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# QAC Step by Step

## Create New Targeted STEP

FGIS<sub>online</sub>



# QAC Home page

The screenshot shows the QAC Home page with a navigation bar at the top containing links for Home, About GIPSA, Help, Contact Us, and Logoff. Below the navigation bar is a red header with the text "Quality Assurance Control Home Page" and the version number "0.0.6". The main content area is divided into several sections: Performance, Supervision Samples, Ability, Other, and Administration. Each section contains a list of links for creating and editing various items. A blue arrow points to the "Create New Targeted STEP" link in the Performance section. At the bottom of the page, there is a footer with links for GIPSA | USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

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QAC Home 0.0.6

## Quality Assurance Control Home Page

<b>Performance</b> <ul style="list-style-type: none"><li><a href="#">Create New Targeted SIMS</a></li><li><a href="#">Edit New SIMS</a></li><li><a href="#">Edit Existing SIMS</a></li><li><a href="#">Create New Targeted STEP</a></li><li><a href="#">Edit New STEP</a></li><li><a href="#">Edit Existing STEP</a></li></ul>	<b>Supervision Samples</b> <ul style="list-style-type: none"><li><a href="#">Create Domestic Complaint</a></li><li><a href="#">Edit Existing Domestic Complaints</a></li><li><a href="#">Create Foreign Complaint</a></li><li><a href="#">Edit Existing Foreign Complaints</a></li></ul>
<b>Ability</b> <ul style="list-style-type: none"><li><a href="#">Edit Existing Corrective Action</a></li><li><a href="#">Create New Opinion</a></li><li><a href="#">Edit Existing Opinion</a></li><li><a href="#">Create New OTS</a></li><li><a href="#">Edit Existing OTS</a></li><li><a href="#">Create New PAS</a></li><li><a href="#">Edit Existing PAS</a></li><li><a href="#">Create New Referee</a></li><li><a href="#">Edit Existing Referee</a></li><li><a href="#">Create New Survey</a></li><li><a href="#">Edit Existing Survey</a></li><li><a href="#">Create New Voluntary STEP</a></li><li><a href="#">Edit Existing Voluntary STEP</a></li></ul>	<b>Other</b> <ul style="list-style-type: none"><li><a href="#">Early Alert Program</a></li></ul> <b>Administration</b> <ul style="list-style-type: none"><li><a href="#">SIMS Tolerances</a></li><li><a href="#">SIMS Distribution Rates</a></li><li><a href="#">Random SIMS Stratified Rates</a></li><li><a href="#">Flagged SIMS Profiles</a></li><li><a href="#">Random STEP Submission Rates</a></li><li><a href="#">Flagged STEP Profiles</a></li><li><a href="#">Factor Threshold Score</a></li></ul>

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

# Subjective Testing and Evaluation Process (STEP)

- ▶ A tool designed to minimize interpretive variability within subjective factor determinations in all graded commodities. The BAR reviews the factor separations of the OSP QAS, while the OSP QAS reviews the factor separations of the inspector. There are four types of STEP – Random (RSTEP), Targeted (TSTEP), Flagged, (FSTEP) and Voluntary (VSTEP).
- ▶ Targeted STEP are created with the Create New Targeted STEP link.
- ▶ Flagged STEP profiles are created with the Flagged STEP Profiles link.
- ▶ Voluntary STEP are created with the Create New Voluntary STEP link.
- ▶ QAS or BAR has the ability to enter their results by clicking the Edit New STEP or Edit Existing STEP link.

# Targeted STEP

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- ▶ QACS, FOSS, or BAR selects samples that have been entered as SIMS to be analyzed by the BAR.
- ▶ QAS selects samples that have been entered as SIMS to be analyzed by the QAS.
- ▶ Samples can be based on any combination of the following: date range, OSP, inspector, inspection type, service type, commodity, class, factor and result, grade, movement, carrier type, sampling device, or special grade.
- ▶ An email will be sent to the QAS containing information on the sample and whether it should be monitored by the QAS (Local) or BAR (National).

# Create New Targeted STEP

QAC Home > Conduct New Targeted STEP 0.1.6

**Quality Assurance Control  
Conduct New Targeted STEP**

**SIMS Inspection Range:**  To

**SIMS 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	
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**SIMS Inspector:**  Select one or more OSPs and click 'Refresh'

**Inspection Type:**

Original Reinspection Appeal	
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**Service Type:**

Commercial Sample-Lot (USGSA) Commercial Submitted (USGSA) Export (USGSA) Official Sample-Lot (USGSA) Official Submitted (USGSA) Lot (Quality) Inspection (AMA) Submitted Sample (AMA) Warehouse Sample-Lot (USGSA)	
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**SIMS Commodity:**

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) Wheat (WHEAT) Whole Buckwheat Groats (WBWG) Barley (BAR)	
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- This process searches QAC for SIMS records that have been supervised.
- To narrow your list, search by choosing SIMS dates, OSPs, inspectors, inspection type, service type, commodity, factor, .....

