10	Vegetable Oil-A-Dom
WFLE30	Flour, Bread, Wheat, Soyfort 12%-Exp	SOLE10	Vegetable Oil-A-Exp
WFLD35	Flour, Bread-Dom	SOLD20	Vegetable Oil-B-Dom
WFLE20	Flour, Bread-Exp	SOLE20	Vegetable Oil-B-Exp
WFLD45	Flour, Cake-Dom	SOLD30	Vegetable Oil-C-Dom
CFLE10	Flour, Corn Soya Masa Instant-Exp	SOLE30	Vegetable Oil-C-Exp
CFLD10	Flour, Corn Masa Instant-Dom	WPAD40	Vermicelli-Dom
WFLD50	Flour, Durum-Dom	WBLE10	Wheat Protein Concentrate Blend-Exp
WFLD55	Flour, Pastry-Dom	WBLE20	Wheat Soy Blend-Exp
SFLE10	Flour, Soy, Defatted-Exp	WMKE10	Wheat Soy Milk-Exp
WFLD60	Flour, Whole Wheat-Dom	WRGD10	Wheat Rolled-Dom
CCED20	Fortified Corn Cereal-Dom		
RCED20	Fortified Rice Cereal-Dom		

VA Commodity Codes

CCMD90	Cornmeal, Degummed, Enriched	TRGD90	Rolled Oats, Quick Cooking
WEGD90	Egg Noodles, Ribbon Shaped	SOLD90	Salad Oil, Type A
WEGD95	Egg Noodles, Ribbon, Shaped, Yolk	SSHD90	Shortening Type I
WFAD90	Farina Enriched Malt Low Sodium	SSHD95	Shortening Type III
WFAD95	Farina wheat Enriched, Quick-Dom	WPAD90	Spaghetti, Enriched, Long Form, Regular
WFLD90	General Purpose Wheat Flour	CSYD90	Syrup, Type III, Blended and Ref.
CRGD90	Hominy Grits, Enriched, Quick-Cook	MSYD90	Syrup, Type VIII, Class 2, Thick
WPAD95	Macaroni, Enriched, Elbow, Regular	WCED90	Whole Wheat Cereal, Malt Quick-Cook
NCMD90	Noodles Chow Mein		

