

# Purpose of Information Collection and Forms

## Attachment 1

<b>Form Number</b>	<b>Title/Description</b>
<b>FGIS-4</b>	<p><b>Application and Agreement For Contract Service</b></p> <p>Sections 800.115, 145, 147, 154, 195, 196, and 198 of the regulations under the USGSA provide the authority for GIPSA to enter into contract with any person, State, or governmental agency to perform inspection and weighing services. Contract service offers producers, elevator operators, and/or grain merchandisers cost savings through lower hourly rates and guarantees that GIPSA will have persons available on a consistent basis to perform official inspection and weighing services. Producers, elevator operators, and/or grain merchandisers may request contract service at any time.</p> <p>Producers, elevator operators, and/or grain merchandisers interested in contracting inspection and weighing services with GIPSA may contact the appropriate field office and request a Form FGIS-4. The producer, elevator operator, and/or grain merchandiser must complete the form, select the contract period desired, indicate the number of persons needed to provide services and return the form to the appropriate GIPSA field office. Generally, GIPSA field office personnel will approve the contract and forward the applicant a copy of the document. The contract assures the applicant that GIPSA will have the number of contracted personnel available to provide service at a lower hourly rate. The contract also assures GIPSA a constant work force at a facility and aids in determining the number of official personnel needed at GIPSA field office locations.</p> <p>Without the collection of this information, official personnel would have no advance knowledge of an applicant's needs for contract inspection and weighing services. Additionally, producers, elevator operators, and/or grain merchandisers would not benefit from the lower hourly rate and the guaranteed work force at their facility.</p>
<b>FGIS-100</b>	<p><b>Conflict-of-Interest Questionnaire (Non-Licensed Official Agency Personnel)</b></p> <p>Section 7(f)(1) of the USGSA provides that Secretary may designate or delegate persons having financial interest in grain to perform certain official inspection and weighing services in specified areas. Sections 800.186, 187, 195, 196 and 199 of the regulations provide that employees of delegated or designated agencies shall not have a conflict of interest. The regulations require interested State or private agencies to submit an application for designation (Form FGIS-942) or delegation to GIPSA. The application requests certain information including a list of all nonlicensed personnel to ensure that each completes a Conflict of Interest Questionnaire.</p> <p>The information from the completed Conflict of Interest Questionnaire is used by GIPSA to determine whether any nonlicensed personnel has a conflict of interest.</p> <p>In order to designate or delegate an interested party, GIPSA must determine if any nonlicensed personnel has a conflict of interest. Without the information, GIPSA would have no basis for determining eligibility of applicants for delegation or designation.</p>

***Form Number***                      ***Title/Description***

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**FGIS-904      Laboratory Scale Test**

Sections 800.145, 151, 153, 155, 158, 195, 196 and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of the official inspection certificate, laboratory scales used to weigh grain samples must comply with GIPSA's tolerance requirements. GIPSA, State, and private agency personnel must use scales that are (1) of a type and model approved by GIPSA, (2) maintained in good operating condition, and (3) tested and examined at the prescribed interval in a proper manner. Scales which have serious operating deficiencies, do not operate within established tolerances, or have not been tested according to GIPSA requirements shall not be used to weigh official samples. Using unapproved scales may result in inaccurate factor measurements and intermarket grade differences.

FGIS-904 is a specialized work record used to document scale test results. Specific information includes: the serial number of the scale, model, capacity, location, and signature of persons performing the test. Upon completion of testing, State and/or private agency personnel must forward the Form FGIS-904 to the appropriate GIPSA field office. The GIPSA field office will review the test results and if the device meets establish tolerances, the State and/or private agency will receive an approval label (Form FGIS-931) to be affixed on the scale. Without the collection of this information, GIPSA, State, and private agency personnel would have no record of the scale's actual test results for comparison to official tolerances. Additionally, the use of unapproved scales may result in inaccurate factor measurements which could have an adverse economic impact on producers, elevator operators, and/or grain merchandisers.

**FGIS-905      Official Grain Inspection Certificate**

Sections 800.16, 17, 75, 76, 81, 82, 83, 85, 86, 118, 129, 139, 145, 153, 155, 160, 161, 162, 163, 164, 165, 166, 195, and 196 of the regulations under the USGSA require the issuance of an official certificate for each inspection and weighing service performed. Official grain inspection certificates are documents which provide elevator operators, and/or grain merchandisers information on the kind, class, quality, and condition of grain. Official grain inspection certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten without errors; (4) show the results of the inspection in a uniform, accurate, and concise manner; and (5) show only such information and statements of fact as approved by the Administrator.

GIPSA and State and private official agency personnel must use Form FGIS-905 to report export grain inspection results. Elevator operators and/or grain merchandisers use the official grain inspection certificate to settle disputes and complete sale transactions between buyers and sellers of grain. In accordance with section 7(d) of the USGSA, "official certificates setting out the results of official inspection issued and not canceled under the Act shall be received by all officers and all courts of the United States as Prima facie evidence of the truth of the facts stated therein." The official grain inspection certificate is considered by GIPSA as formal notification of results from an inspection service.

Without the collection of this information, elevator operators and/or grain merchandisers would not have a formal document to complete sale transactions between buyers and sellers of export grain. Also, GIPSA and State agency personnel would not have information available to prepare grain inspection volume and quality reports.

**Form Number****Title/Description**

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**FGIS-907 Application for Inspection and Weighing Services**

Sections 800.5, 15, 46, 47, 75, 76, 85, 86, 87, 95, 115, 116, 125, 126, 163, and 164 of the regulations under the USGSA require producers, elevator operators, and/or grain merchandisers who request official inspection and/or weighing services in the United States and Canada to provide the following information in a letter or by completing a Form FGIS-907. Specific information includes: the type and kind of service requested, the identification of carrier(s), type and location of grain, contract grade, quantity, name and mailing address of applicants and interested parties, and other information pertaining to the grain.

Written applications are not required for each inspection and weighing service requested on domestic grain shipments. Producers, elevator operators, and/or grain merchandisers may request inspection and weighing service on domestic shipments for an indefinite period by indicating their needs for such services using one written application. In this case, any subsequent request for domestic inspection and weighing services are made verbally by the producer, elevator operator, and/or grain merchandiser. GIPSA and State agency personnel perform approximately 2.0 million domestic inspections annually. Of this total, the majority of requests for service are made verbally by producers, elevator operators, and/or grain merchandisers.

Written applications using this form are not required for inspection and weighing services requested on export grain shipments but the applicant must provide written specifications which accurately represent the contractual requirements with the buyer. Application forms may still be used but most requests for service are delivered via a load order document.

GIPSA, State, and private agency personnel will use this information to determine whether conditions exist which prohibit the performance of the service, to assist in the assignment of personnel and resources, and to expedite the timely completion of the service. Further, applications are considered formal requests and the signature of the producer, elevator operator, and/or grain merchandiser serves as written confirmation to pay expenses incurred by GIPSA, State, and private agency personnel for services rendered. State and private agency personnel may design and use a similar application form. Without the collection of this information, GIPSA, State, and private agency personnel would have no knowledge of the producer's, elevator operator's, and/or grain merchandiser's needs for official inspection and weighing services.

**FGIS-909 Official Export Grain Inspection Certificate**

Sections 800.16, 17, 75, 76, 81, 82, 83, 85, 86, 118, 129, 139, 145, 153, 155, 160, 161, 162, 163, 164, 165, 166, 195, and 196 of the regulations under the USGSA require the issuance of an official certificate for each inspection and weighing service performed. Official export grain inspection certificates are documents which provide elevator operators, and/or grain merchandisers information on the kind, class, quality, and condition of export grain. Official export grain inspection certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten without errors; (4) show the results of the inspection in a uniform, accurate, and concise manner; and (5) show only such information and statements of fact as approved by the Administrator. GIPSA and State agency personnel must use Form FGIS-909 to report export grain inspection results. GIPSA is responsible for providing Form FGIS-909 to State agencies performing official export grain inspection. GIPSA and State agency personnel use information from certificates to prepare grain inspection volume reports (Form FGIS-922) and export grain quality reports (Form FGIS-938). Elevator operators and/or grain merchandisers use the official export grain inspection certificate to settle disputes and complete sale transactions between buyers and sellers of export grain. In accordance with section 7(d) of the USGSA, "official certificates setting out the results of official inspection issued and not canceled under the Act shall be received by all officers and all courts of the United States as Prima facie evidence of the truth of the facts stated therein." The official export grain inspection certificate is considered by GIPSA as formal notification of results from an export shipment.

Without the collection of this information, elevator operators and/or grain merchandisers would not have a formal document to complete sale transactions between buyers and sellers of export grain. Also, GIPSA and State agency personnel would not have information available to prepare grain inspection volume and export quality reports.

**FGIS-913 Official Certificate Warehouseman's Sample Lot Inspection**

Sections 800.75, 76, 82, 83, 84, 85, 118, 129, 139, 145, 153, 155, 160, 161, 162, 164, 165, 166, 195, and 196 of the regulations under the USGSA require the issuance of an official certificate for each inspection and weighing service performed. Warehouse sample-lot inspection certificates are documents which provide producers, elevator operators, and/or grain merchandisers information on the kind, class, quality, and condition of grain in an identified lot. Warehouse sample-lot inspection certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten or handwritten in ink and be clearly legible; (4) show the results of the inspection in a uniform, accurate, and concise manner; and (5) show the word "QUALIFIED" with a statement indicating that the certificate does not meet the requirements for export grain.

The warehouse sample-lot inspection service consists of a licensed warehouse sampler or elevator employee obtaining a sample of grain using an approved diverter-type mechanical sampler and forwarding the sample to GIPSA, State, and/or private agency personnel. GIPSA, State, and/or private agency personnel analyze the sample for official grade, official factor, or official criteria, or any combination thereof. The inspection information is reported on a "Warehouse Sample-Lot Inspection Certificate."

State and/or private agency personnel are responsible for printing and issuing their own warehouse sample-lot inspection certificates to producers, elevator operators, and/or grain merchandisers. GIPSA, State, and private agency personnel will use information from warehouse sample-lot inspection to prepare grain inspection volume reports (Form FGIS-922). Producers, elevator operators, and/or grain merchandisers use the warehouse sample-lot inspection certificate to settle disputes and complete sale transactions between buyers and sellers of grain. In accordance with section 7(d) of the USGSA, "official certificates setting out the results of official inspection issued and not canceled under the Act shall be received by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein." The warehouse sample-lot inspection certificate is considered by GIPSA as formal notification of inspection results from a sample obtain by licensed warehouse samplers or elevator employees.

Without the collection of this information, producers, elevator operators, and/or grain merchandisers would not have a formal document to complete sale transactions between buyers and sellers. Also, GIPSA, State, and private agency personnel would not have information available to prepare grain inspection volume reports.

