



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

PHIS Industry User Guide

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1. Introduction

This *Public Health Inspection System (PHIS) Industry User Guide* is designed for all industry representatives who produce and sell meat, poultry, and processed egg products regulated by the United States Department of Agriculture, Food Safety and Inspection Service (USDA/FSIS). Industry representatives include users with these roles: Establishment Administrators, Corporate Administrators, Plant Management, Export Applicants, and Export Brokers.

1.1 Purpose

This guide provides detailed, role-based, step-by-step instructions on performing all industry actions within the PHIS. This resource provides guidance on entering data and working directly within the PHIS.

2. Overview of PHIS

2.1 What is PHIS?

The United States Department of Agriculture (USDA) Food Safety and Inspection Service (FSIS) is the public health regulatory agency responsible for ensuring that domestic, exported, and imported meat, poultry, and processed egg products are safe, wholesome, and correctly labeled and packaged.

FSIS implemented the Public Health Information System (PHIS) as part of an effort to collect, consolidate, and analyze data. PHIS is a web-based application that improves the way FSIS detects and responds to foodborne hazards.

PHIS has four components: domestic inspection, import activities, export activities, and predictive analytics.

2.2 Requirements

In order to use PHIS, your computer must have the following software installed:

- One of the following Web browsers:
 - Internet Explorer 11 or later and Microsoft Edge
 - Mozilla Firefox
 - Google Chrome
- Adobe Acrobat Reader

Compatibility mode is not required. The supported operating system is Windows 10.

2.3 Business Functionality Overview

PHIS provides functionality to support FSIS' main lines of business in four areas:

- Domestic inspection
- Import management
- Export certification
- Predictive Analytics

2.4 Role-based Access

PHIS is a role-based system. When users access PHIS, the functionality and data to which they have access depends on their assigned PHIS roles.

User authentication is the foundation of PHIS' role-based access. Each user's privileges and the scope of data they can access (i.e., establishment versus national data) is based on their specific work assignments, responsibilities, and assigned PHIS roles.

2.5 Creating an eAuthentication Account

Every person that uses PHIS must have electronic Authentication account that includes the identity verification step. The verification step is covered in Section 2.6. The Department of Agriculture manages this process, not the individual Agencies, such as FSIS. For more information on eAuthentication, visit the eAuthentication website at <https://www.eauth.usda.gov/>.

Step 1 Open a web browser and go to

<https://www.eauth.usda.gov/home>

Step 2

On the eAuthentication Home page, select **Create an Account**.

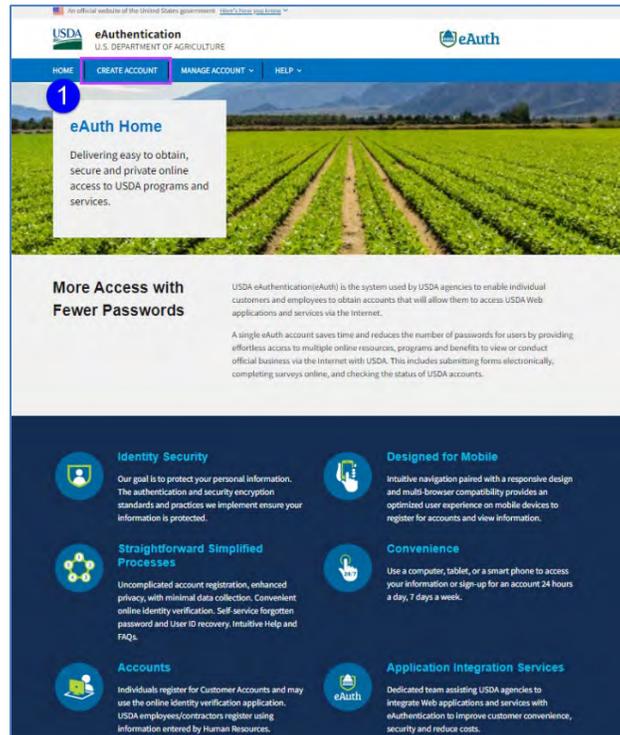


Figure 1: Create an eAuthentication Account

Step 3

The Account Registration type page opens. Select the option for Customer and then select the **Continue** button.

