

Directive

9180.55

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OFFICIAL COMMERCIAL INSPECTION SERVICES

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1. PURPOSE

This directive establishes the policies and procedures for requesting, performing, certificating, and monitoring official commercial inspection services (OCIS) performed under the U.S. Grain Standards Act as amended (USGSA), and the Agricultural Marketing Act of 1946, as amended (AMA).

2. REPLACEMENT HIGHLIGHTS

This directive supersedes FGIS Program Directive 9180.55 dated 8-1-05. This directive is updated to permit OCIS for Rice and Graded Commodities under the AMA. Additionally, Attachment 1 depicting all OCIS certificates types is embedded. Adobe Acrobat is required to open and view the attachment for this directive.

3. GENERAL INFORMATION

- a. Official commercial inspection services, like other official services, provide for the inspection of grain, rice, and graded commodities in a lot or submitted sample, by official personnel, using approved and check tested equipment. Unlike other services, applicants for this service may also request that sampling and inspection procedures be modified, certain equipment be used, file samples not be maintained, and certificates not be issued.
- b. There are two types of official commercial inspection services: official commercial sample-lot inspection services and official commercial submitted sample inspection services.
 - (1) Official commercial sample-lot inspection services consist of official service providers sampling identified lots of grain, rice, or graded commodities and analyzing the lots for grade, official factors, official criteria, or any combination thereof, according to the Official U.S. Standards for Grain, Rice, and Graded Commodities, this directive, other FGIS instructions, and the request for inspection.
 - (2) Official commercial submitted sample inspection services consist of an applicant, or their agent, submitting grain, rice, or graded commodity samples to an official service provider to analyze for grade, official factors, official criteria, or any combination thereof, according to the Official U.S. Standards for Grain, Rice, or Graded Commodities, this directive, other FGIS instructions, and the request for inspection.
 - (3) As used in this Directive, official service provider means FGIS field office personnel, official agency, and AMA cooperator.
- c. Official commercial inspection services are not available for the inspection of export grain, export rice, or export graded commodities or for phytosanitary inspections.

4. REQUESTS FOR SERVICE, WORK RECORDS, AND CERTIFICATES

a. Requests for Service. Any interested person may request an original, reinspection, retest, appeal, or Board appeal official commercial inspection service, as applicable under the USGSA or AMA.

- (1) Requests must be filed, in writing, with the official service provider that is responsible for providing the requested service.
 - (a) For original inspection, reinspection, and retest requests, applicants for service may use any form that provides all necessary information.
 - (b) For appeal and Board appeal inspection requests, applicants for service must use FGIS-907, "Application for Inspection and Weighing Services."
- (2) Requests may include one or more lots.
- (3) Requests must include a detailed description of the sampling and inspection procedures that are to be used and whether or not file samples will be maintained and certificates issued. For example:

"ABC Grain Company requests official commercial sample-lot inspections on all trucklots of corn and soybeans delivered to Elevator X from May 1, 1992, to May 1, 1993. Each trucklot shall be sampled with the elevator's mechanical truck probe in three randomly selected locations. Each trucklot sample shall be inspected for moisture, test weight per bushel, BCFM or FM, odor, and damaged kernels (total). The percent of damaged kernels (total) shall be determined on a 100-gram portion for lots of corn and on a 50-gram portion for lots of soybeans. Do not maintain file samples, do not issue certificates."

b. Work Records. Official service providers must complete and maintain a detailed work record for each official commercial inspection performed.

- (1) Official service providers may use any form or format that suits their needs and is approved by the FGIS field office manager who is responsible for the area in which the grain, rice, or graded commodity is located; e.g., standard or special pan tickets, inspection logs, letterhead paper, or electronic (computer) records.
- (2) The information shown on the work records must:
 - (a) Be printed or written legibly in English;
 - (b) Show the date, specified service point, identification of the lot or sample, and the results of the inspection; and

- (c) Include the name or initials of the official inspection personnel who are responsible for the accuracy of the inspection results.
- (3) If official certificates are not issued, the official service provider that performed the inspection must maintain the original of the completed work record, and provide a copy to the applicant for service and interested party upon request. The official service provider that performed the inspection must maintain the original copy of each work record.

c. File Samples.

- (1) Official service providers are not required to maintain file samples unless requested by the applicant for service, or an interested party, or when deemed necessary by FGIS.
- (2) When requested or otherwise deemed necessary, official service providers must:
 - (a) Maintain file samples for the minimum retention period specified by the applicant or as specified in Directive 9170.13.
 - (b) Retain file samples in a manner that will preserve the representativeness of the sample from the time they are obtained until they are discarded.

d. Certificates.

- (1) Official service providers are not required to issue official certificates unless requested by the applicant for service or an interested party, or when deemed necessary by FGIS.
- (2) When requested or otherwise deemed necessary, official service providers must issue certificates in accordance with the requirements in sections 800.160 - 800.165 of the regulations under the USGSA and sections 868.70 – 868.75 of the regulations under the AMA; Grain Inspection Handbook IV, Chapter 3; Bean Inspection Handbook, Chapter 4; Rice Inspection Handbook, Chapter 6; and Pea and Lentil Handbook, Chapter 8.
- (3) Official commercial sample-lot inspection certificates must:
 - (a) On FGIS 905-2L, show the captions “Official Commercial Sample Lot inspection,” immediately below the captions “U.S. Grain Standards Act” and “Official Green Certificate”;

On FGIS 993-1, show the captions “Official Commercial Commodity Inspection” and “Official Green Certificate” immediately below the caption “Agricultural Marketing Act of 1946”;

