SECTION 10: CERTIFICATE AND MEMORANDUM PREPARATION

I. Preparation and Distribution of Worksheets

A. Guidelines Regarding Use

Form PY-211, Poultry Products Grading Memorandum, Sample Selection Worksheets, and Forms PY-75 and 75A, Shell Egg Online Candling Record, are used as the official worksheets to support certificates issued. Industry may examine the above mentioned forms during the graders scheduled tour of duty; however, they cannot make, nor possess copies of the worksheets. 

THESE WORKSHEETS ARE NOT TO BE DISTRIBUTED TO INDUSTRY.

Approved company forms may be used instead of official worksheets when an official certificate is not requested and it will be useful to the firm. Company forms are to be approved prior to their use by a supervisor who should confirm the approval in writing to the grader. They may not be signed or initialed by the grader.

B. Entries Required

The detail required on the worksheet includes all information which will be placed on the certificate, except as noted below. In addition, include such comments as to loading, holding, and any other potentially useful information concerning the general character of the eggs. When such information is not for inclusion on the certificate, circle it to indicate that is not to be typed on the certificate. Worksheets are to be signed in blue ink by all graders making the official grading.

When Form PY-210S grading certificates are prepared by the grader at the time the grading is performed, either typewritten preferably or in longhand, it is not necessary to complete a memorandum. Memorandums must be prepared when information such as individual case data, net weight, percentages or information not normally included on the grading certificate is needed. In these cases the certificate number, date of grading, and grader's signature shall be shown on the memorandum. The only time it is necessary to fill out the memorandum completely is when someone other than the grader will prepare the grading certificate. When more than one grader is assigned to grade a lot of eggs, each grader is to record and initial his/her entry on the worksheets for the specific samples graded.

C. Egg Oiling

Do not show "shell protected" on a certificate unless it is a specification requirement or is requested by the applicant or receiver. In order for a grader to certify that eggs have been shell protected, the packing plant shall have equipment capable of applying oil to approximately the entire shell surface of the egg as observed by the grader.
D. Temperature

Record the temperature of the refrigerated holding room or refrigerated area where the eggs were held. Knowing the temperature of the eggs at the time of grading is important to enable a grader to grade properly.

E. Egg Color

State the color as white or brown and the number of cases of each, when applicant can furnish such information. State the color as mixed when the actual number of cases for each is identified. Definitions for determining the color are as follows:

1. White - When all eggs in the lot have a distinct white color.
2. Brown - When all eggs in the lot have a definite shade of brown which may vary from light brown (buff) to dark brown.
3. Mixed – A lot of eggs consisting of more than one color is to be declared as mixed colors.

A tolerance of 10 percent eggs with a cream shade in a lot, described as white or brown is permitted on an individual case basis.

F. Defects

Describe the character of loss and certain other B* qualities by using the below listed symbols. Limit the terms used to the ones listed in the regulations and below. It is not mandatory to report the actual type of dirty eggs on official reports, but use the symbols to further identify the exact reason, as necessary.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Air Cell (Over 3/8 in.)</td>
</tr>
<tr>
<td>BLRT</td>
<td>Black Rot</td>
</tr>
<tr>
<td>BW*</td>
<td>Bloody White</td>
</tr>
<tr>
<td>CE</td>
<td>Cooked Egg</td>
</tr>
<tr>
<td>DA</td>
<td>Dirty Adhering</td>
</tr>
<tr>
<td>DF</td>
<td>Dirty Fecal</td>
</tr>
<tr>
<td>AC</td>
<td>Dirty Stain</td>
</tr>
<tr>
<td>DS</td>
<td>Dirty Yolk</td>
</tr>
<tr>
<td>DY</td>
<td>Dirty Yolk</td>
</tr>
<tr>
<td>FZ</td>
<td>Frozen</td>
</tr>
<tr>
<td>GW</td>
<td>Green White</td>
</tr>
<tr>
<td>LS</td>
<td>Large Blood Spot (less than 1/8 in.)</td>
</tr>
<tr>
<td>LS</td>
<td>Large Meat Spot</td>
</tr>
<tr>
<td>LK</td>
<td>Leaker</td>
</tr>
<tr>
<td>MR</td>
<td>Mixed Rot</td>
</tr>
<tr>
<td>MLDY</td>
<td>Moldy</td>
</tr>
<tr>
<td>SYD</td>
<td>Serious Yolk Defect</td>
</tr>
<tr>
<td>SS</td>
<td>Small Blood Spot</td>
</tr>
<tr>
<td>SR</td>
<td>Sour Rot</td>
</tr>
<tr>
<td>SY</td>
<td>Stuck Yolk</td>
</tr>
</tbody>
</table>

*Eggs with blood spots which show a slight diffusion into the albumen around the localized spot are not to be classified as bloody white.

