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# Getting Started with QAC Ability Tools

FGIS *online*



# Contents

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# Staging Website

▶ [https://fgiss.gipsa.usda.gov/default\\_home\\_FGIS.aspx](https://fgiss.gipsa.usda.gov/default_home_FGIS.aspx)

The screenshot shows a web browser window displaying the USDA GIPSA Staging website. The browser title is "Inspection Services System - Windows Internet Explorer provided by USDA GIPSA OA ITS NTB". The address bar shows "usa.usda.gov/default\_home\_FGIS.aspx". The website header includes the USDA logo, "United States Department of Agriculture", "Grain Inspection, Packers & Stockyards Administration", and the word "Staging" in a large, stylized font. Below the header is a navigation menu with links for "Home", "About GIPSA", "Help", "Contact Us", and "Login". A search bar is located on the left side of the page. The main content area displays "You are here:" followed by a list of choices: "Inspection Data Warehouse (IDW)", "Certificates (CRT)", "Delegations/Designations and Export Registrations (DDR)", "Equipment Capability Testing (ECT)", "Inspection, Testing, and Weighing (ITW)", and "Quality Assurance and Control (QAC)". The footer contains links for "GIPSA | USDA.gov", "FOIA | Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

- QAC is only available for training.
- This website will allow you to practice until QAC goes into Production.
- Click the Quality Assurance and Control (QAC) link

# Warning Page

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

USDA Web Service Log-In \*\*\*\*\*WARNING\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

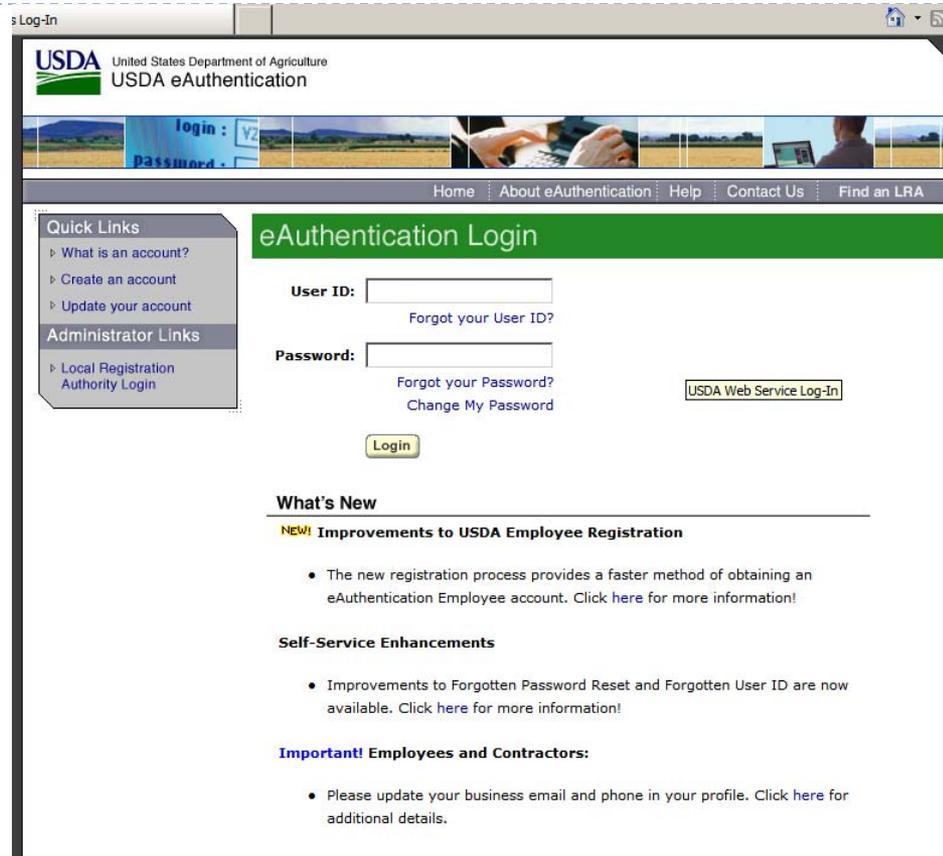
\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

eAuthentication Home | USDA.gov | Site Map  
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Click "I Agree"

# Login Page



The screenshot shows the USDA eAuthentication Login Page. At the top, there is a header with the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below the header is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". The main content area is titled "eAuthentication Login" and features a login form with fields for "User ID:" and "Password:". There are links for "Forgot your User ID?", "Forgot your Password?", and "Change My Password". A "Login" button is located below the password field. To the right of the password field is a button labeled "USDA Web Service Log-In". On the left side of the page, there is a "Quick Links" section with links for "What is an account?", "Create an account", and "Update your account". Below this is an "Administrator Links" section with a link for "Local Registration Authority Login". At the bottom of the page, there is a "What's New" section with a "NEW! Improvements to USDA Employee Registration" heading and a bullet point stating that the new registration process provides a faster method of obtaining an eAuthentication Employee account. Below this is a "Self-Service Enhancements" section with a bullet point stating that improvements to Forgotten Password Reset and Forgotten User ID are now available. Finally, there is an "Important! Employees and Contractors:" section with a bullet point stating that users should update their business email and phone in their profile.

Log-In

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

eAuthentication Login

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)  
[Change My Password](#)

[USDA Web Service Log-In](#)

What's New

**NEW! Improvements to USDA Employee Registration**

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. [Click here for more information!](#)

**Self-Service Enhancements**

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. [Click here for more information!](#)

**Important! Employees and Contractors:**

- Please update your business email and phone in your profile. [Click here for additional details.](#)

- Level 2 authentication is required.
- Type your user name and password.
- Press Login

# Request Access

Home About GIPSA Help Contact Us Login

**Application Access Request**

You do not have access to the requested resource. You may request the appropriate access by filling out the form below.

**First Name:** John  
**Mid Initial:** M.  
**Last Name:** Doe  
**Email Address:** John.m.doe@test.com

**Comment:**

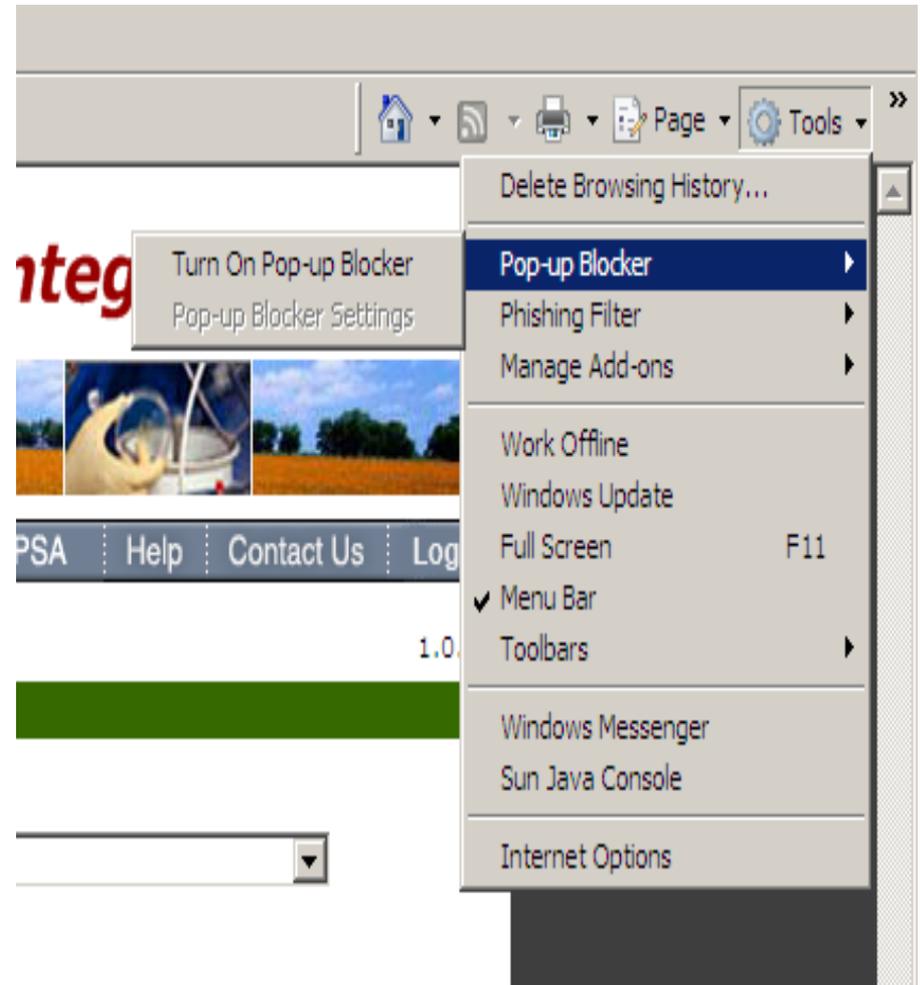
**Phone Number:**

Request Access

- The first time you access QAC, you'll see this screen. The comment field must include the agency/field office where you work and why you want access to QAC.
- After you press Request Access, you'll see a screen telling you that the request has been submitted and that processing may take 24 hours.
- You will receive an email informing you whether you have or haven't been granted access.
- User roles and jurisdiction are setup by a program administrator.
- The QAC functions that you will have access to (and not grayed out) are based on the roles, identities and jurisdiction that you are assigned.

