

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

<h1 style="margin: 0;">FSIS NOTICE</h1>	1-04	1/7/04
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Revision to FSIS Form 5000-8

I. PURPOSE

This notice provides instructions to the Enforcement, Investigations, and Analysis Officers (EIAOs) on the revision of FSIS Form 5000-8, and to establish a uniform methodology for posting the completed reports in the District Office EIAO Outlook Folder.

II. BACKGROUND

FSIS Forms 5000-8 and 5000-8a are blank electronic forms and can be found in Public Folders/All Public Folders/Agency Issuances/Forms/FSIS 5000 Series. EIAOs complete these forms to record their findings resulting from comprehensive food safety assessments in establishments under Federal inspection. FSIS analyzes these reports to gather information about the findings, recommendations, and enforcement actions, when necessary, resulting from the comprehensive food safety assessments.

The forms for these reports are being revised to facilitate the analysis of these reports. Therefore, this notice is providing instructions to the EIAO on the completion of the revised forms, and instructions to the District Office personnel for posting the completed reports.

III. REVISIONS TO FSIS FORMS 5000-8 AND 5000-8A

1. The Reason for Visit section will be revised as follows:

Reason for Visit (Check all that apply)

- A. District Office Direction
- B. Consumer Complaints
- C. Foodborne Illness
- D. Foreign Particle Contamin.

DISTRIBUTION: IEAS, District Offices, TSC

NOTICE EXPIRES: 1/1/05

OPI: OPPD

- E. Repetitive Lm Findings
- F. STEPS-triggered Sample Form # _____
- G. Salmonella Performance Standard Failure
 A set B set C set
- H. Other (Specify)

NOTE: In the Reason for Visit section, check **all** the box(es) that apply. If the reason for the assessment is STEP-triggered, please also enter the positive sample number. If the reason is Salmonella Performance Standard Failure, please also check the applicable set (A, B, or C). If 'Other' is checked, please also specify the reason, e.g., *E. coli* O157:H7.

2. The Findings and Recommendations section will be replaced with the following:

Recommendations (check only one):

- A. No further action
- B. 30 day letter
- C. NOIE
- D. NOIE and 30 day letter
- E. Suspension/Withdrawal
- F. Summary of reason(s) for recommendation:

If further action is recommended, the EIAO should summarize the reasons why. This summary should be a one paragraph synopsis for the overall problems observed.

A section titled Findings is added.

NOTE: FSIS Form 5000-8a is used to document Comprehensive Food Safety Assessments of the *E. coli* reassessment. This form is to be filled out in the same manner as FSIS Form 5000-8 with the exception of the 'Other' box under Reasons for Visit. When evaluating an establishment's *E. coli* O157:H7 reassessment, **ALWAYS** check the 'OTHER' box (*E. coli* O157:H7 Reassessment is printed on the form as the reason). There is a second page with five questions that must be answered by checking the appropriate box. If you check the 'Other' box for any of the questions, footnote the answer in Narrative portion of the report.

IV. POSTING FINAL REPORT

The District Office will post the final report in that district's EIAO Outlook Folders as soon as possible. To facilitate searching the Outlook Folders for specific reports, the subject of the report will be entered in Outlook using the following naming methodology (refer to Reasons for Visit on FSIS Form 5000-8 that you are entering into Outlook):

For example:

FH 12345 M Post 2

1. "F" refers to Box F, STEPS-triggered Sample Form #. "H" refers to "Other".

If the Reason for Visit was District Office Direction, Repetitive Lm Findings, and Other the first three letters of the subject line would 'AEH'.

2. After the characters describing the reason for visit are entered, enter two blank spaces and then enter the establishment number.

3. After the establishment number enter two spaces and then enter the number of the posting.

For example, if this is the first report posting for this establishment, the Post number is '1'. If a report has been filed in Outlook for the establishment and an update is being entered, the Post number is '2', '3', etc.

Refer any question regarding this notice to the Technical Service Center.

/s/ Philip S. Derfler

Deputy Administrator
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