



LICENSING OF NON-MEAT GRADERS

Purpose

This instruction defines procedures for requesting, licensing, and maintaining related records for non-meat graders employed by other Federal programs or States.

Policy

It is Meat Grading and Certification (MGC) Branch policy to provide accurate, efficient, and effective grading and certification services to all applicants. To maintain this policy, all personnel who provide grading and certification services must perform the duties and responsibilities of their positions properly, uniformly, and impartially. When non-meat graders provide grading and certification services to applicants, it is essential that they follow this Instruction and MGC Instruction 300, Qualification Standards and Training Requirements for Non-Federal Meat Graders. Licenses are issued under the authority of regulations promulgated under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621, et seq.). Licensed personnel may perform Federal meat grading and certification services under Federal supervision.

Procedures for Requesting a License

All applicants for licenses must complete Form MGC-157, Application for Meat Grader's License (Exhibit A).

1. Applicants will:
 - a. Complete Form MGC-157, and must fully describe their work experience to enable proper evaluation of their qualifications.
 - b. Send the original copy of the application to their employing agency.
 - c. Submit to an eye exam if the employing agency does not have proof of their visual acuity and ability to differentiate colors.
2. The Employing Agency/State will:
 - a. Review each application to determine which applicants to recommend for licensing.

- b. Certify that acceptable applicants meet the physical and mental ability requirements identified in MGC Instruction 300.
- c. Send the original copy of Form MGC-157 and health certifications to the MGC Branch Office.

MGC Branch
13952 Denver West Parkway
Suite 350
Golden, CO 80401

- d. Notify applicants of their status.
3. The MGC Branch Office will:
- a. Scan the original copy of Form MGC-157 and save the electronic file in the appropriate area for training records.
 - b. Notify the Personnel Director and the Training Officer by e-mail that the MGC-157 is available electronically and the location of the file.
4. The Personnel Director will:
- a. Review the completed Form MGC-157, and determine if the applicant meets the minimum qualifications listed in MGC Instruction 300.
 - b. If the applicant does not meet the minimum qualifications, prepare a letter to the originating office identifying the reasons the applicant does not qualify.
 - c. If the applicant is satisfactory, notify the Grading and Certification Director and the Training Officer that the applicant is approved for training.
 - d. Coordinate the applicable training with the Training Officer, involved Assistant Director(s) and Supervisory Meat Grader(s).
5. The Training Officer will:
- a. Ensure that all training is completed.
 - b. Enter training information in a data file.
 - c. Inform the Personnel Director, Chief, Grading and Certification Director, and applicable Assistant Director when the training is satisfactorily completed.
 - d. If the training is not completed satisfactorily, the Training Officer will notify the Personnel Director, Grading and Certification Director and applicable Assistant Director.

Issuance of Licenses

- 1. Applicants who meet qualification requirements and successfully finish minimum training requirements may get a license.
- 2. Licenses will be issued on Form AMS-200, Authorization Card, (Exhibit B) and signed by

the MGC Branch Chief.

3. A typewritten statement on the reverse of Form AMS-200 will indicate the classes of meat the licensee is authorized to grade and/or the meat and meat products which he/she is authorized to certify for compliance with specifications. Licenses are not location specific.
4. A license is effective after the supervisor responsible for the licensee's work enters the issuance date on the license.
5. After satisfactory completion of applicable training and receiving a signed license, licensees may certify the class, grade, or quality of meat and meat products according to applicable Federal standards and specifications.
6. Lost or destroyed licenses may be replaced by authorization of the Grading and Certification Director.

Requirements of Licensees

The Supervisory Meat Graders will ensure that licensees get applicable Federal instructions, rules and regulations, standards, and specifications. In accordance with MGC Instruction 300, section I, part G, Technical Abilities, qualifying applicants must successfully complete the applicable training for the kind of license applied for. Before being given grading or certification assignments, licensees will be instructed in the interpretation of rules, regulations, and instructions pertaining to their work.

The licensee must have a thorough knowledge of (1) the regulations and the standards and their application; and (2) the preparation of applicable certificates, forms, and reports utilized by the Federal meat grading and certification service. Supervisors will certify that licensees meet these requirements (see Issuance of Licenses, 4). To maintain a license, the licensee must finish the formal training listed in MGC Instruction 300, section I, part G, and licensees must complete applicable refresher training every 12 months. The Training Officer and applicable Assistant Director will ensure that the training is completed and entered in the records.

Suspension and Revocation of Licenses or Authority

With the MGC Branch Chief's approval, the Grading and Certification Director may, suspend or revoke non-meat graders' licenses because of unsatisfactory performance, conflict of interest, etc., by giving written notice and explanation of the action to the licensee and the employing agency. The applicable Supervisory Meat Grader will collect all meat grading equipment and materials assigned to the licensee, including the license card (Form AMS-200). Within 7 days after receipt of this notice, the suspended licensee may appeal in writing to the MGC Branch Chief. The appeal must include an explanation of why the license should not be revoked. If the appeal is not filed within 7 days, the license is revoked.

Maintenance of Records of Licenses Issued, Active, Canceled, and Returned

1. The MGC Branch Office will:
 - a. Under the supervision of the Grading and Certification Director, ensure that the license number, effective date of license, Assistant Director's name, etc., are entered on the original Form MGC-157; that the form is rescanned and that the

rescanned file replaces the original scanned file stored in the appropriate area for training records.

