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Processed Commodities Handbook

Program Handbook

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Processed Commodities Handbook

Foreword

This handbook sets forth the policies and procedures for sampling, inspecting, and certificating processed commodities. Processed commodities are inspected in accordance with the Part 68 regulations under the Agricultural Marketing Act of 1946, as amended.

The information contained in this handbook is applicable to Federal Grain Inspection Service (FGIS) field offices and designated cooperators and should be used in conjunction with the Weighing Handbook; Sanitation Inspection Handbook for Beans, Peas, Lentils, and Processed Commodities; FGIS Program Directive 918.48, Stowage Examination Services; FGIS Program Directive 918.50, Checkcounting, Observation of Loading, and Checkloading Services; FGIS Program Directive 910.3, Withholding and Withdrawal of AMA Inspection Services; and other applicable instructions.

/s/ David Orr
David Orr, Deputy Director
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CHAPTER 1

GENERAL INFORMATION

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1.1 INTRODUCTION

The Federal Grain Inspection Service (FGIS) provides a wide range of processed commodity inspections under the authority of the Agricultural Marketing Act of 1946 (AMA) and the Part 68 regulations. This handbook provides the procedures for sampling, testing, and certifying processed grain products.

Processed commodities are not required by law or regulation to be inspected. Inspections are performed only upon request. Most inspections are performed because a purchasing contract requires FGIS to inspect and certify that a product meets the terms in the contract. FGIS performs physical, chemical, and microbiological tests requested by the applicant.

Applicants may request and receive certification that a product meets contractual requirements by providing the certifying office and the Commodity Testing Laboratory (CTL) with the requirements. When requested, the inspecting office will:

- a. Determine that a product meets the terms of a contract as specified in the referenced abstracts, announcements, solicitations, commercial item descriptions (CID), Federal specifications, military specifications, commercial specifications, and amendments. The sampler's evaluation of the labeling, condition of containers, etc., are just as important as the checkweighing and laboratory analysis. Individual specifications and contracts should be studied carefully.
- b. Record on the FGIS-992, Services Performed Report, all instances where the commodity or the containers vary from the contract requirements.

When inspecting commodities for compliance with a purchasing contract, the inspection usually consists of the following steps performed repeatedly throughout the duration of the contract.

- a. Sanitation inspection of:
 - (1) Premises
 - (2) Equipment.
 - (3) Personnel.
 - (4) Empty containers.
- b. Sampling.
- c. Condition of container inspection on:
 - (1) Primary containers.
 - (2) Secondary containers.

- d. Checkweighing.
- e. Checkloading (when required).
- f. Verifying contract requirements.
- g. Certification of results.

Applicants may request that a particular commodity be tested for specific quality factors (e.g., ash, moisture, protein, etc.) or be inspected for other services (e.g., checkweighing, checkloading, condition of container examination, etc.) without reference to a contract. In these instances, the field office shall perform the services requested and certify the results without reference to any contract. If the applicant requests testing, the field office must clearly indicate to CTL the tests required on the FGIS-992.

Applicants may request that products be tested to meet all or part(s) of a CID, Federal specification, or military specification requirements. In these instances, the field office shall perform the inspections required by the document and certify that the product does or does not meet the appropriate requirement.

Applicants may request that a quality inspection be performed on a submitted sample. When this occurs, the field office shall inform the applicant to submit the sample directly to CTL and include, with the sample, an application clearly stating what tests to perform and a check to cover the tests requested. The laboratory will certify and report the results to the applicant.

1.2 DEFINITIONS

- a. Applicant. Any interested person who requests any inspection service with respect to a commodity.
- b. Carrier. A truck, trailer, truck/trailer(s) combination, railcar, sea van, barge, ship, or other container used to transport bulk, sacked, or packaged commodity.
- c. Commodity. Agricultural commodities and products thereunder assigned to FGIS by the Secretary of Agriculture for inspection purposes. Reference: FGIS Directive 101.3, Listing of Agricultural and Food Commodities Assigned to FGIS.
- d. Composite Sample. A single sample composed of portions taken throughout the lot.
- e. Contractor. A person or business having a contract to provide processed commodities to a purchasing agency or entity.
- f. Deleterious Substance. Any substance considered an actionable defect by the Food and Drug Administration.
- g. Factor. A physical or chemical property identified in specifications, abstracts, contracts, or other documents whose measurement describes a specific quality of the commodity.

- h. Inspection Certificate. A written or printed official document approved by FGIS that shows the results of the inspection service.
- i. Licensee. Any person licensed by FGIS to perform services under the AMA.
- j. Lot. Any amount of a particular commodity offered for inspection.
- k. Lot Inspection. The inspection of a commodity lot at rest in a processing plant, warehouse, carrier, or other location.
- l. Official Personnel. Any authorized FGIS employee or person licensed to perform services under the AMA.
- m. Official Sample. A sample taken from a lot by official personnel.
- n. Online Inspection. The inspection of a commodity while it is being packaged.
- o. Primary Container. The immediate container in which the product is packaged.
- p. Sample Portion. A randomly selected portion of the lot which will be composited with other portions to represent the lot.
- q. Sampling. The procedure used to take a representative sample from a lot.
- r. Secondary Container. The shipping container or the container in which one or more primary containers are placed (i.e., shipping boxes, paper and plastic bailers).
- s. Specification. A document that describes the technical requirements for items, materials, or services, including inspection procedures.
- t. Submitted Sample. A sample submitted by or for an applicant.

1.3 WHO MAY INSPECT COMMODITIES

Inspection and sampling are performed only by FGIS employees or persons licensed under the AMA. Contract samplers and cooperators must be licensed. The Licensing Handbook provides the procedures for issuing licenses. Samplers cannot perform services until licensed, except during orientation while under direct supervision of an authorized or licensed person.

Licenses may be revoked if, at any time, the sampler fails to perform duties in accordance with the applicable regulations, instructions, or procedures. Any person who causes the issuance of a false certificate is subject to a fine of not more than \$1,000 and/or imprisonment of not more than 1 year.

1.4 REQUEST FOR SERVICE

Applicants may request services orally or in writing to the appropriate field office.

- a. If made orally, the field office may require that the request be confirmed by the applicant in writing.
- b. The request should specify the identity of the commodity, the services desired, and the specifications or conditions for which the product is to be inspected.
- c. The inspection request may be made on Form FGIS-955, Application for Inspection Under the AMA of 1946. If the services requested cannot be performed, the field office manager should notify the applicant immediately.

1.5 LEVELS OF SERVICE

- a. Original Service. Original service is the initial inspection of a lot or a submitted sample.
- b. Retest Service. A retest inspection service is the subsequent inspection performed on any or all of the quality factors tested in the original quality inspection service using the same laboratory procedures.
 - (1) Retest services cannot be performed on other services, such as checkweighing.
 - (2) Only one retest inspection service can be performed on any original quality inspection service. Retest inspections are limited to analysis of the file sample.
 - (3) Quality factors included in the original inspection, but not included in the retest request, may not be retested at a later date. Moisture will also be included if needed to conduct the retest requested factor(s).
- c. Appeal Service. An appeal service is a review of the original or retest inspection service and may be performed on any kind of original or retest service.
 - (1) When performing an appeal inspection for quality determinations, CTL will analyze the sample for all the quality factors included in the original inspection.
 - (2) An appeal inspection may be based on the file sample or a new sample as long as the original results do not indicate that the lot contains a deleterious substance (other than insect fragments).
 - (3) When, as a result of a previous inspection, a commodity lot contains filth (other than insect fragments) or a deleterious substance, an appeal inspection for quality determinations shall be limited to an analysis of the file sample.

- (4) When, as a result of a previous inspection, a commodity lot does not contain filth (other than insect fragments) or a deleterious substance, the applicant may request that an appeal inspection for quality determination be based on a file sample or a new sample. An appeal inspection is based on a new sample only if (1) the lot can be positively identified as the one that was previously inspected and (2) the entire lot is available and accessible for sampling and inspection.
- d. New Original Service. A new original inspection must be based on a new sample and its scope (kind of inspection service) may be different from any previous inspections (see chapter 6, 6.5).
- (1) New original inspections shall not be performed on identifiable lots that have previously been found to contain filth (other than insect fragments) or a deleterious substance.
 - (2) Applicants may request a new original inspection when (1) the lot's identity is lost, or (2) the applicant is not entitled to a retest or appeal inspection, or (3) the applicant has obtained an appeal inspection for the lot.
 - (3) New original inspections shall not be performed on lots that contain any previously rejected product. However, applicants may:
 - (a) Empty, remix, and repackage the rejected product and resubmit the newly created lot for a new original inspection.
 - (b) Resubmit the previously rejected lot in total for a new original inspection, or
 - (c) Rework the lot by removing any suspect portion of the lot and submitting the remaining portion of the lot for a new original inspection.
 - (4) An applicant who is dissatisfied with the result(s) of a new original inspection may request retest and appeal inspection services.

1.6 KINDS OF SERVICE

- a. Quality Inspection Service. This service consists of official personnel:
- (1) Obtaining representative sample(s) of an identified commodity lot.;
 - (2) Examining or testing the sample to determine specific quality factors, e.g., protein, moisture, fat, etc.;
 - (3) Examining relevant records for the lot; and
 - (4) Certifying the results.

- b. Stowage Examination Service. A stowage examination shall be performed, when requested, in accordance with FGIS Program Directive 918.48, Stowage Examination Services. This service consists of official personnel visually determining if an identified carrier or container is clean; dry; free of infestation, rodents, toxic substances, and foreign odor; and suitable to store or carry commodities and certifying the results.
- c. Checkweighing Service (Container). A checkweighing service will be performed, when requested, in accordance with the Weighing Handbook. This service consists of official personnel:
 - (1) Weighing a randomly selected number of containers from a commodity lot;
 - (2) Determining the estimated total gross, tare, and net weight, or the estimated average gross or net weight per filled container; and
 - (3) Certifying the results.
- d. Checkcounting Service. Checkcounting service will be performed, when requested, in accordance with FGIS Program Directive 918.50, Checkcounting, Observation of Loading, and Checkloading Services. This service consists of official personnel determining the total number of filled outer containers in a lot to determine the total number and certifying the results.
- e. Condition Inspection Service. This service consists of official personnel determining the physical condition of the commodity by determining whether an identifiable commodity lot is damaged, contaminated, infested, or has any other deteriorating condition and certifying the results. When inspecting commodities for condition, it is important that a detailed description be given on the FGIS-992 as to how the commodity was examined and all conditions observed.
- f. Observation of Loading Service. Observation of loading shall be performed, when requested, in accordance with FGIS Program Directive 918.50, Checkcounting, Observation of Loading, and Checkloading Services. This service consists of official personnel determining that an identified lot has been moved from a warehouse or carrier and loaded into another warehouse or carrier and certifying the results.
- g. Checkloading Service. A checkloading service will be performed, when requested, in accordance with FGIS Program Directive 918.50, Checkcounting, Observation of Loading, and Checkloading Services. This service consists of official personnel:
 - (1) Performing a stowage examination of the empty carrier;
 - (2) Observing the condition and computing the number of filled commodity containers loaded aboard the carrier;

- (3) If practicable, sealing or observing the sealing of the carrier; and
 - (4) Certifying the results. If containers from more than one lot are checkloaded into a carrier, record the number of containers from each lot on the certificate.
- h. Sanitation Inspection Service. Sanitation inspections are performed in accordance with the Sanitation Inspection Handbook. The regulations require that, as a condition for obtaining a quality inspection service, commodities be produced in a plant that has passed a sanitation inspection as outlined by the Sanitation Inspection Handbook. A sanitation inspection may also be performed, upon request, by an applicant as a separate service.
- i. Condition of Food Container Service. Applicants may request that the food containers be examined for condition, construction, sealing, or markings. This service will be provided using the U.S. Standards for Condition of Food Containers, the Handbook for Inspection of the Condition of Food Containers, and section 1.7 of this chapter.
- j. Any other requested services that can be performed under AMA.

1.7 CONDITION OF FOOD CONTAINER INSPECTION PROCEDURES

- a. General. It is essential that before performing condition of food container inspections that official personnel read and understand:
- (1) U.S. Standards for Condition of Food Containers,
 - (2) AMS Handbook for Inspection of the Condition of Food Containers, and
 - (3) Visual Aids for Inspection of Containers, as appropriate.
- b. Container Examination Worksheets (Forms AD-0741 (glass), AD-0748 (rigid, semirigid, and metal), or AD-1023 (flexible containers)).
- (1) Complete an applicable worksheet for each lot inspected.
 - (2) Depending on the type of packaging used, two separate condition of container inspections may be necessary -- one on the primary container and one on the secondary container.
 - (3) Upon request, furnish the applicant a signed copy of each worksheet immediately after the condition of container inspection is completed.
 - (4) Attach one copy of the worksheet(s) to the original FGIS-992 and retain in the field office.
 - (5) Examples of completed Worksheets are found in the AMS Handbook for Inspection of the Condition of Food Containers.

c. Performing the Inspection (Online).

- (1) Examine the specified number of primary containers for the presence of defects and determine whether the lot is accepted or rejected. Perform a similar inspection when secondary containers are used to ascertain acceptance or rejection of the lot. The examination of the primary and secondary containers should be made concurrently, when feasible, or separately depending on the physical layout of the plant.
- (2) The U.S. Standards for Condition of Food Containers allows for two sampling plans -- double and single. The double sampling plan will apply unless the applicant requests the single plan be used.
 - (a) The manner in which samples (first and second) are selected depends on how the commodity is being loaded for shipment.
 - (b) If the commodity is being packaged and loaded directly into a carrier, select both the first and second samples at the same time. Set aside the second sample until it is determined if it is needed.
- (3) When primary containers are inspected during the filling operation, select containers from the conveyer after they have been inspected by plant employees just before they are placed into the secondary containers.
- (4) When primary containers are to be packed in secondary containers, select the primary containers just before they are placed in the secondary containers.
 - (a) Several times during the shift, temporarily move the inspection point to a point beyond where the secondary containers are filled so that several samples are examined from the sealed secondary containers.
 - (b) If there is a reason to believe that the secondary container filling operation is damaging containers or labels in any way, permanently move the inspection point beyond the secondary container filling operation.
- (5) If there is good reason to believe that the condition of the containers may have changed prior to checkloading, perform a new container examination.
- (6) Occasionally, the number of primary containers actually packed differs substantially from the number estimated to be packed; this will require the examination of greater or fewer numbers than planned. In that case, randomly draw the additional primary containers needed for inspection from throughout the finished pack.
- (7) Record a history of results on Form AD-0749, Cumulative Original Inspections of Condition of Container, for each type of container examined so that tightened or reduced plans may be employed as required.

- d. Performing the Inspection (Lot Inspection).
- (1) The inspection of the primary containers is made at the same time as the inspection of the secondary containers.
 - (2) The applicant shall make all containers in the lot accessible for sampling.
 - (a) Select the required number of containers at random and examine for condition.
 - (b) If secondary containers are used, select the number of primary containers necessary for examination from the secondary containers.
 - (3) The sampler must decide, before opening the cases, which primary containers are going to be examined and stick to this decision to prevent bias.
- e. Documenting Results. When applying the U.S. Standards for Condition of Food Containers, examine the containers and record the results of the examination on the score sheets designed for this purpose.
- (1) Attach the score sheets to the FGIS-992 covering the particular lot.
 - (2) If requested by the applicant or required by the contract, perform a formal inspection using the U.S. Standards for Condition of Food Containers on each lot of packaged product.

1.8 SAFETY ¹

- a. Official personnel shall comply with all pertinent Occupational Safety and Health Administration (OSHA) requirements (e.g., 29 CFR 1910-60) and all other instructions used to perform inspection services.
- b. Obey all posted warning signs and wear appropriate protective equipment when warranted (e.g., hard hat, eye and ear protection, dust mask, disposable gloves).
- c. Storage, handling, and disposal of ethyl alcohol should be according to OSHA and pertinent Environmental Protection Agency regulations.
- d. When performing services in warehouses, do not climb on top of pallets. At all times, remain aware and careful of moving vehicles (forklifts etc.).

¹ The requirements in this section are mandatory for FGIS employees. All others are strongly encouraged to also follow the guidelines.

Chapter 2 Sampling

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2.1 GENERAL INFORMATION

a. Representative Sampling.

- (1) Obtaining a representative sample from a commodity lot is one of the most important parts of inspection.
- (2) A careful analysis of the sample sent to a testing laboratory will not reflect the true quality of the commodity unless a representative sample is taken. It is the responsibility of the sampler to be sure the sample obtained reflects the true quality of the entire lot.

b. Types of Sampling Services. Applicants may select online or stationary-lot inspection service. Online inspection is the inspection of a lot as the lot is being produced. Stationary-lot inspection is the inspection of a finished lot when all the containers are stacked in a stationary place (warehouse floor, etc.) or loaded into a carrier.

c. Alternative Procedures.

- (1) When inspecting a product for compliance with a contract and the contract specifies sampling procedures other than those provided in this chapter, the sampler must perform the sampling in accordance with the contractual requirements. For example, some Defense Personnel Support Center (DPSC) contracts require sampling using Military Standard 105, Sampling For Attributes, rather than the procedures outlined in this chapter.
- (2) Some Farm Service Agency (FSA) products require bacteriological testing which requires detailed sampling procedures. Chapter 3 outlines these instructions.

d. Lot Accessibility.

- (1) Each lot for which an inspection service is requested should be placed, by the applicant, in such a manner as to permit the safe and proper performance of the service requested.
- (2) If the entire lot is not accessible to perform the service requested or the lot is stacked in a manner that does not provide a safe area to perform the service and is not corrected, the sampler must advise the applicant that the requested inspection cannot be performed or that a partial inspection will be performed.

e. Plant Examination. Sanitation inspections performed for applicants requesting quality inspections are performed before a plant begins producing a product and on a periodic basis as outlined in the Sanitation Inspection Handbook. Sanitation inspections are requested by the applicant or required by the contract.

- (1) In addition to these inspections, samplers must be constantly alert to make sure that the commodity is packaged under sanitary conditions during the entire day.
 - (2) Any condition that is not sanitary shall be pointed out to the plant supervisor for immediate correction.
 - (3) A notation shall also be made on the FGIS-992, Services Performed Report. (See section 2.13 and attachment.)
 - (4) If the insanitary condition is not corrected, the sampler shall contact the field office manager or cooperator manager.
 - (5) The manager, in turn, will determine if conditional withholding of service is warranted and, if so, is responsible for notifying the applicant in accordance with FGIS Program Directive 910.3, Withholding and Withdrawal of AMA Inspection Services.
- f. General Sampling Principles. The following is a partial list of general sampling principles to remember when sampling.
- (1) Use equipment approved for the product being sampled (see appendix A, Equipment Handbook).
 - (2) Use sampling equipment that is clean and free of any material that might affect the sample.
 - (3) Open each container with a minimum of tearing and cutting, but the opening shall be large enough to allow the drawing of a representative sample.
 - (4) Draw each sample in such a way as to prevent contamination or adulteration of the sample by threads, pieces of paper, or any other materials from the container that are not part of the contents.
 - (5) Ensure that an equal amount of sample is obtained from each container selected for sampling or time interval so that each subsample obtained is proportional to the portion of the lot represented by the container selected or time interval.
 - (6) Transfer the sample from the sampling device to a moisture-proof container as rapidly as possible with a minimum of exposure to the air.
 - (7) Follow all safety and sanitation rules in effect at the plant or warehouse.

Reportable Incidents/Conditions.

- (1) During sampling, notify the field office manager or cooperator manager of any unusual incidents or conditions occurring at the plant or when confronted with a problem or situation for which there are no instructions.
- (2) A partial list of incidents or conditions that may develop while performing inspection services which must be reported are:
 - (a) Applicant suggests ways to sample other than the official method.
 - (b) Applicant will not make selected containers accessible for sampling or examination.
 - (c) Applicant offers special favors or gratuities either directly or indirectly.
 - (d) Applicant wants to add containers to the lot after sampling is completed.
 - (e) Sampler suspects, for any reason, that a substitution of commodities has occurred or that the commodity shipped was not the commodity sampled.
 - (f) Product was contaminated or adulterated in any manner.
 - (g) Plant is insanitary or product is maintained in an insanitary manner, and applicant refuses to correct the conditions in accordance with requests.
 - (h) Conditions exist that would prevent sampling in a safe manner.
- (3) Incidents involving violations of the Agricultural Marketing Act (AMA), bribery, or other violation, must be reported by following the instructions in FGIS Directive 366.1, "Reporting Violations of the U.S. Grain Standards Act and the Agricultural Marketing Act of 1946."

h. Conserving Time and Effort.

- (1) When applicants request that more than one kind of service (sampling, checkweighing, condition of container examination, etc.) be performed at the same time, use the same containers for all services whenever possible.
- (2) Make the first selection for the kind of service having the largest sample size using the specified selection procedures and use these containers for the other services. For example, individual containers selected for the condition of container examination can be used for checkweighing and for obtaining sample portions for analysis.

2.2 LOT SIZE

a. Maximum Lot Sizes.

- (1) The following maximum lot sizes have been established for processed commodities:

Table No. 1

Maximum Lot Sizes	
PRODUCT	MAXIMUM LOT SIZE
Dry Corn, Oat, Rice, Soybean, Sorghum, and Wheat Products	500,000 lbs. (225,000 kg.)
Vegetable Oil, Shortening, and Syrup	80,000 primary containers or one truck or railcar for bulk product
Pasta and Margarine	150,000 lbs. (67,500 kg.)
Products Containing Milk	180,000 lbs. (81,000 kg.)

- (2) If the lot exceeds the maximum lot size, inform the applicant that the lot will have to be divided into smaller lots that do not exceed the maximum lot size.

b. Establishing Lot Sizes.

- (1) The applicant, together with official personnel, must establish, for each lot, the total weight in pounds/kilograms, the total number of containers, and the estimated production time as applicable. Do this before:
 - (a) Production begins when the applicant requests online inspection.
 - (b) Sampling begins when the applicant requests stationary-lot inspection.
- (2) Inform applicants that, if the lot size changes after sampling begins, additional sample portions and inspection data might have to be obtained from the lot due to changes in sampling rates based on the lot size.

2.3 SAMPLE RATES

Table 2 shows, by product, the number of individual containers or the time intervals to use for obtaining sample portions.

Table No 2

SAMPLE RATES			
PRODUCT	LOT SIZE IN POUNDS	LOT SIZE IN KILOGRAMS	NUMBER OF CONTAINERS OR TIME INTERVALS PER LOT
Dry Corn, Oats, Rice, Soybeans, Sorghum & Wheat Products	45,000 or less	20,250 or less	12
	45,001-180,000	20,251 - 81,000	20
	180,001-500,000	81,001 - 225,000	35
Pasta Products	45,000 or less	20,250 or less	18
	45,001-80,000	20,251 - 36,000	36
	80,001-150,000	36,001 - 67,500	54
LOT SIZE BY PRIMARY CONTAINER			
Vegetable Oil, Shortening, and Margarine in Other than 55-gallon (208.20 liter) Containers	6,000 or less		9
	6,001 - 12,000		10
	12,001 - 36,000		14
	36,001 - 80,000		19
Vegetable Oil, Shortening, and Margarine in 55-gallon (208.20 liter) Containers	6,000 or less		18
	6,001 - 12,000		20
	12,001 - 36,000		28
	36,001 - 80,000		38
Syrup	80,000 or less		18

When sampling products not included in table 2, use the square root of the number of containers in the lot as the sampling rate.

2.4 SAMPLE SIZE

Tables 3 and 4 show, by product, the minimum composite sample size and the subsample distribution in pounds/kilograms and quarts/liters.

Table No. 3

SAMPLE SIZE				
Product	Minimum Composite Sample Size		Subsamples Per Lot¹	
	Pounds	Kilograms	Pounds	Kilograms
Bakers Soft Wheat Flour	9	4.05	3	1.35
Bakery Mix	9	4.05	3	1.35
Bulgur	5 1/4	2.36	1 3/4	0.79
Corn Grits	3	1.35	1	0.45
Cornmeal	3	1.35	1	0.45
Corn Soy Blend	5 1/4	2.36	1 3/4	0.79
Corn-Soya Milk	3	1.35	1	0.45
Farina	3	1.35	1	0.45
Instant Corn Masa Flour	3	1.35	1	0.45
Instant Corn-Soya Masa Flour	9	4.05	3	1.35
Instant Corn-Soya Milk	3	1.35	1	0.45
Instant Rice Cereal	3	1.35	1	0.45
Pasta	9	4.05	3	1.35
Rolled Oats	5 1/4	2.36	1 3/4	0.79
Rolled Wheat	5 1/4	2.36	1 3/4	0.79
Soy-Fortified Cornmeal	3	1.35	1	0.45
Soy Flour, Defatted	3	1.35	1	0.45
Soy Flour, Full Fat	3	1.35	1	0.45
Soy-Fortified Bread Flour	30	13.5	10	4.5
Soy Fortified Bulgur	3	1.35	1	0.45
Soy-Fortified Rolled Oats	5 1/4	2.36	1 3/4	0.79
Soy-Fortified Sorghum Grits	3	1.35	1	0.45
Wheat-Soy Blend	3	1.35	1	0.45
Wheat-Soy Milk	3	1.35	1	0.45
Other Flour and Dry Products	3	1.35	1	0.45

¹ 1 subsample to CTL, Kansas City, MO.
1 subsample for plant or field office as a reserve sample
1 subsample for the applicant if requested

Table No. 4

liquid and semisolid products				
Product	Minimum Composite Sample Size		Subsamples Per Lot¹	
	Quarts	Liters	Quarts	Liters
Margarine	3	2.85	1	0.95
Shortening	3	2.85	1	0.95
Syrup	3	2.85	1	0.95
Vegetable Oil	3	2.85	1	0.95

¹ 1 subsample to CTL, Kansas City, MO.
1 subsample for plant or field office as a reserve sample.
1 subsample for the applicant if requested.

For liquid and semisolid products, in the absence of specific instructions in table 4, obtain approximately 3 quarts (2.85 liters) of a fully refined liquid product and approximately 3 gallons (11.4 liters) of an unrefined liquid product for the composite sample. Mix the liquid composite sample well and divide into three equal portions, one for the testing laboratory, one for the reserve sample, and one for the applicant.

2.5 ONLINE INSPECTION

a. Packaged Commodities.

- (1) During online inspection of packaged products, check empty containers for cleanliness throughout the shift.
 - (a) Visually check interiors of containers for rust, dust, and other foreign material. Containers that are not clean must not be filled and included in the lot.
 - (b) If unclean containers are not removed from the lot, note this fact on the FGIS-992 and issue a noncompliance certificate.
- (2) Select the individual containers to use for obtaining sample portions as follows:
 - (a) Determine the number of containers to be produced and the lot weight if necessary.
 - (b) Determine the sample rate by dividing the number of containers in the lot by the appropriate sample size (see table 2).

For example:

Lot size = 120,000 lbs. (54,000 kg.) of wheat flour packaged in 2,400, 50-lb. (22.5-kg.) bags

Required sample size = 20 containers

$2,400 \div 20 = 120$ container groups

This means that the lot contains 20, 120 container groups and that the sample rate is 1 container for approximately every 120 containers.

- (3) Deliberately vary the containers selected within the groups; do not select, for example, every 120th container.
 - (a) To do this, preselect the containers ahead of time using a reference point.
 - (b) For example, select ahead of time the sixth filled container after the one that the machine operator is filling at the time of selection.

- (c) Use a different preselection number for each container.
 - (d) A sample may be taken near the end of one interval and near the beginning or middle of the next. In other words, vary the time of drawing each sample portion within the time interval so that it is impossible for the applicant to determine when the next sample portion will be drawn. Take the same amount of sample at each time interval.
- (4) Sampling Dry Products. When sampling dry products, make the first selection from the first five containers filled at the start of the day's production and from the first five containers filled when production resumes after any production stoppage exceeding 30 consecutive minutes.
- (5) Sampling Liquid Products.
- (a) When sampling liquid products, such as oil and syrup, and the sample is taken from a filled container, agitate the container so that sediment or foreign material (if present) will be included in the composite sample. This may be accomplished by vigorously shaking the filled container immediately prior to pouring the sample from the container.
 - (b) If liquid products are poured from one container to another, thoroughly clean the pouring spout or the lip over which it is poured before pouring.
 - (c) Examine the first container filled when filling operations start at the beginning of the day and after line stoppages, such as for lunch, coffee breaks, or mechanical breakdowns.
 - (d) If water, sediment, or other undesirable material is found, the plant supervisor shall remove all containers from the line which are similarly affected and dispose of the commodity so it is not included in the lot.

NOTE: During online inspection, sample oil, shortening, or margarine immediately prior to or immediately after the filling of containers.

- b. Bulk Commodities. Perform a stowage examination on the bulk carrier before loading.
- (1) Determine the time periods (in minutes) to use for obtaining sample portions as follows:
 - (a) Determine the lot size and sample rate (see table 2).
 - (b) Obtain the estimated loading time in minutes.

- (c) Divide the estimated loading time by the number of time intervals. This gives the duration of each period in minutes. Take a sample portion during each time period. For example:

Weight of flour to be loaded in hopper car = 100,000 lbs (45,000 kg.)

Estimated loading time = 240 minutes

Number of time intervals = 20 (see table 2)

$240 \div 20 = 12$ -minute periods

- (2) Cut the running commodity stream at least once, at random, during each of the 20, 12-consecutive minute periods, using the appropriate sampling device to provide 20 sample portions.

- c. 88-Hour Rule. When inspection is online and the applicant stops production for more than 88 consecutive hours, sampling cannot resume on the lot.

If production stops during online inspection for more than 88 consecutive hours, the applicant has two options:

- (1) The lot size may be changed to reflect the amount produced, and all subsequent containers produced shall be considered another lot and inspected separately. If this option is selected, determine if the proper amount of sample has been taken to represent the lot. If not, randomly sample additional containers to obtain sufficient sample and complete the inspection.
- (2) The applicant may elect to withdraw the request for online inspection on the portion of the lot that has been produced and request that this lot be combined with an additional portion produced after the production stoppage. If this option is requested, discard the sample from the initial portion of the lot and resample as a warehouse lot after the additional portion is added.

2.6 STATIONARY-LOT INSPECTION

- a. Packaged Commodities At Rest In Plants and Warehouses. Select the individual containers to use for obtaining sample portions as follows:
 - (1) Determine the number of containers in the lot and the lot weight.
 - (2) Determine the sample rate (see table 2).
 - (3) For a nonpalletized lot, select the containers.
 - (4) For a palletized lot, select the pallets first. The number selected must equal the required sample size for the lot. Then select one container from each

pallet.

For example:

Lot size = 120,000 lbs. (54,000 kg.) of cereal consisting of 10,000 cases; 12, 1-lb. (0.45 kg.) boxes per shipping case 250 pallets; 40 cases per pallet

Sample size = 20 boxes.

Select 20 pallets.

Select 20 shipping cases, one from each pallet.

Select 20 boxes, one from each shipping case.

Take a sample portion from each box.

If the number of pallets in the lot is less than the sample size, obtain the containers from all of the pallets.

For example: To obtain 20 containers from 15 pallets:

Select 10 pallets and draw 1 container from each pallet.

Draw 2 containers from each of the other 5 pallets.

b. Packed Commodities At Rest In Carriers.

- (1) Sampling in railcars and trucks presents specific safety concerns. All necessary precautions must be taken when sampling under these conditions. Report all unsafe conditions to the field office manager for resolution.
- (2) The containers in the carrier are considered accessible for inspection when three wells are dug at the location and depth selected by the sampler. Labor and equipment for making the commodity accessible is furnished by the applicant.
- (3) Randomly select the location of the three wells and containers to be sampled. The use of selection cards are not required. However, selection cards may be used as a tool to determine the location of the wells and containers to be sampled. If selection cards are used, proceed as follows:

Make up selection cards at the field office, using six regular 3" x 5" cards typed as shown below.

