UNITED STATES DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE

WASHINGTON, DC

FSIS DIRECTIVE

13,000.2 Rev.1 7/25/14

PERFORMING SAMPLING TASKS IN OFFICIAL ESTABLISHMENTS USING THE PUBLIC HEALTH INFORMATION SYSTEM

I. PURPOSE

This directive provides instructions to inspection program personnel (IPP) for performing sampling tasks in official establishments related to FSIS domestic sampling programs using the Public Health Information System (PHIS). FSIS is reissuing this directive to incorporate the PHIS enhancements and changes associated with the sampling tasks.

KEY POINTS:

- Provides IPP instructions for submitting directed lab samples
- Provides IPP instructions for submitting collector generated samples
- Provides IPP instructions for entering KIS[™] test results in PHIS
- Provides IPP instructions for sample collection in the PHIS disconnected state
- Describes the PHIS sampling enhancements

II. CANCELLATIONS

FSIS Directive 13,000.2 Performing Sampling Tasks in Official Establishments Using The Public Health Information System, 4/11/2011

III. BACKGROUND

- A. There are two basic types of laboratory sampling tasks in PHIS:
 - 1. Directed laboratory sampling which is automatically generated and filtered under Lab Sampling on the task list. Examples include MT43 (raw ground beef), RTEPROD_RISK (risk-based post-lethality exposed RTE product), and HC11_BR (*Salmonella* performance standard set for broilers); and
 - Collector generated (unscheduled) laboratory sampling which is generated by IPP. Examples include tissue residue analysis in response to a positive in-plant KIS[™] test, product sampling in response to a foodborne illness investigation, and livestock or poultry pathology sampling.

B. The PHIS User Guide provides step-by-step instructions for collecting samples based on different PHIS user roles. IPP, including Consumer Safety Inspectors (CSIs) and Public Health Veterinarians (PHVs), and EIAOs, schedule and complete both directed sampling tasks and collector generated sampling tasks using PHIS.

IV. SCHEDULING A DIRECTED LABORATORY SAMPLING TASK

A. PHIS displays sampling tasks on the Task List as soon as they are assigned. PHIS assigns most sampling projects monthly. PHIS assigns sampling tasks for routine sampling based on the information entered in the establishment profile, including slaughter data and historical sample collection data. Also, PHIS assigns follow-up sampling tasks in response to positive test results. When PHIS assigns a new sampling task, an alert appears on the inspector homepage for the majority of sampling tasks. IPP are to add sampling tasks to their Task Calendars and schedule the sampling task as soon as possible considering the establishment's production schedule. In multiple shift establishments, sampling tasks are visible to all assigned IPP. IPP are to coordinate with immediate supervisors to determine sampling responsibilities.

B. To schedule a directed sampling task, IPP are to click on the **Task Calendar** on the left navigation menu.

- Establishment Profile Coverage Assignments Task Calendar Inspection Verification Sample Management
- C. IPP are to go to Establishment Task List.
 - 1. IPP are to select the correct assignment from the Assignments drop-down list and select the correct establishment from the Select Establishment dropdown list.
 - 2. IPP are to click Add to schedule a sample on the task calendar.
 - 3. IPP are to select Lab Sampling from the Filter Tasks By drop-down list.

Establishment Tas	sk List									8
Assignments:	Office of Field Operations Des Moine	s, IA 2517 N	Milwaukee, WI	2517-T2-Tean	n 2517-T2-	-01		•		
Select Establishme American Pasteuri	ent: zation Co LLC Shift:1 (M32004 P32004)	•	Filter Task Lab Sampli Domestic	by: ng	Curr from	ently Displ	aying Tasks 13 🔠 To	o: 11/30/2013 📖	Refres	h Tasks
Task Name	Y	Priority	Export SupplierTr Import	acker	≠ Plan	# Sch	Done V	Category	Assign	Cancel
(MT43) - Risk-base Ground Beef or Ve	ed E.coli O157:H7 Sampling of Raw al Products	2	Lab Sampl	ing	2	0	0	Directed	Add	Delete
(RTEPROD_RISK) - Products	RTEPROD Sampling - Risk-based RTE	2	09/27/2013	11/03/2013	1	0	0	Directed	Add	<u>Delete</u>
(HC01_GB) - PR/H	IACCP - Ground Beef - Salmonella	3	09/26/2013	03/25/2014	53	0	0	Directed	Add	Delete

D. Upon clicking Add, a sample collection window will open. The Collection Date and Parcel Pickup Date default to the current date. IPP are to change the date forward, if needed. For example, second shift sample collection prevents parcel pickup until following day.

Project Code: RTEPROD_RISK Task Start Date: 2/25/2014	Analysis Requested: Salmonella & L. monocytoge Task End Date: 4/3/2014	nes
Collection Date": 3/12/2014	m	
Parcel Pickup Date": 3/12/2014	195	
Arrive at Lab Date: 3/13/2014		
Arrive at Lab Date	Capacity	
3/13/2014	Available	
3/14/2014	Available	
3/15/2014	Available	
3/16/2014	Not Available	
3/17/2014	Available	
3/18/2014	Available	
3/19/2014	Available	
A Los with a	Available	

E. Laboratory capacity limits are set by day of week, and many projects will have more capacity slots available earlier in the week. IPP are to schedule the sampling tasks to the task calendar using a realistic collection date based on the plant's production schedule. IPP are to schedule the task as soon as possible after receiving it to ensure a capacity slot is available for the desired collection date. Once the sampling task has been moved from the task list to the calendar, a capacity slot is reserved to accommodate the scheduled sample.

F. IPP are to cancel or reschedule sampling tasks as soon as they become aware that they will not be able to collect the samples on a scheduled date, so that capacity slots can be released for others to use. If IPP wait to schedule a sampling task until the final days of the collection window, they may find that no lab capacity is available and receive a "**Not Available**" response.

G. IPP are to schedule sampling for low-volume and infrequent producers as far in advance as possible.

H. A "Not Available" lab capacity response will not appear for follow-up sampling or imports.

V. RESCHEDULING OR CANCELLING A DIRECTED SAMPLING TASK

A. If IPP cannot collect the sample on the scheduled collection date, IPP are to change the collection date in PHIS.



B. IPP are to right click on the task to be rescheduled. When IPP click on the task to be rescheduled, the dropdown box, located above, will open. IPP are to select **Cancel/Reschedule** from the drop-down menu. Upon clicking on **Cancel/Reschedule**, the window below will open.

