

United States Department of Agriculture
Federal Grain Inspection Service

Directive

FGIS 1410.2

7/8/92

TECHNICAL REPORTS

I.
PURPOSE This Directive establishes responsibilities and procedures for Federal Grain Inspection Service (FGIS) personnel to follow in the clearance, distribution, and maintenance of technical reports.

II.
CLEARANCE OF TECHNICAL REPORTS Technical reports submitted for publication outside the U.S. Department of Agriculture shall:

A. Be written in the format(s) prescribed by the journal(s) to which the report is to be submitted.

B. Contain the following disclaimer statement:

"The mention of firm names or trade products does not imply that they are endorsed or recommended by the U.S. Department of Agriculture over other firms or similar products not mentioned."

C. Be submitted to a minimum of two reviewers in the scientific community outside of the branch of origin for comments using the Manuscript Peer Review form (Attachment 1). The manuscript shall be revised as needed based on reviewer comments. Copies of the completed review form shall be attached to the manuscript along with comments by the author concerning how reviewers' concerns, if any, were addressed, when it is submitted for approval.

D. Contain a Publication Cover Sheet (see Attachment 2) which contains the Title, Key Words, and Author's Signature, which will be used to obtain approval from the Branch Chief, Deputy Director, and Director within the division of origin. This sheet is removed from the report before sending the report outside of the division of origin for approval and is used to track the progress of the report through the approval process.

E. Be reviewed by the Assistant to the Administrator for Technology in accordance with the procedures in Section V.B.

F. Be submitted after editing to a journal or journals for possible publication.

III.
CLEARANCE OF INTERNAL TECHNICAL REPORTS Technical reports submitted for publication within the U.S. Department of Agriculture shall:

A. Contain a Title Page, an Abstract, an Introduction, a Materials and Methods Section, a Results Section, and a Conclusions and Recommendations Section.

B. Contain an In-House Cover Sheet (see Attachment 3)

which lists the Title, Key Words, and Author(s), which will be used to obtain approval of the report from the Branch Chief, Deputy Director, and Director of the division of origin.

- C. Be reviewed by the Assistant to the Administrator for Technology in accordance with Section V.B.

IV.
MAINTENANCE
OF TECHNICAL
REPORTS

Copies of each technical report shall be maintained in a report file in the division of origin and the Author(s), Title, Key Words, and Abstract from each report shall be entered into an FGIS literature database for easy reference.

V.
RESPONSI-
BILITIES

- A. The Branch Chief, Deputy Director, and Director of the division of origin shall approve all technical reports produced.

- B. The Assistant to the Administrator for Technology shall:

1. Review all technical reports.
2. Determine whether additional review is needed within FGIS and coordinate any needed review.
3. Present all technical reports to the Administrator for action or approval as needed.

- C. The Administrator shall review all technical reports submitted for publication or distribution outside the U.S. Department of Agriculture.

- D. The Secretary of the branch of origin shall:

1. Maintain a record of the technical reports as they pass through the approval process.
2. Maintain a copy of the technical reports submitted for approval or publication.
3. Enter the Author(s), Title, Key Words, and Abstract of the technical reports into the FGIS literature database maintained at the FGIS Technical Center in Kansas City, Missouri.

/s/ John C. Foltz
Administrator

Attachments (PLEASE CALL THE APHIS ISSUANCE STAFF ON 301-734-5359 FOR COPIES OF THE ATTAC