Card #1

A1	A2	D	B1	B2
3	1	6	1	3
2	3		3	2
1	2	5	2	1

Card #2

A1	A2	D	B1	B2
1	2	6	2	1
3	3		1	3
2	1	5	3	2

Card #3

A1	A2	D	B1	B2
1	3	5	3	1
2	1		1	2
3	2	6	2	3

Card #4

A1	A2	D	B1	B2
3	2	6	2	3
1	3		3	1
2	1	5	1	2

Card #5

A1	A2	D	B1	B2
3	2	6	1	2
1	3		2	3
2	1	5	3	1

Card #6

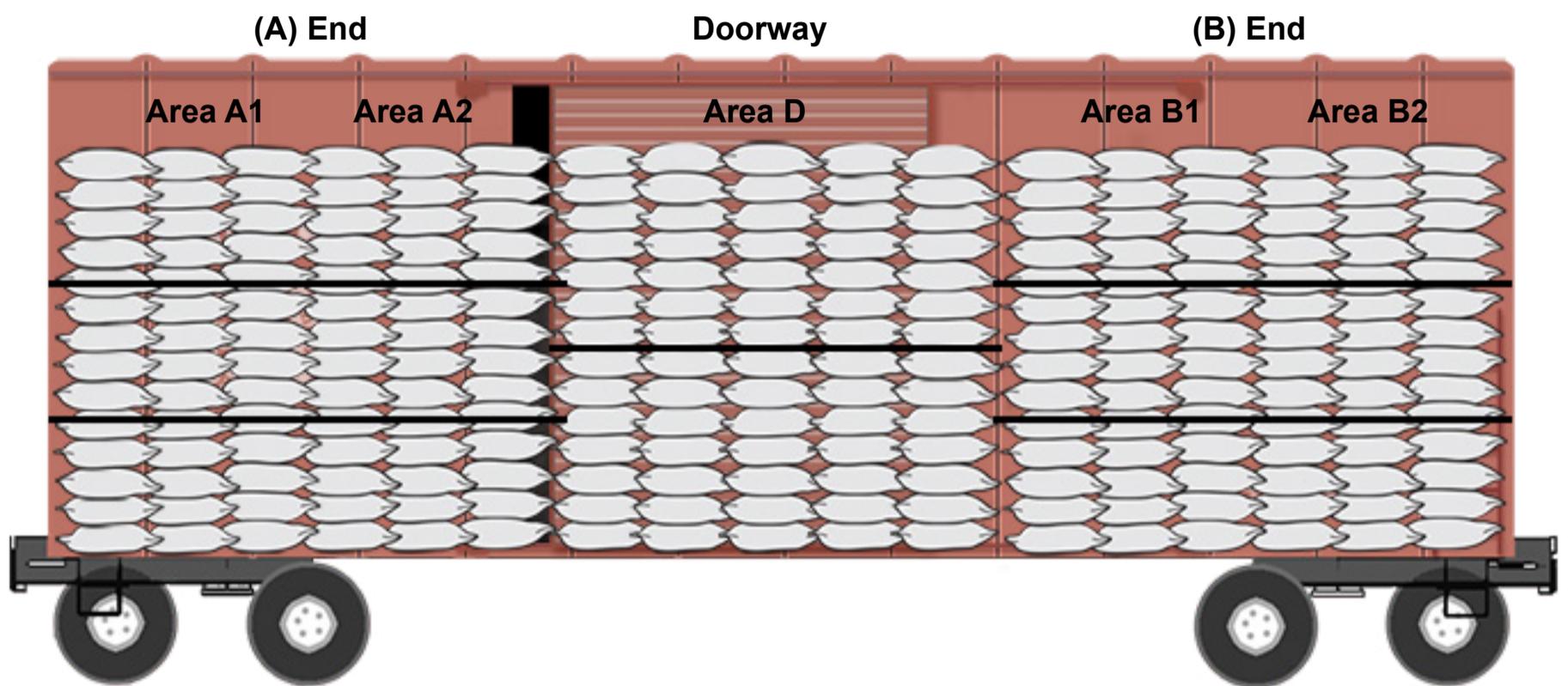
A1	A2	D	B1	B2
2	1	5	1	2
3	2		2	3
1	3	6	3	1

The random selection

cards identify the general area in a carrier by ends and middle locations (A1, A2, D, B1, B2,), the levels within an area (top, middle, bottom), and the number of containers sampled from that area.

(4) Sample the carrier as follows:

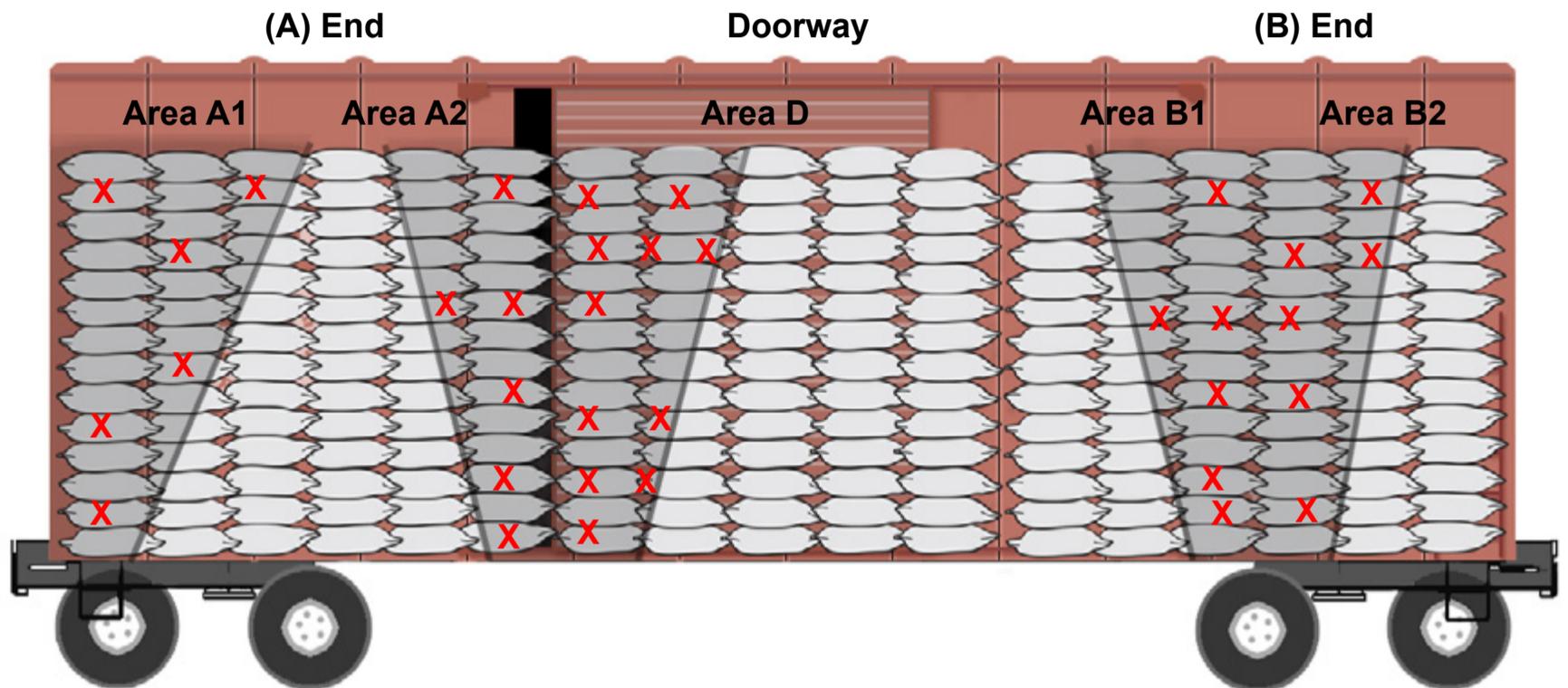
- (a) Select a card by shuffling the six cards and drawing one at random.
- (b) Mentally divide the carrier into areas as shown below:



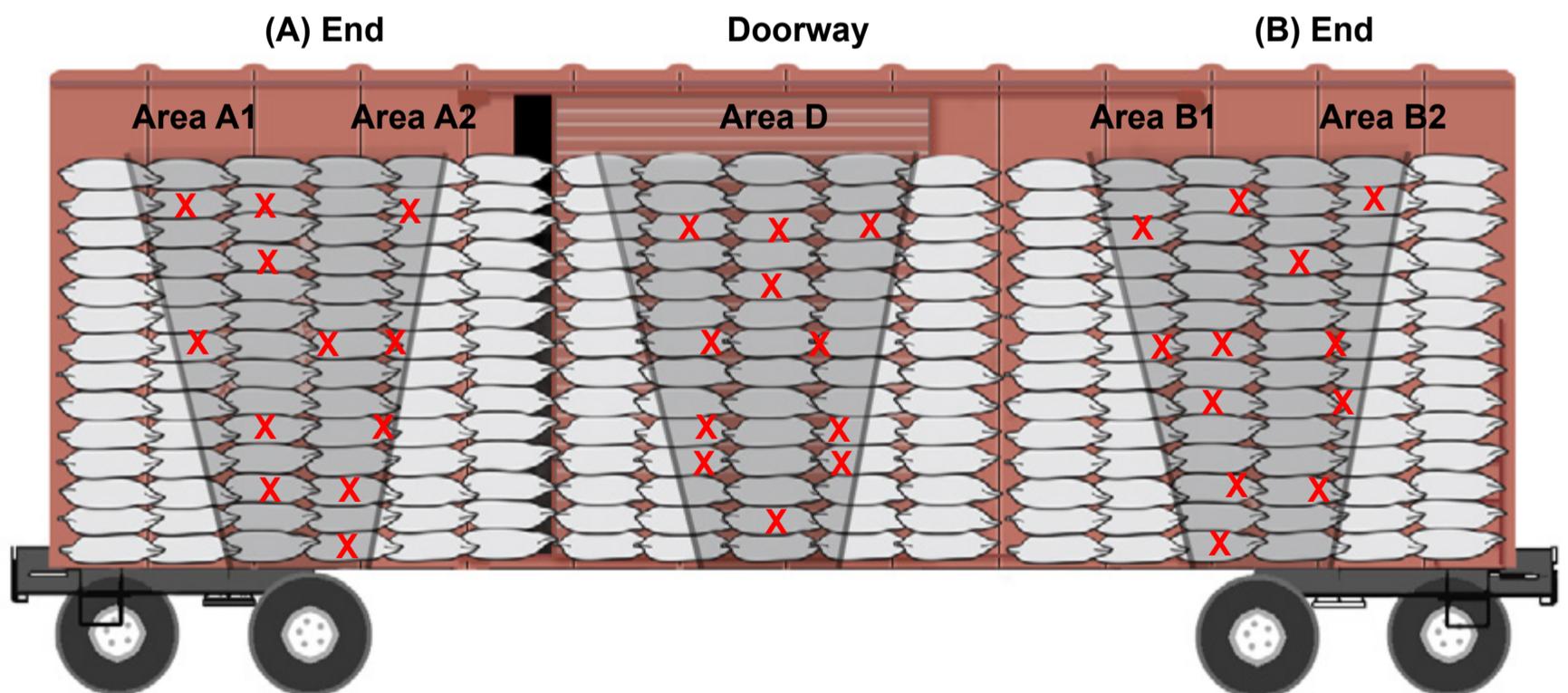
- (c) Select the locations of three wells so that the proper number of containers may be sampled from each section. If using selection cards, select a card by shuffling the six cards and drawing one at random. The selected card states the number of containers to be chosen at random from each section.
- (d) Sample the number of containers indicated in table 2 at random from the containers removed and from the exposed containers forming the sides of the wells. If inner containers are present, select at random an inner container within the outer container. Determine prior to opening the outer container which of the inner containers will be selected. If using cards, the card will indicate the number of containers to select.
- (e) Examine the condition of the containers as they are sampled to determine if the containers are clean or dirty, stained, torn, or contain live or dead insects. The kind and condition of the containers should be noted on the FGIS-992.

(f) The following example explains the selection card method of sampling.

Example A: ¹ Card number 1 is drawn from the deck of cards and you decide that one well shall cover area A1, one shall cover areas A2 and D, and one shall cover areas B1 and B2. Sample containers as follows:

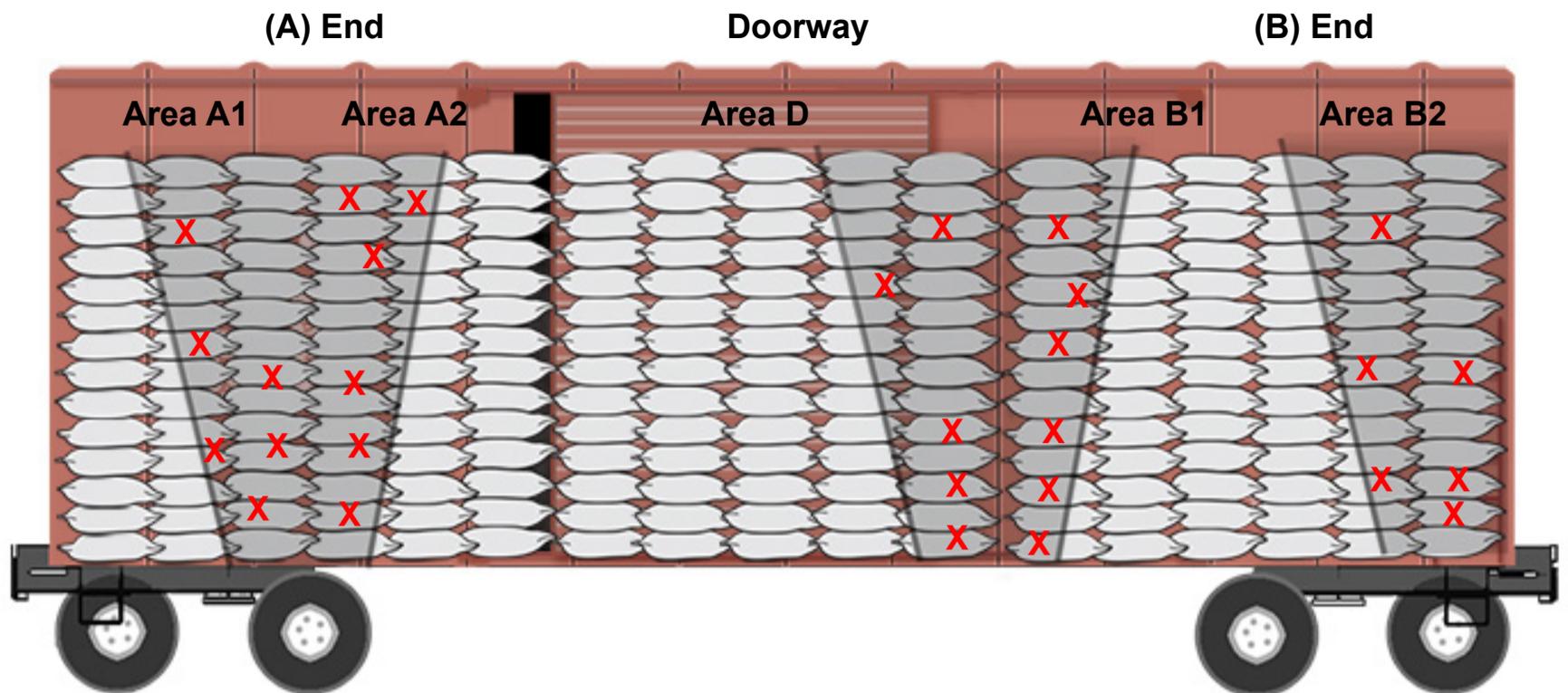


Example B: ¹ Card number 1 is drawn from the deck of cards and this time you decide to place the wells in a different pattern. Sample containers as follows:



¹ Container locations are shown for illustration purposes only. Use your own judgment as to which containers are to be sampled within the well so that a representative sample is obtained.

Example C: ¹ Card number 4 is drawn and containers sampled as follows:



The selection cards provide for 35 sample portions. If the size of the lot in the carrier is such that more or less than this number of containers must be sampled as specified in table 2, mentally adjust the numbers on the selected card. For example: A truck lot of 725 containers is to be sampled. Table 2 requires a sample size of 20 containers and you draw card number 5 from the deck of cards. Mentally adjust the numbers on it as follows:

A1	A2	D	B1	B2
1	2	2	1	1
1	1		2	1
2	1	2	1	2

A variety of other adjustments could be made to card number 5 in the above situation. Another example follows:

A1	A2	D	B1	B2
1	2	3	1	1
1	1		1	1
1	1	3	1	2

¹ Container locations are shown for illustration purposes only. Use your own judgment as to which containers are to be sampled within the well so that a representative sample is obtained.

- c. Bulk Commodities in Hopper Cars, Trucks, Vessels, and Land Tanks.
- (1) Obtain sample portions from each compartment using the appropriate sampling device.
 - (2) Obtain approximately the same amount of sample from each compartment and in quantities that will total the amount required in tables 3 or 4.
 - (3) When sampling is requested after the carrier has been loaded and the carrier has not been examined for condition prior to loading, a statement to this effect shall be made on the FGIS-992 and the certificate for quality.

2.7 SAMPLING DEVICES

a. Dry Products.

(1) Ladles.

- (a) Polyethylene or stainless steel ladles may be used to obtain sample portions from containers before the containers are closed and from a running commodity stream when plants do not have diverter-type (D/T) mechanical samplers.
- (b) Obtain ladlefuls from and below the product's surface by dipping immediately after the containers are full (after they pass the dribbler, if there is one) and before closing.
- (c) Use a 2-oz. ladle for containers weighing 5 lbs. (2.25 kg.) or less. Use a 4-oz. ladle for containers weighing over 5 lbs.

NOTE: Ladles shall not be used to sample soy-fortified bulgur or soy-fortified sorghum grits. These products must be sampled using a bag trier (see below).

- (d) Use only stainless steel ladles for sampling FSA products with bacteriological requirements. See chapter 3 for more information on these products.

(2) Bag Triers.

- (a) Use the type of bag triers listed in table 5 to obtain samples from filled and closed 25-pound and greater capacity primary containers made from paper, woven polypropylene, burlap, and cotton.

Table No. 5

Bag Triers	
Product	Trier Type
Powdery Products ¹	Double-Tube Noncompartmented Single-Tube Open-Ended
Nonpowdery Products ²	Double-Tube Noncompartmented
Soy-Fortified Bulgur Soy-Fortified Sorghum Grits	Double-Tube Compartmented
¹ Products, such as flour.	
² Products, such as bulgur, grits, and rolled oats.	

- (b) Use only stainless steel triers for sampling FSA products with bacteriological requirements. See chapter 3 for more information on these products.
- (c) Use triers that can reach the opposite corner of the containers when inserted on a diagonal, starting from one corner. Obtain sample portions as follows:
- 1) Lay containers flat (or up on end, if using a double-tube, compartmented trier).
 - 2) Insert the trier in the corner of the container with the slots closed, if a double-tube trier.
 - 3) Move the trier diagonally through the middle of the container until it touches the opposite corner. Avoid puncturing the opposite side or bottom of the container. Then, if it is a single-tube trier, withdraw it. If it is a double-tube trier:
 - a) Open it with the slots facing upward.
 - b) Move the trier in and out two or three times to fill the slots.
 - c) Close the trier and withdraw it.

(3) PVC Flour Triers.

- (a) Use 10-foot (300-cm) PVC flour triers for sampling flour and similar powdered commodities in hopper cars and trucks.
- (b) Obtain sample portions from the center of each hopper car and truck compartment as follows:
 - 1) Insert the unstoppered trier straight down into the commodity.
 - 2) Insert the stopper in the cap after the trier is filled.
 - 3) Withdraw the filled trier.
 - 4) Remove the stopper to allow the commodity to flow out of the trier.
 - 5) Record the statement "Top sampled, bottom not sampled." on form FGIS-992 when the bottom is not reached by all probes. The number of feet shown in the statement must correspond to the estimated average depth of all probes that did not reach the bottom of the carrier.

(4) D/T Mechanical Samplers.

- (a) Use D/T mechanical samplers to obtain sample portions from running commodity streams.
- (b) Follow the approval and operating procedures for D/T mechanical samplers provided in the Mechanical Sampling Systems Handbook.
- (c) Set D/T mechanical samplers so that at least the minimum number of portions required in table 2 is obtained and the weight of the sample portions, when combined, is equal to the applicable composite sample weight shown in table 3.
- (d) Secure all diversion points between the sampling location and the carrier before sampling starts.
 - 1) Check all seals and locks just before sampling starts and immediately after sampling ends.
 - 2) Report any seal and lock irregularities to the field office as soon as possible.

NOTE: Some dry products, such as pasta products and cereals, cannot be sampled with the above devices due to their size. For these types of products, pour the entire contents from one primary container into a clean, shallow container. It is a good practice to examine the interior of the

emptied primary containers for any abnormalities such as insect webbing or foreign material. Mix macaroni type pasta products gently using an official polyethylene ladle and remove a representative sample portion. Remove a representative portion of spaghetti and noodle products with your gloved hands so as not to break the product.

b. Liquid and Semisolid Products.

(1) Ladles/Spatulas.

- (a) Use ladles or spatulas made of stainless steel, aluminum, or nickel. Avoid using ladles or spatulas made of copper, bronze, or brass because these metals will contaminate liquid and semisolid products such as oil and shortening.
- (b) Use ladles only while the product is being agitated or thoroughly mixed. For example, oil that is coming from a filling machine is considered well mixed, and the sample taken from the container should be representative.
- (c) Ladles can be used for online sampling of 1-gal. (3.8-L) cans, 5-gal. (19-L) cans, and for drums if the sample is taken as soon as the containers are filled.
- (d) Loading or unloading serves to physically mix bulk oils. Therefore, dip samples taken at irregular time intervals, during loading or unloading, provide a representative sample of the lot.
- (e) Use spatulas for sampling semisolid products, such as shortening and margarine.

(2) Thief Sampler.

- (a) This type sampler is usually used on containers that can be agitated or mixed before inserting the thief.
- (b) When possible, draw the sample from along the entire length of the container.
- (c) As soon as the thief sampler is fully inserted, close the upper constriction with a finger and transfer the oil to a suitable container.

(3) Core or Trier Sampler.

- (a) The core or trier sampler can be used for sampling drums, tankcars, or ships depending on the length of the sampler.
- (b) Lower the trier vertically through the oil at a uniform rate with the bottom valve completely open.
- (c) The rate of lowering should be about 1 ft. (30 cm) per second.
- (d) After the bottom of the container is reached, close the bottom valve and withdraw the sampler.

(4) Bacon Bomb Sampler.

- (a) This is a stainless steel cylinder with openings at the lower and upper ends. A plunger extends through the cylinder from top to bottom and serves as a valve for both openings.
- (b) Raising the plunger allows the oil to flow in through the lower opening and releases the trapped air through the upper opening.
- (c) The lower end of the plunger protrudes through the bottom of the sampler about 1/2 in. (1.25 cm). There are two common sizes of Bacon bombs, 1-pt. (0.47-L) capacity and 1-qt. (0.95-L) capacity.
- (d) A graduated steel tape is attached to the upper end of the bomb to measure the oil depth and stop the bomb at any desired level. A chain or heavy cord is attached to the plunger and is pulled to lift the plunger and fill the bomb with oil. A tripod device, with a winch, has been developed for lowering and raising the bomb sampler. If required, the temperature of the oil can be obtained by attaching a minimum-maximum thermometer to the sampler.

(5) Curtus-Tompkins Zone Sampler.

- (a) This is a 12-in. (30-cm) tapered cylinder that has flutter valves on each end. The sampler has a weighted bottom so it will pass easily through the oil.
- (b) The flutter valves automatically open as the sampler is lowered into the oil and are closed by the upward movement of the sampler.
- (c) This sampler will take a sample of approximately 1 qt. (0.95 L) of oil.
- (d) A graduated steel tape is attached to the upper end of the cylinder to measure the oil depth and stop the sampler at any desired level. The tripod mentioned for use with the Bacon bomb sampler can also be used with this sampling device.

- (6) Bleeder-Line Sampler. The bleeder-line method of sampling oil can also be used while the oil is being loaded or unloaded. When using this method, remain present for the entire period of loading or unloading.

2.8 CLEANING SAMPLING EQUIPMENT

- a. Clean ladles, bag triers (outside and inside of inner and outer tubes), sample pails and lids, and spoons before sampling each lot and as often after that as necessary.
 - (1) Clean by wiping with clean, dry paper toweling or, when necessary, by washing with soapy water, rinsing with clean water, and thoroughly drying with clean, dry paper towels.
 - (2) Place ladles and spoons in new, clear polyethylene bags immediately after cleaning and keep them there when you are not obtaining sample portions or dividing samples.
- b. PVC Flour Triers. Clean the inside of PVC flour triers as soon as practical after sampling by passing clean, dry, rag toweling through the bore and stoppering both ends. Clean the outside of these triers, if necessary, before and after sampling each lot by wiping with clean, dry toweling.

NOTE: FSA products which require bacteriological testing necessitate additional cleaning. See chapter 3 for these procedures.

2.9 EXAMINING AND COMPOSITING SAMPLE PORTIONS

- a. General. A sample portion is the amount of sample obtained from a selected container or during a specified time period.
 - (1) Obtain the same amount of sample (sample portion) from each container or during each time period so that each sample obtained is proportional to the portion of the lot represented by the container or time interval.
 - (2) Immediately after obtaining a sample portion, visually examine it for uniformity in quality before adding it to the composite sample. A sample portion is not uniform when its quality is distinctly different from the quality of the other sample portions obtained for the lot. For example, it contains live or dead insects, foreign material (glass, metal shavings, water, sediment, etc.), color, particle size, or lumps that do not disintegrate easily or is otherwise distinctly different from other sample portions.
 - (a) For D/T mechanical samplers, if you cannot examine a sample portion while it is in the collection box, empty it into a bag and then examine it.
 - (b) For liquid products, pour the sample into a clean, clear container for examination to determine if it should be included in the composite sample.

b. Distinctly Different Sample Portions. When a sample portion is not uniform, immediately:

- (1) Draw enough additional sample from the same container(s), compartment(s), or time period, as applicable, of the distinctly different commodity to form a "Distinctly Different Sample." The size of the distinctly different sample should equal or exceed that shown in tables 3 or 4 for the composite sample. Place the distinctly different sample portions in a separate sample container from the other sample portions taken from the lot.

If the lot contains more than one type of nonuniform portion, obtain a distinctly different sample from each portion.

For Example: A lot of yellow corn meal contains one portion that is infested with insects, another portion does not have insects but is white in color, and the remainder of the lot appears normal. Obtain three samples, one distinctly different sample from the portion that contains insects, one distinctly different sample from the portion that appears white, and finally a sample from the normal appearing portion.

- (2) Obtain an estimate of the product amount represented by the nonuniform sample portion to be used for certification if necessary.
 - (a) When performing online inspections, a nonuniform sample portion represents:
 - 1) For packaged commodities, all of the commodity packaged since the last good sample portion was obtained unless examination shows otherwise (for example: 120, 50-lb. (2.25-kg) containers).
 - 2) For bulk commodities all of the commodity loaded into the carrier since the last good sample portion was obtained (for example: one time period = 1/20th of the 100,000-lb. (45,000-kg) lot (20 time periods for the lot) = 5,000 lbs. (2,250 kg).
 - (b) When performing stationary-lot inspections, a nonuniform sample portion represents:
 - 1) For packaged commodities, the sampled container and all surrounding containers that probably contain nonuniform product. Determine the approximate number of containers holding nonuniform product by sampling containers at intervals in northerly, westerly, southerly, easterly, and in-between directions.
 - 2) For bulk commodities in hoppercars and trucks, all the commodity in the sampled compartment or truck.
 - 3) Inform the plant management and the field office manager that you obtained a nonuniform sample portion.

- a) The field office manager will inform the plant management that the field office will certificate the entire lot as not being in compliance if the portion represented by the nonuniform sample portion is commingled with the remainder of the lot and the “Distinctly Different Sample” does not meet contract requirements.
 - b) If the laboratory analysis indicates that the distinctly different sample and the sample representing the rest of the lot meet contract requirements, issue one certificate showing entire lot to be in compliance.
- c. Compositing Sample Portions. For each lot, immediately after examining sample portions for uniformity, place uniform sample portions in the same sample container to form the “composite sample” and each nonuniform sample portion in a separate sample container.
- (1) For liquid products, when pouring from one container to the composite container, thoroughly clean the pouring spout before pouring.
 - (2) Once solid portions of shortening or margarine have been taken for a composite, they shall not be melted prior to submission to the laboratory.

2.10 SAMPLE CONTAINERS

- a. General. Samples must always be placed in new, clean containers. Under no circumstances are the samples to be placed in containers which have been used before or which contain any rust, dust, or other foreign matter.
- b. Dry Products.
 - (1) Polyethylene Bags. Place sample portions and subsamples in new, clear polyethylene bags.
 - (a) Keep bags tightly closed except when adding sample portions or dividing samples to prevent outside contamination.
 - (b) Squeeze all of the air out from above the sample portions and subsamples before twisting the bags closed and applying ties.
 - (2) Sample Pails With Lids. During sampling, keep the bag holding the composite sample in a sample pail and keep the sample pail tightly closed with a lid when you are not adding sample portions and mixing and dividing samples.

- c. Semisolid Products. Place sample portions and subsamples in new, clear polyethylene bags.
 - (1) Keep bags tightly closed with twist ties except when adding sample portions or dividing samples.
 - (2) Squeeze all of the air out from above the sample portions and subsamples before twisting the bags closed and applying ties.
- d. Liquid Products. Place sample portions in new clean, containers.
 - (1) Containers used to package the product are acceptable as long as they can be verified as clean.
 - (2) Keep the containers closed except when adding samples to prevent exposure to the air and possible contamination.

2.11 PREPARING AND DISTRIBUTING SUBSAMPLES

- a. Dry Products.
 - (1) For dry products except rolled oats, rolled wheat, and pasta, mix the composite sample thoroughly by inverting, shaking, and kneading the composite sample bag for at least 2 minutes or thoroughly mixing with a spoon or ladle.
 - (2) Gently mix rolled oats, rolled wheat, and pasta composite samples with a spoon or sampling ladle to thoroughly mix the sample without crushing the product. For items such as lasagna noodles or spaghetti, gently mix the sample with your gloved hands to prevent breakage.
 - (3) Immediately after mixing, divide the sample into subsamples with a long-handled plastic or metal spoon. Place the subsample amount shown in table 3 in each of two or three containers as applicable.
 - (4) Place the subsample of dry products sent to CTL in new polyethylene bags. The polyethylene bags must be air tight and the tie applied just above the product after the air has been squeezed out to prevent any change in the moisture content.
 - (5) For dry products with a laboratory subsam_ple size of less than 2 lbs. (0.9 kg), place the polyethylene bag in the standard cardboard mailing box.
 - (a) To ensure that as much sample as possible is sent to the laboratory, fill the bag so that it completely fills the mailing box.
 - (b) Placing the bag in the box before filling the bag will generally accommodate more sample in the box.

- (c) If the commodity is pasta, rolled wheat, or rolled oats, fill the containers to capacity to protect particle size and prevent any other change in the product. Do not crush the product during filling.
 - (d) Fasten two mailing boxes end to end for mailing spaghetti and lasagna type noodles so that the products can be mailed without breaking. Other mailing containers may be used for these products as long as they accommodate the minimum amount of product and prevent breakage.
- (6) For dry products with a subsample size of 2 lbs. (0.9 kg) or more, place the polyethylene bag in a mailing bag or box that will protect the sample in shipment.

b. Semisolid Products (Margarine and Shortening).

- (1) Place shortening sample portions in a polyethylene bag similar to that used for lining 50-lb. cans or fiberboard boxes of shortening.
- (2) Mix the composite sample thoroughly by kneading the bag for at least 2 minutes.
- (3) Immediately after mixing, divide the sample into subsamples with stainless steel spoon.
- (4) Place the subsample amount shown in table 4 in each of two or three containers as applicable.
- (5) Place semisolid products in new quart jars and fill to capacity to minimize contact of the product with entrapped air. The sample container should be purged with nitrogen, if available, to remove the oxygen from the container prior to filling.
- (6) Place the quart jar in a styrofoam mailer for shipment to the laboratory. Semisolid products may be sent to the testing laboratory in alternative containers at the applicant's request if the request is made in writing.

c. Liquid Products.

- (1) For liquid products, the composite sample shall be well mixed by shaking the composite sample.
- (2) Immediately after mixing, divide the sample into subsamples in the amount shown in table 4 and place in each of two or three containers as applicable. When transferring liquid products from the composite container to the subsample container, thoroughly clean the pouring spout before pouring. Samples should be protected from contact with heat and air as much as possible so that the quality of the product is protected.

