
QAC Step by Step

Create New Voluntary STEP

FGIS *online*



QAC Home page

The screenshot displays the QAC Home page with a blue header bar containing "QAC Home" on the left and "0.0.0" on the right. The main content area is divided into several sections: "Performance" (with links for SIMS and STEP), "Supervision Samples" (with links for Domestic and Foreign Complaints), "Ability" (with links for Corrective Action, Opinion, and Survey), "Other" (with links for Early Alert Program and Record Searches), "Reports", "Graphs", and "Administration" (with links for SIMS and STEP Tolerances and Rates). A blue arrow points to the "Create New Voluntary STEP" link. The footer contains links for GIPSA, USDA.gov, FOIA, and other policies.

QAC Home 0.0.0

Quality Assurance Control Home Page

Performance	Supervision Samples
Create New Targeted SIMS Edit New SIMS Edit Existing SIMS	Create Domestic Complaint Edit Existing Domestic Complaints
Create New Targeted STEP Edit New STEP Edit Existing STEP	Create Foreign Complaint Edit Existing Foreign Complaints
Ability	Other
Edit Existing Corrective Action	Early Alert Program
Create New Opinion Edit Existing Opinion	SIMS Record Search STEP Record Search
Create New OTS Edit Existing OTS	Reports
Create New PAS Edit Existing PAS	Reports
Create New Referee Edit Existing Referee	Graphs
Create New Survey Edit Existing Survey	Graphs
Create New Voluntary STEP Edit Existing Voluntary STEP	Administration
	SIMS Tolerances SIMS Distribution Rates
	Random SIMS Stratified Rates Flagged SIMS Profiles
	Random STEP Submission Rates Flagged STEP Profiles
	Factor Threshold Score

GIPSA | [USDA.gov](#)

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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”.

Voluntary Step

- ▶ Voluntary STEP (VSTEP) are samples that inspectors submit for review to the OSP QAS.
- ▶ The OSP QAS will use the Create New Voluntary STEP link to enter criteria to search QAC and IDW for information.
- ▶ The sample must have been certificated and the record uploaded into IDW for it to appear in the list.
- ▶ If the sample is not listed, either wait until the information is in IDW or enter data as an Over-the-shoulder.

Voluntary Step

- ▶ OSP QAS is **ONLY** able to use the Request VSTEP checkbox on the Edit SIMS screen to submit a VSTEP to the BAR.
- ▶ The OSP QAS and BAR will use the Edit Existing Voluntary STEP link to enter their results.

Create New Voluntary STEP

QAC Home > Conduct New Voluntary STEP 0.0.7

**Quality Assurance Control
Conduct New Voluntary STEP**

File Sample ID:

Inspection Range: To

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	<input type="text"/>
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Inspector: Select one or more OSPs and click 'Refresh'

Inspection Type:

Original Reinspection Appeal	<input type="text"/>
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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)	<input type="text"/>
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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)	<input type="text"/>
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- This process searches IDW and QAC for records. {BAR can only access QAC}
- 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.

Factor Selection

Commodity:

Barley (BARLEY)	Yellow Corn (YC)
Barley (BAR)	
Barley (BLY)	
Six-rowed Barley (SRB)	
Two-rowed Barley (TRB)	
Malting Barley (MBLY)	
Six-rowed Blue Malting Barley (SRBM)	
Six-rowed Malting Barley (SRMB)	
Two-rowed Malting Barley (TRMB)	
Canola (K)	
Corn (C)	
Mixed Corn (XC)	
White Corn (WHC)	
Flaxseed (FLAX)	
Mixed Grain (XGR)	

Select >> << Remove

Factors: Refresh Select one or more commodities and click 'Refresh'

Factor (uom)	Range	Search
TW (lb/bu)	55 To 58	> []
M (%)	[] To []	> [] 11
HT (%)	[] To []	> []
DKT (%)	3 To 8	> []

Searches on multiple factors will include samples that meet at least one of the criteria.

So in the above example, the resultant list will have results from IDW that have:

YC with TW ranging from 55 to 58 or

YC with M greater than 11% or

YC with DKT ranging from 3 to 8 %.

The list will NOT be YC with TW ranging from (55 to 58), M greater than 11%, and DKT ranging from 3 to 8 %.

