FORM FGIS-968 (JAN 2005) (Previous editions may be used) OMB APF													APPROV	PROVED NO. 0580-0013 Statement on Reverse							Page of			
U.S. DEPARTMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION					LOAD ORDER					LOADING DATE		STARTED TIME		STOWAGE OF VESSEL						NO.:	CONDITION:		DATE/TIME:	BY:
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FORM FGIS-968 (JAN 2005) (Previous editions may be used)

DEFINITION OF TERMS

IDENTIFICATION OF CARRIER - Name of ship, number, etc.

LOCATION (City and State) - Location of grain facility.

ACCOUNT OF - The name of the grain facility (e.g., Columbia Grain Elevator, T-5). If the elevator is not the owner of the grain, record the elevator and the owner (e.g., Public Elevator/Cargill).

LOAD ORDER - Contract load order number for the lot. Entry optional.

GRAIN - Kind of grain.

FIELD OFFICE - The field office that has jurisdiction over the grain facility. This entry may also include State jurisdiction (e.g., NOFO/State of Alabama).

LOADING STARTED - Time and date the first grain was loaded aboard the vessel. Recorded in Military time.

LOADING FINISHED - Time and date all the grain was properly stowed aboard the vessel. Recorded in Military time.

STOWAGE OF VESSEL - List the hold into which the grain was loaded and note the type of ship, e.g., tanker, 'tween decker, etc. When the stowage is identical to inspection, this entry may be omitted. Write "see Inspection Log" in the stowage space before loading.

PRIOR-TO-LOADING STOWAGE RESULTS - Date, time, inspector of stowage area. This entry may be omitted. See "STOWAGE OF VESSEL".

DATE - Date of sublot/subtotal cutoff.

TIME - Start and finish time for the sublot or subtotal. This entry may not be on an individual tape basis. Record in Military time.

SUBLOT - This entry will correspond to the inspection sublot number. This may not be applicable at elevators that are using the subtotal method.

TAPE - The number of the tape corresponding to the subtotal or sublot entry.

SCALE - Number of the scale.

SHIPPING BINS - If the elevator has a shipping bin system, record bin numbers here to ensure grain flow integrity. If the elevator does not use shipping bins, leave this column blank.

STOWAGE - Record stowage for the sublot or subtotal. This entry is optional when inspection stowage is identical. If the entry is omitted, write "See Inspection Log" in the stowage column.

SCALE NO. - Number of the scale used for the corresponding entry.

WEIGHT - Record the amount of grain weighed on the corresponding scale.

TOTAL POUNDS - Record the total amount of grain weighed for the sublot or subtotal. If the elevator uses more than one scale, add all weights for the scales used and record that amount in this column.

ACCUMULATED POUNDS - Prev. Pg. - Use this space to record the total accumulated pounds from the previous page.

ACCUMULATED POUNDS - Use this column to keep a running total of pounds for the ship.

WEIGHER - Initials of the weigher responsible for this line of the log.

REMARKS - This column will be used to record anything associated with, or unusual to, the weighing operation and certification of the shiplot. Date and time columns are provided for recording when these events occur.

GRAIN HANDING PRACTICES OBSERVATIONS - Date, time, inspector, making tours of facilities following Grain Handling Practices instructions.

TOTAL NET WEIGHT LOADED (Pounds) - The total amount of grain officially weighed.

CERTIFIED BY (PRINTED NAME) - NAME of the weigher who finished the ship, the last weigher to work the log.

NOTE: Attach scale tickets, weight tickets, or continuous tape to the original (AGENCY) copy. Retention period is 5 years.

