



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

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# **FGIS Certificate System**

**User's Manual**

Version 4.0

**January 15, 2007**

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# Revision History

## Previous Change History

**Table A – Previous Change History**

VERSION	DATE	AUTHOR	COMMENT
2.0	12/15/06	Ann Lang	
3.0	1/5/07	Ann Lang	incorporate Chris Quinn changes.
4.0	1/10/07	Chris Quinn	Incorporate Vicki Lacefield changes.

## Document Sign-off

**Table B – Document Sign-off**

DATE	NAME	TITLE

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# I. Introduction

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The Certificate System application (CRT) was developed as part of the USDA's Grain Inspection, Packers and Stockyards Administration (GIPSA) Application Modernization (GAM) suite.

CRT allows the user to electronically enter official grain inspection and weighing information (service results) from official agencies (OAs) and/or FGIS field offices (FOs), and produce both electronic and paper certificates which can be issued to the applicant and kept on file. The service result data entered into CRT is also transmitted to the GAM application Inspection Data Warehouse (IDW).

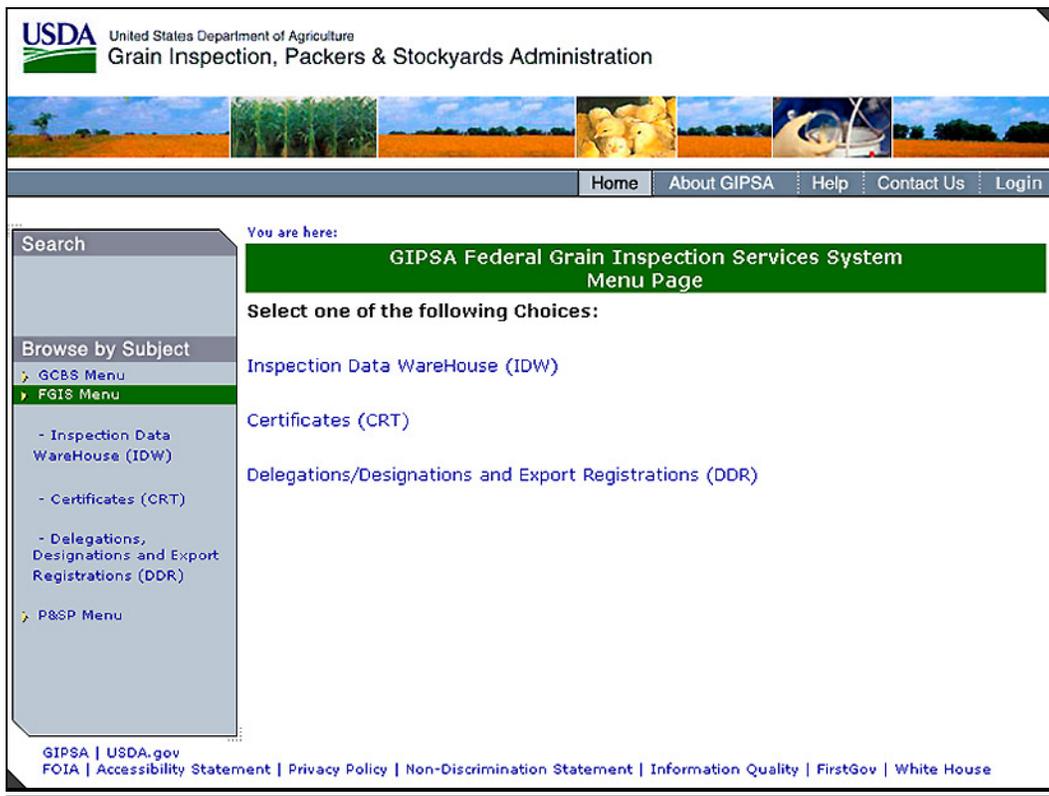
In addition to providing data for IDW, CRT interoperates directly with the Agricultural Products Standards (APS) system to validate the grade information and factor data for the inspected commodities, and with the Organizations and Personnel (OPA) system to validate data on inspectors, service points, official agencies, and field offices. The Delegations/Designations and Export Registrations (DDR) and Customer Information Management (CIM) applications also provide reference data regarding official agencies, and customers.

CRT will replace the GIPSA-supplied Certificate application currently in use. It will be deployed to GIPSA Field Offices and other sites for use by GIPSA employees, and be made available to interested official agencies for their use as well.

There are two versions of CRT: a server-based version and a stand-alone version. Both allow the user to enter test results and inspection and weighing information for immediate (server version) or deferred (stand-alone) transmission to IDW. They also allow the user to import certificate records created by third-party applications, such as Cusum.

This manual includes instructions for both versions of CRT.

# USDA FGIS Services System Menu Page



**Figure 1 – the USDA’s Federal Grain Inspection Services System Menu Page**

This is the primary menu page for the GIPSA Federal Grain Inspection Services System, Fig. 1 above. From this page, click **Certificates (CRT)** to enter the Certificate System application.

Every page within the GAM suite has three navigation areas: 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 in the menu bar at the top of the page 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

## External Navigation

The buttons in the menu bar at the bottom of the page direct you to external resources.

<b>LINK</b>	<b>REDIRECTS USER TO</b>
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

## 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 menu page level, it links to other FGIS applications, and to other GIPSA applications menus.

<b>LINK</b>	<b>REDIRECTS USER TO</b>
IDW (FGIS Menu)	the FGIS Inspection Data Warehouse menu page
CRT (FGIS Menu)	the FGIS Certificate System menu page
DDR (FGIS Menu)	the Designations/Delegations and Export Registration menu page
GCBS Menu	the GIPSA Common Business Systems application menu page
P&SP Menu	the Packers and Stockyards Program application menu page

Once you enter an application (such as APS or CRT), the [Search](#) / [Browse by Subject](#) panel will change to reflect that application's menu options. For more information, see the illustration of the CRT home page in Fig. 6.

# Certificate System (CRT) Flowcharts

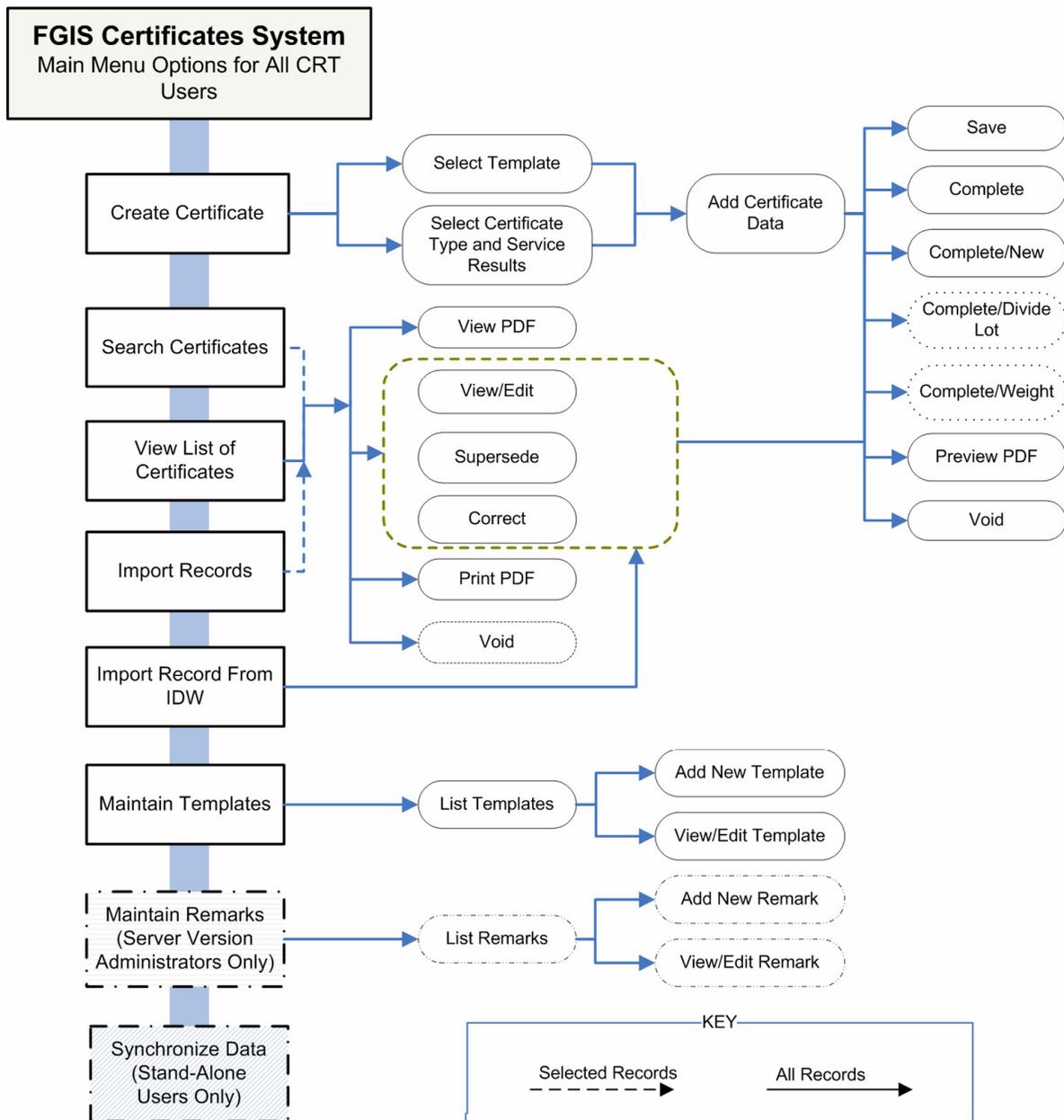
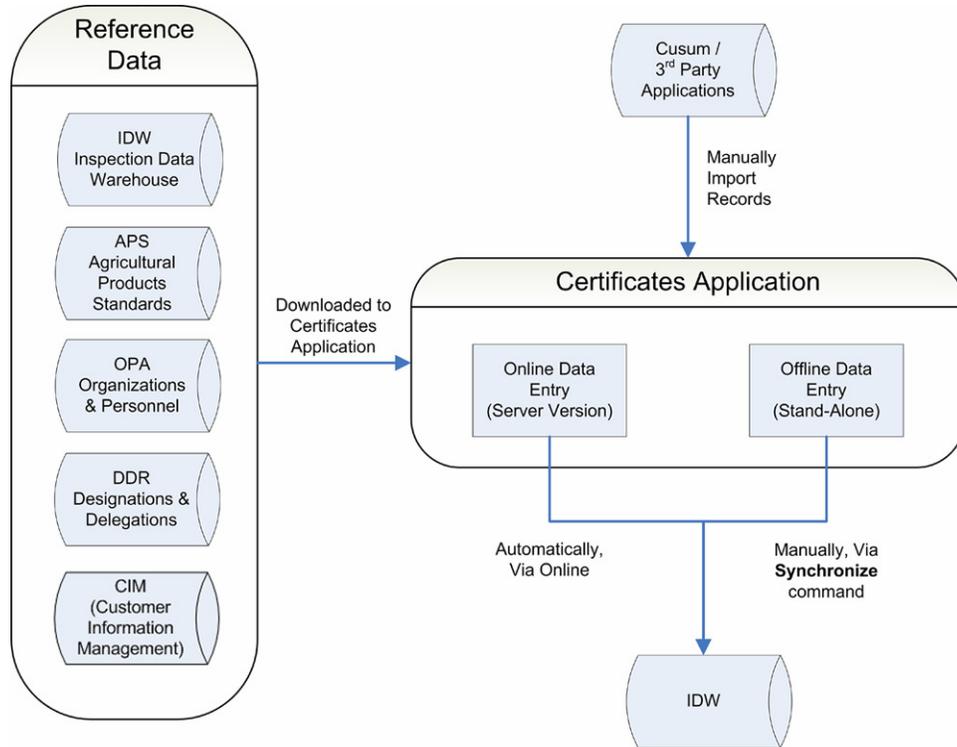


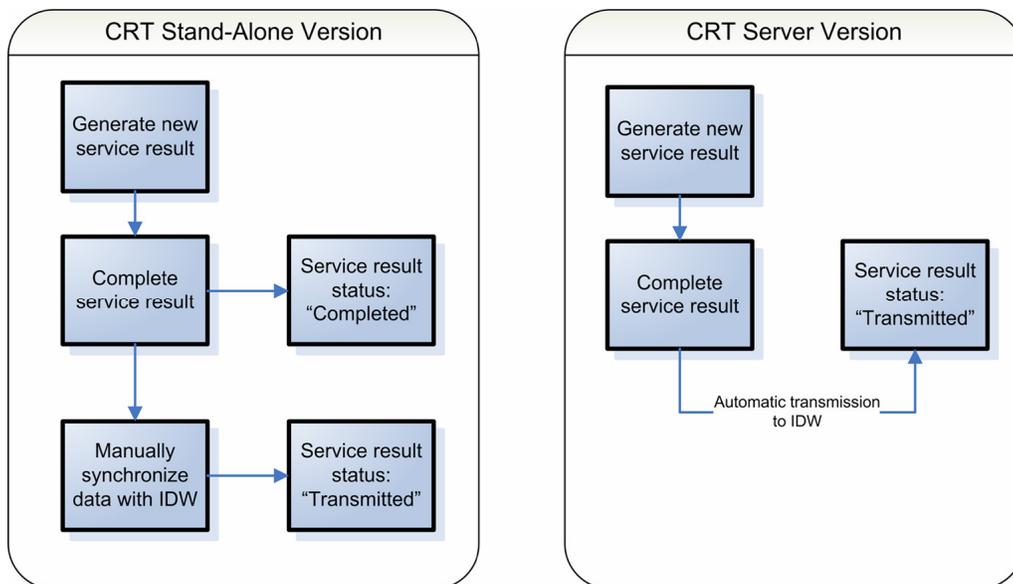
Figure 2 – FGIS Certificate System: Server and Stand-Alone Versions

The navigation map (Fig. 2) shows the menu options for CRT users, and the actions available from each of these options. The rectangles represent application links and the ovals represent functions.



**Figure 3 – Information Flow Between CRT, IDW, APS, DDR, CIM, and OPA**

The data process flow chart (Fig. 3) shows the business processes that are implemented in the current version of CRT, the sequence of these processes, and the organizations within GIPSA that carry out these processes. Figure 4 shows the information flow between IDW and the two versions of CRT.



**Figure 4 – Information Flow Between CRT and IDW**

# CRT Application Navigation

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## Navigating Within the Application

The text that starts with **You are here:** immediately above the green title bar on the page is the *breadcrumbs area*. As you navigate through CRT, this area will change to reflect your chain of commands. For example, if you start at the CRT home page, select **Search Certificates**, generate a list of search results, then select **Edit** next to one of the located records, the breadcrumbs area will read:

You are here: [Home](#) / [Search Certificates](#) / [Certificates Search Results](#) / Service Result Maint

The breadcrumbs area provides active navigation links. In the example above, you can click [Home](#) in the breadcrumbs area to return directly to the main CRT home page, or [Certificates Search Results](#) to return to your search results without having to redo the search.

**Important Note:** Do not use your browser's "Back" button to navigate through the application, as this can generate page errors. 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 [Browse by Subject](#) panel to the left of the screen.

## Navigating List Pages

Almost all of the list pages in CRT displays data in the form of tables. These list pages might be one of the main pages, such as the **View of List of Certificates** page, or a table displaying the results of a search. Each table 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 *locate a specific record*, select **Search Certificates** from the application home page or from the grey [Search](#) panel to the left.

## Internal Menu Navigation

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 application's commands available to you will be visible in the [Search](#) / [Browse](#) navigation panel, no matter where you are in the application.

Menu commands will differ depending on your user type and the version of CRT you are using (stand-alone or server). For more information see the following page.

## 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. 5). Click the blue hyperlink [here](#) to be redirected to the login page. Once you log back in, you will return to the menu page of the application which timed out.

You are here:



Either your previous session has timed out or you must begin a new one. To continue please [click here](#).

**Figure 5 – Session Timeout  
Page**

## II. CRT Functions

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### Certificate System Version Information

The Certificates application has two versions: one which is installed on GIPSA servers, and one which is installed on stand-alone workstations. The versions function in the same way with these exceptions:

The server version automatically synchronizes its data with IDW, OPA, DDR, CIM, and APS. Stand-alone users must manually synchronize the databases (Fig. 4 and Fig. 5).

Stand-alone users have two unique commands: *Synchronize Data* and *Back Up Local Data Records*. Section F covers stand-alone version commands.

Remark templates can only be created, edited, or deleted on the server version. However, the Remarks function is available for use in both versions.

In most cases, CRT commands will function in the same way for server users and stand-alone users. When there is a difference in functionality, this manual will use a **text box**, like this one, to explain how a given command differs for:

Server users, and

Stand-alone users.

Unless noted, all other commands will function in the same way for each version of CRT.

### User Types

CRT will be used by GIPSA employees, administrators, and outside employees and contractors for public and private official agencies and service points. There are two user types within the application: regular users and administrators.

*CRT users* (server version) require an eAuthentication account with Level 2 access, plus an eAuthorization CRT User Role, an eAuthorization Official Agency ID, and/or an OPA Field Office affiliation. CRT users can create certificates and service result records; view, edit, print, correct, and supersede existing service results; create or edit certificate templates; and import data records into the CRT and IDW databases.

*CRT users* (stand-alone version) have the same requirements and permissions as users for the server version. They must also manually sync the local version of CRT with the GIPSA servers to update database and validation information. Finally, they can create and maintain local backups of their certificate data.

*CRT administrators* require an eAuthentication account with Level 2 access and an eAuthorization CRT Administrator Role. Administrators can perform regular CRT user functions, and also create, maintain, and delete remark templates.

### CRT Home Page (Main Menu Page)

When you open the CRT application, you will begin from the home page for your user type: general CRT user for server (Fig. 6) or standalone (Fig. 7), or administrative user for server (Fig. 8) or standalone (Fig. 9).

To begin using CRT, locate the figure that illustrates your home page, and use the remaining sections of the manual to look up each menu command available on your home page.