**Form Number****Title/Description**

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**FGIS-914 Official Certificate Submitted Sample Inspection**

Sections 800.75, 76, 82, 118, 129, 139, 145, 153, 155, 160, 161, 162, 164, 165, 166, 195, and 196 of the regulations under the USGSA require the issuance of an official certificate for each inspection and weighing service performed. Submitted sample inspection certificates are documents which provide producers, elevator operators, and/or grain merchandisers information on the kind, class, quality, and condition of grain in a sample. Submitted sample inspection certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten or handwritten in ink and be clearly legible; (4) show the results of the inspection in a uniform, accurate, and concise manner; and (5) show the word "NOT OFFICIALLY SAMPLED" with a statement indicating that the certificate does not meet the requirements for export grain.

The submitted sample inspection service consists of producers, elevator operators, and/or grain merchandisers submitting grain samples to GIPSA, State, and/or private agency personnel for analysis. GIPSA, State, and/or private agency personnel inspect submitted samples for official grade, official factor, or official criteria, or any combination thereof. The inspection information is reported on a "Official Certificate - Submitted Sample Inspection."

State and private agencies are responsible for printing and issuing their own submitted sample inspection certificates to producers, elevator operators, and/or grain merchandisers. GIPSA, State, and private agency personnel use information from submitted sample inspection certificates to prepare grain inspection volume reports (Form FGIS-922). Producers, elevator operators, and/or grain merchandisers use the submitted sample inspection certificates to settle disputes and complete sale transactions between buyers and sellers of grain. In accordance with section 7(d) of the USGSA, "official certificates setting out the results of official inspection issued and not canceled under the Act shall be received by all officers and all courts of the United States as Prima facie evidence of the truth of the facts stated therein." The submitted sample inspection certificate is considered by GIPSA as formal notification of inspection results from samples submitted by producers, elevator operators, and/or grain merchandisers.

Without the collection of this information, producers, elevator operators, and/or grain merchandisers would not have a formal document to complete sale transactions between buyers and sellers. Also, GIPSA, State, and private agency personnel would not have information available to prepare grain inspection volume reports.

**FGIS-915 Official Stowage Examination Certificate**

Sections 800.75, 95, 118, 129, 139, 145, 153, 155, 160, 161, 164, 165, 166, 195, and 196 of the regulations under the USGSA and 868.30, 31, 33, 35, 43, 44, 52, 70, 71, 72, 73, 74, and 75 of the AMA regulations require the issuance of an official certificate for each inspection and weighing service performed. Stowage examination certificates are documents which provide producers, elevator operators, and/or grain merchandisers information regarding the cleanliness and/or sanitary conditions of carriers or containers. Stowage examination certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten or handwritten in ink and be clearly legible; and (4) show the results of the stowage exam in a uniform, accurate, and concise manner.

A stowage examination service consists of GIPSA, State, and/or private agency personnel visually determining if an identified carrier or container is clean; dry; free of infestation, rodents, toxic substances, and foreign odor; and is suitable to store or carry grain or related commodities. If a carrier or container meets these standards, the space is declared fit to receive grain or related commodities. However, carriers or containers not meeting these standards are declared unfit. The inspection information is reported on a "Official Stowage Examination Certificate."

Official inspection agencies are responsible for printing and issuing their own stowage examination certificates to producers, elevator operators, and/or grain merchandisers. Producers, elevator operators, and/or grain merchandisers use the stowage examination certificate to certify that grain is loaded into carriers or containers which meet GIPSA standards of fitness. In accordance with section 7(d) of the USGSA, "official certificates setting out the results of official inspection issued and not canceled under the Act shall be received by all officers and all courts of the United States as Prima facie evidence of the truth of the facts stated therein." The stowage examination certificate is considered by GIPSA as formal notification of the cleanliness and/or sanitary conditions of carriers or containers.

Without the collection of this information, producers, elevator operators, and/or grain merchandisers would not have a formal document certifying that grain was loaded into carriers or containers which meet GIPSA standards of fitness.

<b>Form Number</b>	<b>Title/Description</b>
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<b>FGIS-921</b>	<b>Inspection Log</b>
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Sections 800.86, 129, 139, 145, 153, 155, 156, 185, 195, and 196 of the regulations under the USGSA require GIPSA and State agency personnel to complete and maintain detailed work records pertaining to all inspection activities. These activities include sampling and inspecting grain for official factors and official criteria. GIPSA and State agency personnel are required to use Form FGIS-921 when bulk grain is loaded or unloaded from ships, unit trains, and lash barges as single lots. GIPSA provides Form FGIS-921 to designated agency personnel.

Inspection logs are specialized forms which provide records of sampling and inspection activities during the loading or unloading of unit trains, and lash barges. Unit trains, and lash barges are loaded or unloaded using a statistically based inspection plan (Cu-Sum plan) which require numerous entries concerning grain quality. Inspection logs are also used to document weather-related events, equipment malfunctions, and other circumstances encountered during the loading or unloading operation. The inspection log provides GIPSA and State agency personnel a document to perform numerous mathematical computations required by the Cu-Sum plan. Further, inspection logs are the source document for preparing certificates and provide elevator operators and/or grain merchandisers preliminary quality information prior to receiving the certificate. Without the collection of this information, elevator operators and/or grain merchandisers, GIPSA, and State agency personnel would have no detailed record of events that occurred during the loading or unloading operation. Also, there would not be a document to record numerous grain quality results, weather-related events or equipment malfunctions, mathematical computations, and, more importantly, information necessary to complete certificates.

At export port locations the paper log has been replaced with the FGIS online Inspection and Testing (ITW) software program. The ITW program is responsible for processing ship logs and pan tickets in electronic format. It provides a multi-windowed computer environment for data entry, CuSum calculations, and the management of related data such as factor parameters, and service point and personnel information. Data is stored for retrieval, editing, and transmission to a central server and automatically transfers certificate information to the Certification program and the Inspection Data Warehouse.

<b>FGIS-921-2</b>	<b>Inspection Report - Insects in Grain</b>
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The United States is a signatory of the International Plant Protection Convention of the Food and Agriculture Organization (FAO) which requires a phytosanitary certificate to be issued for certain agricultural products. APHIS is responsible under Section 108 of the Department of Agriculture's Plant Protection Act (PPA) of 2000 for inspecting plants and plant products offered for export and certifying their freedom from plant pests in accordance with the phytosanitary requirements of foreign countries.

GIPSA is responsible for providing official inspection services, which include certifying grain and commodities for insects, under the United States Grain Standards Act and the Agricultural Marketing Act. Under a memorandum of understanding between GIPSA and APHIS (07-8100-1064-MU), Form FGIS-921-2 is used to provide insect information to APHIS about export grain. APHIS then issues a phytosanitary certificate. Without the information on this form, APHIS would not have the necessary information to issue a phytosanitary certificate.

<b>FGIS-922</b>	<b>Inspection and Weighing Report</b>
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Sections 800.145, 155, 159, 195, and 196 of the regulations under the USGSA require GIPSA and agency personnel to prepare periodic reports showing the kind and the number of inspection and weighing services that they perform. GIPSA and official agency personnel must report inspection and weighing information on Form FGIS-922. GIPSA provides Form FGIS-922 to State and private agency personnel. Information summarized from the Form FGIS-922 is used by GIPSA field offices to assess fees for GIPSA supervision of official inspection and weighing services performed by State and private agencies. The information also is used for estimating field office staffing requirements, determining appropriate grain inspection monitoring levels, and providing information for other program needs.

Without the collection of this information, official personnel would not have documentation to assess fees for GIPSA supervision of official inspection and weighing services performed by official agencies.

**FGIS-923      Moisture Meter Test**

Sections 800.145, 151, 153, 155, 158, 195, 196, and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of the official inspection certificate, moisture meters used to measure the water content in grain samples must comply with GIPSA's tolerance requirements. GIPSA, State, and private agency personnel must use moisture meters that are (1) of a type and model approved by GIPSA, (2) maintained in good operating condition, and (3) tested and examined at the prescribed interval in a proper manner. Meters which have serious operating deficiencies, do not operate within established tolerances, or have not been tested according to GIPSA requirements shall not be used to measure moisture in official samples. Using unapproved moisture meters may result in inaccurate factor measurements and intermarket grade differences.

FGIS-923 is a specialized work record used to document moisture meter test results. Specific information includes: the serial number of the meter, test material, location, and names of persons performing the test. Upon completion of testing, State and/or private agency personnel must forward the Form FGIS-923 to the appropriate GIPSA field office. The GIPSA field office will review the test results; and, if the device meets established tolerance, the State and/or private agency will receive an approval label (Form FGIS-931) to be affixed on the moisture meter. Without the collection of this information, GIPSA, State, and private agency personnel would have no record of the moisture meter's actual test results for comparison to official tolerances. Also, the use of unapproved moisture meters may result in inaccurate factor measurements and intermarket grade differences which could have an adverse economic impact on producers, elevator operators, and/or grain merchandisers.

**FGIS-924      Barley Pearler and Sieve Test**

Sections 800.145, 151, 153, 155, 158, 195, 196, and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of the official inspection certificate, barley pearlors and sieves used during the inspection of grain samples must comply with GIPSA's tolerance requirements. GIPSA, State, and private agency personnel must use barley pearlors and sieves that are (1) of a type and model approved by GIPSA, (2) maintained in good operating condition, and (3) tested and examined at the prescribed interval in a proper manner. Barley pearlors and sieves which have defects or serious operating deficiencies, do not operate within established tolerances, or have not been tested according to GIPSA requirements shall not be used to test official samples. Using unapproved barley pearlors and sieves may result in inaccurate factor measurements and intermarket grade differences.

FGIS-924 is a specialized dual purpose work record used to document test results from barley pearlors and sieves. Specific information includes: the sieve or pearler test results, the standard sieve or pearler results, the location, and name of persons performing the test. Upon completion of testing, State and/or private agency personnel must forward the Form FGIS-924 to the appropriate GIPSA field office. The GIPSA field office will review the test results; and, if barley pearlors or sieves meet established tolerances, the State and/or private agency will receive an approval label (Form FGIS-931) to be affixed on these devices as applicable. Without the collection of this information, GIPSA, State, and private agency personnel would have no record of pearler or sieves test results for comparison to official tolerances. Moreover, the use of unapproved barley pearlors or sieves may result in inaccurate factor measurements and intermarket grade differences which could have an adverse economic impact on producers, elevator operators, and/or grain merchandisers.

