Inspection Program Personnel

PHIS QUICK REFERENCE GUIDE

Version 17

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PHIS Menu and Home Page

PHIS User Interface

1. Banner - With the exception of the PHIS logo, this banner appears on all USDA web pages
2. Role - Displays the user's current role. Certain users may be assigned multiple roles and can change roles using this selection list.
3. Navigation Menu - Appears on many PHIS pages; menu options depend upon user role
4. Smart links - Appears at the bottom of every page; links to additional resources
5. Welcome statement - Appears on all PHIS pages; indicates the user's name and the user's current role
6. PHIS logo - Appears on all pages within the PHIS system
7. Sign Out - Sign Out logs the user out of PHIS. The other items on this bar, other than "Home" are under construction.
8. Header - Appears on every PHIS page; indicates the functionality being displayed in the context area. Includes "breadcrumbs" which show the page navigation that was followed to reach the current page and which enable the user to navigate back to previous pages.
9. Content Area - Central to all PHIS screens, this area of the screen provides the functionality needed to enable the user to perform a task within PHIS

Logging into PHIS

In Production

1. Access to PHIS is controlled by the USDA's eAuthentication (eAuth). To access PHIS, direct your browser to https://phis.FSIS.usda.gov/
2. Your browser will be re-directed to eAuthentication login screen
3. Enter your **User ID** and **Password** or a valid **LincPass** and **PIN**
4. Click the **"Login"** button
5. Once you successfully login through USDA eAuthentication, the PHIS Home page will be presented.

PHIS Home Page

1. The PHIS Home Page provides a point of entry to PHIS
2. The Home Page is customized so each user sees information that is relevant to the user's role and assignments
3. The arrow provides an alternative way to access system functions
4. Inspector Role Home Page:
    a. The Inspector's Home Page has three tabs: My Dashboard, My Establishments and My Inspections and Samples
    b. The My Dashboard tab is displayed and has three tables: Alert Message, My Tasks, and Smart Links

Navigating PHIS – Menus

There are several ways to navigate PHIS:

Menus – Items in the Navigation Menu may implement a hierarchy of links; thus, clicking on an item in the Navigation Menu may cause a menu of sub-items to be displayed. The lowest level of items in a menu are links which, when clicked, cause a PHIS functional page to be presented in the Content Area.

Breadcrumbs – The function is highlighted in red. It shows the page navigation that was followed to reach the current page and which enable the user to navigate back to previous pages.

Links – The user can get additional information or can initiate an action by clicking on an action icon, within a displayed table.

Hyperlinks – direct the user to another site for additional information.

Common Objects – PHIS uses certain objects and screen formats in many places. Some Include:

- Data List Grids and Grid Controls
- Commonly Used Icons and Buttons
  - House
  - Edit
  - Print
  - Trash can
  - Drill down icon

- Text Edit window – there are several useful tools available in the text editor section to create notes for an establishment. Put a cursor over each tool icon at the top of the text box to view the function of the icon. The icons are similar to the Microsoft Word processing software and should look familiar.
- Disabled (Grayed) Items – The information in disabled sections is read-only and cannot be updated by inspectors.
- Pages without Save Buttons are also information view only. Use the cancel or go back button to return to the previous page.

Navigation menu - includes

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

Logging Off of PHIS & Time Outs

1. Click on “Sign Out” at the top of the page when you are done with your PHIS session
2. When the inspector does not conduct/perform activities in PHIS for more than 20 minutes PHIS becomes idle and he/she must re-log into PHIS. To save time and effort, save the information immediately or often to avoid re-entering data in PHIS. Some PHIS pages have “autosave” feature. Inspectors can enable this feature at 5 minute intervals up to 20 minutes. Information is saved automatically at the selected time interval.
3. PHIS generates a time out message. If PHIS is non-responsive to the action performed by the inspector, you will be given an option to click Log in to PHIS to get back in. Or simply close the browser and reopen a browser for a new session.

Workflow and Assignments

Much of the PHIS access control is based upon a user’s Assignment. This includes functionality that is not applicable to CSIs. Some facts about Assignments:

- An Assignment may have multiple inspectors
- An Assignment may have multiple establishments
- An inspector may be in multiple Assignments
- When an inspector is in multiple Assignments, some PHIS pages (for example, Task Calendar) will require the inspector to select a single Assignment

Home Page

Home Page Features

Home Pages are customized for each user role and can be reconfigured for each role by an administrator.

Each tab features widgets. Widgets come in two formats; data grid and link list. Additional widgets will be developed over time.

Three tabs are on the Inspector’s Home Page.

- My Dashboard – three widgets: Alerts, My Tasks, and Smart Links
- My Establishments – four widgets: My Establishments, Non-Compliance Record, FSA, and Appeals
- My Inspections and Samples – three widgets: Inspection Agenda, Inspection Note, and Lab Sample Collection

My Dashboard Tab

Features: My Dashboard Tab

- Alerts provide real time alerts of pending and/or urgent information. Alerts are generated automatically by PHIS based on data and events and are coordinated with e-mail distributions.
- My Tasks summarizes scheduled domestic inspection, sampling, import and export tasks. Includes items on Task Calendar as well as work flow items not on the calendar (i.e., import, export, FSA etc.).
- Smart Links to external web pages – smart because they are customized for each user's role.

Features: Alerts Widget

Reviewing Alerts: When IPP log on to PHIS, the Dashboard Alerts widget is the usually the first widget on the PHIS home page. There are several kinds of alerts that will appear in the widget, but they are usually related to targeted lab sampling collections or other follow up activities needed at specific establishments. Alerts can also be directed at specific circuits or districts or specific user roles. Be sure to review the contents of the alerts and mark them as read. The title of unread alerts appears in bold text.

Viewing Other Records Related to Alerts: Some alerts are directly related to lab sample collections, NRs, or other items in PHIS. If a link to the item is available, it will appear in blue, underlined text. Click the link to open the record in a new window.

Marking Alerts as Read: IPP can mark an alert read in a couple of ways:

- From the Alerts widget, open the alert by clicking the title. The alert will open in a popup window. After reading the alert, click **Mark as Read**: or
- From the Alerts widget, choose one or more alerts by clicking the selection box next to each alert. Click **Mark as Read**.

Marking Alerts as Unread: From Alerts Widget Views, first select **Read** to show those alerts that have already been marked as read, then:

- Open the alert by clicking the title. The alert will open in a popup window. After reading the alert, click **Mark as Unread;** or
- Choose one or more alerts by clicking the selection box next to each alert. Click **Mark as Unread**.

Archiving Alerts: Alerts will stay in the widget for 30 days before being automatically archived. Archived alerts remain available for several more weeks before they are purged from the system. IPP can manually archive alerts as well by:

- Choosing one or more alerts by clicking the selection box next to each alert; and
- Clicking **Archive**. The alert moves to the Archive folder. You can view your archived alerts by selecting the Archived folder.

Deleting Alerts: When an alert is deleted, it will no longer be visible in PHIS. Alerts can be deleted by:

1. Going to the Archived folder;
2. Choosing one or more alerts by clicking the selection box next to each alert;
3. Clicking **Delete**; and
4. Confirming the deletion of the alert.

Features: My Tasks Widget

View a list of assigned calendar or workflow tasks for the inspector.

- Clicking the arrow on a specific task will open access to Inspection Results.
- Create/Edit NR or access details by clicking on the active tabs.

Features: Smart Links Widget

Easy access to relevant information pertaining to Inspections:

- FSIS Administrative Regulations Index
- FSIS Directives
- FSIS Notice Index
- Federal Register Publications and Related Documents
- Authorizing Statutes
- Emergency Management Policies
- Federal Grant of Inspection Guide
- Inspection Announcements
- Processing Establishments & Inspection Workforce

My Establishments Tab

Features: My Establishments Tab

Access to the Establishment details.

- Access general information about your establishments.
- Access Non-Compliance Records resulting from inspections.
- Food Safety Assessments (FSA) being conducted at establishments.
- Establishment-specific applications and appeals.

Features: My Establishments Widget

Access a summary view of the Establishments at the Homepage.

- Click on the “My Establishments” tab on the Home page
- In the “My Establishment” box click arrow to access specific establishment
  - Click on an open category header (e.g., “Basic”) to hide its details.
  - Click a closed category header (e.g., Products) to reveal its details.
- Use the browser back button to return to the My Establishments tab.

Features: Noncompliance Record Widget

Access Non-Compliance Record via My Establishments tab.

- Click on the link to view and edit details of the Non-Compliance Record as desired.

Features: FSA and Appeals Widgets

Access a summary view of the FSA and Appeals.

- Click on the page number to navigate to the next page, or use the arrows to change pages.

My Inspections and Samples Tab

Features: My Inspections and Samples Tab

Access to Inspection Agenda and Inspection Note web pages.

- Click on the arrow and appropriate tab or link to edit and complete establishment meeting agendas and inspection notes at each respective widget.

Access Lab Sample Collection information as it becomes available for the inspector.

Features: Inspection Agenda Widget

Access to Inspection Agenda pages.

- Click on an agenda link to view the details of the Establishment Inspection Agenda.

Features: Inspection Note Widget

Click on the drop down box to select Inspection Notes within desired date ranges. Access to Inspection Notes page.

- Click on a note link to review the Inspection Notes pertaining to the establishment. Edit or complete the information displayed on the page.
- Use the available tools at the top and bottom of the text box section as desired. Refer to Unit 1.1 for tool descriptions.

Features: Lab Sample Collection Widget

Click on the drop down box to select Lab Sample Collection status. Access to Lab Sample

Collection pages.

- Click on the arrow to review the details of the lab sample collection data.
- Click on the "small" arrow (left tab) to review the lab sample analysis results.

Establishment Profile

Establishment Profile Overview

Profile submenus include:

- Select Establishment
- Grants & Approvals
- Profile Summary
- Contacts
- General
- Operating Schedule
- Facility
- HACCP
- Products
- Inspection Tasks
- Slaughter
- Profile Questionnaire
- Training

IPP are responsible for keeping the profile information up-to-date and accurate. FSIS Directive 5300.1 provides instructions regarding how to maintain the profile.

IPP keep the profile up-to-date by performing the "Update Establishment Profile" task by reviewing the profile information, verifying inspection tasks under the establishment's inspection task list are applicable and no tasks are missing, updating the establishment profile as needed and ensuring data accurately reflects the establishment's operations.

Accessing Establishment Profile

For specific policy information and instructions, Inspection Program Personnel (IPP) should review and follow Directive 5300.1 for PHIS Establishment Profile.

Log In to PHIS

1. CSI Dashboard is present. Link exists for each page under Establishment Profile panel.
2. Click "**Establishment Profile**" in left **Navigation Menu**. Individual links to pages are presented and the CSI may access profile from any PHIS Establishment via the "Search" tab.
3. Click "**Select Establishment**" link in left **Navigation Menu**. Enables CSI to indicate the establishment whose profile is to be accessed.
4. Type the **establishment name** in the "**Name**" box.
5. Click the "**Search**" button. Results are presented below the search criteria and it enables CSI to search for an establishment based on profile attributes.

Quick way to browse for an establishment

6. Click on the establishment name in the search results and an "**Establishment Profile**" summary is presented.
7. Click the "X" in the upper right corner of the pop-up window to close the window and return to the "Select Establishment" page.
8. Click on the "house" icon for the establishment to view the establishment's home page.

Shortcut to access an Establishment Home Page in the CSI's assignment

9. Click "**My Establishments**" tab label.
10. Click the "house" icon associated with CSI's assignment to access the selected establishment's home page.

