



Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE



Applying for Designation Under the United States Grain Standards Act (New Applicants)

Updated: May 31, 2024



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- Create a *MyFGIS* Account
- Request Access to Delegations, Designations, and Export Registrations (DDR)
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- AD-1049 Drug Free Workplace Certification Requirement
- Review, Recommendation, and Designation Award Process
- Designation Criteria Under the USGSA and Regulations



- The following instructions outlines the Federal Grain Inspection Service (FGIS) online designation application process, designation criteria and requirements, and is primarily written for new applicants (not currently designated) who may be seeking designation in unassigned or assigned geographic areas. These instructions also apply to a currently designated applicant seeking to apply for designation in a new geographic area.
- If you are a currently designated applicant who intends to apply for their current designated geographic area, please see “Applying for Designation (Current Applicants)”.
- 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.

Establish an Identify Verified Account

All new users to the *FGISonline / MyFGIS* system must have a Login.gov account.

1. To gain a Login.gov, navigate to:

https://fgisonline.ams.usda.gov/default_home_FGIS.aspx

2. Click Login in the upper right corner



3. Select the appropriate User Type: Other Federal Employee/Contractor OR Customer

4. Select the Login.gov option

5. Toggle the Login.gov option to Create an Account and follow the prompts

If you are unable to successfully complete the online identity verification process, you must create a helpdesk ticket at <https://www.eauth.usda.gov/eauth/b/usda/helpdesk/requesthelp>.

You may also reference Login.gov Frequently Asked Questions (FAQs):

<https://www.eauth.usda.gov/eauth/b/usda/faq>

Create a *MyFGIS* Account and *MyFGIS#* Using *FGISonline*

- As a new entity applying for designation, the next thing you will need to do is create a *MyFGIS* account and register with FGIS using our *FGISonline* internet-based system.
- Go to https://fgisonline.ams.usda.gov/default_home_FGIS.aspx and click on **View Customer Guide**. The Customer Guide instructs you how to log into *MyFGIS* and how to request a new *MyFGIS#* for your organization. Your *MyFGIS#* will be linked to all of your organizational activities conducted through *FGISonline*.
- Once your organization is set up and your *MyFGIS#* is assigned, you will be able to request access to the Delegations, Designations, and Export Registrations system where our online designation application process is administered.

USDA Federal Grain Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

Home About FGIS Help Contact Us Login

FGISonline

Agricultural Product Standards (APS) Certificates (CRT)

Delegations/Designations and Export Registrations (DDR) Equipment Capability Testing (ECT)

Inspection Data WareHouse (IDW) FGIS Official Service Provider Licensing (FOL)

Validate a USDA FGIS Certificate Inspection, Testing, and Weighing (ITW)

Official Service Providers Quality Assurance and Control (QAC)

MyFGIS

[View Customer Guide](#)

AMS | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Request Access to Delegations, Designations, and Export Registrations (DDR)

- Next you will need to request access to the DDR system through *FGISonline*.
- The DDR system can be accessed at the following link: <https://fgisonline.ams.usda.gov/>. Click on **Delegations/Designations and Export Registrations (DDR)**.
- Upon initial request, you will be prompted to complete and submit an online form to request access to the *FGISonline* resource. It may take up to 24 hours for your access request to be reviewed and granted.
- Once access is granted, you will have the ability to complete an online application for designation, but only when an Opportunity for Designation notice has been published in the Federal Register for the area you would like to apply and when FGIS has opened the area for application within the online system.

Monitor the Federal Register for Opportunity for Designation Notices

- All Opportunities for Designation are published in the *Federal Register* and viewable by the 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.




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 at <https://fgisonline.ams.usda.gov/>. Click on **Delegations/Designations and Export Registrations (DDR)**.
- On the DDR home page, click on **My Information**, then select I want to submit a new application for **Designation**.
- Alternatively, if you have the Organization Manager Role, you may click on Designations in *MyFGIS*. This will take you to the DDR home page where you can click on **My Information**.



Apply Online Using DDR

Each of the pages within the DDR 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.

