



Grading and Verification Division Equipment

1 Purpose

The purpose of this Procedure is to identify the types of equipment; define procedures for use, care, handling and control of equipment; and to establish replacement costs for inventorial equipment used by Grading and Verification Division (GVD) employees.

2 Scope

The provisions of this Procedure apply to all GVD employees and equipment.

3 References

The following referenced documents are used for the application of this document. The latest edition of the referenced document (including any amendments) applies.

[AMS Directive 3300.1, Use of Government Office Equipment](#)

GVD 902 Form Report of Meat Grading Equipment

4 Policy

- 4.1 No alteration or substitution of equipment is authorized except as outlined in this or other GVD Procedures.
- 4.2 Imprints made by official grading and certification equipment must be legible and appear only on product, or cartons of product, which have been officially graded or certified by the authorized GVD agent to whom the equipment has been assigned.
- 4.3 All GVD personnel possessing official grading and certification equipment must take adequate measures to ensure the proper use, care, and control of the equipment. Employees will be held accountable for improper grading or certification resulting from loss of control.
- 4.4 All GVD personnel possessing computer and/or information technology (IT) equipment must take adequate measures to ensure the proper use, care, and control of the equipment. Employees will be held accountable for improper use or loss of computer and/or IT equipment resulting from loss of control.
- 4.5 Inventorial transactions of grading and certification equipment must be reported on GVD 902 Form Report of Meat Grading Equipment. All inventorial equipment will be issued from the GVD Office by the Equipment Officer. When an employee leaves the GVD, their issued inventorial equipment will be returned to the GVD unless otherwise directed by the Equipment Officer.

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5 Responsibilities

5.1 Supervisory Agricultural Marketing Specialists (SAMS)

- 5.1.1 Conduct periodic reviews of employees' equipment to ensure the proper use, care, maintenance, and measures for control.
- 5.1.2 Report any loss of control to their immediate supervisor.
- 5.1.3 GVD employees
- 5.1.4 Ensure the proper use, care, and control of all assigned GVD equipment. For common rollers and equipment, use USDA plastic serial numbered seals and follow control procedures established by supervision at each plant.
- 5.1.5 Evaluate the condition of equipment, and when necessary, order replacement equipment.
- 5.1.6 Non-inventorial equipment may be disposed of in the field when the equipment or parts of the equipment are deemed unserviceable.

5.2 Customers

- 5.2.1 Present carcasses or containers which can be legibly identified with GVD equipment.
- 5.2.2 Provide equipment storage lockers/cabinets as specified below:
 - a. The locker/cabinet will be constructed of heavy-gauge metal with sides, back, top, and bottom securely fastened by either (or a combination of) rivets, pan-head bolts, or spot welds to prevent unauthorized entry.
 - b. The door hinges must be recessed or welded to prevent hinge post removal.
 - c. The locker/cabinet door must be equipped with a hasp to accept a lock with a 2-inch diameter shackle and a 1-inch shackle clearance and/or capable of being secured with a USDA plastic serial numbered seal.
 - d. The interior must be large enough to accommodate carrying cases, chassis, handles, and other related items.
 - e. The locker/cabinet must be in a readily accessible location within the plant which is reasonably secure and free from excessive moisture.
 - f. The locker must be securely fastened to the floor, attached to the wall, or placed in a locked office.



5.3 Control of Equipment

5.3.1 During Work Shift

- a. Grading and certification equipment must be in the GVD employee's personal possession, within direct sight, or locked in an approved locker/cabinet at all times. Procedures for the control of common rollers and equipment padlocks will be established at the local level.
- b. GVD employees must either personally apply grade identification stamps or directly supervise the application of grade stamps by a plant employee.
- c. Computer Equipment: Government issued desktop computer equipment must be secured in a locked office at all times. Government issued laptop computer equipment must be in the GVD employee's personal possession, within direct sight, or locked in an approved locker/cabinet or office at all times.

5.3.2 During Off-Duty Hours

- a. GVD grade identification equipment must be secured by one of the following options:
 1. In a locked or sealed locker/cabinet.
 2. Locked in the trunk of a vehicle (do not lock inside passenger compartment).
- b. Laptop computer equipment shall not be stored in a vehicle. Computer equipment shall not be left in a vehicle overnight. If computer equipment must be secured in a vehicle for a short time, place the equipment in the trunk. If a trunk is not available, lock the equipment in the passenger compartment in a concealed location or cover it so that it is not visible. Otherwise, during non-duty hours, laptop computer equipment should be secured:
 1. In the employee's residence.
 2. In the employee's official GVD duty station office.
 3. In the employee's TDY lodging room.
 4. In a location specified by GVD management.
- c. Inventorial locks shall be used to secure equipment in the customer's approved storage facility. The keys must remain in the GVD employee's possession. Keys are not to be loaned, used by another person, or left in a customer's establishment overnight.

