

Program Notice

FGIS-PN-24-02

August 20, 2024

**ORDERING PLASTIC BAGS, COIN ENVELOPES, TRIFOLD ENVELOPES,
PLASTIC QUART BOTTLES, AND PLASTIC CABLE TIES**

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1. PURPOSE

This program notice announces the policy and procedures for ordering supplies (plastic bags, coin envelopes, trifold envelopes, cable ties, and plastic quart bottles) for use in the Federal Grain Inspection Service (FGIS) monitoring program.

2. REVISION

This program notice replaces *FGIS-PN-20-04, Ordering Plastic Bags, Coin Envelopes, Spear Envelopes, Plastic Quart Bottles, and Plastic Cable Ties*, dated 06/08/20. This notice is revised to update the vendor email address for ordering plastic bags.

3. BACKGROUND

Field Management Division (FMD) has centralized the acquisition of certain supplies by contracting with source companies to drop-ship requested supplies directly to Official Service Provider (OSP) headquarters locations and FGIS field offices throughout the official system. Consolidation provides the official system with standardized products and saves the cost of storing and shipping. It also allows discount pricing for large volumes and GSA contract pricing for items currently not under FGIS contract.

4. POLICY

OSPs are responsible for ordering supplies (plastic bags, coin envelopes, trifold envelopes, cable ties, and plastic quart bottles) for use in the FGIS monitoring program (at no cost to the OSP) directly from a FGIS contracted vendor or through their servicing FGIS field office. OSPs must only use these supplies for the monitoring program. Use of these supplies for routine daily use (e.g., file sample retention, composite samples, etc.) is prohibited. However, OSPs may choose to purchase supplies for routine daily use (separate from the FGIS contract) from an FGIS contracted vendor using its own funds.

FGIS field offices are required to order these supplies from one or more FGIS contracted vendors listed in the attached vendor supply table and to place orders for OSPs for their servicing area that currently are not available on contract.

5. EFFECTIVE DATE

This program notice is effective upon receipt.

6. PROCEDURES

- a. **Contact the Appropriate Vendor or Servicing FGIS Field Office.**

Refer to attachment 1 for vendor contact information.

- (1) Small Coin Envelopes, Large Coin Envelopes, and Midco TriFold envelopes;
- (2) Small and Large Plastic Bags;
- (3) Plastic Quart Bottles and Plastic Cable Ties – OSPs must contact their servicing field office. FMD does not have a contract or a specific vendor for these items. FGIS field offices are responsible for purchasing these items and having them shipped to OSP headquarters, FGIS field offices, and FGIS duty points under their supervision.

b. **Placing Orders.**

Contact vendors by telephone or email to place an order. When placing an order, provide the vendor with the following information:

- (1) Item and the quantity needed (e.g., 1,000 Brown Kraft Coin Envelopes 4½”w x 7”h).
- (2) Physical shipping address for delivery of supplies. Vendors are only required to ship supplies to street addresses listed in the contract. Those addresses exclude specified service points and elevator locations. The shipping addresses in the contract are for the following locations:
 - (a) OSP headquarters; and
 - (b) FGIS Field Offices;
- (3) Name and phone number of person placing the order.

c. **Receiving Supplies.**

For accounting purposes, when supplies are received:

- (1) Stamp the packing slip with the date of receipt.
- (2) Scan the packing slip to Sherri Murphy, Policies, Procedures, and Market Analysis Branch (PPMAB), at Sherri.L.Murphy@usda.gov.

7. QUESTIONS

Direct any questions concerning this program notice to
[AMS-FGIS Policies Procedures and Market Analysis Branch.](#)

Attachment

VENDOR/FGIS SUPPLIER			
VENDOR/FGIS SUPPLIER	N/A	MIDCO Global Inc. Contact: Customer Service Phone: 1-800-264-8785 jdavis@midcoglobal.com Contract: 12639524A0030	FGIS servicing Field Office
Large Plastic Bags	Contact Sherri Murphy Sherri.L.Murphy@usda.gov	N/A	
Small Plastic Bags	Contact Sherri Murphy Sherri.L.Murphy@usda.gov	N/A	
Small Coin Envelopes	N/A	2.5"W X 4.25"H Brown Kraft Coin Envelopes 500 per box	N/A
Large Coin Envelopes	N/A	3 ^{1/8} "W X 5.5"H Brown Kraft Coin Envelopes 500 per box	N/A
Cable Ties	N/A	N/A	Length 6," tie width .130, 100 per pack
Plastic Quart Bottles	N/A	N/A	3 ³ / ₄ " L x 3 ³ / ₄ "w x 7"h, neck opening 1 ³ / ₄ "
MIDCO Trifold Envelopes	N/A	4.5"W X 7 H Midco TriFold Envelopes	N/A