Cancel this task and	return it to the Ta	isk List		
Cancel this task and	remove it and all	other instances of thi	s task from the Task I	ist
Reschedule this task	5			
Project Code: R1	TEPROD_RISK	Analysis Requ	rested: Salmonella	& L. monocytogen
Task Start Date: 2/	25/2014	Task End Dat	e: 4/3/2014	
Collection I	Date*:	-		
Parcel Pick	up Date*:			
Arrive at Lo	ab Date:			
	Arrive at Lab Date		Capacity:	
No records to	display.			

C. IPP are to click **Reschedule this Task** as soon as they are aware that the sampling task needs to be rescheduled and select a new Collection and Parcel Pickup Date. IPP are then to click **Save.** Upon clicking **Save**, a task will display on the selected collection date on the Task Calendar.

tab Sample Cancel of Reschedule		
Select a option:		
O Cancel this task and return it	t to the Task List	
Calcel and task and retain h		
Ocancel this task and remove	it and all other instances of this task from the Task List	
O Baasha dala dhia taala		
O Reschedule this task		
Select Reason:	Requested sample unavailable during sampling timeframe	
Select Reason:	Requested sample unavailable during sampling timeframe Requested sample unavailable during sampling timeframe	
Select Reason:	Requested sample unavailable during sampling timeframe Requested sample unavailable during sampling timeframe Requested sample/product never slaughtered/produced	
Select Reason: Describe, If Other:	Requested sample unavailable during sampling timeframe Requested sample unavailable during sampling timeframe Requested sample/product never slaughtered/produced Not collected for miscellaneous reasons	
Select Reason: Describe, If Other:	Requested sample unavailable during sampling timeframe Requested sample unavailable during sampling timeframe Requested sample/product never slaughtered/produced Not collected for miscellaneous reasons Plant closed/no kill	
Select Reason: Describe, If Other:	Requested sample unavailable during sampling timeframe Requested sample unavailable during sampling timeframe Requested sample/product never slaughtered/produced Not collected for miscellaneous reasons Plant closed/no kill FedEx did not pickup sample	
Select Reason: Describe, If Other:	Requested sample unavailable during sampling timeframe Requested sample unavailable during sampling timeframe Requested sample/product never slaughtered/produced Not collected for miscellaneous reasons Plant closed/no kill FedEx did not pickup sample Inspection withdrawn	
Select Reason: Describe, If Other:	Requested sample unavailable during sampling timeframe Requested sample unavailable during sampling timeframe Requested sample/product never slaughtered/produced Not collected for miscellaneous reasons Plant closed/no kill FedEx did not pickup sample Inspection withdrawn Insufficient time to collect sample	
Select Reason: Describe, If Other:	Requested sample unavailable during sampling timeframe Requested sample unavailable during sampling timeframe Requested sample/product never slaughtered/produced Not collected for miscellaneous reasons Plant closed/no kill FedEx did not pickup sample Inspection withdrawn Insufficient time to collect sample Inspection suspended officially	

- D. IPP will have **two** options for cancelling the task.
 - 1. IPP are to click the first option to cancel the sampling task and return it to the task list.
 - 2. IPP are to click the second option if the task is to be removed, AND all other similar tasks are to be removed from the task list. This function cannot be reversed. For example, if three MT43 sample tasks were planned on the task list within the same collection window, and the IPP selects the option "Cancel this task and remove it and all other instance of this task from the task list", then all

three MT43 tasks will be cancelled and removed from the task list.

VI. ORDERING SUPPLIES

A. IPP are to right click on task and select **Lab Sample Order Supplies** from the dropdown menu. A pop-up window appears with two read only fields and one free text field. IPP are to enter text in the **Comments** field for the supplies request and click **Submit Request**. A confirmation message appears. IPP are to close the pop-up.

ENOD Sampling - Nam	IOUTIVIE 12 100/27/2013 110/03/2013 11	T I	Directed	
Lab Sample Order Su	pplies		- e e =	
Project:	RTERROD RAND			
riojeci.	KIEIKOD_KAND			
Supply Source:	Midwestern Laboratory			
-				
Comments: *				
			~	
	Submit Request Cancel			

B. IPP may also submit requests for sampling supplies through Outlook:

FSIS - Sampling Supplies - Western Lab

FSIS - Sampling Supplies - Midwestern Lab

FSIS - Sampling Supplies - Eastern Lab

C. IPP can request supplies from any of the three FSIS Laboratories through Outlook for all sampling projects except histopathology samples and KIS testing supplies. Requests for histopathology sample supplies are to be sent to the Eastern Lab, and KIS supply requests are to be sent to the Midwestern Lab. However, if the KIS requests are made through the sample task option, PHIS will send the request to the appropriate lab based on the project code.

D. IPP are to are to verify that the address for shipping laboratory sampling supplies is correct in PHIS when an "Update Establishment Profile" task is scheduled.

- 1. If the establishment profile lists a Laboratory Sample Supplies Address, IPP are to verify that the physical street address (not a P.O. Box), city, state, and zip code are correct.
- 2. If the establishment's Laboratory Sample Supplies Address is incorrect or includes a P.O. Box number, IPP are to:
 - a. Click on the **Edit** icon, remove the P.O. Box number (if applicable) and enter the correct physical street address, city, state, and zip code information of the establishment; and
 - b. Click Save.

- 3. If the establishment's Laboratory Sample Supplies Address is not listed, IPP are to:
 - a. Click on Add New Address;
 - b. Select Laboratory Sample Supplies Address for Address Type dropdown menu choice; and
 - c. Complete the address line, city, state, and zip code. Verify the information is correct. Click Save.

