



NOPA's Trading Rules for the Purchase and Sale of SOYBEAN MEAL

APPENDICES

- A. NOPA Designated Professional Engineer, Official Methods of Analysis & NOPA Sample Bag Requirements
- B. Official NOPA Referee Laboratories (Updated Annually on October 1)
- C. Soybean Meal Sampling Procedures, Equipment Certification & Inspections
- D. NOPA Official Weighmaster Requirements, General Duties & Related Forms

APPLICATION OF NOPA'S TRADING RULES

This document serves solely as a guide to facilitate the efficient negotiation and execution of domestic and export transactions. It is understood that the Buyer and Seller to such transactions are free to adopt, modify or disregard these Trading Rules and Appendices herein as mutually agreed upon by both parties.

APPENDIX A. NOPA DESIGNATED PROFESSIONAL ENGINEER, OFFICIAL METHODS OF ANALYSIS & NOPA SAMPLE BAG REQUIREMENTS

Section 1. NOPA DESIGNATED LICENSED PROFESSIONAL ENGINEER

The NOPA Designated Licensed Professional Engineer is:

Kristopher S. Grant, PE
Senior Project Manager, Facilities Engineering
TLF Engineering
2901 W 86th St. #200
Indianapolis, IN 46268
Phone: 317-224-1500 ext. 445 | Direct: 317-224-0455
Email: kgrant@tlf-engineers.com

Section 2. METHODS OF ANALYSIS

Testing methods as adopted by the American Oil Chemists' Society (AOCS) shall be used as the official methods of analysis, except as otherwise specified.

The method numbers listed below indicate the latest issue at the time of this publication. It behooves the user of these methods to make certain that the user has available and is following the latest version of each specific method.

	<u>AOCS METHOD</u>
Moisture	Ba 2A-38
Protein	Ba 4f-00
Crude Fiber	Ba 6-84
Oil	Ba 3-38

The analysis for moisture content shall be performed in duplicate on the unground, as received, soybean meal sample. A second analysis for moisture content and all other constituent analyses shall be performed in duplicate on the sample after grinding.

The average ground moisture content shall be used to convert the average constituent values to the average moisture content of the unground sample as received, and to a 12% moisture basis.

A signed and numbered AOCS Certificate of Analysis shall be used to report the average moisture and constituent values on an unground moisture basis and on a 12% moisture basis.

Section 3. OFFICIAL NOPA SOYBEAN MEAL SAMPLE BAGS

A. Sample Bag Specifications

A four (4)-mil polyethylene bag, whirl-pack type, closure at top with flat wire tape or, if desired, heat seal; bag to be 5- to 5.5-inches wide by 12- to 12.5-inches long, tubular with heat seal at bottom or perimeter sealed on three sides with seal indented 1/8 inch from edges, nonsterile, NOPA logo and official sample statement printed across bottom six (6) inches of bag.

For wire tape sample bags, a minimum of five (5) folds is required before closing wire tabs. In addition, three (3) inches of 1/2"-wide "tamper resistant," white tape (No.7380 Secure Mark) must be applied perpendicular to the fold and across the wire tabs on either end of bag closure.

A gummed label must be affixed to the side of the bag opposite to the side which contains the NOPA logo. This label should not exceed 4.0 inches in width and 4.5 inches in length and must contain information as required under NOPA's Trading Rules for the Purchase and Sale of Soybean Meal.

Sample bags must be shipped in another pouch or box, not "as is" and should include a label that contains the following information:

- (1) Commodity/product name;
- (2) Shipper's name;
- (3) Origin plant/point of transfer;
- (4) Barge/vessel/car #/truck ID;
- (5) Shipping date;
- (6) Invoice no. or shipping document no.; and,
- (7) Destination plant location.

Sample bag labels may also include shipper's logo, NOPA logo, or both, if desired.