# Create New Targeted STEP (cont)

The screenshot shows a software interface for creating a new targeted STEP. It consists of several sections, each with a list of options and two buttons: 'Select >>' and '<< Remove'.

- Original Grade:** A list with options: 3 or better, 4 or better, 4 or better, 5 or better, 6. Below the list are 'Select >>' and '<< Remove' buttons.
- Movement:** A list with options: Export, In, Local, Out. Below the list are 'Select >>' and '<< Remove' buttons.
- Carrier Type:** A list with options: Barge, Container, Lash Barge, Other, Rail, Ship, Truck. Below the list are 'Select >>' and '<< Remove' buttons.
- Sampling Method:** A list with options: Bag Trier, Ellis Cup, Mechanical Diverter, Mechanical Probe, Multiple, Other, Pelican, Probe, Woodside. Below the list are 'Select >>' and '<< Remove' buttons.
- SIMS Special Grade:** A list with options: Aromatic, Bleached, Blighted, Bright, Chips, Choice Handpicked, Coated, Ergoty, Extra Heavy, Flint, Flint and Dent, Garlicky, Glutinous, Granulated, Heavy. Below the list are 'Select >>' and '<< Remove' buttons.

At the bottom of the interface, there are two buttons: 'Search' and 'Return'.

- ... original grade, movement, carrier type, sampling method, or special grades and press Search or Return to cancel.

# Import Targeted STEP

QAC Home > Conduct New Targeted STEP > Import Targeted STEP 0.1.6

**Quality Assurance Control  
Import Targeted STEP**

SIMS to select for STEP (out of 2):   Percent  Number

Select <input type="checkbox"/>	SIMS OSP	File Sample ID	Sublot #	SIMS Commodity Class	SIMS Supervision Date	SIMS Inspector
<input type="checkbox"/>	KS	15		HRW	10/30/2009	JUREK, FRANCIS E. - 03462
<input type="checkbox"/>	KS	88		HRW	10/30/2009	JUREK, FRANCIS E. - 03462

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## Select records from SIMS into STEP:

1. Type a number in the box, choose either Percent or Number, and press Random Select. Program will randomly select records from the list or
  2. Manually choose records by clicking the box in the Import column or
  3. To choose all, click the box to the right of "Import".
- You can adjust the records by marking/unmarking the records.
  - Press Select for Step to save and exit or Return to cancel.
  - Export results button will produce a list (just like you see on this page) to either a CSV file or an Excel spreadsheet.

# New Targeted STEP

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QAC Home > Message 0.0.7

## Quality Assurance Control Message

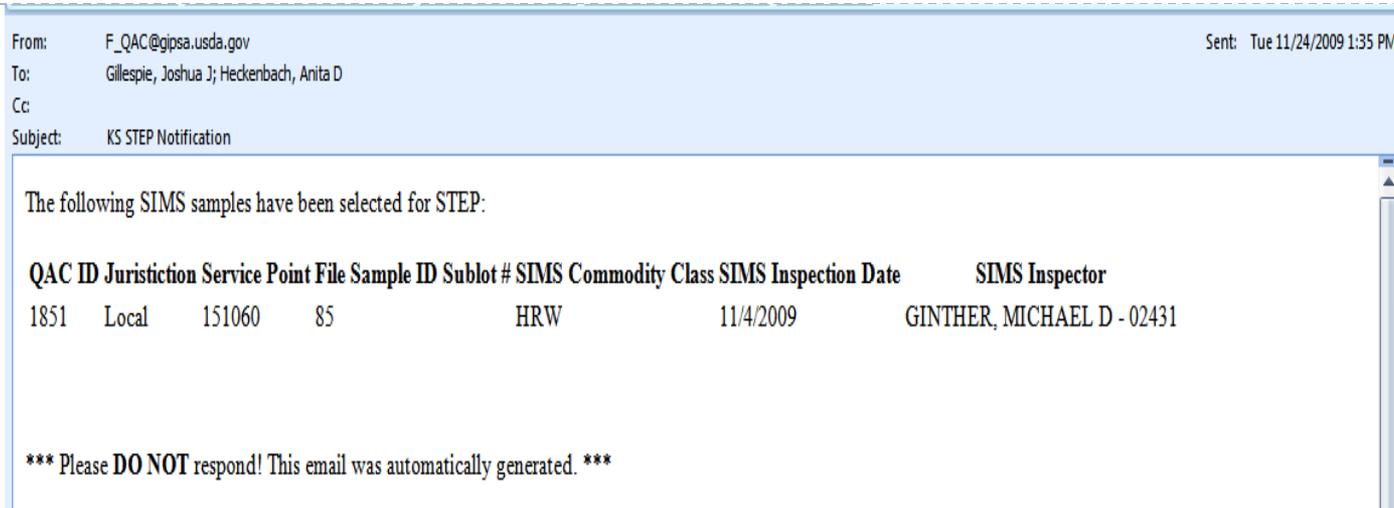
NOFO (2 SIMS record(s) selected for STEP, Stephen Swensen has been notified via email at [stephen.r.swensen@gipsa.usda.gov](mailto:stephen.r.swensen@gipsa.usda.gov)):

QAC ID	Service Point	File Sample ID	Sublot #	Commodity Class	Inspection Date	Inspector
682	170596	BUNGE 604 (BINS 413,		YSB	10/22/2006	Michel, Stephen C - 92470
720		Bunge 116		SRW	7/11/2006	Holmes, James A - 90002

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- List of new TSTEP samples.
- Message along top will tell you that the email has been sent (or not).
- Press Return.