Profile Summary								
<u>C</u> ontacts	Establishment Owners	hip Jurisdiction	Exemptions Othe	er				
<u>G</u> eneral	Nomo:							
Operating Schedule	Joe's Smokeho	lse						
<u>F</u> acility	Telephone: (402) 123 - 4567							
HACCP	Physical Location							
<u>P</u> roducts	Address Line1*: 555 F	River Road						
<u>E</u> quipment	Address Line2:							
Inspection Tasks	City*:	ha						
<u>S</u> laughter	Country*:							
Profile Questionnaire	State/Province*	ED STATES	•					
<u>T</u> raining	Bastal Cadate	\						
Coverage Assignments	6810	2						
<u>T</u> ask Calendar	List of Addresses:							
Inspection Verification								
Sample Management	🕒 Add new Address							
Animal Disposition	Tune	Address Line 1	Address Line 2	City	Ctata	Postal	Edit	Delete
<u>V</u> iew Report	туре	Address Line 1	Address Line 2	City	State	<u>Code</u>	Euit	Delete
	FSIS Inspection Office Mailing Address	555 River Road		Omaha	Nebraska	68102	1	Û
	Corporate HQ Overnight Address	555 River Road		Omaha	Nebraska	68102	1	Û
.	Company Mailing Address	555 River Road	P.O. Box 64395	Omaha	Nebraska	68102	1	Û
	Laboratory Sample Supplies Address	555 River Road		Omaha	Nebraska	68102	1	Û

VII. DIRECTED SAMPLE COLLECTION AND SUBMISSION

A. IPP are to right click on the task and select **Document.** The **Sample Mangement-Sample Collection** page opens. Enter the appropriate product information as described by the categories provided under the Generate a Sample tab. There may be subcategories after the initial selection. Click **Save and Continue**. The Sample Collection Data tab automatically opens.

Generate a San	nple Sample Collection Data	Additional Info
Project Code :	RTEPROD_RISK	
Analyses":	Salmonella & L. monocytopenes	
Select Sample :	Product-RTE	
Select Category B*:	Select One	*
= Required	Select One Product-RTE-Other/Miscellaneous Product-RTE-Non Meat Product-RTE-Salt Cured, Deli Sliced Product-RTE-Acidified/Fermented Product-RTE-Fully Cooked, Meat/Nonmeat Combination	Go Ba
PHIS Home Build# v	Product-RTE-Fully Cooked, Sausage Products Product-RTE-Other Fully Cooked, Sliced Product-RTE-Fully Cooked, Patties/Nuggets Product-RTE-Fully Cooked, Diced/Shredded	
	Product-RTE-Salt Cured Product-RTE-Acidified/Fermented, Deli Sliced Product-RTE-Fully Cooked, Hot Dog Products	~

B. IPP are to complete the information in the required fields on the **Sample Management-Sample Collection** page and click on **Save and Continue**.

C. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.		6	A 100 - 11 4	
Generate a	sample	sample collection Data	Additional Info	
Sample Form: Project:	100557748 RTEPROD RISE	c.	Collection Range:	Start Date: 7/26/2013 End Date: 9/1/2013
Analysis:	Salmonella &	L. monocytogenes	Establishment:	M1637 + P880
			Sample Status:	Scheduled
- Collection Inform	nation			
Date Collected :	8/28/2013		Laborato	iry: Midwestern Laboratory 4300 Goodfellow Blvd.
Parcel Pickup Date	e": 8/28/2013			Bldg. 105-D, Room 344
	Schedule Sam	ple		St. Louis, MO 63120
Phone #:	(708) 123-4567	21		
Select Sample : P	roduct-RTE-Fully C	ooked, Sausage Products-Com	pination species	
- Product Informa	tion -			
Production Date*:	8/28/2013			
Product Name	Smaked Cooked	Caucade		
Product name :	Smoked Cooked	วงกวงให		
Product Held :	• Yes O No			
Lot at a	ARC 22345			

C. IPP will see a message (below) appear that sample collection data was saved successfully. The **Additional Info** tab automatically opens. Once IPP have collected the sample and documented the sample collection in PHIS, they are to click the **Print Form** link in the upper right corner of the **Sample Management-Sample Collection** page. IPP are to review the information for accuracy.

For Lab Use	Only	Place Sample Seal Label Here		100621860
COLLECTION INFORMA	TION			
1. SAMPLE FORM ID:	100621860	7. ESTABLISHMENT ID:		
2. PROJECT CODE:	RTEPROD_RISK	8. ESTABLISHMENT NAME:		
3. SAMPLE SOURCE:	Product-RTE-Fully Cooked, Sausage Products-Combination species	9. COLLECTION DATE:	10/22/2013	
4. ANALYSIS:	Salmonella & L. monocytogenes	10. SHIPMENT DATE:	10/22/2013	
		11. COLLECTOR NAME:	Todd Gerwig	
		12. COLLECTOR PHONE:	-	
5. ASSIGNED LAB:	Eastern Laboratory	(Athens,GA)		
6. DISTRICT/CIRCUIT:	25 - Des Moines, IA / 2517			

D. If the information is accurate, IPP are to click **Submit to Lab** to transfer the electronic record to the lab. IPP are to apply the bar code label from the sample seal set in the designated location at the top of the lab form and sign and date the form before placing the form in the shipping container. Instructions are provided in <u>FSIS Directive 7355.1</u>, Use of Sample Seals for Laboratory Samples and Other Applications.

NOTE: If IPP determine that inaccurate information is on the electronic lab record, IPP are to edit information on the record prior to posting it to LIMS-Direct and resubmitting it to the lab.

-	And Art and Art		
	Sample collection was save	d successfully.	
_		~	v.

E. IPP are to click on the **Take Questionnaire** link.



F. IPP are to click **OK** to save changes before proceeding to the questionnaire.

Sample Managem	ient - S	ample Collection	
		Warman Frankruch - and	
Generate a Sample	Sample	Wessage (rott) wenhade	
Take Questionnaire		Do you want to save your changes before OK Car	ore going to Questionnaire module? ncel

G. IPP are to read the informational page and click Start.

Velcome to the FSIS Q	uestionnaire!
1	This is the "RTEPROD Questionnaire" questionnaire for the "Lab Form 100557748".
1	You are about to start a new questionnaire. Please note the following:
N	All questions are mandatory unless indicated as optional. Any question, including optional questions, that you answer will be validated.
MA	 You must answer mandatory questions before advancing to the subsequent pages in the questionnaire. All mandatory questions must be answered in order to complete the questionnaire.
	 At any time, you can save answers and leave this questionnaire. The system will resume the questionnaire fro the first page with unanswered questions next time.
\square	Click Start to start a new questionnaire.
	Start X Cancel

H. IPP are to answer all the questions. If in doubt, IPP are to check the **Mark for Review** box in the upper right hand corner. IPP may research and answer them later.