Figure 6 – CRT User Home Page: Server Version

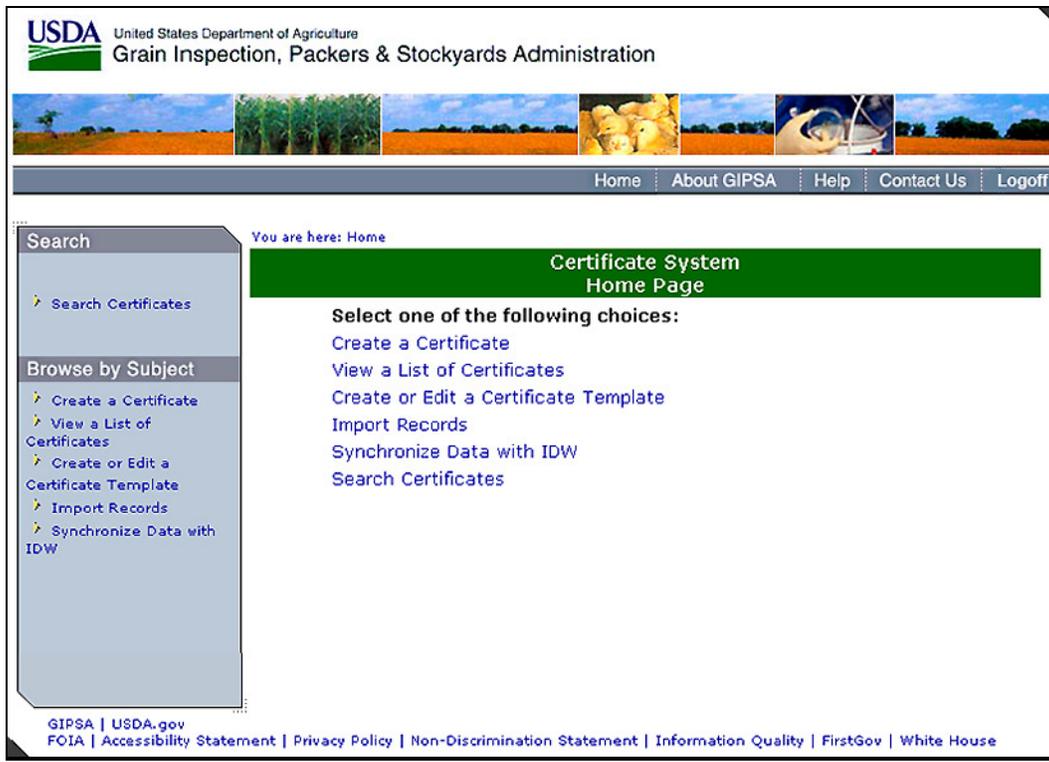


Figure 7 – CRT User Home Page: Stand-Alone Version

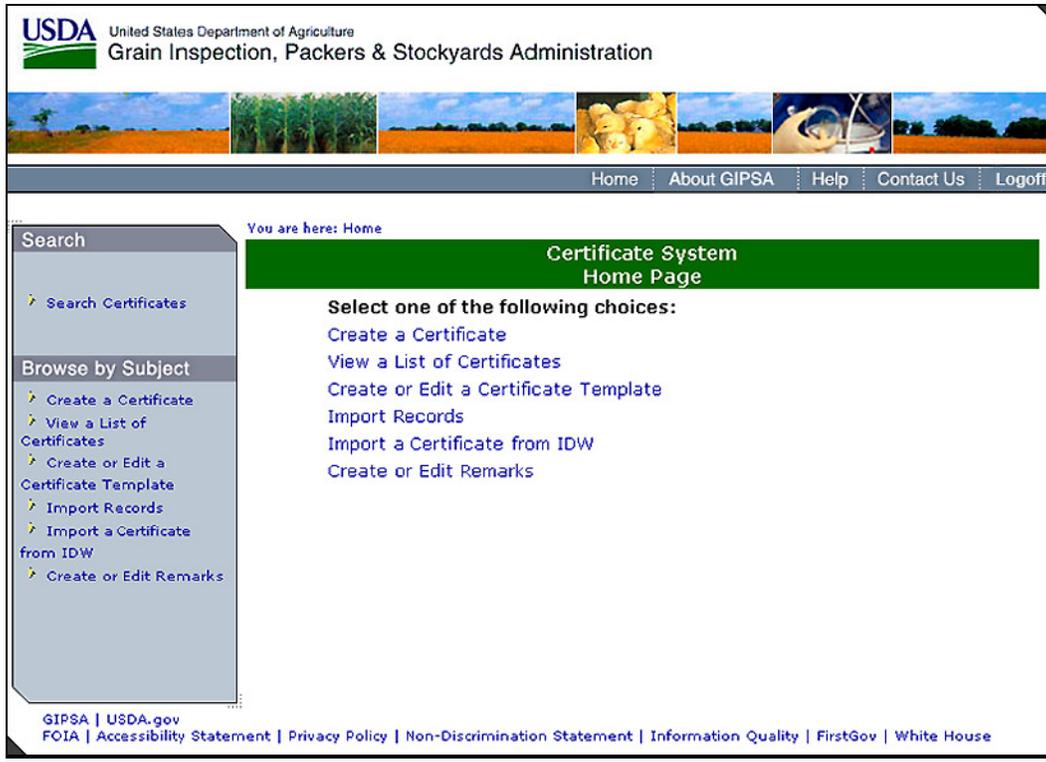


Figure 8 – CRT Administrator Home Page: Server Version

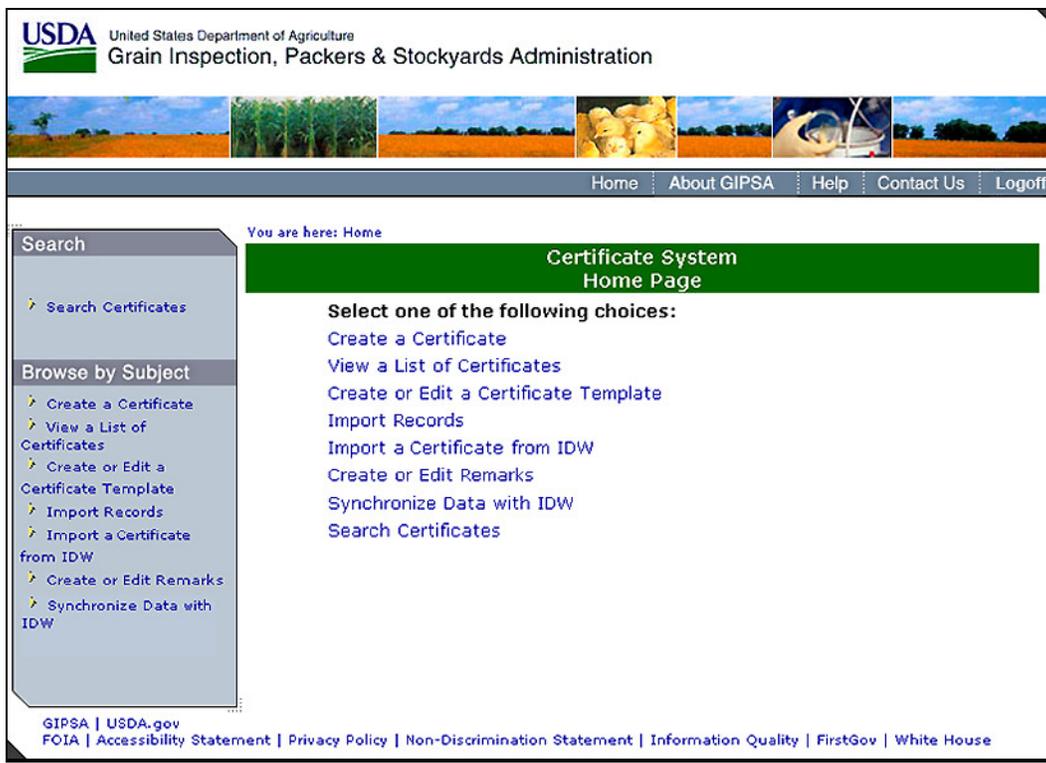


Figure 9 – CRT Administrator Home Page: Stand-Alone Version

## A. Create New Certificate

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### A. 1 — Introduction to Service Result Records

The basic unit of the CRT database is the service result record, which is a collection of data fields. The service result record has two purposes:

The data creates a printable, official certificate (original and copies) in PDF format to be issued to the applicant and kept on file.

The data is saved within CRT, made available to other applications, and imported into the Inspection Data Warehouse (IDW) database.

Because some fields are tracked only for database purposes, **not every field** you populate in the record will appear on the printed certificate. To see which fields appear on the printed certificates, see Appendix C.

**Note about terms:** The APS application classifies USDA-graded substances by four types: *Product* (e.g. Grain, GR), *Commodity* (Wheat, W), *Class* (Durum Wheat, DW), and *Subclass* (Amber Durum Wheat, ADU). However, CRT uses the term "Commodity Class" to mean any graded agricultural product (Grain, Wheat, Durum Wheat, Amber Durum Wheat), regardless of its APS classification.

To *add a service result* means to create a data record of a service result, from which you can generate a printed certificate. The terms "certificate," "service result," and "service result record" are used interchangeably within this manual.

The screenshot shows a web form titled "Create a Certificate". At the top, there is a breadcrumb "You are here: Home / Create a Certificate" and a green header bar with the text "Create a Certificate". Below the header, the instruction reads: "Select a template or select the appropriate parameter values then click the 'Continue' button:". The form contains several fields: a "Template:" dropdown menu; an "Or" separator; a "Certificate Type:" dropdown menu; a "Service Type:" section with a table containing "Service Type" and "Select" columns, and a message "No Certificate Type Selected!"; an "Agency/Field Office:" dropdown menu; a "Commodity Class:" dropdown menu; and a "Grade:" dropdown menu. At the bottom of the form are two buttons: "Continue" and "Return".

Figure 10 – Create A Certificate

### A. 2 — Create A Certificate

From the home page (Figs. 6 — 9), select **Create A Certificate** to open the page titled **Create A Certificate** (Fig. 10). From this screen you have two options:

Select a certificate from the *Certificate Type* droplist, OR

Select a *Template* from the droplist.

Both of these actions will open the **Certificate Edit** page, where the service data can be entered and a new certificate created.

To add a new service result using the **Template** option, select your template from the droplist. Templates are a shortcut method of creating a preselected certificate with some of the data fields already filled in. For more about using templates, see section A. 19.

To add a new service result using the **Certificate Type** option, select your Certificate Type from the droplist. The certificates types currently available in CRT are:

- Commodity Submitted Sample Inspection (Fig. 11)
- Commodity Inspection Certificate (Fig. 12)
- Commodity Weight Certificate (Fig. 13)
- Official Commercial Sample – Lot Inspection (Fig. 14)
- Official Commercial Submitted Sample Inspection (Fig. 15)
- Official Export Inspection Certificate (Fig. 16)
- Official Grain Weight Certificate (Fig. 17)
- Official Stowage Examination Certificate (Fig. 18)
- Official Sample – Lot Inspection (Fig. 19)
- Submitted Sample Inspection (Fig. 20)
- Supervision of Grain Weight Certificate (Fig. 21)
- Warehouseman's Sample – Lot Inspection (Fig. 22)

Once you select your **Certificate Type**, CRT will display the table of **Service Types** available for that certificate. Use the checkboxes to indicate the service type(s) to include in the service result.

**Note:** Even if only one service type is listed, the box must be checked.

For a comprehensive list of service types available to each certificate type, see Table 5.

Select your **Agency/Field Office** from the droplist. CRT users can choose any Field Office or Official Agency for which they have been assigned membership or permissions. CRT administrators can choose from any OA or FO in the system.

Select your **Commodity Class**, if required by your service result. If you do not select a Commodity Class when it is required to process a given service result, CRT will return an error and ask you to make a Commodity Class selection.

Select your **Grade** from the droplist, if any. For some certificate types, grades can be assigned later in the certification process if one is not selected on this page.

Click **Continue** to generate a new certificate, or **Return** to be redirected to the CRT home page.

**Important Note:** Each time you click **Continue** to generate a new certificate/service result record, two changes occur in the database:

- A new service result record is added to the database.
- A unique *Certificate Number* is assigned to that record.

Service result records cannot be deleted from the database, even if they are marked as voided. Also, the certificate number will remain attached to this record even if it is voided or never submitted; it will not be reassigned to a new certificate.

If you make an error when creating the service record, it is usually possible to correct it after the record has been completed. See section B for more information.

**Certificate Type:** Commodity Submitted Sample Inspection

**Service Type:**

Service Type	Select
Registered Type-Sample	<input type="checkbox"/>
Submitted Sample	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 11 – Create A Certificate: Commodity Submitted Sample Inspection

**Certificate Type:** Commodity Inspection Certificate

**Service Type:**

Service Type	Select
Bulkweighing	<input type="checkbox"/>
Checkcounting	<input type="checkbox"/>
Condition Inspection	<input type="checkbox"/>
Checkloading	<input type="checkbox"/>
Condition of Food Containers	<input type="checkbox"/>
Commodity Operations Fumigation Protocol	<input type="checkbox"/>
Checkweighing	<input type="checkbox"/>
Examination Service	<input type="checkbox"/>
Facility Examination	<input type="checkbox"/>
Observation of Loading	<input type="checkbox"/>
Lot (Quality) Inspection	<input type="checkbox"/>
Sampling Service	<input type="checkbox"/>
Plant Sanitation Inspection	<input type="checkbox"/>
Witness Fumigation	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 12 – Create A Certificate: Commodity Inspection Certificate

**Certificate Type:** Commodity Weight Certificate

**Service Type:**

Service Type	Select
Bulkweighing	<input type="checkbox"/>
Checkweighing	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 13 – Create A Certificate: Commodity Weight Certificate

**Certificate Type:** Official Commercial Sample-Lot Inspection

**Service Type:**

Service Type	Select
Commercial Sample-Lot	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 14 – Create A Certificate: Official Commercial Sample – Lot Inspection

**Certificate Type:** Official Commercial Submitted Sample

**Service Type:**

Service Type	Select
Commercial Submitted	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 15 – Create A Certificate: Official Commercial Submitted Sample Inspection

**Certificate Type:** Official Export Inspection

**Service Type:**

Service Type	Select
Export	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 16 – Create A Certificate: Official Export Inspection

**Certificate Type:** Official Grain Weight Certificate

**Service Type:**

Service Type	Select
Checkweighing	<input type="checkbox"/>
Class X Weights	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 17 – Create A Certificate: Official Grain Weight Certificate

**Certificate Type:** Official Stowage Examination

**Service Type:**

Service Type	Select
Stowage Examination	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 18 – Create A Certificate: Official Stowage Examination Certificate

**Certificate Type:** Official Sample-Lot Inspection

**Service Type:**

Service Type	Select
Condition Inspection	<input type="checkbox"/>
Official Sample-Lot	<input type="checkbox"/>
Sampling Service	<input type="checkbox"/>
Witness Fumigation	<input type="checkbox"/>

**Agency/Field Office:** Alabama Department of Agriculture and Industries

**Commodity Class:**

**Grade:**

Continue Return

Figure 19 – Create A Certificate: Official Sample – Lot Inspection

**Certificate Type:** Submitted Sample Inspection

**Service Type:**

Service Type	Select
Official Submitted	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 20 – Create A Certificate: Submitted Sample Inspection

**Certificate Type:** Supervision of Grain Weight Certificate

**Service Type:**

Service Type	Select
Class Y Weights	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 21 – Create A Certificate: Supervision of Grain Weight Certificate

**Certificate Type:** Warehouseman's Sample-Lot Inspection

**Service Type:**

Service Type	Select
Warehouse Sample-Lot	<input type="checkbox"/>

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Continue Return

Figure 22 – Create A Certificate: Warehouseman's Sample – Lot Inspection

### A. 3 — Add New Certificate Data: Overview

Select your template type or certificate from the droplist, and hit **Continue** to open the data entry area of the **Certificate Edit** page (Fig. 23). All certificates are created from this page.

The top portion of the form, from *Service Type* to *Billing Statement*, is the same for all certificates with the following exceptions:

Only Official Export Inspection Certificates require lot numbers.

Each certificate type requires that different fields be filled in. Not every field is required for every service result. Refer to your agency's guidelines to determine what information is required by each form or service type.

### A. 4 — Add New Certificate Data: Data Fields

The following fields are automatically generated when you create a new service result, and do not have to be manually entered:

*Service Type.* This field will show each of the service types selected on the previous page (e.g. Class Y Weights or Export). It cannot be altered on the data entry page.

*Agency/Field Office.* This field matches the selection from the previous page. It cannot be altered on the data entry page. It can be altered later if you complete the certificate, and then supersede the original (section B. 6).

*Certificate Number.* A unique certificate number is assigned by CRT. This field appears on the **View a List of Certificates** page (section B. 1).

*Purpose.* If you are creating a new certificate, *Purpose* is set to "Original." If you are correcting or superseding a certificate, *Purpose* is set to "Corrected." This field cannot be altered by the user.

*Commodity Class.* This field matches the selection from the previous page, if any. It cannot be altered on the data entry page. It can be altered later if you complete the certificate, and then correct or supersede the original.

*Grade.* This field will match your selection on the previous page (if any). Grade selection can be altered with the droplist, or left blank.

**Note:** the *Grade* and *Commodity Class* fields are **not** printed on the final certificate. See the *Grade and/or Commodity* field description in the next section for more information on how to show grade and commodity class on the final certificate.

The rest of the fields on the data entry form must be manually entered by the user.

For instructions on filling out the main portion of the form, see sections A. 5. – A. 7.

For instructions on filling out custom fields on the form, see sections A. 8 – A. 13.

For instructions on saving, submitting, and completing service results, see sections A. 14 – A. 15.

For instructions on creating divided lot certificates, see section A. 16.

For instructions on creating weight certificates from export certificates, see section A. 17.

For instructions on voiding and exiting service results, see section A. 18.

For instructions on previewing certificate PDFs, see section A. 19.