# Popup blocker

- ▶ For best results, set popup blocker to off.
- ▶ Popup Blocker can cause some inconsistent results.



# Session Timeouts

- ▶ eAuthentication can timeout from inactivity and require new login
- ▶ QAC can timeout and while a new login is not needed you would have to navigate back to the record you were on and some data could be lost.
- ▶ **TIP: Save work frequently**

The screenshot shows the USDA Grain Inspection, Packers & Stockyards Administration (GIPSA) website. The header includes the USDA logo and the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration". The word "Staging" is displayed in orange. Below the header is a navigation bar with links for Home, About GIPSA, Help, Contact Us, and Logoff. A search bar is present, and a "You are here:" breadcrumb trail is shown. The main content area displays a session timeout message: "Either your previous session has timed out or you must begin a new one. To continue please click on one of the links in the left menu." The left sidebar contains a "Browse by Subject" menu with options for GCBS Menu, FGIS Menu (highlighted), and P&SP Menu. The FGIS Menu is expanded to show sub-items: Inspection Data Warehouse (IDW), Certificates (CRT), Delegations, Designations and Export Registrations (DDR), and Equipment Capability Testing (ECT).

USDA United States Department of Agriculture  
Grain Inspection, Packers & Stockyards Administration

Staging

Home About GIPSA Help Contact Us Logoff

Search

You are here:

Either your previous session has timed out or you must begin a new one. To continue please click on one of the links in the left menu.

Browse by Subject

- GCBS Menu
- FGIS Menu
  - Inspection Data Warehouse (IDW)
  - Certificates (CRT)
  - Delegations, Designations and Export Registrations (DDR)
  - Equipment Capability Testing (ECT)
- P&SP Menu

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

# General Information

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- ▶ Slide titles that are underlined, like Create New Targeted STEP, correspond to clickable links on the QAC home page.
- ▶ Most QAC tables can be sorted by clicking the headings.
- ▶ Tabs will be created for each of the QAC functions applied to a unique sample. This will allow the user to view all the processes attributed to a sample.
- ▶ OSP QAS is not able to view National SIMS/STEP results while in one of the Edit processes. Reports will be created to provide access to these results.
- ▶ Supervision results of non-numeric factors, like odor, are entered 1) in the Supervision Result field in SIMS, 2) the Remarks field associated with the factor in STEP, OTS, PAS, & Corrective Action, and 3) in the QAS/BAR Pick Result fields in Opinion.

# QAC Home Page

QAC Home 0.0.9

## Quality Assurance Control Home Page

<b>Performance</b>  <a href="#">Create New Targeted SIMS</a> <a href="#">Edit New SIMS</a> <a href="#">Edit Existing SIMS</a>  <a href="#">Create New Targeted STEP</a> <a href="#">Edit New STEP</a> <a href="#">Edit Existing STEP</a>	<b>Supervision Samples</b>  <a href="#">Create Domestic Complaint</a> <a href="#">Edit Existing Domestic Complaints</a>  <a href="#">Create Foreign Complaint</a> <a href="#">Edit Existing Foreign Complaints</a>
<b>Ability</b>  <a href="#">Edit Existing Corrective Action</a>  <a href="#">Create New Opinion</a> <a href="#">Edit Existing Opinion</a>  <a href="#">Create New OTS</a> <a href="#">Edit Existing OTS</a>  <a href="#">Create New PAS</a> <a href="#">Edit Existing PAS</a>  <a href="#">Create New Referee</a> <a href="#">Edit Existing Referee</a>  <a href="#">Create New Survey</a> <a href="#">Edit Existing Survey</a>  <a href="#">Create New Voluntary STEP</a> <a href="#">Edit Existing Voluntary STEP</a>	<b>Other</b>  <a href="#">Early Alert Program</a>  <a href="#">SIMS Record Search</a> <a href="#">STEP Record Search</a>
	<b>Administration</b>  <a href="#">SIMS Tolerances</a> <a href="#">SIMS Distribution Rates</a>  <a href="#">Random SIMS Stratified Rates</a> <a href="#">Flagged SIMS Profiles</a>  <a href="#">Random STEP Submission Rates</a> <a href="#">Flagged STEP Profiles</a>  <a href="#">Factor Threshold Score</a>

GIPSA | [USDA.gov](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

The small link at the top left (example is “QAC Home”) is called a Breadcrumb. This can be clicked to navigate to other pages or come back “Home”.



# Corrective Action

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- ▶ While the QAS, GSL, or BAR is entering their results using SIMS Edit, they have the option to flag one or more factors for Corrective Action by checking a box.
- ▶ While superseding a certificate for an appeal or BAR appeal, there is an option to “Send Original to QAC as Corrective Action”.
- ▶ A portion of the sample is sent back to inspector for a re-pick. The sample and separations are returned to the QAS, GSL, or BAR for correction.
- ▶ Results are entered by clicking the Edit Existing Corrective Action link.

# Corrective Action - CRT

**Signature Original:**  **Signature Copies:**

**Upload Signature:**

**NO SIGNATURE FILE**

**Used for Billing:**  No  Yes

**Send Original to QAC as Corrective Action:**

<b>Sublots With Insects:</b> <input type="text"/>	<b>Components Infested:</b> <input type="text"/>
<b>Insects Per Lot:</b> <input type="text"/>	<b>Insecticide:</b> <input type="text"/>
<b>Dust Suppressant:</b> <input type="text"/>	<b>Dye:</b> <input type="text"/>
<b>Fumigant:</b> <input type="text"/>	<b>Aflatoxin Test Basis:</b> <input type="text"/>

**Factor Result**

- CRT users can check a box when superseding a certificate for an appeal or BAR appeal that will import the information into QAC.
- In SIMS, sample is classified as a Targeted SIMS.
  - Superseded information is found as the Original Result/Inspector while the superseding information is found as the Supervision Result/Inspector.
  - SIMS Tolerances will be applied and listed in Warning and Action columns.
  - Corrective Action box will be checked for any factors outside the Action limits, while OSP QAS or GSL may check the box for any factors that are warranted.
- Portions should be mailed back to the inspector, like normal.



# Edit Existing Corrective Action

The screenshot shows a web browser window with a navigation bar at the top containing links for Home, About GIPSA, Help, Contact Us, and Logoff. Below the navigation bar is a breadcrumb trail: QAC Home > Corrective Action Search, and a version number 0.0.7 in the top right corner. The main heading of the page is "Quality Assurance Control Corrective Action Search". The form contains several input fields: "QAC ID:" with a text box; "Corrective Action Range:" with two text boxes separated by "To"; "SIMS Supervision Range:" with two text boxes separated by "To"; "OSP:" with a dropdown menu; "Service Point:" with a dropdown menu; "Corrective Action Status:" with a dropdown menu; and "File Sample ID:" with a text box. At the bottom of the form are two buttons: "Search" and "Return". The footer of the page contains links for GIPSA | USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

- If you know the QAC ID, type the number in the QAC ID box and press Search .
- To see a complete list of samples, leave page blank and press Search.
- To narrow your list, search by choosing dates, service points, or File Sample ID, etc and press Search.
- The Corrective Action Status may be New, Supervised, or Revised.
- Click the word Edit to pull up a record.