- b. Retain the original signed Form MGC-157 and send a copy containing the license number to the employing agency.
 - c. Assure that the license is dated and initialed by an MGC Branch supervisor.
 - d. Maintain a record of individual licenses filed chronologically by employing agency. File completed copies of Form MGC-157 with supplementary records.
 - e. Recover and destroy canceled license cards.
 - f. Maintain a record of all training provided to the applicant.
2. Completed copies of Form MGC-157 received by the employing agency serve as the employing offices' official record of licenses.



The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Exhibit A

AUTHORITY - Solicitation of information on this form is authorized under provisions of the Agricultural Marketing Act of 1946, 7 U.S.C. §§ 1621 - 1627.
EFFECTS OF NONDISCLOSURE - Although disclosure is voluntary, failure to correctly complete all items on this form may preclude a recommendation to license you. **PURPOSES AND USES** - The principal purpose for soliciting this information concerning your qualifications is to facilitate decisions with regard to meat grading and/or certification assignments. The information you provide may be disclosed outside of the U.S. Department of Agriculture to a Congressional office in response to a Congressional inquiry made at your request and to appropriate Federal, State, or local authorities for the purpose of making a relevant administrative decision concerning you, or for investigating or prosecuting violations of the law.

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
LIVESTOCK AND SEED PROGRAM

Exempt from
OMB clearance
because there
are fewer than
10 respondents

APPLICATION FOR MEAT GRADER'S LICENSE

INSTRUCTIONS TO APPLICANT: Complete this application and sign it. Retain one copy for your records.

REQUEST FOR LICENSE: I hereby apply for a license as a grader of (Check applicable boxes)

- Beef Veal and Calf Lamb, Yearling Mutton, and Mutton All Species
 Certification of Meat and Meat Products

NAME OF APPLICANT (First, Middle Initial(s), and Last)

HOME ADDRESS (Street and No., City, State, and ZIP Code)

BUSINESS ADDRESS (Street and No., City, State, and ZIP Code)

HOME PHONE NUMBER

HAVE YOU BEEN PREVIOUSLY LICENSED BY USDA? YES NO

If "Yes," give year, State to which licensed, and products you were licensed to grade or certify.

WORK EXPERIENCE: Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job descriptions.

1) Job title (if Federal, include series and grade)

From (MM/YY)

To (MM/YY)

Hours per week

Employer's name and address

Supervisor's name and phone number

Describe your duties and accomplishments

2) Job title (if Federal, include series and grade)

From (MM/YY)

To (MM/YY)

Hours per week

Employer's name and address

Supervisor's name and phone number

Describe your duties and accomplishments

EDUCATION

Mark highest level completed. **Some HS** **HS/GED** **Associate** **Bachelor** **Master** **Doctoral**

Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

1) Name	Total Credits Earned		Major (s)	Degree Year (if any) Received
	Semester	Quarter		
City	State	Zip Code		
2) Name				
City	State	Zip Code		
3) Name				
City	State	Zip Code		

OTHER QUALIFICATIONS

Job-related training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do **not** send documents unless requested.

CERTIFICATION: *This is to certify that I agree,* as a condition to the granting of the license applied for, to faithfully carry out the duties assigned to me as a licensee of the U.S. Department of Agriculture; and I will properly apply and abide by the standards, grades, and/or requirements for operation as set forth in applicable laws, regulations, and instructions. I will not, during the term of such license, be in the employment of any person or corporation owning or operating an establishment for which I perform services, nor will I have any financial interest, directly or indirectly, in any product I grade. If my license is suspended or revoked, I will immediately surrender it to an appropriate USDA official. I further certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief.

BEFORE SIGNING THIS APPLICATION, CHECK BACK OVER IT TO BE SURE THAT YOU HAVE ANSWERED ALL QUESTIONS CORRECTLY.

SIGNATURE OF APPLICANT (*Please sign in ink*)

DATE

STATE OFFICIAL

NAME AND TITLE

SIGNATURE

DATE

GRADING AND CERTIFICATION DIRECTOR

DATE

CHIEF, MEAT GRADING AND CERTIFICATION BRANCH

DATE

FOR USE BY USDA

LICENSE CARD NUMBER	EFFECTIVE DATE OF LICENSE	ASSISTANT DIRECTOR	FIRM NAME AND LOCATION <i>(Include City and State)</i>	DATE TRANSMITTED TO SUPERVISOR
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REMARKS

Exhibit B

**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE**

AUTHORIZATION OR LICENSE NO.	DATE OF ISSUANCE	EXPIRATION DATE <i>(if any)</i>
E- 020025		

THIS CERTIFIES THAT _____
whose signature appears hereon, is authorized to perform the duties or
services indicated on the back of this card, under regulations issued pur-
suant to applicable law.

(SIGNATURE OF AUTHORIZING OFFICIAL)

(TITLE)

FORM AMS-200 (3-1-74) (DIVISION) AUTHORIZATION CARD

**DUTIES ASSIGNED
AND LEGAL AUTHORITY:**

This card must be returned to your immediate
Federal Supervisor if your services are disconti-
nued or if the authorization is revoked.