Food Safety and Inspection Service (FSIS)
United States Department of Agriculture (USDA)

Adulterated Product Monitoring Inquiries User Guide for Industry Users

Public Health Information System

PHIS 12.3.2 Release

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Table of Contents

Table of Figures

1. Introduction

The *APM Inquiries User Guide for Industry Users* provides detailed step-by-step instructions on performing all actions within the APM Inquiries module. This resource provides guidance on creating Industry Report of Adulteration (IRA) cases.

It is important to note that Agency personnel are unable to view cases created by Industry in Draft status. The Industry user submitting the case must **Submit** the IRA to the system to fulfill the regulatory requirements for notification. In addition, the APM system will delete any Draft cases that are not submitted for review within two calendar days.

2. Sign In and Out of the APM System

2.1. Sign In to the APM System

You can sign in to APM by entering the direct APM URL in the browser or entering the PHIS URL and selecting **APM > Inquiries** from the left navigation menu. The Industry roles which have access to APM are Plant Management and Corporate Management.

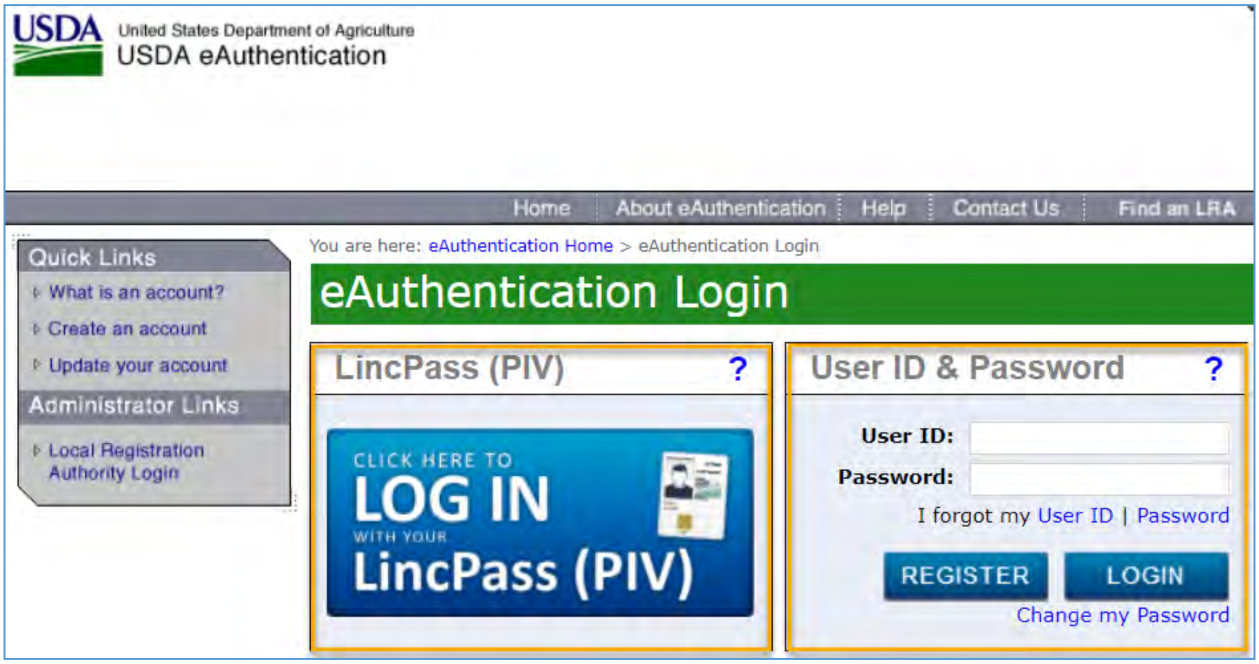

Figure 1: eAuthentication Login page

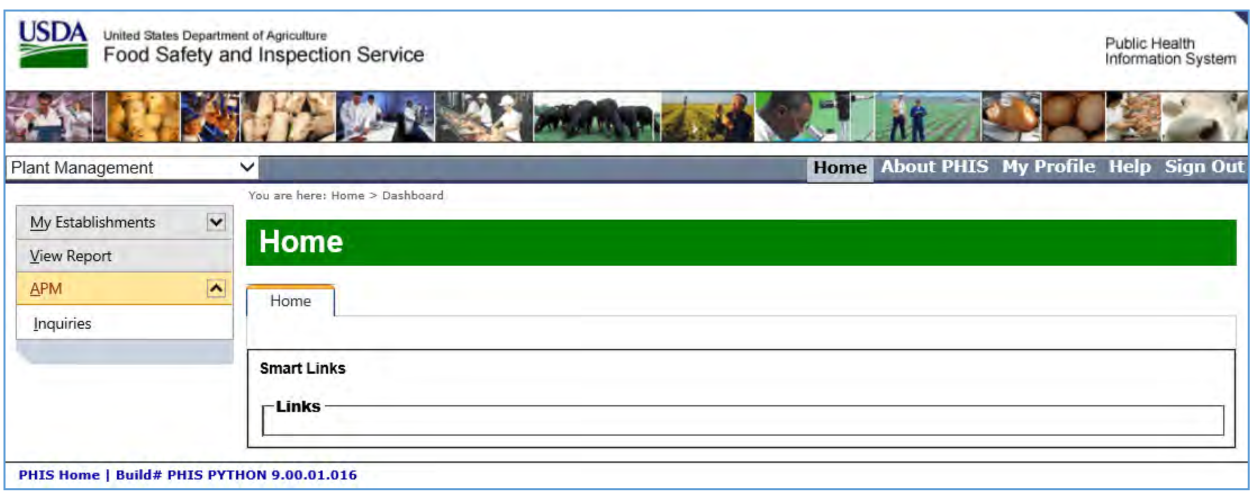

Figure 2: PHIS Homepage

You can access authorized Inquiry cases from the Reports of Adulteration or Misbranding page. This page is the first page you see after you login to APM.

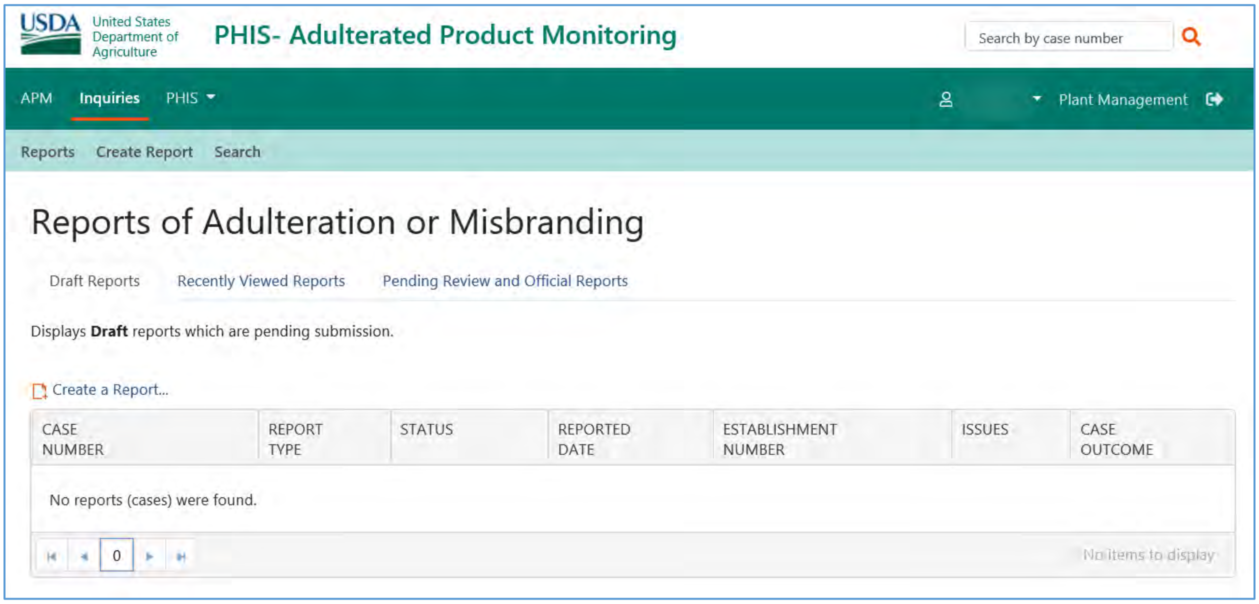

Figure 3: Inquiries > Reports page

Item	Name	Notes
1	Draft Reports	Displays all the draft IRA-IP and IRA cases that the user has created or has access
2	Recently Viewed Reports	Displays the fifteen most recently accessed cases by the user
3	Pending Review and Official Reports	Displays all the cases that the user has access to

2.2. Sign Out of the APM System

You can sign out of the APM system by selecting the **Sign Out** icon or by choosing **Sign Out** from the user profile dropdown.