Questionnaire	
age 1 (out of 4)	[Lab Sampling]
Questionnaire: [QRTEPROD] RTEPROD Questionnaire (ver. 1)	
Document: Lab Form 100557748	Started on: 09/06/2013
Status: New	Completed on:
	notes a required field
 Select the most appropriate RTE product type that represents this sample: 	Mark for review
Select one option.	
 Other Fully Cooked Sliced Product 	
O Hot Dog Products	
Salad/Spread/Pate	
O Diced/Shredded	
Meat + Nonmeat Components	
○ Sausage Products	
Patties/Nuggets	
O Other Fully Cooked Not Sliced Product	
 Acidified/Fermented Products 	
O Dried Products	
 Salt-cured Products 	

I. After IPP complete the questions, they are to click on **Next**. If IPP checked the **Mark for Review** box, these questions remain in a review status, and IPP are to click on **Save and Close**.

	4

J. If IPP choose **Save and Close**, the "in progress Questionnaires" are displayed from the **My Questionnaires** menu option. IPP may return to **Lab Sampling** with the **Lab Sampling** menu option or open the original requested questionnaire with **Requested Questionnaire** menu option.

Questionnaires	~	My	Zacononna	i co		
<u>R</u> equested Question My Questionnaires Links	naire		avigation Not lick the Lab Sa lick the Reque lick the My Ou	tes. Impling menu sted Questio estionnaires	u item on the left to return to the Lab Sampling. nnaire menu item to open the originally requested questionnaire, menu item to review your in-progress questionnaires.	
.ab Sampling ⁻ SIS <u>D</u> ashboard		The Click this	following list (the Request session.	contains in-p ed Questionr	rogress questionnaires. Click the Open on the left to open a naire menu item on the left to open the questionnaire which y	questionnaires. you initially requested for
		My	In-Progress	Ouestionnau	res (1)	
			Started	Last Accessed	Questionnaire	

K. If IPP choose **Next**, the Questionnaire is finalized and ready to be submitted. If IPP need to review again, click **Back**. If not, IPP click **Submit**. If IPP click **Close**, the questionnaire is not submitted and IPP can review it later.

Questionnaire: [QMT60] MT60 Questionnaire (ver. 7)



L. The screen below confirms the questionnaire has been submitted. Once the questionnaire is submitted, a message will appear that states "no in-progress questionnaires were found." As a review, there are four choices at the end of the questions:

- 1. Save and close saves the information entered as In Progress. Does not finalize or submit answers. IPP can return to the questionnaire at another time;
- 2. Previous go back to previous screens to review or edit responses;
- 3. Next takes IPP to final screen where they can finalize; and
- 4. Submit submit the responses.

Navigation Notes. Click the Lab Sampling menu item on the left to return to the Lab Sampling. Click the Requested Questionnaire menu item to open the originally requested questionnaire. Click the My Questionnaires menu item to review your in-progress questionnaires.										
ne f ick iis s	ollowing list the Reques t ession.	contains in-p	rogress questionnaires. naire menu item on the left to open the questionnaire which you initi	ally requested for						
My	In-Progress	Questionnal	(0)							

M. IPP are to close the PHIS sample collection window by clicking **X** in the upper right corner. After IPP have scheduled and submitted the task information, the **# sch** and **Done** columns of the **Establishment Task List** will both increase by one.

VIII. COMPLETING A DIRECTED LAB SAMPLING TASK SCHEDULED BY ANOTHER INSPECTOR

A. To complete a sampling task scheduled by another inspector, IPP are to claim the sampling task by right clicking on the task and selecting **Document.** IPP will see the **Sample Management-Sample Collection** page. IPP are to click **Save.**

B. IPP are to complete the required fields and click **Save and Continue.** IPP will see a confirmation message at the top of the page. If IPP see a third additional info tab, they are to answer all the required questions.

C. IPP are to click **Submit to Lab**, and IPP will see a confirmation message.

D. IPP are to click **Print Form.** An Adobe PDF window opens. Note the name has changed to the collector from the inspector that scheduled the sampling task and the form is accurate for submission with the sample.

E. IPP are to close the PDF window and close the Lab Sampling window. IPP will see the Task Calendar page.

IX. ENTRY OF NEGATIVE IN-PLANT RESIDUE SCREENING RESULTS (KIS™ TEST)

A. For the entry of negative KIS[™] test results in PHIS, IPP are to go to **Animal Disposition** on the left navigation menu and then go to **Establishment Reporting** to open the Establishment Reporting page.

Establishr	nent Reporting	
Establishment [*] :		*
Date*:	9/5/2013	
Shift*:	Shift 1	
Type [*] :	Meat 🗸	

B. IPP are to select the Establishment, correct date, shift, and type in the dropdowns and click **Continue**.

C. All in-plant residue sample results and submissions start from the **Sub-Class Summary** page. To start the process, IPP are to add a new disposition or edit a disposition already in the system. At the **Sub-Class Summary** page, IPP are to click on the **Add Disposition Record** under the Edit column if they need to add a disposition. Otherwise, IPP are to click on the **Edit** icon for the disposition they plan to edit.

Sub	o-Class S	Sum	mary						
Establis	hment:		_						
Date:			9/5/2013						
Shift: Shift									
Class: Cat			Cattle						
							Dirich O		
Sub-Class [*] :			Heifer		~		Print C	ondem	<u>n. Cert</u> 🍑
Head Co	unt :		1						
Live Wei	ght:		1,250	1,250					
Dressed	Weight:		1,100		lbs				
Weight N	lot Reported:								
Add Disp	osition Record	Add M	Iultiple Disposition	n Records					
	TagType		TagNumber	Condition		Disposition		Edit	Delete
Edit	U.S. Retained		MPD12345670	Arthritis		Pending		P	Û

D. IPP will see the **Daily Disposition Record Detail** page open (top/bottom displayed below).

Daily Dis	position Record	a Detall	
Establishment:			
Date:	9/5/2013		
Shift:	Shift 1		
Class:	Cattle		
Sub-Class*:	Heifer	~	
Tag Type*:	U.S. Retained	*	
Tag # [*] :	MPD12345670		
Condition*:	Arthritis		*
Disposition*:	Pending	*	

