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Service**

**Washington, D.C.**

**August 1998**

# Hop Inspection Handbook

# Program Handbook

August 1, 1998

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## HOP INSPECTION

### Foreword

The Hop Inspection Handbook sets forth the policies and procedures for sampling, inspecting, and certificating hop in accordance with the regulations under the Agricultural Marketing Act of 1946. These regulations establish the basic guidelines for inspecting hop and authorize the issuance of such additional guidelines as may be necessary.

The information contained in this handbook is applicable to official hop inspection services performed by the Federal Grain Inspection Service (FGIS), a program under the Grain Inspection, Packers and Stockyards Administration (GIPSA), and designated state cooperators. Persons interested in obtaining official services may call or write any FGIS field office or cooperator.

Trade names are used solely to provide specific information. The mention of trade names does not constitute a guarantee or warranty of the product by the U.S. Department of Agriculture or an endorsement by the Department over other products not mentioned.

/s/ David Orr

David Orr, Director  
Field Management Division

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# CHAPTER 1

## GENERAL INFORMATION

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## 1.1 INTRODUCTION

The inspection of hop is a service provided under the Agricultural Marketing Act of 1946 (Act). This service is provided, upon request, by either a Federal Grain Inspection Service (FGIS) designated cooperator (e.g., the state of Washington) or an FGIS field office, depending upon the location of the lot and the type of inspection requested. Official inspections of hop are performed by trained and licensed (or authorized) official personnel employed by FGIS or a cooperator.

## 1.2 DEFINITIONS

Appeal inspection. A review inspection, by FGIS, of the results of an original or retest inspection service.

Carrier. A truck, trailer, truck/trailer combination, railcar, barge, ship, or other container used to transport bulk, sacked, or packaged hop.

Certification. The process of issuing an official certificate that indicates the quality of a lot or sample of hop or the results of some other official service.

Checkcounting. The process of determining the total number of filled outer containers in a lot in order to determine that the number of containers shown by the applicant is correct and certifying the results.

Checkloading. The process of performing a stowage examination on a carrier, computing the number of filled containers loaded aboard the carrier, observing the condition of the containers loaded aboard the carrier, sealing the carrier, if practicable, and certifying the results.

Checkweighing. The process of weighing a selected number of containers from a lot, determining the estimated total gross, tare, and net weight, or the estimated average gross or net weight per filled container, and certifying the results.

Composite sample. A single sample composed of small portions (component samples) taken throughout a lot.

Condition inspection. The process of determining whether an identifiable lot is water damaged, fire damaged, or has rodent or bird contamination, insect infestation, or any other deteriorating condition, and certifying the results.

Cooperator. An agency or department of the Federal Government which has an interagency agreement with FGIS or state agency which has a reimbursable agreement with FGIS.

Core sample. A portion of hop extracted from a bale of hop for inspection purposes.

Core sampler. A probe-type device approved by FGIS for officially sampling hop. Core samplers are composed of a steel tube that is approximately 10 inches in length and 3 inches in diameter, with a sharp cutting edge, convenient handles, and an expeller attached inside the tube. The resulting sample will be a core of hop that is approximately 6 inches in length.

Dried hop. Kiln dried hop in bulk, in bales, or in some other form of package.

Extraneous matter. Material foreign to the hop plant.

Grower number. A number assigned by the Hop Growers of America that identifies a specific grower. Grower numbers shall consist of three or more alphanumeric characters.

Hop. The cones of the cultivated varieties of hop.

Leaf and stem. The leaf and stem of the hop plant, except the approximately 1 inch long stems (petioles) that bear the individual cones.

Lot. Any identified amount of hop offered by an applicant for inspection.

Lot (quality) inspection. The process of obtaining a representative sample(s) of an identifiable lot, examining or testing the sample(s), examining relevant records of the lot, and certifying the results.

Observation of loading. The process of determining that an identified lot has been moved from a warehouse or carrier and loaded into another warehouse or carrier and certifying the results.

Official personnel. Any authorized Department employee or person licensed by FGIS to perform all or specified functions under the Act.

Official sample. A representative sample drawn by official personnel licensed or authorized by FGIS.

Original inspection. An initial inspection of a lot or sample.

Sampling. The process of drawing a representative sample from a lot of hop.

Seed. Hop seed, regardless of maturity.

Stowage examination. The process of visually determining if an identified carrier or container is clean, dry, free of live infestation, rodents, toxic substances, and foreign odor; suitable to store or carry hop; and certifying the results.

Submitted sample inspection. The process of grading or testing a sample submitted by an applicant and certifying the results.

### 1.3 ORIGINAL INSPECTION SERVICES

- a. Any interested person may request an original inspection.
- b. Requests may be made verbally or in writing.
  - (1) Verbal requests shall be confirmed, in writing, upon request. All written requests shall be made in English and include the following:
    - (a) The identification, quantity, and location of the hop;
    - (b) The type of service(s) requested;
    - (c) The names and mailing addresses of interested persons; and
    - (d) Any other relevant information that official personnel require.
  - (2) Copies of request forms may be obtained from any cooperator or FGIS field office. If all required documentation is not available when the request is made, it shall be provided as soon as it is available. At their discretion, official personnel may withhold inspection service pending receipt of the required documentation.
- c. Requests for services, other than submitted sample inspections, must be made with the cooperator or FGIS field office responsible for the area in which the service will be provided.
- d. Requests for submitted sample inspections may be made with any cooperator or FGIS field office that provides original hop inspection services.
- e. Requests for services to be performed during loading, unloading, handling, or processing must be submitted far enough in advance so official personnel can be present.

