

One Team, One Purpose



Food Safety and Inspection Service
Protecting Public Health and Preventing Foodborne Illness



How to Complete and Submit the SRT Using PHIS: Overview of Meeting



- What the Self-Reporting Tool (SRT) is
- Recent SRT Improvements
- How to Respond to the SRT
- Translation Procedures
- eAuthentication and Accessing the Food Safety and Inspection Service (FSIS) Public Health Information System (PHIS)
- How to Submit the SRT in PHIS

Thank you for your interest in learning how to complete the Self-Reporting Tool, or SRT, for initial, reinstatement, and ongoing equivalence. In this presentation I will first explain what the SRT is. Then I'll discuss recent improvements to the SRT. I'll next discuss how to complete and update the SRT. Following that, I'll discuss the Food Safety and Inspection Service's (FSIS) procedures for translating submitted SRT responses, programs, or supporting documentation into English and how it affects the review time. Next, I'll walk through how to become e-authenticated and gain access to the Public Health Information System (PHIS). Finally, I'll show you how to submit the SRT through PHIS.

How to Complete and Submit the SRT Using PHIS: What is the SRT?

What is the SRT?

For countries that have not exported meat, poultry, or egg products to the United States (US) before, you are probably wondering what the SRT is.

How to Complete and Submit the SRT Using PHIS: What is the SRT?

The **SRT** is a questionnaire that provides an organized means for the country's government to demonstrate that its inspection system achieves an equivalent level of protection.

The SRT is a questionnaire that provides an organized means for the country's government, or Central Competent Authority (CCA), to demonstrate that its inspection system achieves an equivalent level of public health protection as applied domestically in the US. The CCA is the country's national government authority that is responsible for ensuring the safety and truthful labeling of the food supply. The CCA is expected to answer all component questions in the SRT in order for an effective determination of equivalence.

How to Complete and Submit the SRT Using PHIS: What is the SRT?

SRT Components of a Food Safety Inspection System

1. Government Oversight
2. Government Statutory Authority and Food Safety and Other Consumer Protection Regulations
3. Government Sanitation
4. Government Hazard Analysis and Critical Control Point (HACCP) System
5. Government Chemical Residues Testing Programs
6. Government Microbiological Testing Programs

The SRT is arranged into six components that define a food safety inspection system. The six (6) defined components are:

1. Government Oversight (e.g., Organization and Administration)
2. Government Statutory Authority and Food Safety and Other Consumer Protection Regulations (e.g., Inspection System Operation, Product Standards and Labeling, and Humane Handling)
3. Government Sanitation
4. Government Hazard Analysis and Critical Control Point (HACCP) System
5. Government Chemical Residues Testing Programs
6. Government Microbiological Testing Programs

The questions under these six components are called component questions. The component questions are the food safety objective-based criteria that FSIS uses to determine equivalence in the form of a question. The food safety objective-criteria are based off of FSIS 's laws and regulations. This includes FSIS's Federal Meat Inspection Act (FMIA), Poultry Products Inspection Act (PPIA), Egg Products Inspection Act (EPIA), Humane Methods of Slaughter Act (HSMA), and Title 9 Code of Federal Regulations (CFR) Parts 300 through 590.

The CCA is expected to answer all component questions in the SRT in order for effective determination of equivalence.

How to Complete and Submit the SRT Using PHIS: What is PHIS?

- A comprehensive data analytics system
- Uses real time data to help identify food safety issues and trends
- FSIS maintains the CCA's SRT responses, including submitted supporting documentation in PHIS.
- Countries with access to PHIS can review and update SRT responses and supporting documentation 24/7.

How to Complete and Submit the SRT Using PHIS: How to Respond to the SRT

Point of Contact

All equivalence requests, SRTs and supporting documentation, and questions should be directed to FSIS's
Office of International Coordination

U.S. Department of Agriculture
Food Safety and Inspection Service
Office of International Coordination
1400 Independence Avenue, SW
Room 3143, South Building
Washington, DC 20250

Phone: (202) 708-9543

Fax: (202) 690-3856

E-mail: InternationalCoordination@fsis.usda.gov

Countries wishing to export meat, poultry, or egg products are to send a formal written request to FSIS's Office of International Coordination (OIC) to start the equivalence determination process. FSIS will then provide the country with a packet of information that includes a copy of the SRT and guidance materials to assist you with the equivalence process.

Countries wishing to reinstate previous equivalence determinations, or that want to change a procedure that the US has previously determined to be equivalent are to send a formal written request to OIC.

Written requests need to include the type of equivalence determination process (for example, initial or reinstatement), as well as the specific commodity (or commodities) the equivalence request is for. For example, reinstatement of equivalence for raw beef, or initial equivalence for heat treated and thermally processed poultry.

How to Complete and Submit the SRT Using PHIS:
Recent Improvements

Recent Improvements

As a result of helpful feedback from CCAs, FSIS has significantly improved the current version of the SRT.

How to Complete and Submit the SRT Using PHIS: Recent Improvements

- Revised the SRT to focus on food safety objectives
- The revised SRT is available in PHIS for countries to use



Specifically, FSIS significantly reduced the number of questions by revising the questions to focus on the food safety objective-based criteria to be achieved. Food safety objective-based criteria are the standards that FSIS uses to determine whether the country's food safety inspection system is equivalent. The component questions, that is, the questions listed under the six components in the SRT, are the food safety objective-based criteria that FSIS uses to determine equivalence in the form of a question.

These changes are designed to help countries better understand the food safety objective-based criteria that FSIS uses to evaluate whether the country's food safety inspection system is equivalent. These changes have also greatly reduced redundancy and make the questions more understandable. The revised SRT is available in PHIS for countries to use.

We will discuss later in this presentation how to gain access to PHIS, and the steps on how to complete and submit the SRT in PHIS.

How to Complete and Submit the SRT Using PHIS:
How to Respond to the SRT

How to Respond to the SRT

So, you have sent a formal request to FSIS's Office of International Coordination, and received a copy of the SRT to complete. How do you respond to the SRT?

How to Complete and Submit the SRT Using PHIS: How to Respond to the SRT

1. Provide complete responses to each component question.
2. Reference specific page numbers, section number, or chapter from the relevant supporting documentation.
3. Submit all relevant supporting documentation with completed SRT.



The questions under the six components are called component questions. The CCA is expected to answer all component questions in the SRT in order for an effective determination of equivalence. The CCA should provide complete responses to SRT questions. Complete responses include a short narrative, accompanied by supporting documentation, to characterize how a country's food safety inspection system is implemented. Responses should include references to where in the supporting documentation the answer to the question is found. For example, answers should include the page number, section number, or chapter from the relevant supporting documentation.

How to Complete and Submit the SRT Using PHIS: How to Respond to the SRT

Types of Supporting Documentation

- food safety and inspection laws and legislation
- regulations, policies, standards, decisions, annexes, and decrees
- inspection procedures, manuals, and directives
- control programs
- inspection training programs
- mechanisms for documenting compliance/noncompliance
- enforcement and compliance programs

The CCA should submit all supporting documentation concerning its food safety inspection system in the SRT.

The following list identifies types of supporting documentation that the CCA should provide in the SRT to show how its food safety inspection system is equivalent to the US domestic food safety inspection system.

How to Complete and Submit the SRT Using PHIS: How to Respond to the SRT

Submitting the SRT

1. Paper copies of a complete SRT and supporting documentation can be sent to FSIS's Office of International Coordination
 2. Uploaded into FSIS's web-based PHIS
- FSIS maintains all countries' SRT responses and submitted supporting documentation in PHIS
 - Paper submitted SRT and supporting documentation will be uploaded into PHIS

To submit the SRT with all applicable programs and supporting documentation, the CCA can either use the Microsoft Word version of the SRT or upload the information into the web-based PHIS. FSIS encourages countries to submit the information through PHIS by inserting the responses directly. If the Microsoft Word version is submitted to FSIS, FSIS then extracts the information and places it into an SRT in PHIS. Consequently, this extra handling may contribute to added error or missing information. In addition, to extract and upload the SRT responses and supporting documentation into PHIS, will delay the review process up to a couple of weeks if submitted in English.

