



Meat Grading & Certification Branch

PREPARATION AND DISTRIBUTION OF MEAT GRADING AND CERTIFICATION BRANCH OFFICIAL DOCUMENTS

I. PURPOSE

This Instruction provides uniform guidelines and procedures for the preparation and disposition of official Meat Grading and Certification (MGC) Branch documents.

II. POLICY

In response to advances in computer technology, the MGC Branch has developed documents that will facilitate the efficient utilization of resources in processing information through a Management Information System (MIS). The incorporation of MIS processes allows the MGC Branch to provide industry and management with accurate up-to-date information. To accomplish this, all data will be channeled through a single processing center (the MGC Branch Office), which in turn will be the focal point for all billing and information processing purposes.

Agricultural products acceptance certificates and other product accountability documents are used to officially record information about meat and meat products that comply with applicable standards, specifications and regulations. As such, their preparation is an integral part of MGC Branch services. All documents which are signed and are used to record work performed, are admissible as prima facie evidence in courts of law, and by signing these documents, graders attest to the accuracy of the information contained therein. For these reasons, it is the MGC Branch policy that certificates and other related documents are complete, accurate, legible, and are prepared and distributed in accordance with the following instructions.

III. GENERAL PROCEDURES

This Instruction will provide MGC Branch employees with a comprehensive guide to preparing and distributing the following official MGC Branch documents: **Agricultural Products Certificate** (LS-5-3) (Exhibit A) and **Applicant Charges** (LS-5-5) (Exhibit B).

A. Document Preparation.

1. Documents shall be prepared using a typewriter or ballpoint pen to ensure that all copies are legible. All documents prepared shall be neat, legible and accurate.
2. In situations where travel expenses (air fare, car rental, per diem, mileage, travel time, and parking, etc.) are charged to the applicant, graders are to

complete an LS-5-3 so as to document and explain the associated changes in the body of the LS-5-3 (Exhibit C).

3. Corrections shall be made by drawing a line through the error. Erasures, correction tape, and correction fluids are not permitted. Insert the correct information above or beside the deletion. Initial all corrections in the left margin on the same line as the correction. Be sure that all copies bear the initials for a correction.

An LS-5-3 or LS-5-5 containing errors that cannot be readily corrected, that are not legible when corrected, or documents that are too light to be read on the carbon copy sheets shall be voided and a new document written. Enter "VOID" in large letters across the body of the document, and then enter the date and your initials beside this entry. Forward all copies of the voided document to the MGC Branch Office.

4. Photocopies of an LS-5-3 may be provided to an applicant upon request. Place the shield stamp and signature in blue ink in the body of the certificate in an area where they will be unobstructed.
5. All official counts of products certified, (boxes, pieces, combs, racks, etc.) shall be made by the MGC Branch employee. Counts provided by the applicant are not acceptable.

B. Applicant Charges.

Non-commitment applicants requesting service will be charged a minimum of 1/2 hour revenue time plus round trip mileage and travel time from the Agricultural Marketing Service (AMS) agent's regular duty point. Requests for service are to be made through the Customer Service Director and are to be made by 12:00 noon Mountain Time on Thursday of the week prior to service, and will be scheduled on a first come first serve basis. Applicants will be charged for all scheduled services that have not been cancelled by 12:00 noon Mountain Time on Friday of the week prior to service unless the scheduled AMS agent can be utilized elsewhere.

All time entries will be recorded as fractions to the nearest 1/4 hour (example: 1/4, 1/2, or 3/4).

1. Base Hours. The time in hours for revenue charged for 8 hours or less of work performed between 6 a.m. and 6 p.m., Monday through Friday, except Federal legal holidays.
2. Premium Hours. The time in hours for revenue charged for work performed in excess of 8 hours per day, and for work performed between 6 p.m. and 6 a.m., Monday through Friday, and any time Saturday or Sunday, except on Federal legal holidays.

3. Holiday Hours. The time in hours for revenue charged for work performed on a Federal legal holiday. The following is a list of the Federal legal holidays:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

4. Both commitment and non-commitment applicants **will** be charged at the hourly holiday rate for grading or certification services actually performed on Federal legal holidays.