Establishment Home Page

The "**Establishment Home Page**" has several panels. The "Basic" panel contains information which is of interest to a broad range of PHIS users. It provides the following information:

- Profile information
- Information maintained via other PHIS modules (e.g., Resource Management)
- Information from the FSIS data warehouse
- Inspection activities which PHIS determines based upon the grant information. A lot of PHIS functionality uses this information so it is **important that the CSI ensures its accuracy**.
- Contacts (e.g., President, General Manager). The CSI determines necessary information for Contacts.

<u>Products panel</u>

The "Product" panel presents the Finished Product categories (FPCs) under which the establishment produces product. This section reflects the finished product information, which must be filled in to generate inspection tasks of the establishment's HACCP plan including the average daily production volume. The volume tab must be filled in to generate inspection tasks. This volume needs to represent the total volume of FPC's for the process category.

Reports panel

The "Reports" panel provides direct links to reports related to the establishment. The Establishment Profile Report link is a placeholder.

Personnel panel

The "Personnel" panel provides information related to IPP assignments including FSIS Office Telephone and Office Fax numbers, In-Plant Personnel, Rotations, Approved Hours of Operations which is maintained in a different PHIS module i.e., Resource Management. If information is incorrect, CSI are to inform their supervisor.

Noncompliance Records panel

The "Noncompliance Records" panel presents the NRs that have been issued to the establishment. The NR may be viewed by clicking on the NR number hyperlink.

Food Safety Assessments panel

The "Food Safety Assessments" panel presents information about FSAs performed for the establishment.

Laboratory Sampling panel

The "Laboratory Sampling: panel presents information about FSIS sampling only (not establishment sampling).

"Sample Projects" shows the type of samples being collected at the establishment (e.g., residue, beef trimmings, RTE products, etc). The Sample Projects grid identifies the sampling verification projects that apply to the establishment. If an applicable project code is not listed, then that type of sample is not being collected which could be due to inaccurate information on the establishment profile. This should prompt CSI to review establishment profile.

The "Sample History" provides a history of the sampling that has occurred at the establishment. To see the Lab Result Report, click the expand arrow in the left column.

Types of Inspection panel

The "Types of Inspection" panel presents information about the mandatory and voluntary FSIS inspection which has been approved for the establishment.

Grants and Approvals

Click the Grants and Approvals submenu to access the "Grant/Voluntary Reimbursable Service" page. The "Grant/Voluntary Reimbursable Service" page provides access to information from the Application for Federal Inspection (form 5200-2) and the Application for Voluntary Reimbursable Service (form 5200-6). This page is not editable by the CSI. The "Edit" icons in the grids provide access to the AFI and AVRS pages which support grant status and VRS status and override of operating status. The Operating Status is for the establishment as a whole and setting the Operating Status to “Inactive” will have the effect of preventing any “actions” for the establishment. For example, all inspection tasks will be removed (on the next day). CSIs cannot override the Operating Status, but should review the information. If any information is incorrect, CSI are to inform the district office.

Summary

Click the “Profile Summary” submenu to access the “Establishment Home Page”. This page has a number of panels. The basic panel contains information of interest to a broad range of PHIS users. It includes the following information:

- Profile information
- Information maintained via other PHIS modules (e.g., Resource Management)
- Information from the FSIS data warehouse
- Inspection Activities which PHIS determines is based upon the grant information. A lot of PHIS functionality uses this information so it is **important that the CSI ensures its accuracy**.
- Contacts (e.g., President, General Manager) The CSI determines necessary information for Contacts.

Products panel

The “Product” panel presents the Finished Product categories (FPCs) under which the establishment produces product. This section reflects the finished product information, which must be filled into generate inspection tasks of the establishment’s HACCP plan including the average daily production volume. The volume tab must be filled in to generate inspection tasks. This volume needs to represent the total volume of FPC’s for the process category.

Reports panel

The “Reports” panel provides direct links to reports related to the establishment. The Establishment Profile Report link is a placeholder (future).

Personnel panel

The “Personnel” panel provides information related to IPP assignments including FSIS Office Telephone and Office Fax numbers, In-Plant Personnel, Rotations, Approved Hours of Operations which is maintained in a different PHIS module i.e., Resource Management. If information is incorrect, CSI are to inform their supervisor.

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Contacts

Click the "Contacts" submenu to access the "Plant Contacts" page. Access a list of Establishment contacts or a list of FSIS Personnel by clicking on the tabs.

1. Click the "**Add new Contact**" link on the Establishment tab to add a new contact. To edit existing contacts click on the "**Edit**" icon. To delete a contact click on the "**Trash can**" icon.
2. "Plant Contacts" page is presented. Contacts may have overlapping attributes, e.g., more than one contact may be the establishment's "Emergency Contact". Duplicate contacts may exist and if information is missing, CSI should ask on-site establishment management for the information.
3. **Enter the establishment contact information** (example only):

Position:	*select*	*President / General Manager*
Type:	*check*	*Emergency Contact*
First Name:	*type*	*Sam*
Last Name:	*type*	*Hawthorne*
Telephone:	*type*	*7072123651*
Fax:	*type*	*7072124444*
Email 1:	*type*	*Sam@hollandpoint.com*
Shifts:	*select*	*All*
Is primary contact	*check*	*if applicable*
Is after-hours contact	*check*	*if applicable*
Comments:	*type*	*owner*

NOTE: Required elements (e.g., Position) are marked with an asterisk in the label element attributes. The *type* element consists of a set of checkboxes which one or more boxes may be selected. Integers only may be entered for the {Telephone, Fax, Mobile} elements. Telephone extension appears incorrect when entered on the details page, but it is properly displayed on the Contacts page {Email 1, Email 2} must be in the standard format.

4. Click the “**Save**” button

FSIS Personnel tab

The purpose of the “**FSIS Personnel**” tab is to list all personnel in an assignment which includes the establishment. This is a read only page.

General

Click on the “General” submenu to access the “General” page. The following tabs are presented:

Establishment Tab

The purpose of the “**Establishment**” tab provides general information related to the establishment or facility. Some information on this page is read only. However, various addresses may be added, edited, or deleted. The mailing address cannot be deleted. New addresses and changes to addresses are made by clicking on “Add new Address” or the “Edit” icon for the address to be modified. Information is to be entered on the “Edit Plant Address” page and saved.

Ownership tab

The purpose of the “**Ownership**” tab is to present information from the applicant section of the “Application” panel of the AFI / AVRS page. This is a read only page.

Jurisdiction tab

The purpose of the “**Jurisdiction**” tab is to identify the government organization which performs inspection of food products at the establishment. The multiple agencies option is used when FDA or AMS perform functions at the establishment. National School Lunch Program provider data may be also entered.

Note: Be sure one of the boxes is checked as this drives the task distributor to list all sanitation tasks on the task list for that establishment.

Exemptions tab

The purpose of the “**Exemption**” tab is to identify the exemptions from FSIS inspection that apply to the establishment. Multiple exemptions may be selected depending on the exemptions granted. CSI should not modify any information on this page. The tab is intended to be used by District personnel only.

Other tab

The purpose of the “**Other**” tab is to collect information about the establishment which does not fit on any page or tab. The following categories are presented on this page: Plans (recall and food defense), Miscellaneous, List of Establishment DBA Names and FSIS.

Operating Schedule

Click the “Operating Schedule” submenu to access the “Operating Schedule” page.

Approved Hours of Inspection tab

This tab presents the nominal hours that FSIS has approved for inspections to be performed at the establishment. The operating schedule is recorded as part of the AFI approval process, and inspections performed outside of the approved hours are overtime. CSI cannot edit this page, updated by District Office.

HACCP

Click the HACCP submenu to access the “HACCP” page. The purpose of this page is to document information about the establishment’s HACCP system.

Summary – Top panel and initially opens when page is presented

- Indicates the HACCP processing categories which are pertinent to the establishment
- View only, NO ONE can edit the Summary panel data it is completely maintained by the system
    - Presents AFI data until a hazard analysis is recorded
    - “AFI data” consists of HACCP processing categories which were selected under one of more “Inspection” panels on the Establishment Profile (EP) Application for Federal Inspection (AFI) page
    - Meat and poultry products cannot be specified in EP unless a hazard analysis is first defined via the HACCP page
    - Presents hazard analysis data thereafter

Hazard Analysis **>** bottom panel

- Enables IPP to create / define the basic attributes for a new Hazard Analysis
- Data in this panel is the “basic” hazard analysis data, i.e., it excludes the process step information
- Only the basic data is required to define products, process step information is unnecessary
- Enables IPP to create / define the basic attributes for a new HACCP Plan

Entering a New Hazard Analysis

After logging in to PHIS, from the Home Page:

1. Expand “Establishment Profile” in left navigation menu.
2. Click on the “Select Establishment” submenu.
3. Click the “**My Establishment**” tab
4. Click on the  icon next to the selected establishment.
5. Click on “HACCP” in left Navigation Menu.
6. Click “Add Hazard Analysis” to expand it.

7. Enter the Hazard Analysis information (example only):

Document Name:	*type*	*Slaughter, Raw Intact/Raw Non-intact Product Hazard Analysis*
Date:	*type*	*02/08/2011*
HACCP Processing Category:	*check*	*Raw-Ground (Non-Intact), Raw Not Ground (Fabrication/Intact), and Slaughter*
Class Group	*check*	*Beef*
Lot Definition:	*type*	*8 hour shift's production*

Notes: IPP should proceed slowly and methodically when entering data on this page as many controls require a "loading" period afterwards and not waiting for it to finish can cause problems. For this example the "Class Group" is only available if you checked the Slaughter HACCP Processing Category.

Document Name: PHIS allows "duplicate" hazard analyses as far as content, but the name must be unique for establishment. Also include the date in which the document was signed in the date field.

HACCP Processing Category: At least one HACCP Processing Category must be selected. The entry of specific categories of products is enabled based upon these selections. The HACCP Processing Category selected will show up on the "Summary" panel.

Class Group: Options follow the Slaughter HACCP Processing Category but are not labeled separately. There is a mapping between Class Group and [Slaughter] Class:

- Beef => Cattle, Calf
- Pork => Swine
- Other Meat => Goat, Sheep
- Poultry => Chicken, Turkey, Duck, Goose, Guinea, Squab, Ratite

Lot Definitions: Enter a brief description of the establishment's lot definition in the text box.

8. Click the "**Save**" button.
   After the "**Save**" button is clicked, the system determines if an appropriate slaughter line is defined for the establishment. If not, a warning is issued to the inspector. (For this example) After the "**Save**" button is clicked, the newly created Hazard Analysis shows up in the list of Hazard Analysis for the Establishment.
9. Click on the "Edit" icon next to the newly added Hazard Analysis to add a process step.

Products

Click on the "Products" submenu to access the "Products" page. The purpose of this page is to document the product groups which are produced by the establishment and the associated volume information.

Products and Volume Tabs

The purpose of the "**Product**" tab is to maintain product group information and associated product group volumes. The purpose of the "**Volumes**" tab is to maintain HACCP Category product volumes.

Note: There must be at least one finished product name and its average daily volume in the Products Tab and there must be an entry for total average daily volume of all products in the Process Category in the Volume tab. If there is no entry, HACCP tasks from the task distributor will not appear on the establishment task list.