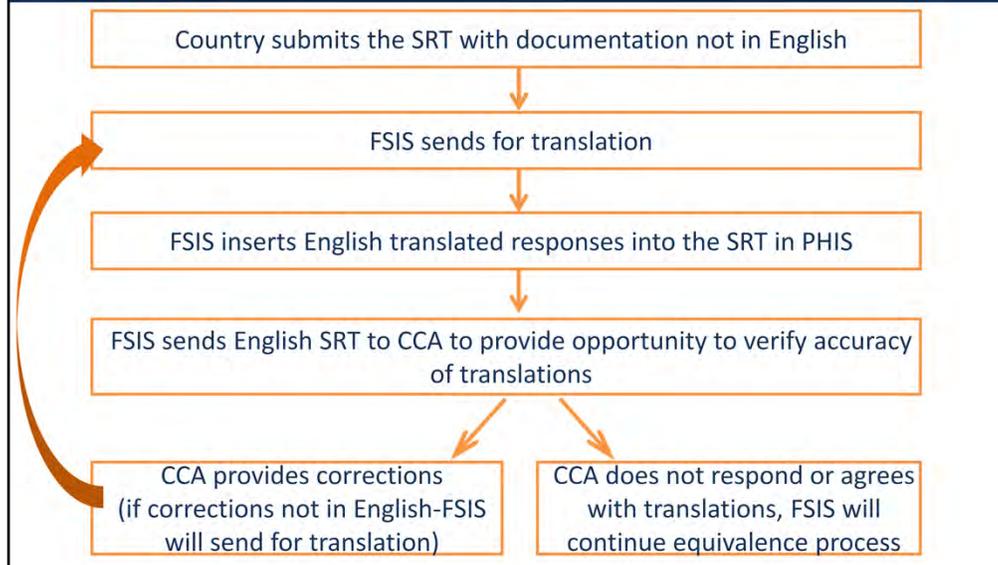
The benefits for using PHIS to submit the information includes an expedited SRT review, transparency, and security. To ensure an expedited review of a submitted SRT, particularly an SRT submitted in PHIS, FSIS encourages countries to submit SRT responses and supporting documentation in English.

How to Complete and Submit the SRT Using PHIS:
**Procedures for Verifying that Translations are
Accurate**

**Procedures for Verifying
that Translations are
Accurate**

FSIS acknowledges that most countries' native language is not English. However, to expedite the equivalence review process, FSIS encourages countries to submit SRT responses and supporting documentation in English through PHIS. If you submit an SRT and supporting documentation in a language in other than English, FSIS will have to have the information translated and then have the country verify that the translations are accurate. This can result in significant delays and possible errors.

How to Complete and Submit the SRT Using PHIS: Procedures for Verifying that Translations are Accurate



The following steps describe the process FSIS follows to ensure that translations are accurate.

1. First, the CCA submits the SRT and documents to FSIS in a language other than English.
2. Next, FSIS sends the SRT and documents for translation into English.
3. Upon receiving the translated SRT and documents, FSIS inserts the English translated SRT responses into the SRT in PHIS.
4. Next, FSIS provides the CCA the opportunity to verify the accuracy of the English translated SRT responses and documents.
5. Finally, the CCA responds to FSIS concerning the accuracy of the translated SRT and documents. If the CCA provides corrections to the translated SRT in a language other than English, FSIS will send the corrections for translation, and the process will start over until the CCA agrees with the translations.

FSIS maintains all countries SRT responses and submitted supporting documentation in PHIS. Through PHIS the CCA will have the opportunity to verify that the translated responses are accurately captured by FSIS in PHIS. For countries that submitted paper SRT

responses, the CCA will be provided an opportunity to verify a paper copy of the English translated SRT responses entered into PHIS. Note that by not communicating the SRT responses in English and by using a paper copy rather than PHIS for inputting SRT information by the CCA, the equivalence review process could be delayed by weeks and possibly months. Importantly, regardless of how the CCA manages the SRT, FSIS relies upon the PHIS English version of the SRT responses when making equivalence decisions. Countries are encouraged to gain access to PHIS in order to ensure completeness of documentation of the SRT.

How to Complete and Submit the SRT Using PHIS: **eAuthentication and Accessing PHIS**

eAuthentication and Accessing PHIS

I'll next discuss how to become e-authenticated and how to access PHIS which is available 24/7. As I said earlier, FSIS recommends that countries enter their SRT responses and upload documentation into PHIS to expedite the review process. However, even if countries do not enter their SRT responses into PHIS, FSIS relies upon the PHIS SRT responses for its equivalence evaluation. Thus, countries can view the information in PHIS 24/7.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS



PHIS Benefits

- Expedited SRT review process
- Transparency
- Security
- Can access 24/7

Federal Register <http://www.fsis.usda.gov/wps/wcm/connect/3d648d9c-4498-49ae-8a95-8adc4526deff/2014-0039.pdf?MOD=AJPERES>

The benefits for using PHIS include an expedited SRT review, transparency, and security. Countries that use PHIS to submit their SRT only need to review and affirm SRT responses or revise certain questions to reflect changes in their inspection system in order meet the annual deadline of May 18th to update the SRT. Also, participating countries will be able to log into PHIS at any time to view their SRT and its status.

Please refer to the Federal Register for more information about country access to PHIS (<http://www.fsis.usda.gov/wps/wcm/connect/3d648d9c-4498-49ae-8a95-8adc4526deff/2014-0039.pdf?MOD=AJPERES>).

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS

To start using PHIS to complete an SRT, your designated CCA official must complete the following three steps —

1. Complete the eAuthentication level 2 registration form
2. Have their identification verified by a Local Registration Authority (LRA)
3. Enroll in PHIS

Countries that do not already have access to PHIS and level 2 eAuthentication credentialing need to complete the following steps in order to start using PHIS to complete the SRT.

It is important to understand that the level 2 eAuthentication credentialing and PHIS enrollment are two separate processes. It is important to note that when the designated CCA official becomes level 2 eAuthentication credentialed, the PHIS enrollment process is not automatically initiated. As these processes are independent from one another, it will take time to complete both of these processes.

To start the level 2 eAuthentication credentialing process, a country first needs to identify a designated CCA official. This identified official will be responsible for entering the SRT responses and uploading supporting documents into PHIS. This official is responsible for first obtaining level 2 eAuthentication credentials, and then requesting to be enrolled in PHIS to complete the SRT.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS Step 1: Complete eAuthentication Registration Form

The screenshot shows a web browser window displaying the PHIS eAuthentication registration form. The page title is "Register for Your Account - Level 2". The breadcrumb trail indicates the user is in the "Account Request Form" section. The form is titled "Step 1 of 4 - Level 2 Access Account Registration". The instructions state that USDA customers should complete the information to create a USDA eAuthentication account and that personal information will be protected. A note specifies that all required fields are red and marked with an asterisk, and that the first and last name must be entered exactly as they appear on a government-issued photo ID. A warning note states that characters less than, greater than, and pipe are not allowed. The "User Information" section contains several required fields: First Name*, Middle Initial, Last Name*, Address*, City*, State* (a dropdown menu), Zip/Postal Code*, and Country* (a dropdown menu set to "United States"). A blue tooltip points to the First Name field with the text "Enter your first name as it appears on your current government issued picture ID." A callout box on the left contains the URL <http://1.usa.gov/1rbeFcl>.

To begin the process for obtaining level 2 eAuthentication credentialing, the country's designated CCA official first needs to complete the registration form at <http://1.usa.gov/1rbeFcl>.

After completing the form, the designated CCA official will receive a confirmation e-mail. Typically, this happens within an hour after submitting a complete form. The official **MUST** respond to the e-mail within 7 days of receiving the confirmation e-mail.

The designated CCA official will be asked to create a username and password. It is important to remember this username and password in order to log into PHIS.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS

Step 2: Verify Identity

- Contact Ms. Monica Marcelli at monica.marcelli@fsis.usda.gov or at **1 (202) 720-0473**
- If the designated CCA official is based in Washington, DC, or visiting Washington, DC:
 - Schedule appointment with an LRA to complete the credentialing process in Washington, DC
 - Must present a single form of government issued photo identification
- If the designated CCA official is not in the US, FSIS can make arrangements to complete the credentialing process while in country

Once your designated CCA official receives a confirmation e-mail and has responded to the confirmation e-mail, please contact Ms. Monica Marcelli with the Office of Policy and Program Development at monica.marcelli@fsis.usda.gov or 1 (202) 720-0473. Ms. Marcelli will help the designated CCA official to schedule the appointment with the LRA to verify his or her government issued photo identification. If the designated CCA official is based at an embassy in Washington DC, or visiting Washington DC, he or she can meet with the LRA at the United States Department of Agriculture building to complete the eAuthentication credentialing process. If the designated CCA official is not in the US, FSIS can make arrangements to complete the credentialing process while in country.

