

# Program Notice

FGIS-PN-17-02

May 23, 2017

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## FGIS-930, AMA OUTPUT REPORT

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## **1. PURPOSE**

This program notice provides guidance to FGIS field offices, official agencies, and cooperators on preparing and submitting the required monthly AMA Output Report, [FGIS-930](#).

## **2. REPLACEMENT HIGHLIGHTS**

This program notice supersedes FGIS-PN-02-02, dated February 4, 2004, and any other program notices related to this topic. The attachment is updated to reflect the current online version of FGIS-930.

## **3. BACKGROUND**

The FGIS-930 records the services and inspections performed under the Agricultural Marketing Act (AMA) of 1946. The FGIS-930 is also used by FGIS field offices to assess and bill those fees for FGIS supervision of official agencies and cooperators. The Information recorded on the FGIS-930 must be accurate and legible.

## **4. PROCEDURES FOR PREPARING REPORTS**

All field offices and cooperators must complete the FGIS-930. If inspections or other services were not performed during the reporting month, submit a negative report. Enter information in all applicable sections of the FGIS-930.

See the Attachment for an example of FGIS-930 and instructions.

## **5. SUBMITTING THE FGIS-930**

Cooperators must submit a report within 5 working days after the close of the month. Cooperators will email the completed FGIS-930 or negative report to their supervising FGIS field office. FGIS field offices will submit a consolidated report within 10 working days after the close of the month by email to [andrew.s.greenfield@usda.gov](mailto:andrew.s.greenfield@usda.gov). If there is an issue that will prohibit an email submission, fax the FGIS-930 to Quality Assurance and Compliance Division at 202 720-1015, Att: Andrew Greenfield.

## **6. QUESTIONS**

If there are any questions regarding the completion of the FGIS-930, contact the Field Management Division or the Quality Assurance and Compliance Division at 202-720-0228.

<b>AMA OUTPUT REPORT</b>	<b>FIELD OFFICE:</b> ①	<b>FISCAL YEAR:</b> ③
	<b>COOPERATOR:</b> ②	<b>MONTH:</b> ④
<b>TYPE OF PRODUCTS</b>	<b>POUNDS (LBS)</b>	
	<b>FGIS</b> ⑤	<b>COOPERATOR</b> ⑥
<b>PULSES</b>		
DRY EDIBLE BEANS		
DRY WHOLE PEAS		
SPLIT PEAS		
LENTILS		
<b>RICE</b>		
BROWN RICE		
ROUGH RICE		
MILLED RICE		
<b>PROCESSED COMMODITIES</b>		
PROCESSED COMM.		
<b>OTHER SERVICES</b>		
	⑦ <b>NUMBER OF INSPECTIONS/SERVICE REQUESTS</b>	⑧
AFLATOXIN		
VOMITOXIN (DON)		
BULK WEIGHING		
CONDITION ONLY		
FALLING NUMBER		
PHYTOSANITARY INSPECTION		
SANITATION		
STOWAGE EXAMINATION-ONLY		
OFFICIAL SAMPLING-ONLY		
SUBMITTED SAMPLES		
REMARKS: ⑨		
<b>TOTAL GROSS REVENUE:</b>		\$ ⑩
This area for FGIS use:		
<b>Point of Contact</b> ⑪	<b>Phone Number</b>	<b>Date Completed</b>
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FGIS-930

Instructions for Form FGIS-930

1. Name of FGIS field office.
2. Name of Cooperator.
3. Current fiscal year.
4. Month reported.
5. Number of pounds for services (all pounds) obtained by FGIS offices.
6. Number of pounds for services (all pounds) obtained by Cooperators.
7. Enter the Number of Inspections/Service Requests performed per category when FGIS performs the service.
8. Enter the Number of Inspections/Service Requests performed per category when Cooperator performs the service.
9. Any remarks necessary, please place here.
10. Enter Total Gross AMA Revenue billed to customer per Cooperative agreement for FGIS to bill appropriate percentage for fees.
11. Enter name of person completing the form, phone number, and date form was completed.