Cancel

Save and Exit

Save and Continue >>

Apply Online Using DDR - continued

- **Step One** (Fig. 25). Enter the exact name of the private firm, individual, or state organization applying for designation. Include your web site address, if any.
- **Step Two** (Fig. 26). Use the drop list to select the designation for which you are applying. You can only select a designation which is currently unassigned and accepting applications. Once you select a designation, the following information will appear on the screen:
 - *Geographic Area*. The FGIS definition of the geographic area, in read-only format.
 - *Amended Geographic Area*. The text of the definition, in edit-ready format. You can choose to apply for the designation as currently defined, or you can request that the designation be amended to include or exclude counties, areas, service points or other facilities, or services (such as inspections or weighings). **If you are NOT changing the geographic area of the designation, do NOT enter any changes to the text. Simply select your designation from the drop list, and then save and continue (or save and exit).**

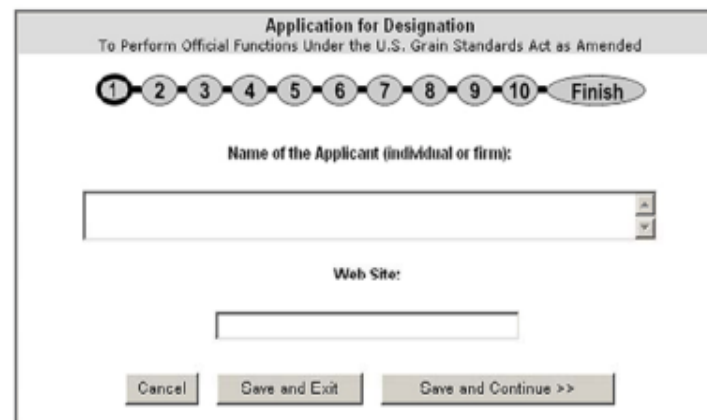


Figure 25 – Application For Designation, Step One: Applicant Name

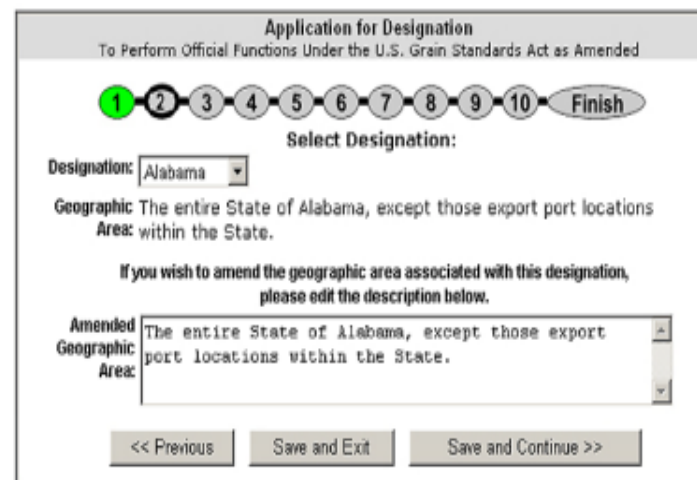


Figure 26 – Application For Designation, Step Two: Select Designation

Apply Online Using DDR - continued

- **Step Three** (Fig. 27). Indicate your scope of services by clicking the checkboxes for inspection, weighing, or both.
- **Step Four** (Fig. 28). Enter the business address. Once you enter the zip code, the application will automatically fill in the city and state (note: do NOT hit the Enter key. Use the tab key or mouse to advance to a new field after entering the zip code).
- **Step Five** (Fig. 29). Enter the business title, name, phone number, and email address of the person who can be contacted regarding your application.

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

Scope of Services:

Official Inspection Official Weighing

<< Previous Save and Exit Save and Continue >>

Figure 27 – Application For Designation, Step Three: Scope of Services

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

a. Enter the business address :

Address 1:

Address 2:

Zip Code:

City:

State:

<< Previous Save and Exit Save and Continue >>

Figure 28 – Application For Designation, Step Four: Business Address

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

Person to contact regarding this application:

Title: First: Middle: Last:

Phone Number: Email:

<< Previous Save and Exit Save and Continue >>

Figure 29 – Application For Designation, Step Five: Point of Contact

Apply Online Using DDR - continued

- **Step Six** (Fig. 30). Select your organization type from the drop list. DDR will require different information for different organizations.