Other holidays granted to Federal employees **will not** be charged to applicants at the holiday rate in that not all Federal legal holidays coincide with the Federal employee's paid holidays. For example, if Veteran's Day falls on a Saturday (which is the Federal legal holiday), Federal employees would be entitled to a paid holiday the Friday preceding Veteran's Day. However, if work is performed on this Friday, the plant **is not** charged at the holiday rate. If work is performed specifically on Veteran's Day, November 11, then the plant **is** charged at the holiday rate.

5. Callback. Applicants requesting a callback will be charged a minimum of 2 hours premium time. A callback is unscheduled overtime (hours worked over 8 in a day or 40 in a week) performed when an employee is called back to the work site after having completed the regular daily tour of duty and left the work site, or on a day when no work was scheduled for the employee.
6. Shared Commitments. Directions for billing charges to applicants with a shared commitment can be found in the MGC Branch Quality Plan of that applicant. For further clarification of those instructions contact the local MGC Branch Supervisory Meat Grader.
7. Per Diem Charges for Non-Commitment Applicants. Non-commitment - applicants are to be charged per diem and mileage as follows:

The maximum allowable per diem rates as specified within the Domestic Per Diem Rate tables which can be found under Travel Information on the MGC Branch Intranet shall be charged to the applicant regardless of actual expenses.

Mileage charges shall reflect actual round trip mileage incurred from the AMS agent's regular duty point to the temporary duty (TDY) lodging, plus the mileage traveled between TDY lodging and the applicant's establishment.

NOTE: In instances where the AMS agent may elect to return to their residence in lieu of per diem, the applicant will be charged the maximum allowable per diem rate, plus the mileage that would have been traveled between the TDY lodging and the establishment had the AMS agent obtained lodging. Should the AMS agent be required to travel by air, all travel expenses including airfare, taxi fare, airport parking, and mileage to and from the airport, road tolls, rental automobile and any associated fuel costs shall also be charged to the applicant.

C. **Farm Service Agency (FSA) Charges For Commodity Purchase Programs.**

All contractors and subcontractors preparing certified meat products purchased under the National School Lunch Program receive required acceptance services without being charged for per diem and travel expenses, including travel time, incurred in the round trip transportation for an AMS employee from outside the commuting area of the plant. These costs will be charged to FSA. However contractors and subcontractors must pay for the AMS grader's time incurred in supervising product preparation and handling, lab analysis costs, shipping costs, and local travel expenses. Charges to FSA will be assessed on the LS-5-3 (Exhibit D).

1. **Per Diem.** Per diem shall be charged to FSA for days, including Saturdays, Sundays and holidays, in which an employee is detailed to the area where the contractor's plant is located. For this purpose, the detailed employee shall prepare the necessary charge form even though the employee may have worked in a regular grading activity, thereby making a local MGC Branch employee available to perform acceptance work under the National School Lunch Program. The per diem charges shall correspond to the number of days or fractions thereof to which the **employee is entitled** under existing travel regulations.
2. **Travel Time.** FSA shall be charged for all compensable travel time for travel between the official duty station and the temporary duty location in the vicinity of the contractor's plant.

3. Travel Expenses. Travel expenses including airfare, taxi fare, airport parking, mileage to and from the airport, road tolls, rental automobile (if applicable), and mileage (if use of a private auto is determined to be advantageous to the government), shall be charged to FSA.

In the event an employee prefers to travel by privately owned vehicle or by unusual routing, or takes leave while on temporary duty, FSA will be charged travel time and other expenses on the basis of reconstructed travel costs under existing travel regulations.

When more than one applicant receives service (even though only one is involved in producing product for the National School Lunch Program), local travel time and mileage shall be prorated among the applicants serviced.

When applicants utilize the detailed employee only part of the available time to produce product for the National School Lunch Program, the remainder of the time, per diem, travel expenses and travel time between the permanent and temporary duty locations shall be prorated and charged to the contractor.

