

# Program Bulletin

95.14

9-20-95

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## OFFICIAL AGENCY CERTIFICATE APPROVAL

### 1. PURPOSE

This program bulletin revises instructions for obtaining the Grain Inspection, Packers and Stockyards Administration, Federal Grain Inspection Service (FGIS) approval for new or revised certificates.

### 2. BACKGROUND

The Grain Inspection Handbook, Book IV, Forms and Certificates, Chapter 3, Certificates, states "Before printing new or revised certificates, agency managers must submit two sets of a printer's proof or a copy of the certificate to the field office manager for review and final approval." Official agency comments indicate that this requirement can be costly and time consuming.

### 3. POLICY

The requirement for preprinting approval by field office managers is rescinded. Agency managers are responsible for printing certificates according to §§ 800.161 and 800.165 of the regulations and the instructions in Chapter 3 of the Grain Inspection Handbook, Book IV. If certificates are incorrectly printed, agency managers must make immediate corrective action which includes printing new certificates and disposal of incorrect certificates when new certificates are available. Agency managers may, at their discretion, continue to submit advance copies of certificates for FGIS field office input.

### 4. EFFECTIVE DATE

This policy is effective upon receipt. Please retain this program bulletin with Book IV, Chapter 3, until Book IV is revised.

### 5. QUESTIONS

Please direct any questions to the Standards and Procedures Branch at (202) 720-0252.

*/S/ Guy E. Morgan*

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