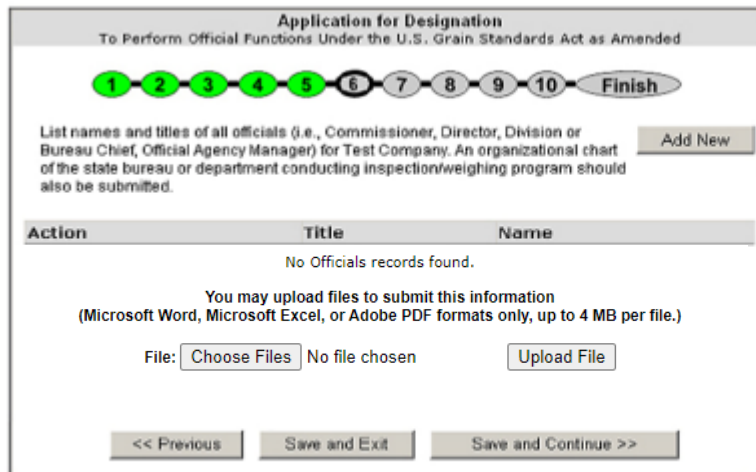
The screenshot shows a web form titled "Application for Designation" with the subtitle "To Perform Official Functions Under the U.S. Grain Standards Act as Amended". At the top, there is a progress bar with 10 numbered steps. Steps 1 through 5 are green, step 6 is black and highlighted, and steps 7 through 10 are grey. Below the progress bar, the text reads "a. Identify the type of organization:". To the right of this text is a dropdown menu with a downward arrow. The dropdown menu is open, showing the following options: "Select One", "State Organization", "Corporation", "Partnership", "Sole Proprietorship", and "Other". At the bottom of the form, there are three buttons: "<< Previous", "Save and Exit", and "Save and Continue >>".

Figure 30 – Application For Designation, Step Six: Type of Organization

- **State Organization** (Fig. 31 – next slide): Enter the names and titles of all agency officials (i.e., Commissioner, Director, Bureau Chief, Official Agency Manager), and provide a chart of your organizational structure. For this page you can manually enter the records, upload a file, or email the information.
- **Corporation** (Fig. 32 – next slide): Use the Add New button to manually enter the names of all stockholders, officers, and directors. Also indicate each stockholder's percent of ownership.
- **Partnership** (Fig. 33 – next slide): Use the Add New button to manually enter each partner's name and percent of ownership.
- **Sole Proprietorship** (Fig. 34 – next slide): type in the owner's name.

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.
- 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(s) 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**.
- 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.



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

List names and titles of all officials (i.e., Commissioner, Director, Division or Bureau Chief, Official Agency Manager) for Test Company. An organizational chart of the state bureau or department conducting inspection/weighing program should also be submitted. Add New

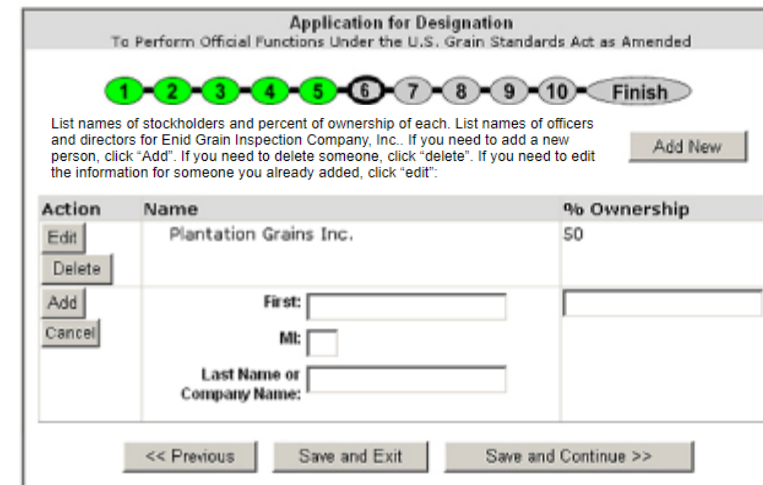
Action	Title	Name
No Officials records found.		

You may upload files to submit this information
(Microsoft Word, Microsoft Excel, or Adobe PDF formats only, up to 4 MB per file.)

File: No file chosen

<< Previous

Figure 31 – Application For Designation, Step Six: State Organization



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

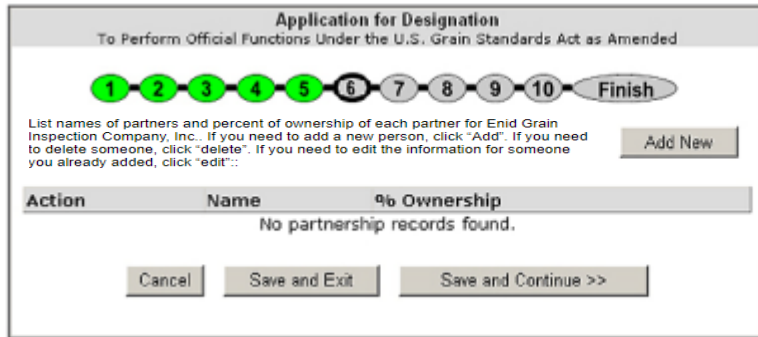
List names of stockholders and percent of ownership of each. List names of officers and directors for Enid Grain Inspection Company, Inc. If you need to add a new person, click "Add". If you need to delete someone, click "delete". If you need to edit the information for someone you already added, click "edit": Add New