## 1.4 APPEAL INSPECTION SERVICES

- a. Any interested person may request an appeal inspection. When more than one interested person requests an appeal inspection, the first interested person to make the appeal request is the applicant of record.
- b. Requests may be made verbally or in writing.
  - (1) Verbal requests shall be confirmed, in writing, upon request. All written requests shall be made in English and include the following:
    - (a) The identification, quantity, and location of the hop;
    - (b) The type of service(s) requested;
    - (c) The names and mailing addresses of interested persons; and
    - (d) Any other relevant information that official personnel require.
  - (2) Requests for appeal inspection services on quality factors must be filed with the FGIS field office responsible for the area in which the original inspection was performed.
  - (3) Copies of request forms may be obtained from any cooperator or FGIS field office. If all required documentation is not available when the request is made, it shall be provided as soon as it is available. At their discretion, official personnel may withhold inspection service pending receipt of the required documentation.
- c. An appeal inspection shall only be performed by an FGIS inspector.
- d. Official personnel shall not perform, participate in performing, or issue a certificate if they participated in a previous inspection or certification of the lot unless there is only one authorized person available at the time and place of the requested appeal inspection.
- e. Only one appeal inspection may be obtained from any original inspection service.
- f. The scope of an appeal inspection shall be limited to the scope of the original inspection. If the request specifies a different scope, the request shall be dismissed.
- g. The applicant may request that an appeal inspection be based on the file sample or a new sample. However, an appeal inspection shall be based on a new sample only if the lot can positively be identified by official personnel as the one that was previously inspected and the entire lot is available and accessible for sampling and inspection.



- h. An appeal inspection shall be limited to a review of the sampling procedures and an analysis of the file sample when, as a result of the original inspection, the hop are found to be contaminated with filth or to contain a deleterious substance. If it is determined that the sampling procedures were improper, a new sample will be obtained if the lot can be positively identified as the lot which was previously inspected and the entire lot is available and accessible for sampling and inspection.
- i. An appeal inspection certificate supersedes the original inspection certificate. The superseded certificate will be considered null and void as of the date of the appeal inspection certificate. The original inspection certificate for the inspection being appealed must be promptly surrendered.
- j. An appeal inspection certificate shall be issued before the close of business on the business day following the date the appeal inspection is completed.
  - (1) Each appeal inspection certificate shall clearly show the word "Appeal" and the following statement: "This certificate supersedes Certificate No. , dated ."
  - (2) When the results for more than one kind of service are reported on the original certificate and not all the services are appealed, use the following statement: "(Type of service) results based on appeal inspection; all other results are those of the original inspection service."
  - (3) When the results of an appeal inspection are based on a file sample, the certificate shall show the following statement: "Quality results based on file sample."
  - (4) If the superseded original certificate is in the custody of FGIS, the superseded certificate shall be marked "VOID." If the superseded certificate is not in the custody of FGIS at the time the appeal certificate is issued, the following statement shall be shown on the appeal certificate:

"The superseded certificate identified herein has not been surrendered."
- k. A request for an appeal inspection shall be dismissed when:
  - (1) The scope is different from the scope of the original inspection;
  - (2) The condition of the hop has undergone a material change;
  - (3) The request specifies a file sample and a representative file sample is not available;
  - (4) The applicant requests that a new sample be obtained and a new sample cannot be obtained; or
  - (5) The reasons for the appeal inspection are frivolous.

- l. Official personnel shall notify the applicant of the proposed dismissal of service. The applicant shall then be afforded reasonable time to take corrective action or to demonstrate there is no basis for the dismissal. If the corrective action has not been adequate, the applicant shall be notified of the decision to dismiss the request for service and the results of service shall not be released.
- m. An applicant may withdraw a request for appeal inspection any time before official personnel release results, either verbally or in writing.

**NOTE: Applicants who withdraw a request for service may be billed for all expenses incurred prior to withdrawal.**

## **1.5 NEW ORIGINAL INSPECTIONS**

- a. When circumstances prevent an appeal inspection, an applicant may request a new original inspection on any previously inspected lot. However, a new original inspection may not be performed on an identifiable hop lot which, as a result of a previous inspection, was found to be contaminated with filth or to contain a deleterious substance.
- b. A certificate issued as a result of a new original inspection is, in fact, an original inspection certificate. It shall be based on a new sample and shall not be restricted to the scope of any previous inspection. Subsequently, the applicant for a new original inspection may request any or all of the inspection services provided for by the regulations.
- c. A new original inspection certificate shall not supersede any previously issued certificate. However, when possible, the outstanding original inspection certificate should be surrendered.

## **1.8 ORIGIN INSPECTIONS**

- a. Applicants may request origin inspection certificates that show that their hop are a product of the soil and industry of the United States.
- b. When an origin inspection is requested, official personnel shall:
  - (1) Request all relevant records from the applicant which may indicate the origin of the hop.
  - (2) Obtain a representative sample.
  - (3) Analyze the sample to verify that the hop compare favorably with types of hop known to be grown in the United States. The size, shape, color, odor, and other characteristics should be considered in making this determination.

- (4) If, after reviewing the relevant records and analyzing the hop, there is no indication that the hop are not a product of the soil and industry of the United States, show the following statement on the certificate: "The (hop) described herein and relevant records indicating the origin of these (hop) have been examined and found to be a product of the soil and industry of the United States."
- (5) When records are not available or if the records are not sufficient to substantiate that the hop are a product of the soil and industry of the United States, but the representative sample appears to be of a type common to the United States, the following statement may be shown on the certificate: "Applicant states that these (hop) are a product of the soil and industry of the United States."

### **Reference Publications**

The following publications are referenced in this handbook. Copies may be obtained, upon request, from the Federal Grain Inspection Service.

1. Agricultural Marketing Act of 1946, as amended, and the regulations thereunder.
2. FGIS Equipment Handbook.
3. FGIS Directive 9170.3, "Forwarding Samples to the Technical Services Division."
4. FGIS Directive 9170.13, "Uniform File Sample Retention System."