D. Cash on Delivery (C.O.D.) Collection Procedures.

An applicant may be placed in a C.O.D. status and be required to pay when service is provided. A certified or cashier's check, bank draft, or U.S. postal money order made payable to the "USDA Livestock Program" with their applicant number included, must be obtained from the applicant and attached to the applicable charge document and the C.O.D. Charge Worksheet (single grader) (Exhibit E) or C.O.D. Charge Summary Worksheet (multiple graders) (Exhibit F). The applicant shall be given sufficient advance notice about this collection procedure so that payment arrangements can be made. Personal checks may be accepted with the approval from the Customer Service Director; however, under no circumstances are AMS employees to accept cash. All C.O.D. payments will be collected at the end of each day or at the end of the week, as authorized by the Customer Service Director. Alternately, applicants may request to pre-pay for services, to cover expenses of impending services.

Also, the MGC Branch Office may require that some applicants (that have a history of problems in paying for C.O.D. services), pre-pay to ensure expenses for services are covered.

Send all payments to the MGC Branch Office as instructed by the Customer Service Director.

All other documents relating to the volume of products, either graded or certified, and the directions for their usage can be found on the MGC Branch Intranet Template Page.

E. **Laboratory Fee Procedures.**

When analyses other than those listed in MGC Instruction 428, Fees for Laboratory Analysis, are requested, the AMS agent will contact the MGC Branch Office to ascertain the lab fee. Laboratory fees will be charged to applicants on either the LS-5-3 or LS-5-5, as applicable, when samples are collected.

In addition, mailing fees will be charged to the applicant in the block labeled "TOTAL OTHER." The amount of these mailing charges will depend on how the samples are mailed. When samples are mailed by express mail or similar services, the applicant will be charged the exact amount for the service.

The laboratory address and laboratory analysis fees may be found in MGC Instruction 428, Fees for Laboratory Analysis.

F. **Procedures for Control and Distribution of Official MGC Branch Documents.**

1. **Requests.** Submit requests for all official documents (LS-5-3 and LS-5-5) to the MGC Branch Office via electronic mail.
2. **Receipt.** Upon receipt of the LS-5-3 or LS-5-5 carefully check the document numbers to ensure that they correspond with those on the Transmittal Record Memorandum (Exhibit G). Sign the Transmittal Record Memorandum and return it to the MGC Branch Office as soon as possible.
3. **Control.** AMS agents are responsible for maintaining an adequate supply of all official documents (e.g., the LS-5-3 and LS-5-5). Employees must keep these documents in their possession, within their visual range, within their locked briefcases, or at another approved location, at all times.
 - a. **Official Document Log.** AMS agents are responsible for maintaining a record log to assist in the accountability of the documents issued to them. Included in the log will be the document number, name of applicant the document was issued to, and the date issued. If the document was voided, enter the word "VOID" in the applicant space.
 - b. **Lost, Stolen, or Omitted Official Documents.** When it has been determined that one or more official documents have been lost, stolen, or omitted from a book, immediately notify the MGC Branch Office. A follow-up memorandum must be sent to the MGC Branch Office and will include the document number(s) and the circumstances surrounding the loss or omission of the documents(s).
 - c. **Illegible or Unusable Official Documents.** AMS agents shall void all documents that are illegible, unusable (such as soiled, mutilated, or otherwise damaged), or contain errors which cannot be readily

corrected. Return all copies of blank, unusable certificates or applicant charge documents to the MGC Branch Office.

4. Distribution. All LS-5-3 and LS-5-4 forms shall be sent to the MGC Branch Office on the last day of the work week. AMS agents will submit a minimum of 2 pages; usually the original and the pink copy. When shipping from a freezer, the applicant receives the original and the MGC Branch Office receives the pink copy and first green copy.

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

5. All other documents relating to volume of products either graded or certified, and the directions for their usage can be found on the MGC Branch Intranet Template Page.