- (3) Place liquid products in new quart jars and fill to capacity to minimize contact of the product with entrapped air. The sample container should be purged with nitrogen, if available, to remove the oxygen from the container prior to filling.
 - (4) Place the quart jars in a styrofoam mailer for shipment to the laboratory. Liquid products may be sent to the testing laboratory in alternative containers at the applicant's request if the request is made in writing.
- d. Work Records. For all products, place the laboratory copy of the FGIS-992 in the mailing container along with the sample. Do not place the FGIS-992 inside the sample container.
- e. Mailing.
- (1) Fill in the appropriate information on the standard mailing box. If the standard mailing box is not used, place the following information on each sample container (place the information on bags with a permanent marker or on "stick-on" labels and attach the labels to the bags):
 - (a) Contract number.
 - (b) Lot number.
 - (c) Plant location (city and State).
 - (d) Date sampled.
 - (2) It is important to mail commodity samples to the testing laboratory as soon as possible after a lot is completed in order to expedite the testing analyses. The field office manager or cooperator is responsible for establishing the best possible mailing procedures.
 - (3) If applicants request a delivery service other than the U.S. mail, field office managers may arrange for such service at the applicant's expense.
 - (4) Distribute the subsamples as follows:
 - (a) Send one to CTL. CTL will divide the subsample into an original and a file sample.
 - (b) Maintain one in reserve at the plant or field office.
 - (c) Give one to the applicant if the applicant requests one.
 - (5) Samples should be kept in the custody of official personnel or protected from manipulation by other persons until they are mailed.
- f. Distinctly Different Samples. For each distinctly different sample, prepare and distribute the subsamples in the same manner as described above except label each subsample "Distinctly Different."

2.12 SAMPLE AND EQUIPMENT SECURITY CABINETS (STORAGE AREAS)

- a. Cabinets shall be placed at plants where inspection service is provided on a regular basis. Their use will prevent any possible tampering with official samples and supplies.
- b. Store all samples not in the custody of licensed or authorized personnel in the cabinets. For instance, when the sampler leaves the point of sampling for meals, to perform checkloading and related duties, or for any other reason, official samples must be placed in the cabinet. Store equipment and supplies, when not in use, in the same manner.
- c. Cabinets must be:
 - (1) Of sufficient size to contain samples, sampling supplies and equipment, and checkweighing scales.
 - (2) Placed in the immediate work area. Cabinets in basements and other remote areas are not acceptable. (If it is impossible or impracticable to locate the cabinet in the immediate work area, use a portable locked can, such as a galvanized, aluminum or plastic pail, for maintaining samples.)
 - (3) Preferably metal for sanitary reasons, but other materials may be used.
 - (4) Equipped with padlocks with keys issued only to official personnel. Under no circumstances shall keys to cabinets or locked cans be accessible to unauthorized persons. A key accountability record shall be maintained to ensure that the assignment of keys is to official personnel only.
- d. The cabinets may be supplied by the applicant provided the four criteria above apply.

2.13 SERVICES PERFORMED REPORT, FGIS-992

- a. Form FGIS-992, Services Performed Report, is a three-part carbonized form to be completed by the sampler when sampling, checkweighing, checkcounting, or checkloading commodities.
 - (1) The form is designed so that all pertinent information may be recorded.
 - (2) Field offices may require additional information on this form.
 - (3) All information placed on the form must be factual.
 - (4) A warning statement is included to indicate the penalty for reporting or recording false information (see attachment for completion instructions).

- b. The sampler shall distribute copies of the form as follows:
 - (1) Submit the original to the field office.
 - (2) Attach the first copy to the sample sent to the testing laboratory.
 - (3) Retain the second copy.
 - (4) A photocopy may be provided to the applicant at their request and expense.

2.14 RESERVE SAMPLES

- a. Reserve samples are to be kept at the plant or field office for each sample sent to the testing laboratory until laboratory results are received.
- b. Reserve samples are only used for testing purposes when the sample sent to the testing laboratory is lost or damaged in the mail or the laboratory requests the sample.

2.15 FILE SAMPLES

- a. File samples are obtained from the subsample sent to the laboratory and used for retest inspections and file sample appeal inspections.
- b. All file samples, except noncomposite DPSC file samples, will be retained by the testing laboratory.
- c. Do not use the reserve sample as a file sample unless approved by the laboratory.

2.16 REPLACING CONTAINERS AFTER SAMPLING

- a. FGIS is not obligated to purchase samples of products taken for inspection purposes.
 - (1) After samples have been taken from a lot offered for inspection, the applicant must replace the package or unit of quantity in the lot.
 - (2) If the applicant does not replace the quantity of the commodity removed by the sample, certificate only the amount actually present in the lot after sampling.
- b. When an applicant produces extra containers for replacing containers damaged by sampling or handling and the extra containers are not needed, the applicant may ship the unused containers in any subsequent lot. The applicant must make the extra containers accessible for inspection with the subsequent lot.

FGIS-992, SERVICES PERFORMED REPORT

* = Calculated Field

Form Approved: OMB 0580-0013

UNITED STATES DEPARTMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION FEDERAL GRAIN INSPECTION SERVICE SERVICE PERFORMED REPORT	1. Field Office
---	-----------------

Instructions: Send original to the field office, one copy to the testing laboratory and retain one copy.

2. Sample Type (Check one) <input type="checkbox"/> FSA <input type="checkbox"/> DSCP <input type="checkbox"/> VA <input type="checkbox"/> Submitted <input type="checkbox"/> Supervision <input type="checkbox"/> Other(Specify)							
3. Contract No.	4. Sample or Lot No.	5. Date Sampled	6. Commodity Code	7. Location Code	8. Applicant No.		

9. Name and Address of Applicant	10. Commodity <input type="checkbox"/> Domestic <input type="checkbox"/> Export
11. Location of Commodity	

12. Identification of Carrier	13. Seal Numbers	14. Inspection Point	15. Destination
-------------------------------	------------------	----------------------	-----------------

17. Gross Weight	16. Number and Kind of Containers/ Laboratory Instructions	Count No. in this box

	Tare Weight	29. Sampler	30. Date	31. Time (mil) Start xx:xx	32. Time Stop	33. Hours * Worked	34. Activity
19. Weight Empty Outer Containers	21. Weight Empty Inner Containers						
# of containers =	# of containers =						
Boxes 19. and 21. are the total number of empty containers randomly selected (minimum 10). Boxes 20. (outer) and 22. (inner) are the total weights of the number indicated in boxes 19. or 21.		35. Total Hours				*	

18. Total Gross Wt ↓ *			20. Total ↓			22. Total ↓		
23. Gross *			24. Tare *			25. Net *		
37. Name(s)								

Estimated Weight of Lot			38. Sample Mailed			39. Results Received			40. Vendor Called			41. Cert. Mailed		
-------------------------	--	--	-------------------	--	--	----------------------	--	--	-------------------	--	--	------------------	--	--

Warning: Sec 203(h) of the Agricultural Marketing Act of 1946 (7 U.S.C. 1622 (h)) provides that anyone causing a false certificate to be issued shall be subject to a \$1,000 fine or imprisonment for not more than 1 year, or both. 18 U.S.C. 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.

Form Approved OMB NO. 0580-0013: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 0580-0013. The time required to complete this information collection is estimated to average 20 minutes per response and 3.3 hours yearly per recordkeeper, this includes 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-992 (11-04) Edition of (11-92) may be used. Expires January 2018.

Times must have colons (!)

Instructions for completing the Service Performed Report Form FGIS-992

- a. Action by person performing inspection. Complete items 1 through 37.
1. Field office performing the service.
 2. Type of sample, check one; or specify if you check "other".
 3. Contract number assigned by the contracting party when applicable. Include prefix characters as part of the contract number.
 4. Sample or lot number assigned. Field offices shall specify one range of lot numbers for each commodity location (mill point). This range shall be large enough to accommodate the maximum number of lots inspected at that commodity location under any one contract. Each range must begin with a number which ends with the digit 1 (e.g., 501-1000; 2501-3000; 1-350). Lot numbers must be numeric and cannot exceed 4 digits in length. Each lot will have its own number (e.g., 501; 502; 503; etc.). To identify new original inspections, either reserve the first digit of the four digit lot code number for this purpose or use the next available lot number for each contract. Julian date codes may be used for DSCP.
 5. Date sampled (MM/DD/YY).
 6. Commodity code (sees reverse side of form for codes, or contact the testing laboratory for codes not listed).
 7. Location code from the list of numbers provided to the field office.
 8. Applicant number derived by using the last six numbers of the NFC applicant number.
 9. Name and address of applicant.
 10. Type of commodity and whether domestic or export.
 11. Location of commodity if other than the applicant's address. If the location is the same as block 9, show "Same".
 12. Car number, license number, or other identification of the carrier.
 13. Record the seal numbers applied and/or broken. If space is not adequate, show "See Below" and place in blocks 16 or 36.
 14. Inspection point code. Field offices view the Grain and Weighing Information System (GIWIS) under "Reports -- Active Specified Service Points" for identifying codes, agencies and contractors must contact area field office for codes.

15. Destination if known. When submitting ethylene dibromide residue testing and aflatoxin survey samples, use the destination codes provided in Grain Inspection Handbook, Book IV, Chapter 4, Data Collection Forms, Report of Grain Inspected and Weighed for export, Form FGIS-938.
16. Number of containers and complete description of kind of containers (the descriptive terms should be those used in the announcements and specifications). Record checkloading information, such as tally or description, of how the count was made. When submitting supervision samples, include the type of test performed and the original results obtained. Also, include any necessary laboratory instructions.
17. The gross weight of each container weighed. Refer to the checkweighing instructions in the Weighing Handbook, Chapter 4, Section 4.5, to determine the number of containers to weigh. When not recording in pounds. Indicate the unit of weight used. Weights should be entered as exactly displayed on the scale used.

E.G., if the scale's smallest division size is 0.1, then 110.1, not 110.10.
18. Record the total gross weight of the containers weighed by totaling the results in the columns following block 17.
19. The weight of the empty outer containers weighed. Refer to the checkweighing instructions in the Weighing Handbook, Chapter 4, Section 4.5, for the number of containers to weigh. Place a "1" here if the tare is not known and using a tare value from Table 4 of Chapter 4 of the Weighing Handbook in block 20.
20. The total weight of the empty outer containers weighed by totaling the results in block 19 above (The tare containers are weighed together in one weighing). Outer containers weighed individually must be handwritten by on the back of the form and the total of all entered in block 20.
21. The weight of empty inner containers weighed, if present. Refer to the checkweighing instructions in the Weighing Handbook, Chapter 4, Section 4.5, for the number of containers to weigh. When not recording in pounds, indicate the unit of weight used (The tare containers are weighed together in one weighing). Inner containers weighed individually must be handwritten by on the back of the form and the total of all entered in block 22.
22. The total weight of the empty inner containers selected, if present from block 21.
23. Record the average gross weight of the filled containers, by dividing the results in block 18 by the number of containers weighed. This field is automatically calculated if completed electronically.

24. Record the average tare weight of the empty containers. This field is automatically calculated if completed electronically. If the empty containers are not available for determining tare weight and the lot was previously checkweighed (e.g., at origin), use the previously determined tare weight. If it is not known whether the tare was previously determined use Weighing Handbook, Chapter 4, Section 4.5, Table 4.
25. Record the average net weight of containers by subtracting the result in block 24 from that in block 23. This field is automatically calculated if completed electronically.
26. Record the estimated gross weight of the lot by multiplying the number of containers in the lot block 16 by the result in block 23. This field is automatically calculated if completed electronically.
27. Record the estimated tare weight of the lot by multiplying the number of containers in the lot block 16 by the result in block 24. This field is automatically calculated if completed electronically.
28. Record the estimated net weight of the lot by subtracting the result in block 27 from that in block 26. Some commodity instructions say to certify using the labeled or intended amount for certification if the lot complies, but for the purposes of this worksheet use the sampled calculations for block 28. This field is automatically calculated if completed electronically.
29. The name of the sampler(s).
30. Date service was performed.
31. Starting time to the nearest $\frac{1}{4}$ hour. For the automatic calculating feature to work column 33 the time must be entered in military time and with a ":" (colon) separating the hours from minutes. Shifts exceeding a calendar day 24-hour period (00:15-24:00) must be split between two entries.
32. Stopping time to the nearest $\frac{1}{4}$ hour. For the automatic calculating feature to work column 33 the time must be entered in military time and with a ":" (colon) separating the hours from minutes. Shifts exceeding a calendar day 24-hour period (00:15-24:00) must be split between two entries.

33. The total hours for each period of time recorded. If more than one lot is worked simultaneously, prepare an FGIS-992, for each. Record the time worked on each form; however, do not attempt to prorate and divide the time between different lots. This field is automatically calculated if completed electronically.

Place asterisks by the hours worked and under the "comments of sampler," identify the other lots worked simultaneously. When billing, field office personnel shall divide the time equally between the lots worked simultaneously or use the following method to prorate the time worked on each lot.

- a. Total the hours worked on each lot individually during a 1-day (24 hour) period.
 - b. Total the hours worked on all lots during the 1-day (24 hour) period.
 - c. Divide the hours worked on each individual lot by the total hours worked on all lots.
 - d. Multiply this amount by the actual clock hours worked for the day (24 hours) and round to the nearest $\frac{1}{4}$ hour.
34. The type of service performed (abbreviations are acceptable; i.e., S-sampling, C-condition, CW-checkweighing, CC-checkcount, SB-stand by, etc).
 35. The total hours worked. This field is automatically calculated if completed electronically.
 36. Special services, unusual conditions, events, or observations concerning the lot. When necessary, give an explanation of the time recorded when other lots are worked simultaneously or condition of the carrier when found to be unfit to maintain the quality of the product.
 37. Name(s) of person(s) performing services.
- b. Action by person(s) in the field office confirming information. Complete items 38 through 41.
38. Date sample was mailed.
 39. Date the field office received the results from the testing laboratory.
 40. Date the results were called to the vendor.
 41. The date the certificate was mailed.

CONTACT INFORMATION:

Contact the field office responsible for the geographic area in which the service will be provided. Details for these locations can be found at:

www.gipsa.usda.gov

The completed form should also be mailed to this location.

For further information on the Form FGIS-992 "Service Performed Report" contact:

Andrew S. Greenfield
Policies, Procedures and Market Analysis Branch
Field Management Division
1400 Independence Avenue, SW, Room 2409 N
Washington, DC 20250-3630
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Chapter 3

FSA INSPECTIONS

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3.1 GENERAL INFORMATION

- a. The Farm Service Agency (FSA) is an agency of the United States Department of Agriculture that administers specific commodity programs designed for voluntary production adjustment; resource protection; and price, market, and farm income stabilization. Included in these programs is the responsibility to purchase food items for use in domestic and overseas (export) feeding programs.
- b. FSA, together with the Food and Consumer Service (FCS) and the Agricultural Marketing Service (AMS), is involved in all stages of planning, purchasing, allocating, and distributing commodities to domestic outlets, such as the National School Lunch Program, Indian Feeding Program, and needy family feeding.
 - (1) FSA contracts using FCS funds to purchase commodities, such as grain, dairy, cereal, peanuts, and oil products.
 - (2) Through FCS Regional Offices, FCS provides commodities to the State distributing agencies and, through them, to all eligible recipient agencies and outlets.
- c. FSA, together with the Agency for International Development and overseas distribution agencies, such as CARE, is involved in purchasing, transporting, and distributing commodities overseas under Public Law 480 provisions. FSA's primary function is to contract for the purchase and transportation of the product.
- d. FSA's Kansas City Commodity Office (KCCO) in Kansas City, Missouri, has specific responsibility for the purchasing, handling, storage, and disposal of commodities and products held by the Commodity Credit Corporation (CCC) and for the administration of contracts awarded by FSA and AMS.
- e. KCCO monitors the transportation of food across the United States and to foreign countries and maintains a communication network with the vendors and the receivers concerning the delivery and shipment of donated food.
- f. FSA develops purchase announcements for the various types of food purchased.
 - (1) These purchase announcements include or reference all requirements contractors must meet.
 - (2) One of these requirements is that all products must be inspected. For example, all grain products must be inspected at the contractor's facility by FGIS.
 - (3) For products purchased by KCCO, invitations for bids generally are issued monthly. The invitation provides prospective contractors with the quantity, product type, destination, carrier information, and shipping period of the commodity desired. Invitations may modify the requirements in the purchase announcement.

- (4) Offerors bid on these products and KCCO awards contracts to the successful offerors on a competitive basis.
- (5) Once the contracts have been awarded, KCCO produces a purchase abstract which specifies the contractor's name, address, plant location, quantity and type of commodity, price, pack size, destination, delivery order number, mode of transportation, shipping period dates, the purchase announcement, and invitation under which the contract was awarded.
- (6) A copy of the abstract is provided to FGIS so that inspection can be carried out in accordance with the announcement and invitation.
- (7) FGIS then inspects the product according to the contract and issues certificates stating the product does or does not meet the contractual requirements.
- (8) FSA also makes surplus products in CCC storage available for distribution.

3.2 CHECKLISTS OF ASSIGNED RESPONSIBILITIES

Appendix A contains checklists of the assigned responsibilities for processed grain products purchased by FSA. The checklist provides a desk reference list of services to be performed, the authorization for these services (specification, announcement, and commercial item description (CID)), laboratory responsibilities, and testing fees.

3.3 CHECKLOADING

- a. Domestic shipments. Domestic shipments do not require checkloading. However, applicants may request checkloading in accordance with FGIS Program Directive 918.50, Checkcounting, Observation of Loading, and Checkloading Services.
- b. Export shipments. The purchase announcement will indicate when checkloading is required for export shipments. Only "intermodal plant" movements require checkloading and are identified by an "R" preceding the plant location which appears on the extreme left side of the abstract. Unless requested by the applicant, "intermodal bridge" (identified with a "B" preceding the bridge port location) is not checkloaded. Applicants may request and receive checkloading service when it is not required by the purchase announcement. FSA purchase announcements require that export railcars meet the following rules found in the Association of American Railroads (AAR) Standards, Pamphlet No. 17:

Section II -General Rules

Subsection A - Selection and Preparation of Railcars

- A4. Before loading, inspect, clean, and prepare cars carefully. Sweep floors if necessary. Remove all protrusions including, nails, straps, anchor plates, etc. Clean floor tracks where bulkhead doors will be locked.
- A7. When plug doors do not provide a flush surface with the car side walls, use protective material such as corrugated fibreboard.

Subsection C - Doorway Protection

- Cl. Use flush doorway protection in boxcars with sliding doors to prevent the lading from coming in contact with or the weight of the lading bearing against the doors. Protect openings with wood bracing; flat steel straps covered with corrugated fibreboard secured so as not to fall out of position (one steel strap for every layer of product or every 6 to 12 inches); steel strap reinforced retaining strips or other material of sufficient strength for the weight of lading. If lading is unitized by stretch wrap, shrink film, gluing or other means, one steel strap is required for the bottom unit and two steel straps for the top unit.

Subsection G - General Loading Principles

- G3. When shipments in non-insulated cars may be subject to climatic changes leading to condensation, it may be necessary to use protection over the top of the load. Section VI - Manual Loading

Subsection D - Loading Bags and Bales

- DI. Line floor, ends, and side walls with paper or fibreboard protection to reduce chafing or abrasion damage to the lading.
 - D2. Apply paper or fibreboard lining to sufficient height to provide adequate protection for number of layers to be loaded.
 - D4. Whenever possible, load bag tops facing to the walls of the car to afford additional protection against chafe damage.
- (1) When checkloading export railcars or if onsite performing other duties while railcars are being loaded even though checkloading is not being performed, confirm that the AAR requirements are met by examining the car to ensure that:
- (a) The car is clean and free of objects that could damage the product (i.e., basic stowage exam) and,
 - (b) Adequate door and wall protection is in place for the door opposite the loading door.

- (2) Then, once loading is completed, examine the railcar to ensure that:
 - (a) Adequate door protection is in place for the loading door and,
 - (b) The cargo is not loaded above the fibreboard and/or paper lining
- (3) If the applicant fails to follow the AAR requirements:
 - (a) Note the problem on the certificate, including the railcar alphanumeric in the statement: e.g., “Railcar ATW-123735 contained protruding nails that were not removed prior to loading.” “Door protection in railcar NRL-67293 did not meet AAR requirements.” “Bags were loaded into railcar KFR-45901 above the wall liner.”
 - (b) Do not report the problem to KCCO.

3.4 FILTH TESTING

- a. General. Under an agreement with FSA, FGIS randomly tests lots for filth to determine if they meet the defect action levels established by the Food and Drug Administration (FDA). If an applicant does not wish to participate in the random selection testing of lots, the applicant may request that all lots be analyzed at their expense.
- b. Sampler Responsibilities.
 - (1) Insert the words “FILTH TEST” predominantly in the Laboratory Instructions block of the Form FGIS-992, Services Performed Report, for the first lot of each contract.
 - (2) In addition to placing this information on the FGIS-992, include the words “CHANGE IN COMMODITY” for the first change in commodity within the contract.

For example:

LOT COMMODITY	STATEMENT
1 Spaghetti	“FILTH TEST”
2 Spaghetti	No statement
3 Rotini	“CHANGE IN COMMODITY, FILTH TEST”
4 Spaghetti	No statement
5 Spaghetti	No statement
6 Macaroni	“CHANGE IN COMMODITY, FILTH TEST”
7 Rotini	No statement

- c. Laboratory Procedures. The Commodity Testing Laboratory (CTL) shall analyze for filth the first lot of a contract offered by the applicant for inspection and the first lot offered after a change in the commodity type (e.g., bread to all purpose flour) occurs within the contract.
- (1) If the first lot complies with FDA limits, the laboratory analyzes 10 percent of the remaining lots.
 - (2) If the first lot exceeds FDA's limits, each following lot shall be analyzed for filth until the lots are found to comply with FDA's limits. At which time, the laboratory shall begin analyzing 10 percent of the remaining lots.
 - (3) If one of the randomly selected lots does not meet FDA's limits, CTL, will test the following lots and the previous lots that were not tested to determine the extent of the problem.

For example, if the laboratory randomly selects lot 25 for filth analysis and the analysis indicates that the lot exceeds FDA's limits, the laboratory will analyze lot 26 and all following lots until the lots are found to comply with FDA's limits. The laboratory will also analyze lot 24 and all previous lots until the lots are found to comply with the limits.

- (4) CTL may analyze more than 10 percent of the lots when lots are found to have significant amounts of filth but are below the FDA limits.

d. Certification.

- (1) Certify filth analysis results according to Chapter 6, Certification.
- (2) If the laboratory reports that a lot has failed the filth test after it was initially certified, notify the applicant of the failure and issue a corrected certificate for the lot.

e. Fees.

- (1) The cost of the original filth test will be billed by CTL to FSA.
- (2) When the applicant for inspection requests a retest or appeal because of a failing filth result, the field office will bill the applicant for the filth test.
- (3) If the applicant requests that all lots be analyzed for filth in lieu of the random testing, bill the applicant for all original, retest, and appeal filth tests. In this situation, CTL will not bill FSA for the original filth tests.
- (4) Occasionally, the applicant may request an appeal on a lot that was originally tested for filth because a factor other than filth, such as ash, does not meet contract specifications.

- (a) Because the regulations require that all factors tested on the original inspection must be tested on the appeal inspection, the laboratory will perform a filth test.
- (b) In these instances, do not bill the applicant for the filth test.

3.5 LOT CODING

- a. FSA export purchase announcements require that the contractor place a unique lot code for every lot offered for inspection on the following export containers:
 - 50-kilogram capacity textile (polyweave) bags
 - 25-kilogram capacity multiwall paper bags
 - 208-liter capacity drums
 - 20-liter capacity pails
 - 4-liter capacity cans
 - Shipping containers for 4-liter capacity cans
- b. FSA domestic purchase announcements require that the contractor place a unique lot code for every lot offered for inspection on all primary and secondary containers except plastic for bailers.
- c. The contractor may use any type of codes desired and may place the codes anywhere on the outside of the containers. Specific codes can only be used one time for each contract. Lots that are not uniquely marked will be treated as any other lot with marking deficiencies and rejected.
- d. When a new original inspection is performed on a rejected lot that was previously inspected and coded, the contractor may offer the lot for inspection without revising the lot code.
- e. If the contractor elects to rework a rejected lot, they may:
 - (1) Completely reprocess the lot by emptying the containers, reprocessing the commodity, and repacking the lot. In this situation, the contractor must place a different lot code on the containers from the original code.
 - (2) Remove a portion of the lot that they suspect is inferior and causing the lot to fail to meet specifications. In this instance, the contractor has an option. They may obliterate the original lot code and place a new lot code on all the bags now offered for inspection; or, they may keep the original lot code on the bags that remain in the lot and obliterate the lot code on the bags that are removed from the lot and allow official personnel to verify that the codes are obliterated.

For Example: Contractor elects to rework a lot coded as lot 203 containing 5,000 containers by removing 1,000 containers suspected of causing the lot to fail and replacing them with 1,000 new containers.

- (a) Option 1; Contractor recodes the 4,000 good containers as lot 204 and codes the 1,000 replacement containers as lot 204.
 - (b) Option 2; Contractor leaves lot code 203 on the 4,000 good containers, places lot code 203 on the 1,000 new containers added to the lot, obliterates the lot code 203 on the 1,000 bags that are removed from the lot, and FGIS verifies that the code is obliterated from the 1,000 bags removed from the lot.
- (3) Remove a suspected portion of containers from the lot and re-offer the lot for inspection as a smaller lot. In this instance, if the contractor elects not to remark the bags left in the lot, they must obliterate the lot code on the portion of the lot removed; and FGIS must verify that the containers removed do not have the same lot code as those that remain in the lot.
- f. Review lot codes with other markings during the condition of food container examination and whenever else possible.
 - g. Record the contractors lot code on forms FGIS-992 and FGIS-993, Commodity Inspection Certificate.
 - h. If the lot fails to meet the lot coding requirements, consider the lot noncompliance and failing the condition of food container standards and place a statement on the certificate explaining the problem.

The following are examples of statements that can be used:

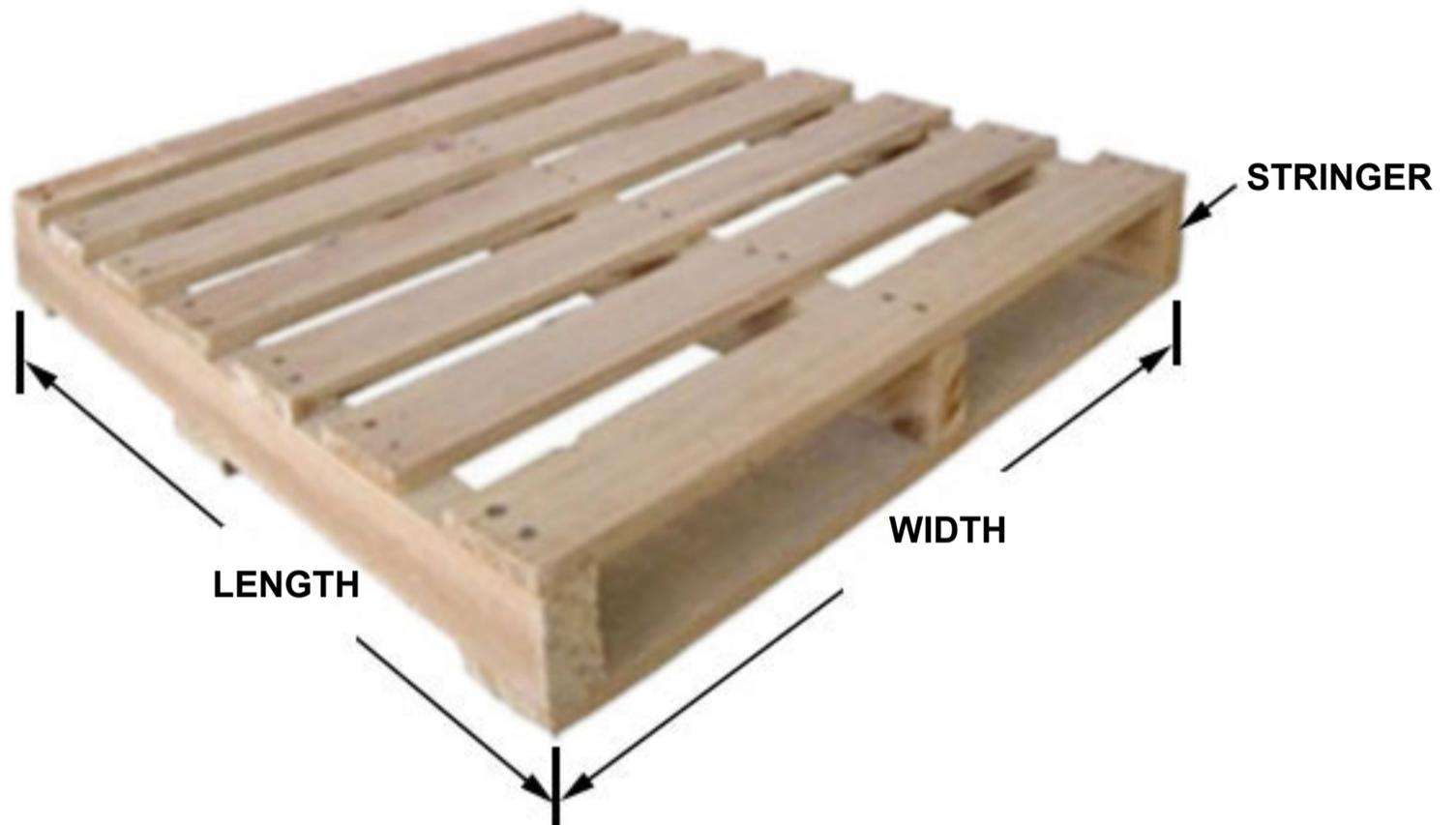
“Lot codes not present.”

“Different lot codes on primary and secondary containers.”

“Lot codes not unique.”

3.6 UNITIZATION OF DOMESTIC SHIPMENTS

- a. Unless otherwise specified in the announcement and/or invitation, FSA requires that domestic shipments be unitized.
- b. When inspecting a domestic shipment verify that:
 - (1) The pallets are 48 x 40 in. (120 centimeters (cm) x 100 cm), non-reversible, and have partial four-way entry with flush stringers (slight size variations are permissible);



- (2) The pallets appear suitable to ship the product (pallets are in good repair, free of protruding nails, and clean); and
 - (3) The stretch-wrap holds the containers tightly in place. (There is no requirement for the stretchwrap to attach the containers to the pallet as in military unit loads; however, this practice is recommended.)
- c. Some possible statements that may be used when the lot does not meet the unitization requirements are:

“Pallets not correct (type or size).”

“Pallets not suitable to ship product.”

“Shipping containers not held tightly by stretchwrap.”

NOTE: Field office managers may alter these statements to provide more information as needed.

3.7 NET WEIGHT AND UNDER-FILL LIMITS

- a. FSA announcements may include average, under-fill, or no net weight requirements. Review announcements to determine the applicable requirement.
 - (1) If the announcement has no net weight requirement, proceed as follows:
 - (a) Compare the average net weight of the containers obtained by checkweighing with the marked net weight on the container or specified in the announcement.
 - (b) If the average net weight of the containers meets or exceeds the marked or specified net weight, multiply the number of containers in the lot by the marked net weight and place this quantity on the certificate.
 - (c) If the average net weight of the containers is less than the marked or specified net weight, multiply the number of containers in the lot by the average net weight obtained by checkweighing and place this quantity on the certificate. Certify the lot as complying with the contract and place a statement in the "Remarks" section of the certificate indicating that the lot does not meet average net weight (see the statement section of chapter 6).
 - (2) If the announcement has an average net weight requirement, the average net weight of the lot must be 98 percent or more of the marked or specified net weight. If the announcement contains an average net weight requirement, proceed as follows:
 - (a) Determine if the average net weight of the containers obtained by checkweighing is less than 98 percent of the marked or specified net weight.
 - (b) If the average net weight of the containers meets or exceeds the marked or specified net weight, multiply the number of containers in the lot by the marked or specified net weight and place this quantity on the certificate.
 - (c) If the average net weight of the containers is less than the marked or specified net weight but not less than 98 percent of the marked net weight, multiply the number of containers in the lot by the average net weight obtained by checkweighing and place the quantity on the certificate. Certify the lot as complying with the contract and place a statement in the "Remarks" section of the certificate indicating that the lot does not meet average net weight (see the statement section of chapter 6).

