

Directive

9170.3

1-30-97

FORWARDING SAMPLES TO THE TECHNICAL SERVICES DIVISION

1. PURPOSE

This directive describes procedures for mailing samples to the Technical Services Division (TSD). The criteria covers inspections performed under the United States Grain Standards Act and the Agricultural Marketing Act of 1946.

2. REPLACEMENT HIGHLIGHTS

This directive supersedes FGIS Program Directive 917.3 dated 7/26/96. Asterisks have been added to highlight the changes made since the directive was last issued.

3. SAMPLE PREPARATION

Prepare grain samples destined for the Board of Appeals and Review (BAR), Inspection Systems Engineering (ISE), and Analytical, Reference, and Testing Services (ARTS) of TSD as follows:

- a. Place each sample in an airtight container. Use metal cans when the sample contains an off odor. Refer to the applicable instruction for samples requiring additional preparation (e.g., standard reference samples, etc.).
- b. Place the container inside a mailing bag along with all documents or records relating to the sample.
- c. Attach the appropriate color mailing tag to the mailing bag. See Attachment for a summary of the color tag codes.

Refer to the Processed Commodity Handbook for instructions on mailing samples to ARTS.

NOTE: Refer to the FGIS Forms Catalog when ordering mailing tags.

4. PROCEDURES

a. Board of Appeals and Review (BAR) Appeals.

- (1) When the request is for grade and factor, send an unworked file sample. If an unworked file sample is not available, send a worked file sample with any separations saved and a moisture portion.
- (2) When the request includes objective factors, send the appropriate file sample as follows:

<u>Factor</u>	<u>Portion Size</u>	<u>Basis</u>
Wheat Protein	600 grams	dockage free
Soybean Protein/Oil	550 grams	essentially clean
Aflatoxin	450 grams	ground
DON (Vomitoxin)	100 grams	dockage free
Sunflower Oil	200 grams	sample as a whole
* Falling Number	100 grams	ground

- (3) Send the original and last copy of the applicable sample ticket for grain (FGIS-920), rice (FGIS-911), beans (FGIS-933), or peas and lentils (FGIS-982). In the remarks section of the sample ticket indicate "**BAR APPEAL.**"
- (4) Attach a red mailing tag (FGIS 970-1) and forward to the BAR.

b. BAR Opinions.

- (1) Send the separation(s) and file sample, if available. If the file sample is unavailable, forward an unworked portion in addition to the separation.
- (2) The following documents and work records must accompany the sample:
 - (a) FGIS-970, Request to the BAR (original and two copies); and
 - (b) the original and last copy of the applicable sample ticket for grain (FGIS-920), rice (FGIS-911), beans (FGIS-933), or peas and lentils (FGIS-982).
- (3) Attach a blue mailing tag (FGIS 970-2) and forward to the BAR.

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c. BAR Monitoring, Early Alert, Domestic and Foreign Complaints, Violation, OAS, and Others.

- (1) Send the unworked or worked file sample(s) with separations and a moisture portion, if available.
- (2) Include the original and last copy of the applicable sample ticket for grain (FGIS-920), rice (FGIS-911), beans (FGIS-933), or peas and lentils (FGIS-982).
- (3) Attach a yellow mailing tag (FGIS 970-6), check the appropriate box on the reverse side of the tag indicating the purpose of the sample, and forward the sample to the BAR.

d. Wheat Protein Monitoring, Special Studies, and Others.

- (1) Prepare samples as prescribed in Chapter 5, NIRT Monitoring Program, of the NIRT Handbook.
- (2) Attach an orange mailing tag (FGIS 970-8), check the appropriate box on the reverse side of the tag indicating the purpose of the sample, and forward the sample to the BAR.

e. Sunflower Seed Oil Monitors, Special Studies, and Others.

- (1) The Grand Forks Field Office is the only office required to send routine monitoring samples to the BAR. Other locations should contact the BAR for specific mailing instructions before sending monitor samples, special studies, or other types of samples.
- (2) Prepare samples as prescribed in Chapter 7, Monitoring Program, of the NMR Sunflower Seed Oil Handbook.
- * (3) Attach a buff mailing tag (FGIS 970-5 or FGIS 970-11, as applicable), indicate the test required and purpose of the sample on the reverse side of the tag, and forward the sample to the BAR.

* f. Falling Number, Mycotoxin Testing, Soybean Protein and Oil, and Special Studies.

- (1) Contact the BAR before sending samples for these programs. The BAR will provide instructions for the amount and type of sample to send and any documentation required.
- * (2) Attach a buff mailing tag (FGIS 970-5 or 970-11, as applicable), indicate the test required and the purpose of the sample, and forward the sample to the BAR.

g. Moisture Survey.

- (1) Prepare samples as prescribed in Chapter 3, Calibration Equations, of the Moisture Handbook and the applicable moisture sample survey program bulletin.
- (2) Attach a brown mailing tag (FGIS 970-9), check the appropriate box on the reverse side indicating the purpose of the sample, and forward the sample to ISE.

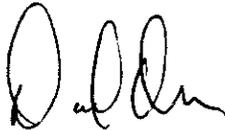
h. Processed Commodity Samples.

- (1) Prepare samples as prescribed in Chapter 2, Sampling, of the Processed Commodities Handbook.
- (2) Attach a gray mailing label (FGIS 970-19) to the standard mailing box and forward to ARTS.

i. General Information.

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Use a buff color tag (FGIS 970-5 or FGIS 970-11, as applicable) when forwarding samples to TSD for purposes other than specified above (e.g., checktesting samples, blind samples, etc.). On the front side of the mailing tag indicate BAR, ISE, or ARTS, and on the reverse side indicate the purpose of the sample.



David Orr, Acting Director
Field Management Division

Attachment

MAILING TAG / LABEL COLOR CODES

<u>Tag Color</u>	<u>TSD Program</u>	<u>Purpose</u>	<u>Preprinted script on the reverse side of tags</u>
RED	BAR	Board Appeals	NONE
BLUE	BAR	Board Opinions	NONE
* YELLOW	BAR	Monitoring, Early Alert, Foreign Complaints, Domestic Complaints, Violations, Information, STEP, Others	MONITOR, EARLY ALERT, FOREIGN COMPLAINT, OTHERS (SPECIFY), VIOLATION, INFORMATION, STEP, OTHERS (SPECIFY)
ORANGE	BAR (Protein Group)	Wheat Protein Monitoring, Special Study, Others	MONITOR, SPECIAL STUDY, OTHERS (SPECIFY)
* BUFF	BAR	Sunflower Seed Oil Monitoring, Falling Number, Mycotoxin Testing, Soybean Protein/Oil, Special Study, Checktesting	NONE
	ISE, ARTS	As Needed	NONE
BROWN	ISE	Moisture Survey	MOISTURE SURVEY
GRAY	ARTS	Processed Commodities	NONE

