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Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

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REQUESTING DEPLOYMENT OF THE FRESH ELECTRONIC INSPECTION REPORTING/RESOURCE SYSTEM (FEIRS) PROGRAM AND RELATED EQUIPMENT

FEIRS is utilized to inspect and certify Specialty Crops Inspection (SCI) Division and Federal-State Terminal Market Inspection (TMI) fresh fruit and vegetable commodities. FEIRS also is used to bill for these services completed by SCI Agricultural Commodity Graders (ACGs) and for administrative use for reviews and retrievals of certificates completed by both SCI and Federal-State ACGs. FEIRS can be deployed to a ruggedized laptop or tablet for ACG field use or to a non-ruggedized laptop or tablet for administrative office use. The information below describes the process in requesting deployment of FEIRS.

Deployment to a Ruggedized Laptop/Tablet for ACG Field Use for Inspections

Minimum ACG Requirements

Successful ACG use of FEIRS is dependent on a strong grasp of the fundamentals of TMI grading principles and procedures. FEIRS is not intended to correct deficiencies in fundamentals. Deficient or unacceptable performance in grading fundamentals must be corrected before FEIRS deployment is requested. If following requirements are not met or maintained deployment may be denied or rescinded.

A.   ACG Performance Level

     1.   SCI
          a.   Based on the most recent Performance Evaluation, Supervisory Review and ACG Probationary Performance/Conduct Evaluation Forms performance is at least fully successful.
          b.   Proficient in these critical areas of inspection and grading performance: notesheet/certificate thoroughness, grade statement accuracy and mathematical calculation accuracy.

     2.   Federal-State Market Licensee
          a.   Maintain a minimum of a grade three (3) or equivalent rating.

B.   ACG Experience Level

     1.   SCI
          a.   Qualified to grade a minimum of eight (8) fresh commodities with established U.S. Grade Standards for Quality and Condition without direct

supervision as indicated with supervisor signature on most recent On the Job Training (OJT) Task Checklist.

    2.   Federal-State Market Licensee
        a.   Maintain all minimum market license requirements.

C.   ACG Activity Level

    1.   SCI
        a.   Complete at least ten (10) terminal market inspections for fresh commodities a month.

    2.   Federal-State Market Licensee
        a.   Complete at least two (2) terminal market inspections for fresh commodities a month.

D.   Training

    1.   SCI and Federal-State Market Licensee
        a.   Complete the FEIRS Program Basics training course within two weeks of deployment.
        b.   FEIRS Program Basics training will be issued by a qualified Training Officer (TO), Federal Program Manager (FPM), Officer-in-Charge (OIC), Assistant Officer-in-Charge (AOIC) or other senior level ACG, Training or Market Specialist as approved by HQ Inspection Operations.
        c.   A minimum score of 70% is required on the FEIRS Training Evaluation in order for the training to be considered complete.

E.   Laptop/Tablet Care

    1.   SCI and Federal-State Market Licensee
        a.   Review, sign and date the FEIRS Laptop/Tablet Care Guidelines form (Appendix I) and forward to the Regional Operations Branch Chief (ROBC) or FPM.

Requesting Procedures

A.   OIC, AOIC or Fed-State Supervisor will forward a request to their ROBC or FPM respectively to have FEIRS and a FEIRS ruggedized laptop/tablet deployed to an ACG. Request will include:

    1.   ACG name and terminal office market city and state.
    2.   Current performance level as measured by the requirements stated above.
    3.   Current OJT Checklist or Fed-State market license number.

4.   Current and projected number of terminal market inspections performed per month by the ACG.
5.   Requested date of deployment.
6.   Requested dates of FEIRS Program Basics training.
7.   Requested provider of FEIRS Program Basics training.

B.   ROBC or FPM will review and forward verified requests with supporting documentation to HQ Inspection Operations for approval.

C.   HQ Inspection Operations will:

1.   Review request and approve if minimum requirements are met.
2.   Assign a FEIRS inspector ID code.
3.   Forward the approved request and assigned inspector ID code to FSS.
4.   Message the ROBC or FPM confirming approval and submission to FSS.

D.   Once request is approved the ACG must complete all application requirements for USDA/AMS computer and network access. Contact Field Support Services (FSS) for current requirements and application documents. Completed documents must be submitted via the ROBC or FPM to FSS before deployment.

E.   Once laptop/tablet is deployed, OIC, AOIC or Fed-State Supervisor will:

1.   Complete arrangements for delivery of FEIRS Program Basics training as outlined in the approved request as stated above.
2.   FEIRS Program Basics training material can be found on the SCI Inspection Operations SharePoint site or by contacting HQ Inspection Operations.
3.   Maintain all FEIRS training records within the ACGs training file.
4.   Forward the reviewed, signed and dated FEIRS Laptop/Tablet Care Guidelines form (Appendix I) to the Regional Operations Branch Chief (ROBC) or FPM.