**Form Number****Title/Description**

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**FGIS-925 Rice Checktest Form**

Section 868.30 of the regulations under the AMA requires all sampling and inspection services performed by GIPSA or State cooperators be made in accordance with the regulations, standards, and the instructions. The inspection of rough rice requires the use of a dockage tester, rice sheller, and rice miller. To ensure the preciseness and integrity of the official inspection certificate, dockage testers, rice shellers, and rice millers used to inspect rice must comply with GIPSA's tolerance requirements. GIPSA or State cooperators must use dockage testers, rice shellers, and rice millers that are (1) of a type and model approved by GIPSA, (2) maintained in good operating condition, (3) properly adjusted, and (4) tested and examined at the prescribed interval in a proper manner. Dockage testers, rice shellers, and rice millers which have serious operating deficiencies, do not operate within established tolerances, or have not been tested according to GIPSA requirements are not used to inspect rice. Using unapproved dockage testers, rice shellers, and rice millers may result in inaccurate factor measurements and intermarket grade differences.

FGIS-925 is a specialized work record used to document test results from dockage testers, rice shellers, and rice millers.

**FGIS-927 Testweight Checktest**

Sections 800.145, 151, 153, 155, 158, 195, 196, and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of the official inspection certificate, test weight per bushel apparatuses used to determine the approximate weight of a bushel of grain or rice must comply with GIPSA's tolerance requirements. GIPSA, State, and private agency personnel must use test weight per bushel apparatuses that are (1) of a type and model approved by GIPSA, (2) maintained in good operating condition, (3) properly adjusted, and (4) tested and examined at the prescribed interval in a proper manner. Test weight per bushel apparatuses which have serious operating deficiencies, do not operate within established tolerances, or have not been tested according to GIPSA requirements shall not be used to obtain test weight on samples of rice and grain. Using unapproved test weight per bushel apparatuses may result in inaccurate factor measurements and intermarket grade differences.

FGIS-927 is a specialized work record used to document test weight per bushel results. Specific information includes: the serial number of the device, model, location, and names of persons performing the test. Upon completion of testing, State and/or private agency personnel must forward the Form FGIS-927 to the appropriate GIPSA field office. The GIPSA field office will review the test results; and, if the device meets established tolerances, the State and/or private agency will receive an approval label (Form FGIS-931) to be affixed on the test weight per bushel apparatus. Without the collection of this information, GIPSA, State, and private agency personnel would have no record of the test weight per bushel apparatuses' actual test results for comparison to the official tolerances. Also, the use of unapproved test weight per bushel apparatuses may result in inaccurate factor measurements and intermarket grade differences which could have an adverse economic impact on producers, elevator operators, and/or grain merchandisers.



**Form Number**                      **Title/Description**

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**FGIS-928      Dockage Checktest**

Sections 800.145, 151, 153, 155, 158, 195, 196, and 217 of the regulations under the USGSA require all equipment used for inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of the official inspection certificate, dockage testers used to mechanically separate the various components of grain or rice must comply with GIPSA's tolerance requirements. GIPSA, State, and private agency personnel must use dockage testers that are (1) of a type and model approved by GIPSA, (2) maintained in good operating condition, (3) properly adjusted, and (4) tested and examined at the prescribed interval in a proper manner. Dockage testers which have serious operating deficiencies, do not operate within established tolerances, or have not been tested according to GIPSA requirements shall not be used to test samples of grain or rice. Using unapproved dockage testers may result in inaccurate factor measurements and intermarket grade differences.

FGIS-928 is a specialized work record used to report dockage test results. Specific information includes: the serial number of the device, model, and location and names of persons performing the test. Upon completion of testing, the State and/or private agency personnel must forward the Form FGIS-928 to the appropriate GIPSA field office. The GIPSA field office will review the test results; and, if the device meets established tolerance, the State and/or private agency will receive an approval label (Form FGIS-931) to be affixed on the dockage machine. Without the collection of this information, official personnel would have no record of the dockage machine's actual test results for comparison to official tolerances. Moreover, the use of unapproved dockage testers may result in inaccurate factor measurements which could have an adverse economic impact on producers, elevator operators, and/or grain merchandisers.

**FGIS-930      AMA Output Report**

Section 868.30 of the regulations under the AMA requires GIPSA and State cooperators to prepare periodic reports showing the kind and the volume of inspection and weighing services that they perform. GIPSA and State cooperators must report inspection and weighing information on Form FGIS-930. GIPSA provides Form FGIS-930 to State cooperators. Information summarized from the Form FGIS-930 is used by GIPSA to assess fees for GIPSA supervision of official inspection and weighing services performed by official agencies. The information also is used for estimating GIPSA field office staffing requirements, determining appropriate commodity or inspection monitoring levels, and providing information for other program needs.

Without the collection of this information, GIPSA would not have documentation to assess fees for commodity inspection and weighing services performed by State cooperators. Also, GIPSA would not have information available to determine staffing requirements and monitoring levels for commodity inspections.

**FGIS-931      Approved Label for Inspected Machinery**

Sections 800.75, 145, 153, 155, 157, 158, 195, 196, and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. An approval label is applied on each piece of equipment upon completion of an official test. When the equipment has been approved for official use the approval label is placed so that it is visible during normal equipment operation. The official certifying the equipment signs and dates the approval label in the appropriate space. Specific information included on the label: the capacity, location, serial number and type, test results, and names of persons performing the test. This label is displayed so that members of the public at large know the equipment is officially tested and approved.

Without the collection and of this information, GIPSA, delegated and designated agencies and the interested grain merchandising parties would not easily know when equipment is approved for official use.

***Form Number***                      ***Title/Description***

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**FGIS-936**                      **Sampler Condition Report**

Sections 800.145, 151, 153, 155, 158, 195, 196, and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of the official inspection certificate, mechanical sampling systems used to obtain official samples must comply with GIPSA's performance requirements. Using unapproved mechanical samplers may result in inaccurate factor measurements and intermarket grade differences.

FGIS-936 is a specialized work record used to tabulate and document the mechanical sampling system test results. Specific information includes: the serial number of the sampler, model, and location and name of persons performing the test. If the tests are performed by State and/or private agency personnel, they must forward the Form FGIS-936 to the appropriate GIPSA field office. The GIPSA field office will review the sampler test results and, if they are within acceptable limits, authorize the sampling system for use in obtaining samples of grain or rice. Without the collection of this information, GIPSA, State, and private agency personnel would have no record of the mechanical sampler's actual test results for comparison to the official tolerances. In addition, the use of unapproved mechanical samplers may result in inaccurate factor measurements and intermarket grade differences which would have an adverse impact economically on producers, elevator operators, and/or grain merchandisers.

**FGIS-938**                      **Report of Grain Inspected and Weighed for Export**

Sections 800.145, 155, 159, 195, and 196 of the regulations under the USGSA require GIPSA and agency personnel to prepare periodic reports showing the kind and the volume of inspection and weighing services that they perform. GIPSA, State and private agency personnel must report quality and volume information (in number of bushels or tons) of grain exported from the United States and U.S. grain exported from Canadian ports on Form FGIS-938. GIPSA provides Form FGIS-938 to State and private agency personnel.

Information reported on the Form FGIS-938 provides GIPSA with grain export data for use in reviewing grain standards, responding to inquiries about foreign complaints, and analyzing other aspects of GIPSA programs. Without the collection of this information, GIPSA personnel would not have data for use in reviewing grain standards, responding to inquiries about foreign complaints, and analyzing other aspects of GIPSA's programs.

<i>Form Number</i>	<i>Title/Description</i>
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<b>FGIS-941</b>	<b>Request for Waiver of Inspection</b>
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Congress enacted waiver provisions to provide the Administrator flexibility when mandatory grain inspection requirements place an unnecessary economic burden on producers, elevator operators, and/or grain merchandisers. Primarily, waiver from mandatory inspection requirements for export grain is granted when the buyer and seller agree in the sale contract that the shipment is not to be officially inspected or sold by grade. Section 800.18 of the regulations under the USGSA requires producers, elevator operators, and/or grain merchandisers requesting waivers from mandatory inspection on export grain shipment to supply the following information in a letter or by completing a Form FGIS-941. Specific information needed includes: the name and address of the applicant; the location, kind, and quantity of grain; the destination; the contract number or a copy of the contract; and other information as deemed necessary by the Administrator to justify approval of the waiver. The waiver provision applies to any export grain shipment, and the information required to obtain a waiver must be filed prior to exporting the grain.

The Administrator will use this information to determine whether granting waivers would impair the objective of the USGSA. Without the collection of this information, the Administrator would have no knowledge of the producer's, elevator operator's, and/or grain merchandiser's needs for waivers from mandatory inspection requirements. In addition, GIPSA's Administrator would have no background information to base the decision on whether to grant waivers.

<b>FGIS-942</b>	<b>Application for Designation</b>
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Section 7(f)(1) of the USGSA provides that the Secretary may designate any person having a financial interest in grain to perform certain official inspection and weighing services in specified areas. Section 800.196 of the regulations outlines the conditions and requirements for designation. The regulations require persons interested in entering into an agreement with GIPSA to provide official inspection and weighing services to submit an Application for Designation. The application requests information concerning: the name and address of the applicant; the type of designation; a description of the area being applied for; names of managers, owners, officers, and directors; the names and addresses facilities requesting service; a list of locations where services are to be provided, whether services will be provided on a part-time or full-time basis; a list of all nonlicensed personnel to ensure that each completes a conflict of interest questionnaire (Form FGIS-100); and the name of the responsible official. Designations expire 3 years after their effective date, and GIPSA notifies the designated agency at least 120 calendar days in advance of the termination date. This notification appears in the Federal Register.

The information from the completed Application for Designation is used by GIPSA to determine if the applicant is eligible, qualified, and best able among all applicants to provide official inspection and/or weighing services. The information is also used by GIPSA to determine in whose name the designation is issued; who the responsible officials are; who is held responsible for violations of the USGSA; whether any personnel has a conflict of interest; and where official services are provided to facilitate supervision, monitoring, and enforcement activities.

In order to designate a State or private agency, GIPSA must determine whether the agency is eligible and qualified, and determine which agency is best able to provide official services. Without the information, GIPSA would have no basis for determining eligibility or qualifications of the various agencies applying for designation.

**Form Number****Title/Description**

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**FGIS-944 Application For License Under The United States Grain Standards Act (USGSA) and/or The Agriculture Marketing Act (and) of 1946**

Sections 800.145, 149, 154, 159, 170, 172, 174, 175, 176, 177, 180, 186, 187, 195, 196, and 199 of the regulations under the USGSA require the licensing of individuals who provide official services. The kinds of licenses are inspector, weigher, inspection technician, weighing technician, sampler, and warehouse sampler. The inspector function includes grain grading, the weigher function involves grain weighing, the inspection technician function includes preparing grain samples for analysis, the weighing technician function includes verifying that all grain has been emptied from conveyances, the sampler function involves grain sampling, and the warehouse sampler function involves an elevator employee sampling grain. State and/or private agency personnel and elevator employees may apply for licenses. These individuals must complete a Form FGIS-944 and include the following information: the applicant's name, birthday, employer addresses; type of license sought; the license function applied for; signature and date; and other applicable information on the Form-944. The application (Form FGIS-944) is considered a formal request for license.