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 B

U. S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE		WEEK BEGINS DATE		DOCUMENT NO:				
APPLICANT CHARGES		CY	MONTH	DAY	SAMPLE			
The certificate is available by all offices and all courts of the United States as prima facie evidence of the truth of the statements therein contained. (This certificate does not become valid until it complies with any of the regulatory laws enforced by the U.S. Department of Agriculture.) The receipt of all services and the handling of grading material under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, or national origin.				APPLICANT INFORMATION NO. 4 4				
		BASE, CITY, STATE						
1	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT
BASE								
PREMIUM								
HOLIDAY								
LAB FEE	\$	\$	\$	\$	\$	\$	\$	\$
PER DIEM	\$	\$	\$	\$	\$	\$	\$	\$
MILES								
TOTAL OTHER	\$	\$	\$	\$	\$	\$	\$	\$
GRADERS EQUIPMENT CODE								
	<input type="checkbox"/> COMMITMENT		<input type="checkbox"/> NONCOMMITMENT		SIGNATURE			
2								
BASE								
PREMIUM								
HOLIDAY								
LAB FEE	\$	\$	\$	\$	\$	\$	\$	\$
PER DIEM	\$	\$	\$	\$	\$	\$	\$	\$
MILES								
TOTAL OTHER	\$	\$	\$	\$	\$	\$	\$	\$
GRADERS EQUIPMENT CODE								
	<input type="checkbox"/> COMMITMENT		<input type="checkbox"/> NONCOMMITMENT		SIGNATURE			
3								
BASE								
PREMIUM								
HOLIDAY								
LAB FEE	\$	\$	\$	\$	\$	\$	\$	\$
PER DIEM	\$	\$	\$	\$	\$	\$	\$	\$
MILES								
TOTAL OTHER	\$	\$	\$	\$	\$	\$	\$	\$
GRADERS EQUIPMENT CODE								
	<input type="checkbox"/> COMMITMENT		<input type="checkbox"/> NONCOMMITMENT		SIGNATURE			
4								
BASE								
PREMIUM								
HOLIDAY								
LAB FEE	\$	\$	\$	\$	\$	\$	\$	\$
PER DIEM	\$	\$	\$	\$	\$	\$	\$	\$
MILES								
TOTAL OTHER	\$	\$	\$	\$	\$	\$	\$	\$
GRADERS EQUIPMENT CODE								
	<input type="checkbox"/> COMMITMENT		<input type="checkbox"/> NONCOMMITMENT		SIGNATURE			
5								
BASE								
PREMIUM								
HOLIDAY								
LAB FEE	\$	\$	\$	\$	\$	\$	\$	\$
PER DIEM	\$	\$	\$	\$	\$	\$	\$	\$
MILES								
TOTAL OTHER	\$	\$	\$	\$	\$	\$	\$	\$
GRADERS EQUIPMENT CODE								
	<input type="checkbox"/> COMMITMENT		<input type="checkbox"/> NONCOMMITMENT		SIGNATURE			

Exhibit C

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE			CERTIFICATE NUMBER Example Applicant Travel			WEEK BEGINNING DATE CY MONTH DAY 6 0 8 2 0			APPLICANT INFORMATION NO. 4 4 1 0 4 1 2 3 4 COMMITMENT <input type="checkbox"/> NONCOMMITMENT <input checked="" type="checkbox"/> (NAME, CITY, STATE) XYZ Packing Company Anytown, CO										
This certificate is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the statements therein contained. (This certificate does not excuse failure to comply with any of the regulatory laws enforced by the U.S. Department of Agriculture.)			EGC. CODE C D E																
AGRICULTURAL PRODUCTS CERTIFICATE																			
DESCRIPTION OF PRODUCT <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input checked="" type="checkbox"/> OTHER		C D O D E	CONTRACT NUMBER	SPECIFICATION	LOT	UNITS	WEIGHT	NOTICE TO DELIVER NUMBER	PARTY OR SLICE COUNT	PRODUCTION DATE	SHIPPING DATE	LABORATORY RESULTS				RECEIVER, BUYER, OR TERMINAL			
Travel Cost Incurred Providing Grading Services Per Diem: M&IE + Lodging \$45.00 + 75.00 = 120.00 Mileage: Residence to Airport = 45 each way Toll 9.70 (8/20) 9.70 (8/26) Airfare: 1047.29 Car Rental: 512.30 Gas: 73.36 Parking: 62.00 TMC Fee: 27.09																			
REMARKS:																			