# Form FGIS-955, "Application for Inspection under the AMA"

Part 68.8 of the Agricultural Marketing Act of 1946, as amended, requires that an application for inspection must be made prior to performance of service.

FORM APPROVED: OMB 0580-0013

U.S. DEPARTMENT OF AGRICULTURE FEDERAL GRAIN INSPECTION SERVICE  <b>APPLICATION FOR INSPECTION                  UNDER THE AGRICULTURAL MARKETING ACT OF 1946</b>		Public reporting burden for this collection of information is estimated to average .17 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding this burden estimate or any other aspects of this collection of information including suggestions for reducing the burden to USDA, OIRM, Clearance Officer, Room 404-W, Washington, DC 20250. When replying refer to the OMB Number and form number in your letter.	
Pursuant to Section 203(h) of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1622) and the regulations and standards thereunder (7 CFR Parts 57, and 68), we hereby apply for an inspection of the commodity described below.			
<b>1. TYPE OF INSPECTION</b> a. (Check one) <input type="checkbox"/> ORIGINAL LOT <input type="checkbox"/> APPEAL <input type="checkbox"/> NEW INSPECTION <input type="checkbox"/> RETEST b. (Check one) <input type="checkbox"/> MULTIPLE LOT <input type="checkbox"/> SUBMITTED SAMPLE			
<b>2. SERVICE REQUESTED</b> <input type="checkbox"/> INSPECT FOR GRADE AND FACTOR <input type="checkbox"/> INSPECT FOR FACTORS ONLY <input type="checkbox"/> INSPECT FOR CONDITION <input type="checkbox"/> CHECK-COUNT <input type="checkbox"/> CHECK-WEIGHT <input type="checkbox"/> CHECK-LOAD <input type="checkbox"/> OTHER (list under remarks)			
<b>3. COMMODITY (Kind)</b>		<b>4. LOCATION OF COMMODITY</b>	
<b>5. CONTRACT NO. (If any)</b>		<b>6. CARRIER OR OTHER IDENTIFICATION</b>	
<b>7. GRADE AND KIND (Factor or specifications)</b>			
<b>8. QUANTITY (Specify in bushels, pounds, etc.)</b>		<b>9. NUMBER AND KIND OF CONTAINERS</b>	
<b>10. CONTAINER MARKINGS</b>			
<b>11. NAME AND ADDRESS (Include ZIP Code) OF APPLICANT (Firm name)</b>		<b>12. IF APPLICATION IS BY AGENT, NAME AND ADDRESS (Including ZIP Code) OF AGENT (Firm Name)</b>	
<b>13. NAME AND ADDRESS (Include ZIP Code) OF CONSIGNEE</b>			
<b>14. IF APPLICATION IS FOR A RETEST OR APPEAL INSPECTION, NAME(S) AND ADDRESS(ES) OF OTHER INTERESTED PARTIES, IF ANY (If none, so state).</b>			
<b>15. REMARKS</b>			
In submitting this application, I expressly agree that the fees and charges for the inspection shall be assessable to and payable by me and hereby certify that I am a financially interested party or an authorized agent thereof. 18 U.S.C. 1001 provides for a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both, for false or fraudulent statements made to an agency of the United States. I declare that the foregoing statements are true to the best of my knowledge, information, and belief.			
<b>16. DATE</b>	<b>17. NAME OF FIRM</b>	<b>18. SIGNATURE OF PERSON MAKING APPLICATION</b>	
<b>19. FOR USE BY FGIS</b>			
APPLICATION RECEIVED BY	DATE	TIME	OFFICE
CERTIFICATE NO. OR NOS.			
AMOUNT OF DEPOSIT (If any)	FEES AND CHARGES		AMOUNT RETURNED TO APPLICANT (If any)

FORM FGIS-955

**INSTRUCTIONS FOR COMPLETING FORM FGIS-955**  
**“APPLICATION FOR INSPECTION UNDER THE AGRICULTURAL MARKETING ACT”**

**NOTE: The numbers coincide with the numbered blocks on the form.**

- (1) Check a box on both line a and line b to indicate the type of inspection being requested.
- (2) Check the box(s) that indicates the type(s) of service(s) being requested.
- (3) Show “HOP.”
- (4) Show the location of the hop.
- (5) Show the contract number only if it is to be shown on the inspection certificate.
- (6) Show the complete name and number of the carrier or other lot identifier; e.g., grower number.

For submitted samples, show any unique word(s) or alphanumeric identifier.

- (7) Show the contract specifications or requirements.
- (8) Show the net and gross weight in pounds, kilograms, or hundredweights. Also show net weight if required for billing purposes.
- (9) Show the number and kind of containers/bales.
- (10) Show the container markings. If there are no markings, show “None.”  
For bulk hop, show “Bulk.”
- (11) Show the name and address of the applicant; i.e., the party that will be billed for the service.
- (12) If applicable, show the name and address of the agent or person submitting the application.

# CHAPTER 2

# SAMPLING

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## **2.1 REPRESENTATIVE SAMPLE**

Obtaining a representative sample from a lot of hop is an important and essential part of hop inspection. If the sample is not representative, the inspector's final determination will not reflect the true quality of the lot. In order for a sample to be considered representative, it must be:

- a. Obtained by official personnel in accordance with official procedures;
- b. Obtained using FGIS approved equipment - the core sampler is the only equipment approved by FGIS for sampling hop;
- c. Of the prescribed size; and
- d. Handled securely and protected from manipulation, substitution, and careless handling.

## **2.2 DETAILED WORK RECORDS**

- a. The accurate recording of the lot's identity and its condition at the time of sampling is essential to the correct certification of the lot's quality. If the condition is not reported on the sample ticket, the lot could be inadvertently misgraded. This is why samplers must record all unusual conditions and other pertinent information on the sample ticket.
- b. Sample tickets shall contain the following information:
  - (1) The sampler's signature or initials.
  - (2) The date the sample is obtained.
  - (3) The location of the lot of hop at the time of sampling. If the city or state in which the sampling took place is not obvious, this shall be shown.
  - (4) Full identification of the lot. This shall include the grower number and lot number.
  - (5) The number of bales in the lot.
  - (6) Any other pertinent information that may affect the inspection or certification of the lot.

