

Program Notice

FGIS-PN-23-01

October 6, 2022

COMPLETING DATA COLLECTION DOCUMENTS

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1. PURPOSE

This program notice provides updated guidance to FGIS field office, official agencies, and cooperators on preparing and submitting the required FGIS-922, “Inspection and Weighing Report”, the FGIS-938, “Report of Grain Inspection & Weighing for Export”, and the FGIS-930, “Federal Grain AMA Output Report”. The changes simplify the preparation and submission of the required information.

2. REPLACEMENT HIGHLIGHTS

This program notice replaces FGIS-PN-17-02 FGIS-930, AMA Output Report and amends the instructions in Grain Inspection Handbook IV, Chapter 4, Data Collection Forms.

3. BACKGROUND

The Federal Grain Inspection Service (FGIS) has simplified the FGIS-922, “Inspection and Weighing Report” and the FGIS-930, “Federal Grain AMA Output Report” to standardize data collection, provide for daily tracking on the “FGIS 922 Detail Sheet”, automatic calculations on the FGIS-922 monthly form, and upload of data through DEC. FGIS has reduced the information collected on the FGIS-930, “Federal Grain AMA Output Report” to data not collected in other data sources.

4. POLICY

Official Service Providers (OSPs) will use DEC for reporting the FGIS-922, “Inspection and Weighing Report”, the FGIS-938, “Report of Grain Inspection & Weighing for Export”. OSPs will submit the FGIS-930, “Federal Grain AMA Output Report” to their supervising FGIS field office. This program notice will be implemented on October 1, 2022.

5. FILING INSTRUCTIONS

File a copy of this program notice with Grain Inspection Handbook IV – Forms and Certificates. The handbook will be revised at a later date.

6. QUESTIONS

Direct any questions concerning this program notice to [AMS - FGIS Policies Procedures and Market Analysis Branch](#) or email to: FGISOnlineSupport@usda.gov.

7. ATTACHMENTS

Images of FGIS- 922, FGIS-938, and FGIS 930 are attached, with instructions.

FGIS-922, “INSPECTION AND WEIGHING REPORT”

The FGISonline Domestic/Export Counts (DEC) collects the number of inspection and weighing services performed under the United States Grain Standards Act (USGSA) by type of carrier monthly. The information source for the DEC is the Inspection and Weighing Report (FGIS-922).

Form FGIS-922 is completed by all official agencies and field offices. Information tracked daily on the FGIS 922 Detail Sheet is rolled up, calculated monthly and populated on the FGIS-922 form. The form FGIS-922 is used by OSPs and FGIS field offices to enter data into the DEC for data not collected or differentiated in other data sources for required reporting. This data is also used by FGIS to assess FGIS supervision of official inspection and weighing services fees for services performed by official agencies.

The form records the type and number of inspection and weighing services performed under the USGSA, as amended, and implements section 800.155(a) of the regulations. The form includes the inspection and weighing services as listed in the USGSA Service Table for both Canada and the United States.

a. Responsibilities for completing for FGIS-922.

(1) Agency Responsibilities. Monthly, each agency must:

- (a) Report the number and type of each official inspection and weighing service performed by the official agency in DEC. Review all submissions for completeness and accuracy . Report only those services performed under the authority of the USGSA. Do not include inspections and weighing services performed under the Agricultural Marketing Act of 1946 (AMA).
- (b) Use the completed form(s) to enter the data into DEC no later than 5 working days after the end of the reporting month. (Agencies that cannot meet the deadline, must notify their FGIS field office and provide a reasonable completion date not to exceed 10 working days after the end of the reporting month.)
- (c) Submit all corrections to previous reports to, DEC Administrators. Clearly mark corrected reports “CORRECTED” at the top of the form.

(2) FGIS Field Office Responsibilities.

- (a) Report the number and type of each official inspection and weighing service performed by the FGIS field office. Report only those services performed under the authority of the USGSA. Do not include inspection and weighing services performed under the Agricultural

Marketing Act of 1946 (AMA).

- (b) Use the completed form(s) to enter the data into DEC no later than 5 working days after the end of the reporting month.
 - (c) Submit all corrections to previous reports to, DEC Administrators. Clearly mark corrected reports “CORRECTED” at the top of the form.
- (3) Availability of Forms. The FGIS-922 is available on the [“FGIS Forms”](#).

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FEDERAL GRAIN INSPECTION SERVICE						
FORM FGIS-922, INSPECTION AND WEIGHING REPORT						
INSPECTION AND WEIGHING REPORT		MO & YR	SSP CODE	SERVICE PROVIDER CODE		
TYPE AND NUMBER OF INSPECTIONS AND WEIGHINGS PERFORMED UNDER THE UNITED STATES GRAIN STANDARDS ACT		1	2	3		
INSPECTION REPORT		NUMBER OF INSPECTIONS				
5	TRUCK	0	RAIL	0	4	SUBMITTED
	OFFICIAL ORIGINAL INSPECTION SERVICE	0	BARGE	0	0	0
	OFFICIAL COMMERCIAL INSPECTION SERVICE	0	LOCAL (lbs)	0	0	0
	WAREHOUSEMAN SAMPLE	0	SACKED (lbs)	0	0	0
	SAMPLE ONLY	0	SUBMITTED	0	0	0
WEIGHING REPORT						
6						
NUMBER OF WEIGHINGS						
	TRUCK	0	RAIL	0	0	0
	CLASS X WEIGHING ONLY	0	BARGE	0	0	0
	CLASS Y WEIGHING ONLY	0	LOCAL (lbs)	0	0	0
	CLASS Y WEIGHING WITH INSPECTION	0	SACKED (lbs)	0	0	0
SUBMITTED						

The data you report on the FGIS-922 will be reported in FGIS' Quarterly and Annual Reports to Congress, so please ensure your data is accurate and complete.

Instructions for Completing FGIS-922, “Inspection and Weighing Report”

1. Enter 4 digits to show the month/year for which the report was prepared (i.e., MMYY format).
2. Enter the 6-digit code for the specified service point, main service point of official agency, or the FGIS service point where the inspection and/or weighing services were performed. Refer to your MyFGIS profile under Service Points for the respective code numbers.
3. Enter the official abbreviation of the Service Provider (FGIS field office, delegated State or designated official agency).
4. Number of Inspections: the following definitions apply to the columns:

Truck – Total number of domestic and export truck and trailer sample-lot inspections performed.

