

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

FSIS NOTICE

44-06

7/25/06

REQUESTING SAMPLING SUPPLIES AND USING THE NEW FEDEX BILLABLE STAMP

NOTE: This notice is not to be implemented until August 1, 2006.

This notice instructs FSIS personnel, inspection program personnel, import inspection personnel and investigators from the Compliance and Investigations Division (CID), on how to obtain sampling supplies as needed for *Escherichia coli* O157:H7 (*E. coli*) and RTE microbiological testing. It also instructs them on how to use the new FedEx expanded billable stamp when submitting samples.

Beginning August 1, 2006, FSIS laboratories will not automatically forward sampling supplies for *Escherichia coli* O157:H7 (*E. coli*) and RTE microbiological testing to FSIS personnel. This change in procedure only affects the request for sampling supplies for *E. coli* O157:H7 and RTE microbiological testing and does not affect other sampling programs.

FSIS personnel are to use the new FedEx expanded billable stamp when submitting laboratory samples. FSIS laboratories will include the new FedEx expanded billable stamps in all sample supply shipments sent from the laboratories to establishments. FSIS personnel are no longer to use the old FedEx Airbill and billable stamp once they receive the new FedEx expanded billable stamps.

How to Request Sampling Supplies and FedEx Expanded Billable Stamps

When FSIS personnel receive FSIS Form 10,210-3, Requested Sample Program (sample request form), they are to take the following actions:

1. Contact the laboratory listed in block 9 of the form via e-mail and request sampling supplies using the following e-mail addresses:
 - a. SamplingSupplies–EasternLab@fsis.usda.gov,
 - b. SamplingSupplies–MidwesternLab@fsis.usda.gov, or
 - c. SamplingSupplies–WesternLab@fsis.usda.gov.

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

NOTICE EXPIRES: 8/1/07

OPI: OPPED

NOTE: FSIS personnel can e-mail the laboratory by entering “Sampling Supplies – Eastern Lab,” “Sampling Supplies – Midwestern Lab,” or “Sampling Supplies – Western Lab” in the “Type Name” or “Select from List” box in the “Select Name” window, which opens when you click on the “To” button in an “Untitled Message” window in Outlook.

2. request sampling supplies via e-mail at least 72 hours before sampling is to begin, and
3. include the following information to ensure a prompt response from the laboratory:
 - a. establishment number,
 - b. daytime phone number,
 - c. project code (if applicable), and
 - d. any supplies needed.

How to Use the New FedEx Expanded Billable Stamp

FSIS personnel will receive the new FedEx expanded billable stamps in all sample boxes sent from the laboratories to establishments. FSIS personnel are to:

1. request additional FedEx expanded billable stamps as needed from the FSIS laboratories using the same procedure given above for ordering other supplies,
2. use the new FedEx expanded billable stamps within the expiration dates given on the stamps,
3. follow the self-explanatory instructions in the non-controlled copy of the FSIS laboratories’ quality system document, LW-A-0158 (see attachment), and
4. dispose of any unused FedEx Airbills or the current billable stamp (for sampling programs only) by shredding or returning them in bulk to any FSIS laboratory for disposal.

Direct questions to the Technical Service Center at 1-800-233-3935.



Assistant Administrator
Office of Policy, Program, and Employee Development

EXAMPLE

The Weight of the box will be entered by the FedEx Driver

You **MUST** enter the establishment number, shipping date, (the day FedEx picks up your sample box), phone number

You **do not have** to check the Saturday Delivery box. This stamp will go next day including Saturday (Monday-Saturday)

Be sure the laboratory address printed matches the laboratory on your sample submission form.