## **2.3 LOT ACCESSIBILITY**

The entire lot should be completely and safely accessible. If a lot is not completely accessible for sampling, dismiss the request for service or, at the applicant's request, sample that portion of the lot that is accessible and issue a "partial inspection" certificate.

## 2.4 LOT IDENTIFICATION

Each lot of hop tendered for lot inspection must be identified by the grower's lot number or other lot number or symbol stenciled on each bale.

- a. Adequate identification for inspection purposes consists of not less than three alphanumeric characters (symbols, digits, or letters or any combination thereof).
- b. Identifying marks should be stamped, in ink, in a conspicuous place on the bale, and should be in characters approximately 2 inches high. Chalked numbers or symbols are not considered adequate identification. When consecutive numbering of the bales in a lot are a part of the identification, these numbers must be in ink.
- c. There must be no duplication of identifying marks on two or more lots tendered for inspection. A lot may consist of any number of bales of the same or similar type and quality which are properly identified and tendered as a unit for sampling, inspection, and certification.
- d. Care should be taken to ensure that the proper identification information is recorded. Official personnel must obtain identification information personally. Do not transcribe the information from the application or other documents supplied by the applicant or others.

## 2.5 SAMPLE HANDLING AND SECURITY

- a. A representative sample shall never be out of the control or observation of the sampler. Special care shall always be taken to protect samples from manipulation, substitution, and improper handling. There are many ways in which a sample may lose its representativeness. For example, a sample shall no longer be considered representative if it is:
  - (1) Spilled, no matter how little is lost or how much could be recovered.
  - (2) Stored in an improper manner or in an area not under the control of official inspection personnel. When samples are not analyzed on the same day they are obtained, store them in a cool, dry place to prevent any change in condition.
  - (3) Transported by means which do not ensure the integrity of the sample.
- b. Official samples may be shipped via U.S. mail or commercial parcel service, provided that the samples are delivered directly to official personnel and all other necessary security precautions are taken. Such precautions may include enclosing the sample bag in a mail bag secured by a metal seal, if warranted.



## 2.6 SAMPLING PROCEDURES

Obtain core samples from an appropriate number of randomly selected bales in the lot.

- a. Determine the number of bales in the lot.
- b. Determine the minimum number of bales from which core samples need to be drawn.
  - (1) If the lot contains less than 6 bales, select all the bales in the lot and draw one core sample from each bale. If the lot is of such size (e.g., one or two bales) that one core sample from each selected bale will not yield enough sample to perform all requested analyses, then two or more core samples may be drawn from each bale.
  - (2) If the lot contains from 6 to 60 bales, select at least 6 bales in the lot and draw one core sample from each selected bale.
  - (3) If the lot contains more than 60 bales, select at least 10 percent of the bales in the lot; e.g., if the lot size is 250 bales, select no less than 25 bales in the lot and draw one core sample from each selected bale.
- c. Take the sample from the side of each selected bale as follows:
  - (1) When a point is selected for sampling, cut and spread the hop cloth to permit the core sampler to enter the hops.
  - (2) Thrust the sampler into the hops with a slight rotary motion.
  - (3) When the sampler is withdrawn from the hops, carefully empty the sample into an approved container.
  - (4) Mark the identity of the lot from which the sample was drawn on the sample container.
  - (5) Close the bale opening by sewing or by another appropriate method.
- d. During or immediately after sampling a lot, stencil on the "head" of all bales in the lot: "Federal-State Inspection."

**NOTE: Keep all core samples separate. In some cases, the core samples delivered to the laboratory at the close of the day represent only part of the lot. Store these part-lot samples so that they remain representative of the entire lot.**

# CHAPTER 3 INSPECTION

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### 3.1 WORK RECORD

Record the results of all tests and findings clearly and accurately on a laboratory ticket or similar form to the nearest tenth percent. This will be used as the source of the information reported on the inspection certificate

### 3.2 REPRESENTATIVE PORTION

A part of the representative sample separated from the original sample by means of an FGIS approved device

### 3.3 FILE SAMPLE

- a. A file sample is a representative portion of a lot or sample. File samples may be used in conjunction with the work sample, when needed. They may also be used for monitoring and appeal inspection purposes.
- b. Retain file samples in appropriate containers for a minimum of fifteen calendar days. After maintaining for the required period, dispose of the file samples in accordance with established procedures.

### 3.4 BASIS OF DETERMINATION

Determine all factors on the basis of the sample as a whole.

### 3.5 COMPOSITING AND SUBDIVIDING SAMPLES

- a. Review the information on the sample ticket to determine if the number of core samples taken corresponds to the number of core samples required.

**NOTE: Do not perform compositing, subdividing, or analytical work until all sampling of the lot has been completed.**

- b. Composite and subdivide the core samples into representative portions for analysis and a file sample as follows:
  - (1) Carefully remove each sample from its container.
  - (2) Loosen each individual core sample, and pour it onto a divider pan.
  - (3) Examine each sample on the divider pan for any unusual conditions that might affect the analysis. Record any unusual conditions, such as the presence of heavy vine or other objectionable material. Stems over 1 inch long should be cut or broken into smaller pieces (approximately ½-inch) and mixed through the sample.