Rail – Total number of domestic and export railcar sample-lot inspections performed. For the inspection of a composite sample or when a loading log is used for a unit train, report the number of carriers represented by the composite sample that are recorded on the loading log. For example, a five-car composite sample is reported as 5 rail and a 100-car unit train with five car sublots is reported as 100 rail.

Barge – Total number of domestic sample-lot inspections performed. Do not include containerized cargo inspections.

Local – Total number of pounds (lbs) for local-movement inspections performed. Local inspections include grain offered for inspection under a local movement (not “IN” movement, “OUT movement”, or Export). For example, in-house bin transfers or bin samples. Also, this includes grain offered for shipment that is not shipped after inspection and is unloaded or returned to the house (e.g., run-backs, elevator elected return (EER), material portions (MP) returned, weighbacks, or off grade containers unloaded).

Definitions per 7 CFR 800

“LOCAL” movement. A bin run or other inhouse movement, or grain in bins, tanks, or similar containers which are not in transit or designed to transport grain.

“IN” movement. A movement of grain into an elevator, or into or through a city, town, port, or other location without a loss of identity.

“OUT” movement. A movement of grain out of an elevator or out of a city, town, rt, or other location.

Export grain. Grain for shipment from the United States to any place outside thereof.

Sacked – Total number of pounds (lbs) for sample-lot inspections and weight lots performed on sacked grain in a warehouse. When sampling or otherwise inspecting sacked grain in a warehouse on which the loading of the final carrier is officially witnessed during the same reporting period, count the inspection by the carrier type instead of reporting pounds in the SACKED column. For example, if an agency sampled sacked grain for grade in a warehouse one week and then observed the loading of that lot into two barges the next week, the service should be reported as a 2 in the BARGE column.

Submitted – Total number of submitted sample inspections performed.

Reinspections, Appeals, Board Appeals – Subsequent inspections of the original file sample. This data is being collected separately from this form and should not be reported.

5. For the inspection report use the following instructions.

Official Original Inspection Service. Enter the number of truck, rail, barge, and submitted that received original inspections (full grade, factor only, and official criteria only inspections). Any carrier that is dumped, and then reloaded with the same or different grain, sampled, and inspected should be counted again as an official original inspection service (this is not reinspection because the grain has lost its identity and is required to be resampled and inspected). Enter the pounds for local and sacked lots that received original inspections (full grade, factor only, and official criteria only inspections). Do not count reinspections, appeals or board appeals, official commercial inspections, and warehouseman sample services.

Official Commercial Inspection Service (OCIS). Enter the number of truck, rail, barge, and submitted that received an OCIS inspection (full grade, factor only, and official criteria only inspections). Enter the pounds for local and sacked lots that received an OCIS inspection (full grade, factor only, and official criteria only inspections). Do not count reinspections, appeals or board appeals, and warehouseman sample services.

Definition per FGIS Directive 9180.55 Section 3.b.

There are two types of official commercial inspection services: official commercial sample-lot inspection services and official commercial submitted sample inspection services.

- (1) Official commercial sample-lot inspection services consist of official service providers sampling identified lots of grain, rice, or graded commodities and analyzing the lots for grade, official factors, official criteria, or any combination

thereof, according to the Official U.S. Standards for Grain, Rice, and Graded Commodities, this directive, other FGIS instructions, and the request for inspection.

- (2) Official commercial submitted sample inspection services consist of an applicant, or their agent, submitting grain, rice, or graded commodity samples to an official service provider to analyze for grade, official factors, official criteria, or any combination thereof, according to the Official U.S. Standards for Grain, Rice, or Graded Commodities, this directive, other FGIS instructions, and the request for inspection.

Warehouseman Sample. Enter the number of truck, rail, and barge that received warehouseman sample (yellow certificate) inspections (full grade, factor only, and official criteria only inspections).

Sample Only. Enter the number of truck, rail, and barge that received only official sampling services. Enter the pounds for sacked lots that received only official sampling services.

6. For the Weighing Report use the following instructions.

Number of Weighings: The following definitions apply to each carrier type:

Class X Weighing Only. Enter the number of truck, rail, barge, local and sacked that received Class X Weighing only (carriers weighed **not** in conjunction with another service reported in the Inspection Report section of this form).

Any carrier that is dumped, reloaded and weighed should be counted again (a second weighing of the original carrier).

Definition per 7 CFR 800.75(g)

Class X weighing service. This service consists of official personnel.

- (1) completely supervising the loading or unloading of an identified lot of grain and
- (2) physically weighing or completely supervising approved weighers weighing the grain.

Note: Class X Weighing Only data is only used for supervision billing, so only Official Agencies and State Agencies are required to complete these fields.

The following definitions apply to each carrier type:

Truck – Total number of trucks or trailers when Class X weighing is the only service performed.

Rail – Total number of railcars when Class X weighing is the only service performed. Count each railcar of a unit train as a separate carrier.

Barge – Total number of barges when Class X weighing is the only service performed.

Local – Total number of pounds (lbs) for local-movement where Class X weighing is the only service performed. Local weighing includes grain offered for Class X weighing under a local movement (not “IN” movement, “OUT movement”, or Export). For example, in-house bin transfers or bin samples. Also, this includes grain offered for shipment that is not shipped after weighing and is unloaded or returned to the house (e.g., run-backs, elevator elected return (EER), weighbacks, or unloaded containers).

Definitions per 7 CFR 800

“LOCAL” movement. A bin run or other inhouse movement, or grain in bins, tanks, or similar containers which are not in transit or designed to transport grain

“IN” movement. A movement of grain into an elevator, or into or through a city, town, port, or other location without a loss of identity.

“OUT” movement. A movement of grain out of an elevator or out of a city, town, port, or other location.

Export grain. Grain for shipment from the United States to any place outside thereof.

Sacked – Total number of pounds (lbs) for sacked lots in a warehouse where Class X weighing is the only service performed.