See Appendix C for an example of which data fields can print on a certificate PDF.

You are here: Home / Certificate Edit

### Certificate Edit

**Service Type:**   
**Agency/Field Office:**

Issued At:  **LOT Number:**   
**Analysis Weighing Location:**

**Inspection Type:**  **File Sample ID:**   
**Inspection Weighing Service:**

**Cert Number:**   
**Service Request Number:**

Date of Service:  **Time of Service:**   
**Carrier Type:**  **Number of Carriers:**

Identification:   
**Location:**  **State:**   
**City:**

**Movement:**  **Time Sampled:**   
**Date Sampled:**

**Sampling Method:**  **Top Feet Sampled:**   
**Bottom Sampled:**

**Stowage Area Examined:**  N/A  No  Yes  
**Quantity/Official Weight:**  **UoM:**

**Date Started Weighing:**  **Time Started Weighing:**   
**Type Shipment:**

Applicant Name:  **Customer Number:**   
**Purpose:**

**Commodity Class:**   
**Grade:**   
**Grade and/or Commodity:**

**Inspector Number:**   
**Remark Template:** **NOTE: Move the remarks from left box to right box and then click on the 'Add Selected Remarks' button to add remark.**

<input type="text" value="Results on File"/> <input type="text" value="Stowage area examined"/> <input type="text" value="Stowage area not examined"/>	Select one or more values from left drop-down list.	<input style="width: 90%;" type="text"/> <input type="button" value="Select &gt;&gt;"/> <input type="button" value="Remove &lt;&lt;"/>
--	---	---

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

**NO SIGNATURE FILE**  
**Used for Billing:**  No  Yes

**\*\*This area of the form will contain factor results, load order, special grades, insect data, and delivery quantity as required by certificate type and service type.\*\***

**Figure 23 – Certificate Edit:  
Add New Service Result**

This data entry screen is used to create all service result certificates.

Fields underlined in red are mandatory. Mandatory fields will vary depending on the type of certificate you are creating. Not all of these fields will be used for every certificate.

The portion of the figure highlighted in yellow is shown on the following page (Fig. 24).

Sublots With Insects:  Components Infested:   
 Insects Per Lot:  Insecticide:   
 Dust Suppressant:  Dye:   
 Fumigant:  Aflatoxin Test Basis:

**Factor Result**  
 (minimum of 1 factor inspection result required)

Factor	Factor Result	UoM	Factor Remarks	Include in Certificate	Delete Factor
Foreign material	<input type="text"/>	%	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Insect Damaged Kernels	<input type="text"/>	ct	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					<input type="button" value="View"/>

NOTE: Click on the View button to add additional factors.

**Load Order**

Factor	Load Order	Load Order PCT
Moisture	Average	13.4
Protein	<input type="text"/>	<input type="text"/>

Average  
Maximum  
Minimum  
Ordinary

**Delivery Quantity**  
 (minimum of 1 destination required)

Quantity	Destination	Delete Delivery Quantity
668,200	CZECH REP	<input type="checkbox"/>
<input type="text"/>	AFGHANISTAN	<input type="checkbox"/>
<input type="button" value="Add Record"/>		
ALBANIA		
ALGERIA		
ANDORRA		

NOTE: Enter Quantity and Destination then click 'Add Record'.

**Figure 24 – Certificate Edit: Add New Service Result Data (Custom Fields)**

The custom data entry fields shown here will vary according to your certificate type, service type, and commodity class.

**Important Note:** Do not use your browser’s “Back” button to navigate through the application, as this can generate page errors. 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 Browse by Subject menu to the left of the screen.

## A. 5 – Add New Certificate Data

Fields which are underlined in red are mandatory for a given service result; CRT will not allow you to save, preview, or complete the certificate before these values are entered.

Certain fields (such as Sampling Method) will require that you populate an additional field (such as Date Sampled), regardless of whether it is mandatory for the certificate type.

To enter the service result data, fill in the fields required by your certificate type as indicated. Use the Tab key or your mouse to move from field to field.

*Issued At.* Enter the 6-digit code for the service point which issued the certificate.

*Lot.* Enter the number of the lot being reported (if applicable to the certificate).

*Analysis Weighing Location.* Enter the numeric code for the analysis weighing location, if any.

*Inspection Type.* Select inspection type from the droplist: Appeal, New Original, Original, or Reinspection or Retest.

*File Sample ID.* Enter your agency's file sample ID, if any.

*Inspection Weighing Service.* Select the inspection type from the droplist: Inspection & Weighing, Inspection Only, Other, or Weighing Only.

*Service Request Number.* Enter the service request number, if any.

*Date of Service.* Enter the date on which the service was completed in MM/DD/YYYY format, or use the calendar button.

*Time of Service.* Enter the time the service was completed in 24-hour format (e.g. 13:45) to the nearest quarter hour. **Note:** The Time of Service will appear on the final certificate as "Finish Time."

*Carrier Type.* Select carrier type from the droplist: Barge, Container, Lash Barge, Rail, Ship, Truck, or Other. Requires a *Number of Carriers*.

*Number of Carriers.* Enter as a whole integer. Required when a *Carrier Type* is entered.

*Identification.* Enter the identification of the carrier, lot, or submitted sample container according to your agency's procedures (for example, the truck license plate number, "Sample Bag 12" or "M/V Aruba Hold A-2").

*Location.* Enter the location where the carrier, lot, or submitted sample was serviced, such as the pier, elevator, street address, or other identifying information.

*City and State.* Enter the location's city and state.

*Movement.* Select the movement type from the droplist: Export, Local, In, or Out.

*Date Sampled.* Enter the date the sample was taken in MM/DD/YYYY format or with the calendar button. Required when a *Sampling Method* is entered.

*Time Sampled.* Enter the time of sampling in 24-hour format.

*Sampling Method.* Select sampling method from the droplist: Ellis Cup, Mechanical Diverter, Mechanical Probe, Multiple, Other, Pelican, Probe, or Woodside. Requires a *Date Sampled*.

*Bottom Sampled.* Use the droplist to indicate Yes or No.

*Top Feet Sampled.* Enter the number of top feet sampled. **Note:** When Top Feet Sampled is used, the *Remarks* area will automatically include the statement "Top \_\_\_ Feet Sampled. Bottom Not Sampled."

*Stowage Area Examined.* Use the radio buttons to select N/A, Yes or No. Use the *Remarks* field (see below) to describe the areas examined, if required.

*Quantity/Official Weight.* Enter the quantity or official weight of the commodity as a whole integer. Requires a *UoM*.

*UoM.* Select the weight/quantity's unit of measurement from the droplist: Barge Lot, Bushel, Car Lot, Container Lot, Grams, Metric Ton, Pounds, Quarts, or Truck Lot. Required when a *Sampling Method* is entered.

*Date Started Weighing.* Enter the date as MM/DD/YYYY or use the calendar button.

*Time Started Weighing.* Enter the time in 24-hour format. **Note:** this field will appear on the final certificate as "Start Time."

*Type Shipment.* Select Bulk or Sack shipment from the droplist.

*Applicant Name.* Enter the applicant's name.

*Customer Number.* Enter the applicant's customer number, if any.

*Grade.* If you did not assign a grade on the previous page, you can assign one here if it is required by the certificate and/or service type. **Note:** this field will not be printed on the final certificate.

*Grade and/or Commodity.* Type the name of the commodity and the grade, e.g. "U.S. No. 1 Yellow Corn."

**Note:** the *Grade and/or Commodity* field, not the *Grade and Commodity Class* fields, is used to show grade and commodity information on the printed certificate. For more information, see Appendix C.

*Inspector Number.* Enter the inspector's code number.

*Remark Template.* Select an (optional) remark template from the droplist. For more information on remark templates, see section A. 7 and section H.

*Remark.* Use this field to record any comments or remarks to appear final certificate, such as fumigation statements, contract numbers, conditions of seals, etc.

*Signature Original.* Format how the signature will appear on the completed certificate's Original copy by selecting from the droplist: No Print, Print Only, or Print and Signature. "Print and Signature" will require that a signature file be uploaded. See section A. 6 for more information.

*Signature Copies.* Format how the signature will appear on the completed certificate's official Copy pages: No Print, Print Only, or Print and Signature.

*Upload signature.* See section A. 6. for more information.

*Used for billing.* Use the radio buttons to select No or Yes.

When you have entered your data fields you can choose to save, void, preview, submit, cancel, divide by lot, or add a weight certificate to the service result (sections A. 12 – A. 17).

## A. 6 — Add a Signature File

The inspector's name is automatically retrieved from OPA and attached to your certificate according to the *Inspector Number* entered. When you create a certificate, you have three options for how the inspector's name will appear:

**No Print.** The inspector's name will not appear on the certificate.

**Print Only.** The inspector's name will be printed on the certificate.

**Print and Signature.** Both the typed name and a scanned image of the inspector's signature will be printed on the certificate.

Use the **Browse** button to locate the signature file on your computer. Files must be .jpg (JPEG) images, 130 pixels long by 35 pixels high, and at least 150 dpi (300 dpi is preferred). When the signature file is selected, click **Upload**. A confirmation window will appear (Fig. 25). Once uploaded, the signature image will be added to the certificate when "Print and Signature" is selected for the *Signature Original* and/or *Signature Copies* field.



Figure 25 – Upload Signature File

## A. 7 — Add A Remark

Remarks are officially required statements that do not apply to every certificate type, such as a statement explaining why a certificate has been corrected. The *Remark Template* feature lets you quickly insert a preformatted statement into your certificate.

Certain remarks are *automatically* inserted into your certificate when you populate certain fields. For example, giving a value for the field "Top Feet Sampled" will automatically create a remark that states "Top [value] feet sampled. Bottom not sampled."

Other remarks must be *manually* inserted using the *Remark Template*. To insert a remark, scroll through the the *Remark Template* selection box. Highlight one remark with the mouse and click **Select**, or CTRL-click to highlight and add multiple values at once. When you have finished adding remarks, click **Add Selected Remarks** to generate the text in the *Remark* field. The remark will have one of three formats:

A straight text remark, such as "This lot of corn gluten feed does not conform to a maximum 28 percent starch, 4.5 percent fat, and 40 percent protein on a dry matter basis."

A remark that requires you to customize the text, such as "The superseded certificate has / has not been surrendered." Use the cursor and the delete key to take out the unneeded phrase: in this case, either "has" or "has not."

A remark with automatic *key words*. A key word enclosed in **#pound signs#** tells CRT to refer to a particular data field on the form (for example, #LOCATION# will refer to the "Location" field) and insert that field's value into your remark. You will not see the actual code unless the remark refers to a data field that is blank on your form; in those cases, just use the mouse and keyboard to manually type in the required text.

For example, the remark "Supersedes" contains this text:

"This certificate supersedes Certificate No. #OLD\_CERT\_NUMBER#" and appears in the Remarks field with the correct data already in place; e.g. "This certificate supersedes Certificate No. US-NOFO-1-10925."

Fig. 26 shows how a remark will appear on your form once you have added it to the certificate:

Figure 26 – Insert Remark

Once inserted, the remark becomes plain text that can be edited with your keyboard. You must manually correct the text in highlighted parentheses with the correct information.

Figure 27 – Remark on Final Certificate

Fig. 27 shows how a remark will appear on the final, printed certificate.

You can insert as many remarks as you need. Be sure to enter a carriage return between lines so the text does not run together from one remark to the next.

**Important note:** Because remarks are tied to commodity classes in this release of CRT, the remarks droplist is not available to certificates that do not have a commodity class (Stowage Examination Certificates, and Commodity Inspection Certificates with examination service, facility examination, or plant sanitation inspection service types). Users must manually type the required qualifying statements into the *Remark* field for these certificates.

## A. 8 — Add New Service Result Data: Custom Fields

The area below the billing statement on the data entry form (Figs. 21 & 22) contains custom fields depending on the service type, commodity, and certificate type. These fields are:

**Factor Result**, depending on the certificate and service type.

**Special Grade**, when a certificate is used for grade.

**Load Order**, for Official Export Inspection Certificates. Used to enter results of moisture, starch, and/or protein testing for grains and corn.

**Insect Inspection**, for Official Export Inspection Certificates.

**Destination**, for Official Export Inspection Certificates.

Table 1 shows which certificates and service types will generate a factor result field.

Type of Certificate	Service Type Requiring Factor Results
COMMODITY INSPECTION CERTIFICATE	Condition Inspection; Lot (Quality) Inspection
COMMODITY SUBMITTED SAMPLE INSPECTION	(All service types)
OFFICIAL COMMERCIAL SAMPLE – LOT INSPECTION	(All service types)
OFFICIAL COMMERCIAL SUBMITTED SAMPLE INSPECTION	(All service types)
OFFICIAL EXPORT INSPECTION CERTIFICATE	(All service types)
OFFICIAL SAMPLE – LOT INSPECTION	Condition Inspection; Official Sample – Lot
SUBMITTED SAMPLE INSPECTION	(All service types)
WAREHOUSEMAN’S SAMPLE – LOT INSPECTION	(All service types)

**Table 1 – Service Types Requiring Factor Results**

## A. 9 — Factor Results

Depending on the certificate type and service type, you may be required to enter factor testing result data (see table above). If it is required, CRT will automatically generate a **Factor Result** field below the Billing section in a yellow highlighted box (Fig. 28).

The Factor table will display a default selection of factors for your commodity class. These default factors can be used or deleted, or additional factors can be added. A minimum of one factor must be entered to complete the certificate. To enter factor results:

Enter the numeric value of the factor's measurement in the **Factor Result** field. Enter any remarks about the factor or the test in the **Factor Remarks** field.

Click **View** to generate a list of all available factors (Fig. 29). Click the checkbox for the factors to add and select **Add Factors**, or **Cancel** to cancel.

To delete a factor from the certificate and from the record, check **Delete Factor**. The next time you save, complete, or preview the certificate, the checked factors will be removed.

If you check **Include on Certificate**, the factor will be printed on the final certificate, even if you leave the value blank. If you uncheck **Include**, the factor will remain in the record but will not appear on the certificate. The only way to remove the factor from the service result record is to check **Delete Factor**.

Factor Result (minimum of 1 factor inspection result required)					
Factor	Factor Result	UoM	Factor Remarks	Include in Certificate	Delete Factor
Foreign material	<input type="text"/>	%	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat Damage	<input type="text"/>	lb/bu	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat Damage	<input type="text"/>	%	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Insect Damaged Kernels	<input type="text"/>	ct	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					<input type="button" value="View"/>

**NOTE:** Click on the View button to add additional factors.

Figure 28 – Factor Result Field

Factor Code	Factor	UoM	Select
AFLA	afatoxin	ppb	<input type="checkbox"/>
ANFL	animal filth	ct	<input type="checkbox"/>
BC	broken corn	%	<input type="checkbox"/>
SCM	stress cracks - multiple	ct	<input type="checkbox"/>
SCS	stress cracks - single	ct	<input type="checkbox"/>
SCTL	stress cracks - total (100)	ct	<input type="checkbox"/>
SILK	silk-cut damaged kernels	%	<input type="checkbox"/>
SPRT	sprout-damaged kernels	%	<input type="checkbox"/>
STARCH	Starch	%	<input type="checkbox"/>
STON	stones	ct	<input type="checkbox"/>
WAXY	waxy	%	<input type="checkbox"/>

**NOTE:** Click on the "Add Factors" button to add selected

Figure 29 – Factor Result Field: Add New Factors

## A. 10 – Load Orders

If you include Moisture, Protein, or Starch as a factor on an Official Export Inspection certificate, CRT will generate an additional field for entering the **Load Order** (Fig. 30).

Add Moisture, Protein, and/or Starch as a factor in the yellow **Factor Result** field. The Load Order field will be inserted under the Factor Results field.

Select the Load Order from the droplist: Average, Maximum, Ordinary, or Minimum.

Enter the Load Order **PCT** (percentage) as a number.

When you save, preview, complete, complete/new, or complete/divide the lot, the load order data will be added to the certificate.

### A. 11 – Delivery Quantity

All Official Export Inspection Certificates require a delivery quantity and destination. The **Delivery Quantity** field appears in a yellow box below the Factor Result and/or the Load Order field(s) (Fig. 30). A minimum of one destination is required for export certificates.

To enter the delivery quantity:

Enter the numeric value of official weight/quantity that is being delivered to the country of destination. **Do not** enter the unit of measurement.

Select the country of destination from the droplist.

Click **Add Record** to save the information.

A second destination entry field will appear. Leave blank if not needed.

To remove a delivery quantity entry, check **Delete Delivery Quantity** from the right-hand column. The next time you save, complete, or preview the certificate, the checked record will be removed.

The screenshot displays three main sections in a yellow background:

- Factor Result (minimum of 1 factor inspection result required):** A table with columns: Factor, Factor Result, UoM, Factor Remarks, Include in Certificate, and Delete Factor.
 

Factor	Factor Result	UoM	Factor Remarks	Include in Certificate	Delete Factor
Foreign material	<input type="text"/>	%	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Insect Damaged Kernels	<input type="text"/>	ct	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

 A 'View' button is located at the bottom right of this section.
- Load Order:** A table with columns: Factor, Load Order, and Load Order PCT.
 

Factor	Load Order	Load Order PCT
Moisture	Average <input type="text" value="13.4"/>	
Protein	<input type="text"/>	

 A dropdown menu is open for the 'Load Order' column, showing options: Average, Maximum, Minimum, and Ordinary.
- Delivery Quantity (minimum of 1 destination required):** A table with columns: Quantity, Destination, and Delete Delivery Quantity.
 

Quantity	Destination	Delete Delivery Quantity
668,200	CZECH REP	<input type="checkbox"/>
<input type="text"/>	AFGHANISTAN	<input type="checkbox"/>

 An 'Add Record' button is located to the right of the second row. A dropdown menu is open for the 'Destination' column, showing options: ALBANIA, ALGERIA, and ANDORRA.

NOTE: Click on the View button to add additional factors.

NOTE: Enter Quantity and Destination then click 'Add Record'.

