

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

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<h1 style="margin:0;">FSIS NOTICE</h1>	92-08	12/4/08
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**VERIFYING DATA IN THE IN-COMMERCE SYSTEM**

**I. PURPOSE**

This notice provides Office of Program Evaluation, Enforcement and Review (OPEER) Compliance and Investigation Division (CID) Investigators with instructions regarding the verification of assignment codes and other data entered into AssuranceNet, specifically the In-Commerce System and Firm Information Module.

**II. OVERVIEW**

On June 10, 2008, the Food Safety and Inspection Service (FSIS) began final user testing of the new, Web-based In-Commerce System. The In-Commerce System replaces a number of existing Agency systems, including the Planned Compliance Program (PCP) (FSIS Directive 8100.1), the internet-based Share Point application (FSIS Directive 5420.3), and the Compliance Daily Activity Report (DAR). OPEER personnel use the In-Commerce System to document and report compliance and enforcement activities, including surveillance and food defense reviews (FSIS Directives 8010.1, 5420.3), detention actions (FSIS Directive 8410.1), investigative activities (FSIS Directive 8010.2), evidence collection (FSIS Directive 8010.3), and case referral and disposition (FSIS Directive 8010.5). Office of Field Operations (OFO) and Office of International Affairs (OIA) personnel also use some aspects of the In-Commerce System.

On September 11, 2008, FSIS temporarily suspended the input of data into the In-Commerce System because final user testing determined cashing, connectivity, and file attachment and transfer technical issues. FSIS addressed the technical issues identified and resumed final user testing of the In-Commerce System on November 17, 2008.

**III. INSTRUCTIONS FOR CID INVESTIGATORS TO VERIFY DATA – POST USER TESTING SUSPENSION**

A. When CID Investigators are entering into the In-Commerce System data that

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are associated with surveillance, product control, investigations, or other activities, in accordance with FSIS Directives 5420.3, 8010.1 to 8010.5, and 8410.1, they are to:

1. search for the firm in the Firm Information Module, and
  2. verify that the assignment codes and name, address, responsible officials, and other information in the "Firm Information" component of the In-Commerce System are accurate.
- B. After they verify the accuracy of the information, CID Investigators are to access the Firm record through the "Firm Information" tab.
- C. If a record is found with inaccurate information, CID Investigators are to make the appropriate corrections/changes to the record.
- D. Upon completion of any corrections/changes to the record, CID Investigators are to document the changes that they made to the record in the Change History Tab.

Refer questions to the AssuranceNet HelpDesk at:  
[AssuranceNet.Help@OPEER@fsis.usda.gov](mailto:AssuranceNet.Help@OPEER@fsis.usda.gov).



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