Class Y Weighing Only. Enter the number of truck, rail, barge, local and sacked that received Class Y weighing only (carriers weighed **not** in conjunction with another service reported in the Inspection Report section of this form).

Definition per 7 CFR 800.75(h).

Class Y weighing service. This service consists of;

- (1) approved weighers physically weighing the grain and;
- (2) official personnel partially or completely supervising the loading or unloading of an identified lot of grain.

The following definitions apply to each carrier type:

Truck – Total number of trucks or trailers when Class Y weighing is the only service performed.

Rail – Total number of railcars when Class Y weighing is the only service performed. Count each railcar of a unit train as a separate carrier.

Barge – Total number of barges when Class Y weighing is the only service performed.

Local – Total number of pounds (lbs) for local-movement where Class Y weighing is the only service performed. Local weighing includes grain offered for Class Y weighing under a local movement (not “IN” movement, “OUT movement”, or Export). For example, in-house bin transfers or bin samples. Also, this includes grain offered for shipment that is not shipped after weighing and is unloaded or returned to the house (e.g., run-backs, elevator elected return (EER), weighbacks, or unloaded containers).

Definitions per 7 CFR 800

“LOCAL” movement. A bin run or other inhouse movement, or grain in bins, tanks, or similar containers which are not in transit or designed to transport grain

“IN” movement. A movement of grain into an elevator, or into or through a city, town, port, or other location without a loss of identity.

“OUT” movement. A movement of grain out of an elevator or out of a city, town, port, or other location.

Export grain. Grain for shipment from the United States to any place outside thereof.

Sacked – Total number of pounds (lbs) for sacked lots in a warehouse where Class Y weighing is the only service performed.

Class Y Weighing with Inspection. Enter the number of truck, rail, barge, local and sacked that received Class Y weighing in conjunction with another service (official original, official commercial, or warehouseman sample) that was reported in the Inspection Report section of this form.

Any carrier that is dumped, reloaded, sampled, inspected and weighed should be counted again (a second inspection and weighing of the original carrier).

The following definitions apply to each carrier type:

Truck – Total number of trucks or trailers where Class Y weighing was performed in conjunction with another service.

Rail – Total number of railcars where Class Y weighing was performed in conjunction with another service. Count each railcar of a unit train as a separate carrier.

Barge – Total number of barges where Class Y weighing was performed in conjunction with another service.

Local – Total number of pounds (lbs) for local-movement where Class Y Weighing was performed in conjunction with another service. Local inspections include grain offered for inspection under a local movement (not “IN” movement, “OUT movement”, or Export). For example, in-house bin transfers or bin samples. Also, this includes grain offered for shipment that is not shipped after inspection and is unloaded or returned to the house (e.g., run-backs, elevator elected return (EER), material portions (MP) returned, weighbacks, or off grade containers unloaded).

Definitions per 7 CFR 800

“LOCAL” movement. A bin run or other inhouse movement, or grain in bins, tanks, or similar containers which are not in transit or designed to transport grain

“IN” movement. A movement of grain into an elevator, or into or through a city, town, port, or other location without a loss of identity.

“OUT” movement. A movement of grain out of an elevator or out of a city, town, port, or other location.

Export grain. Grain for shipment from the United States to any place outside thereof.

Sacked – Total number of pounds (lbs) for sacked lots in a warehouse where Class Y weighing was performed in conjunction with another service.

FGIS-938, “REPORT OF GRAIN INSPECTED & WEIGHED FOR EXPORT”

The FGISonline Domestic/Export Counts (DEC) collects information on all export grain shipments. It also collects information on outbound non-export shipments from export locations where FGIS employees perform inspection and weighing services and non-export container shipments where official agencies perform inspection and weighing services. This is done to enable calculation of the administrative tonnage fees. The information source for DEC is the “Report of Grain Inspected and Weighed for Export”, the FGIS-938.

Form FGIS-938 is completed in DEC by all official agencies and field offices where export grain inspections are performed. Information reported in DEC is used for:

- a. Internal Quality Control Purposes. Provide FGIS with grain export information for use in publishing periodic export grain quality reports, reviewing grain standards, responding to inquiries about foreign complaints, analyzing other aspects of FGIS programs; and
- b. External Marketing Information. Provide Departmental and other Governmental agencies with timely and accurate export grain volume reports to satisfy their external and internal reporting requirements. Information contained in the export shipment reports may not be released by FGIS or official agency personnel without approval of the Administrator, Deputy Administrator, or the FGIS Freedom of Information Officer, as appropriate.
- c. Agency Responsibilities. Each agency must:
 - (1) Complete the FGIS-938 in DEC whenever grain is inspected and/or weighed for export and/or non-export container shipments.
 - (2) Complete a separate form FGIS-938 in DEC for each export lot regardless of carrier type. The exception to this is the grouping of single lot rail car, containers, or trucks. See “Reporting procedures”, f. (1).
 - (3) A reporting period is a 7-day week from 12:00 AM, Friday through 11:59 PM Thursday (local times). All DEC entries must be marked verified each week by close of business on Fridays. Entries should be submitted and marked verified earlier in the week if time allows.
 - (4) Submit all corrections to previous reports to, DEC Administrators. Clearly mark corrected reports “CORRECTED” at the top of the form.
- d. FGIS Field Office Responsibilities. Each office must:
 - (1) Complete the FGIS-938 in DEC whenever grain is inspected and/or weighed for export.

- (2) Complete a separate form FGIS-938 in DEC for each export lot regardless of carrier type. The exception to this is the grouping of single lot rail car, containers, or trucks. See “Reporting procedures”, f. (1).
 - (3) A reporting period is a 7-day week from 12:00 AM, Friday through 11:59 PM Thursday (local times). All DEC entries must be marked verified each week by close of business on Fridays. Entries should be submitted and marked verified earlier in the week if time allows.
 - (4) Submit all corrections to previous reports to, DEC Administrators. Clearly mark corrected reports “CORRECTED” at the top of the form.
- e. Availability of Forms. The FGIS-938 is available on the “FGIS Forms” page.
- f. Reporting Procedures.
- (1) For each reporting period, group rail cars, containers, or trucks which were certificated as single lots or recertified as combined lots into categories of similar grade, grain, special grade, destination, and type of service. Prepare a separate form FGIS-938 for each reportable category for each specified service point. A unique Carrier Identification must be used for each FGIS-938. When more than 1-day’s activities are grouped, use the most recent Date of Service for the “Certificate Date” entry on form FGIS-938, however, billing will be based on that reported “Certificate Date”.

