



**United States Department of Agriculture**

Agricultural  
Marketing  
Service

Federal Grain Inspection  
Service

Field Management  
Division

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**TO:** FGIS POLICY BULLETIN BOARD

**FROM:** Anthony Goodeman, Director  
Field Management Division

**SUBJECT:** Clarifying Certification of Sample Grade Factors

**ORIGINATING OFFICE:** Policies, Procedures, and Market Analysis Branch

**1. PURPOSE**

AMS-FGIS received an inquiry regarding the manner in which Sample Grade Factors are recorded, reported, and certified. Grain Inspection Handbook II addresses the certification but there is some ambiguity in the language. This notice clarifies the language in the handbook.

**2. ISSUE**

In each grain chapter of Grain Inspection Handbook II, the following instruction for certification is given (using wheat as an example):

Certification. Grade wheat "U.S. Sample Grade" when one or more of the limits in Table 13.5 – U.S. Sample Grade Criteria are observed. Record the factors (count factors to the nearest whole number) on the work record and "Results" section of the certificate.

This can be interpreted to mean one only needs to record sample grade factors on the work record and the certificate IF the sample grade limits are exceeded and thus the lot is Sample Grade; OR can be interpreted to mean one needs record ANY sample grade factors regardless of how many, on both the work record and the certificate (e.g., 1 stone, 2 crotalaria seeds). AMS-FGIS Field Office Managers were asked about their understanding of the policy and procedure. They were unanimous in their response.

### **3. POLICY**

- (1) When count-based Sample Grade factors are encountered during the course of official inspection, the actual count will be recorded on the work record, regardless of whether or not the count is large enough to trigger a Sample Grade designation.
- (2) The actual count of the factor will be entered as the factor result, regardless of whether or not the count is large enough to trigger a Sample Grade designation.
- (3) If the count is large enough to trigger the Sample Grade designation, the factor result will be shown on the certificate.
- (4) If the count is not large enough to trigger the Sample Grade designation, the factor result will not be shown on the certificate. In this case, FGISonline-CRT will be set to None so the factor result will not be displayed on the certificate. The exception to this would be if the applicant requested to have that specific factor listed on the certificate.

### **4. FILING INSTRUCTIONS**

File a copy of this notice with Grain Inspection Handbook II until the handbook is updated to reflect the change. Field Office Managers must ensure that a copy of this memorandum is available to official service providers operating within their circuit.

### **5. QUESTIONS**

Direct any questions regarding this procedure to the local field office or to [AMS - FGIS Policies Procedures and Market Analysis Branch](#).