- (d) If the average net weight of the containers is less than 98 percent of the marked or specified net weight, multiply the number of containers in the lot by the average net weight obtained by checkweighing and place this quantity on the certificate. Certify the lot as not complying with the contract and place a statement in the "Remarks" section of the certificate that the lot does not meet average net weight (see the statement section of chapter 6).
- (3) If the announcement has an under-fill requirement for individual containers, proceed as follows:
 - (a) Determine the net weight of each individual container weighed by subtracting the established tare weight from the gross weight and further determine if the net weight is less than the under-fill limit.
 - (b) If all containers weighed are equal to or greater than the under-fill limit, calculate the weight of the lot and certify in accordance with 1 above as if no net weight requirement exists.
 - (c) If one or more of the individual containers weighed is less than the under-fill limit, certify the lot as not complying with the contract and place a statement in the "Remarks" section of the certificate that the lot fails due to under-filled containers (see statement section of chapter 6).
 - (4) If the checkweighing results and marked net weights or specified under-fill limits have a different number of decimal places, round the number with the most decimal places to equal the number with the least decimal places. For example: If checkweighing results indicate the net weight of a 4-liter vegetable oil can is 7.84 pounds and the under-fill limit is 7.9 pounds, round the checkweighing result to 7.8 pounds and consider the lot failing the under-fill requirement.
 - (5) If the applicant is dissatisfied with checkweighing results they may:
 - (a) Request an appeal inspection on the checkweighing service only;
 - (b) Rework the lot and offer the lot for a new original inspection. If the applicant removes or adds products from the lot, the identity of the lot will be considered changed, and the lot must be re-sampled for quality factors; or
 - (c) Request acceptance of the lot by FSA. Regardless as to whether FSA elects to accept or reject the lot, certify the lot as not complying with the contract.

3.8 SEAL AND PEEL EXAMINATION

- a. FSA's export purchase announcements for products packaged in multi wall paper bags require that the contractor perform a seal and peel test of the bag closure and maintain records of the test results. The announcements also state that the contractor must provide the FGIS inspector the opportunity to observe every seal and peel test and review the test records. This provision, in effect, mandates online inspection. Inspectors must be present during packaging to verify that the seal and peel tests are performed and corrective action taken when necessary.
- b. Inspectors should attempt to witness as many seal and peel tests as possible but are not required to observe all tests. The contractor's test report records should be reviewed periodically to ensure that they are complete and accurate. If the contractor fails to perform the required tests, document the test results, or take corrective action, certify the lot(s) involved as not complying with the contract requirements and notify KCCO in accordance with section 3.9 of this chapter.
- c. The requirements and procedures for performing the tests are found in the packaging appendix of the purchase announcement.

3.9 REPORTING NONCOMPLIANCES

- a. When CTL finds that a product does not meet contract requirements, the laboratory shall notify KCCO of the results by electronic transmission. Lots found to have filth in excess of FDA Defect Action Levels shall also be phoned to KCCO by the laboratory.
- b. If a lot is determined not to meet contract requirements based on inspections at the field (e.g., condition of container, under-fill, unitization, etc.), report these findings to KCCO's Export Operations Division or Domestic Programs Division as applicable.
 - (1) To facilitate this reporting, email the message to KCCO. A list of appropriate email addresses can be obtained from the Policies, Procedures, and Market Analysis Branch.
 - (2) Place the contract and announcement number in the subject line and include the following information in the message:

Lot Number(s)

Contractor

Plant Location

Deficiency

- c. Explain the deficiency in such detail that future communication can be avoided. Attachment 1 provides an example of such a message. The format of the message may be changed as long as all necessary information is provided.
- d. Field offices should also inform the appropriate KCCO Division, by phone, of potential problems when warranted. Such problems would include leaking roofs, widespread infestation, and unclean conditions found during condition inspections at port warehouses.

3.10 MARKING WAIVERS

- a. To facilitate the handling of minor marking deficiencies (e.g., “50 LBS. Net Weight,” rather than “Net Weight 50 LBS.”), FGIS has agreed to accept the product when FSA has decided to waive the marking requirement.
 - (1) FSA has agreed to limit these waivers to minor marking non-conformances on specific lot(s), contract(s), or time frames.
 - (2) Attachment 2 provides examples of possible waivers.
 - (3) When a minor marking deficiency is found, notify FSA of the deficiency via email as soon as possible as described in section 3.9 above.
- b. If KCCO decides to waive the non-conformance, KCCO will send a waiver electronically to the field office and the Standards and Procedures Branch for the specified lot(s).
- c. If a waiver is received, the FGIS field office shall certify the lot(s) as complying with the contract and place the waiver in the file to support the certificate.
- d. Certification should not be delayed awaiting FSA’ written confirmation of verbal waivers.

3.11 PACKAGING CERTIFICATES OF CONFORMANCE

- a. Materials used for packaging FSA products must meet the requirements of the specific announcement.
- b. Contractors must provide FGIS with a Certificate of Conformance (COC) from the packaging manufacturer, stating that the packaging meets Deputy Administrator Commodity Operations (DACO) requirements.
- c. The COC may be printed on the container. If the COC is not printed on the container, obtain from the applicant a written COC from the packaging manufacturer for each contract, stating that the packaging materials meet DACO requirements.

3.12 SAMPLING PRODUCTS WITH BACTERIOLOGICAL REQUIREMENTS

a. General.

- (1) Some products purchased by FSA must meet specific bacteriological requirements, such as bacteria count, E. coli, Salmonella, and Staphylococcus aureas.
- (2) The following products currently require bacteriological testing:

Corn Soy Blend, Export
Corn Soya Milk, Export
Instant Corn Masa Flour, Domestic
Instant Corn Soya Masa Flour, Export
Instant Corn Soya Milk, Export
Soy Flour Full Fat, Export
Soy Fortified Bulgur, Export
Soy Fortified Rolled Oats, Export
Soy Fortified Sorghum Grits, Export
Wheat Soy Blend, Export
Wheat Soy Milk, Export

b. Sampling Devices.

- (1) Use only stainless steel ladles and triers of the size specified in Chapter 2, Sampling.
- (2) Clean and sterilize ladles, triers (inside and outside of inner and outer tubes), and spoons and maintain their cleanliness and sterility as follows:
 - (a) Before sampling each lot, clean by wiping with clean, dry paper toweling or, when necessary, by washing with soapy water, rinsing with clean water, and wiping dry with clean, dry paper toweling.
 - (b) Sterilize immediately after cleaning by immersing in a 70 percent denatured ethyl alcohol solution or wiping with a clean cloth saturated with this solution and shaking dry. The alcohol solution must remain in contact with the surfaces of these materials for at least 1 1/2 minutes.
 - (c) Place in new, clear polyethylene bags immediately after sterilizing and keep them there when not in use.
- (3) If any of the equipment becomes contaminated while sampling a lot, immediately clean and sterilize it or obtain and use clean and sterile equipment.

Examples of equipment contamination are: (1) the ladle falls on the floor, or (2) it is time to obtain a sample portion and you did not return the ladle to the container (bag) immediately after taking the previous sample portion.

c. Sample Containers.

- (1) When sampling products with bacteriological requirements, clean sample pails and lids according to the instructions in paragraph B.
- (2) Place the sample in clean plastic bags.
- (3) To prevent external contamination, keep the sample bags (composite and subsample) closed, except when adding or transferring samples.

3.13 SAMPLING PRODUCTS WITH SALMONELLA REQUIREMENTS

a. General.

- (1) Some FSA purchase announcements require that products be tested for Salmonella.
- (2) The following is a list of products which currently require Salmonella testing:

Corn Soy Blend, Export
Corn Soya Milk, Export
Instant Corn Soya Milk, Export
Wheat Soy Blend, Export
Wheat Soy Milk, Export
- (3) For products requiring Salmonella testing, obtain a separate set of samples from selected lots and analyze them for Salmonella. FGIS considers Salmonella a deleterious substance. Salmonella positive lots shall be reported to FDA.

b. Sampling Devices.

- (1) Obtain Salmonella samples with individually-wrapped, sterile, and disposable plastic tablespoons or sterilized stainless steel tablespoons.
- (2) When obtaining Salmonella samples with stainless steel tablespoons, wash and sterilize the spoons before sampling and maintain the spoons in a sterile condition as follows:
 - (a) Wash spoons with soapy water, rinse with clear water, and wipe dry with paper toweling.
 - (b) Wrap individual spoons completely with aluminum foil and heat the wrapped spoons for 1 hour in an oven with a temperature of at least 350 degrees Fahrenheit (177 Celsius).

CAUTION: Burn Hazard.

- (c) Place the wrapped, sterile spoons in a new, polyethylene bag.
- (d) Close the bag completely and fasten with a clip, band, or similar device immediately after inserting spoons or retrieving a spoon.

c. Sample Containers.

Empty Salmonella samples into sterile polyethylene “whirl-pak” or equivalent sampling bags (4½ in x 9 in, 18 oz or 11.3 cm x 22.5 cm, 504 g).

- (1) The bags may have a write-on area for identification.
- (2) When using bags without write-on areas, place the information on the bags with a permanent marker or on “stick-on” labels attached to the bags.

d. Obtaining Samples.

- (1) Obtain samples from two lots, for each contract, at each plant.
- (2) Select the lots using random sampling techniques.
- (3) As soon as practicable after sampling begins, inform the applicant that you are sampling the lot for Salmonella analysis.
- (4) Obtain samples from a lot as follows:
 - (a) Select eight containers.
 - (b) Collect 24 samples aseptically (under sterile conditions) from the 8 containers; 3 samples from each container. Each sample must weigh approximately 250 grams.
 - (c) When obtaining a sample portion for the composite sample and a Salmonella sample from the same container, take the Salmonella sample first.
 - (d) When obtaining samples from containers before closure, obtain the samples after the containers pass the “dribbler,” if there is one, and immediately after they are full.
 - (e) Obtain a sample from a closed container as follows:
 - 1) Lay the container flat.
 - 2) Sterilize a cutting blade by dipping it in a 70 percent denatured ethyl alcohol solution and allowing it to air dry before each use. The solution must remain in contact with the blade for at least 1/2 minutes. Prepare the solution outside of the plant or warehouse or in the plant’s laboratory.
 - 3) Open a hole in a corner with the sterile blade and carefully fold back the cut portion. Make the hole just large enough to obtain the sample.

- 4) Use a separate spoon for each container.
 - 5) Spoon the commodity into an 18-ounce sterile “whirl-pak” or equivalent sample bag as quickly as possible.
 - 6) Close the bag completely immediately after obtaining the sample. Make sure that the spoon’s bowl touches only the product and the inside of the bag.
 - 7) Record the contract number, plant location (city and State), date sampled, applicable sample number (1A, 1B, and 1 C if from the first container; 2A, 2B, and 2C if from the second container; . . . 8A, 8B, and 8C if from the eighth container), and the phrase “Salmonella Sample” on the “whirl-pak” bag.
 - 8) Immediately after sampling a container, place the filled “whirl-paks” into three new, clear polyethylene bags. Do this according to letter code (1A, 2A, . . . 8A in one bag; 1B, 2B, . . . 8B in another bag; and 1 C, 2C, . . . 8C in the third bag).
 - 9) Close each bag and fasten with a clip or band immediately after inserting a filled “whirl-pak” bags.
- e. Prepare a form FGIS-992 for the Salmonella samples only. Record one of the following phrases, as applicable, in the “Number and Kind of Containers/Laboratory Instructions” block.
- (1) “Sampled for Salmonella analysis.”
 - (2) “Sampled for Salmonella analysis because a sample of Lot No. Contract No., showed evidence of Salmonella.”
 - (3) “Sampled for Salmonella analysis; confirmation testing.”
 - (4) Sampled for Salmonella analysis; heat treated.”
- f. Distribute the samples as follows:
- (1) Send the eight “A” samples and the laboratory copy of form FGIS-992 to CTL.
 - (2) Give the eight “B” samples to the applicant.
 - (3) Keep the eight “C” samples secure for reserve samples.

3.14 TESTING SALMONELLA SAMPLES

- a. CTL will make two composite samples out of the eight “A” samples (four randomly-selected “A” samples; 100 grams from each yields one 400-gram sample).
- b. When both samples are Salmonella negative (do not contain Salmonella), the field office shall notify the applicant that the lot does not contain Salmonella.
- c. When one sample is Salmonella positive (contains Salmonella), the field office shall notify the applicant that the lot shows evidence of Salmonella and that they may accept the result or request confirmation testing.
 - (1) If the applicant accepts the result, the lot is Salmonella positive.
 - (a) If the applicant requests confirmation testing and the lot’s location is the plant that produced it or another plant owned by the applicant, obtain and distribute 36 samples from 12 additional containers (3 from each container).
 - (b) When the lot is at any other location, obtain only 2 samples per container (12 “A” samples for CTL and 12 “B” samples that you must keep secure for reserve samples).
 - (2) CTL will make 3 composite samples out of the 12 “A” samples (4 randomly-selected “A” samples; 100 grams from each, yields one 400-gram sample) and analyze them for Salmonella.
 - (a) If the three samples are Salmonella negative, notify the applicant that the original Salmonella positive result is an incidental occurrence and the lot is Salmonella negative.
 - (b) If any sample is Salmonella positive, notify the applicant that the analysis confirms the original Salmonella positive test result and the lot, therefore, contains Salmonella.
 - (3) Confirmation testing is a part of the original inspection. Therefore, do not issue the original inspection certificate until the applicant declines confirmation testing or you receive confirmation test results from CTL.
- d. When both samples are Salmonella positive, the field office shall notify the applicant that the lot contains Salmonella. If th applicant requests confirmation testing, inform them that FGIS does not provide this service when both samples are Salmonella positive.

- e. When any sample is Salmonella positive, obtain Salmonella samples from every lot.
 - (1) Start with the lot that the applicant is producing at the time you receive the Salmonella positive test result or, if the ;Applicant is not producing one, with the next lot.
 - (2) Continue obtaining Salmonella samples from every lot until:
 - (a) The original Salmonella positiv0 test result is considered an incidental occurrence;
 - (b) All file samples, upon retesting, are Salmonella negative (see section 3.14); or
 - (c) The applicant has a record of at least six consecutive Salmonella negative lots, whichever comes first.
- f. CTL will complete all tests in progress On the day that (whichever comes first):
 - (1) It finds the sixth sample Salmonella negative;
 - (2) It confirms that the Salmonella positive sample is an incidental occurrence; or
 - (3) A retest inspection shows that the lot is Salmonella negative.

CTL will discard all Salmonella samples that arrive at the laboratory after that date, if official personnel obtained them because a Salmonella test result was positive. The field office must stay in close contact with CTL to determine which samples CTL analyzed and is analyzing. Bill the applicant for all completed Salmonella analyses.

3.15 RETEST INSPECTION SERVICE FOR SALMONELLA POSITIVE LOTS

When a lot is Salmonella positive, applicants may request a retest inspection.

- a. If an applicant requests, and the field office approves, a retest inspection, CTL will test each file sample for Salmonella (two file samples when one of the two original samples was Salmonella positive and the applicant did not request confirmation testing; two file samples when two original samples were Salmonella positive; five file samples when one of the two original samples was Salmonella positive, the applicant requested confirmation testing, and any of the three confirmation samples were Salmonella positive).
- b. If CTL determines that one file sample is Salmonella positive, the lot is Salmonella positive.
- c. No appeal inspection may be obtained.

3.16 HEAT-TREATED SALMONELLA POSITIVE LOTS

- a. FSA's announcements specify that contractors may treat Salmonella positive lots with heat; and FSA will accept Salmonella positive lots that, after heat treatment, meet all announcement quality specifications, including Salmonella negative.
- b. After you receive a request from an applicant to inspect a heat-treated Salmonella positive lot, obtain sample portions and Salmonella samples as follows:
 - (1) Sample Portions. Obtain and composite sample portions and distribute subsamples according to Chapter 2, Sampling, except that the sample size is 36 containers. CTL will analyze the sample for all announcement quality factors, except Salmonella.
 - (2) Salmonella Samples. Obtain and distribute Salmonella samples according to the normal procedures, except that you must obtain 36 samples from 12 containers (3 from each container).
 - (a) CTL will make 3 composite samples out of the 12 "A" samples (4 randomly-selected "A" samples; 100 grams from each yields one 400-gram sample) and analyze each for Salmonella.
 - (b) If any sample is Salmonella positive, the lot is Salmonella positive; otherwise, the lot is Salmonella negative. There is no confirmation testing.

3.17 SALMONELLA PLANT SANITATION INSPECTIONS

- a. Applicants must produce products that require Salmonella testing in Salmonella-free plants. Perform sanitation inspections according to the Sanitation Inspection Handbook for Beans, Peas, Lentils, and Processed Commodities, except that:
 - (1) frequency will be quarterly, unless conditions are such that more frequent inspections are necessary; and
 - (2) you must obtain environmental material samples during or after completing each inspection and send them to CTL for Salmonella analyses.
- b. Environmental Material Sampling.
 - (1) Draw samples from locations in the facilities that may harbor organisms, such as:
 - (a) Scrapings from spout and bin buildup.
 - (b) Spilled residue, including material mixed with oil and grease, on or around plant machinery.
 - (c) Residue from plant ventilation filters.
 - (d) Floor sweepings.

- (e) Material from uncovered bins and areas where dust and debris accumulate.
 - (f) Material from areas where contact with the product is or could be made by humans or other sources of contamination.
- (2) Take samples from three locations immediately after or during each inspection on a rotation basis.
- (a) Obtain one sample (about 250 grams) per location. Take samples aseptically (see section 3.11).
 - (b) Record date, plant name and location, and sample number (1, 2, 3) on bagged samples and place the samples in a new, clear polyethylene bag.
 - (c) Complete a form FGIS-992 describing in the “Number and Kind of Containers” block, opposite each sample number, the location where you obtained the sample.
 - (d) Mail the three samples, along with the laboratory copy of the FGIS-992, to CTL.
- c. Reporting Results and Corrective Actions.
- (1) CTL will report the findings to the field office. The field office shall notify the applicant verbally and then confirm the notification in writing.
 - (2) If a positive test indicates possible product contamination:
 - (a) Inform the applicant that plant personnel must clean up the plant and equipment as soon as possible but, in any case, within 7 days.
 - (b) Re-sample (problem location(s) plus additional location(s)) to obtain three samples after cleanup is completed.
 - (c) Obtain Salmonella samples from three consecutive lots according to section 3.11. Start with the lot that the plant is producing at the time you receive the positive test result or, if it is not producing one, with the next lot, record the statement “Sampling because of an environmental material Salmonella positive sample” in the form FGIS-992 “Number and Kind of Containers” block.

NOTE: An example of possible product contamination is as follows: Air passes through a type of filter (non-absolute) that cannot remove 99.9 percent .2, micron or larger particles and comes in contact with the product. A sample taken from the filter tests Salmonella positive.

- (3) If a positive test does not indicate possible product contamination:
 - (a) Inform the applicant that plant personnel must clean up the plant as soon as possible but, in any case, within 7 days.
 - (b) Re-sample (problem location(s) plus additional location(s)) to give three samples after the plant completes the cleanup. See "A" above (Environmental Material Sampling) for the amount, identification, and description of sample(s) and the completion of form FGIS-992.

NOTE: Contact the Office of the Director, Field Management Division, if there is any question about the likelihood of product contamination.

3.18 EMPTY BAG INSPECTION

- a. FSA purchases empty textile bags under Announcement KC-P-BAGS-304, Purchase of Bags and Twin for Use in Export Programs, as amended. The empty bags are purchased to accompany export bulk whole grain shipments. Empty textile bags are required to be baled (1,000 per bale) for shipment to U.S. ports. FSA requests inspection of the bags at the manufacturers' plants to ensure that the:
 - (1) shipping and payment documents accurately reflect the number of bags provided to CCC.,
 - (2) bags are properly baled,
 - (3) bags meet contract requirements for markings and size, and
 - (4) Michigan State University School of Packaging is provided with randomly selected samples for the purpose of determining whether the bags meet all other construction and performance requirements outlined in the announcement.

b. Bag count procedure.

- (1) Randomly select bales from each lot offered for inspection to determine the estimated number of bags in each lot as follows:

LOT SIZE (IN BALES)	SAMPLE SIZE (IN BALES)
0-50	2
51 - 500	3
501 - 1,000 ¹	5

¹ The maximum lot size is 1,000 bales.

NOTE: Additional bales may be counted if they are suspected of having less than 1,000 bags (appear smaller than others in the lot).

- (2) Have the applicant remove the strapping from the bales selected.
- (3) Examine the material used to bale the bags to ensure it complies with the announcement.
- (4) Count the number of bags in each bale and record the number on a work sheet (Form FGIS-992 or locally generated form).
- (5) Average the number of bags in each bale counted. If the average number of bags per bale meets or exceeds 1,000, multiply the number of bales in the lot by 1,000 to determine the estimated number of bags in the lot. If the average number of bags per bale is less than 1,000, multiply the number of bales in the lot by the average number of bags computed to determine the estimated number of bags in the lot.

EXAMPLE 1.

Lot size: 40 bales

Sample size: 2 bales

Number of bags per bale:	1,005
	<u>1,007</u>
TOTAL	2,012

Average number of bags per bale: $2,012 \div 2 = 1,006$

Estimated number of bags in lot: 40 bales x 1,006 = 40,240

EXAMPLE 2.

Lot size: 90 bales

Sample size: 3 bales

Number of bags per bale:	975
	1,007
	<u>989</u>
TOTAL	2,971

Average number of bags per bale: $2,971 \div 3 = 990$

Estimated number of bags in lot: 90 bales x 990 = 89,100

c. Bag examination procedure

(1) Randomly select bags for examination from the bales counted as follows:

<u>BALES COUNTED</u>	<u>SAMPLE SIZE IN BAGS</u>
2	8 (4 from each bale)
3	13 (4 from 2 bales and 5 from 1 bale)
5	20 (4 from each bale)

NOTE: Additional bags may be selected from other bales if there is reason to believe they are defective.

- (2) Examine the bags selected to determine whether they are marked in accordance with the appropriate marking requirements specified by KCCO in the announcement or the wire of acceptance. The bags must also be examined to determine whether they have been constructed with the appropriate identifying marker yarn(s) assigned to the applicant's fabric.
- (3) Measure each bag selected and average the measurements. Multiply the average length by the average width to determine the average area of material. The average area must not be less than 880 square inches. No individual bag dimension should be less than 22 inches for the width and 38 inches for the length of the bags.

EXAMPLE:

2 Bales Inspected, 8 Bags Measured

Results:	<u>Width</u>	<u>Length</u>
	22.00	38.75
	22.25	39.25
	22.25	39.50
	22.50	40.00
	22.00	39.00
	22.50	40.25
	22.00	39.50
	<u>22.50</u>	<u>39.75</u>

Average: $178.00 \div 8 = 22.25$ inches $316.00 \div 8 = 39.50$ inches

Average area: $22.25 \times 39.50 = 879$ square inches

NOTE: Measure and average the bag results to the nearest quarter inch. Round the average area to whole inches.

d. Bag sampling procedure.

Randomly select three bags from each lot offered for inspection and send them to the following address for testing:

Michigan State University
School of Packaging
East Lansing, Michigan 48824-1223
Attn: USDA/BNT

Michigan State University will report their inspection results directly to CCC.

e. Subsequent inspections.

If applicants are dissatisfied with original inspection results, they may request an appeal inspection under authority of Part 68 Regulations.

f. Certification.

Certify inspection results on Form FGIS-993, Commodity Inspection Certificate, in accordance with chapter 6. See attachment 1 of chapter 6 for an example.

g. Reporting NONCOMPLIANCES

Report NONCOMPLIANCES found to the KCCO/Export Operation Division in accordance with section 3.9.

NONCOMPLIANCE MESSAGE FORMAT

April 4, 2015

TO: Kansas City Commodity Office
Domestic Programs Division

FROM: FGIS Toledo Field Office

SUBJECT: VEPD 00173, WFSF-3

Lot Number(s): 8, 9, 10

Contractor: Best Milling Company

Plant Location: Dunn, North Carolina

Deficiency: Bags State "50 LBS Net Weight" rather than "Net Weight 50 LBS"

FSA WAIVER EXAMPLES

Example 1:

Posted: Tue, Apr. 4, 2015 9:53 AM EDT
From: (SITE:FSA.KC, SN:HOLLORAN, FN:KAY)
To: FM.TOL
CC: FM.PPMAB
Subj: Bag Marking Waiver

The Farm Service Agency will accept all remaining lots of contract VD0D07142 marked "50 LBS. Net Weight" rather than "Net Weight 50 LBS."

Jane Doe, Contracting Officer
Domestic Programs Division

Example 2:

Posted: Tue, Apr. 4, 2015 9:53 AM EDT
From: (SITE:FSA.KC, SN:HOLLORAN, FN:KAY)
To: FM.TOL
CC: FM.PPMAB
Subj: Bag Marking Waiver

The Farm Service Agency will accept all lots of all purpose flour from Best Milling Company, Omaha, Nebraska, marked "50 LBS. Net Weight" rather than "Net Weight 50 LBS." until May 25, 2015.

John Doe, Contracting Officer
Domestic Programs Division

Example 3:

Posted: Tue, Apr. 4, 1996 9:53 AM EDT
From: (SITE:FSA.KC, SN:HOLLORAN, FN:KAY)
To: FM.TOL
CC: FM.PPMAB
Subj: Bag Marking Waiver

The Farm Service Agency will accept lots 8, 9, and 10 of contract VEPD 00164 marked "50 LBS. Net Weight" rather than "Net Weight 50 LBS."

John Doe, Contracting Officer
Domestic Programs Division

Chapter 4

DPSC INSPECTIONS

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4.1 GENERAL INFORMATION

- a. The Defense Personnel Support Center (DPSC) is the Department of Defense (DOD) unit responsible for the purchase and logistical management of the food required to support America's Armed Forces, their family members, and numerous others served by various Federal programs.
- b. DPSC prepares purchase solicitations for all types of food.
 - (1) These solicitations include or reference all requirements contractors must meet. The solicitations also state if FGIS inspection is required.
 - (2) Contractors bid on the solicitations, and DPSC awards contracts on a competitive basis.
 - (3) Once the contracts have been awarded, DPSC provides FGIS with a copy of the solicitation and the contract which specifies the contractor's name, address, plant location, amount and type of product, delivery dates, and requirements so that FGIS can determine contract compliance.
 - (4) Each individual DPSC contract and associated solicitation must be studied closely by the inspector. Normally, it will be necessary to study and use several Federal specifications, military specifications, commercial item descriptions (CID's), and DPSC forms to ascertain compliance.
 - (5) After determining that all contract provisions have been met, official personnel sign a properly completed Form DD-250, Material Inspection and Receiving Report, which accepts the lot for DPSC. This signed form DD-250 is the basis on which DPSC pays the contractor and is issued in lieu of a certificate.

4.2 DEFINITIONS

- a. Administrative Contracting Officer (ACO) and Procuring Contracting Officer (PCO). DOD officers who originate and administer DPSC contracts.
- b. Certificate of Conformance (COC). A document submitted by the contractor to FGIS stating that items used in a particular contract meet contract specifications.
- c. Clothing and Textile Laboratory (C&T). The military testing laboratory responsible for testing samples of nonfood components used in DPSC purchases.
- d. Contractor's Test Report. A document submitted by the contractor to an FGIS representative listing all required tests and analyses on end items performed by a contractor-owned laboratory or a commercial laboratory.
- e. End Item. The finished product after packing and packaging.

- f. Material Inspection and Receiving Report (DD-250). A document used for the acceptance of all items listed in the contract whether they are food or nonfood components.
- g. Nonfood Components. Items used in packaging, packing, and marking, such as ink, glue, fiberboard boxes, bags, wire strapping, plywood, etc.
- h. Packaging. The container (primary) that is used to protect, preserve, or maintain the quality of the commodity.
- i. Packing. A shipping container (secondary) used to enclose one or more “primary” containers.
- J. Pallet. A portable wooden platform used for handling, storing, and transporting shipping containers.
- k. Ration Component. A ready-to-eat item that is a part of a meal, such as crackers, cakes, cookies, or cereal bars.
- l. Request for and Results of Tests (DD Form-1222). A document sent with each sample submitted to the Commodity Testing Laboratory (CTL) or C&T to request testing. To obtain form DD-1222, contact the Standards and Procedures Branch (SPB).
- m. Unit Load. A palletized group of shipping containers, including the pallet and any materials used to affix the shipping containers to the pallet.
- n. Solicitation to Purchase. A document that references the various Federal and military specifications, CID’s, clauses, articles, and forms that apply to a particular contract. It also cites the specific packaging, packing, and marking requirements for each item listed in the contract. The solicitation is normally sent to the contractor by DPSC when soliciting bids. FGIS receives a copy of the solicitation with the contract after the contract has been awarded to the contractor. If DPSC has not provided FGIS with copies of the solicitation and contract before the contractor requests inspection, the contractor shall furnish FGIS with copies.

4.3 RESPONSIBILITIES

- a. Contractor Responsibilities.
 - (1) Notify the appropriate FGIS field office in sufficient time prior to production and shipment to allow arrangements to be made for a sanitation and product inspection.
 - (2) Furnish the inspector with all requested specifications, CID’s, amendments, military standards, and copies of the contract and solicitation needed to perform the inspection.

- (3) Mark the lot with a code so the lot can be identified at a future date.
- (4) Make the lots of components and/or end items available and accessible for sampling.
- (5) Complete and submit to the appropriate field office the following documents:
 - (a) COC for packaging, packing, and marking (see attachment 1).
 - (b) Contractor's Test Report listing the actual test analyses of the food component and end item. This is necessary only if the contractor elects to furnish the analyses in lieu of FGIS analytical testing. The contractor shall sample the product (independent of FGIS and prior to FGIS) and prepare the test report as shown in the DPSC Master Solicitation (see attachments 2 and 3).
 - (c) Form DD-250 shall be accurately and completely filled out by the contractor and submitted to FGIS for signature. The Defense Contract Management District (DCMD) is responsible for instructing the contractor in all phases of preparing and distributing the form DD-250.
- (6) Provide all inspection equipment necessary to perform the inspection.

b. FGIS Responsibilities.

- (1) Study contract provisions and prepare inspection checklists to include all inspection requirements to be used by official personnel to perform the inspection.
- (2) Discuss contract provisions and components, end item, and sanitation inspection procedures with the contractor prior to start of production.
- (3) Inspect the product for compliance with the other provisions of the contract. When required, obtain samples of nonfood and food components and end items. Obtain samples independently of the contractor to preserve the random selection process.
- (4) Complete all required worksheets on unit loads and condition of container inspections and others associated with the inspection and Form FGIS-992, Services Performed Report.
- (5) Complete and send the DD-1222 and associated samples to the appropriate laboratory, CTL, or C&T.
- (6) Check the completed form DD-250 for accuracy with respect to such specific information as special marks, item numbers, contract numbers, description of the product, etc., and sign the DD-250 if all contract terms are met.

4.4 LOT IDENTIFICATION

DPSC form 3556 states that the primary or secondary containers must be distinctly coded or marked by embossing, stamping, or stenciling to identify the lot from any other lot produced by the contractor.

- a. Identifying marks, when checked against the DD-250, must provide positive identification of the lot.
- b. These marks must be on the containers at the time of sampling.
- c. Marks or codes on primary and secondary containers must be shown on the FGIS-992.

4.5 EXAMINATIONS VS. TESTS

- a. Specifications differentiate between examinations and tests to be conducted.
 - (1) Examinations are carried out at the contractor's plant.
 - (2) Tests (analytical) are performed at the CTL or C&T.
 - (3) Prior to performing an examination, determine from the specification whether the examination is to be based on average quality levels (AQL's) expressed as Number of Defects (Defects per Hundred Units) or Number of Defective Units (Percent Defective).
- b. Number of Defects. If a sample unit contains more than one defect, the specification or contract may be specific as to how the defects are to be scored.
 - (1) For example, it may classify one or more dents per can as a defect; in which case, two dents on the same can would count as only one defect, not two defects.
 - (2) In some instances, the specification may not express this consideration explicitly. In this instance, apply the following rules:
 - (a) If a unit contains two or more types of defects, tally each type. For example, consider a can having a serious dent and missing nomenclature on the label as having two defects.
 - (b) If a unit contains two or more defects of the same type, the number of defects to be charged depends on whether or not the defects are independent of each other.
 - 1) If the defects are unquestionably independent (i.e., each defect is obviously attributable to a different cause), tally each as many times as they occur.

- 2) If the defects are not independent, tally only once. If the can dents were caused by the same inadequate sealing operation, only one defect (the one which is more serious if there is a differentiation) should be tallied.
- (c) In instances of uncertainty, tally defects of the same type only once.
- 1) For example, two major dents may be caused by the same circumstances or may have each occurred independently.
 - 2) If there is no way of knowing for certain which was the case, tally only one defect.
- (d) If two different types of defects are found in the same unit but one unquestionably is caused by the other, then tally only one defect (the more significant one).
- 1) For example, a shipping container may be packed with too many units, thereby causing a bulging container which would prevent proper stacking.
 - 2) The container defect would be caused by packing too many units therein. Therefore, tally only the defect of "improper number of units."
- c. Number of Defective Units. Examinations based on the number of defective units (that is when AQL's are expressed in terms of percent defective) are not as frequently performed as examinations based on the number of defects. However, such examinations are required under some DPSC contracts.
- (1) Since the acceptability of the lot is based on the number of defective units rather than the number of defects, it is important that units containing more than one defect be counted only once for each class of defects.
 - (2) To count the actual number of defective units, use the following procedures:
 - (a) When AQL's are expressed separately for each class of defects (i.e., when there are separate AQL's for majors, for minors, or for Major A's and Major B's), the first defect of each class should receive a tally "1." Thereafter, defects of the same class in the same unit should each receive a tally "0" to indicate that they are not to be included in the final tally.
 - (b) When AQL's are expressed in terms of groups of defects (majors and minors combined; Major A's, Major B's, and minors combined; etc.), only one defect, the one which is most serious, should be tallied as a "1" for any given unit.
 - (3) Upon completion of the examination, count only defects indicated by "1" in determining the acceptability of the lot.