Products

Five tabs representing five classes of products are supported: RTE, Non-RTE, Raw, Thermally Processed and Egg Products

- {RTE, Non-RTE, Raw, Thermally Processed} tabs are presented based upon the HACCP processing categories recorded for the establishment via the EP HACCP page
- Egg Products tab is presented when the establishment has been granted federal egg inspection (i.e., has an "egg" grant)

Initially when reviewing the products tab, IPP may notice some products have been recorded, but others may be missing. IPP must record (add) any missing products or delete any products that the establishment no longer produces. Product group information may not be specified until at least one hazard analysis is recorded via the HACCP page. If at least one hazard analysis is not recorded, no tabs will be presented.

1. Click the "**Add new Product Group**" link.
2. Select the HACCP Product tab (e.g., Raw) with product details is presented as an example.
3. **Enter the new product group information** (example only):

HACCP Category:	*select*	*Raw Intact*
HACCP Plan	*select*	*Slaughter and Raw Intact/Raw Non- intact Product Hazard*
Finished Product Category:	*select*	*Raw intact beef*
Product Group	*check*	*Beef Manufacturing Trimmings*
Species		*Beef*
Average Daily Volume	*select*	*6,001 - 50,000*
Intended Use	*check*	*For RTE Cooking Only, For Intact Use (Beef Only), or Other*
No. of Days of Production	*type*	*20*

Product groups are not presented until "Finished Product Category" (FPC) is selected. Product groups presented are based upon the HACCP processing category and FPC selected. In the example used above, beef is selected by the system for species based upon the FPC and cannot be changed by IPP.

Exception: If the "Raw Intact Meat – Other (sheep, goat) or "Raw Intact poultry – Other (ducks, geese, squab) is selected under the "Finished Product Category", will need to specify (mark) the exact species under Species category.

<u>HACCP Processing Category</u>: Defined in Attachment 1, FSIS Directive 5300.1
<u>Finished Product Category:</u> Defined in Attachment 2, FSIS Directive 5300.1
Average Daily Volume (ADV) drop-down list is enabled when the associated Product Group is checked. Supporting calculation for ADV used in the example for Beef Manufacturing Trimmings: 250,000 ÷ 25 production days = 10,000 lbs daily average.

4. Click the "**Save**" button. Products grid is presented with new product group

After the "**Save**" button is clicked, one product group record is created per product group checked. Checkboxes represent a shortcut for the IPP check multiple product groups rather than adding each product group individually. IPP may add each product group individually if desired. When editing, each resulting product group must be individual modified.

<u>Ready to Eat Products</u> - IPP must indicate if the product group is post-lethality exposed. If "Yes, IPP must: Indicate the Lm alternative implemented by the establishment. And respond to a set of questions about the establishment's Lm program.

<u>Non-RTE Products</u> – A set of "species" is presented based upon the selected FPC. Only one species may be selected. If the "same" product is produced but with a different species, it must be recorded as a separate product group

<u>Thermally Processed Products</u> – Unlike on the other product group tabs that support the selection of multiple product groups, the volume must be specified FOR THE SET of selected product groups checked on the Thermally Processed tab.

<u>Product Volume</u>

The purpose of the Volumes Tab is to maintain "Summary" information about the volume of product produced at the establishment. Volumes are "average daily volume" in units of "pounds per day".

5. Click the "**Volumes**" tab. HACCP volumes for each HACCP Processing Category are presented. HACCP Processing Categories are determined by PHIS based upon the product group information. CSIs are to select the appropriate HACCP volume ranges for each HACCP processing category by summing the associated product group volumes. The range may be estimated using the sum of the associated product group volumes (maximum or mean of range).

6. **Enter the volume information** (example only):

Raw Ground (Non Intact):	*select*	*1,000 - 3,000*
Raw-Not Ground (Fabrication/Intact):	*select*	*50,001 - 250,000*
Slaughter:	*select*	*50,001 - 250,000*

7. Click the "**Save**" button

Inspection Tasks

Click on the "Inspection Task" submenu to access the "Establishment Task List" page. This page enables a CSI to override the performance at the establishment of a specific routine inspection task. All of the routine inspection tasks that are allocated to the establishment are listed. The list is duplicated for each of the establishment's shifts. The default is for an inspection task to be performed (enabled). A CSI may disable an inspection task for a single shift, but the CSI must provide a reason when making a change. Change is implemented for the next day and is visible on "Task Calendar". For example, in reviewing the list, a CSI notices that an establishment on the assignment no longer produces some products. Routine inspection tasks associated with these products need to be disabled. A CSI may not add or delete items in list. The "Task Distributor" maintains list.

1. Click the "**Inspection Tasks**" link in the left navigation menu. "Establishment Task List" page is presented.
2. Scroll down list to become familiar with the page layout. For example when an establishment no longer produces X% solution labeled products, CSI would enter the following information.
3. Scroll to "**Economic/Wholesomeness**".
4. Under "Economic" click the "**edit**" icon (pencil icon) next to X Percent Solution inspection task.
   Data entry controls are presented below X Percent Solution.
5. Scroll to the "**data entry**" controls.
6. **Enter the reason for the change** (example only):
   Reason: *select* *Establishment does not produce applicable product*
7. "**Justification**" control. Justification is required to make a change and a reason is only required when the reason selected is "Other"
8. Click the "**Save**" button.
9. Scroll to the "**X**" Percent Solution inspection task. Checkbox is unchecked. X Percent Solution inspection tasks will be removed from establishment the next day.

Slaughter

Click the "Slaughter" submenu to access the "Slaughter" page. The purpose of this page is to describe the slaughter lines that are utilized at the establishment. Each row in the grid represents a slaughter line configuration that is utilized by the establishment. A separate "slaughter line" (i.e., row in the grid) is instantiated for each different use of the same physical equipment. An inspector may "add" or "edit" a row from the grid. Duplicate rows are allowed. IPP are to enter slaughter operation information for the Slaughter system for each line configuration including: Speed for each line, head per hour or birds per minute.

Before entering the slaughter line information IPP should add the information regarding the "**Slaughter Line Parameters**", which is located at the bottom of the Slaughter page. There are two questions which are required to be answered:

1. Click "**Slaughter**" link in the left navigation menu. Slaughter page is presented.
2. **Number of physical slaughter lines** – select a number using the "up" or "down" arrows.
3. **Number of Slaughter lines operating simultaneously** – select a number using the "up" or "down" arrows. Once these questions are answered continue with the following steps.

4. Click "**Add new Line**". "Slaughter line details" page is presented
5. **Enter the slaughter line information** (example only):

Shift:	*select*	*Shift 1*
Inspection Type:	*select*	*Meat*
Line Name:	*select*	*Slaughter Line 1*
Class:	*select*	*Cattle*
Slaughter System:	*select*	*Chain Driven Rail*
Inspection System:	*select*	*Using Viscera Table with Tongue-In*
Subclass:	*check*	*Steer*
Line Speed:	*select*	*87 to 143 heads/hour*

Note: For this example "Line Speed" is available only after selecting a subclass.

<u>Inspection Type</u>: Options are based upon the grants approved for the establishment.

<u>Line Name</u>: Represents a piece of physical equipment which may be used in different ways and with different slaughter classes.

- Expectation is that the same "Line Name" will be used to identify a particular piece of equipment across all configurations and all shifts.
- "Line Name" may be selected from the list of previously-specified line names or may enter.
- Entering the name of a previously-specified line will cause an error.

Note: {Inspection Type, Class, Slaughter System, Inspection System, Subclass, Line Speed} cascade top-to- bottom and left-to-right. The options available for a control depend upon the value selected for the previous control. Line Speed control is not labeled, it is the drop-down list to the right of each Subclass option. PHIS estimates the number of on-line inspectors required for the particular slaughter line configuration for each Subclass. This estimate appears to the right of the Line Speed. PHIS estimates the number of on-line inspectors required for the particular slaughter line configuration as a whole (=Maximum Line Speed). Maximum Line

Speed is the largest Subclass Line Speed. Staffing estimates for on-line inspectors is used in Resource Management in the establishment's staff year calculation.

- Estimate for each slaughter line (=Line Name) is used.
- Slaughter line estimate is the staffing estimate for the fastest Maximum Line Speed for all configurations with the same Line Name.

4. Click the "**Save**" button

Training

Click on the "Training" submenu to access the "Establishment Training Requirements" page. The purpose of this page is to present information regarding training courses that are associated with the establishment. Courses listed are based upon Establishment Profile attributes and pertinent job categories are provided for each course. A CSI cannot edit this information.

Printing the Establishment Profile

1. On the navigation menu, click on the "**Establishment Profile**
2. Click on "**Select Establishment"; *WAIT*** for the page to refresh
3. Under Select Establishment, select the **"My Establishment"** tab
4. Click the house icon for the establishment of interest
5. Scroll down to "Reports" and click on "Reports"- it should expand to show a link "Establishment Profile Report"
6. Click this link, and a window pops open
7. Go to file and print within the window

Coverage Assignment

The purpose of the "coverage assignment" is to identify a listing of the applicable assignments for the Consumer Safety Inspector that specifies the District, Circuit, IPS, Assignment, Duty Station, and Shift for each assignment listed. From the Navigation Menu to access the "Coverage Assignment" feature, simply click on "Coverage Assignment" and this will expand the panel to display the assignments listed for the Consumer Safety Inspector.

***Note**: The Consumer Safety Inspector's home assignment may or may not be listed. This information is completed by the District Office designating assignments; which may include multiple establishments; for the Consumer Safety Inspector to access and identify specific to the task list filter.

Flexibility is allowed for the user to add new coverage assignments from the "IPS" listing information generated by the District Office.

<u>Add New Coverage Assignment</u>

1. From the open "Coverage Assignment" page, click "**Add new Coverage Assignment**".
2. This will expand the coverage assignment panel to allow the CSI to select from the "IPS" drop down menu.
3. The "Business Units", "Districts", and "Circuits" as read-only, user cannot change this information.
4. Under the "IPS" field, click on the downward arrow where you see "select" and choose from the listing to locate the applicable assignment.
5. After the new assignment is selected it will automatically populate to a panel below that will identify the new assignment information, duty station, grade, and # of positions.
6. From the panel click on "**<u>Assign</u>**" to initiate the action of adding the new assignment to the main coverage assignment panel. Once clicked you will see the following message "Successfully added the Coverage Assignment".
7. Click on "**<u>Return to Previous Page</u>**" and this will return the user back to the main coverage assignment page.
8. To delete a coverage assignment, click on the trash can icon, follow the message prompt and click "ok".

Note: Be sure the user assignment IPS code is selected here in Coverage Assignments onto the user list to assure the assignment appears on the user's task filter on the calendar page.

Task List /Task Calendar

Task Calendar Page Layout

There are 2 major parts to the "Task Calendar" page which include:

- Establishment Task List
- Task Calendar

<u>Establishment Task List</u>

The task list can be hidden to make more room on the screen for viewing the task calendar by clicking on the double arrows on the far right side of the establishment task list bar. Clicking on the double arrow again opens the task list.

At the top of the Establishment Task List is the "Assignments" filter. It is used to specify the "Resource Management Assignment" for the information available on the page. When the user has access to multiple assignments, the user can select a specific assignment. The drop-down lists represent levels in the organization from highest (Business Unit, e.g., OFO) to lowest (Assignment).

The purpose of the "Establishment Task List" is to list the tasks for the Establishment in the selected "Assignment". A task can be added to the inspector's calendar by scheduling a task for a specific date. The task list can be filtered by task name and also by specific task criteria such as date range, priority level or task category. IPP are to use the PHIS task calendar and their knowledge of the specific operations in their assigned establishments to schedule their inspection tasks in the most efficient and effective manner.

Tasks for an establishment are generated from the "Task Library". Office of Policy and Program Development (OPPD) designs and maintains the "Task Library". IPP maintain the "Establishment Task List", which comes from the "Establishment Profile" information.

