

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

FSIS NOTICE

58-12

9/14/12

SCHEDULING AND SUBMITTING LAB SAMPLES IN PHIS

I. PURPOSE

This notice provides instructions to inspection program personnel (IPP) concerning how to properly submit directed lab samples. In addition, this notice provides instructions to IPP concerning how to enter in-plant screening residue test results with tissue submission for confirmation and histopathology. These instructions are consistent with, and supplement the sample submission sections found in, [FSIS Directive 13,200.2, Performing Sampling Tasks in Official Establishment Using the Public Health Information System.](#)

II. BACKGROUND

A. FSIS distributed an All User Notice earlier this year that provided the following instructions:

1. IPP are to use the task list and task calendar when scheduling or collecting a directed sample and not the **Sample Management** navigation menu tab;
2. After collecting the directed sample, IPP are to click on the **Submit to Lab** button prior to printing the form; and
3. IPP are to use the **Animal Disposition** navigation menu tab for entry of in-plant residue results (both negative and positive) and for sample submission in response to positive in-plant test results.

B. Two common mistakes that result in FSIS laboratory employees discarding samples are 1) IPP failing to sign the paper copy of the submission form, and 2) IPP failing to submit the sample information electronically through PHIS in a timely manner. IPP are to pay particular attention to avoid these common mistakes.

C. Detailed instructions on scheduling and submitting lab samples are posted at InsideFSIS on the “Find PHIS Information” page.

D. As soon as possible after becoming aware of a sampling task, IPP are to schedule the sample collection on the calendar to reserve the necessary lab capacity. Doing so will provide IPP the most flexibility in determining when to collect the sample and will result in more even distribution of sampling throughout the month.

DISTRIBUTION: Electronic

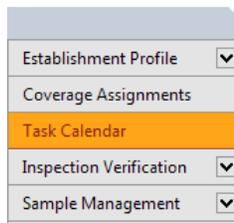
NOTICE EXPIRES: 10/1/13

OPI: OPPD

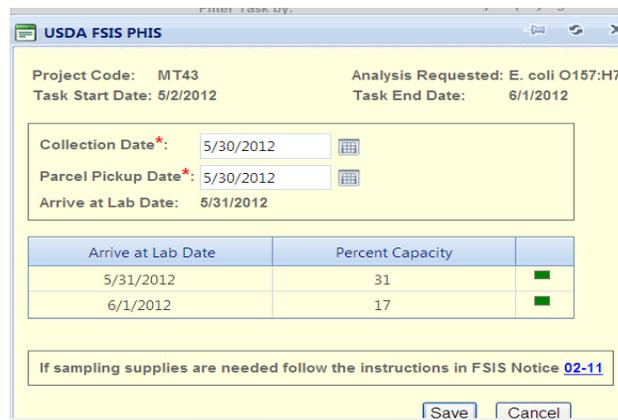
III. IPP RESPONSIBILITIES

A. For scheduling and submitting a directed lab sample, IPP are to:

1. Go to **Task Calendar** on the left navigation menu.



2. Go to Establishment Task List.
3. Select the correct assignment from the Assignments dropdown list.
4. Select the correct establishment from the Select Establishment dropdown list.
5. Select **Lab Sampling** from the Filter tasks by dropdown list.
6. Click **Add** to schedule a sample on your task calendar as soon as possible after becoming aware of the sampling task.
7. After the **Collection and Parcel Pickup** dates default to the current date, change the collection date and Parcel Pickup date, if needed. Make certain the window shows available lab capacity (number <100 and a green box). Click the **Save** button.



USDA FSIS PHIS

Project Code: MT43 Analysis Requested: E. coli O157:H7
Task Start Date: 5/2/2012 Task End Date: 6/1/2012

Collection Date*: 5/30/2012
Parcel Pickup Date*: 5/30/2012
Arrive at Lab Date: 5/31/2012

Arrive at Lab Date	Percent Capacity	
5/31/2012	31	■
6/1/2012	17	■

If sampling supplies are needed follow the instructions in FSIS Notice [02-11](#)

Save Cancel

8. After scheduling the sample, collect the sample.
9. After collecting the sample, right click on the task on the calendar and select **Document**. The Sample Collection popup window will open.
10. Enter all information on the **Sample Collection Data** tab. The Remarks box can be left blank. Click **Save and Continue**. The **Additional Info** tab is now displayed for completion of the questionnaire.