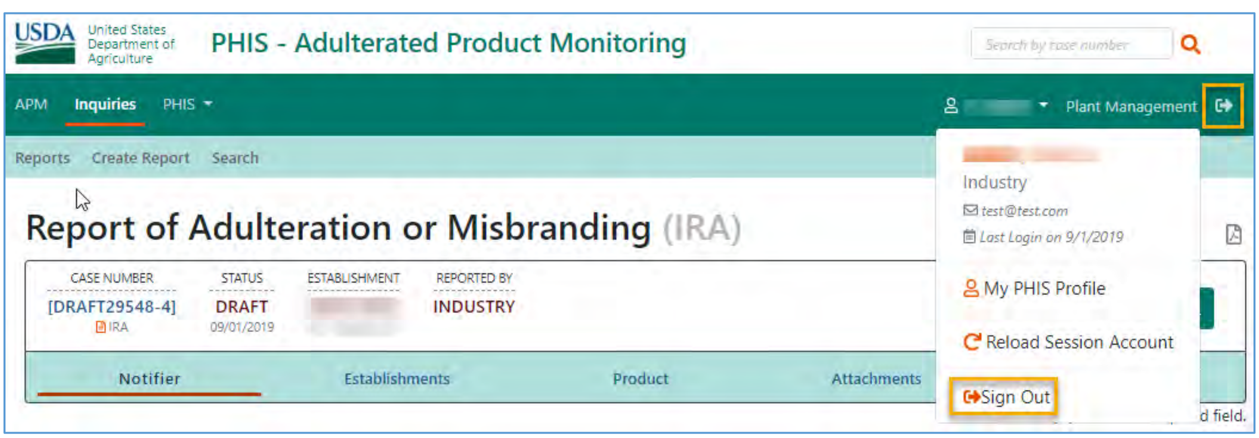

Figure 4: Sign Out action

3. Search and View Existing IRA Cases

You can view existing IRA cases from selecting any of the options on the Reports of Adulteration or Misbranding page.

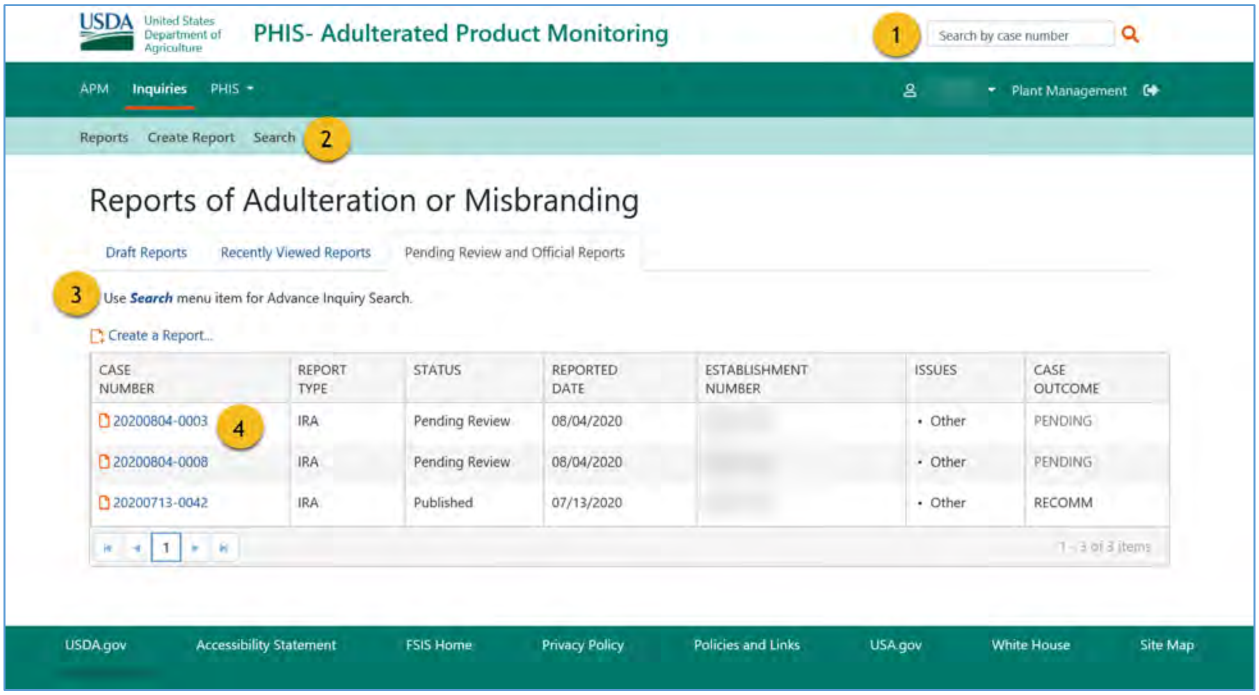

Figure 5: Search and View IRA cases

Item	Notes
1	Entering the case number in the top right corner of any APM page and selecting the **Search** icon to the right of the Search field
2	Selecting the **Search** option from the second-level menu
3	Selecting **Search** link above the results grid in the Pending Review and Official Reports tab
4	Selecting the case number on the Reports of Adulteration or Misbranding page

3.1. Reports

The Reports page is the default landing page when the Inquiries menu item is selected. This page has three subtabs:

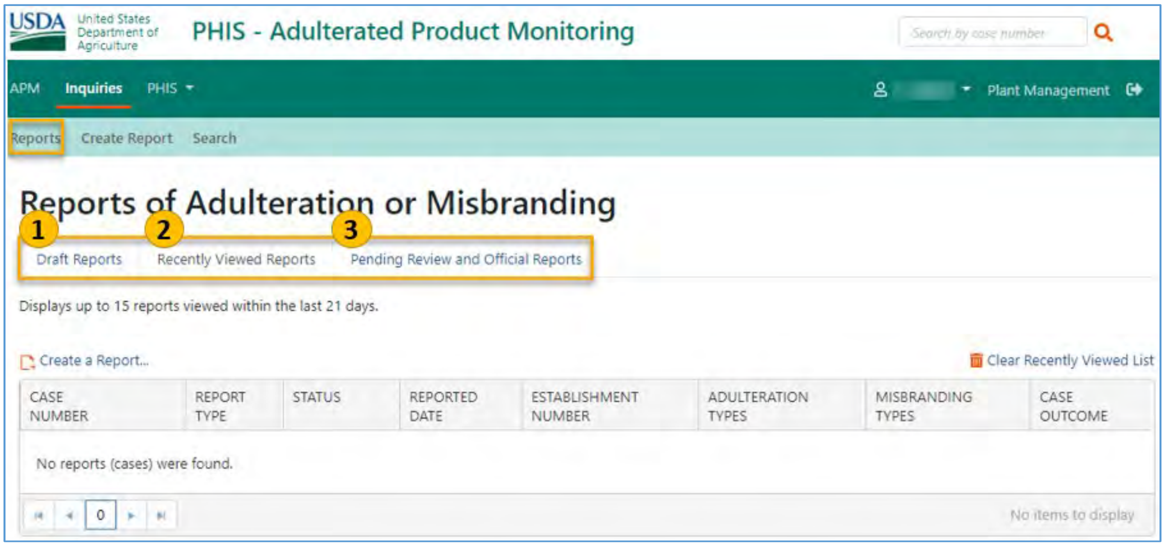

Figure 6: Inquiries Reports page

Tab Name	Notes
Draft Reports	Displays all the draft IRA cases that you have created
Recently Viewed Reports	Displays the fifteen most recently accessed cases by you
Pending Review and Official Reports	Displays all the submitted cases that you have access to, along with filters to help narrow the search results

3.2. Search and View Existing IRA Cases

The Search page allows you to search for IRA cases by entering the desired parameters and selecting **Search**. The system displays the search results in a grid and selecting the hyperlinked case number opens the case in read-only or editable format depending on your access.