**Figure 30 – Load Order and Delivery Quantity**  
This sample Official Export Inspection Certificate displays the Factor Result (see Fig. 28), Insect Inspection (Fig. 31), Load Order, and Delivery Quantity fields.

All data is for sample purposes only and may not be accurate.

### A. 12 – Insect Inspection Data

All Official Export Inspection Certificates provide fields for entering insect inspection data. The **Insect Inspection** data entry fields appear directly below the billing statement (Fig. 31). These

fields are not mandatory unless an insect inspection was performed, and any of the fields can be left blank.

To enter the insect inspection data:

Enter the number of **sublots with insects** as a whole integer. If none, leave blank.

Enter the number of **insects per lot** as a whole integer.

Enter the number of **components infested** as a whole integer.

Select a **dust suppressant** from the droplist: Water, Oil, or Other.

Select the **insecticide** from the droplist: Reldan, Actellic, Malathion, or Other.

Select the **fumigant** from the droplist: Aluminum Phosphide or Other.

Indicate whether **dye** was used: Yes or No.

Indicate the **afatoxin test basis** with the droplist: Composite, Other, Sublot, Testing, or Both Composite & Sublot.

Figure 31 – Insect Inspection Data

Figure 32 – Special Grade

## A. 13 – Special Grades

If the certificate is used for grade, the **Special Grade** field appears in a yellow box beneath the other tables (Fig. 32). To enter the special grade:

Select the special grade from the droplist and click **Add Record**.

A second special grade entry field will appear. Leave blank if not needed.

To remove a special grade entry, check **Delete Special Grade** from the right-hand column. The next time you save, complete, or preview the certificate, the checked fields will be removed.

## A. 14 — Save Service Result Record Data

At the bottom of each **Certificate Edit** page are action buttons which allow you to save, submit, preview, exit, void, or divide lots for a service result (Figs. 23 and 33).

The **Save** button will save your certificate in progress. Mandatory (underlined) fields must be filled in before saving or CRT will return an error message. If the minimum required fields are filled in, the message **Data saved successfully!** will appear at the bottom of the screen.

From this point you can continue editing the record, select a different action button, or exit the record. To continue editing a saved record at a later point in time, return to **View a List of Certificates** (section B. 1) and click **Edit** next to your record.

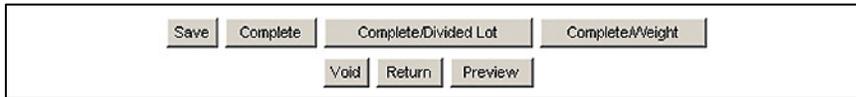


Figure 33 – Action Buttons

## A. 15 — Complete and Complete/New

The **Complete** button will do the following:

- Save and exit your finished service result record.

- Save the finished certificate PDF for later viewing or printing.

- If you created the certificate from the **Create A Certificate** page, you will return to that page. The text **The certificate was completed successfully!** will be displayed above the Templates droplist (Fig. 34).

- If you opened the certificate file from the **View a List of Certificates** page, you will return to that page.

Server users: CRT will automatically transmit your completed record to IDW. Your completed record will be display a *Transmitted* status on the **View a List of Certificates** page (section B. 1).

Stand-alone users: Your completed record will be display a *Completed* status on the **View a List of Certificates** page (section B. 1). You must manually transmit the record to IDW. *Completed* records can still be superseded or corrected if required. For more information, see section B and section F. 1.

The **Complete/New** button will do the following:

- Save your finished service result record, and save the finished certificate PDF for later viewing or printing.

- Transmit (server users) or complete (stand-alone users) your service result.

- Immediately **create a new record** of the same Certificate Type and Service Type. You will remain on the **Certificate Edit** page. The new form will also duplicate your previous record's settings for Agency/Field Office, Commodity Type, Issued At, Inspection Weighing Service, Carrier Type and Number, Location, Location City & State, Movement, Sampling Method, Applicant Name, Type Shipment, Inspector Number, Signature, and Factors.

The Complete/New option is useful for entering a batch of similar service results without recreating the record from scratch each time. For more control over which fields are duplicated in your new certificate, see Templates in section H.

You are here: [Home / Create a Certificate](#)

**Create a Certificate**

**The certificate was completed successfully!**  
 Select a template or select the appropriate parameter values then click the "Continue" button:

Template:

Or

**Certificate Type:**

**Service Type:**

Service Type	Select
No Certificate Type Selected!	

**Agency/Field Office:**

**Commodity Class:**

**Grade:**

Figure 34 – Completed Certificate

## A. 16 — Complete/Divide Lots

If you have a Service Type of Checkweighing, Lot (Quality) Inspection, Export, and/or Class X Weights, you can enter divided lots. To create a divided lot certificate:

Enter all of your certificate's required data.

Click **Complete/Divided Lot**. This opens the **GIPSA Divided Lot** page (Fig. 35).

Select the number of divides for the certificate (between 2 and 150) and click **Continue**, or Return to cancel the division.

You are here: [Home / Divided Lot Page](#)

**GIPSA Divided Lot Page**

**Please provide the number of divides required and then click 'Continue' button:**

Number of divides:

2  
3  
4  
5

Figure 35 – GIPSA Divided Lot Page: Number of Divides

On the new **GIPSA Divided Lot** page (Fig. 36), enter the weight allotment for each certificate. The total **Quantity/Official Weight** amount you entered on the original certificate will be displayed at the bottom as "**Total [official weight].**" The amount you enter for each divided lot must add up to equal the Total Weight at the bottom.

Enter a comment for each divided lot, as per your agency's instructions for divided lot certificates. This comment will appear in the "Remarks" field of the new divided record.

To cancel the certificate division, click **Return** before saving.

To save your division in progress, click **Save**. You will remain on this page. If you have to exit the record, the original service result will show up on the **View a List of Certificates** page in this way:

As an *In Process* Record.

With the original (undivided) certificate number (e.g. US-POFO-1-00008).

To finish your certificate division, click **Complete**. You will be returned to the **Create A Certificate** page, which will display the message **The divided certificate was completed successfully!**

You are here: [Home](#) / [Divided Lot Page](#)

**GIPSA Divided Lot Page**

Please provide the required information and then click 'Complete' button:

Certificate Number	Quantity Official Weight	Remarks
US-POFO-1-00008-1	<input type="text" value="0"/>	<input type="text"/>
US-POFO-1-00008-2	<input type="text" value="0"/>	<input type="text"/>
<b>Quantity/Official Weight Total</b>	<b>12000</b>	

**Figure 36 – GIPSA Divided Lot Page: Divide Certificate**


 UNITED STATES DEPARTMENT OF AGRICULTURE  
 FEDERAL GRAIN INSPECTION SERVICE  
 U.S. GRAIN STANDARDS ACT

Approved OMB No. 0785-0013

**OFFICIAL EXPORT INSPECTION CERTIFICATE**

**ORIGINAL**  
US-POFO-1-00008  
NOT NEGOTIABLE

LEVEL OF INSPECTION: Original      ISSUED AT: DES MOINES, IA      DATE OF SERVICE: December 01, 2005

IDENTIFICATION: Sample Lot 1      LOCATION: ADM, Inc. Destrehan, LA      QUANTITY: (this is NOT a weight certificate) 2500 Grams

KIND: Yellow Corn.

RESULTS: Damage Kernel Total 28 %

REMARKS: VOID-SURRENDERED FOR DIVIDED-LOT CERTIFICATES US-POFO-1-00008-1 THRU US-POFO-1-00008-2 INCLUSIVELY.

**Figure 37 – Divided Certificate PDF 1**  
Original (master) certificate US-POFO-1-0008 generated by the **Complete/Divided Lot** command.


 UNITED STATES DEPARTMENT OF AGRICULTURE  
 FEDERAL GRAIN INSPECTION SERVICE  
 U.S. GRAIN STANDARDS ACT

Approved OMB No. 0785-0013

**OFFICIAL EXPORT INSPECTION CERTIFICATE**

**DIVIDED-LOT ORIGINAL**  
US-POFO-1-00008-1  
NOT NEGOTIABLE

LEVEL OF INSPECTION: Original      ISSUED AT: DES MOINES, IA      DATE OF SERVICE: December 01, 2005

IDENTIFICATION: Sample Lot 1      LOCATION: ADM, Inc. Destrehan, LA      QUANTITY: (this is NOT a weight certificate) 2500 Grams

KIND: Yellow Corn.

RESULTS: Damage Kernel Total 28 %

REMARKS: Bulkhead lot 1 / Holds 2, 3, 4

**Figure 38 – Divided Lot Certificate PDF 2**  
New divided certificate (US-POFO-1-0008-1) for the service result in Fig. 35.

Each certificate in a divided lot will generate its own PDF file.

The upper right corner of the *Original* (undivided) certificate (Fig. 37) will read "Original" or "Copy." The *Remarks* will indicate that the certificate is voided in favor of the divided children.

The upper right corner of the *Divided* certificates (Fig. 38) will read "Divided-Lot Original" or "Divided-Lot Copy." The *Remarks* will contain the text you entered in Fig. 34, above.

## A. 17 — Complete and Generate Weight Certificate

The **Complete/Weight** button is visible under these conditions: when Certificate Type is "Official Export Inspection Certificate," and Service Type is "Export," and Inspection Weighing Service is "Inspection & Weighing."

The **Complete/Weight** button has two functions: it completes and submits the Official Export Inspection Certificate, and it allows the user to automatically create an Official Grain Weight Certificate for the same service result, and prepopulate the fields that have same labels as the Official Export Inspection Certificate

Two certificate numbers are generated: one for the Official Export Inspection Certificate, and one for the Official Grain Weight Certificate.

Once you select the **Complete/Weight** Action button (Fig. 33), IDW generates the **Grain Weight Certificate** page (Fig. 39) with the Certificate Type prepopulated. Select one or both of the available services, Checkweighing or Class X Weights, and click **Continue**.

You are here: Home / Grain Weight Certificate

### Grain Weight Certificate

Select service type for Grain Weight Certificate and then click the "Continue" button:

**Certificate Type:** Official Grain Weight Certificate

**Service Type:**

Service Type	Select
Checkweighing	<input type="checkbox"/>
Class X Weights	<input type="checkbox"/>

Figure 39 – Begin Grain Weight Certificate

IDW will direct you to a new **Certificate Edit** page for the new grain weight certificate. All fields that were populated on the parent export certificate will be transferred to the weight certificate. Only the Field Office, Certificate Number, Purpose, Commodity Class, and Grade cannot be edited (grade will be set to "no grade" for a weight certificate).

Once you have finished entering the certificate information, you have the same options as for any other weight certificate: **Save, Complete, Complete/New, Complete/Divide Lot, Void, Return, or Preview**.

## A. 18 — Void or Return From Service Result Record

The **Void** button will invalidate the service result record and return you to the page from which you created and/or opened the certificate, either **Create A Certificate** or **View a List of Certificates**. You can use Void *before* or *after* completing a record; however, the Void button is not available when the user has just created the certificate from the **Create A Certificate** page.

When you void a record:

The incomplete (or completed and voided) service result will remain on the **View a List of Certificates** page with the status *Voided*.

Voided certificates can be viewed, but not edited, submitted, or deleted.

The **Return** button will return you to the page from which you created and/or opened the certificate, either **Create A Certificate** or **View a List of Certificates**. The certificate data will not be saved. You can use Return without filling in the mandatory fields.

If you Return *before* or *after* saving a new record, it will appear in the certificates list with the status *In Process*. Your options from here are to Edit the record or Void the record (section B. 2).

If you created the certificate from the **Create A Certificate** page, you will return to that page. The text **The certificate was completed successfully!** will show above the Templates droplist (Fig. 34).

If you opened the certificate file from the **View a List of Certificates** page, you will return to that page.

## A. 19 — Preview Certificate PDF

Once you have entered a value for each of the mandatory (red underlined) fields, you can select the **Preview** button to generate a temporary PDF (printable document) of the finished certificate.

PDFs will open in a new browser window. When you are finished viewing the certificate, close the window. You will need Adobe Acrobat or another PDF viewing application installed on your computer before you can preview a certificate.

As a security measure, preview PDFs will not display the watermark, certificate number, or inspector's signature. Previewed certificates cannot be used as official certificates.

To view a completed certificate's PDF, choose **Search Certificates** to pull up your new certificate's record, or return to the main service result list and (scroll / sort by column) to the new record. See section B. 5 for information on printing completed records.

**Note:** You must have pop-up windows enabled on your system in order to view PDFs.

## A. 20 — Create Certificate From Template

A template is a shorthand method of creating a service result with several of the data fields already configured for the particular certificate you want to create.

To create a new service result with a template, select the correct template from the droplist on the **Create A Certificate** page (Fig. 40). **Note:** At this time, certificates without commodity classes cannot use the Remarks droplist (such as Stowage Examination certificates).

To view the templates available, select **Create or Edit a Certificate Template** from the home page or the **Browse** panel. For more information, see section G.



## B. Maintain Service Result Records

### B. 1 — Introduction

The **View a List of Certificates** page (Fig. 41) displays all service result records in the system (server users) or on your computer (stand-alone users). Regular CRT users will see those records issued by their parent agencies or field office(s). CRT administrators will see service result records from all agencies and field offices.

**Note:** Do not use the Back button on your web browser to navigate through CRT. Always use the CRT navigation buttons (such as **Return**), the menu commands from the grey Search / Browse panel, or the breadcrumbs to move through CRT.

You are here: Home / View a List of Certificates

### View a List of Certificates

Filter Search

**Agency/Field Office:**

Clear

Aberdeen Grain Inspection, Inc.
Alabama Department of Agriculture and Industries

Select one of the following Certificate records: Print

Action	Status	Certificate Number ▲	Date of Service	Identification	Applicant Name	Inspection Type	Print
[Edit] [Void]	In Process	US-VA-1-22001	12/8/2006	test	Vyomesh Bhatt	Original	
[View] [View PDF]	Transmitted	US-NOFO-1-22009-2	11/14/2006	MV Grand Adventurer	A88 Grain Company	Original	<input type="checkbox"/>
[View] [View PDF]	Transmitted	US-NOFO-1-22009-1	11/14/2006	MV Grand Adventurer	A88 Grain Company	Original	<input type="checkbox"/>
[View] [View PDF] [Correct] [Supersede]	Transmitted	US-NOFO-1-22009	11/14/2006	MV Grand Adventurer	A88 Grain Company	Original	<input type="checkbox"/>
[View]	Voided	US-NOFO-1-22008	11/14/2006	AB 95	A88 Grain Company	Original	
[View] [View PDF] [Correct] [Supersede]	Transmitted	US-NOFO-1-22007	11/14/2006	MV Grand Explorer	A88 Grain Company	Original	<input type="checkbox"/>
[Edit] [Void]	In Process	US-NOFO-1-22006	11/14/2006	MV Grand Voyager	A88 Grain Company	Original	
[View]	Voided	US-NOFO-1-22005	11/14/2006	MV Tian Du Feng	Gulf Shipping	Original	
[View] [Correct] [Supersede]	Transmitted	US-NOFO-1-10600	11/14/2006	AB 95	A88 Grain Company	Original	

20 records in 1 Pages. Rows:     Page:   Print

Figure 41 – View a List of Certificates

### B. 2 — View Certificate Records

Select **View a List of Certificates** from the home page or the grey Browse panel to open the **View a List of Certificates** page (Fig. 41). Each record is listed by certificate number, date of

issue, applicant's name, lot identification, and inspection type. An additional column for this table is *Status*, which shows where the record is in the data cycle. Status can be:

*In Process.* The service result record was **Saved** on the **Certificate Edit** page. Alternately, the user began the service result record and hit **Return** before saving the data. *In Process* records can be viewed, edited, or voided. *In Process* certificates can be original, corrected, or superseded records.

*Locked.* The service result will be locked when a user attempts to correct, divide, or supersede that record. Once the user has completed the correction, division, or supersede action, the original record's status will change from locked to voided.

*Voided.* A previously completed service result record can be voided in three ways: if the user opens an in-process record and selects **Void**, if the certificate has been corrected, or if the certificate has been superseded.

A partially completed record can be voided if the user selects **Void** on the **Certificate Edit** page, before or after saving the data, but without completing it.

*Transmitted or Completed.* Transmitted records can be viewed in read-only form, viewed as PDFs, and/or printed as PDFs. Transmitted records can be original, corrected, or superseded certificates.

#### Stand-alone users.

*Completed.* The service result record was **Completed** on the Certificate Edit page. The data has not yet been manually transmitted to IDW (see section F).

*Transmitted.* The service result record was **Completed** on the Maintain Service Result Data page and the data was manually transmitted to IDW. Once a record has been transmitted, it can not be corrected or superseded.

#### Server users.

*Transmitted.* The service result record was **Completed** on the Certificate Edit page and the data was automatically transmitted to IDW. *Transmitted* records can still be corrected or superseded.

To quickly display the service result records issued by one field office or official agency, use the Filter Search field at the top of the page. Select the organization from the droplist. The list will remain filtered until you click **Clear**. To locate a specific service result, see the chapter on search commands.

## B. 3 — View or Edit Service Result Record

From **View a List of Certificates**, select **Edit** next to a record to open the **Certificate Edit** page. From this page you can edit your fields and choose an action from the bottom of the page (see sections A. 14 – A. 18).

Select **View** to open a read-only version of the **Certificate Edit** page. From this page you can also choose to view the certificate's PDF.

## B. 4 — View Service Result PDF

From **View a List of Certificates**, select **View PDF** next to a record to open the official printed version of the certificate. Pop-up windows must be enabled for CRT to display the certificate PDF. **View PDF** will not be an available option if the record was imported from another system (see section D).

## B. 5 — Print Service Result PDF

There are several ways to print completed certificates from CRT:

From **View a List of Certificates**, click **View PDF**. The certificate PDF file will open in a new window. Use your browser to save the PDF to your computer, and print from your local printer.

From **View a List of Certificates**, click the checkbox in the right-hand Print column. You can check as many records as you need. When you have selected them all, click the **Print** button at the top or the bottom of the list page.