Action	Name	% Ownership
<input type="button" value="Edit"/>	Plantation Grains Inc.	50
<input type="button" value="Delete"/>		
<input type="button" value="Add"/>	First: <input type="text"/>	<input type="text"/>
<input type="button" value="Cancel"/>	Mi: <input type="text"/>	
	Last Name or Company Name: <input type="text"/>	

<< Previous

Figure 32 – Application For Designation, Step Six: Corporation

Apply Online Using DDR - continued



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

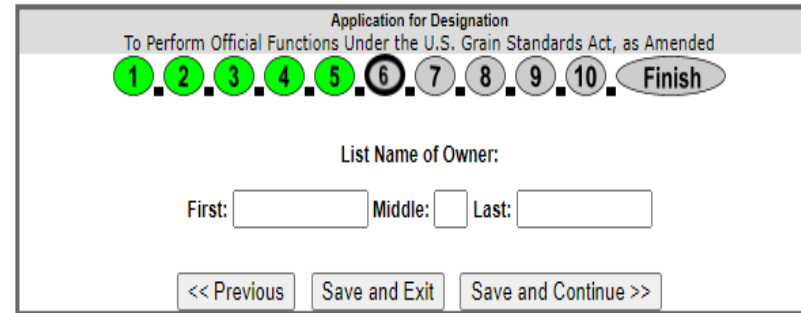
1 2 3 4 5 6 7 8 9 10 Finish

List names of partners and percent of ownership of each partner for Enid Grain Inspection Company, Inc. If you need to add a new person, click "Add". If you need to delete someone, click "delete". If you need to edit the information for someone you already added, click "edit":

Action	Name	% Ownership
No partnership records found.		

Cancel Save and Exit Save and Continue >>

Figure 33 – Application For Designation, Step Six: Partnership



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

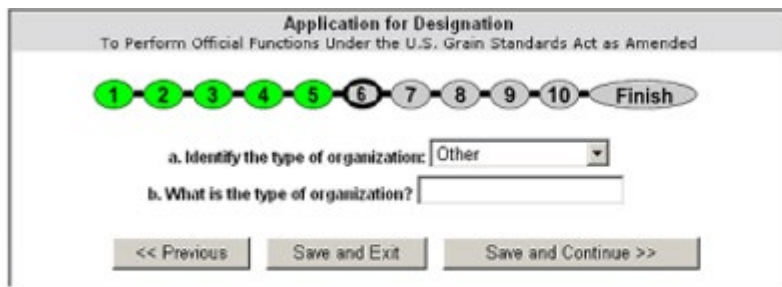
List Name of Owner:

First: Middle: Last:

<< Previous Save and Exit Save and Continue >>

Figure 34 – Application For Designation, Step Six: Sole Proprietorship

o **Other** (Figs. 35 and 36): enter a text description of the organization (such as Cooperative). On the next page, manually enter the full name of all ownerships and trustees.



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

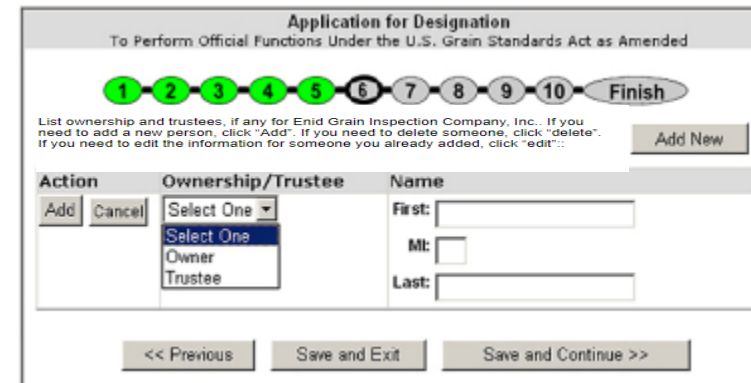
1 2 3 4 5 6 7 8 9 10 Finish

a. Identify the type of organization: Other

b. What is the type of organization?