The State and/or private agency manager will review the Form FGIS-944 submitted by their respective employees and those forms received from elevator employees. The State and/or private agency manager will administer competency examination for sampler, inspection technician, or weighing technician license under the USGSA. The information collected on the Form FGIS-944 is used by State and/or private agency manager to determine the prospective licensee's training needs, to assemble the appropriate examination material, and to schedule and administer the examination for individuals pursuing a sampler or technician license. If State and/or private agency employees are pursuing an inspector or weigher license, GIPSA field office personnel are required to administer the examination. In any instance, the State and/or private agency manager must forward all application for license forms to the appropriate GIPSA field office field office. The GIPSA field office reviews the Form-944 for completeness and uses the information to determine whether applicants meet all criteria for licenses. GIPSA field offices are responsible for issuing licenses to State and/or private agency employees and grain elevator employees found competent to perform the function for which he/she was examined. Without the collection of this information, GIPSA, State, and/or private agency managers would not know the type of examination to administer, who is interested in being licensed, and the termination date of a license.

**FGIS-945 Application for Registration**

In accordance with Section 17A(b)(l) of the USGSA and sections 800.31, 32, 33, 35, 37, 38, and 73 of the USGSA regulations, persons engaged in the business of buying grain for sale in foreign commerce and in the business of handling, weighing, or transporting of grain for sale in foreign commerce must register with GIPSA annually. The information requested on Form FGIS-945 is minimal and is limited to names of directors and principal officers; names of those in a control relationship; and locations where the business conducts substantial grain operations. Section 800.37 requires registered grain firms to notify GIPSA in writing within 30 days of any change in the information contained in the registration application.

Grain is moved into foreign commerce by multinational business enterprises that are, for the most part, privately held corporations. During Congressional debate on the Grain Inspection Reform Act of 1976, comments were made "that giant multinational companies have made a mockery of the grain inspection system; they have cheated farmers and foreign customers alike, and they have brought shame and dishonor to the American system of doing business." Because the majority of the multinational business enterprises are private companies rather than public, there is no requirement that they report their business operations with the Securities and Exchange Commission or any other Federal agency. It was further stated that without this information it is most difficult to determine when violations or irregular practices occur; who benefits from the illegal acts; and who, within the grain industry, is responsible for such acts.

Inherent weaknesses with the grain inspection system invited practices that brought major scandals necessitating the need to strengthen the system by eliminating conflicts of interest and the irregular practices. One of the most significant revisions changed the manner in which business was conducted in the marketplace by requiring the registration of grain firms in the industry.

GIPSA's objectives for collecting this information are to have the capability of imposing sanctions against firms that are in violation of the USGSA, to establish individual and corporate accountability, to cross check other GIPSA-gathered information to identify existing or potential conflicts of interest, and to ensure that all firms involved in foreign commerce grain business are registered. In no way does the providing of this information infringe upon any trade secrets or other private business matters.

GIPSA considers the registration provisions an effective enforcement mechanism. Companies engaged in foreign commerce grain business cannot operate without a registration, which has a much greater impact in discouraging illegal grain operations than the civil and criminal penalties that could be imposed. Should it be found that a registered person or firm was involved in a violation of the USGSA, this information would enable GIPSA to enforce a subpoena and/or to apply sanctions against appropriate corporate management.

This information is necessary to ensure the effective enforcement of the provisions of the USGSA regarding mandatory inspection and weighing of grain exported from the United States and to ensure timely and effective compliance action by maintaining current information on ownership of firms engaged in foreign commerce grain business.

**GIS-950 F Warehouseman's Sample-Lot Inspection Service Contract**

Warehouse managers and/or grain elevator operators requesting warehouse sample-lot inspection services must enter into a contract with GIPSA in accordance with sections 800.145, 147, 154, 195, 196, and 198 of the regulations under the USGSA. Form FGIS-950 must be signed by the warehouse manager and/or elevator operator prior to receiving service. The forms are available at GIPSA field offices, State, and private agency locations. The Form FGIS-950 describes the basic functions of the warehouse sample-lot inspection program and outlines the authority, the participants, the responsibilities, and the termination date for the contract. The contract provides for employees of warehouses and/or grain elevators to obtain samples of grain and forward these samples to GIPSA, State, or private agency personnel for analysis.

FGIS-950's are considered formal requests for warehouse sample-lot inspection services, and the warehouse manager's and/or elevator operator's signature serves as written confirmation to comply with the requirements established by the USGSA and the regulations. Without the collection of this information, GIPSA, State, or private agency personnel would have no knowledge of the warehouse manager's and/or grain elevator operator's needs for warehouse sample-lot inspection services. Moreover, samples obtained by warehouse and/or elevator employees result in cost savings to facilities because State and/or private agency personnel assess fees for their sampling services.

<b><i>Form Number</i></b>	<b><i>Title/Description</i></b>
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<b>FGIS-952</b>	<b>Sanitation Inspection Report (Processed Products)</b>
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Section 868.33 of the regulations under the AMA requires GIPSA and State cooperators to complete and maintain detailed work records pertaining to all inspection activities. These activities include sampling, inspecting, and certificating commodities. GIPSA and cooperators are required to use Form FGIS-952 when performing sanitation inspection at processing plants.

When manufacturers and/or processors enter into contracts that requires a product (e.g., flour, corn meal, sorghum grits, etc.) to be inspected or graded by the USDA, they assume a responsibility to produce a clean product in a clean plant under good hygienic conditions and in accordance with USDA regulations and the Food and Drug Administration's Good Manufacturing Practice Regulations. This also includes cooperating with GIPSA and cooperator personnel and provide information and assistance necessary for GIPSA and State cooperators to do a proper sanitation inspection.

Sanitation inspection reports for processed products are specialized forms which provide plant representatives and official personnel information on sanitary conditions and other potential hazard situations in a processing plant. GIPSA provides Form FGIS-952 to State cooperators. Upon completion of the sanitation inspection, GIPSA, and State cooperators provide manufacturers and/or processors a copy of the report outlining the plant's condition. Without the collection of this information, manufacturers, processors, GIPSA and State cooperators would have no detail record regarding the sanitary conditions in the processing plant.

<b>FGIS-952-1</b>	<b>Sanitation Inspection Report (Beans, Peas, and Lentils)</b>
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Section 868.33 of the regulations under the AMA requires GIPSA and cooperators to complete and maintain detailed work records pertaining to all inspection activities. These activities include sampling, inspecting, and certificating commodities. GIPSA and State cooperators are required to use Form FGIS-952-1 when performing sanitation inspections at bean, pea, lentil, and rice processing facilities.

When manufacturers and/or processors enter into contracts that require the grading of beans, peas, lentils, or rice by the USDA, they assume a responsibility to produce a clean product in a clean plant under good hygienic conditions and in accordance with USDA regulations and the Food and Drug Administration's Good Manufacturing Practice Regulations. This also includes cooperating with GIPSA and State cooperators and provide information and assistance necessary for GIPSA and State cooperators to do a proper sanitation inspection.

Sanitation inspection reports for beans, peas, lentils, and rice are specialized forms which provide plant representatives, GIPSA, and State cooperators information on sanitary conditions and other potential hazard situations at bean, pea, lentil, and rice processing facilities. GIPSA provides Form FGIS-952-1 to State cooperators. Upon completion of the sanitation inspection, GIPSA and State cooperators provide manufacturers and/or processors a copy of the report outlining the plant's condition. Without the collection of this information, manufacturers, processors, GIPSA, and State cooperators would have no detail record regarding the sanitary conditions in bean, pea, lentil, and rice processing plants.

**Form Number****Title/Description**

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**FGIS-952-2 Sanitation Inspection Report (Overpacker)**

The action identified by this section was not used during the last 3 years and is not anticipated for use during the next 3-year period. The requirement is maintained in the regulations if any incident should occur which requires such action. If instances do occur which require this action, we will submit burden estimates for OMB approval.

Section 868.33 of the regulations under the AMA requires GIPSA and State cooperators to complete and maintain detailed work records pertaining to all inspection activities. These activities include sampling, inspecting, and certificating commodities. GIPSA and State cooperators are required to use Form FGIS-952-2 when performing sanitation inspection in plants that repackage products. When overpackers enter into contracts that require USDA inspection, they assume a responsibility to produce a clean product in a clean plant under good hygienic conditions and in accordance with USDA regulations and the Food and Drug Administration's Good Manufacturing Practice Regulations. This also includes cooperating with GIPSA and State cooperators and providing information and assistance necessary for GIPSA and State cooperators to do a proper sanitation inspection.

Sanitation inspection reports for overpackers are specialized forms which provide plant representatives and GIPSA and State cooperators information on sanitary conditions and other potential hazard situations in overpackaging plants. GIPSA provides Form FGIS-952-2 to State cooperators. Upon completion of the sanitation inspection, GIPSA and State cooperator provide the overpackers a copy of the report outlining the plant's condition. Without the collection of this information, overpackers, GIPSA, and State cooperators would have no detail record regarding the sanitary conditions in overpackaging plant.

**FGIS-956 Rice Inspection Services Certificate**

Sections 868.30, 31, 33, 35, 43, 44, 52, 70, 71, 72, 73, 74, and 75 of the regulations under the AMA require the issuance of an official certificate for each inspection service performed. Rice inspection services certificates are documents which provide manufacturers and/or processors quality information concerning a rice inspection service. Rice inspection services certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten or handwritten in ink and be clearly legible; (4) show the results of the service in a uniform, accurate, and concise manner; and (5) show only such information and statements of fact as approved by the Administrator.

The rice inspection service is the most comprehensive inspection service offered by GIPSA and State cooperators to the U.S. rice industry. This service involves GIPSA and/or State cooperators obtaining a sample of rice and analyzing the sample for official grade, official factor, or official criteria, or any combination thereof. The inspection information is reported on Form FGIS-956.

GIPSA provides Form FGIS-956 to State cooperators. GIPSA and State cooperators use information from certificates to prepare rice inspection volume reports (Form FGIS-930). The U.S. rice industry uses the rice inspection certificate to complete sales transactions between the buyer and seller. The rice inspection certificate is considered by GIPSA as formal notification of inspection results from rice samples.

Without the collection of this information, the U.S. rice industry would not have a formal document to complete sales transactions between the buyer and seller. Also, GIPSA and State cooperators would not have information available to prepare rice volume reports.