CHARGES		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL		CERTIFICATION STATEMENT
		GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	
BASE	L1																	I CERTIFY that in compliance with the Federal Meat Grading Regulations (9 CFR Part 54, Subpart A, as amended) under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), I examined the product or products described above at the time and place stated above and such product or products complied with any specifications listed, with any qualifications noted above. The conduct of all services and activities, and the licensing of grading personnel under the regulations governing such services shall be conducted in a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.
PREMIUM	L2	7												7		14		
HOLIDAY	L3																	
LABORATORY FEE	L4	\$		\$		\$		\$		\$		\$		\$		\$		SIGNATURE OF GRADER <i>Joe Grader</i>
PER DIEM	L6	\$	108.75	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	33.75	\$	742.50	
MILES	L7		45												45		90	
TOTAL OTHER	L7	\$	9.70	\$	1047.29	\$	512.30	\$	73.36	\$	62.00	\$	27.09	\$	9.70	\$	1741.44	WEIGHTS AND TOTAL COUNT VERIFIED (Initial)

L6-5-3 (1-93) Previous editions are to be destroyed.

Exhibit D

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE AGRICULTURAL PRODUCTS CERTIFICATE			CERTIFICATE NUMBER Example FSA Travel			WEEK BEGINNING DATE CY MONTH DAY 6 0 8 2 0			APPLICANT INFORMATION NO. 4 4 7 0 4 1 0 2 2 COMMITMENT <input type="checkbox"/> NONCOMMITMENT <input checked="" type="checkbox"/>									
This certificate is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the statements therein contained. (This certificate does NOT excuse failure to comply with any of the regulatory laws enforced by the U.S. Department of Agriculture.)			EGC. CODE A B C			(NAME, CITY, STATE) FSA Kansas City, MO			(NAME, CITY, STATE) FSA Kansas City, MO									
DESCRIPTION OF PRODUCT <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input checked="" type="checkbox"/> OTHER			CONTRACT NUMBER	SPECIFICATION	LOT	UNITS	WEIGHT	NOTICE TO DELIVER NUMBER	PATEY OR SLICE COUNT	PRODUCTION DATE	SHIPPING DATE	LABORATORY RESULTS ORIGINAL RESERVE DATE RESERVE MAILED DATE VENDOR NOTIFIED				RECEIVER, BUYER, OR TERMINAL		
Travel Cost Incurred Providing Certification Services for Federal Purchase at: ABC Packing Company, Anytown, CO Contract Number: 120261234 Per Diem: M&IE + Motel \$39.00 + 60.00 = 99.00 Mileage: Residence to Airport = 15 each way Toll: 2.60 (8/20) 2.60 (8/26) Airfare: 611.37 Car Rental: 415.76 Gas: 83.40 Parking: 57.00 TMC Fee: 27.09																		

REMARKS:

CHARGES		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL		CERTIFICATION STATEMENT
		GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	
BASE	L1																	I CERTIFY that in compliance with the Federal Meat Grading Regulations (7 CFR Part 54, Subpart C), as amended under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), I examined the product or products described above at the time and place stated, and found that at said time and place the class, grade, and other quality thereof were as stated above and such product or products complied with any specifications listed, with any qualifications noted above. The conduct of all services and activities, and the licensing of grading personnel under the regulations governing such services shall be conducted on a non-discriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability. SIGNATURE OF GRADER <i>Joe Grader</i> WEIGHTS AND TOTAL COUNT VERIFIED (Initial)
PREMIUM	L2		6											6		12		
HOLIDAY	L3																	
LABORATORY FEE	L4	\$		\$		\$		\$		\$		\$		\$		\$		
PER DIEM	L6	\$	89.25	\$	99.00	\$	99.00	\$	99.00	\$	99.00	\$	99.00	\$	29.25	\$	613.50	
MILES	L7		15											15		30		
TOTAL OTHER	27	\$	2.60	\$	611.37	\$	415.76	\$	83.40	\$	27.09	\$		\$	59.60	\$	1199.82	

LS-6-3 (1-93) Previous editions are to be destroyed.