# Corrective Action Edit

QAC Home > Corrective Action Search > Corrective Action List > Corrective Action Edit 0.0.7

**Quality Assurance Control**  
**Corrective Action Edit**

SIMS Corrective Action **STEP**

**QAC ID:** 320 **OSP:** Kansas Grain Inspection Service, Inc.  
**Supervision Status:** Supervised **Service Point:** 155880  
**Sublot Number:** **Special Grades:** n/a  
**Movement:** In **Class / Subclass:** Hard Red Winter Wheat (HRW)  
**Grade:** 1 **Service Types:** Official Sample-Lot (USGSA)  
**Sample Device:** Mechanical Diverter **Lot Number:** 200609210789  
**Carrier ID / Name:** 20000-4 **File Sample ID:** 200609210789  
**Inspector:** TINNIN, TYRELL M. - 50502 **Carrier:** Truck  
**Inspection Date:** 9/20/2006 **Inspection Level:** Original  
**Supervision Conducted By:** OSP **Supervision Special Grade:**  
**Supervision Date:** 5/15/2009 **Final Class / Subclass:** Hard Red Winter Wheat (HRW)  
**Supervision Inspector:** PAGE, MICHAEL J - 05029 **Corrective Action Status:** New  
**Corrective Action Inspector:**   **Corrective Action Date:**

Factor (uom)	Original Result	Inspector	Supervision Result	Supervision Inspector	Re-pick Result	Plus	Minus	Result	Score	Remarks
DKT (%)	0.4	TINNIN, TYRELL M. - 50502	3.8	PAGE, MICHAEL J - 05029	<input type="text"/>	<input type="text"/>	<input type="text"/>			

**Remarks:**

Last Modified Date: 5/13/2009 2:30:51 PM

- QAS/GSL/BAR enters the inspector's Re-pick Result, Plus, Minus, Corrective Action inspector number or name, and Corrective Action Date.
- Result and Score are calculated at data entry.
- Remarks can be added for each factor or the sample.
- Press Save to save and exit or Return to cancel.

# Opinions

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- ▶ Opinions provide a quick exchange of interpretations between the inspector and OSP QAS/GSL and the BAR.
- ▶ An inspector submits challenging separations to the OSP QAS for review. The QAS clicks the Create New Opinion link and enter the inspector's information and may enter QAS corrections at this time.
- ▶ OSP QAS can submit challenging separations to the BAR for review by clicking Create New Opinion, checking the box that states "Direct Request to BAR", and filling out the form.
- ▶ GSL can submit challenging separations to the BAR by using the Create New Opinion link to enter information.
- ▶ OSP QAS/GSL may submit a SIMS sample for an opinion to the BAR by clicking "Create & Attach Opinion" while in SIMS Edit.
- ▶ The OSP QAS or BAR will use the Edit Existing Opinion link to enter their corrections, new pick results, and remarks.

# Create New Opinion

[QAC Home](#) > [New Opinion](#)

0.0.7

## Quality Assurance Control New Opinion

**Direct request to BAR:**

**OSP:**

**Service Point:** Select an OSP

**Questionable Item Class:**

**Factors:** Select a Commodity

**Date Requested:**

**Requesting Inspector:** Select an OSP and Commodity

**Opinion Date:**

**Opinion Inspector:** Select an OSP

Create

Return

[GIPSA](#) | [USDA.gov](#)

[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

- Use drop downs to select OSP, Service Point, Class/Subclass of questionable item, Factor(s), and fill out the date and inspector information.
- OSP QAS/GSL may click on Direct request to BAR for a BAR opinion.
- Click Create to continue or Return to cancel.

# Edit Existing Opinion

The screenshot shows a web application window titled "Quality Assurance Control Opinion Search" with a version number "0.1.0" in the top right corner. The interface includes several search filters and selection options:

- Opinion ID:** A text input field.
- Opinion Date Range:** Two text input fields separated by "to".
- File Sample ID:** A text input field.
- Status:** A list box containing "Open", "BAR Response Requested", "BAR Verification Requested", "Supervised", and "Closed". Below it are "Select >>" and "<< Remove" buttons.
- OSP:** A list box containing "Champaign-Danville Grain Inspection Departments, Inc.", "California Agri Inspection Company, Ltd.", "FGIS - Grand Forks Field Office", "Kansas Grain Inspection Service, Inc.", "FGIS - New Orleans Field Office", "FGIS - Portland Field Office", "FGIS - Stuttgart Field Office", and "Washington Department of Agriculture". Below it are "Select >>" and "<< Remove" buttons.
- Service Point:** A list box containing 15 entries, each with a numeric ID and a location description (e.g., "010890 - DECATUR, AL", "012100 - MOBILE, AL (PUBLIC)", etc.). Below it are "Select >>" and "<< Remove" buttons.

At the bottom left, there are "Search" and "Return" buttons.

- If you know the Opinion ID, type number in the Opinion ID box and press Search.
- To see a complete list of samples, leave page blank and press Search.
- To narrow your list, search by choosing dates, service points, or File Sample ID and press Search.
- The Opinion Status may be Open, BAR Response Requested, BAR Verification Requested, Supervised, or Closed.



# Edit Opinion - QAS

QAC Home > Edit Opinion 0.1.0

**Quality Assurance Control**  
**Edit Opinion**

**Opinion ID:** 256  
**Status:** Open  
**OSP:** Champaign-Danville Grain Inspection Departments, Inc.  
**Service Point:** 124020 - HOOPESTON, IL  
**File Sample ID:**

**Questionable Item:** **Opinion:**  
**Class/Subclass:** Yellow Corn (YC)   
**Date:**    
**Inspector:**

Factor (uom)	Original Results	Plus	Minus	Result	QAS Pick Result	Remarks
BC (%)	<input type="text" value=".5"/>	<input type="text" value=".1"/>	<input type="text" value="0"/>	0.60	<input type="text" value=".8"/>	

**Remarks:**

- OSP QAS enters file sample id, original result(s), date and inspector name.
- OSP QAS may change grain/class/subclass.
- OSP QAS may enter the plus, minus, and new pick result as the QAS Pick Result.
- Remarks can be added for each factor and/or the sample.
- Click 'Save' to save and exit (and enter QAS data later), 'Save & Request BAR Verification' to ask BAR's opinion, or 'Return' to cancel.

# Edit Opinion - BAR

QAC Home > Opinion Search > Opinion List > Edit Opinion 0.0.7

**Quality Assurance Control**  
**Edit Opinion**

**Opinion ID:** 160  
**OSP:** Champaign-Danville Grain Inspection Departments, Inc.  
**Service Point:** 128770 - CHAMPAIGN, IL  
**File Sample ID:** Car 3244

**Questionable Item:**      **Opinion:**      **BAR Opinion:**  
**Class/Subclass:** Yellow Corn (YC)      Yellow Corn (YC)      Yellow Corn (YC) [v]  
**Date:** 6/1/2009      6/1/2009      [ ]  
**Inspector:** HEISER, RICK P - 02776      CROWLEY, LARRY L - 01403      [ ]  [ ] [v]

Factor (uom)	Original Results	Plus	Minus	Result	QAS Pick Result	BAR Plus	BAR Minus	BAR Result	BAR Pick Result	Remarks
DKT (%)	.8	0.00	0.10	0.70		[ ]	[ ]	-	[ ]	[ ]
HT (%)	.2	0.00	0.00	0.20		[ ]	[ ]	-	[ ]	[ ]

**Remarks:**  
[ ]

- BAR enters BAR Plus, BAR Minus, date and inspector name.
- BAR may change grain/class/subclass.
- BAR new pick can be entered as BAR Pick Result.
- Remarks can be added for each factor and/or the sample.
- BAR may click 'Save & Send Verification Response' to OSP QAS, 'Save' to exit, or 'Return' to cancel.

