

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

FSIS NOTICE

21-07

3/8/07

AVAILABILITY OF ELECTRONIC WEB-BASED FSIS FORM 10,240-1, PRODUCTION INFORMATION ON POST-LETHALITY EXPOSED READY-TO-EAT PRODUCTS

I. PURPOSE

This notice announces the availability of an electronic web-based version of FSIS Form 10,240-1, *Production Information on Post-Lethality Exposed Ready-to-Eat Products*, (Rev. Date 01/30/2006), for online submission. It instructs Inspectors-In-Charge (IICs) to meet with establishments that produce products regulated under 9 CFR part 430 and to advise them of the availability of the form.

II. BACKGROUND

A. 9 CFR 430.4(d) states that "...an establishment that produces post-lethality exposed RTE product shall provide FSIS ... with estimates of annual production volume and related information for the types of meat and poultry products processed...." The Agency developed FSIS Form 10,240-1 for this purpose. The Agency is now informing its inspection program personnel that it has created a web-based version of this form. Any establishment required to complete this form will now be able to complete and submit it entirely online. Being able to do so should help establishments to submit the form on a timely basis. FSIS has revised the content of the form to facilitate electronic filing. The changes are:

1. the addition of a new item 1g, Plant Size Category;
2. the addition of two new product designations, (1) Frozen Products and (2) Paté Products, to item 2, Annual Production Volume, Other Than Deli Products;
3. the deletion of item 3, Alternative 3, Question B that stated "...combined percentage of food contact surface and environmental samples are positive for any *Listeria* spp. or *Listeria*-like organisms"; and
4. a new address for any written communication.

DISTRIBUTION: Inspection
Offices; T/A Inspectors; Import
Offices

NOTICE EXPIRES: 4/1/08

OPI: OPPED

III. AWARENESS MEETING WITH ESTABLISHMENT MANAGEMENT

A. At the first weekly meeting after receipt of this notice, IICs at establishments that produce products that are regulated under 9 CFR part 430 are to provide information on the electronic FSIS Form 10,240-1. The IICs are to provide establishment management with the following information:

1. The form is located on the FSIS web site at:
http://www.fsis.usda.gov/Forms/PDF/Form_10240-1.pdf.

2. Adobe Reader 7.0 or greater should be installed in order to submit the form electronically. Download the software free of charge from the Adobe web site at: <http://www.adobe.com/products/acrobat/readstep2.html>. (If this free download is accessed, any supplemental items that are not wanted should be unchecked.)

3. If establishment management chooses to submit a paper form by mail, it may obtain a copy of the blank form by printing a blank form from the online version or by contacting the Technical Service Center (TSC) at:

USDA/FSIS/OPPED/TSC/PAS
Suite 300 Landmark Center
1299 Farnam Street
Omaha, NE 68102
FAX: 402-344-5006
Phone: 1-800-233-3935

4. Establishment management should submit the completed paper form to the address in 3. above.

5. If the establishment is no longer required to file FSIS Form 10,240-1 (e.g., the establishment no longer produces the RTE product for which it had filed the form previously), establishment management should either:

a. send an e-mail with the message "No Longer Required to File" to the e-mail address RTEform@fsis.usda.gov, or

b. write across the front of a blank form "No Longer Required to File" and mail to the TSC at the address provided under 3. above.

6. Under the regulation, each establishment is required to file, either electronically, by fax, or via mail the new FSIS Form 10,240-1 within 30 days of the date of this meeting. Failure of the establishment to complete the form or to submit it to FSIS within 30 days of the date of the meeting will mean that the Agency can initiate appropriate enforcement actions against the establishment or responsible officials.

7. Under the regulation, each establishment is required to continue to submit updates to the form when changes to its production volume or selected alternative occur.

8. Instructions for completing the form are attached to the form. The additional instructions to assist in completing the form are in Attachment 1 to this FSIS Notice.

NOTE: The IIC is to provide establishment management a copy of Attachment 1.

B. In a memorandum of meeting, the IIC is to document who was present at the meeting, the date and time of the meeting, what was discussed at the meeting, and any documents that were shared with management. The IIC is to maintain a copy of the memorandum in the official government file and provide a copy to establishment management.

C. Inspection program personnel are to hold a meeting with establishment management approximately 30 days after the meeting at which the IIC notifies the establishment about completing and submitting the form. At this second meeting, inspection program personnel are to ask the establishment management whether it has completed the revised FSIS Form 10,240-1 and submitted it to FSIS and are to remind establishment management of the need to do so if it has not.

D. The District Analyst in each District Office is to review the database containing the submitted 10,240-1 forms to verify receipt of forms from establishments that are required to submit them. The Technical Service Center will assist districts without a District Analyst.

Refer questions through supervisory channels to the Technical Service Center at 1-800-233-3935.



Assistant Administrator
Office of Policy, Program, and Employee Development

ATTACHMENT 1

Below are additional instructions to help in completing the FSIS Form 10,240-1.

Begin completing the form by placing the cursor (clicking) in 1a. Move from item-to-item by either clicking in the cell needed, or by using the TAB key.

Items 1a through 1g:

1. Enter the Street Address, City, State and Zip Code (1c through 1d) of the establishment.

a. Use the two digit State Code (e.g., KS)

b. Enter the five digit Zip Code for your establishment; do not use the nine digit Zip Code.

2. For the Plant Size Category (1g), if you are not able to determine the Size Category, select the dash (-) from the drop-down list.

Item 2 – Annual Production Volume

Enter numbers only for item 2; do not include Alpha characters (e.g., lbs., or pounds)

Item 3 – Select Applicable Letter Below:

1. For Alternatives 1 and 2, item 3 will have four drop-down selections listed: A, B, C, or D. By clicking on the grey box with a downward arrow, an appropriate selection can be made.

2. Alternative 3 has six drop-down selections listed: A, B, C, D, E, and F.

Item 4 – Print Name/Title of Authorized Establishment Official:

1. Enter the name and title of the establishment official designated to complete the form. A signature is not required in the electronic submission. The date field will automatically be generated and cannot be manually entered.

2. Keep a copy of the form as a record by printing, saving, or doing both.

Submitting the Form:

1. After completing all required items, click the submit button at the bottom of page 3. Clicking the submit button creates a computer-generated e-mail for submission of the FSIS Form 10,240-1. The computer-generated e-mail will include the correct e-mail address for submission of the form, and the completed FSIS Form 10,240-1 as an attachment. Click the send button on the e-mail to transmit the form.

2. If after submitting the form, FSIS sends information that the form was not properly completed, (for example, a required section of the form was not completed), follow instructions and complete the remainder of the information before resubmitting the form electronically.