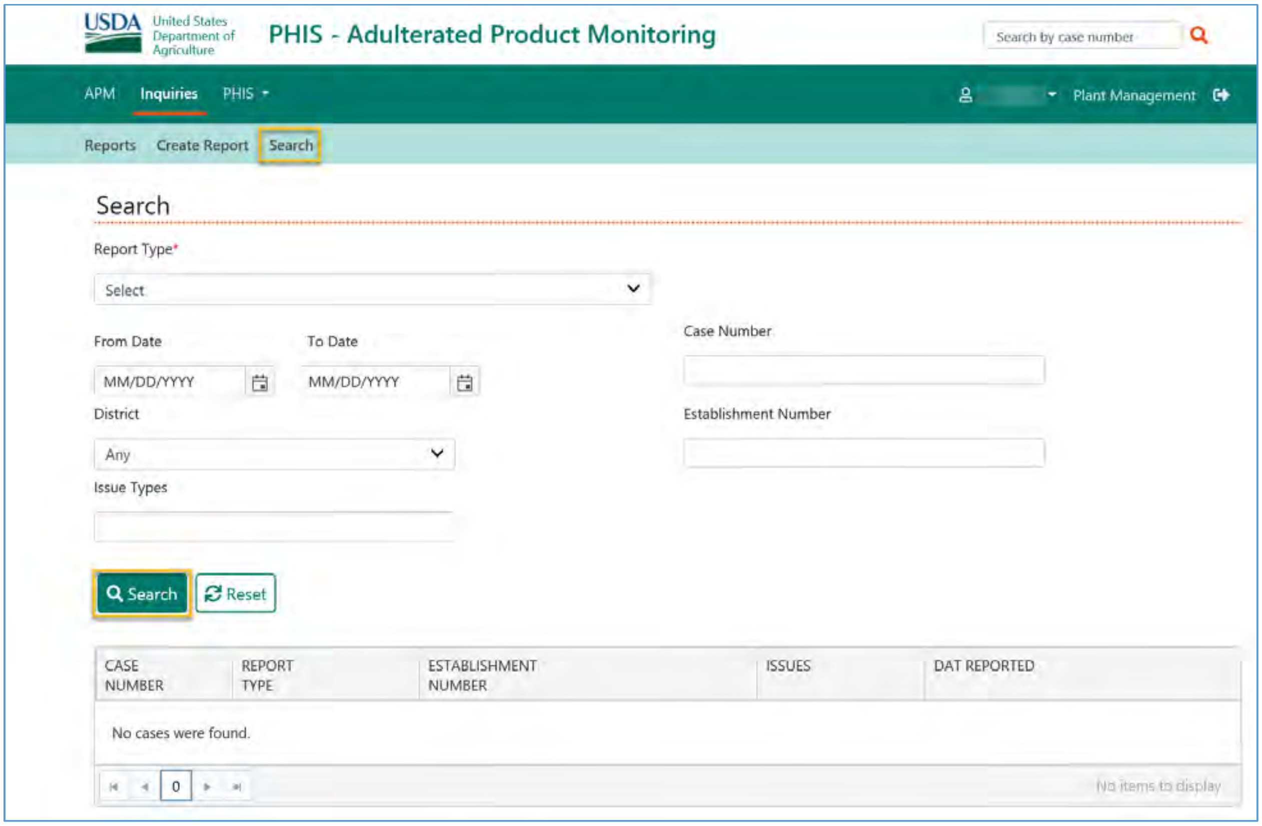

Figure 7: Inquiries Search page

4. Industry Report of Adulteration (IRA) Case

4.1. Creating IRA Case

Follow these steps to create an IRA case in APM:

1. From the second-level menu, select **Create Report**.

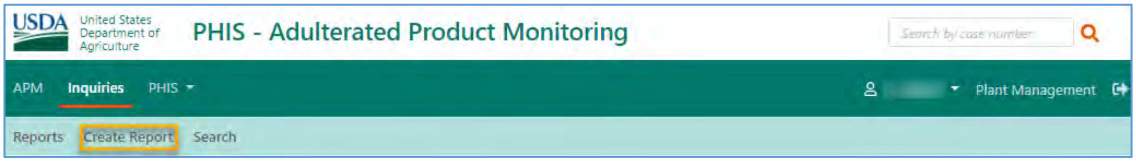

Figure 8: Create Report menu item

2. In the IRA (Industry Report of Adulteration) section, select **Create Report**.

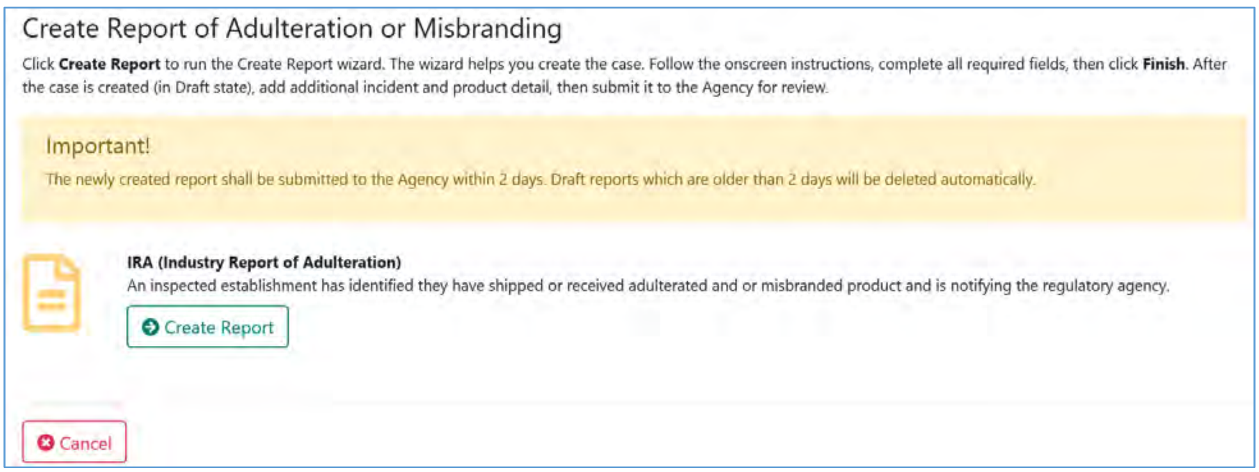

Figure 9: Create Report page

3. The IRA report creation wizard is displayed. The wizard contains these pages:
   - Notifier Information
   - Receiving Establishment
   - Summary

   You can navigate between these pages by selecting **Next/Previous** or by selecting the tabs.

4. The Notifier Information is the first page of the IRA report creation wizard. Select the appropriate **Role** for your establilshment.

   You need to complete the Phone Number field before you can navigate to the next page. The system auto-fills the First Name and Last Name fields based on your login information.

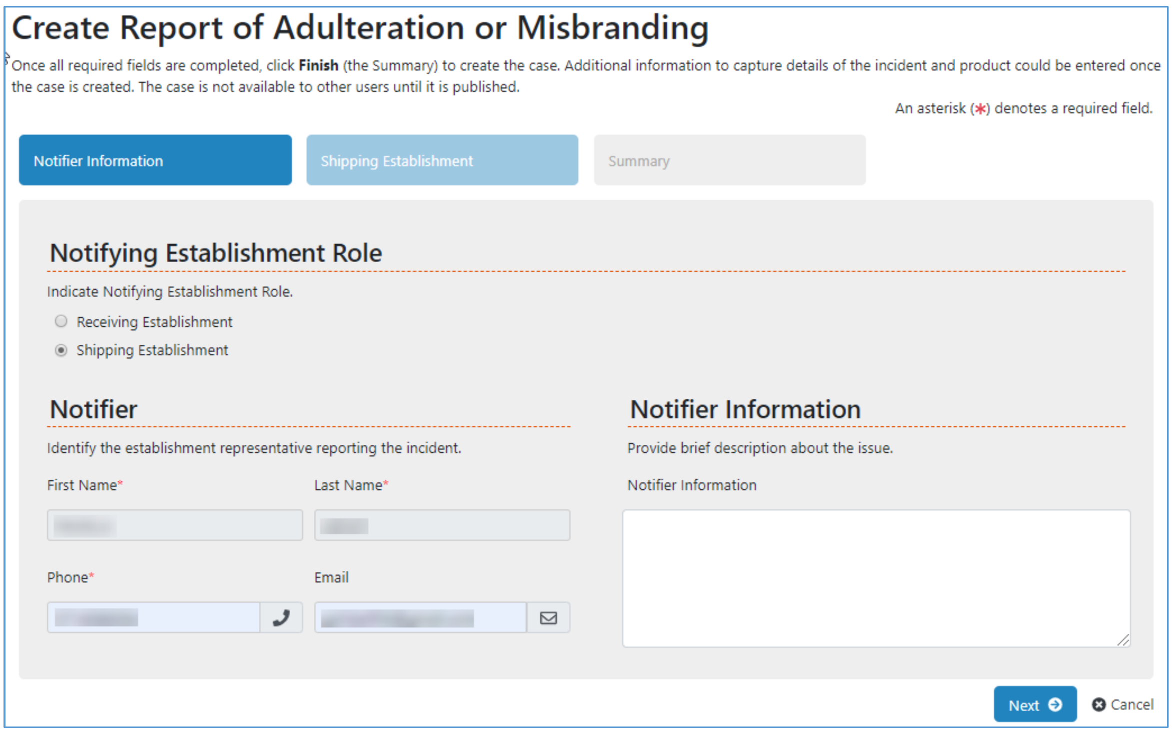

Figure 10: Notifier Information page

5. Select **Next** to navigate to the next tab. APM considers how you answered the Notifying Establishment Role field when it displays the next tab. If you selected Shipping, APM displays the Shipping tab and if you selected Receiving, APM displays the Receiving tab.
6. Select the desired filter parameters and select **Find** to search for your establishment to enter it as the Notifying establishment. The search results are displayed in the grid. **Select** the desired establishment and select **Next**.

