

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

FSIS NOTICE

20-04

3/19/2004

REQUESTING SAMPLE COLLECTION SUPPLIES AND FORMS

If inspection program personnel need sample collection supplies and forms, email the laboratory designated on your sample request form, or the lab to which inspection program personnel will be sending the sample. In order for the lab to promptly respond, the message must contain:

- establishment number
- daytime phone number
- project identification (if applicable)
- supplies needed

If a daytime phone number is not available, the laboratory may need to reply by email. Supplies will be sent via FedEx to the Overnight Mail address in the PBIS database for this establishment.

NOTE: Inspection program personnel should verify that the mailing address in the PBIS plant profile is current.

Program personnel are to order laboratory sample collection supplies and forms by sending the requests to the following Outlook email addresses:

Sampling Supplies – Eastern Laboratory
Sampling Supplies – Midwestern Laboratory
Sampling Supplies – Western Laboratory
Sampling Forms - Headquarters

State inspectors without FAIM computers, should contact their state coordinators, who will email the following addresses from outside the FSIS Exchange server:

SamplingSupplies-EasternLab@fsis.usda.gov
SamplingSupplies-MidwesternLab@fsis.usda.gov
SamplingSupplies-WesternLab@fsis.usda.gov

The District Inspection Coordinator may also be contacted to assist inspection program personnel without FAIM computers to send emails to the appropriate Outlook mailbox.

DISTRIBUTION: Inspection Offices;
T/A Inspectors; Plant Mgt; T/A Plant
Mgt; TRA; TSC; FSIS Laboratories;
Import Offices

NOTICE EXPIRES: 4/1/2005

OPI: OPPD

If inspection program personnel need additional copies of FSIS Form 10,210-7 to complete a *Salmonella* sampling set, send an Outlook message to Sampling Forms - Headquarters. All other FSIS sample forms (i.e., 10,600-1) should be ordered through the regular FSIS Field Supply system at Beltsville (1-800-714-8335).

For directed sampling, the FSIS Form 10,210-3 cannot be regenerated if lost. If FSIS Form 10,210-3 is not received within the 30-day sample collection period, inspection program personnel are to send an e-mail to the [SamplingForms-Headquarters](#) mailbox and copy the Front-line Supervisor. Inspection program personnel should include the establishment number, the project, the laboratory, the form number if available, and are to request that the sample request form be coded as “never received.”

Direct questions regarding these procedures to the Technical Service Center.

/s/ Philip S. Derfler

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