

Program Notice

FGIS-PN-08-03

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CHANGES TO CERTIFICATION PROCEDURES

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1. PURPOSE

This notice announces that the Agricultural Marketing Service (AMS), Federal Grain Inspection Service (FGIS) identifies changes to certain certification procedures and formats due to the data collection requirements of FGIS's new Inspection Data Warehouse (IDW).

2. BACKGROUND

The new format of official inspection and weighing certificates requires the reporting of analytical results in the "Results" section of the certificate. Factors such as protein, odor, mycotoxin, and Starlink quantities or measurement levels, which were formerly found in the "Remarks" section, are now reported with other analytical factors in the "Results" section.

3. CERTIFICATION CHANGES

a. Sub-factors.

Report sub-factors (e.g. sprout-damaged kernels) on the certificate in the same formatted units as other analytical factors.

For example: Report the percentage of sprout-damaged kernels in wheat as "*Sprout-Damaged Kernels 0.0 %*"

The full statement "*Damaged kernels (total) includes 0.0% of sprout damaged kernels*" is no longer required.

b. Garlic Bulblets.

Report garlic bulblets as a decimal to the nearest hundredth on the certificate instead of a fraction.

For example: 1/3 bulblet is reported as 0.33, and 2/3 bulblet is reported as 0.67 etc.

c. Moisture basis for protein, oil, starch, and wet gluten.

Report the moisture basis for protein, oil, starch, and wet gluten to the nearest tenth percent.

For example: "Protein _____ %, 12.0% moisture basis".

d. Certifying TCK smut spores results vs. populating data records for IDW.

(1) When a qualitative analysis has been performed, enter the appropriate statement "*Tilletia controversa* Kuhn spores present/not present" in the "Results" section of the certificate

(2) When a quantitative analysis has been performed, enter the applicable statement in the "Results" section of the certificate.

"*Tilletia controversa* Kuhn spores exceed/do not exceed 30,000 per 50 grams of sample."

OR

"XXX *Tilletia controversa* Kuhn spores per 50 grams of sample.

(3) For the Inspection Data Warehouse, populate the data records as follows:

(a) For **qualitative** results:

Enter "Positive" or "Negative", as applicable, in the Inspection Result field for database purposes but do not report these values on the certificate.

In the "Factor Remarks" field enter the appropriate statement "*Tilletia controversa* Kuhn spore present/not present".

(b) For **quantitative** results:

Enter the actual spore count in the Inspection Result field for database purposes but do not report this value on the certificate. In the "Factor Remarks" field enter the applicable statement.

"*Tilletia controversa* Kuhn spores exceed/do not exceed 30,000 per 50 grams of sample."

OR

"XXX *Tilletia controversa* Kuhn spores per 50 grams of sample."

e. Certifying an inspection result to an alternate basis.

When an applicant requests an inspection result to be reported on an alternative basis, in addition to the standard reporting format (e.g. wheat protein reported on a dry matter basis), report the inspection result on the standard basis in the "Results" section of the certificate, and the result from the alternative basis in the "Remarks" section of the certificate.

- f. Multiple grade certification. (Applicable to grain, rice, and graded commodities)
- (1) Report the grade for the larger portion on the grade line and the factors for the larger portion in the “Results” section of the certificate.
 - (2) Report the grade and factors for the smaller portion in the “Remarks” section of the certificate.
 - (3) Record the locations and estimated quantities of each portion in the “Remarks” section of the certificate.

Example:

REMARKS:
Grade and factors: Estimated 2/3 of railcar, compartments B-1 and B-3
Estimated 1/3 of railcar, compartment B-2
U.S. No. 2 Yellow Corn
Test Weight Per Bushel 57.5 lb/bu
Moisture 15.5%
Damaged Kernels Total 1.8%
Broken Corn and Foreign Material 2.6%

For grain - Sample, inspect, and grade each portion separately when a carrier offered for inspection as one lot is found not to be uniform in condition because portions of the lot are heating, musty, or sour.

For rice, and graded commodities - Sample, inspect, and grade each portion separately when a carrier offered for inspection as one lot is found not to be uniform in condition because portions of the lot are heating, musty, or sour, or when portions contain distinctly different classes or quality.

- g. Duplicate certificates.

With the use of software applications for creating certificates and electronic files for transmitting the information, the need for duplicate certificates has diminished. An official service provider is required to issue a duplicate certificate only when certification software is not used to generate certificates (e.g. when pre-printed forms are used).

- h. Stowage examination service certificates for containers.

Weekly reports of stowage examinations performed on containers are generated from IDW. These reports are compiled by parsing the information recorded in the “Remarks” section of the certificate. Therefore, it is critical to implement the following guidelines when certifying container stowage exams:

- (1) When multiple containers are reported in the “Remarks” section of the certificate, enter the container ID as a continuous string of alphanumeric characters followed by a semicolon and a space before entering the next container ID, unless seals or unsuitable stowage conditions are also reported (e.g. GSTU456790-7; GSTU456791-5;).
- (2) When reporting seals, place a space between the container ID and the seal number. Include “Seal” as part of the seal number (e.g. GSTU456790-7 Seal 1234; GSTU456791-5 Seal 2234;).
- (3) When reporting unsuitable conditions, place a space between the container ID and the condition (e.g. UXXU242319 wet paint, missing vent cover;).
- (4) If there are multiple lines of container ID’s, the last container ID, seal number, or condition must end in a semicolon.
- (5) Enter the stowage area pass/fail statement after the carrier ID’s. Begin that line with “Results.”
- (6) Any additional statements should follow the stowage area pass/fail statement.
 - i. Partial inspection certificate. (Applicable to rice and graded commodities only)

There may be circumstances when the entire lot is not accessible or a representative sample cannot be obtained. In such instances, official personnel will issue the inspection certificate stating the estimated quantity of the commodity in the accessible portion and that the inspection was limited to the accessible portion. Special titles such as “Partial Inspection Certificate” are no longer required.

- j. Authorization to affix names.

When a name or signature is affixed by an authorized agent via a certification program, the initials of the agent affixing the name or signature are not required on the certificate.

4. ACTIONS

Retain this notice until all handbooks, and program directives have been updated to reflect the format changes. Official agency software providers must update their current certification software to comply with the new certification and IDW requirements.

5. QUESTIONS

Direct any questions concerning this notice to FGISonlineSupport@ams.usda.gov.