

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

9500.1

4/24/09

AUTOMATED IMPORT INFORMATION SYSTEM (AIIS) CONTINGENCY PLAN

I. PURPOSE

This directive addresses Import Inspection Personnel. It describes how they are to obtain assignments for the reinspection of imported meat and poultry products in the event that the Automated Import Information System (AIIS) is not accessible.

II. [RESERVED]

III. [RESERVED]

IV. REFERENCES

9 CFR Parts 327 and 381

FSIS Directive 5420.4 – Homeland Security Threat Condition Response – Emergency Procedures for the Office of International Affairs Import Inspection Division

V. DEFINITIONS

A. Automated Import Information System (AIIS) is the computer program that generates reinspection assignments. It also receives and stores daily reinspection results from U.S. ports-of-entry and compiles histories for every foreign country that exports meat or poultry products to the United States.

B. Assignment is the reinspection instruction for a specific lot of imported meat or poultry product.

C. Level of Reinspection is the defined frequency of reinspection assignments. The frequency is based upon the compliance history of foreign establishments and countries for a specific type of inspection (TOI) and product. There are three possible levels of reinspection.

- **Normal** is a level of reinspection where randomly selected lots are assigned an inspection based on the annual sampling plan for the AIIS.
- **Increased** is an increased level of reinspection above the Normal level that is directed by a management decision.

- **Intensified** is a level of reinspection that is caused when an inspection is reported as a failure.

VI. INFORMATION TO BE MAINTAINED FOR OBTAINING ASSIGNMENTS DURING AIIS OUTAGES

A. Import Inspection Personnel are to maintain up-dated import information as a reference in order to conduct reinspections during times when the AIIS is unavailable. The information needed to conduct import reinspections is located on Outlook (Public Folders / All Public Folders / OIA / IID / Import Folder). The Import Inspection Division, Office of International Affairs, will update the information daily. Import Inspection Personnel are to access the folder and print or save the information to their computer. If the information identified in this section cannot be verified when a shipment is presented for reinspection, Import Inspection Personnel are to hold the shipment and contact the Regional Import Field Office (RIFO) for further direction. The information needed to conduct reinspections during AIIS outage includes:

1. A list of foreign countries or certified foreign establishments on increased reinspection;
2. A list of certified foreign establishments on intensified reinspection;
3. The Animal and Plant Health Inspection Service (APHIS) animal disease table (listings of eligible countries and the types of products eligible for import from each approved foreign country);
4. A list of foreign countries and establishments certified for export to the United States; and,
5. The Foreign Country Contingency Sampling Table, which contains the ratio for selecting lots for reinspection when the AIIS is not available.

B. Import Inspection Personnel are to notify the RIFO when the AIIS is unavailable and reinspection assignments cannot be obtained. Upon notification, the RIFO will investigate the reason for the outage (contact Help Desk at 202-720-4016, review FSIS User Information) and provide direction based on whether the outage is scheduled maintenance, a local connectivity problem, or nationwide system failure.

VII. OBTAINING AN ASSIGNMENT FROM THE AIIS PRIOR TO SCHEDULED SYSTEM MAINTENANCE

A. Based on prior notification (Outlook-FSIS User Information e-mail) identifying a future outage, Import Inspection Personnel at any official import establishment scheduled to work during the outage are to enter the import shipment data from FSIS Form 9540-1 and the foreign health certificate into the AIIS and obtain inspection assignments.

Import Inspection Personnel are to:

1. Secure all assignments obtained from the AIIS under import inspection control until the shipment's arrival for reinspection;

2. Conduct all reinspections as scheduled by the AIIS;
3. Enter any intensified or failed lot results in the AIIS as soon as possible;
4. Report any product failures to the RIFO as soon as possible; and
5. Enter all other results into the AIIS by the end of the next working day after the AIIS becomes available.

VIII. OBTAINING AN ASSIGNMENT FROM THE AIIS WHEN THE CONNECTION IS INTERRUPTED BY A LOCAL CONNECTION PROBLEM

A. When the AIIS is not available because of a local connection problem (i.e., computer/modem malfunctions, complications with phone lines) Import Inspection Personnel are to obtain assignments from the AIIS by contacting other Import Inspection Personnel at import establishments that have AIIS connectivity.