A new window will appear with all of the PDFs you have chosen, compiled into one large PDF file. You can print the document from that window or download it to your local computer for printing at a later time.

Each service result record's PDF will contain four pages:

The first page is the **Original, Divided-Lot Original, Corrected Original, or Superseded Original** certificate.

Each of the following three pages is a **Copy** of the original certificate.

For examples of how certificates will look when printed, see Appendix C.

## B. 6 — Correct Service Result Record

After a service result record has been submitted, it can still be corrected (see text box below). When you correct a completed certificate, CRT makes the following changes:

The original certificate's status will be Locked while the corrected certificate is being created. After the correction is final, the original is changed to *Voided*.

A duplicate record with a new, higher certificate number is created. Three fields are altered: *Purpose* is set to "Corrected." *Cert Number* contains the new certificate number. *Old Cert Number* contains the original (voided) certificate number (Fig. 43).

You can edit all user-generated fields *except* Certificate Type, Service Type, or Agency/Field Office.

On the corrected certificate's PDF, the words "Corrected Original" and "Corrected Copy" appear in the top right corner, directly above the new certificate number.

The following completed certificates *cannot* be corrected:

An original that has already been corrected. A second correction will put the original in *Voided* status. You can, however, correct the corrected certificate record.

At no time can a single divided lot record (a child record) be corrected on its own. If either the original record or one of the divides needs to be corrected, the entire lot must all be corrected and resent. For more information, see section B. 7.

From **View a List of Certificates**, select **Correct** beside the certificate to be corrected. This generates a pop-up window: *Warning: Are you sure you want to make a correction to this Service Result Record?* Cancel the action, or select **Continue** to open the **GIPSA Correction Page** (Fig. 42).

Use the droplist to change the Commodity Class and Grade (if required). Select **Return** to cancel the changes, or **Continue** to open the **Certificate Edit** page for the record.

Stand-alone users can supersede or correct records that are in *Completed* status but have not yet been *Transmitted*.

Server users can correct or supersede *Transmitted* records.

You are here: Home /Correction Page

**GIPSA Correction Page**

**You are about to make correction to the selected certificate!**  
 Select the Correct/Supersede Values then click "Continue" button:

Commodity Class: Yellow Corn-YC  
 Grade: 1

Figure 42 – GIPSA Correction Page

**GIPSA Service Result Maintenance**  
 Maintain Service Result Data

Service Type: Checkcounting  
 Agency/Field Office: FGIS - Portland Field Office  
 Issued At: 247340  
 Inspection Type: Original File Sample ID: AML-01121  
 Inspection Weighing Service: Inspection Only  
 Cert Number: US-POFO-1-00006 Old Cert Number: US-POFO-1-00004  
 Service Request Number:  
 Date of Service: 12/1/2005 Time of Service: 14:00  
 Carrier Type: Ship Number of Carriers: 1  
 Identification: M/V Sugar Beet TL OR 89-007 BN  
 Location: Dock No. 7  
 City: Newport State: Oregon  
 Movement: In  
 Date Sampled: 11/15/2005 Time Sampled: 09:00  
 Sampling Method: Multiple  
 Bottom Sampled: Yes Top Feet Sampled: 6  
 Stowage Area Examined: Yes  
 Quantity/Official Weight: 5803702 UoM: Pounds  
 Date Started Weighing: 11/11/2005 Time Started Weighing:  
 Type Shipment: Bulk  
 Applicant Name: Cargill Terminal Customer Number:  
 Purpose: Corrected  
 Commodity Class: Yellow Corn  
 Grade: 2 or better

Figure 43 – View Corrected Service Result

Edit the required data fields. Use the Remarks template to insert an official statement of correction (see section H for more information). When you are finished, select:

**Save** to save your changes without re-submitting the certificate.

**Complete** to submit the corrected certificate for transmission. The original certificate will be changed to *Voided* (Fig. 44) and become read-only.

**Void** to cancel the correction. The original certificate is restored to *Transmitted* status and the corrected certificate is *Voided*. The voided certificate will appear in the List Service Records page.

**Return** to stop editing the certificate and return to the Add New Service Result page. The original certificate's status will be *Voided*. The corrected certificate's status will be *In Process*.

**Preview** to preview the corrected PDF.

Follow your agency's policies for handling voided certificate files and hard copies.

<a href="#">[View]</a> <a href="#">[View PDF]</a> <a href="#">[Correct]</a> <a href="#">[Supersede]</a>	Transmitted	US-POFO-1-00007	12/1/2005	M/V Sugar Beet TL OR 89-007 BN	Cargill Terminal	Original	<input type="checkbox"/>
<a href="#">[View]</a>	Voided	US-POFO-1-00006	12/1/2005	M/V Sugar Beet TL OR 89-007 BN	Cargill Terminal	Original	
<a href="#">[View]</a>	Voided	US-POFO-1-00004	12/1/2005	M/V Sugar Beet TL OR 89-007 BN	Cargill Terminal	Original	

Figure 44 – Corrected Service Result and Voided Original

## B. 7 – Correct Divided Lot Service Result Record

When a divided lot certificate is successfully created, CRT handles the service result records in two ways (Fig. 45):

The original certificate is listed as *Transmitted* (server version) or *Completed* (stand-alone version). You can View, View PDF, Correct, or Supersede the original. The child (divided) certificate(s) are listed as *Transmitted* or *Completed*. Their certificate numbers will end with -1, -2, etc. You can View or View the PDF for these certificates.

To correct a divided lot certificate, you have to correct the original and re-divide the result. All original and original children certificates will be voided. To make a correction:

Select **Correct** next to the *original* certificate. Proceed as if correcting any other data record.

When you have entered your corrections, select **Complete/Divide Lot**. (If you select **Complete** instead, the original will be corrected and changed to an undivided lot. The previously divided certificates will be voided.)

Re-divide your certificate as described in section A. 16.

When you are asked to enter new **Remarks** for the divided lot, be **sure** to highlight and delete the automatically generated text in the "Remarks" box (Fig. 46). Replace this text with the divided lot remarks that are required by the service result (e.g. Bulkhead Lot 1, Hold 5). When finished, hit **Complete**.

You are here: [Home](#) / [Service Result Search](#) / [Service Result Results](#)

**GIPSA Service Result Search Results**  
List Service Result Records

The following is a list of Service Result records and Certificate Number contains 'POFO-1-00008' . [Another Search](#)

[Print](#)

Action	Status	Certificate Number	Date of Service	Identification	Applicant Name	Inspection Type	Print
<a href="#">[View]</a> <a href="#">[View PDF]</a>	Transmitted	US-POFO-1-00008-2	12/1/2005	M/V Sugar Beet TL OR 89-007 BN	Cargill Terminal	Appeal	<input type="checkbox"/>
<a href="#">[View]</a> <a href="#">[View PDF]</a>	Transmitted	US-POFO-1-00008-1	12/1/2005	M/V Sugar Beet TL OR 89-007 BN	Cargill Terminal	Appeal	<input type="checkbox"/>
<a href="#">[View]</a> <a href="#">[View PDF]</a> <a href="#">[Correct]</a> <a href="#">[Supersede]</a>	Transmitted	US-POFO-1-00008	12/1/2005	M/V Sugar Beet TL OR 89-007 BN	Cargill Terminal	Appeal	<input type="checkbox"/>

3 records in 1 Pages. Rows:  Page:  [Go](#)

[Print](#)

Figure 45 – List Divided Service Results

GIPSA Divided Lot Page		
Please provide the required information and then click 'Complete' button:		
Certificate Number	Quantity Official Weight	Remarks
US-POFO-1-00012-1		VOID-SURRENDERED FOR DIVIDED-LOT CERTIFICATES US-POFO-1-00008-1 THRU US-POFO-1-00008-2 INCLUSIVELY.
US-POFO-1-00012-2		VOID-SURRENDERED FOR DIVIDED-LOT CERTIFICATES US-POFO-1-00008-1 THRU US-POFO-1-00008-2 INCLUSIVELY.
<b>Quantity/Official Weight Total</b>	<b>12000</b>	

Figure 46 – Correct Divided Lot Remarks

Delete the text highlighted in yellow.

## B. 8 – Supersede Service Results

After a service result record has been *Transmitted* (server version) or *Completed* (stand-alone version), it can be superseded. A supersede functions like a correction, with the following exception:

When you supersede a certificate, you can assign it to a new Agency/Field Office.

The following completed certificates *cannot* be superseded:

An original that has already been superseded. A second supersede will put the original in *Voided* status. You can, however, supersede the new, superseding record.

At no time can a single (child) divided-lot record be superseded. If either the original record or one of the divides needs to be superseded, the entire lot (the master certificate and all divided-lot children) must be superseded and resent. When the original is superseded, all of the divides are superseded at the same time.

From **View a List of Certificates**, select **Supersede** beside the certificate to be superseded. This generates a pop-up window: *Warning: Are you sure you want to supersede this Service Result Record?* Cancel the action, or select **Continue** to open the **GIPSA Supersede Page** (Fig. 47).

Use the droplist to change the Agency/Field Office, Commodity Class, and Grade, if necessary. Select **Return** to cancel the changes, or **Continue** to open the **Certificate Edit** page for the record.

Edit the required data fields, using the Remarks template to include any required statements. When you are finished, select:

**Save** to save your changes *without* re-submitting the certificate. You will remain on this page.

**Complete** to submit the superseded certificate for transmission.

**Void** to cancel the supersede. The original (superseded) certificate will be restored to *Transmitted* status, and the new (superseding) certificate will be *Voided*. The voided certificate will remain on the **View a List of Certificates** page.

**Return after Saving** to stop editing the certificate and return to the previous page. The original certificate's status will be *Voided*. The corrected certificate's status will be *In Process*.

**Return before Saving** to stop editing the certificate. This record you are working on will be *In Process*, and the corrected record (the one being superseded) will be *Locked*. If you go back to the *In Process* record and hit **Void**, then the corrected records will return to their original state.

**Preview** to preview the corrected PDF.

Follow your agency's policies for handling voided certificate files and hard copies.

You are here: [Home /Supersede Page](#)

**GIPSA Supersede Page**

**You are about to supersede the selected certificate!**  
Select the Correct/Supersede Values then click "Continue" button:

Agency/Field Office:	FGIS - Portland Field Office
Commodity Class:	Yellow Corn-YC
Grade:	2 or better

**Figure 47 – GIPSA  
Supersede Page**

## C. Search Certificates

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### C. 1 — Search Overview

You can search service result records (certificates) by any or all of the data fields listed on the search page (Fig. 48). Depending on the field, you will either type in your search value or choose from existing field values. If you search without entering any search values, you will pull up all accessible service result records.

Data fields that require operands will display a droplist of commands to the left of a blank field where you can type your search value:

*Contains* finds records using all or part of that word or phrase, including spaces.

= finds records that exactly match your data.

< finds records containing values less than your search criteria, or alphabetical characters which fall earlier in the alphabet than your search value.

> finds records containing values greater than your search criteria, or alphabetical characters which fall later in the alphabet than your search value.

<= finds records containing values less than or equal to your search criteria.

>= finds records containing values greater than or equal to your search criteria.

Other data fields provide a list of choices, such as "Agency / Field Office." To add a listed search value, highlight it with a mouse-click and use the **Select >>** button. The value will move into the white box on the right. 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, highlight it and click <<**Remove**.

Blank data entry fields will treat text as a text string. For example, entering "br" in the "Applicant Name" field will include results for Clarice Brown and Clarence Abrams.

Use the **Show Results As** droplist at the bottom of the page to generate your results in one of two formats:

as a *web page* (Fig. 49). From here you can view, correct, supersede, and view PDFs for all records matching your search criteria, including voided records. You can also select and print certificates.

as an *Excel spreadsheet* (Fig. 50). You can open the spreadsheet within a new browser window, or save it as a file to your local computer.

as an *Accountability Log* (Fig. 51). This result opens online, but cannot be edited.

On the server version of CRT, users who belong to an FO/OA will see only that OA's records (for each of the OAs to which the user belongs). GIPSA employees linked to an FO/OA in OPA can see all records for all FOs. If they are also linked to an OA then they can see that OAs records.

On the stand-alone version, the user will be able to see all records that they have been granted permission to create.

**Note:** You should never use the Back button on your web browser to navigate through CRT. Always use the CRT navigation buttons or the breadcrumbs area. For example, if you have generated a table of search results and want to look at each record in turn: click **View** or **View PDF** to open the record. When you are finished, click [Certificate Search Results](#) in the breadcrumbs

area to return to your search results. If you do not use the breadcrumbs, you will have to re-run the search.

You are here: [Home / Search Certificates](#)

### Search Certificates

**Agency/Field Office:** Alabama Department of Agriculture s Select one or more values from left drop-down list.

**Type Of Certificate:** Commodity Inspection Certificate Select one or more values from left drop-down list.

**Certificate Status:** In Process Select one or more values from left drop-down list.

**Certificate Number:** Contains

**Certificate Date:** From:  through:

**Date of Service:** From:  through:

**Commodity Class:** All Purpose Flour-APF Select one or more values from left drop-down list.

**Issued At:** Contains

**Inspection Type:** Appeal Select one or more values from left drop-down list.

**Carrier Type:** Barge Select one or more values from left drop-down list.

**Identification:** Contains

**Applicant Name:** Contains

**Show results as:** Web Page

- Web Page
- Excel
- Accountability Log

Figure 48 – Search Certificates

Searching the service result records is the most efficient way to find a single record by its certificate number, or find a group of records for one applicant, issue location, field office / official agency, or date of service. You can also perform broader searches to find certificates by inspection type, carrier type, certificate type, commodity class, or certificate status (for example, all *In*

Progress certificates). Finally, if you choose your results as a web page, you can print from your results.

**Note:** in order to search by "Certificate Date" or "Date of Service," you must enter a date in BOTH "from" and "through" fields. To locate a record for a single day, enter the date in both "from" and "through" fields (e.g., from 3/6/06 through 3/6/06) .

## C. 2 – Search Certificates

From the home page or the grey [Search](#) menu, select **Search Certificates** to open the **Search Certificates** page (Fig. 48). Choose your search criteria and click **Search Data**. (Note: hitting the enter key will not begin the search; you must manually click the search button.)

The table of result records is sorted by official agency/field office code (the four-letter portion of the certificate number), and then in descending order by sequence number (the last number in the certificate number).

If you display web page results, you can view, print, correct, and supersede certificates from the search results. Click **Another Search** in the top right corner to run a new search.

If you display Excel results, you will be prompted to open or save the Excel spreadsheet file.

If you display accountability log results, you are given a display-only overview of the records. You cannot open any record to view detailed data, or change the records. Click **Another Search** in the top right corner to run a new search.

To return to the main menu, use your breadcrumbs or the [Search](#) / [Browse](#) panel to the left.

You are here: [Home](#) / [Search Certificates](#) / [Certificate Search Results](#)

### Certificate Search Results

[Another Search](#)

The following is a list of Service Result records where Agency/Field Office has a value of ('FGIS - New Orleans Field Office', 'FGIS - Portland Field Office')

Action	Status	Certificate Number	Date of Service	Identification	Applicant Name	Inspection Type	Print
<a href="#">[View]</a>	Voided	US-POFO-1-00006	12/1/2005	MV Sugar Beet TL OR 89-007 BN	Cargill Terminal	Original	<input type="button" value="Print"/>
<a href="#">[View]</a>	Voided	US-NOFO-1-00035	12/1/2005		Peavey, Pauline	Original	
<a href="#">[Edit]</a> <a href="#">[Void]</a>	In Process	US-POFO-1-00003				-- NONE --	
<a href="#">[View]</a>	Voided	US-POFO-1-00004	12/1/2005	MV Sugar Beet TL OR 89-007 BN	Cargill Terminal	Original	
<a href="#">[Edit]</a> <a href="#">[Void]</a>	In Process	US-POFO-1-00005			Cargill Terminal	Original	
<a href="#">[View]</a>	Voided	US-POFO-1-00006	12/1/2005	MV Sugar Beet TL OR 89-007 BN	Cargill Terminal	Original	
<a href="#">[View]</a> <a href="#">[View PDF]</a> <a href="#">[Correct]</a> <a href="#">[Supersede]</a>	Transmitted	US-POFO-1-00007	12/1/2005	MV Sugar Beet TL OR 89-007 BN	Cargill Terminal	Original	<input type="checkbox"/>
<a href="#">[Edit]</a> <a href="#">[Void]</a>	In Process	US-POFO-1-00009				-- NONE --	

15 records in 1 Pages. Rows:  Page:

**Figure 49 – Certificate Search Results: Web Search results displayed as a web page.**

	A	B	C	D	E	F
1	Status	Certificate Number	Date of Service	Identification	Applicant Name	Inspection Type
2	Transmitted	US-NOFO-1-22014	12/4/2006	480041	Gulf Coast Soybean Processors	A
3	Voided	US-NOFO-1-22013	12/4/2006	480041	Gulf Coast Soybean Processors	A
4	Voided	US-NOFO-1-22012	12/4/2006	480041	Gulf Coast Soybean Processors	A
5	Voided	US-NOFO-1-22011	11/4/2006	480041	Gulf Coast Soybean Processors	O
6	Transmitted	US-NOFO-1-22010	12/4/2006	MV Firefly	A&B Grain Company	O
7	Transmitted	US-NOFO-1-22009-2	11/4/2006	MV Grand Adventurer	A&B Grain Company	O
8	Transmitted	US-NOFO-1-22009-1	11/4/2006	MV Grand Adventurer	A&B Grain Company	O
9	Transmitted	US-NOFO-1-22009	11/4/2006	MV Grand Adventurer	A&B Grain Company	O
10	Voided	US-NOFO-1-22008	11/4/2006	AB 95	A&B Grain Company	O
11	Transmitted	US-NOFO-1-22007	11/4/2006	MV Grand Explorer	A&B Grain Company	O
12	Transmitted	US-NOFO-1-22006	11/4/2006	MV Grand Voyager	A&B Grain Company	O
13	Voided	US-NOFO-1-22005	11/4/2006	MV Tian Du Feng	Gulf Shipping	O
14	In Process	US-NOFO-1-22004	11/4/2006	167982	A&B Grain Company	O
15	In Process	US-NOFO-1-22003	11/4/2006	Bin 1	Gulf Coast Soybean Processors	O
16	Transmitted	US-NOFO-1-22002	11/4/2006	480036	Gulf Coast Soybean Processors	O
17	In Process	US-NOFO-1-22001	11/4/2006	AB 95	A&B Grain Company	O
18	Transmitted	US-NOFO-1-10607	11/4/2006	MV Tian Du Feng	Gulf Shipping	O
19	Transmitted	US-NOFO-1-10606	11/4/2006	MV Grand Voyager	A&B Grain Company	O
20	Transmitted	US-NOFO-1-10605	11/4/2006	MV Grand Explorer	A&B Grain Company	O
21	Transmitted	US-NOFO-1-10604	11/4/2006	MV Grand Explorer	A&B Grain Company	O
22	Transmitted	US-NOFO-1-10603	11/4/2006	167982	A&B Grain Company	O
23	Transmitted	US-NOFO-1-10602	11/4/2006	Bin 1	Gulf Coast Soybean Processors	O
24	Transmitted	US-NOFO-1-10601	11/4/2006	480036	Gulf Coast Soybean Processors	O
25	Transmitted	US-NOFO-1-10600	11/4/2006	AB 95	A&B Grain Company	O
26						

**Figure 50 – Certificate Search Results: Excel**  
(below) Search results displayed as a web page.

You are here: [Home](#) / [Search Certificates](#) / [Certificate Accountability Log](#)

**Certificate Accountability Log**

[Another Search](#)

The following is a list of Certificate records where Type Of Certificate has a value of ('Official Sample-Lot Inspection') .