B. NOPA Official Soybean Meal Sample Bag Suppliers

NOPA Official Soybean Meal Sample Bags are available for purchase from the following authorized packaging suppliers:

Custom Poly Packaging Inc.
3216 Congressional Parkway
Fort Wayne, IN 46808
Tel: 800-548-6603 | Tel: 260-483-4008
www.custompoly.com

Contact: Kim Schmidt
Email: kschmidt@custompoly.com

Whirl-Pak® Filtration Group
901 Janesville Avenue | P.O. Box 901
Fort Atkinson, WI 53538-0901
Tel: 512-516-1085
www.whirl-pak.com

Contact: Mary Myers
Email: mmyers@whirl-pak.com

APPENDIX B. NOPA OFFICIAL REFEREE LABS

The laboratories listed herein have been certified by the American Oil Chemists' Society (AOCS) to serve as NOPA Official Referee Laboratories under NOPA's Trading Rules for the Purchase and Sale of Soybean Meal from **October 1, 2023** through **September 30, 2024**.

Amspec LLC

12622 Highway 3
Webster, TX 77598 USA
+1-713-969-3177
Jacob Swanson: Jacob.Swanson@amspecgroup.com

ATC Scientific

312 North Hemlock
North Little Rock, AR 72114 USA
+1-501-771-4255
Scott Schuldt: sschuldt@atcscientific.com

Carolina Analytical Services LLC

17570 NC Hwy 902
Bear Creek, NC 27207 USA
+1-919-837-2021
Jennie Stewart: jenniebstewart@gmail.com
Brad Beavers: beaversbrad@gmail.com

Eurofins-Barrow-Agee Laboratories, Inc.

2120 Rittenhouse St., Suite B
Des Moines, IA 50321 USA
+1-901-581-3785
Amanda Self: mself@balabs.com

Eurofins Nutrition Analysis Center

2200 Rittenhouse St., Suite 150
Des Moines, IA 50321 USA
+1-515-265-1461
Kent Karsjens: kentkarsjens@eurofinsus.com
Alexandra Buttermore:
Alexandra.Buttermore@ft.eurofinsus.com

NOPA/AOCS Certified Laboratories

- ✓ Complete the Oilseed Meal series of the AOCS Laboratory Proficiency Program for one year prior to application
- ✓ Meet AOCS certified laboratory criteria and willingness to allow members of the AOCS Examination Board to inspect the laboratory facilities; and
- ✓ Include an AOCS Approved Chemist on staff for the analysis of oilseed meal

For more information about the AOCS/NOPA Lab Certification Program, please visit AOCS' website at:
[https://www.aocs.org/attain-lab-services/laboratory-proficiency-program-\(lpp\)/nopa/aocs-certified-labs?SSO=True](https://www.aocs.org/attain-lab-services/laboratory-proficiency-program-(lpp)/nopa/aocs-certified-labs?SSO=True)

Hahn Laboratories, Inc.

1111 Flora St.
Columbia, SC 29201 USA
+1-803-256-1417
Frank M. Hahn
f.hahn@hahnlaboratories.com

MasterLab/Trouw Nutrition Canada

4760 rue Martineau
St. Hyacinthe, QC J2R1V1 Canada
+1-450-501-9557
Helene Lachance:
Helene.Lachance@trounutrition.com

Thionville Laboratories, LLC

5440 Pepsi St.
Harahan, LA 70123 USA
+1-504-733-9603
Amanda Lewis: lab@thionvillenola.com

SGS North America, Inc.

151 James Drive W
Saint Rose, LA 70087 USA
+1 504-463-3320
Betty Paulose: bettymariejennifer.paulose@sgs.com

APPENDIX C. SOYBEAN MEAL SAMPLING PROCEDURES, EQUIPMENT CERTIFICATION & INSPECTION

Section 1. SAMPLING PROCEDURES

A. Automatic Mechanical Sampler Systems

Sampling of soybean meal shall be done by an automatic mechanical sampler located in a spout or at the discharge of a belt conveyor, as appropriate. The sampler shall be designed to cut an increment from the entire cross section of the meal stream, perpendicular to the flow, at a location where the meal is flowing freely and at a uniform rate, in order to obtain the most representative sample of the meal flow. If the sampler is located in a spout, the spout slope must be 45 degrees or more from horizontal, and the flow must not be choked. When the diverter, or pelican, is stationary between cuts on either side of the meal stream, the opening shall be sealed to prevent dust from entering.