# Edit Opinion – Direct to BAR - QAS

QAC Home > Edit Opinion 0.0.7

**Quality Assurance Control**  
**Edit Opinion**

**Opinion ID:** 163  
**OSP:** Kansas Grain Inspection Service, Inc.  
**Service Point:** 150011 - ABILENE, KS (DEBRUCE GRAIN)  
**File Sample ID:**

**Class/Subclass:** Malting Barley (MBLY)      **Questionable Item:**      **BAR Opinion:** n/a  
**Date:**       n/a  
**Inspector:**        n/a  
 ▼

Factor (uom)	Original Results	BAR Plus	BAR Minus	BAR Result	BAR Pick Result	Remarks
DK (%)	<input type="text" value=".8"/>			-		

**Remarks:**

- If the QAS selects Direct to BAR, enter the Original Result and File Sample ID.
- Remarks can be added for each factor and/or the sample.
- QAS should click 'Save & Send BAR Notification', 'Save' to save and exit, or 'Return' to cancel.

# Edit Opinion – Direct to BAR - BAR

Home About GIPSA Help Contact Us Logoff

QAC Home > Opinion Search > Opinion List > Edit Opinion 0.0.7

**Quality Assurance Control**  
**Edit Opinion**

**Opinion ID:** 164  
**OSP:** FGIS - New Orleans Field Office  
**Service Point:** 171696 - NEW ORLEANS (FIELD OFFICE)  
**File Sample ID:** testing

**Questionable Item:** **BAR Opinion:**  
**Class/Subclass:** Mixed Corn (XC)

**Date:** 6/1/2009

**Inspector:** Monroe, Earl V - 92780

Factor (uom)	Original Results	BAR Plus	BAR Minus	BAR Result	BAR Pick Result	Remarks
BC (%)	5.2	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

**Remarks:**

- The BAR enters the BAR Plus, BAR Minus, and BAR Pick Result , date and name.
- BAR may change grain/class/subclass.
- Remarks can be added for each factor and/or the sample.
- Press 'Save' to save and exit, 'Return' to cancel, or 'Save & Send Opinion Response' .

# Over-The-Shoulder (OTS)

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- ▶ OTS allows the shift supervisor, SP QAS, OSP QAS, GSL or BAR to observe inspectors grading skills and offer immediate feedback and training. They may click the Create New OTS link and enter the original and supervision data.
- ▶ If the sample is already in IDW, they can click Attach Inspection Record and fill out a search form to find the record.
- ▶ The shift supervisor, SP QAS, OSP QAS, GSL or BAR can go into Edit Existing OTS and add their information at a later time, including attaching the inspection record.

# Create New OTS

Home About GIPSA Help Contact Us Logoff

QAC Home > New OTS 0.0.7

**Quality Assurance Control  
New Over-The-Shoulder**

**OSP:** [dropdown]

**Service Point:** Select an OSP

**Original Item Class/Subclass:** [dropdown]

**Factors:** Select a Commodity

**Original Item Date:** [text]

**Original Item Inspector:** Select an OSP and Commodity

**OTS Supervision Date:** [text]

**OTS Supervision Inspector:** Select an OSP

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- Use drop downs to select OSP, Service Point, Class/Subclass, and Factor(s) of original sample and fill out the date and inspector information.
- Click Create to pull up record or Return to cancel.

# Edit Existing OTS

The screenshot shows a web application window titled "Control - Over-The-Shoulder Search" with a sub-header "QAC Home > OTS Search". The main content area has a red header "Quality Assurance Control Over-The-Shoulder Search" and version "0.1.0".

Fields for search criteria:

- OTS ID: [ ]
- OTS Date Range: [ ] to [ ]
- File Sample ID: [ ]
- Status: [ Open, Supervised, Revised ] with "Select >>" and "<< Remove" buttons.
- OSP: [ Champaign-Danville Grain Inspection Departments, Inc., California Agri Inspection Company, Ltd., FGIS - Grand Forks Field Office, Kansas Grain Inspection Service, Inc., FGIS - New Orleans Field Office, FGIS - Portland Field Office, FGIS - Stuttgart Field Office, Washington Department of Agriculture ] with "Select >>" and "<< Remove" buttons.
- Service Point: [ 010890 - DECATUR, AL, 012100 - MOBILE, AL (PUBLIC), 020070 - CASA GRANDE, AZ, 020900 - YUMA, AZ (BARKLEY SEED), 030910 - CRAWFORSVILLE, AR (Gulf Rice), 032070 - JONESBORO, AR (SUB OFFICE), 032071 - Jonesboro, AR (Riceland Parboiled), 032072 - Jonesboro, AR (Riceland white), 032420 - MCGHEE, AR (Harvest Rice), 032880 - NORTH LITTLE ROCK, AR, 033730 - STUTTGART, AR (FIELD OFFICE), 033731 - Stuttgart, AR (Riceland Parboiled), 033732 - Stuttgart, AR (Riceland white), 033733 - Stuttgart, AR (Producers parboiled), 033734 - Stuttgart, AR (Producers white) ] with "Select >>" and "<< Remove" buttons.
- Original Inspector: [ AARD1, Tester - 90559, AARD1-0310, Ftester01 Ftester01 - 97051, ACEVEDO, HECTOR - 00018, ADAMS, BRETT K - 48162, ADAMS, ROBERT Ftester12 - 00015, ANGERMAN, KEITH - 00106, ARNHOLD, ROBERT B - 00140, AVERY, DENNIS D. - 50054, BASSO, DANIEL C - 00249, BAXTER, THOMAS J - 00267, BECERRA, EUSEBIO - 00321, BERGLEY, GARY L - 00349, BEVILL, MICHAEL D - 00361, BLANFORD, EARL III - 20001, BONAKOWSKI, CHRISTOPHER - 46194 ] with "Select >>" and "<< Remove" buttons.
- Supervision Inspector: [ AARD1, Tester - 90559, AARD1-0310, Ftester01 Ftester01 - 97051, ACEVEDO, HECTOR - 00018, ADAMS, BRETT K - 48162, ADAMS, ROBERT Ftester12 - 00015, ANGERMAN, KEITH - 00106, ARNHOLD, ROBERT B - 00140, AVERY, DENNIS D. - 50054, BASSO, DANIEL C - 00249, BAXTER, THOMAS J - 00267, BECERRA, EUSEBIO - 00321, BERGLEY, GARY L - 00349, BEVILL, MICHAEL D - 00361, BLANFORD, EARL III - 20001, BONAKOWSKI, CHRISTOPHER - 46194 ] with "Select >>" and "<< Remove" buttons.

Buttons: Search, Return

- If you know the OTS ID, type the number in the OTS ID box and press Search.
- To see a complete list of samples, leave page blank and press Search.
- To narrow your list, search by choosing dates, service points, or inspectors and press Search.
- The OTS Status may be Open, Supervised, or Revised.

# Edit Over-The-Shoulder

QAC Home > Edit OTS 0.1.0

**Quality Assurance Control  
Edit Over-The-Shoulder**

**OTS ID:** 268  
**Status:** Open  
**OSP:** FGIS - Portland Field Office  
**Service Point:** 361650 - PORTLAND, OR (FIELD OFFICE)  
**File Sample ID:**

**Original Item:**  **OTS Supervision:**

**Date:**

**Inspector:**

Factor (uom)	Original Results	Plus	Minus	Result	Score	Remarks
DKT (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	-	<input type="text"/>

**Remarks:**

- Shift Supervisor/QAS/GSL/BAR enters File Sample ID, Original Results, Plus, and Minus.
- Result and Score are computed after data entry.
- More Factors are available, if needed.
- Remarks can be added for each factor and/or the sample.
- Clicking 'Attach Inspection Record' links data to record in IDW.
- Press Save to save and exit, Return to cancel, or Save & Copy to New OTS to save this OTS and open a new one pre-populated with the same information. These fields can be edited.



# Attach Inspection Record

Home | About QAC | Help | Contact Us | Login

QAC Home > Edit OTS > Inspection Record Search 0.0.7

## Quality Assurance Control Inspection Record Search

**File Sample ID:**

**Carrier Type:**

Barge Container Lash Barge Other Rail Ship Truck	
--------------------------------------------------------------------	--

**Carrier Name / ID:**

**Certificate #:**

**Lot #:**

**Sublot #:**

**Inspection Date Range**  to

Record Limit:

- This process searches all IDW and QAC for records.
- If you know the Files Sample ID, type the number in the File Sample ID box and press Search or Return to cancel.
- Otherwise, narrow your list by choosing dates, carrier types, certificate numbers, lot/sublot numbers, and/or carrier names and press Search or Return to cancel.
- Changing the Record Limit to a smaller number of samples, will make the search faster.

