

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

FSIS NOTICE	54-09	8/11/09
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**NEW PERFORMANCE-BASED INSPECTION SYSTEM (PBIS)
PROCEDURE CODE AND RESULT CODES**

NOTE: THIS IS A RE-ISSUANCE OF ALL THE INSTRUCTIONS FROM FSIS NOTICE 50-08

I. PURPOSE

This notice provides instructions for use of the *Build PBIS Schedules* function; introduces the new procedure code 07A01; and provides new result codes for use with the procedure code 07A01. Inspection program personnel are only to deactivate the *Build PBIS Schedules* function when a federally-inspected meat or poultry establishment operates two days a week or less. At such establishments, inspection program personnel will continue to perform unscheduled procedures. When inspection program personnel cannot perform any unscheduled procedures, they are to use procedure code 07A01. Inspection program personnel are to use the new result codes to indicate why they could not perform the unscheduled procedures.

II. BACKGROUND

Inspection program personnel conduct processing inspection activities daily during each approved operating shift. The regulations at 9 CFR 307.4(d) and 9 CFR 381.37(d) require establishments to submit operating schedules to the District Manager for approval. These regulations also require that establishments maintain consistent work schedules and notify the Inspectors-in-Charge in advance when they need to request minor changes in their approved schedules.

III. ESTABLISHMENTS OPERATING MORE THAN TWO DAYS A WEEK

A. FSIS builds PBIS schedules at establishments that operate more than 2 days per week.

B. Inspection program personnel are to verify that the information in PBIS under the establishment profile "status tab" is accurate. Inspection program personnel are to verify that it includes a check in the *Build PBIS Schedules* box. When establishments

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inform inspection program personnel about periods of inactivity (e.g., seasonal operations), inspection program personnel are to enter the period of time that the establishment will not operate under the *Periods of Inactivity* in the “status tab.” By doing so, it will cause the PBIS not to build schedules for the period of inactivity. Inspection program personnel are to enter any periods of inactivity as far in advance as possible.

IV. ESTABLISHMENTS OPERATING TWO DAYS A WEEK OR LESS

A. FSIS does not build PBIS schedules at establishments that have approved operating hours to operate two days or less per week. At such establishments, inspection program personnel are to perform procedures appropriate to the establishment’s food safety system and record the performance of the procedures into PBIS as unscheduled. Inspection program personnel are to perform sanitation procedures (01B and 01C) daily and other appropriate procedures at a ratio of 80% food safety procedures to 20% non-food safety procedures.

B. At establishments where FSIS does not build PBIS procedures’ schedules (i.e., establishments that operate two days a week or less), inspection program personnel are to:

1. review and update the PBIS establishment profile “status tab” and verify that there is not a check in the *Build PBIS Schedules* box unless otherwise instructed by supervisory personnel, and
2. add procedure code 07A01 to the appropriate establishment/shift ISP as set out in the PBIS Users Guide.

V. NEW RESULT CODES FOR ISP PROCEDURE CODE 07A01

At any meat or poultry establishment that has approved operating hours to operate two days or less per week, inspection program personnel are to enter ISP procedure code 07A01 once for each shift in the establishment’s approved operating hours during which they do not perform any unscheduled procedures at the establishment. Inspection program personnel will enter one of the following result codes under ISP procedure code 07A01 when they do not perform unscheduled procedures at the establishment:

1. “X (Plant not operating):” Inspection program personnel are to select this code when the establishment is not in operation that day or shift; that is, the plant is closed on an approved day/shift of operation.
2. “Y (No Process/Slaughter):” Inspection program personnel are to select this code on days when the establishment is not processing or slaughtering meat or poultry. That is, the establishment is operating but not producing amenable meat or poultry products under Federal inspection.
3. “Z (Not perform, other):” Inspection program personnel are to select this code when they do not perform procedures for reasons other than X and Y above.

Refer questions regarding this notice to the Policy Development Division through askFSIS at <http://askfsis.custhelp.com> or by telephone at 1-800-233-3935.

A handwritten signature in black ink, appearing to read "Amy S. Duffin". The signature is written in a cursive, flowing style.

Assistant Administrator
Office of Policy and Program Development