DSCP Commodity Codes

MSHU90	Bakery Mix Shortening, Unemulsified	MMXU63	Mix, Cheesecake (Unbaked)
MSHU95	Bakery Mix Shortening, Emulsified	MMXU18	Mix, Cookie, Chocolate, Type I
MBRU20	Bread, White, Enriched, Canned	MMXU27	Mix, Cookie, Oatmeal, Type III
MBRU25	Bread, Shelf Stable, MRE	MMXU33	Mix, Cookie, sugar, Type II
MBRU10	Brownies, Type I	MMXU48	Mix, Devil's Food, Class I, Style C
MCCU10	Cake, Canned, Apple Coffee, Type II	MMXU21	Mix, Doughnut, Class 3
MCCU40	Cake, Canned, Blueberry, Type II	MMXU51	Mix, Gingerbread, Class 1, Style D
MCCU50	Cake, Canned, Cherrynut, Type II	MMXU30	Mix, Pancake & Waffle, Class 2, Style G
MCCU35	Cake, Canned, Chocolate, Type II	MMXU39	Mix, Pancake & Waffle, Class 2
MCCU25	Cake, Canned, Fruit, Type I	MMXU09	Mix, Pancake & Waffle, Buckwheat, Class 2, Style F
MCCU15	Cake, Canned, Marble, Type II	MMUX54	Mix, Pound Cake, Class 1, Style E
MCCU45	Cake, Canned, Orange Nut, Type I	MMUX06	Mix, Roll, Class 4, Style A
MCCU20	Cake, Canned, Pound, Type II	MMUX36	Mix, Sweetdough, Class 4, Style B
MCCU30	Cake, Canned, Spice, Type II	MMUX57	Mix, White Cake, Class 1, Style A
MCBU10	Cereal Bars I, Cornflake	MMUX60	Mix, Yellow cake, Class 1, Style B
MCBU15	Cereal Bars II, Rice-Cornflake	MMUX42	Mix, Yellow Cornbread, Class 2, Style A
MCBU20	Cereal Bars III, Fruit-Flv Cornflake	MMUX12	Mix, Brownie, Butterscotch, Class 5, Style B
MCBU25	Cereal Bars IV, Granola	MMUX15	Mix, Brownie, Chocolate, Class 5, Style A
TCOU10	Cookies, Oatmeal, Type II	NCMU10	Noodles, Chow Mein
CSTU10	Corn Starch, Type I	WEGU10	Noodles, Egg, Type I
CSTU20	Corn Starch, Type II	WEGU20	Noodles, Egg, Type I, Egg yolk
CSTU30	Corn Starch, Type III	MCBU30	Oatmeal Cookie Bar, Type I
CCMU10	Cornmeal, Type I, Coarse	MCBU90	Oatmeal Cookie and Granola Bar
CCMU15	Cornmeal, Type I, Fine	TRGU40	Oats, Instan, Flavored
CCMU20	Cornmeal, Type II, Coarse	TRGU50	Oats, Instant, Flavored, Tray - Pack
CCMU25	Cornmeal, Type II, Fine	TRGU30	Oats, Rolled, Instant, Type I I I
WCRU30	Crackers, Class II	TRGU20	Oats, Rolled, Quick, Type I I
WCRU10	Crackers, Soda, Plain, Type I, Class A	TRGU10	Oats, Rolled, Regular, Type I
WCRU20	Crackers, Soda, Salted, Type I, Class B	CGNU20	Popcorn, Type I, Fancy
UDUP10	Dessert, Pwdr, Inst, Starch, Class 1-Choc	CGNU30	Popcorn, Type I, No. 1
UDUP20	Dessert, Pwdr, Inst, Starch Class 2-Van	CGNU40	Popcorn, Type I I, Fancy
UDUP30	Dessert, Pwdr, Inst, Starch, Class 3-Btsc	CGNU50	Popcorn, Type I I, No. 1
WFAU10	Farina, Type I	MSOU10	Salad Oil, Type A
WFLU20	Flour, Bread, Type I, Hd Wht	MSOU20	Salad Oil, Type B
WFLU30	Flour, Pastry, Type IV	MSOU30	Salad Oil, Type C
WFLU40	Flour, Type II, Cake	MSHU10	Shortening-I
WFLU10	Flour, Type III, General Purpose	MSHU20	Shortening- I I
MCBU35	Granola Bar Type II	MSHU45	Shortening-I I I
CGRU20	Grits, Hominy	WPAU30	Spaghetti, Group I I
UICU10	Icing Mix Powder, Flavor 1 (Vanilla)	USYU10	Syrup, Type I
UICU30	Icing Mix Powder, Flavor 3 (Other)	USYU20	Syrup, Type I I
UICU20	Icing Mix Powder, flavor 2 (Chocolate)	USYU30	Syrup, Type I I I
WPAU10	Lasagna, Group IV	USYU40	Syrup, Type V
WPAU20	Macaroni, Group I	USYU50	Syrup, Type V I
UMAUI0	Margarine, Canned	USYU80	Syrup, Type V I I
UMAUI20	Margarine, Type I	USYU60	Syrup, Type V I I I, Class 1, Thin
UMAUI30	Margarine, Type II	USYU70	Syrup, Type V I I I, Class 2, Thick
MMXU45	Mix, Angel Food, Class 1, Style F	WPAU40	Vermicelli, Group I I I
MMXU03	Mix, Biscuit, Class 2, Style B		

Instructions for completing the Service Performed Report Form FGIS-992

- A. Action by person performing inspection. Complete items 1 through 37.
1. Field office performing the service.
 2. Type of sample, check one; or specify if you check "other".
 3. Contract number assigned by the contracting party when applicable. Include prefix characters as part of the contract number.
 4. Sample or lot number assigned. Field offices shall specify one range of lot numbers for each commodity location (mill point). This range shall be large enough to accommodate the maximum number of lots inspected at that commodity location under any one contract. Each range must begin with a number which ends with the digit 1 (e.g., 501-1000; 2501-3000; 1-350). Lot numbers must be numeric and cannot exceed 4 digits in length. Each lot will have its own number (e.g., 501; 502; 503; etc.). To identify new original inspections, either reserve the first digit of the four digit lot code number for this purpose or use the next available lot number for each contract. Julian date codes may be used for DSCP.
 5. Date sampled (MM/DD/YY).
 6. Commodity code (sees reverse side of form for codes, or contact the testing laboratory for codes not listed).
 7. Location code from the list of numbers provided to the field office.
 8. Applicant number derived by using the last six numbers of the NFC applicant number.
 9. Name and address of applicant.
 10. Type of commodity and whether domestic or export.
 11. Location of commodity if other than the applicant's address. If the location is the same as block 9, show "Same".
 12. Car number, license number, or other identification of the carrier.
 13. Record the seal numbers applied and/or broken. If space is not adequate, show "See Below" and place in blocks 16 or 36.
 14. Inspection point code. Field offices view the Grain and Weighing Information System (GIWIS) under "Reports -- Active Specified Service Points" for

identifying codes, agencies and contractors must contact area field office for codes.