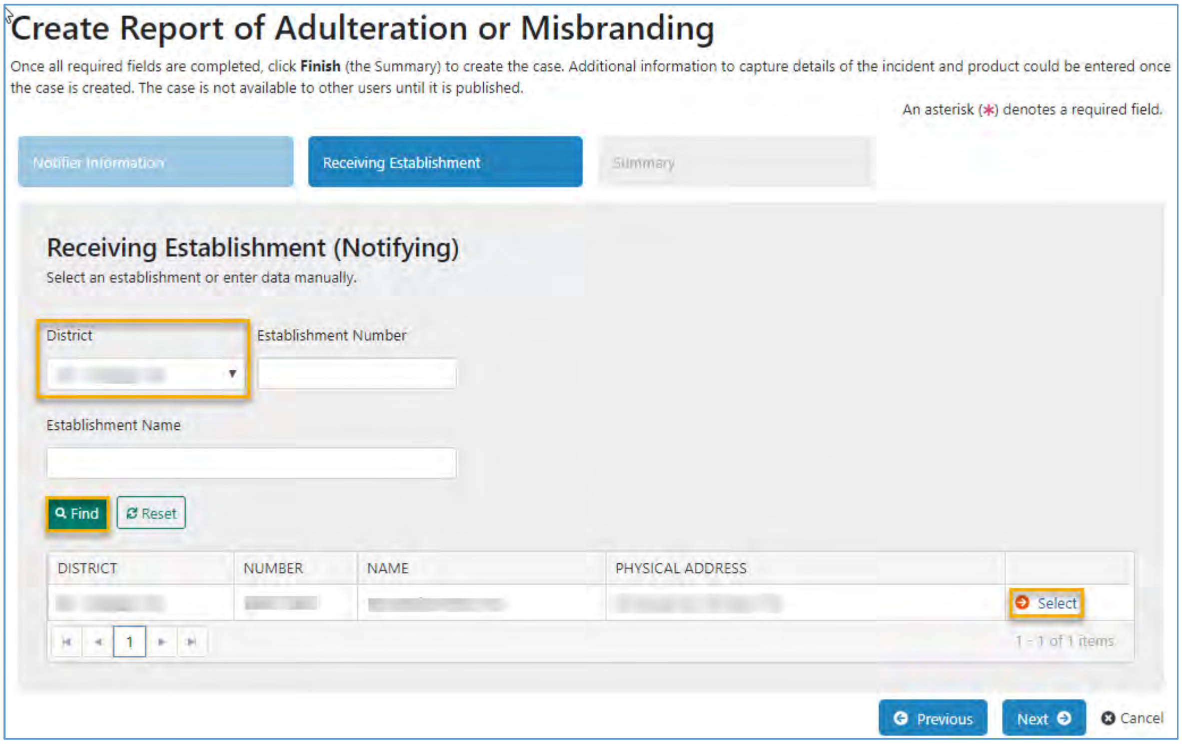

Figure 11: Receiving Establishment page

7. Review the information in the Summary page. To make any changes, navigate to the previous tabs by selecting Previous or the tab itself.

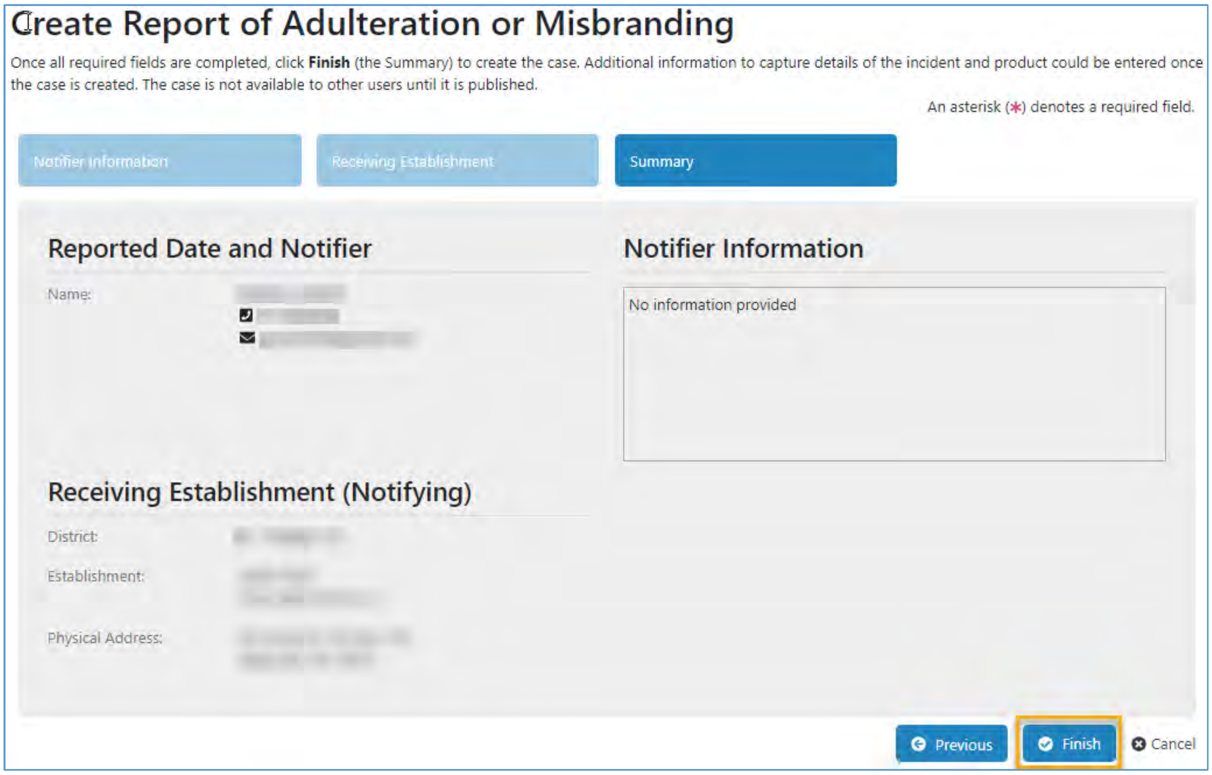

Figure 12: Summary page

8. Select **Finish** to create the IRA case. The system displays the IRA Notifier page. The system sets the case status is set to Draft.

4.2. Entering Data in IRA Case

4.2.1. Save Changes

You can save your work at any time by selecting **Save**. If there are missing required fields on the current page, the system displays a message; otherwise, the system displays a success message.

Actions within a grid, such as like Add, Edit or Delete are self-contained and do not require you to select Save to complete the action, unless specified. Note that a field that is required to submit a case may not be required to save the case.

4.2.2. Notifier Information Page

The Notifier page is populated with the information entered in the IRA case creation wizard. If the IRA case is Active all the fields on this page, except the First and Last Name, are editable.

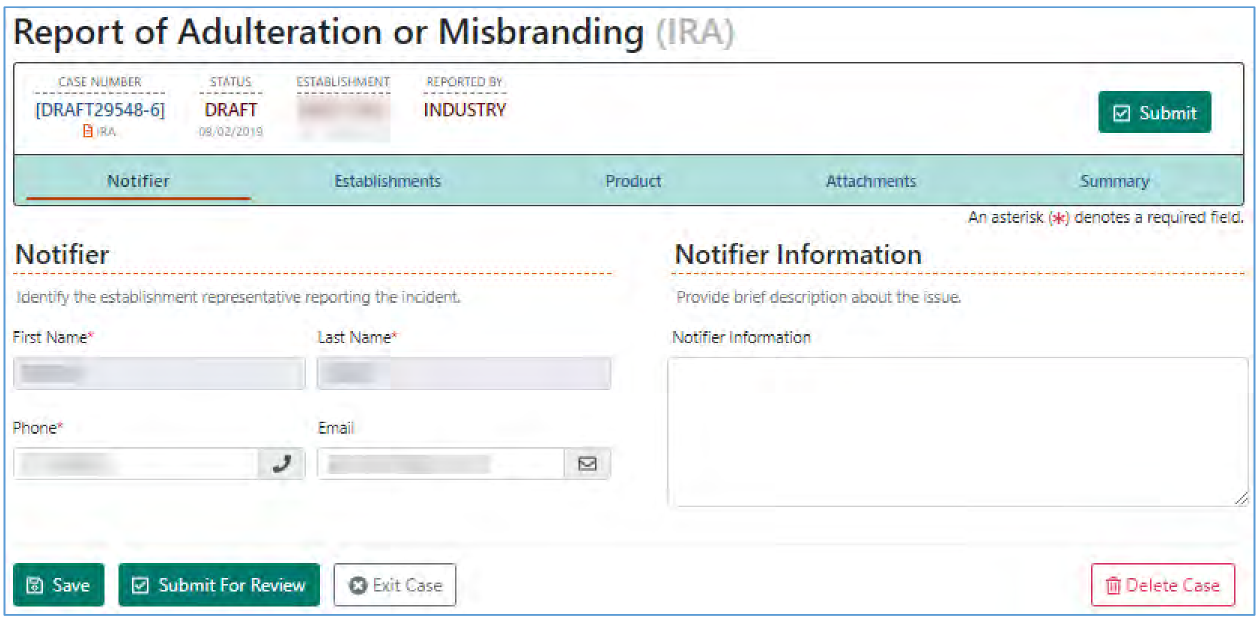

Figure 13: IRA Notifier Information page

4.2.3. Establishments Page

The Establishment page displays the details of the Receiving or Shipping Establishments you selected in the IRA Case Creation wizard. You can change the Establishment by selecting **Change** at the bottom of the notifying establishment section and add the details of another associated establishment by clicking **Select** at the bottom of the respective section. For example, if you represent the receiving establishment notifying the Agency, you can select the establishment information for the shipping establishment associated with the case.