Exhibit E

C.O.D. CHARGE WORKSHEET

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Subtotal	Rate	Total
Base (Commitment)									61.00	
Base (Non-Commitment)									71.00	
Premium									78.00	
Holiday									122.00	
Lab										
Per Diem										
Miles									0.49	
Other Expenses										
Total										

Make check payable to: **USDA, AMS LIVESTOCK PROGRAM**

Plant:

Applicant Number:

Certificate Number

Week Beginning:

Check Date:

Check Number:

Staple check to worksheet and certificate.

02/04/07

Exhibit F

C.O.D. Charge Summary Worksheet

Make check payable to: **USDA, AMS LIVESTOCK PROGRAM**

Plant:			
Applicant Number:			
Week Beginning:			
Check Date:			
Check Number:			
Total Amount Due:			

Staple check to worksheet and certificate.

	Equipment Codes								Total
	Certificate Numbers								
Base (Commitment)									
Base (Non-Commitment)									
Premium									
Holiday									
Lab									
Per Diem									
Miles									
Total Other Expenses									
Total									

Exhibit G



United States
Department of
Agriculture

Agricultural
Marketing
Service

USDA, AMS, LSP, MGCB
13952 Denver West Parkway
Suite 350
Golden, CO 80401-3141

To: _____

From: Meat Grading and Certification Branch Office

Date: _____

____ Agricultural Products Certificate LS 5-3

____ Applicant Charges LS 5-5

The other supplies you have requested are also enclosed.

Please sign this sheet and return it for receipt of supplies. A self-addressed postage-paid envelope is enclosed.

Signature

EQC

Date

- d. Date Vendor Notified: Enter the date the vendor was notified of fat results (MM/DD/YY).

Receiver, Buyer, or Terminal. Enter the name, city and state of the receiver or buyer of product being certified (DOD, Birmingham, AL; USDA; etc.).

CHARGES		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
		GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT
BASE	L1																
PREMIUM	L2																
HOLIDAY	L3																
LABORATORY FEE	L4	\$		\$		\$		\$		\$		\$		\$		\$	
PER DIEM	L6	\$		\$		\$		\$		\$		\$		\$		\$	
MILES	L7																
TOTAL OTHER	Z7	\$		\$		\$		\$		\$		\$		\$		\$	

Figure 4. Agricultural Products Certificate Charges

Charges. For each day worked, enter all charges related to the work performed. Separate grading (GRAD) and certification (CERT) hourly charges and enter them in the appropriate column. Total these charges at the right side of the charge section.

- a. Base: Enter hours worked between 6 a.m. and 6 p.m. Monday through Friday. This entry should not exceed 8 hours per applicant per day.
- b. Premium: Enter hours worked between 6 p.m. and 6 a.m. Monday through Friday, and/or hours worked as overtime (hours worked over 8-hours per day, and hours worked on Saturday and Sunday).
- c. Holiday: Enter total hours worked on Federal legal holidays.
- d. Laboratory Fee: Enter the laboratory fee for analysis. Refer to MGC Instruction 428. This entry must be in dollar and cents (52.00, 115.00, 82.25, etc.).
- e. Per Diem: Enter the per diem charge to be billed to the applicant. Applicants are to be charged per diem rates established by the U.S. General Services Administration (GSA) where lodging is obtained. These charges are not to include lodging tax. This entry must be in dollar and cents.
- f. Miles: Enter the number of miles charged to the applicant. Do not include tenths of miles.

- g. Total Other: Enter the amount of reimbursable expenses other than mileage, per diem, and lab fees that are to be charged to the applicant (tolls, mailing cost of lab samples, airfare, etc.). Itemize separate charges under the Description of Product section. This entry must be in dollars and cents.
- h. Total: Enter the **weekly** totals of all daily charges in the far right column.