B. Import Inspection Personnel are to contact the RIFO for a list of import establishments that are not affected by the connection problem. The RIFO will provide fax and phone numbers for Import Inspection Personnel to use, in order to obtain assignments.

C. Import Inspection Personnel are to enter shipment data, pull assignments, transmit assignments, and enter product failures for Import Inspection Personnel needing help with the AIIS. All other results are to be entered into the AIIS within the next working day after the system becomes available.

IX. OBTAINING AN ASSIGNMENT WHEN AIIS CONNECTION IS INTERRUPTED NATIONWIDE

A. If the problem with AIIS is nationwide (e.g., server is down), and an inspection assignment cannot be obtained from the AIIS, Import Inspection Personnel are to take the following steps using the material in Section VI as a reference. Import Inspection Personnel are to:

1. Verify that shipments presented for reinspection are from an equivalent foreign country and certified establishment by comparing the foreign health certificate to the list of eligible foreign countries and certified establishments for export to the United States;
2. Verify that the products and species presented are not from foreign countries with animal disease restrictions by using the APHIS Disease Chart;
3. Verify that the worksheet "Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries" is present for each lot of APHIS Restricted Products before proceeding to examine it. Import Inspection Personnel are to hold any shipment that does not have the worksheet and notify the RIFO. Perform

pink juice examination on every lot of uncured, cooked ruminant meat from a country restricted for Foot-and-Mouth Disease. Fax the results of these exams to the Department of Homeland Security, Customs and Border Protection (contact fax and phone number is identified on the "Notification for Perishable Cooked Ruminant or Cooked Swine Meat from Restricted Countries" worksheet);

4. Reinspect shipments according to rates outlined in the Foreign Country Contingency Sampling Table. Import Inspection Personnel are to use the random number generator located under FSIS Applications/Other Tools (Random Number Generator) on the computer menu to generate reinspections based on the Foreign Country Contingency Sampling Table rates of inspection. Conduct all applicable microbiological sampling, as identified in the Foreign Country Contingency Sampling Table, on any shipment identified for product examination will also have conducted;

5. Perform physical inspection and take laboratory samples (e.g., listeria, salmonella, *E. coli* O157:H7) as identified on the Intensified or Increased list, regardless of whether the shipment is identified as a reinspection or not;

6. Maintain a list that identifies reinspections performed under the Contingency Sampling Plan (Normal, Intensified, Increased, or no inspection) for lots presented. This list will include the country, health certificate number, and the level of the assignment (Normal, Intensified or Increased); and,

7. Report intensified or failed lot results to the RIFO as soon as possible. Enter all other results into the AIIS within the next working day after the AIIS becomes available.

B. Import Inspection Personnel are to enter all shipment data into the AIIS when the system becomes available. Shipments identified as a reinspection, when using the Foreign Country Contingency Sampling Table, need to be identified in the AIIS as a scheduled or unscheduled inspection assignment. Shipments not assigned a reinspection under the contingency plan that receive a reinspection when the AIIS comes back on line must have the assignment removed by notifying the RIFO.

C. Data entry corrections associated with the Contingency Sampling Plan are to be handled by the RIFO as a footprint (<http://service/footprints>). Directions for entering correction requests into footprints can be found on Outlook (Public Folders / All Public Folders / OIA / IID / Import Folder).

X. HOMELAND SECURITY THREAT CONDITION RESPONSE - EMERGENCY PROCEDURES FOR THE OFFICE OF INTERNATIONAL AFFAIRS, IMPORT INSPECTION DIVISION DURING ELEVATED THREAT (ORANGE OR RED)

In all cases of computer outage during Homeland Security alert status, Import Inspection Personnel are to refer to the procedures in FSIS Directive 5420.4.

The Office of Data Integration and Food Protection will analyze the Food Defense Surveillance Procedure information submitted to the ICS and PBIS systems. ODIFP will analyze the data for trends that would lead to improvements in food defense guidance or vulnerability weaknesses. The analysis will also identify positive trends that can be shared with all agri-business stakeholders.

XI. CONTACTS

During normal working hours, Import Inspection Personnel having problems with AIIS may contact the RIFO or IID-HQ or leave a service footprint (<http://service/footprints>).

Refer questions to the International Policy Division through *askFSIS* at <http://askfsis.custhelp.com> .



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