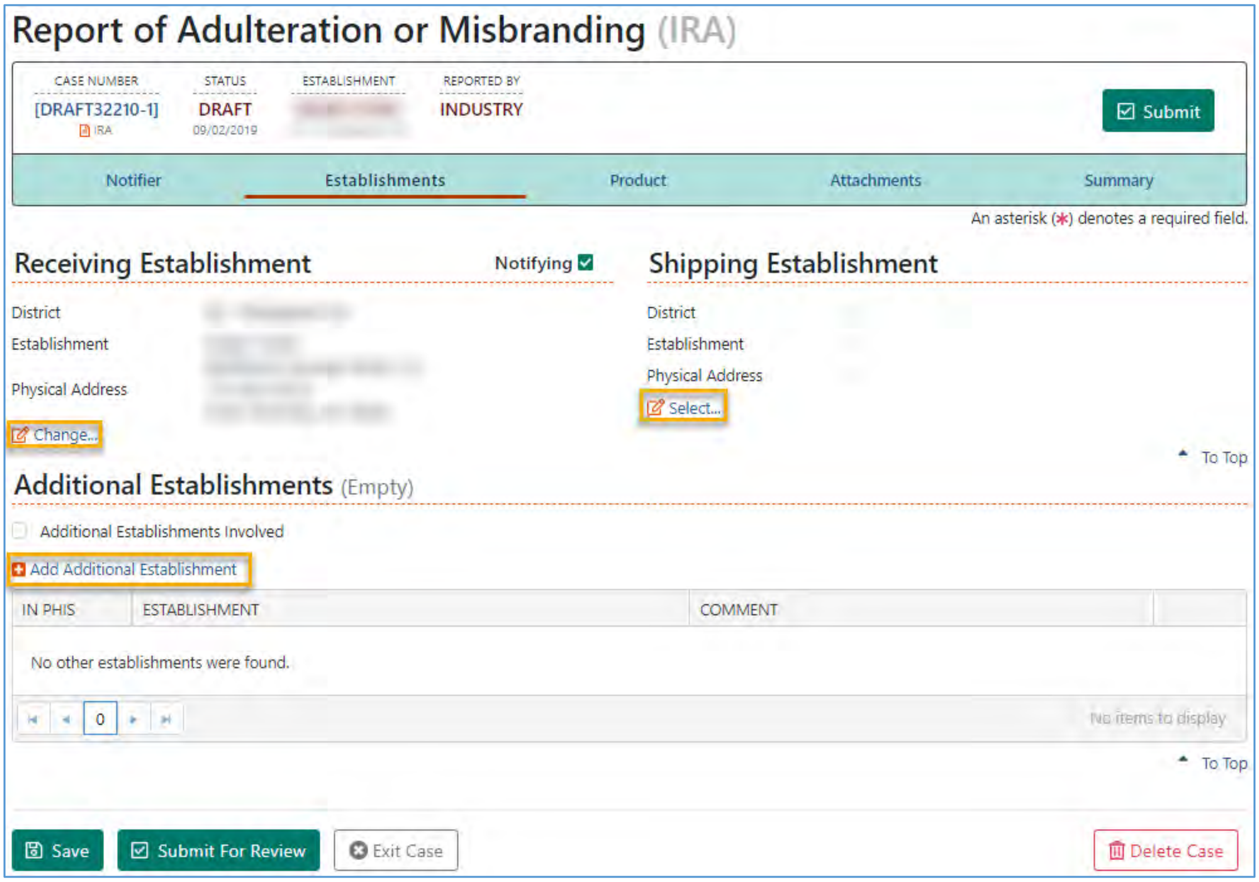

Figure 14: IRA Establishments page

Select the desired filter parameters and select **Find** to search for the Shipping establishment. The search results are displayed in the grid. Select the desired establishment and select **Next.**

If the establishment is not found, the system displays an Enter Establishment Manually link. Double check your search criteria before manually entering an establishment. Any establishment with a PHIS profile can be selected in APM. Select the link to enter the establishment information and select **Next.**

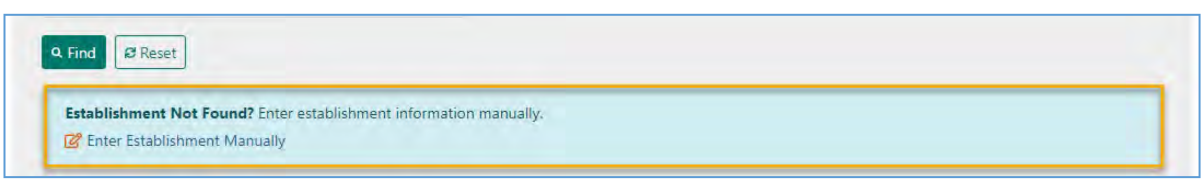

Figure 15: Enter Establishment Manually Link

When entering a foreign establishment, such as a foreign supplier for imported product, select the Foreign Country option and enter available details.

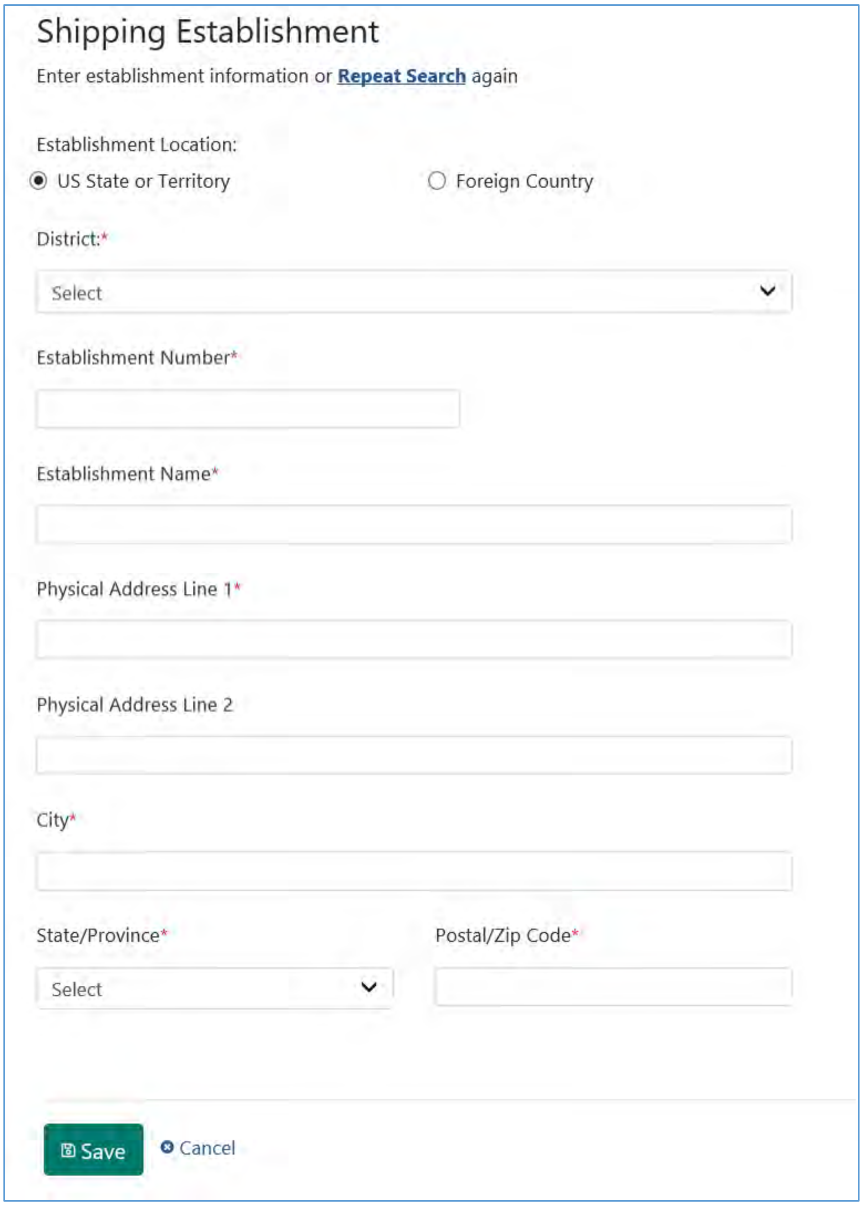

Figure 16: Enter Establishment Manually page

You can also add additional establishments involved by selecting the **Add Additional Establishment** link. The system displays the Additional Establishment page for you to search and select the additional establishments. You are required to enter a description for selecting additional establishments. The selected establishments are added to the grid in the Establishments page after you select **Ok**.