	<u>Sar</u> For	<u>mple</u> rm	<u>In-</u> <u>Plant</u> <u>Code</u>	<u>Collection</u> Date	<u>Reason</u>		<u>Test</u> Date	<u>Project</u>	Analyses		Sta	i <u>tus</u>	Edit	Delet
Add 🗎	Lab Sam	nple Col	lection											
X	-					-								
	KIS	8/21	/2013	U.S. R	etained	Post-mortem Enteritis Condemned		teritis			Ē		Î	
+	KIS	8/14	/2013	U.S. St	uspect	Post-mortem Condemned		Ne	phritis/Cystitis			Ē		Û
+	KIS	8/13	/2013	U.S. R	etained	Post-mortem Condemned		Ar	thritis			Ē		Û
+	KIS	8/13	/2013	U.S. R	U.S. Retained		Passed without Restriction		Pericarditis, Endoca			Ē		Î
+	KIS	8/13	/2013	U.S. Si	uspect	Post-mortem Pyemi Condemned		emia/Septicemia			Ē		Î	
+	KIS	8/12	/2013	U.S. R	etained	Pos Cor	t-mortem ndemned	En	naciation			Ē		Û
+	KIS	8/12	/2013	U.S. R	etained	Pos Cor	t-mortem ndemned	M	etritis			Ē		Î
+	KIS	8/12	/2013	U.S. R	etained	Pos Cor	t-mortem ndemned	Ne	oplasia			Ē		Û

E. IPP are to click on the Add Lab Sample Collection link located at the bottom of the page, and the Sample Management-ADR Sample Collection page opens.

NOTE: IPP have the option of using in-plant negative templates to assist with the entry of similar negative KIS results. A list of eight negative in-plant templates may be viewed beneath the broken line in the figure above. Templates may be used to save time when entering negative results with the same condition. For example, after clicking on the **Edit** icon for the animal with arthritis from the list of dispositions, the screen above opens. There is an available template at the bottom for arthritis. Select the template by clicking the **Copy** (clipboard) icon. Another lab sample will be generated at the bottom of the window. Select the **Edit** icon for this animal in order to submit the lab sample. The tag number for the particular animal travels with the template.

Sample Man	agement -A	DR	Sample Collection
Generate a Sample			
Establishment [*] :		_	
Project Code*:	Select One	-	
	Select One	~	
	CG_MexCat-MWL		
	PATH_Livestk		
	KIS		
* = Required	CG_SHOW_MWL		Save Go Back
	CG_SHOW_WL		
PHIS Home Build# v2.3.	CG_RES_EL		
	CG_MexCat_EL		
	CG_MexCat_WL		
	CG_RES_MWL	_	
	LINIKSLIP	×	

F. IPP are to select **KIS**[™] test from the Project Code dropdown, wait for the additional box to open, and enter the day's date. The selected record's number will display by default.

G. IPP are to enter the residue case number, if there is a case number, and in the Reason Code dropdown, they are to select the correct reason for sampling.

H. In the Result dropdown, IPP are to select **Negative**.

Generate a Sample	e	
Establishment*:		
Project Code [*] :	KIS	•
KIS Test		
Test Date [*] :	09/03/2013	
Slaughter Sub-Class*:	Heifer	-
Tag #:	MPD12345679	
Case Number:		
Reason Code [*] :	Arthritis	•
Result [*] :	Select One	-
Comments:	Select One	
	Positive	
	Negative	

I. IPP do not complete the **Analyses and Select Sample** check boxes for a negative test. Refer to the screenshot in section VII.E.

	Sample Mana	agement -ADR Sample Collection
\mathbf{N}		
	Your negative sam	ple result has been recorded for reporting purposes. The results will not be sent to a lab.
	Generate a Sample	
	Establishment*:	
	Project Code*:	KIS 👻

J. IPP are to click the **Save** button. IPP have the option to click **Save as Template**. IPP will see the **Sample Management-ADR Sample Collection** page. The top of the page reports "Your negative sample result has been recorded for reporting purposes. The results will not be sent to a lab." IPP are to click **Go Back** and then exit the page to enter results for another sub-class.

+	KIS	8/1	4/2013	U.S. Suspect		Pos Cor	t-mortem ndemned		Nepł	nritis/Cystitis		Ē		Î
+	KIS	8/2	1/2013	U.S. Re	S. Retained Po		ned Post-mortem Condemned		Ente	ritis		Ē		Û
•	KIS	9/5	/2013	U.S. Re	etained	Pen	nding		Arth	ritis		Ē		Û
Add 📔	Add Lab Sample Collection													
		<u>Sample</u> Form	<u>Plant</u> <u>Code</u>	Collection Date	<u>Reason</u>		<u>Test</u> Date	<u>Projec</u>	<u>:t</u>	<u>Analyses</u>		<u>Status</u>	Edit	Delete
		100576492 569233 Arthritis 9/5/2013 K		KIS				In-Plant Negative	/					
				-								Can	cel	Save

X. ENTRY OF POSITIVE IN-PLANT RESIDUE SCREENING RESULTS

A. For the entry of positive KIS[™] test results in PHIS, IPP are to go to the **Animal Disposition** navigation menu tab.

B. IPP are to go to **Establishment Reporting** tab and start at the **Class Summary List** and click on the **Edit** pencil to open the **Class Summary Information** page.

Establishment Profile	~	Class Summa	ary List					
Coverage Assignments		Establishment:		7/10/2012	_			
Task Calendar		Shift:		Shift 1	•			
Inspection Verification	◄							
Sample Management	~	Add Inspected Slaughter	Add Custom Sla	ughter		X		
View Report		Class	Туре		Head Count	Edit	Delete	Condemn. Cert
Animal Disposition	~	Cattle	Inspected		0	1	Û	2
Establishment Reporting	9							Go Back
Weight Reporting								

C. IPP are to click on the type of Sub-Class, and IPP will see the **Sub-Class Summary** page.

Sul	o-Class Su	mmary				
Establis	hment:					
Date:		7/19	/2012			
Shift:		Shift	1			
Class:		Catt	e			
Sub-Cla	ss*:	Steer	~	Pr	int Condem	n. Cert
Head Co	ount :	0				
Live We	ight:		lbs			
Dresse	d Weight:		lbs			
Weight	Not Reported:					
Add Dis	position Record Ad	d Multiple Dispositio	on Records			
	TagType	TagNumber	Condition	Disposition	Edit	Delete
Edit	U.S. Retained	MPD50832999	Injuries	Passed without Restriction	X	Û
Edit	U.S. Retained	MPD50854667	Misc. Inflammatory Diseases	Pending	1	Û
Edit	U.S. Retained	MPD50854660	Abscess/Pyemia	Passed without Restriction	1	Û
Edit	U.S. Retained	MPD50854085	Actinomycosis Actinobacillosis	Passed without Restriction	P	Û
Edit	U.S. Retained	MPD50832959	Pigmentary Conditions	Passed without Restriction	P	Û
Edit	U.S. Retained	MPD50855194	Abscess/Pyemia	Passed without Restriction	1	Û

D. IPP are to either add a new disposition or edit a disposition already in the system by clicking the **Edit** pencil icon for the disposition that will be edited. IPP will see the **Daily Disposition Detail Record** page.