Select Voluntary STEP

QAC Home > Conduct New Voluntary STEP > Select Voluntary STEP

1.0.3

Quality Assurance Control Select Voluntary STEP

Action	QAC ID	OSP	File Sample ID	Sublot #	Commodity Class	Inspection Date	Inspector	SIMS Supervision Date	SIMS Inspector
Select	982	KS	7291		HRW	7/5/2009	LORD, MICHEAL L - 19065	3/1/2010	KLAHR, DARREK E - 19522
Select	981	KS	7300		HRW	7/5/2009	LORD, MICHEAL L - 19065	3/1/2010	KLAHR, DARREK E - 19522
Select	327	KS	7359		HRW	7/5/2009	LORD, MICHEAL L - 19065	3/18/2010	KLAHR, DARREK E - 19522
Select	326	KS	7371		HRW	7/5/2009	LORD, MICHEAL L - 19065	3/18/2010	KLAHR, DARREK E - 19522
Select	323	KS	7399		HRW	7/5/2009	LORD, MICHEAL L - 19065	3/18/2010	KLAHR, DARREK E - 19522
Select	310	KS	7448		HRW	7/5/2009	LORD, MICHEAL L - 19065	3/18/2010	KLAHR, DARREK E - 19522
Select	309	KS	7452		HRW	7/5/2009	LORD, MICHEAL L - 19065	2/26/2010	KLAHR, DARREK E - 19522

Return

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

Voluntary STEP Edit

SIMS STEP

QAC ID: 1300 **Jurisdiction:** National
OSP: Kansas Grain Inspection Service, Inc. **Service Point:** 152820
STEP Status: New **File Sample ID:** 1
Lot Number: **Sublot Number:** **Service Types:** Official Submitted (USGSA)
Movement: **Carrier Type:** **Carrier ID / Name:** 532

SIMS: **BAR:**
Class / Subclass: Hard Red Winter Wheat (HRW) Hard Red Winter Wheat (HRW)
Date: 6/22/2010
Inspector: TROWER, ALLEN L - 06697 **Set**

Factor (uom)	Supervision Result	Plus	Minus	Result	Score	Remarks
DKT (%)	9.8	<input type="text" value=".1"/>	<input type="text" value="0"/>	9.90	98.99%	<input type="text"/>
ODOR (N/A)	Sour					Sour

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.

SIMS Edit – Request VSTEP

Sample Not Available:
OSP: Lincoln Inspection Service, Inc.

QAC ID: 1005 **Service Point:** 262830
Status: New **Special Grades:** n/a
Sublot Number: **Class / Subclass:** Yellow Soybeans (YSB)
Movement: **Service Types:** Official Submitted (USGSA)
Grade: 2 **Lot Number:**
Sample Device: **File Sample ID:** rrdx 12345
Carrier ID / Name: rrdx 12345 **Carrier:**
Inspector: BARTON, GARY - 19264 **Inspection Level:** Original
Inspection Date: 1/25/2010 **Supervision Special Grade:** [Click to edit](#)
Supervision Conducted By: OSP **Final Class / Subclass:** Yellow Soybeans (YSB) ▼
Supervision Inspector: 19216 **Supervision Date:**
SCHNIEDER, KEVIN - 19216 ▼

Actionable	Factor (uom)	Original Result	Inspector	Supervision Result	Supervision Inspector	Warning	Action	Corrective Action
	TW (lb/bu)	55	BARTON, GARY - 19264	<input type="text"/>	SCHNIEDER, KEVIN - 19216			
	M (%)	12.1	BARTON, GARY - 19264	12.2	SCHNIEDER, KEVIN - 19216	11.90 12.50	11.70 12.70	<input type="checkbox"/>
	HT (%)	.2	BARTON, GARY - 19264	.1	SCHNIEDER, KEVIN - 19216	0 0.50	0 1.20	<input type="checkbox"/>
	DKT (%)	.6	BARTON, GARY - 19264	1.2	SCHNIEDER, KEVIN - 19216	0.50 2.20	0 3.50	<input type="checkbox"/>
	SPL (%)	.8	BARTON, GARY - 19264	1.2	SCHNIEDER, KEVIN - 19216	0.60 2.10	0.10 3.30	<input type="checkbox"/>
	SBOC (%)	1	BARTON, GARY - 19264	1.1	SCHNIEDER, KEVIN - 19216	0.50 2.00	0.10 3.10	<input type="checkbox"/>

Remarks:

Request VSTEP

- While the OSP QAS is entering Local SIMS results, they can create a VSTEP to the BAR by checking the box “Request VSTEP”.