<< Previous Save and Exit Save and Continue >>

Figure 35 – Application For Designation, Step Six: Other Organization Type



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

List ownership and trustees, if any for Enid Grain Inspection Company, Inc. If you need to add a new person, click "Add". If you need to delete someone, click "delete". If you need to edit the information for someone you already added, click "edit":

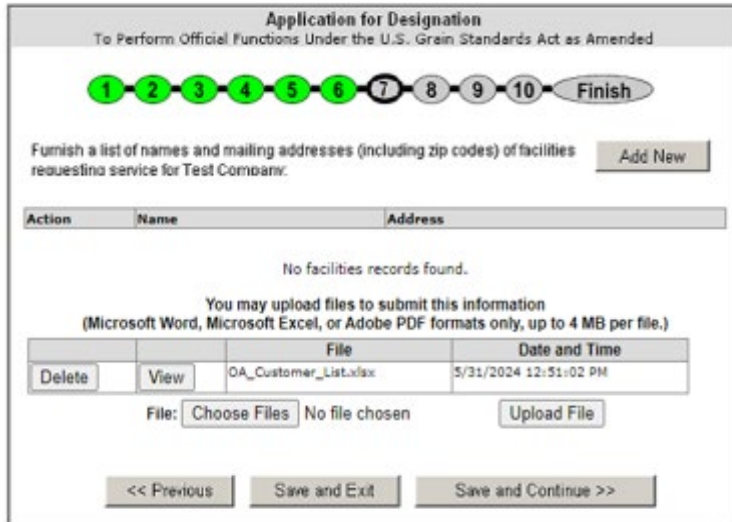
Action	Ownership/Trustee	Name
Add	Select One	First:
Cancel	Select One	Middle:
	Owner	Last:
	Trustee	

<< Previous Save and Exit Save and Continue >>

Figure 36 – Application For Designation, Step Six: Ownership of Other Organization Type

Apply Online Using DDR - continued

- **Step Seven** (Fig. 37). Provide the names and addresses of the facilities requesting service for your organization. This information is not required since as a new applicant, you may not have facilities requesting service yet.



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

Furnish a list of names and mailing addresses (including zip codes) of facilities requesting service for Test Company.

Action	Name	Address
No facilities records found.		

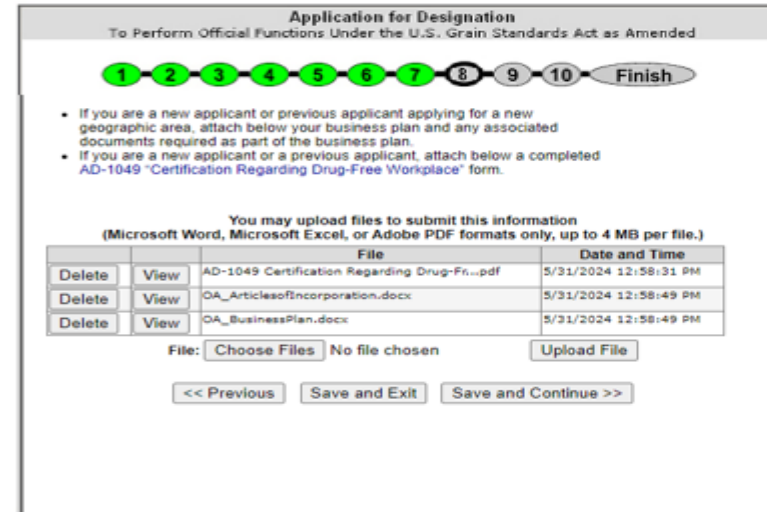
You may upload files to submit this information (Microsoft Word, Microsoft Excel, or Adobe PDF formats only, up to 4 MB per file.)

	File	Date and Time
Delete View	OA_Customer_List.xlsx	5/31/2024 12:51:02 PM

File: No file chosen

<< Previous Save and Exit Save and Continue >>

Figure 37 – Application For Designation, Step Seven: Facilities



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

- If you are a new applicant or previous applicant applying for a new geographic area, attach below your business plan and any associated documents required as part of the business plan.
- If you are a new applicant or a previous applicant, attach below a completed AD-1049 "Certification Regarding Drug-Free Workplace" form.

You may upload files to submit this information (Microsoft Word, Microsoft Excel, or Adobe PDF formats only, up to 4 MB per file.)

	File	Date and Time
Delete View	AD-1049 Certification Regarding Drug-Fr...pdf	5/31/2024 12:58:31 PM
Delete View	OA_ArticlesofIncorporation.docx	5/31/2024 12:58:49 PM
Delete View	OA_BusinessPlan.docx	5/31/2024 12:58:49 PM

File: No file chosen

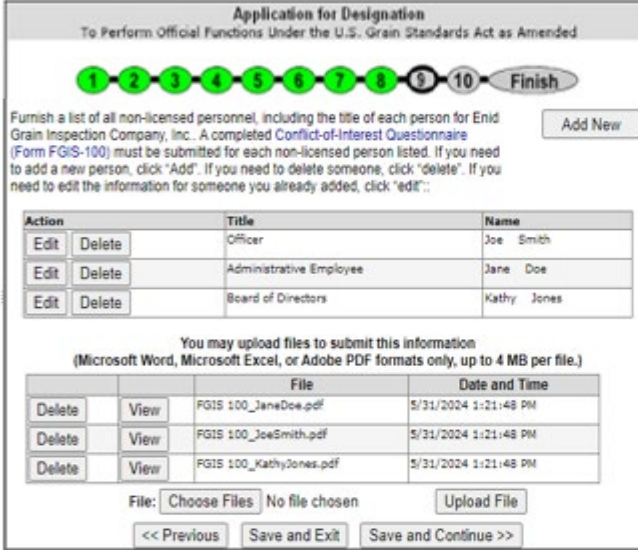
<< Previous Save and Exit Save and Continue >>