- (4) Spread the individual core samples evenly in the divider pan and then drop them through the divider in a swaying fashion so it passes freely and uniformly. This permits an even flow of hop to fall through the divider opening so that the sample is divided evenly.
- (5) Examine and divide all the samples in the lot in the aforementioned manner. Discard all remaining sample material.
- (6) Sub-divide the sample further to obtain:
  - (a) Approximately 90 grams for leaf and stem analysis,
  - (b) Approximately 45 grams for seed analysis, and
  - (c) Approximately 200 grams for a file sample.
- (7) Identify the file sample and store it in a clean, dry place for a minimum of 15 days. Identify the portions to be used for the leaf and stem determination and the seed determination with tags showing the lot identity.

### 3.6 LEAF AND STEM ANALYSIS

- a. Weigh the representative portion using an FGIS approved scale. Record the weight on the work record.

- (1) Place 20 to 30 grams of the representative portion on top of a 1/8-inch wire-mesh sieve with a bottom pan.

**NOTE: The sieve may be sprayed with silicone-type polish to prevent the buildup of lupulin or other resinous material.**

- (2) Sieve the portion (either by hand or by a mechanical sampler) until the material is sufficiently separated by particle size, but do not over-sieve. Excessive sieving can degrade the integrity of the portion and bias the final results. Set aside the material remaining on top of the 1/8-inch wire-mesh sieve for handpicking. This material will consist chiefly of whole hop cones and large leaf particles.
- (3) Discard all of the material remaining in the bottom pan.
- (4) Repeat the sieving procedure for the remainder of the representative portion.

**NOTE: Occasionally wash the sieve in alcohol or a suitable solvent to free it from accumulation of resinous material.**

- b. Handpick the material remaining on top of the 1/8-inch wire-mesh sieve.
  - (1) All hop stems not exceeding 1 inch in length, which bear or have borne the individual cones, and all seeds, strigs, and lupulin shall be considered as hops.
  - (2) All leaf stems (regardless of length), all hop stems in excess of 1 inch in length, all leaf material, and all vine material shall be considered as leaf and stem material.
- c. Weigh the “handpicked” separation to the nearest hundredth of a gram using an FGIS approved precision class scale.
  - (1) Compute the percent of leaf and stem on the basis of weight of the original portion.
  - (2) Record the results to the nearest tenth of a percent on the work record.
  - (3) State the results on the official certificate in terms of whole percent, with a fraction of a percent disregarded.

For example:

0.00 to 0.99 percent is recorded as 0 percent;

1.00 to 1.99 percent is recorded as 1.0 percent;

2.00 to 2.99 percent is recorded as 2.0 percent, etc.

### **3.7 SEED ANALYSIS**

- a. Weigh the representative portion using an FGIS approved scale. Record the weight on the work record.
- b. Drive off the sticky resinous material by packing the portion loosely into a metal container with a cover and place in an air oven at approximately 118 degrees Centigrade for approximately 2 hours.
- c. Free the seeds from the hops by folding the dried sample in a coarse, mesh, cotton cloth and rub vigorously, or thresh mechanically.
  - (1) Separate the finely broken, dried hop material from the hop seeds by using a small clipper mill or a 4 x 20 wire-mesh sieve.
  - (2) Separate the strigs remaining with the seeds by the use of an inclined handtray lined with sandpaper, or by other satisfactory devices which hold the strigs and other material and permit the seeds to roll off.

- d. Weigh the seeds to the nearest hundredth of a gram using an FGIS approved precision class scale.
  - (1) Compute the percent of seed on the basis of weight of the original portion.
  - (2) Record the results to the nearest tenth of a percent on the work record.
  - (3) State the results on the official certificate in terms of whole percent with a fraction of a percent disregarded. See example in 3.6 “Leaf and Stem Analysis”, section c.(3).

### **3.8 MONITORING HOP INSPECTIONS**

- a. FGIS field office managers (FOMs) and Federal/State managers (F/SMs) shall be responsible for monitoring the performance of all hop inspections performed within their assigned circuit.
- b. As directed by the FOM or F/SM, hop inspections may be monitored either by onsite sample reviews and/or by sample exchanges. To facilitate sample exchanges:
  - (1) Official personnel at hop inspection service points shall, at the request of the FGIS field office or Federal-State office, randomly select hop file samples.
  - (2) File samples selected for monitoring, along with their completed work records, shall be promptly mailed to the responsible FGIS field office or Federal-State office.
  - (3) Upon receipt, FGIS field office or Federal-State personnel shall inspect each monitoring sample using the prescribed portion sizes, but without previous knowledge of the original inspection results. The monitoring inspection results for each factor determination shall be compared with the original inspection result and significant differences noted.
- c. When a monitoring inspection factor result differs significantly from an original inspection fact or result, issue a notice of correction (form FGIS-301, “Description of Performance” or form FGIS-153, “Corrective Action Report”) and direct appropriate follow-up action.

# CHAPTER 4

# CERTIFICATION

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## **4.1 GENERAL**

- a. Official certificates issued and not superseded under the Act and the regulations, are receivable by all offices and all courts of the United States as prima facie evidence of the truth of the statements stated thereon.
- b. A certificate shall be issued for each lot or submitted sample inspection.
- c. The information shown on the certificate shall be taken from the work record and the application for service.
- d. Cooperators may use FGIS forms and certificates, or their own forms and certificates. All forms and certificates must be approved by FGIS prior to use.

## **4.2 LOT INSPECTION CERTIFICATE**

- a. A lot inspection certificate shall be issued to show the results of an inspection of a lot of hop based on a sample drawn by official personnel.
- b. A lot inspection certificate shall not be issued as representing an identified lot unless the entire lot is accessible for examination and a representative sample can be obtained.
- c. There may be circumstances when the entire lot is not accessible for sampling. In such instances, official personnel may issue an inspection certificate for the quantity of hop that is accessible, provided that:
  - (1) The words "PARTIAL INSPECTION" are shown in a conspicuous location on the heading of the certificate, and
  - (2) The number of bales in the lot that were accessible for sampling and the total number of bales in the lot are shown in the space provided for "Quantity." For example: "500 bales, part of an undivided lot of 1,250 bales."