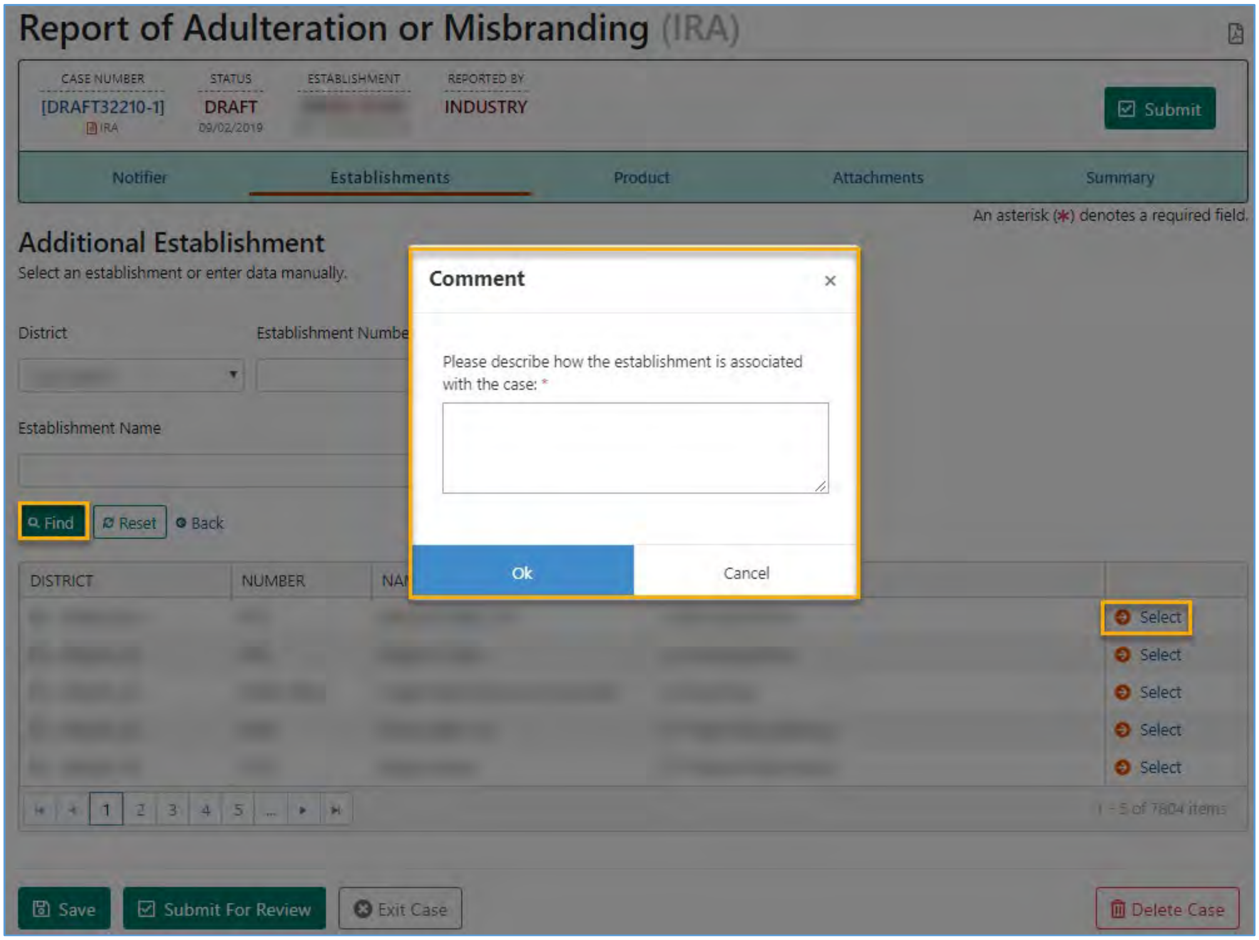

Figure 17: Additional Establishments page

4.2.4. Product Page

The Products page contains four sections:

- Adulteration or Misbranding
- Product Information
- Product Disposition
- Carrier

4.2.4.1. Adulteration or Misbranding

Enter the desired information in the Adulteration or Misbranding section.

Figure 18: Product > Adulteration or Misbranding page

Enter the date the Adulteration or Misbranding was identified. This is not necessarily the same date as when you provide your notification.

Enter a brief issue description, including how the problem was discovered and how the scope of the affected product was determined. Enter the Likely Root Cause to describe how the issue occurred.

You can add Adulteration or Misbranding information by selecting the **View Issues** link and choosing the options from the multiple levels that are available. Select **Validate Issues** to view all the required information to save the Adulteration and Misbranding values.

Select **Save Issues** to save your selections.

You can view all the Adulteration or Misbranding selections in a hierarchal structure by selecting the **Viewer** radio button. Select **Cancel** to navigate back to the Product page after saving.