Add Lab Sample Collection								
	Sample Form	<u>Project</u>	<u>Analyses</u>	<u>SampleType</u>	<u>Status</u>	Collection Date	Inplant Code	Edit
	No records to display.							

E. IPP are to click on the Add Lab Sample Collection link and will see the Sample Management-ADR.Sample Collection window below.

Generate a Sample	¢ []			
Establishment :				
Project Code	K25		-	
- IOS Test				
Test Date :	03/12/2014	1153.		
Slaughter Sub-Class	Steers			
Tag #	MPD05685467			
Case Number:	D.			
Reason Code";	Misc. Infection	-		
Result :	Positive			
Comments				
	1000			
		0		
Analyses	MRM - Multi-Residu	e Method (Muscle,	Liver, Kidney)	
Select Sample c	Animal-Cattle-Steer			•
Quantized			Ree	Ca Back
- Redmined			Save	Go Back

F. IPP are to select KIS, and the selected record's date and tag number will display by default.

G. IPP are to enter the requested information and select "positive" from the **Result** dropdown.

H. When IPP see the additional fields **Analyses** and **Select Sample**, they are to check the box for the appropriate analyses and sample.

I. IPP are to click the **Save and Continue** button. IPP will see the **Sample Management-ADR Sample Collection** page. Because the sample was positive, IPP are to schedule sample collection.

J. IPP are to click the **Schedule Sample** link, and the **Schedule Lab Sample Task** (yellow box in previous section) pop-up window will open.

K. The **Collection and Parcel Pickup** dates default to the current date. IPP are to change the dates, if needed, click the **Save** button, and complete the required Collection/Animal Information.

Herd/Flock Owner*:	Joe Farmer				
Address [*] :	1313 Mockingbird Ln				
City*:	Cheeseville	State*:	• IW	ZIP*:	53233

L. If there is a foreign address, IPP are to click on the **Foreign Address** box and select a country and province from the dropdown lists.

M. IPP are to complete Animal Information fields that are marked with red asterisks. The address defaults to the establishment address. IPP are to update the address to the herd/flock owner's address. However, if the owner's address is not known at the time of sample collection, IPP are to submit the establishment's address. If IPP obtain owner information on violative results later, they are to send the information to Residue@fsis.usda.gov, fax it to 402-344-5008, or call 1-800-233-3935.

N. IPP are to click **Save and Continue**. The **Additional Info** tab appears for IPP to **Take Questionnaire.** If there is no tag number, IPP are to enter "no tag."

	SAMPLE AN	ALYSIS RE	EQUEST FORM		
For Lab Use (Dniy	Plac Sample S Label H	e eal ere		100734260
COLLECTION INFORMA	TION				
1. SAMPLE FORM ID:	100734260	7.	ESTABLISHMENT ID:		
2. PROJECT CODE:	KIS	8.	ESTABLISHMENT NAME:	_	
3. SAMPLE SOURCE:	Animal-Cattle-Steer	9.	COLLECTION DATE:	03/03/2014	
4. ANALYSIS:	MRM – Multi-Residue Method (Muscle, Liver, Kidney)	10). SHIPMENT DATE:	03/03/2014	
		1	I. COLLECTOR NAME:	Carlos Gomez	
		13	2. COLLECTOR PHONE:	619-344-5000	
5. ASSIGNED LAB:	Midwestern Laboratory	(St. Louis	,MO)		
6. DISTRICT/CIRCUIT:	05 - Alameda, CA / 0525				
ANIMAL INFORMATION					
13. SLAUGHTER DATE:	03/03/2014	21.	HERD/FLOCK OWNER:	Joe Jones	
14. TAG NO:	MPD12345555	22A	ADDRESS LINE 1:	13677 Yorba	Ave.

O. IPP are to print a copy of the lab form and review information for accuracy when all the questions are answered, and a confirmation message appears that "no in-progress questionnaires were found." When they complete their review, IPP are to click **Submit to Lab**.

P. After clicking **Submit to Lab**, IPP are to place the bar-coded label from the sample seal set in the designated area, **sign and date** the form, and submit it with the sample tissues to the lab. As previously noted, IPP may edit inaccurate data on the electronic record after submission, but they need to do so before posting it to LIMS-Direct.

XI. SUBMITTING POULTRY PATHOLOGY SAMPLES

A. IPP are to go to Sample Management navigation menu, Create Sampling Task

Public Health Veterinaria	n	~			Hon
		You are here: Home > Sample	Select One	-	ns > Sample Collection
		Sample Man	CG_RES_WL		unla Callection
Establishment Profile	~	Sample Man	PATH_Poultry		pie Collection
Coverage Assignments			PATH_Livestk		
Tack Calendar			CG_SHOW_MWL		
Task Calendar			CG_SHOW_WL		
Inspection Verification	~		CG_RES_EL		
Sample Management	^	Generate a Sample	CG_RES_MWL		
			UNKSUB	_	
<u>Create Sampling Task</u>		Establishment*:	PATH_Other		c
View Report			EOODCHEM		/ -
Autoral Diseasition		Project Code":	Select One		
Animal Disposition					

B. IPP are to select an establishment and the **PATH_Poultry.**

Sample Man	agement - Sample Collection	
•		
Converte a Converte		
Generate a Sample		
Establishment*:		
Project Code*:	PATH_Poultry	
*		
Analyses :	Pathology Panel-Animal	
Select Sample*:	Select One 🔻	
	Select One	
	Animal-Turkey	
	Animal-Duck	
* - Doguirod	Animal-Ratite	(Seve)
- Requireu	Animal-Quail	Save
	Animal-Squab	
	Animal-Chicken	
	Animal-Goose	
	Animal-Other Voluntary Poultry	
	Generate a Sample Establishment*: Project Code*: Analyses*: Select Sample*: * = Required	Generate a Sample Generate a Sample Establishment*:

C. IPP are to check the **Pathology Panel-Animal** box. Select Category B – appropriate species, wait until the **Sample Collection Data** tab loads, and select Category C – specific type of species.