G. Shortages

When "shortages" are found in any sample, report the number of eggs short on the memorandum and certificate, but do not include such shortage when computing the grade. Select and grade a minimum
of 100 eggs. To determine the weight of such a case, replace the shortage with other eggs from within the lot.

H. Labeling

When applicable, record under "Remarks" pertinent labeling information such as:

1. Lot numbers (USDA, storage, or company). Storage or company lot numbers are only recorded when each case is identified.

2. Brand name as displayed on carton or case.

3. Name and address of packer or distributor.

4. Any other marks identifying the contents of the case.

I. Underweight Eggs

Record individual underweight eggs found in each sample, using slash marks. In consumer weight classes, the individual case tolerance is 5 percent underweight eggs and the lot average tolerance is 3.3 percent eggs in the next lower weight class.

J. Case Temperature

If an applicant requests internal case temperatures while performing a stationary lot grading, record the temperature range of each case examined. Place this information in the Remarks section. Obtain temperatures by placing a thermometer between the second and the third filler flat tier. Shell egg carton container temperatures are obtained by placing the metal stem thermometer horizontally in the carton. The thermometer should remain in place until the temperature stabilizes for recording.

Leave the thermometer with the top fillers in place while grading the opposite end. Read the thermometer immediately upon removing it from the case and record the temperature in the designated column. For eggs known to be under refrigeration long enough to equalize the temperature of the lot, show the following statement under "Remarks" on certificates issued:

“Product held under ___° F temperature. Individual egg temperatures not checked.”

When eggs have not been held long enough for temperatures to have equalized throughout the lot, each sample must be checked and the temperature range shown on the certificate. For line sampled product, a sufficient number of case temperatures are to be recorded throughout the day so as to determine the product temperature.

K. B and B* Quality

List small (not more than one-eighth inch in diameter) meat spots in the "B" column without additional comment. In the B* column, record eggs with air cells over three-eighths inch, eggs with small blood
spots aggregating not more than one-eighth inch in diameter, and eggs with serious yolk defects. Identify these eggs using the appropriate symbol on the memorandum or worksheet, but do not include this information on the grading certificate.

L. Dirties and Checks

A "dirty" egg is graded only to determine whether it is a loss or check. A dirty is classified higher than a check because a dirty egg can be upgraded by cleaning, while the quality of a checked egg can only deteriorate and is susceptible to bacterial adulteration.

M. Leakers

Leakers are to be reported as loss eggs. Within the tolerance permitted, an allowance is made at destination to permit 1.00 percent leakers, dirties, or loss (due to meat or blood spots) in any combination in Consumer Grades AA, A, and B, except that loss may not exceed 0.30 percent.

N. Damaged Containers

A container of eggs selected as a sample which shows evidence of obvious damage is to be removed from the lot for reworking and is not to be used as one of the official samples.

O. Recording Results

Record the grade factors of each sample. The total of the quality factor columns when added across shall always equal 100 eggs. Shortages and underweight eggs are never included in the 100-egg quality totals. After the entire lot is graded, total each column vertically. Determine the "average percent" of each grade factor by dividing the total of each column by the number of cases sampled in the lot or by using the percentage table provided each grader.

The total of the combined averages shall be 100 percent. If the percentage totals 99.99, add 0.01 to the column representing the highest percentage or vice versa if the percentage totals 100.01.

P. Conversion of Small Units

When requested, a conversion of small units to 30-dozen equivalents will be recorded in the “remarks” section. DO NOT ROUND.