5.4 Care of Equipment

5.4.1 Brushes--Remove brushes from chassis regularly. Clean and rotate them to ensure even wear.

5.4.2 Pop Stamps, Hand Stamps, Rollers, etc.--Clean metal stamps and rollers regularly with hot water and soap. Purple branding ink can also be cleaned from pop stamps and rollers in hot water sterilizers. Black quick drying ink used in certification assignments should not come in contact with rubber stamps due to a chemical reaction which causes a breakdown in the rubber and glue.



6 Procedures

6.1 Inventorial Equipment

- 6.1.1 Grade (No Class) Rollers --U.S. Department of Agriculture (USDA) Shield Type. Prime, Choice, Select, Good, Standard, Commercial, Utility, Cutter, Canner, and Cull. Each roller is assembled in a specific sequence. GVD employees must check newly issued rollers and report any deviation from the sequence set forth in this Procedure to the Equipment Officer. The following list does not represent all available combinations:
- a. BEEF and LAMB -- Combination Quality and Yield Rollers - Yield shield, GVD employee identification (ID), four quality shields, yield shield, GVD employee ID, and four quality shields.
 - b. BEEF No Class Rollers -- GVD employee ID, six quality shields, GVD employee ID, and five quality shields.
 - c. VEAL and CALF Rollers -- Species ID, two quality shields, GVD employee ID, three quality shields, species ID, two quality shields, GVD employee ID, and three quality shields.
- 6.1.2 Class Band -- Each band contains inserts for bull, bullock, veal, calf, lamb, yearling mutton, and mutton classes.
- 6.1.3 Grade Band -- Each band contains inserts for Standard, Commercial, Utility, Cutter, Canner, and Cull grades.
- 6.1.4 Yield Grade Set -- Yield shield inserts “1 through 5.”
- 6.1.5 Pop Stamp -- USDA quality shield insert containing GVD employee’s preliminary grade identification code.
- 6.1.6 Common Equipment and GVD Prototype Equipment -- Can be used and is subject to all provisions of this Procedure.
- 6.1.7 Stamps -- Accepted as Specified (Bronze and Rubber), Pre-Ident (Bronze), and USDA Shield Identification (Rubber).
- 6.1.8 Government-Issued Padlocks -- GVD employees will use inventorial locks to secure official grading equipment and computer in approved equipment lockers. Each lock has two keys. The keys should be rotated regularly to prevent excessive wear to one key.
- 6.1.9 USDA Seals -- GVD plastic, serial numbered seals shall be used to control common equipment.
- 6.1.10 Computers, printers, and other IT equipment shall be used in accordance with established GVD and Governmental rules and regulations.



6.2 Replacement Charges for Inventorial Equipment

Grade, Combination, or Grade and Class Roller	20.00 each
Pop Stamp	15.00 each
Yield Grade Set	15.00 each
Grade or Class Band	15.00 each
Equipment Lock and Keys (2)	60.00 each
Accepted as Specified Bronze Stamp	85.00 each
Accepted as Specified Rubber Stamp	42.50 each
Pre-Ident Stamp	75.00 each
USDA Shield Rubber Stamp	42.50 each

6.3 Non-Inventorial Equipment

6.3.1 Non-inventorial items are only accountable at the GVD level and are not reported on the annual inventory. These items are furnished by the GVD Office upon request. Non-inventorial equipment is GVD property and is to be returned to the GVD Office when an employee leaves the GVD.

- a. Equipment Cases.
- b. Grading Visual Aids – Marbling pictures, beef maturity pictures, ribeye grids, Yield Grade and back fat rulers, tape measures, etc.
- c. Meat Thermometers (Dial or Digital) - Batteries for digital thermometers have a 1-year life expectancy. Employees should request new batteries from the GVD Office. If batteries are purchased locally a receipt must be submitted for reimbursement. This receipt may not be claimed on a travel voucher.
- d. Chassis and Unused Brushes
- e. Cooler Coats, Helmets, and Reusable Frocks Issued by the GVD.