Figure 2: Identify Account Type

Step 4 Enter your email address.

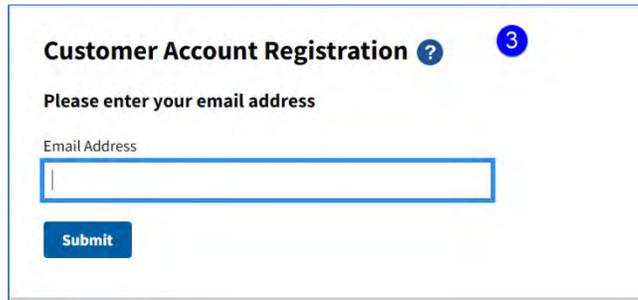
The image shows a web form titled "Customer Account Registration" with a question mark icon and a blue circle containing the number "3". Below the title, it says "Please enter your email address". There is an input field labeled "Email Address" with a blue border. Below the input field is a blue "Submit" button.

Figure 3: Enter Email Address

Step 5 Select **Submit**.

Step 6 A registration confirmation email completes the account registration.

Step 7 Open your Confirmation email and select confirm email address link located in the email. Completing this step must happen within 30 minutes before the link provided in the email expires.

Step 8 The Customer Account Registration page opens. Enter your name as provided on a government issued ID. This is important for completing the identity verification step later.

Step 9 Enter a password for the account.

Step 10 Select **Submit**.
A new window displays indicating that the account registration process is complete.

Note: The eAuthentication identity verification process does not have to happen at a Local Registration Agency (LRA) and can substituted with the self-service identity verification process. Self-Service Identity Verification allows you to complete the identity verification process online by answering *out-of-wallet* quiz questions that only you would know. This process leverages the Experian identity verification system, which meets NIST standards for identity verification.

Additional information on the identity verification process and eAuthentication is located here:

https://www.eauth.usda.gov/_GlobalAssets/Documents/USDA_eAuth_FAQ_508.pdf

2.6 Performing the Identity Verification Process

To access PHIS, go to <https://phis.fsis.usda.gov>. Your browser re-directs to the online identity verification page. The options presented are complete the process online or visit a USDA Service Center.

Step 1 Select the Online Identity Verification option and Agree to the Terms of Service.

Step 2 Complete the account profile form.

- a. Confirm the first and last name match government issued photo ID, no nicknames. Update if necessary.
- b. Complete the remaining fields: address, phone, date of birth, and SSN.

- Step 3** Select **Continue**.
- Step 4** The identity verification quiz opens. There are five questions displayed from the Experian credit database. There is an option to go to the previous pages to review the answers.
- Step 5** On the last page, select **Submit** to complete the process. If you are unsure of the answers, closing the browser allows for a later attempt.
- Step 6** There is a notification indicating if the identity verification is successful. Select **Continue** to return to the original application.

There are a number of reasons why visiting an LRA in person may be required:

- Failing too many attempts at identity verification.
- Not enough data available to generate the quiz.

Valid documentation is necessary to complete identity verification at the LRA.

2.7 Logging in to PHIS

Note: Verify that all PHIS emails are not being directed to your junk/spam folder.

To access PHIS, go to <https://phis.fsis.usda.gov>. Your browser re-directs to the eAuthentication Login page (Figure 4).