Sample Collection Data | Additional Info

MT43 Questions

Click a question to view the answer options. Click Save after each answer.

[2] Was plant management notified of this sample collection?

[3] Check one:

[4] Is the submitted sample beef or veal?

[5] How many pounds or product are represented by this sample (as determined from pre-shipment review records)? Enter numbers only.

[6] Pounds of ground beef this

2 Was plant management notified of this sample collection?

Yes

No

Save

Tip: To adjust the question pane on the left, hover over the vertical bar until you see a double-pointed arrow (<->), and then click. To collapse or expand the question pane, hover over the top inch of the vertical bar until you see a hand icon, and then click.

Submit to Lab | Go Back

11. After answering each question, scroll to the bottom and click **Save** before advancing to the next question. A green check indicates that the answer was saved. Answer all questions. **IMPORTANT:** Review all information on the form for accuracy. Changes **cannot** be made after submission.
12. Click **Submit to Lab** button to transmit the information. The application will return a message stating the sample collection data has been submitted to the lab. If you do not click **Submit to Lab**, the sample will be discarded.
13. Click **Print Form** at the top right of the window. Affix the sample seal label in the designated space at the top center of the printed form. **Sign and date** the printed form. Then, place this form in the shipping container with the sample.

U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE

Form ID:100176868

SAMPLE ANALYSIS REQUEST FORM

-- For Lab Use Only--

Place
Sample Seal
Label Here


100176868

COLLECTION INFORMATION

1. SAMPLE FORM ID: 100176868	7. ESTABLISHMENT ID: M31663
2. PROJECT CODE: MT60	8. ESTABLISHMENT NAME: US Foods, Inc. d/b/a Stock Yards Packing Company

SIGNATURE: _____ TITLE: _____ DATE: _____

FOR LABORATORY USE ONLY

Date Received	Analyst Code	Receipt Temperature	Not-Analyzed Code	Not-Analyzed Explain

14. Close the PHIS sample collection window by clicking "X" in the upper right corner. After the task has been scheduled and submitted, the **# sch** and **Done** columns of the **Establishment Task List** will both increase by one.

B. For entry of negative in-plant screening residue test results in PHIS, IPP are to:

1. Go to **Animal Disposition** on the left navigation menu.

- Go to **Establishment Reporting** to open the Establishment Reporting page.

- Enter the Establishment, correct date, shift, and type of product in the dropdowns. Either add a new disposition by clicking **Add Disposition Record** or edit a disposition already in the system. Click on **Edit** pencil icon for the disposition that will be edited. The **Daily Disposition Record Detail** page will open. Click on the **Add Lab Sample Collection** link. The **Sample Management-ADR Sample Collection** page will open.

- Select **KIS** from the Project Code dropdown, wait for the additional box to open.
- The day's date and tag number of the selected record will be displayed by default.
- Enter the residue case number, if there is a case number.
- In the Reason Code dropdown, select the correct reason for sampling.
- In the Result dropdown, select **Negative**.

9. Enter any other requested information.
10. Do not complete **Analyses and Select Sample** dropdown for a negative test.

Generate a Sample

Establishment*: M4593 - Shift 1 - Greenbrier Meat Company

Project Code*: KIS

KIS Test

Test Date*: 07/23/2012

Slaughter Sub-Class*: Steer

Tag #: MPD12345678

Case Number:

Reason Code*: Pneumonia

Result*: Negative

Comments:

Analyses:

Antibiotics (Kidney, Liver, Muscle)

Sulfonamides (Liver, Muscle)

Flunixin (Liver, Muscle)

Select Sample: Select One

11. Click the **Save** button. The **Sample Management-ADR Sample Collection** page is now opened. The top of the page reports “Your negative sample result has been recorded for reporting purposes. The results will not be sent to a lab.” Exit the system to enter results for another sub-class.

C. For entry of positive in-plant screening residue test results in PHIS, IPP are to:

1. Go to the **Animal Disposition** navigation menu tab.
2. Go to **Establishment Reporting** and start at the **Class Summary List**. Click on the **Edit** pencil to open the **Class Summary Information** page.

