

# Directive

9170.3

July 25, 2007

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## FORWARDING SAMPLES TO THE TECHNICAL SERVICES DIVISION

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## **1. PURPOSE**

This directive revises 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 is revised to include changes for mailing samples to TSD, increases the soybean Protein and Oil portion size, and incorporates other editorial changes. This directive supersedes FGIS Program Directive 9170.3 dated 1/30/97.

## **3. SAMPLE PREPARATION**

Prepare grain samples destined for the Board of Appeals and Review (BAR), NIRT Testing, and Analytical Services Group of TSD as follows:

- a. Place each sample in an airtight container. Use metal cans or semi-rigid plastic containers 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.

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
Barley Protein	600 grams	dockage free
Soybean Protein/Oil	800 grams	FM Free (total)
Corn Protein/Oil/Starch	800 grams	BCFM free
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) Customarily, BAR Appeals are forwarded to TSD via a commercially available carrier (e.g., Fed EX, DHL, UPS) to distinguish these high priority samples from other less important incoming samples, prominently mark on the face of the shipping label "BAR APPEAL."

### 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 TSD Attention BAR.

- c. BAR Monitoring, Early Alert, Domestic and Foreign Complaints, Violation, QAS, 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 buff mailing tag (FGIS 970-5), check the appropriate box on the reverse side of the tag indicating the purpose of the sample, and forward the sample to TSD Attention BAR.
- d. NIRT 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 TSD Attention NIRT.
- e. Sunflower Seed Oil Monitors, Special Studies, and Others.
- (1) Locations should contact the Analytical Service Group 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), indicate the test required and purpose of the sample on the reverse side of the tag, and forward the sample to TSD.
- f. Falling Number, Mycotoxin Testing, and Special Studies.
- (1) Contact the responsible TSD group (e.g., NIRT, Analytical Services, Moisture) before sending samples for these programs. The responsible group 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), indicating the test required and the purpose of the sample, and forward the sample to TSD, Attention (responsible TSD group).

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 TSD.

h. General Information.

Use a buff color tag (FGIS 970-5) when forwarding samples to TSD for purposes other than specified above (e.g., checktesting samples, collaborative samples, etc.). When using this tag, apply business reply label, Form FGIS 970-18, which has a TSD preprinted mailing address, to the front side of the mailing tag. On the label be sure to identify the targeted group (BAR, Analytical Services, NIRT), and on the reverse side indicate the purpose of the sample.

***/s/ John C. Giler***

John C. Giler, Acting Director  
Field Management Division

Attachment

## MAILING TAG / LABEL COLOR CODES

Tag Color	TSD Program	Purpose	Preprinted script on the reverse side of tags
BLUE (FGIS 970-2)	BAR	Board Opinions	NONE
BUFF (FGIS-970-5)	BAR	Monitoring, Early Alert, Foreign and Domestic Complaints, Violations, Information, STEP, Others	MONITOR, EARLY ALERT, FOREIGN and DOMESTIC COMPLAINTS, VIOLATION, INFORMATION, STEP, OTHERS (SPECIFY)
BUFF (FGIS-970-5)	BAR/ Analytical Services	Sunflower Seed Oil Monitoring, Falling Number, Mycotoxin Testing, Soybean Protein/Oil, Special Study, Checktesting	NONE
ORANGE (FGIS 970-8)	NIRT	Wheat Protein Monitoring, Special Study, Others	MONITOR, SPECIAL STUDY, OTHERS (SPECIFY)
BROWN (FGIS 970-9)	Moisture	Moisture Survey	MOISTURE SURVEY
WHITE (FGIS 970-13)	Mailing Label	Samples from Official Agencies to Field Offices	
WHITE (FGIS 970-18)	Business Reply Mail	Samples to TSD or to F/O's	Preaddressed (not to be handwritten)