# After Inspection Record Search

QAC Home > OTS Search > OTS List > Edit OTS 0.0.7

**Quality Assurance Control  
Edit Over-The-Shoulder**

**OTS ID:** 5  
**OSP:** FGIS - New Orleans Field Office  
**Service Point:** 100760 - BRUNSWICK, GA (GEORGIA PORT AUTHORITY)  
**File Sample ID:**

**Original Item:** **OTS Supervision:**  
**Class/Subclass:** Yellow Corn (YC)   
**Date:**    
**Inspector:**

Factor (uom)	Original Results	Plus	Minus	Result	Score	Remarks
STLK (N/A)	<input type="text" value="negative"/>					<input type="text" value="negative"/>

**Remarks:**

After the record is attached, you will be able to View Inspection Record, Remove Inspection Record (if it isn't the correct record) or Reselect Inspection Record (if it isn't the correct record).

# View Inspection Record

[QAC Home](#) > [OTS Search](#) > [OTS List](#) > [Edit OTS](#) > [View Inspection Record](#)

0.0.7

## Quality Assurance Control View Inspection Record

**OSP:** FGIS - New Orleans Field Office

**Service Point:** 171637 - MYRTLE GROVE, LA (HARVEST STATES) **Special Grades:** n/a

**Sample Number:** **Class / Subclass:** Yellow Corn (YC)

**Movement:** **Service Types:**

**Grade:** No Grade **Lot Number:** 2006120472187

**Sample Device:** **File Sample ID:** MST 736

**Carrier ID / Name:** MST 736 **Carrier:** Barge

**Inspector:** McCann, John C - 92099 **Inspection Level:** Original

Factor (uom)	Original Result	Inspector
STLK (N/A)	NEGATIVE	McCann, John C - 92099

Return

- You will be able to see the pertinent information from the original record.
- If what you view is not the record you meant to attach, click Return and then choose the Reselect Inspection Record.

# Performance Appraisal Samples (PAS)

---

- ▶ PAS are samples that the inspector submits to the QAS or BAR to be used for their annual performance rating.
- ▶ The SP QAS, OSP QAS, or BAR may click Create New PAS to enter in the inspector's information.
- ▶ If the sample is already in IDW, they can click Attach Inspection Record and fill out a search form to find the record.
- ▶ The SP QAS, OSP QAS, or BAR can go into Edit Existing PAS and add their information at a later time, including attaching the inspection record.

# Create New PAS

Home | About GIPSA | Help | Contact Us | Logoff

QAC Home > New PAS 0.0.7

## Quality Assurance Control New Performance Appraisal Sample

**OSP:**

**Service Point:** Select an OSP

**Original Item Class/Subclass:**

**Factors:** Select a Commodity

**Original Item Date:**

**Original Item Inspector:** Select an OSP and Commodity

**PAS Supervision Date:**

**PAS Supervision Inspector:** Select an OSP

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FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

- Use drop downs to select OSP, Service Point, Class/Subclass, and Factor(s) of original sample and fill out the date and inspector information.
- Click Create to pull up record.



# Edit Existing PAS

QAC Home > PAS Search 0.1.0

**Quality Assurance Control  
Performance Appraisal Sample Search**

PAS ID:

PAS Date Range:  to

File Sample ID:

Status:  Open  
 Supervised  
 Revised

OSP:

Champaign-Danville Grain Inspection Departments, Inc.  
California Agri Inspection Company, Ltd.  
FGIS - Grand Forks Field Office  
Kansas Grain Inspection Service, Inc.  
FGIS - New Orleans Field Office  
FGIS - Portland Field Office  
FGIS - Stuttgart Field Office  
Washington Department of Agriculture

Service Point:

010890 - DECATUR, AL  
012100 - MOBILE, AL (PUBLIC)  
020070 - CASA GRANDE, AZ  
020500 - YUMA, AZ (BARKLEY SEED)  
030910 - CRAWFORDSVILLE, AR (Gulf Rice)  
032070 - JONESBORO, AR (SUB OFFICE)  
032071 - Jonesboro, AR (Riceland Parboiled)  
032072 - Jonesboro, AR (Riceland white)  
032420 - MCGHEE, AR (Harvest Rice)  
032880 - NORTH LITTLE ROCK, AR  
033730 - STUTTGART, AR (FIELD OFFICE)  
033731 - Stuttgart, AR (Riceland Parboiled)  
033732 - Stuttgart, AR (Riceland white)  
033733 - Stuttgart, AR (Producers parboiled)  
033734 - Stuttgart, AR (Producers white)

Original Inspector:

AARP1, Tester - 90559  
AARP1-0310, Fttester01 Fttester01 - 97051  
ACEVEDO, HECTOR - 00018  
ADAMS, BRETT K - 48162  
ADAMS, ROBERT Fttester12 - 00015  
ANGERMAN, KEITH - 00106  
ARNHOLD, ROBERT B - 00140  
AVERY, DENNIS D - 50054  
BASSO, DANIEL C - 00249  
BAXTER, THOMAS J - 00267  
BECERRA, EUSEBIO - 00321  
BERGLEY, GARY L - 00349  
BEVILL, MICHAEL D - 00361  
BLANFORD, EARL III - 50001  
BONAKOWSKI, CHRISTOPHER - 46194

Supervision Inspector:

AARP1, Tester - 90559  
AARP1-0310, Fttester01 Fttester01 - 97051  
ACEVEDO, HECTOR - 00018  
ADAMS, BRETT K - 48162  
ADAMS, ROBERT Fttester12 - 00015  
ANGERMAN, KEITH - 00106  
ARNHOLD, ROBERT B - 00140  
AVERY, DENNIS D - 50054  
BASSO, DANIEL C - 00249  
BAXTER, THOMAS J - 00267  
BECERRA, EUSEBIO - 00321  
BERGLEY, GARY L - 00349  
BEVILL, MICHAEL D - 00361  
BLANFORD, EARL III - 50001  
BONAKOWSKI, CHRISTOPHER - 46194

- If you know the PAS ID, type the number in the PAS ID box and press Search.
- To see a complete list of samples, leave page blank and press Search.
- To narrow your list, search by choosing dates, service points, or inspectors and press Search.
- The PAS Status may be New, Supervised, or Revised.

# Edit Performance Appraisal Sample

The screenshot shows a web application interface for editing a Performance Appraisal Sample (PAS). The page has a navigation bar at the top with links for Home, About GIPSA, Help, Contact Us, and Logout. Below the navigation bar, the page title is "Quality Assurance Control Edit Performance Appraisal Sample" with a version number "0.1.0" in the top right corner. The main content area contains the following information:

**PAS ID:** 271  
**Status:** Open  
**OSP:** FGIS - New Orleans Field Office  
**Service Point:** 17 0594 - DESTREHAN, LA (ADM GROWMARK)  
**File Sample ID:**

**Original Item:**   
**PAS Supervision:**

**Date:**   
**Inspector:**

Factor (uom)	Original Results	Plus	Minus	Result	Score	Remarks
BORE (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	-	<input type="text"/>

**Remarks:**

- Shift Supervisor/QAS/GSL/BAR enters File Sample ID, Original Results, Plus, and Minus.
- Result and Score are computed after data entry.
- More Factors are available, if needed.
- Remarks can be added for each factor and/or the sample.
- Clicking 'Attach Inspection Record' links data to record in IDW. (See page 26)
- Press Save to save and exit, Return to cancel, or Save & Copy to New PAS to save this PAS and open a new one pre-populated with the same information. These fields can be edited.

# Referee

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- ▶ Referees are samples sent to a group of inspectors to determine training needs. Inspectors analyze the sample for factor(s) and return the sample. The sample is corrected and scored.
- ▶ SP QAS, OSP QAS or BAR may click the Create New Referee link and choose the OSP, service point, commodity, and factor(s) to be tested
- ▶ The inspector, SP QAS, OSP QAS or BAR clicks the Edit Existing Referee and enters the original result and then returns the sample and separations to the originator.
- ▶ The SP QAS, OSP QAS or BAR clicks the Edit Existing Referee and enters in the plus and minus corrections.

