United States Department of Agriculture

Agricultural
Marketing
Service

Federal Grain Inspection
Service

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TO: FGIS EXPORT FIELD OFFICES, DELEGATED STATES

FROM: Anthony Goodeman, Director
             Field Management Division

SUBJECT: New Instruction for Entering Export Shiplot Data into DEC

ORIGINATING OFFICE: Policies, Procedures, and Market Analysis Branch

1.   PURPOSE

This policy presents the Standard Operating Procedure (SOP) for ensuring all export shiplot data is entered into DEC in a timelier manner. The current process of transmitting data from *FGISonline*-ITW to the Domestic / Export Counts (DEC) application of *FGISonline* requires a certification clerk to manually push the "938" button in the *FGISonline*-CRT application Inspection Inbox. FGIS is implementing this policy in order to establish greater confidence in FGIS' export inspection data.

2.   BACKGROUND

This is a new policy. Effective February 1, 2022, FGIS management will implement a pathway allowing the transmission of ship log data to occur automatically in DEC at the time it transmits from ITW to CRT. *FGISonline* will deactivate the "938" button so it is "grayed out" and unusable when records already exist in DEC. Certification clerks will follow the instructions given in the PROCEDURES section.

3.   PROCEDURES

- Record Verification: The DEC Verifying staff must complete their tasks no later than 2359 local time Friday, or 2359 local time Sunday if working weekends, so the data can be moved to History (and reported to AMS-Market News) by no later than 0830 Monday.

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- Certification Changes: If a certificate record needs to be changed in ITW (e.g., change in factor, destination, carrier, etc.), <u>after its associated DEC record has been moved to history</u>, the Inspection log record goes back to ITW to make the change. (Moisture basis, min/max, fumigation, etc., are items which cannot pull from ITW logs, and must be manually entered, as they are text fields on the log.)

  o When the change is completed and the Inspection log record is transferred back to CRT from ITW to be certified, a duplicate record will be created in DEC

  o New DEC Record: The new DEC record will display a DUPLICATE label. The Verifying clerk will need to manually delete the DUPLICATE record after verifying if notification to PPMAB is necessary

  o If the certification change affects the DEC record in History, the DEC Verifying staff member must contact PPMAB before deleting the DEC record

  o PPMAB will make the needed change in DEC History and contact *FGISonline* if the change affects billing (i.e., changes to date, quantity of carriers or weight, service point, or applicant of service, etc.)

If the certification change occurs prior to the DEC record moving to History, the Verifying clerk can make the change. All related records input into DEC will be deleted if a log is rejected.

Note: It is of paramount importance that DEC records are <u>verified in a timely manner</u>, meaning no later than 2359 local time Friday or 2359 local time Sunday if working weekends. Even though records have been synced and pushed to DEC, it does not mean they have been verified. Records that are unverified become late records and are published in a corrections report, resulting in stakeholder concerns about data integrity.

4. FILING INSTRUCTIONS

Field office managers must ensure that a copy of this memorandum is available to official agencies providing export shiplot inspection services.

5. QUESTIONS

Direct any questions regarding this procedure to the local field office or to [AMS - FGIS Policies Procedures and Market Analysis Branch](#).