Actual conversions must appear on the certificate. Example: 51/15-dozen cases = 25.5/30-dozen cases. The grader may convert from the smaller cases to the 30-dozen units with this formula:

Number of 12-dozen units times .4
Number of 15-dozen units times .5
Number of 16-dozen units times .533
Number of 18-dozen units times .6
Number of 24-dozen units times .8
II. DISTRIBUTION

A. Fee or temporary plant graders are to file certificates and worksheets according to the supervisor’s instructions.

B. Resident graders are to file certificates with worksheets attached for all certificates issued in the resident plant. Retain these files according to current record disposition schedules.

III. PREPARATION OF CERTIFICATES

A. Preparation of Form PY-210S, Shell Egg Grading Certificate

Prepare certificates from the data recorded on the worksheets. It is preferred that only the front of the certificate be used. Refer to Section 8 of this handbook for examples on how to complete the Form PY-210S.

B. General Information Concerning Certificates

1. Certificates are to be used in numerical sequence.

2. Certificates are to be used in numerical sequence.

3. Complete all applicable sections of the certificate. Do not use abbreviations, except as designated in this section. The lot number shall be documented as the consecutive day of the year (Julian Date) representing the date of packaging.

4. All originals are to be signed in ink. However, certificates issued covering shell eggs for export must be typed, the grader’s name must be typed on the signature line, and the certificate must be signed in blue ink.

Note: When certificates are printed using computers or word-processors, it is permissible to print only the original certificate and make subsequent copies from the original. In this situation, all carbon copies are to be removed from the certificate carbon set prior to printing and shall be destroyed.

After printing the original certificate, the original shall be copied by plant management prior to grader signature. Each machine copy is to carry an original signature of the grader. A copy of the signed certificate is to be filed by the grader, as instructed. Permission to use computer or word-processors for printing certificates must be obtained from the Federal-State supervisor, prior to use.

5. Fee or temporary plant graders are to issue certificates covering all product offered for grading by the applicant, since a fee charge is required by the regulations.
6. Resident graders are to issue certificates only upon request of the applicant or their supervisor.

7. Resident graders shall use certificates in numerical order from the same numbered pad when issuing resident and fee certificates.

8. The resident grader’s accountability record, Form PY-185 for “Resident” certificates is maintained at the plant.

9. The supervisor will determine how the accountability record is kept for other graders.

10. When minor errors are made on a certificate prior to the release of said certificate, correct the errors and initial the correction in ink. Errors often challenge the validity of a certificate. Numerous errors may void the certificate.

C. "Void" Certificates

When numerous errors are made in preparing a certificate, write “VOID” diagonally on the original and destroy all copies. The original is to be filed at the office where the accountability record is maintained. Voided certificates shall be indicated on the Form PY-185, by writing, “VOID” or “VOIDED” in the corresponding certificate number section.

D. Certificate Amendments

When an error is discovered after a certificate has been issued, it may be necessary to complete an amendment to correct the original certificate. Amendments may be issued:

1. To correct minor errors such as the name of applicant, etc.

2. When a major error has been made and all copies of the distributed certificate cannot be recovered, providing all interested parties can be supplied with copies of the amendment.

Please Note: Amendments are prepared on official Livestock, Poultry and Seed Program, AMS, USDA letterhead only (refer to Exhibit I). The grader issuing the amendment dates and signs the document in blue ink.

Graders other than the grader issuing the original certificate may issue amendments covering errors in entries that are as stated by the applicant. Amendments for factors certified by USDA may be made by a second grader only if the grader can personally verify the amended information through observation of product or examination of grading records. Utilize the same distribution as was issued for the original certificate, which was amended.

E. Superseded Certificates
Superseding certificates should only be used when an amendment is not acceptable. Occasionally, original certificates are distributed that require extensive modifications to correct a previously issued certificate. Under these circumstances, every effort should be made to retrieve the original certificate. If the original certificate cannot be retrieved, a new certificate can be issued to supersede the original certificate. When issuing a superseded certificate, the original certificate number and date must be referenced in the remarks section (refer to Exhibit II). Any licensed grader may issue a superseded certificate if it can be supported by examination of official grading records. Utilize the same distribution as the original certificate.

IV. Certificate Distribution

A. Distribute original and one copy to the applicant or designated representative. Additional copies may be furnished to the applicant when requested.