If your designated CCA official does not receive a confirmation e-mail within 24 hours after submitting the complete registration form, please contact Ms. Marcelli.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS

Step 3: Enroll in PHIS

- Visit <https://phis.fsis.usda.gov> to enroll in PHIS
- Login with your level 2 eAuthentication credentials

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

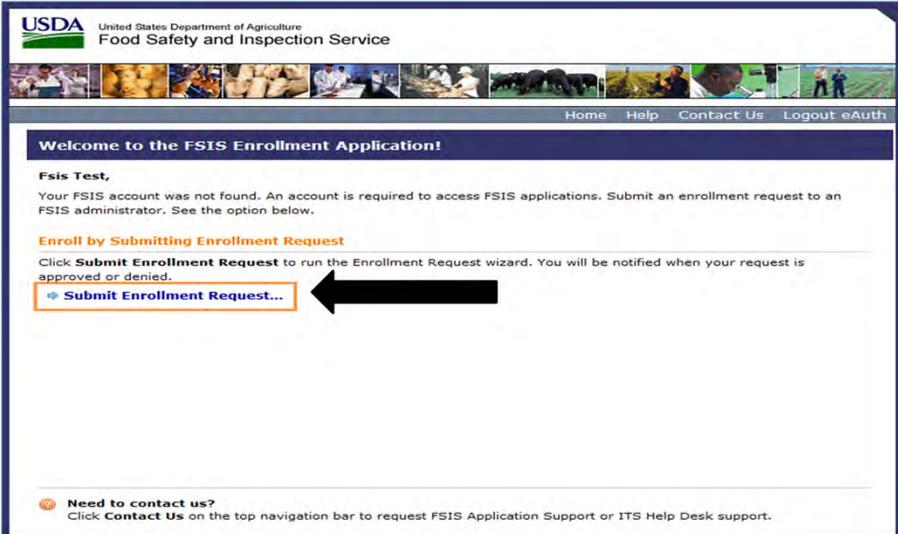
REGISTER LOGIN

Change my Password

Once your designated CCA official receives an e-mail confirming his or her level 2 eAuthentication credentials, he or she is now able to enroll in PHIS. To begin the PHIS enrollment process, open a web browser and go to <https://phis.fsis.usda.gov>. The eAuthentication login page will appear. Enter your level 2 eAuthentication username and password that the designated CCA official created while completing the level 2 eAuthentication form.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS

Step 3: Enroll in PHIS



USDA United States Department of Agriculture
Food Safety and Inspection Service

Home Help Contact Us Logout eAuth

Welcome to the FSIS Enrollment Application!

Fsis Test,
Your FSIS account was not found. An account is required to access FSIS applications. Submit an enrollment request to an FSIS administrator. See the option below.

Enroll by Submitting Enrollment Request

Click **Submit Enrollment Request** to run the Enrollment Request wizard. You will be notified when your request is approved or denied.

[Submit Enrollment Request...](#)

Need to contact us?
Click **Contact Us** on the top navigation bar to request FSIS Application Support or ITS Help Desk support.

On the Welcome to the FSIS Enrollment Application page, click **Submit Enrollment Request**.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS Step 3: Enroll in PHIS

USDA United States Department of Agriculture
Food Safety and Inspection Service

Home Help Contact Us Logout eAuth

F. Test

Enrollment

Welcome

Account Type
Primary Role
My Preferences
My Comments
Summary

The FSIS Enrollment Request Wizard (Step 1)

This wizard helps you prepare and submit your enrollment request.

Welcome to the FSIS Enrollment Request Wizard

The wizard helps you submit your enrollment request to an FSIS administrator. An administrator reviews each enrollment request and either approves or denies it. After the review process, you will receive an email notification.

Your progress through these steps will be displayed on the left side navigation menu.

Click **Next** to continue.
Click **Cancel** to exit the wizard. All modifications will be canceled.

Next >> Cancel

On the FSIS Enrollment Request Wizard (Step 1) page, click **Next**.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS

Step 3: Enroll in PHIS

USDA United States Department of Agriculture
Food Safety and Inspection Service

Home Help Contact Us Logout eAuth

F. Test

Enrollment

Welcome

Account Type

Primary Role

My Preferences

My Comments

Summary

The FSIS Enrollment Request Wizard (Step 2)

This wizard helps you prepare and submit your enrollment request.

Select Your Account Type

Select your account type.

* **Account Type:**

Description:

Domestic

Non-FSIS Federal Employee

Foreign Country

LSAS Submitter

<< Previous Next >>

On the FSIS Enrollment Request Wizard (Step 2) page, for the Account Type field, select Foreign Country from the drop-down list and click **Next**.

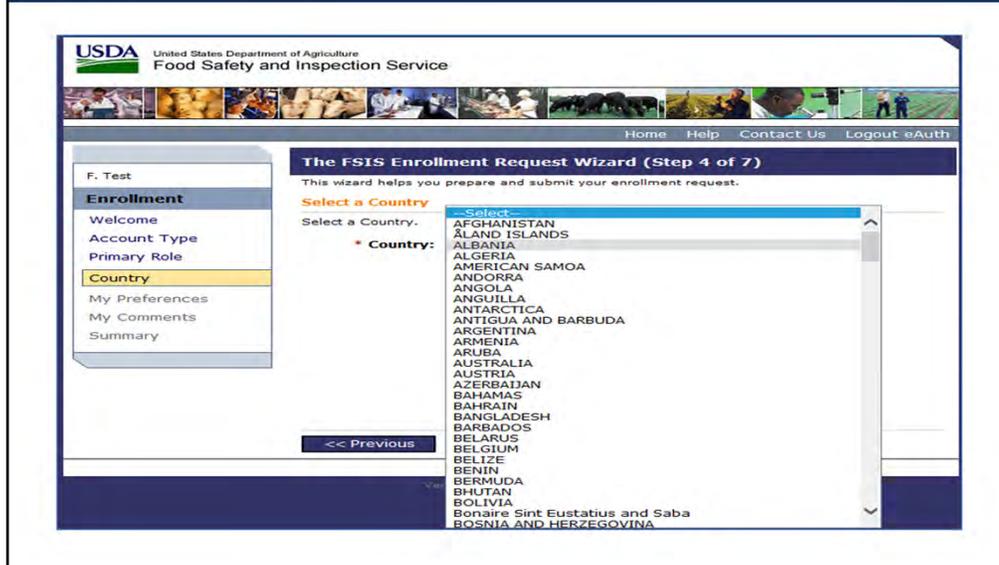
How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS

Step 3: Enroll in PHIS

The screenshot displays the 'The FSIS Enrollment Request Wizard (Step 3 of 7)' interface. The page header includes the USDA logo and 'United States Department of Agriculture Food Safety and Inspection Service'. A navigation bar contains links for 'Home', 'Help', 'Contact Us', and 'Logout eAuth'. A left sidebar menu lists options: 'F. Test', 'Enrollment', 'Welcome', 'Account Type', 'Primary Role' (highlighted), 'Country', 'My Preferences', 'My Comments', and 'Summary'. The main content area is titled 'The FSIS Enrollment Request Wizard (Step 3 of 7)' and contains the following text: 'This wizard helps you prepare and submit your enrollment request.' and 'Select Your Primary Role'. Below this, it says: 'Select or verify your primary business area and role. You may request or be assigned additional roles after approval. A role represents a set of permissions to perform various tasks or to access to various resources.' The 'Role' field is a dropdown menu with 'Central Competent Authority' selected. A red arrow labeled '1' points to this dropdown. Below the role field is a 'Description' field with the text 'Select a Role to see its description.' At the bottom of the wizard, there are two buttons: '<< Previous' and 'Next >>'. A red arrow labeled '2' points to the 'Next >>' button.

On the FSIS Enrollment Request Wizard (Step 3) page, for the Role field, select Central Competent Authority from the drop-down list and click **Next**.

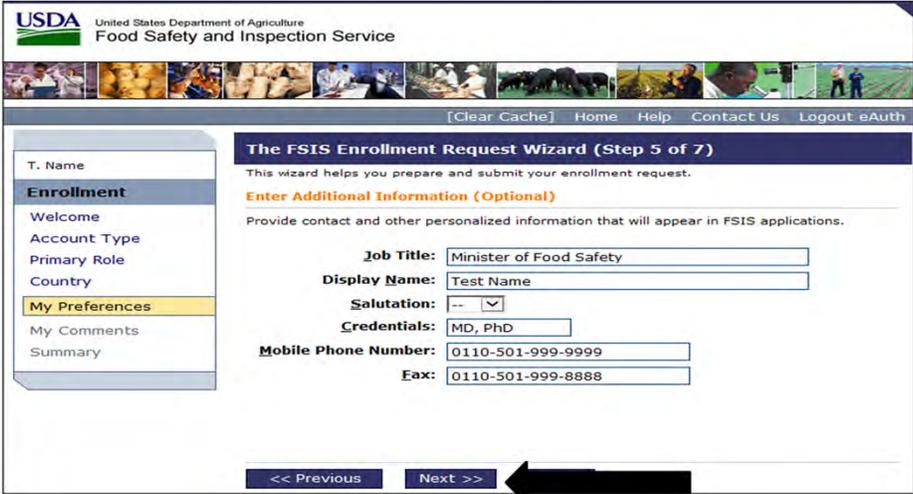
How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS Step 3: Enroll in PHIS



On the FSIS Enrollment Request Wizard (Step 4) page, for the Country field, select your country from the drop-down list and click **Next**.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS

Step 3: Enroll in PHIS



The screenshot displays the USDA Food Safety and Inspection Service (FSIS) website. The main content area is titled "The FSIS Enrollment Request Wizard (Step 5 of 7)". Below the title, it states "This wizard helps you prepare and submit your enrollment request." and "Enter Additional Information (Optional)". A sub-header reads "Provide contact and other personalized information that will appear in FSIS applications." The form contains several fields: "Job Title" (Minister of Food Safety), "Display Name" (Test Name), "Salutation" (a dropdown menu), "Credentials" (MD, PhD), "Mobile Phone Number" (0110-501-999-9999), and "Fax" (0110-501-999-8888). At the bottom, there are navigation buttons: "<< Previous" and "Next >>". A black arrow points to the "Next >>" button.