4.6 INSPECTION PROCEDURES

- a. Official personnel shall inspect each line item of a DPSC contract, regardless of dollar value, unless the contract states that the contractor may provide a COC or laboratory test results for line items of delivery orders having a value of less than a specified amount of money.
- b. An inspection will not be required when a destination acceptance inspection by DPSC personnel is required. If it is not clear whether an inspection is required, contact the next level of supervision for clarification.
- c. The procedures for performing DPSC inspections (not necessarily in this order) are:
 - (1) Study the contract and make inspection worksheets to ensure that all contractual requirements are met.
 - (2) Examine the immediate production area, food and nonfood components, and end item for insanitary conditions. Inform the field office manager of the existence or possible existence of insanitary conditions immediately.
 - (3) Examine the condition of the primary and secondary containers used in the lot according to the specification applicable to the type of container.
 - (4) Examine the lot for identification so it can be properly identified at a later date.
 - (5) Obtain and submit samples of nonfood components, if necessary, to C&T. Follow the ration component and analytical and visual examination criteria to determine if samples should be submitted.
 - (6) Examine the commodity according to the specifications listed in the contract and inspect in accordance with the instructions and procedures in this handbook and the specification.
 - (7) Obtain and submit samples of food components to CTL, if required.
 - (8) Examine the unit loads, when required, according to Military Specification MIL-L-35078.
 - (9) Examine the containers and unit loads for correct markings according to the appropriate specification, standard, or DPSC form referenced in the contract.
 - (10) Complete required worksheets, such as FGIS-992; FGIS-906, Unit Load Inspection Worksheet; DD-1222; and the inspection checkoff list.
 - (11) Ensure that all quality provisions of the applicable specifications are met.
 - (12) Complete Form DD-250, Procurement Quality Assurance, Block 21. FGIS certification forms are not used. If the examination or laboratory results show that the commodity does not meet contract requirements, do not sign the DD-250.

4.7 ISSUING FORM DD-250

- a. The DD-250 is used by DPSC as the paying document. The completed DD-250 signed by the inspector replaces the issuance of official certificates.
 - (1) The inspector who signs the DD-250 need not necessarily be the one who inspects the commodity for such things as quality, condition of container, unit loads, etc.
 - (2) However, the person who signs the DD-250 must have access to all the necessary documents in the contract file to attest to contract compliance.
- b. The contractor should prepare and present the fully completed DD-250 (attachment 4) to the inspector. When it is received:
 - (1) Thoroughly check the contract number and other identification (blocks 1, 15, and 16) for the correct description of the product; e.g., item number, national stock number, product description, etc.
 - (2) Check the descriptions (block 16) against those which have been listed on the FGIS-992. The description on the DD-250 must be the same as those on the FGIS-992. If additional space is needed, use block 23 or a DD-250 continuation sheet.
 - (3) Verify, by means of a running tally in the file, that the cumulative number of secondary containers inspected and listed (blocks 17 and 18) on all DD-250's written for the contract is equivalent to the total number of containers covered by the contract. Do not sign the DD-250 when the total on the DD-250 exceeds the amount inspected. The amount inspected can exceed the number listed on the DD-250.
 - (4) Complete block 21, under A, "Origin."
 - (a) If the contract specifies both inspection and acceptance at origin, make an "X" in both the PQA (Procurement Quality Assurance) square and the acceptance square.
 - (b) If the contract specifies inspection at origin and acceptance at destination, make an "X" in the PQA square only.
 - (c) Sign on the line "Signature of Authorized Government Representative." Under the signature, write "FGIS" and the address of the supervising office. Also, sign the continuation sheet if one is used.
 - (d) Insert the date of signature.
 - (e) Never sign block 21 under B, "Destination."
 - (f) Give or mail the signed DD-250 to the contractor. Retain one copy in the contract file.

4.8 PALLETIZED UNIT LOAD INSPECTION

- a. General information. Most DPSC commodities are packed and assembled as palletized loads. All components used in palletized unit loads must meet certain specifications.
- b. A unit load inspection consists of an examination for visual defects in accordance with Table II of MIL-L-35078/GEN and an end-item examination in accordance with Table I of MIL-L-35078/ 1 through 7.
 - (1) MIL-L-35078/GEN covers general requirements for unitization and containerization.
 - (2) MIL-L-35078/1 through 7 covers specific unitization requirements for particular types and classes of unit loads. For example, MIL-L-35078/1 refers to a Type 1, Class A Load; MIL-L-35078/2 refers to a Type 1, Class B Load, etc.
- c. Use form FGIS-906 when examining for visual defects (Table II in MIL-L-35078/GEN) and end-item defects (Table I in MIL-L-35078/1 through 7).
 - (1) The front of this form gives the sample sizes and acceptance and rejection numbers for each type of examination.
 - (2) Acceptance is based on the total number of defects found rather than the number of individual unit loads with defects; i.e., one unit load may be scored for more than one defect.
 - (3) When completed, retain the original copy and give the contractor a copy if requested.
- d. Procedure. Lot sizes are limited to the number of unit loads palletized and ready for shipment at the time of inspection.
 - (1) If the unit loads are to be made up within a carrier because of inadequate lift trucks or loading ramps, the inspector must be present during the entire operation.
 - (2) Inspect the unit load also for “examination of end item” as indicated in table 1 of each unit load type found in MIL-L-35078/1 through 7.
 - (3) Although this inspection is separate from the inspection required in MIL-L-35078/GEN, the same unit loads can be used for the inspection.
 - (4) MIL-L-35078/GEN requires that unit loads be inspected for visual defects and that the sample unit be one complete unitized or containerized load (a pallet plus the top portion).

- (5) However, if the contractor wishes, the pallets may be inspected before unitization takes place, provided that:
 - (a) The pallet lot is the same one that will be used for the lot of unit loads. This means that the inspector must be able to identify the lot of pallets which are subsequently used for unit loads.
 - (b) The proper number of pallets are selected at random and scored for the defects listed for pallets under table II.
 - (c) The proper number of unit loads are selected at random and scored for the remaining defects in table II.
 - (d) The defects for both examinations are then totaled and a decision made to accept or reject the lot of unit loads.
- (6) Caution contractors that the stacking of unit loads more than three high can cause strapping to stretch and, therefore, become loose.
- e. Unit load markings are important to the proper distribution of supplies.
 - (1) MIL-STD-129 and DPSC forms 3556 and 3556-1 provide the instructions for contents and placement of unit load markings.
 - (2) The correctness of the markings is to be checked by the inspector.
 - (3) The correctness of the markings, including the accuracy of the gross weight and cubic markings, will be scored on the FGIS-906 under marking defects: missing, illegible, or incorrect.
 - (4) Use the following criteria in determining if the gross weight is correct.
 - (a) Weigh five pallets (with shrinkwrap, pads, and straps).
 - (b) Divide the total weight of the five pallets by five to establish an average gross weight of a pallet.
 - (c) Weigh 10 filled and closed shipping containers.
 - (d) Divide the total weight of the 10 shipping containers by 10 to establish an average gross weight of a shipping container.
 - (e) Multiply the average gross weight of a shipping container by the number of shipping containers used in the unit load.
 - (f) Add the average gross weight of a pallet determined in (b) and the average gross weight of the shipping containers used in the unit load determined in (e) to obtain the total gross weight of the unit load.

Example:

Unit load containing 36 shipping containers.

Average gross weight of a pallet (including pad, strapping, etc.) = 60.4 lbs. (27.2 kg.).

Average gross weight of a shipping container = 37.8 lbs. (17.0 kg.). $37.8 \times 36 = 1360.8$

$1360.8 + 60.4 = 1421.2$

The unit load marking for gross weight is considered correct if it is within + 3 percent of the calculated weight. For the above example, if a unit load is marked 1,421 lbs., it must weigh between 1,378 to 1,464 lbs. to be considered correct.

- (5) Use the following criteria in determining if the cubic markings are correct:
- (a) Measure the maximum length (L), width (W), height (H), in inches (to the nearest quarter inch) of each unit load (including the pallet) in the sample. It is preferable that this be done after stacking so that compression and setting have already taken place.
 - (b) Multiply the length by the width by the height.
 - (c) Divide each (L x W x H) answer by 1,728 (the number of cubic inches in a cubic foot) to determine the cubic feet (cubic meters (m³)).
 - (d) Determine the average for the sample. For example, there are 5 unit loads in the sample with cubic feet measurements of 60.5, 50.5, 40.5, 47.7, and 53.3. The sum of these is 252.5. The average of the 5 unit loads is 252.5 divided by 5 or 50.5 cubic feet.

Example for determining cubic feet.

Unit load dimensions:

Length ...41.25 inches

Width 49.5 inches

Height ... 42.75 inches

$41.25 \text{ inches} \times 49.5 \text{ inches} \times 42.75 \text{ inches} = 87,290 \text{ cubic inches}$ (Round to the nearest cubic inches.)

$87,290 \div 1728 = 50.5 \text{ cubic feet}$ (Round to nearest tenth.)

The unit load marking for cubic feet shall be considered correct if it is within ± 3 percent of the measured amount. For example, if a unit load is marked 51 cubic feet, it must measure between 49.5 and 52.5 to be considered correct.

4.9 CERTIFICATES OF CONFORMANCE FOR NONFOOD COMPONENTS

- a. The contractor furnishes a COC for each lot of nonfood components for each DPSC contract. In doing this, the contractor certifies that the packaging, packing, labeling unitization, and marking materials and their performance meet DPSC specifications,
- b. The contractor will furnish a COC with the wording, format, and information required as shown in the DPSC master solicitation. If a sample of the material covered by the COC is tested by C&T and the results found unacceptable, DPSC may consider the contractor's COC to be unreliable or doubtful for that particular component.
- d. The Test Evaluation Section of DPSC will contact the field office directly when the nonfood component test results indicate that the contractor's COC is unreliable, doubtful, or has regained reliable status.
- e. When notified by DPSC that the contractor's COC for a specific nonfood component is considered unreliable, cease to sign DD-250's on the basis of the contractor's COC.
 - (1) In this situation, submit, along with a properly completed form DD-1222, samples from all new lots of that particular component to the C&T laboratory.
 - (2) Do not sign any DD-250 until notified by a DPSC representative that the component lot meets contract requirements.
 - (3) Continue this procedure until DPSC notifies you that the contractor's COC is again considered reliable.
 - (4) In other words, even though all successive samples meet specifications, according to the contractor's COC, each COC shall be considered unreliable until DPSC notifies the field office to the contrary.
 - (5) When reliability is assured, begin signing the DD-250's without waiting for results from C&T.
- f. When notified by DPSC that the contractor's COC status for a specific nonfood component is considered doubtful, continue to sign DD-250's on the basis of the contractor's COC; but submit a sample of every lot to C&T until informed by DPSC that the contractor's COC is reliable again.

4.10 SAMPLING NONFOOD COMPONENTS

- a. Where to Submit Samples. DPSC contracts may require one or more of the nonfood components to be sampled and submitted to C&T. C&T's address is:

C&T Laboratory
2800 South 20th Street
Philadelphia, Pennsylvania 19101

- b. When to Submit Samples. Use the following criteria to determine whether or not to sample and submit the individual nonfood components to DPSC for testing.

- (1) The nonfood component shall be sampled and submitted for testing if it has an analytical requirement, such as bursting strength in pounds per square inch, pounds of tin plate per base box, etc.; and
 - (a) The cost of the component lot or shipment is more than \$1,000; or
 - (b) The component is for use in connection with a ration component or assembly of rations; or
 - (c) The COC submitted by the contractor is determined to be unreliable because of previously unacceptable lots of nonfood components.
- (2) When testing is required, submit a sample from 1 in every 10 lots received from the same component supplier for verification testing to determine conformance with contract requirements.
- (3) When a shipment has not been sampled during the previous 12 months (none available) or a sample from the previous 9 lots or shipment has not been sent to C&T for verification testing, forward a sample from the initial lot received. Thereafter, forward 1 from every 10 lots. An exception to these procedures is nonfood components intended for use in connection with a ration component or assembly of rations. Submit a sample from every lot or shipment of these components to C&T. DD-1222 shall be cross referenced, as required, when the supplier's lot or shipment is applied against more than one contract.
- (4) Lots of components used for more than one contract need not be verified more than once.
- (5) Inspectors are responsible for submitting additional samples whenever reason exists to question the validity of the contractor's COC.

- (6) The nonfood component whose requirements are specified in the end item specification or are found, according to the end item specification, in a referenced specification (boxed, components thereof; case liners; unit load strapping; etc.) need not be sampled and submitted for testing if:
 - (a) The cost of the component lot or shipment is less than \$1,000 and the lot or shipment is not intended for use in connection with a ration component.
 - (b) The component does not have an analytical requirement, such as bursting strength in pounds per square inch, pounds of tin plate per base box, etc.
 - (c) The component has a requirement that, according to the specifications, can be determined visually, and visual examination of labeling, invoices, etc., indicates that the supplies conform to the contract specifications.

- (7) When testing is not required, visually examine each lot or shipment of every component to the maximum extent possible via related labels, invoices, contractor's instruments, test results, etc., to determine compliance with contract requirements.
 - (a) The examination of the COC for completeness and accuracy is not, in itself, adequate verification.
 - (b) If there is any doubt about the conformance of the component to contract specifications, send a sample (3 units) to the C&T laboratory. The phrase "Verification of Examination" shall be inserted in block 8 of the DD-1222. Do not sign the DD-250 until results have been received from the laboratory.

c. Sample Size.

- (1) When sampling is required, obtain two samples of the same size from each lot or shipment (a laboratory sample to send to the C&T laboratory and a standby sample to send to the same laboratory upon request).
- (2) The size of each sample to be selected is specified for most items in the contract, referenced specifications, or military standards.
- (3) When the sample size is not specified in these documents, determine the sample size as follows:

<u>Lot Size</u> <u>(Component)</u>	<u>Sample Size</u> <u>No. of Sample Units</u>
Lots Up to 500	3
501 - 35,000	5
35,001 and over	8

- (4) To submit the quantity of component samples for testing, calculate by multiplying the sample size, stated above, by the sample unit in the following chart, except when a maximum or minimum quantity is indicated.

For example, in determining the quantity of the component “Boxes, fiberboard” to be submitted from a lot of 8,500 boxes, fiberboard, the sample size of 5 is multiplied by the sample unit of 2 to equal a submission of 10 samples.

NONFOOD COMPONENT SAMPLE SIZES			
Component	Sample Unit	Lot Size Expressed in	Sample Site Max or Min if Other Than As Above
Bags or sacks (textile)	1 bag	bags or sacks	Maximum 4
Bags or sacks (paper multiwall)	2 bags or sacks	bags or sacks	
Bags (paper, other than multiwall)	1 bag	bags	
Boxes, plywood	6 panels (6" x 6") or 3 panels (12" x 12") ¹	boxes	Maximum 5
Cans, metal (larger than No. 10)	14" x 4" side panel with 1 end and 1 lid	cans	Maximum 8
Cans, metal (No. 10 and smaller)	1 can with 1 lid ²	cans	Maximum 8
Fiberboard: Boxes	2 panels ³	boxes	
Liners (case)	2 panels ³	liners	
Pads	2 panels ³	pads	
Pallet Caps	2 panels ³	caps	
Ink, labeling (cans)	1 marked panel ¹	boxes, sleeves	Maximum 5
Ink, stencil or marking (boxes)	2 marked panels ³	unit loads	Maximum 3
Liners, waterproof	1 complete case liner	liners	
Markings	2 panels ³	markings	
Paper: Glazed, grease-proof, kraft	1/2 square yard	rolls	
Moisture proof, vapor proof	1 square yard	rolls	
Waxed	3 square yards	rolls	
Shroud, polyethylene	1/2 square yard	shrouds	
Strapping	1 ea. 6-1/2 ft. piece of continuous strapping without joint	pounds, coils	
Strapping, joints	1 ea. 48" length with center joint	case, strapped load, strapped	Maximum 3
Tape	1 roll ⁵	rolls	

¹ For lot size up to 50 units, the sample size shall be 1. For lot sizes 51-150, the sample size shall be 3. Acceptable Number shall be 0.

² For cans with height or diameter dimensions of 2 inches or less, respectively, the sample unit shall be 2 cans with 2 lids.

³ Two panels (size 12" x 12") or equivalent total area. The smaller dimension shall be not less than 6 inches and exclusive of crease lines or cut slots.

⁴ If marked (lithographed or stamped) can panels or lids are available as part of the can sample, samples for can marking ink shall not be required.

⁵ Tape shall not be rewound. Remainder of roll after use will be acceptable, providing at least 10 feet of tape are present for testing purposes.

d. Procedure for Submitting Nonfood Component Samples for Verification Testing and for Disposal.

- (1) Of the two sets of identical size samples obtained from a lot (a laboratory sample and a file sample),
 - (a) Send the laboratory sample, with the properly prepared form DD-1222 (original and 4 copies) to C&T Laboratory. Keep one copy in the contract file. See section 4.14 for detailed preparation of form DD-1222.
 - (b) Keep all samples not sent to C&T for 30 days. Then return them to the contractor.
- (2) C&T will not return form DD-1222 to the field office upon completion of testing if the nonfood component is found to be acceptable.
 - (a) The field office will assume the component is acceptable unless notified to the contrary.
 - (b) DPSC may hold the contractor liable if nonfood components do not meet specifications even though the FGIS field office has signed the form DD-250. For this reason, the inspector must be able to associate every sampled nonfood component with the end-item lot in which it was used.

4.11 SAMPLING AND TESTING FOOD COMPONENTS

- a. If the contractor is unable to certify that food components (flour, cornmeal, sugar, etc.) meet the contractual requirements or if the contractor's COC is in question, submit a sample of the component to CU for analysis.
- b. The inspector must be able to associate every sampled food component lot with the end-item lot in which it was used.
 - (1) When sampling food components for testing is not required, visually examine each lot or shipment of every component via related labels, invoices, contractor's purchase instruments, test results, etc., to determine compliance with contract specifications.
 - (2) If there is any doubt about the compliance of these food components (those that are not required to be sampled and sent in for testing), send a 1-pound composite sample obtained from five randomly drawn containers to CTL for testing.
 - (3) Insert the phrase "Verification of Examination" in block 8 of DD-1222.
 - (4) Do not sign the DD-250 until receipt of the results indicating compliance with contract specifications.
 - (5) Examine all food components organoleptically in the manner specified by the specification to determine conformance to condition requirements of the contract.

4.12 SAMPLING AND TESTING END ITEMS

- a. Every lot of finished product must be sampled and certain samples must also be submitted for testing according to a prescribed plan.
- b. Quality assurance responsibilities for the sampling and subsequent testing of food components and end items may be satisfied by any one of the four following procedures
 - (1) Contractor Testing. The contractor may elect to have their own laboratory (or commercial laboratory) perform all required tests and analyses on each lot.
 - (a) The contractor must furnish the FGIS inspector with two copies of the results of the performed tests (contractor's test report).
 - (b) Send one copy of the contractor's test report for each lot to:

DPSC-HQS(T)
2800 South 20th Street
Philadelphia, Pennsylvania 19101-8419
 - (c) Submit verification samples from the first three lots of each end item offered for inspection if the contractor has not had an inspection for a period of more than 4 months.
 - (d) From this point on, including new contracts, randomly select one lot in six consecutive lots for submission to CTL as long as the contractor's test system status remains reliable.
 - (e) The sampling procedure places those lots following the lot chosen for verification testing back in the universe for selection. For example, starting with a group of six lots (i.e., 1-6) randomly select one of them for inspection. If lot 4 was selected, the next selection would be from lots 5, 6, 7, 8, 9, or 10. Then, if lot 8 was chosen at random, the next selection would be from lots 9, 10, 11, 12, 13, or 14. If the contract contains less than six lots, select one lot for testing.
 - (f) Each sample submitted shall be accompanied by a completed form DD-1222 (original and four copies).
 - (g) The fifth copy of the completed form DD-1222 shall be sent to DPSC-HQS(T). Keep one copy in the contract file.
 - (h) Charge the contractor for all tests performed by FGIS.
 - (i) Attach the copy of the contractor's test report to the completed copy of form DD-1222 sent to DPSC-HQS(T).

- (j) If the sample was not one of those (according to the prescribed plan) to be sent in for testing, one copy of the contractor's test report shall be sent to DPSC-HQS(T) without form DD-1222 attached.
- (k) Do not submit samples for verification testing until the contractor's test reports are made available and the results show that the end item meets contract specifications.
- (l) Official sampling for testing is required whether or not a verification sample is submitted on a particular lot.
 - 1) Obtain a laboratory and a file sample from every end item lot.
 - 2) Each sample shall be identical in size and properly protected at all times.
 - 3) Return the samples not sent to CTL to the contractor at the end of 30 days.
- (m) The DD-250 is not only signed on the basis of COC's but also on the basis of the contractor's test results.
 - 1) If the test results presented by the contractor for submission to DPSC meet contract specifications and the test system status of the contractor is reliable for those test results, sign the DD-250.
 - 2) If the test results do not meet contract specifications, do not sign the DD-250.
 - 3) If, according to DPSC-HQS(T), verification testing by CTL proves the contractor's test system status to be doubtful for a test, submit samples from all future lots to CTL and continue signing DD-250's on the basis of the contractor's test reports.
 - 4) If, according to DPSC-HQS(T), the contractor's test system status is unreliable, submit samples from all future lots to CTL and withhold the signing of the DD-250 for these lots pending the receipt of results from CU.
 - 5) When the contractor's doubtful or unreliable test system status is again considered reliable, return to the normal procedure of selecting and submitting samples for verification testing and signing DD-250's on the basis of the contractor's test results.

- (2) Partial Contractor Testing. The contractor may be able to conduct some, but not all, required quality tests. Under these circumstances, the contractor may request that CTL perform the tests that the contractor is unable to conduct.
 - (a) Tests performed by CTL in lieu of contractor testing need not be verified by CTI.
 - (b) The field office will charge the contractor for performing these particular tests according to the current schedule of fees and charges. Do not sign the form DD-250 until receipt of the results indicating compliance with contract specifications.
- (3) Vendor-Paid USDA Testing (Government Acceptance Testing). Instead of the contractor furnishing the quality assurance results, FGIS may be requested to perform all the required tests and analyses.
 - (a) The contractor is billed using current fees and charges for each analysis.
 - (b) Do not sign the form DD-250 until receipt of the results indicating compliance with contract specifications.
- (4) Other Procedures. Occasionally, DPSC will purchase items which do not utilize the DD-250 as an acceptance document.
 - (a) In this case, a certificate (FGIS-993) will be issued covering all contractual provisions.
 - (b) If the contractor furnishes test results, a statement of this fact shall appear on the certificate.
 - (c) Verification testing by CTL will be performed on samples submitted under the sale procedures as "Contractor Testing" above.

NOTE: FGIS shall levy a charge for all sampling and inspection regardless of the contractor's test system status. If a contractor's test system status is unreliable or doubtful, the samples sent to CTL, will be subjected to all of the tests required by the specification, unless otherwise specified by DPSC. The field office shall charge for all of the tests performed by CTL. In addition, the contractor shall furnish or be billed for all postage and the cost of all materials (paper, dry ice, special container, etc.) used in preparing the samples for mailing.

4.13 CONTRACTOR'S TEST REPORTS FOR END ITEMS

- a. When a contractor elects to perform testing, the test results for each lot of a component and end item shall be submitted to the inspector in the form of a Contractor's Test Report.
 - (1) The test results shall be shown as required by the specifications and contract and shall include the unit of measurement, such as percent, ppm, per G, etc.
 - (2) If analysis is on a moisture-free basis, "MFB" should be shown on the form.
 - (3) The form should show the analytical results for each determination or sample unit and, if required, the sample or lot average or if test was performed on a composite sample.
- b. The format and information required for the test report shall be exactly as that shown in the DPSC master solicitation. Examples of a completed report for a component and an end item are shown in attachments 2 and 3, respectively.

4.14 PREPARATION OF FORM DD-1222

- a. Samples to CTL and C&T for testing must be accompanied by a completed DD-1222 (original and four copies).
 - (1) Keep one copy of each submitted DD-1222 in the contract file.
 - (2) All information must be included on the form if the testing is to be meaningful.
 - (3) If the necessary information is not included in the contract, obtain it from the contractor.
 - (4) See attachments 5-6 for examples.
- b. Insert the following information in the numbered blocks:
 - (1) Name and address of laboratory where sample is being submitted.
 - (2) Name and location of field office submitting the sample.
 - (3) Complete name and address of contractor and contract number as stated in the contract.
 - (4) Name and address of plant where commodity was produced.
 - (5) Complete nomenclature of end item as stated in the contract. Include type, class, style, and form, if applicable.
 - (6) Sample number as assigned for all samples, food and nonfood, on a contract submitted for testing by the field office.

- (7) Contractor's lot number (or code number on primary container of end item if contractor, on basis of DPSC form 3556, wants to use this in lieu of a lot number on the shipping container) as shown on the COC or the contractor's test report.
- (8) Reason(s) for sample submission:
 - (a) Verification testing, reliable
 - (b) Verification testing, unreliable
 - (c) Verification testing, doubtful
 - (d) Government acceptance testing
 - (e) Verification of examination
 - (f) Special request for examination
- (9) Date sample is mailed to the laboratory.
- (10) The complete nomenclature of sample being submitted for testing. If finished product is being submitted, indicate "end item." Block 16 may be used as continuation of this block.
- (10a) Quantity and unit of sample being submitted; e.g., 1-1b. (0.45-kg) composite, 8 sacks, 8 cans, 3 panels, etc.
- (11) Quantity that the sample represents in units used in the contract (20,000 lbs. (9,000 kg), 8,784 sacks, 5,000 cans, etc.).
- (12) Specification number and date and amendment number and date, if any, for the item being tested as cited in DPSC solicitation, which is a part of each contract.
- (13) Name and address of supplier of the component.
- (14) Means of sample transmittal (surface mail, hand-carried, etc.).
- (15) Name of inspector and date sample was taken.
- (16) Use for any special information, such as contract exceptions to test requirements, and for continuance of information not completed in previous blocks.

4.15 PREPARATION AND MAILING OF SAMPLES

- a. It is the sampler's responsibility to pack samples properly, refrigerate samples if necessary, and submit samples promptly so that they will arrive at the laboratory in an undamaged and undeteriorated condition.
- b. A package should weigh and measure not more than 40 lbs. (18 kg) and 84 in (210 cm) (in length plus girth), respectively. If more than one package per sample is required, each package shall contain a copy of form DD-1222. All copies will state the number of packages required for mailing the sample.
- c. The sampler must personally forward samples to C&T or CTL as soon as practicable after selection. Samples must remain in the custody of the sampler from the time they are selected until the time they are delivered to the post office, express company, or other transportation company.
- d. DPSC contracts stipulate that the contractor is responsible for the cost of sending samples to the laboratories. Samples for verification testing of nonperishable materials shall be submitted by surface mail unless the plant's test system has been declared "unreliable" by DPSC-HQS(T); in which case, use the most expeditious means available.
 - (1) Samples for government acceptance testing and samples of perishable materials shall always be sent by the most expeditious means.
 - (2) It is the responsibility of the field office manager to determine the appropriate method of sending samples.

4.16 OTHER CONTRACT REQUIREMENTS

- a. Failure to Meet Contract Requirements. FGIS must notify the contractor immediately of any failure to meet one or more contract requirements.
 - (1) It is the contractor's responsibility to notify the PCO or ACO to request a waiver.
 - (2) Do not sign the DD-250 in cases of noncompliance unless you receive a telephone call from the contracting officer or representative (Contract Quality Assurance Office) stating that the lot is acceptable and that the noncompliance is waived.
 - (3) The telephone call shall be verified in writing.
- b. Second Inspection Site (Overpacking). Completion of a DPSC contract sometimes occurs at a location outside the boundaries of the initial inspection. This usually occurs when commodities are assembled for overseas shipment where various items are packed into one or more secondary containers.
 - (1) The field office performing the original inspection shall, within 1 working day after completion of the inspection, forward to the receiving field office the following information via electronic mail or fax:
 - Contract number
 - Item number
 - Lot number
 - Lot size
 - Date(s) of packing
 - Date(s) of shipment (if known) Contractor reliability
 - A statement of contract conformance
 - (2) The receiving field office shall check the commodity against the memo to positively identify the lot, complete the inspection, and sign the DD-250. Under no circumstances shall the DD-250 be signed until the above conditions have been met. c. Property Receipt Storage. Property receipt storage refers to merchandise which is inspected and accepted for DPSC and then stored in the contractor's warehouse for future delivery.
 - (1) A special DD-250 must be completed by the contractor and signed by the inspector when the merchandise is delivered.
 - (2) If the merchandise is not inspected again before delivery, the date in block 21 should be the date the product was last inspected and accepted.

4.17 CONTRACTOR/DPSC NEGOTIATIONS

A contractor may want to negotiate with DPSC for acceptance of a commodity lot which fails one or more contract requirements.

- a. Such negotiations are solely between the contractor and DPSC.
- b. FGIS may assist in these negotiations, if requested, by providing DPSC with inspection results.
 - (1) State the facts only.
 - (2) Do not state opinions concerning the advisability of accepting the lot.

4.18 DPSC PLANT VISITS

- a. The inspection agreement between FGIS and DOD provides that authorized DPSC personnel may make observational visits to plants and inspection offices where FGIS inspectors are performing inspections of products for delivery to DPSC. The agreement states that DOD personnel will not interfere with the inspectors in the performance of their duties but may review records, standards, and specifications and any other worksheets or documents related to the contract.
- b. DPSC personnel will contact field office managers in the area.
 - (1) Field office managers will tactfully request official identification from them.
 - (2) Mutually agreeable arrangements should be made for the DPSC representative to accompany the inspector in the performance of those phases of the inspection that the DPSC representative desires to observe.
 - (3) Inspectors are cautioned to accompany DPSC representatives to plants only on the occasion of inspection for DPSC. Other inspections are not to be discussed with DPSC.

4.19 ACCEPTANCE INSPECTION AT DESTINATION

- a. Acceptance inspection is normally performed at destination by DPSC for identity and condition on all supplies procured FOB destination.
 - (1) If the supplies obviously do not conform to the contract requirements, DPSC inspectors will report their findings to the contracting officer who will notify the contractor.
 - (2) On request of the contractor, the contracting officer will request a destination appeal inspection.
 - (3) Perform the sampling for an appeal inspection in the same manner as for an original inspection.
- b. The results of a destination appeal inspection will be considered final and will be reported to the contracting officer.
 - (1) In the event the appeal inspection upholds the findings of the original inspection, costs of the appeal inspection will be billed to DPSC.
 - (2) In the event the appeal inspection upholds the results of the DPSC destination inspection, costs of the appeal will be billed to the contractor.
- c. When billing DPSC for the inspection:
 - (1) Bill all services or testing on a Form AD-847, Fees and Charges Listing Sheet.
 - (2) Include the certificate number, if a certificate is issued, or the type of form used, such as DD-1222, in the document number space on the AD-847.
 - (3) Place the last 10 characters of the lot's contract number in the bill reference space on the AD-847. For example, contract number SP0300- 94-C-1012 would be recorded as 13H94C1012. Record the complete contract number on the certificate or DD-1222.
 - (4) Use the following address when billing DPSC:

DPSC - HFD
2800 South 20th Street
Philadelphia, Pennsylvania 19145
 - (5) Send a copy of the certificate or DD-1222 with the inspection results and the contract number to the above address as soon as the inspection is completed.