Figure 38 – Application For Business Plan and Drug-Free Workplace form

- **Step Eight** (Fig. 38).
 - Attach your business plan and any associated documents required as part of the business plan. See more information on business plan requirements in preceding slides.
 - Attach a signed AD-1049 [Certification Regarding Drug-Free Workplace Requirements \(Grants\) Alternative I – For Grantees Other Than Individuals \(usda.gov\)](https://www.usda.gov/operations/operations-division/alternative-i). See more information on promoting a drug-free workplace in preceding slides.

Apply Online Using DDR - continued

- **Step Nine** (Fig. 39).
 - Provide the name and business title of all non-licensed personnel who work for your organization. This includes the individuals you listed in step 6 such as officers, stockholders, partners, owners, trustees, board of directors. Also include non-licensed managers, administrative staff, other employees etc.
 - Attach a completed Conflict-of-Interest Questionnaire ([Form FGIS-100](#)) for each non-licensed person listed on this page. See more information on conflict of interest in preceding slides.
 - Attach a signed AD-1049 [Certification Regarding Drug-Free Workplace Requirements \(Grants\) Alternative I – For Grantees Other Than Individuals \(usda.gov\)](#). See more information on promoting a drug-free workplace in preceding slides.
- **Step Ten** (Fig. 40). Enter the name and title of the manager of your organization’s grain program. Indicate if this person is also the official who oversees your grain program; if not, enter the responsible official’s name on the next screen.



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

Furnish a list of all non-licensed personnel, including the title of each person for Enid Grain Inspection Company, Inc.. A completed Conflict-of-Interest Questionnaire (Form FGIS-100) must be submitted for each non-licensed person listed. If you need to add a new person, click "Add". If you need to delete someone, click "delete". If you need to edit the information for someone you already added, click "edit":

Action	Title	Name
Edit Delete	Officer	Joe Smith
Edit Delete	Administrative Employee	Jane Doe
Edit Delete	Board of Directors	Kathy Jones

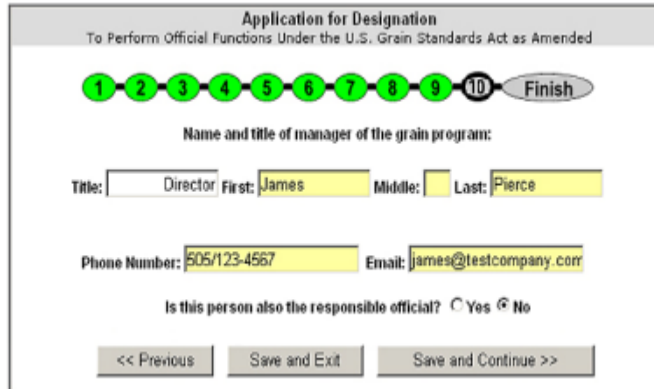
You may upload files to submit this information
(Microsoft Word, Microsoft Excel, or Adobe PDF formats only, up to 4 MB per file.)

	File	Date and Time
Delete View	FGIS 100_JaneDoe.pdf	5/31/2024 1:21:48 PM
Delete View	FGIS 100_JoeSmith.pdf	5/31/2024 1:21:48 PM
Delete View	FGIS 100_KathyJones.pdf	5/31/2024 1:21:48 PM

File: Choose Files No file chosen Upload File

<< Previous Save and Exit Save and Continue >>

Figure 39 – Application For Designation, Step Nine: Non-licensed Personnel



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 and title of manager of the grain program:

Title: Director First: James Middle: Last: Pierce

Phone Number: 505/123-4567 Email: james@testcompany.com

Is this person also the responsible official? Yes No

<< Previous Save and Exit Save and Continue >>

Figure 40 – Application For Designation, Step Ten: Grain Program Manager

Submit a Detailed Business Plan (continued)

