Applying for Designation Under the United States Grain Standards Act and Editing an Existing Designation (Previous Applicants)

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FGIS Quality Assurance & Compliance Division

USDA Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

- The following instructions and information provided outlines the Federal Grain Inspection Service (FGIS) online designation application process in DDR for currently designated applicant intending to apply for their current designated geographic area.

- If you are a new applicant (not currently designated) who may be seeking designation in unassigned or assigned geographic areas or a currently designated applicant seeking to apply for designation in a new geographic area, see the "Applying for Designation (New Applicants)" training.

- Any person, State, or local government may apply for designation as an official agency to perform official inspection and/or weighing services.

- Section 79(f)(1)(A) of the USGSA lists the conditions and criteria for designation, and Section 79(f)(1)(B) says that an applicant must be better able to provide service than any other applicant for designation.
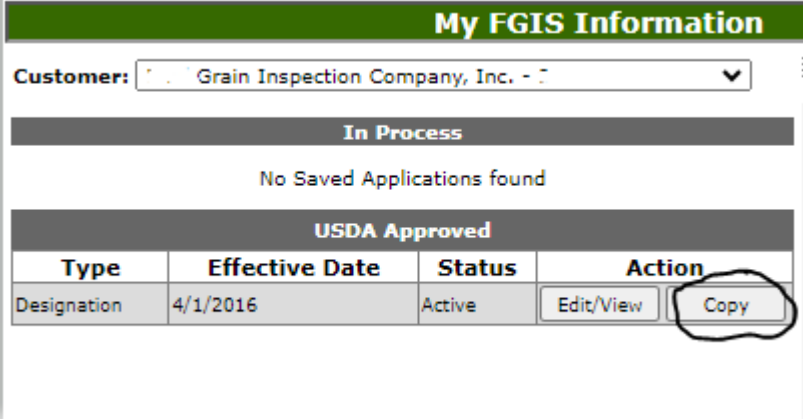
Monitor the Federal Register for Opportunity for Designation Notices

- All Opportunities for Designation are published in the *Federal Register* and viewable by the general public, whenever a geographic area is open for applications.

- In many cases, the application acceptance period will open the same day the opportunity is published and will close following the date specified in the notice (usually 30 days). Some application periods will open on a later date specified in the notice, usually when multiple opportunities under different designation periods are consolidated into one single publication.

- The *Federal Register* may be accessed at the following link: https://www.federalregister.gov/

- To be notified when an opportunity is published, sign up for a subscription at the link above using your e-mail account and entering the keyword **'FGIS'** in your subscription preferences.

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Apply Online Using DDR

- Once the Opportunity for Designation you have been waiting for has published, and the announced application period has started, you must log into DDR and complete an online application.

- Alternatively, if you have the Organization Manager Role, you may click on Designations in *MyFGIS*. This will take you to the DDR home page.

- Click on **My Information.** This will bring you to your **My FGIS Information page.**

- To apply for your current designation area, click **Copy** for the designation application listed under **USDA Approved (**Fig. 1).

Figure 1: USDA Approved Application

My FGIS Information			
Customer:	Grain Inspection Company, Inc. -		
In Process			
No Saved Applications found			
USDA Approved			
Type	**Effective Date**	**Status**	**Action**
Designation	4/1/2016	Active	Edit/View Copy

Apply Online Using DDR

- You will be redirected to the first page of the form.

  - Each of the pages within the application is numbered. When you start or resume an application, a progress bar will appear at the top of each page. To navigate to different pages within the form, click the appropriate circled number, or click Finish to review all information. The circles also indicate the status of the information you are entering:

    - Grey circles indicate a page where you have not entered any data.
    - Grey with black border indicates the current page.
    - Green circles indicate a page where you have entered data that was saved into the form.
    - Red circles indicate partially completed pages or invalid data. You may only submit an application if you provide the minimum required data.
    - For additional navigation within the form, use the buttons at the bottom of the page:
      - **Cancel**, to stop the application process and return to the My Information page without saving your data. This option is only available on the first page of the form. **Previous**, to navigate back to a previously viewed page of the form.
      - **Save and Exit**, to save a partially completed application and return to finish it at another time. You will return to the My Information page, where your new application will be listed under Saved Applications.
      - **Save and Continue**, to save the current page's data and continue to the next page.
      - Do not use the back button on your browser to navigate through the form. Use the circled numbers, the control buttons, or the left-hand Browse by Subject menu panel.

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Apply Online Using DDR – continued

The information from your current designation will be populated on the 10 screens.

Click **Save and Continue** and page through each screen to review and update your organization and personnel information. You may also click **Finish** (see fig. 3 on next page) to view your application on one screen.