15. Destination if known. When submitting ethylene dibromide residue testing and aflatoxin survey samples, use the destination codes provided in Grain Inspection Handbook, Book IV, Chapter 4, Data Collection Forms, Report of Grain Inspected and Weighed for export, Form FGIS-938.
16. Number of containers and complete description of kind of containers (the descriptive terms should be those used in the announcements and specifications). Record checkloading information, such as tally or description, of how the count was made. When submitting supervision samples, include the type of test performed and the original results obtained. Also, include any necessary laboratory instructions.
17. The gross weight of each container weighed. Refer to the checkweighing instructions in the Weighing Handbook, Chapter 4, Section 4.5, to determine the number of containers to weigh. When not recording in pounds. Indicate the unit of weight used. Weights should be entered as exactly displayed on the scale used. E.G., if the scale's smallest division size is 0.1, then 110.1, not 110.10.
18. Record the total gross weight of the containers weighed by totaling the results in the columns following block 17.
19. The weight of the empty outer containers weighed. Refer to the checkweighing instructions in the Weighing Handbook, Chapter 4, Section 4.5, for the number of containers to weigh. Place a "1" here if the tare is not known and using a tare value from Table 4 of Chapter 4 of the Weighing Handbook in block 20.
20. The total weight of the empty outer containers weighed by totaling the results in block 19 above (The tare containers are weighed together in one weighing). Outer containers weighed individually must be handwritten by on the back of the form and the total of all entered in block 20.
21. The weight of empty inner containers weighed, if present. Refer to the checkweighing instructions in the Weighing Handbook, Chapter 4, Section 4.5, for the number of containers to weigh. When not recording in pounds, indicate the unit of weight used (The tare containers are weighed together in one weighing). Inner containers weighed individually must be handwritten by on the back of the form and the total of all entered in block 22.
22. The total weight of the empty inner containers selected, if present from block 21.
23. Record the average gross weight of the filled containers, by dividing the results in block 18 by the number of containers weighed. This field is automatically calculated if completed electronically.

24. Record the average tare weight of the empty containers. This field is automatically calculated if completed electronically. If the empty containers are not available for determining tare weight and the lot was previously checkweighed (e.g., at origin), use the previously determined tare weight. If it is not known whether the tare was previously determined use Weighing Handbook, Chapter 4, Section 4.5, Table 4.
25. Record the average net weight of containers by subtracting the result in block 24 from that in block 23. This field is automatically calculated if completed electronically.
26. Record the estimated gross weight of the lot by multiplying the number of containers in the lot block 16 by the result in block 23. This field is automatically calculated if completed electronically.
27. Record the estimated tare weight of the lot by multiplying the number of containers in the lot block 16 by the result in block 24. This field is automatically calculated if completed electronically.
28. Record the estimated net weight of the lot by subtracting the result in block 27 from that in block 26. Some commodity instructions say to certify using the labeled or intended amount for certification if the lot complies, but for the purposes of this worksheet use the sampled calculations for block 28. This field is automatically calculated if completed electronically.
29. The name of the sampler(s).
30. Date service was performed.
31. Starting time to the nearest $\frac{1}{4}$ hour. For the automatic calculating feature to work column 33 the time must be entered in military time and with a ":" (colon) separating the hours from minutes. Shifts exceeding a calendar day 24-hour period (00:15-24:00) must be split between two entries.
32. Stopping time to the nearest $\frac{1}{4}$ hour. For the automatic calculating feature to work column 33 the time must be entered in military time and with a ":" (colon) separating the hours from minutes. Shifts exceeding a calendar day 24-hour period (00:15-24:00) must be split between two entries.
33. The total hours for each period of time recorded. If more than one lot is worked simultaneously, prepare an FGIS-992, for each. Record the time worked on each form; however, do not attempt to prorate and divide the time between different lots. This field is automatically calculated if completed electronically.

Place asterisks by the hours worked and under the "comments of sampler," identify the other lots worked simultaneously. When billing, field office personnel shall divide the time equally between the lots worked simultaneously or use the following method to prorate the time worked on each lot.

- a. Total the hours worked on each lot individually during a 1-day (24 hour) period.
 - b. Total the hours worked on all lots during the 1-day (24 hour) period.
 - c. Divide the hours worked on each individual lot by the total hours worked on all lots.
 - d. Multiply this amount by the actual clock hours worked for the day (24 hours) and round to the nearest $\frac{1}{4}$ hour.
34. The type of service performed (abbreviations are acceptable; i.e., S-sampling, C-condition, CW-checkweighing, CC-checkcount, SB-stand by, etc).
35. The total hours worked. This field is automatically calculated if completed electronically.
36. Special services, unusual conditions, events, or observations concerning the lot. When necessary, give an explanation of the time recorded when other lots are worked simultaneously or condition of the carrier when found to be unfit to maintain the quality of the product.
37. Name(s) of person(s) performing services.
- B. Action by person(s) in the field office confirming information. Complete items 38 through 41.
38. Date sample was mailed.
39. Date the field office received the results from the testing laboratory.
40. Date the results were called to the vendor.
41. The date the certificate was mailed.

CONTACT INFORMATION:

Contact the field office responsible for the geographic area in which the service will be provided. Details for these locations can be found at:

<http://www.gipsa.usda.gov/GIPSA/webapp?area=home&subject=fc&topic=fsp>

The completed form should also be mailed to this location.

For further information on the Form FGIS-992 “Service Performed Report” contact:

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