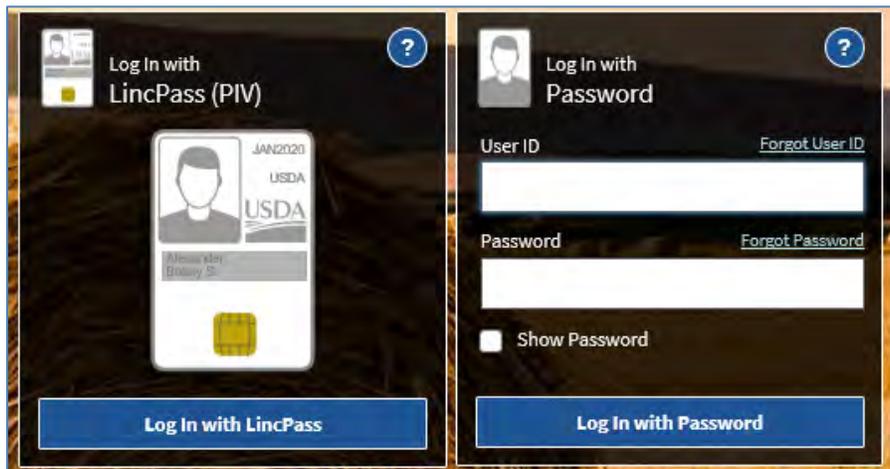


Figure 4: eAuthentication page

Provide an eAuthentication User ID and Password and then select **Log In with Password**. The USDA eAuthentication system validates the User ID, Password, and that identity verification is complete before opening the PHIS application.

Below the log in is a warning for USDA eAuthentication consent. By logging into PHIS, you are agreeing to this statement.

Warning

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

Figure 5: USDA eAuthentication Consent

2.8 PHIS User Interface Overview

The PHIS user interface is labeled in Figure 6. It incorporates many features that are standard across many USDA websites.

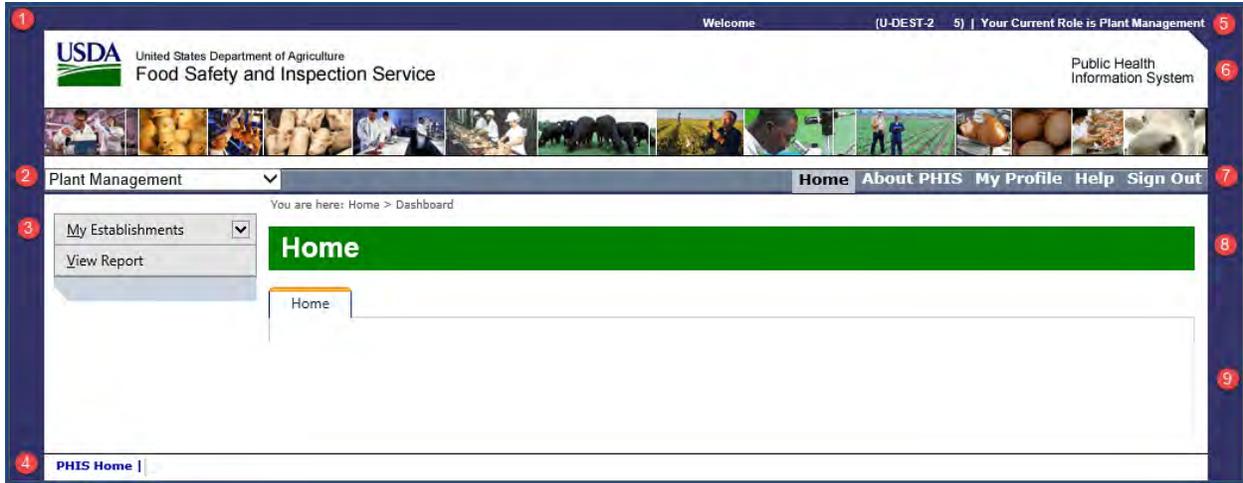


Figure 6: PHIS User Interface

Item	Name	Notes
1	Banner	This banner appears on all USDA web pages.
2	Role	Displays your current role. Certain users may be assigned multiple roles and change roles using this selection list.
3	Navigation Menu	Appears on many PHIS pages; menu options depend upon user role.
4	Quick links	Appears at the bottom of every page; with links to additional resources if applicable.
5	Welcome statement	Appears on all PHIS pages; indicates your name and current role. Also on this line is the PHIS assigned user access code, known as your PHIS ID.
6	PHIS	Appears on all pages within the PHIS system.
7	PHIS Menu Bar	<p>Home Navigates to the PHIS Home page.</p> <p>About PHIS Provides an overview of PHIS.</p> <p>Help Provides access to online PHIS support resources.</p> <p>Contact Us Provides point of contact information for the PHIS administration team and a messaging interface.</p> <p>Sign Out Exits PHIS.</p>

Item	Name	Notes
8	Header	Appears on every PHIS page; indicates the functionality displayed in the context area. Includes a path that shows the page navigation followed to reach the current page and allows you to navigate back to previous pages.
9	Content Area	Central to all PHIS pages, this area of the screen provides the functionality needed for the user to perform a task within PHIS.