Carefully review your organization and personnel information to make sure it is still accurate and up to date.

Figure 2: Application for Designation

Application for Designation
To Perform Official Functions Under the U.S. Grain Standards Act, as Amended

1 2 3 4 5 6 7 8 9 10 Finish

Name of the Applicant (individual or firm):

Enid Grain Inspection Company, Inc.

Agency Type:

Private

Web Site:

Cancel   Save and Exit   Save and Continue >>

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Apply Online Using DDR – continued

✓ Make sure the service area (screen 2), is the designation area you wish to apply for.

✓ Ensure your scope of services (screen 3), business address (screen 4), and point of contact regarding your application (screen 5) is accurate.

Figure 3: Full application

The numbers on the left side of this screen refer to the screen number where you can update this information. Click the green number at the top to go to a specific screen.

Apply Online Using DDR – continued

On screens 6, 7, 8, and 9, you can manually add information by clicking the **Add New** button. Once the information is added, you can edit by clicking the **Edit** button and delete by clicking the **Delete** button.

NOTE: Do not edit an existing officer, stockholder, trustee, etc. if a previous individual has left and you are adding a new individual. Delete the previous individual and add a new individual.

For example, if you need to add a new trustee or stockholder, click **Add New**. Add the trustee's information, then click **Add**. If a trustee or officer has left, click **Delete** next to the trustee's name. If you need to edit the name of a trustee or officer, click **Edit** next to the name.

You can also upload one or more files in Microsoft Word, Adobe PDF, or Microsoft Excel file containing the required information. To upload a file, click **Browse**, select the correct file from your computer hard drive or local network, and click **Upload File**. To view a previously uploaded file, you may click **View** next to the file and to delete the file, click **Delete**.

Apply Online Using DDR – continued

✓ On screen 6, make sure your organization type is accurate, use the click **Save and Continue,** then validate the information associated with that organization type in the preceding screens is up to date

✓ On screen 7, ensure your list of facilities requesting services is up to date.

Apply Online Using DDR – continued

✓ On Screen 8, attach a signed updated drug-free statement (AD-1049). [Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals (usda.gov)](usda.gov).

✓ On Screen 9, ensure all non-licensed personnel are listed.   This includes each non-licensed owner, officer, stockholder, partner, trustee, board of director, manager, and/or employee. Attach an updated completed Conflict of Interest Questionnaire, [Form FGIS-100](), for each of these individuals.

✓ On Screen 10, validate the grain program manager and responsible official information is accurate.

Apply Online Using DDR – continued

✓ On the Finish screen, carefully review your application information again. If any changes need to be made, click on the corresponding green screen number at the top of the page.

✓ To submit your application, click the acknowledge box after the **Certification** statement at the bottom of the screen (see Fig. 4).

✓ Click **Submit Application**.

✓ Once your application is submitted, ensure your SSP locations are up to date in *MyFGIS*. All requests for new SSPs, existing SSP informational changes, or existing SSP reactivations or deactivations must be performed through the *MyFGIS Service Point Module.* Only individuals identified and assigned as the *OSP Manager* role may submit SSP requests or changes in *MyFGIS*. To log into *MyFGIS*, go to https://fgisonline.ams.usda.gov/ and click *MyFGIS*.

Figure 4: Full application ready for submission

The numbers on the left side of this screen refer to the screen number where you can update this information. Click the green number at the top to go to a specific screen.

Edit In Process Application Online Using DDR

✓ After you submit your application, you will see your **My Information** screen that includes your submitted **In Process** application as well as your current **USDA Approved** application.

✓ To View your **In Process** application, click View. You will see your submitted application (see fig. 5). From this screen you can, withdraw your application by clicking **Withdraw Application** OR edit your application by clicking on the corresponding green screen number at the top of the page.

✓ Once changes are made, click the the acknowledge box after the **Certification** statement at the bottom of the screen (see Fig. 5). The Re-Submit button will become active, then click **Re-Submit**.

Figure 5: Edit or Withdraw In Process Application

The numbers on the left side of this screen refer to the screen number where you can update this information. Click the green number at the top to go to a specific screen.

Edit USDA Approved Application Using DDR

✓ To edit you USDA Approved application, click **Edit/View** under USDA Approved.

✓ Click on **Modify Application** (see Fig. 6).

✓ Make the edits, then click on the acknowledge box on the **Finish** screen after the **Certification** statement at the bottom of the screen, then click on **Submit Changes**.

NOTE: If you edit a USDA Approved application and you submitted a new application listed under In Process, make sure you make the same edits in both applications, so your most recent application is up to date.

Figure 6: Modify USDA Approved Application