



United States
Department of
Agriculture

February 4, 2000

DDOD-69
EOD-62

Farm and Foreign
Agricultural
Services

Farm Service
Agency

Kansas City
Commodity Office
P.O. Box 419205
Kansas City,
Missouri
64141-6205

**NOTICE TO THE TRADE
FOR DOMESTIC AND EXPORT SUPPLIERS**

**UNOFFICIAL PRODUCT SAMPLES SUBMITTED TO
FEDERAL GRAIN INSPECTION SERVICE
UNDER THE TOTAL QUALITY SYSTEMS AUDIT PROGRAM**

Notice to the Trade DDOD-56/EOD-49, dated June 3, 1999, outlined the Total Quality Systems Audit (TQSA) program requirements to be implemented by the Farm Service Agency. Commodity purchase announcements for products subject to TQSA have been amended to incorporate program requirements and effective implementation dates.

This notice is to clarify contractor's requirement to submit *unofficial* product samples per lot to the Federal Grain Inspection Service (FGIS) Commodity Testing Laboratory for analysis for six months after implementation of TQSA. This requirement is not applicable for domestic products packaged with a commercial label.

Samples are to be representative of the product being shipped and should be obtained by methods comparable to those used by FGIS samplers. Sample size should consist of 500 grams minimum. Fees for FGIS laboratory testing services are for the account of the contractor. *Unofficial* submitted samples are to be identified with:

- USDA contract number
- numerical lot number
- commodity type identification
- company's name and address

Samples are to be mailed to:

USDA, GIPSA, FGIS Technical Center
10383 N. Executive Hills Boulevard
Kansas City, MO 64153-1394
Telephone: 816-891-0444

Certificates received from FGIS are to be retained in addition to the contractor's Certificate of Analysis. The FGIS testing will be performed parallel to the contractor's test results and used for comparison purposes by TQSA auditors.

Commodity announcements may include a discount schedule. For product that falls within the published discount range, the contractor's Certificate of Analysis must be submitted with invoices with the discounted factors asterisked. Contractors must contact the Contracting Officer for guidance on test results that fall outside the required commodity specifications or the discount schedule.

If you have any questions or comments concerning this notice or any TQSA requirement, please contact the marketing specialist assigned to your product.

Vicki J. Hicks

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Deputy Administrator, Commodity Operations



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