B. Distribute the additional copies as directed by the Federal-State supervisor.

C. Preparation and distribution of fee certificates, see, "Billing and Collection Document Preparation."
United States Department of Agriculture  
Agricultural Marketing Service  
Livestock, Poultry and Seed Program  
Poultry Grading Division  
1400 Independence Avenue SW  
Washington DC 20250-0258

This amendment is to be attached to Certificate No. SEA-1234567, dated November 27, 2012.

TO WHOM IT MAY CONCERN:

Shell Egg Grading Certificate SEA-1234567, dated November 27, 2012, applicant Joanne Nelson Egg Farms, Phoenix, Arizona, covering shell eggs graded at Joanne Nelson Egg Farms, Phoenix, Arizona is amended as follows:

Original Certificate:

Official Grade and Size – U.S. Grade A Large

Amended to:

Official Grade and Size – U.S. Grade AA Large

/s/ John Hancock, Grader
# SHELL EGG GRADING CERTIFICATE

This certificate is receivable in 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 United States Department of Agriculture.

**TO:** APPLICANT (Name and address, including ZIP)  
**NAME AND ADDRESS OF SHIPPER OR SELLER 1/**  
**NAME AND ADDRESS OF RECEIVER OR BUYER 1/**

<table>
<thead>
<tr>
<th>LOT NO.</th>
<th>NO. OF CONTAINERS PER LOT 1/</th>
<th>NO. OF CONTAINERS EXAMINED</th>
<th>NET WT. 2/</th>
<th>PERCENTAGES</th>
<th>U.S. OFFICIAL GRADE AND SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AA A B B*</td>
<td>Dirties</td>
</tr>
<tr>
<td>111</td>
<td>390</td>
<td>All</td>
<td></td>
<td></td>
<td>U.S. Grade A, Extra Large</td>
</tr>
<tr>
<td>112</td>
<td>390</td>
<td>All</td>
<td></td>
<td></td>
<td>U.S. Grade A, Large</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

<table>
<thead>
<tr>
<th>LOT NO.</th>
<th>EGGS</th>
<th>TYPE OF PACKING</th>
<th>TYPE OF PACKAGING</th>
<th>CASE QUALITY RANGE</th>
<th>CHARACTER OF LOSS</th>
<th>WHERE HELD AND TEMPERATURE</th>
<th>CASES STAMPED WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>Fresh White</td>
<td>New 30-Dozen Taped</td>
<td>New Fiber Filler Flats</td>
<td></td>
<td></td>
<td>Cooler 45 F</td>
<td>USDA Grade A Stamp</td>
</tr>
<tr>
<td>112</td>
<td>Fresh White</td>
<td>New 30-Dozen Taped</td>
<td>New Fiber Filler Flats</td>
<td></td>
<td></td>
<td>Cooler 45 F</td>
<td>USDA Grade A Stamp</td>
</tr>
</tbody>
</table>

**ADDITIONAL CERTIFICATION**

Product represented by this certificate meets specification requirements for:  
Check each applicable box:

- [ ] Product represented on this certificate meets the requirements for the stated grade and size as determined by online sampling on **April 21 and 22, 2013**
- [ ] Disease Free Certification Statements attached.

**REMARKS**

This certificate supersedes USDA certificate number SEA-1234566, dated XX-XX-XXXX.

**CERTIFICATION STATEMENT**

In compliance with the Regulations of the Secretary of Agriculture Governing the Grading of Shell Eggs issued pursuant to the Agricultural Marketing Act of 1946, as amended, and any other Act of Congress conferring like authority, it is certified that the product(s) listed hereon were examined and that the class, quality, quantity, and/or condition of the product(s) at the time and on the date shown, were as stated above.

**Typed or Printed Name and Signature (Blue Ink)**  
**OFFICIAL GRADER (Signature)**  
**Date of Issued Superseded Certificate**

1/ As stated by applicant or contractor.  
3/ Eggs reported as undersized are also reported under other headings according to their quality.  
2/ Weights based on 30-dozen equivalent.

**Exhibit II**

*FORM OMB APPROVED - NO. 0581-0127*

*U.S. DEPARTMENT OF AGRICULTURE*

*AGRICULTURAL MARKETING SERVICE*

*POULTRY PROGRAMS*

*SEA-1234567*

*PLACE EXAMINED*

*City, State*

*PLANT NUMBER*

*P-XXXX*