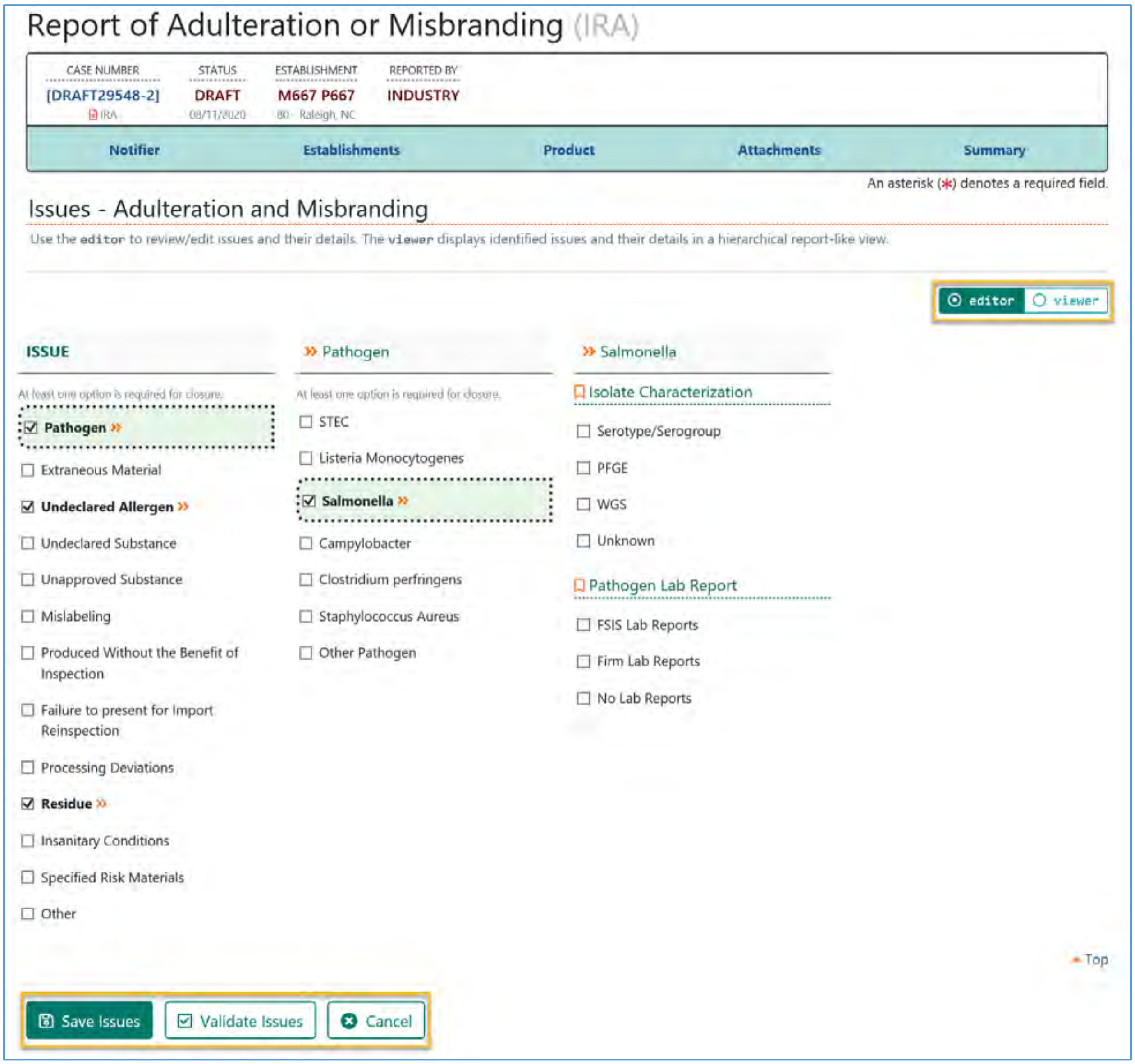

Figure 19: Adulteration or Misbranding Hierarchy - Editor

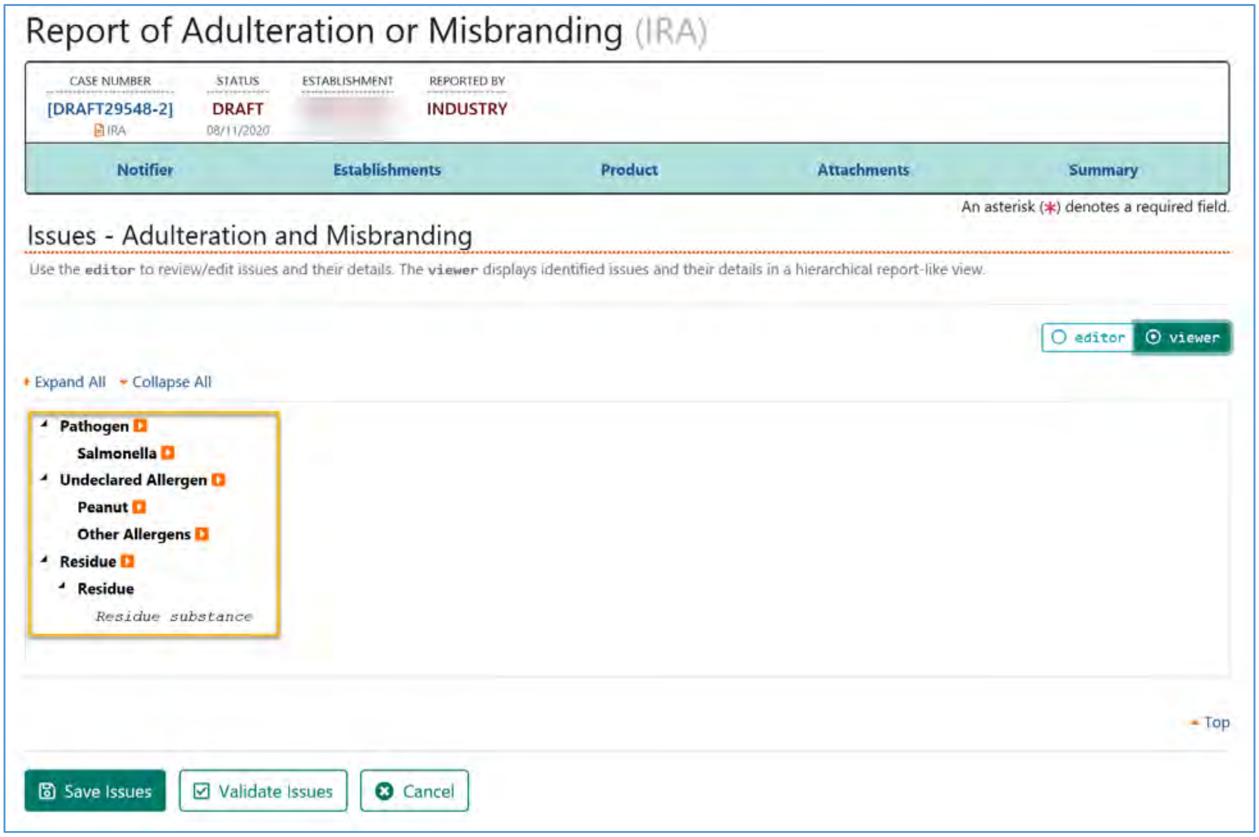

Figure 20: Adulteration or Misbranding Hierarchy - Viewer

4.2.4.2. Product Information

Use the Product Information section to enter the product information for the case. If you select the checkbox for **Establishment Same as Notifying Establishment**, the Establishment Number and the Producer Name on Product fields are automatically populated with the Notifying Establishment information.

Note that you must select the HACCP, Finished Products, Species, and Product Group fields in sequence. In other words, you cannot select a Finished Product without first entering a HACCP entry.

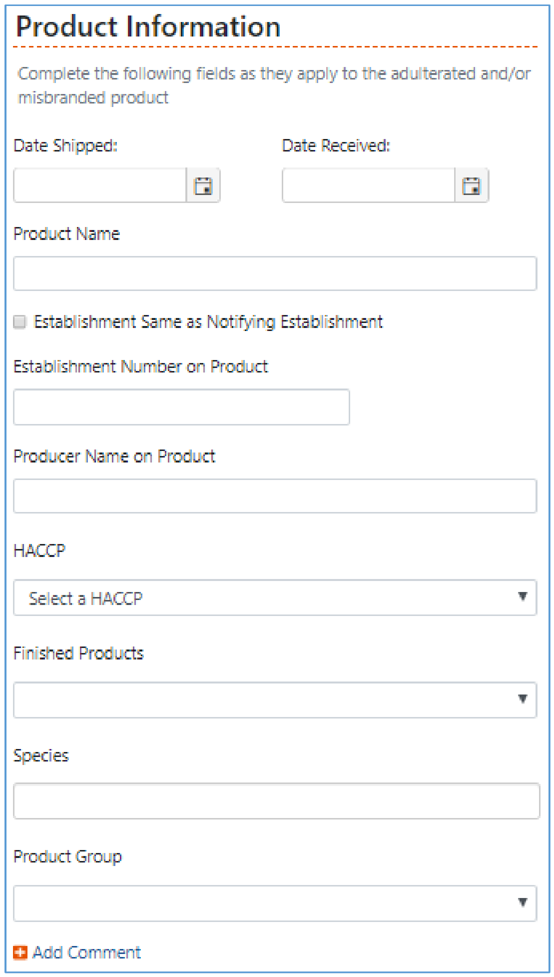

Figure 21: Product Information section

4.2.4.3. Product Quantity and Disposition Information

Use the Product Quantity and Disposition section to enter the required product quantity information. The Quantity of Product in Commerce cannot be greater than the Quantity of Product Implicated. If the product under control is offsite, select Product Location Offsite check-box and enter any applicable Product Location Establishment Number or Product Location details.

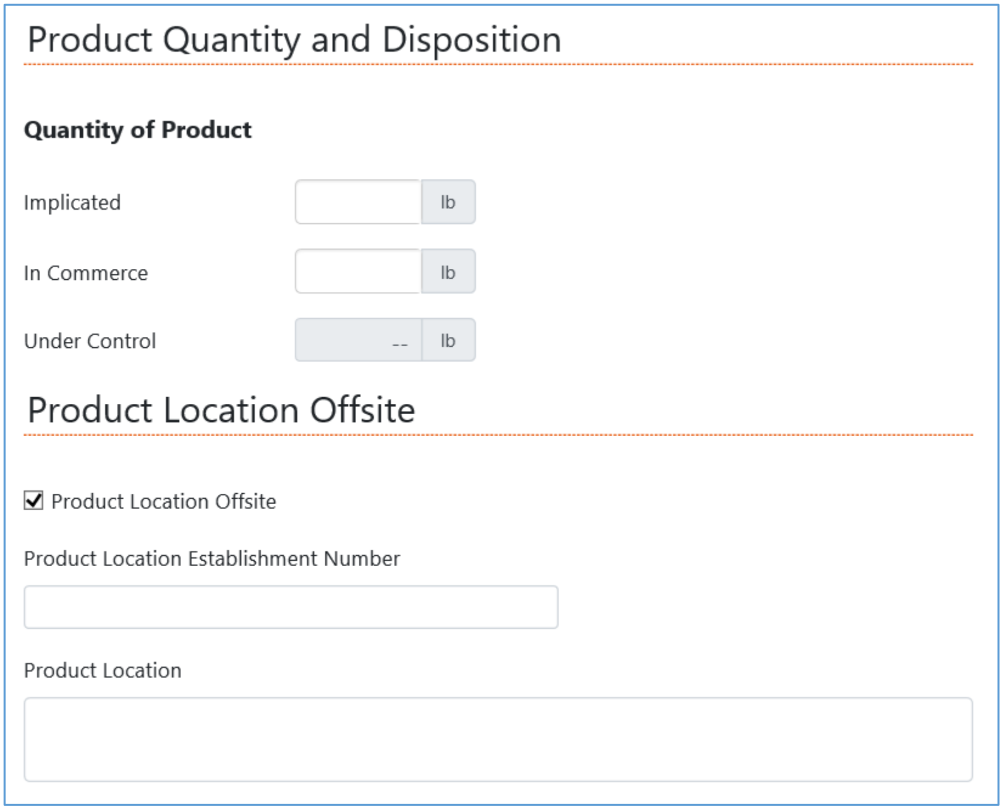

Figure 22: Product Quantity and Disposition section

4.2.4.4. Carrier Information

You can optionally add Carrier information by selecting **Add Carrier** and entering all the required information. Once you entered all the required information, select **Save/Add** to save this information to the grid. You can edit or delete the carrier entries from the grid by selecting the appropriate action icons in the grid.

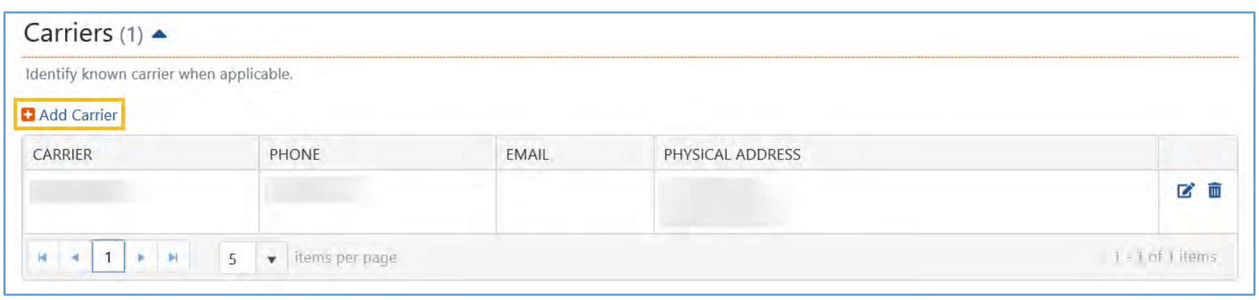

Figure 23: Carrier Information section

4.2.5. Attachments Page

You can attach case and product related attachments in the Attachments page by selecting **Add an Attachment**. These are the allowed file formats:

- PDF
- Word
- Excel
- GIF
- JPG
- PNG

The Document Type and Description fields are required to complete the upload. Files uploaded to the case are displayed in the grid. You can download the file by selecting the hyperlinked filename. The description field can be edited by selecting **Edit** and you can delete a file by selecting **Delete**.