On the FSIS Enrollment Request Wizard (Step 5) page, complete any of the optional fields and click **Next**.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS

Step 3: Enroll in PHIS

The screenshot displays the USDA Food Safety and Inspection Service (FSIS) website. At the top, the USDA logo and "United States Department of Agriculture Food Safety and Inspection Service" are visible. Below the logo is a navigation bar with links for "Home", "Help", "Contact Us", and "Logout eAuth". A horizontal strip of small images shows various agricultural scenes. On the left side, there is a vertical menu with the following items: "F. Test", "Enrollment", "Welcome", "Account Type", "Primary Role", "Country", "My Preferences", "My Comments" (highlighted in yellow), and "Summary". The main content area is titled "The FSIS Enrollment Request Wizard (Step 6 of 7)". Below the title, it says "This wizard helps you prepare and submit your enrollment request." and "Add Comments (Optional)". A text box is provided for entering comments, with the instruction: "Enter any questions, comments, or additional information that would assist with your enrollment request." At the bottom of the page, there are two buttons: "<< Previous" and "Next >>". A black arrow points to the "Next >>" button.

On the FSIS Enrollment Request Wizard (Step 6) page, for the Comments field, type any additional information and click **Next**.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS Step 3: Enroll in PHIS

The screenshot shows the 'The FSIS Enrollment Request Wizard (Step 7 of 7)' page. The page title is 'The FSIS Enrollment Request Wizard (Step 7 of 7)'. The main heading is 'Enrollment Request Summary'. The page content includes:

- 1. User Information:** Full Name: Test, Fais; Email: fatestuser13@fsis.usda.gov; Work Phone: --
- 2. Account Information:** Account Type: Foreign Country; Role: Central Competent Authority
- 3. Country Information:** Country: BELIZE
- 4. Additional User Information:** Job Title: Country Representative; Display Name: Test Name; Mobile Phone: 011-501-999-9999; Fax: 011-501-888-8888; Solution: Ms.; Credentials: --
- 5. Requestor's Comments:** This section contains your comments which could help an administrator to process your request.

At the bottom of the page, there are two buttons: '<< Previous' and 'Finish'. A red arrow labeled '1' points to the 'Finish' button. Another red arrow labeled '2' points to the top navigation bar.

Once you have completed the Enrollment Request Wizard, steps 1 through 6, you are taken to an Enrollment Request Summary page. Review the information. If you need to edit the information, click Previous until you get to the desired page and edit the information. Otherwise, click **Finish** and then click **Logout eAuth**.

After you have submitted your enrollment request for PHIS, it will be reviewed by FSIS. You will receive a confirmation e-mail once your request has been approved. This typically happens within an hour. Upon receiving your confirmation e-mail, you can log in and begin using PHIS at <https://phis.fsis.usda.gov>.

If you do not receive a confirmation e-mail 24 hours after submitting your request, please contact Ms. Marcelli for assistance.

How to Complete and Submit the SRT Using PHIS: eAuthentication and Accessing PHIS Step 3: Enroll in PHIS

Key Points

- Please check junk e-mail for confirmation e-mails regarding level 2 eAuthentication credentialing and PHIS enrollment.
- Log into PHIS with your level 2 eAuthentication username and password at least every **60 days** to prevent your account from being disabled.
- Contact Ms. Monica Marcelli for assistance with eAuthentication and PHIS at monica.marcelli@fsis.usda.gov or at **1 (202) 720-0473**.
- Contact 1-800-457-3642 (Option 1) or eAuthHelpDesk@ftc.usda.gov if your eAuthentication account has become locked. You may be prompted to answer your security questions.

Please check junk e-mail for confirmation e-mails regarding level 2 eAuthentication credentialing and PHIS enrollment.

Log in to PHIS **at least every 60 days** to prevent your account from being disabled. If your designated CCA official's PHIS account becomes disabled, he or she must make sure that his or her level 2 eAuthentication password is up-to-date, and then contact Ms. Marcelli for further assistance.

For designated CCA officials that are enrolled in PHIS, FSIS will send reminder e-mails to log into PHIS. For security reasons, eAuthentication will occasionally prompt you to change your password. If it is time to change your password, the system will prompt you to change your password.

Failure to log into PHIS at least annually may result in loss of level 2 eAuthentication credentials. If the designated CCA official loses their level 2 eAuthentication credentials, they will need to complete the level 2 eAuthentication registration process again.

If the designated CCA official is not able to log into PHIS because he or she has locked the level 2 eAuthentication account by trying to enter his or her password too many times, please contact the eAuthentication Help Desk at 1-800-457-3642, and select Option 1 or e-mail eAuthHelpDesk@ftc.usda.gov. Your designated official may be prompted to answer security questions that he or she set up while completing the eAuthentication registration form.

Lastly, the USDA does not permit sharing accounts or passwords.

How to Complete and Submit the SRT Using PHIS:
How to Submit the SRT in PHIS

How to Submit the SRT in PHIS

Now that you (meaning the designated CCA official) have successfully received level 2 eAuthentication credentialing and are enrolled in PHIS, you can now log into PHIS and start to complete the SRT.

How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS

- Visit <https://phis.fsis.usda.gov> to log into PHIS
- Login with your level 2 eAuthentication credentials

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

REGISTER **LOGIN**

[Change my Password](#)

To log into PHIS, open a web browser and go to <https://phis.fsis.usda.gov>. Log into PHIS with your Level 2 eAuthentication user ID and password that you created while completing the level 2 eAuthentication registration form.

How to Complete and Submit the SRT Using PHIS:
How to Submit the SRT in PHIS

How to Submit the SRT in PHIS-
View Notifications on Your Dashboard

Once you're logged into PHIS, the first page you see is the Homepage. I'll refer to this as your **Dashboard**.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

View Notifications on Your Dashboard

The screenshot displays the PHIS dashboard interface. At the top, it features the USDA logo and the text 'United States Department of Agriculture Food Safety and Inspection Service' on the left, and 'Public Health Information System' on the right. Below this is a navigation bar with 'Home', 'About PHIS', 'My Profile', 'Help', and 'Sign Out'. A breadcrumb trail indicates 'You are here: Home > Dashboard'. On the left side, there is a 'Central Competent Authority' menu with options for 'SRT Survey' and 'Documents'. The main content area is titled 'Home' and contains a 'My Dashboard' section. This section displays 'SRT Notifications' in a table format.

	Equivalence	Inspection System	Year	SRT Status Updated By	SRT Status Updated Date	Status
<input type="checkbox"/>	Ongoing	Meat	2014		09/24/2014 01:21 PM	Sent Request
<input checked="" type="checkbox"/>	Initial	Meat	2014		07/14/2014 04:54 PM	Archived

Your dashboard contains a menu on the left side of the page and status notifications in the center. All designated officials are to have a PHIS user role of a **Central Competent Authority**. **My Dashboard** displays a history of all SRT Notifications for initial, or ongoing SRTs.

PHIS tracks the status of each country's SRT at the following points:

- **Sent Request** – FSIS has created a new version of an SRT for a country, but you have not made any edits yet.
- **With Country** – You have opened the SRT and answered at least one question or uploaded at least one document.
- **Submitted** – You have clicked Submit, but FSIS has not started the review process. You can continue to edit your SRT or upload additional documents during this phase.
- **Under Review** – FSIS has started reviewing the SRT. You can continue to edit your SRT or upload additional documents during this phase.
- **Under Review-Locked** – FSIS is reviewing the SRT and has locked the SRT. When an SRT is locked, you cannot make any changes to the SRT.
- **Archived** – FSIS has completed its review of the SRT and has archived the SRT. After an SRT is archived, you can no longer make any changes to the SRT.

All new status notifications are in **bold**. Once you have read a notification, you can mark it with a check mark. At that point, the status notification will no longer be in bold, so you can differentiate between read and unread notifications. Notifications appear on your

dashboard for **180 days** before they are removed.

NOTE: Blurred items on example screen shots are done to protect private information and will not appear when you view PHIS.

How to Complete and Submit the SRT Using PHIS:
How to Submit the SRT in PHIS

How to Submit the SRT in PHIS-
Answering SRT Questions

Next I will discuss how to respond to the SRT questions using PHIS.

How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS Answering SRT Questions

System	Reason	Status	SRT Status Updated By	SRT Status Updated	View	Info
Meat	Ongoing	Sent Request		9/24/2014 1:21 PM		
Meat	Initial	Archived		7/14/2014 4:54 PM		

Once FSIS receives a country's formal written initial equivalence request, an SRT will be generated in PHIS. FSIS will notify the country after the SRT has been created in PHIS.