# Create New Referee

QAC Home > New Referee 0.0.7

**Quality Assurance Control  
New Referee**

**Referee Name:**

**Description:**

**OSP:**

Champaign-Danville Grain Inspection Departments, Inc. California Agri Inspection Company, Ltd. FGIS - Grand Forks Field Office Kansas Grain Inspection Service, Inc. FGIS - New Orleans Field Office FGIS - Portland Field Office FGIS - Stuttgart Field Office Washington Department of Agriculture	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**Service Point:**   
Select an OSP

**Commodity:**

**Factors:** Select a Commodity

- The SP QAS, OSP QAS, or BAR will use drop downs to select OSP(s), Service Point(s), Class/Subclass, Factor(s) and fills out the Referee name and description box.
- Click Create to pull up record.

# Select Referee Inspectors

QAC Home > Edit Referee > Select Referee Inspectors 0.0.7

**Quality Assurance Control**  
**Select Referee Inspectors**

Number of Inspectors:

AVERY, DENNIS D. - 50054	
BLANFORD, EARL III - 50001	
BREESE, ANDREW L. - 50495	
BURGESS, CHARLES A. - 00775	
COLBERT, TERRY S. - 01242	
DAWSON, RON D - 01601	
GINTHER, MICHAEL D - 02431	
GONZALEZ, RAY - 50649	
HICKS, LEONARD J - 02874	
HUMISTON, TIMOTHY B. - 03182	
JUREK, FRANCIS E. - 03462	
KEIL, TRAVIS A. - 50189	
KEMMERER, JAMES L. - 50364	
KEMMERER, KELLEY R. - 50405	
KLAHR, DARREK E - 19522	

0 of 37 selected

To choose inspectors in Referee:

1. Manually choose inspectors and press Select to move to the box on right or
  2. Enter number of inspectors wanted in the box and press Select Random.  
Computer will randomly choose folks from the list.
- You can adjust the persons in your list by selecting or removing folks.
  - Press Save to save and exit or Return to cancel.

# Edit Existing Referee

The screenshot shows a web application window titled "Quality Assurance Control Search for Existing Referee" with a version number "0.1.0" in the top right corner. The interface includes several search criteria sections:

- Referee ID:** A single text input field.
- Referee Name:** A single text input field.
- Referee Date Range:** Two text input fields separated by "to".
- Status:** A dropdown menu with "Open" and "Supervised" options, and a "Select >>" button.
- OSP:** A list of OSPs including "Champaign-Danville Grain Inspection Departments, Inc.", "California Agri Inspection Company, Ltd.", "FGIS - Grand Forks Field Office", "Kansas Grain Inspection Service, Inc.", "FGIS - New Orleans Field Office", "FGIS - Portland Field Office", "FGIS - Stuttgart Field Office", and "Washington Department of Agriculture". It includes a "Select >>" button.
- Service Point:** A list of service points such as "010890 - DECATUR, AL", "012100 - MOBILE, AL (PUBLIC)", "020070 - CASA GRANDE, AZ", "020900 - YUMA, AZ (BARKLEY SEED)", "030910 - CRAWSFORDSVILLE, AR (Gulf Rice)", "032070 - JONESBORO, AR (SUB OFFICE)", "032071 - Jonesboro, AR (Riceland Parboiled)", "032072 - Jonesboro, AR (Riceland white)", "032420 - MCGHEE, AR (Harvest Rice)", "032880 - NORTH LITTLE ROCK, AR", "033730 - STUTTGART, AR (FIELD OFFICE)", "033731 - Stuttgart, AR (Riceland Parboiled)", "033732 - Stuttgart, AR (Riceland white)", "033733 - Stuttgart, AR (Producers parboiled)", and "033734 - Stuttgart, AR (Producers white)". It includes a "Select >>" button.
- Commodity:** A list of commodities including "Buckwheat (BUCK)", "Buckwheat Hulls (BUHL)", "Confectionary Sunflower Seed (CSF)", "Crambe (CRAM)", and "Hops (H)". It includes a "Select >>" button.

- If you know the Referee ID, type it in the Referee ID box and press Search.
- To see a complete list of referees, leave page blank and press Search.
- To narrow your list, search by choosing dates, service points, commodities, or referee name and press Search.
- The Referee Status may be Open or Supervised.

# Edit Referee

QAC Home > Edit Referee 0.1.0

**Quality Assurance Control**  
**Edit Referee**

**Referee ID:** 56  
**Status:** Open  
**Referee Name:** YC-HT-Calif  
**Description:** YC HT Referee sent to inspectors in California  
**OSP:** CG  
**Service Point:** 040831 - CORCORAN, CA  
043772 - STOCKTON, CA  
044166 - WEST SACRAMENTO, CA (CA AGRI LAB)  
044201 - WILLIAMS, CA  
**Commodity:** Yellow Corn (YC)  
**Factors:** HT (%)

**Participants:**

Action	Name - License Number	OSP	Status
<a href="#">Edit</a> <a href="#">Delete</a>	KHON, ANTHONY P - 73385	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	JOHNSON, MICHAEL J - 90566	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	KUMAR, ROHITESH - 13022	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	SISAVATH, SOMBATH - 13000	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	MARTINEZ, MICHAEL - 13162	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	GARIVAY, OSCAR - 13156	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	BECERRA, EUSEBIO - 00321	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	ACEVEDO, HECTOR - 00018	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	DESOUZA, SUSAN - 13040	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	FIGUEROA, GUADALUPE A - 02129	California Agri Inspection Company, Ltd.	Notified
<a href="#">Edit</a> <a href="#">Delete</a>	DIAZ, JOSEPH - 13173	California Agri Inspection Company, Ltd.	Notified

- List will include Referee ID, Name, Description, commodity, factors, and participants.
- Status column indicates an email was sent to participants about the referee.
- Originator has the option to add or delete participants from the referee.
- SP QAS, OSP QAS, or BAR have the ability to enter participants data by clicking Edit.

# Edit Inspection Results

QAC Home > Edit Referee > Edit Inspector Results 0.1.0

**Quality Assurance Control**  
**Edit Inspectors Results**

**Referee ID:** 56  
**Inspector:** KHON, ANTHONY P - 73385  
**Status:** Notified  
**OSP:** California Agri Inspection Company, Ltd.

**Correction Date:**

**Referee Correction By:**

Factor (uom)	Original Results	Plus	Minus	Result	Score	Remarks
HT (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	-	<input type="text"/>

**Remarks:**

- Inspector, SP QAS, OSP QAS, or BAR enters Original Results
- SP QAS/OSP QAS/BAR enters Correction Date, Correction By, Original Results, Plus, and Minus.
- Remarks can be added for each factor and/or the sample.
- Press Save to save and exit or Return to cancel.

# Survey

---

- ▶ Surveys are samples sent to a group of inspectors to determine training needs. Inspectors analyze the sample for factor(s) and retain the sample until notified. At least 8 portions of the sample are submitted to the BAR to establish a target.
- ▶ SP QAS, OSP QAS or BAR may click Create New Survey link and choose the OSP, service point, commodity, and factor(s) to be tested.
- ▶ The inspector, SP QAS, OSP QAS or BAR clicks the Edit existing Survey and enters the original result.

## Survey (cont)

---

- ▶ The BAR clicks the Edit Existing Survey and enters in the eight results to calculate the target value.
- ▶ When all results are entered, the originator of the survey clicks the Edit Existing Survey and presses the Calculate Std deviation button. This will determine the control limits for the survey. Inspectors with samples outside the limits will be asked to return their separations to the originator for correction.
- ▶ The SP QAS, OSP QAS or BAR clicks the Edit Existing Survey and enters the plus and minus corrections.

# Create New Survey

QAC Home > New Survey 0.0.7

**Quality Assurance Control  
New Survey**

**Survey Name:**

**Description:**

**OSP:**

FGIS - Analytical Services Group	
FGIS - Cedar Rapids Field Office	
FGIS - Grading Services Lab	
FGIS - Grand Forks Field Office	
FGIS - League City Field Office	
FGIS - Minneapolis Field Office	
FGIS - Montreal Field Office	
FGIS - Moscow Suboffice	
FGIS - New Orleans Field Office	
FGIS - Portland Field Office	
FGIS - Stuttgart Field Office	
FGIS - Toledo Field Office	
FGIS - Washington Federal/State Office	
FGIS - Wichita Field Office	
Test Field Office	

**Service Point:**   
Select an OSP

**Commodity:**

**Factors:** Select a Commodity

- The SP QAS, OSP QAS, or BAR will use drop downs to select OSP(s), Service Point(s), Class/Subclass, Factor(s) and fills out the Survey name and description box.
- Click Create.