Status	Certificate Number	Certificate Date	Date of Service	Identification	Applicant Name	Inspection Type
In Process	US-NOFO-1-22022	11/16/2006	11/14/2006	AB 95	A&B Grain Company	Original
Transmitted	US-NOFO-1-22017	12/18/2006	12/14/2006	Official Sample-Lot	A&B Grain Company	Original
Voided	US-NOFO-102-00002	12/15/2006	12/14/2006	MV Grand Explorer	A&B Grain Company	Original
Voided	US-NOFO-1-22008	11/16/2006	11/14/2006	MV Grand Voyager	A&B Grain Company	Original
In Process	US-NOFO-1-22001	11/16/2006	11/14/2006	MV Tian Du Feng	A&B Grain Company	Original
Transmitted	US-NOFO-1-10600	11/16/2006	11/14/2006	167982	A&B Grain Company	Original

6 records in 1 Pages. Rows:  Page:

**Figure 51 – Certificate Search Results: Accountability Log**  
(below) Search results displayed as an accountability log.

## D. Import Data Files

---

### D. 1 – Import Data Files

CRT users (both server and stand-alone) may periodically need to import data files that contain service result records into the CRT database. All stand-alone and server users have access to this function.

Service result records can come from any third-party software system, such as Cu-Sum or proprietary software used by service points. Data files will be in .xml or .csv format. Your system administrator or agency will determine when and how service results are to be imported.

To import data:

From the home page or the grey [Browse](#) panel, choose **Import Records**.

On the **Import Records** (Fig. 52), click **Browse** to find the file containing the data for upload. When you have selected the file, click **Upload**.

On the **Import Records (Certificate Type)** page (Fig. 53), select the correct certificate type from the droplist for each imported data record. Click **Import**, or **Return** to cancel the import.

The **Import Page** (Fig. 54) will display a list of each certificate that was uploaded, as well as a **Pass/Fail** message. If the record failed to import, the **Error Message** field will describe the problem. Alert your system administrator or GIPSA contact to an error with data import, according to your agency's policies.

Click **Return** to return to the CRT home page.

You are here: Home / Import Records

**Import Records**

Select a file from your local computer or network to upload to the Certificate system.

Browse...

Upload

Figure 52 – Certificate Import Page

You are here: Home / Import Records (Certificate Type)

**Import Records (Certificate Type)**

Choose a certificate type for each record and then click the "Import" button.

Certificate Type	Lot Number	Certificate #
Official Export Inspection Certificate	76	US-AB-1-1111111

Import Return

Figure 53 – Import Records (Certificate Type)

You are here: Home / Import

**Import Page**

Certificate Number	Lot Number	Pass/Fail	Error Message
US-AB-1-1111111	76	Pass	

Return

Figure 54 – Import Page (Confirmation)

## E. Import Certificates from IDW (Server Only)

---

### E. 1 – Certificate Import: Overview

The **Import Certificates from IDW** function is used to load any record into the certificates system for purposes of certification, correcting a certificate, or superseding a certificate. It can be used to retroactively correct certificates that were previously processed and transmitted to IDW.

### E. 2 – Import Certificates from IDW

From the home page or the grey **Browse** panel, choose **Import a Certificate From IDW** to open the **Import A Certificate From IDW** page (Fig. 55). Before importing the certificate, you should know the full certificate number and the certificate type (such as Official Sample – Lot Inspection).

Enter the certificate number, including all dashes (e.g. US-NOFO-1-22021) and click **Find**. You cannot import the following kinds of certificates:

Superseded certificates. IDW will display the message “This Certificate could not be downloaded. The requested certificate has been superseded.”

Certificates that are still in the CRT database. IDW will display the message “This Certificate is already maintained by the Certificates application. Please search for it [here](#).” Click the blue hyperlink to be redirected to the record (Fig. 56).



The screenshot shows the top of the web page with a breadcrumb trail: "You are here: Home / Import a Certificate from IDW". Below this is a green header bar with the text "Import a Certificate from IDW". Underneath the header is a form with the label "Enter a Certificate # to retrieve from IDW:" followed by a text input field and a "Find" button.

Figure 55 – Import a Certificate From IDW: Certificate Entry



The screenshot shows the same page as Figure 55, but with the input field containing "US-NOFO-1-22014". Below the input field, a red error message is displayed: "This Certificate is already maintained by the Certificates application. Please search for it here." The "Find" button is still present.

Figure 56 – Import a Certificate From IDW: Supersede Error



The screenshot shows the same page as Figure 55, but with the input field containing "US-NOFO-1-10571". Below the input field, a red error message is displayed: "This Certificate could not be downloaded: -- The requested certificate has been superseded." The "Find" button is still present.

Figure 57 – Import a Certificate From IDW: Database Error

Certificates generated by a field office or official agency with which you are not affiliated. IDW will display this message: “Agency/Field Office Code is not valid or you do not have sufficient permission for this Agency/Field Office” (Fig. 57).;

If you have successfully searched for a certificate, IDW will redirect you to the **Import Records (Certificate Type)** page (Fig. 58). Use the “Certificate Type” droplist to select the correct certificate type. When you have made your selection, click **Import**. You can also choose **Return** to go back and import a different certificate number.

You are here: Home / Import Records (Certificate Type)

### Import Records (Certificate Type)

Choose a certificate type for each record and then click the "Import" button.

Certificate Type	Lot Number	Certificate #
Official Export Inspection Certificate ▼	124445	US-NOFO-100-00001

**Figure 58 – Import Records (Certificate Type)**

You are here: Home / Import

### Import Page

Certificate Number	Lot Number	Pass/Fail	Error Message
US-NOFO-100-00001	124445	Pass	

**Figure 59 – Import Page**

IDW will redirect you to the **Import Page** (Fig. 59) and display a **Pass** or **Fail** message.

If the record failed to import, the **Error Message** field will describe the problem. Alert your system administrator or GIPSA contact to an error with data import, according to your agency's policies.

If the import succeeded, click **Return** to exit the certificate import area.

Once you have imported a certificate, it will appear in the main list of certificates. From there you can view, supersede, or correct the certificate as needed.

## F. CRT Functions For Stand-Alone Users

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### F. 1 — Synchronize Data With IDW

Stand-alone users need to periodically synchronize their local versions of CRT with IDW and the data on the GIPSA servers. This should be done manually once per day, or more often if required by your individual agency.

Synchronization has two purposes: it will **Transmit** the completed certificates from your local computer to IDW, and it will update your local version's validation data, such as personnel information, agricultural commodity information, remark templates, and service location data. To synchronize data:

From the home page or the grey [Browse](#) panel, choose **Synchronize Data With IDW**. Log in to verify your authorization to upload data.

On the **Synchronize With IDW** page (Fig. 60), click **Synchronize**.

A pop-up window will appear and display the synchronization progress. When CRT is finished synchronizing, it will return you to the home page with the message **Synchronization Completed Successfully!**

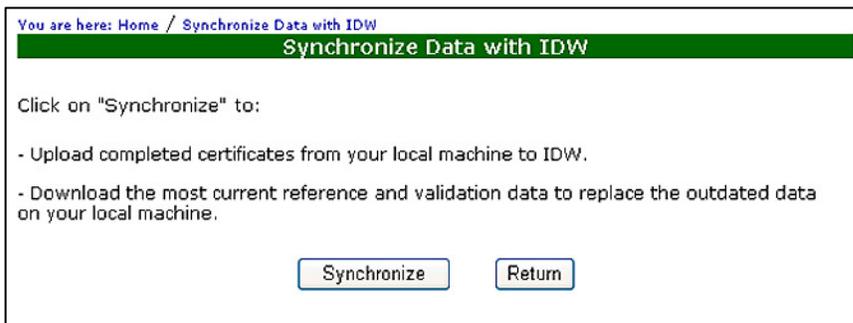


Figure 60 – Synchronize With IDW Page

### F. 2 — Back Up Local Data Records

After your locally generated certificates are transmitted to IDW, the certificate files (both PDFs and data files) will remain indefinitely on your hard drive. You should periodically back up your service result data to CD-ROM, tape, or other recordable media, according to your agency's requirements.

Both types of file – PDF and data – should be backed up.

Generated certificate PDFs are stored in this location:

**C:\Data\Web\FGIS\F\_CRT\PDFCertificates**

Service result data records (the files that make up the database) are stored in this location:

**C:\MSDE\Data\MSSQL\$CRT\_REMOTE\Data\DB\_F\_CRT\_Data.MDF**

To back up the data, use your browser tools or your preferred backup utility.

## G. Maintain Templates

### G. 1 – Templates: Overview

Because users will frequently process batches of certificates for the same service point, applicant, inspector, commodity, etc., CRT has several shortcuts to generate custom certificates, including the Template feature. Templates can be configured by any user on both stand-alone and server versions of CRT to create a new certificate with certain fields pre-filled for the user's convenience.

From the home page or the [Browse](#) panel, choose **Create or Edit a Certificate Template** to open the **Create or Edit a Certificate Template** page (Fig. 61). The data columns are:

*Template Name*, the value that appears in the "Templates" droplist on the **Create A Certificate** page (Fig. 39).

*Template Description*, an explanation of the template's purpose or specifics.

*Agency/Field Office*, the field office/agency for which service results will be generated.

*Applicant Name*, the name of the applicant for which service results will be generated (optional field).

*Commodity Class*, the commodity for which service results will be generated.

Columns can be sorted in ascending or descending order by clicking the column header.

You are here: [Home](#) / [Create or Edit a Certificate Template](#)

### Create or Edit a Certificate Template

[Add new record](#)

Filter Search

Agency/Field Office:

Select one of the following Certificate Template records:

Action	Template Name	Template Description	Agency/Field Office	Applicant Name	Commodity Class
<a href="#">[Edit]</a>	A&B Grain Dec 2006	Process official sample lot inspections for A&B 12-06	NOFO	A&B Grain Company	Yellow Soybeans
<a href="#">[Edit]</a>	CI Fumigation	Witness fumigation, soybean meal	NOFO		Soybean Meal
<a href="#">[Edit]</a>	CSS YC 170594	Commercial Submitted Sample, issued 170594	NOFO		Yellow Corn
<a href="#">[Edit]</a>	CSS YC 171696	Commercial submitted sample, issued 171696	NOFO		Yellow Corn
<a href="#">[Edit]</a>	Grain Weight X / YC	Grain Weight, Class X	NOFO		Yellow Corn
<a href="#">[Edit]</a>	WSL YC	Warehouse Sample - Lot	NOFO		Yellow Corn

6 records in 1 Pages. Rows:  Page:

Figure 61 – Create or Edit a Certificate Template

To quickly display the templates associated with one agency or field office, use the [Filter Search](#) field at the top of the page. Select the organization from the droplist in the filter panel; the list of template records will remain filtered until you click **Clear**. You can only view the templates for your associated field offices and/or agencies.

## G. 2 — Add New Template

Click **Add New Record** in the top right-hand corner of the template list page to open the **Certificate Template Edit** page (Fig. 62).

Assign a *Template Name* and *Template Description* of your choosing, according to your agency's guidelines for abbreviation standards (if any).

Choose the data fields to configure. Six fields are mandatory for all templates: Template Name, Template Description, Certificate Type, Service Type, Agency/Field Office, and Commodity Class (unless the certificate type does not use the commodity class field). All other fields are optional.

For example: You need to process a series of export inspections on barge lots of yellow corn that were issued from one service point. You could set these template fields: Certificate Type (Official Export Inspection), Service Type (export), Agency (your agency), Issued At (service point), Carrier Type (barge), Movement (export), Commodity Class (yellow corn). This template gives you the flexibility to cover multiple applicants, inspection types and services, sampling methods, grades, and locations of inspection.

When you have configured your template, click **Insert New Record** to add it to the database, or **Return** to exit without saving.

After adding a template record, CRT will display a read-only confirmation page. Click **Return** to go back to the master list of templates.

You are here: [Home](#) / [Create or Edit a Certificate Template](#) / [Certificate Template Edit](#)

### Certificate Template Edit

**Template Name:**

**Template Description:**

**Certificate Type:**

Service Type	Select
No Certificate Type Selected!	

**Agency/Field Office:**

**Issued At:**

**Inspection Type:**

**Inspection Weighing Service:**

**Carrier Type:**

**Location:**

**City:**

**State:**

**Movement:**

**Sampling Method:**

**Stowage Area Examined:**  N/A  No  Yes

**Type Shipment:**

**Applicant Name:**

**Purpose:**

**Commodity Class:**

**Grade:**

**Grade and/or Commodity:**

**Remarks:**

**Signature Original:**

**Signature Copy:**

**Last update:** \*\*\* No last update information available \*\*\*

Figure 62 – Certificate Template Edit: Add New Certificate Template

Stand-alone users can only use certificate templates created on their local machines. They do not have access to templates created on the server version of CRT, even after synchronizing data.

### G. 3 – Edit or Delete Template

From the template list page, click **Edit** in the Action column to open the **Certificate Template Edit** page (Fig. 63). All template fields except "Purpose" can be edited. Make the appropriate changes and click **Save Changes**, or **Return** to exit the template record without saving your edit.

To delete a template, click **Edit** and then **Delete Record**. After deletion it will no longer appear as an option in the "Templates" droplist on the **Create A Certificate** page.

Editing or deleting a template will not affect certificates and service result records that were previously generated using the old template.

You are here: [Home](#) / [Create or Edit a Certificate Template](#) / [Certificate Template Edit](#)

### Certificate Template Edit

**Template Name:** A&B Grain Dec 2006

**Template Description:** Process official sample lot inspections for A&B 12-06

**Certificate Type:** Official Sample-Lot Inspection

Service Type	Select
Condition Inspection	<input type="checkbox"/>
Official Sample-Lot	<input checked="" type="checkbox"/>
Sampling Service	<input type="checkbox"/>
Witness Fumigation	<input type="checkbox"/>

**Agency/Field Office:** FGIS - New Orleans Field Office

**Issued At:** 171696

**Inspection Type:** Original

**Inspection Weighing Service:** Inspection & Weighing

**Carrier Type:**

**Location:**

**City:**

**State:**

**Movement:** In

**Sampling Method:**

**Stowage Area Examined:**  N/A  No  Yes

**Type Shipment:**

**Applicant Name:** A&B Grain Company

**Purpose:** Original

**Commodity Class:** Yellow Soybeans-YSB

**Grade:**

**Grade and/or Commodity:**

**Remarks:**

**Signature Original:** Print Only

**Signature Copy:** Print Only

**Last update:** Last change made on 12/18/2006 8:12:46 AM by user 28200406300030061323.

Figure 63 – Certificate Template Edit

## H. Create or Edit Remarks

### H. 1 — List Remark Records

CRT administrative users using the **server** version of CRT can view all remark records and add, edit, or delete remarks. For more information on how remarks are used in CRT, see section A. 7.

From the home page or the [Browse](#) panel, choose **Create or Edit Remarks** to open the **Create or Edit Remarks** page (Fig. 64). The data columns are:

*Commodity Class*, the commodity for which the remark record is valid.

*Short Name*, the value that builds the “Remarks” droplist on the **Certificate Edit** page (Fig. 23).

*Text*, the full text of the remark that appears on the certificate.

Columns can be sorted in ascending or descending order by clicking the column header.

To quickly display the remarks associated with one commodity class, use the [Filter Search](#) field at the top of the page. Use the droplist to select the desired commodity class. The list of remark records will remain filtered until you click **Clear**.

You are here: [Home](#) / [Create or Edit Remarks](#)

### Create or Edit Remarks

[Add new record](#)

Filter Search

**Commodity Class:**

Select one of the following Remark records:

Action	Commodity Class	Short Name	Text
[Edit]	Grain-GR	Aflatoxin = <20 ppb	Aflatoxin equal to or less than 20 ppb.
[Edit]	Grain-GR	Aflatoxin negative.	The aflatoxin result is negative.
[Edit]	Grain-GR	Aflatoxin not detected.	Aflatoxin not detected.
[Edit]	Grain-GR	Aflatoxin not exceed 5ppb	Aflatoxin does not exceed 5 ppb.
[Edit]	Rice-RC	Appeal file	Appeal Basis Official File Sample.
[Edit]	Grain-GR	Appeal file	Appeal Basis Official File Sample.
[Edit]	Pulses-PULSE	Appeal file	Appeal Basis Official File Sample.
[Edit]	Graded Commodities-GC	Appeal file	Appeal Basis Official File Sample.
[Edit]	Processed Commodities-PCM	Appeal file	Appeal Basis Official File Sample.
[Edit]	Grain-GR	Appeal file	Appeal Basis Official File Sample.
[Edit]	Barley-BARLEY	heat exceeds limit	Exceeds the limit for heat damaged kernels and/or injured by heat kernels.
[Edit]	Sorghum-SORG	ergot not exceed	Does not exceed percent of sclerotia of the following species of sorghum ergot: <i>Claviceps Africana</i> , <i>C. sorghi</i> , and <i>C. sorghicola</i> .
[Edit]	Barley-BARLEY	frost exceeds limit	Exceeds the limit for frost damaged kernels and/or injured by frost kernels.