Countries that already have equivalence for a specific commodity and are either wishing to update their SRT information or requesting initial equivalence for another commodity are to verify that the responses and the selected supporting documents in PHIS for the specific SRT questions are correct. If the responses or supporting documents no longer reflect the country's current food safety inspection system practices, then the country needs to update the responses and supporting documents.

To answer SRT questions, from the left menu, select **SRT Survey**.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Answering SRT Questions

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Central Competent Authority Home About PHIS My Profile Help Sign Out

You are here: Home > SRT Survey

SRT Survey
Documents

Country: **United States**

System	Reason	Status	SRT Status Updated By	SRT Status Updated	View	Info
Egg	Initial	Sent Request		5/31/2016 10:00 AM		

Clicking **SRT Survey** from your Dashboard (Homepage), you are brought to the SRT Survey page.

Select the **info icon** for each SRT to add commodity specific information.

Select the **view icon** for each SRT to complete or make changes to the SRT questions.

How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS Answering SRT Questions

The screenshot displays the 'SRT Information' window within the PHIS interface. The window title is 'SRT Information' and it contains the following fields and options:

- Country:** United States
- SRT Name:** ON_MSRT_2014_ United States
- Inspection System:** Meat
- Last Updated:** 07/19/2016
- Reason:** Ongoing

Below these fields are two selection lists:

- Select products to be exported:** A list of checkboxes for Beef, Veal, Goat, Horse, Lamb, Mutton, Pork (checked), Equine, other than horse, and Siluriformes - Other.
- Select process categories:** A list of checkboxes for Raw - Intact, Thermally Processed/Commercially Sterile, Not Heat Treated - Shelf Stable, Heat Treated - Shelf Stable, Fully Cooked - Not Shelf Stable (checked), Heat Treated - Not Fully Cooked - Not Shelf Stable (checked), Product with Secondary Inhibitors - Not Shelf Stable, Slaughter (checked), Eggs/Egg Products, and Egg Breaking.

At the bottom of the window is a text field labeled 'Additional Product Description'.

When the **info icon** is selected, the **SRT Information** window appears. Here you are to provide information related to the products and process categories relevant to the selected SRT.

To begin, **select products to be exported** and **select process categories** applicable to the SRT and add **Additional Product Description**, if necessary. For more information about the process categories and types of meat, poultry, or egg products that would fall under each process category, please review the *Product Categorization* guide which can be found on FSIS's website at <http://www.fsis.usda.gov/wps/wcm/connect/abbf595d-7fc7-4170-b7be-37f812882388/Product-Categorization.pdf?MOD=AJPERES>.

If information needs to be added or changed, do so and click **Save**. If you do not need to make any changes, click the **X** button in the top right corner and go to the next step. Clicking **Save** brings you back to the **SRT Survey** page.

NOTE: The options on this page vary based on the selected inspection system (meat, poultry, or egg products).

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Answering SRT Questions



The screenshot shows the PHIS SRT Survey interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture Food Safety and Inspection Service" and "Public Health Information System". Below this is a navigation bar with "Central Competent Authority" and "Home About PHIS My Profile Help Sign Out". A breadcrumb trail reads "You are here: Home > SRT Survey". The main content area is titled "SRT Survey" and shows "Country: United States". Below this is a table with the following data:

System	Reason	Status	SRT Status Updated By	SRT Status Updated	View	Info
Egg	Initial	Sent Request		5/31/2016 10:00 AM		

Two black arrows point upwards to the "View" and "Info" icons in the table row.

When you select the **view icon** for an SRT, the **SRT Survey Details** page appears.

How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS Answering SRT Questions

Country: **United States**
 SRT Name: IN_MSRT_2016_ **United States**
 Inspection System: Meat

Last Updated: 08/02/2016
 Reason: Initial

Components/Criteria/Questions

Government Oversight

The following questions are required and will be used to determine the equivalence with FSIS standards pertaining to government oversight.

Select How does the CCA ensure that the laws and regulations governing meat (including beef, veal, pork, lamb, mutton, goat, and fish of the order Siluriformes), poultry (including chickens, turkeys, ducks, geese, guineas, raites, or squabs), and egg products (including pasteurized and unpasteurized egg products) inspection are enforced? NOTE: The CCA is a country's national government authority who is responsible for ensuring the safety of the food supply. NOTE: Please identify the name of the CCA, and attach an organizational chart.

Select How does the CCA ensure all meat, poultry, and egg products for export to the US are certified, and not adulterated or misbranded?

Select How does the CCA ensure that the same set of laws, regulations, and policies are applied consistently to all certified establishments eligible to export to the US? NOTE: A certified establishment is an establishment that the CCA determines as meeting US requirements and, therefore, eligible to export meat, poultry, or egg products to the US. NOTE: Countries are required to notify FSIS when there are changes in the eligibility of certified establishments, and must confirm with FSIS at least annually (by May 18th) all certified establishments eligible to export to the US.

Select How does the CCA ensure that source meat, poultry, or egg products used in processing operations originates only from certified establishments in eligible countries? NOTE: An eligible country is a country that the US has already determined to have an equivalent meat, poultry, or egg product inspection system.

Equivalence Component Level

Equivalence Criteria Level (contains instructions)

SRT Question Level (questions contain criteria)

The **SRT Survey Details** page is a table of contents for the SRT. Expand the survey tree until you find the question you want to answer.

The survey tree is organized by the **Equivalence Component Level** (Government Oversight, Government Statutory Authority and Food Safety and Other Consumer Protection Regulations, Government Sanitation, Government Hazard Analysis and Critical Control Point (HACCP) Systems, Government Chemical Residues Testing Programs, and Government Microbiological Testing Programs). Within each component is the **Equivalence Criteria Level** that contains instructions on whether the SRT questions within that component are required or voluntary and the SRT Question Level. The **SRT Question Level** includes the questions that contain the criteria FSIS uses to evaluate the equivalence of a country's SRT response. Pictured here is an example of an expanded survey tree with all the levels expanded and the questions visible.

Answered SRT questions will display a green checked circle next to **Select** in front of the question. Click **Select** next to the SRT question that you want to answer, review, or update.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Answering SRT Questions

Government Oversight 1 Mark for review

How does the CCA ensure that the laws and regulations governing meat (including beef, veal, pork, lamb, mutton, goat, and fish of the order Siluriformes), poultry (including chickens, turkeys, ducks, geese, guineas, ratites, or squabs), and egg products (including pasteurized and unpasteurized egg products) inspection are enforced?

NOTE: The CCA is a country's national government authority who is responsible for ensuring the safety of the food supply.
NOTE: Please identify the name of the CCA, and attach an organizational chart.

* Enter your answer:

See attached response

Enter up to 5000 symbols.

[Top](#)

[+ Add Reference](#)

Title	File Name	View	Delete
No records to display.			

Scroll down to the Answer section and answer the question.

NOTE: The system is only able to save responses in languages with a letter based alphabet. At this time, the system is not able to save responses in languages that use a symbol-based script.

To respond to an SRT question in a language other than English, you need to reference a word or pdf document. I will discuss later how to upload and reference documentation. If you intend to reference a document that contains your SRT question response, please type in the textbox in English ***“See attached response.”***

How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS Answering SRT Questions

Level of Advancement 3 Mark for review

How does the CCA ensure that risk analysis and impact assessments are conducted on its food safety inspection system?

*This is a scoreable question.
It is an optional question. Select all that apply.*

[Reset Question]

Yes (Please explain)

No

NA

Enter up to 4000 symbols.

[Top](#)

[+ Add Reference](#)

Title	File Name	View	Delete
No records to display.			

[<< Previous](#) [Next >>](#) [Save & Close](#) [Reports...](#) [X Cancel](#) [Page No.:](#) [Go](#)

1...1

There are two categories of questions:

1. Required questions are marked with a red asterisk (*). If left unanswered, the system will not go to the next page until you answer all the required questions on the page.
2. Level of Advancement (LOA) are optional questions and are marked with the phrase **“This is a scoreable question. It is an optional question. Select all that apply.”**

Although these LOA questions are voluntary, a complete response by the CCA to these questions provides FSIS with more context as to how the design of the country’s inspection system functions beyond the minimum expectations to ensure food safety.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Answering SRT Questions

 The answer was not accepted: Answer text is required.

Government Oversight 1

Mark for review

How does the CCA ensure that the laws and regulations governing meat (including beef, veal, pork, lamb, mutton, goat, and fish of the order Siluriformes), poultry (including chickens, turkeys, ducks, geese, guineas, ratties, or squabs), and egg products (including pasteurized and unpasteurized egg products) inspection are enforced?

NOTE: The CCA is a country's national government authority who is responsible for ensuring the safety of the food supply.

NOTE: Please identify the name of the CCA, and attach an organizational chart.

* Enter your answer:

Enter up to 5000 symbols.

[Top](#)

[+ Add Reference](#)

Title	File Name	View	Delete
No records to display.			