Name and Address of Contractor:

Jones Industries
456 Warehouse Road
Chicago, Illinois

CERTIFICATE OF CONFORMANCE

I certify that all packaging, packing, labeling, marking, and unitization materials and their performance in use called for by the contract SPO300-94-C-1012 conform to applicable contract requirements (specification, deviation, amendments, clauses, articles, etc.) in every particular. Such materials consist of the following:

Lot 1 of End Item

8400 Fiberboard Boxes	General Paper Co., Chicago, IL
210 Caps	General Paper Co., Chicago, IL
210 Pads	General Paper Co., Chicago, IL
8400 Tin can, 35 lb.	AMC Steel Co., Gary, IN
15750 Ft. of strapping	AMC Steel Co., Gary, IN
3360 Nails	AMC Steel Co., Gary, IN
1050 Seals	AMC Steel Co., Gary, IN
4200 Wire Staples	AMC Steel Co., Gary, IN
12600 Yds. Nylon tape 1"	Chicago Plastic Co., Chicago, IL
1050 Yds. Nylon tape 2"	Chicago Plastic Co., Chicago, IL

Signature

John Doe,
Plant Manager

CONTRACTOR TEST REPORT

Received for testing 4/10/94

Name and Address of Contractor:

Sunshine Biscuits, Inc.
801 Sunshine Road
Kansas City, Kansas 66115

Sample Tested:

Component: Shortening

Quantity Tested:

One pound comp site

Applicable Specification:

MIL-C-1234E, 20 March 91

Identification of Lot:

SPO300-94-C-12 4, Lot No. 1, Sample No. 1

Quantity in Lot:

5,000 pounds

Testing Completed: 4/14/94

TEST REPORT

105 Stability hours (AOM) - Test was performed on a composite sample.

Certification:¹ I certify that the above test results were furnished to this firm to cover the testing of samples which are representative of the lot, and to the best of my knowledge and belief, have been found to comply with the analytical requirements of the specification, contract No. SPO300-94-C-1234.

Signature
George Green
Production Manager
Sunshine Biscuits, Inc. 4/14/94

Certification:² I certify that the item presented for acceptance under terms of above referenced contract has been tested, as required by the contract, through the testing of samples that were representative of the lot, and to the best of my knowledge and belief, were found to comply with the analytical requirements of the specification and the contract.

Signature
George Green
Production Manager
Sunshine Biscuits, Inc. 4/14/94

¹ Will apply when testing was performed on component item by supplier's laboratory.

² Will apply when testing was performed on component or end item by contractor's laboratory or an independent laboratory.

CONTRACTOR TEST REPORT

Received for Testing: 4/10/94

Name and Address of Contractor:

Sunshine Biscuits, Inc.
801 Sunshine Road
Kansas City, Kansas 66115

Sample Tested: End Item: Crackers, Class 3, Round
Quantity Tested: Thirteen 1/4 pound samples
Applicable Specification: MIL-C-1234E, 20 March 69
Identification of Lot: SPO300-94-C-1234, Lot No. 1, Sample No. 3
Size of Lot: 1,300 45-1b. cartons

Testing Completed: 4/14/94

TEST REPORT

Sample No. 6	Percent Moisture	pH	Sample No.	Percent Moisture	pH
1	2.7	7.2	8	2.6	7.2
2	2.8	7.3	9	3.1	7.1
3	2.6	7.1	10	2.9	7.0
4	2.9	7.1	11	2.7	7.0
5	3.0	6.9	12	2.0	6.9
6	2.8	7.0	13	3.0	7.3
7	2.8	7.0			

Certification:¹ I certify that the item presented for acceptance under terms of above referenced contract has been tested as required by the contract, through the testing samples that were representative of the lot, and to the best of my knowledge and belief, were found to Comply with the analytical requirements of the specification and the contract.

Signature
George Green, Production Manager
Sunshine Biscuits, Inc. 4/14/94

¹ Will apply when testing was performed on end item by contractor's laboratory or an independent laboratory.

FORM DD-250, MATERIAL INSPECTION AND RECEIVING REPORT

MATERIAL INSPECTION AND RECEIVING REPORT		PROC INSTRUMENT IDEN/CONTRACT#		ORDERING NO	INVOICE NO	PAGE	OF
		DLA13H91C0754			NO 1124	1	1
1. SHIPMENT NO.		2. DATE SHIPPED		3. DISCOUNT TERMS		8. ACCEPTANCE POINT	
MNI-0001		5/May/91		1/2% 10 Days Next 30 Days		D	
9. PRIME CONTRACTOR CODE				10. ADMINISTERED BY CODE			
Reliable Syrup Company 301 More Street Rogers, OH 45241 42058				Commander DCASMA, Dayton C/O DESC Bldg. 1 Dayton, OH 45444 S3065A			
11. SHIPPED FROM (if other than 9) CODE				12. PAYMENT WILL BE MADE BY CODE			
See Block 9.				Disbursing Officer DCASR, Cleveland A.J. Celebreeze Federal Building 1240 E. 9th Street Cleveland, OH 44199 S3602A			
13. SHIPPED TO CODE				14. MARKED FOR CODE			
Defense Depot Tracy Tracy, CA 95376							
15. ITEM NO.	16. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number.)</small>	17. QUANTITY SHIP/REC'D *	18. UNIT	19. UNIT PRICE	20. AMOUNT		
0001 AA	NSN 8925-682-6705 Syrup, Imitation, Maple 6-603x700 (No. 10) Cans/Case Can Code 6250 Lot No: 301	80	CS	\$7.03	\$562.40		
21. PROCUREMENT QUALITY ASSURANCE						22. RECEIVER'S USE	
A. ORIGIN <input checked="" type="checkbox"/> POA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.			B. DESTINATION <input type="checkbox"/> POA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.			Quantities shown in column 17 were received in apparent good condition except as noted.	
5/May/91 DATE						DATE RECEIVED	
Jane Doe SIGNATURE OF AUTH GOVT REP						SIGNATURE OF AUTH GOVT REP	
USDA, Toledo TYPED NAME AND OFFICE						TYPED NAME AND OFFICE	
23. CONTRACTOR USE ONLY						* If quantity received by the Government is the same as quantity shipped, indicate by 1 of 1 mark, if not, enter actual quantity received below quantity shipped and enclose.	

DD Form 250

1 NOV 68

REPLACES EDITION OF 1 AUG 67 WHICH MAY BE USED

FORM DD-1222, REQUEST FOR AND RESULTS OF TESTS

REQUEST FOR AND RESULTS OF TESTS				PAGE NO 1	NO OF PAGES 1
SECTION A - REQUEST FOR TEST					
1 TO: (Include ZIP Code) USDA, FGIS Commodity Testing Laboratory Room 209 Building 306, BARC-EAST Beltsville, MD 20705			2 FROM: (Include ZIP Code) USDA, FGIS 401 North Market Street Wichita, KS 67202		
3 PRIME CONTRACTOR AND ADDRESS (Include ZIP Code) Acme Flour Company 608 West Gaines Street Minneapolis, MN 74629 CONTRACT NUMBER DLA13H91C1234			4 MANUFACTURING PLANT NAME AND ADDRESS (Include ZIP Code) Acme Flour Company 278 South Monroe Street Wichita, KS 67202 P. O. NUMBER		
5 END ITEM AND/OR PROJECT Flour, Wheat, Bread Type I, Style 2		6. SAMPLE NUMBER 101	7. LOT NO 101	8. REASON FOR SUBMITTAL Verification Testing Reliable	9. DATE SUBMITTED 5/3/91
10. MATERIAL TO BE TESTED Flour, Wheat, Bread: End Item	10a. QUANTITY SUBMITTED 10-Pound Composite	11. QUANTITY REPRESENTED 4,200 Bags 42,000 Pounds		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE CID A-A-20126B, June 29, 1990	
13. PURCHASED FROM OR SOURCE Acme Flour Company Wichita, KS 67202		14. SHIPMENT METHOD Parcel Post		15. DATE SAMPLED AND SUBMITTED BY 5/3/91 Jane Doe	
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.					
17. SEND REPORT OF TEST TO See Block 2.					
SECTION B - RESULTS OF TEST (Continue on plain white paper if more space is required)					
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED		3. LAB REPORT NUMBER	
4	TEST PERFORMED	RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS	
DATE	TYPED NAME AND TITLE OF PERSON CONDUCTING TEST		SIGNATURE		

DD FORM 1222
1 FEB 62

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.

FORM DD-1222, REQUEST FOR AND RESULTS OF TESTS

REQUEST FOR AND RESULTS OF TESTS				PAGE NO 1	NO OF PAGES 1
SECTION A - REQUEST FOR TEST					
1. TO: (Include ZIP Code) C&T Laboratory 2800 South 20th Street Philadelphia, PA 19101			2. FROM: (Include ZIP Code) USDA, FGIS 2611 Yonkers Plainview, TX 79072		
3. PRIME CONTRACTOR AND ADDRESS (Include ZIP Code) Best Bakery 660 Marshal Foch Smithfield, TX 32301 CONTRACT NUMBER DLA13H91Z0042			4. MANUFACTURING PLANT NAME AND ADDRESS (Include ZIP Code) Same as 3. P. O. NUMBER		
5. END ITEM AND/OR PROJECT Apple Coffee Cake Thermohydrostabilized,		6. SAMPLE NUMBER 36	7. LOT NO. 9	8. REASON FOR SUBMITTAL Verification Testing Reliable	
9. DATE SUBMITTED 5/3/91		10. MATERIAL TO BE TESTED Tray Pack Can Lids		10a. QUANTITY SUBMITTED 8	11. QUANTITY REPRESENTED 200,000
12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE MIL-C-44235A, 5.1.1, 1/8/88		13. PURCHASED FROM OR SOURCE Central States Can Company Masillon, OH		14. SHIPMENT METHOD Parcel Post	15. DATE SAMPLED AND SUBMITTED BY 5/3/91 John Doe
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.					
17. SEND REPORT OF TEST TO See Block 2.					
SECTION B - RESULTS OF TEST (Continue on plain white paper if more space is required)					
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED		3. LAB REPORT NUMBER	
4	TEST PERFORMED	RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS	
DATE		TYPED NAME AND TITLE OF PERSON CONDUCTING TEST		SIGNATURE	

DD FORM 1222
1 FEB 82

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.

Chapter 5

VA INSPECTIONS

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5.3 INSPECTION PROCEDURES	4
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5.1 GENERAL INFORMATION

- a. The U.S. Department of Veterans Affairs (VA) provides hospital, nursing home and domiciliary care, and outpatient medical and dental care to eligible veterans of military service in the Armed Forces.
 - (1) The VA National Acquisition Center purchases food items for VA medical centers and furnishes supply support of food items to other agencies.
 - (2) FGIS is responsible for the inspection and certification of processed grain products purchased by the VA.

- b. The VA uses a Purchase Order for Supplies and Services (see attachment) to transmit the following information.
 - (1) Vendor's name and address,
 - (2) Order number,
 - (3) Contract number,
 - (4) Inspection location,
 - (5) Commodity name,
 - (6) Description (type) of commodity,
 - (7) National stock number,
 - (8) Federal specification number, Commercial Item Description (CID) or standards, and date, plus any amendment thereto,
 - (9) Paragraph changes noted in the description section to be incorporated in the proper Federal specification or CID,
 - (10) Quantity of product being purchased (including units) and,
 - (11) Marking provisions and illustrations.

5.2 RESPONSIBILITIES

- a. The contractor is responsible for:
 - (1) Contacting the FGIS field office in sufficient time prior to shipment to arrange for the required examinations and laboratory tests to ascertain whether or not the commodity and its packaging, packing, and markings meet contract specifications.
 - (2) Furnishing the field office, upon request, all applicable specifications, amendments, and other information as needed to perform the inspection.
 - (3) Making the lot completely accessible for examination and sampling.
 - (4) Providing the equipment for any required examinations. Otherwise, they will have to be performed by the Commodity Testing Laboratory (CTL).

- b. The field office is responsible for:
 - (1) Understanding the contract including all specifications, standards, etc.
 - (2) Discussing contract provisions, sanitation, product inspection procedures, and costs with the contractor (if possible, prior to start of production).
 - (3) Performing a sanitation inspection.
 - (4) Sampling and inspecting the product for compliance with provisions of the contract including completion of all required worksheets and Form FGIS-992, Services Performed Report.
 - (5) Obtaining a proper size sample of the food item according to the contract specification if it has an analytical requirement (e.g., ash, protein, moisture, etc.) and sending the sample, along with the laboratory copy of FGIS-992, to CTL for analysis.
 - (6) Issuing a FGIS-993, Commodity inspection certificate, upon completion of the inspection.

5.3 INSPECTION PROCEDURES

Perform VA inspections using the following procedures but not necessarily in the order given.

- a. Study the contract and all pertinent specifications and standards before going to the inspection location.
 - (1) Be sure that the Federal specifications, CID's, or standards and amendments (if any) are the version(s) specified.
 - (2) Incorporate the paragraph changes found in the amendment(s) and on the Purchase Order for Supplies and Services in the appropriate specification. Most changes deal primarily, but not entirely, with packaging (primary containers) and packing (secondary containers). Also, note that the Federal specification may call for online examination. However, the purchase order may change this requirement to a warehouse-lot inspection.
- b. Perform a sanitation inspection.
- c. Make sure the lot is completely accessible for inspection. If not, the contractor must make it so.
- d. Count the number of primary and secondary containers and verify this count with the foreman, manager, etc.
- e. Roller-stamp the containers. This is not required if the lot is to be checkloaded immediately.
- f. Perform all applicable examinations and tests required. If online examination is not required, ingredients need not be examined (a) for conformance to identity or (b) organoleptically.
- g. Select samples for examinations and tests in accordance with Chapter 2, Sampling.
- h. Complete the following:
 - (1) Form FGIS-992.
 - (2) Appropriate container examination worksheets: forms AD-0741 (glass), AD-0748 (rigid, semirigid, and metal), or AD-1023 (flexible containers).
 - (3) FGIS-952, Sanitation Inspection Report, (processed commodities).
 - (4) Worksheets (developed by the Field office) for the various examination tables found in the referenced specifications.
- i. Certificate in accordance with Chapter 6, Certification.

- (1) Before certifying that the product is in compliance with contract specifications, make sure:
 - (a) all applicable examinations were performed and the product was found to meet requirements, and
 - (b) the results from CTL show that the product meets the analytical requirements. Otherwise, a noncompliance shall be issued even if the VA waives the defect(s).
- (2) The certificate must indicate:
 - (a) the VA order and item numbers; and
 - (b) that the product does or does not comply with contract specifications and, if not, the reasons.

5.4 FAILURE TO MEET CONTRACT SPECIFICATIONS

In addition to the original inspection, the contractor is entitled under the AMA to retest, appeal, and new inspections. If a lot fails to meet contract specifications for any reason, including CTL testing, report the noncompliance promptly by telephone to:

Veterans Administration
National Acquisition Center
P.O. Box 76
Hines, IL 60141
Phone: (708) 216-2413

PURCHASE ORDER FOR SUPPLIES OR SERVICES

ORDER FOR SUPPLIES OR SERVICE				* THE PURCHASE ORDER NO. MUST APPEAR ON ALL PACKAGES AND PAPERS RELATING TO THIS ORDER.			
ISSUING OFFICE (If blank same as "Ship To") VA SUPPLY DEPOT (901E) Veterans Administration INVENTORY MANAGEMENT DIV. P. O. BOX 27 KINGS, IL 60141-0026				REQUESTING OFFICE VA SUPPLY DEPOT (901E)			
VENDOR RAYMOND-KADLEY CORPORATION P.O. BOX 492A SPENCER, NY 14883 Attn: RODOLFO MORRIS				SHIP TO THIS ADDRESS ONLY: VA SUPPLY DEPOT BLDG 37 1st Ave. North of 22nd Street Broadview, IL 60153			
F.O.B. POINT Destination		TYPE OF ORDER <input type="checkbox"/> PURCHASE ORDER <small>(Subject to terms and conditions on reverse or attached sheets.)</small> <input checked="" type="checkbox"/> DELIVERY ORDER <small>(Subject to terms and conditions of the contract)</small>		PROPOSAL DATED		MAIL INVOICE TO THIS ADDRESS:	
GOVT S/L NO.		CONTRACT AND/OR INVITATION NO. 797DA309148		DEPARTMENT OF VETERANS AFFAIRS SUPPLY DEPOT FISCAL DIV. (901A) P.O. BOX 7005 KINGS, IL 60141-7005		(CAUTION: This address for billing purposes only)	
DISCOUNT TERMS NET 30		DELIVERY TIME See Schedule		SHIP VA			
ITEM NO.	DESCRIPTION	QTY ORDERED	UNIT	UNIT PRICE	AMOUNT	QTY SHIPPED	AMOUNT BILLED
	When making delivery appointment with the VA Supply Depot(s) Purchase Order Number must be given when appointment is made. USDA Certification Required - Certificate must accompany driver. Contractor to retain certificates for 2 years from date of certification. Shipment must be checkloaded or cases stamped (ink to be legible) by USDA Representative. Contracting Officer to be notified at once by phone of any noncompliance to this contract and failure to do so may effect price reduction. Early deliveries will not be accepted unless prior approval has been provided. Commercial markings acceptable. (continued)						
AUTHORITY FOR AND/OR METHOD OF PURCHASE				TOTALS		\$25557.00	
TYPED NAME AND SIGNATURE OF AUTHORIZED PURCHASING OR CONTRACTING OFFICER STANLEY ZBOROWSKI				DO NOT COMPLETE IF SUBMITTING COMMERCIAL INVOICE			
PURCHASE ORDER OR REQ. NO. 797309291		DATE OF PURCHASE ORDER OR REQ. 08/11/93		SHIPPING POINT		GROSS SHIPPING WT.	VENDOR'S INVOICE NO.
FUND CERTIFICATION: The supplies/services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.				MAIL CHECK TO (if different from Vendor's address above)			
APPROPRIATION AND ACCOUNTING SYMBOLS 36X4537				SIGNATURE OF VENDOR		DATE	
ORIGINATED BY		DATE					

VA FORM 89-2138-7 JAN 1984

SUPERSEDES VA FORM 89-2138, FEB 1985, WHICH WILL NOT BE USED.

USDA

TERMS AND CONDITIONS

52.252-2. CLAUSES INCORPORATED BY REFERENCE (Apr 84). - This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

- 52.203-1 Officials Not to Benefit (Apr 84)
- 52.203-3 Gratuities (Apr 84)
- 52.203-4 Covenant Against Contingent Fees (Apr 84)
- 52.212-9 Variation in Quantity (Apr 84) (In the preceding clause, the permissible variations are stated in the schedule)
- 52.222-3 Convict Labor (Apr 84)
- 52.222-4 Contract Work Hours and Safety Standards Act - Overtime Compensation - General (Apr 84)

- 52.222-26 Equal Opportunity (Apr 84)
- 52.222-36 Affirmative Action for Handicapped Workers (Apr 84)
- 52.222-40 Service Contract Act of 1965 - Contracts of \$2500 or Less (Apr 84)
- 52.222-41 Service Contract of 1965 (Apr 84)
- 52.232-1 Payments (Apr 84)
- 52.225-3 Buy American Act -- Supplies (Apr 84)
- 52.232-8 Discounts for Prompt Payment (Apr 84) (With Alternate 1)
- 52.233-1 Disputes (Apr 84)
- 52.243-1 Changes - Fixed Price (Apr 84)
- 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (Apr 84)

Additional Terms and Conditions

SHIPPING INSTRUCTION NO. 1

1. The following shall apply when the Order specifies "f.o.b. origin, transportation prepaid, with transportation cost to be included as a separate item on the invoice":

- a. Consistent with the terms of the contract, pack, mark and prepare shipment in conformance with carrier requirements to protect the personal property and assure assessment of the lowest applicable transportation charge.
- b. Add transportation cost as a separate item on your invoice. Insurance charges will not be paid unless the Order specifically requires that the shipment be insured. If shipment is made by other than parcel post, the invoice must bear the following certification: "The invoiced

transportation charges have been paid and evidence of such payment will be furnished upon the Government's request."

c. Do Not prepay transportation charges on this order if such charges will exceed \$100. Ship collect and annotate the commercial bill of lading, "To be converted to Government Bill of Lading." These instructions do not apply if the order in question is placed against a Federal Supply Schedule contract that authorizes prepayment of transportation charges regardless of cost.

SHIPPING INSTRUCTION NO. 2

2. The following shall apply when the Order specifies f.o.b. origin, ship by parcel post.

- a. The contractor shall forward the shipment by parcel post using the VA Form 60-3017 provided with the Order as an address label and postage.

b. The pre-addressed Post Office Department Certificate of Mailing, Form POD 3817, (also provided with the Order), is to be receipted by the sending post office and returned to the VA ordering office as evidence that the shipment was mailed. Vendors need not affix postage to the certificate of mailing (POD 3817). It will be accepted for mailing without postage when presented at the post office together with the package bearing the address label, VA Form 60-3017.

PURCHASE ORDER FOR SUPPLIES OR SERVICES PAGE 3

CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D.		PAGE	OF
		797DA309148 797309291		3	4
NAME OF OFFEROR OR CONTRACTOR					
RAYMOND-HADLEY CORPORATION					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	8920008901161 PR# 7973029344 CEREAL, ROLLED OATS. Shall be quick cooking, in accordance with Commercial Item Description (CID) A-A-20090A, dated March 26, 1986. Required shelf life is 12 months. Packed not more than 60 days prior to shipment. INSTRUCTIONS FOR USE AND/OR PREPARATION PACKAGING: 42 oz. package (cardboard/rigid container) UNIT: PG UNITS PER SHIPPING CONTAINER: 12 DELIVER 9/20-24/93 Delivery Date: 09/24/93	15000	PG	\$0.8519	\$12778.50
2	8920008901161 PR# 7973029344 DELIVER 12/27-30/93 REMITTANCE & CERTIFICATION: PO BOX 351 RAILROAD AVE & ACADEMY ST SPENCER, NY 14883 Delivery Date: 12/30/93	15000	PG	\$0.8519	\$12778.50

FORM 7840-01-120-8087

USDA

OPTIONAL FORM 338 (4-88)
Sponsored by GSA
FAR (48 CFR) 83.110

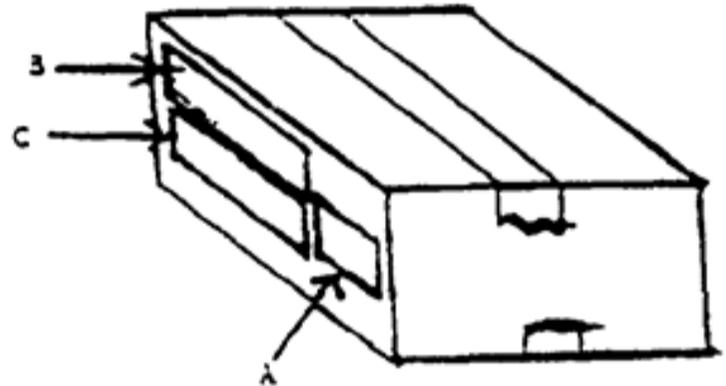
PURCHASE ORDER FOR SUPPLIES OR SERVICES PAGE 4

INSTRUCTION TO VENDORS - In addition to the information that appears on the front of the order, the following is provided:
 Variance - Order is for the amount indicated. A variance of a plus or minus to the nearest OP, as stated on the order is acceptable. Quantities in excess are subject to rejection. Quantities in other than IP-OP are also subject to rejection. Delivery periods specified are the dates material is to be delivered to the destination(s) indicated, they are not the starting date(s). Early deliveries will not be accepted unless prior approval has been provided.

MARKING PROVISIONS AND ILLUSTRATIONS:

1. **SHIPPING CONTAINERS:** Unless otherwise specified in this contract, commercial labeling is acceptable. If the contract requires VA markings, please include the following information:
 (a) National Stock Number, (b) Item Name and Product/Model Number, (f) Quantity and Units of Issue; (g) Contractor's Name and Address; (i) Purchase Order Number or Delivery Order Number, (j) Gross Weight, Contract number and cubic displacement may be omitted. All other required markings listed under Paragraph 55.2.2.3, c, d, e, h, k, and l, shall apply as applicable.
2. **INTERMEDIATE CONTAINERS:** Containers shall be marked with regular commercial markings that identify the item and quantity, thereof, or shall be marked with the National Stock Number, Item Name, and Quantity.
3. **UNIT MARKING:** As required by item specification reference herein.
4. **SPECIAL MARKINGS:** DATE OF PACK or EXPIRATION DATE shall be indicated on SHIPPING CONTAINER.
5. **SIZE OF MARKINGS:** 3/8 inch in height. Where space does not permit, proportionately smaller characters shall be used; but not less than 3/32 inch.
6. **INK:** Shall be permanent and withstand normal abrasion. Color may vary, but regardless of the color used, it must provide definite contrast, be uniform and legible.
7. **LABELS:** Printed labels containing the above information are acceptable when applied with waterproof adhesive.

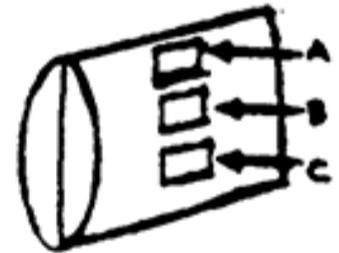
<u>KEY LETTER</u>	<u>ITEM</u>	<u>EXAMPLE</u>
	Name and address of consignee	Agency Name Address
	National Stock Number	6530-00-927-3047
	Item Name	JAR, OINTMENT, PLASTIC
	Product/Model No.	9L87S
	Quantity and Unit of Issue	Unit Box, Qty 6
	Contractor's Name and Address	John Doe Rye, N.Y
	Purchase Order Number	793-1000000
	Gross Weight	Gr. Wt. 44 lbs
	Special Marking	When Applicable



(SIDE OR END)

ADDRESSES OF DEPARTMENT OF VETERANS AFFAIRS SUPPLY DEPOTS:

<u>MAIL & PARCEL POST</u>	<u>RAIL CAR</u>	<u>MOTOR AND U.S.</u>
VA Supply Depot Federal Service Center 5600 Rickabacker Road Bell, CA 90201 Com (213) 526-7458	Los Angeles, CA Los Angeles, Jct. Railway Co.	Federal Service Center 5600 Rickabacker Road Bldg. 701 Bell, CA
VA Supply Depot P.O. Box 27 Hinsdale, IL 60141 Com (708) 786-7614	Downsview, IL IC RR	Bldg 37, 1st Ave North of 22nd St. Downsview, IL
VA Supply Depot Somerville, NJ 08876 Com (908) 707-4320	Ruyser, New Jersey CONRAIL, Freight	Federal Service Center Route 206 South Somerville, NJ



FOR F.O.B. DESTINATION SHIPPERS ONLY: For delivery appointments call the number indicated. Requests for delivery appointments must be made at least 48 hours prior to delivery.

FOR F.O.B. ORIGIN CONTRACTORS ONLY: For all F.O.B. Origin Shipments, call (908) 707-4321 to inform personnel of status of the order 5 days prior to specified delivery dates so that carrier can be notified and delivery appointments can be established for the appropriate depot(s).

Chapter 6

CERTIFICATION

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6.1 GENERAL INFORMATION

- a. Certificate Issuance. Certificates for inspection services must be issued in accordance with the following guidelines and the instructions set forth in attachments 1 and 2.
- (1) Certificates must be issued by official personnel authorized or licensed to perform the activities covered by the certificate. If more than one person is involved with providing the service, the person in the best position to know whether the inspection service was performed in an approved manner and that the determinations are accurate and true shall issue the certificate.
 - (2) The date on the certificate must be the month, day, and year that the certificate is issued or the date the service was completed.
 - (a) Certificates must be issued on or before the business day following the completed inspection.
 - (b) Inspections are considered completed either on the day the service is completed or on the day when all information (e.g., CTL test results) is obtained by the certifying office.
 - (3) Prepare a separate certificate for each lot, except for Title I, Public Law 480 (P.L. 480), Foreign Agricultural Service (FAS), inspections. Official personnel may certificate FAS multiple lots on a single certificate if all of the lots meet contract requirements and the following are the same: producer, product, mill location, and container type, size, and markings.
 - (4) Issue a certificate showing the result(s) for each kind and each level of service performed.
 - (5) Do not issue a certificate for a service after a request for an inspection service has been dismissed or withdrawn.
 - (6) Furnish, upon request, the contents of an official certificate to the applicant or any other interested person or to their order.
- b. Certificate Format. Official certificates shall:
- (1) Be on standard printed forms developed by headquarters' Field Management Division.
 - (2) Be in English.
 - (3) Be typewritten or handwritten in ink.
 - (4) Be clearly legible.

- (5) Show the results of inspection services in a uniform, accurate, and concise manner.
- (6) Show the information specified in this chapter.
- (7) Show only such other information and statements of fact provided in instructions or authorized by headquarters.
- (8) Bear the name or signature or both of the issuer.
- (9) Contain, immediately following or below the name, by typewriter or pen, the word "By" and the given and surname initials of the authorized agent when an agent affixes the name.

6.2 COMPLETING CERTIFICATES

- a. After performing an original inspection, complete certificates according to attachments 1 or 2 and sections 6.3 and 6.4.
 - (1) FAS requires different information on their certificates than do most other government agencies.
 - (2) Certificates prepared for FAS shall conform with the requirements outlined in appendices A and B of P.L. 480, Title I, "Authorization to Purchase Agricultural Commodities (PA)," and with the inspection request from the commodity's processor or shipper. Applicants must indicate their specific needs in their inspection requests.
- b. Use the following certificates for certifying processed commodity inspection results.
 - (1) Form FGIS-993, Commodity Inspection Certificate. Complete this certificate after performing an official inspection.
 - (a) This certificate may be used when inspecting a lot for compliance with the requirements of a specification; specific quality factors; general condition; condition of food container; or when checkweighing, checkloading, or performing other services.
 - (b) When certifying that a lot meets contractual requirements and the lot contains one or more noncompliance portions, issue a certificate for each portion or one certificate(s) for the lot based on the following:
 - 1 Two or more certificates. Issue one certificate for each noncompliance portion of the lot and one for the balance of the lot when the noncompliance portion(s) is not commingled with the balance of the lot.
 - 2 One certificate. Issue one certificate when the noncompliance portion(s) of a lot is commingled with the balance of the lot.

- (c) When a lot(s) represented by one certificate is also covered by another certificate, the second certificate must include a statement referencing the first certificate(s).
- (2) Form FGIS-994, Commodity Certificate - Submitted Sample Inspection. Use this certificate for reporting quality factor results obtained for submitted samples.

6.3 APPROVED STATEMENTS

- a. General. Include the approved statements shown below on official certificates when applicable. Field office managers and cooperators may modify the wording of these statements as long as the meaning is not altered.
- b. Quality Result Statements.

Quality Results. When reporting quality results for lots that do not have contractual requirements, report results using the following statement:

“(quality factor) (result)”

P.L. 480, Title I, Wheat Flour, Results (Average). When P.L. 480, Title I, Wheat Flour, is inspected, show the average results of all lots in the shipment by using the following statement:

“Weighted Average: Moisture (result) %, Ash (result) %, and Protein (result) %.”

P.L. 480, Title I, Wheat Flour, Results (by Lot). When P.L. 480, Title I, Wheat Flour, is inspected, show the results of each lot within the shipment by using the following format:

Lot No.	No. of Containers	Estimated Net Wt.	Date Sampled	Analysis (Factor)	(Factor)
-	-	-	-	-	-
-	-	-	-	-	-
etc.	etc.	etc.	etc.	etc.	etc.

NOTE: This statement may be used for other commodities and applicants upon request.

Quality Noncompliance. When a lot fails to meet contract quality specifications, show the following statement for all inspections, except FSA purchases:

“(Quality factor) specification rmaximum/minimum (requirement).”

Deleterious Substance. When a product contains a deleterious substance, show the following statement:

“Product contains (deleterious substance(s)).”

Food and Drug Administration's (FDA) Defect Action Levels. If the product contains substances that exceed FDA Defect Action Levels, show the following statement:

"(Insect fragments), (Whole insects and/or larvae), (Rodent hairs, and/or excreta), and/or (Head capsules) in excess of FDA Defect Action Levels."

Food and Drug Standards of Identity. If the product fails to meet the Food and Drug Standards for Identity, show the following statement:

"Fails to meet Food and Drug Standards of Identity for (commodity identity and requirement(s))."

Condition Results. When the lot is inspected for condition, show the following statement:

"Commodity visually examined on (date) and found (results; e.g., to be clean, dry, and free of live infestation, or to contain insect infestation, 20 torn bags etc.)."

c. Condition of Container and Markings Statements.

Lot Meets Condition of Food Container Standards. When the lot is inspected for and meets the U.S. Standards for Condition of Food Containers, show the following statement:

"The lot meets U.S. Standards for Condition of Food Containers."

Lot Fails Condition of Food Container Standards. When the lot fails to meet the condition of food container requirements, show the following statement:

"Lot fails the U.S. Standards for Condition of Food Containers because: (kind of container when the lot contains more than one kind and the defects found as listed in Tables IV, V, VI, VII or VIII of the standards)."