For example, during the reporting period, rail cars are inspected and/or weighed for export at two specified service points within an agency circuit. The following is a record of the daily activities at each location.

Point A						
Date of Service	Type Service	No. of Cars	Grade	Grain	Quantity (lb)	Destination
10/8/22	Insp. Only	12	2	YC	2,100,000	Mexico
10/9/22	Insp/Weigh	30	2	YC	5,250,077	Mexico
10/10/22	Insp/Weigh	45	2	YC	7,875,093	Mexico
10/10/22	Insp. Only	45	2	YC	7,875,000	Mexico

Point B						
Date of Service	Type Service	No. of Cars	Grade	Grain	Quantity (lb)	Destination
10/6/22	Insp. Only	30	2	YSB	5,625,000	Mexico
10/6/22	Insp. Only	30	2	YC	5,250,000	Mexico
10/8/22	Insp. Only	30	2	YC	5,250,000	Mexico
10/9/22	Insp. Only	45	2	YSB	8,437,500	Mexico
10/10/22	Insp. Only	50	2	YSB	9,375,000	Mexico

Prepare four DEC records for these shipments. For Point A prepare two DEC records. On the first, group the 57 “Insp. Only - 2 YC” rail cars together. Use “10/10/22” as the “Certificate Date”. On the second report for Point A, group the 75 “Insp/Weigh - 2 YC” railcars together. Use “10/10/22” as the “Certificate Date”.

For Point B prepare two more DEC records. On the first, group the 125 “Insp. Only - 2 YSB” railcars together. Use “10/10/22” as the “Certificate Date”. On the second report for Point B, group the 60 “Insp. Only - 2 YC” railcars together. Use “10/8/22” as the “Certificate Date”.

- (2) Complete a separate DEC record for each railcar lot inspected under the Cu-Sum plan.
- (3) Complete a separate DEC record for unit train railcars not graded under the Cu-Sum plan, (e.g., railcar samples composited for grading). The same applies for composite samples for containers. A unique carrier identification must be used for each DEC record.
- (4) All exported shipments of grain, other than non-standardized grain, are reported as DEC Export Shipment Input records.
- (5) The following are to be reported as DEC under Miscellaneous Input records:
 - (a) All shipments of non-standardized grain.
 - (b) All domestic shipments of grain performed by FGIS federal employees with continental United States destinations or U.S. territories.
 - (c) All domestic shipments of grain loaded in shipping containers with continental United States destinations or U.S. territories. Administrative tonnage fees apply to these shipments.

- (6) Report the most recent inspection results for each lot, regardless of whether they represent an original inspection, reinspection, or appeal inspection. If review inspection results became available after the form FGIS-938 data was entered and the superseding factor results differ from the original inspection results, submit a request for a change to the DEC Administrator.

FGIS-938, "REPORT OF GRAIN INSPECTED AND WEIGHED FOR EXPORT"

U.S. DEPARTMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION FEDERAL GRAIN INSPECTION SERVICE				FIELD OFFICE (1)		OMB NO. 0510-0011 (See reverse)		
				FOR WEEK ENDING (2) Thursday		Information is collected in order to publish timely information on quantity and quality conditions of grain (7 U.S.C. 1622). Individual establishment information held confidential.		
REPORT OF GRAIN INSPECTED AND WEIGHED FOR EXPORT								
SERIAL NO (3)	CERTIFICATE DATE (Mo./Day/Year) (4)	LOCATION CODE (5)	APPLICANT NO (6)	TYPE SHIPMENTS (7) <input type="checkbox"/> Bulk <input type="checkbox"/> Sub		TYPE SERVICE (8) Imp. Weigh (IW) <input type="checkbox"/> Weigh Only (W) Imp. Only (I) <input type="checkbox"/> Other (OT) Phytosanitary (PS) <input type="checkbox"/> Witness Team (WT)		
CARRIER IDENTIFICATION (9)			TYPE (10) <input type="checkbox"/> Ship <input type="checkbox"/> Container <input type="checkbox"/> Rail (Co-Sun) <input type="checkbox"/> Rail (Composite) <input type="checkbox"/> Truck <input type="checkbox"/> Barge <input type="checkbox"/> Rail (Single Lot) <input type="checkbox"/> Other					
DESTINATION (11)		GRAIN (12)	GRADE (13)	SPECIAL GRADES (14)	NO. SLS OR CARRIERS (15)	QUANTITY (Pounds) (16)		
DOCKAGE/SUNFLOWER SEED FOREIGN MATERIAL				TEST WEIGHT (18)				
High (17)		Low	Average	Certified	Average			
WHEAT		CORN (include or exclude)		BARLEY		SORGHUM		
HT	HT	SMT		HT		HT		
DCT	DCT	HT		DCT		DCT		
FM	FM	DCT		BN		FM		
SBN	FM	FM		FM		SBN		
DEF	BCFM	FM		BSTM		OO		
CC	OCOL	OO		(19) FLAXSEED		SO		
WVCT	CCOM	SRLV				THIN		
DIV-BVAC	OM	SBN		HT		TADM		
GNM	WX	BN		DCT		GLIN		
WHCB	CC	THIN				TRITICALE		
WTHD		PL				RYE		
WD	SOYBEANS		IBHT		SUNFLOWER SEEDS		HT	
MIXED GRAIN		HT		FDC		DCT		
		DCT		HT		FMOR		
HT	FM	MDE		DCT		FM		
DCT	SP	BM		DEFOLLED		SBN		
FM	SBOC			ADM		DCT		
LOAD ORDER				RESULTS				
(20) Moisture	<input type="checkbox"/> Minimum (Min) <input type="checkbox"/> Maximum (Max) <input type="checkbox"/> Average (Avg) (Indicate checked amount) ____%			High (21)	Low	Average		
(22) Protein	<input type="checkbox"/> Min ____% <input type="checkbox"/> Declared Avg ____% <input type="checkbox"/> Max ____% <input type="checkbox"/> Ordinary (Undeclared) <input type="checkbox"/> Dry Matter <input type="checkbox"/> Specified Moisture ____% (23)			High (24)	Low	Average		
(25) Oil	<input type="checkbox"/> Min ____% <input type="checkbox"/> Declared Avg ____% <input type="checkbox"/> Max ____% <input type="checkbox"/> Ordinary (Undeclared) <input type="checkbox"/> Dry Matter <input type="checkbox"/> Specified Moisture ____% (26)			High (27)	Low	Average		
(28) Starch	<input type="checkbox"/> Minimum <input type="checkbox"/> Maximum <input type="checkbox"/> Average (Indicate checked amount) ____%			High (29)	Low	Average		
Aflatoxin	Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No (30)	Basis <input type="checkbox"/> Composite <input type="checkbox"/> Sublot (31) <input type="checkbox"/> Both <input type="checkbox"/> Other		Screening <input type="checkbox"/> <= 20 ppb <input type="checkbox"/> > 20 ppb (32)	Quantitative <input type="checkbox"/> <= 20 ppb <input type="checkbox"/> > 20 ppb (33)	Avg ppb (34)	Rejects (35)	
	Performed? <input type="checkbox"/> Yes <input type="checkbox"/> No (36)			Qualitative (38)	Quantitative (39)	Avg ppb (40)	Rejects (41)	
Ochratoxin	Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No (42)	Basis <input type="checkbox"/> Composite <input type="checkbox"/> Sublot (43) <input type="checkbox"/> Both <input type="checkbox"/> Other		Qualitative (44)	Quantitative (45)	Avg ppb (46)	Rejects (47)	
	Performed? <input type="checkbox"/> Yes <input type="checkbox"/> No (48)			Qualitative (50)	Quantitative (51)	Avg ppb (52)	Rejects (53)	
Falling Number	Basis <input type="checkbox"/> Dry Matter (54) <input type="checkbox"/> As is <input type="checkbox"/> Specified Moisture ____% M			Seconds (55)				
(56) Infestation	Sublots with insects		Components infested	Insects Per Lot				
ADDITIVES (57)				FUMIGANT				
Type Insecticide: <input type="checkbox"/> Malathion <input type="checkbox"/> Reldan <input type="checkbox"/> Actellic <input type="checkbox"/> Other ____		Type Dust Suppressant: <input type="checkbox"/> Water <input type="checkbox"/> Oil <input type="checkbox"/> Other ____		Dye <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Witness <input type="checkbox"/> Contract <input type="checkbox"/> According to official procedure (58)			
REPORTED BY		EGIS ENTRY BY (59)		DATE				
REMARKS				STOWAGE				