- Establishment Profile
- Coverage Assignments
- Task Calendar
- Inspection Verification
- Sample Management
- View Report
- Animal Disposition
- Establishment Reporting
- Weight Reporting

Class Summary List

Establishment: National Beef Packing - M21488

Date: 7/19/2012

Shift: Shift 1

[Add Inspected Slaughter](#) [Add Custom Slaughter](#)

Class	Type	Head Count	Edit	Delete	Condemn. Cert
Cattle	Inspected	0			

Go Back

- Click on the type of Sub-Class. The **Sub-Class Summary** page will open.

Sub-Class Summary

Establishment: National Beef Packing - M21488
 Date: 7/19/2012
 Shift: Shift 1
 Class: Cattle

Sub-Class*: [Print Condemn. Cert](#)

Head Count:

Live Weight: lbs

Dressed Weight: lbs

Weight Not Reported:

[Add Disposition Record](#) [Add Multiple Disposition Records](#)

	TagType	TagNumber	Condition	Disposition	Edit	Delete
Edit	U.S. Retained	MPD50832999	Injuries	Passed without Restriction		
Edit	U.S. Retained	MPD50854667	Misc. Inflammatory Diseases	Pending		
Edit	U.S. Retained	MPD50854660	Abscess/Pyemia	Passed without Restriction		
Edit	U.S. Retained	MPD50854085	Actinomycosis Actinobacillosis	Passed without Restriction		
Edit	U.S. Retained	MPD50832959	Pigmentary Conditions	Passed without Restriction		
Edit	U.S. Retained	MPD50855194	Abscess/Pyemia	Passed without Restriction		

- Either add a new disposition or edit a disposition already in the system. Click on **Edit** pencil icon for the disposition that will be edited. The **Daily Disposition Detail Record** page will open.

[Add Lab Sample Collection](#)

Sample Form	Project	Analyses	SampleType	Status	Collection Date	Inplant Code	Edit
No records to display.							

- Click on the **Add Lab Sample Collection** link, the **Sample Management-ADR Sample Collection** page opens.

- dar
- Verification
- Management
- rt
- osition
- ent Reporting
- porting
- riod

Generate a Sample

Establishment*:

Project Code*:

KIS Test

Test Date*:

Slaughter Sub-Class*:

Tag #:

Case Number:

Reason Code*:

Result*:

Comments:

Analyses*:

- Antibiotics (Kidney, Liver, Muscle)
- Sulfonamides (Liver, Muscle)
- Flunixin (Liver, Muscle)

Select Sample*:

- Select **KIS**. The day's date and tag number of the selected record will be displayed by default.
- Enter the requested information and select "positive" from the Result dropdown.

8. When the additional fields **Analyses** and **Select Sample** are presented, check the boxes for the appropriate analyses and sample.
9. Click the **Save and Continue** button. This takes the user to the **Sample Management-Sample Collection** page. Because the sample was positive, schedule sample collection.
10. Click **Schedule Sample** link and the **Schedule Lab Sample Task** (yellow box in previous section) pop-up window opens
11. After the **Collection and Parcel Pickup** dates default to the current date, change the collection date and Parcel Pickup date, if needed. Make certain the window shows available lab capacity (number <100 and a green box). Click the **Save** button.
12. Complete the required Collection Information and be certain the Seal # is entered correctly.

Herd/Flock Owner* :

Address* :

City* : State* : ZIP* :

13. Complete Animal Information fields with red asterisks. The address defaults to the establishment address. Update the address to the herd/owner's address. However, if the owner's address is not known at the time of sample collection, submit with the establishment's address because residues in tissues degrade over time. If producer information on violative results is determined later, it should be sent to Residue@fsis.usda.gov, faxed to 402-344-5008, or provided by phone to 800-233-3935.
14. Click **Submit to Lab** button. A message will display to open the **Additional Info** tab and complete the questionnaire.
15. Click on each individual question in the questionnaire, provide an answer, then click **Save** before proceeding to the next question. A green check icon is displayed indicating that the answer was successfully saved.
16. Answer all questions. If no tag number, enter "no tag."
17. Review all information on the form for accuracy. Changes **cannot** be made after submission
18. Click the **Submit to Lab** button when all questions are answered.