If you try to move onto the next page in the SRT without answering all required SRT questions, an error message appears.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Answering SRT Questions

Government Oversight 1 Mark for review

How does the CCA ensure that the laws and regulations governing meat (including beef, veal, pork, lamb, mutton, goat, and fish of the order Siluriformes), poultry (including chickens, turkeys, ducks, geese, guineas, ratties, or squabs), and egg products (including pasteurized and unpasteurized egg products) inspection are enforced?

NOTE: The CCA is a country's national government authority who is responsible for ensuring the safety of the food supply.
NOTE: Please identify the name of the CCA, and attach an organizational chart.

* Enter your answer:

Need to enter a response.

Enter up to 5000 symbols.

+ Add Reference

Title	File Name	View	Delete
No records to display.			

[↑ Top](#)

To return to a specific question at a later time, select the **Mark for Review** checkbox. For required questions, **Mark for Review** must have something entered into the text box in order to move to the next page of the SRT. See example placeholder.

If you want to jump to the top of the page, select **↑Top**.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Answering SRT Questions

The screenshot shows the PHIS (Public Health Information System) interface for an SRT questionnaire. At the top, the USDA logo and 'United States Department of Agriculture Food Safety and Inspection Service' are displayed on the left, and 'Public Health Information System' is on the right. Below this is a navigation bar with links for 'Home', 'My Profile', 'Contact Us', and 'Sign Out'. The main content area is titled 'Questionnaire' and shows 'Page 16 (out of 18)'. It includes a '[SRT Import]' button. The questionnaire details are as follows:

Questionnaire: [CCA] CCA Questionnaire SRT V.2 (ver. 18)	Started on: 08/02/2016
Document: SRT 6EB92B5C-DCDB-40F4-8598-43677CE11542	Completed on: --
Status: In Progress, 0% complete	

An asterisk (*) denotes a required field.

At the top of each SRT questionnaire page is the following:

Questionnaire – the SRT Questionnaire version.

Document – a system generated document title.

Status – a progress tracker that identifies the percentage of SRT questions that have been responded to.

Started on – the date when the SRT was started (meaning when FSIS assigned the SRT to the country).

Completed on – the date when the SRT was completed (meaning **submitted** in PHIS).

How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS Answering SRT Questions

The screenshot displays a survey question within the PHIS system. The question is titled "Level of Advancement 3" and asks, "How does the CCA ensure that risk analysis and impact assessments are conducted on its food safety inspection system?". It includes instructions: "This is a scoreable question. It is an optional question. Select all that apply." and a "[Reset Question]" link. The answer options are radio buttons for "Yes (Please explain)", "No", and "NA". Below the options is a text input field with a "4000" character limit. A "Top" link is visible on the right. At the bottom, a navigation bar is highlighted with an orange box, containing buttons for "<< Previous", "Next >>", "Save & Close", "Reports...", "Cancel", and a "Page No." field with a "Go" button.

Once you are in the SRT survey, there are several different ways to navigate through the SRT survey. At the bottom of each SRT survey page, the following navigation options appear.

Click **Next** to go the next page of the SRT questionnaire. Clicking Next moves you to the next page in the survey and saves your answers on the current page.

Click **Previous** to move to the previous page.

Click the blue arrows to go to either the very first page, or the last page of the SRT with unanswered SRT questions.

Type in a page number in the designated **Page No.** box, then click **Go** to jump to a specific page in the SRT questionnaire.

Click the pdf **Reports** symbol to view a pdf copy of the SRT questionnaire and the populated responses to each SRT question that you have completed thus far.

Click **Cancel**, then **SRT Import** on the left side to return to the FSIS equivalence component and question survey tree.

When your are ready to exit, click **Save & Close** to save your SRT question responses and return to the Home page.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Answering SRT Questions

The screenshot shows the 'Questionnaire' interface in PHIS. At the top, there is a dark blue header with the title 'Questionnaire'. Below this, a 'Reports' tab is active, with a '[SRT Import]' link on the right. The main content area displays questionnaire details: 'Questionnaire: [CCA] CCA Questionnaire (ver. 13)', 'Document: SRT 3C8C7BF5-050A-4C3A-808D-1831A61BDCD4', and 'Status: In Progress, 16% complete'. To the right, it shows 'Started on: 06/06/2016' and 'Completed on: --'. Below the details, a message says 'Select an item from the following reports: Click **Go Back to Questionnaire** to return to the Questionnaire.' Two report options are listed: 'Full Questionnaire Report' (with a PDF icon) and 'In-Progress Questionnaire Report' (with a PDF icon). At the bottom left, a button labeled 'Go Back to Questionnaire' is highlighted with an orange border.

If you clicked the pdf **Reports** symbol to view a pdf copy of the SRT questionnaire, this page appears. To return to the SRT Questionnaire, click **Go Back to Questionnaire** at the bottom left corner of the page.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Answering SRT Questions

My Questionnaires

Navigation Notes.
Click the **SRT Import** menu item on the left to return to the SRT Import.
Click the **Requested Questionnaire** menu item to open the originally requested questionnaire.
Click the **My Questionnaires** menu item to review your in-progress questionnaires.

To open the questionnaire that you started this session with, click the **Requested Questionnaire** menu option.

My In-Progress Questionnaires (2)

	Started	Last Accessed	Questionnaire	
1	06/20/2016	06/20/2016	[SRT Import] SRT 5E0D998D-EF43-479D-857D-9C502904ECFE Questionnaire: [CCA] CCA Questionnaire (ver. 14)	Last Opened Questionnaire Open
2	09/17/2014	06/20/2016	[SRT Import] SRT 4C294982-099E-47DB-BA33-6ACC1B644FC0 Questionnaire: [CCA] CCA Questionnaire (ver. 14)	Open

[Top](#)

When you click **Cancel** or **Submit** your SRT questionnaire, this page appears.

To return to the SRT questionnaire that you were working on, click **Requested Questionnaire**.

To view and open “in-progress” SRT questionnaires (meaning SRT questionnaires that have not been submitted for review), click **My Questionnaires**.

To return to the SRT questionnaire equivalence component and question survey tree that you were currently working on, click **SRT Import**.

To return to your homepage, click on **FSIS Dashboard**.

All in-progress SRT questionnaires are listed in the center of your screen under **My In-Progress Questionnaires**. To access the first page of an In-Progress SRT questionnaire, select **Open** on the right hand side.

How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation

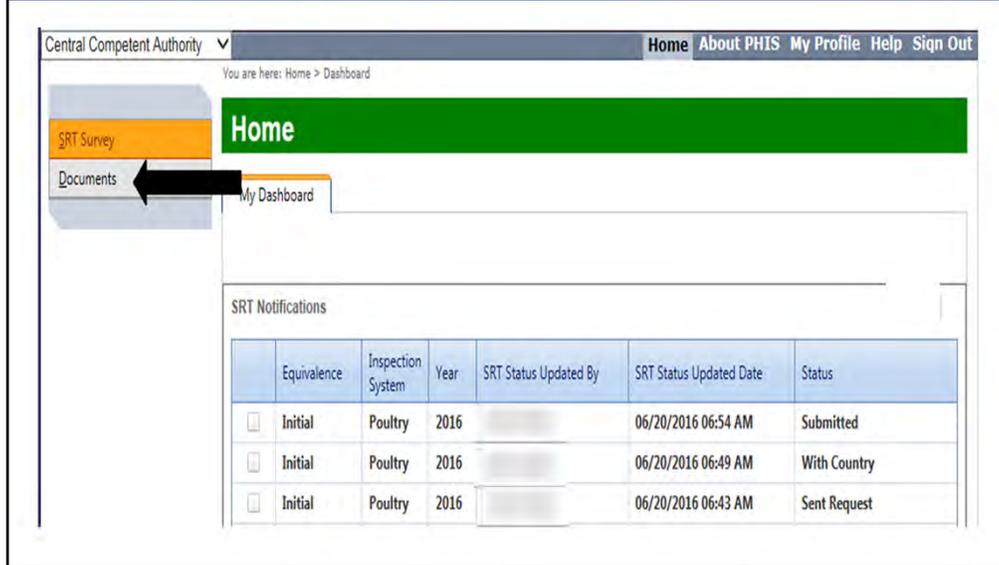
How to Include Supporting Documentation in Answer:

Step 1: Upload Supporting Documentation

**Step 2: Add a Reference to the supporting
documentation in the SRT Question**

A complete response to an SRT question should reference programs and supporting documentation. If a country does not provide all relevant programs and supporting documentation in its SRT submission, the review process takes longer. To expedite the review process, it is important that the country upload all programs and supporting documentation into PHIS and reference the supporting documentation as part of its answer to the relevant SRT question. The following steps demonstrate how to upload and reference programs and supporting documentation.