Form FGIS-938 (09-14) Previous editions are obsolete. Expires January 2018

FGIS-938, "REPORT OF GRAIN INSPECTED AND WEIGHED FOR EXPORT (REVERSE)"

Grade Codes		Special Grade Codes			
Code	Grade	Code	Special Grade	Code	Special Grade
1	U.S. No. 1	BLCH	Bleached	INF	Infested
2	U.S. No. 2	BLIT	Blighted	LGAR	Light Garkicky
2 O B	U.S. No. 2 or Better	BRIT	Bright	LSM	Light Sunnity
3	U.S. No. 3	EHVY	Extra Heavy	PL	Plump
3 O B	U.S. No. 3 or Better	ERG	Ergoty	SMUT	Sunnity
4	U.S. No. 4	FLAD	Flint & Dent	STND	Stained
4 O B	U.S. No. 4 or Better	FLN	Flint	THN	Thin
5	U.S. No. 5	GAR	Garkicky	TRET	Treated
5 O B	U.S. No. 5 or Better	HVY	Heavy	WAXY	Waxy
SG	U.S. Sample Grade				
SG O B	U.S. Sample Grade or Better				
MIXED	U.S. Mixed Grain				

Grain Codes		Destination Codes			
Code	Subclass, Class, or Grain				
BLY	Barley	AFGHANISTAN	COOK ISLANDS	BRELAND	NEW ZEALAND
SRB	Six Rowed Barley	ALBANIA	COSTA RICA	ISRAEL	NICARAGUA
SRBM	Six Rowed Blue Malting Barley	ALGERIA	CROATIA	ITALY	NIGER
SRMB	Six Rowed Malting Barley	ANDORRA	CUBA	IVORY COAST	NIGERIA
TRB	Two Rowed Barley	ANGOLA	CYPRUS	JAMAICA	NIUE
TRMB	Two Rowed Malting Barley	ANGUILLA	CZECH REP	JAPAN	NMARIANA
K	Canola	ANTIGUA	DENMARK	JORDAN	NORFOLK IS
WHC	White Corn	ARGENTINA	DJIBOUTI	KAZAKHSTAN	NORTH KOREA
XC	Mixed Corn	ARMENIA	DOMINICA	KENYA	NORWAY
YC	Yellow Corn	ARUBA	DOMINICN REP	KIRIBATI	OMAN
FLAN	Floseed	AUSTRALIA	ECUADOR	KOREA REP	PAKISTAN
NGR	Mixed Grain	AUSTRIA	EGYPT	KUWAIT	PALAU
O	Oats	AZERBAIJAN	EL SALVADOR	KYRGYZSTAN	PANAMA
RYE	Rye	B VIRGIN	EQ GUINEA	LAOS	PARAGUAY
S	Sorghum	BAHAMAS	ERITREA	LATVIA	PERU
TANS	Tannin Sorghum	BAHRAIN	ESTONIA	LEBANON	PHILIPPINES
WHS	White Sorghum	BANGLADESH	ETHIOPIA	LESOTHO	PITCAIRN
NS	Mixed Sorghum	BARBADOS	F SO ANT	LIBERIA	POLAND
XSB	Mixed Soybeans	BELARUS	FALKLAND IS	LIBYA	PORTUGAL
YSB	Yellow Soybeans	BELGIUM	FAROE ISLAND	LIECHTEN	PUERTO RICO
SF	Sunflower Seeds	BELIZE	FJI	LITHUANIA	QATAR
TRIT	Triticale	BENIN	FINLAND	LUXEMBOURG	REP S AFRICA
ADU	Amber Durum Wheat	BERMUDA	FR GULANA	MACAO	REUNION
DNS	Dark Northern Spring Wheat	BHUTAN	FRANCE	MACEDONIA	ROMANIA
DU	Durum Wheat	BOLIVIA	FRENCH POLY	MADAGASCAR	RUSSIA
HADU	Hard Amber Durum Wheat	BOSNIA-HERC	GABON	MALAWI	RWANDA
HDMH	Hard White Wheat	BOTSWANA	GAMBIA	MALAYSIA	SAN MARINO
HRW	Hard Red Winter Wheat	BR IND O TER	GAZA STRIP	MALDIVES	SAO TOME&PR
NS	Northern Spring Wheat	BRAZIL	GEORGIA	MALI	SAUDI ARABIA
RS	Red Spring Wheat	BRUNEI	GERMANY	MALTA	SENEGAL
SRW	Soft Red Winter Wheat	BULGARIA	GHANA	MARSHALL	SEYCHELLES
SWH	Soft White Wheat	BURKINA	GIBRALTAR	MARTINIQUE	SIERRA LEONE
UNCL	Unclassed Wheat	BURMA	GREECE	MAURITANIA	SINGAPORE
WHCB	White Club Wheat	BURUNDI	GREENLAND	MAURITIUS	SLOVAKIA
WWH	Western White Wheat	CAMBODIA	GRENADA	MEXICO	SLOVENIA
NWHT	Mixed Wheat	CAMEROON	GUATEMALA	MICRONESIA	SOLOMON IS
WG	Wet Gluten	CANADA	GUINEA	MOLDOVA	SOMALIA
CSCR	Corn Screenings	CANARY IS	GUINEA-BISSA	MONACO	SP NQEL
HB	Hotless Barley	CAPE VERDE	GUYANA	MONGOLIA	SPAIN
MBLY	Malted Barley	CAYMAN IS	HAITI	MONTSERRAT	SRI LANKA
CC	Cracked Corn	CEN AFR REP	HEARD ISLAND	MOROCCO	ST. HELENA
		CHAD	HONDURAS	MOZAMBIQUE	ST. LUCIA
		CHILE	HONG KONG	NAMIBIA	ST. VINCENT
		CHINA MAIN	HUNGARY	NAURU	ST. KITTS&NEV
		CHINA T	ICELAND	NEPAL	SUDAN
		COCOS IS	INDIA	NETH ANTI	SURINAME
		COLOMBIA	INDONESIA	NETHERLANDS	SVALBARD
		COMOROS	IRAN	NEW CALIDONIA	SWAZILAND
		CONGO (BRAZ)	IRAQ	NEW GUINEA	SWEDEN

According to the Paperwork Reduction Act of 1995, no persons are required to respond to collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0580-0013. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Form FGIS-938 (Reverse)

**Instructions for Completing Form FGIS-938,
“Report of Grain Inspected and Weighed for Export”**

Complete items 1 - 16 for all export shipments. Complete applicable items 17 - 59 for all lots loaded into vessels, barges, and railcars inspected under the Cu-Sum loading plan or complete applicable items 30-59 for all containers.