CERTIFICATION STATEMENT
<p><i>I CERTIFY that in compliance with the Federal Meat Grading Regulations (7 CFR Part 54, Subpart A, as amended) under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), I examined the product or products described above at the time and place stated, and found that at said time and place the class, grade, and other quality thereof were as stated above and such product or products complied with any specifications listed, with any qualifications noted above.</i></p> <p><i>The conduct of all services and activities, and the licensing of grading personnel under the regulations governing such services shall be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.</i></p>
<p>SIGNATURE OF GRADER</p>
<p>WEIGHTS AND TOTAL COUNT VERIFIED <i>(Initial)</i></p>

Figure 5. Agricultural Products Certificate Certification Statement

Signature of Grader: Before signing, **DOUBLE CHECK** all entries to ensure they are accurate, legible, and complete. The signature must be legible and may not be printed or typed.

Weights and Total Count Verified: When weights and total count are certified, the grader **shall** initial this section.

Exhibit I

Instructions for the Completion of Form LS-5-5 APPLICANT CHARGES

This document shall be used to record charges to applicants when an LS-5-3 has not been prepared. This document should also be utilized in multiple-employee assignments to record total charges to a specific applicant. Each employee shall complete one of the five charge sections.

WEEK BEGINNING DATE			DOCUMENT NO:														
CY	MONTH	DAY	SAMPLE														
APPLICANT INFORMATION			NO.	4	4												
NAME, CITY, STATE																	

Figure 1. Applicant Charges Header

Week Beginning Date: Enter the week beginning date (CY/MM/DD format). CY is the last digit of the calendar year, MM is the two-digit month, and DD is the two-digit Sunday date of the week covered by the document.

Applicant Information.

- a. No.: Enter the applicant number.
- b. Name, City, State: Enter the name, city, and state of the applicant.

	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT	GRAD	CERT
1																
BASE																
PREMIUM																
HOLIDAY																
LAB FEE	\$		\$		\$		\$		\$		\$		\$		\$	
PER DIEM	\$		\$		\$		\$		\$		\$		\$		\$	
MILES																
TOTAL	\$		\$		\$		\$		\$		\$		\$		\$	
EQC. CODE				<input type="checkbox"/>	COMMITMENT	<input type="checkbox"/>	NONCOMMITMENT	SIGNATURE								

Figure 2. Applicant Charges Certificate Body

Charges. For each day worked, enter all charges related to the work performed. Separate grading (GRAD) and certification (CERT) hourly charges and enter them in the appropriate column. Total these charges at the right side of the charge section.

- a. Base: Enter hours worked between 6 a.m. and 6 p.m. Monday through Friday. This entry should not exceed 8 hours per applicant per day.
- b. Premium: Enter hours worked between 6 p.m. and 6 a.m. Monday through Friday, and/or hours worked as overtime (hours worked over 8-hours per day and hours worked on Saturday and Sunday).
- c. Holiday: Enter hours worked on federal legal holidays.
- d. Lab Fee: Enter the laboratory fee for analysis. Refer to MGC Instruction 428. This entry must be in dollar and cents (52.00, 115.00, 82.25, etc.).
- e. Per Diem: Enter the per diem charges to be billed to the applicant. Applicants are to be charged per diem rates as established by the U.S. General Services Administration (GSA) where lodging is obtained. These charges are not to include lodging taxes. This entry must be in dollar and cents.
- f. Miles: Enter the number of miles charged to the applicant. Do not include tenths of miles.
- g. Total: Enter the total daily amount of reimbursable expenses other than mileage, per diem, and lab fees that are to be charged to the applicant (tolls, mailing cost of lab samples, etc.).
- h. Total: Enter the weekly totals of all daily charges entered in the far right column.

Graders Equipment Code: Enter your assigned equipment code.

Commitment/Noncommitment: Place an X in the appropriate block indicating whether service is being provided under a commitment agreement or non-commitment basis.

Signature: Before signing, graders shall **double check** all entries to ensure they are accurate, legible, and complete. The signature must be legible and may not be printed or typed.