

# Minot Grain Inspection Inc.

Federally Licensed Official Service Provider  
1804 Valley St. PO Box B  
Minot, North Dakota 58701



David Thom, President, Owner  
Mark Einarson, Official Agency Manager

## AMA FEE SCHEDULE

**EFFECTIVE DATE:** January 1, 2024, “Federal Grain Inspection Service (FGIS) must approve all fees for official services and Official Agencies (OAs) will assess only those fees appearing on their current approved fee schedule.” In addition to all other applicable fees, commodity cooperative service agreement fees for commodity inspection services (pulses, hops, and miscellaneous processed commodities), excluding rice, will be assessed at the current percentage rate identified in FGIS Directive 9180.74 (Service Fees and Billing Codes, Attachment 4.) The assessed fees must exclude travel, mailing expenses, and state and local taxes. Invoices will identify assessed commodity cooperative service agreement fees as separate line items.

### REGULAR HOURS:

Office Hours: 7:00AM to 3:00PM Monday through Friday

Inspection Hours: 6:00AM to 2:00PM. Contact lab by 9:30AM for same day inspection service.

Sampling Hours: 9:00AM to 5:00PM Monday through Friday. Contact lab by 10:00AM for same day sampling service.

**Regular Hourly Rate:** Sampler/Technician \$51.05 per man-hour assessed in ¼-hour increment.  
Inspectors/Sanitation Inspections \$55.81 per man-hour assessed in ¼ hour increments.

**Overtime Hourly Rate:** The overtime hourly rate will be 1-1/2 times the regular hourly rate and will be applied to all hours outside regular sampling/inspection hours and Saturdays. *Holidays and Sundays will be charged double time.* All hourly rates will be assessed in 1/4-hour increments.

**HOLIDAYS:** Holiday rates apply on days when Minneapolis Grain Exchange is closed for holiday. (Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve after 1:00 p.m. local time and Christmas Day, New Year’s Eve after 1:00 p.m. local time and New Year’s Day.)

**FINANCE CHARGES:** Payment is due upon receipt of the invoice. If payment is not received within 30 days after the invoice date, a finance



AMA FS07 01/01/2024

Phone #: 701-838-1734  
Fax #: 701-838-3782

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charge of one and one half percent per month shall be assessed. In addition, service may be withheld until the delinquent account is paid and a cash deposit is made guaranteeing payment for future services.

**Weather Policy:** Minot Grain Inspection will adhere to the following inclement weather policy, railcar sampling services may be delayed or suspended when one or more of the following conditions exist:

*High winds, rainfall that creates conditions that are either dangerous to employees and/or degrading to the grain being sampled, lightning, snow and/or ice on the railcars, or any other weather related and/or facility specific condition that could put employees providing the sampling service in jeopardy. Adequate lighting must be provided when onsite sampling is requested after sunset.*

**Minimum Call out:** A minimum 4-hour callout at the applicable hourly rate will apply Monday through Sunday.

**Travel and Stand-by Rates:** Travel assessed for actual travel time at the applicable hourly rate. Stand-by will be charged at an applicable rate for delays not caused by the Agency and will apply in 1/4-hour increments. Travel and Stand-by rates outside Regular Hours will be applied at the Overtime Rate.

**Mileage Fees:** The IRS standard mileage will be assessed. Changes to the mileage rate are effective when the IRS changes their standard mileage rate. Mileage will be prorated when possible.

**Credit Card Fee:** Actual credit card transaction fee.

**Equipment Services:** Directive 9180.68, *CROSS UTILIZATION OF EQUIPMENT*, outlines the procedures for cross utilizing inspection and weighing equipment. The approval and checktesting of elevator-owned lab equipment /mechanical samplers used for Official Inspection Services will be billed at the applicable hourly rate, plus travel time and mileage.

**On-Call Charges:** These charges apply when the applicant wants personnel available and waiting to report for duty. The elevator establishes a start time and will contact agency personnel prior to the start time to report on the loading status. If the elevator is not ready by the established time, on-call charges will be assessed at the appropriate hourly rate.

**Sealing Railcars:** *Minot Grain Inspection is not responsible for the seals after the railcar leaves the*

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*applicant's property. It is the applicant's responsibility to confirm that all seals have been applied by Minot Grain Inspection to their satisfaction.*

## OFFICIAL INSPECTION SERVICE

Rail, Truck, Warehouse Lot, Container: Sample, Grade, & Certification;	
– single factor (field run) .....	\$27.30
– single factor (other than field run) .....	\$19.15
– two or more factors (field run) .....	\$34.95
– two or more factors (other than field run) .....	\$27.05
Submitted Grade & Certification:	
-single factor (field run) .....	\$15.75
- single factor (other than field run) .....	\$ 7.90
- two or more factors (field run) .....	\$23.70
- two or more factors (other than field run) .....	\$15.75
Remarks/Special Statements .....	\$ 5.10
Stowage Examinations .....	\$16.49
Extra Factors (each factor) .....	\$ 7.90
Extra Copy or corrected Certificate .....	\$ 2.29
Sealing Railcar Tops/Doors or Containers upon request (up to 2 seals), plus hourly .....	\$ 6.66
Sealing Railcar Tops/Doors or Containers upon request (3 or more seals), plus hourly .....	\$ 13.21
Sealing Railcars (applicant provided cable seal) Fee per seal, plus hourly .....	\$ 3.28
Certify Applicant supplied/applied seals/car .....	\$ 3.28
Admixture Inspection .....	\$ 4.52
12 Ft. Probe – Railcar (in addition to original sampling charge) .....	\$ 2.86
Composite Sample Preparation (per subsample) .....	\$ 1.20
Mycotoxin Tests .....	\$36.71
Falling Number Tests .....	\$27.46
Phyto Sanitary Inspection .....	\$10.97
Plant Sanitation Certificate .....	\$16.48
Condition of Food Container .....	\$16.48
Checkweigh Lot .....	\$16.48
Extended File Retention Fees .....	\$ 5.51



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## OFFICIAL SAMPLING SERVICE

Sampling & Certification (no grade) .....	\$16.90
Sampling Truck or Railcar (probe only) .....	\$11.28
Sampling Warehouse Lot.....	\$11.28

### On-Line Sampling/ Inspection

Applicant must provide lab space and all equipment to perform official services at SSP.

*Per Diem rate per person per day after 8 hrs.	Room	Actual
First and last day of travel	M&IE	\$44.25
Full (24 hour) days of travel	M&IE	\$59.00

### DELIVERY CHARGES

Sample delivery to Mpls. or other point (each 1000 grams or part of) \$ 5.67

*If applicant requests overnight express service or other shipping, charges will be billed to applicant as billed to this agency.*



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## SERVICES NOT PERFORMED UNDER THE AMA

Extra factors that do not determine grade (per factor).....	\$ 7.90
Faxing per page and/or email .....	\$ 2.29
Extra copies or corrected certificates .....	\$ 2.29
Falling Numbers .....	\$13.73
Shipping and Handling .....	\$ 5.67
Freight/Postage .....	Actual
Spreadsheet report (per report) .....	\$11.28
Sampling Unit Fee .....	\$16.90
Travel, Stand-by, and On-line sampling Hourly Fee.....	\$51.05
Handpick Dockage Breakdown .....	\$54.81
Proteins .....	\$ 6.66