United States Department of Agriculture
Grain Inspection, Stockyards and Packers Administration

Delegation/Designation and Export Registration (DDR)

User's Manual

Version 2.0

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Previous Change History

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Document Sign-off

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I. Introduction

The Delegation/Designation and Export Registration (DDR) application was developed as part of the USDA's Grain Inspection, Packers and Stockyards Administration (GIPSA) Application Modernization (GAM) suite.

DDR provides a web-based interface to allow public users to submit applications for export registration and for designation. It supports both new applicants and existing registered grain firms and official agencies (commercial organizations and state agencies).

DDR also supports the internal FGIS review and approval of these applications, as well as the management of operational parameters and other administrative aspects needed to manage designations. It includes an interface to the GAM letter generation system for extracting content from the DDR database to use with Word templates in generating letters to applicants.

Finally, DDR also provides web services to make selected information about official agencies and registered grain firms available to other GAM applications, and to public users without USDA eAuthentication IDs.

GIPSA FGIS System Menu Page

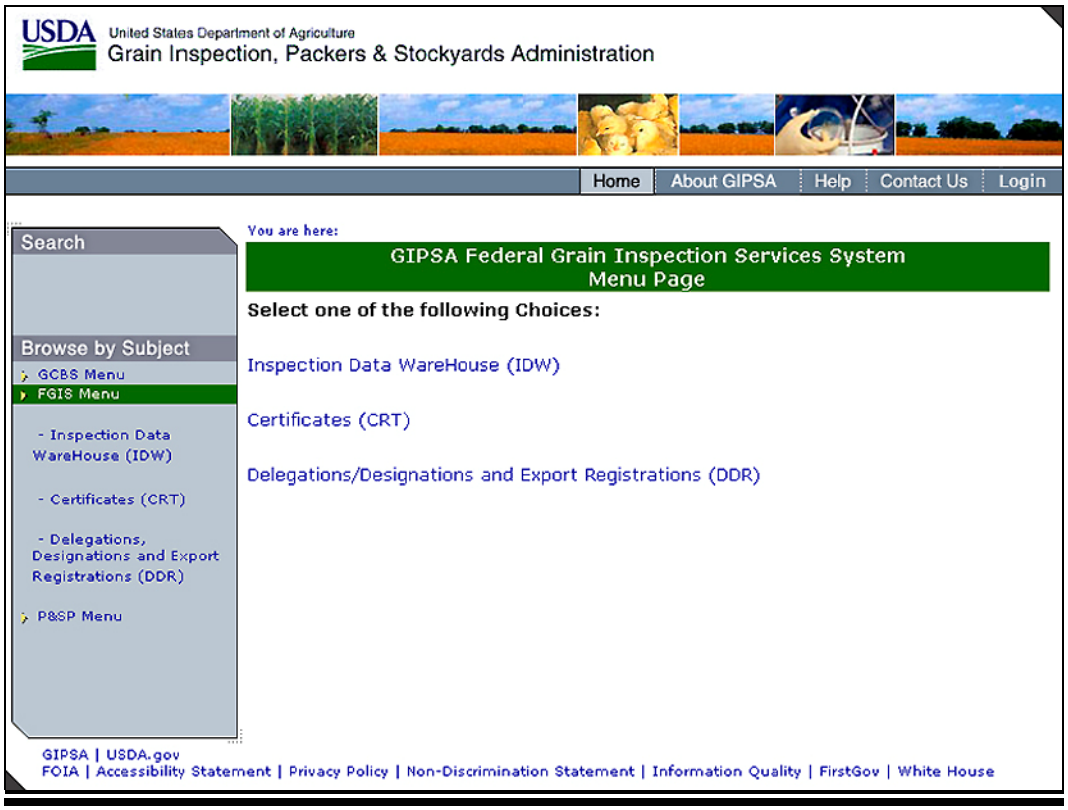

Figure 1 – GIPSA's Federal Grain Inspection Services System menu page

From the GIPSA Common Business Systems (GCBS) home page, choose **FGIS Menu** to open the **GIPSA Federal Grain Inspection Services System Menu Page** (Fig. 1). Click **Delegations/ Designations and Export Registrations (DDR)** to open the DDR application.

Every page within the GAM suite has three navigation panels: a menu of internal links, a menu of external links, and general navigation buttons. The rest of the screen will change according to the active application.

General Navigation

The buttons at the top right direct you to system resources.

LINK	REDIRECTS USER TO
Home	USDA GIPSA Intranet or Internet home page, depending on network
Help	GAM-wide help system
About GIPSA	GIPSA public information page
Contact Us	GIPSA public contact information page
Login	GIPSA user login interface

Internal Navigation

The internal links are located in the grey Search / Browse by Subject navigation panel on the left side of the page. At the FGIS home page level, it links to other GAM applications.

LINK	REDIRECTS USER TO
Inspection Data Warehouse	the Inspection Data Warehouse (IDW) main page
Delegations/Designations and Export Registration	the Delegations/Designations and Export Registration (DDR) main page
Certificates	the Certificates System (CRT) main page

Once you enter an application (such as DDR or CRT), the Search **/** Browse by Subject navigation panel will change to reflect that application's menu options.

External Navigation

The external links are accessed from the menu bar at the bottom of each page in the DDR application.

LINK	REDIRECTS USER TO
GIPSA	the Grain Inspection, Packers & Stockyards Administration organizational home page
USDA.gov	the United States Department of Agriculture home page
FOIA	the USDA Freedom of Information Act page
Accessibility Statement	the USDA Accessibility Statement page
Privacy Policy	the USDA Privacy Policy page
Non-Discrimination Statement	the USDA Non-Discrimination Statement page
Information Quality	the USDA Quality of Information Guidelines page
FirstGov	the U.S. Government's Web Portal home page
White House	the White House home page

DDR Application Navigation

Navigating Within the Application

The text that starts with **You are here:** immediately above the green title bar on the page is referred to as the breadcrumbs area. As you navigate through DDR, this area will change to reflect your chain of commands. For example, if you start at the DDR home page, select **Official Agency List**, then select **Personnel** from the Action droplist next to an official agency, you will be directed to the **List Personnel Records** page, where the breadcrumbs will read:

You are here: DDR Menu / Official Agency List / Personnel List

The breadcrumbs area provides active navigation links. In the example above, you can click DDR Menu in the breadcrumbs area to return directly to the DDR menu page.

Duplicates of the internal menu links are located in the grey Search **/** Browse by Subject navigation panel on the left side of the page. All of the DDR commands available to you will be visible in the Search **/** Browse navigation panel, no matter where you are in the application.

Important Note: Do not use your browser's "Back" button to navigate through DDR. Use the breadcrumbs, the navigation buttons provided at the bottom of the screen (such as **Return** or **Cancel**), or the menu links in the grey Search **/** Browse by Subject navigation panel to the left of the screen.

Navigating List Pages

Almost all of the pages in DDR display data in the form of tables with rows and columns, such as the **List Official Agencies** page. Each of these tables has the same navigation controls. Each table also displays the total number of records at the bottom of the page, next to the row and page navigation tools.

To *change the number of rows displayed on the page,* type the desired value (from 1 to all records) in the field next to "**Rows:**" and press enter. Tables will display up to 50 rows per page unless otherwise specified.

To *view the next page or previous page of records*, click the forward ▶ or backward ◀ arrows.

To *jump to a different page of records*, type the desired page number in the field next to "**Page:**" and click "**Go**."

To *sort records*, click the column header (such as date) to sort by that field. Sort order can be changed (from ascending to descending or vice versa) by clicking the header again.

To *locate a specific record*, select a search option from the application home page or from the grey Search panel to the left.

Session Timeout

As a security precaution, all GAM applications will time out when they are left idle for an extended period of time. All timeouts will default to the GAM Session Timeout page (Fig. 2). Click the blue hyperlink **here** to be redirected to the login page.

Once you log back in, you will return to the DDR home page (or any other application that logged out).

Figure 2 – Session Timeout Page

II. DDR Functions

How to Use This Manual

Different classes of DDR users will have access to different portions of the DDR application, according to their USDA eAuthentication level, job duties, and their status as an applicant, customer, official agency representative, administrator, FGIS employee, or public user.

To preserve data security, the DDR interface changes according to your user type. There are two different DDR interfaces for the five user classes:

Public users,

Customers/applicants,

FGIS users (review branch users),

FGIS users (regulatory branch users), and

Administrators.

Section A introduces the user classes and describes the DDR interface and list of menu commands for each user type.

Sections B through E contain detailed descriptions of each DDR function. Once you are familiar with the menu page for your use type, you can look up each menu command in the section that describes that process.

A. DDR Menus and User Classes

A. 1 — Public Users and Customers / Applicants

Any individual can access DDR to find and view portions of DDR's records of commercial and state government official agencies (OAs) and registered grain firms (RGFs). Authorized individuals may also use DDR to apply for registration as an official service provider or grain export firm.

Public users are individuals with no eAuthentication account or authorization requirement. These users can view limited information about commercial and state government official agencies (OAs) and registered grain firms (RGFs).

> **Note:** The "public user" category may also include USDA or GIPSA employees who have an eAuthentication user ID, but do not have permission to view DDR information beyond the public level, or permission to modify any DDR records.

Customers and applicants are public (non-GIPSA employee) users with a U.S. Department of Agriculture (USDA) eAuthentication Level 2 user ID, as well as prior registration as a GIPSA customer using the Customer Information Management (CIM) application. These users can submit an application to do business with GIPSA as an OA or RGF, and view the details of the organization records with which they are associated.

Customers, applicants, public users, and non-authorized internal users will all enter DDR through the public menu page (Fig. 3 below).

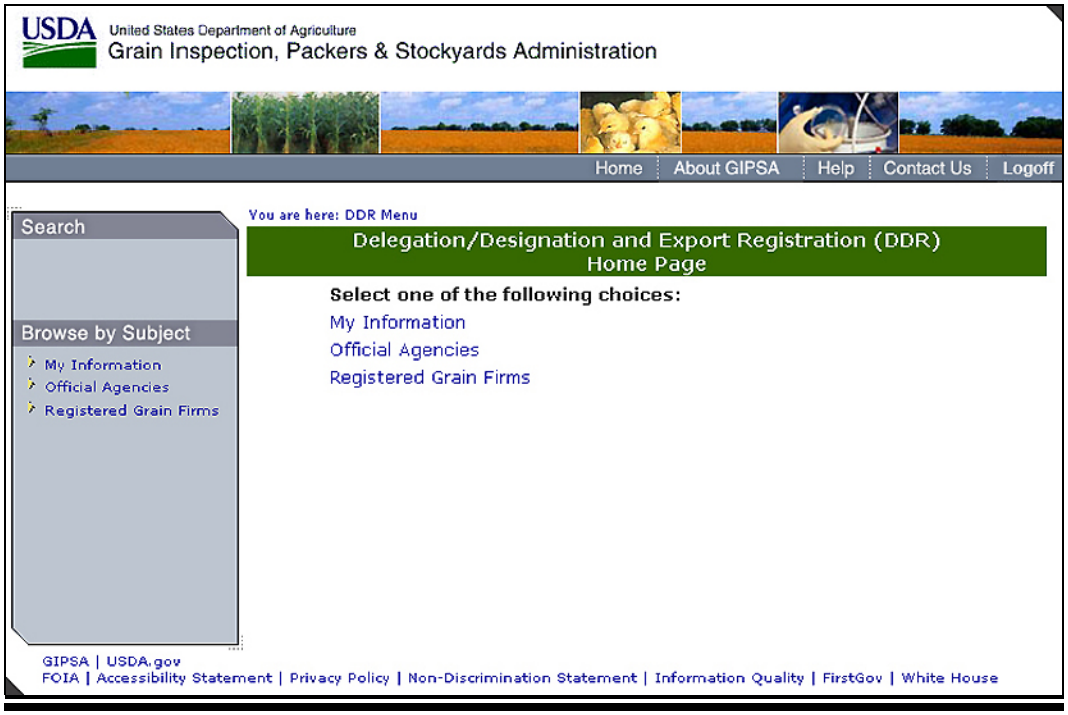

Figure 3 – DDR Home Page: Public Users and Customers

Public users have these DDR menu options:

Official Agencies. See section B, "Public DDR Records."

Registered Grain Firms. See section B, "Public DDR Records."

Customer/applicants have these menu options:

Official Agencies. See section B, "Public DDR Records."

Registered Grain Firms. See section B, "Public DDR Records."

My Information. See section C, "My FGIS Information."

A. 2 — FGIS Internal Users and Administrators

FGIS internal users are users who work directly with DDR and are involved in the review, processing, and approval of applications for designation and export registration, as well as other duties regarding OAs and RGFs. Internal users will either have full add/update/delete privileges, or full read-only access to the DDR system (in the case of employees who do not work directly with DDR). Internal users can be involved with FGIS's regulatory branch or FGIS's review branch.

DDR administrators are employees who have full access to all aspects of the DDR applications, and are responsible for maintaining the operational information used by DDR.

FGIS internal users and DDR administrators will enter DDR through the internal user home page (Fig. 4 below).

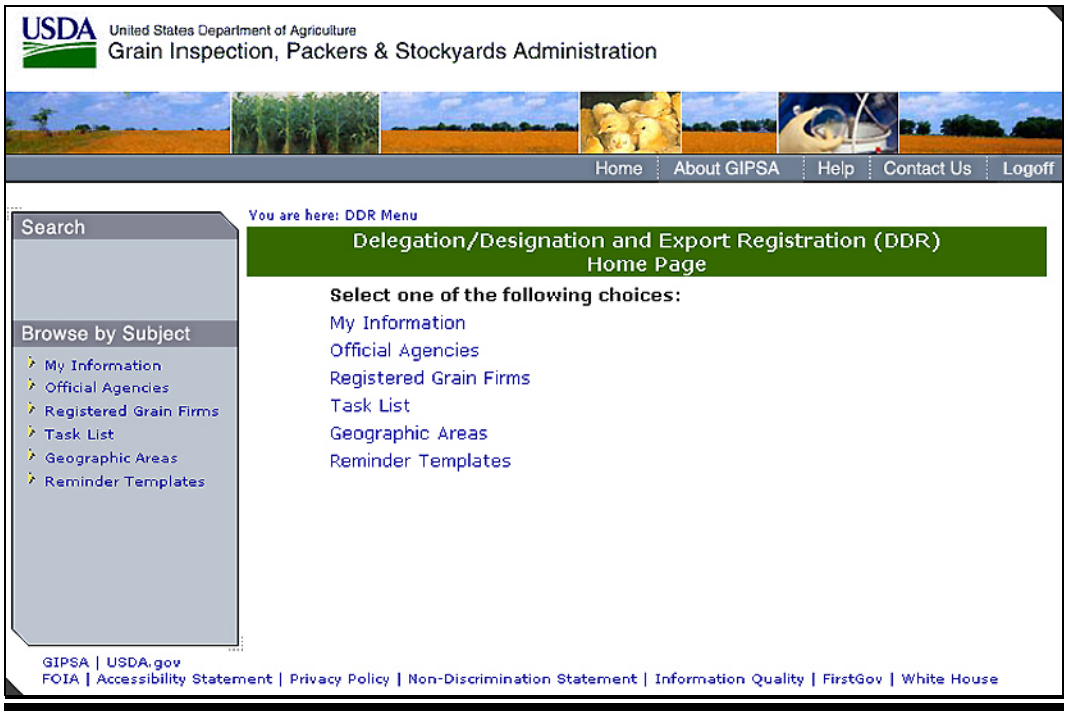

Figure 4 – DDR Home Page: Internal Users and Administrators

FGIS users (regulatory branch) have these DDR menu options:

My Information. See section C, "My FGIS Information."

Official Agencies. See section E, "DDR Permanent Records."

Registered Grain Firms. See section B, "Public DDR Records."

Task List. See section D, "DDR Task List."

FGIS users (review branch) have these DDR menu options:

My Information. See section C, "My FGIS Information."

Official Agencies. See section E, "DDR Permanent Records."

Registered Grain Firms. See section B, "Public DDR Records."

Task List. See section D, "DDR Task List."

Geographic Areas. See section E, "DDR Permanent Records."

Reminder Templates. See section D, "DDR Task List."

Administrative users have access to all menu commands, with additional data maintenance privileges.

B. Public DDR Records

B. 1 — Public Users and DDR Records

Any individual can access DDR to find and view portions of DDR's records of commercial and state government official agencies (OAs) and registered grain firms (RGFs).

Public users can be with no prior USDA authentication or authorization, or USDA employees who have an eAuthentication user ID, but do not have permission to view DDR information beyond the public level or modify any DDR records.

From the GIPSA public web site, public users will access DDR through the public home page (Fig. 3).

B. 2 — View Official Agency Records

From the DDR home page or the left-hand Browse panel, select **Official Agencies** to open the public version of the **Official Agency Directory** (Fig. 5). Use the navigation controls at the bottom of the page to find the desired records.

To see the details of an official agency's designation, click **View** to open the public read-only version of the USDA approved **Application For Designation** summary page (Fig. 6).

Figure 5 – Public Users: Official Agency Directory

To quickly view a subset of those records, use the Filter Search at the top of the table to locate official agencies by name. To filter the list, enter some or all of the name and click **Filter**.

The page will display all records where the name contains that text string; for example, entering "Grain" will find both "Grain Inspection Inc" and "Smith's Grain Company."

To return to the full list, click **Clear.**

You can also sort the records in ascending or descending order by clicking the "Name" column header.

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

Name of Applicant:	Guillot Banks
Web Site:	www.testcompany.com
Fax Number:	202-720-0400
Designation	
Name:	NewGeoArea
Geographic Area:	Pursuant to Section 7(f)(2) of the Act, the following geographic area, the entire State of Alabama, is assigned to this official agency.
Scope of Service	
Official Inspection: Yes	Official Weighing: No
Address	
Business Address:	1000 E Ellijay Orchard Sardis GA 30456
Mailing Address:	1000 E Ellijay Orchard Sardis GA 30456
Point of Contact	
Title:	
First Name:	David
Middle Initial:	A
Last Name:	Van Norden
Phone:	202-123-4567
Email:	david@testcompany.com
Sole Proprietor	
Guillot Banks	

Facilities Requesting Service

Name	Street Address	City	State	Zip
Guillot Banks Farm	1574 Jot-Em-Down Rd	Sardis	GA	30456

Service Points

Name	Availability	Scope of Service	Class	Street Address	City	State	Zip
1 file(s) uploaded.							

Non-licensed Personnel

Title	First	M.I.	Last Name
1 file(s) uploaded.			

Grain Manager	
Title:	
First Name:	David
Middle Initial:	A
Last Name:	Van Norden
Phone:	202-123-4567
Email:	david@testcompany.com
Responsible Manager	
Title:	Agency Director
First Name:	James
Middle Initial:	
Last Name:	Banks
Phone:	505/123-4567
Email:	james@testcompany.com

Close

Figure 6 – Public Users: View Official Agency Designation Record

B. 3 — View Registered Grain Firm Records

From the DDR home page or the grey Browse panel, select **Registered Grain Firms** to open the public version of the **Registered Grain Firm Directory** (Fig. 7). Use the navigation controls at the bottom of the page to find the desired records. You can also use the Filter Search to locate record(s) by name, as described in the previous section.

To see the details of a registered grain firm's export registration, click **View** to open the public read-only version of the USDA approved **Application For Export Registration** summary page (Fig. 8).

You are here: DDR Menu / Registered Grain Firm List

Registered Grain Firm Directory

Filter Search

Name: Filter Clear

The mention of firm names does not imply that they are endorsed or recommended by the U.S. Department of Agriculture.