- (b) Include a statement, if requested by the applicant for inspection or another interested party, describing the use of any non-FGIS approved sampling equipment, or special sampling or inspection procedures that were agreed to by the applicant for inspection and the official service provider; e.g., “The sample was drawn from three randomly selected locations in the lot, using an open-throat probe” or “The percent of damaged kernels (total) was determined on a reduced (50 gram) factor portion”; and
 - (c) Any other information and statements of fact as provided by FGIS instructions or approved by the appropriate FGIS field office manager.
- (4) Official commercial submitted sample inspection certificates must:
- (a) On FGIS 914-1L, show the captions “Official Commercial Submitted Sample Lot Inspection” and “Official Blue Certificate” immediately below the caption “U.S. Grain Standards Act”;

On FGIS 994-1, show the captions “Official Commercial Commodity Submitted Sample Inspection” and “Official Blue Certificate” immediately below the caption “Agricultural Marketing Act of 1946”;
 - (b) Include a statement, if requested by the applicant for inspection or another interested party, describing the use of any special inspection procedures that were agreed to by the applicant for inspection and the official service provider; e.g., “The percent of damaged kernels (total) was determined on a reduced (50 gram) factor portion.”; and
 - (c) Any other information and statements of fact as provided by FGIS instructions or approved by the appropriate FGIS field office manager.

Note: An OCIS certificate created by third party provider software must be approved by FGISonline in advance of an official agency using such certificate to ensure conformance with FGIS requirements.

5. SAMPLING AND INSPECTION

- a. Sampling Requirements. (Applicable to official commercial sample-lot inspections only.) Samples must be obtained:
 - (1) By an authorized FGIS sampler or an FGIS-licensed sampler;
 - (2) Using an FGIS-approved sampling device, or an open-throat probe, a truck tailgate sampler, or a mechanical truck probe (core or gravity-fill type only); and

- (3) According to the sampling procedures in FGIS Grain Inspection Handbook I, sampling chapters in the Rice, Bean, and Pea and Lentil Inspection Handbooks; or as agreed to by the applicant for inspection and the official service provider, provided that such procedures are reasonable and proper; e.g., an applicant may ask that only two probe samples be drawn, at random, from each truck lot, but the applicant may not direct that samples be taken from particular areas in the lot.

Note: The same type of equipment and procedures used for obtaining the sample used for the original inspection shall be used for obtaining a sample for any subsequent reinspection, retest, or appeal inspection.

- b. Inspection Requirements. Grain, rice, or graded commodities must be inspected:
 - (1) By an authorized FGIS inspector or an FGIS-licensed inspector;
 - (2) Using FGIS-approved inspection equipment, or commercial equipment. Commercial equipment includes devices that are approved or allowed by local or state weights and measures jurisdictions as “legal for trade.” Much of the FGIS official equipment meets stricter tolerances or design requirements than commercial equipment; however, commercial equipment may be considered for official commercial inspection services.
 - (3) According to the inspection procedures in FGIS Grain Inspection Handbook II, Inspection Chapters in the Rice, Bean, and Pea and Lentil Inspection Handbooks; or as agreed to by the applicant for inspection and the official service provider, provided that such procedures are reasonable and proper; e.g., an applicant may ask that the percent of damaged kernels be determined only if, in the inspector’s judgment, the sample or lot contains 0.5 percent or more of damaged kernels. Otherwise, the inspector should indicate “less than 0.5 percent” on the work record for percent of damaged kernels.

Note: The same procedures used for performing the original inspection shall be used for performing any subsequent reinspection, appeal inspection, or Board appeal inspection.

- c. “Other Criteria” Test Requirements. “Other criteria” tests (e.g., aflatoxin, protein, and oil content) must be performed:
 - (1) By an authorized FGIS technician or an FGIS-licensed technician;
 - (2) Using FGIS-approved equipment and calibrations; and
 - (3) According to the test procedures in the appropriate FGIS handbooks or directives.

6. FEES

Fees assessed for official commercial inspection services shall be reasonable and nondiscriminatory.

- (1) FGIS field offices shall charge according to published fees.
- (2) Official agencies and AMA cooperators shall either charge the fees shown in their approved fee schedule or charge a negotiated fee. If a negotiated fee is charged, the official agency and AMA cooperator must:
 - (a) Use their approved fee schedule as a basis for the fee.
 - (b) Include a statement in their approved fee schedule that official commercial inspection service is available, upon request, and fees for this service will be negotiated on a case-by-case basis.

7. REVIEWS AND MONITORING

- a. Reviews. Official service provider managers must review each new request for official commercial inspection service and determine if the requested modifications in sampling and/or inspection procedures are reasonable and proper. Although official service providers are not restricted by State law, managers should ensure that commercial equipment meets minimum State and local specifications and tolerances.
 - (1) Both the FGIS field office and the official service provider manager must approve all procedural modifications, in writing, prior to providing the requested official commercial inspection services.
 - (2) Copies of procedural modification requests and approvals must be provided to interested parties upon request.
- b. Monitoring. Official service provider Quality Assurance specialists must monitor the grading accuracy of FGIS agricultural commodity graders and FGIS-licensed inspectors who perform official commercial inspection services, using any methods deemed appropriate; e.g., over-the-shoulder supervision, referee samples, and separation monitoring.

8. ATTACHMENTS

Open the attachment navigation pane on the left of the display. Double click on the attachment to open it. The attachment can be saved locally for use.

Attachment 1: Example certificates