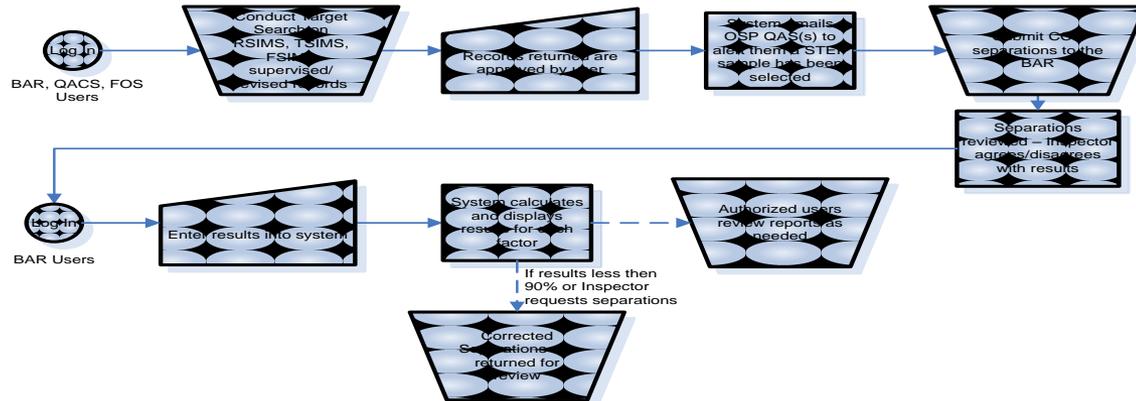
# New Targeted STEP



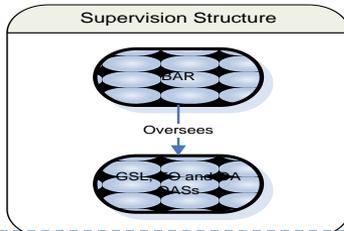
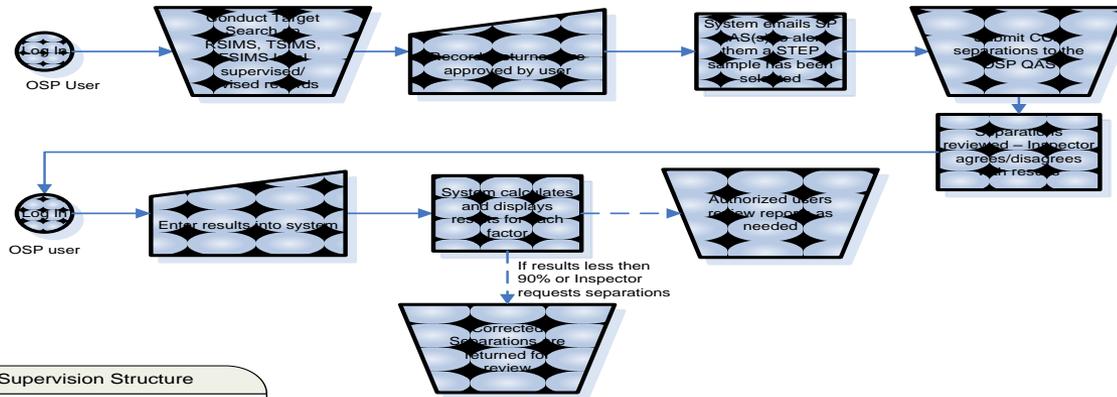
- The Email lists:
- QAC ID – an internal ID used in QAC
- Service Point, File Sample ID, Sublot #, SIMS Commodity Class, SIMS Inspection Date, and SIMS Inspector of the chosen samples.
- Jurisdiction:
  1. National samples should be sent to BAR for review.
  2. Local samples should go to OSP QAS for review.

# TSTEP Flow Chart

## National TSTEP Proposed Business Process



## Local TSTEP Proposed Business Process



# 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
    - Ken Critchfield [Ken.L.Critchfield@usda.gov](mailto:Ken.L.Critchfield@usda.gov) (316) 617-3771
  - QAC Team members
    - David Ayers [cdgid@aol.com](mailto:cdgid@aol.com)
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    - Larry Freese [Larry.D.Freese@usda.gov](mailto:Larry.D.Freese@usda.gov)
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