114 records in 3 Pages. Rows:  Page:

Figure 64 – List Remark Records

**Important Note:** These examples and illustrations contain sample data only. Use your agency's handbooks, policies, and official directives to determine the correct wording for remarks.

See Appendix C for the complete list of required official and qualifying statements which will appear automatically at the bottom of certificates, and do not need to be manually programmed as remarks.

Stand-alone users cannot edit remarks. They will use the remarks that have been configured on the server version of CRT.

## H. 2 — Add New Remark

Click **Add New Record** in the top right-hand corner of the list page to open the **Add New Remark** page (Fig. 65). Assign the *Commodity Class* from the droplist and enter a descriptive *Short Name*.

**Note:** When you create a certificate, you will only see remarks that apply to your certificate's commodity. If the remark is assigned to a master commodity class, such as Grain, then it will be available to certificates issued on all sub-commodity classes, such as Amber Durum Wheat and Yellow Corn.

Use the *Text* field to enter the remark exactly as it will appear on the **Certificate Edit** page. The text can be structured in three ways for maximum flexibility:

Enter straight text, such as "This lot of corn gluten feed conforms to a maximum 28 percent starch, 4.5 percent fat, and 40 percent protein on a dry matter basis."

Enter text for the user to customize once the remark is chosen, such as "The superseded certificate has / has not been surrendered." Use brackets, parentheses, slashes, or otherwise indicate where text should be modified.

Enter text with automatic *key words*, such as "This certificate supersedes Certificate No. #OLD\_CERT\_NUMBER#." See the following section for more information.

Select **Insert New Record** to add the remark to CRT, or **Return** to cancel the record.

You are here: Home / Create or Edit Remarks / Remark Edit

**Remark Edit**

**Commodity Class:** [Dropdown]

**Short Name:** [Text Input]

**Text:** [Text Area]

**Last update:** \*\*\* No last update information available \*\*\*

[Insert New Record] [Return]

Enter data to add new Remark record.  
Text for the remarks is limited to 250 characters.  
Please click on the link to access the current key word legends:  
[Legend](#)

Figure 65 – Add New Remark

**Important note:** Because remarks are tied to commodity classes in this release of CRT, the remarks droplist is not available to certificates that do not have a commodity class (Stowage Examination Certificates, and Commodity Inspection Certificates with examination service, facility examination, or plant sanitation inspection service types). Users must manually type the required qualifying statements into the "Remarks" field for these certificates.

### H. 3 – Remark Key Words

Key words tell CRT to retrieve data from certain fields in the service result and insert it into the remark as text. CRT has a key word for every variable on the **Certificate Edit** page. For example, the text of the remark programmed as:

This certificate was issued to #APPLICANT\_NAME# at #ISSUED\_AT#.

would appear in an actual service result record as:

This certificate was issued to A&B Grain Company. at Destrehan LA.

if the applicant's name was A&B Grain Company and the service point location was [the numeric location code for Destrehan, LA].

When creating or editing a remark, click **Legend** at the bottom of the page to show the list of possible variables. The **Key Word Variable Table** (Fig. 66) will open in a new window. Highlight the variable with your cursor, copy, and paste it into the remark, or just type the variable directly into the remark.

See Appendix C, Table 4, for a complete listing of key word variables.

Variable	Description
#LOCATION#	Location
#CERT_NUM#	Certificate Number
#AGENCY_FO#	Agency / Field Office
#CITY#	City
#ISSUED_AT#	Issued At
#LOT_NUMBER#	Lot Number
#ANALYSIS_WEIGHING_LOCATION#	Analysis Weighing Location

**Figure 66 – Remark Key Word Legend**  
This screen opens in a new browser window.

### H. 4 – Edit or Delete Remark

From the list page, click **Edit** in the Action column to open the **Remark Edit** page (Fig. 67). Make the appropriate changes and click **Save Changes**, or **Return** to exit the remark without saving your edit.

To delete a remark, click **Edit** and then **Delete Record**. After deletion it will no longer appear as an option in the "Remarks" droplist on the certificate page.

Editing or deleting a remark record does not affect any certificates and service result records that were previously generated using the old remark.

You are here: Home / Create or Edit Remarks / Remark Edit

### Remark Edit

**Commodity Class:** Grain-GR

**Short Name:** Sampling Method

**Text:** The lot of grain represented by this certificate was sampled by means of #SAMPLING\_METHOD#. Samples obtained by this method may not be as representative as those obtained by approved diverter-type mechanical samplers.

**Last update:** Last change made on 2/14/2006 5:06:13 PM by user KWGUAGLIARDO.

Save Changes Delete Record Return

Text for the remarks is limited to 250 characters.  
Please click on the link to access the current key word legends:  
[Legend](#)

**Figure 67 – Remark Edit: Maintain Remark Data**

# I. Installing CRT Stand-Alone Application

---

## I. 1 — Stand-Alone Installation Overview

The Certificate System application is provided on a CD-ROM for installation on any stand-alone computer in your network. If you have difficulties installing the program, contact your system administrator. Your computer will require:

- Windows XP operating system with service pack 2 (SP2)
- Internet Information Services 5.1 or higher
- .NET framework 1.1

The order of installation is as follows:

- Configure your workstation to run CRT (I. 2).
- Install CRT from the CD-ROM (I. 3).
- Update your user security settings (I. 4).
- Register your machine and allow pop-ups from CRT (I. 5).

## I. 2 — Configure Your Workstation

Configuring your workstation to run CRT is a two-step process.

### Step One:

Go to your Control Panel and open the **Administrative Tools** window (with ONE of the following:)

**Windows XP View: Start** —> **Control Panel** —> **Performance and Maintenance** —> **Administrative Tools**

**Windows Classic View: Start** —> **Control Panel** —> **Administrative Tools**

Double-click Internet Information Services.

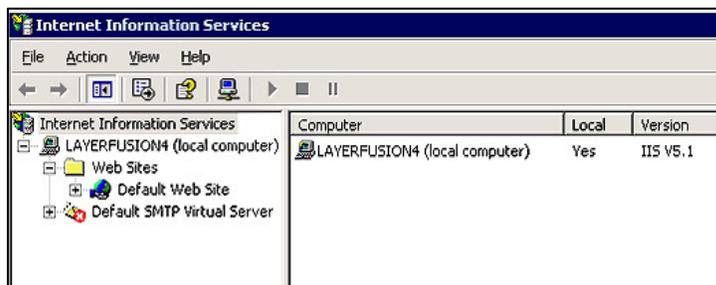


Figure 68 – Internet Information Services

In the left-hand pane, click the + to open the menu tree for the computer where CRT will be installed. In this example (Fig. 68), the target machine is called LAYERFUSION4 (local computer).

Click the + to open the **Web Sites** folder menu tree.

Right-click **Default Web Site** and click on **Properties** to open the "Default Web Site Properties" window. Click the ASP.NET tab (Fig. 69).

Be sure that the value in the "ASP.NET Version" field is **1.1.4322**. This option should be available for selection in the droplist.

Select the correct version (if not already selected), click **Apply**, and then click **Okay** to exit the window.

Close the Control Panel. Step One is complete.

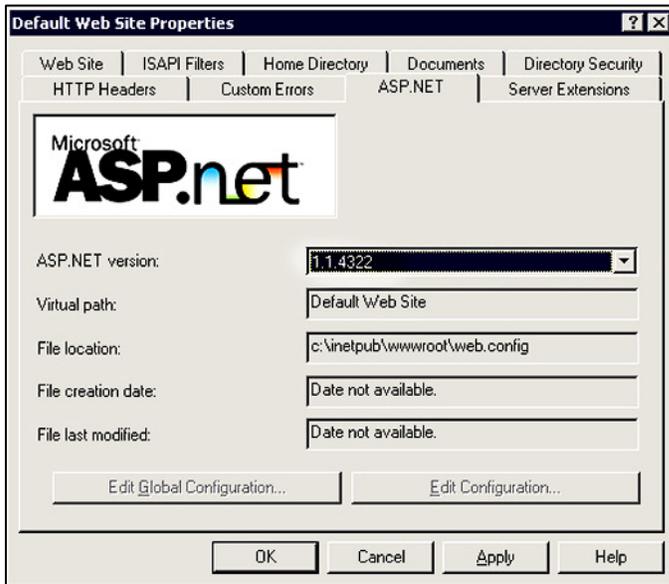


Figure 69 – Default Web Site Properties

### Step Two:

Open a DOS command prompt window (**Start** → **Run** → **Open: CMD**).

If the command line does not begin with **C:\>**, type **c:** and hit Enter to change directories.

Next to the **C:\>** command prompt, type **cd \windows\microsoft.net\framework\v1.1.4322** and hit Enter.

The command prompt will change to **C:\WINDOWS\Microsoft.NET\Framework\v1.1.4322>**

Next to the command prompt, type **aspnet\_regiis.exe -c** and hit enter. The screen will display the following messages (Fig. 70):

**Start copying the ASP.NET client side script files for this version <1.1.4322>.**  
**Finished copying the ASP.NET client side script files for this version <1.1.4322>.**

Close the command prompt window. Step Two is complete. You can proceed to the installation process.

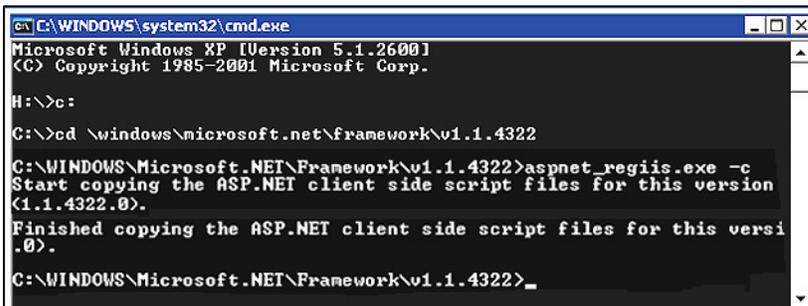


Figure 70 – DOS Command Prompt Screen

### I. 3 — Install CRT From CD-ROM

To install the stand-alone Certificate System application on your computer:

Insert the Certificates CD-ROM into your drive. If it does not autoboot, go to **My Computer** and manually open the CD-ROM folder.

Double-click the Certificates Windows Installer Program called **Setup.exe**. The USDA GIPSA Certificates Setup dialog window will open. Step one will be *Certificates Prerequisites*. Step two will be *Certificates*.

The program will check your computer for the correct version of MSDE (Microsoft SQL Desktop Engine). If you do not have it, the Certificates installation link will be disabled, and the text box will alert you that Certificates prerequisites must be installed (Fig. 71). Click [Certificates Prerequisites](#) to install the prerequisites. For more information, click **View Readme**.

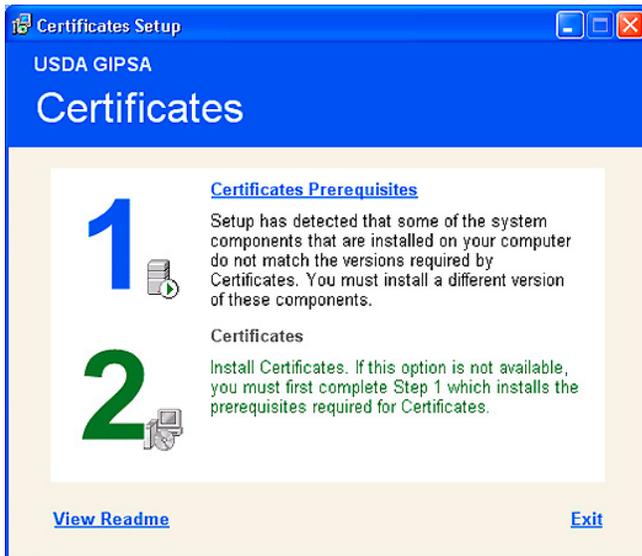


Figure 71 – USDA GIPSA Certificates Setup Prerequisites

Once the prerequisites are installed, or if they already exist on your machine, you will have two options: to uninstall MSDE (not recommended unless you do not intend to install Certificates), or to install Certificates. Click [Certificates](#) to begin installation (Fig. 72).

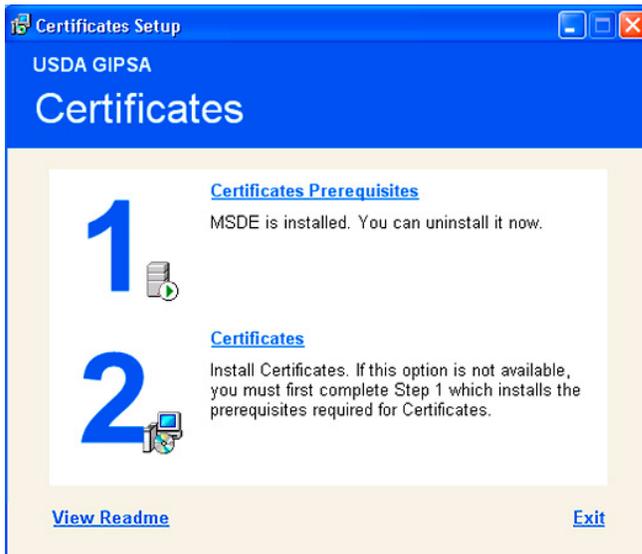


Figure 72 – USDA GIPSA Certificates Installation

The **Certificates Setup Wizard** will open (Fig. 73). Click **Next**.



Figure 73 – Certificates Setup Wizard

The **Select Installation Folder** dialog box will open (Fig. 74).

Do not change the default folder path (**C:\Data\Web\FGIS**).

Under "Install Certificates for yourself, or for anyone who uses this computer." use the radio button to select **Everyone**.

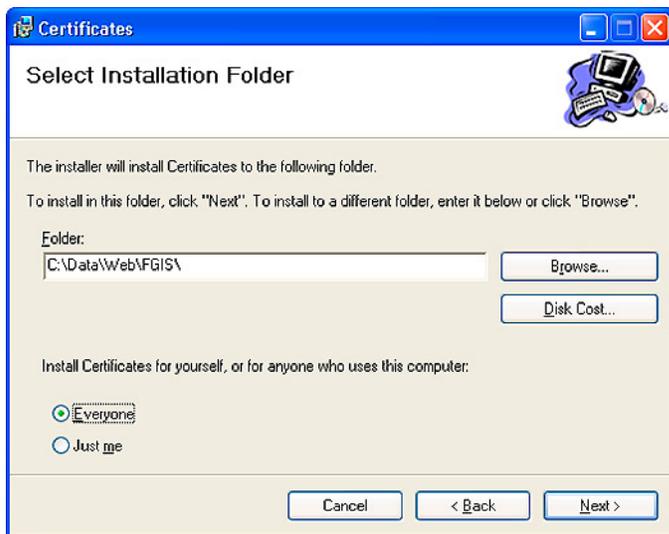


Figure 74 – Certificates Setup Wizard:  
Select Installation Folder

The Installation Wizard will display the message "The installer is ready to install Certificates on your computer." Click **Next**. The Installation Wizard will display a progress bar (Fig. 75).

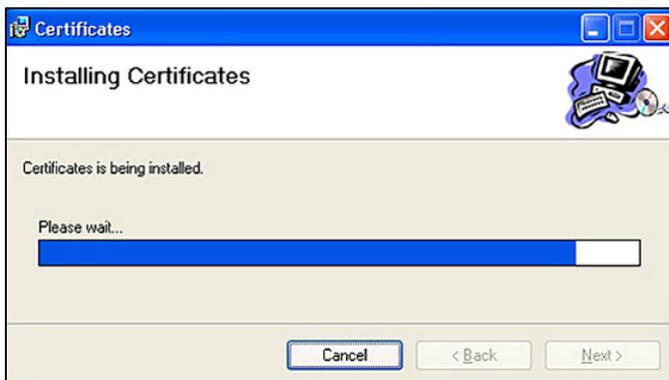


Figure 75 – Certificates Setup Wizard:  
Installing Certificates

When the Installation Wizard is finished, it will display the message **“Certificates has been successfully installed.”** Click **Close** to exit the installation wizard.

You will return to the USDA GIPSA Certificates Setup dialog box. Your options are now to uninstall MDSE, to uninstall Certificates, or to exit the setup. Click **Exit** to move to the next step.

## I. 4 — Change User Security Settings

Before you can open and use CRT, you need to change the security settings on the computer where the application is to be installed and grant yourself permission to write to the F\_CRT directory.

Go to **My Computer**.

Double-click the **C:** drive icon to open the folder explorer window.

Double-click the folder **Data**. Double-click the folder **Web**. Double-click the folder **FGIS**.

In the FGIS folder, **right-click** the folder icon or listing for **F\_CRT**.

Select **Properties** at the bottom of the pop-up menu.

In the F\_CRT “Properties” dialog box (Fig. 76), select the Security tab. You will see a list of the users currently defined for your computer.

Click **Add** to open the “Select Users or Groups” dialog box (Fig. 77).



Figure 76 – CRT Setup: Select “Security” tab



Figure 77 – CRT Setup: Choose location

In the “Select Users or Groups” dialog box, click **Location**. Select your local computer (usually the object at the top of the list). In the illustration, the local computer is named LAYERFUSION4. After making the selection, you will return to the “Select Users or Groups” dialog box.