- Please include the following in your business plan:
 - State where you will set up office and inspection laboratories and your arrangements for obtaining such spaces.
 - State how you will obtain the necessary grain inspection equipment to perform official services.
 - State how you will obtain the required computer hardware, software, and internet access.
 - Explain your plans to get the persons licensed to perform inspection functions, as necessary, to provide service to the customer base.
 - Describe your proposed management and supervision structure. Include how you plan to conduct supervision of employee official duties.
 - Submit a copy of your organizations Articles of Incorporation and any by-laws.
 - Submit proof of financial solvency and necessary capital required to effectively conduct business as an official service provider.
 - Submit a list of official services you intend to provide and a proposed fee structure for those official services in accordance with FGIS Directive 9100.7 Fees for Official Service Provider Services. [DIRECTIVE 9100.7 \(usda.gov\)](https://www.usda.gov/officeofpublicaffairs/press-releases/2015/05/20150514-directive-9100-7)
 - If considered a ‘conflict’ organization, or owned by an unofficial inspection organization, describe how you plan maintain separation from the ‘conflict’ or ‘unofficial’ organization. Identify any persons serving as Trustees or Board of Directors members between the ‘conflict’ or ‘unofficial’ organization and the proposed ‘official’ entity. See next slide for more information.
 - Provide any additional details or information to assist FGIS in determining your organizations fitness for designation.

Special Requirements for Entities Owned by Grain Trade Organizations or Unofficial Inspection Agencies

• Conflict of Interest Agencies

- Conflict agencies are owned by the trade and are required to have a board of directors or trustees that act as a buffer between the owners and the agency. The owners of a conflict agency have a financial interest in the grain and the final outcome of inspections.
- Owners of conflict agencies cannot participate in the management decisions and provide only public relation type support (information on grain grading awareness, etc.) They should be careful as to not give the perception of being involved with the inspection/weighing of the grain.
- The trustees over see management of the business and are paid for their work and reimbursed for expenses. They approve major expenses; assist with certain management decisions; decide on office additions/deletions, etc.

• Official Agencies owned by an Unofficial Agency

- The main difference between a conflict-of-interest agency and an unofficially owned agency is that the unofficial agency does not own the grain or have any interest in the final outcome of the inspection as does the owner of a conflict agency. Unofficially owned agencies are also required to have a buffer (Directors or Trustees) between the agency and owners.

- In both cases above, a separate entity owned by the conflict or unofficial organization that applies for designation under the USGSA, must have its own management, employees, facilities, and equipment.
- If such entity is designated under the USGSA, the entity cannot represent itself to customers and the general public as being part of the conflict or unofficial agency. This includes, but is not limited to, items such as job announcements, advertisements, apparel, websites, billing invoices, and any other correspondence or dealings with customers and the general public.
- The unofficial agency may only promote use of the “official system” and may not advertise or promote use of the unofficial agency. It also may offer its assistance with certain human resource, procurement, and administrative functions that will not jeopardize the integrity of or public confidence in the designation.

§87. Conflicts of Interest

- Section 87. of [7 USC Ch. 3: GRAIN STANDARDS \(house.gov\)](#) of the USGSA prohibits:
 - Any person licensed or authorized by the Secretary to perform official functions from being financially interested (directly or otherwise) in any business entity owning or operating any grain elevator or warehouse or engaged in the merchandising of grain, or be in the employment of, or accept gratuities from, any such entity, or be engaged in any other kind of activity specified by regulation of the Secretary as involving a conflict of interest.
 - An official agency or State agency from engaging in any activity specified within this section or by regulation.
- FGIS implemented the USGSA conflict of interest statutory requirements in regulations at [eCFR :: 7 CFR 800.187 -- Conflicts of interest](#) and in [Directive 9070.3](#).
- All licensed, nonlicensed and authorized personnel are responsible for reporting and eliminating conflict-of-interest situations or the appearance thereof.
- All licensed personnel must submit a conflict-of-interest questionnaire (FGIS-944) and declaration through the FGIS Official Service Provider Licensing (FOL) program when initially applying for a license, during a license renewal, and anytime there is a new change in conflict of interest or circumstances status.

Promoting and Maintaining a Drug Free Workplace

- Official personnel and warehouse samplers must maintain high standards of honesty, integrity, and impartiality to assure proper performance of their duties and responsibilities and to maintain public confidence in the services provided by them.
- FGIS requires all applicants for designation to complete and submit a new or updated form AD-1049 with every new application.

[Certification Regarding Drug-Free Workplace Requirements \(Grants\) Alternative I – For Grantees Other Than Individuals \(usda.gov\)](https://www.usda.gov/working-program-discrimination-complaint-usda-customers)

This form is available electronically.

OMB Control No. 0505-0027
Expiration Date: 04/30/2022



**Certification Regarding Drug-Free Workplace Requirements (Grants)
Alternative I – For Grantees Other Than Individuals**

AD-1049

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 C.F.R. Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page three before completing certification.)