## **4.3 SUBMITTED SAMPLE CERTIFICATE INSPECTION**

- a. A submitted sample inspection certificate shall be issued to show the results of an inspection of hop based on a sample submitted by an applicant.
- b. Each submitted sample inspection certificate shall clearly state that the results of the inspection apply only to the sample described by the certificate and not to the bale or lot from which the sample may have been taken.
- c. A submitted sample may be identified by the applicant by sample number, producer's name, letters of the alphabet, warehouse name, or any other identification other than bale or lot identifiers. If a submitted sample is not adequately identified, the inspector may assign a number to the sample or request the applicant to assign a number or other identifier to the sample.



**NOTE: No submitted sample inspection certificate will be issued that shows, directly or indirectly, the grower's lot number, the number of bales, carrier identification, or the origin of the hop.**

#### **4.4 DIVIDED-LOT CERTIFICATE**

- a. Divided-lot certificates are multiple certificates issued for specified hop quantities which comprise a lot for which an original lot inspection certificate has been issued, surrendered, and voided.
- b. When hop is offered for inspection and is certificated as a single lot, the applicant may exchange the lot inspection certificate for two or more divided-lot certificates.
- c. Requests for divided-lot certificates shall be made, in writing, to the office that issued the outstanding certificate by the applicant who made the initial request.

**NOTE: Because of unique hop marketing characteristics, the requirement that divided-lot certificates must be issued "within 5 business days of the outstanding certificate date" has been waived for hop. Divided-lot certificates may be issued for hop throughout the marketing year.**

- d. Requests for divided-lot certificates must show:
  - (1) Hop quantity to be shown on each divided-lot certificate.
  - (2) Name and address of each consignee, if any.
  - (3) Load order number, purchase authorization number, reference number, contract number, letter of credit identification, or similar identification required for each individual consignee.
- e. Prior to issuing a divided-lot certificate, the original inspection certificate must be in the custody of the cooperator or FGIS field office and be marked "VOID-SURRENDERED FOR DIVIDED-LOT CERTIFICATES."
- f. If official personnel determine that the condition of the affected hop has changed since the original inspection, the request for divided-lot certificates shall be dismissed.
- g. Show the same information and statements, including approved statements, that were shown on the superseded certificate on each divided-lot certificate. Additionally, show on each divided-lot certificate the following:
  - (1) On the original and all copies, in the space provided for "RESULTS OF INSPECTION," show the completed statement "This hop lot is part of an undivided lot of (show number of bales)."
  - (2) On the original, the term "Divided-Lot Original" and, on the copies, the term "Divided-Lot Copy."

- (3) The same serial number as shown on the superseded certificate with a consecutively numbered suffix (for example, 1764-1, 1764-2, 1764-3, etc.). Inspection certificates have preprinted serial numbers. The preprinted number must be "X'd" out and replaced with the superseded certificate number and the serially numbered suffix.
- (4) The hop quantity requested on the application, provided that no divided-lot certificate will be issued which shows, individually or collectively, a hop quantity in excess of the quantity shown on the superseded original certificate.

**NOTE: Record the number of bales and certificate number of each divided-lot certificate issued on the back of the canceled original lot inspection certificate. Retain the original lot inspection certificate in the inspection office.**

- (5) At the request of the applicant, a separate consignee, load order number, purchase authorization number, reference number, contract number, letter of credit identification, or similar identification may be shown on each divided-lot certificate. Provided that the information is furnished by the applicant, in writing, and that the identification shown on the superseded certificate corresponds to that shown on the original certificate.
- h. After divided-lot certificates have been issued, further dividing or combining is prohibited except with the approval of the Administrator. These limitations do not apply when a corrected certificate must be issued.

#### **4.5 CORRECTED CERTIFICATE**

- a. The accuracy of the statements and information shown on official certificates must be verified by the individual whose name or signature, or both, is shown on the official certificate or by the authorized agent who affixed the name or signature, or both. Errors found during this process will be corrected according to this section. The term "errors" includes errors of commission or omission and is not limited to errors of commission or omission attributed to official personnel. Such errors may be attributed to the applicant for inspection.
- b. Only official personnel or their authorized agents may make corrections, erasures, additions, or other changes to official certificates.
- c. No corrections, erasures, additions, or other changes may be made which involve identification, quality, or quantity.

- d. If errors are found prior to issuance, the errors may be corrected by either:
- (1) Issuing a new certificate. The incorrect certificate shall be marked “VOID”, or
  - (2) Making corrections subject to the following requirements:
    - (a) The corrections shall be neat and legible.
    - (b) The corrections shall be initialed by the individual who corrects the certificate.
    - (c) The corrections and initials are shown on the original and all copies.
- e. If errors are found on an official certificate at any time up to a maximum of 1 year after issuance, the errors shall be corrected by obtaining the incorrect certificate and replacing it with a corrected certificate. When the incorrect certificate cannot be obtained, a corrected certificate may be issued superseding the incorrect one.
- (1) Written or verbal notice of error shall be issued to the applicant and respondents.
  - (2) The original of the incorrect certificate shall, if possible, be obtained and clearly marked “VOID.”
  - (3) The original and the copies of the corrected certificate shall be issued to the same applicant and respondents who received the certificate found incorrect.
  - (4) The corrected certificate shall show the identical information and statements as shown on the incorrect certificate except:
    - (a) The correct statement or information shall be shown instead of the incorrect or omitted statement or information.
    - (b) The corrected certificate shall show the term “Corrected Original” and the copies shall show the term “Corrected Copy.”
    - (c) The original and the copies shall show, in the space provided for “RESULTS OF INSPECTION” the following completed statement:

“This certificate is corrected as to (show reason for correction) and supersedes Certificate No. (show superseded certificate number), dated (show date of superseded certificate).”
    - (d) If the incorrect certificate cannot be obtained, the statement “The superseded certificate identified herein has not been surrendered,” shall be clearly shown in the space provided for “RESULTS OF INSPECTION.” Official personnel shall exercise other such precautions as may be necessary to prevent the fraudulent and unauthorized use of the superseded certificate.
    - (e) A new serial number shall be shown.