Markings P.L. 480, Title I, Wheat Flour and Other Products. When P.L. 480, Title I, Wheat Flour, and other products that require container markings are inspected, show the following statement:

"Container Markings: (the markings that appear on the container)."

Use a slash (/) to designate the end of a line.

d. Checkloading Statements.

Checkloaded Into One Carrier. When the lot is checkloaded into one carrier, show the following statement:

“Checkloaded, (date), carrier (carrier identification), seal(s) (seal identification if sealed).”

or if the certificate does not indicate the number and kind of containers elsewhere:

“(number and kind of containers) checkloaded, (date); carrier (carrier identification), seal(s) (seal identification if sealed).”

Checkloaded Into More Than One Carrier. When the lot is checkloaded into more than one carrier, show the following statement for each carrier:

“(number and kind of shipping containers) checkloaded, (date), carrier (carrier identification), seal(s) (seal identification).”

More Than One Lot Checkloaded Into The Same Carrier. When more than one lot is checkloaded into the same carrier, show the following:

<u>Lot No.</u>	<u>No. of Containers*</u>
-	-
-	-
	Total_____

*The weight of each lot may also be shown.

Lot Loaded Into Unfit Carrier. When the applicant requests checkloading and loads the lot into an unfit carrier after being informed that the carrier is unfit for loading, the certificate shall show the following statement:

“Commodity in (carrier identification) was not checkloaded because the carrier was unfit due to (reason(s)).”

e. Checkweighing Statements.

Checkweighing Results. When checkweighing results are requested, show the following:

“Checkweighing results”
Number of (kind of container) ... (number of containers)
Estimated total gross weight (result)
Estimated total tare weight(result)
Estimated total net weight(result)

Fails to Meet Average Net Weight. When the average net weight per container is less than the weight shown on the containers, show the following statement:

“Average net weight per container is (the net weight per container for the lot).”

f. Other Statements.

Lot Fails for Reasons Other Than Quality, Condition of Food Container, or Checkweighing. When the lot fails an inspection service for reasons other than quality determination, condition of food container examination, or checkweighing, show the following statement:

“Lot fails because (result(s)).”

Fails to Meet Under-fill Limit. When one or more containers weighs less than a specified under-fill limit, show the following statement:

“Lot fails under-fill limit (number and weight of each container below under-fill limit).”

Commingled Lots. When a lot contains a noncompliance portion(s) and the applicant elects not to separate the portions, show the following statement:

“The lot is noncompliance because approximately (weight or number of containers) fail to meet the contract requirement for (reason: e.g., bag markings, odor, etc.).”

Lot Covered by Other Certificates. When another certificate covers part of the inspection, show the following statement:

“(This lot is) or (these lots are) covered by commodity inspection certificate(s) (number(s)) dated (date).”

Carrier Identification Requested. When the applicant does not request checkloading but wants the carrier identification shown on the certificate, official personnel must: (1) examine the carrier before loading, (2) observe the loading, and (3) perform condition of container examination after loading or immediately before loading. Only after these conditions are met may the certificate show the following statement:

“(carrier identification); (seal identification if sealed).”

Fit for Human Consumption. To be considered “fit for human consumption,” a lot/sample must: (1) meet commercial item descriptions, federal specifications, or military specifications, when applicable; (2) grade U.S. No. 5 or better for milled rice; U.S. No. 3 or better for whole dry and split peas; U.S. No. 3 or better for lentils; and U.S. No. 3 or better for dry edible beans; (3) taste, smell, and appear suitable for human consumption based on an organoleptic examination of a representative or submitted sample. When deemed necessary, official personnel may also prepare (cook) a small quantity of the product according to package directions or common cooking practices, and then examine, smell, and taste the cooked product; and (4) comply with all other generally accepted food standards; e.g., FDA action levels and guidelines.

When deemed necessary, official personnel may require products to be tested for aflatoxin, vomitoxin, bacteria count, staphylococcus aureus, salmonella, conform, filth, pesticide residue, and any other potentially-deleterious substance. If the commodity meets all applicable suitability requirements, show the following statement in the "Remarks" section of the certificate:

"This (lot or sample) of (commodity) appears to be generally fit for human consumption based on an organoleptic examination."

6.4 LABORATORY TEST RESULTS

- a. When an inspection involves a specification, certificate the quality factor result in the same whole number, whole number and decimal, or decimal shown in the specification.

For example:

- (1) Decimal (hundredths)
Ash .48%; spec. max. .46%
- (2) Decimal (whole number and tenths)
Protein 10.7%; spec. min. 1:1.0%
- (3) Whole numbers
Granulation through a U.S. No. 20 sieve 98%; spec. min. 99%

- b. When the laboratory reports values to more decimal places than shown in the specification, round off according to the following rules before reporting and certifying the results.

- (1) When the figure to be rounded is followed by a figure greater than or equal to five, round to the next higher figure. For example: If
 - (a) Ash is .468%, report it as .47%.
 - (b) Protein is 10.65%, report it as 10.7%.
 - (c) Granulation through a U.S. No. 20 sieve is 98.7%, report it as 99%.
- (2) When the figure to be rounded is followed by a figure less than five, retain the figure. For example: If
 - (a) Ash is .474%, report it as .47%.
 - (b) Protein is 10.63%, report it as 10.6%.
 - (c) Granulation through a U.S. No. 20 sieve is 98.1%, report it as 98%.

- c. When an inspection does not involve a specification, certificate the quality factor test result in the whole number, whole number and decimal, or decimal as furnished by the laboratory.
- d. When the laboratory informs the field office that a sample contains filth, the laboratory will also report the amount of filth present. Do not show this value on the certificate. Give the amount, upon request, to the applicant and the buyer by means other than the certificate.
- e. The laboratory shall inform field offices and cooperators when a sample does not meet the Food and Drug Standards of Identity. Certificate using the approved statement (see section 6.3).

6.5 NEW ORIGINAL INSPECTIONS

A certificate issued for a new original inspection must not contain a reference to “new original inspection” and shall not supersede any previously issued certificate.

6.6 PARTIAL-LOT INSPECTIONS

- a. When an entire lot is not accessible for examination or a representative sample cannot be obtained from the entire lot, restrict the inspection to the accessible portion and issue a partial inspection certificate.
- b. Complete the certificate according to attachment 1 as applicable, and show the following statement in the “Quantity” block of form FGIS-993:

“Estimated (pounds) part of an undivided lot of estimated (pounds).”

NOTE: If there is not enough space in the “QUANTITY” block for this statement, insert the words “See below” and enter the statement in “Remarks.”

6.7 RETEST INSPECTIONS

- a. Official personnel shall perform only one retest inspection service on any original inspection.
- b. Report the retest results on the same type of certificate used for the original inspection.
 - (1) The certificate shall supersede the original inspection certificate.
 - (2) The superseded certificate is null and void as of the date of the retest certificate.
 - (3) Type the word "Retest" in the "Level of Inspection" block of the retest certificate.
 - (4) Complete all of the blocks for a certificate according to attachments 1 or 2, as applicable, and sections 4.2, 4.3, and 4.4.
 - (5) Certificates must show the results for the factor(s) retested and the original results for all other factors and/or inspection services not included in the retest inspection service.
- c. Enter the following statements on the retest certificate:
 - (1) *"This certificate supersedes certificate No. (number) dated (date)."*
 - (2) *"Results based on file sample."*
 - (3) *"All quality factors were retested. Other service results are those of the original inspection."*or

"(Quality factor(s) (was)/(were) retested. All other results are those of the original inspection."
- d. In addition, when the superseded certificate is not in the service's custody at the time the certificate is issued, enter the following statement:

"The superseded certificate has not been surrendered."

6.8 APPEAL INSPECTIONS

- a. The appeal certificate shall supersede the original or retest inspection certificate, as applicable.
- b. For each appeal certificate, type the word "Appeal" in the "Level of Inspection" block. Complete all of the blocks according to attachments 1 and 2, as applicable, and sections 6.2, 6.3, and 6.4.
- c. Enter the following required statements, as applicable, when completing appeal inspection certificates.
 - (1) *"This certificate supersedes certificate No. (number) dated (date)."*
 - (2) Enter the following statement when the laboratory uses the file sample for quality determinations:

"Results based on file sample."
 - (3) Enter one of the following three statements to show the kind of service appealed:

"Quality factors appealed."

"(Inspection service(s) other than quality determinations) appealed."

"Quality factors and (inspection service(s) other than quality determinations) appealed."
 - (4) When more than one kind of inspection service is performed and all of the services are not appealed, enter one of the following statements:

"All other results are those of the original inspection service." "All other results are those of the retest inspection service."

"All other results are those of the original and retest inspection services."
- d. Enter the following statement when the superseded certificate is not in the custody of FGIS at the time the certificate is issued.

"The superseded certificate has not been surrendered."

6.9 DIVIDED-LOT CERTIFICATES

- a. When a commodity lot is offered for inspection and is certificated as a single lot, an applicant may exchange the certificate for two or more divided-lot certificates under the following conditions:
 - (1) The request is in writing.
 - (2) The applicant is the one who requested the original inspection.
 - (3) The request is made to the cooperator or the field office that issued the outstanding certificate.
 - (4) The applicant makes the written request within 5 business days of the outstanding certificate's date.
 - (5) The applicant makes the request before the lot's identity is lost.
 - (6) The cooperator or the field office has custody of the original inspection certificate (original and all copies).
 - (7) The applicant's request provides the name and complete address of each consignee and the quantity to be shown on each divided-lot certificate.
- b. The aggregate quantity (total net weight or number and kind of shipping containers or both, as applicable) for divided-lot certificates must equal the quantity shown on the superseded certificate.
- c. Each divided-lot certificate must contain the same information and statements shown in the superseded certificate, except as follows:
 - (1) On each certificate, in the upper right-hand corner, just before the words "ORIGINAL" and "COPY," type the term "DIVIDED-LOT" so that the original will read "DIVIDED-LOT ORIGINAL" and each copy will read "DIVIDED-LOT COPY."
 - (2) The same serial number as shown on the superseded certificate with a consecutively numbered suffix. (For example: If the original certificate serial number is A-9876, the number for the first divided-lot certificate will be A-9876-1, for the second, A-9876-2; etc.). Since inspection certificates have preprinted serial numbers, "X" out the preprinted number and replace it with the superseded number plus suffix.
 - (3) Enter the estimated net weight in pounds requested by the applicant in the "QUANTITY" block.

- (4) Enter the following statements in the “REMARKS” section:
- (a) ”This (commodity) is part of an undivided lot of (number and kind of containers).”
 - (b) ”Shipper: (name, address, city and State).”
 - (c) ”Consignee: (name, address, city and State or country).”
- d. Enter the following statement on the superseded certificate:
- “VOID - Surrendered for divided-lot certificates (certificate numbers).”
- e. Issue divided-lot certificates no later than the close of business on the next business day after the request.
- f. After a divided-lot certificate has been issued, further dividing or combining is prohibited without the Administrator’s approval. This limitation does not apply when a corrected certificate must be issued.

6.10 CORRECTED CERTIFICATES

- a. General. Only official personnel or their authorized agents may make corrections, erasures, additions, or other changes to official certificates.

Official personnel shall not issue a corrected certificate for a certificate that has been superseded by another certificate or on the basis of subsequent quality factor analyses.

- b. Corrections Before Issuance. Official personnel shall:
- (1) Not make corrections, erasures, additions, or other changes involving identification, quantity, or quality.
 - (2) Prepare and issue a new official certificate and mark the incorrect certificate “VOID” when identification, quality, or quantity errors are found.
 - (3) Correct errors that do not involve identity, quantity, or quality according to the following rules:
 - (a) The corrections must be neat and legible.
 - (b) Each correction must be initialed by the individual correcting the certificate.
 - (c) The corrections and initials must be shown on the original and all copies.

c. Corrections After Issuance. Official personnel may correct errors on a official certificate at any time up to 1 year after issuance. A corrected certificate must show:

- (1) A new serial number.
- (2) The same statement(s) and information that were shown on the incorrect certificate, except that incorrect information must be corrected.
- (3) The following additional information:
 - (a) On each certificate, in the upper right-hand corner, just before the words "ORIGINAL" and "COPY," type the term "CORRECTED" so that the original will read "CORRECTED ORIGINAL" and each copy will read "CORRECTED COPY."
 - (b) Include the following statement on the certificate.

"This certificate is corrected as to (reason(s) for correction) and supersedes certificate No. (number) dated (date)."

Enter the following statement when the superseded certificate is not in the custody of FGIS at the time the certificate is issued.

"The superseded certificate has not been surrendered."

6.11 DUPLICATE CERTIFICATES

- a. Official personnel shall issue a duplicate certificate for a lost or destroyed nonsuperseded official certificate when the applicant who requested the service(s) covered by the lost or destroyed certificate requests the duplicate, in writing, to the office that issued the initial certificate.
- b. A duplicate certificate must contain the same information and statements that were shown on the lost or destroyed certificate. Therefore, the serial number on the certificate to be used for the duplicate must be "X'ed" out and the lost or destroyed certificate's number typed above, below, or to the side, as appropriate. A duplicate certificate must show the following additional information:
 - (1) In the upper right-hand corner of the certificate, just before the words "ORIGINAL" and "COPY," type the term "DUPLICATE" so that the original will read "DUPLICATE ORIGINAL" and each copy will read "DUPLICATE COPY."
 - (2) The following statement on the certificate.

"This duplicate certificate is issued in lieu of a (lost) (destroyed) certificate."

6.12 VOIDED CERTIFICATES

- a. Void a certificate and replace it with a properly prepared one when:
 - (1) Typographical errors or erasures significantly affect its appearance.
 - (2) Any correction, erasure, or other change is made in the quality, quantity, or identification information.
 - (3) The certificate is superseded by another certificate.
- b. Write or print the word "VOID" boldly across the face of the original. Retain the voided original in the files for accountability purposes and destroy all of the copies.

6.13 REVIEWING CERTIFICATES

Clerical staff shall review certificates during preparation. Signatories must review certificates for accuracy, completeness, and compliance with approved certifying procedures before they sign them.

6.14 DISTRIBUTING CERTIFICATES

- a. Distribute certificates for products purchased by government agencies as follows:
 - (1) Commodities for FSA.
 - (a) Original and one copy to the applicant or the applicant's agent.
 - (b) One copy for the issuing office file.
 - (2) Commodities for VA.
 - (a) Original and one copy to the applicant or the applicant's agent.
 - (b) One copy to the VA purchasing office.

Veterans Administration
Chief, Marketing Division for Subsistence (904D) VA Marketing Center,
P.O. Box 76
Hines, Illinois 60141
 - (c) One copy for the issuing office file.
 - (3) Commodities for FAS.
 - (a) Original and one copy to the applicant or the applicant's agent.
 - (b) One copy for the issuing office file.

(4) Other Applicants, both Private and Commercial.

(a) Original and one copy to the applicant or the applicant's agent.

(b) One copy for the office file.

NOTE: Cooperators must send one copy of each certificate that they issue to the appropriate field office.

b. Official personnel shall send one copy of each retest and appeal certificate to each interested party of record or the interested party's agent and to the cooperator or field office that issued the superseded certificate.

c. Applicants may receive a total of three copies at no additional cost if requested before service is provided.

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

- (1) Enter the appropriate level of inspection (Original, Retest, or Appeal).
- (2) Enter the name of the city and State (for example: Toledo, OH) of the field office or cooperator's office issuing the certificate.
- (3) Enter the date the certificate is issued or the date the service was completed.
- (4) Enter the commodity's identity.

a. For FSA purchases, enter the following:

CONTRACT: (Insert Number) LOT: (Insert Number) ANNOUNCEMENT:
(Insert Number)
INVITATION: (Insert Number)
COMMODITY: (Insert Commodity Name)

b. For VA purchases enter the following:

CONTRACT: (Insert Number) LOT: (Insert Number) P.O. NUMBER: (Insert
Number)
COMMODITY: (Insert Commodity Name)

For other inspections, include the lot number or carrier identification, as applicable.

- (5) Enter the location where the product was inspected (e.g., plant name, city, and State)
- (6) Enter the quantity in pounds and the type of container.

a. Quantity

- (1) When the lot is checkweighed. Enter the estimated net weight of the lot found on the form FGIS-992 completed for the lot.
- (2) When the lot is not checkweighed. Obtain from the applicant, in writing, the estimated net weight of the lot in pounds. Enter this weight and the words "Vendor's Weight."

b. Container

- (1) For Packages. Enter the number and kind of primary and secondary containers and the capacity of the filled containers. Enter "Vendor's Count" if the lot is not checkloaded or checkcounted. Use the descriptive terms in the specification for identifying containers (for example: 50 pound capacity woven polypropylene bags; 50 pound capacity single-ply paper domestic balers; 5 10-pound capacity paper bags per baler; etc.).
- (2) For Bulk. Enter "Bulk Hopper Car," "Bulk Tank Car," "Bulk Tank Truck," etc.

c. Example

177,408 lbs. net estimated 4,608 5-gallon pails

- (7) Enter the type of movement, i.e., local, out, export.
- (8) Enter the date sampled.
- (9) Enter the method of sampling, i.e., bag trier, probe.
- (10) When applicable, enter the grade designation.
- (11) Enter inspection results and statements.

a. Items inspected against contract requirements.

- (1) Enter the following statements, as appropriate for all applicants except FSA purchases:

"Product complies with contract.", or "Product does not comply with contract"

- (2) If the product does not comply with the contract because of a quality factor, include the specification requirement as reported by the laboratory, except FSA purchases. For example:

"Peroxide value specification maximum 1.0 MEQ/K"

- (3) Enter the words "LAB RESULTS:" followed by the laboratory results provided by the testing laboratory. Place an asterisk in front of any result that does not meet contract specifications, including FSA purchases.
 - (4) Enter all pertinent lot code markings following the words "Container Lot Code Markings."
- b. Lots inspected for specific factors (e.g., protein, moisture, etc.) or services (e.g., checkloading, checkweighing, checkcounting, etc.).

Enter the inspection results.

- (12) When applicable, under the term "REMARKS" enter any approved or required statements or remarks, such as checkloading or condition of container information.
- (13) Enter the applicant's name, city and state.
- (14) 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.
- (15) Enter the name of the issuing office.

Example: FSA Product Complying With Contract



U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE October 3, 1995	ISSUED AT Baltimore, MD	LEVEL OF INSPECTION Original
APPLICANT Best Milling Company Dunn, NC		LOCATION OF COMMODITY Best Milling Company Dunn, NC
IDENTIFICATION CONTRACT: VDOD00010 Lot: 2468 ANNOUNCEMENT: BF-3 INVITATION: 130 COMMODITY: Flour, Bread Bakers Hd Wht-Dom		QUANTITY AND CONTAINER 42,000 lbs. Net Estimated 840 - 50 lb. Domestic 3-ply Paper Bags

LAB RESULTS:

Ash	0.46%	Falling Number	252 F N Units
Enrichment-Quick Test	Enriched	Moisture	12.0%
Protein	12.5%	Appearance Flavor Odor	Pass

REMARKS:

Checkloaded, 10/01/95; carrier, ME-BH-27274; seals, 25689-90.

Container Lot Code Markings 3092A, 2092B, 3102A

END OF RESULTS

<i>I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.</i>	INSPECTOR <p style="text-align: right;">John A. Doe</p>
--	--

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

Example: FSA Product Not Complying With Contract



U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
NOT NEGOTIABLE

**A-
COMMODITY INSPECTION CERTIFICATE**

DATE OF ISSUANCE October 3, 1995	ISSUED AT Baltimore, MD	LEVEL OF INSPECTION Original
APPLICANT Goodmill Milling Company Richmond, VA		LOCATION OF COMMODITY Goodmill Milling Company Richmond, VA
IDENTIFICATION CONTRACT: VDOD00010 Lot: 1357 ANNOUNCEMENT: BF-3 INVITATION: 130 COMMODITY: Flour, Bread Bakers Hd Wht-Dom		QUANTITY AND CONTAINER 42,000 lbs. Net Estimated 840 - 50 lb. Domestic 3-ply Paper Bags

LAB RESULTS:

* Ash	0.50%	Falling Number	203 F N Units
Enrichment-Quick Test	Enriched	Moisture	12.3%
Protein	12.8%	Appearance Flavor Odor	Pass

REMARKS:

Checkloaded, 10/01/95; carrier, NY 61712D; seals, 25147-48.
Container Lot Code Markings 3092A, 2092B, 3102A

END OF RESULTS

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.	INSPECTOR John A. Doe
---	--------------------------

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.

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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

Example: VA Product



U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE October 3, 1995	ISSUED AT New Orleans, LA	LEVEL OF INSPECTION Original
APPLICANT Acme Oil Producers Atlanta, GA		LOCATION OF COMMODITY Acme Oil Producers Atlanta, GA
IDENTIFICATION CONTRACT: 797DA304285 P.O. NUMBER: 797304699 COMMODITY: Salad Oil: Type - A	Lot: 0920	QUANTITY AND CONTAINER 346,500 lbs. Net Estimated 45,000 - 1 Gallon Cans

Product complies with contract.

LAB RESULTS:

Fat Stability - AOM	15 hours	Moisture	0.02%
Peroxide Value	0.1 MEQ/K	Color-Lovibond Red	0.3 C. Units
Color-Lovibond Yellow	3 C. Units	Free Fatty Acids	0.03%
Cold Test - Oil	Pass	Insoluble Impurities	Pass
Appearance Flavor Test	Pass		

REMARKS:

END OF RESULTS

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE
WERE PERFORMED WITH THE RESULTS STATED.

INSPECTOR
Jane A. Doe

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

Example: Factor Only Inspection



U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE October 3, 1995	ISSUED AT Wichita, KS	LEVEL OF INSPECTION Original
APPLICANT Wilson Flour Mills Wichita, KS		LOCATION OF COMMODITY Wilson Flour Mills Wichita, KS
IDENTIFICATION KS 468 Bread Flour		QUANTITY AND CONTAINER 50,000 lbs. Vendors Weight Bulk Tank Truck

ASHI 0.47%

REMARKS:

END OF RESULTS

*I CERTIFY THAT THE SERVICES SPECIFIED ABOVE
WERE PERFORMED WITH THE RESULTS STATED.*

INSPECTOR
A. B. Grader

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

**Example: Other Than Quality Inspection
(Checkloading, Checkweighing, Condition Examination, etc.)**



U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE October 3, 1995	ISSUED AT Wichita, KS	LEVEL OF INSPECTION Original
APPLICANT Texas Flour Mills Plainview, TX	LOCATION OF COMMODITY Texas Flour Mills Plainview, TX	
IDENTIFICATION CONTRACT: VDOD90010 ANNOUNCEMENT: WF-4 INVITATION: 132 COMMODITY: Flour, All Purpose-Dom	Lot: 0318	QUANTITY AND CONTAINER 84,000 lbs. Net Estimated 1680 - 50 lb. Domestic 1-ply Paper Balers Packed 5/10 lb. Paper Bags Per Baler

840 balers checkloaded, 10/01/95; carrier, PA TB-83069; seals, 45678-79

840 balers checkloaded, 10/02/95; carrier, TX-1684B; seal, 43680.

This lot covered by commodity inspection certificate A-19010 dated 09/25/95.

END OF RESULTS

<i>I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.</i>	INSPECTOR John A. Brown
--	----------------------------

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

Example: FSA Empty Bag Inspection



U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE November 1, 1995	ISSUED AT League City, TX	LEVEL OF INSPECTION Original
APPLICANT Tuff Bag, Inc. Houston, TX		LOCATION OF COMMODITY Tuff Bag, Inc. Houston, TX
IDENTIFICATION CONTRACT: VEPE12345 Lot: 1 ANNOUNCEMENT: KC-P-Bags-304 INVITATION: 10 COMMODITY: Polyweave Bags		QUANTITY AND CONTAINER 40,000 Bags Estimated 40 - 1,000 Bag Bales

Average number of bags per bale: 1,006

Average bag size: 890 Square Inches

Baled with steel wire (1 head and 5 girth wires).

END OF RESULTS

<i>I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.</i>	INSPECTOR <p style="text-align: right;">John A. Doe</p>
--	--

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-994
“COMMODITY CERTIFICATE”
(SUBMITTED SAMPLE INSPECTION CERTIFICATE)

- (1) Enter the appropriate level of inspection (Original, Retest, or Appeal).
- (2) Enter the name of the city and State (for example Toledo, OH) of the field office or cooperator’s office issuing the certificate.
- (3) Enter the date the certificate is issued or the date the service was completed.
- (4) Enter the sample identification assigned by the applicant, field office, or cooperator.
- (5) When applicable, enter the grade designation.
- (6) Enter the identity and result for each quality factor tested and followed by any remarks.
- (7) When applicable, under the term “REMARKS” enter any required or approved statements, e.g., 1,280 grams in paper bag.
- (8) Enter the applicant’s name.
- (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.
- (10) Enter the issuing office.

Example: Factor Only Inspection



U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
NOT NEGOTIABLE

COMMODITY CERTIFICATE SUBMITTED SAMPLE INSPECTION

A-

DATE OF ISSUANCE October 3, 1995	ISSUED AT Toledo, OH	LEVEL OF INSPECTION Original
COMMODITY All Purpose Flour	QUANTITY OF SAMPLE 5 Pounds	
IDENTIFICATION OF SAMPLE 35	SAMPLE SUBMITTED BY American Milling Co. Northlake, IL	
Moisture 13.4%	Ash	0.46%
END OF RESULTS		

NOT OFFICIALLY SAMPLED

*I CERTIFY THAT THE SERVICES SPECIFIED ABOVE
WERE PERFORMED WITH THE RESULTS STATED.*

INSPECTOR
Jane A. Doe

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

CHAPTER 7

REVISION HISTORY

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Change No: 6	March 28, 1997	2
Change No: 5	July 5, 1996	2
Change No: 4	March 1996	2
Change No: 2	January 1995	2
Change No: 1	August 1, 1994	2

Change No: 6 March 28, 1997

The handbook was revised to correct a block label on Forms FGIS 993 and 994 used as examples in Attachments 1 and 2. The labels were revised to reflect what is printed on the actual certificates (“Date of Service” to Date of Issuance”) The instructions for the completion of the certificates were revised to read “Enter the date the certificate is issued or the date the service was completed.

Change No: 5 July 5, 1996

The handbook was revised to incorporate August 1, 1994, through December 31, 1995 policy and procedural changes previously provided in memo and program bulletin form. Chapter 2 was revised to allow mixing of the composite sample with a ladle. Chapter 6 was revised to eliminate the use of the quality compliance and noncompliance statements for Farm Service Agency (FSA) purchases. The handbook was also revised to change the name of Agricultural Stabilization and Conservation Agency to Farm Service Agency.

Change No: 4 March 1996

The Appendix (FSA Checklists of Assigned Responsibilities) was revised to reflect the name change from Consolidated Farm Services Agency to Farm Services Agency (FSA) and to revise FSA announcement numbers and to require vomitoxin testing for all wheat products.

Change No: 2 January 1995

The Appendix (CFSA Checklists of Assigned Responsibilities) was revised to reflect Consolidated Farm Services Agency (CFSA) (formerly ASCS) revisions to some of their export announcement numbers and effective dates, source references, and to add the “seal and peel” test where applicable.

Change No: 1 August 1, 1994

The handbook is revised to provide a more concise explanation of FGIS commodity inspection procedures and to reflect current government food procurement programs administered by ASCS, DPSC, and VA.

Processed Commodities Handbook

Appendix

ASSIGNED RESPONSIBILITIES CHECKLISTS FOR PRODUCTS PURCHASED BY OR THROUGH THE FARM SERVICES AGENCY (FSA) AND THE AGRICULTURAL MARKETING SERVICE (AMS)

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FSA ANNOUNCEMENT FC-5 FORTIFIED CEREAL

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT FC-5 DATED FEBRUARY 15, 1996
(Supersedes FC-4
August 1, 1994)**

COMMODITY: FORTIFIED CEREAL 1/

Applicable Commercial Item Description: A-A-20000A; December 30, 1988

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling 2/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement

1/ For each contract, sample and checkload every lot and send 10 percent of the lots for analysis, or one lot if 10 percent does not constitute an entire lot.

2/ Chapter 2, Processed Commodities Handbook

TESTING LAB RESPONSIBILITIES

(Source - Announcement/CID):

ROUTINE TESTS

FEE:

RANDOM TESTS

FEE:

Iron Enrichment

\$15.00

Filth Test

N/C

Sodium

12.50

Appearance and Odor

3.00

Vitamin Enrichment,

Quick Test

7.00

Vomitoxin: TLC

40.00

Qualitative

30.00

Quantitative

40.00

FSA ANNOUNCEMENT RC-4 INSTANT RICE CEREAL

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT RC-4 DATED FEBRUARY 15 1996
(Supersedes RC-3
February 1, 1994)**

COMMODITY: INSTANT RICE CEREAL 1/

Applicable Commercial Item Description: A-A-20022A; March 6, 1992

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Commercial Item Description

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling 2/, Checkloading,
Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement

1/ For each contract, checkload every lot and while checkloading inspect 10 percent of the lots or one lot if 10 percent does not constitute an entire lot. *

* Fees for spot check inspections will be paid by the Food and Nutrition Service. When billing CFSA, identify as follows:

KCCO
FD/PB
"Inspection Costs"
P.O. Box 419205
Kansas City, MO 64141-0205

2/ Chapter 2, Processed Commodities Handbook

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 3):

ROUTINE TESTS	FEE:	RANDOM TESTS	FEE:
Cooking Test	\$ 7.00	Filth Test	N/C
Vitamin Enrichment, Quick Test	7.00		
Appearance and Odor	3.00		

FSA ANNOUNCEMENT CP-5 CORNMEAL; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT CP-5, DATED FEBRUARY 15, 1996
(Supersedes CP-4;
February 1, 1994)**

COMMODITY: CORNMEAL; DOMESTIC

Applicable Commercial Item Description: A-A-20066; July 29, 1988

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

INCIDENTAL TESTS

FEE:

Moisture

\$ 6.00

Aflatoxin TLC 1/

\$48.00

* Crude Fat

10.00

* Ash

8.50

Sieve Test

5.00

Appearance and Odor

3.00

RANDOM TESTS

Vitamin Enrichment, Quick

Filth Test

N/C

Test

7.00

Aflatoxin: MC

25.00

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

1/ To be performed when MC is positive.

FSA ANNOUNCEMENT CP-5 CORN GRITS; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT CP-5, DATED FEBRUARY 15, 1996
(Supersedes CP-4;
February 1, 1994)**

COMMODITY: CORN GRITS; DOMESTIC

Applicable Commercial Item Description: A-A-20035A; August 28, 1986

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 4 and Par. 8 of Announcement)

(Style A & B)

ROUTINE TESTS

FEE:

INCIDENTAL TESTS

FEE:

Moisture	\$ 6.00
* Crude Fiber	13.00
* Ash	8.50
* Crude Fat	10.00
Sieve Test	5.00
Cooking Test	7.00
Appearance and Odor	3.00
Vitamin Enrichment, Quick Test	7.00
Aflatoxin: MC	25.00

Aflatoxin: TLC 1/

\$48.00

RANDOM TESTS

Filth Test

N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

1/ To be performed when MC is positive.

NOTE: Style C instant type products not included.

FSA ANNOUNCEMENT CP-5 INSTANT CORN MASA FLOUR; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT CP-5, DATED FEBRUARY 15, 1996
(Supersedes CP-4;
February 1, 1994)**

COMMODITY: INSTANT CORN MASA FLOUR; DOMESTIC

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Par. 8 of Announcement
Plant Sanitation	Article 53, USDA-1, Rev. No. 2
Sampling <u>1/</u> , Checkweighing, Check-loading, Issue Certificates	Par. 9 of Announcement
Condition of Container Examination	Par. 9 of Announcement and Appendix 2
Certificate of Conformance (C.O.C.) <u>2/</u>	Appendix 2

- 1/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring a total bacteria count.
- 2/ Obtain a C.O.C. from the contractor (under the contractor's letterhead) stating that the instant corn masa flour for Lot No. ___, Contract No. ___, is suitable for mass production of commercially acceptable taco shells and nacho chips.

TESTING LAB RESPONSIBILITIES
(Source - Par. 8 of Announcement):

ROUTINE TESTS	FEE:	INCIDENTAL TESTS	FEE:
Moisture	\$ 6.00	Aflatoxin: TLC <u>3/</u>	\$48.00
* Crude Fat	10.00		
* Ash	8.50	RANDOM TESTS	
Hydrogen Ion Concentratio-ph	9.50	Filth Test	N/C
Sieve Test	5.00		
Bacteria Count	10.00		
Vitamin Enrichment, Quick Test	7.00		
Aflatoxin: MC	25.00		
Appearance and Odor	3.00		

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

3/ To be performed when the MC is positive.

