



SUPERSEDING OR CANCELING FRESH ELECTRONIC INSPECTION REPORTING/RESOURCE SYSTEM (FEIRS) CERTIFICATES

Superseding a FEIRS certificate

Once a certificate has been digitally signed, it is placed in the “Completed Forms” folder within each inspector’s laptop computer. The electronic certificate remains in the “Completed Forms” folder until the inspector transmits the completed certificates to the Branch’s server. It is important to remember that certificates that have been transmitted to the server may not be immediately available for retrieval due to the time it takes to process the certificate.

If a certificate needs to be superseded, it is important to know where the certificate is located so that the proper steps are taken to retrieve, correct, and transmit the superseding certificate.

Procedure

The procedure for superseding a FEIRS certificate is:

- A. If the certificate has **not** been transmitted to the server:
 1. Go to the “Completed Forms” tab within the FEIRS program;
 2. Click on the certificate to open it;
 3. Click on the red “Supersede” icon.
 4. Go to step C.

- B. If the certificate **has been** transmitted to the server:
 1. Go to the “New Forms” tab within the FEIRS program;
 2. Click on the “SC-XXX Corrects” option (XXX denotes the type of form);
 3. In the “Select Forms” window, type the following in the “file name” window, [\\ams00va3apsce\ImageServer](#), then click “Open”;
 4. Select the appropriate year;
 5. Click on the folder that represents the office number of the certificate that needs to be superseded;
 6. Click on the appropriate inspection certificate, taking care that you have selected the correct inspector and sequence number.

7. Do not use the FEIRS archive folder on the local hard drive.
- C. Make the necessary corrections to the certificate.
- D. In the “Summary” tab, make the following statement in the “Remarks” section: “This certificate supersedes T-XXX-XXXX-XXXXX account of _____.” (Fill in the reason the certificate was superseded.)
- E. Unlike on the paper SC-XXX certificate where the fee was referenced back to the original certificate, in FEIRS **the fee will remain** on all superseding certificates. FEIRS is programmed to link the certificates and bill the applicant only once.
- F. Digitally sign the certificate.
- G. Issue the superseding certificate to the applicant and shipper.
- H. The superseding certificate will automatically be placed in the “Completed Forms” folder and be transferred to the server the next time you transmit.
- I. A supervisory inspector who is superseding a certificate for another inspector will make the following additional statement in the “Remarks” section: “Superseded for (Inspector’s Name) by (Supervisor’s Name), Supervising Inspector.”
- J. A certificate can only be superseded once. If a correction needs to be made on a certificate that has already been superseded, the superseding certificate will be corrected, not the original certificate. Additionally, when superseding a certificate, it is important to supersede an electronic FEIRS certificate with another electronic FEIRS certificate, and a paper certificate with another paper certificate. Since the billing systems for the electronic and paper certificate are separate, crossing certificate types can lead to double billing an applicant.
- K. Contact the Field Support Services helpdesk by phone at (888) 219-6384 or by e-mail at FieldSupportServicesHelpDesk@ams.usda.gov for guidance if either of the superseding options does not result in the intended action.

Background for Cancelling a FEIRS Certificate

If an applicant has requested an inspection, the inspector is on site and has made entries on their notesheet, and the applicant decides to cancel the inspection, the inspector may do so by clicking the “X Cancel” button on the top taskbar. The certificate can be canceled with or without a fee. The inspector should contact their Officer-in-Charge (OIC) to determine if a fee should be assessed for the canceled certificate.

Procedure

The procedure for canceling a FEIRS certificate is:

- A. If after arrival at the inspection site the applicant cancels the inspection, a certificate was not started and no fee will be assessed, follow existing procedures and enter the name of the person canceling the inspection, along with the time and date of cancellation on the SC-237 and return it to the office.
- B. If a fee will be assessed for mileage and/or time, an SC-300 certificate must be completed to a minimum of entering the applicant and shipper, the name of the person canceling the inspection, along with the date and time of cancellation in the “Remarks” section and manually entering the time and/or mileage to be billed before clicking “X Cancel” and signing.
- C. If a certificate has been started and no fee will be assessed, cancel the certificate in the same manner as above and make sure “No Charge” is entered as the fee before signing.
- D. If canceling multiple inspections for a single applicant, any fees can be assessed using an SC-E301.

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