- (5) No corrected certificate shall be issued:
  - (a) For a certificate which has been superseded;
  - (b) For a lot when the applicant has reduced the lot quantity by more than 2 percent; or
  - (c) In any manner other than as prescribed in this section without approval of FGIS (Policies, Procedures, and Market Analysis Branch, Field Management Division).
- (6) The provisions of this section shall be applicable to all levels of certificates.

#### **4.6 DUPLICATE CERTIFICATE**

- a. Upon request, a duplicate certificate may be issued for a lost or destroyed official certificate.
- b. Requests for duplicate certificates shall be filed:
  - (1) In writing and in English;
  - (2) By the applicant who requested the service covered by the lost or destroyed certificate;
  - (3) With the office that issued the initial certificate; and
  - (4) With a statement by the applicant that the original certificate has been lost or destroyed; if lost, that diligent effort has been made to find it without success.
- c. The same information and statements, including permissive statements, that were shown on the lost or destroyed certificate shall be shown on the duplicate certificate.

Duplicate certificates shall show:

- (1) The term "Duplicate Original" and the copies shall show "Duplicate Copy."
  - (2) The original and the copies will show, in the space provided for "RESULTS OF INSPECTION," the following completed statement: "This duplicate certificate is issued in lieu of a (show lost or destroyed, as applicable) certificate."
  - (3) The serial number shall be "X'd" out and the lost or destroyed certificate serial number typed on the certificate.
- d. Issue duplicate certificates as promptly as possible.
  - e. The provisions of this section shall be applicable to all levels of certificates.

## 4.7 CERTIFICATE INFORMATION

- a. Each certificate shall show the date the inspection was performed, the location where the inspection was performed, the quantity of hop in the lot or sample, the factor results or results of other services, and other remarks applicable to the service performed.
- (1) In the space identified as “DATE OF ISSUANCE” or “DATE,” show the day on which the inspection is completed, as shown in the detailed work records.
  - (2) In the space identified as “LOCATION OF COMMODITY” or “CITY AND STATE,” show the city and state where the inspection is performed. The place of inspection (e.g., warehouse location) may also be shown.

**NOTE: The place of inspection and the city and state where the inspection was performed must be shown on all inspection work records.**

- (3) In the space identified as “QUANTITY AND CONTAINER” or “QUANTITY OF SAMPLE,” show:
  - (a) On lot inspection certificates, the quantity of hop in the lot as determined by official personnel. The quantity may be stated in terms of carload, truckload, or trailer load; or in pounds; or by container.

**NOTE: The statement of quantity serves as a part of the lot identity and is not to be construed as a certificate of weight or quantity, except when the applicant requests that a lot of packaged hop be checkloaded, checkweighed, or checkcounted and the certificate so states.**

- (b) On submitted sample inspection certificates, the quantity of sample submitted for inspection. That is, the approximate sample quantity shown in terms of weight or volume. No submitted sample inspection certificate shall be issued which shows, directly or indirectly, the quantity of hop in a lot from which the sample may have been taken.
- (4) In the space provided for “RESULTS OF INSPECTION,” show the results of all factor analyses performed. The results of the analysis for leaf and stem and seeds shall be shown according to chapter 3 of this handbook.
- (5) In the space provided for “REMARKS,” show required statements and other information which will facilitate hop marketing. No statement may be shown which is known to be false or misleading. This may include information such as warehouse receipt numbers, loan numbers, loading order numbers, seal numbers, and special (FGIS approved) statements.

**NOTE: Refer requests for special statements which are substantially different from previously approved statements to the appropriate FGIS field office or Federal/State office.**

- (a) The wording of these statements may be modified provided the meaning is not altered and the statements are approved by the FOM.
- (b) Upon request, a statement of origin may be shown on a certificate.
  - 1 When an origin statement is requested, the applicant must make accessible for examination relevant records which indicate the origin of the hop.
  - 2 When the records indicate that the hop is a product of the soil and industry of the United States, show the following statement on the certificate: "The hop described herein and relevant records indicating the origin of the hop have been examined, and the hop is found to be a product of the soil and industry of the United States."
  - 3 When records are not available or are not convincing, the following statement may be shown: "Applicant states that this hop is a product of the soil and industry of the United States."
- (6) Use the reverse of certificates to show other pertinent information and special statements. If used, show the statement "(see reverse)" or "(continued on reverse)" conspicuously on the front of the certificate. On the reverse of the certificate, show "(Continuation of (show applicable space continued from))."

#### **4.8 AUTHORIZATION TO AFFIX NAMES**

- a. Official personnel's name or signature, or both, may be affixed to official certificates which are prepared from work records signed or initialed by the person whose name will be shown. The agent affixing the name or signature, or both, must:
  - (1) Be employed by a cooperator or FGIS;
  - (2) Have been designated to affix names or signatures, or both; and
  - (3) Hold a power of attorney from the person whose name or signature will be affixed. The power of attorney will be on file with the employing cooperator or FGIS, as appropriate.
- b. When a name or signature is affixed by an authorized agent, the word "By" and the initials of the given name and surname of the authorized agent will appear directly below or following the name or signature of the person.

EXAMPLE: "Walter Jacobs \_\_\_\_\_ by nc."

## **4.9 VOIDED CERTIFICATE**

Each official certificate which is rendered useless through clerical error or by being superseded by another certificate shall be conspicuously marked "VOID." If a certificate is rendered useless through clerical error, the original of the certificate shall be retained by the office. If a certificate is superseded, the original of the superseded certificate shall be filed, if surrendered, with the copy of the superseded certificate.