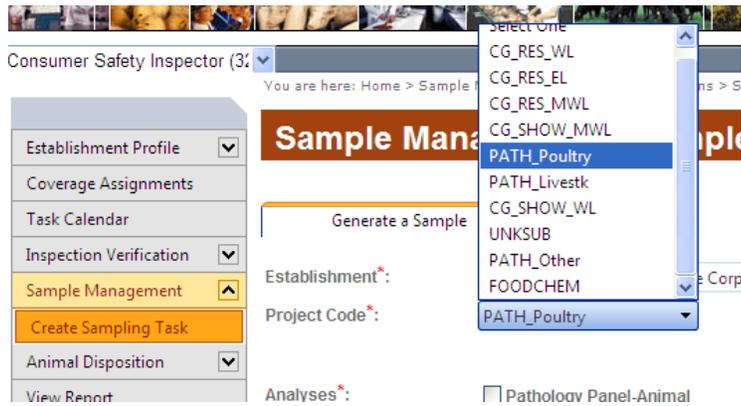
-- For Lab Use Only--	Place Sample Seal Label Here	 100207895	
COLLECTION INFORMATION			
1. SAMPLE FORM ID:	100207895	7. ESTABLISHMENT ID:	M21488
2. PROJECT CODE:	KIS	8. ESTABLISHMENT NAME:	National Beef Packing
3. SAMPLE SOURCE:	Animal-Cattle-Steer	9. COLLECTION DATE:	07/23/2012
4. ANALYSIS:	Antibiotics (Kidney, Liver, Muscle), Flunixin (Liver, Muscle), Sulfonamides (Liver, Muscle)	10. SHIPMENT DATE:	07/23/2012
		11. COLLECTOR NAME:	Carlos Gomez

19. Print a copy of the lab form, place the sample seal label in the designated area, **sign and date** the form, and submit with the sample tissues to the lab. Exit the system.

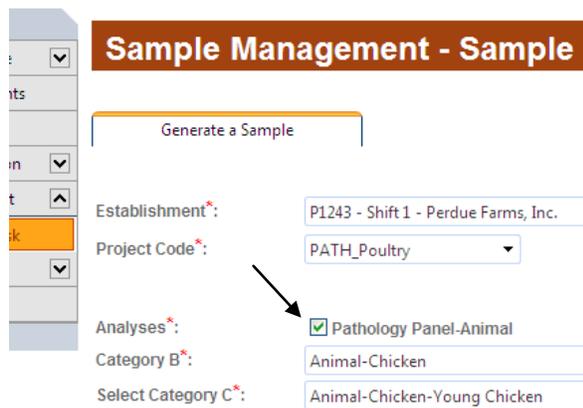
D. Submitting Livestock or Poultry Pathology Samples

NOTE: Livestock pathology samples are submitted through **Animal Disposition**. Poultry pathology samples are submitted through **Sample Management**.

1. To submit samples for Poultry pathology, IPP are to:
 - a. Go to **Sample Management** navigation menu; **Create Sampling Task**.
 - b. Select an establishment and select **PATH_Poultry** from the project codes.



2. Check the Pathology Panel-Animal box.
 - a. Select category B – appropriate species ;
 - b. Select Category C- specific type of species.
 - c. Wait until the **Sample Collection Data** tab loads



- d. The **Sample Management Data** tab appears. Follow the sample submission steps previously shown for the residue sample in C.10.

3. To submit samples for Livestock Pathology, IPP are to:
 - a. Go to **Animal Disposition** navigation menu.
 - b. Go to **Establishment Reporting**
 - c. Select the establishment, shift and meat. Click **Continue**.



- d. Click on the **Edit** pencil next to the inspected species to locate the specific animal (e.g. inspected cattle).

You are here: Home > Animal Disposition > Establishment Reporting > Class Summary List

Class Summary List

Establishment: Edgewood Locker, Inc - M27279P27279V27279
 Date: 5/1/2012
 Shift: Shift 1

[Add Inspected Slaughter](#) [Add Custom Slaughter](#)

Class	Type	Head Count	Edit	Delete	Condemn. Cert
Cattle	Inspected	11			
Cattle	Custom	5			
Swine	Custom	6			

Go Back

- e. Click on the **Edit** pencil to locate the specific animal.