U.S. DEPARTMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION FEDERAL GRAIN INSPECTION SERVICE WEIGHT LOADING LOG This log is NOT an official certificate of weight. Instructions on reverse			IDENT	IFICATION OF CAR	RIFR	····	I OAD OPDE	· P		····	ABMIC ==					·····	Page of						
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FORM FGIS-968 (JAN 2005) (Previous editions may be used)

Weight Loading Log Instructions

- 1 Identification of Carrier Name of ship, number, etc.
- 2 Location (City and State) Location of grain facility.
- 3 Account of The name of the grain facility (e.g., Cargill Irving Elevator). If the elevator is not the owner of the grain, record the elevator and the owner (e.g., Public Elevator/Concourse Grain Company).
- $\underline{4}$ Load Order Contract load order number for the lot. Entry optional.
- 5 Grain Kind of grain.
- 6 Field Office The field office that has jurisdiction over the grain facility. This entry may also include State jurisdiction (e.g., Mobile FO/State of Alabama).
- <u>Z</u> Loading Started Time and date the first grain was loaded aboard the vessel. Record in Military time.
- 8 Loading Finished Time and date all the grain was properly stowed aboard the vessel. Record in Military time.
- Stowage of Vessel List the holds into which the grain was loaded and notation on the type of ship, i.e., tanker, 'tween decker, etc. When the stowage is identical to inspection, this entry may be omitted. Write "See Inspection Log" in the stowage space.
- 10 Hold No. Condition, date, time, and initials of inspector for PRIOR-TO-LOADING STOWAGE RESULTS. This entry may be omitted. See "STOWAGE OF VESSEL".
- 11 Date Date of sublot/subtotal cutoff.
- 12 Time Start and finish time for the sublot or subtotal. This entry may not be on an individual tape basis. Record in Military

time.

- 13 Sublot This entry will correspond to the inspection sublot number. This may not be applicable at elevators that are using the subtotal method.
- 14 Tape The number of the scale tape corresponding to the subtotal or sublot entry.
- 15 Shipping Bins If the elevator has a shipping bin system, record bin numbers here to ensure grain flow integrity. If the elevator does not use shipping bins, leave this column blank.
- 16 Stowage Record stowage for the sublot or subtotal. This entry is optional when inspection stowage is identical. If the entry is omitted, write "See Inspection Log" in the stowage column
- $\underline{\bf 17}$ $\,$ Scale No. Number of scale used for the corresponding entry.
- <u>18</u> Weight Record the amount of grain weighed on the corresponding scale.
- 19 Total Pounds Record the total amount of grain weighed for the sublot or subtotal. If the elevator uses more than one scale, add all weights for the scales used and record that amount in this column.
- 20 Accumulated Pounds Prev. Pg. Use this space to record the total accumulated pounds from the previous page.
- 21 Accumulated Pounds Use this column to keep a running total of pounds for the ship.
- 22 Weigher Initials of the weigher responsible for this line of the log.

- 23 Remarks This column will be used to record anything associated with, or unusual to, the weighing operation and certification of the shiplot. Date and time columns are provided for recording when these events occur.
- results of the preloading survey;
- notations regarding downtimes in the weighing or loading operation (e.g., lunch, weather, overnight, etc.);
- notations on scale malfunctions;
- weighback weights and explanations for the weighbacks;
- rejected and returned (R&R) explanations;
- notations regarding periodic verification of control board indicators and actual house setting;
- results of the postloading survey;
- cutoff weights and times;
- final corrections for spills.
- 24 Grain Handling Practices Observations Date, time, and inspector's initials making tours of facilities following Grain Handling Practices instructions. Do not state results.
- 25 Total Net Weight Loaded The total amount of grain officially weighed.
- 26 Certified By (Printed Name) Name of the weigher who finished the ship, the last weigher to work the log.
- 27 Printed Name The printed name of the individual certifying the log.

Questions Concerning This Form?

USDA, GIPSA
Field Management Division
Policy,Procedures and Market Analysis Branch
1400 Independence Ave. Rm. 2409 N
Washington, DC 20250-3630

Telephone: (816) 659-8407

Fax questions: to (202) 720-1015

Email questions: to joseph.d.han@usda.gov

