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

Editing 9060 Records Quick Reference Guide
Version 5.2

Public Health Information System
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PHIS Quick Reference Guide: Editing 9060 Records

These instructions explain edits allowed to 9060 records with the role of Export Applicant, Corporate Administrator, or Export Broker. A justification is required to unlock a 9060 record once it has been submitted. A record of the edits and justifications is recorded and provided to IPP tasked with reviewing the record.

Justification

A justification is required to edit a 9060 record after it is submitted.

Manage Seal, Container, and Port of Entry Information

Unless required by the importing country for approval; seal, container, and port of entry values can be edited after the approval of a 9060 record. These values may not be edited if the record has a status of Pending Replacement, Replaced, or Rejected.

If the importing country requires values to be entered prior to approval, once the 9060 is approved (Pending Upload and Approved statuses), no further updates are allowed.

The options for the Port of Entry field are available only when related reference data is associated with the importing country in PHIS.

Allowable Edits after the Review Process is Initiated by FSIS Personnel

Exporter and Importer pages:

Edits are allowed on all fields except the Export Establishment and Final Destination Country.

Product Detail and Product Summary pages:

Product related edits are limited to editing the Product Name, product weight (lbs and kgs) and the number of packages on product records and the Total Weight fields for the application.

For new applications, product weights and number of packages can be increased or reduced.

For replacement type applications, product names, weight and number of package values can be modified by product per the following:

- Value entered for number of packages cannot increase from the value(s) from the certificate(s) being replaced.

- If the original approved certificate(s) included value(s) for a measurement unit, (such as kgs), the updated values cannot be greater than those associated with the original approved certificate(s).

- If no value was entered for one of the measurement units, new value(s) can included in the replacement application(s) and PHIS will validate only that the value entered is positive.

Statements page:

On the Submit page, you can select and deselect PHIS-generated statements and you can modify or delete custom remarks.

Statement edits are not allowed when the status of the record is Pending Upload, Replaced, Pending Replacement, or Approved.

Batch

All of the 9060 application updates allowed in the PHIS user interface, can also be achieved with batch xml and Excel update files.

History

The 9060 left menu now contains a History tab. This tab displays a list of actions that were performed in creating, submitting, unlocking, and re-submitting. Each action includes a date and time stamp and the first and last name of the person who performed the action.

You can view the History tab for all 9060 records of any status, except those records deleted, which are removed from the 9060 grid.