Class Summary Information

Establishment: Edgewood Locker, Inc - M27279P27279V27279
 Date: 5/1/2012
 Shift: Shift 1

Class*: Cattle
 Head Count: 11 [APHIS Lab Sampling](#) [Print Condemn. Cert](#)

[Add Sub-Class](#)

Sub-Class	Head Count	Live Weight	Dressed Weight	Edit	Delete
Heifer	3		2212 lbs		
Steer	7		4862 lbs		
Beef Cow	1		727 lbs		

Go Back

- f. Select the **Add Disposition Record** for the specific animal after the **Sub-Class Summary** page loads.

Sub-Class Summary

Establishment: Edgewood Locker, Inc - M27279P27279V27279
 Date: 5/1/2012
 Shift: Shift 1
 Class: Cattle

Sub-Class*: Beef Cow [Print Condemn. Cert](#)

Head Count: 1
 Live Weight: lbs
 Dressed Weight: 727 lbs
 Weight Not Reported:

[Add Disposition Record](#) [Add Multiple Disposition Records](#)

TagType	TagNumber	Condition	Disposition	Edit	Delete
No records to display.					

Go Back Save Save & New

- g. Enter carcass specific information following the example below. Click the **Save** button.

Daily Disposition Record Detail

Establishment: Edgewood Locker, Inc - M27279P27279V27279
Date: 5/1/2012
Shift: Shift 1
Class: Cattle

Sub-Class*: Beef Cow
Tag Type*: U.S. Retained
Tag #: MPD12345678
Condition*: Pericarditis
Disposition*: Post-mortem Condemned
Narrative:

- h. Click on the **Edit** pencil to open the **Daily Disposition Record Detail** page. Click the **Save** button.

Sub-Class Summary

Establishment: Edgewood Locker, Inc - M27279P27279V27279
Date: 5/1/2012
Shift: Shift 1
Class: Cattle

Sub-Class*: Beef Cow [Print Condemn. Cert](#)
Head Count : 1
Live Weight: lbs
Dressed Weight: 727 lbs
Weight Not Reported:

[Add Disposition Record](#) [Add Multiple Disposition Records](#)

	TagType	TagNumber	Condition	Disposition	Edit	Delete
Edit	U.S. Retained	MPD12345678	Pericarditis	Post-mortem Condemned		

[Go Back](#) [Save](#) [Save & New](#)

- i. Click **Add Lab Sample Collection** link at the bottom of the **Daily Disposition Record Detail** page to continue the pathology sample collection process

Sub-Class*: Beef Cow

Tag Type*: U.S. Retained

Tag #: MPD12345678

Condition*: Pericarditis

Disposition*: Post-mortem Condemned

Narrative:

Negative In-Plant Test Templates

Project	Test Date	Tag Type	Disposition
No records to display.			

[Add Lab Sample Collection](#)

Sample Form	In-Plant Code	Collection Date	Reason	Test Date
No records to display.				

j. Select the **PATH Livestk** project code.

Sample Management -ADR Sample Collec

Generate a Sample

Establishment*: M27279 P27279 V27279 - Shift 1 - Edgewood

Project Code*: Select One

- CG_SHOW_MWL
- CG_SHOW_WL
- FAST
- CG_MexCat_EL
- CG_MexCat_WL
- CG_MexCat-MWL
- KIS
- PATH_Livestk**
- UNKSUB
- PATH_Other
- FOODCHEM

* = Required

6.034

- k. When the **Sample Submission Data** tab appears, complete all questions and follow the sample submission steps previously shown for the residue sample submission under C.10.

 Sample collection was saved successfully.

Generate a Sample Sample Collection Data Additional Info

Pathology-Meat Questions

Click a question to view the answer options. Click Save after each answer.

[1.] Indicate gender of animal:

[2.] Age of animal (enter numbers only):

[2a.] Age of animal provided in question 2 is in (check one):

[3.] If submitted tissue(s) are from cattle, was the animal 30 months of age or older?

[4.] Tissues submitted:

[5.1] Lymph nodes (specify):

Tip: To adjust the question pane on the left, hover over the vertical bar until you see a double-pointed arrow.

E. Cancelling a Directed Sampling Task

1. If the sampling task has already been scheduled on the task calendar, and IPP were unable to collect the sample within the collection window, or the sample was not sent to the lab, IPP are to cancel the task and:
 - a. Go to **Task Calendar** on the left navigation menu.
 - b. Go to Establishment Task Calendar.
 - c. Filter by the establishment.
 - d. Locate the sample on the calendar that you want to cancel.
 - e. Right click on the sample task scheduled on the calendar.
 - f. In the menu that pops up, select Document.
 - g. Click on the **Schedule Sample** link
 - h. Check **Cancel Task** checkbox
 - i. In the Select reason dropdown, select the correct reason for cancelling the sample.
 - j. Click the **Save** button.
 - k. In the Sample Collection Window, click the "X" in the upper right to close the window.