<b><i>Form Number</i></b>	<b><i>Title/Description</i></b>
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<b>FGIS-960</b>	<b>Official Grain Weight Certificate</b>
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Sections 800.16, 17, 75, 76, 95, 96, 97, 98, 99, 118, 129, 145, 153, 155, 160, 161, 163, 164, 165, 166, 195, and 196 of the regulations under the USGSA require the issuance of an official certificate for each inspection and weighing service performed. Official grain weight certificates are documents which provide producers, elevator operators, and/or grain merchandisers information concerning the weight of grain in an identified lot. Official grain weight certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten or handwritten in ink and be clearly legible; (4) show the results of the weight of grain in a uniform, accurate, and concise manner; and (5) show only such information and statements of fact as approved by the Administrator.

On domestic shipments, State and private agencies are responsible for printing and issuing their own grain weight certificates to producers, elevator operators, and/or grain merchandisers. However, GIPSA, State and private agency personnel use Form FGIS-960 to report the weight of export grain shipments. GIPSA provides Form FGIS-960 to agencies providing official export grain weight certification. GIPSA, State and private agency personnel use information from certificates to prepare grain weighing volume reports (Form FGIS-922) and export quality reports (Form FGIS-938). Applicants for service use the official grain weight certificate to complete sales transactions between the buyer and seller. In accordance with section 7(g) of the USGSA, "official certificates setting out the results of official weighing or supervision of weighing issued and not canceled under the Act shall, be received by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein." Grain weight certificates are considered by GIPSA as formal notification of results from official weighing services.

Without the collection of this information, producers, elevator operators, and/or grain merchandisers would not have a formal document to complete sale transactions between the buyer and seller. Also, GIPSA, State and private agency personnel would not have information available to prepare grain weighing volume and export quality reports.

<b>FGIS-963</b>	<b>Scale Record Log</b>
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Sections 800.46, 145, 153, 155, 157, 158, 195, and 196 of the regulations under the USGSA require a scale record log to be maintained at each scale site that is used for official weighing. The scale logs are used to document information, such as seals applied or broken, scale test results, routine scale maintenance, and scale malfunctions. GIPSA, State, and private agency personnel document scale related information using a Form FGIS-963.

Without the collection of this information, GIPSA, State, and private agency personnel would have no documentation to verify the integrity of the official weighing system. Also, the information provides background data concerning the scale's system performance during routine operation.



**Form Number**                      **Title/Description**

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**FGIS-964**            **Supervision of Weight Certificate**

Sections 800.75, 76, 95, 96, 97, 98, 99, 118, 129, 145, 153, 155, 160, 161, 164, 165, 166, 195, and 196 of the regulations under the USGSA require the issuance of an official certificate for each inspection and weighing service performed. Supervision of grain weight certificates are documents which provide warehouse and/or elevator operators official weight information on specified movements of grain into and out of elevators. Supervision of grain weight certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten or handwritten in ink and be clearly legible; (4) show the results of the weight of grain in a uniform, accurate, and concise manner; and (5) show only such information and statements of fact as approved by the Administrator.

Supervision of weighing or Class Y weighing is a specialized service involving approved weighers (warehouse and/or elevator employees) who physically weigh grain and GIPSA, State, and private agency personnel partially or completely supervising the loading or unloading of the identified lot of grain. Approved weighers (warehouse and/or elevator employees) are required to operate scales in accordance with GIPSA procedures and issue results on "Supervision of Grain Weight Certificate."

Warehouse and/or elevator operators are responsible for printing the supervision of grain weight certificates for their respective facilities. GIPSA, State, and private agency personnel use information from supervision of grain weight certificates to prepare grain weighing volume reports (Form FGIS-922). Warehouse and/or elevator operators use the supervision of grain weight certificate to complete sale transactions between the buyer and seller. In accordance with section 7(g) of the USGSA, "official certificates setting out the results of official weighing or supervision of weighing issued and not canceled under the Act shall be received by all officers and all courts of the United States as Prima facie evidence of the truth of the facts stated therein." Supervision of grain weight certificates are considered by GIPSA as formal notification of weighing results from Class Y weighing services.

Without the collection of this information, warehouse and/or elevator operators would not have formal documents to complete sale transactions between several buyers and sellers. Also, GIPSA, State, and private agency personnel would not have information available to prepare grain volume weighing reports.

**FGIS-965**            **Scale Test Report (Hopper)**

Sections 800.75, 145, 153, 155, 157, 195, 196, and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of an official weight certificate, grain hopper scales used for weighing grain and other related products must comply with GIPSA's performance requirements. Using unapproved grain hopper scales may result in inaccurate weights, thus jeopardizing the integrity of the official weighing program.

GIPSA and/or delegated State agencies must test all grain scales at facilities which have requested official weight certification. FGIS-965 is a specialized work record used by GIPSA and delegated State agencies to document grain hopper scale test results. Specific information includes: the capacity, location, serial number and type, test results, and name of persons performing the test. If the tests are performed by delegated State personnel, they forward a copy of the Form FGIS-965 to the Policies and Procedures Market Analysis Branch, FGIS, GIPSA, Washington, D.C. The Policies and Procedures Market Analysis Branch reviews the grain hopper scale test results and, if they are within acceptable limits, authorize the scale to weigh grain and related products. This information is used to develop and maintain a list of approved grain hopper scales nationwide. GIPSA is responsible for providing all scale related forms to the delegated State for official scale testing purposes.

**Form Number**                      **Title/Description**

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**FGIS-965-1    Scale Test Report (Railroad Track)**

Sections 800.75, 145, 153, 155, 157, 195, 196, and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of an official weight certificate, railroad track scales used for weighing grain and other related products must comply with GIPSA's performance requirements. Using unapproved railroad track scales may result in inaccurate weights, thus jeopardizing the integrity of the official weighing program.

GIPSA and/or delegated State agencies must test all grain scales at facilities which have requested official weight certification. FGIS 965-1 is a specialized work record used by GIPSA and delegated State agencies to document railroad track scale test results. Specific information includes: the capacity, location, serial number and type, test results, and name of persons performing the test. If the tests are performed by delegated State personnel, they forward a copy of the Form FGIS 965-1 to the Policies and Procedures Branch, FGIS, GIPSA, Washington, D.C. The Policies and Procedures Branch reviews the railroad track scale test results and, if they are within acceptable limits, authorize the scale to weigh grain and related products. The Policies and Procedures Branch uses this information to develop and maintain a list of approved railroad track scales nationwide. GIPSA is responsible for providing all scale related forms to the delegated State for official scale testing purposes.

Without the collection of this information, GIPSA and delegated State agencies would have no record of a railroad track scale's actual test results for comparison to official GIPSA tolerances. Also, GIPSA would not have information available to maintain a list of approved railroad track scales. Further, the use of unapproved railroad track scales may result in inaccurate weights which could have an adverse economic impact on producers, elevator operators, and/or grain merchandisers.

**FGIS-965-2    Scale Test Report (Vehicle)**

Sections 800.75, 145, 153, 155, 157, 195, 196, and 217 of the regulations under the USGSA require all equipment used for official inspection and weighing under the Act be tested for accuracy. To ensure the preciseness and integrity of an official weight certificate, vehicle scales used for weighing grain and other related products must comply with GIPSA's performance requirements. Using unapproved vehicle scales may result in inaccurate weights, thus jeopardizing the integrity of the official weighing program.

GIPSA and/or delegated State agencies must test all grain scales at facilities which have requested official weight certification. FGIS 965-2 is a specialized work record used by GIPSA and delegated State agencies to document vehicle scale test results. Specific information includes: the capacity, location, serial number and type, test results, and name of persons performing the test. If the tests are performed by delegated State personnel, they forward a copy of the Form FGIS 965-2 to the Policies and Procedures Branch, FGIS, GIPSA, Washington, D.C. The Policies and Procedures Branch reviews the vehicle scale test results and, if they are within acceptable limits, authorize the scale to weigh grain and related products. The Policies and Procedures Branch uses this information to develop and maintain a list of approved vehicle scales nationwide. GIPSA is responsible for providing all scale related forms to the delegated State for official scale testing purposes.

Without the collection of this information, GIPSA and delegated States agencies would have no record of a vehicle scale's actual test results for comparison to official GIPSA tolerances. Also, GIPSA would not have information available to maintain a list of approved vehicle scales nationwide. Further, the use of unapproved vehicle scales may result in inaccurate weights which could have an adverse economic impact on producers, elevator operators, and/or grain merchandisers.

**Form Number**                      **Title/Description**

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**FGIS-968**            **Weight Loading Log**

Sections 800.95, 96, 97, 98, 99, 145, 153, 155, 157, 195, and 196 of the regulations under the USGSA require GIPSA and State agency personnel to complete and maintain detailed work records pertaining to all weighing activities. These activities include weighing, checkweighing, and checkloading grain. GIPSA and State agency personnel are required to use Form FGIS-968, "Weight Loading Log," when bulk grain is loaded or unloaded from ships. Generally, ship loading or unloading takes several days and, in some instances, involves continuous operation around the clock. The weight loading log is a specialized work record used to document information, such as grain flow integrity, stowage, shipping bin and subplot numbers, scale numbers, identification of the vessel, start and finish time for sublots, accumulated pounds per sublots, equipment malfunctions, rain delays, grain spills, and other significant events occurring during the loading or unloading process. Weight loading logs are the source document for preparing official weight certificates, and GIPSA is responsible for providing these forms to State agency personnel. Also, weight loading logs provide elevator managers preliminary weight information prior to receiving the official weight certificate. Without the collection of this information, elevator managers, GIPSA, and State agency personnel would not have a detail record of events occurring during the loading or unloading process. Also, the weight loading log is the source document for completing the weight certificate, and it provides elevator managers with preliminary weight information prior to receiving the official weight certificate.

**FGIS-980**            **Authorization To Use Mechanical Sampler**

Sections 800.145, 151, 158, 195, 196, and 217 of the regulations under the USGSA require accuracy tests for all equipment used for official inspection and weighing under the Act. To ensure the preciseness and integrity of an official inspection certificate, mechanical sampling systems used for official sampling purposes must comply with GIPSA's installation, maintenance, performance, and operational requirements. If the mechanical sampling system meets established tolerances, a Form FGIS-980 is initiated by the appropriate GIPSA field office. The FGIS-980 certifies that the mechanical sampling system is approved for official use and also functions as an agreement between representatives of the facility where the sampling system is installed, the GIPSA field office, and any other persons or firm that may be directly involved. The FGIS-980 must be signed by the system's owner and/or an official agency manager, depending on the sampling device location.

Without the collection of this information, official personnel would not have a record certifying that the mechanical sampling system meets GIPSA's specifications for obtaining samples.