FSA ANNOUNCEMENT CMSF-6 CORNMEAL; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT CMSF-6, DATED FEBRUARY 20, 1996
(Supersedes CMSF-5;
January 1, 1995)**

COMMODITY: CORNMEAL; EXPORT

Applicable Federal Specification: N-C-521E; March 3, 1970

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

INCIDENTAL TESTS

FEE:

Moisture	\$ 6.00
* Crude Fat	10.00
* Ash	8.50
Sieve Test	5.00
Calcium	12.50
Vitamin Enrichment, Quick Test	7.00
Appearance and Odor	3.00
Aflatoxin: MC	25.00

Aflatoxin: TLC <u>1/</u>	\$48.00
RANDOM TESTS	
Filth Test	N/C

* These tests require a moisture test. When testing for ash, calcium is also tested and charged. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

1/ To be performed when the MC is positive.

FSA ANNOUNCEMENT CMSF-6 SOY-FORTIFIED CORNMEAL; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT CMSF-6, DATED FEBRUARY 20, 1996
(Supersedes CMSF-5;
January 1, 1995)**

COMMODITY: SOY-FORTIFIED CORNMEAL; EXPORT

Applicable Federal Specification: N-C-521E; March 3, 1970

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

INCIDENTAL TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Crude Fiber	13.00
* Ash	8.50
Sieve Test	5.00
Calcium	12.50
Vitamin Enrichment, Quick Test	7.00
Appearance and Odor	3.00
Aflatoxin: MC	25.00

Aflatoxin: TLC <u>1/</u>	\$48.00
RANDOM TESTS	
Filth Test	N/C

* These tests require a moisture test. When testing for ash, calcium is also tested and charged. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

1/ To be performed when the MC is positive.

FSA ANNOUNCEMENT CSB-8 CORN-SOY BLEND; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT CSB-8, DATED FEBRUARY 20, 1996
(Supersedes CSB-7;
January 1, 1995)**

COMMODITY: CORN-SOY BLEND; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation 1/

Article 53, USDA-1, Rev. No. 2

Sampling 2/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

1/ Bill applicant \$40 for plant sanitation environmental Salmonella tests.

2/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring bacteriological and salmonella analysis.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Crude Fiber	13.00
Sieve Test	5.00
Bostwick (Uncooked/Cook Test/ Dispersibility)	6.50
Bostwick (Cooked)	12.60
Appearance and Odor	3.00
Vitamin Enrichment, Quick Test	7.00
Bacteria Count	10.00
Aflatoxin: MC	25.00

INCIDENTAL TESTS

FEE:

Aflatoxin: TLC <u>3/</u>	\$48.00
Staphylococcus Aureas <u>4/</u>	24.50
E. Coli <u>4/</u>	19.00

RANDOM TESTS

Salmonella	40.00
Filth Test	N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

3/ To be performed when the MC is positive.

4/ To be performed when the bacteria count warrants.

FSA ANNOUNCEMENT MF-6 INSTANT CORN-SOYA MASA FLOUR; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT MF-6, DATED FEBRUARY 20, 1996
(Supersedes MF-5;
January 1, 1995)**

COMMODITY: INSTANT CORN-SOYA MASA FLOUR; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling 1/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

1/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring a total bacteria count.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

INCIDENTAL TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Ash	8.50
* Hydrogen Ion Concentration - ph	9.50
Sieve Test	5.00
Appearance and Odor	3.00
Vitamin Enrichment, Quick Test	7.00
Dough Handling (Baking)	8.50
Bacteria Count	10.00
Aflatoxin: MC	25.00

Aflatoxin: TLC 2/ \$48.00

RANDOM TESTS

Filth Test N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

2/ To be performed when the MC is positive.

FSA ANNOUNCEMENT CSSM-6 CORN-SOYA MILK; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT CSSM-6, DATED JANUARY 1, 1995
(Supersedes CSSM-5;
February 1, 1994)**

COMMODITY: CORN-SOYA MILK; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Par. 8 of Announcement
Plant Sanitation <u>1/</u>	Article 53, USDA-1, Rev. No. 2
Sampling <u>2/</u> , Checkweighing, Check-loading, Issue Certificates	Par. 9 of Announcement. Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.
Condition of Container Examination	Par. 9 of Announcement and Appendix 2
Seal and Peel Test	Par. 3.4 of Appendix 2

1/ Bill applicant \$40 for plant sanitation environmental Salmonella tests.

2/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for milk containing products requiring bacteriological and salmonella analysis.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS	FEE:	INCIDENTAL TESTS	FEE:
Moisture	\$ 6.00	Aflatoxin: TLC <u>3/</u>	\$48.00
* Protein	7.50	Staphylococcus Aureas <u>4/</u>	24.50
* Crude Fat	10.00	E. Coli <u>4/</u>	19.00
* Crude Fiber	13.00		
Sieve Test	5.00	RANDOM TESTS	
Bostwick (Uncooked/Cook Test/ Dispersibility)	6.50	Salmonella	40.00
Bostwick (Cooked)	12.60	Filth Test	N/C
Appearance and Odor	3.00		
Vitamin Enrichment, Quick Test	7.00		
Bacteria Count	10.00		
Aflatoxin: MC	25.00		

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

3/ To be performed when the MC is positive.

4/ To be performed when the bacteria count warrants.

FSA ANNOUNCEMENT CSSM-6 INSTANT CORN-SOYA MILK; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT CSSM-6, DATED JANUARY 1, 1995
(Supersedes CSSM-5;
February 1, 1994)**

COMMODITY: INSTANT CORN-SOYA MILK; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation 1/

Article 53, USDA-1, Rev. No. 2

Sampling 2/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

1/ Bill applicant \$40 for plant sanitation environmental Salmonella tests.

2/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for milk containing products requiring bacteriological and salmonella analysis.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

INCIDENTAL TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Crude Fiber	13.00
Sieve Test	5.00
Bostwick (Uncooked/Cook Test/ Dispersibility)	6.50
Bostwick (Cooked)	12.60
Appearance and Odor	3.00
Vitamin Enrichment, Quick Test	7.00
Bacteria Count	10.00
Aflatoxin: MC	25.00

Aflatoxin: TLC <u>3/</u>	\$ 48.00
Staphylococcus Aureas <u>4/</u>	24.50
E. Coli <u>4/</u>	19.00

RANDOM TESTS

Salmonella	40.00
Filth Test	N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

3/ To be performed when the MC is positive.

4/ To be performed when the bacteria count warrants.

FSA ANNOUNCEMENT FV-986 CORN SYRUP (HIGH FRUCTOSE)

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT FV-986, DATED MAY 1991
(Supersedes FV-972;
May 1990)**

COMMODITY: CORN SYRUP (HIGH FRUCTOSE)

Applicable Commercial Item Description: A-A-20124; September 6, 1984

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Par. XI of Announcement
Plant Sanitation	Article 53, USDA-1, Rev. No. 2
Sampling	Par. XI of Announcement Par. XII of Announcement
Checkweighing <u>1/</u>	Par. XII of Announcement
Checkloading	Par. XI of Announcement
Condition of Container Examination	Par. XIII of Announcement
Issue Certificates	Par. XI of Announcement
Certificate of Conformance <u>2/</u>	Par. XII of Announcement

1/ Sample size per lot shall be as follows:

LOT SIZE IN PRIMARY CONTAINERS	GROSS WEIGHT	TARE WEIGHT
Less than 251 primary containers	6 primary containers	6 primary containers
More than 250 primary containers	18 primary containers	18 primary containers
Appeal	36 primary containers	36 primary containers

2/ Contractor must furnish a C.O.C. stating the product was produced and packed in the United States (including Puerto Rico).

TESTING LAB RESPONSIBILITIES

(Source - CID):

ROUTINE TESTS	FEE:
Brix	\$ 8.00
Ash	8.50
Syrup Color Test	6.50
Appearance and Odor	3.00

FSA ANNOUNCEMENT PC-4 ROLLED OATS; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT PC-4, DATED FEBRUARY 15, 1996
(Supersedes PC-3;
February 1, 1994)**

COMMODITY: ROLLED OATS; DOMESTIC

Applicable Commercial Item Description: A-A-20090A; March 26, 1986

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 4 and Par. 8 of Announcement):

(Quick Cooking/Instant/Instant with Flavors)

ROUTINE TESTS

FEE:

RANDOM TESTS

FEE:

Moisture	\$ 6.00
* Crude Fiber	13.00
Cooking Test	7.00
Sieve Test	5.00
Appearance and Odor	3.00
* Protein (Quick cooking/Instant)	7.50
Salt (Instant)	12.50

Filth Test	N/C
------------	-----

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT SFRO-6 SOY-FORTIFIED ROLLED OATS; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT SFRO-6, DATED JANUARY 1, 1995
(Supersedes SFRO-5;
February 1, 1994)**

COMMODITY: SOY-FORTIFIED ROLLED OATS; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling 1/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

1/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring a total bacteria count.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

RANDOM TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Crude Fiber	13.00
Visual Exam (Processed Grain Products)	12.00
Sieve Test	5.00
Bacteria Count	10.00
Cooking Test	7.00
Appearance and Odor	3.00

Filth Test N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT SF-4 SOY FLOUR, DEFATTED; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT SF-4, DATED AUGUST 9, 1985
(Supersedes SF-3;
September 21, 1981)**

COMMODITY: SOY FLOUR, DEFATTED; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 5 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 7 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 6 of Announcement

**TESTING LAB RESPONSIBILITIES
(Source - Par. 5 of Announcement):**

ROUTINE TESTS

FEE:

RANDOM TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Crude Fiber	13.00
* Ash	8.50
Sieve Test	5.00
Urease Activity	12.50
Appearance and Odor	3.00

Filth Test N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT SF--4 SOY FLOUR, FULL FAT; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT SF-4, DATED AUGUST 9, 1985
(Supersedes SF-3;
September 21, 1981)**

COMMODITY: SOY FLOUR, FULL FAT; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 5 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling 1/, Checkweighing, Check-loading, Issue Certificates

Par. 7 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 6 of Announcement and Appendix 2

1/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring a total bacteria count.

TESTING LAB RESPONSIBILITIES

(Source - Par. 5 of Announcement):

ROUTINE TESTS

FEE:

RANDOM TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Crude Fiber	13.00
* Ash	8.50
Sieve Test	5.00
Bacteria Count	10.00
Appearance and Odor	3.00

Filth Test N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT VP-4 VEGETABLE OIL SHORTENING; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT VP-4, DATED FEBRUARY 15, 1996
(Supersedes VP-3;
February 1, 1994)**

COMMODITY: VEGETABLE OIL SHORTENING; DOMESTIC

Applicable Commercial Item Description: A-A-20100A; September 5, 1986

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Commercial Item Description

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 4 and Par. 8 of Announcement):

(Type I, II, and III)

ROUTINE TESTS

FEE:

Free Fatty Acids	\$12.00
Peroxide Value	13.50
Fat Stability (AOM)	27.00
Moisture and Volatile Matter	8.50
Lovibond Color	10.00
Solid Fat Index	85.00
Appearance and Odor	3.00
Wiley Melting Point (Type I and II)	12.50
Smoke Point (Type I and III)	22.00
Alpha Monoglycerides (Type II)	18.00

FSA ANNOUNCEMENT VP-4 VEGETABLE OIL; DOMESTIC

ASSIGNED RESPONSIBILITIES UNDER FSA ANNOUNCEMENT VP-4, DATED FEBRUARY 15, 1996

(Supersedes VP-3;
February 1, 1994)

COMMODITY: VEGETABLE OIL; DOMESTIC

Applicable Commercial Item Description: A-A-20091A; September 3, 1986

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Commercial Item Description
Plant Sanitation	Article 53, USDA-1, Rev. No. 2
Sampling, Checkweighing, Check-loading, Issue Certificates	Par. 9 of Announcement
Condition of Container Examination	Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 3 and
Par. 8 of Announcement):

(Type A, B, and C)

ROUTINE TESTS

FEE:

Free Fatty Acids	\$12.00
Peroxide Value	13.50
Lovibond Color	10.00
Fat Stability (AOM)	27.00
Linolenic Acid (Type B and C)	50.00
Iodine Value (Type C)	9.50
Visual Exam (Insoluble Impurities)	5.00
Cold Test <u>1/</u>	10.00
Moisture and Volatile Matter	8.50
Appearance and Odor	3.00

1/ Cold test is not required for Type A soybean oil.

FSA ANNOUNCEMENT VO-6 VEGETABLE OIL; EXPORT

ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT VO-6, DATED FEBRUARY 20, 1996
(Supersedes VO-5;
January 1, 1995)

COMMODITY: VEGETABLE OIL; EXPORT

Applicable Commercial Item Description: A-A-20091A; September 3, 1986

FIELD OFFICE RESPONSIBILITIES:

Federal Food, Drug & Cosmetic Act

Plant Sanitation

Sampling, Checkweighing, Check-loading, Issue Certificates

Condition of Container Examination

SOURCE:

Commercial Item Description

Article 53, USDA-1, Rev. No. 2

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 3 and Par. 8 of Announcement):

(Type A, B, and C)

ROUTINE TESTS

	FEE:
Free Fatty Acids	\$12.00
Peroxide Value	13.50
Lovibond Color	10.00
Fat Stability (AOM)	27.00
Linolenic Acid (Type B and C)	50.00
Iodine Value (Type C)	9.50
Visual Exam (Insoluble Impurities)	5.00
Cold Test <u>1/</u>	10.00
Moisture and Volatile Matter	8.50
Appearance and Odor	3.00

1/ Cold test is not required for Type A soybean oil.

FSA ANNOUNCEMENT BO-7 CRUDE DEGUMMED SOYBEAN OIL; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT BO-7, DATED FEBRUARY 20, 1996
(Supersedes B0-6;
January 1, 1995)**

COMMODITY: CRUDE DEGUMMED SOYBEAN OIL FOR USE IN EXPORT PROGRAMS

FIELD OFFICE RESPONSIBILITIES:

Sampling, Issue Certificates

SOURCE:

Par. 9 of Announcement

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS	FEE:
Unsaponifiable Matter	\$25.00
Free Fatty Acids	12.00
Moisture and Volatile Matter	8.50
Visual Exam (Insoluble Impurities)	5.00
Flash Point	14.00
Phosphorus	14.00
Appearance and Odor	3.00

FSA ANNOUNCEMENT SFSG-8 SOY-FORTIFIED SORGHUM GRITS; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT SFSG-8, DATED FEBRUARY 20, 1996
(Supersedes SFSG-7;
January 1, 1995)
COMMODITY: SOY-FORTIFIED SORGHUM GRITS; EXPORT**

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling 1/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

1/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring a total bacteria count and salmonella test.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS	FEE:	RANDOM TESTS	FEE:
Moisture	\$ 6.00	Filth Test	N/C
* Protein	7.50		
* Crude Fat	10.00	BY CONTRACTOR'S REQUEST	
* Ash	8.50	Coliform	\$18.90
* Crude Fiber	13.00	Salmonella	40.00
Vitamin Enrichment, Quick Test	7.00	Staph. Aureus	24.50
Calcium	12.50		
Bacteria Count	10.00		
Sieve Test	5.00		
Cooking Test	7.00		
Appearance and Odor	3.00		

* These tests require a moisture test. When testing for ash, calcium is also tested and charged. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT BF-5 BAKERY MIX

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT BF-5, DATED FEBRUARY 15, 1996
(Supersedes BF-4;
February 1, 1994)**

COMMODITY: BAKERY MIX

Applicable Commercial Item Description: A-A-20181; April 30, 1990

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Par. 8 of Announcement
Plant Sanitation	Article 53, USDA-1, Rev. No. 2
Sampling, Checkweighing, Check-loading, Issue Certificates	Par. 9 of Announcement
Condition of Container Examination	Par. 9 of Announcement and Appendix 2
Obtain Certificate of Conformance From Mill That Milk Ingredients Were Purchased From a USDA Approved Dairy Plant	Par. 8 of Announcement and Commercial Item Description
Obtain Mill Laboratory Analysis Report From Contractor and Examine if Whey is Used	Par. 8 of Announcement
Provide Laboratory With Biscuit Cooking Instructions From Container on First Lot of Each Contract	Par. 8 of Announcement and Page 6 of Commercial Item Description

TESTING LAB RESPONSIBILITIES
(Source - CID - Appendix 3 and Par. 8 of Announcement):

ROUTINE TESTS	FEE:	ROUTINE TESTS	FEE:
Moisture	\$ 6.00	Vomitoxin: TLC	\$ 40.00
Performance Test (Prepared Bakery Mix)	32.00	Qualitative	30.00
Special Volume		Quantitative	40.00
Flavor/Texture			
Appearance and Odor	3.00		

FSA ANNOUNCEMENT PC-4 BULGUR; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT PC-4 DATED FEBRUARY 15 1996
(Supersedes PC-3
February 1, 1994)**

COMMODITY: BULGUR; DOMESTIC

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

ROUTINE TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fiber	13.00
* Ash	8.50
Visual Exam (Processed Grain Products)	12.00
Cooking Test	7.00
Sieve Test	5.00
Appearance and Odor	3.00

Vomitoxin: TLC	\$ 40.00
Qualitative	30.00
Quantitative	40.00

RANDOM TESTS

Filth Test	N/C
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* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT PC-4 FARINA; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT PC-4, DATED FEBRUARY 15, 1996
(Supersedes PC-3;
February 1, 1994)**

COMMODITY: FARINA; DOMESTIC

Applicable Commercial Item Description: A-A-20108; August 3, 1984

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 3):

(Type I and III)

ROUTINE TESTS

FEE:

ROUTINE TESTS

FEE:

Moisture

\$ 6.00

Vomitoxin: TLC

\$ 40.00

Vitamin Enrichment, Quick Test

7.00

Qualitative

30.00

Quantitative

40.00

Iron Enrichment

15.00

Cooking Test

7.00

RANDOM TESTS

Sieve Test

5.00

Appearance and Odor

3.00

Filth Test

N/C

Salt (Type III)

12.50

NOTE: Type IV not included.

FSA ANNOUNCEMENT BWSF-6 BULGUR; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT BWSF-6, DATED FEBRUARY 20, 1996
(Supersedes BWSF-5;
January 1, 1995)**

COMMODITY: BULGUR; EXPORT

Applicable Federal Specification: N-B-780a; August 15, 1966

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

ROUTINE TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Ash	8.50
* Crude Fiber	13.00
Visual Exam (Processed Grain Products)	12.00
Vitamin Enrichment, Quick Test	7.00
Calcium	12.50
Sieve Test	5.00
Cooking Test	7.00
Appearance and Odor	3.00

Vomitoxin: TLC	\$ 40.00
Qualitative	30.00
Quantitative	40.00

RANDOM TESTS

Filth Test	N/C
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* These tests require a moisture test. When testing for ash, calcium is also tested and charged. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT BWSF-6 SOY-FORTIFIED BULGUR; EXPORT

ASSIGNED RESPONSIBILITIES UNDER FSA ANNOUNCEMENT BWSF-6, DATED FEBRUARY 20, 1996 (Supersedes BWSF-5; January 1, 1995)

COMMODITY: SOY-FORTIFIED BULGUR; EXPORT

Applicable Federal Specification: N-B-780a; August 15, 1966

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling 1/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

1/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring a total bacteria count.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS	FEE:	ROUTINE TESTS	FEE:
Moisture	\$ 6.00	Vomitoxin: TLC	\$ 40.00
* Protein	7.50	Qualitative	30.00
* Crude Fat	10.00	Quantitative	40.00
* Ash	8.50		
* Crude Fiber	13.00	RANDOM TESTS	
Bacteria Count	10.00	Filth Test	N/C
Visual Exam (Processed Grain Products)	12.00		
Vitamin Enrichment, Quick Test	7.00		
Calcium	12.50		
Sieve Test	5.00		
Cooking Test	7.00		
Appearance and Odor	3.00		

* These tests require a moisture test. When testing for ash, calcium is also tested and charged. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT BF-5 BAKERS HARD WHEAT FLOUR; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT BF-5, DATED FEBRUARY 15, 1996
(Supersedes BF-4;
February 1, 1994)**

COMMODITY: BAKERS HARD WHEAT HEARTH-STYLE AND BREAD FLOUR; DOMESTIC

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Par. 8 of Announcement
Plant Sanitation	Article 53, USDA-1, Rev. No. 2
Sampling, Checkweighing, Check-loading, Issue Certificates	Par. 9 of Announcement
Condition of Container Examination	Par. 9 of Announcement and Appendix 2
Obtain Mill Laboratory Analysis Report from Contractor and Examine	Par. 8 of Announcement

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS	FEE:	ROUTINE TESTS	FEE:
Moisture	\$ 6.00	Vomitoxin: TLC	\$ 40.00
* Protein	7.50	Qualitative	30.00
* Ash	8.50	Quantitative	40.00
* Falling Number	12.00		
Vitamin Enrichment, Quick Test	7.00	RANDOM TESTS	
Appearance and Odor	3.00	Filth Test	N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT BF-5 BAKERS SOFT WHEAT FLOUR; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT BF-5, DATED FEBRUARY 15, 1996
(Supersedes BF-4;
February 1, 1994)**

COMMODITY: BAKERS SOFT WHEAT FLOUR; DOMESTIC

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Par. 8 of Announcement
Plant Sanitation	Article 53, USDA-1, Rev. No. 2
Sampling, Checkweighing, Check-loading, Issue Certificates	Par. 9 of Announcement
Condition of Container Examination	Par. 9 of Announcement and Appendix 2
Obtain Mill Laboratory Analysis Report from Contractor and Examine	Par. 8 of Announcement

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS	FEE:	ROUTINE TESTS	FEE:
Moisture	\$ 6.00	Vomitoxin: TLC	\$ 40.00
* Protein	7.50	Qualitative	30.00
* Ash	8.50	Quantitative	40.00
* Baking Test (Cookies)	28.00		
Hydrogen Ion Concentration - pH	9.50	RANDOM TESTS	
Vitamin Enrichment, Quick Test	7.00		
Appearance and Odor	3.00	Filth Test	N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT BF-5 DURUM FLOUR; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT BF-5, DATED FEBRUARY 15, 1996
(Supersedes BF-4;
February 1, 1994)**

COMMODITY: DURUM FLOUR; DOMESTIC

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Par. 8 of Announcement
Plant Sanitation	Article 53, USDA-1, Rev. No. 2
Sampling, Checkweighing, Check-loading, Issue Certificates	Par. 9 of Announcement
Condition of Container Examination	Par. 9 of Announcement and Appendix 2
Obtain Mill Laboratory Analysis Report from Contractor and Examine	Par. 8 of Announcement

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS	FEE:	ROUTINE TESTS	FEE:
Moisture	\$ 6.00	Vomitoxin: TLC	\$ 40.00
* Protein	7.50	Qualitative	30.00
* Ash	8.50	Quantitative	40.00
Carotenoid Color	12.50		
Sieve Test	5.00	RANDOM TESTS	
Vitamin Enrichment, Quick Test	7.00		
Appearance and Odor	3.00	Filth Test	N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT WF-6 WHEAT FLOUR (ALL PURPOSE); DOMESTIC

ASSIGNED RESPONSIBILITIES UNDER FSA ANNOUNCEMENT WF-6, DATED FEBRUARY 15, 1996 (Supersedes WF-5; February 1, 1994)

COMMODITY: WHEAT FLOUR (GENERAL OR ALL PURPOSE); DOMESTIC

Applicable Commercial Item Description: A-A-20126C; September 28, 1993

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 3 and Par. 8 of Announcement):

ROUTINE TESTS

FEE:

ROUTINE TESTS

FEE:

Moisture

\$ 6.00

Vomitoxin: TLC

\$ 40.00

* Protein

7.50

Qualitative

30.00

* Ash

8.50

Quantitative

40.00

* Falling Number

12.00

Vitamin Enrichment, Quick Test

7.00

RANDOM TESTS

Appearance and Odor

3.00

Filth Test

N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT WF-6 WHEAT FLOUR (BREAD); DOMESTIC

ASSIGNED RESPONSIBILITIES UNDER FSA ANNOUNCEMENT WF-6, DATED FEBRUARY 15, 1996 (Supersedes WF-5; February 1, 1994)

COMMODITY: WHEAT FLOUR (BREAD); DOMESTIC

Applicable Commercial Item Description: A-A-20126C; September 28, 1993

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act	Par. 8 of Announcement
Plant Sanitation	Article 53, USDA-1, Rev. No. 2
Sampling, Checkweighing, Check-loading, Issue Certificates	Par. 9 of Announcement
Condition of Container Examination	Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 3 and Par. 8 of Announcement):

ROUTINE TESTS	FEE:	ROUTINE TESTS	FEE:
Moisture	\$ 6.00	Vomitoxin: TLC	\$ 40.00
* Protein	7.50	Qualitative	30.00
* Ash	8.50	Quantitative	40.00
* Falling Number	12.00		
Vitamin Enrichment, Quick Test	7.00	RANDOM TESTS	
Appearance and Odor	3.00	Filth Test	N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT WF-6 WHEAT FLOUR (WHOLE WHEAT); DOMESTIC

ASSIGNED RESPONSIBILITIES UNDER FSA ANNOUNCEMENT WF-6, DATED FEBRUARY 15, 1996 (Supersedes WF-5; February 1, 1994)

COMMODITY: WHEAT FLOUR (WHOLE WHEAT); DOMESTIC

Applicable Commercial Item Description: A-A-20126C; September 28, 1993

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 3 and Par. 8 of Announcement):

ROUTINE TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Ash	8.50
* Falling Number	12.00
Appearance and Odor	3.00

ROUTINE TESTS

FEE:

Vomitoxin: TLC	\$ 40.00
Qualitative	30.00
Quantitative	40.00

RANDOM TESTS

Filth Test	N/C
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* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT WFSF-5 WHEAT FLOUR (ALL PURPOSE/BREAD); EXPORT

ASSIGNED RESPONSIBILITIES UNDER FSA ANNOUNCEMENT WFSF-5, DATED FEBRUARY 20, 1996 (Supersedes WFSF-4; February 1, 1994)

COMMODITY: WHEAT FLOUR (ALL PURPOSE OR BREAD); EXPORT

FIELD OFFICE RESPONSIBILITIES:

Federal Food, Drug & Cosmetic Act

Plant Sanitation

Sampling, Checkweighing, Check-loading, Issue Certificates

Condition of Container Examination

SOURCE:

Par. 8 of Announcement

Article 53, USDA-1, Rev. No. 2

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES (Source - Par. 8 of Announcement):

ROUTINE TESTS

	FEE:
Moisture	\$ 6.00
* Protein	7.50
* Ash	8.50
* Falling Number	12.00
Calcium	12.50
Vitamin Enrichment, Quick Test	7.00
Appearance and Odor	3.00

ROUTINE TESTS

	FEE:
Vomitoxin: TLC	\$ 40.00
Qualitative	30.00
Quantitative	40.00

RANDOM TESTS

Filth Test	N/C
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* These tests require a moisture test. When testing for ash, calcium is also tested and charged. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT WFSF-5 SOY-FORTIFIED BREAD WHEAT FLOUR; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT WFSF-5, DATED FEBRUARY 20, 1996
(Supersedes WFSF-4;
February 1, 1994)**

COMMODITY: SOY-FORTIFIED BREAD WHEAT FLOUR; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

**TESTING LAB RESPONSIBILITIES
(Source - Par. 8 of Announcement):**

ROUTINE TESTS

FEE:

ROUTINE TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Ash	8.50
* Falling Number	12.00
Calcium	12.50
Potassium Bromate	20.00
Sieve Test	5.00
Baking Test Bread Loaf Volume	21.80
Vitamin Enrichment, Quick Test	7.00
Appearance and Odor	3.00

Vomitoxin: TLC	\$ 40.00
Qualitative	30.00
Quantitative	40.00

RANDOM TESTS

Filth Test	N/C
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* These tests require a moisture test. When testing for ash, calcium is also tested and charged. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT PA-5 MACARONI/SPAGHETTI; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT PA-5, DATED FEBRUARY 15, 1996
(Supersedes PA-4;
February 1, 1994)**

COMMODITY: MACARONI/SPAGHETTI; DOMESTIC

Applicable Commercial Item Description: A-A-20062B; March 29, 1991

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Commercial Item Description

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - CID - Appendix 3 and Par. 8 of Announcement):

ROUTINE TESTS

FEE:

ROUTINE TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Ash	8.50
Vitamin Enrichment, Quick Test	7.00
Cooking Test	7.00
Carotenoid Color	12.50
Visual Examination (Pasta)	10.50
Appearance and Odor	3.00

Vomitoxin: TLC	\$ 40.00
Qualitative	30.00
Quantitative	40.00

RANDOM TESTS

Filth Test	N/C
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* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT PC--4 ROLLED WHEAT; DOMESTIC

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT PC-4, DATED FEBRUARY 15, 1996
(Supersedes PC-3;
February 1, 1994)**

COMMODITY: ROLLED WHEAT; DOMESTIC

Applicable Commercial Item Description: A-A-20108; August 3, 1984

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Commercial Item Description

Plant Sanitation

Article 53, USDA-1, Rev. No. 2

Sampling, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

ROUTINE TESTS

FEE:

Moisture

\$ 6.00

Vomitoxin: TLC

\$ 40.00

* Protein

7.50

Qualitative

30.00

* Crude Fiber

13.00

Quantitative

40.00

Visual Exam (Processed Grain Products)

12.00

RANDOM TESTS

Cooking Test

7.00

Sieve Test

5.00

Filth Test

N/C

Appearance and Odor

3.00

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

FSA ANNOUNCEMENT WSB-11 WHEAT-SOY BLEND; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT WSB-11, DATED FEBRUARY 20, 1996
(Supersedes WSB-10;
January 1, 1995)**

COMMODITY: WHEAT-SOY BLEND; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation 1/

Article 53, USDA-1, Rev. No. 2

Sampling 2/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

1/ Bill applicant \$40 for plant sanitation environmental Salmonella tests.

2/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring bacteriological and salmonella analysis.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

INCIDENTAL TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Ash	8.50
* Crude Fiber	13.00
Sieve Test	5.00
Bacteria Count	10.00
Cooking Test	7.00
Appearance and Odor	3.00
Vitamin Enrichment, Quick Test	7.00
Vomitoxin: TLC	40.00
Qualitative	30.00
Quantitative	40.00

E. Coli <u>3/</u>	\$19.00
Staphylococcus Aureas <u>3/</u>	24.50

RANDOM TESTS

Salmonella	40.00
Filth Test	N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

3/ To be performed when the bacteria count warrants.
Processed Commodities Handbook

FSA ANNOUNCEMENT WSM-6 WHEAT-SOY MILK; EXPORT

**ASSIGNED RESPONSIBILITIES UNDER
FSA ANNOUNCEMENT WSM-6, DATED JANUARY 1, 1995
(Supersedes WSM-5;
February 1, 1994)**

COMMODITY: WHEAT-SOY MILK; EXPORT

FIELD OFFICE RESPONSIBILITIES:

SOURCE:

Federal Food, Drug & Cosmetic Act

Par. 8 of Announcement

Plant Sanitation 1/

Article 53, USDA-1, Rev. No. 2

Sampling 2/, Checkweighing, Check-loading, Issue Certificates

Par. 9 of Announcement.
Obtain an inspection application for each contract. When checkloading is requested, applicants must state in the application under "Remarks," which lots they want checkloaded.

Condition of Container Examination

Par. 9 of Announcement and Appendix 2

Seal and Peel Test

Par. 3.4 of Appendix 2

1/ Bill applicant \$40 for plant sanitation environmental Salmonella tests.

2/ See chapter 3, Processed Commodities Handbook, for special procedures to be used for products requiring bacteriological and salmonella analysis.

TESTING LAB RESPONSIBILITIES

(Source - Par. 8 of Announcement):

ROUTINE TESTS

FEE:

ROUTINE TESTS

FEE:

Moisture	\$ 6.00
* Protein	7.50
* Crude Fat	10.00
* Ash	8.50
* Crude Fiber	13.00
Sieve Test	5.00
Bacteria Count	10.00
Cooking Test	7.00
Appearance and Odor	3.00
Vitamin Enrichment, Quick Test	7.00

Vomitoxin: TLC	\$40.00
Qualitative	30.00
Quantitative	40.00

INCIDENTAL TESTS

E. Coli <u>3/</u>	19.00
Staphylococcus Aureas <u>3/</u>	24.50

RANDOM TESTS

Salmonella	40.00
Filth Test	N/C

* These tests require a moisture test. If these tests are performed singly or in combination, only one charge for a moisture test shall be made.

3/ To be performed when the bacteria count warrants.