Table 1: PHIS User Interface Attributes

2.9 Navigation Menu

The Navigation Menu is the primary way that one accesses the PHIS functionality. It is customized based upon the user’s role. The user sees only those navigation links that are appropriate to the user’s role. Items in the Navigation Menu may implement a hierarchy of links and selecting 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 selected, present a PHIS functional page in the Content Area.

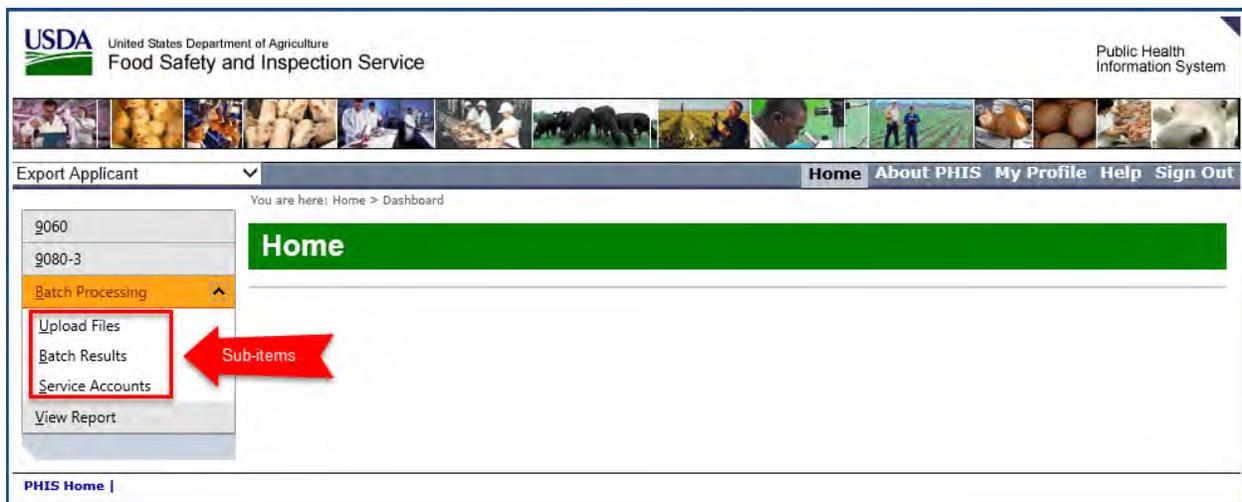


Figure 7: Navigation Menu

2.10 PHIS Home Page

The PHIS Home Page provides a point of entry to PHIS. The Home Page is customized so each user sees information that is relevant to the user's role. The information provided in the Home Page may also provide access to PHIS functionality via links, i.e., an alternative way to access system functions, augmenting the Navigation Menu.

Figure 8 provides an example of the Home Page as seen by a user with the Plant Management role.