"Task List Features" indicate the task name, priority, start date/end date, number of tasks planned, number of tasks scheduled, task category (routine or directed tasks) and the number of task done.

- Routine Tasks - task allocated to an establishment on an ongoing basis under normal conditions; and are allocated based on the establishment's processes and products that must be verified.
- Directed Tasks **-** IPP should check their calendar task list daily for additional directed tasks. Tasks may be added in response to positive lab results or enforcement actions. Task may be added by IPP when a situation warrants doing so.

The purpose of the "Task Calendar" is to display all of the specific tasks scheduled for all Inspectors and all Establishments in the Assignment. Tasks displayed on the calendar can be filtered by Inspector and/or Establishment. Documenting inspection results for a specific task can be initiated directly from the calendar.

IPP should consider their knowledge about the assignment and other factors when making their schedules and scheduling an inspection task.

- Knowledge of establishment operations
- Knowledge of travel times and other inspection duties
- Avoid predictable patterns in scheduling
- Give preference to higher priority tasks
- Allocating tasks over the entire month
- Coordination between inspectors
- Not scheduling too many tasks on a given day

Task Calendar

Task Calendar is one of the eight major functional areas of the Domestic Inspection module. Three types of tasks may be placed on the Task Calendar: domestic inspection tasks, lab sampling tasks, and import inspection tasks.

To access:

1. From the Home page, click the Task Calendar option from the left navigation menu.
2. To change the assignment, click the *drop down list* arrow to the right of the **Assignment filter,** then highlight the appropriate assignment and click it.

Once a selection has been made the **Establishment Task List** displays all establishments and the Task Calendar displays a list of tasks for all associated establishments for the current month.

Viewing All Assignments

1. Inspectors use Task Calendar to manage their individual workload on a 30-day continuum. By default, PHIS displays tasks in a monthly view on the calendar. On the top right of the calendar, the **Month** option is highlighted.
2. Once the **Assignment** has been selected:
3. Scroll down to the Task Calendar.
4. Tasks presented in Task Calendar are based on selections made within the **Assignment filter.**
5. By default, scheduled tasks are displayed for **All Inspectors** and **All Establishments** for the current month.
6. Use the left or right arrows (adjacent to the **today** link) to navigate to the previous or next month.
7. Select the **Week** option to view the calendar of assignments in a weekly view or select the **Day** option to view the tasks scheduled for that day.
8. Use the left or right arrows (adjacent to the **today** link) to navigate to the previous or next week (or day if selected).
9. Alternatively, click the calendar icon (adjacent to the **today** link) for the pop-up calendar and select a date for quick access to a future date.
10. Tasks displayed in **light blue** are **scheduled tasks.**
11. Tasks displayed in **green** with an adjacent green check icon indicate **completed tasks**.
12. Tasks displayed in **yellow** with an adjacent double arrow icon indicate **in progress tasks**.
13. Tasks displayed in **red** with red X icon indicate tasks that have **not been performed**.
14. *Right click* on a task to access the **Inspection Task Menu** options.

Viewing Scheduled Tasks on the Task Calendar

To view the scheduled tasks for one Inspector for all establishments:

- Under the **Task Calendar** bar, select the Inspector's name from the Inspector *drop-down* list. Make sure "all" is selected for the establishments.

To further view the Inspector's tasks for one specific establishment:

- Select the establishment from the Establishment *drop-down* list.

Assigning a Task from the Establishment Task List

Click the double arrows to the right of the **Establishment Task List** bar to expand the pane (if necessary).

- Under the Establishment Task List bar, click the "Filter Task by" *drop-down* list to filter all tasks by functional area (i.e., Domestic, Import, or Lab Sampling.)

To view all the routine tasks for the establishment:

1. Select the establishment from the **Establishment** *drop-down* list.
2. Select **"Domestic"** for the functional area from the "Filter task by" *drop down* list.
3. The task list shows tasks based on the filtered establishment for a two month time frame.
4. Use the **Scroll Bar** on the right side to scroll down to observe the all the tasks for the two month period.
5. Tasks can be assigned to the signed on inspector.

Scheduling a Routine Task

To assign a routine task:

1. From the Establishment Task List
2. Select the establishment from the **Establishment** *drop-down* list.
3. Select **"Domestic"** as the functional area from the "Filter task by criteria" *drop down* list
4. Click the **"Add"** link for the task in the routine task column.
5. After clicking the "**Add**" link a calendar grid is presented so that the IPP can add a specific task for multiple days. Check the smaller box next to the appropriate day so that the task is added to the task calendar for multiple days. **Example:** If you checked the small box next to Monday and placed a 1 in the box next to it, you will add this task one time for every Monday of that month. Now, if you placed a "1" in the box by the corresponding day of the month within the calendar grid you will have added that task onetime for everyday you placed a "1" by.
6. Click the **Save** button
7. The task is then assigned to the calendar for the inspector.
8. Scroll down to the **Task Calendar** pane to view the assigned task on the calendar.
9. If not expanded, click the double-arrows on the Task Calendar bar to expand.
10. *Right click* on the assignment to view the **Inspection Task Menu**, which provides additional options described below.

Scheduling all Routine Tasks for Current Month

To assign all remaining routine tasks for the month automatically:

1. From the Establishment Task List
2. Select the establishment from the **Establishment** *drop-down* list.
3. Select **"Domestic"** as the functional area from the "Filter task by criteria" *drop down* list
4. Click the **"Schedule Current Month Tasks"** link.
5. Review the information in the confirmation pop-up and click "**Continue**".
6. Click "**OK**".

8. Scroll down to the **Task Calendar** pane to view the assigned tasks on the calendar.
9. If not expanded, click the double-arrows on the Task Calendar bar to expand.

10. *Right click* on the assignment to view the **Inspection Task Menu**, which provides additional options described below.

Scheduling a Directed Task

To assign a directed task:

1. From the Establishment Task List
2. Select the establishment from the **Establishment** *drop-down* list.
3. Select **"Domestic"** as the functional area from the "Filter task by criteria" *drop down* list
4. Click the **"Add"** link for the task in the **Directed** task column.
5. After clicking the "**Add**" link a calendar grid is presented so that the IPP can add a specific task for multiple days. Check the smaller box next to the appropriate day so that the task is added to the task calendar for multiple days. **Example:** If you checked the small box next to Monday and placed a 1 in the box next to it, you will add this task one time for every Monday of that month. Now, if you placed a "1" in the box by the corresponding day of the month within the calendar grid you will have added that task onetime for everyday you placed a "1" by.
6. Select a **Reason** from the *drop down* list
7. Click the **Save** button
8. The task is then assigned to the calendar for the inspector.
9. Scroll down to the **Task Calendar** pane to view the assigned task on the calendar.
10. If not expanded, click the double-arrow on the Task Calendar bar to expand.
11. *Right click* on the assignment to view the **Inspection Task Menu**, which provides additional options described below.

Editing a Scheduled Task

To edit a scheduled task that has not been started:

1. On the PHIS left navigation menu, click on **"Task Calendar."**
2. Scroll down to the **Task Calendar**.
3. Select the establishment from the **Establishment** *drop-down* list.
4. Locate the task on the Task Calendar.
5. *Right click* to access the **Inspection Task Menu** options.
6. Click the **Edit** option to access the **Edit Establishment Task Detail** pane.
7. The **Edit Establishment Task Detail** pane is presented. The detailed information of the task is available for review.
8. A different date can be selected for scheduling the task if needed. Click **Save** to update the change.
9. The task is then assigned to the calendar on the selected (new) date.

Editing and Viewing Task Information

To edit and view task information on the calendar:

1. On the PHIS left navigation menu, click on **"Task Calendar."**
2. Scroll down to the **Task Calendar**.
3. Select the establishment from the **Establishment** *drop-down* list.
4. Locate the task on the Task Calendar and *right click* on the task to open the **Inspection Task Menu.**
5. Select the "**Information"** option and the **Guidance Information** pop up window displays.
6. The information presented contains general guidance information, URLs, and/or files pertaining to the task.
7. Close the pop-up window to return to the calendar.
8. *Right click* on the task again and select the **Document** option from the **Inspection Task Menu**.
9. The Inspection results window is presented, which is based on the Domestic functional area selection made from the **Filter task by criteria** within the **Establishment Task List** (e.g., Domestic, Import, and Lab Sampling).
10. The inspector can record information about the task (from any tab) and select the **Inspection Completed** checkbox to indicate that all information about the task has been recorded.

Editing or Viewing Lab Sampling Task Information on the Calendar

To edit or view lab sampling task information on the calendar:

1. Under the Establishment Task List bar, click the *drop-down* list to filter all tasks by the **Lab Sampling** functional area, which filters all scheduled sampling tasks, grouped by establishment.
2. Scroll down to the Task Calendar panel and locate the sampling task. *Right click* on the task to open the **Inspection Task Menu.**
3. Select the **Document** option from the Inspection Task Menu, which accesses the Sample Collection page providing access to data input screens for lab sample collection.
4. Click the **Save** button.

Removing a Scheduled Task

To remove a task from the calendar:

1. On the PHIS left navigation menu, click on **"Task Calendar."**
2. Scroll down to the **Task Calendar**.
3. Select the establishment from the **Establishment** *drop-down* list.
4. Place the cursor over the scheduled task and *right click* to access the **Inspection Task Menu** options.
5. Click the **Remove** option.

6. Review the calendar to ensure that this task is no longer displayed on the calendar.

The task is removed from the calendar; however, remains on the Establishment Task List pane. The task can be removed from the list when the task is unselected from the Establishment task list in Establishment Profile (more information can be obtained in Establishment Profile).

Re-Assigning a Scheduled Task

To reassign a scheduled task that has not been started from another inspector:

1. An Inspector is permitted to re-assign a task to himself from another Inspector; an inspector cannot re-assign the task to another inspector.
2. Make a selection from each *drop-down* list; the system will automatically filter the tasks based on the selections from the *drop-down* lists.
3. Select an **Inspector** and **Establishment** from the *drop-down* list to view the assigned tasks on the calendar. The Task Calendar is presented based on the selections made from the *drop-down* list.
4. Locate the **Task** to be assigned to you on the calendar.
5. *Right click* on the task and select **Edit** from the **Inspection Task menu**. Review the task at the edit page.
6. Confirm that the "**Previously Assigned To"** field has the current inspector's name assigned to the task and **Assign to a New Inspector** has your name in it.
7. Review information as needed and click **Save** to assign the task to yourself.

Note: To reassign a task that has been started by an inspector see the **Unlocking a Task Started by Another Inspector** section.

Printing the "Inspector's Calendar of Scheduled Tasks" for an Establishment

To print the scheduled tasks for an establishment:

1. On the PHIS left navigation menu, click on **"Task Calendar."**
2. Scroll down to the **Task Calendar**.
3. Click the **Printer** icon on the top right under the task calendar bar.
4. The list displayed can be sorted by using the report filters at the top of the screen.
5. Type the **Establishment Name** in the establishment name box
6. Select **"Not Opened"** from the *drop down* list in the "status" box.
7. Click the **Refresh** button.
8. Click the **"Printer"** icon below the refresh button [information will print on USDA printer].
   Note: A file format, e.g., pdf, MS excel or MS word, can be selected by clicking on the appropriate icon and then the document can be printed.

