I. PURPOSE

This notice informs inspection program personnel (IPP) that on May 20, 2018, the Public Health Information System (PHIS) Establishment Reporting and Animal Disposition Reporting (ADR) pages will display a new user interface.

II. BACKGROUND

For the Establishment Reporting and ADR pages to function properly in PHIS, the information contained in the Establishment Profile needs to be accurate. IPP update the PHIS establishment profile as needed to reflect the establishment’s operations as instructed in FSIS Directive 5300.1, Managing the Establishment Profile in the Public Health Information System. To better ensure the accuracy of information in the Establishment Reporting and ADR pages, FSIS has redesigned these screens to improve usability.

III. INSTRUCTIONS

A. Significant changes made to the PHIS Establishment Reporting and ADR screens include:

1. A reduction in the number of Establishment Reporting pages to navigate and actions needed to enter slaughter and disposition records;

2. The Add and Edit Slaughter records feature was moved to the Establishment Reporting page;

3. The type of inspection (i.e., Meat, Poultry and Ratite) slaughter records are presented in grids;

4. The disposition reporting feature includes a reduction in the number of pages and steps needed to enter records;

   a. The disposition records are nested within the corresponding slaughter records;

   b. The sub-class fields in the multiple disposition record function can be edited;

   c. A disposition record report is available; and

   d. Condemnation certificates are available per livestock sub-class and per type of inspection;
5. The ADR Lab Sample Management changes are:
   
a. An Add Lab Sample Collection process for Ratites;

b. Data entry fields are prepopulated wherever possible;

c. The scheduling and rescheduling of ADR lab samples was updated; and

d. Questionnaires can be edited after the submission of a lab sample.

B. The Sample Management menu includes a new sub-menu called Check Lab Availability. The Check Lab Availability page can be used to verify lab capacity to assist in planning sample collections for all lab sample management projects.

C. Figure 2: Establishment Reporting Slaughter Grid in the PHIS ADR User Guide shows the updated Establishment Reporting page. The Meat, Poultry and Ratite tabs are visible when the establishment has the applicable classes selected on the Slaughter page. The Sub-Class information is demonstrated in Figure 3: Adding a Meat Slaughter Record of the User Guide. The sub-class list is also generated from the information entered on the Slaughter page.

D. The disposition record includes a Labs column in the disposition table that summarizes lab submissions and the status of results for each animal. Figure 13: Meat Disposition Grid in the guide contains the flask icon. The 0/0 next to the flask icon identifies the number of lab forms submitted over the number of lab forms initiated. The zero at the bottom of the image represents the number of sample results received.

E. IPP are to refer to the PHIS ADR User Guide for detailed instructions for use of the updated Establishment Reporting and ADR features.

IV. QUESTIONS

Refer questions to the Policy Development Staff (PDS) through askFSIS. PDS can also be reached by telephone at 1-800-233-3935. When submitting a question through askFSIS, use the Submit a Question tab, and enter the following information in the fields provided:

Subject Field: Enter Notice 29-18
Question Field: Enter your question with as much detail as possible.
Product Field: Select General Inspection Policy from the drop-down menu.
Category Field: Select Public Health Information System (PHIS) 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.

NOTE: Refer to FSIS Directive 5620.1, Using askFSIS, for additional information on submitting questions.