The sampler system shall be located at a point beyond which no blending or addition to the product may be introduced prior to its being loaded, and at a point where it is representative of each loadout.

The activation of the sampler shall be regulated by an adjustable timer. When the average meal- flow rate through the sampler is less than 800 tons per hour, a sample, or cut, shall be taken for every five (5) tons or less of meal flow. When the flow rate is between 800 and 1200 tons per hour, a sample shall be taken for every eight (8) tons or less of meal flow. When the flow rate is 1200 tons per hour or greater, a sample shall be taken for every twelve (12) tons or less of meal flow. A minimum of five (5) samples shall be taken during the loading of any one vehicle.

The diverter opening for cross-cut samplers, and swing-type samplers in which the diverter moves about a horizontal shaft (where the entire length of the diverter opening passes through the stream at the same speed) shall be of uniform width in the range of 5/16" to 7/8". For rotary-type samplers, in which the diverter moves about a vertical shaft and passes through the stream similar to a swinging door (with the outer end of the diverter moving at a higher speed than the inner end), the diverter opening width shall be a minimum of 5/16" at the end nearest the pivot and shall increase in width in proportion to the distance from the pivot point. In all cases, the diverter shall cut the meal stream at an average speed of approximately 100 feet per minute.

The sample taken by the automatic sampler may be reduced in size by one or more mechanical dividers, but the reduced sample must still be representative of the meal passing the sampler. The accuracy of the divider shall be equal in performance to a Jones- or Boerner-type divider. To comply with contract specifications, the entire sample may be further reduced through a Jones- or Boerner-type divider or its equivalent, and then each portion of the sample must be placed in an official NOPA soybean meal sample bag (see Appendix B) and properly identified.

B. Pneumatic Probe Sampler (AOCS Official Method Ba 1-38)

Sampler is an electric powered unit with 13,000 rpm, 7/8 Hp. Class 11, group G motor installed with a specially designed cyclone air pump and collection tank with bottom release shutter. Unit is approximately 44 inches long by 12 inches outside diameter. The probe consists of a series of sections of inner and outer tubes which can be assembled to reach the bottom of a truck, box car or hopper car.

The bottom and outer tube is fitted with a steel, saw-tooth cutter blade for cutting through the meal. The outer tube is two inches in diameter and the inner tube, 1-1/4 inch diameter. The chamber formed between the two tubes delivers the air to convey the sample upward and through a reinforced plastic tube into the cyclone collection tank. A filter collects any fines in the sample.

Any pneumatic probe sampler equivalent in performance to the InterSystems' device which is supplied by InterSystems, Inc., Omaha, Nebraska, will be satisfactory.

The use of the Pneumatic Probe Sampler applies only when the provisions of Rule 2-Quality, Section 6 (Sampling

Equipment & Procedures) is applied to the Transaction.

In the case of sacked shipment, the sample shall be taken from the sacks by any standard or approved grain trier of sufficient length to reach to the center of the sacks. Samples shall be drawn from as many individual sacks, selected at random through the lot, as will enable the sampler to obtain a representative sample of the entire lot. If sample is taken from stored sacked meal, and some of the sacks are inaccessible for sampling, then that fact should be noted on the sampling ticket. Such notation would indicate the number of sacks which the sample represented and the approximate number of inaccessible sacks.

Section 2. EQUIPMENT CERTIFICATION

Safe access to the sampler and divider should be provided to the NOPA Designated Professional Engineer, the Official Weighmaster and other facility personnel, as necessary, to comply with the provisions set forth herein.

A. Recordkeeping & Reporting Requirements

An automatic sampler system manufactured and installed in accordance with the requirements shall be considered “NOPA approved” as stated in these rules upon completion of the following forms¹:

1) **Soybean Meal Sampling Equipment Certification Form (Form SBM-EC-2023)**²

Written certification of the installation by the NOPA Designated Licensed Professional Engineer stating that the automatic sampler and mechanical divider installation meets the requirements set forth under these Rules. Certifications in effect prior to January 1, 1985, are exempted from this requirement.