Select one of the following Registered Grain Firm records:

Action	Name
[View]	Columbia Grain, Inc.
[View]	Commodity Specialists Company
[View]	Cornerstone Ag, L.L.C.
[View]	JM Exports
[View]	Leggett Benjamin
[View]	Sample Company

79 records in 8 Pages. Rows: 10 Page: 1 Go

Figure 7 – Public Users: Registered Grain Firm Directory

Application for Export Registration

Under Section 17 of the United States Grain Standards Act, As Amended

Name of Applicant:	Zeta Grain Firm
Web Site:	www.testcompany.com
Fax Number:	
Year:	2007

Address

Business Address:	2104 Powhatan Ave Arlington VA 22213
Mailing Address:	2104 Powhatan Ave Arlington VA 22213

Corporation or Association Information

Incorporated State:	OK
Incorporated Date:	1/2/2001

Officers

Last Name or Company Name	First	M.I.	Title
Rocket	Johnathan	R	President/CEO
Smyth	Rebacca		Executive Vice President

Owners

Last	First	M.I.	% Ownership
Lancaster Grain Firm			40

Locations

Name	Street Address	City	State	Zip
Weighing Station	2134-C Oak Hill Lane	Fairfax	VA	22031

Other Interests: None

Point of Contact

Title:	General Manager
First Name:	John
Middle Initial:	
Last Name:	Candler
Phone:	202-730-9854
Email:	jcandler@graincorp.com

Close

Figure 8 – Public Users: View Registered Grain Firm Export Registration Record

C. My FGIS Information

C. 1 — Customers and Applicants: Overview

Customer users and applicants are public (non-GIPSA employee) users with a U.S. Department of Agriculture (USDA) eAuthentication Level 2 user ID, plus prior registration as a GIPSA customer within the Customer Information Management (CIM) application. From the customer version of the DDR home page (Fig. 3), applicants and customer users can:

Begin a new application for designation or application for export registration,

Maintain, edit, or delete their saved, submitted, or approved designations and registrations,

View official agency records and registered grain firm records.

Customer records are created in and managed by the Customer Information Management (CIM) application. More than one individual user can be associated with a customer number. For more information, see the CIM User's Manual.

Public users without CIM numbers and non-authorized USDA personnel can enter the **My FGIS Information** page, but will see the error message below (Fig. 9).

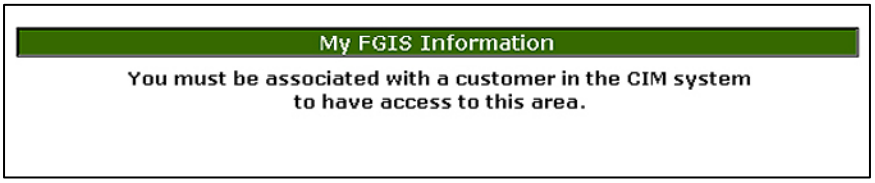

Figure 9 – Error: No customer number

C. 2 — My FGIS Information: Overview

From the DDR home page or the grey Browse panel, select **My Information** to open **My FGIS Information** (Fig. 10 and Fig. 11). This page is the primary DDR interface for customers and applicants. A slightly different version of this page is used by FGIS internal users to modify and track applications in progress.

From this page, the user can:

Apply for a new designation or export registration (sections C. 3 – 6), either by creating an entirely new application (C. 3) or by copying an existing application (C. 7).

Edit an application in progress (section C. 8).

Delete a saved application (section C. 8).

View submitted applications (section C. 9).

Withdraw submitted applications (section C. 9).

Edit returned applications (sections C. 10).

View existing registrations and designations (section C. 11).

Submit changes to existing registrations or designations (section C. 12).

After you log on to the GIPSA public information page, enter the DDR application and select **My Information** from the active application area or the grey Browse panel. The **My FGIS Information** page is divided into four sections:

Menu navigation, located in the grey Browse panel, left, and in the right-hand selection panel, **I Want To Submit a New Application For…,** top.

The Customer identification area in the upper left corner. If you have more than one customer account associated with your user ID, you will see a droplist of associated customer names and numbers. Select each to view the associated applications and designations (the screen will only display one customer's information at a time, not all at once).

The In Process area, which shows partially completed applications for designation and export registration, changes to existing applications which the user has not yet submitted to GIPSA, applications which have been submitted online and are awaiting review by an FGIS internal user, and applications which have been returned to the user for correction.

The USDA Approved area, which shows the official agency designations and export registrations held by the user or organization, from the present (if any) to all past designations or registrations.

Once a user logs in, DDR retrieves the records associated with the user's GIPSA ID and automatically inserts them into the In Process and USDA Approved areas. These records will reflect the customer name and customer number in the top left corner of the **My FGIS Information** page (e.g. Test Company – 12662843).

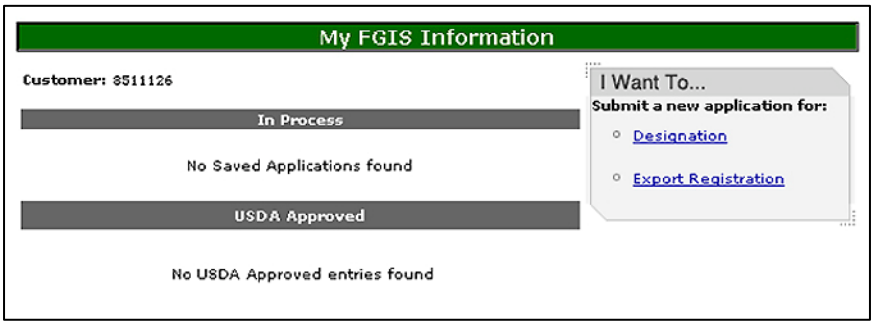

Figure 10 – My Information (new customer view)

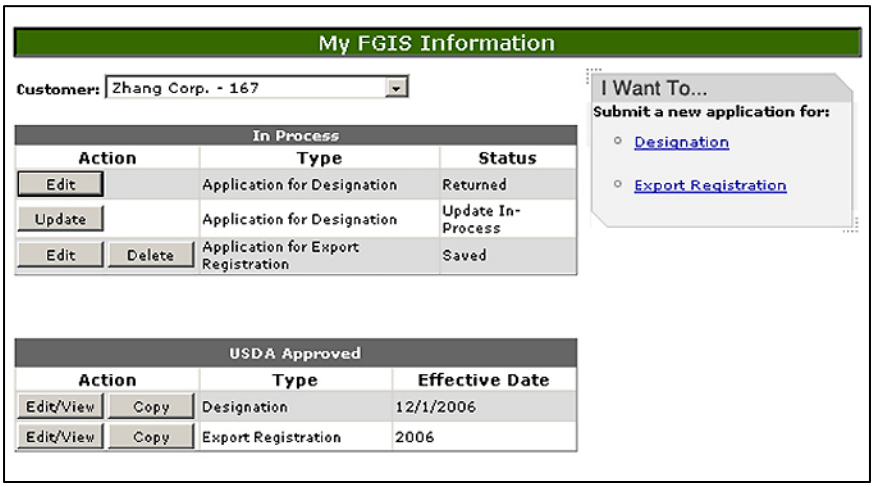

Figure 11 – My Information (existing customer view)

C. 3 — Begin A New Application

To begin a new application for designation or application for export registration, click the desired application in the **I Want To...** menu at the top right of the **My FGIS Information** page. You will be redirected to the first page of the form.

Note: returning customers (those with existing approved applications or registrations) should refer to section C. 7 for information on beginning a new application from an existing record.

Each of the pages within the application is numbered. When you start or resume an application, a numbered 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 **My FGIS Information** without saving your data. This option is only available on the first page of the form.

Previous, to navigate back to the previous page in the form.

Save and Exit, to save a partially completed application and return to finish it at another time. You will return to **My FGIS Information**, where your new application will be listed in the In Process area.

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 panel.

C. 4 — New Application For Export Registration

Select **Export Registration** in the **I Want To...** panel at the top right of the **My FGIS Information** page, open a saved application for export registration, or copy an existing registration (section C. 7).

Step One (Fig. 12). Enter your web site (optional), fax number (optional), and the year for which you are applying for registration (mandatory). The *Name of Applicant (Individual or Firm)* will be automatically inserted from the information on your CIM number record.

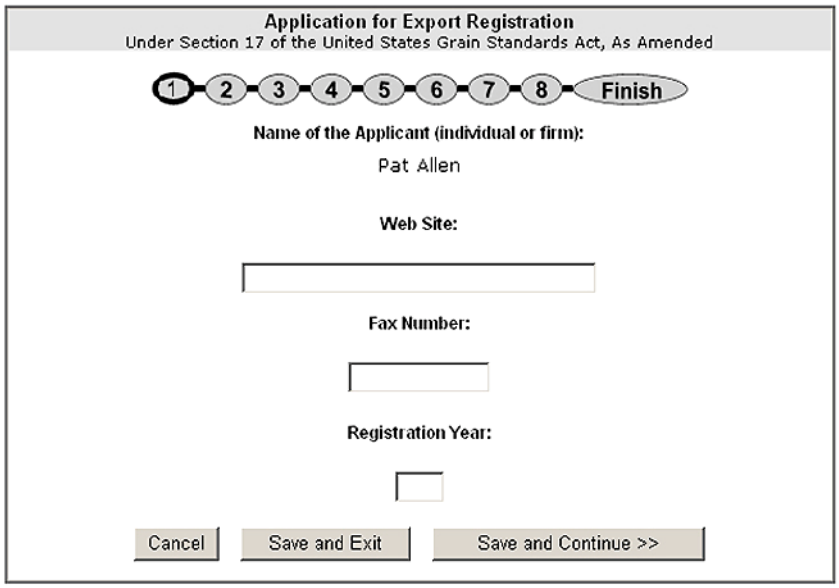

Figure 12 – Application For Export Registration, Step One: Applicant Information

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Step Two (Fig. 13). 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.) Use the radio button at the bottom of the page to indicate if this address is also your mailing address. If **Yes,** continue to the next page. If **No**, enter your mailing address on the next screen.

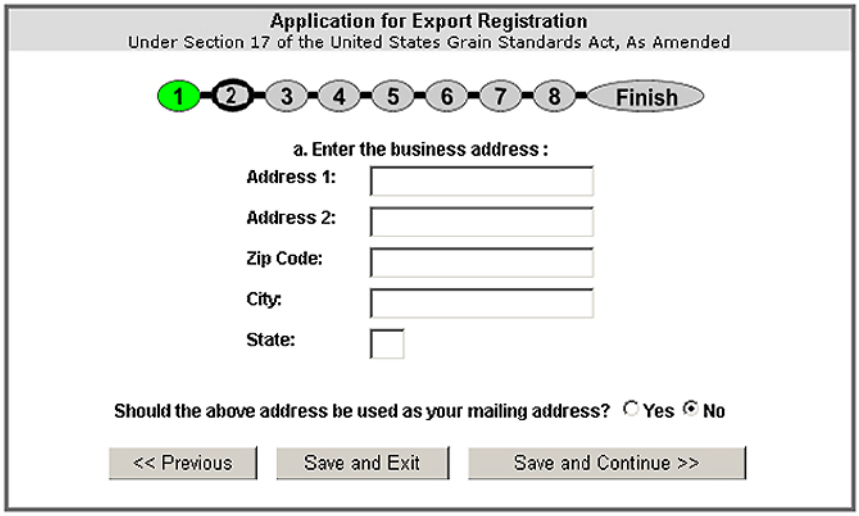

Figure 13 – Application For Export Registration, Step Two: Applicant Name

Figure 14 – Application For Export Registration, Step Three: Organization Type

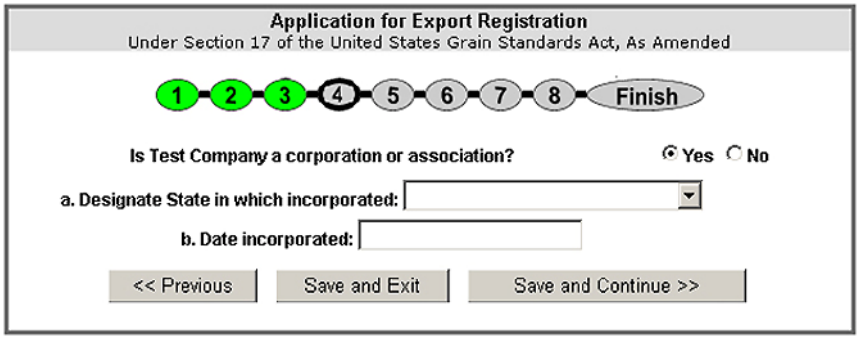

Figure 15 – Application For Export Registration, Step Four: Incorporation Information

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Step Three (Figs. 14 and 15). Use the radio buttons to indicate whether the applicant is a corporation or association. If **Yes,** enter the state where incorporated and the date of incorporation in mm/dd/yyyy format. If **No,** continue to the next page.

Steps Four, Five, and **Six**. Each of these pages will ask you to enter names and address information. For each of these pages, create a record in the following way:

Click the **Add New** button above the table.

The table will generate blank data fields. Type in the required data and click **Add,** or click **Cancel** to reset the form.

Once you have added a record, it will appear in the table with two button options. Use **Edit** to alter the information or **Delete** to remove the record.

Continue to add as many records as you need with the **Add New** button.

Step Four (Fig. 16). Enter the business title and full names of the directors and principal officers of your company. You can continue without entering this information, but if you do, the Page 4 button will turn red to indicate missing data.

Step Five (Fig. 17). Enter the full names and percent of ownership for each company owner. You can continue without entering this information, but if you do, the Page 5 button will turn red to indicate missing data. **Note:** you can enter partial ownerships, but the total ownership cannot exceed 100%.

If an owner is a company or other corporate entity, enter its name in the *Last Name* field only. Enter the percent of ownership in the right-hand column.

Step Six (Fig. 18). Enter the name(s) and location(s) where your company is engaged in buying, handling, weighing, or transporting grain for sale in foreign commerce.

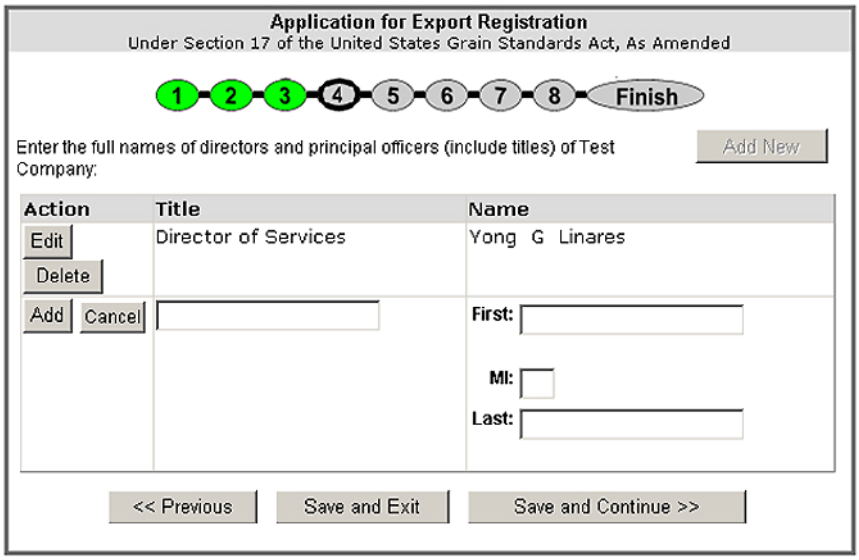

Figure 16 – Application For Export Registration, Step Four: Directors and Officers

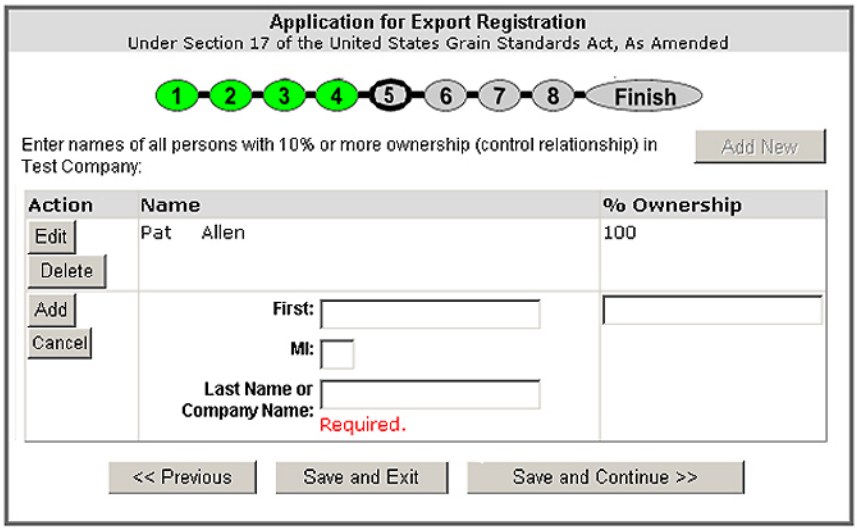

Figure 17 – Application For Export Registration, Step Five: Ownership

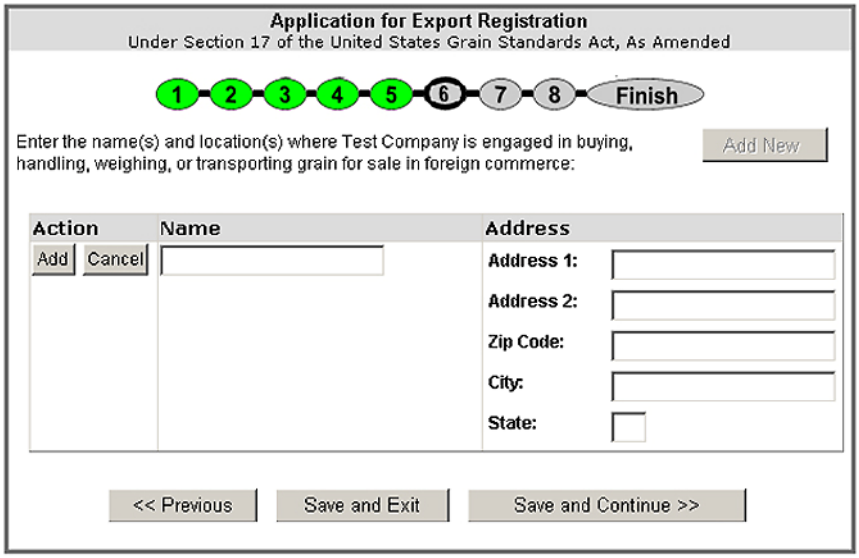

Figure 18 – Application For Export Registration, Step Six: Locations

Figure 19 – Application For Export Registration, Step Seven: Other Ownership

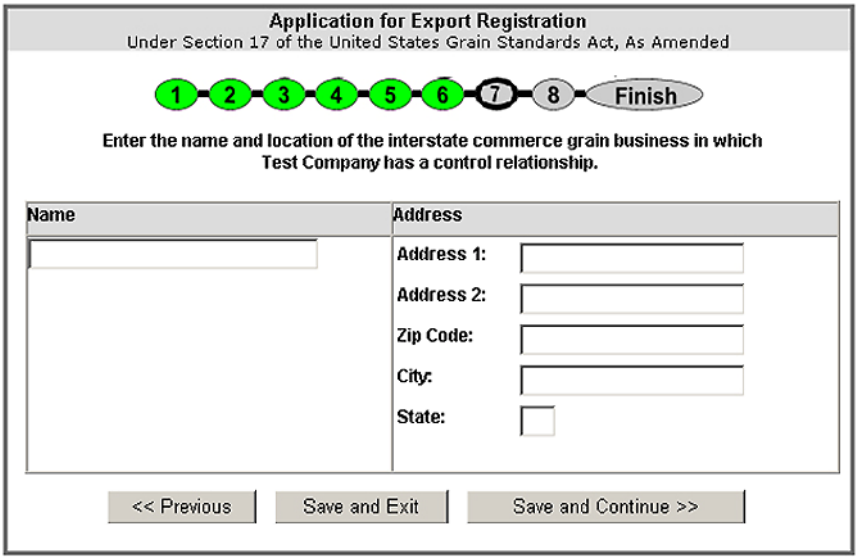

Figure 20 – Application For Export Registration, Step Seven: Other Ownership Details

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Step Seven (Figs. 19 and 20). State whether your company owns 10% or more in any other business(es) engaged in buying, weighing, or transporting grain for sale in foreign commerce, **or** if your company has a control relationship (10 percent or more ownership interest) in any other business in which that business has a 10 percent or more ownership in any other firm engaged in buying, handling, weighing, or transporting grain for sale in interstate commerce.

For example, Company A (the applicant) owns 25 percent of Company B. Company B in turn holds 10 percent or more ownership interest in companies C, D, and E. Company D is an export firm. In

this example, the applicant (Company A) must provide the requested information for itself, Company B, and Company D.