# Select Survey Inspectors

QAC Home > Edit Survey > Select Survey Inspectors 0.0.7

**Quality Assurance Control**  
**Select Survey Inspectors**

Number of Inspectors:

AVERY, DENNIS D. - 50054	
BLANFORD, EARL III - 50001	
BREESE, ANDREW L. - 50495	
BURGESS, CHARLES A. - 00775	
COLBERT, TERRY S. - 01242	
DAWSON, RON D - 01601	
Fallon, Henry E - 88040	
Favorite, Michael J - 88100	
Foley, Lezo - 88320	
GINTHER, MICHAEL D - 02431	
GONZALEZ, RAY - 50649	
Grigsby, Dorothy J - 88904	
Hall, Mack R - 89203	
Hall, Myron - 89202	
Harness, Walter L - 89480	

0 of 65 selected

To choose inspectors in survey:

1. Manually choose inspectors and press Select or
  2. Enter number of inspectors wanted in the box and press Select Random.  
Computer will randomly choose folks from the list.
- You can adjust the persons in your list by selecting or removing folks.
  - Press Save to save and exit or Return to cancel.

# Edit Existing Survey

QAC Home > Survey Search 0.1.0

**Quality Assurance Control  
Search for Existing Survey**

Survey ID:

Survey Name:

Survey Date Range:  to

Status: 

Open	
Std. Deviation Calculated	
Supervised	

OSP: 

Champaign-Danville Grain Inspection Departments, Inc. California Agri Inspection Company, Ltd. FGIS - Grand Forks Field Office Kansas Grain Inspection Service, Inc. FGIS - New Orleans Field Office FGIS - Portland Field Office FGIS - Stuttgart Field Office Washington Department of Agriculture	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Service Point: 

010890 - DECATUR, AL 012100 - MOBILE, AL (PUBLIC) 020070 - CASA GRANDE, AZ 020900 - YUMA, AZ (BARKLEY SEED) 030910 - CRAWSFORDSVILLE, AR (Gulf Rice) 032070 - JONESBORO, AR (SUB OFFICE) 032071 - Jonesboro, AR (Riceland Parboiled) 032072 - Jonesboro, AR (Riceland white) 032420 - MCGHEE, AR (Harvest Rice) 032880 - NORTH LITTLE ROCK, AR 033730 - STUTTGART, AR (FIELD OFFICE) 033731 - Stuttgart, AR (Riceland Parboiled) 033732 - Stuttgart, AR (Riceland white) 033733 - Stuttgart, AR (Producers parboiled) 033734 - Stuttgart, AR (Producers white)	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Commodity: 

Buckwheat (BUCK) Buckwheat Hulls (BUHL) Confectionary Sunflower Seed (CSF) Crambe (CRAM) Hops (H)	
---------------------------------------------------------------------------------------------------------------	--

- If you know the Survey ID, type it in the Survey ID box and press Search.
- To see a complete list of surveys, leave page blank and press Search.
- To narrow your list, search by choosing dates, service points, commodities, or survey name and press Search.
- The survey status may be Open, Std Deviation Calculated, or Supervised.

# Edit Survey

QAC Home > Edit Survey 0.1.0

**Quality Assurance Control  
Edit Survey**

**Survey ID:** 58  
**Status:** Open  
**Survey Name:** YC HT for CD  
**Description:**  
**OSP:** CD  
**Service Point:** 120720 - BEMET, IL (TOPFLIGHT GRAIN)  
 121239 - CADWELL, IL (MOULTRIE GRAIN)  
 121362 - CARLISLE, IL (CON AGRA)  
 122337 - DEWEY, IL (FISHER FARMERS)  
 122980 - FARMER CITY, IL (ALLIANCE PROD INC)  
 123485 - GOODWINE, IL (GOODWINE COOP)  
 124002 - HOMER, IL (Bunge)  
 124020 - HOOPESTON, IL  
 125315 - MARTINTON, IL (DONOVAN COOP)  
 125395 - MATTOON, IL (DORANS FARMERS ELEVATOR)  
 125570 - MILFORD, IL (STOCKLAND GRAIN)  
 126390 - OAKLAND, IL (ADM GRAIN)  
**Commodity:** Yellow Corn (YC)  
**Factors:**

Factor (uom)	# of Entered Picks
HT (%)	0

**Participants:**

Action	Name - License Number	OSP	Status
Edit Delete	RICH, MATTHEW - 15676	Champaign-Danville Grain Inspection Departments, Inc.	Notified
Edit Delete	PARR, CHARLES T. - 15290	Champaign-Danville Grain Inspection Departments, Inc.	Notified
Edit Delete	WELLS, DOUGLAS W - 07138	Champaign-Danville Grain Inspection Departments, Inc.	Notified
Edit Delete	WATSON, GERALD E. - 15319	Champaign-Danville Grain Inspection Departments, Inc.	Notified
Edit Delete	BONAKOWSKI, CHRISTOPHER - 46194	Champaign-Danville Grain Inspection Departments, Inc.	Notified
Edit Delete	AYERS, DAVID L - 00146	Champaign-Danville Grain Inspection Departments, Inc.	Notified
Edit Delete	HOWELL, MATTHEW - 15637	Champaign-Danville Grain Inspection Departments, Inc.	Notified
Edit Delete	BURGER, BENJAMIN SEAN - 15347	Champaign-Danville Grain Inspection Departments, Inc.	Notified

- List will include Survey ID, Name, Description, commodity, factors, and participants.
- Status column indicates an email was sent to participants about the survey.
- Originator has the option to add or delete participants from the referee.
- Originator or BAR can see whether the Target values have been entered by looking at the field ‘# of Entered Picks’. This number should be at least 8.
- SP QAS, OSP QAS, or BAR have the ability to enter participants data by clicking Edit.



# Edit Inspection Results

QAC Home > Survey Search > Survey List > Edit Survey > Edit Inspector Results 0.0.7

**Quality Assurance Control**  
**Edit Inspectors Results**

**Survey ID:** 35  
**OSP:** FGIS - New Orleans Field Office  
**Inspector:** Hall, Mack R - 89203  
**Date:**

Factor (uom)	Original Results	Plus	Minus	Result	Score	Remarks
DKT (%)	<input type="text"/>					<input type="text"/>

**Remarks:**

- Inspector, SP QAS, OSP QAS, or BAR enters Date and Original Results.
- Remarks can be added for each factor and/or the sample.
- If result is found to be out of the survey tolerance, the QAS/BAR will correct the sample and enter their plus and minus results. The result and score will be calculated at data entry.
- Press Save to save and exit or Return to cancel.

# Voluntary Step

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- ▶ Voluntary STEP are samples that inspectors submit for review.
- ▶ An inspector submits samples to the QAS for review. The OSP QAS submits samples to the BAR for review.
- ▶ The OSP QAS or BAR will use the Create New Voluntary STEP link to enter criteria to search QAC and IDW for information.
- ▶ The OSP QAS or BAR will use the Edit Existing Voluntary STEP link to enter their results.
- ▶ OSP QAS will be able to use the Request VSTEP checkbox on the Edit SIMS screen to submit information to the BAR.