Any new installation, modification or equipment replacement to the sampling system shall require on-site examination by the NOPA Designated Licensed Professional Engineer and written certification by the Engineer on NOPA Sampling Equipment Certification Form.

2) **Soybean Meal Sampling Equipment Inspection Report (Form SBM-IR-2023)**³

Written certification of inspection by facility/equipment operator that the sampler is in good working order and will be properly maintained and operated when an official method of sampling under these Rules is required by the terms of the sales contract. This form must be issued by a qualified independent scale inspector within the six (6) months prior to NOPA’s annual reporting deadlines and must be submitted along with a copy of the Annual Scale & Flow Meter Report (Form ASFMR-2023).

Copies of these forms must be submitted annually to NOPA’s Washington, D.C. office. NOPA staff will issue recertification notices 30 days in advance of the reporting deadline. Facility operators must retain copies of these documents and make available upon request.

Additional recordkeeping and reporting requirements for NOPA Official Weighmasters are prescribed under Rule 8 of these rules.

B. Equipment Design

To determine whether automatic samplers and mechanical dividers meet the requirements set forth in these Rules, manufacturers of these devices desiring preliminary approval shall submit detailed drawings of them to NOPA’s

¹ See Appendix D, Section 3 of these rules.

² See Appendix D, Section 3 of these rules.

³ See Appendix D, Section 3 of these rules.

Designated Licensed Professional Engineer, well in advance of final sale and installation at a facility desiring NOPA certification, to that he/she may evaluate the devices regarding their suitability for certification, and to act on approving them accordingly.

C. Exemptions

Automatic samplers that were installed and certified by the NOPA Official Designated Licensed Professional Engineer or by a Corporate Officer of one of the following Automatic Sampler Manufacturers:

- CEA Carter-Day Company (Minneapolis, MN)
- Denver Equipment Div./Joy Mfg. (Colorado Springs, CO)
- Gamet Manufacturing Company (Minneapolis, MN)
- Sentry Equipment Corp.⁴ (Oconomowoc, WI)
- InterSystems, Inc. (Omaha, NE)

and that has not been modified since that date, are exempt from the certification requirements listed under Appendix C, Section 2 (A) above.

The following automatic sampler manufacturers are exempt from the equipment design requirements listed under Appendix C, Section 2 (B) above by reason of their samplers and dividers having been previously approved.

- Gamet Manufacturing (Minneapolis, MN)
- Sentry Equipment Corp.⁵ (Oconomowoc, WI)
- InterSystems, Inc. (Omaha, NE)

Section 3. EQUIPMENT

Safe access to the soybean meal sampling equipment should be provided to the NOPA Designated Professional Engineer, the Official Weighmaster and other facility personnel, as necessary, to comply with the provisions set forth herein.

A. Annual Scale & Flow Meter Report (Form: ASFMR-2023)⁶

Automatic samplers and mechanical dividers shall be considered “NOPA approved” following annual certification performed by NOPA Official Weighmaster and completion of the Annual Scale & Flow Meter Report demonstrating that the equipment used in the weighing of soybean meal have been inspected by an appropriate public or sworn weighmaster within the previous six (6)-month period

B. Scales Inspection Report for Vessel Loading Facilities (Form: SBM-VSIR-2023)⁷

Scales at vessel loading facilities shall be considered “NOPA approved” following annual certification performed by NOPA Official Weighmaster and completion of the Scale Inspection Report – Vessel Facilities Only form demonstrating that the scales used in the weighing of soybean meal being transferred have been inspected by an appropriate public or sworn weighmaster within the previous six (6)-month period.

Additional recordkeeping and reporting requirements for NOPA Official Weighmasters are prescribed under Rule 8 of these rules.

⁴ Formerly Gustafson Incorporated prior to Aug. 1, 2005.

⁵ Formerly Gustafson Incorporated prior to Aug. 1, 2005.

⁶ See Appendix D, Section 3 of these rules.

⁷ See Appendix D, Section 3 of these rules.