1. Enter the field office name.
2. The Thursday reporting period is auto generated from the date of service.
3. The DEC number is auto generated at the time of entry.
4. Enter the Date of Service as shown on the certificate (NOT the date the certificate was typed) in YYYYMMDD or pick from the calendar drop down.
5. Enter the 6-digit export elevator code or specified service point code (SSP). Use the on-line pick list. When you did not grade onsite, but performed official weighing, use the SSP of the weighing facility.
6. For work performed by FGIS federal employees at applicant specific service points, the GBA customer account number will auto populate. For work performed by FGIS federal employees at non-applicant specific service points, enter the GBA customer account number. For work performed by OAs, their GBA customer account number will auto populate.
7. Select either Bulk or Sack to indicate the type of shipment.
8. Select the type of service for the shipment: Inspection and Weighing (IW) for shipments inspected and weighed; Inspection (I) for shipments only inspected; Weighing (W) for shipments only weighed; Phyto Sanitary (PS) for phytosanitary only inspections; Witness Transfer (WT) for witness transfer only services; and Other (OT) for any other types of service.
9. Enter the vessel name, unit train number, or other appropriate carrier identification. Do not enter vessel prefixes (M/V, S/S, etc.) and do not include decimals on the DEC data entry screen. If the report represents several rail cars, containers, or trucks inspected and certified as single lots, enter the identification of one of the carriers the lot represents. Each entry must contain a unique identification, if all other identifiable information is the same (i.e., weight, grade, destination, etc.).

10. Select the appropriate carrier (barge, container, ship, truck, railcars, other). In the case of railcars, select Rail (single lot) for all railcars which were certified as single lots or single lots recertified as combined lots. Select Rail (Cu-Sum) for all railcars which were inspected under the Cu-Sum plan. Select Rail (Composite) for unit train railcars not graded under the Cu-Sum plan, and railcar samples that are composited for grading.
11. Select the country of destination from the available destination names. The source of this list is the U.S. Census Bureau. Contact the DEC Administrator if your destination is not available.
12. Select the commodity to include the subclass, class, or grain, whichever is appropriate.
13. Select the grade of the lot including the "or better" grade designations where appropriate. If the type of service indicated in item 8 is Weighed Only (W), Other (OT), Phytosanitary (PS), or Witness Transfer (WT), leave blank.
14. Select the appropriate special grade assignments, if applicable.
15. Enter the number of sublots inspected whenever the lot was inspected under the Cu-Sum uniform loading plan. Otherwise, enter the number of carriers inspected and/or weighed. For Miscellaneous Inputs, document the number of carriers, sublots, and components separately.
16. Enter the actual weight for ships and other in pounds. For containers, trucks, rail, and barges, the standard weight is calculated from the number of carriers based on the table below.

Carrier	=	Pounds	Metric Tons
Truck	=	52,800 lbs.	approx. 23.95 MT
Container	=	54,000 lbs.	approx. 24.49 MT
Railcar	=	220,000 lbs.	approx. 99.79 MT
Barge	=	3,648,000 lbs.	approx. 1,654.70 MT
Pacific Northwest (PN) Barge	=	6,707,000 lbs.	approx. 3,042.24 MT

Obtain from the elevator personnel the estimated weights for other types of carriers which are not weighed.