How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation Step 1: Upload Supporting Documentation

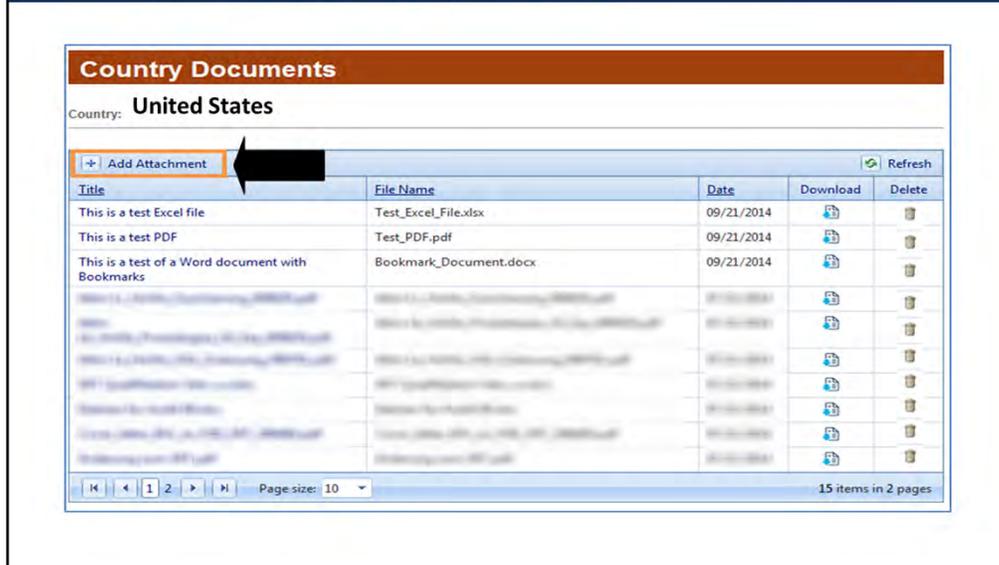


The screenshot shows the PHIS dashboard interface. At the top, there is a navigation bar with 'Central Competent Authority' and a dropdown menu, and links for 'Home', 'About PHIS', 'My Profile', 'Help', and 'Sign Out'. Below this, a breadcrumb trail reads 'You are here: Home > Dashboard'. The main content area has a green header with the word 'Home'. On the left side, there is a vertical menu with 'SRT Survey' and 'Documents'. A black arrow points to the 'Documents' menu item. Below the menu, there is a section titled 'SRT Notifications' containing a table with the following data:

	Equivalence	Inspection System	Year	SRT Status Updated By	SRT Status Updated Date	Status
<input type="checkbox"/>	Initial	Poultry	2016		06/20/2016 06:54 AM	Submitted
<input type="checkbox"/>	Initial	Poultry	2016		06/20/2016 06:49 AM	With Country
<input type="checkbox"/>	Initial	Poultry	2016		06/20/2016 06:43 AM	Sent Request

You'll first need to upload programs and supporting documentation in order to be able to reference them as part of your answer to an SRT question. To upload programs and supporting documentation, select **Documents** located on the left side on your dashboard.

How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation Step 1: Upload Supporting Documentation



This brings you to the **Country Documents** page. To add a document, preferably in Microsoft Word, Microsoft Excel, or pdf, click **Add Attachment**.

From this page, you can also download, view, or delete listed documents on the **Country Documents** page by selecting either the **download** icon or **trash can** icon next to the document.

NOTE: Example screen shots are intentionally blurred to protect private information. Screens will not appear blurry when you view PHIS.

How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation Step 1: Upload Supporting Documentation



Upload Documents

File size should not exceed 5 MB

File Name*: Browse...

Document Title*:

Upload Cancel

To add a document, scroll to the bottom of the page. In the **File Name** field, click **Browse**.

Locate the file you want to upload and click **Open**.

For the **Document Title** field, type a meaningful title.

Click **Upload**. It may take a few minutes for the document to upload. The page refreshes with the newly attached file in the grid. If the document does not appear after the page finishes loading, click **Refresh** and the document should appear.

If a document does not appear after clicking **Upload**, or you receive an error message, the file may be too large. Therefore, you may need to break up files over 5 MB into smaller files to be able to upload them into PHIS.

How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation Step 1: Upload Supporting Documentation

Central Competent Authority ▼ Home About PHIS My Profile Help Sign Out

You are here: Home > SRT Documents

[SRT Survey](#) ← **Country Documents**

[Documents](#)

Country: **United States**

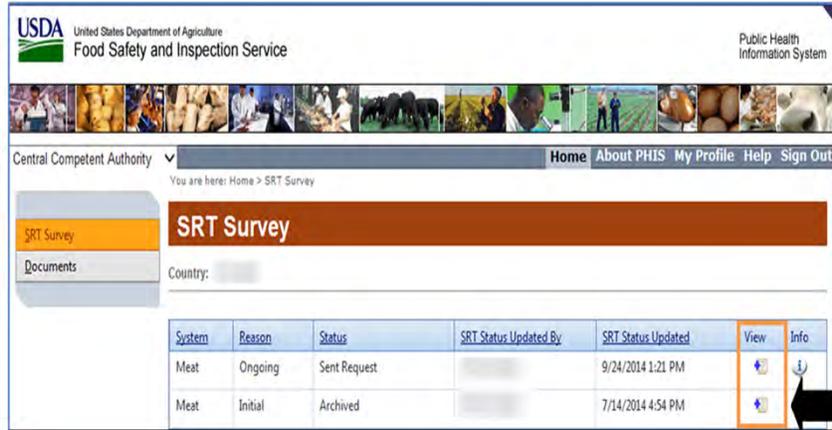
[+](#) Add Attachment Refresh

Title	File Name	Comments	Date	Download	Delete
A1 continued	A1 continued.docx		06/20/2016		
C7	C7 Continued.docx		06/20/2016		
Question D1	D1 continued.docx		06/20/2016		
Question M5	M5 Continued.docx		06/20/2016		

After you have uploaded all documents, click on **SRT Survey** on the left to return to the SRT. You're now ready for the second step, add a reference to the supporting documentation.

How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation

Step 2: Add a Reference to Supporting Documentation



The screenshot shows the PHIS SRT Survey page. At the top, there is a header for the USDA United States Department of Agriculture Food Safety and Inspection Service and the Public Health Information System. Below the header is a navigation bar with links for Home, About PHIS, My Profile, Help, and Sign Out. The main content area is titled "SRT Survey" and includes a "Country:" dropdown menu. Below the menu is a table with the following columns: System, Reason, Status, SRT Status Updated By, SRT Status Updated, View, and Info. The table contains two rows of data:

System	Reason	Status	SRT Status Updated By	SRT Status Updated	View	Info
Meat	Ongoing	Sent Request		9/24/2014 1:21 PM		
Meat	Initial	Archived		7/14/2014 4:54 PM		

A black arrow points to the "View" icon in the second row of the table.

This brings you to the **SRT Survey** page. Select the **View** icon next to the SRT that you want to add, update, or remove references to programs and supporting documentation.

How to Complete and Submit the SRT Using PHIS:

How to Include Supporting Documentation

Step 2: Add a Reference to Supporting Documentation

Government Oversight 1 Mark for review

How does the CCA ensure that the laws and regulations governing meat (including beef, veal, pork, lamb, mutton, goat, and fish of the order Siluriformes), poultry (including chickens, turkeys, ducks, geese, guineas, ratites, or squabs), and egg products (including pasteurized and unpasteurized egg products) inspection are enforced?

NOTE: The CCA is a country's national government authority who is responsible for ensuring the safety of the food supply.
NOTE: Please identify the name of the CCA, and attach an organizational chart.

* Enter your answer:

See attached response

Enter up to 5000 symbols. Top

+ Add Reference 

Title	File Name	View	Delete
No records to display.			

After your question loads, click **Add Reference** below the answer field. A grid appears with a list of all uploaded programs and supporting documents.

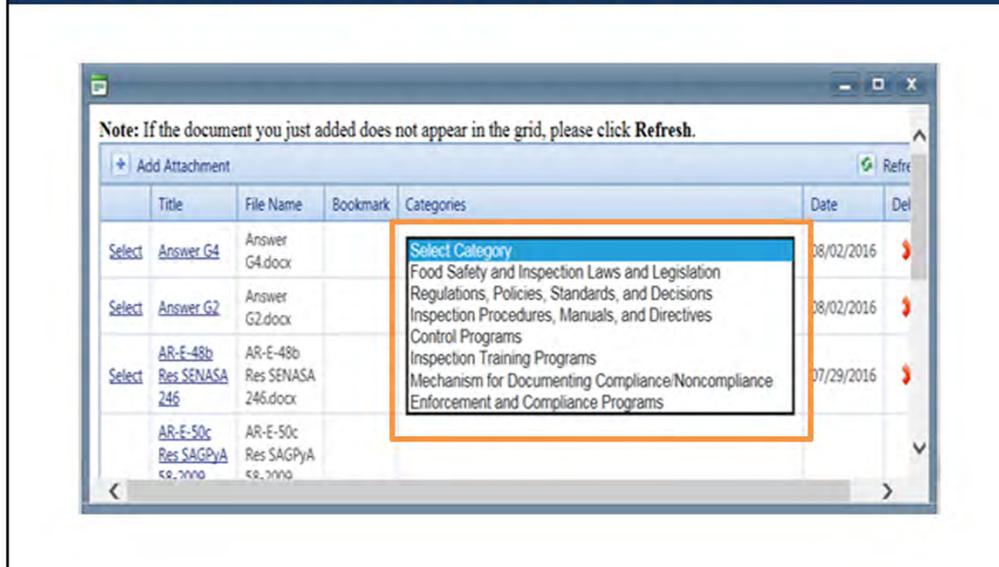
How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation Step 2: Add a Reference to Supporting Documentation

Note: If the document you just added does not appear in the grid, please click Refresh.