**FGIS-983**            **Contract Service Agreement**

Section 868.41 of the regulations under the AMA provides the authority for manufacturers or processors to enter into a contract with a cooperator or GIPSA; whereby, the cooperator or GIPSA will provide inspection or weighing services for a specified period and manufacturers or processors will pay a specific fee. Contract services permit GIPSA to stabilize the work force at a particular facility which reduces the cost of providing official services. These benefits are passed on to applicants for service in the form of a lower hourly rates for contract services.

Manufacturers or processors interested in contracting services with GIPSA contact the appropriate GIPSA field office and request a Form FGIS-983. Manufacturers or processors complete the form and indicate the number of personnel needed to provide services and return the document to the GIPSA field office. Usually, the GIPSA field office approves the contract and forwards a copy of the form to the manufacturer or processor. The contract assures manufacturers or processors that they will have the number of contracted personnel available to provide services at the applicable contract hourly rate. The contract also assures a constant work force at a facility and aids in determining the number of personnel needed in a GIPSA field office.

Without the collection of this information, GIPSA would have no knowledge of manufacturers or processors needs for contract inspection services under the AMA.

**Form Number**                      **Title/Description**

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**FGIS-992      Services Performed Report**

Section 868.33 of the regulations under the AMA requires GIPSA and State cooperators to complete and maintain detailed work records pertaining to all inspection activities. These activities include sampling, inspecting, and certificating commodities. GIPSA and State cooperators are required to use Form FGIS-992 when performing inspections. Services performed reports provide a record of inspection, weighing, and significant or unusual events occurring during the service. Services performed reports are the source document for preparing official certificates.

Upon completion of inspection and/or weighing, GIPSA and State cooperators provide the manufacturers and/or processors a copy of the services performed report as preliminary quality information prior to the issuance of the certificate. Without the collection of this information, manufacturers, processors, GIPSA, and State cooperators would have no detailed record of events that occurred during the service. Also, the services performed report provides the information necessary to complete the official certificates.

**FGIS-993      Commodity Inspection Certificate**

Sections 868.30, 31, 33, 35, 43, 44, 52, 70, 71, 72, 73, 74, and 75 of the regulations under the AMA require the issuance of an official certificate for each inspection service performed. Commodity inspection certificates are documents which provide manufacturers and/or processors information on the quality and condition of commodities or related products. Commodity inspection certificates shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten or handwritten in ink and be clearly legible; (4) show the inspection results of the commodity in a uniform, accurate, and concise manner; and (5) show only such information and statements of fact as approved by the Administrator.

The commodity inspection service is the most comprehensive inspection service offered by GIPSA and State cooperators to manufacturers and/or processors. This service involves GIPSA and/or State cooperators obtaining a sample of a commodity or related product for analysis. The inspection information is reported on Form FGIS-993.

GIPSA provides Form FGIS-993 to State cooperators. GIPSA and State cooperators use information from certificates to prepare commodity inspection volume reports (Form FGIS-930). Manufacturers and/or processors use the commodity inspection certificate to complete sales transactions between the buyer and seller. The commodity inspection certificate is considered by GIPSA as formal notification of inspection results from commodity samples.

Without the collection of this information, manufacturers and/or processors would not have a formal document to complete sales transactions between the buyer and seller. Also, GIPSA and State cooperators would not have information available to prepare commodity volume reports.

**FGIS-994      Commodity Inspection Certificate - Submitted Sample**

Sections 868.30, 31, 33, 35, 43, 44, 52, 70, 71, 72, 73, 74, and 75 of the regulations under the AMA require the issuance of an official certificate for each inspection service performed. Commodity inspection certificates for submitted sample are documents which provide manufacturers and/or processors information on the quality and condition of commodities or related products. Commodity inspection certificates for submitted samples shall: (1) be on standard printed forms; (2) be in English; (3) be typewritten or handwritten in ink and be clearly legible; (4) show the inspection results of the commodity in a uniform, accurate, and concise manner; and (5) show the word "NOT OFFICIALLY SAMPLED."

The commodity inspection submitted sample service consists of manufacturers and/or processors submitting commodity samples to GIPSA and/or cooperators for analysis. The inspection information is reported on a Form FGIS-994.

GIPSA provides Form FGIS-994 to State cooperators. GIPSA and State cooperators use information from certificates to prepare commodity inspection volume reports (Form FGIS-930). Manufacturers and/or processors use the commodity inspection certificate to complete sales transactions between the buyer and seller. The commodity inspection certificate for submitted samples is considered by GIPSA as formal notification of inspection results from commodity samples submitted by manufacturers and/or processors.

Without the collection of this information, manufacturers and/or processors would not have a formal document to complete sales transactions between the buyer and seller. Also, GIPSA and State cooperators would not have information available to prepare commodity inspection volume reports.

**Form Number**                      **Title/Description**

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**FGIS-998**                      **Questionnaire for Proposed Diverter Type Mechanical Sampler Installation**

Sections 800.145, 151, 158, 195, 196, and 217 of the regulations under the USGSA require accuracy tests for all equipment used for official inspection and weighing under the Act. To ensure the preciseness and integrity of an official inspection certificate, mechanical sampling systems used for official sampling purposes must comply with GIPSA's installation requirements. GIPSA, State, and private agency personnel must visit the proposed site before the sampler is installed to determine whether the location is suitable for obtaining a representative sample. GIPSA, State, or private agency personnel shall complete a Form FGIS-998 and include loading or unloading rates, name of owner, the material to be sampled, and note any problem area encountered. This information is provided to the facility's owner when the sampler is intended for official use. Generally, grain elevator operators install diverter-type mechanical samplers for the purposes of obtaining official samples. Without the collection of this information, a facility may install a sampling device that cannot be used for official sampling purposes because it does not meet installation requirements.

**FGIS-1001**                      **Application for Approval to Operate as a Weighing Facility**

Sections 800.46 and 73 of the regulations under the USGSA require grain elevator managers seeking approval to operate as a weighing facility must provide GIPSA detailed information regarding their grain handling systems. Elevator operators must submit a letter or complete a Form FGIS-1001 and include information, such as the facility name and address, signatures of the facility's owner and operator, and the names of employees who will operate the scales.

GIPSA personnel use this information to determine whether the facility complies with requirements of the USGSA and the regulations. The FGIS-1001 is considered a formal request to operate as a weighing facility and is basically an agreement between all parties involved that the scales and handling system are operated in an approved manner. Without the collection of this information, GIPSA personnel would not know the elevator operator's needs for approval as a weighing facility.

**FGIS-9601**                      **Repair/Modification Notice**

Sections 800.046, 145, 153, 157, and 195 requires written notification (FGIS-9601) to elevator managers on changes needed to be made to elevator conditions (e.g., removing grain spills) or repairs to elevator equipment to continue Official inspection and weighing services. GIPSA and Delegated agencies complete the form and elevator sign receipt of the form.

**None**                              **Application for Delegation**

The action identified by this section was not used during the last 3 years and is not anticipated to be used during the next 3-year period. The requirement is maintained in the regulations and would be used if any incident should occur which requires such action. If instances do occur which require this action, GIPSA will submit burden estimates for OMB approval.

Section 7(e)(2) of the USGSA provides that GIPSA may delegate eligible and qualified States for the performance of specified official export inspection and weighing services in specified areas. Section 800.195 of the regulations outlines the conditions and requirements for delegation. The regulations require States (only States may apply) that want to be delegated to perform official export services to submit to the Administrator in writing the following information (there is no form): (1) the export port locations where the State proposes to perform official services; (2) the estimated annual volume of inspection and weighing services to be performed at each location; and (3) a proposed fee schedule.

This information is used by GIPSA to determine if the applicant is eligible and qualified to provide official export inspection and weighing services. The information is also used by GIPSA to determine in whose name the delegation is issued; who the responsible officials are; who is held responsible for violations of the USGSA; where official services are provided to facilitate supervision, monitoring, and enforcement activities; and whether the proposed fees are reasonable and nondiscriminatory.

In order for a State to be delegated, the State must apply for delegation; and GIPSA must determine that the State is eligible and qualified. Without this information collection, GIPSA would have no basis for determining which States are interested in applying for delegation and whether they are eligible and qualified.

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**None**                      **Application for Emergency Waiver**

The action identified by this section was not used during the last 3 years and is not anticipated to be used during the next 3-year period. The requirement is maintained in the regulations and would be used if any incident should occur which requires such action. If instances do occur which require this action, GIPSA will submit burden estimates for OMB approval.

Section 800.18 of the regulations under the USGSA provides authority for the Administrator to waive official inspection and weighing requirements if an emergency or other condition exists that precludes the performance of official services and granting such waivers would not impair the objectives of the Act. Exporters or elevator operators may request an emergency waiver via telephone and confirm the request in writing to USDA, GIPSA, Field Management Division, Office of the Director. The written confirmation should include the exporter's or elevator operator's name, address, and telephone number and a statement which explains the circumstances for requesting the emergency waiver. GIPSA's Administrator will use this information to approve or deny the waiver and respond to the exporter or elevator operator accordingly.

Without the collection of this information, GIPSA would have no knowledge of an exporter's or elevator operator's need for an emergency waiver.

**None**                      **Application for Scale Testing**

Sections 800.197 and 802.1 of the regulations under the USGSA require scale companies seeking approval to test scales and operate as a scale testing organization to notify GIPSA in writing. The request includes the applicant's name, address, signature, and telephone number. Also, the request includes a statement certifying that each employee scheduled to perform official scale testing and certification services is competent and has a working knowledge of GIPSA regulations. GIPSA uses this information to determine whether the applicant meets the criteria for approval. Without the collection of this information, GIPSA would have no knowledge of applicant's needs for approval as a scale testing and certification organization.

**None**                      **Approval to Operate Outside Assigned Area**

Sections 800.81, 99, 116, 117, 185, and 196 outline conditions and requirements for operating outside designated area.

Each designated agency is assigned a specific area within which it performs official inspection and weighing services. Occasionally, an official agency is not able to perform a certain service due to equipment failure, personnel problems, travel time, or other reasons. Under these circumstances, they may arrange for services to be provided by neighboring official agencies. GIPSA asks for specific information regarding the reasons and circumstances surrounding the request. This information is used by GIPSA to coordinate, supervise, and monitor the provision of official services by different designated agencies. GIPSA is responsible for monitoring adequacy and timeliness of the services performed by official agencies. Without this information, GIPSA would find it significantly more difficult to perform these tasks.