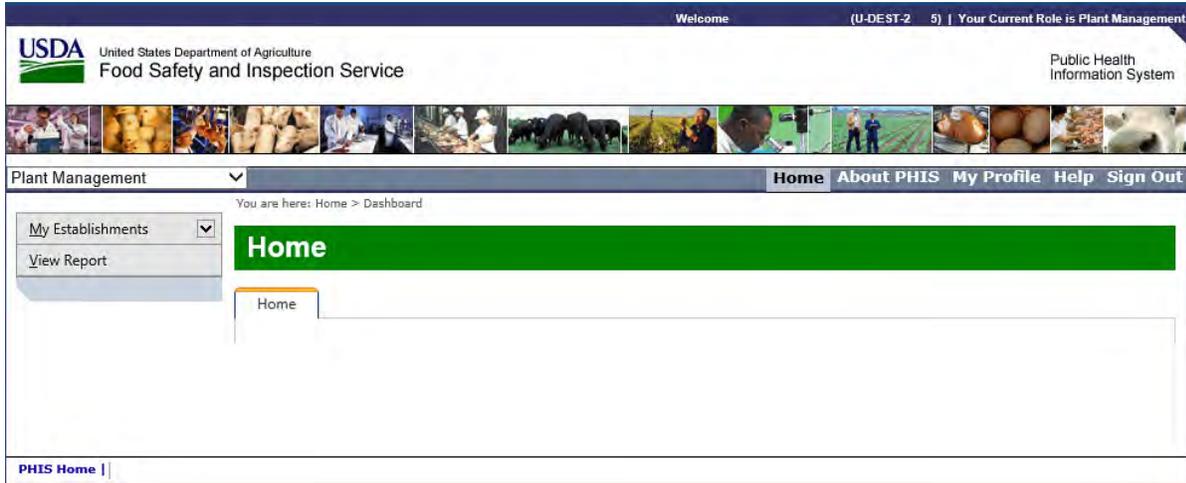


Figure 8: PHIS Home Page Example: Plant Management Role

Note: The Plant Management role does not have any tabs or tables displayed on the Home page; in these cases, all required functionality is accessed via the navigation menu.

3. PHIS Guide for Industry Users: User Enrollment and Administration

3.1 Overview

This section provides an overview of the PHIS User Enrollment and Administration application. This application links your eAuthentication account with your user role and establishment in PHIS.

PHIS supports these roles: Establishment Administrator, Plant Management, Corporate Administrator, Export Applicant, and Export Broker.

Each establishment is responsible for managing whom they give access to within PHIS. This includes removing individuals that are no longer associated with the establishment or corporate entity. FSIS recommends having more than one Establishment Administrator to manage the roles.

Additionally, because PHIS is password and security protected, ninety days of inactivity by any one individual, triggers PHIS to make that individual's account inactive.

Establishment Administrator and Corporate Administrator access is centered on PHIS identifying a matching contact record associated with establishment(s).

Users with Establishment Administrator and Corporate Administrator roles can approve enrollment requests, add roles, deactivate and reactivate accounts for users with Plant Management, Export Applicant, and Establishment Administrator roles at their establishment(s). Corporate Administrators can manage other Corporate Administrator accounts at their establishment(s).

If an account with the Establishment Administrator or Corporate Administrator role is deactivated due to inactivity, as long as the matching contact record has not been deleted from the system, PHIS automatically reactivates their user account and displays the FSIS Dashboard when the user logs in.

If matching contact record(s) have been deleted, the system notifies the user that no FSIS accounts were found with a link to Enroll by Submitting Enrollment Request that can be approved by an active user at the specified establishment with the Establishment Administrator or Corporate Administrator role.

Table 2 describes each role and the associated functionality.

Role	Functionality
Establishment Administrator	<ul style="list-style-type: none"> • Search for existing users associated with the establishment • Update the following details for establishment users <ul style="list-style-type: none"> ○ Salutation ○ Display Name ○ Credentials ○ Work Phone ○ Mobile Phone ○ Fax • View enrollment requests for the establishment • Approve enrollment requests for the establishment • Add roles to users associated with the establishment • Revoke roles from users associated with the establishment • Deactivate user accounts associated with the establishment • The FSIS in-plant personnel can assign up to three Establishment Administrators when provided names by the establishment. An establishment can assign an additional 10 Establishment Administrators per establishment • View Reports for any associated establishments

Role	Functionality
Corporate Administrator	<ul style="list-style-type: none"> • Search for users associated with corporate establishments • Update the following details for establishment users <ul style="list-style-type: none"> ○ Salutation ○ Display Name ○ Credentials ○ Work Phone ○ Mobile Phone ○ Fax • View enrollment requests associated with corporate establishments • Approve enrollment requests associated with corporate establishments • Add roles to users associated with corporate establishments • Revoke roles from users associated with corporate establishments • Deactivate user accounts associated with corporate establishments • A Corporate Administrator can assign up to 10 Corporate Administrators per establishment • View reports for any associated establishments • All functionality of the Plant Management role • All functionality of the Export Applicant role

