

# Directive

9180.50

May 1, 1997

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## CHECKCOUNTING, OBSERVATION OF LOADING, AND CHECKLOADING SERVICES

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## 1. PURPOSE

This directive establishes the policies and procedures for performing and certifying checkcounting, observation of loading, and checkloading services under the Agricultural Marketing Act of 1946 (AMA).

## 2. REPLACEMENT HIGHLIGHTS

The directive supersedes FGIS Program Directive 918.50, dated 3-22-91. This directive is updated to reflect organizational changes, new numbering system, and new format but does not revise policy.

## 3. POLICY

Section 868.31 of the regulations under the AMA provides for the performance of checkcounting, observation of loading, and checkloading, upon request.

## 4. DEFINITIONS

- a. Checkcounting. This service consists of official personnel determining the total number of filled outer containers in a lot.
- b. Observation of Loading. This service consists of official personnel observing that an identified lot has been moved from a warehouse or carrier and loaded into another warehouse or carrier.
- c. Checkloading. This service consists of official personnel performing a stowage examination, determining the number of filled commodity containers loaded aboard the carrier, determining the condition of the containers loaded aboard the carrier, and sealing the carrier if sealable.

## 5. SAFETY

The requirements in this section are mandatory for FGIS employees. All others are strongly encouraged to also follow the guideline.

- a. General. Official personnel shall comply with all pertinent Occupational Safety and Health Administration requirements (e.g., 29 CFR 1917-1918) and Section 7, "Safety," of FGIS Program Directive 9180.48, "Stowage Examination Services."
- b. Warehouse. When performing checkcounting and checkloading, do not climb up on pallets. At all times, remain aware and careful of moving vehicles (forklifts etc.).

## 6. APPLICATION AND WORK RECORDS

- a. Application for Service. Application for these services may be made verbally or in writing. When requested by a field office manager, use FGIS-955, "Application for Inspection Under the Agricultural Marketing Act of 1946," for written requests involving AMA commodities. Applicants must inform official personnel of any hazardous conditions that may exist.
- b. Work Records. Official personnel shall maintain a work record that contains all information needed to prepare official certificates or official reports for each service performed. FGIS-991, "General Services Worksheet," or FGIS-992, "Services Performed Report," should be used whenever practicable, but any locally-generated form may be used as a work record provided it contains the required information.

## 7. PROCEDURES

- a. Checkcounting.
  - (1) Determine the number of containers in the lot by counting each container or pallet in the lot. If pallets are counted, multiply the number of complete pallets by the number of containers on each complete pallet. Determine the number of incomplete pallets in the lot and the total number of containers on each pallet. Add the total number of containers found on the incomplete pallets to that of the complete pallets.
  - (2) Discrepancies between warehouse and inspection personnel should be resolved by recounting together such portions of the lot where discrepancies exist. This requires cooperation on the part of inspection and warehouse personnel. If counts cannot be resolved, use the inspector's count for certification.
  - (3) Certification. Record the number and type of containers in the "Remarks" section of the inspection certificate as follows:

"(number) (container) were loaded aboard the carrier."

**Note: Modification of this statement is acceptable as long as the field office manager approves the statement.**

- b. Observation of Loading. Verify that an identified lot at rest in a warehouse is removed from the warehouse and loaded into a carrier.

Certification. Show one of the following statements in the "Remarks" section of the certificate.

"Observed (commodity, Lot # ) being loaded aboard the carrier on (date(s))."

"Observed (commodity, Lot # ) being moved from (barge) to (hold number(s)) on (date(s))."

"Observed (commodity, Lot # ) being loaded aboard the carrier in (hold number(s)) on (date(s))."

**Note: A stowage examination must be performed in order for the carrier's name and stowage space to be shown on the certificate. Modification of these statements is acceptable as long as the field office manager approves the statements.**

- c. Checkloading.

- (1) Examine the stowage space of the carrier in accordance with FGIS Program Directive 9180.48, "Stowage Examination Services."

Dismiss the checkloading service if the carrier's condition could contaminate or damage the commodity to be loaded. If the applicant elects to load the unfit carrier, report the situation on the Form FGIS-992, "Services Performed Report," and the applicable statement on the inspection certificate (see paragraph (5) (d) for statement).

- (2) Count the containers in the carrier in accordance with the established checkcounting procedures (paragraph a of this section).
- (3) Observe the condition of the commodity and containers for any changes in condition or any damage from handling. During loading, note any containers that are wet, torn, leaking, damaged, or improperly sealed on FGIS-992.
- (4) Seal the carrier doors promptly after loading is completed, if sealable, and not seal numbers on work record. If the carrier is partially loaded and completion of loading is postponed until a later time or date, seal the doors, if sealable, until loading is resumed.

- (5) Certification. Issue FGIS-993, "Commodity Inspection Certificate," or FGIS-932, "Rice Inspection Certificate," according to certification procedures in the Processed Commodities Handbook; Dry Bean Inspection Handbook; Dry Peas, Split Peas, and Lentils Handbook; or the Rice Inspection Handbook.

When checkcounting and checkloading are performed in conjunction with a quality inspection service, certification of results may be reported on one certificate or, upon request by the applicant, on separate certificates.

Show the quantity checkloaded in the "Quantity" block of the certificate. Show the applicable statement in the "Remarks" section of the certificate.

- (a) Checkloaded into one carrier.

"Checkloaded, (date); carrier, (carrier identification); seal(s), (seal identification if sealed)."

or

"(number and kind of containers) checkloaded; (date); (carrier identification); (seal identification if sealed)."

- (b) Checkloaded into more than one carrier. The above statement should be repeated identifying each carrier loaded.

- (c) More than one lot checkloaded into the same carrier.

<u>Lot No.</u>	<u>No of Containers *</u>
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	Total: ----

\* The weight of each lot may also be shown.

- (d) Lot loaded into unfit carrier.

"Commodity in (carrier identification) was not checkloaded because the carrier was unfit due to (reason(s))."

- (e) Damaged containers. When damaged containers are loaded aboard the carrier, the applicant may select one of the following additional certification statements:

"Carrier contains (number) (type of damage, e.g., wet, torn, etc.) containers."

If this statement is used, report the total number of good and damaged containers loaded aboard the carrier in the "Quantity" block and indicate the number of damaged containers in the statement.

"Carrier contains an additional (number) (type of damage, e.g., wet, torn, etc.) containers."

If this statement is used, report only the total good containers loaded aboard the carrier in the "Quantity" block and indicate number of damaged containers in the statement.