If **No**, continue to step eight. If **Yes,** use the **Add New** button to enter the name and address of each company (Fig. 21). Once you continue, you will be asked to provide the following information for the owned company:

the name(s) and location(s) of the company's activities,

the principal directors and officers of the company (Fig. 22),

any additional owners (not including your own company).

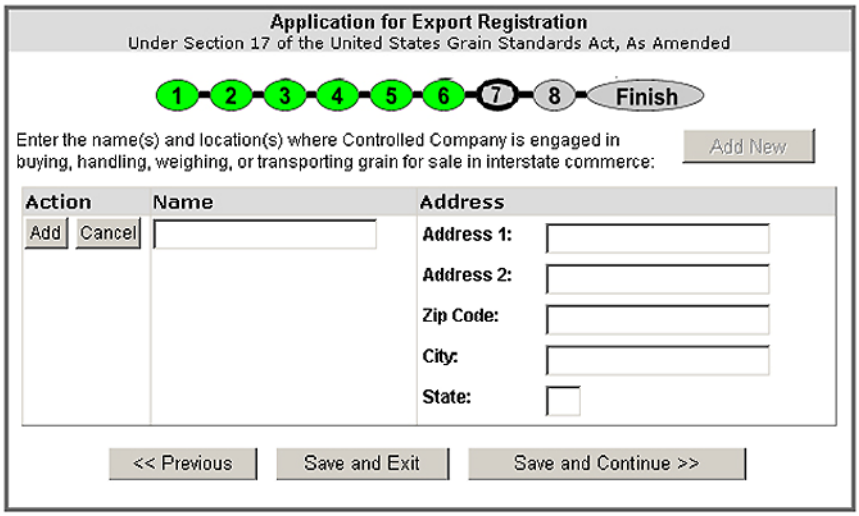

Figure 21 – Application For Export Registration, Step Seven: Other Ownership Locations

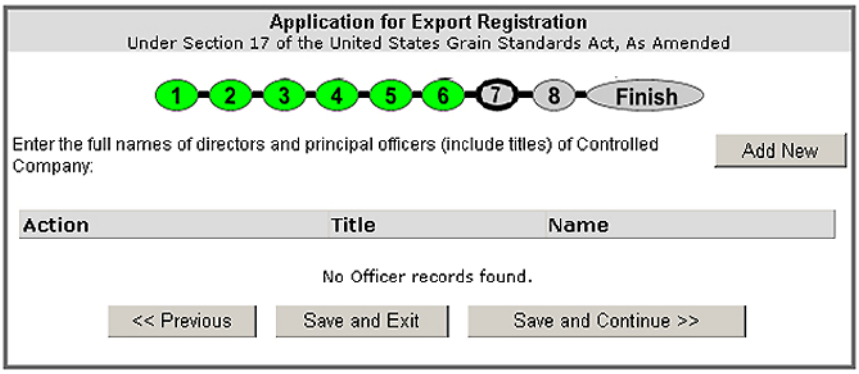

Figure 22 – Application For Export Registration, Step Seven: Other Ownership Officers

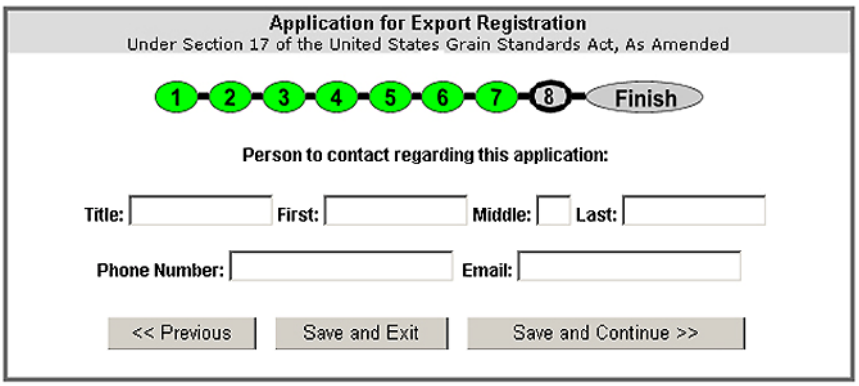

Figure 23 – Application For Export Registration, Step Eight: Point of Contact

Step Eight (Fig. 23). Enter the name, phone number, and email address of the person who will act as a point of contact at your company for this application.

Application for Export Registration
Under Section 17 of the United States Grain Standards Act, As Amended

1 2 3 4 5 6 7 8 Finish

1	Name of Applicant:	Zhang Corp.
	Web Site:	www.zhangexport.com
	Fax Number:	
	Year:	2006
2	**Address**	
	Business Address:	8821 Main Street NW Suite 122 Amarillo TX 79111
	Mailing Address:	PO Box 11234 Amarillo TX 79110
3	**Corporation or Association Information**	
	Incorporated State:	TX
	Incorporated Date:	3/1/2001

4 **Officers**

Last Name or Company Name	First	M.I.	Title
Zhang	Biran		President of Grain Operations
Leggett	Benjamin		Executive Director

5 **Owners**

Last	First	M.I.	% Ownership
Leggett	Benjamin		40
Zhang Holdings International			60

6 **Locations**

Name	Street Address	City	State	Zip
Zhang Corp (Elev A)	PO Box 998	Amarillo	TX	79105
Facility #102	11720 Bowman Drive	Fort Worth	TX	76102

7 **Other Interests**

Alpha Grain Inc.: *5633 E Main St Suite 100, Kansas City, MO 64112*

Officers

Last Name or Company Name	First	M.I.	Title
Brumfield	Christopher	M	President

Owners

Last	First	M.I.	% Ownership
Brumfield	Christopher	M	80

Locations

Name	Street Address	City	State	Zip
Elevator B-12	1100 Silo Rd	Saint Louis	MO	63146

8 **Point of Contact**

Title:	Vice President
First Name:	Betsey
Middle Initial:	
Last Name:	Lefoux
Phone:	816-987-2311
Email:	blefoux@zhangexport.com

Please click the certification check box before submitting the application.

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

Registration Fee: $270
Submit prescribed fee upon completion of the application.
Payment should be by check, draft, or money order payable to:
Federal Grain Inspection Service, USDA.

<< Previous | Save and Exit | Submit Application

Figure 24 – Finish Application For Export Registration

Finish (Fig. 24). 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.

At the bottom of the page is the following statement followed by a checkbox:

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

Click the checkbox to certify your application. At this point you have three options:

Click **Submit Application** to submit your electronic application to FGIS, and follow the instructions for paying the registration fee. When you return to **My FGIS Information**, your application will be listed under In Process with a status of *Submitted.*

Click **Save and Exit** to save and return to **My FGIS Information** without submitting the application. Your application will still be listed under In Process.

Click **Previous** or use the circled numbers to navigate back through the form.

C. 5 — New Application For Designation

Select **Designation** in the **I Want To...** panel at the top right of the **My FGIS Information** page, open a saved application for designation, or copy an existing designation (section C. 7).

Step One (Fig. 25). The *Name of the Applicant (Individual or Firm)* will be automatically inserted from the information on your CIM number record. Include your web site address and fax number, if any.

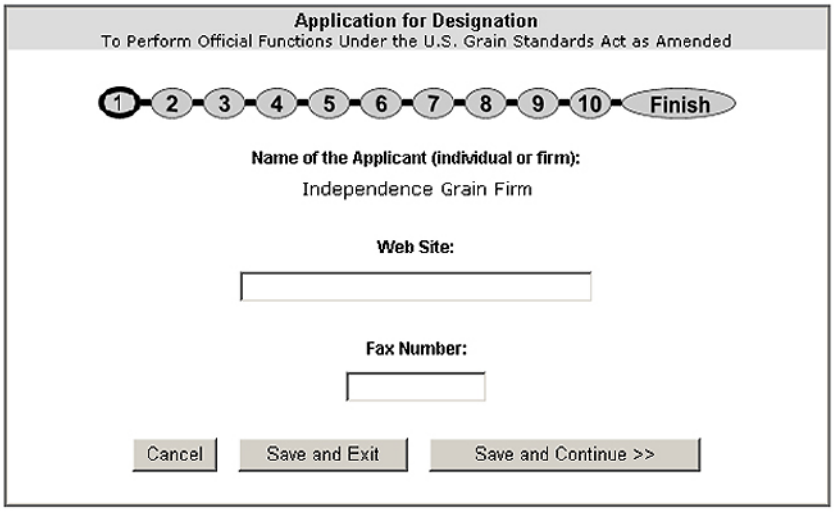

Figure 25 – Application For Designation, Step One: Applicant Information

---

Step Two (Fig. 26). Use the droplist 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 Review Branch 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 droplist, and then save and continue (or save and exit).

If you DO want to amend the geographic area, follow the instructions in section C. 6, and then save and continue (or save and exit).

Step Three (Fig. 27). Indicate your scope of services by clicking the checkboxes for inspection, weighing, or both.

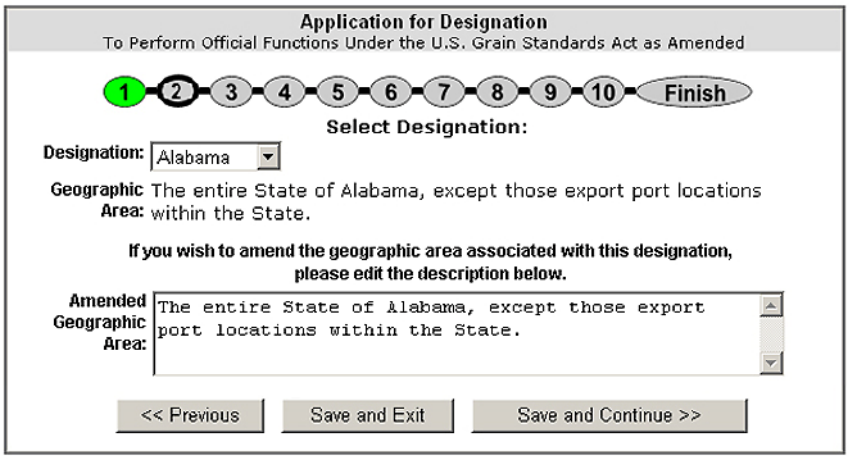

Figure 26 – Application For Designation, Step Two: Select Designation

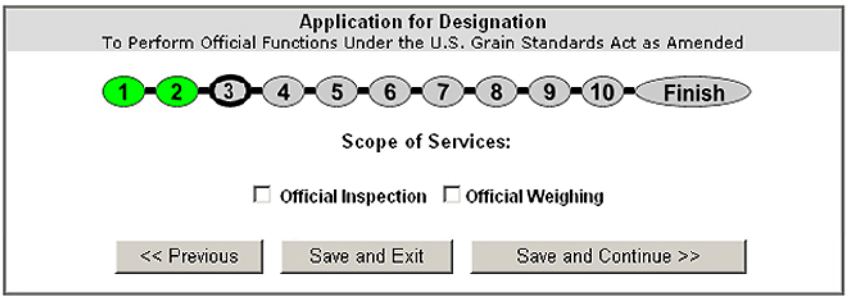

Figure 27 – Application For Designation, Step Three: Scope of Services

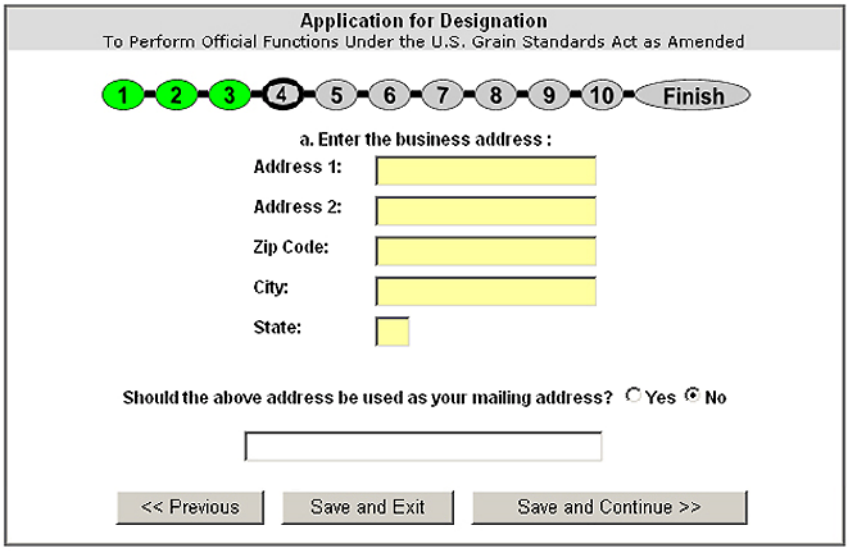

Figure 28 – Application For Designation, Step Four: Business Address

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). Use the radio button to indicate if this address is also your mailing address. If **Yes,** continue to the next page. If **No**, enter your mailing address on the next screen.

Step Five (Fig. 29). Enter the business title, name, phone number, and email address of the person who can be contacted regarding your application.

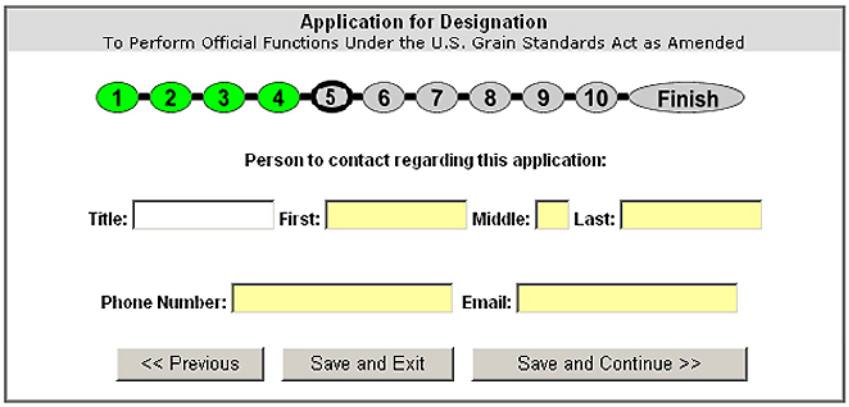

Figure 29 – Application For Designation, Step Five: Point of Contact

<u>Steps Six, Seven, Eight,</u> <u>and</u> **<u>Nine</u>**. Each of these pages will ask you to provide various information such as names and addresses. You have three options for providing the data:

Click the **Add New** button and enter each record manually.

Upload a 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.** After a successful upload, you can **View** or **Delete** the file.

Continue without entering or uploading any data, and email, or fax the information manually after finishing the online application.

You can use any combination of these methods: for example, you could manually enter your officer's names and upload an organizational chart, or upload a list of officers and fax a diagram of your organization's structure (required for state organizations only).

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

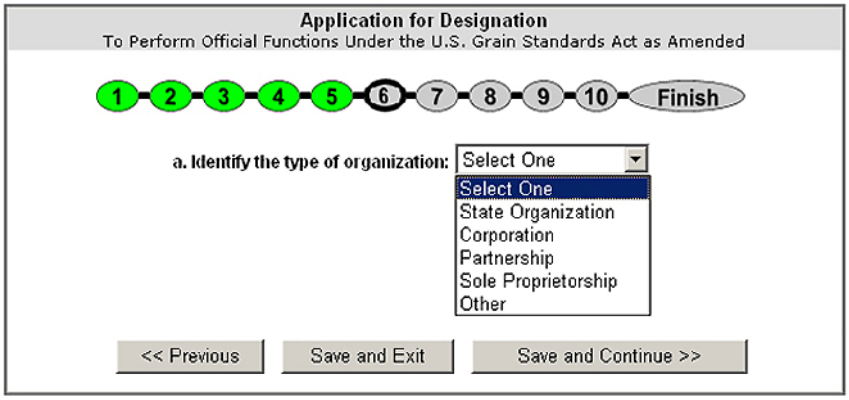

Figure 30 – Application For Designation, Step Six: Type of Organization

State Organization (Fig. 31): 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 fax, email, or mail the information.

Sole Proprietorship (Fig. 34): type in the owner's name.

Corporation (Fig. 32): Use the **Add New** button to manually enter the job titles and names of all stockholders, officers, and directors. Also indicate each stockholder's percent of ownership.

Partnership (Fig. 33): Use the **Add New** button to manually enter each partner's title, name and percent of ownership.