Role	Functionality
Plant Management	<ul style="list-style-type: none"> • Respond to noncompliance records • Appeal noncompliance records • View and respond to Memorandum of Interview (MOI) records • View and print pre-defined reports • Save reports to your local computer • Add establishment Contact information • Update the following details for establishment users <ul style="list-style-type: none"> ○ Job Title ○ Salutation ○ Display Name ○ Credentials ○ Work Phone ○ Mobile Phone ○ Fax • Link the establishment to a corporate entity • An Establishment or Corporate Administrator can assign up to 10 Plant Management users per establishment • View Establishment Profile information • View slaughter information • View disposition records • View/print Condemnation Certificates • Manage Establishment Sorting records • View Waivers & No Objection Letters
Export Applicant	<ul style="list-style-type: none"> • Create and view 9060-6 Export Applications • View PDFs associated with approved 9060-5 Export Certificates • Upload 9060-6 Export Application files for batch processing • View results of batch file uploads • Create and view 9080-3 Applications • There is no limit per establishment on the number of related Export Applicant users.

Role	Functionality
Export Broker	<ul style="list-style-type: none"><li data-bbox="435 254 1052 285">• Create and view 9060-6 Export Applications<li data-bbox="435 306 1305 338">• View PDFs associated with approved 9060-5 Export Certificates<li data-bbox="435 359 1256 390">• Upload 9060-6 Export Application files for batch processing<li data-bbox="435 411 911 443">• View results of batch file uploads<li data-bbox="435 464 1406 495">• The Export Broker role is not associated with any specific establishment

Table 2: Roles and Functionality

3.1.1 Establishment Administrator: User Enrollment

Establishment administrators are responsible for managing users in their establishment(s) who have the Plant Management, Export Applicant, or Establishment Administrator roles. In order for an establishment to have a user with the Establishment Administrator role, FSIS IIC or CSI must add at least one contact to PHIS with the Establishment Administrator role. Information added to the list of plant contacts must **match exactly** (case sensitive) with that associated with the eAuthentication record (first name, last name, and email address). After a contact has been added, that individual can log into PHIS following the instructions outlined in section 3.1.1.1 *Establishment Administrator: How to Access PHIS for the First Time*. FSIS personnel can specify up to three users as Establishment Administrators per establishment. The establishment can identify up to ten additional Establishment Administrators.

As another option, subsequent prospective users seeking the Establishment Administrator role can submit an enrollment request for the role and an associated Establishment or Corporate Administrator can approve the request. To do so, one can follow the instructions for submitting an enrollment request in section 3.1.4.1 *Plant Management: How to Submit an Enrollment Request* but request the Establishment Administrator role instead of the Plant Management role.

Any other establishment users who do not require the Establishment Administrator or Corporate Administrator roles must follow the instructions for submitting an enrollment request in section 3.1.4.1 *Plant Management: How to Submit an Enrollment Request*.

3.1.1.1 Establishment Administrator: How to Access PHIS for the First Time

After a contact has been added to the Establishment Profile Contacts' page, to activate the PHIS account, complete the following steps:

- Step 1** Open a web browser and go to <https://phis.fsis.usda.gov/enrollment/>.
- Step 2** Log in to PHIS with your eAuthentication user ID and password.
- Step 3** If PHIS identifies one or more matching contact record(s), PHIS displays the FSIS Dashboard (see Figure 9); otherwise, PHIS displays the Welcome to the FSIS Enrollment Application with a link to submit an Enrollment Request. Refer to section 3.1.4.1 *Plant Management: How to Submit an Enrollment Request* or contact your local FSIS representative.



Figure 9: FSIS Enrollment Welcome page

Note: If an Establishment Administrator user account is deactivated due to inactivity after ninety days, the user should follow the same steps as when first accessing PHIS. As long as a related Contact record is still associated with the Establishment in PHIS, the user should see an option to

reactive their account by navigating to the FSIS Dashboard after logging in through eAuthentication.

3.1.2 Establishment Administrator/Corporate Administrator: User Management

Establishment Administrators and Corporate Administrators are responsible for managing user accounts for their establishments, which includes approving enrollment requests and adding or removing roles. Establishment Administrators can assign the Plant Management, Export Applicant, or Establishment Administrator roles to users of their establishments. Corporate Administrators can assign the Corporate Administrator role, in addition to the Plant Management, Export Applicant, and Establishment Administrator roles to users at their establishments.

PHIS provides an establishment filter for administrators who manage users at multiple establishments.