Designating a Task as Not Performed

To designate a scheduled task as not performed:

1. On the PHIS left navigation menu, click on **"Task Calendar."**
2. Scroll down to the **Task Calendar.**
3. Select the establishment from the **Establishment** *drop-down* list.
4. Place the cursor over the scheduled task and *right click* to access the **Inspection Task Menu** options.
5. Select the **Justification** option from the **Inspection Task Menu**.
6. Select the appropriate **Justification** from the *drop down* list.
7. Manually type in a **Comment** in the text box (this optional).
8. Click **Save** and then click the **Close** button.
9. The task is now highlighted light red and has a red X in the left corner.

Designating a Normal Operating Day as Inactive/Non-operating Day as Active

To designate an operating day as active:

1. On the PHIS left navigation menu, click on **"Task Calendar."**
2. Scroll down to the **Task Calendar**.
3. Select the establishment from the **Establishment** *drop-down* list.
4. Click the **Active/Inactive** icon (calendar and clock).
5. Manually type in the **Date** or click the calendar icon and select the date.
6. Click on the *drop down* list and select **"Mark day as Inactive."**
7. Click the **Save** button. The day will be highlighted light blue and tasks cannot be scheduled on that day.

To designate a non-operating day (e.g., Saturday) as active:

1. On the PHIS left navigation menu, click on **"Task Calendar."**
2. Scroll down to the **Task Calendar**.
3. Select the establishment from the **Establishment** *drop-down* list.
4. Click the **Active/Inactive** icon (calendar and clock).
5. Manually type in the **Date** or click the calendar icon and select the date.
6. Click the **Save** button. The day will have a white box like other operating days and tasks can be scheduled on that day.

Performing Tasks/Entering Results

Opening a Scheduled Task

1. Log into PHIS.

2. Click "**Task Calendar**" on the **Navigation Menu** to the left of the screen.
3. **Filter for the appropriate inspector** and **establishment** (if there is more than one) by using the drop down boxes at the top of the page.
4. Locate the task on the date scheduled in the calendar and right click on the task and select "**Document**". This will cause the "**Inspection Results**" page to display.
5. Review the "**Inspection Results**" page, resize it if necessary, and click the "**Activity**" tab.
6. **Select the verification method(s)**, **correct the dates if needed**, and **complete any other information** as appropriate for the task and then click "**Save**" – to take control of this task.
7. Click the "**Regulations**" tab and review.
8. Click and review the other tabs on the page to ensure no other data is required.
9. Click "**Save**".
10. Perform the task outside of PHIS and return to PHIS for task documentation.

Documenting a Task Performed

1. Locate the task on the **Task Calendar** as described above in "Opening a Scheduled Task".
2. Right click on the task performed and select "**Document**" to pull up the Inspection Results page.
3. On the "**Inspection Results**" page click on the "**Activity**" tab to enter any necessary information as needed.
4. Click the "**Regulations**" tab on the "Inspection Results" page.
5. Record the "**Regulations Verified**" (the mandatory regulations must be selected).
6. Check the "**Regulatory Non-Compliance Box**", if applicable.
7. Click "**Save**".
8. Click on the "**Findings"** tab to document any comments related to the task.
9. Click "**Inspection Complete**" when the establishment is found to be in compliance; and click "**Save**". The task cannot be completed if there is regulatory noncompliance and the establishment has not brought itself back into compliance.

Documenting a Task Performed on Reimbursable Overtime

1. Locate the task on the **Task Calendar** as previously describe above in "Opening a Scheduled Task".
2. Right click on the task performed and select "**Document**" to pull up the Inspection Results page. (Situations may arise when IPP will have to reschedule their planned activities and they may have to perform some work on reimbursable overtime in order to meet the Public Health objective of the Agency.)
3. On the "**Inspection Results**" page click on the "**Activity**" tab to enter any necessary information as needed.

- **Note:** When IPP enter the results of the inspection task on the Inspection Results page, after clicking on the "**Activity**" tab they can check the "All or part of this task was performed on reimbursable overtime" box when the task is performed on reimbursable overtime. These situations would warrant prior communication with immediate supervisory channels prior to checking this box.

4. Click the "**Regulations**" tab on the "**Inspection Results**" page.
5. Record the "**Regulations Verified**" (the mandatory regulations must be selected).
6. Check the "**Regulatory Non-Compliance Box**", if applicable.
7. Click "**Save**".
8. Click on the "**Findings"** tab to document any comments related to the task.
9. Click "**Inspection Complete**" when the establishment is found to be in compliance; and click "**Save**". The task cannot be completed if there is regulatory noncompliance and the establishment has not brought itself back into compliance.

Note: IPP may use this time to get the routine tasks accomplished that they could not get accomplished during the regular day. Ideally, IPP can complete the higher priority tasks during the normal hours of operations and can use the overtime to perform some of the lower priority tasks on the calendar. IPP can also schedule directed tasks if they have exhausted all of the routine tasks on task list. In all cases, IPP need to indicate whether all or part of the task was performed on overtime.

Documenting a Task Not Performed

1. Locate the task on the **Task Calendar** as previously covered in "Opening a Scheduled Task".
2. **Right click on the task** on the Calendar and select "**Justification**".
3. In the "Justification" dropdown, **select the appropriate reason** for the task not being performed.
4. Click "Save" and then "Close".

Editing Finalized Inspections Results

Inspectors assigned to or covering an establishment can review and edit *Inspection Results* whether created by him or someone else.

To access:

1. Click the **Inspection Verification** option from the left Navigation Menu.
2. Click the **Select Establishment** option.
3. From the **Domestic Inspection** page, select an establishment by clicking on the adjacent radio button.
4. Once an establishment is selected, select the **Inspection Results** option from the left Navigation Menu
5. The Inspection Results page will display a listing of existing inspection tasks and results with current status.

Once the Inspection Result has been completed, it is considered *locked* for editing and has a status of completed.

1. Locate the Inspect Results and click the **Edit** icon adjacent to the inspection task and result.
2. Once the Inspection Results page opens, a message displays at the top of the page with a hyperlink.
3. Click on the **<u>Justification</u>** hyperlink to access the **Justification (Inspection Result)** page
4. Select a Justification from the *drop-down* list (Mandatory).
5. Enter additional text within the reason text box (Mandatory).
6. Click the **Unlock** button to save the justification and return to the Inspection Results page.
7. A grid with newly added justification is displayed at the bottom of the page, with a message above the grid.
8. The Inspection Results status has been changed from **Completed** back to **Open**. The Inspection Task and Results can be edited and marked as **Completed** once updated.

To complete the Inspection Results:

1. Place a check in the **Inspection Completed** checkbox.
2. Click **Save**.

Managing Task Calendar for Temporary Coverage

Assessing the Task Calendar

There are occasions when IPP will need to provide temporary coverage at another assignment due to emergency situations. In this situation, IPP frequently cannot perform all procedures as scheduled on their calendar and will move tasks for the other assignment to their schedule to perform. IPP are to reassign priority 1, 2 and 3 tasks from the other assignment to their schedule and then remove and reschedule tasks on their own schedule based on priority.

1. Click the Task Calendar option on the navigation panel to launch the Task Calendar page. The Establishment Task List page is displayed.
2. **Filter** the calendar by Inspector (name of the other inspector regularly assigned to the establishment you are temporarily covering) and the establishment name.
3. View the other inspector's planned tasks for the day(s) you'll be covering the assignment. Assess the priority 1, 2 and 3 tasks to move to your calendar.
4. Right-click on his/her priority task (e.g., Operation SSOP – Review and Observation) scheduled for the date you're covering the assignment and select **Edit** from the task menu.
5. In the Edit screen, note that the task that was assigned to the other inspector will now be assigned to you. Click **Save**.

6. Continue to reassign his/her priority 1, 2, and 3 tasks to yourself for the date(s) you're covering the assignment using the same process as steps 6 and 7.
7. Set the calendar Inspector filter to **All** so that you can see the tasks that you have reassigned from the other inspector's calendar to yourself.
8. Repeat steps 4-9 for each establishment when the temporary assignment has multiple establishments on the assignment.

Reschedule, remove or cancel tasks on the Task Calendar based on changing priorities

Now that IPP has taken on some of the other inspector's tasks for the temporary assignment, IPP will need to assess their schedule and remove or reschedule some of the lower priority tasks on their calendar so that the high priority tasks can be performed in both assignments. **Priority 1 and 2 tasks are left alone**, **priority 3 tasks are rescheduled** and **priority 4 tasks are removed, if needed**.

Rescheduling Priority 3 Tasks on the Task Calendar

1. Filter the calendar by Inspector (your name) and the establishment (your assignment).
2. Right-click on a task (e.g., Priority 3–03J Slaughter HACCP Verification) scheduled for the day you're covering the temporary assignment and select **Edit**. Click the schedule date calendar icon and select another day later in the week when you can perform it. Click save, then close. Note that the task now appears on the calendar on the date selected.

Remove or Cancel Priority 4-6 Tasks from the Task Calendar

1. Right-click on the task (e.g., Priority 4 – 03C Raw Intact HACCP Verification) scheduled on the day you're covering the temporary assignment and select **Remove**.
2. Inspect the calendar to ensure that the task is no longer displayed on the calendar.
3. Inspect the task on the task list and notice that the #Sch column has been decremented by 1.

COVERING TEMPORARY ASSIGNMENTS

Coverage of Assignments allows the RMA and/or an Inspector to make temporary assignments to schedule and complete tasks that cover another Inspector's assignment.

RMA - Creating a Coverage Assignment

The RMA can place an Inspector into a coverage establishment. To access:

1. Login.
2. From the Home page, select the **Resource Management** option from the left navigation menu to expand the sub-menu options.

3. Select the **Assignments** option to view the Assignments page.
4. The **Business Unit** option defaults to that of the signed-on RMA.
5. Click the *drop-down* list to change the **District** option, which filters available Circuit options based on your selection.
6. Click the *drop-down* list to change the **Circuit** option, which filters available IPS options based on your selection.
7. Click the *drop-down* list to change the **IPS** option, which then retrieves available Assignments based on your selection.

Once all Assignments display:

1. Select the green arrow adjacent to the assignment that needs coverage.
2. The **Assignment Detail** page displays the details of the assignment with three tabs: Assign Establishment, Assign Personnel Resources, and Staffing Requirements.
3. Select the **Assign Personnel Resources** tab
4. Click the double arrows adjacent to the **Search Personnel Resources** bar to expand the pane and view available personnel.
5. Enter a first and/or last name of the Inspector to reduce the list.
6. Alternatively, use the **right arrow** key at the bottom of the list to navigate to the next page of the list of Personnel Resources. Or use the **page size** command to lengthen the list of establishment names.
7. Once the desired Inspector is located, select the **Coverage** link adjacent to the name.
8. The selected Inspector's name is added to the **Coverage Assignment** list at the bottom of the page and a message is displayed above the grid.
9. Click the **Return to previous** page hypertext link to return to the Assignment view page.

To Delete a Coverage Assignment:

1. Click the trash can icon adjacent to the Inspector's name.
2. A dialog box displays that allows you to confirm the deletion by selecting **Yes**.
3. Alternatively, select **Cancel** to keep the Coverage Assignment.
4. Click the **Return to previous** page hypertext link to return to the Assignment view page.

Inspector – Creating a Coverage Assignment

The Inspector can place them self into a coverage assignment. To access:

1. Login.
2. Click the **Coverage Assignment** option from the left Navigation Menu. Once the Coverage Assignments page displays, any existing Coverage Assignments will display within the grid.
3. Under the **Coverage Assignments** bar, select the **Add new Coverage Assignment** option. The Business Units option defaults to that of the signed-on Inspector.

