

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

**REPAIR/MODIFICATION NOTICE**

SERIAL NUMBER (Optional)

NAME AND LOCATION OF FACILITY

DATE

TIME

AM

PM

EMERGENCY BREAKDOWN

NON-EMERGENCY BREAKDOWN

REQUESTED BY

PERSON NOTIFIED

**MALFUNCTION NOTED**

HANDLING/DELIVERY SYSTEM

SCALE(S) SYSTEM

GRAIN SPILLS(S)

REMARKS:

**ACTION TO BE TAKEN BY FGIS**

UNTIL REPAIR OR MODIFICATION IS COMPLETED, WEIGHT CERTIFICATION:

WILL BE DISCONTINUED

WILL CONTINUE

WILL CONTINUE UNDER THE FOLLOWING CONDITIONS:

**REPAIR/MODIFICATION COMPLETED**

DATE

TIME

AM

PM

\_\_\_\_\_  
 (Name of Official Personnel)

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**Instructions for Use.** To complete the Repair/Modification Notice, enter the following information:

1. Enter the scale serial number (optional).
2. Enter the name and location of facility.
3. Enter the date the form was prepared.
4. Enter the time the form was prepared.
5. Check block - emergency breakdown or non-emergency breakdown.
6. Enter the name of official personnel (Supervisor or Scales Specialist) requesting repair or modification.
7. Enter the name of elevator person notified.
8. Check appropriate block to fit malfunction and explain in remarks what the malfunction is and its location.
9. Check appropriate block and explain the conditions under which weighing will continue.
10. Enter the date of the completion of repair/modification.
11. Enter the time the repair/modification was completed.
12. Enter the name of the official inspection personnel who observed the completion of the repair/modification.

**Distribution.** Complete the notice up to, and including, the "Action To Be Taken By FGIS" section. Give the person notified of the necessary repairs or modifications a copy of the notice. After the repairs or changes are made, complete the "Repair/Modification Completed" section of the notice and send a copy to the field office.

**CONTACT INFORMATION:**

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

<http://www.gipsa.usda.gov/GIPSA/webapp?area=forms&subject=landing&topic=fgis>

For further information on the Repair/Modification Notice:

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Field Management Division  
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