Section 4. GENERAL INQUIRIES

For further information about the NOPA Official Weighmasters & Equipment Certification Program requirements, please contact:

Jeanne Seibert, Office Administrator
National Oilseed Processors Association
1310 L Street, NW, Suite 375
Washington, DC 20005
Phone: 202.864.4365 | Email: jseibert@nopa.org

APPENDIX D. NOPA OFFICIAL WEIGHMASTER REQUIREMENTS, GENERAL DUTIES & RELATED FORMS⁸

Section 1. WEIGHMASTER REQUIREMENTS

To designate an individual to serve as an Official Weighmaster, companies must submit an Official Weighmaster Registration Form⁹ and the designated individual must:

- Not buy or sell soybeans, soybean oil or soybean meal for Weighmaster's own account or jointly or otherwise for the account or on behalf of others, except for soybeans produced by Weighmaster.
- Be familiar with all operations in and around facility which might affect the accuracy of the weight to be covered by a NOPA Official Weight Certificate.
- Correctly and faithfully perform the NOPA Official Weighmaster Duties as described under Section 2 below.
- Agree that NOPA may revoke an individual's designation as an Official Weighmaster at any time during the period of this agreement.

Section 2. GENERAL DUTIES

A. Hopper Scales

1. Check all equipment set for loading or unloading, noting any exceptions which would render empty equipment unfit for loading, in which case reject the equipment.
2. Check Garner and Scale to see that all operating components are functioning properly.
3. Check Scale for Zero routinely; check Scale for repeatability periodically.
4. See that product in loaded equipment is properly trimmed.
5. Check equipment for leaks after loading and report to carrier any leaks not readily repairable.
6. Ensure that all applicable sealing requirements have been met.
7. Check all conveyance, spouting, and receiving equipment between scale hopper and equipment to be certain no leakage is involved.

B. Platform and Track Scales

1. Check all equipment set for loading or unloading, noting any exceptions which would render empty equipment unfit for loading, in which case reject the equipment.
2. Check Scale on regular intervals to see that it is gapped and properly operating.
3. Check scale for Zero routinely; check Scale for repeatability periodically.
4. See that product in loaded equipment is properly trimmed
5. Check equipment for leaks after loading and report to carrier any leaks not readily repairable.
6. Ensure that all applicable sealing requirements have been met.
7. In freezing weather, see that dust guards are free and that the scale is not frozen.

C. Flow Meters

1. Check all equipment set for loading or unloading, noting any exceptions which would render empty equipment unfit for loading, in which case reject the equipment.
2. Check flow meter to verify proper operation.
3. Check equipment for leaks after loading and report to carrier any leaks not readily repairable.
4. Ensure that all applicable sealing requirements have been met.
5. Check all conveyance, spouting, and receiving equipment between flow meter and equipment, to be certain no leakage is involved.

Section 3. RELATED FORMS

⁸ The provisions outlined herein are also listed under NOPA Trading Rules for the Purchase and Sale of Soybean Oil as Appendix D (October 2022).

⁹ See Appendix D, Section 3.



1310 L Street, NW, Suite 375
Washington, DC 20005-4168
Phone: 202.864.4365
Website: www.nopa.org

OFFICIAL WEIGHMASTER REGISTRATION

DATE: _____

The candidates listed below are recommended for appointment as Official NOPA Weighmasters for the period of January 1, 20____ to December 31, 20____.

NAME (please type)	TITLE OF REGULAR JOB	SIGNATURE*

* By my signature above, I certify that I have read Appendix D of NOPA's Trading Rules for the Purchase and Sale of Soybean Oil, and I agree to comply with all provisions stated therein.

_____ Company Name _____ City and State Certifies the above candidate(s) are qualified to serve as NOPA Weighmasters and are covered by a minimum \$10,000 bond. * * * Completed forms should be returned to: National Oilseed Processors Association c/o Jeanne Seibert 1310 L Street, NW, Suite 375 Washington, DC 20005 Email: jseibert@nopa.org	Form Submitted By: Name: _____ Title: _____ Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____
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1310 L Street, NW, Suite 375
Washington, DC 20005-4168
Phone: 202.864.4365
Website: www.nopa.org

