

U.S. DEPARTMENT OF AGRICULTURE  
GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION  
FEDERAL GRAIN INSPECTION SERVICE

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 8 minutes per response and 1 minute of recordkeeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**APPLICATION FOR APPROVAL TO OPERATE AS A WEIGHING FACILITY**

This application form must be completed and approved before operating as a weighing facility (7U.S.C.7A (f).) See reverse for additional instructions.

NAME OF FACILITY:

ADDRESS: (Street, City, State, and Zip Code)

**OWNER OF FACILITY:**

NAME:

ADDRESS: (Street, City, State, and Zip Code)

**OPERATOR OF FACILITY:**

NAME:

ADDRESS: (Street, City, State, and Zip Code)

The following named persons are employed at this facility as weighers. Each individual has demonstrated the technical ability to operate grain weighing equipment and has a reputation for honesty and integrity.


All requirements and attachments are described on the reverse and must be met before signing application.

SIGNATURE OF OPERATOR AND DATE

SIGNATURE OF OWNER AND DATE

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**Attached to the form will be:**

A. A blueprint or similar drawing (if not on file in the field office or delegated state office) showing the location of:

1. the loading, unloading, and grain handling system;
2. the scale systems used in the weighing of grain; and,
3. the bins, interstices, and other storage arrangements.

B. The identification of each scale in the facility that will be used for weighing grain under the Act.

C. If the facility has an automated data processing system directly related to, or indirectly interfaced through other devices or process but related to the handling or weighing of grain and certification of grain, the application shall show or be accompanied by the following information:

1. System planning documents which show (1) preliminary user requirements; (2) preliminary system design; (3) preliminary hardware/software definitions; and, (4) development project plans; or,
2. System design documents which show: (1) general user requirements; (2) detailed system requirements; (3) general system design; (4) detailed system design; and, (4) development project plans; or,
3. Existing system implementation documents which show (1) the identification and description of the existing system in terms of the location, type, and model number of the hardware, including but not limited to the mainframe, the terminals, printers, communications hardware, and other related components and peripheral devices; (2) a description of the software, including but not limited to a listing of the source language for the application and flowcharts of the programs and subroutines (subprograms); and a description, including the formats, of the input, output, and related records and files; (3) a documented description of the changes or modifications made to an existing or planned system; (4) a description of the procedures for testing the system; a description of the internal controls on accuracy and security for safeguarding the system from the loss, misrepresentation, or manipulation of data; and for providing audit trails; and (5) the instructions for operating the system including but not limited to (i) an operator's manual or instructions for operating and using the hardware and (ii) a user's guide for operating and using the application programs. Requests to operate as a weighing facility shall also show any related information which may be required by the Service.

D. Any other related information requested.

## INSTRUCTIONS FOR FILLING OUT FORM FGIS-1001, "APPLICATION FOR APPROVAL TO OPERATE AS A WEIGHING FACILITY"

The U.S. Grain Standards Act and regulations require facilities to submit information showing that the weighing facility and the elevator personnel operating weighing equipment at that facility meet the conditions necessary to have official weighing. Facilities are required to provide this information when service is first established, and annually afterwards.<sup>1</sup> Facilities fill out the Form FGIS-1001, "Application For Approval To Operate As A Weighing Facility", to document that their facility complies with these conditions.

Field offices, delegated, and designated agencies are responsible to see that this information is submitted annually. Agencies may obtain this form from their supervising field office, or direct applicants to this website. After agency managers receive and review the form FGIS-1001 and supporting attachments from the facility, they should send two copies of the form FGIS-1001 and supporting attachments to their supervising field office.

Field offices can use this form's annual completion as a cue to evaluate if the office's and agency's facility handbook(s) is in need of updating. The information required on this form is similar to the information required to compile facility handbooks. After field office managers know the information on the FGIS-1001 is accurate, send a copy of each FGIS-1001, for each facility in the field office's jurisdiction, to the Policies and Procedures Branch.

### Instructions for Use.

- (1) Name of the facility, mailing and street address.
- (2) Owner's name and address.
- (3) Name of person or company who actually operates the facility.
- (4) Names of persons employed at the facility that operate the facility's scales as weighers. By listing employees here, the facility is stating that these individuals can demonstrate a technical ability to operate grain weighing equipment and have a reputation for honesty and integrity. If the facility's personnel fluctuates because personnel are hired from employment pools, such as longshore personnel, the individuals who directly supervise these individuals (facility) or "key" longshore personnel can be listed. These blanks do not require the signature of the individual.

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<sup>1</sup> The agency or field office may already have all the information shown on the back of the FGIS-1001, especially if the facility has been prompt in notifying official personnel of conditions affecting official weighing (official personnel should always be notified of changes affecting weighing). If this is the case, it is not necessary to submit the attachments with the FGIS-1001 again.

- (5) Operator's signature with date (usually the plant superintendent or manager).
- (6) Owner's or corporate officer's signature with date.

Attached to the form will be the information shown on the back of the form.

**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 signed form should also be mailed to this location.

For further information on the “Application For Approval To Operate As A Weighing Facility”.

Martin A. Begley  
Policies and Procedures Branch  
Field Management Division  
1400 Independence Avenue, SW, Room 2409 N  
Washington, DC 20250-3630  
Telephone 202-720-0277  
martin.a.begley@usda.gov