**None**                      **Directives Maintenance**

Sections 800.145, 146, 154, 159, 185, 195, and 196 of the USGSA regulations and section 868.10 of the AMA regulations provide that State and private agencies, contractors, and approved scale testing organizations shall keep complete records of the Acts, regulations, standards, and any instructions issued by GIPSA with all amendments and revisions thereto. Such directives are kept in a manner that facilitates review, audit, and daily use. GIPSA requires maintenance of these directives to ensure that all official personnel have access to a complete set of rules, regulations, and instructions. The purpose of these rules, regulations, and instructions is to promote the uniform application of procedures and assist in maintaining the integrity of the national official inspection and weighing system. These directives are also reviewed by GIPSA to assist in audits and investigations relating to administration and enforcement of the USGSA.

If such directives were not kept, employees of State and private agencies, contractors, and approved scale testing organizations would not have easy access to correct procedures. It would be much more difficult to maintain a uniform national official inspection and weighing system without this information.

**None****Fee Records**

Sections 800.70, 145, 150, 154, 159, 170, 195, and 196 of the regulations under the USGSA require State and private agencies, contractors, and approved scale testing organizations to maintain records concerning their fees and submit a fee schedule to GIPSA for approval. These records consist of: (1) a copy of the current fee schedule, (2) data showing how the fees in the schedule were developed in the case of an agency, (3) superseded fee schedules, and (4) other related information. GIPSA requires maintenance of these records as conditions for approving delegations, designations or scale testing organizations. GIPSA reviews this information to determine whether agencies, contractors, and scale testing organizations meet the establish requirements for approval. Without the collection of this information, GIPSA would not have information on whether agencies, contractors, and scale testing organizations meet this approval requirement.

**None****File Samples**

Sections 800.81, 145, 152, 156, 195, and 196 of the regulations under the USGSA and sections 868.33 and 35 of the regulations under the AMA require State and/or private agencies and cooperators to maintain file samples for their minimum retention period after the official function was completed or the results otherwise reported. File samples are maintained for each inspection service and are used for: (1) supervision or review by GIPSA field offices or the Board of Appeals and Review; (2) answering quality complaints; (3) reinspection, appeal inspection, Board appeal inspection, retest lot inspection, appeal lot inspection, and Board appeal lot inspection; and (4) training of agency or cooperator personnel. GIPSA requires maintenance of file samples as conditions for approving delegations, designations, and State cooperators. Without the collection and maintenance of file samples, GIPSA would have no means of monitoring agencies and cooperators grading accuracy or completing requests for appeal or Board appeal inspection.

**None****Filing Complaints**

Sections 800.5, 145, 195, 196, and 218 of the USGSA regulations and section 868.8 of the AMA regulations provide that domestic complaints involving the Acts, regulations, and instructions are filed with GIPSA. Complaints or inquires from importers or purchasers in foreign countries, when possible, are filed with the local U. S. Agricultural Attache. The purpose is to provide a formal mechanism for people to file complaints. The information is used by GIPSA to identify shipments of grain officially inspected and weighed for review. Without the information, GIPSA would not be aware of complaints and, thus, would lose an important source of information regarding the integrity of the official inspection and weighing system.

**None****Grain Disposition Record**

Sections 800.81, 145, 148, 154, 195, and 196 of the regulations under the USGSA require GIPSA, State, and private agencies to keep accurate records of the disposition of excess grain samples. Any grain in excess of the quantity needed to complete the request for service is returned to the lot from which the grain was obtained, to the owner of the grain, or the owner's order. Records maintained by GIPSA, State, and private agencies indicate how, where, when, and to whom the excess grain was disposed. This recordkeeping requirement protects GIPSA and agencies from allegations concerning the inappropriate disposal of excess grain. Without the collection of this information, GIPSA and agency personnel would have no protection against allegations indicating improper disposal of excess grain.

**None****Grain No Grain Merchandising Records-Export Exemption/Waiver-Officially Inspected/Weighed**

Section 12 (d) of the USGSA provides that every commercial grain elevator, warehouse, or other grain storage or handling facility that, at any time, has obtained or obtains official inspection or weighing service must maintain such records as prescribed by the Administrator to administer and enforce the USGSA. Sections 800.18 and 25 of the regulations under the USGSA provide that these records must fully and correctly disclose all transactions concerning the lots of grain receiving official inspection or weighing service (except as provided in Section 800.18) and that these records are kept for 3 years from the official service date. This 3-year retention period may be extended upon written notification by the GIPSA Administrator for effective administration and enforcement of the USGSA.

Section 800.26 of the regulation under the USGSA provides that every grain elevator, warehouse, or handling facility

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must permit authorized representatives of the Secretary or Administrator to inspect any records maintained.

These records maintained by grain firms are reviewed by GIPSA to assist in audits and investigations relating to administration and enforcement of the USGSA. Such records are also used, on occasion, by USDA attorneys, investigators of the Office of the Inspector General, or other senior management officials assigned to administer and enforce the USGSA.

These records are maintained by grain firms to manage their purchases, inventories, and sales. If grain companies did not keep any records, GIPSA would have virtually no way, except for onsite operation, to monitor their activities for compliance with the USGSA.

**None**

**Letter Requesting Exemption from Prohibited Grain Handling Practices**

The action identified by this section was not used during the last 3 years and is not anticipated to be used during the next 3-year period. The requirement is maintained in the regulations and would be used if any incident should occur which requires such action. If instances do occur which require this action, GIPSA will submit burden estimates for OMB approval.

Section 13(b)(F)(3) of the USGSA and Section 800.61(c) of USGSA regulations provide that GIPSA Administrator may grant exemptions from the 800.61(b) provisions for prohibited grain handling practices (adding dockage, foreign material, or water, etc., to grain) in grain shipments sent directly to a domestic end user or processor. Requests for exemptions are submitted in writing by grain handlers to GIPSA through domestic end users or processors or their representatives. The request is made for single or multiple shipments from an individual grain handler. The provision was established at the request of the grain industry.

This information is used by GIPSA to ensure that prohibited grain handling practices are used only when deemed desirable by domestic end users. The purpose is to allow grain handlers the latitude to blend certain grains and grain material when it is needed by domestic end users or processors.

This information is reviewed by GIPSA to assist in audits and investigations relating to administration and enforcement of the USGSA and to verify that alleged prohibited grain handling practices were, in fact, conducted under an exemption. Such information is also used, on occasion, by USDA attorneys, investigators of the Office of the Inspector General, or other senior management officials assigned to administer and enforce the USGSA.

Without this information, GIPSA would have no basis for granting exemptions and would find it much more difficult to enforce the prohibitions regarding certain grain handling practices.

**CP-2**

**License Sensory Examination**

Sections 800.145, 148, 149, 154, 170, 171, 173, 174, 175, 176, 177, 195, 196, and 199 of the USGSA regulations provide that licensees and applicants for a license must pass vision and olfactory examinations. Delegated and designated official agencies use Form CP-2 to record the results of the licensee's or applicant's color vision, optical, and odor detection test. This information is used by officials of GIPSA, delegated States, and designated agencies to record and evaluate test results to assist in determining if an individual can meet the vision and odor detection requirements. In order to grade grain, a licensed inspector must be able to distinguish between the different colors of grain, must be able to see good enough to read manuals and distinguish between the different grains, and must be able to detect the various odors in grain, such as sour and musty.

Without this information, GIPSA would have no basis for determining if State or private agency personnel applying for a license can meet the vision and odor detection requirements for accurately grading grain.



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**None**                      **Notification of 15,000 MT Exemption**

Section 800.18 of the regulations under the USGSA exempts exporters and individual elevator operators from official inspection and weighing requirements if they exported less than 15,000 metric tons of grain on an individual elevator basis during the preceding calendar year and each such facility plans to export less than 15,000 metric tons of grain during the current calendar year.

Exporters and individual elevator operators planning to operate under the exemption program must: (1) notify USDA, GIPSA, Field Management Division, Office of the Director, in writing each calendar year prior to exporting grain. The notice includes the exporter's or elevator operator's name, address, and telephone number and a statement providing the previous year's export volume and the current calendar year's expected volume for each facility; (2) keep complete and accurate records pertaining to the export grain shipments and make the records available to GIPSA upon request; and (3) have all lots of grain requiring official inspection and/or official weighing to be inspected or weighed according to the USGSA.

GIPSA uses this information to maintain a list of exporters or elevator operators loading grain under the exemption program. Further, the information is used by GIPSA to monitor facilities operating under an exemption for compliance.

Without the collection of this information, GIPSA could not maintain a list of facilities operating under the exemption program.

**None**                      **Notification of Change in Specified Service Point**

Under the provisions in section 800.145, 147, 155, and 196 a designated agency may change its specified service points by sending advance written notification to GIPSA. Usually, designated agencies notify GIPSA of changes in specified service points when new laboratories are opened or existing laboratories are closed. This information is used by GIPSA to maintain a current list of the locations at which official services are provided. This list of official service points is used by GIPSA to coordinate, supervise, and monitor services provided by different designated agencies and to ensure compliance with the USGSA. GIPSA is responsible for monitoring adequacy and timeliness of the official services provided by official agencies. Without this information, GIPSA would find it significantly more difficult to perform these tasks.

**None**                      **Notification of Dismissal/Withdrawal/Refusal**

Sections 800.48, 49, and 50, 145, 153, 155, 159, 195, and 196 of the regulations under the USGSA and sections 868.22, 23, 24, and 25 of the regulations under the AMA require GIPSA, cooperators, State, and/or private agency personnel to notify producers, elevator operators, merchandisers, and/or processors when inspection, testing, and weighing services (official services) are dismissed, withdrawn, or refused. Reasons for dismissal, withdrawal, or refusal include, but are not limited to nonpayment of bills, grain/commodity not accessible, or performing the service would impair the objectives of the USGSA and/or AMA.

Prior to initiating any action, producers, elevator operators, merchandisers, and/or processors are given an opportunity to take corrective measures as necessary to avoid disruption in services. However, if a resolution is not reached, producers, elevator operators, merchandisers, and/or processors are afforded a hearing in accordance with the provisions of the Rules of Practice Governing Formal Adjudicatory Proceedings Instituted by the Secretary Under Various Statutes (7 CFR 1.130 et seq.) to determine whether there are sufficient grounds for dismissing, withdrawing, or refusing official services. Prior to a hearing, producers, elevator operators, merchandisers, and/or processors must provide written response indicating that there is no basis for denying official services. This information is forwarded to the hearing officer of the Rules of Practice Governing Formal Adjudicatory Proceedings. The hearing officer determines whether there are sufficient grounds for denying official services to producers, elevator operators, merchandisers, and/or processors.

Without collection of this information, the hearing officer would not have information available to determine if there are grounds for denying official services to producers, elevator operators, grain merchandisers, and/or processors. Also, formal hearing proceedings are provided in accordance with due process under the law.