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

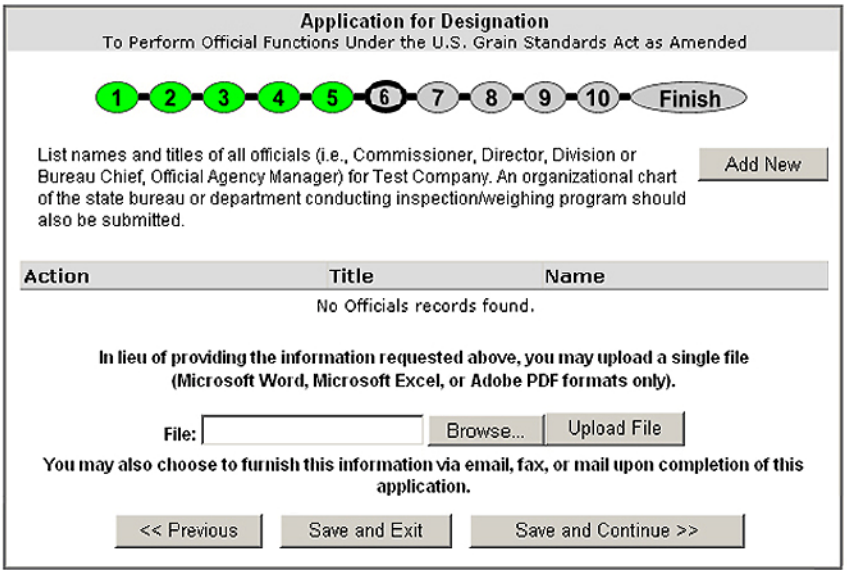

Figure 31 – Application For Designation, Step Six: State Organization

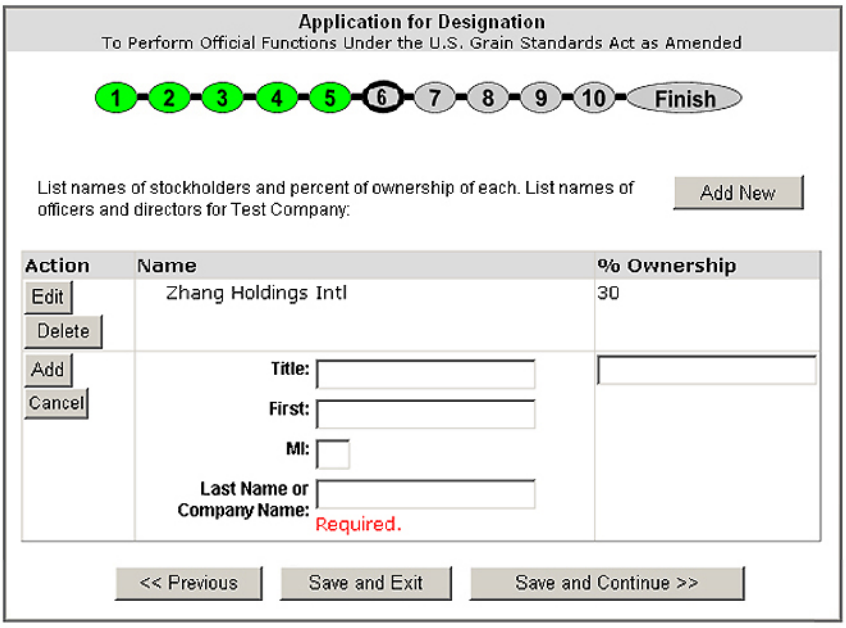

Figure 32 – Application For Designation, Step Six: Corporation

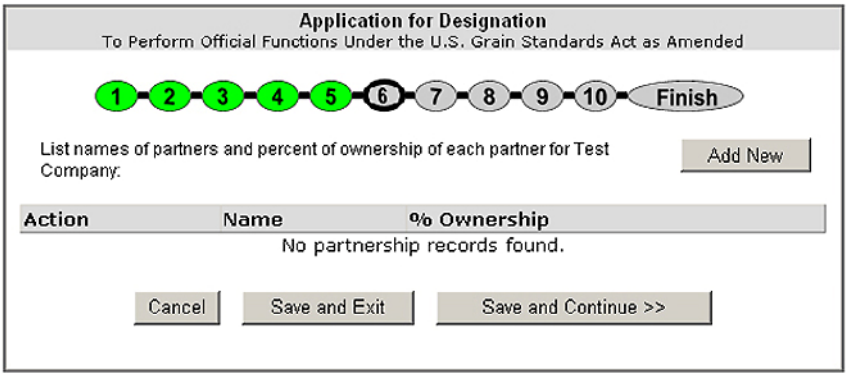

Figure 33 – Application For Designation, Step Six: Partnership

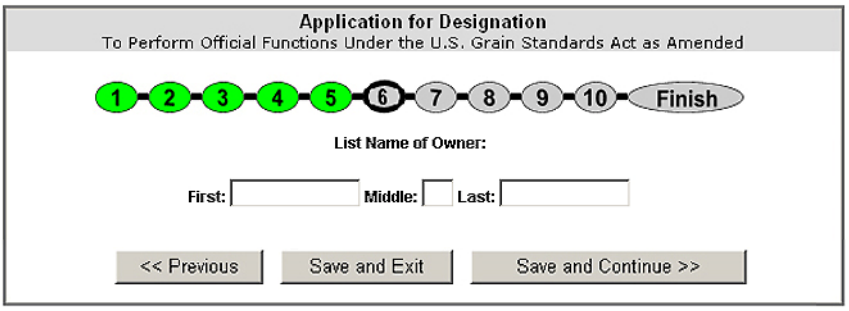

Figure 34 – Application For Designation, Step Six: Sole Proprietorship

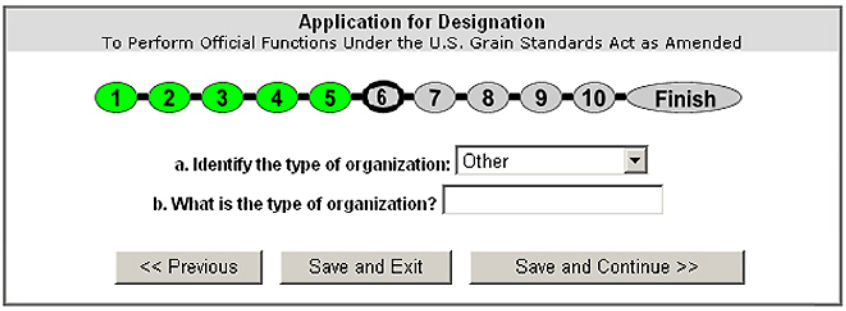

Figure 35 – Application For Designation, Step Six: Other Organization Type

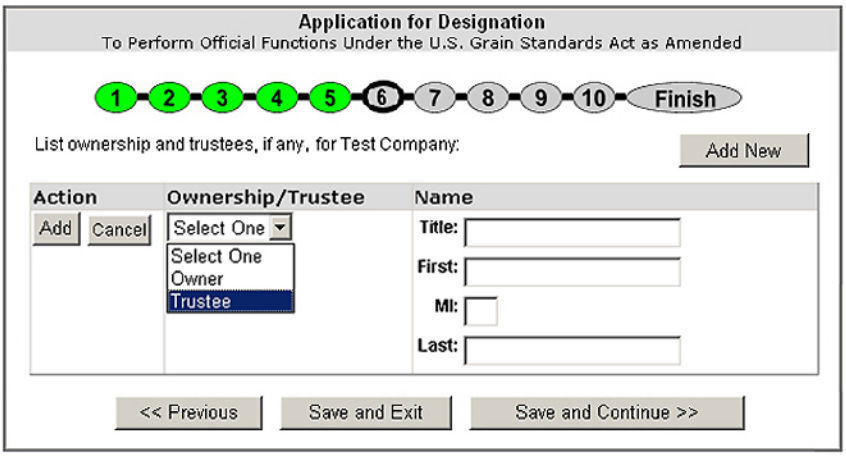

Figure 36 – Application For Designation, Step Six: Ownership of Other Organization Type

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Step Seven (Fig. 37). Provide the names and mailing addresses of the facilities requesting service for your organization.

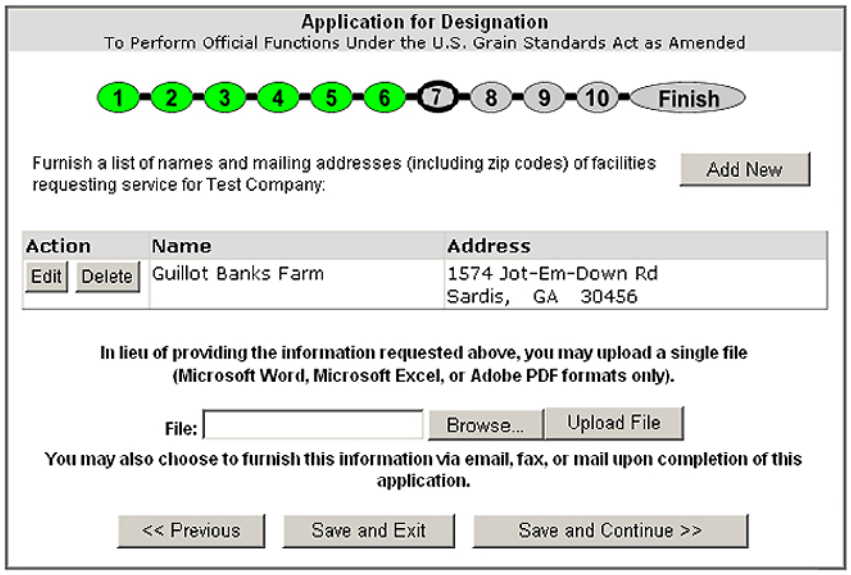

Figure 37 – Application For Designation, Step Seven: Facilities

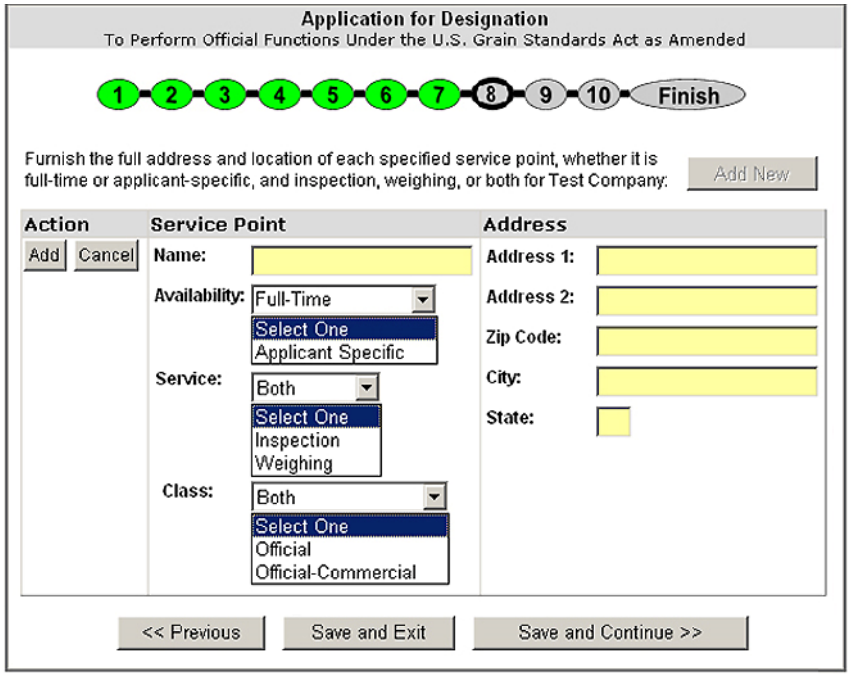

Figure 38 – Application For Designation, Step Eight: Services and Locations

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Step Eight (Fig. 38). Provide the full address and location of each specified service point, and also describe the service point's availability (full-time or applicant-specific), the services being provided (inspections, weighing, or both), and the class of services (official, official-commercial, or both).

If you are entering your records manually with the **Add New** button, use the droplists to indicate the availability, scope of services, and class of services. If you are providing your records by upload, fax, email, or mail, include this information in text format. If you choose to upload a file, you can **Delete** or **View** the file once it is uploaded.

Step Nine (Fig. 39). Provide the name and business title of all non-licensed personnel who work for your organization. You must also submit a completed Conflict-of-Interest Questionnaire (Form FGIS-100) for each non-licensed person listed on this page. For more information refer to to the **FGIS Forms** area of the GIPSA website:
http://www.gipsa.usda.gov/GIPSA/webapp?area=forms&subject=landing&topic=fgis.

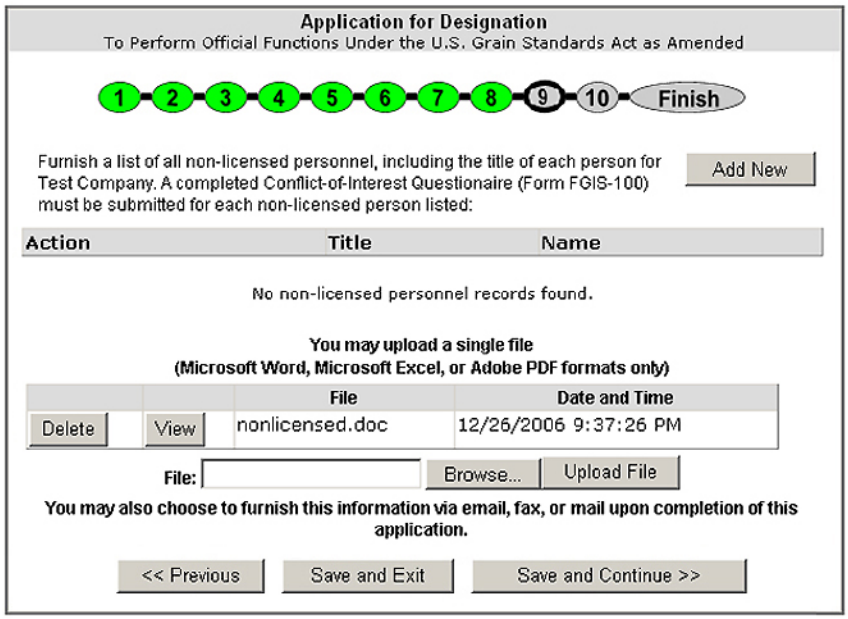

Figure 39 – Application For Designation, Step Nine: Non-licensed Personnel

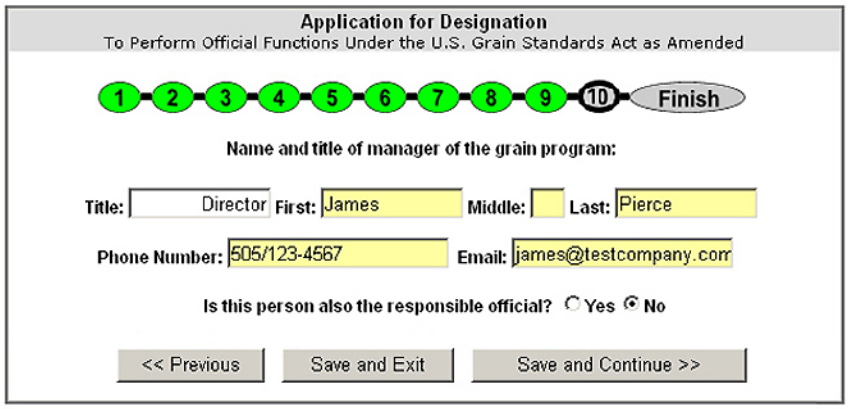

Figure 40 – Application For Designation, Step Ten: Grain Program Manager

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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.

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.

At the bottom of the page is the following statement followed by a checkbox:

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

Click the checkbox to certify your application. At this point you will have three options:

> Click **Submit Application** to submit your electronic application to FGIS. When you return to **My FGIS Information**, your application will have a status of *Submitted* in the In Process area.
>
> Click **Save and Exit** to save and return to **My FGIS Information** without submitting the application. Your application will have a status of *Saved* in the In Process area.
>
> Click **Previous** or the circled page numbers to navigate back through the form.

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

1	Name of Applicant:	Independence Grain Firm
	Web Site:	www.testgrainfirm.com
	Fax Number:	952-776-1776
2	**Designation**	
	Name:	State Grain Inspection, Inc.
	Geographic Area:	Pursuant to Section 7(f)(2) of the Act, the following geographic area, the State of Minnesota, is assigned to this official agency. In Minnesota: Hennepin, Ramsey, Washington, Carver, Scott, Dakota, Brown, Nicollet, Le Sueur, Rice, Goodhue, Watonwan, Blue Earth, Waseca, Steele, Dodge, McLeod, and Sibley Counties.
3	**Scope of Service**	
	Official Inspection: Yes	Official Weighing: Yes
4	**Address**	
	Business Address:	55641 Independence Blvd NW Bldg 2A Minneapolis MN 55437
	Mailing Address:	55641 Independence Blvd NW Bldg 2A Minneapolis MN 55437
5	**Point of Contact**	
	Title:	Ops Manager
	First Name:	James
	Middle Initial:	
	Last Name:	Pierce
	Phone:	(952) 342-9100
	Email:	pierce@testgrainfirm.com

6 **Partners**

Last	First	M.I.	Title	% Ownership
Owens	Sally	K	President	45
Owens	Jim		Vice President	25

7 **Facilities Requesting Service**

Name	Street Address	City	State	Zip
1 file(s) uploaded.				

Independence facilities.doc View

8 **Service Points**

Name	Availability	Scope of Service	Class	Street Address	City	State	Zip
Independence Grain Labs Inc	Full-Time	Inspection and Weighing	Official-Commercial	Old Highway 40	Wayzata	MN	55391

9 **Non-licensed Personnel**

Title	First	M.I.	Last Name
No records were added.			

10	**Grain Manager**	
	Title:	Grain Manager
	First Name:	David
	Middle Initial:	
	Last Name:	Van Norden
	Phone:	(952) 235-6183
	Email:	dvannorden@testgrainfirm.com
10	**Responsible Manager**	
	Title:	President
	First Name:	Sally
	Middle Initial:	K
	Last Name:	Owens
	Phone:	(952) 742-6002
	Email:	skowens@testgrainfirm.com

Please click the certification check box before submitting the application.

Certification: I certify that the answers given on this application for designation 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

C. 6 — Amend a Designation's Geographic Area

There are several reasons for changing the existing geographic area description: adding or removing services, merging or expanding service locations, splitting one large area into two smaller areas, or merging two smaller areas into one larger one. On the DDR user's side, there are two scenarios in which you would amend a geographic area for a designation:

When creating a new application for designation, and

When editing a saved application, or a submitted application that is pending approval.

Amendments to geographic areas are done on page 2 of the application for designation (see Fig. 26). To amend a geographic area description, select the geographic area that most closely resembles your proposed area, and edit the text that appears in the **Amended Geographic Area** text box.

Example: you are applying for the designation "Kansas." Kansas is currently defined as "The entire State of Kansas. This designation does not include one grain elevator inside Kansas' area, Farmer's Co-Op, which is serviced by the following official agency: Hastings Grain Inspection, Inc." However, you or your organization does not want to apply for the entire state of Kansas. In the Amended Geographic Area text box, you would remove the description that is defined and change the description in a way that clearly states how the area will be amended, such as: Amended Geographic Area: "The portion of the State of Kansas that is south of Interstate 70".0

After changing the text, save and continue with the application as described in previous sections.

C. 7 — Copy An Existing Application

Export registrations are renewed each year. Designations are renewed every two to three years, depending on the geographic area. If you are a user representing a previously approved official agency or registered grain firm, you may choose to create a new application for designation or export registration with the **Copy** function.

From the USDA Approved area at the bottom of the **My FGIS Information** page (Fig. 11), click **Copy** next to the most current record. You will move to the initial page of an application (Fig. 12 or Fig. 25). All of the data entry fields in the form will be filled in with the information from the existing record. For more information, see section C. 12.

Use the circled page numbers or the **Save and Continue** button to navigate through the form and update any fields that have changed. When finished, you can save and/or submit your application as described in sections C. 8 and C. 9.

C. 8 — In Process: View, Edit, or Delete Saved Applications

Once you begin an application for designation or export registration and clicked **Save and Continue** or **Save and Exit**, DDR creates a record for the application in the In Process area (Fig. 42). Saved applications have one of two status values:

Saved status denotes a new application for export registration or for designation which has been created, but not submitted. You can **Edit** or **Delete** a *Saved* application.

Update In-Process denotes a previously awarded designation (USDA Approved) which is in the process of being updated by the applicant (section C. 10). You can **Update** an *Update In-Process* application.

To delete a new application without submitting it, click **Delete** next to the application from the **My FGIS Information** page.

To resume editing an application in the In Process area, click **Edit.**

To resume an update in process, click **Edit.** When you have completed your updates, click **Submit Changes**. For more information, see section C. 11.

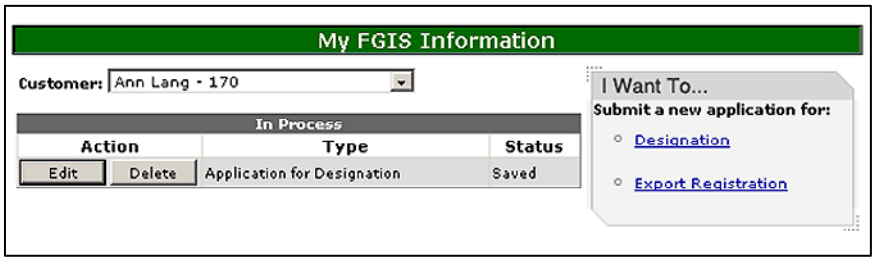


Figure 42 – My Information: Saved Applications

C. 9 — In Process: View, Edit, or Withdraw Submitted Applications

Once you have submitted an application for designation or an application for export registration, it will remain in the In Process area (Fig. 43) until approved or rejected by FGIS personnel.

After applications have been submitted, you have these options:

Applications for Export Registration can be viewed, or can be withdrawn from the approval process by the customer/applicant.

Applications for Designation can be viewed, edited and re-submitted, or withdrawn from the approval process by the customer/applicant.

For both types of application, click **View** to proceed to the application's summary page. When finished, click **Cancel** to return to your information page.

To withdraw an application for export registration or designation after it has been submitted, click the **View** button next to the application. At the bottom of the summary page, click **Withdraw Application** (Fig. 44 and Fig. 45).

To edit and re-submit an application for designation, click the **View** button next to the application. Use the page numbers at the top of the form to navigate through the application and change the necessary information. Return to the summary page. At the bottom of the summary page, click **Re-Submit** (Fig. 45).

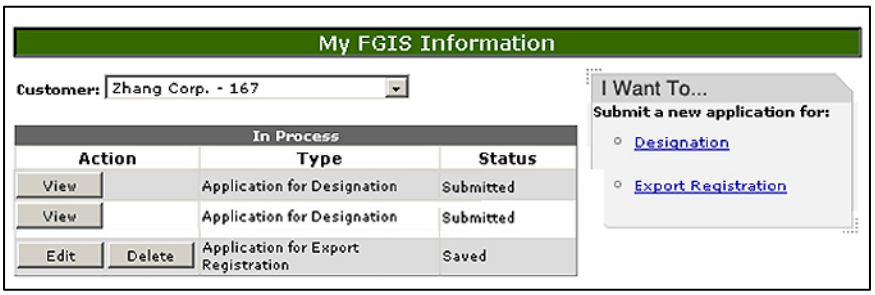
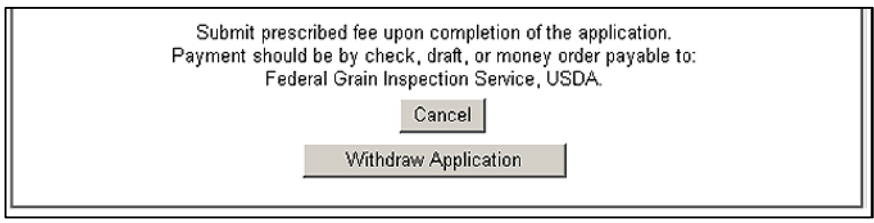


Figure 43 – My Information: Submitted Applications

Figure 44 – Withdraw Application For Export Registration



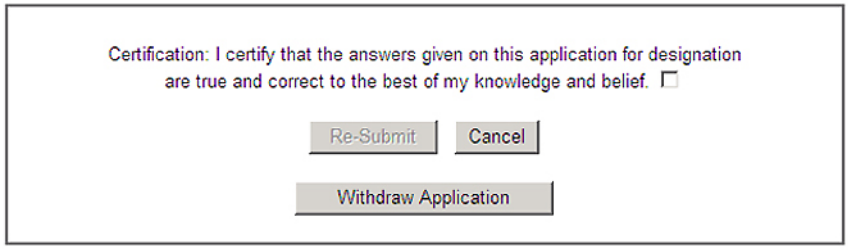


Figure 45 – Withdraw or Re-Submit Application For Designation

Once an application has been approved by FGIS personnel and the designation or export registration is awarded, the record of the application will move from In Process to USDA Approved.