Note: Complete the following items if the type of carrier in item 10 is Ship, Rail (Cu-Sum), or Barge and the type of service in item 8 is (IW) Insp/Weigh or (I) Insp. Only.

17. Enter the high, low, and average dockage or sunflower seed foreign material results for the sublots, in hundredths. Enter the certified result to one decimal place. Report dockage results for all applicable grains, even if no dockage was certified.
18. Enter the average test weight result in hundredths. The block marked Certified is optional and for field office or agency use only.
19. Enter the factor averages which are applicable to the subclass, class, or grain. Report the results in tenths or as whole numbers as they are certified.
20. Select the appropriate box (Minimum, Maximum, or Average) to indicate the moisture load order requirements declared by the applicant, if any, and enter the declared percentage. If a moisture load order was not declared, select N/A.
21. Enter the high, low, and average moisture results for the sublots in tenths.
22. Select the appropriate box (Minimum, Maximum, Average, or Ordinary) to indicate the protein load order requirements declared by the applicant. If a minimum, maximum, or average protein is declared, enter the declared percentage. If protein analysis is requested but a specific load order is not declared, select N/A.
23. The basis for wheat protein reported in DEC is a specified moisture basis of 12 percent. Select the box marked Specified Moisture and enter 12.0 percent as the moisture basis.

The basis for soybean protein reported in DEC is a specified moisture basis of 13.0 percent. Select the box marked Specified Moisture and enter 13.0 percent as the moisture basis.

The basis for corn protein reported in DEC is on a dry matter basis. Select the box marked Dry Matter.

The basis for barley protein reported in DEC is on a dry matter basis. Select the box marked Dry Matter.

24. Enter the high, low, and average protein results for the sublots in tenths. Report only subplot results not composite sample results.

For wheat, report results only on a 12.0 percent moisture basis.

For soybeans, report results only on a 13.0 percent moisture basis.

For corn, report results only on a dry matter basis.

For barley, report results only on a dry matter basis.

25. Select the appropriate box (Minimum, Maximum, Average, or Ordinary) to indicate the oil load order requirements declared by the applicant. If minimum, maximum, or average oil is declared, enter the declared percentage. If oil analysis is requested but a specific load order is not declared, select N/A.

26. The basis for soybean oil reported in DEC is a specified moisture basis of 13.0 percent. Select the box marked Specified Moisture and enter 13.0 percent as the moisture basis.

The basis for sunflower seed oil reported in DEC is a specified moisture basis of 10.0 percent. Select the box marked Specified Moisture and enter 10.0 percent as the moisture basis.

The basis for corn oil reported in DEC is on a dry matter basis. Select the box marked Dry Matter.

27. Enter the high, low, and average oil results for the sublots in tenths. Report only subplot results not composite sample results.

For soybeans, report results only on a 13.0 percent moisture basis.

For sunflower, seeds report results only on a 10.0 percent moisture basis.

28. Corn starch results reported in DEC are on a dry matter basis. Select the appropriate box (Minimum, Maximum, Average, or Ordinary) to indicate the starch load order requirements declared by the applicant. If a minimum, maximum, or average starch is declared, enter the declared percentage. If starch analysis is requested but a specific load order is not declared, select N/A.

29. Enter the high, low, and average starch results for the sublots in tenths. Report only subplot results not composite sample results. Starch results are to be reported on a dry matter basis.

30. Select requested to indicate if the applicant requested aflatoxin testing on the lot. Also, select performed to indicate if aflatoxin testing was performed on the lot. Only aflatoxin performed by FGIS or by an FGIS approved lab should be recorded here.

31. If aflatoxin testing is performed, select the appropriate box (subplot, composite, both subplot and composite, or other) to indicate the basis of testing.

32. Enter the number of all screening tests performed with results less than or equal to 20 ppb and greater than 20 ppb. This is for all grain tested as part of the lot, loaded or not.

33. Enter the number of all quantitative tests performed with results less than or equal to 20 ppb and greater than 20 ppb. This is for all grain tested as part of the lot, loaded or not.

34. When quantitative method is used for the entire lot, enter the average ppb for grain in the certified lot.
35. Enter the number of rejects not included in the certificated lot determined by either method.
36. Select requested to indicate if the applicant requested ochratoxin testing on the lot. Also, select performed to indicate if ochratoxin testing was performed on the lot. Only ochratoxin tests performed by FGIS or by an FGIS approved lab should be recorded here.
37. If ochratoxin testing is performed, select the appropriate box (sublot, composite, both sublot and composite, or other) to indicate the basis of testing.
38. Enter the number of all qualitative ochratoxin tests performed. This is for all grain tested as part of the lot, loaded or not.
39. Enter the number of all quantitative ochratoxin tests performed. This is for all grain tested as part of the lot, loaded or not.
40. When quantitative method is used for the entire lot, enter the average ppm for grain in the certified lot.
41. Enter the number of rejects not included in the certificated lot determined by either method.
42. Select requested to indicate if the applicant requested zearalenone testing on the lot. Also, select performed to indicate if zearalenone testing was performed on the lot. Only zearalenone tests performed by FGIS or by an FGIS approved lab should be recorded here.
43. If zearalenone testing is performed, select the appropriate box (sublot, composite, both sublot and composite, or other) to indicate the basis of testing.
44. Enter the number of all qualitative zearalenone tests performed. This is for all grain tested as part of the lot, loaded or not.
45. Enter the number of all quantitative zearalenone tests performed. This is for all grain tested as part of the lot, loaded or not.
46. When quantitative method is used for the entire lot, enter the average ppm for grain in the certified lot.
47. Enter the number of rejects not included in the certificated lot determined by either method.