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE (Street Address, City, County, State, Zip Code)

Check if there are workplaces on file that are not identified here.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.usda.gov/working-program-discrimination-complaint-usda-customers\)](https://www.usda.gov/working-program-discrimination-complaint-usda-customers) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Apply Online Using DDR -continued

- Finish (Fig. 41). Review the information you submitted for each part of the application. If you need to edit any section, click the corresponding page number at the top of the form, or use the Previous and Continue buttons to scroll through the application.
- To submit the application, check the certification button at the bottom of the page. Click **Submit Application** to submit your electronic application to FGIS. When you return to the My Information page, your application will be listed under In Process.

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

1
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Finish

1	Name of Applicant: Test Company	
	Web Site: www.testcompany.com	
2	Designation	
	Name: Alabama	
	Geographic Area: The entire State of Alabama, except those export port locations within the State.	
3	Scope of Service	
	Official Inspection: Yes	Official Weighing: Yes
4	Address	
	Business Address: 1000 E Ellijay Orchard Sardis GA 30456	
	Mailing Address: 1000 E Ellijay Orchard Sardis GA 30456	
5	Point of Contact	
	First Name: David	
	Middle Initial: A	
	Last Name: Van Norden	
	Phone: 202-123-4567	
	Email: david@testcompany.com	
6	Stockholders, Officers and Directors	
	Last	First
	M.I.	% Ownership
	Plantation Grains Inc.	50
	Guillot	25
7	Facilities Requesting Service	
	Name	Street Address
	City	State
	Zip	
	1 file(s) uploaded.	
	OA_Customer_List.xlsx	View
8	Supporting Documentation	
	AD-1049 Certification Regarding Drug-Fr...pdf	View
	OA_ArticlesofIncorporation.docx	View
	OA_BusinessPlan.docx	View
9	Non-licensed Personnel	
	Title	First
	M.I.	Last Name
	Officer	Joe
	Administrative Employee	Jane
	Board of Directors	Kathy
	3 file(s) uploaded.	
	FGIS 100_JaneDoe.pdf	View
	FGIS 100_JoeSmith.pdf	View
	FGIS 100_KathyJones.pdf	View
10	Grain Manager	
	Title: Owner/Official Agency Manager	
	First Name: Andy	
	Middle Initial:	
	Last Name: Green	
	Phone: 111-111-1111	
	Email: andygreen@xyz.com	
10	Responsible Manager	
	Title: Agency Director	
	First Name: James	
	Middle Initial:	
	Last Name: Madison	
	Phone: 111-222-3333	
	Email: jm@xyz.com	

Please click the certification check box before submitting the application.

Certification: I certify that the answers given on this application are true and correct to the best of my knowledge and belief.

<< Previous
Save and Exit
Submit Application

Figure 41 – Review and Submit Application For Designation

Review, Recommendation, and Designation Award Process

- After your online application and all requested documentation have been submitted and the application period has ended, your application and any *Federal Register* public comments will be reviewed by the FGIS Quality Assurance and Compliance Division (QACD).
- If only one application is received, QACD will review all aspects of the application to determine if the applicant meets the designation criteria and qualifies for designation as defined in the USGSA.
- If more than one application is received, QACD must review all aspects of all applications and perform a comprehensive comparison to help determine which applicant is better able than any other applicant to provide official inspection service, for the geographic area. In scenarios involving new applicants and/or multiple applicants QACD publishes a second *Federal Register* notice requesting public comments about the applicants for designation.
- Once AMS has made a final decision, QACD will contact each applicant to notify them of the outcome of the decision. If an applicant is to be awarded the designation, QACD will notify the applicant to confirm the terms for which the designation will be awarded and to verify the selected applicant's agreement to accept the terms.
- When all applicants have been notified of the outcome. QACD will begin the process to publish a final *Federal Register* notice announcing the designation award. This announcement may be consolidated with other designation award notices.

Designation Criteria Under the USGSA and Regulations

- Review the USGSA Designation Criteria in the [United States Grain Standards Act \(As Amended\)](#).
 - See § 79(f)(1)(A) for the conditions and criteria for designation
 - See § 79(f)(1)(B) that says that an applicant must be better able to provide service than any other applicant for designation.
 - See §87b. Prohibited acts.
- Review the USGSA Designation Criteria in Part 800 Regulations under the United States Grain Standards Act.
 - See [§ 800.196 Designations](#).
 - See [§ 800.185 Duties of official personnel and warehouse samplers](#).
 - See [§ 800.186 Standards of conduct](#).