C. 10 — Submitted Applications: Returned

If your application is incomplete, if more information is required by FGIS personnel, or if you have not fulfilled all of the application requirements (such as payment of fees), your application will appear in the In Process area with a different **Status**:

Returned applications have been returned to you by FGIS personnel, and require an action on your part before further processing is possible. For more information, see section C. 10.

Update In-Process applications are **Copied** applications that are being corrected (for more information, see section C. 12).

Awaiting Payment applications have been marked because your fee(s) have not yet been received.

To edit an application returned for correction, proceed as in the previous section. The **Finish** page will contain the comments from the FGIS internal user who reviewed your application, along with a statement of the required changes (Fig. 47). Once the changes have been made, re-submit your application by clicking **Submit Application.**

If registration fees have not been received, the application will appear in the In Process area with a status of *Awaiting Payment.* Your only option in DDR is to **View** the record; you should mail your payment by the requested method. Once the payment has been received, your application will be approved by FGIS personnel and your application will move into the USDA approved section of the 'MY FGIS Information' screen.

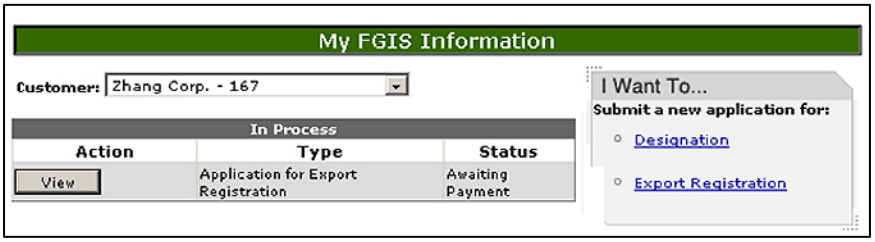


Figure 46 – My Information: Returned Application

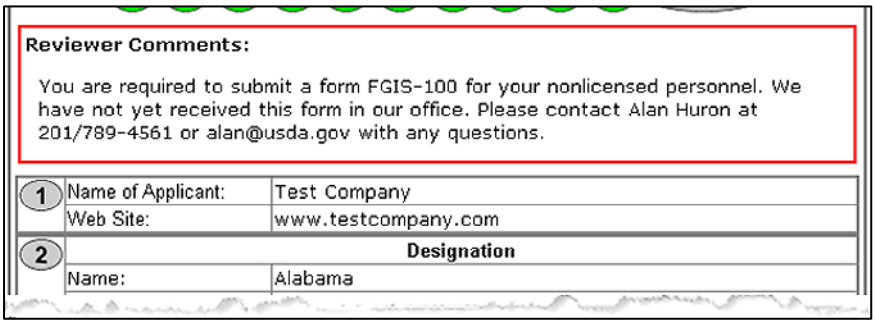


Figure 47 – Returned Application: Comments From Reviewer

C. 11 — USDA Approved Designations/Registrations: View Existing Record

On the **My FGIS Information** page, the records listed in the area titled USDA Approved will show the delegations/designations and registrations that are already associated with the customer (Fig. 48). To view the information in an existing designation or export registration record, click **Edit/View** to open the record summary page. **Note:** depending on your user permissions, the button may read **View** only or **Edit** only.

When you are finished reviewing the information, click **Close. Note:** you cannot change the information in your record with the **Edit/View** button. For information on submitting changes to your existing record, see the following section.

USDA Approved			
Action		Type	Effective Date
Edit/View	Copy	Designation	12/1/2006
Edit/View	Copy	Export Registration	2006

Figure 48 – My Information: USDA Approved Records

C. 12 — USDA Approved Designations/Registrations: Edit Existing Record

You can make two types of changes to your existing registration or designation: major changes and minor changes. Major changes require approval by FGIS personnel, while minor changes are acknowledged by FGIS personnel and automatically applied to the system. **Note:** Geographic area designations cannot be changed through the DDR application process once they have been awarded.

The following major changes will require the user to re-apply for designation or registration before the changes are made permanent:

the name of the registered or designated business/individual has changed,

the description of the designated geographic area has changed,

the scope of service (inspection and/or weighing) has changed, or

the applicant's ownership of 10% or more interest in any other business has changed.

Minor changes include changes to the business address, mailing address, or website, the business type (corporation, partnership, etc.), the state and date of incorporation, phone numbers, email addresses, or names and titles of associated staff, and service availability and service types at a given service point or location.

The two types of records are changed in different ways:

To change an *export registration record*, use the **Copy** button.

To change an *awarded designation record,* use the **Edit/View** button.

To submit a change to your *export registration* (major or minor), click **Copy** next to your permanent record. This action creates a copy of your record in the In Process section at the top of the **My FGIS Information** page (Fig. 48), and redirects you to the first page of your copied application. From this point, you can:

Advance through the application using the circled page numbers, or by clicking **Save and Continue**.

Click **Finish**, and then use the page numbers on the summary page to pick the section for editing.

Make changes, and click **Save and Exit.** Your *original* record will still appear under USDA Approved. Your *copied record in edit mode* will appear under In Process with the status "Update In-Process" (see section C. 8).

Make changes, advance to the summary page, and click **Submit Changes**. Your *original* record will still appear under USDA Approved. Your *submitted edited application* will appear under In Process until it is approved by FGIS personnel.

Hit **Cancel** to prevent changes being made. You will have to manually delete the copied record under In Process to remove it from your information page.

Note: Each time you hit **Copy**, a new copy of the existing record will be made, regardless of whether there is already a duplicate update in process. If you accidentally create more than one new application based on your old record, you can delete the duplicates.

To submit a change to your *awarded designation*, click **Edit/View** next to your registration record, then select **Modify Application** at the bottom of the page. This action creates a copy of your record in the In Process section at the top of the **My FGIS Information** page, and redirects you to the first page of your copied application. If you save your changes without re-submitting the application, it will appear in the In Process area with a status of *Update In-Process*.

Modify your registration as described in previous sections. When you are finished, click **Submit Changes**.

Figure 49 – Update In-Process Applications: Modify Application for Designation

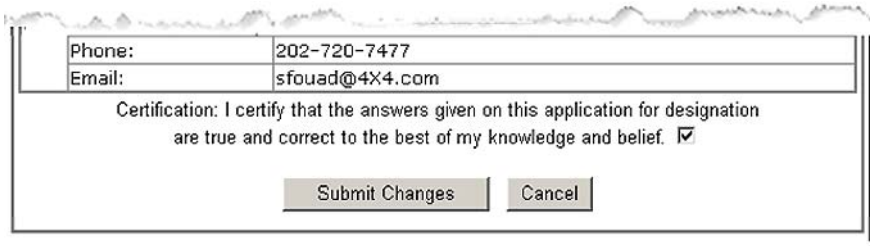


Figure 50 – Update In-Process Applications: Submit Changes to Export Registration

D. DDR Task List

D. 1 — Task List: Overview

Internal users are FGIS or GIPSA employees who access DDR from the internal users home page (Fig. 4). They include liaisons involved in the review, processing, approval and other duties regarding OAs (official agencies) and RGFs (registered grain firms). Liaisons can be one of two types:

Authorized *Review Branch* liaisons maintain official agency records, process new applications for designation, and update geographic area records.

Authorized *Regulatory Branch* liaisons maintain registered grain firm records and process new applications for export registration. **Note:** Regulatory branch employees will not see the **Geographic Areas** or **Reminder Template** menu commands.

All applications and records are processed from the **Task List**, which is the primary interface for FGIS personnel. The Task List has three views, filtered by the **Application Status** droplist at the top of the page (not to be confused with the *Status* of any individual record):

Approved (Fig. 51), which displays a list of all recently approved applications for export registration or designation, alphabetical by applicant name.

Rejected (Fig. 52), which displays all rejected applications for export registration or designation, alphabetical by applicant name.

In Process (Fig. 53), which displays all applications currently under review or revision. This page has three main sections: Applications, Recent Changes, and Reminders.

Regulatory users will only see export registration applications, and review branch users will only see designation applications.

From the Task List, users can approve, award, reject, return, or modify applications for designation or export registration; create export registration certificates; automatically create correspondence; view previously approved or rejected records; and manage time-sensitive processes during the application approval process.

D. 2 — DDR Task List: Approved Applications

From the **Task List**, select **Approved** from the Applications: droplist at the top of the page (Fig. 51). The Task List will display only export registrations or designations which have been marked as approved by FGIS users.

The *Status* will indicate "Application Approved" for new applications for designation or export registrations, or "Minor Update Approved" for revisions to existing designations.

For *export registrations*, click **View** to open the registration summary. From this page you can choose to **Create Certificate** or **Close** the record. For more information on creating certificates, see section D. 9.

For *designations*, click **View** to open the designation summary. No further actions are available.

The *Submitted Date* indicates the date on which the application was originally submitted by the customer/applicant.

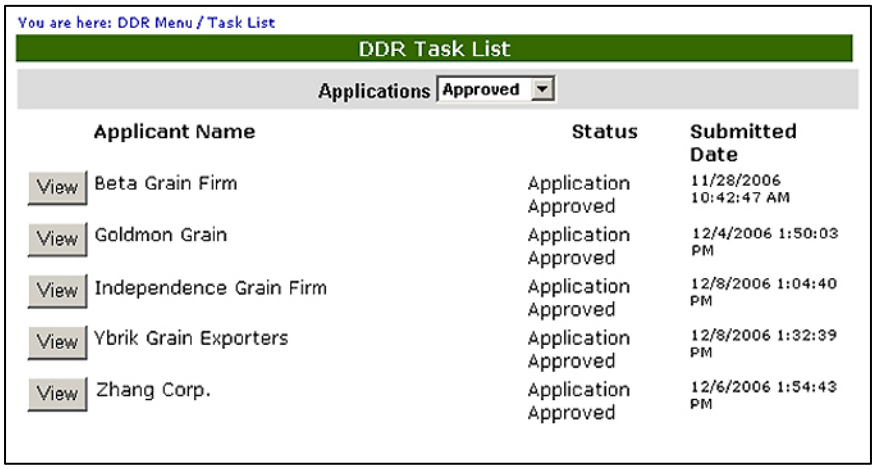


Figure 51 – DDR Task List: Approved Applications

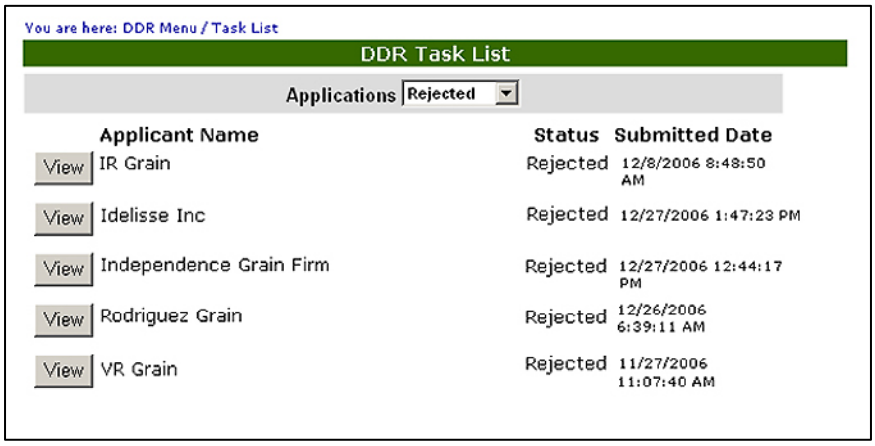


Figure 52 – DDR Task List: Rejected Applications

D. 3 — DDR Task List: Rejected Applications

From the **DDR Task List**, select **Rejected** from the Applications: droplist at the top of the page (Fig. 52). The Task List will display only export registrations or designations which have been marked as rejected by FGIS users.

The *Status* will indicate "Rejected" for all types of record.

For all types of record, click **View** to open the application summary. No further actions are available.

The *Submitted Date* indicates the date on which the application was originally submitted by the customer/applicant, not the date on which it was rejected.

D. 4 — DDR Task List: Applications In Process

The primary working area of the **DDR Task List** is the Applications In Process view (Fig. 53). The page is divided into three areas:

Applications, which shows new applications for designation or export registration, and major changes to existing applications or registrations awaiting internal review.

Recent Changes, which shows minor changes to existing applications and registrations which were submitted by official agency and grain firm users.

Reminders, which shows notices for application due dates, reports, and letters for which a response is needed, as defined in the **Reminder Template** (see section D. 19).

Once you click **Process** next to a record, the available options will change depending on whether you are a review branch user or a regulatory branch user. Each option is explained in the following sections.

Figure 53 – DDR Task List: Applications In Process

D. 5 — Process Submitted Applications: Overview

From the in-process records at the top of the **DDR Task List,** click **Process** next to a record. DDR will open the application summary page with the internal user-specific commands at the bottom of the page (Figs. 52 and 53). The available options are:

Applications For Export Registration (Fig. 54)*:* Return the application to the user for correction, approve the application, reject the application, generate a certificate for the customer, mark the application as awaiting payment, or cancel the operation and return to the task list.

Applications For Designation (Fig. 55): Return application to the user for correction, modify the application, generate letters to the customer, award the designation, reject the application, or cancel the operation and return to the task list.

The *Submitted Date* represents the date on which the application was first submitted by the customer user, not the date on which it was last processed by an internal user.

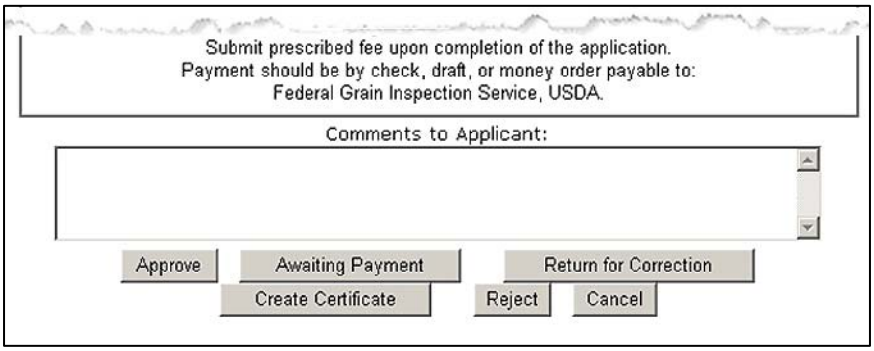


Figure 54 – Process Submitted Application for Export Registration

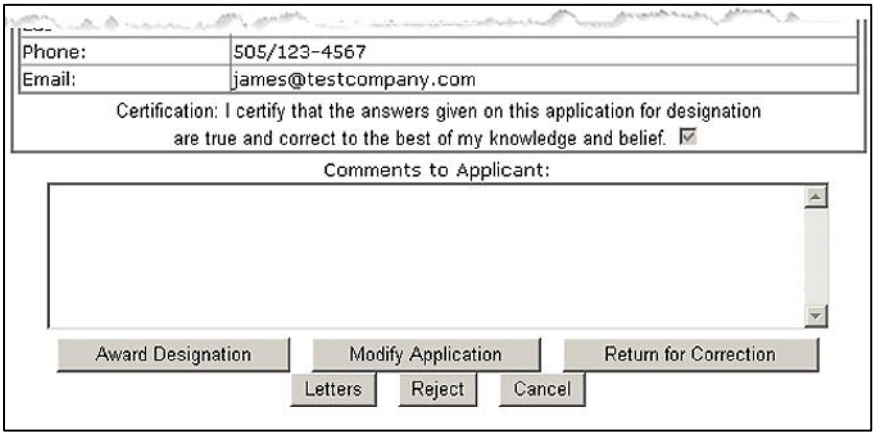


Figure 55 – Process Submitted Application for Designation

D. 6 — Return Application for Correction (All Application Types)

Click **Process** to open your application for designation or export registration. Use the **Comments To Applicant:** field to describe what the customer should do to fix any errors in the application, supply missing data, or otherwise revisit the submitted application.

Click **Return For Correction**. The following changes will occur:

On the customer's **My FGIS Information** page, the returned application will appear in the In Process area with a *Status* of Returned. From this point the customer can click **Edit** to reopen the application and supply the missing data. Once open, the customer can **Re-Submit** or **Withdraw** the application.

On the internal user's **DDR Task List,** the record will remain on the **In Process** list with a *Status* of Returned. Once the customer re-submits the application, the status will revert to Submitted and the record can be re-processed.

Internal users can also access the customer's summary page to review internal comments on returned applications.

D. 7 — Reject Application (All Application Types)

Click **Process** to open your application for designation or export registration. If the designation will not be awarded, or the export registration will not be granted, click **Reject**.

Rejected applications are deleted from the **In Process** section of the **DDR Task List**. They are also deleted from the customer's In Process area of the **My FGIS Information** page. Rejected applications can only be viewed by selecting **Rejected** in the Applications: droplist at the top of the task list.

D. 8 — Mark Payment Pending (Export Registrations)

If an application for export registration has been correctly submitted online, but the registration fee(s) have not been received by the GIPSA, click the **Awaiting Payment** button at the bottom of the application (Fig. 54). The following changes will occur:

On the customer's **My FGIS Information** page, the returned application will appear in the In Process area with a *Status* of Awaiting Payment. This is a read-only record that will remain until its status is changed by an internal user.

On the internal user's **DDR Task List,** the record will remain on the **In Process** list with a *Status* of Awaiting Payment. Once the payment is received, the user can click **Process** next to the record and continue to work with the application as required.

D. 9 — Create Certificate (Export Registrations)

If you approve an application for export registration, you can also user DDR to generate an official registration certificate for the customer. You can do this in one of two ways:

If you know you are going to approve an application but have not yet processed the approval, open the application summary (Fig. 55) and click **Create Certificate**. After the certificate is created, return to the application and click **Approve**.

If you have already clicked **Approve**, the application will leave the **In Process** list. Select **Approved** applications, click **View** next to the record, and click **Create Certificate** at the bottom of the record summary.

Both routes open an official export registration certificate in a separate PDF file (Fig. 56). You can save the file to your computer or open it in a new browser window, and print the file as required by your agency's policies. The generated certificate will include the export registration number at the top of the certificate, and also as part of the file name.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
COMPLIANCE DIVISION

CERTIFICATE OF REGISTRATION #17177

This is to certify that Zhang Corp.

IS REGISTERED under the United States Grain Standards Act, as amended, to engage in the business of buying, handling, weighing, or transporting of grain for sale in foreign commerce. This Certificate of Registration expires on December 31 of the year issued.

2/27/2007
ISSUE DATE

Ann Lang
ISSUING OFFICER

Figure 56 – Create Export Registration Certificate

D. 10 — Approve Application (Export Registrations)

If an application for export registration is approved, click the **Approve** button at the bottom of the application (Fig. 54). The export registration is automatically awarded to the grain firm.

Once an export registration is awarded and an applicant becomes a registered grain firm:

The record appears in the customer's USDA Approved area of the **My FGIS Information** page. This area will hold both current and all previously held export registration records, with the year(s) of export registration listed beside the record.

The record will leave the **In Process** area of the **DDR Task List** and move to the **Approved** list. From here you can view the record or create a certificate.

A record of the newly registered grain firm (or an updated record, if a repeat award) is created in the **Registered Grain Firm Directory**. For more information, see section E. 8.

D. 11 — Modify Application (Applications for Designation)

After an application has been *returned*, either the customer/applicant will make changes to the application and re-submit it to DDR personnel from the **My FGIS Information** page, or the internal user will make the required changes directly to the submitted application from the **DDR Task List**.