NOTE: If the collection window has not expired, the sampling task will be returned to the task list for rescheduling after it is cancelled from the task.

2. If the task has not been scheduled to the task calendar, IPP are to delete the task from the task list by following these instructions
 - a. Click on **Task Calendar** in the left navigation menu. Go to task list.
 - b. Select the correct assignment from the Assignments dropdown list.
 - c. Select the correct establishment from the Select Establishment dropdown list.
 - d. Select **Lab Sampling** from the Filter tasks dropdown list.
 - e. In the Cancel column, click on the Delete link.
 - f. In the "Please, Select Reason for Cancelling" dropdown, select the reason for cancelling the sampling task.
 - g. Click **Submit Task for Cancelling** button.
 - h. Sampling task no longer appears on the Establishment Task List.

F. Collecting a Sample in the Disconnected State

1. When Internet connectivity is limited or not available at an establishment, the disconnected state allows IPP to perform certain functions of the sample collection task. However, PHIS

cannot interact with the laboratory reservation system or transmit sample collection information to FSIS laboratories. IPP are to:

- a. Schedule the sampling task on the task calendar while connected to the Internet.
 - b. Determine when the establishment is likely to produce the product to be sampled.
 - c. Determine when there is time to return to a location with Internet connectivity to record and submit the sample information in PHIS.
 - d. Schedule sample collection when they are able to access an Internet connection, enter, and submit sample information in PHIS within 24 hours of sample shipment.
2. Before leaving an establishment with Internet connectivity to perform the sample collection at an establishment without connectivity, IPP are to:
- a. Open the scheduled sampling task in PHIS
 - b. Enter available information about the scheduled task
 - c. Print two copies of the sample form and take both copies to the establishment without connectivity
3. After arriving at an establishment without connectivity, IPP are to collect the sample and are to:
- a. Document any remaining necessary information by hand on both copies of the printed sample forms.
 - b. Sign one copy of the sample form and place it in the shipping container with the sample.
 - c. Close and seal the shipping container with the sample and signed sample form inside before leaving the establishment. Follow normal shipping instructions. Do not remove any unsealed shipping container with a sample in it from the establishment.
 - d. Keep the second sample form as a record of the sample collection information to be recorded in PHIS later.
4. IPP are to return to an establishment with connectivity **within 24 hours** and are to:
- a. Log into PHIS, select the sampling task, and document the sample information recorded by hand on the printed copy of the sample form.
 - b. Submit the sample information to the laboratory by clicking **Submit to Lab** upon completion of data entry.
 - c. This will indicate the sampling task as completed on the task calendar.

IV. DATA ANALYSIS

On at least an annual basis, the Data Analysis and Integration Group (DAIG) with the Office of Data Integration and Food Protection (ODIFP) will review PHIS data on scheduled sampling tasks to identify potential trends in completion rates and proper sample form submission as compared to the laboratory release of sample results. The ODIFP will also identify potential trends in nonresponse and discard rates on a bi-annual basis. Results will be shared with the Office of Field Operations (OFO) and the Office of Policy and Program Development (OPPD) to inform future FSIS guidance and policy.

V. QUESTIONS

Refer questions regarding this notice to the Policy Development Division (PDD) or Risk Innovations and Management Division (RIMD) through [askFSIS](#) or by telephone at 1-800-233-3935. When submitting a question, use the Submit a Question tab, and enter the following information in the fields provided:

Subject Field: Enter **FSIS Notice 58-12** or **Scheduling and Submitting Lab Samples in PHIS**
Question Field: Enter question with as much detail as possible.
Product Field: Select Sampling from the drop-down menu.
Category Field: Select Sampling from the drop-down menu.

Policy Arena: Select **Domestic (U.S.) Only** from the drop-down menu.

When all fields are complete, press the **Submit** button.

A handwritten signature in black ink that reads "Rachel A. Edelstein". The signature is written in a cursive style with a large, prominent 'R' and 'E'.

Acting Assistant Administrator
Office of Policy and Program Development