Generate a Sample	:
Establishment*:	poration
Project Code*:	PATH_Poultry -
Analyses*:	Pathology Panel-Animal
Category B*:	Animal-Chicken
Select Category C*:	Animal-Chicken-Young Chicken

D. IPP are to click the **Save** button. IPP will see the **Sample Collection Data** tab open on the **Sample Management-Sample Collection** page. IPP are to follow the sample submission steps for the positive residue sample as described in Section X and complete the questionnaire, if available.

XII. SUBMITTING LIVESTOCK PATHOLOGY SAMPLES

- A. IPP are to go to Animal Disposition navigation menu and go to Establishment Reporting.
- B. IPP are to select the establishment, shift, and meat and then click **Continue**.



C. IPP are to click on the **Edit** pencil next to the inspected species to locate the specific animal (e.g. inspected cattle).

Class Summary Information							
Establishment:	_						
Date:	9/15/2013						
Shift:	Shift 1						
Class [*] : Head Count:	Cattle	~		APHIS Lab Sampling	Print Conde	mn. Cert 头	
Add Sub-Class							
Sub-Class	Head Count		Live Weight	Dressed Weight	Edit	Delete	
Heifer	1		1750 lbs	1400 lbs	1	Û	

D. After the **Sub-Class Summary** page loads, IPP are to select the **Add Disposition Record** for the specific animal, enter carcass specific information, and click **Save**.

Sub-Class Summary							
Establishment:	_		8	8			
Date:	9	9/15/2013					
Shift:		Shift 1					
Class:	(Cattle					
Sub-Class*:	H	eifer	1	8			
Head Count :	1						
Live Weight:	1,7	1,750		lbs			
Dressed Weight:	1,	1,400		lbs			
Weight Not Repated:]					
Add Disposition Record Add Multiple Disposition Records							
TagType	TagNumber	Condition		Disposition			
No records to display.							

E. IPP will see the **Daily Disposition Record Detail** page. IPP are to complete information in all required fields and Click the **Save** button.

Daily Disp	osition R	ecord Detail	
Establishment:			В
Date:		9/16/2013	
Shift:		Shift 1	
Class:		Cattle	
Sub-Class*:	Heifer	×	
Tag # <mark>*</mark> :	MPD12345611		
Condition*:	Pericarditis		~
Disposition*:	Post-mortem C	condemned 🖌	
Narrative:			

F. The **Sub Class Summary** page returns with a list of dispositions. IPP are to click the **Edit** icon for the specific carcass to open the **Daily Disposition Record Detail** page again.

Establish	ment:						
Date:			9/16/2013				
Shift:			Shift 1				
Class:			Cattle				
					Duint		
Sub-Clas	s*:	F	leifer	~	Print	condem	<u>n. Cerτ</u> 🛬
Head Cou	unt :	1					
Live Weig	ght:	1,	,750	lbs			
Dressed	Weight:	1,	,400	lbs			
Weight N	ot Reported:]				
Add Disp	osition Record	Add Multiple Dispo	osition Records				
	TagType	TagNumber	Condition		Disposition	Edit	Delete
Edit	U.S. Retained	MPD1234561	11 Pericarditis		Post-mortem Condemned	1	Û

G. IPP are to click **Add Lab Sample Collection** link at the bottom of the **Daily Disposition Record Detail** page to continue the pathology sample collection process.

Establishment:			_
Date:	9/15/2	2013	
Shift:	Shift	1	
Class:	Cattle	÷	
Sub-Class*:	Heifer	~	
Tag Type*:	U.S. Retained	*	
*	MDD 40245070		
lag #":	MPD12345678		
Condition*	Pericarditis		
condition .	1 chediatas		
D iana anti-	Post-mortem Condemns	ad v	

							~~~				
+	KIS	7/8/2013		U.S. Retained		Passed without Restriction		Abd	lominal Abscess		
+	KIS	7/10/2013		U.S. Retained		Passed without Restriction		Stat	istically Select		
+	KIS	7/10/2013		U.S. Retained		Post-mortem Condemned			Inje	ction Site	
•	KIS	7/11/2013		U.S. Retained Passed witho Restriction		ssed without striction	t	Mis	c. Infection		
X											
Add Lab Sample Collection											
	<u>Sam</u> Form	<u>ple</u> 1	<u>In-</u> <u>Plant</u> <u>Code</u>	<u>Colle</u> Date	<u>ection</u>	<u>Reason</u>		<u>Test</u> Date	<u>Proje</u>	<u>ct</u>	<u>Analyses</u>
No records to display.											

H. The **Sample Management-ADR Sample Collection** page will open, and IPP are to select analyses and click **Save**.

Sample Mana	agement -ADR	Sample Collection
Generate a Sample		
Establishment*:		
Project Code*:	βelect One	•
	Select One	
	CG_MexCat_EL	
	CG_MexCat_WL	
	KIS	
* = Required	PATH_Livestk	Save Go Back
	CG_RES_EL	
PHIS Home   Build# v3.0.1	CG_RES_MWL	

I. IPP are to click the **Save** button. IPP will see the **Sample Collection Data** tab open on the **Sample Management-Sample Collection** page. IPP are to follow the sample submission steps for the positive residue sample as described in Section X and complete the questionnaire, if available.

Sample Man	agement -ADR Sample Collection
Generate a Sample	
Establishment*:	· · · · · · · · · · · · · · · · · · ·
Project Code*:	PATH_Livestk
Analyses [*] :	Pathology Panel-Animal
Category A*:	Animal
Select Category B*:	Animal-Cattle
Select Category C*:	Animal-Cattle-Heifer 🔹

## XIII. SUBMITTING APHIS SAMPLES FOR TB, BRUCELLOSIS, OR BSE TESTING

A. IPP are to start with the Class Summary List page (refer to XI, A-D) and click on the Edit pencil.

Class Summa	ary List						
Establishment:							
Date:	9/13/2013						
Shift:	Shift 1						
Add Inspected Slaughter Add Custom Slaughter							
Class	Туре	Head Count	Edit	Delete	Condemn. Cert		
Cattle	Inspected	2402	1	Û	\$		

B. IPP will see the **Class Summary Information** page, which will display the previously entered Inspected Slaughter records and their associated sub-classes, head counts, and live and dressed weights. IPP are to click on **APHIS Lab Sampling** link.

