

# Program Notice

FGIS-PN-14-07

01/13/14

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## **ORDERING PLASTIC BAGS, COIN ENVELOPES, SPEAR ENVELOPES, PLASTIC QUART BOTTLES, AND PLASTIC CABLE TIES**

### **1. PURPOSE**

This program notice announces the policy and procedures for ordering supplies for use in the official system.

### **2. REVISION**

This program notice replaces FGIS-PN-11-07, Ordering Plastic Bags, Coin Envelopes, Spear Envelopes, Plastic Quart Bottles, and Plastic Cable Ties, dated 06-08-11. It is revised to update Plastic Quart Bottles, Large Coin Envelopes, and Plastic Cable Ties contact information.

### **3. BACKGROUND**

Field Management Division (FMD) has centralized the acquisition of certain supplies by contracting with source companies to drop-ship requested supplies directly to Official Service Providers (OSP) headquarters locations and Federal Grain Inspection Service (FGIS) offices throughout the official system. Consolidation will provide the official system standardized products and save the cost of storing and shipping. It will also allow for discount pricing for large volumes, and GSA contract pricing for items currently not under GIPSA contract.

### **4. POLICY**

OSPs are now responsible for ordering supplies for use in the FGIS monitoring program (at no cost to the OSP) directly from a FGIS contracted vendor, or through their servicing FGIS field office. OSPs must only use these FGIS purchased supplies for the monitoring program. Use of these supplies for routine daily use (e.g., file sample retention, composite samples, etc.) is prohibited. However, OSPs may choose to purchase routine daily use supplies (separate from the FGIS contract) from an FGIS contracted vendor using its own funds.

FGIS offices are required to order these supplies from one or more FGIS contracted vendors listed in the attached vendor supply table and to place orders for OSPs for your servicing area, that currently are not available on contract.

### **5. EFFECTIVE DATE**

This policy and procedures are effective upon receipt.

## 6. PROCEDURES

### a. Contact the Appropriate Vendor or servicing Field Office.

Use the attached vendor supply table as guidance to determine the appropriate vendor, or FGIS office to contact for needed supplies.

- (1) **Plastic Bags** – contact C&S International.
- (2) **Small Coin and Spear Envelopes** - contact Spear Envelope Co.
- (3) **Large Coin Envelopes, Plastic Quart Bottles, and Plastic Cable Ties** – Pertains to OSP's-contact your servicing Field Office. FMD does not have a contract or a specific vendor for these items. FGIS Field Offices are responsible for purchasing these items and having it shipped to OSP's headquarters, local FGIS office, and FGIS sub-offices and duty points, under their supervision.

### b. Placing Orders.

Contact vendors by telephone, email, or fax to place an order. When placing an order provide the vendor with the following information:

- (1) Item and the quantity needed (e.g., 1,000 plastic bags 8”w x 18”h, 6 mil).
- (2) Physical shipping address for delivery of supplies. Vendors are only required to ship supplies to street addresses listed in the contract. Those addresses exclude specified service points and elevators locations. The shipping addresses in the contract are for the following locations:
  - (a) OSP's headquarters,
  - (b) FGIS Field Offices,
  - (c) FGIS Sub-offices and Duty Points.
- (3) Name and phone number of person placing the order.

### c. Receiving Supplies.

For accounting purposes, when supplies are received:

- (1) Stamp the packing slip with the date of receipt.
- (2) Fax the packing slip to Denise Ruggles, FMD, Office of the Director (OD), at 816-872-1258.

**7. QUESTIONS**

Direct any questions concerning this program notices to Denise Ruggles, FMD, OD, at 816-659-8406, or email at [Denise.m.ruggles@usda.gov](mailto:Denise.m.ruggles@usda.gov)

*/s/Robert Lijewski*

Robert Lijewski, Director  
Field Management Division

VENDOR SUPPLY TABLE							
VENDORS/FGIS SUPPLIER	Large Plastic bags	Small Plastic Bags	Small Coin Envelopes	Spear Envelopes	Cable Ties	Plastic Quart Bottles	Large Coin Envelopes
C&S International Contact: Shirley Choi-Grogan Shirley@cns-usa.com Phone: 425-281-3048 Fax: 425-427-8615 Contract: AG-6395-B-14-0021	9" w x 18" h 6 mil 500 per box	6" w x 12" h 6 mil 500 per box	N/A	N/A	N/A	N/A	N/A
Spear Envelope Co. Contact: Michael Meyer or Bonnie Phone: 952-545-7124 Fax: 952-545-0196 Contract: AG-6395-B-14-0022	N/A	N/A	2½" w x 4¼" h Open end, brown Kraft, regular gummed 500 per box	4½" w x 7" h 6 ounce capacity 500 per box	N/A	N/A	N/A
Contact FGIS servicing Field Office	N/A	N/A	N/A	N/A	Length 6," tie width .130, 100 per pack	3 ¾" L x 3 ¾" w x 7" h, neck opening 1 ¾"	3⅛" w x 5½" h Open end, brown Kraft, regular gummed 500 per box