# Create New Voluntary STEP

The screenshot shows the 'Quality Assurance Control - Conduct New Voluntary STEP' web application. The interface is organized into several sections:

- File Sample ID:** A text input field.
- Inspection Range:** Two text input fields labeled 'From' and 'To'.
- OSP:** A list of Organization of State Personnel (OSP) names, including Champaign-Danville Grain Inspection Departments, Inc., California Agri Inspection Company, Ltd., FGIS - Grand Forks Field Office, Kansas Grain Inspection Service, Inc., FGIS - New Orleans Field Office, FGIS - Portland Field Office, FGIS - Stuttgart Field Office, and Washington Department of Agriculture. A 'Select >>' button is at the bottom right of the list.
- Inspector:** A 'Refresh' button and the instruction 'Select one or more OSPs and click 'Refresh''.
- Inspection Type:** A list of inspection types: Original, Reinspection, and Appeal. A 'Select >>' button is at the bottom right.
- Service Type:** A list of service types: Commercial Sample-Lot (USGSA), Commercial Submitted (USGSA), Export (USGSA), Official Sample-Lot (USGSA), Official Submitted (USGSA), Lot (Quality) Inspection (AMA), Submitted Sample (AMA), and Warehouse Sample-Lot (USGSA). A 'Select >>' button is at the bottom right.
- Commodity:** A list of commodity names: Buckwheat (BUCK), Buckwheat Hulls (BUHL), Confectionary Sunflower Seed (CSF), Crambe (CRAM), Hops (H), Khorasan (KHOR), Millet (MILLET), Mustard Seed (MS), Popcorn (PS), Rapeseed (RAPE), Safflower Seed (SAF), and Wheat (WHEAT). A 'Select >>' button is at the bottom right.

- This process searches all IDW and QAC for records.
- If you know the Files Sample ID, type the number in the File Sample ID box and press Search.
- To narrow your list, search by choosing dates, service point, inspection type, service type, commodity, factor.....

# Create New Voluntary STEP (cont)

2 or better  
3  
3 or better  
4  
4 or better  
5  
5 or better  
6

Select >> << Remove

**Movement:** Export  
In  
Local  
Out

Select >> << Remove

**Carrier Type:** Barge  
Container  
Lash Barge  
Other  
Rail  
Ship  
Truck

Select >> << Remove

**Sampling Method:** Bag Trier  
Ellis Cup  
Mechanical Diverter  
Mechanical Probe  
Multiple  
Other  
Pelican  
Probe  
Woodside

Select >> << Remove

**Special Grade:** Aromatic  
Bleached  
Blighted  
Bright  
Chips  
Choice Handpicked  
Coated  
Ergoty  
Extra Heavy  
Flint  
Flint and Dent  
Garlicky  
Glutinous  
Granulated  
Heavy

Select >> << Remove

Record Limit: 2000 Search Return

- ...grade, movement, carrier type, sampling method, or special grades and press Search.
- Changing the Record Limit to a smaller number of samples, will make the search faster.

# Select Voluntary STEP

QAC Home > Conduct New Voluntary STEP > Select Voluntary STEP 0.0.7

**Quality Assurance Control**  
**Select Voluntary STEP**

Action	QAC ID	OSP	File Sample ID	Sublot #	Commodity Class	Inspection Date	Inspector
Select		CD	9-11-06 # 5		YSB	9/18/2006	BYRD, BRANDON L. - 15114
Select		CD	11-22 #48		YSB	12/4/2006	PARR, CHARLES T. - 15290
Select		CD	#25 (11-3)		YSB	11/13/2006	PARR, CHARLES T. - 15290
Select		CD	#95 (11-21)		YSB	11/27/2006	PFOFF, NATHAN J. - 15392
Select		CD	#68 (11-20)		YSB	11/27/2006	PARR, CHARLES T. - 15290
Select		CD	11-16 #45		YSB	11/20/2006	PARR, CHARLES T. - 15290
Select		CD	11-15 #74		YSB	11/20/2006	PFOFF, NATHAN J. - 15392
Select		CD	11-15 #35		YSB	11/20/2006	PFOFF, NATHAN J. - 15392
Select		CD	11-13 #56		YSB	11/20/2006	PARR, CHARLES T. - 15290
Select	776	CD	ADMX 80233		YSB	9/7/2006	BYRD, BRANDON L. - 15114
Select		CD	#3 10-17		YSB	10/23/2006	PFOFF, NATHAN J. - 15392
Select		CD	#60 10-16		YSB	10/23/2006	PFOFF, NATHAN J. - 15392
Select		CD	DON HESTERBERG		YSB	11/15/2006	PFOFF, NATHAN J. - 15392
Select		CD	#57 (11/2)		YSB	11/6/2006	PARR, CHARLES T. - 15290
Select		CD	LOURASI		YSB	11/6/2006	PFOFF, NATHAN J. - 15392
Select		CD	ROBINSON		YSB	11/6/2006	PFOFF, NATHAN J. - 15392
Select		CD	RODNEY GODBEE		YSB	11/6/2006	PFOFF, NATHAN J. - 15392
Select		CD	BEMENT #2		YSB	11/6/2006	PFOFF, NATHAN J. - 15392
Select		CD	#38 (11/2)		YSB	11/6/2006	BYRD, BRANDON L. - 15114
Select		CD	#44 (11/1)		YSB	11/6/2006	BYRD, BRANDON L. - 15114
Select		CD	#35 (10/30)		YSB	11/6/2006	BYRD, BRANDON L. - 15114
Select		CD	9-27 #25		YSB	10/2/2006	PFOFF, NATHAN J. - 15392
Select		CD	9-22 #28		YSB	10/2/2006	PARR, CHARLES T. - 15290
Select		CD	10-8 #75		YSB	10/10/2006	PARR, CHARLES T. - 15290
Select		CD	10-6 #77		YSB	10/10/2006	PARR, CHARLES T. - 15290
Select		CD	9-14-06 # 72		YSB	9/18/2006	PARR, CHARLES T. - 15290
Select		CD	9-13-06 # 46		YSB	9/18/2006	BYRD, BRANDON L. - 15114
Select		CD	9-11-06 # 5		YSB	9/18/2006	PFOFF, NATHAN J. - 15392
Select		CD	#13 (9/18)		YSB	9/27/2006	BYRD, BRANDON L. - 15114

[Return](#)

- If the sample is already in QAC, the QAC ID field will have a number in it.
- Press Select to select the sample.

# Edit Existing Voluntary STEP

QAC Home > Voluntary STEP Search 0.0.7

**Quality Assurance Control  
Voluntary STEP Search**

QAC ID:

Inspection Range:  To

OSP:

Service Point:

STEP Status:

Carrier Type:

File Sample ID:

Carrier Name / ID:

Lot #:

Sublot #:

- If you know the QAC ID, type the number in the QAC ID box and press Search.
- To see a complete list of samples, leave page blank and press Search.
- To narrow your list, search by choosing dates, service point, carrier type, or File Sample ID, etc and press Search.
- The Voluntary STEP Status may be New, Supervised, or Revised.

# Voluntary STEP Edit

QAC Home > Voluntary STEP Search > Voluntary STEP List > STEP Edit 0.1.7

**Quality Assurance Control  
STEP Edit**

**QAC ID:** 975      **Jurisdiction:** Local  
**OSP:** Washington Department of Agriculture      **Service Point:** 462230  
**STEP Status:** New      **File Sample ID:** 061017012  
**Lot Number:** 77B7GJ      **Sublot Number:** 52  
**Movement:** Export      **Service Types:** Export (USGSA)  
**Carrier ID / Name:** M/V Great Lakes      **Carrier Type:** Ship

**Original**      **Supervisory:**  
**Class / Subclass:** Yellow Soybeans (YSB)      Yellow Soybeans (YSB)

**Date:** 4/17/2007        
**Inspector:** REID, RAYMOND C - 48116     

Factor (uom)	Original Result	Plus	Minus	Result	Score	Remarks
HT (%)	0.0	<input type="text"/>	<input type="text"/>			<input type="text"/>
DKT (%)	0.1	<input type="text"/>	<input type="text"/>			<input type="text"/>
SBOC (%)	0.4	<input type="text"/>	<input type="text"/>			<input type="text"/>
ODOR (N/A)	OK					<input type="text"/>

**Remarks:**

- OSP QAS/BAR enters the Plus, Minus, Supervision inspector number or name, and Supervision Date.
- Enter supervision odors (& all non-numeric factors) in Remarks for the factor.
- Result and Score are calculated at data entry.
- Remarks can be added for each factor and/or the sample.
- Press Save to save and exit or Return to cancel.

# Contacts

- Comments and Questions can be directed to:

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  - QAC Program Manager
    - Anita Heckenbach [anita.d.heckenbach@usda.gov](mailto:anita.d.heckenbach@usda.gov) 816-891-0416
  - USDA-FGIS-QACS
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