## **4.10 CERTIFICATE DISTRIBUTION**

- a. The original and one copy of each certificate shall be distributed to the applicant or the applicant's order. In addition, one copy of each certificate shall be filed with the office providing the inspection; and, if the inspection is performed by a cooperator, one copy shall be forwarded to the appropriate field office. If requested by the applicant prior to issuance of the certificate, additional copies not to exceed a total of three copies shall be furnished at no extra charge.
- b. In addition to the aforementioned distribution requirements, one copy of each appeal certificate shall be distributed to each interested person of record or the interested person's agent and to the cooperator or FGIS field office that issued the superseded certificate.
- c. When more copies of a certificate are requested than can be furnished from one numbered set, copies may be made by using a copying machine or using the copies of another set by voiding the original and writing across it the reason for voiding; for example: "Extra copies requested by applicant for Certificate No. L-2222." An additional fee for extra copies shall be charged according to the applicable fee schedule.

**COMMODITY INSPECTION CERTIFICATE FGIS-993**

**COMMODITY INSPECTION CERTIFICATE FGIS-993**

U.S. DEPARTMENT OF AGRICULTURE  
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL  
NOT NEGOTIABLE



A-

**COMMODITY INSPECTION CERTIFICATE  
(1)**

DATE OF SERVICE (2)	ISSUED AT (3)	LEVEL OF INSPECTION (4)
APPLICANT (5)		LOCATION OF COMMODITY (6)
IDENTIFICATION (7)		QUANTITY AND CONTAINER (8)

(9)

<i>I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.</i>	INSPECTOR (10)
--	-------------------

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.) and the regulations thereunder (7 CFR 868.1 et seq.) and 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 the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

**WARNING** Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS-993



**INSTRUCTIONS FOR COMPLETING FORM FGIS-993  
“COMMODITY INSPECTION CERTIFICATE” (LOT INSPECTION CERTIFICATE)**

- (1) Enter the words, “HOP LOT INSPECTION.”
- (2) Enter the inspection date.
- (3) Enter the name of the city and state of the field office or cooperator’s office issuing the certificate; e.g., Spokane, Washington.
- (4) Enter the type of inspection performed; i.e., original, retest, appeal, or Board appeal.
- (5) Enter the applicant’s name, city, and state.
- (6) Enter the location (place name, city, and state) of the commodity. If this information is the same as that shown in block 5, the term “Same” may be entered.
- (7) Enter the lot’s identification.
- (8) Enter the quantity of hops in the lot.
- (9) Enter the results of all factor determinations; e.g., percent of leaf and stem and percent of seeds. When necessary, enter the term “REMARKS” followed by any required or approved statements. Enter the words “END OF RESULTS” on the left hand side of the certificate directly under the last line of remarks.
- (10) Enter the name or signature, or both, of the person who issued the certificate and, if affixed by an authorized agent, the word “By” and the agent’s initials.

COMMODITY SUBMITTED SAMPLE INSPECTION CERTIFICATE FGIS-994

COMMODITY CERTIFICATE  
SUBMITTED SAMPLE INSPECTION FGIS-994



U.S. DEPARTMENT OF AGRICULTURE  
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL  
NOT NEGOTIABLE

COMMODITY CERTIFICATE  
SUBMITTED SAMPLE INSPECTION

A-

DATE OF SERVICE (1)	ISSUED AT (2)	LEVEL OF INSPECTION (3)
COMMODITY (4)	QUANTITY OF SAMPLE (5)	
IDENTIFICATION OF SAMPLE (6)	SAMPLE SUBMITTED BY (7)	

(8)

NOT OFFICIALLY SAMPLED

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.	INSPECTOR (9)
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This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.) and the regulations thereunder (7 CFR 868.1 et seq.) and 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 the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

**WARNING** Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS-994

**INSTRUCTIONS FOR COMPLETING FORM FGIS-994  
“COMMODITY CERTIFICATE”  
(SUBMITTED SAMPLE INSPECTION CERTIFICATE)**

- (1) Enter the inspection date.
- (2) Enter the name of the city and state of the field office or cooperator’s office issuing the certificate; e.g., Yakima, Washington.
- (3) Enter the type of inspection performed; i.e., original or appeal.
- (4) Enter the term “Hop.”
- (5) Enter the approximate quantity of sample submitted; e.g., 5 pound or 5,000 grams.
- (6) Enter the submitted sample’s identification.
- (7) Enter the applicant’s name, city, and state.
- (8) Enter the results of all factor determinations; e.g., percent of leaf and stem and percent of seeds.

When necessary, enter the term “REMARKS” followed by any required or approved statements.

Enter the words “END OF RESULTS” on the left hand side of the certificate directly under the last line of remarks.

- (9) Enter the name or signature, or both, of the person who issued the certificate and, if affixed by an authorized agent, the word “By” and the agent’s initials.

# CHAPTER 5

## REVISION HISTORY

### Contents

Change No: 3	December 10, 2007 .....	2
Change No: 2	October 1, 2002 .....	2
Change No: 1	August 1, 1998 .....	2

**Change No: 3      December 10, 2007**

CHAPTER 3 of the Hop Inspection Handbook has been revised to show how the percentage of leaf and stem, and seed determination are recorded on the work record.

**Change No: 2      October 1, 2002**

Chapter 3 was revised to better clarify the rounding procedures for computing, recording and certificating the percentage of leaf and stem, and seed, determinations in Hops.

**Change No: 1      August 1, 1998**

The Hop Inspection Handbook was revised to update and simplify the sampling, inspection, and certification procedures. Specifically, the sampling selection method was changed to a flat 10 percent rate, the requirement that moderately large lots be subdivided was eliminated, the analytical portion sizes used for determining the percent of leaf and stem and seed were standardized, the procedures for using the Carter Dockage Tester were eliminated, and the determination for leaf and stem was simplified.