To directly modify a submitted application for designation, click **Process** next to the record and choose **Modify Application** (Fig. 55). This command opens a summary screen with active links to each area within the form, so that it can be modified as if you were the customer user.

Use the green page numbers to navigate to the area of the form where you want to enter corrected data. When you have finished correcting the application, return to the summary page and click the certification checkbox, and then click **Re-Submit** (Fig. 56). The modified application will return to the Applications area of the task list, and can move to the next stage of internal processing.

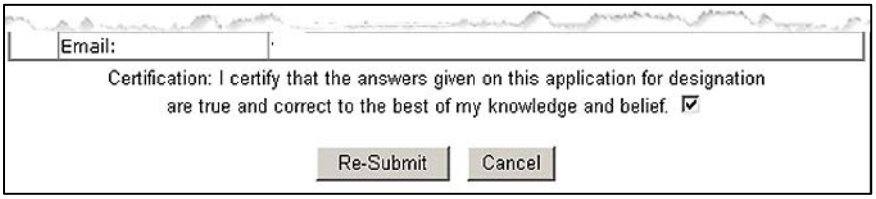


Figure 57 – Internal Users: Re-Submit Application for Designation

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D. 12 — Award Designation (Applications for Designation)

If an application for designation is approved, click the **Award Designation** button at the bottom of the application (Fig. 55). This action opens the **Award Designation To:** page (Fig. 57).

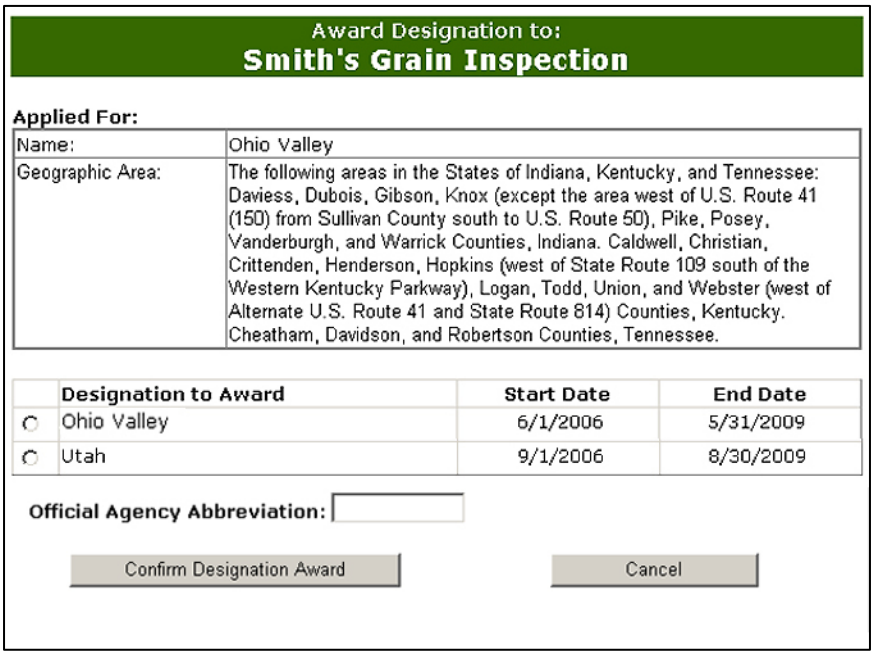
Review the geographic area submitted by the applicant. Use the radio button to select the correct designation that is being awarded to the applicant. In the **Official Agency Abbreviation** field, create or modify the agency's abbreviation. This field sets the agency code in every other FGIS system that includes official agency information (such as OPA or IDW).

Click **Confirm Designation Award** to award the designation, or **Cancel** to stop the process. Once an application for designation is awarded to a company:

The record appears on the customer's USDA Approved area of the **My FGIS Information** page. This area will hold all designation records from previous years as well as the current one.

A record of the new official agency (or an updated record, if this is a repeat designation) is created in the **GIPSA Official Agency List**. All personnel, location, service point, and organization information will be available to GIPSA users and customers from that point on. For more information, see section D. 1.

The geographic area in the **Geographic Area List** is updated to reflect the new official agency assignment. For more information, see section E. 1.



Award Designation to:
Smith's Grain Inspection

Applied For:

Name:	Ohio Valley
Geographic Area:	The following areas in the States of Indiana, Kentucky, and Tennessee: Daviess, Dubois, Gibson, Knox (except the area west of U.S. Route 41 (150) from Sullivan County south to U.S. Route 50), Pike, Posey, Vanderburgh, and Warrick Counties, Indiana. Caldwell, Christian, Crittenden, Henderson, Hopkins (west of State Route 109 south of the Western Kentucky Parkway), Logan, Todd, Union, and Webster (west of Alternate U.S. Route 41 and State Route 814) Counties, Kentucky. Cheatham, Davidson, and Robertson Counties, Tennessee.

	Designation to Award	Start Date	End Date
○	Ohio Valley	6/1/2006	5/31/2009
○	Utah	9/1/2006	8/30/2009

Official Agency Abbreviation:

Confirm Designation Award Cancel

Figure 58 – Award Designation

D. 13 — Letters: Overview

DDR's **Letter Generation** (LGN) subsystem allows you to quickly create a printable PDF file of a required form or letter, and keep a record of correspondence attached to the customer's record.

You can generate letters for both applications for designation and applications for export registration; however, the **Letters** command is reached from different stages of the Task List.

There are two routes to Letter Generation (Fig. 58) from the **DDR Task List**:

Go to **Applications (In Process)**. Select an application for designation and click **Process**. Click the **Letters** button at the bottom of the page (Fig. 55).

Go to Reminders. Select an application and click **Process**. Click the **Letter Generation** button in the middle of the page. For more information on Reminders, see section D. 19.

Once you are in the Letter Generation sub-system, you can click **Return to DDR** in the left-hand Browse panel to return to the **DDR Task List** at the point where you left off.

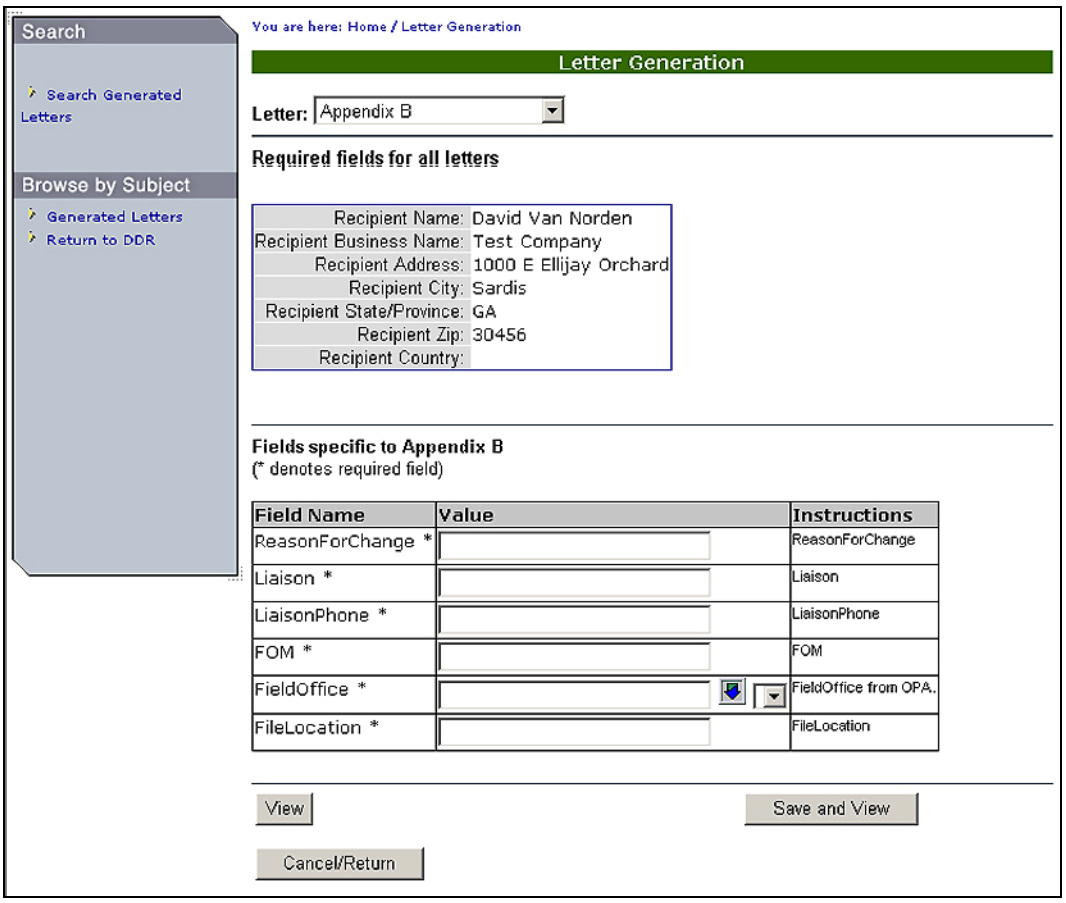


Figure 59 – DDR Letter Generation Home Page

D. 14 — Generate Letters (Applications for Designation)

From the **DDR Task List,** click **Process** next to an application for designation in the Applications (In Process) section. Click **Letters** to access the **Letter Generation** home page, which will open in a new browser window (Fig. 58).

Select your letter template (such as Designation Award) from the droplist at the top of the page. The data fields for that letter will appear on the screen. The required fields for all letters are the *Recipient Name and Address*, which will be automatically filled out with the information on the application for which you are creating a letter. The remaining fields will be specific to the type of letter chosen. Required fields are marked with an (*); the other fields are optional.

For all fields that require a business or person's name, type the first few letters in the field and use the blue arrow button to generate a droplist, then select the correct name with the cursor.

Once you have entered the letter's data:

Click **View** to generate a PDF file of the completed letter (Fig. 59). The file can be saved to your computer, emailed, or printed to be mailed, but it will not be saved in the database.

Click **Save and View** to both generate a completed PDF file and save the generated letter in the Letter Generation database.

Click **Cancel/Return** before saving to exit LGN without generating the letter.

Click **Cancel/Return** after saving the letter to advance to the **Generated Letter List** (Fig. 60).

April 18, 2006

David Van Norden, Official Agency Director
Test Company
1000 E Ellijay Orchard
Sardis, GA 30456

Dear David Van Norden,

Your designation to provide official services ends on 12/01/06. Under the U.S. Grain Standards Act, when a designation ends, any interested person may apply for the new designation. We consider all qualified applicants and designate the applicant better able to provide official services.

Complete the Application for Designation (Form FGIS-942) and Drug-Free Workplace Certification (Form AD-1049) to be considered for designation renewal. Any non-licensed personnel must fill out the Conflict of Interest Questionnaire (Form FGIS-100).

Figure 60 – Generated letter (sample)

You are here: Home / Letter List

Generated Letter List

Action	Letter Type	Recipient/DBA	Created	State	Send Method
[Edit] [Download]	Application	David Van Norden Test Company	04/18/2006	GA	Certified Mail
[Edit] [Download]	Application	David Van Norden Test Company	04/18/2006	GA	none

2 record(s) in 1 page(s).

Figure 61 – Generated Letter List

D. 15 — Generated Letters List and Generated Letters [Record] Edit

After you generate a letter, DDR will display the **Generated Letter List** (Fig. 60). You can also click **Generated Letters** from the left-hand Browse panel.

This table displays all of the letters you have generated, with the most recent letter first. To locate a letter which is not in this table, use the **Search** function (section D. 16). **Note:** at this time, you can only search for letters generated by your own user ID.

Click **Download** next to the letter you just sent to open a PDF of the generated letter, or to save the PDF to your local machine.

Click **Edit** next to the letter you just sent to open the **Generated Letters [Record] Edit** page (Fig. 61). This page is used to view the letter details, note the date and method of delivery, attach comments to the letter record, or delete the record. This page also includes the letter template, date of generation, and recipient information in read-only format.

Use the droplist to select the method (by Regular Mail, by Certified Mail, etc.) and the details (for example, the Certified Mail Tracking #) by which it was mailed. Record any comments.

Click **Save** to save the information to the letter record. Once your data is saved, the **Record Updated** message will be displayed in the top left corner (Fig. 62). Click **Return** to be redirected to the **Generated Letter List**.

Click **Delete Record** to remove the generated letter PDF and the record of its creation from the Letter Generation database. Your office will set the policies for which type(s) of letters can be deleted from the permanent records, and the time frame(s) for doing so.

Click **Cancel** to return to the **Generated Letter List**.

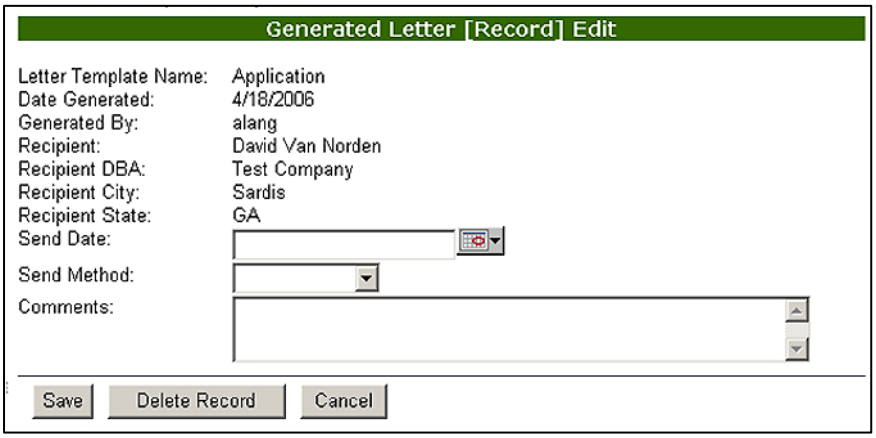


Figure 62 – Generated Letter [Record] Edit

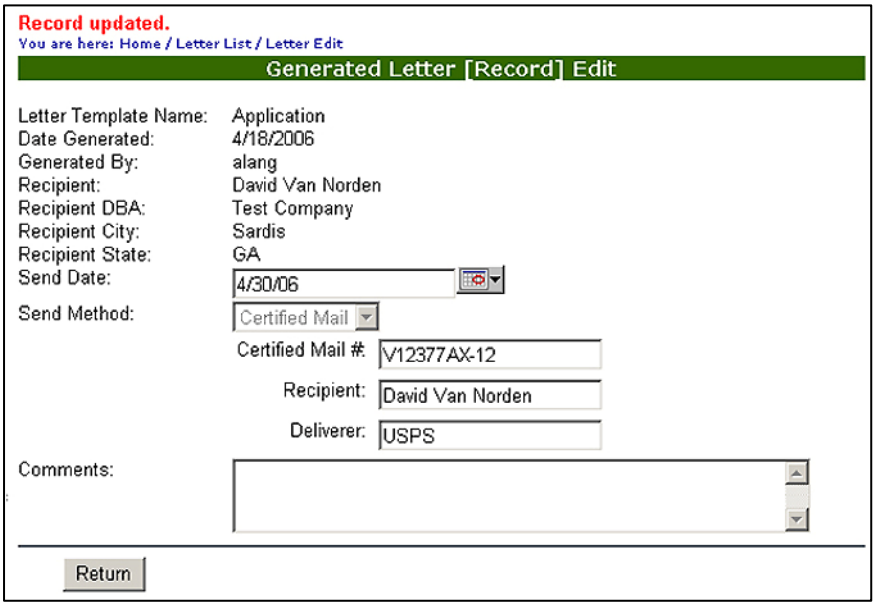


Figure 63 – Generated Letter [Record] Edit: Record Updated

D. 16 — Search Generated Letters

From the left-hand Browse panel, select **Search Generated Letters** to open the **Search Generated Letter Data** page (Fig. 63). From here you can search your previously generated letters by recipient, recipient address, send method, send date, or follow-up letter due date.

To add a search value from a droplist with a **Select** button, highlight the text with the mouse and click the **Select >>** button. The value will appear in the white box on the right side of the field. You can add multiple values one at a time, or hold down the CTRL key while highlighting values, and click **Select >>** to add them all at once. To remove a value from your search criteria, highlight it with your mouse and click **Remove.** Results can be generated in two formats:

as a *web page*. You will be directed to a **Generated Letter List** that matches your search criteria.

as an *Excel spreadsheet*. If you choose this option, you can either open the spreadsheet directly within the browser or save it as a file.

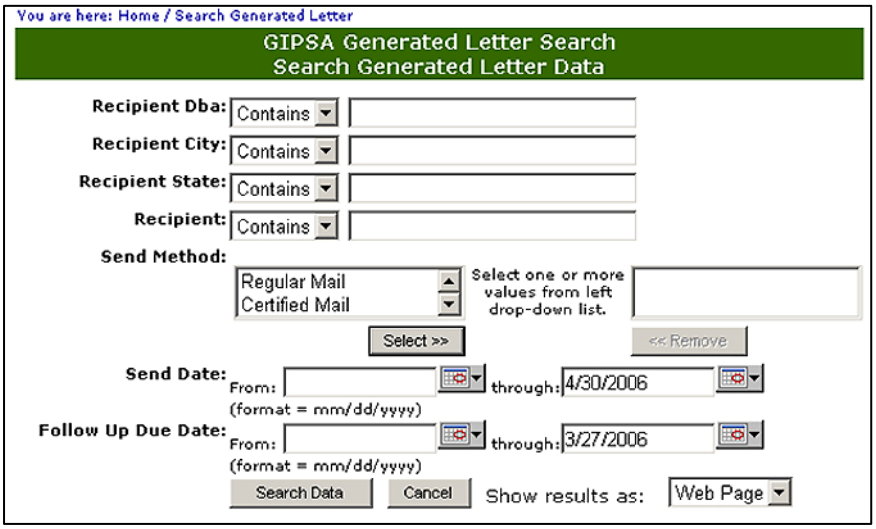


Figure 64 – Search Generated Letter Data

D. 17 — DDR Task List: Recent Changes

From the **DDR Task List** (Fig. 53), choose **In Process** from the Applications: droplist. The second section of the page is the Recent Changes area, where DDR notes changes to existing applications and export registrations that require approval and/or acknowledgement by the FGIS user. The two types of changes possible are *Withdrawn* and *Minor Update Performed*.

Click **Process** next to a record in order to open the summary page. The actions are:

Acknowledge Changes to a record for which a minor update has been performed. See section C. 12 for a list of what qualifies as a minor change. The fields which were changed will be marked with a red * **asterisk**. Review the changes to ensure that all required information has been provided, and click **Acknowledge Changes.** The edited areas will become a permanent part of the record.

Reject an application that has been withdrawn by the applicant. Click **Reject.** It will move to the **Rejected** area of the Applications: droplist.

click **Cancel** to return to the list without acknowledging changes. The record will remain in the Recent Changes area.

Figure 65 – DDR Task List: Recent Changes (Minor Update Performed)

D. 18 — DDR Task List: Process Reminders

The third portion of the **In Process** Task List (Fig. 53) is the Reminders area. Reminder records are automatically generated by DDR according to data in the application, the geographic area records list, and/or the reminder templates. DDR generates reminders in these cases:

When an application letter is due,

When an application letter/docket is due,

When a recommendation report is due,

When a selection/docket letter is due.

There are four data columns in the Reminders area: the applicant/organization's name, the status (In Process, New, and Past Due), the type of reminder (such as "Recommendation Report"), and the due date.

When an internal user first opens a reminder record, its status changes from *New* to *In Process*, where it will remain until the reminder is cleared from the task list. A *Past Due* reminder has been in *New* or *In Process* status beyond the number of days for which the type of reminder is valid (for example, a "Recommendation Report" reminder has a current window of 60 days).

To work with a reminder, click **Process** to open the **Reminder Detail View** page (Fig. 66). The top half of the form lists the applicant or organization name, the name of the reminder (such as "Selection Letter,") and the contact information from the Point of Contact listed on the application for designation or export registration.

To generate a letter from this page, click **Letter Generation** and proceed as described in the previous sections.

To log a reminder, use the text box in the middle of the page to describe the action taken, such as "Called James Harvey to request conflict of interest form FGIS-100 for Bob Smith," and click **Log Action**. A record of the action will appear in the Action History table at the bottom of the reminder with the text, the date entered, and the user who logged the action.