Deployment to a Non-ruggedized Laptop/Tablet for Administrative Office Use

Minimum Employee Requirements

FEIRS for administrative office use is for billing of TMI handwritten certificates, FEIRS data collection for handwritten certificates and for FEIRS certificate reviews/research by Inspectors-in-Charge (IICs) and field supervisors. FEIRS can be deployed to any SCI computer and used by any employee once the following requirements are met.

A.   Practical knowledge in general computer navigation.

B.   For Administrative Billing:

      1.   Must be familiar with all procedures listed in the Instructions for Billing Paper Certificates Using the FEIRS Billing System AIM document.

C.   Employee must receive a basic tutorial in navigating the FEIRS program within two weeks of deployment.

      1.   Tutorial will be provided by a qualified and experienced FEIRS user and will include:

            a.   Opening and closing the program
            b.   Selection of a form (certificate)
            c.   Completion of the form
            d.   Signing of the form
            e.   Transmitting of completed forms
            f.   Cancelling and superseding of completed forms according to the Superseding or Canceling Fresh Electronic Inspection Reporting/Resource System (FEIRS) Certificates AIM document.
            g.   Proper Section 8e formatting according to the Completion of FEIRS FV-E301 and FV-E300 Certificates for Section 8e Inspections AIM document.
            h.   FEIRS On-Line Services navigation for certificate review.

Requesting Procedures

A.   OIC, AOIC or Fed-State Supervisor will forward a request to their ROBC or FPM respectively to have FEIRS deployed to a SCI computer. Request will include:

      1.   Employee name and office city and state.
      2.   Requested date of deployment.
      3.   Requested dates of FEIRS basic tutorial.
      4.   Requested provider of FEIRS basic tutorial.

B.   ROBC or FPM will review and forward verified requests to HQ Inspection Operations for final approval of deployment.

C.   HQ Inspection Operations will:

      1.   Review request and approve if minimum requirements are met.
      2.   Assign a FEIRS inspector ID code.
      3.   Forward the approved request and assigned FEIRS ID code to Field Support Services (FSS) for timely deployment.
      4.   Message the ROBC or FPM confirming approval and submission to FSS.

D.   Once FEIRS is deployed and request is fulfilled, OIC, AOIC or Fed-State Supervisor will:

1.   Complete arrangements for delivery of FEIRS basic tutorial as outlined in the approved request as stated above.
2.   Ensure that the FEIRS basic tutorial is administered according to requirements stated above.
3.   Maintain all FEIRS training records within the employee's training file.

APPENDIX I – FEIRS LAPTOP/TABLET CARE GUIDELINES FORM

[Electronic version of the FEIRS Laptop/Tablet Care Guidelines form](#)

USDA **United States
Department of
Agriculture**

**SPECIALTY CROPS INSPECTION DIVISION
Fresh Electronic Inspection Reporting/Resource System (FEIRS) Laptop/Tablet Care Guidelines**

The FEIRS laptop or tablet computer is ruggedized for normal environmental conditions typically found in your grading environment. It is not indestructible. It should be treated with the same care as you would your own personal computer or data device. It is property of the U.S. Government. If it is lost, stolen or damaged you must report it to the Field Support Services (FSS) FEIRS helpdesk immediately for reporting guidance. Replacements are at a cost to your office and possibly to you. The following guidance must be adhered to by each user of this FEIRS computer:

- DO use a carrying case or padded inspection bag to transport your computer (available via the SCI Equipment Depot as needed). Keep your computer surface and screen clean and free from visible dirt and grime. Occasional wiping with damp cloth is recommended.

- DO use a stylus or finger on the touch screen but only fingers on the keyboard.

- DO NOT use a pen or pencil as a stylus.

- DO wrap and store all power cords carefully. Do not bend or flex the cord near the plug ends. Use a strap or rubber band to secure the wrapped cord. Broken cords are replaced at cost. You or your office will be charged.

- DO unplug the power cord by grasping the plug portion. DO NOT pull from the thin portion of the cord.

- DO keep the computer within eyesight when grading or use the computer lock (available via the SCI Equipment Depot).

- To conserve battery life when not utilizing the power cord:

  - DO turn on Airplane mode when grading. Turn off Airplane mode when you are ready to email or transmit completed certificates.

  - DO exit FEIRS and shutdown the computer between inspections or when not in use for more than 30 minutes.

- DO NOT leave the computer in an unsecured vehicle. If it must be left in a vehicle, it must be out of sight or in the trunk with the vehicle secured (locked). Remember, a computer bag, even when left in sight in a locked vehicle, is an open invitation for a thief.

- Do NOT leave the computer for extended periods in an area of extreme heat or below freezing temperatures as it can be damaged or limit its function.

- DO NOT set it on an unstable stack of pallets, on a slippery, wet or uneven surface or slope.

Fax or email this signed copy to your Regional Operations Branch Chief or Federal Program Manager office.

I acknowledge by signing below that I have read and understand the above FEIRS laptop/tablet care guidelines.

Agricultural Commodity Grader's Signature and Printed Name	Date	Market Office

"SCI moving forward in the 21ˢᵗ Century using technology, innovation, and old fashioned hard work"