4. Click the *drop-down* list to change the **Business Units** option, which filters available District options based on your selection.
5. Click the *drop-down* list to change the **District** option, which filters available Circuit options based on your selection.
6. Click the *drop-down* list to change the **IPS** option, which then retrieves available Assignments based on your selection.
7. Click the arrow icon adjacent to the individual assignment to expand the record for assignment details.
8. Once the assignment is identified:
9. Select the adjacent **Assign** link to add the Coverage Assignment.

Inspector – Accessing Inspection Results

Once the coverage assignment has been completed, the Inspector may view the task within the Inspection Results page. To access:

1. Select the **Inspection Verification** option from the left Navigation Menu.
2. Select the **Select Establishment** option.
3. Select the radio button adjacent to the newly assigned Establishment.
4. Select the **Inspection Results** option to view the available Task Name for update.

Unlocking Task started by another inspector

An inspector who rotates in or covers the assignment for another inspector can complete tasks begun by another inspector. The flow would be like this:

1. Inspector schedules task onto his/her calendar (task status is "not opened").
   - Second inspector can view original inspector's calendar (by being in or covering the same establishment/assignment) and can reassign the task to his/her own calendar while the status is "not opened."
2. Inspector begins verification in the establishment.
3. Inspector begins entering task results in PHIS (task status is "open").
   - Second inspector can go to inspection verification/inspection results page for the establishment and can edit/complete the task results begun by the original inspector. PHIS requires second inspector to select a justification to "unlock" the results for editing.
4. Inspector finishes entering task results (including verification of return to compliance for any associated NRs) and marks task "complete."
   - Original inspector or another inspector covering the assignment can go back and "unlock" the results for editing by selecting a justification.

Noncompliance

Documenting Noncompliance for an Opened Task

1. On the **Home Page,** click on "**Inspection Verification"** on the left navigation menu.
2. Click on "**Select Establishment".**
3. Click on the Radio Button, indicating the Establishment to which you are writing the Noncompliance.
4. From the **Left Menu**, click on "**Inspection Results".**
5. Click on the "**Edit"** Icon (pencil) for the Opened Task for which you are documenting the Noncompliance.
6. Click on the "**Regulations"** Tab.
7. **Check ALL the Regulations** you verified while performing the task, including
    - Regulations you verified which are mandatory to verify for this Task,
    - Regulations you verified which are not mandatory to verify for this Task,
    - Regulations you verified which are in compliance, and
    - Regulations you verified which were not in compliance.

8. Check the "**Regulatory Noncompliance"** box below, indicating you found noncompliance with at least one of the regulations you verified.
9. Click on "**Save**" to save this page, which will allow you access to create (or edit) the Noncompliance Record.
10. Click on the "**Create/Edit NR"** button. The Noncompliance Record will open on the General Tab.
11. Click on the **"Noncompliance"** Tab.
12. Click on "**Add Noncompliance".**
13. **Check the Regulations** which were NOT in compliance. Document what you saw thoroughly and concisely in the noncompliance description text box (Block 10).
14. Type in or pick from the menus any additional pertinent information, e.g. retain/rejected tags, (Required information is indicated by the red star).
15. Select the name of **the person whom** the Noncompliance should be addressed to from the "**Addressed To"** Drop Down menu (mandatory).
16. Click on the name of the person who was notified about the Noncompliance.
17. Type in the First and the Last Name of any Other Personnel that may have been notified. Click on "**Add"**.
18. Click on "**Save"** to save this Noncompliance page.
19. Click on "**Cancel"** to return to the **Noncompliance Record (NR) page.**

Associating Noncompliance/NRs

IPP are to associate NRs when they indicate an on-going trend of **same cause noncompliances** or systemic problems with the establishment's food safety system.

1. From the **Noncompliance Record (NR) page.**
2. Click on the "**Noncompliance"** Tab.

3. Click the **Link icon** (red arrow) for the NR
4. Click **Maintain Associations**
5. Use filters on the Noncompliance Association page as needed to find the correct NR to associate
6. Click the **Printer icon** for an NR, if necessary, to ensure that the correct NR is selected for the association, i.e., the previous NR with the same or similar noncompliance
7. Check the **Box** next to the NR
8. Click the **Save** button to create the association
9. Click the **Back** button to return to the General Tab on the Noncompliance Page
10. Click on the **Noncompliances** tab
11. Click the **Edit icon (pencil)** to reopen the noncompliance record
12. **Type** the language for a developing trend in noncompliance in the description of the NR, i.e., previous NR number and plant action that was not implemented or effective in preventing recurrence of the noncompliance
13. Click the **Save** button to update the noncompliance description within the NR record

Printing the Noncompliance/NRs

14. From the **Noncompliance Record (NR) page.**
15. Click on the "**Noncompliance"** Tab.
16. Click on the **Printer icon**, which will generate Form 5400-4 as a pdf document.
17. Click the **Printer icon** in the far left corner of the pop-up window, which will print this form.

Editing Finalized Noncompliance/Completed NR Form 5400-4 (Unlocking Records)

During inspection verification, inspectors record inspection results and document Noncompliance Records (NR) when regulatory noncompliance is identified. Primarily designed for the Inspector role, however, other roles can access these pages in a *read-only* mode or to perform specific activities.

Editing a Completed NR form 5400-4

Inspectors assigned to or covering an establishment can review and edit a completed NR whether created by him or someone else. To access:

1. Login and select the Inspector role from the *drop-down* list.
2. Select the **Inspection Verification** option from the left Navigation Menu.
3. Select the **Select Establishment** option.
4. From the **Domestic Inspection** page, select an establishment by clicking on the adjacent radio button.
5. Once an establishment is selected, select the **Noncompliance Records** option from the left Navigation Menu

6. The Noncompliance Records page will display a listing of existing noncompliance records with current status.

Justification for Editing Noncompliance/Completed NR form 5400-4

Once a noncompliance has been finalized or an NR is completed, it is considered *locked* for editing and has a status of finalized or completed, respectively.

7. Locate the NR and click the **Edit** icon for the NR.
8. Once the Noncompliance Record opens, a message displays at the top of the page with a hyperlink.
9. Select the **Click here** hyperlink to access the **Justification/Reason to Edit NR** page
10. The NR can be unlocked by entering a justification.
11. Select a Justification from the *drop-down* list (Mandatory).
12. Enter additional descriptive information within the reason text box.
13. Click the **Unlock** button to save the justification and return to the Noncompliance Record (NR) page.
14. A grid with newly added justification is displayed at the bottom of the page, with a message above the grid.
15. The NR status has been changed from **Completed** back to **Open**. The NR can be edited and marked final once updated and completed.

To complete the NR:

16. Locate the NR and click the **Edit** icon for the NR.
17. Place a check in the **NR Completed** checkbox.
18. Click **Save**.

Inspector Notes

Documenting Inspector Notes

1. Login to PHIS to reach the "Home" page.
2. Click on "**Inspection Verification**" in the left side **Navigation Menu**.
3. Click on "**Select Establishment**" and select the desired establishment if there is more than one in this assignment.
4. Click on "**Inspection Notes**" in the left **Navigation Menu** to reach the "**Inspector Note List**".
5. Click on the "**Create Note**" button to display the "**Inspector Notes**" page.
6. Enter the **applicable date, shift**, and **category** for the note.
7. **Type the body of the note** in the text box.
8. Click the "**Save**" button to save the note and then click **"Cancel"** to return to the "**Inspector Note List**". Verify the note is displayed in the list.

Editing Inspector Notes

1. Follow steps 1-4 above (see Documenting Inspector Notes) to reach the Inspector Note List.
2. Click on the "**edit**" icon corresponding to the note to be edited. The "**Inspector Notes**" page will be displayed.
3. **Make the desired changes** on the "Inspector Notes" page.
4. Click the "**Save**" button to save the changes, then click **"Cancel"** to return to the "**Inspector Note List**".

Deleting Inspector Notes

1. Follow steps 1-4 above (see Documenting Inspector Notes) to reach the Inspector Note List.
2. Click on the "**delete**" icon for the note to be deleted. A **Confirmation** message will appear.
3. Click "**OK**".
4. The note should no longer be present in the "**Inspector Note List**".

Memorandum of Interview (MOI)

Creating a MOI

1. On the **Navigation Menu**; click on "**Inspection Verification**".
2. Click on "**Select Establishment**" and *WAIT* for the page to refresh.
3. Click on the radio button to select the establishment.
4. On the **Navigation Menu**, click on "**Memorandum of Interview**".
5. On the "**MOI List**", click the "**Add MOI"** link
6. On the (MOI) page, select the "**Status"** tab:
   - Adjust the default **Meeting Date** if necessary to reflect the date you met with plant management.
   - Select the **Meeting Time**.
7. On the (MOI) page, select the "**Issues"** tab: Enter the **Sample Form Number** if applicable.
8. In the "**Comments**" field, enter the issues discussed. Scroll down and click "**save**", and then **"cancel".** The **MOI List** page is presented.
9. Click the "**Printer**" icon for the MOI. The MOI will open in another window as a PDF document.
10. Provide a copy of the MOI to plant management.
11. To finalize the MOI check Finalize box. The MOI can be modified after it is finalized by providing a justification and unlocking it.

Meeting Agenda

How to Create a Meeting Agenda

1. On the left **Navigation Menu**; click on **Inspection Verification**.
2. Click on **Select Establishment** and ***WAIT*** for the page to refresh.
3. Click on the radio button to select the establishment.
4. On the left navigation menu; Click on "**Meeting Agenda**"
5. Click the "**Create Agenda**" button.
6. Click on the **Meeting** tab and populate data:
   - Meeting Date [date anticipated]
   - Meeting Start Time [time anticipated]
   - Subject [The agenda will be named according to subject]
   - Attendees [The attendees list is populated by information from the Establishment Profile/Contacts]
   - Other contacts
7. Click **"Save"** or continue to the next tab. If saved and then cancelled, the **Agenda List** page will display. IPP will be able to select that the agenda of interest and edit, delete, or print it
8. Click on the **Agenda** tab.
9. An agenda text box appears. Type in information that IPP plan to discuss with Plant Management. IPP can save or continue to the next tab. If saved and the cancelled, the **Agenda List** page will display. IPP will be able to select that the agenda of interest & edit, delete, or print it.
10. Click on the **Comment List** tab. Note: When inspector notes are entered for the establishment, they will be listed. Notes can be included on the agenda by checking the box and clicking the "*Send Comments to Agenda Tab*" button.
11. Click on the **NR** tab [*if an NR is associated with the meeting*]
12. Using the dropdown box, select the appropriate NR.
13. Click "Save" and then **"Cancel"**. The **Agenda List** page will display. IPP will be able to select that the agenda of interest & edit, delete, or print it.

