

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 subplot/subtotal cutoff.

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

SUBLOT - This entry will correspond to the inspection subplot 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 subplot 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 subplot 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 subplot 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 HANDLING 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.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0309. The time required to complete this information collection is estimated to average 4.85 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and main taining the data needed, and completing and reviewing the collection of information.

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).
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).
7. 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.
9. 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 subplot/subtotal cutoff.
12. Time - Start and finish time for the subplot 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 subplot 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 subplot 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 subplot or subtotal. This entry is optional when inspection stowage is identical. If the entry is omitted, write "See Inspection Log" in the stowage column.
17. Scale No. - Number of scale used for the corresponding entry.
18. Weight - Record the amount of grain weighed on the corresponding scale.
19. Total Pounds - Record the total amount of grain weighed for the subplot 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.

Contact Information

Joseph Han
Field Management Division
Policies, Procedures, and Market Analysis Branch

Email: Joseph.D.Han@usda.gov