48. Select requested to indicate if the applicant requested DON testing on the lot. Also, select performed to indicate if DON testing was performed on the lot. Only DON tests performed by FGIS or by an FGIS approved lab should be recorded here.
49. If DON testing is performed, select the appropriate box (sublot, composite, both sublot and composite, or other) to indicate the basis of testing.
50. Enter the number of all qualitative DON tests performed. This is for all grain tested as part of the lot, loaded or not.
51. Enter the number of all quantitative DON tests performed. This is for all grain tested as part of the lot, loaded or not.
52. When quantitative method is used for the entire lot, enter the average ppm for grain in the certified lot.
53. Enter the number of rejects not included in the certificated lot determined by either method.
54. Select the appropriate box (As is, Dry Matter, or Specified Moisture) to indicate the falling number moisture basis requested by the applicant, if any. If specified moisture is requested, enter the percent.
55. Enter the falling number result in the block labeled 'Seconds.' If a falling number analysis was performed on each sublot, show the lot average. If a falling number analysis was performed on a composite sample, show the composite result. When a falling number analysis is performed on a lot and the results are not available in time to be transmitted during the reporting period, report the falling number basis (As is, Dry Matter, or Specified Moisture), but leave the block labeled 'Seconds' blank. Notify the DEC Administrator when the falling number result becomes available.
56. This item refers to the three infestation blocks.

In the first block (Sublots with Insects), enter the number of sublots which contained one or more live insects.

In the second block (Components Infested), enter the number of components which were found to be "infested" according to the appropriate definition of "infested" in the Grain Inspection Handbook, Book II.

In the third block (Insects Per Lot), enter the total number of live insects found in the lot.

Enter a zero in each of the infestation blocks if no insects were found during the inspection.

Summarize this infestation data only for those sublots or components which remained in the carrier, regardless of whether the carrier or portion of the carrier was fumigated to remove a special grade designation “infested.” If the number of components infested (second block) is reported as 1 or more, then either a fumigant or the special grade “infested” should be indicated elsewhere on the report.

57. Select the appropriate boxes to indicate if insecticides, dust suppressants, or dyes were applied to the lot. Show only additives which were specifically requested in the load order and/or additives which were applied after sampling and weighing.

For insecticides, select the appropriate box (Actellic, Malathion, Reldan, or Other). If insecticides were added to the lot and the type is unknown, select the box marked Other. Select N/A if insecticides were not applied.

For dust suppressants, select the appropriate box (Water, Oil, or Other). If a dust suppressant was applied to the lot and the type is unknown, Select the box marked Other. Select N/A if dust suppressants were not applied.

For dyes, select the appropriate box (Yes or No) to indicate if a dye was applied.

58. Select the appropriate box (According to Official Procedures, Contract, or Witness) to indicate the type of fumigation took place on lots or partial lots in accordance with the definitions within Fumigation Handbook.

According to official procedures – Fumigation is performed in a manner that meets the minimum requirements set forth in the FGIS Fumigation Handbook. Handbook. When official personnel observe a contract specified fumigation procedure.

Contract - When official personnel observe a contract specified fumigation procedure.

Witness – When fumigation is requested, and official personnel are present to observe fumigation; when a carrier does not qualify for FGIS official fumigation procedures because the carrier is not an approved type of carrier; when the cargo is not an acceptable bulk commodity or when cargo is in sacks.

FGIS-930, “Federal Grain AMA Output Report”

Form FGIS-930 is completed by cooperators at the end of each month to report total gross revenue for the reporting month. If no billable services were performed during the reporting month, submit a negative report.

- a. Responsibilities for completing for FGIS-930.
 - (1) Cooperator Responsibilities. At the end of each month, each cooperator must:
 - (a) Report its total gross revenue (costs you have billed your customers) for the reporting month in the proper section of the form. Send the FGIS-930 to the appropriate field office’s Administrative Points of Contact (APOC) for billing by the 5th business day after the reporting month.
 - (b) Notify the FGIS field office of any corrections to previous reports and submit a corrected FGIS-930. Clearly mark corrected reports “CORRECTED” at the top of the form.
 - (2) FGIS Field Office Responsibilities.
 - (a) Review the submitted Cooperator report, enter the billing information into GBA, and submit bill within 10 working days after the close of the month.
 - (3) Availability of Forms. The FGIS-930 is available on the “FGIS Forms” page.

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FEDERAL GRAIN AMA OUTPUT REPORT (GROSS REVENUE FOR SERVICES PERFORMED UNDER THE AGRICULTURAL MARKETING ACT OF 1946, AS AMENDED)	MONTH	YEAR	SERVICE PROVIDER CODE
	1	2	3
Rice Inspection Service Revenue (in whole dollars)			4
Commodity Inspection Services Revenue (in whole dollars)			5
Point of Contact	Phone Number		
6	7		
Form Approved OMB NO. 0580-0013: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0309. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.			
FORM FGIS-930 (01/18) Previous editions are obsolete. Expires 01/21			

Instructions for Completing FGIS-930

At the end of each month, cooperators are required to fill out an FGIS-930 "AMA Output Report". The cooperator is required to report its total gross revenue (costs you have billed your customers) for the reporting month in the proper section of the form. Please send the FGIS-930 to the appropriate field office's Administrative Points of Contact (APOC) for billing by the 5th business day after the reporting month.

1. Month reported.
2. Calendar year reported.
3. Service Provider Code of the Cooperator.
4. Enter Total Gross **Rice** AMA Revenue in whole dollars billed to customers. **This is billed to you under rate code: R7CA%, see FGIS Directive 9180.74.
5. Enter Total Gross **Commodity** (graded and processed) AMA Revenue in whole dollars billed to customers. **This is billed to you under rate code: C8CA%, see FGIS Directive 9180.74.
6. Enter name of person completing the form.
7. Enter phone number of person completing the form.

*Official AMA services, includes but is not limited to official sampling, weighing, testing, and inspection of graded and processed commodities and rice under the AMA, as well as travel time billed to the applicant for service.

The following costs shall not be included:

- Travel costs such as airfare, hotel, lodging, rental cars, per diem, meals, incidental expenses, mileage, tolls, and parking.
- Mailing expenses (USPS, UPS, Fed Ex, and other courier fees).
- State and local sales taxes.

‡ This updated Form-930 automatically rounds to the nearest dollar. Cooperators may enter amounts in dollars and cents, and when pressing the Enter key, the value displayed will appear as whole dollars rounded thusly: Round down for a dollar amount that has 0 to 49 cents. Round up for dollar amounts that have 50 to 99 cents.