

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

FGIS Directive 2220.1 11/01/96

BILLING DOCUMENT COMPLETION PROCEDURES
FOR GRAIN INSPECTED BY FGIS IN THE UNITED STATES

1. PURPOSE

This Directive prescribes the procedures for completing Form FGIS-30, Daily Time and Charges Document, for FGIS original inspection, and provides supplemental information on billing for FGIS reinspection and appeal inspection services under the U.S. Grain Standards Act (USGSA). This Directive supplements the Billings and Collections Handbook.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces FGIS 421-1, dated 12/2/79. The Directive is revised to reference the FGIS fee schedule, effective 10/1/96.

3. GENERAL

FGIS original inspection service charges are assessed using two different methods. For online original inspection services, inspection special services, and inspection standby services, the charges are assessed on an hourly basis (per hour per FGIS representative). For other than online original inspection services, reinspection, and appeal inspection services, the charges are assessed on a unit basis (per truck, railcar, barge, etc.). Definitions of services are contained in footnotes of the FGIS inspection fee schedule, effective October 1, 1996.

Accurate recording of actual hours expended for each applicant for those services assessed on an hourly basis is essential to maintain a uniform assessment of fees and to obtain accurate cost and revenue data. Under the unit method of assessing charges, only the total number of units is recorded, and this is usually accomplished by using the rate code and quantity information on the FGIS-30 to determine the number of units to assess each applicant.

4. RESPONSIBILITIES

a. Field office managers must:

- (1) Ensure the responsible official inspection personnel maintain an accurate accounting of the man-hours and services (additional tests) to be assessed of each applicant for billing for the services assessed using the hourly and unit methods.
- (2) Ensure billing documents are accurately completed and transmitted to the National Finance Center (NFC).

b. Official inspection personnel responsible must:

- (1) Complete the items on Form FGIS-30 which correspond to numbered items 1 through 16. (See attachment for instructions for completing the individual items on Form FGIS-30.)

- (2) At the option of the applicant, obtain the signature of the applicant's representative on Form FGIS-30 after each 24-hour period.
- (3) Forward all completed Forms FGIS-30 to the field office after each 24 hour period.

c. The field office billing clerk must total and transmit to NFC via Personal Computer Billings and Collections (PC-BLCO) the hours and units for each applicant.

5. FORM FGIS-30, DAILY TIME AND CHARGES DOCUMENT

- a. Utilization. Form FGIS-30, Daily Time and Charges Document, must be used to record all online original inspection hours, inspection standby hours, and additional tests to be charged to each applicant. Record the hours and units for additional tests (if applicable) for each employee. Complete a separate Form FGIS-30 for each 24-hour period.
- b. Distribution. After the billing clerk transmits the applicant's bill, distribute the Form FGIS-30 as per office policy or applicant's request.

/s/ John C. Giler
for David Orr, Acting Director
Field Management Division

Attachment

Instructions for Completion of Form FGIS-30

PLEASE CONTACT THE ISSUANCE STAFF ON
301-734-5359 FOR A COPY OF FORM FGIS-30

The following numbers correspond to the circled numbers on Form FGIS-30, attached as Exhibit:

- 1 PAGING. The technique, page_ of_, is for facilities where multiple pages per day are required. Paging is used as a control function to aid the billing clerk in determining if any documents are missing.
- 2 DATE OF SERVICE. Record the date the service was performed (12 midnight to 12 midnight).
- 3 FIELD OFFICE LOCATION. Record the name of the FGIS field office providing the inspection services to the applicant.
- 4 NAME OF APPLICANT. Record the name of the applicant being provided with FGIS inspection services.
- 5 LOCATION OF SERVICE. Record the location where FGIS inspection services were received.
- 6 NAME OF EMPLOYEE. Record the name of each FGIS employee performing inspection services.
- 7 HOURS WORKED. Record for each employee the start and finish time period, in military time, during which inspection services were performed.
- 8 MEAL PERIOD. Record for each employee the start and

finish time period, in military time, for meal periods.

- 9 STANDARD SERVICE. Record the number of hours worked in the appropriate box for the type of hourly charge to be assessed to the applicant.
- 10 RATE CODES. Record the rate code (obtained from the rate code list on H.P. Desk) that corresponds to additional tests that were performed.
- 11 NO. TESTS. Record the number of tests completed on each shift that correspond to the rate code in number 10.
- 12 KEY FOR TYPE OF CONTRACT. Circle the type of contract utilized for this applicant. Use only one Form FGIS-30 for each contract type per applicant, or put the letter indicating the type of contract before the employee's name.
- 13 TOTALS. Record the total of all hours for each 24-hour period by column.
- 14 REMARKS. Record any remarks or special notes or circumstances regarding the employee, additional tests, or hours worked.
- 15 SIGNATURE OF FGIS OFFICIAL INSPECTION PERSONNEL AND DATE PREPARED.
Official inspection personnel responsible sign or initial and date the document prepared after each shift.
- 16 SIGNATURE OF REPRESENTATIVE OR APPLICANT AND DATE RECEIVED.
This signature represents the applicant's acceptance of the total hours and additional tests charged for the 24-hour period. The applicant receives a copy of Form FGIS-30 after the billing clerk has transmitted the billing rate codes to NFC.