To clear a reminder record from the Reminders section of the **DDR Task List**, click **Clear Reminder From List.** The reminder record will be deleted (this will not affect the application).

To return to the **DDR Task List**, click **Return To Task List.**

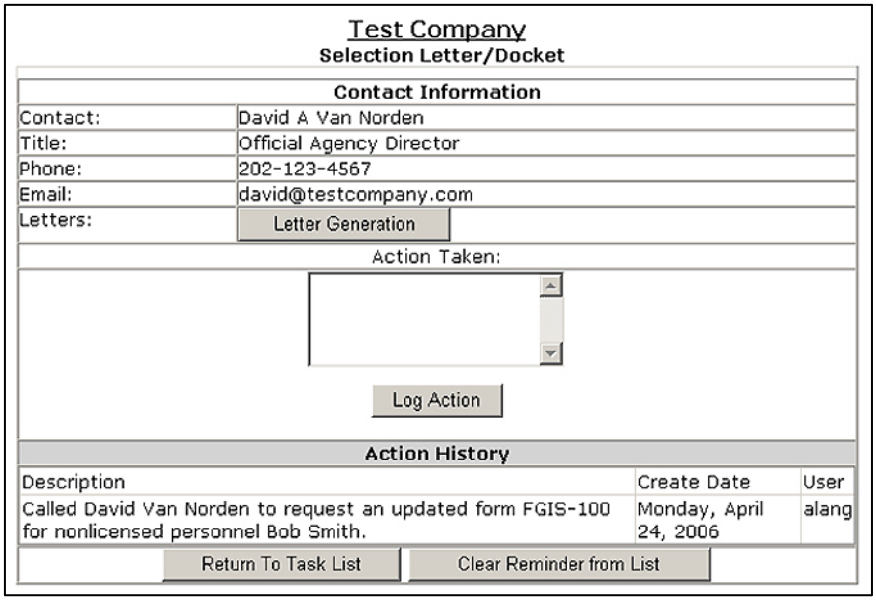


Figure 66 – Process Reminder

D. 19 — Reminder Templates

Reminder templates generate automatic notices of due dates associated with applications. Reminder templates can only be accessed by review branch and administrative users.

From the home page (Fig. 3 or 4), select **Reminder Templates** from the Browse column to open the **List DDR Reminder Template Records** page (Fig. 67). The *Effective Date Lead* represents the number of days before the business event date (such as an application letter due date) by which a reminder will be generated for the DDR Task List.

To view or edit the details of a reminder template record, click **Edit** to open the **Maintain Reminder Template Data** page (Fig. 68). The *Name* controls the title of the reminder, which appears in the Task List and on the Process Reminder page (Fig. 66, above). The *Effective Date Lead* represents the number of days before the designation start date on which the reminder will be generated.

For more information on desgination start and end dates, see Fig. 82 in section E.

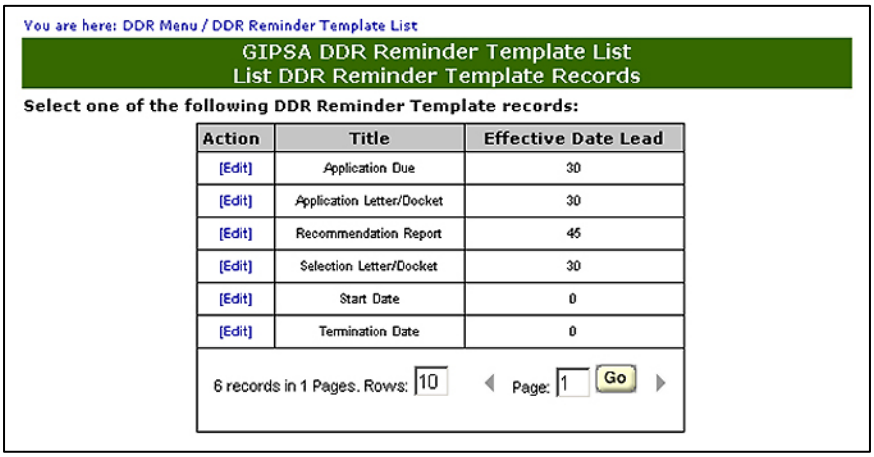


Figure 67 – List DDR Reminder Template Records

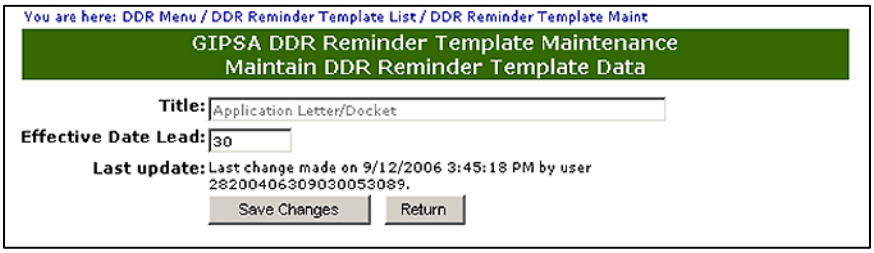


Figure 68 – List DDR Reminder Template Records

E. DDR Permanent Records

E. 1 — DDR Records: Overview

In addition to in-progress applications for designation or registration, DDR maintains a permanent database of three types of record:

Official Agencies (OAs),

Registered Grain Firms (RGFs), and

Geographic Areas (GAs).

Official agency and registered grain firm records are available to all visitors to the GIPSA web site, from non-registered members of the public to administrators. However, a user's permissions control how much data is accessible, and whether the user has read/write access to any portion.

Public users can view limited records, as described in section B.

Customers and **applicants** can view the public portions of all records, and the detailed portions of any in-progress application associated with the customer.

Internal review branch users can view designation applications which are associated with the FGIS review branch, all permanent OA records, reminder templates, and geographic areas. Review branch users can add, update, or delete portions of the permanent records.

Internal regulatory branch users can view applications for export registrations which are associated with the FGIS regulatory branch, and all permanent RGF records. Regulatory branch users can add, update, or delete portions of the RGF permanent records.

DDR administrators can view, edit, and delete any portion of the database.

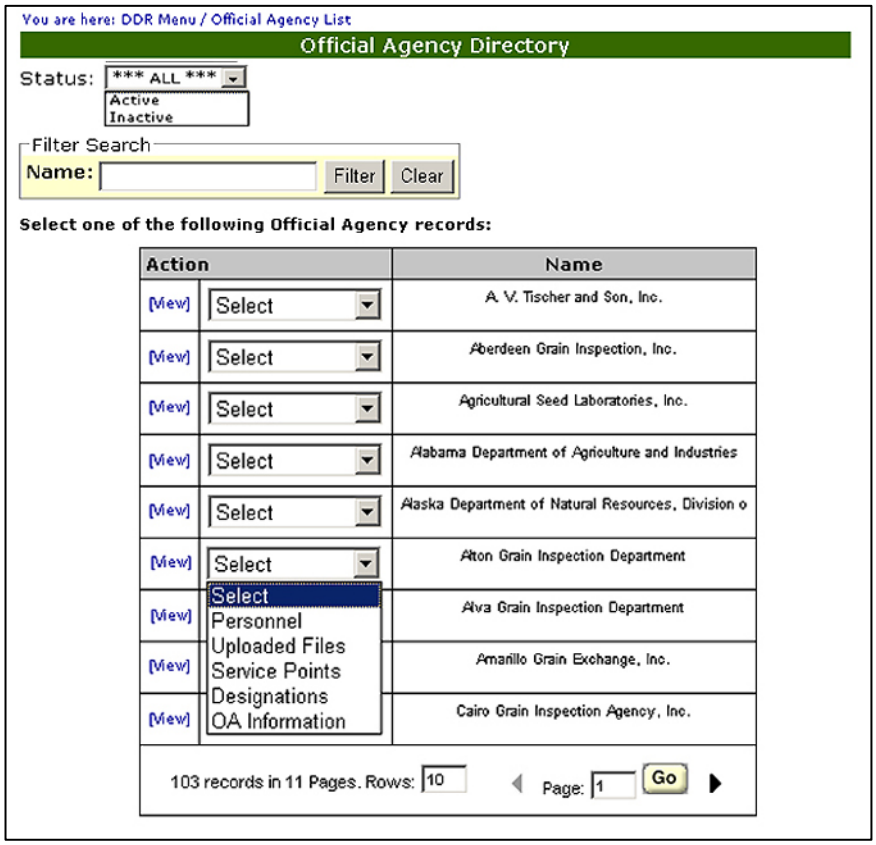


Figure 69 – Official Agency Directory

E. 2 — Official Agency Records: View Records and Data

From the DDR home page or the left-hand Browse panel, choose **Official Agencies** to open the **Official Agency Directory** (Fig. 69). Use the droplist at the top of the page to filter the records by status: *Active*, *Inactive*, or *All.* From this page, the user can:

View the official agency summary page,

View or maintain personnel and conflict of interest records,

View, download, or maintain the associated uploaded files,

View the geographic area of the agency's designation,

View or maintain the official agency's GAM abbreviation.

From the Action column of the Official Agency list, click **View** to open the designation summary page (Fig. 6). For all other data records associated with the OA, use the **Select** droplist to choose a command.

To quickly view a subset of those records, use the Filter Search at the top of the table to locate official agencies by name. To filter the list, enter some or all of the name and click **Filter**.

The page will display all records where the name contains that text string; for example, entering "Grain" will find both "Grain Inspection Inc." and "Smith's Grain Company."

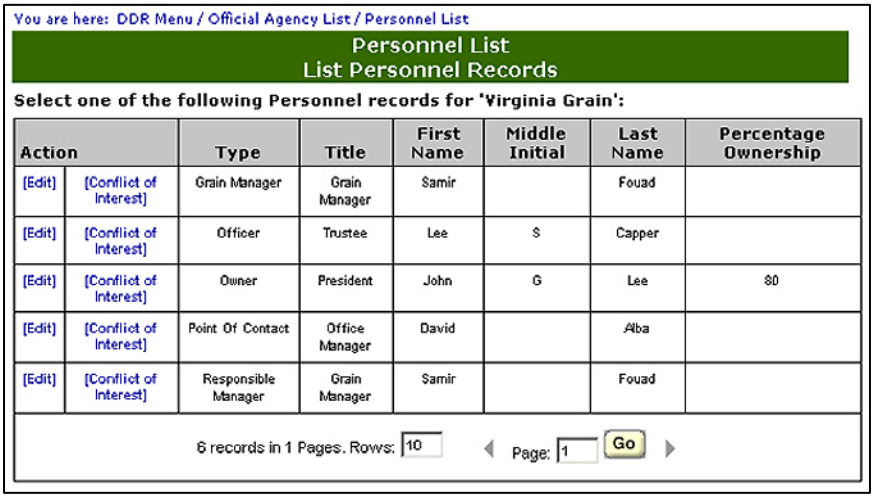
To return to the full list, click **Clear.**

E. 3 — Official Agency Records: Personnel and Conflict of Interest

The Personnel records contain both data on individuals associated with an official agency, and an online record of Form FGIS-100, Conflict of Interest Questionnaire.

Personnel records are populated during the application process when the user enters the information about the owner, point of contact, grain manager, responsible manager, stockholders, and so on. Once a designation is awarded and an official agency record is created (or modified, if a repeat designation), the internal user cannot add more personnel records, or delete personnel records that were created in the application process. However, existing records can be updated (for example, the "point of contact" record can be changed from Bob Smith to Andrea Jones). Additional personnel records may also be added by editing the application or by attaching files to an official agency with the **Uploaded Files** command (section E. 4).

Select **Personnel** from the droplist to open the **List Personnel Records** page (Fig. 70). From this page you can edit personnel records, and add, edit, or delete conflict of interest records.


You are here: DDR Menu / Official Agency List / Personnel List

Personnel List
List Personnel Records

Select one of the following Personnel records for 'Virginia Grain':

Action		Type	Title	First Name	Middle Initial	Last Name	Percentage Ownership
[Edit]	[Conflict of Interest]	Grain Manager	Grain Manager	Samir		Fouad	
[Edit]	[Conflict of Interest]	Officer	Trustee	Lee	S	Capper	
[Edit]	[Conflict of Interest]	Owner	President	John	G	Lee	80
[Edit]	[Conflict of Interest]	Point Of Contact	Office Manager	David		Alba	
[Edit]	[Conflict of Interest]	Responsible Manager	Grain Manager	Samir		Fouad	

6 records in 1 Pages. Rows: 10 Page: 1 Go

Figure 70 – List Personnel Records

To **view** or **edit** a personnel record, click **Edit** in the Action column to open the **Maintain Official Agency Personnel Data** page (Fig. 71). Use the **Type** droplist to indicate either the person's role in the company (Officer, etc.) or their function as it relates to FGIS (Point of Contact, etc.). After editing your data click **Save Changes**, or **Return** to exit without altering the record.

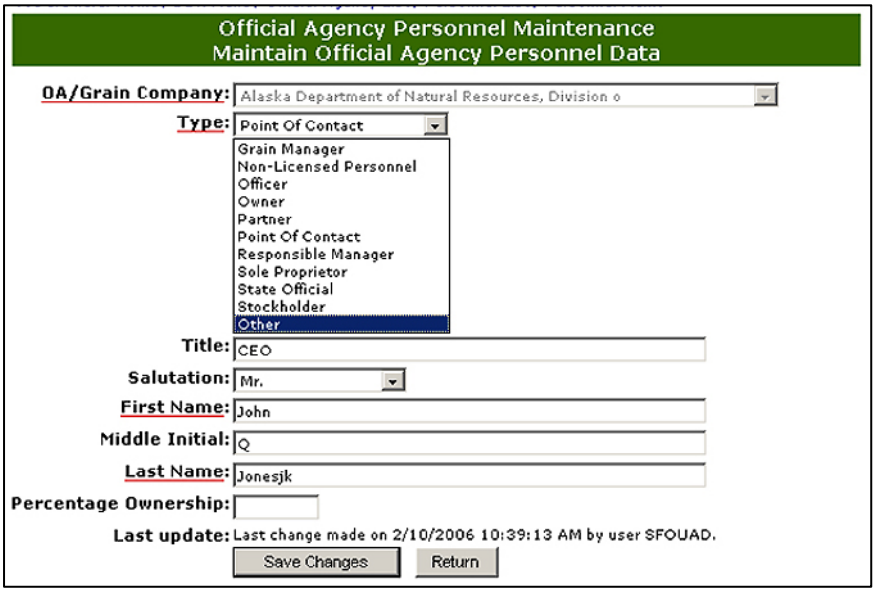


Figure 71 – Maintain Official Agency Personnel Data

Click **Conflict of Interest** in the Action column to open the **List Conflict of Interest Records** page (Fig. 72). The table displays an electronic record for each FGIS-100 form submitted for the individual.

Conflict of Interest (COI) records are online versions of form FGIS-100. Companies are required to submit an FGIS-100 for each non-licensed employee or affiliated personnel. Once they are received in the FGIS office, the information is entered into this area of the DDR records, along with comments and a history of the resolution, if any. The COI data fields are:

Case number, the automatically generated reference number for the COI.

Name of the individual.

Presence of a conflict. **No** indicates that a FGIS-100 form was filed and did not indicate a conflict. **Yes** indicates that a FGIS-100 was filed and indicated a conflict.

Resolution date, the date on which an exception was granted, the personnel took action to eliminate the conflict, or the conflict was otherwise resolved.

Elimination date, the date on which the conflict was eliminated.

To **create** a COI record, click **Add New Record** to open the **Add New Conflict of Interest** form (Fig. 73). In addition to the fields on the previous page, you should provide the following data where required or where applicable:

When you insert the record, the *Case number* will be assigned automatically.

Notification date, the date on which data from the FGIS-100 was entered into the COI record.

Resolution date, the date on which the conflict was resolved (if any); for example, if an exception to the conflict was granted.

Conflict type. Use the mouse to click the appropriate conflict (Employment, Financial Interest, etc.). To select **multiple** conflicts of interest, hold the CTRL key as you click.

Establishment of conflict. Answer questions 1 through 5 by selecting the correct answer from the droplist. Question 2 is optional. The questions are:

1. Is there a conflict? (Yes, no)
2. Applicable Act (USAGA, AMA, or both)
3. Is an exception granted? (Yes, no)
4. Is the person licensed? (Yes, no) If yes, provide the license number in the adjacent field.
5. Is the person working? (Yes, no)

Conflict description, if additional explanation is needed.

Exception guidelines. If the person is eligible for an exception, type the text of the exception in the grey text field and click **Add Record**. Once added, you can **Delete** an exception.

Elimination date, the date on which the conflict was eliminated.

Elimination description, a description of how the conflict was eliminated.

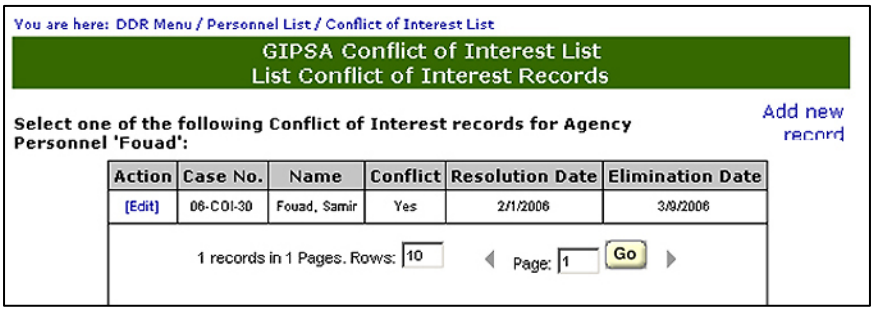


Figure 72 – List Conflict of Interest Records

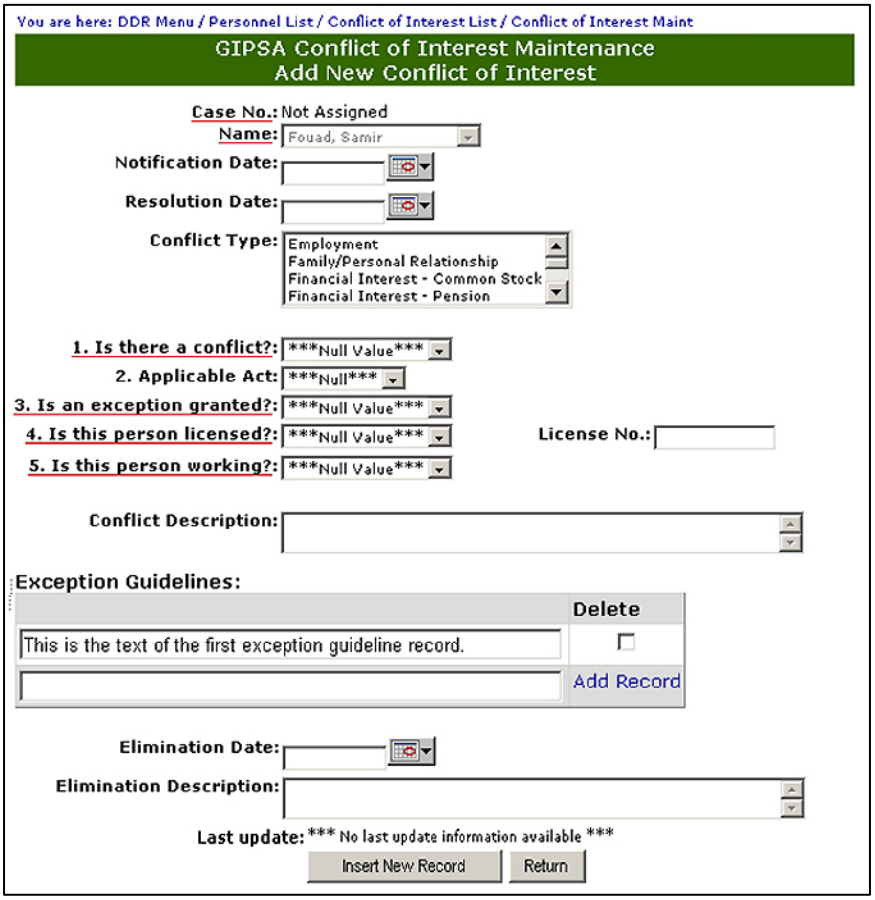


Figure 73 – Add New Conflict of Interest

Click **Insert New Record** to add the COI, or **Return** to exit without saving.