SOYBEAN MEAL SAMPLING EQUIPMENT CERTIFICATION

COMPANY: _____ DATE: _____

EQUIPMENT TYPE

- ☐ Automatic Sampler
- ☐ Mechanical Divider
*Jones, Boerner divider or mechanical
dividing devise equivalent or equal in
performance to Jones or Boerner divider*

DEVICE LOCATION

- ☐ At Origin
- ☐ Barge Transfer
- ☐ Vessel Loading

CERTIFICATION EVENT

- ☐ Installation
- ☐ Modification/Repair
- ☐ Replacement

The sampling equipment located at _____, as more
(Physical Address)

fully described below, has been personally inspected by a representative of this company and is hereby certified as having been properly designed and installed for the purpose intended and as prescribed by the NOPA Trading Rules for the Purchase and Sale of Soybean Meal and Appendices.

PLANT CONTACT: _____ TITLE: _____

PHONE: _____ EMAIL: _____

EQUIPMENT BEING CERTIFIED:	EQUIPMENT BEING MODIFIED/REPLACED:
Device Name:	Device Name:
Manufacturer & Model No.:	Manufacturer & Model No.:
Date of Installation:	Date of Installation:
Device Location:	Device Location:
Comments:	Comments:

The fields below should be completed by NOPA's Designated Licensed Professional Engineer.

- ☐ By checking this box, I certify that the information contained herein is accurate and true.

SIGNED: _____

NAME: _____

TITLE: _____

COMPANY: _____

PHONE: _____

EMAIL: _____

**Please retain this form for your records and
submit a copy to:**

National Oilseed Processors Association
c/o Jeanne Seibert
1310 L Street NW, Suite 375
Washington, DC 20005-4168
Email: jseibert@nopa.org

FOR NOPA OFFICIAL USE

Form Received & Filed: _____



1310 L Street, NW, Suite 375
Washington, DC 20005-4168
Phone: 202.864.4365
Website: www.nopa.org

ANNUAL SCALE & FLOW METER REPORT

COMPANY: _____ DATE: _____

The _____ measuring device located at
(Equipment Type/Device Name)
_____, as described below, has been inspected as
(Physical Address)
attested by the attached Equipment Inspection Report.

FLOW METER

Type: _____

Manufacturer: _____

Model: _____

SCALE LENGTH

Truck: _____

Track: _____

Hopper: _____

- ☐ Vessel: Soybean Meal Vessel Scale
Inspection Report Attached (Form VSIR-2023)

- ☐ Sampling Equipment Inspection Report
Attached (Form SBM-IR-2022)

A) Date of Installation:

☐ Before December 1, 1979

☐ After December 1, 1979

B) Capacity per Dump: _____

C) Electronic ☐ YES ☐ NO

D) Manual: ☐ YES ☐ NO

E) Date of Last Inspection: _____

- ☐ By checking this box, I certify that the above information is accurate and true and certify that the equipment identified herein has been maintained and operated in accordance with NOPA's Trading Rules for the Purchase and Sale of Soybean Meal and Appendices.

SIGNED: _____

NAME: _____

TITLE: _____

COMPANY: _____

PHONE: _____

EMAIL: _____

**Please retain this form for your records and
submit a copy to:**

National Oilseed Processors Association
c/o Jeanne Seibert
1310 L Street NW, Suite 375
Washington, DC 20005-4168
Email: jseibert@nopa.org

FOR NOPA OFFICIAL USE

Form Received & Filed: _____



1310 L Street, NW, Suite 375
Washington, DC 20005-4168
Phone: 202.864.4365
Website: www.nopa.org

SOYBEAN MEAL SAMPLING EQUIPMENT INSPECTION REPORT

COMPANY: _____ DATE OF INSPECTION: _____

EQUIPMENT TYPE:

- ☐ Automatic Sampler
- ☐ Mechanical Divider (Jones, Boerner divider or mechanical dividing device equivalent or equal in performance to Jones or Boerner divider)

LOCATION:

- ☐ At Origin
- ☐ Barge Loading /Transfer
- ☐ Vessel Loading

RIG NAME: _____

The sampling equipment located at _____, as
(Physical Address)

more fully described below, has been inspected by a representative of this company and is hereby certified as being in good working order and being operated in accordance with NOPA's Trading Rules for the Purchase and Sale of Soybean Meal and Appendices.

