

CHAPTER 1

APPLICATION FORM 1/

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Attachment 1 – FGIS-907, Application for
Inspection and Weighing Services

1/ All requests for original inspection or weighing services for both United States Grain Standards Act (USGSA) and Agricultural Marketing Act (AMA); appeal inspection services; reinspection and review of weighing service use the same form, Form FGIS-907, "Application for Inspection and Weighing of Services."

1.1 ORIGINAL INSPECTION, WEIGHING, REINSPECTION, OR REVIEW OF WEIGHING SERVICES

Requests for original inspection or weighing services must be filed, orally or in writing, with the agency or the Federal Grain Inspection Service (FGIS) field office responsible for the area in which the grain is to be sampled and weighed.

When agency or FGIS personnel require it, oral requests for inspection or weighing services on grain in land carriers or barges must be confirmed in writing using Form FGIS-907, "Application for Inspection and Weighing Services." This form may be obtained from any FGIS field office, or downloaded at the GIPSA website. Agencies may develop application forms that suit their needs provided all of the required information is shown. Applications shall include the following information:

- a. Identification, quantity, and the specific location of the grain (if known);
- b. Name and mailing address of the applicant;
- c. Kind (scope) of inspection or weighing service desired;
- d. Signature of applicant or authorized agent; and
- e. Any additional information which may be required in specific cases by the agency performing the service.

Book III, Chapter 2, of the Grain Inspection Handbook requires that the applicant for official inspection and weighing services provide official personnel a complete load order document before loading combined lots or shiplots.

Requests for services must be accompanied by a load order document specifying (1) the exact grade 2/ including the percentage of dockage, if any, specified in the sales contract; (2) the approximate quantity of grain in the lot; (3) the subplot size; (4) the specified protein information, when applicable; (5) any special requirements, such as aflatoxin analysis, zero infestation, or other maximum or minimum limits for factor

2/ A load order grade is not required to be declared prior to loading if the applicant either does not know the exact grade to be loaded or plans to load grain of different quality without cutoffs or separations (e.g., barge-to-ship operations). When a load order grade is not declared, certificate the lot to the best, uniform grade. If the lot is not uniform for any grade, combine the sublots of the same grade and certificate them together as individual lots.

determinations; (6) the mailing address when copies of the shiploading log are requested; and (7) any other specific requirements. The document must be signed by the individual issuing the load order.

Requests for reinspection or review of weighing services must be filed with the FGIS field office or agency that conducted the original service. Full filing requirements for reinspections are found in sections 800.125 through 800.129 in the Regulations of the USGSA.

Requests for inspection or weighing services may cover one or more identified lots or submitted samples, a number of identified lots that are to be shipped from or to a specified location during a specified time period, or all lots shipped from or to a specified location or person.

1.2 APPEAL INSPECTION OR BOARD APPEAL INSPECTION SERVICES

Interested persons may request an appeal inspection from the field office that conducted the original inspection or reinspection service or, in the case of services conducted by an agency, the supervising field office.

Interested persons may request a Board appeal inspection service from the Board of Appeals and Review (BAR) or the field office that conducted the appeal inspection service.

Requests for appeal inspections may be filed orally or in writing. However, upon request of the service provider, oral requests shall be confirmed in writing by submission of a Form FGIS-907. Applications are furnished, upon request, by FGIS field offices, or may be downloaded at the GIPSA website.

Appeal inspections and Board appeal inspection are listed in sections 800.135 through 800.145 in the Regulations under the USGSA.

1.3 COMMODITIES AND SERVICES FOR INSPECTION, WEIGHING, AND OTHER SERVICES UNDER AUTHORITY OF THE AGRICULTURAL MARKETING ACT (AMA) OF 1946

Requests for original, reinspection, and appeal services on products (e.g., beans, peas, rice, processed commodities) under the AMA must be filed by the applicant for service using Form FGIS-907 or similar form.

ATTACHMENT 1
GRAIN INSPECTION HANDBOOK
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FORM FGIS-907, "APPLICATION FOR INSPECTION AND WEIGHING SERVICES"

U.S. DEPARTMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION FEDERAL GRAIN INSPECTION SERVICE APPLICATION FOR INSPECTION AND WEIGHING SERVICES		According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0580-0013. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.	
Pursuant to Section 7 and 7a of the United States Grain Standards Act as amended (7 U.S.C. 79 and 79a) and the regulations thereunder (7 CFR 800 et. seq.) and/or Section 203(h) of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1622) and the regulations and standards thereunder (7 CFR Parts 57 and 868), we apply for services described below.			
1. Type of Services (check all that apply) <input type="checkbox"/> Original Inspection <input type="checkbox"/> Reinspection <input type="checkbox"/> Appeal Inspection <input type="checkbox"/> Official Weighing <input type="checkbox"/> Review of Weighing <input type="checkbox"/> Board Appeal Inspection <input type="checkbox"/> Supervision of Weighing <input type="checkbox"/> Retest		2. Where are the services to be performed (check one) <input type="checkbox"/> United States <input type="checkbox"/> Canada	
3. Kind of Official Inspection Service Requested (check one) <input type="checkbox"/> Official Sample Lot <input type="checkbox"/> Submitted Sample <input type="checkbox"/> Checkweigh/Checkload/Checkcount <input type="checkbox"/> Sampling <input type="checkbox"/> Official Weighing <input type="checkbox"/> Supervision of Weighing <input type="checkbox"/> Stowage Examination <input type="checkbox"/> Grade and Factor <input type="checkbox"/> Official Commercial <input type="checkbox"/> Condition <input type="checkbox"/> Factors Only <input type="checkbox"/> Other Criteria (list in remarks)			
4. Type of Grain/Commodity		5. Location of Grain/Commodity	
7. Carrier or Other Identification		8. Quantity (specify in pounds, bushels, etc.)	
10. Number and Kind of Containers		11. Container Markings	
13. Name, Address and Telephone Number of Applicant (Firm Name)		14. Name and Address of Interested Party (agent, consignee)	
12. Appeal Request <input type="checkbox"/> File Sample <input type="checkbox"/> New Sample			
13a. Applicant Tax Id Number:			
15. Remarks			
In submitting this application, we expressly agree that the fees and charges for the inspection and weighing services shall be assessable to and payable by us in accordance with the fees and charges described in the regulations (7 CFR 800 et. seq.) under the United States Grain Standards Act and/or described in the regulations (7 CFR 868) under the Agricultural Marketing Act of 1946. I declare that the foregoing statements are true to the best of my knowledge, information and belief.			
16. Date (mm/dd/yy)	17. Name of Firm	18. Signature of Person Making Application	
Warning: Attempts to influence any official personnel with respect to the performance of his/her duties under the U.S. Grain Standards Act may upon conviction thereof, be subject to imprisonment for not more than 5 years and/or a fine of not more than \$20,000. 18 U.S.C. 1001 provides for a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both, for false or fraudulent statements made to an agency of the United States. The offering of any gratuity, as described in 7 CFR 800.187, will be deemed an attempt to influence official inspection personnel.			
For Use by FGIS			
19. Application Received By	20. Date (mm/dd/yy)	21. Field Office	22. Fees
23. Certificate No. or Nos.		24. Remarks	
FORM FGIS-907 (NOV 03) previous edition obsolete. This form also replaces FORMS FGIS-908 and 955, which are obsolete.			

Instructions for Completing Form FGIS 907
"Application for Inspection and Weighing Services"

- A. Action by Applicant. Complete items 1 through 18. Return the original to the appropriate FGIS field office and retain a copy for your records.
1. Check the box for the services needed. More than one box may be checked if a combination of services is requested.
 2. Check the appropriate box to indicate whether the service is to be performed in the United States or Canada.
 3. Check the box indicating the kind and scope of service being requested. For checkweigh, checkload, checkcount services use the remarks section for the specific service requested. Also, for condition of container examinations use the remarks section for this specific service.
 4. Enter the type of grain or commodity for the service being requested.
 5. Enter the location of the grain or commodity for the service being requested.
 6. Enter the contract number if applicable.
 7. Enter the carrier or identification for the service being requested.
 8. Enter the quantity in pounds, bushels etc., for the grain or commodity to be inspected.
 9. For inspections during loading, enter the contract grade along with any special grade or other contract requirements. This information is not applicable to carriers that are to be inspected at rest.
 10. Enter the number and kind of containers.
 11. Enter the container markings, use the words: "Standard", "Commercial", or "Special" for the type of markings. For "Special" enter the complete container markings in the remarks section. If there are no markings enter "None". For bulk rice, enter "Bulk".

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12. Check the box indicating the type of sample required:
 13. Enter the name and address of the applicant; i.e., the party that will be billed for the service.
 - 13a. Enter the applicant's Tax Id number.
 14. If applicable enter the name and address of the agent or person of interest if any.
 15. Enter additional information if necessary.
 16. Enter the date the application was prepared.
 17. Enter the name of the firm that is requesting the service.
 18. Enter the name and signature of the person completing the application.
- B. Action by field office. Review Form FGIS 907. If incomplete, either return the form to the applicant for completion or insert and initial the missing information. Complete items 19 through 24:
19. Enter the name of the person who received the application.
 20. Enter the date the application was received.
 21. Enter the name of the field office where the application was filed.
 22. Enter the amount of fees that are to be assessed.
 23. Enter the inspection certificate(s) numbers including the lettered prefix.
 24. Enter any additional pertinent information.
- C. Action by Applicant. For appeal, Board appeal or review services complete items 25 through 31.
25. Use the lot, carrier, or other identification shown on the certificate for the service in question. Identify a barge by name, number and any letterhead prefixes and suffixes; a railcar by its initials and number; a truck or trailer by license number

and name or abbreviation of State (include time of sampling when necessary); and a vessel its name preceded by its means of propulsion (M/T, M/V, S/S, etc.)

26. Enter the quantity in terms of bushels, pounds, weight loaded or unloaded, or to be loaded or unloaded for cargos. For a lot of sacked grain, also enter the type, number, and weight of sacks; e.g., 6,000, 100-lb cotton sacks. For a truckload or trailerload, show truckload, trailerload, part-truckload or part-trailerload as the case may be. For a railcar, enter the marked capacity of the carrier or “over 130,000 lb” or “under 130,000 lb” as the case may be.
27. Enter the grain and reason for the appeal, Board appeal, or review; e.g., the grade determining factors or other criteria. For requests filed in advance, show the kind of grain and contract grade.
28. Enter the sample basis desired for the appeal inspection. All Board appeal inspections will be performed on the basis of the official file sample.
29. Enter the date of the original service. For applications filed in advance of loading, enter the expected date and time of loading if possible.
30. Indicate whether the original certificate for the inspection being appealed is attached. If the certificate is not attached, explain in item 31.
31. Enter any additional pertinent information.