To edit a COI, click **Edit** to open the **Maintain Conflict of Interest Data** page. When you have finished your changes, click **Save Changes**, or **Return** to exit without saving.

To delete a COI record, click **Edit** and then **Delete Record.**

E. 4 — Official Agency Records: Uploaded Files

From the official agency list, select **Uploaded Files** to open the **GIPSA File List: List File Records** page (Fig. 74). The data columns are:

File Type, which can be Facilities Requesting Service, Service Points, Non-licensed Personnel, or State Officials.

Filename, the name under which the file was saved.

File content, which indicates the file format (Excel, Word, etc.)

To **download** a copy of the file to your local computer, click **Download**. You may also click **Edit** and then select the **Download** option.

To **delete** a file, click **Edit** and then **Delete Record.** You cannot directly edit a record's content; you must download it, delete the original uploaded file record, and re-upload your altered file.

To upload a new file, click **Add New Record** to open the **Add New Files** page (Fig. 75). Use the droplist to select the file type. Click **Browse** to open your computer's file locater and select the file for upload, then click **Insert New Record.**

After you have uploaded a file, the record will display the file name, the file type, the file size, and the date on which it was uploaded.

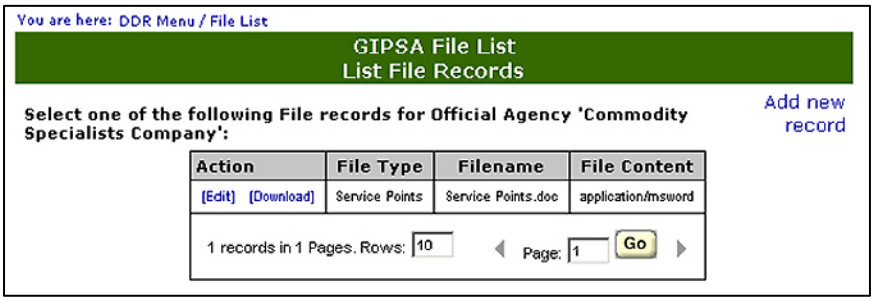


Figure 74 – List File Records

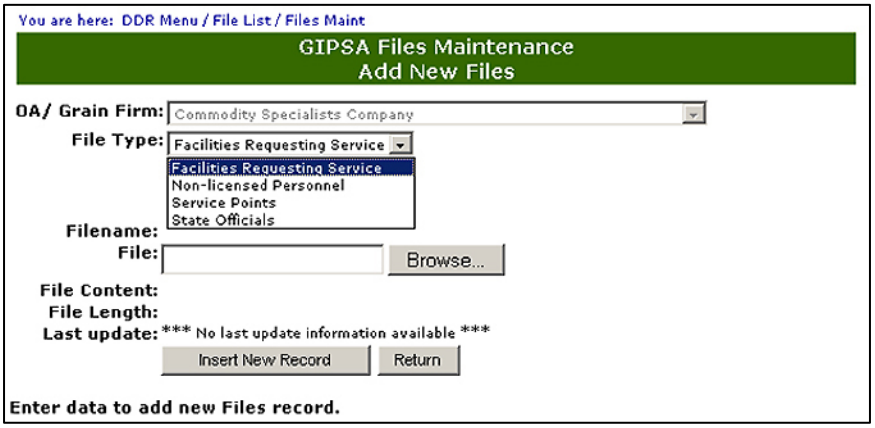


Figure 75 – Add New Files

E. 5 — Official Agency Records: Service Points

From the official agency list, select **Service Points** to open the **List Service Point Records** page (Fig. 76).

The data columns are:

Name, the acronym of the official agency that provides the service point.

Service Point Number, a unique identifier.

Direct Service By Field Office / Spv Fee Field Office, which indicates either the field office that directly operates the service point, or the official agency that operates the service point. Only one of these columns is valid per service point record.

Official Agency, the full name of the official agency providing official services at the service point.

Start / End Date, the dates during which the service point is providing services.

GIPSA Service Point List
List Service Point Records

Select one of the following Service Point records for Official Agency 'A. V. Tischer and Son, Inc.':

Add new record

Action	Name	Service Point Number	Direct Service by Field Office	Spv Fee Field Office	Official Agency	Start Date	End Date
[Edit]	ALBERT CITY, IA	140090		FGIS - Cedar Rapids Field Office	A. V. Tischer and Son, Inc.		
[Edit]	BOONE, IA	140930			A. V. Tischer and Son, Inc.		
[Edit]	FT. DODGE, IA	143020		FGIS - Cedar Rapids Field Office	A. V. Tischer and Son, Inc.		8/31/2005
[Edit]	MALLARD, IA	145150		FGIS - Cedar Rapids Field Office	A. V. Tischer and Son, Inc.		

4 records in 1 Pages. Rows: 10 Page: 1 Go

Figure 76 – List Service Point Records

In the Action column, you will see **View** (non-administrative users) or **Edit** (administrative users). Click **View/Edit** to open the **Maintain Service Point Data** page (Fig. 77), which holds the detailed information about the service point, including the location(s) where it renders service. The additional data fields are:

Export Location flag, which indicates if the service point is an export location.

Supervision Fee Flag and *Tonnage Fee Flag*, which indicate if fees are assessed by services at the service point, and if so, which type.

POC, fields to enter the point of contact information at the service point.

FFIS Number, the FFIS system number.

Supervision Fee Mgt Code, the numeric code for the supervision fee (if the fee flag is "yes").

Admin Ton Mgt Code, the numeric code for the tonnage fee (if the fee flag is "yes").

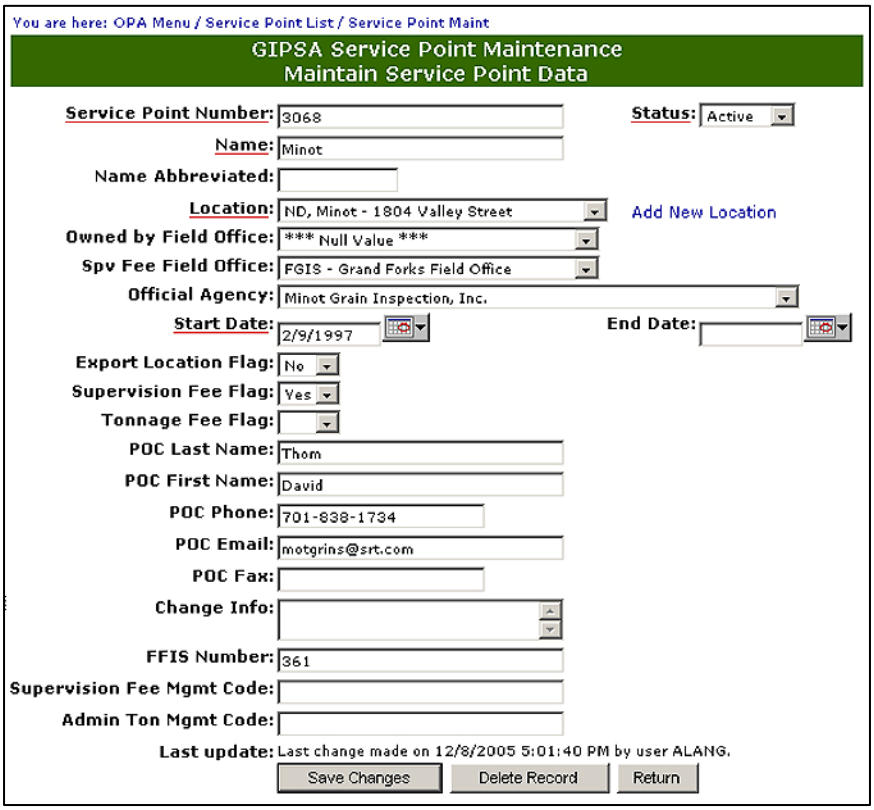


Figure 77 – Maintain Service Point Data

E. 6 — Official Agency Records: Designations

From the official agency list, select **Designations** to open the **List Geographic Area Records** page. This table displays all geographic locations which have been designated to that agency.

For more information on geographic area records, see section E. 10.

E. 7 — Official Agency Records: OA Information

From the official agency list, select **OA Information** to open the **Maintain Official Agency Data** page (Fig. 78 & Fig. 79). From this page, you can view internal GAM application information about the official agency record.

Abbreviation is the code by which the official agency is known in other databases, such as IDW.

Expiration date is the date on which the designation expires.

CRT Expiration date is the date on which CRT will no longer accept the OA abbreviation as a valid code. This falls after the OA expiration date so that CRT will have time to process records that come into the system after an agency's designation ends, but were created while the agency designation was valid.

Administrative users can configure these settings as needed. Click **Save Changes** to return to the OA list, or **Return** to cancel your changes.

Other users will see this page in read-only format. Click **Return** to go back to the previous page.

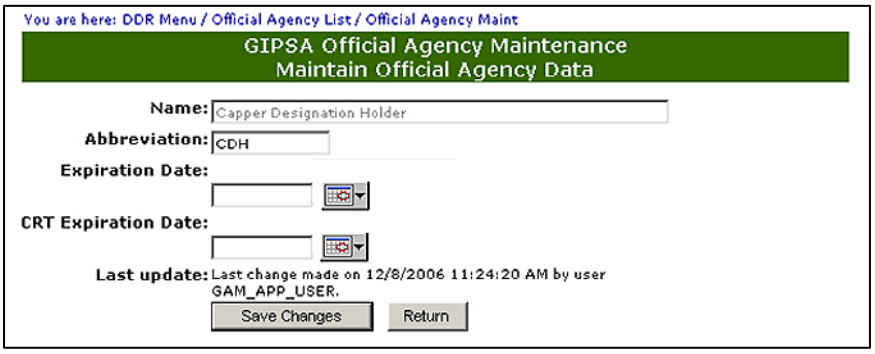


Figure 78 – Maintain Official Agency Data (Administrative)

Figure 79 – Maintain Official Agency Data (Read-Only)

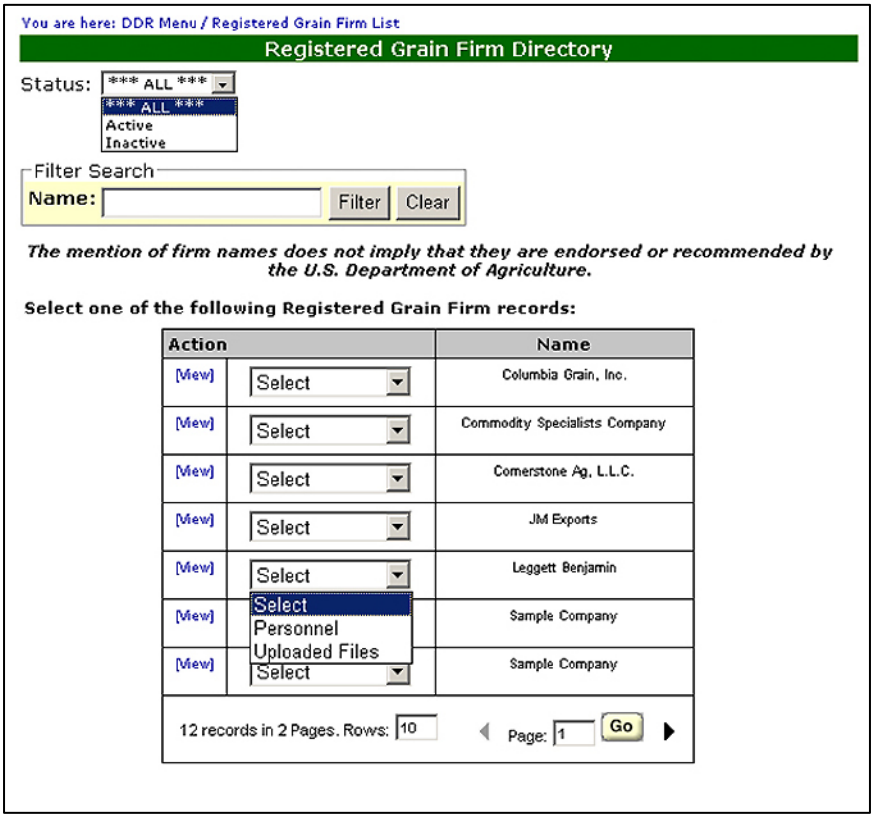


Figure 80 – List Registered Grain Firm Records

E. 8 — Registered Grain Firms: Overview

From the DDR home page or the left-hand Browse panel, choose **Registered Grain Firms** to open the **Registered Grain Firm Directory** (Fig. 80). Use the droplist at the top of the page to filter the records by status: *Active*, *Inactive*, or *All.* From this page, the user can:

View the registered grain firm summary page,

View or maintain personnel and conflict of interest records.

From the Action column, click **View** to open the summary page (Fig. 8).

To view personnel, select **Personnel** from the droplist to open the **List Personnel Records** page. From this page you may also maintain Conflict of Interest (COI) records. These tables function as described in the previous sections.

To quickly view a subset of those records, use the Filter Search at the top of the table to locate official agencies by name. To filter the list, enter some or all of the name and click **Filter**.

The page will display all records where the name contains that text string; for example, entering "Grain" will find both "Grain Inspection Inc." and "Smith's Grain Company."

To return to the full list, click **Clear.**

E. 9 — Geographic Areas

From the DDR home page or the left-hand Browse panel, choose **Geographic Areas** to open the **List Geographic Area Records** page (Fig. 81). From this page, the user can:

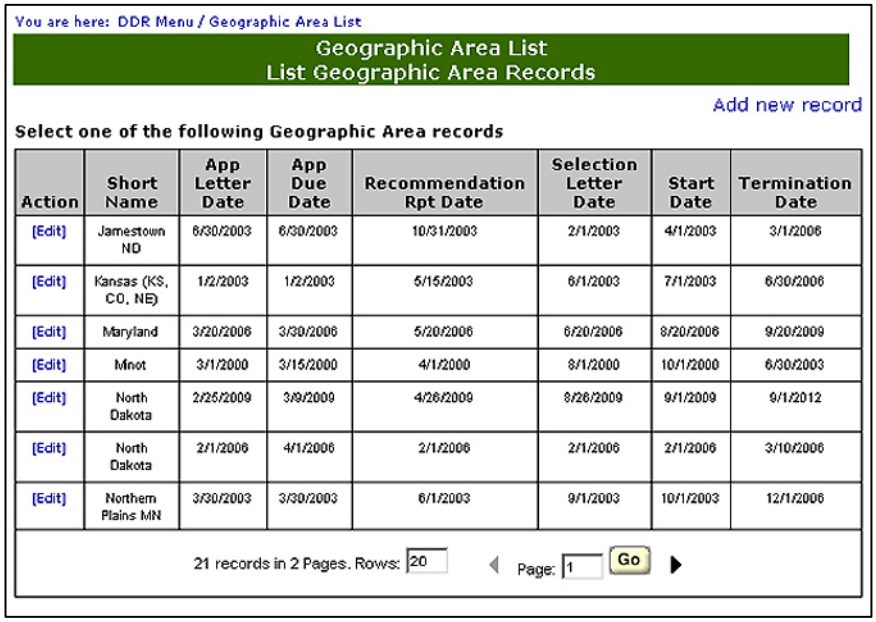
View the due dates for all applications, letters of recommendation, selection, and start and termination dates,

Enter a record to view the geographic area definition,

Maintain the geographic area definition,

Add a new geographic area record.

Click **Add New Record** to open the **Maintain Geographic Area Records** page (Fig. 82). Enter all of the area's information, including the dates on which the selection process opens, the applicant receives a letter of invitation to apply, the application letters are due, the recommendation reports are due, the designation is awarded, the selection letter is sent to the agency, and the start and end dates of the designation.


You are here: DDR Menu / Geographic Area List

Geographic Area List
List Geographic Area Records

Add new record

Select one of the following Geographic Area records

Action	Short Name	App Letter Date	App Due Date	Recommendation Rpt Date	Selection Letter Date	Start Date	Termination Date
[Edit]	Jamestown ND	6/30/2003	6/30/2003	10/31/2003	2/1/2003	4/1/2003	3/1/2006
[Edit]	Kansas (KS, CO, NE)	1/2/2003	1/2/2003	5/15/2003	6/1/2003	7/1/2003	6/30/2006
[Edit]	Maryland	3/20/2006	3/30/2006	5/20/2006	6/20/2006	8/20/2006	9/20/2009
[Edit]	Minot	3/1/2000	3/15/2000	4/1/2000	8/1/2000	10/1/2000	6/30/2003
[Edit]	North Dakota	2/25/2009	3/9/2009	4/26/2009	8/26/2009	9/1/2009	9/1/2012
[Edit]	North Dakota	2/1/2006	4/1/2006	2/1/2006	2/1/2006	2/1/2006	3/10/2006
[Edit]	Northern Plains MN	3/30/2003	3/30/2003	6/1/2003	9/1/2003	10/1/2003	12/1/2006

21 records in 2 Pages. Rows: 20 Page: 1 Go

Figure 81 – List Geographic Area Records

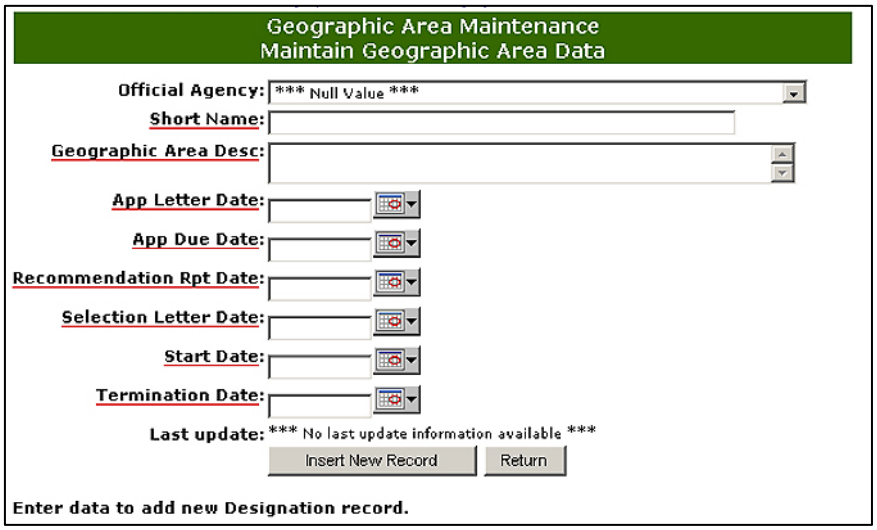


Figure 82 – Maintain Geographic Area Data

You have two options with the *Official Agency* field:

You can leave it set to "Null value." This will not assign the geographic area to any agency. Depending on the dates for application, it will be visible in the droplist on page 2 of the Application for Designation. **Note:** to appear in this droplist, the geographic area must be in the chronological period after the *App Due Date* and before the *Selection Letter Date.*

If you are entering a geographic record *after* it has been assigned to an agency, select the correct OA from the droplist.

Once a geographic area is designated to an agency, it will appear in the OA's associated **List Geographic Area Records** page.

F. User Access and Session Length

F. 1 — User Access to DDR

GIPSA's eAuthorization System (GAS) maintains access permissions and authentication data for each GAM user. Only eAuthorization administrators can configure these settings.

To access any part of DDR other than the public records (section A), a user's eAuthentication ID must have two settings configured in eAuthorization: a *User Identity*, which associates a user ID with a customer number (CIM) or an FGIS branch (regulatory or review), and the records associated with that identity.

III. Appendix

Commonly Used Acronyms

APS	— GIPSA Agricultural Product Standards application
FGIS	— Federal Grain Inspection Service
FO	— Field Office
GAM	— GIPSA Application Modernization
GAS	— GIPSA eAuthorization System application
IDW	— FGIS Inspection Data Warehouse application
ITS	— GIPSA Issue Tracking System application
NTB	— GIPSA Network and Telecommunications Branch
OA	— Official Agency
OPA	— GIPSA Organizations and Personnel application
P&SP	— USDA Packers & Stockyards Program
RER	— GIPSA Regulated Entities and Registration application
RGR	— Registered Grain Firm