Automatic Sampler	Mechanical Divider
Device Description/Name:	Device Description/Name:
Manufacturer & Model No.:	Manufacturer & Model No.:
Date of Installation:	Date of Installation:
Device Location:	Device Location:
Notes/Comments:	Notes/Comments:

- ☐ By checking this box, I certify that the information contained herein is accurate and true.

SIGNED: _____

NAME: _____

TITLE: _____

COMPANY: _____

PHONE: _____

EMAIL: _____

Please retain this form for your records and submit a copy to:

National Oilseed Processors Association
c/o Jeanne Seibert
1310 L Street NW, Suite 375
Washington, DC 20005-4168
Email: jseibert@nopa.org

FOR NOPA OFFICIAL USE

Form Received & Filed: _____

A recent inspection report must be submitted along with the Annual Scale & Flow Meter Report (Form: ASFMR-2023).



1310 L Street, NW, Suite 375
Washington, DC 20005-4168
Phone: 202.864.4365
Website: www.nopa.org

SOYBEAN MEAL SCALE INSPECTION REPORT

*** VESSEL LOADING ONLY ***

COMPANY: _____ DATE OF INSPECTION: _____

The scales installed at _____,
(Facility Address)

Fixed Location: _____ Floating Rig Name: _____

and as described herein are hereby certified as having been inspected by an appropriate public or sworn weighmaster within the previous six (6) months since date of last inspection and is hereby certified as being in good working order and will be operated in accordance with NOPA's Trading Rules for the Purchase and Sale of Soybean Meal and Appendices.

PLANT CONTACT: _____ TITLE: _____

PHONE: _____ EMAIL: _____

☐ By checking this box, I certify that the information contained herein is accurate and true.

SIGNED: _____

NAME: _____

TITLE: _____

COMPANY: _____

PHONE: _____

EMAIL: _____

**Please retain this form for your records and
submit a copy to:**

National Oilseed Processors Association
c/o Jeanne Seibert
1310 L Street NW, Suite 375
Washington, DC 20005-4168
Email: jseibert@nopa.org

FOR NOPA OFFICIAL USE

Form Received & Filed: _____

Soybean meal vessel loading facilities should submit this form along with
the Annual Scale & Flow Meter Report (Form: ASFMR-2023).



VOLUNTARY CHECKLIST FOR PERFORMING EQUIPMENT INSPECTIONS

PLANT ID/ LOCATION:

DATE OF INSPECTION:

INSPECTED BY:

EQUIPMENT LOCATION:

☐ AT ORIGIN

☐ BARGE/TRANSFER

☐ VESSEL

☐ **Limit Switch Adjustment**

Check to be sure that the switch is adjusted to the proper limits to avoid excess wear or damage.

☐ **Lock-Out/Tag-Out**

TURN OFF MACHINE. USE LOCKOUT/TAGOUT BEFORE PERFORMING PREVENTIVE MAINTENANCE CHECK. DO NOT PUT YOUR HANDS OR HEAD IN THE SAMPLER WHILE IT IS RUNNING.

☐ **Chain Tension**

The chain should be able to move the same distance as the chain width between the drive and driven sprockets.

☐ **Lip or Pelican Seal**

Look for tears or deformed seals. The seal should cover the opening in the pelican on both sides of sampler. They are usually made from carpet or rubber.

☐ **Pelican Opening**

Check to be sure there is no debris or excessive wear. Check that the opening is at design tolerance.

☐ **Leaks**

Check to be sure that all product runs through the sampler. Also check the sampler and sample tubes for leakage and lining wear.

☐ **Slip Clutch (if applicable)**

Visually inspect the friction facings for wear, grease, moisture, or corrosion on the driving surface.

☐ **Lubrication**

Check to be sure all grease zerks are lubricated and the proper oil level is maintained in the drives. Oil should be changed periodically.

☐ **Rotary Divider**

Check to be sure that the divider is not plugged or restricted by debris. The oil level must be properly maintained.

☐ Check the direction of the rotary divider every six (6) months. Date of Last Inspection: _____

Comments:
