

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

# FSIS NOTICE

16-23

4/17/23

## QUARTERLY ESTABLISHMENT INFORMATION LETTERS

### I. PURPOSE

FSIS is reissuing instructions from FSIS Notice 07-22, *Quarterly Establishment Information Letters*, to inspection program personnel (IPP) for quarterly establishment information letters sent to meat and poultry establishments (quarterly letters). This replacement notice provides new report dates for 2023.

### II. BACKGROUND

A. FSIS generates and distributes letters on a quarterly basis to provide timely and comprehensive results for products sampled by FSIS at an establishment within the past 12 months. The table below provides a distribution schedule for 2023 quarterly letters and sample collection dates included in the report.

Quarter	Report distributed (2023)	Sample collection dates
1	4 <sup>th</sup> week of January	Jan. 1, 2022 – Dec. 31, 2022
2	4 <sup>th</sup> week of April	Apr. 1, 2022 – Mar. 31, 2023
3	4 <sup>th</sup> week of July	Jul. 1, 2022 – Jun. 30, 2023
4	4 <sup>th</sup> week of October	Oct. 1, 2022 – Sep. 30, 2023

B. Quarterly letters include sections specific to the products manufactured by the establishment. For example, an establishment that slaughters only poultry does not have a “raw beef” section in their letter.

C. Examples of quarterly letters are provided in [IPP Help](#). Each quarterly letter includes guidance on the interpretation of the results.

D. FSIS distributes quarterly letters by e-mail to establishments that have e-mail addresses in the Public Health Information System (PHIS) (i.e., Establishment Profile - Contacts - Lab Sample Result Contact). The letters are shared by e-mail with the inspector-in-charge identified in the establishment profile and posted to the District/Circuit SharePoint sites maintained by the Office of Planning, Analysis and Risk Management (OPARM).

E. FSIS will continue to measure the overall percent reduction in raw poultry samples across all eligible establishments with *Salmonella* serotypes Infantis, Enteritidis, and Typhimurium. The quarterly letter includes a table that reports serotype results, including these three serotypes.

### III. IPP RESPONSIBILITIES

A. IPP are to discuss any questions they have regarding the information in the quarterly letter with their immediate supervisor. During the next weekly meeting, IPP are to inform the establishment that they have the option to provide an e-mail address or update the current e-mail address in PHIS.

**DISTRIBUTION:** Electronic

**NOTICE EXPIRES:** 5/1/24

**OPI:** OPPD

**NOTE:** Establishment personnel must set up a designated Lab Sample Results Contact in PHIS to receive PHIS-related communications from FSIS. These communications include laboratory test results and quarterly establishment letters from FSIS. Designees with multiple roles should have separate entries for each of their roles in the PHIS Plant Contacts page.

B. If the establishment does not receive the quarterly letter and the e-mail provided in PHIS is correctly entered, IPP are to ask the establishment to check the junk folder of their email and add [OPARMDistrictSupport@usda.gov](mailto:OPARMDistrictSupport@usda.gov) to their address book to prevent a SPAM filter from blocking the e-mails.

#### **IV. QUESTIONS**

Refer questions regarding this notice to your immediate supervisor or as needed or to the Office of Policy and Program Development through [askFSIS](#) or by telephone at 1-800-233-3935. When submitting a question through [askFSIS](#), complete the [web form](#) and select Sampling as the Inquiry Type.

**NOTE:** Refer to [FSIS Directive 5620.1](#), *Using askFSIS*, for additional information on submitting questions.

A handwritten signature in black ink, reading "Rachel A. Edelstein". The signature is written in a cursive, flowing style.

Assistant Administrator  
Office of Policy and Program Development