+ Add Attachment							Refresh
	Title	File Name	Bookmark	Categories	Date	Delete	
Select	Answer G4	Answer G4.docx		Select Category	08/02/2016	X	
Select	Answer G2	Answer G2.docx		Select Category	08/02/2016	X	
Select	AR-E-48b Res SENASA 246	AR-E-48b Res SENASA 246.docx		Select Category	07/29/2016	X	
	AR-E-50c Res SAGPyA 58-2009 Red Nacional de	AR-E-50c Res SAGPyA 58-2009 Red Nacional de					

Locate the document that you wish to reference.

How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation Step 2: Add a Reference to Supporting Documentation



Next, if applicable, select a **Category** that best describes the associated document.

NOTE: Countries can only add categories to documents that are referenced to an SRT question.

How to Complete and Submit the SRT Using PHIS: How to Include Supporting Documentation Step 2: Add a Reference to Supporting Documentation

Government Oversight 1 Mark for review

How does the CCA ensure that the laws and regulations governing meat (including beef, veal, pork, lamb, mutton, goat, and fish of the order Siluriformes), poultry (including chickens, turkeys, ducks, geese, guineas, ratties, or squabs), and egg products (including pasteurized and unpasteurized egg products) inspection are enforced?

NOTE: The CCA is a country's national government authority who is responsible for ensuring the safety of the food supply.
NOTE: Please identify the name of the CCA, and attach an organizational chart.

Enter your answer:

See attached response

File Name	Category (if applicable)
-----------	--------------------------

Enter up to 5000 symbols.

➕ Add Reference

Title	File Name	Download	Delete
A1 continued	A1 continued.docx, Table_O_Hierarchy [Food Safety and Inspection Laws]		

After clicking **Select**, the grid disappears and the Questionnaire page refreshes with the document appearing in the reference grid. The bookmark name for a selected bookmark appears after the file name. The category, if selected, appears in parentheses to the right of the file name in the grid.

To delete a referenced document, click the red **X** next to the document from this grid. This does not remove the document from PHIS. This action only deletes the reference between the document and that specific question.

How to Complete and Submit the SRT Using PHIS:
How to Submit the SRT in PHIS

How to Submit the SRT in PHIS

After you have responded to each question and referenced all relevant programs and supporting documentation in the SRT, you are now ready to submit the SRT to FSIS for review.

How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS

The screenshot displays the PHIS questionnaire interface. At the top, a dark blue header contains the title "How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS". Below this, a white panel shows the questionnaire details. A dark blue bar at the top of the panel is labeled "Questionnaire". Below it, a white bar indicates "Page 18 (out of 18)" and "[SRT Import]". The main content area shows the following information:

Questionnaire:	[CCA] CCA Questionnaire (ver. 15)	Started on:	06/22/2016
Document:	SRT 4BB7323E-9E41-41E4-87EB-F49445CF6285	Completed on:	--
Status:	In Progress, 100% complete		

At the bottom of the panel, a navigation bar contains several buttons: "<< Previous", "Next >>", "Save & Close", "Reports...", and "Cancel". The "Next >>" button is highlighted with an orange border, and a black arrow points upwards to it. To the right of the navigation bar, there is a "Page No.:" field with a dropdown menu showing "1...5" and a "Go" button.

Navigate to the last page of questions in the SRT questionnaire and click **Next**.

If you have marked questions for review, PHIS displays the **Questions Marked for Review** page with a grid of all the questions that were marked for review. If you do not have any questions marked for review, proceed.

How to Complete and Submit the SRT Using PHIS: How to Submit the SRT in PHIS

Questionnaire

Questions Marked for Review [SRT Import]

Questionnaire: [CCA] CCA Questionnaire (ver. 14)
Document: SRT 5E0D99BD-EF43-479D-857D-9C502904ECFE
Status: In Progress, 100% complete
Started on: 06/20/2016
Completed on: --

The questions below were marked for review. Click **Review** on the right to review a question. The Questionnaire will switch in the **Reviewing** mode automatically and you will navigate only between pages with marked questions. Regular mode will be restored automatically after you remove all marks or click **Cancel** under the header section.

Click **Continue** to ignore marks and proceed to the Questionnaire Submission page.

Remove All Marks

	Item Description	
1	<input checked="" type="checkbox"/> Question: Free Text [Government Oversight 2] How does the CCA ensure all meat, poultry, and egg products for export to the US are certified, and not adulterated or misbranded?	<input checked="" type="checkbox"/> Review
2	<input checked="" type="checkbox"/> Question: Free Text [Government Oversight 3] How does the CCA ensure that a single set of laws and regulations is used for all certified establishments for export to the US? DEFINITION: A certified establishment is an establishment eligible to export meat, poultry, or egg products to the US. ...	<input checked="" type="checkbox"/> Review
3	<input checked="" type="checkbox"/> Question: Free Text [Government Oversight 4] How does the CCA communicate US import requirements to certified establishments as they are issued; and how is this ensured?	<input checked="" type="checkbox"/> Review

To review a question, click **Review** in the far right column. PHIS opens the SRT on the page that contains the question under review.

Review your answer and make any necessary changes. Then uncheck the **Mark for Review** checkbox and click **Next**. PHIS opens the SRT at the next question that was marked for review. Repeat these steps until all checkmarks have been removed.

If you do not wish to review checked **Mark for Review** questions, then click **Remove All Marks** on this page.

After you have addressed all questions marked for review, click **Continue**.

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USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

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Submit Questionnaire

This is the "CCA Questionnaire" questionnaire for the "SRT D147F4D4-02F9-46B4-A017-73FCA521B1C1".

You are about to submit this questionnaire. Please note the following:

- The questionnaire is considered as **In Progress** until it is submitted. Answers cannot be modified in completed questionnaires unless you unlock it in the SRT Import application first.

Click **Close** to exit the questionnaire without submitting it. You can review answers and submit the questionnaire later.
Click **Submit** to submit the questionnaire.

[Back](#) [Submit](#) [Close](#)

PHIS Questionnaire | PHIS Home | FSIS Home | USDA Intranet | USDA Internet |
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

On the Submit Questionnaire page, click **Submit**.

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Food Safety and Inspection Service

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My Questionnaires

Navigation Notes.
Click the **SRT Import** menu item on the left to return to the SRT Import.
Click the **Requested Questionnaire** menu item to open the originally requested questionnaire.
Click the **My Questionnaires** menu item to review your in-progress questionnaires.

To open the questionnaire that you started this session with, click the **Requested Questionnaire** menu option.

My In-Progress Questionnaires (1)			
	Started	Last Accessed	Questionnaire
1	05/31/2016	05/31/2016	[SRT Import] SRT D147F4D4-02F9-46B4-A017-73FCA521B1C1 Questionnaire: [CCA] CCA Questionnaire (ver. 12) Last Opened Questionnaire Open

[Top](#)

PHIS Questionnaire | PHIS Home | FSIS Home | USDA Intranet | USDA Internet |
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Congratulations! You have successfully submitted the SRT in PHIS. At this point, the SRT is submitted to FSIS for review. Please notify OIC after you have submitted the SRT. You can monitor the status notification changes made to your SRT during the review process on your dashboard.

Clicking **Submit** brings you to the **My Questionnaires** page.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Key Points

Key Points

- PHIS is a live system, and times out after 30 minutes of no use. This means that you need to save your responses frequently.
- To save responses, click **Next**, or **Save and Close**.
- All questions with a (*) need a response.
- First, upload programs and supporting documents to the **Documents** tab. Then, for each relevant question, **Select** applicable programs and supporting documents.

How to Complete and Submit the SRT Using PHIS:

How to Submit the SRT in PHIS

Point of Contact

Point of Contact

All equivalence requests, SRTs and supporting documentation, and questions should be directed to FSIS's
Office of International Coordination

U.S. Department of Agriculture
Food Safety and Inspection Service
Office of International Coordination
1400 Independence Avenue, SW
Room 3143, South Building
Washington, DC 20250

Phone: (202) 708-9543

Fax: (202) 690-3856

E-mail: InternationalCoordination@fsis.usda.gov

Countries are to contact FSIS's Office of International Coordination for:

1. All questions and requests for technical assistance,
2. To submit formal equivalence requests,
3. To submit a paper copy of an SRT and supporting documentation for review, or
4. To notify FSIS that an SRT was submitted in PHIS.

How to Complete and Submit the SRT Using PHIS:
Questions