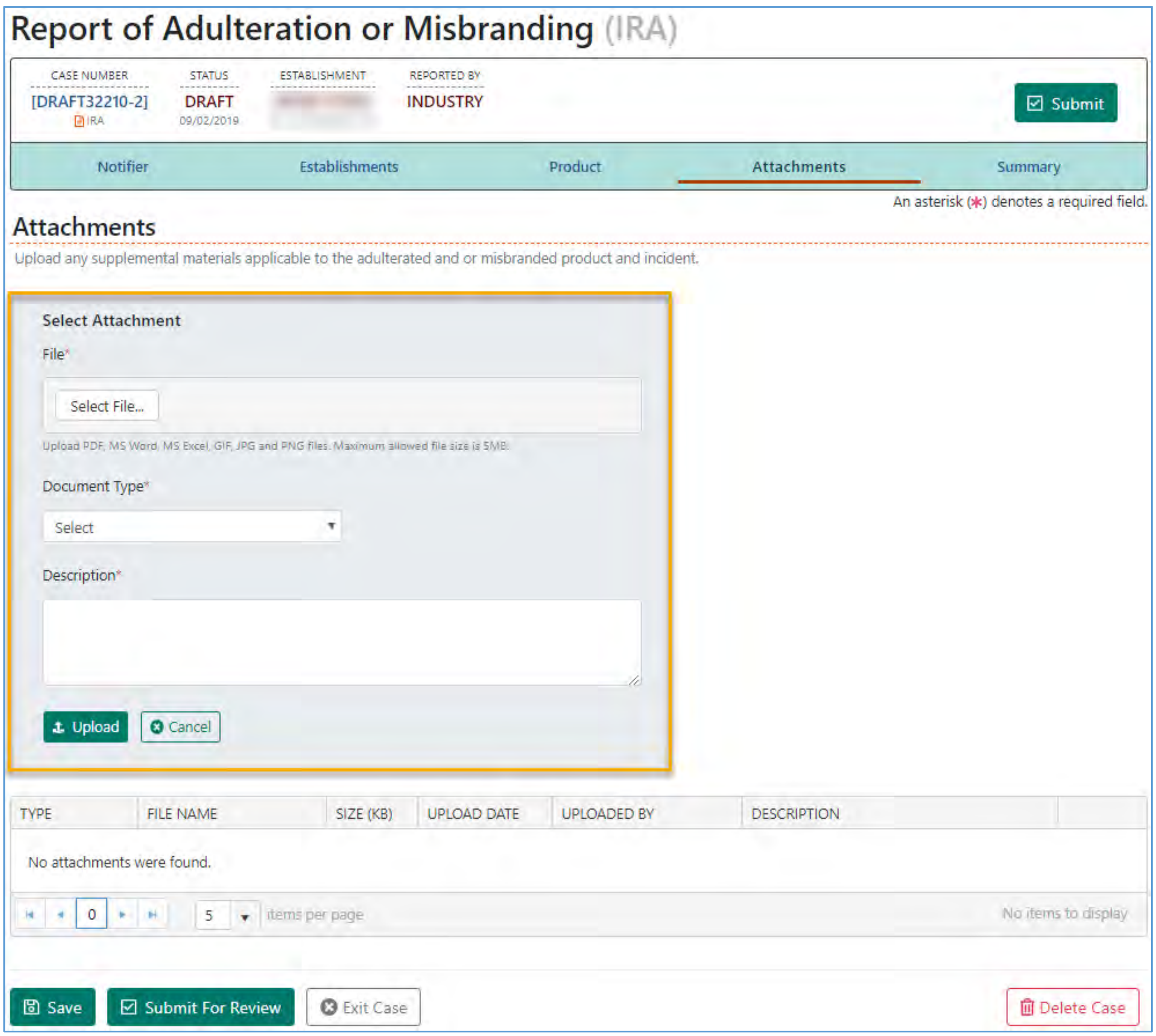

Figure 24: Attachments page

4.2.6. Summary Page

You can access the case Summary page by selecting **Summary** from the main navigation menu. The system presents a read-only view of selected IRA case information. The system refreshes this information when you reload the page.

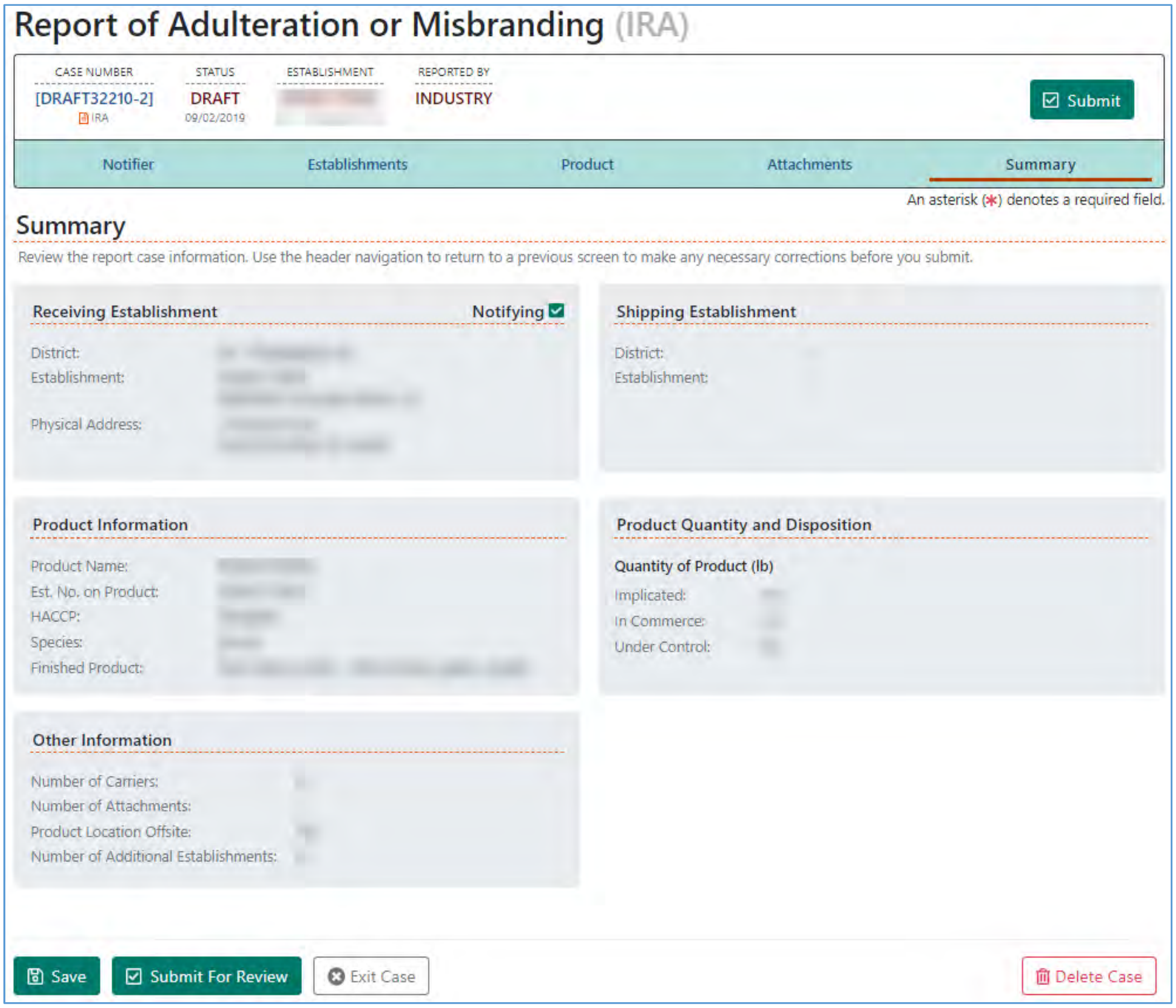

Figure 25: Summary page

4.3. Submitting IRA Case for Review

Select **Submit for Review** to submit the case to the Agency for review. If all the validations pass, the data is saved, and the case is submitted for review. The case status is updated to Pending Review and a unique case number is generated. The case is accessible to all the eligible Agency roles. Industry users can view only the case details and add attachments after it is submitted for review.

4.4. Review IRA Case after Submission

The Status of the case is set to Pending Review after the case is submitted for review and before the case is Published by the Agency.

Figure 26: IRA Case Header - Status field