SIMS Edit – Request VSTEP (cont)

Sublot Number: _____
Movement: _____
Grade: 2
Sample Device: _____
Carrier ID / Name: rrdx 12345
Inspector: BARTON, GARY - 19264
Inspection Date: 1/25/2010
Supervision Conducted By: OSP
Supervision Inspector: 19216
 SCHNIEDER, KEVIN - 19216

Class / Subclass: Yellow Soybeans (YSB)
Service Types: Official Submitted (USGSA)
Lot Number: _____
File Sample ID: rrdx 12345
Carrier: _____
Inspection Level: Original
Supervision Special Grade: [Click to edit](#)
Final Class / Subclass: Yellow Soybeans (YSB)
Supervision Date: 6/28/2010

Actionable	Factor (uom)	Original Result	Inspector	Supervision Result	Supervision Inspector	Warning	Action	Corrective Action
	TW (lb/bu)	55	BARTON, GARY - 19264	55.2	SCHNIEDER, KEVIN - 19216	54.50 55.90	53.80 56.60	<input type="checkbox"/>
	M (%)							<input type="checkbox"/>
	HT (%)							<input type="checkbox"/>
	DKT (%)							<input type="checkbox"/>
	SPL (%)							<input type="checkbox"/>
	SBOC (%)							<input type="checkbox"/>

Remarks:

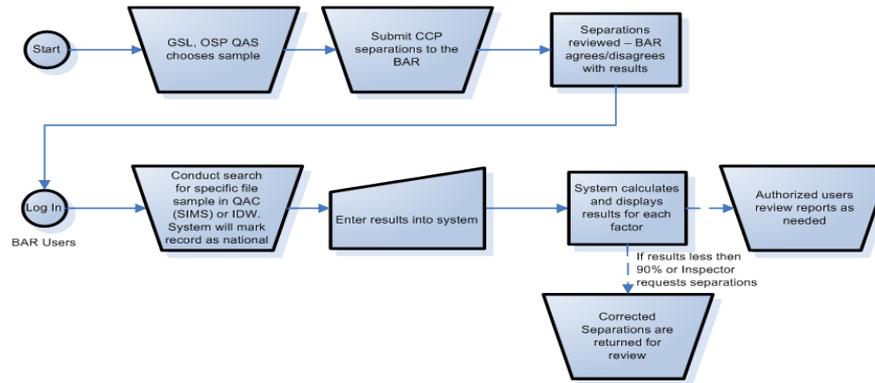
Request VSTEP

Windows Internet Explorer
 Your SIMS record has been selected for STEP, please send your sample to the BAR within 2 business days

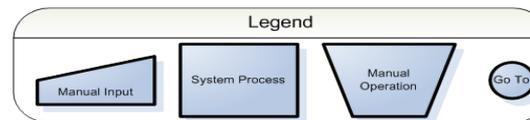
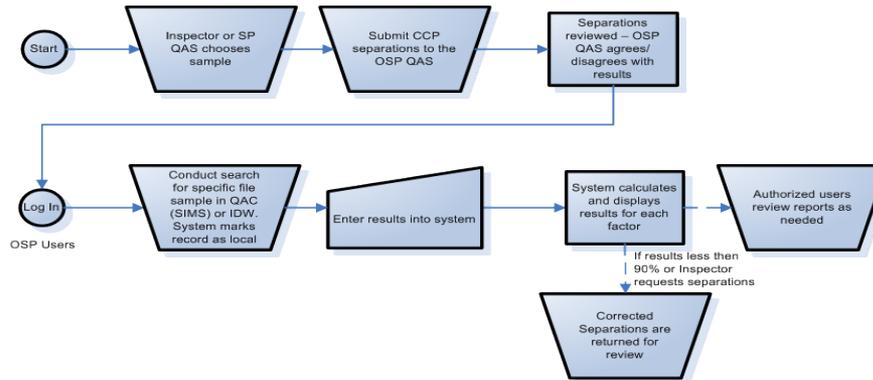
- Mail sample and separations to the BAR.

VSTEP Flow Chart

National VSTEP Proposed Business Process



Local VSTEP Proposed Business Process



Contacts

- Comments and Questions can be directed to:

 - QAC Project Manager
 - Anita Heckenbach anita.d.heckenbach@usda.gov 816-659-8402
 - USDA-FGIS-QACS
 - Ken Critchfield {Retired}
 - QAC Team members
 - David Ayers cdgid@aol.com
 - Jim Brown {Retired}
 - Larry Freese {Retired}
 - Dale Phetteplace {Retired}