Creating an "Establishment Meeting MOI" from an existing Meeting Agenda

1. On the left **Navigation Menu**; click on **Inspection Verification** to expand.
2. Click on **Select Establishment** and *WAIT* for the page to refresh.
3. Click on the radio button to select the establishment.
4. On the left navigation menu; Click on "**Meeting Agendas**"
5. Click on the red arrow in the MOI column and select the Meeting tab
   - select meeting date
   - select meeting time
   - enter subject
   - select attendees

- IPP can save or continue to next tab

6. Click on **Agenda** tab. Document what was really discussed at the meeting. IPP can "**save**" or "**continue**" to next tab
7. Click on the **NR** tab [*if an NR is associated with the meeting*].
8. Using the dropdown box, select the appropriate NR
9. Click **"save"** and **"cancel".** The **Agenda List** page will be displayed. IPP will be able to select that the agenda of interest and MOI and edit, delete, or print it.
10. Check the **Finalized** box, [refer to policy on when to finalize an MOI]

Animal Disposition Reporting (ADR)

Enter Daily Slaughter Data for Livestock

1. Login from the PHIS Homepage.
2. Click on "**Animal Disposition**" to view the submenus and then click on the "**Establishment Reporting"**. On the Establishment Reporting page the user selects the establishment for which they want enter or view data. Only establishments to which the Inspector is assigned will appear in the establishment selection list.
3. Enter date
   - select shift
   - select slaughter type

   Only the shift and slaughter types listed in the grant of inspection and plant profile will be available. If the selected day or shift has been designated a "no slaughter day", it will prevent data being entered for that day or shift.
4. When the data is complete click "**Continue**".
5. The "Class Summary List" opens and the user can initiate data entry for the day's slaughter by clicking on the "Add inspected slaughter" link or "Add custom slaughter" link.
6. Clicking on "**Add Inspected Slaughter**" link will display the "Class Summary Information".
7. Choose the appropriate class of livestock in the dropdown box.
8. Click "**Add Sub-Class**" to record tallies and condemnations by sub-class.
9. On the "Subclass Summary" page add the head count, live weight, and dressed weight. Check "Weight Not Reported" if weight information is not available.
10. Click "**Add Disposition Record**" to add disposition data for individual animals. This will open the "Daily Disposition Record Detail" page.
11. Enter the tag type, tag number, animal's condition, disposition, and narrative information on the "Daily Disposition Record Detail" page.
12. Click "**Save**" to save the data and return to the "Sub-Class Summary" List.
13. Click "**Save**" to save and return to the "Class Summary List".
14. The "Class Summary List" Page will summarize the daily tallies entered so far.
15. To generate a condemnation report click on the "**Print Condemn. Cert"** link.

16. PHIS will present a list of condemnation tags.
17. Select the tags you want included in the certificate and click “Run Report”. The condemnation certificate will be prepared. Print the certification using print functions (File, save as, file name, and save) and then click **“Cancel”** to close the Condemnation Report window.
18. To add custom slaughter tallies Click on "**Add Custom Slaughter**” on the Class Summary List page. This will open the “**Sub-Class Summary**” Page.
19. Here the user enters summary data on the custom slaughter disposition report for the selected establishment, date, and shift.
20. These data will be combined with inspected slaughter on the Class Summary List.

Enter Daily Slaughter Data for Poultry

1. Click on “**Animal Disposition**” and then “Establishment Reporting” to pull up the Establishment Reporting page.
2. From the Establishment Reporting page:
    - select establishment
    - select date
    - select shift
    - select type

3. From the Poultry Class Summary List click the “**Add Poultry Class**" link to open the “Poultry Class Information” Sheet.
4. Select a class
5. Add all weights, causes, and counts for condemned animals for the poultry lot selected. Click “**Save**” and then “**Go Back**”.
6. Continue adding lots as needed by clicking the “**Add Class**” link.
7. From the Poultry Class Summary List click the “**Print**” icon to generate the Condemnation Certificate.

Enter No Kill Period

1. From the Navigation Menu under “**Animal Disposition**: select “No Kill Period”.
2. On the “No Kill Period” page select the establishment, the shift, and click on “**Add No Inspected Slaughter Period**”.
3. Enter the start date, end date and reason code.
4. Click “**Save**”.

Sampling

Performing Directed/Routine Sampling Tasks

Directed and routine residue, ready-to-Eat (RTE) product, *Salmonella*, *E-coli* STEC and other samples are posted to the Establishment Task List. Do NOT use Sample Management on the left navigation menu to create sampling tasks for these types of samples. Sample Management is used to manually add collector-generated sampling tasks such as species identification or % fat content in sausage. Also, note that In-Plant KIS samples are entered through Animal Disposition Reporting.

Find the Directed/Routine Sampling Tasks

1. Click on **Task Calendar** in the navigation menu to access the Establishment Task List
2. Select the Assignment
3. Select the establishment from the "**Select Establishment**" drop down menu
4. Select "**Lab Sampling**" from in the "Filter Task by" drop down menu
5. Review the sampling tasks in the task list

Schedule, Claim and Perform the Sampling Task

1. Click "**Add"** in the Assign column
2. In the scheduling pop-up window, select the appropriate **collection and parcel pickup dates** after verifying adequate laboratory capacity exists.
3. Click **Save.** The task is now scheduled to the CSI's Task Calendar.
4. IPP can either scroll down to the task calendar and perform the sampling task if scheduled for the current day or go to their Task Calendar on the date the sample is scheduled and perform it.

Ordering Sampling Supplies

1. Select **Task Calendar** on the left navigation menu
2. Right click on the sampling task and select **Order Supplies**
3. Type in the name of the supplies that are needed in the **Comments** text box
4. Click the **Submit Request** tab

Document a Sampling Task

1. Select **Task Calendar** on the left navigation menu
2. Find the sampling task on the task calendar (see above)
3. Right click on the sampling task and select **Document**
4. On the **"Sample Management-Sample Collection"** page verify the information under the **Generate Sample tab** is correct.
5. Click the **Sample Collection Data tab.** Enter the animal or product information, slaughter date, lot number, tag number, product held, remarks, and any other requested information.
6. Click **Save and Continue**

7. Click the **Take Questionnaire** link on the Additional Info tab, if applicable. See Completing the Lab Sampling Questionnaire on page 50
8. Click on **Print Form** link to view the completed form to **verify the information is accurate.**
9. **Important:** Click **Submit to Lab** to transmit the sample form and information. Once you submit the sample to the lab, you will need to contact the assigned lab directly about further changes.
10. Click **Print Form** link (top right of the window). Use the "File" menu to print the sample form and to save it.

Sign and date the form. Include the form with the sample in the sample submission box. Seal and ship the sample. Verify that the FedEx Air bill matches the lab address identified on the form.

Performing Collector Generated Sampling Tasks

Define the Sampling Task

1. Click the "**Sample Management**" link in the left **Navigation Menu** to expand the topic.
2. Click on the "**Create Sampling Task**" link to display the **Sample Management-Sample Collection** page.
3. Enter the **Establishment Number, Project Code**, and **other information** as requested depending upon the type of sample.
4. Click the "**Save**" button.

Schedule and Perform the Sampling Task

5. The "**Sample Collection Data**" tab will appear and then click on the "**Schedule Sample**" link.
6. Set the dates for collection and pickup after reviewing lab capacity.
7. Click on the **"Save and Continue"** button.
8. The sampling task has now been scheduled and will show up on the inspector's calendar.
9. IPP can either perform the sampling task or go to their Task Calendar and Claim the task, then perform the sampling collection.

Document the Sampling Task

10. Click on "**Task Calendar**" on the **Navigation Menu**.
11. Find the sampling task on the task calendar.
12. **Right click** on the sampling task and select "**Document"** to reach the "**Sample Management- Sample Collection**" screen.
13. Click on the Sample Collection tab and enter any **Collection Information** including**, animal or product information, slaughter date, lot number, tag number, phone number, product held**, **and remarks**. This information will vary depending on the type of test that was selected.
14. Click "**Save and Continue**".
15. Click on the **Take questionnaire** hyperlink on the Additional Info Tab, if applicable. See Completing the Lab Sampling Questionnaire on page 50.
16. Click on **"Print Form"** link to view the completed form to **verify the information is accurate.**

17. Submit electronically to the lab by clicking on the “**Submit to Lab**” button.
18. Click the “**Print Form**” link which will pull up a separate window with the completed form. Use the “File” menu to print the form and to save it.
19. Seal and ship the sample with the printed form.

Rescheduling a Sampling Task

Find the Sampling Task

1. Log into PHIS as a Consumer Safety Inspector.
2. Click the “**Task Calendar**” link on the left navigation menu.
3. Scroll down to your task calendar and locate the scheduled sampling task on the appropriate day.

Reschedule the Task

4. Right click on the task and select “**Cancel/Reschedule**” which displays the “**Lab Sample Cancel/Reschedule”** popup screen.
5. Select the “**Reschedule**” radio button to display the window for the new dates and lab capacity.
6. Enter the **new dates** for the sample after determining if lab capacity is available.
7. Click the “**Save**” button.

Note: Do not “drag and drop” sampling tasks on the calendar since this will bypass lab capacity.

Cancelling a Scheduled Sampling Task

Find the Sampling Task

1. Log into PHIS as a Consumer Safety Inspector.
2. Click on the “**Task Calendar**” link on the left navigation menu.
3. Find the scheduled sampling task on the **Task Calendar.**

Cancel a Scheduled Sampling Task

4. Right click on the task and select “**Cancel/Reschedule**” which displays the “**Lab Sample Cancel/Reschedule**” popup window.
5. Select the “**Cancel**” radio button to display the window for reason to cancel.
6. Select the reason from the drop down menu.
7. Click the “**Save”** button.
   Note: Currently, cancelling a sampling task in this manner will send it back to the Task List. To cancel a task click on Establishment Task List, select the establishment from the dropdown list, filter for Lab Sampling, find the sample on the task list, and then click “Delete” in the Cancel column. Enter the reason for cancelling and click **“Submit Task for Cancelling.”**

Checking Sample Results

1. Click “**Establishment Profile”** in the Navigation Menu to open submenus

2. Click on the **"Select Establishment"** submenu and select the desired establishment
3. Click on **"Profile Summary"** submenu
4. Click on the **"Laboratory Sampling"** panel to view Sample Projects and Sample History
5. Click the **arrow** in the left column to view sample results

In-Plant Residue Loading Instructions

Purpose: How to load an in-plant residue screening (KIS) result.

All in-plant residue screening results should be loaded under **Animal Disposition Reporting. <u>Do NOT use Sample Management in the left navigation menu</u> to add a residue sampling task to the calendar.**

1. Click **Establishment Reporting**.
   A) Select an **Establishment** from the dropdown list.
   B) Select a **Date**, **Shift**, and Type
   C) Click **Continue**
2. To add an in-plant residue sample, you will either need to add a new disposition record or edit a disposition already in the system.
   A) To edit a disposition already in the system, click **Edit** icon on the Class Summary List, Sub-Class
   Summary, and daily disposition screens.
   B) Note for Bob veal statistically-selected sampling:
      A) Randomly-selected calves should be tagged, retained, and recorded with a disposition of
      "Pending". When the results are known, the disposition gets changed to
      "Passed without Restriction" or "Condemned," as appropriate.
      B) The condition would be "Residue."
3. **Daily Disposition Record Detail Screen**. After adding or editing a disposition, click **Add Lab Sample Collection**
4. Click the drop down list arrow and select the project code (KIS) on the **Sample Management-ADR Sample Collection** screen.
5. Enter the date, reason code, and result in the KIS test window that opens
6. For Negative results, do NOT check **Analyses** or **Select Sample** at the bottom of the window. Click **Save** and, then click **Go back**
7. If you report a positive result, an additional screen will open to load the lab sample. Check the analysis box and select a sample from the drop down list
8. Click **Save** to bring up the **Generate Sample Tab**
9. Click the **Schedule Sample** link to bring up the "Schedule Lab Sample Task" window. Select the collection and parcel pick-up dates and verify lab capacity to ensure the lab has time to process the sample.