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**None**                      **Payment of Bills**

Sections 800.46, 51, 73, and 170 of the regulations under the USGSA and sections 868.21, 26, 41, and 92 of the regulations under the AMA require producers, elevator operators, merchandisers, and/or processors receiving services from GIPSA to pay fees by check, draft, or money order. These individuals make currency payable to U.S. Department of Agriculture, Federal Grain Inspection Service. Fees for inspection and weighing services provided by State cooperators or private agencies are paid by producers, elevator operators, merchandisers, and/or processors to the respective State cooperator or private agency in accordance with their applicable fee schedule. GIPSA uses bill collection information to determine whether producers, elevator operators, grain merchandisers, and/or processors pay their bills in a timely fashion and, if applicable, withhold official services until payment is received. Without the collection of this information, GIPSA would have no knowledge of whether to withhold official services when producers, elevator operators, merchandisers, and/or processors fail to pay bills.

**None**                      **Proof of Authorization**

The action identified by this section was not used during the last 3 years and is not anticipated to be used during the next 3-year period. The requirement is maintained in the regulations and would be used if any incident should occur which requires such action. If instances do occur which require this action, GIPSA will submit burden estimates for OMB approval.

Section 800.45 of the regulations under the USGSA and section 868.20 of the regulations under the AMA provide authority for GIPSA, cooperator, or agency personnel to require written proof that a producer, handler, and/or grain merchandiser has a financial interest in grain products officially inspected or weighed.

GIPSA, State, and private agency personnel are required to provide information regarding an inspection or weighing service to producers, elevator operators, and/or merchandisers having a vested interest in the sales transaction. The information concerning proof may be needed by GIPSA, State cooperator, or agency personnel to ensure that inspection and/or weighing information is provided to those individuals having a vested interest in the sale transaction. Without the collection of this information, GIPSA, State cooperator, or private agency personnel may provide information to sources other than those having an interest which could place the transaction in jeopardy.

**None**                      **Notification of Deceptive Practice**

The action identified by this section was not used during the last 3 years and is not anticipated to be used during the next 3-year period. The requirement is maintained in the regulations and would be used if any incident should occur which requires such action. If instances do occur which require this action, GIPSA will submit burden estimates for OMB approval.

Section 800.60 of the USGSA regulations provides that any action or practice that knowingly causes or is an attempt to cause official personnel to issue a false official certificate or other official form is a deceptive practice and a violation of Section 13(a)(3) of the USGSA. Any grain firm that uses a deceptive practice may, by giving adequate notice to GIPSA, allow GIPSA to take steps to ensure that a false official certificate or other official form is not issued. The notice may be oral or written. If oral notice is given, it is confirmed in writing within 2 business days. The notice is given before official services begin; explain the nature and extent of the deceptive practice; and identify the grain, stowage container, equipment, facility, and official personnel involved or to be involved.

This information is reviewed by GIPSA and employees of involved designated or delegated agencies to ensure that correct official certificates and other official forms are issued. The information is also used to assist in audits and investigations relating to administration and enforcement of the USGSA. Such information is also used, on occasion, by USDA attorneys, investigators of the Office of the Inspector General, or other senior management officials assigned to administer and enforce the USGSA.

If grain firms did not have the option of notifying GIPSA when events have occurred that may cause official personnel to issue a false official certificate or other official form, they would have to spend a considerable amount of time reloading, rehandling, reweighing, or resampling grain or risk enforcement action under the USGSA.

**None**                      **Registration Suspension or Revocation Hearing**

Sections 800.39 and 179 of the regulations provide that when suspending or revoking a license or registration GIPSA shall provide the respondent an opportunity for a formal or informal hearing according to the Rules of Practice Governing Adjudicatory Proceedings. GIPSA uses this information to identify those persons desiring a hearing. Without the information GIPSA would not know if a hearing was desired.

None

**Reporting Violations**

Sections 800.145, 155, 185, 195, 196, and 199 of the regulations provide that delegated States, designated agencies, GIPSA personnel, and warehouse samplers must report to GIPSA any indication of a violation of the USGSA, the regulations, GIPSA instructions, or any verbal instructions issued that are contrary to the USGSA, the regulations, or GIPSA instructions. Sections 800.5 and 868.8 of the regulations provide instructions on how to file complaints.

This information is used to aid in identifying and evaluating possible violations of the USGSA and AMA. This information is reviewed by GIPSA to assist in audits and investigations relating to administration and enforcement of the USGSA and AMA. Such information is also used, on occasion, by USDA attorneys, investigators of the Office of the Inspector General, or other senior management officials assigned to administer and enforce the USGSA and AMA.

The purpose of collecting the information is to ensure that GIPSA receives information from all possible sources concerning possible violations to facilitate timely and effective enforcement action. Without the information, GIPSA would have significantly increased difficulty in identifying possible violations and trends in violations.

None

**Request for Amendment to Assigned Area**

Each designated agency is assigned a specific area within which it provides official inspection and weighing services. (7 CFR 800.196) Designated agencies request amendments to their assigned area when there is additional territory available for expansion or when there is a lack of requests for services in existing territory. Designated agencies may request that GIPSA amend their assigned area by giving GIPSA a written notice specifying the change desired, signed by the designated agency owner or its chief operating officer, and by paying the specified fee (section 800.71). GIPSA needs this information to initiate action to amend the designation. GIPSA may initiate action to amend the designated area if the requested change is consistent with the provisions and objectives of the USGSA. Without the information, GIPSA would not be able to evaluate or initiate a change to an assigned area.

None

**Request for Assistance to Provide Official Services**

The action identified by this section was not used during the last 3 years and is not anticipated to be used during the next 3-year period. The requirement is maintained in the regulations and would be used if any incident should occur which requires such action. If instances do occur which require this action, GIPSA will submit burden estimates for OMB approval.

Each designated agency is assigned a specific area within which it performs official services. Occasionally, an official agency is not able to perform a certain service due to the infrequency of requests for that particular service or their current workload prohibits the timely performance of the requested service. Under these circumstances, section 800.196 of the regulations provides that a designated agency may arrange for service to be provided by a neighboring official agency. However, a designated agency must obtain GIPSA approval before implementing such an agreement. GIPSA asks for specific information regarding the reasons and circumstances surrounding the request. This information is used by GIPSA to coordinate, supervise, and monitor services provided by different designated agencies. GIPSA is responsible for monitoring adequacy and timeliness of the official services provided by official agencies. Without this information, GIPSA would find it significantly more difficult to perform these tasks.

None

**Request for Delegation Cancellation**

The action identified by this section for delegation only was not used during the last 3 years and is not anticipated for use during the next 3-year period. The requirement is maintained in the regulations if any incident should occur which requires such action. If instances do occur which require this action, we will submit burden estimates for OMB approval.

An agency, under the provisions of sections 800.145, 147, 195, and 196 of the regulations, may request that its delegation or designation be canceled by giving GIPSA 90 days written notice. This information is used by GIPSA to make timely arrangements for the provision of services in the area served by the designated or delegated agency requesting cancellation. Without this information, it would be very difficult for GIPSA to make orderly and timely

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provisions to ensure that official services are provided without interruption in the designated or delegated area.

None

**Request for Designation Cancellation**

The action identified by this section for delegation only was not used during the last 3 years and is not anticipated for use during the next 3-year period. The requirement is maintained in the regulations if any incident should occur which requires such action. If instances do occur which require this action, we will submit burden estimates for OMB approval.

An agency, under the provisions of sections 800.145, 147, 195, and 196 of the regulations, may request that its delegation or designation be canceled by giving GIPSA 90 days written notice. This information is used by GIPSA to make timely arrangements for the provision of services in the area served by the designated or delegated agency requesting cancellation. Without this information, it would be very difficult for GIPSA to make orderly and timely provisions to ensure that official services are provided without interruption in the designated or delegated area.

None

**None Request for Prototype Testing**

Section 800.217 of the regulations under the USGSA provides the Administrator the authority to test prototype grain inspection or weighing equipment for official use. Any manufacturer or their agent may submit a request for an approval to GIPSA, Technical Services Division, Kansas City, Missouri. The request is made on company letterhead paper and include: (1) model/models identification, (2) design specifications, (3) applicable drawings, (4) data from preliminary performance tests, and (5) any other information that would facilitate the review of the request. GIPSA uses this information to determine if the equipment in question meets the established design criteria and if it potentially meets the performance standards.

Without the collection of this information, GIPSA would have no detailed information about a manufacturer's equipment for possible prototype testing and feasibility of use in the official grain inspection system.

None

**Work Records (AMA)**

Section 868.33 of the regulations under the AMA require GIPSA and State cooperators to complete and maintain detailed work records pertaining to all inspection activities. These activities include sampling, inspecting, and certificating commodities. Specific information includes the date sampled and inspected, type of movement, location of commodity or products, identification, quantity, seal numbers removed and applied (as applicable), and any additional information pertinent to the inspection. State cooperators may develop their own work record which suits their needs.

Work records provide GIPSA and State cooperators with a document to perform their mathematical computations. Work records are the source document for completing the certificate. Moreover, work records provide manufacturers and/or processors preliminary quality information prior to receiving the certificate. Additionally, GIPSA and cooperators prefer work records because commodity sampling and inspection occur under conditions that are less than favorable, such as dust, dampness, and dirt. It would be difficult to keep certificates clean, neat, and professional looking under routine laboratory conditions. Without the collection of this information, GIPSA and cooperators would have no record of the commodity or related product inspection results at the work site. Also, because of the environment associated with sampling, inspecting, and testing commodities and related products, official certificates if used in lieu of work records may get dirty or wet.

None

**Work Records (USGSA)**

Sections 800.145, 153, 155, 156, 185, 195, and 196 of the regulations under the USGSA require GIPSA, State, and private agency personnel to complete and maintain detailed work records pertaining to all inspection activities. These activities include sampling, analyzing the sample for official factors, and assigning the appropriate grade. State and private agency personnel may develop and maintain their own work records. The work record shall include: the date sampled and inspected, type of movement, location of grain, identification, quantity, seal numbers removed and applied (as applicable), and any additional information pertinent to the request for service.

A work record provides GIPSA, State, and private agency personnel a document that they can use to perform their mathematical computation and is the source document for completing the certificate. Additionally, GIPSA, State, and private agency personnel prefer work records because grain sampling and inspection occur under conditions that are less than favorable, such as dust, dampness, and dirt. It would be difficult to keep certificates clean, neat, and professional looking under routine laboratory conditions. Moreover, the work record provides the producer, elevator operator, and/or grain merchandiser preliminary quality information prior to receiving the certificate. Without the collection of this information, GIPSA, State, and private agency personnel would have no record of the inspection results at the work site. Also, because of the environment associated with sampling and inspecting grain, official certificates, if used in lieu of work records, may get dirty or wet.