Class Su	mma	ry Informatio	n				
Establishment: Date: Shift:	9/13/ Shift	2013 1					
Class*: Cattle Head Count: 2402			~	APHIS Lab Sampling	<u>Pri</u>	nt Conde	mn. Cert 头
Add Sub-Class							
Sub-Class		Head Count	Live Weight	Dressed Weight		Edit	Delete
Heifer		710	891143 lbs	571955 lbs		1	Û
Steer		1692	2419111 lbs	1547888 lbs		1	Û

C. IPP will see the **ADR PHIS Lab Sampling** page and are to fill in the type of sample for collection. For a BSE sample, IPP are to select the time for sample collection and the collector from the drop down menu and click **Save**.

ADR AP	HIS Lab	o Sampli	ng			
Establishment:						
Date:		9/13/2013				
Shift:		Shift 1				
Class:		Cattle				
	Samples	OT Hours	Collector	Comment		
Tuberculosis		N/A	N/A			
Brucellosis		N/A	N/A			
BSE		1:00 🔻	Contractor 🔹			
			select			
			FSIS Inspection Personnel		Cancel	Save
			Contractor			
			Other			

## XIV. DELETING A SAMPLE TASK FROM THE TASK LIST

A. In situations where IPP cannot collect a sampling task within the designated time frame (e.g., product not being produced during the sampling window for a directed sampling task), and the task has not been scheduled, IPP are to delete the task from task list. IPP are to:

- 1. Click on Task Calendar in the left navigation menu. Go to Task List;
- 2. Select the correct assignment from the Assignments dropdown list;
- 3. Select the correct establishment from the Select Establishment dropdown list;
- 4. Select Lab Sampling from the Filter tasks dropdown list;
- 5. Find the sampling task that has "0" scheduled, and "0" done;

lendar	📄 Cancel Lab Sampling Task	o x	
sk List Office of Field C	<ul> <li>Select an option</li> <li>              ● Delete this task from the Task List      </li> </ul>		
zation Co LLC Shi	Reason:*:		3
ed E.coli O157:H7	Select Requested sample unavailable during sampling timeframe Requested sample/product never slaughtered/produced Not collected for microllaneous reasons		Y
RTEPROD Sampl	Plant closed/no kill FedEx did not pickup sample		
IACCP - Ground E	Inspection withdrawn Insufficient time to collect sample Inspection suspended officially		

- 6. Click **Delete** in the far right column. A pop-up window appears;
- 7. Select an appropriate reason from the drop-down list; and
- 8. Click Submit Task for Cancelling. Sampling tasks no longer appears on the task list.

**NOTE:** All sampling tasks for that project code will be deleted from the task list.

## XV. COLLECTING A SAMPLE IN THE DISCONNECTED STATE

A. When internet connectivity is limited or not available at an establishment, the disconnected state allows IPP to perform certain functions of the sample collection task. However, PHIS cannot interact with the laboratory reservation system or transmit sample collection information to the laboratories. IPP are to:

- 1. Schedule the sampling task on the task calendar while connected to the internet;
- 2. Determine when the establishment is likely to produce the product to be sampled;
- 3. Determine when there is time to return to a location with internet connectivity to record and submit the sample information in PHIS; and
- 4. Schedule sample collection when they are able to access an internet connection, enter, and

submit sample information in PHIS within 24 hours of sample shipment.

B. Before IPP leave an establishment with internet connectivity to perform the sample collection at an establishment without connectivity, IPP are to:

- 1. Open the scheduled sampling task in PHIS;
- 2. Enter available information about the scheduled task; and
- 3. Print two copies of the sample form and take both copies to the establishment without connectivity.
- C. After arriving at an establishment without connectivity, IPP are to collect the sample and are to:
  - 1. Document any remaining necessary information by hand on both copies of the printed sample form;
  - 2. Sign one copy of the sample form and place it in the shipping container with the sample;
  - 3. Close and seal the shipping container with the sample and signed sample form inside before leaving the establishment;
  - 4. Follow normal shipping instructions. IPP are not to remove any unsealed shipping container with a sample in it from the establishment; and
  - 5. Keep the second sample form as a record of the sample collection information to be recorded in PHIS later.
- D. IPP are to return to an establishment with internet connectivity within 24 hours and are to:
  - 1. Log into PHIS, select the sampling task from the task calendar, and document the sample information recorded on the printed copy of the sample form; and
  - 2. Submit the electronic record to the laboratory by clicking **Submit to Lab** after completing data entry. The sampling task will now change to "Completed" on the task calendar.

# XVI. REPORTING SAMPLE RESULTS

FSIS negative and positive sample results and additional sample results information are accessible through the Establishment Profile Summary page and through the Dashboard on the Inspector homepage. IPP and EIAOs can access FSIS sample results through <u>LIMS-Direct</u> EIAOs will continue to receive FSIS positive sample results through the Biological Information Transfer and Email System (BITES).



LIMS-Direct sample results may only be released to the establishment from which the sample was collected.

#### XVII. DATA ANALYSIS

The Data Analysis and Integration Staff (DAIS) within the Office of Data Integration and Food Protection (ODIFP) will review PHIS sampling data for the various sampling projects to assess sample collection, nonresponse, and discard rates. Results will be shared with the Office of Field Operations (OFO) and the Office of Policy and Program Development (OPPD) to inform future FSIS guidance and policy.

## **XVIII. QUESTIONS**

Refer questions regarding this directive to the Policy Development Staff or Risk Innovations and Management Staff through <u>askFSIS</u> or by telephone at 1-800-233-3935. When submitting a question, use the Submit a Question tab, and enter the following information in the fields provided:

Subject Field:Enter Directive 13,000.2Question Field:Enter question with as much detail as possible.Product Field:Select Sampling from the drop-down menu.Category Field:Select Sampling from the drop-down menu.Policy Arena:Select Domestic (U.S.) Only from the drop-down menu.

When all fields are complete, press Continue and at the next screen press Finish Submitting Question.

Assistant Administrator Office of Policy and Program Development