10. Click **Save**
11. Enter the **Animal Information** including the **animal's status** and **Herd/Flock Owner name and address.** ***Tip**:* You should gather producer information and other information that you need for submitting a sample BEFORE loading it into PHIS. It is not possible to edit information after it has been submitted to the lab.
12. Click **Save and Continue**
11. Click the **Take Questionnaire** link on the **Additional Info.** Tab**.** Answer the questions accordingly. See *Completing the Lab Sampling Questionnaire* on page 50.
12. Click on the **Sample Collection Data** tab
13. Click on **"Print Form"** link to view the completed form to **verify the information is accurate.**
14. Submit sample form electronically to the lab by clicking on the "**Submit to Lab**" button. Once you submit the sample to the Lab, you will need to contact the assigned lab directly about further changes.
15. Click the "**Print Form**" link which will pull up a separate window with the completed form. Use the "File" link to print the form and to save it.
16. Sign and date the sample form and ship the sample with the printed form. Verify that the FedEx Air bill matches the lab address identified on the form.

Note: Deleting or Editing an in-plant result. It is not possible to edit or delete an in-plant residue result at the current time. You must delete the disposition associated with the lab result and re-enter the disposition and in- plant result. If you delete a disposition with a lab sample submission, make sure to contact the assigned lab.

Performing Poultry Pathology Sample

1. Click on **Sample Management** on the left navigation menu. Create Sampling Task will be displayed below.
2. Click on **Create Sampling Task** which brings up the **Sample Management-Sample Collection** page with the Generate a Sample tab open.
3. You will need to select the following information.

Select Establishment:	*select*	*drop down list*
(Poultry Plant) Project Code:	*select*	*Path_Poultry*
(Example) Analyses:	*click*	*Pathology Panel-*
Animal Select Sample (Category B):	*select*	*drop down list*
Select Category C:	*select*	*drop down list*

4. Now click on the "**Save**" button. After this is done, the **Sample Collection Data** tab is opened**.**
5. Click on the "***Schedule Sample***" to bring up the "Schedule Lab Sample Task" window. You will need to select the "Collection Date" and the "Parcel Pickup Date". Check Lab Capacity to ensure the lab has to time to process the sample. Click "**Save**" when done.
6. Enter the **Animal Information** including **animal or product information, phone number,**

slaughter date, tag number, animal status, flock owner name and address**, and **remarks**.
7. Click "**Save and Continue**"
8. Click on the **Take Questionnaire** link on the Additional Info Tab, if applicable. See Completing the Lab Sampling Questionnaire on page 50.
9. Click the "**Sample Collection tab"**
10. Click on **"Print Form"** link to view the completed form to **verify the information is accurate.**
11. Submit the sample form electronically to the lab by clicking on the "**Submit to Lab**" button.
12. Click the "**Print Form**" link which will pull up a separate window with the completed form. Use the "File" link to print the form and to save it.
13. Seal and ship the sample with the printed form.

Lab Sampling Questionnaire

1. When completing a lab sampling task in Sample Management – Sample Collection page in PHIS, complete all the required fields in the "Generate a Sample" tab and click "**Save**" to go to the 'Sample Collection Data' tab:
2. Complete all required fields in the "Sample Collection Data" tab and then click on "**Save & Continue**".
3. The 'Additional Info' tab will open. Click on "**Take Questionnaire**".
4. An information box will open. Click on the "**OK**" button to save record before going to the Questionnaire module.
5. The Questionnaire module opens displaying the questionnaire name and the lab form number. Click on "**Start**" to begin the questionnaire.
6. The first page of the questionnaire opens. The top of the page displays 'Page 1 (out of 3)' to inform you which page you are on and how many pages there are to complete for the specific questionnaire. Answer all required questions and click "**Next**" at the bottom of the screen to continue to the next page of the questionnaire.

NOTE: You may click "**Save & Close**" on any page of the questionnaire to save it and then return later to complete it. <u>Clicking "Save & Close" does not complete and submit the questionnaire</u>.

NOTE: There is a "Mark for Review" feature for each question in the questionnaire. This feature allows you to mark a specific question that you may want to return to later to answer. Checking any of these boxes will keep the questionnaire in a review status. <u>If you check any of these boxes, you must unchecked them in order to complete the questionnaire and submit the responses.</u>

7. Answer all required questions on Page 2 and then click "**Next**" at the bottom of the screen.
8. Answer all required questions on Page 3.

NOTE: <u>That once you have answered **all** the questions the information block at the top of the page displays 'Page 3 (out of 3)' and indicates 'Status: In Progress, 100% complete'.</u> At this point, you can take one of the following actions:

a. Click “**Next**” to take you to the next page where you can finish the questionnaire and **submit** the responses;
b. Click “**Save & Close**” to save the responses entered but NOT finish the questionnaire; OR
c. Click “**Previous**” to return to the previous page in the questionnaire.

Submitting the Questionnaire

8a. When you are ready to finalize and submit the questionnaire, click the “**Next**” button at the bottom of the screen. The ‘**Submit Questionnaire**’ screen opens. Click “**Submit**” at the bottom of the screen. The ‘My Questionnaires’ screen opens. Notice there is no ‘in-progress’ questionnaire listed for the sample form number. Click on “**Lab Sampling**” on the left side menu to return to the Sample Management – Sample Collection page.

8b. If you want to save the responses you have entered but ***not finalize*** and submit the questionnaire, click “**Save and Close**”. This will return you to the ‘My Questionnaires’ page and provides information on ‘in-progress’ questionnaires. It <u>will not</u> complete the questionnaire and submit the responses.

NOTE: The questionnaire for the sample form number is shown as ‘In Progress’. To return to the questionnaire either to finish answering all questions <u>OR</u> to submit the questionnaire, click the “**Open**” link in the far right column.

NOTE: To exit the questionnaire page, you can click the “X” in the upper right corner of the screen. This will take you back to the task calendar.

The ‘Welcome to the FSIS Questionnaire’ opens with a ‘Resume’ button. Click “**Resume**” to open the questionnaire. The last page of the questionnaire opens. If you need to correct or complete any question you may click the “**Previous**” button to return to previous pages of the questionnaire. Click “**Next**” on each page until you return to the last page of the questionnaire. <u>When ready to finalize and submit the questionnaire, click the “**Next**” button at the bottom of the screen.</u> The ‘**Submit Questionnaire**’ screen opens. Click “**Submit**” at the bottom of the screen. The ‘My Questionnaires’ screen opens. Notice there is no ‘in-progress’ questionnaire listed for the sample form number. Click on “**Lab Sampling**” on the left side menu. The ‘Sample Management – Sample Collection’ window opens. Click on “**Submit to Lab**”. The screen now displays ‘Sample collection has been submitted to the lab.’ You may print your form, sign and date it, and include it in the sampling box with the sample to ship to the laboratory.

Supplier Information Memorandum of Interview (MOI)

Creating a Supplier Information MOI

1. On the left **Navigation Menu**; click on **Inspection Verification**; it should expand.
2. Click on "**Select Establishment**" and *WAIT* for the page to refresh.
3. Using the radio button; select the establishment.
4. On the left **Navigation Menu**, click on **Memorandum of Interview**.
5. On the **MOI List**, click the "**Add MOI"** link
6. On the **Memorandum of Interview** (MOI) page, adjust **the default Meeting Date** if necessary to reflect the date you plan to meet with plant management.
7. Select the planned meeting time.
8. On the **Memorandum of Interview** (MOI) page, click the "**Issues"** tab:
9. Enter the **Sample Form Number,** if applicable.
10. In the "**Comments**" field, **enter the supplier information** according to FSIS policy.
11. Scroll down and click "**Save**", and then **"Cancel".**
12. The **MOI List** page is presented.
13. Click the "**Printer**" icon for the MOI. The MOI will open in another window as a PDF document.
14. Go to the browser "**file**" and choose "**save as**"; **name MOI** and save on desktop.

Finalizing a Supplier Information MOI

1. On the left **Navigation Menu**; click on "**Inspection Verification**"; it should expand.
2. Click on "**Select Establishment**" and *WAIT* for the page to refresh.
3. Using the radio button; select the establishment.
4. On the left **Navigation Menu**, click on "**Memorandum of Interview**".
5. On the **MOI List** page, the MOI of interest should be listed by date.
6. Click the "**edit**" icon.
7. On the **Memorandum of Interview** (MOI) page, Click the "**Issues**" tab: Enter pertinent information provided by plant management during your meeting.
8. Check the "**Finalize**" box and click the "**Save**" button.
9. The MOI List page is presented.
10. Click the "**Print**" icon for the MOI.
11. The MOI will open in another window as a PDF document. Go to the browser "**file**" and choose "save as" and type a name for the document.

View Report

1. Click on **View Report** tab in the left navigation menu. This will display the **Inventory of Standard Reports** page. You will see that there are a number of reports that can be generated by PHIS.
2. Click the "**Run**" link next to the report you want and PHIS will start to generate it.

Depending on the report that you want you may have to answer some other questions.

PHIS Daily Activities

Logging into PHIS for the First Time during the Work Day

IPP should perform the following activities in this order:

1. Review any new alerts on the dashboard of the home page. The alerts:
   - Are generated automatically based on data entered into the system and events that occur in the establishment,
   - Provide IPP with urgent or critical information, and
   - May direct IPP to perform additional inspection tasks.
2. Review each establishment's task list to find any new directed tasks. Directed inspection tasks:
   - Are generated automatically based on data entered into the system, and
   - May be generated by supervision, the District Office, or Headquarters.
3. Review each establishment's task list to find any new sampling tasks
4. Review the task calendar to see what inspection tasks are already scheduled for the week or month
5. Add any new directed inspection tasks/sampling tasks/supplier tracking tasks/export requests to the task calendar.

   - IPP are to consider the priorities of the new tasks relative to the tasks already scheduled on the calendar to ensure that they still complete the most important tasks by the end of the month. For sampling tasks, they need to plan ahead to ensure they can collect the sample during the designated time period.

6. Adjust the task calendar if all of the work cannot be performed on a given day due the addition of directed inspection tasks and sampling tasks
7. Review any open NRs to determine if they can verify that the establishment has brought itself back into compliance while performing inspection tasks

Appendix:

Task Calendar Priorities

Priority 1 High

- Reserved for emergency directed procedures

Priority 2 High

- All Verification and Follow up Sampling for
- *E. coli* O157:H7 sampling in beef products
- *Listeria* monocytogenes sampling in ready-to-eat products
- All pre-operational and operational SSOP tasks
- Humane Handling and Good Commercial Practices Tasks

Priority 3 Medium

- *Salmonella* Verification and All Other Sampling
- Sanitation Performance Standards and Sanitary Dressing verification tasks
- Hazard Analysis Verification Tasks
- Slaughter HACCP verification tasks and zero tolerance verification tasks

Priority 4 Medium

- Raw, non-intact (i.e. ground) HACCP verification tasks
- Raw intact HACCP verification tasks
- Fully cooked, not shelf stable HACCP verification tasks
- Heat treated, not fully cooked, not shelf stable HACCP verification tasks

Priority 5 Low

- Thermally processed, commercially sterile (i.e. canning) HACCP tasks
- Not heat treated, shelf stable HACCP verification tasks
- Heat treated, shelf stable HACCP verification tasks
- Secondary Inhibitors HACCP verification tasks
- Custom/Retail exemption verification tasks
- Review/Update establishment profile and establishment meetings

Priority 6 Low

- Generic E. coli verification tasks
- Economic wholesomeness verification tasks
- Percent Yield/Shrink
- X Percent Solution
- MSS/MSP/PDBFT/PDPFT/PDCB/AMRS
- Batter/Breading
- Livestock Finished Product Standards
- Poultry Finished Product Standards
- Labeling verification tasks
- Labeling – Product Standards
- Child Nutrition/Grade Labeling/Declared Count/Vignette
- Labeling – Net Weights
- General Labeling
- Export tasks
- Food Defense Procedures