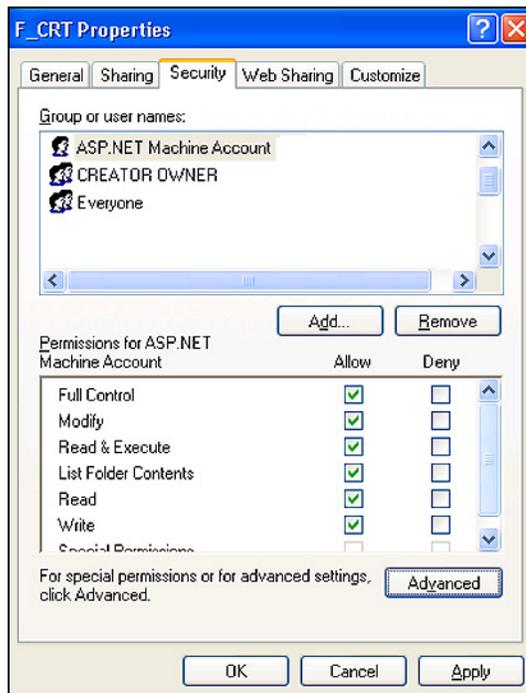


**Figure 78 – CRT Setup: Enter the object name**

In this example, the local computer is named LAYERFUSION4. Your local machine name will vary.

Under "Enter the object names to select," type **ASPNET** (Fig. 78).

Click **Check Names** to validate the account. After validation, click **OK** to close the Select Users or Groups dialog box and return to the Security tab, which will display your new Group or user name (Fig. 79).



**Figure 79 – CRT Setup: Set permissions**

In the upper pane (Fig. 79), highlight your new Group or user name, **ASP.NET Machine Account**, with a mouse click. In the lower pane, under "Permissions for ASP.NET Machine Account," mark each checkbox "Allow."

Click **Advanced** to open the "Advanced Security Settings for F\_CRT" dialog box (Fig. 80). Make sure you are in the Permissions tab. Highlight your new Group or user name, **ASP.NET Machine Account**, with a mouse click. Make sure each of the following checkboxes is marked with a **green check**:

"Inherit from parent the permission entries that apply to child objects. Include these with entries explicitly defined here."

“Replace permission entries on all child objects with entries shown here that apply to child objects.”

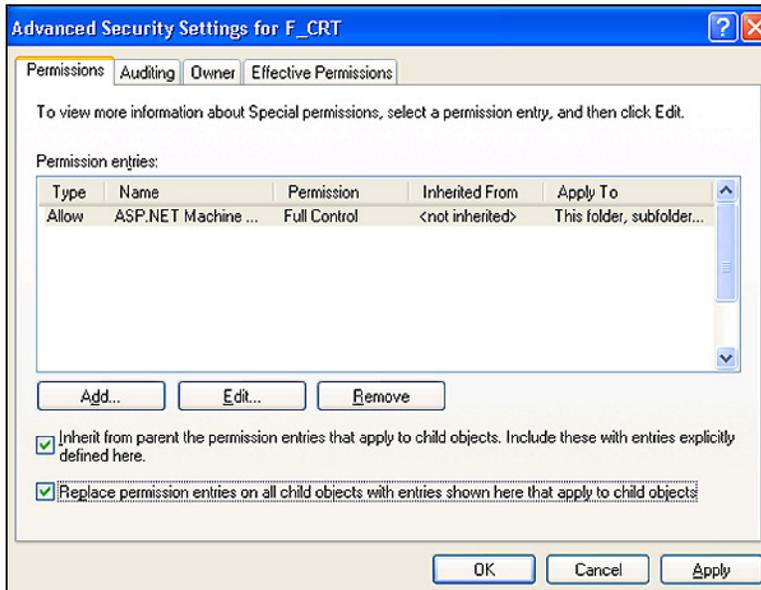


Figure 80 – CRT Setup: Set advanced permissions

Click **OK** to exit the “Advanced Security Settings for F\_CRT” dialog box.

Click **Yes** when the system responds with an alert window: “This will remove explicitly defined permission on all child objects and enable propagation of inheritable permissions to those child objects. Only inheritable permissions propagated from F\_CRT will take effect. Do you wish to continue?”

You have successfully modified the F\_CRT directory permissions. This ends the installation of the Certificates System application.

## I. 5 – Register Your Machine

After you install CRT on your computer, the application will need to be registered. To run CRT, double-click the program icon on the desktop, or go to **Start: All Programs** and select **Certificates Application**.

The Certificates application will open to the **Registration Page** (Fig. 81).

Click **Connect to Server**. If prompted by the system, enter your eAuthentication username and password.

Click **Register My Machine** to register your machine and download the most current reference and validation data (Fig. 82).

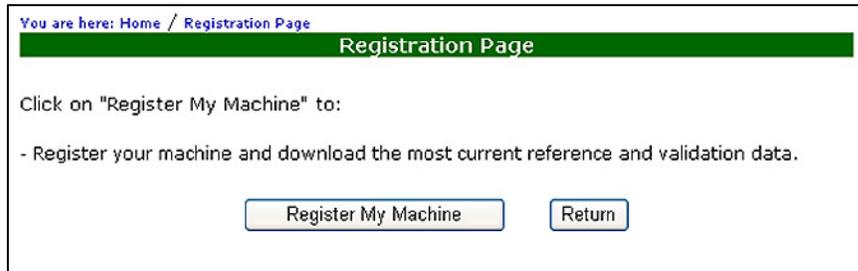


Figure 81 – Registration Page

A Microsoft Internet Explorer pop-up window will display the progress of the reference and validation data download. When it is finished, click **OK**.

You will be redirected to the regular CRT home page for stand-alone users (Fig. 83). The top of the screen will display the message "Registration Completed Successfully!" At this point you may begin using the application.

**Note:** You must also have pop-up windows enabled to run CRT. Use your local browser's settings to allow all pop-up windows from the CRT application.



**Figure 82 – GIPSA Registration Page II**



**Figure 83 – Registration Completed Successfully**

## J. eAuthorization and CRT

### J. 1 — Configuring User Access to CRT

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

To access CRT, a user must have a *User Role* assigned through eAuthorization. Users may also require one or more *User Identities*.

At this time there are two pre-defined User Roles for CRT. These values will appear in the dropdown menu for *Role* on the **Add New User Role** screen (Fig. 84).

"CRT User" is for internal GIPSA employees, outside contractors, and official agency employees authorized to generate certificates.

"CRT Administrator" is for CRT administrators.

Figure 84 –  
eAuthorization: Add New  
User Role

CRT Administrators have default access to all official agency and field office records. CRT Users, however, require a further level of configuration in order to access CRT records: the eAuthorization User Identity.

From the **Add New User Identity** screen (Fig. 85), select "Official Agency" for Identity Type.

Select the agency from the droplist in the **ID** field.

Users can have as many Official Agency identities as they require. Once they log into CRT, they can view all of the service results issued from those agencies or offices.

### J. 2 — Requesting Access to CRT

A user attempting to log into the CRT home page without an eAuthorization user role assignment will generate the **GIPSA Request For Application Access** form. When the user completes the request it will be automatically sent to the network administrator for evaluation.

You are here: eAuthorization Menu / User List / User Identity List / User Identity Maint

### GIPSA User Identity Maintenance Add New User Identity

**eAuthentication**

**Login ID:**

**Identity type:**

**ID:**   
 A.V. Tischer & Son, Inc.  
 Aberdeen Grain Inspection, Inc.  
 Alabama Department of Agriculture & Industries  
 Amarillo Grain Exchange, Inc.  
 Cairo Grain Inspection Agency, Inc

**Primary Flag:**

**Effective Date:**

**Stop Date:**

**Last update:** \*\*\* No last update information available \*\*\*

**Figure 85 – eAuthorization.  
Add New User Identity**

## III. Appendix

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### A. Glossary

*Certification* — the process of issuing an official certificate that indicates the quality of a lot or sample of grain or the results of some other official service.

*eAuthentication* — the USDA's system of user credentials, which interoperates with all GAM applications.

*eAuthentication Level* — User access levels, from Level 1 to Level 4, set by the USDA and maintained through eAuthentication.

*eAuthentication Login ID* — an alphanumeric string assigned to a user's USDA credentials.

*eAuthorization* — the GAM system of user credentials and application security, which interoperates with eAuthentication.

*eAuthorization User Role* — a setting required within eAuthorization for a user to access all CRT functions.

*Official Personnel* — any authorized Department employee or person licensed by FGIS to perform all or specified functions under the Act.

*PDF* — Portable Document Format. Refers to a universal read-only document file that can be opened and printed on any computer via free software (such as Adobe Reader).

*Submitted sample inspection* — the process of grading or testing a sample of grain (other than an official sample) submitted by an applicant and certifying the results.

### B. 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 Programs
RER	— GIPSA Regulated Entities and Registration application

## C. Sample Certificate

The sample on the following page shows how the printed certificate PDFs will appear. It also includes the name of the data fields (sections A. 5 – A. 7) beneath the field header that appears on the certificate. Data field names are enclosed in [brackets] and highlighted in yellow. For example,

LEVEL OF INSPECTION:

[Inspection type]

indicates that the value entered into the data field *Inspection Type* (Fig. 21) will appear on the final certificate under the pre-printed header LEVEL OF INSPECTION.

Not every data field will necessarily appear on the final certificate, depending on the certificate type and service type.

**Note 1.** The data in the field [Grade and/or Commodity] will appear under one of these headers, depending on the certificate type:

GRADE AND KIND: Export Inspection Certificate, Warehouseman's Sample – Lot Inspection, Official Sample – Lot Inspection, Official Commercial Submitted Sample Inspection, Submitted Sample Inspection, Official Commercial Sample – Lot Inspection

COMMODITY: Commodity Weight Certificate

KIND: Supervision of Grain Weight, Official Grain Weight Certificate

Official Stowage Examination Certificates do not show a grade or commodity.

**Note 2.** See Appendix C, Table 3, for a list of qualifying statements included on certificates.

**Note 3.** See Appendix C, Table 2, for a list of official statements included on certificates.



UNITED STATES DEPARTMENT OF AGRICULTURE  
FEDERAL GRAIN INSPECTION SERVICE

<APPROVED OMB NO. 0580-0013>

<TITLE 1>  
<**CERTIFICATE TYPE**>  
<TITLE 3>

<Corrected/Divide>  
<ORIGINAL/Copy>  
**US-cert#**  
NOT NEGOTIABLE

**LEVEL OF INSPECTION:**  
[Inspection type]

**ISSUED AT:**  
[Issued At]

**DATE OF SERVICE:**  
[Date of Service]

**IDENTIFICATION:**  
[Identification]

**LOCATION:**  
[Location]  
[City] [, ] [State]

**QUANTITY or NET WEIGHT:**  
[Quantity/Off Wt] [ ] [Unit of Measure]

**TYPE OF MOVEMENT:**  
[Movement]

**DATE SAMPLED:**  
[Date Sampled]

**METHOD OF SAMPLING:**  
[Sampling Method]

**START DATE**  
[Date Started Weighing]

**START TIME**  
[Time Started Weighing]

**FINISH TIME**  
[Time of Service]

<WATERMARK>

[Grade and/or Commodity]

1

**RESULTS:**  
[Factor] [Factor result] [UoM] [, ] [Factor remarks]

**REMARKS:**  
[Remarks]

<QUALIFYING STATEMENT FOR SUBMIT, WAREHOUSE, ETC.>

2

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.

**APPLICANT**  
[Applicant Name]

**NAME OR SIGNATURE**  
[Inspector Name\*]  
(\*associated with Inspector number)  
(Signature file if applicable)

**ISSUING OFFICE or SUPERVISING OFFICE:**  
[Agency Field Office\*\*](\*\*Whole name)

<FINE PRINT>

3

Certificate Type	Official Statements Included On Certificate
<p>Official Export Inspection Certificate</p> <p>Official Grain Weight Certificate</p> <p>Official Sample – Lot Inspection Submitted Sample Inspection</p> <p>Warehouseman's Sample – Lot Inspection</p>	<p>This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain; or the condition of a carrier or container for the storage or transportation of grain; or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate shall not be considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act or other Federal law.</p> <p><b>WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.</b></p> <p>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0013. The time required to disclose this recordkeeping requirement is to average &lt;&lt;(Fill-In)&gt;&gt; hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.</p>
<p>Commodity Submitted Sample Inspection</p> <p>Commodity Inspection Certificate</p> <p>Commodity Weight Certificate</p>	<p>This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.), and the regulations thereunder (7 CFR 868.1 et seq.), and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal Laws.</p> <p><b>WARNING: Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be party to such actions, is subject to a fine of not more than \$1000 or imprisonment for not more than 1 year, or both. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.</b></p> <p>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0013. The time required to disclose this recordkeeping requirement is to average &lt;&lt;(Logic Fill-In)&gt;&gt; hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.</p>

Official Stowage Examination  
Certificate

This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C 71 *et seq.*), and the regulations thereunder (7 CFR 800.0 *et seq.*) or the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 *et seq.*), and regulations thereunder (7 CFR 868.1 *et seq.*), as appropriate. It is issued to show the condition of a carrier or container for the storage or transportation of grain or commodity. The statements on the certificate are considered true at the time and place the inspection service was performed. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal Law.

**WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the Agricultural Marketing Act of 1946, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0013. The time required to disclose this recordkeeping requirement is to average <<(Logic Fill-In)>> hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.

Supervision of Grain Weight  
Certificate

The Class Y grain weights indicated on this certificate was determined by persons employed by or at the identified facility who are occasionally supervised by the supervising agency. The supervising agency did not determine the weight of grain identified on this certificate.

**WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0013. The time required to disclose this recordkeeping requirement is to average <<(Logic Fill-In)>> hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.

<p>Official Commercial Sample – Lot Inspection</p> <p>Official Commercial Submitted Sample Inspection</p>	<p>This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain; or the condition of a carrier or container for the storage or transportation of grain; or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate shall not be considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act or other Federal law.</p> <p><b>WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.</b></p>
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**Table 2 – Official Statements Included On Certificates**

<b>Certificate Type</b>	<b>Additional Qualifying Statements Included On Certificate</b>
<p>Official Commercial Submitted Sample Inspection</p> <p>Commodity Submitted Sample Inspection</p> <p>Submitted Sample Inspection</p>	<p>The sample identification and inspection results shown on this certificate are assigned only to the quantity in the sample and not to any identified carrier, container, or lot from which the sample may have been taken.</p>
<p>Warehouseman's Sample – Lot Inspection</p>	<p>The results of this inspection were based on the sample obtained and submitted by an elevator employee licensed under a contract with the Service. The certificate does not meet the requirements of section 5 of the U.S. Grain Standards Act.</p>

**Table 3 – Additional Qualifying Statements Included On Certificates**

## D. Remarks Template Key Legend

<b>Remark Variable</b>	<b>Description (aka Field Name)</b>
#LOCATION#	Location
#CERT_NUM#	Certificate Number
#AGENCY_FO#	Agency / Field Office Code
#CITY#	City
#ISSUED_AT#	Issued At
#LOT_NUMBER#	Lot Number
#ANALYSIS_WEIGHING_LOCATION#	Analysis Weighing Location
#INSPECTION_TYPE#	Inspection Type
#FILE_SAMPLEID#	File Sample ID
#INSPECTION_WEIGHING_SERVICE#	Inspection Weighing Service
#OLD_CERT_NUMBER#	Old Cert Number
#SERVICE_REQUEST_NUMBER#	Service Request Number
#DATE_OF_SERVICE#	Date of Service
#TIME_OF_SERVICE#	Time of Service
#CARRIER_TYPE#	Carrier Type
#NUMBER_OF_CARRIERS#	Number of Carriers
#IDENTIFICATION#	Identification
#STATE#	State
#MOVEMENT#	Movement
#DATE_SAMPLED#	Date Sampled
#TIME_SAMPLED#	Time Sampled
#SAMPLING_METHOD#	Sampling Method
#QUANTITY_OFFICIAL_WEIGHT#	Quantity/Official Weight
#UNIT_OF_MEASURE#	Quantity/Official Weight Unit of Measure (UoM)
#DATE_STARTED#	Date Started Weighing
#TIME_STARTED#	Time Started Weighing
#TYPE_SHIPMENT#	Type Shipment
#APPLICANT_NAME#	Applicant Name

#CUSTOMER_NUMBER#	Customer Number
#PURPOSE#	Purpose
#COMMODITY_CLASS#	Commodity Class
#GRADE#	Grade
#GRADE_DESIGNATION#	Grade and/or Commodity
#INSPECTOR_NUMBER#	Inspector Number
#SVR_BOTTOM_SAMPLED#	Bottom Sampled
#SVR_TOP_FEET_SAMPLED#	Top Feet Sampled

**Table 4 – Key Word Legend for Remarks Maintenance**

## E. Service Types By Certificate Type

<b>Certificate Type</b>	<b>Service Type(s) Available</b>
Commodity Inspection Certificate	Bulkweighing, Checkcounting, Checkweighing, Condition Inspection, Checkloading, Condition of Food Containers, Commodity Operations Fumigation Protocol, Examination Services, Facility Examination, Observation of Loading, Lot (Quality) Inspection, Sampling Service, Plant Sanitation Inspection, Witness Fumigation
Commodity Submitted Sample Inspection	Registered Type – Sample, Submitted Sample
Commodity Weight Certificate	Bulkweighing, Checkweighing
Official Commercial Sample – Lot Inspection	Commercial Sample – Lot
Official Commercial Submitted Sample Inspection	Commercial Submitted
Official Export Inspection Certificate	Export
Official Grain Weight Certificate	Checkweighing, Class X Weights
Official Stowage Examination Certificate	Stowage Examination
Official Sample – Lot Inspection	Condition Inspection, Official Sample – Lot, Sampling Service, Witness Fumigation
Submitted Sample Inspection	Official Submitted
Supervision of Grain Weight Certificate	Class Y Weights
Warehouseman's Sample – Lot Inspection	Warehouse Sample – Lot

**Table 5 – Service Types For Each Certificate Type**