You can expand records to see the establishment(s) users are associated.

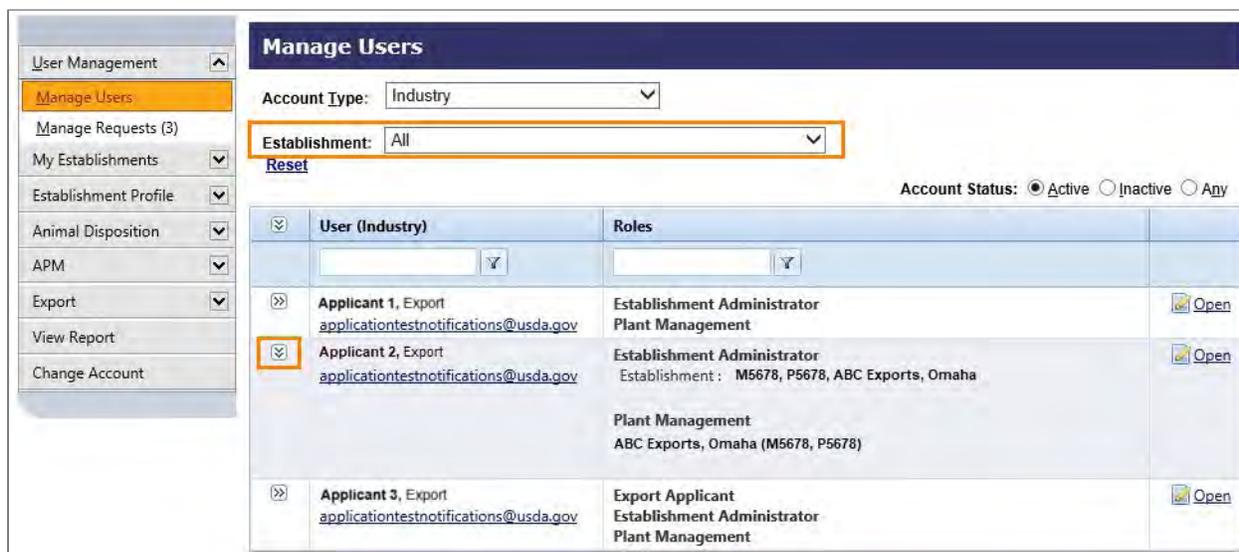


Figure 10 Manage Users: Sort by Establishment and Expand Records

3.1.2.1 Establishment Administrator: How to Manage New User Enrollment Requests

Personnel from your establishment who have completed the eAuthentication verification process may submit enrollment requests to create PHIS user accounts. As an Establishment Administrator, you can respond to enrollment requests by completing the following steps:

- Step 1** Log in to PHIS with your eAuthentication user ID and password.
- Step 2** From the navigation menu, select **Manage Requests**.
- Step 3** Select **Edit** next to the Enrollment request you want to review. The Request page (Figure 11) appears and you can review the request, make changes to it, or approve/reject it.
- Step 4** Review the request and make any changes to the user's profile, such as assigning an additional role or removing a role, if necessary.
- Step 5** Do one of the following:

- Select **Reject** if you do not know the user or do not have enough information. If the user has provided contact information, you can also contact him or her to verify the request.
- Select **Approve**, if you want to approve the request.

Request Number - [REDACTED] by [REDACTED]

Account Information

First Name: [REDACTED] **Request Type:** New Account

Middle Name: [REDACTED]

Last Name: [REDACTED]

Email: [REDACTED]

Job Title: Corporate Operations Manager

Work Phone: [REDACTED]

User Comments

Requests from the user appear in this area.

Establishment Information

Establishment Number: [REDACTED]

Establishment Name: [REDACTED]

Address: [REDACTED]

Add/Edit Roles

[Add a Role...](#)

Role	From	To	
<p>▶ [Primary role] Plant Management [ESTABLISHMENT] 1 work area assigned.</p>			

Feedback

Include any feedback here before you finish responding to the request.

Send Feedback to the Requestor

[Approve](#)
 [Reject](#)

Figure 11: Review Requests page

3.1.2.2 Establishment Administrator: How to Manage Change Requests from Existing Users

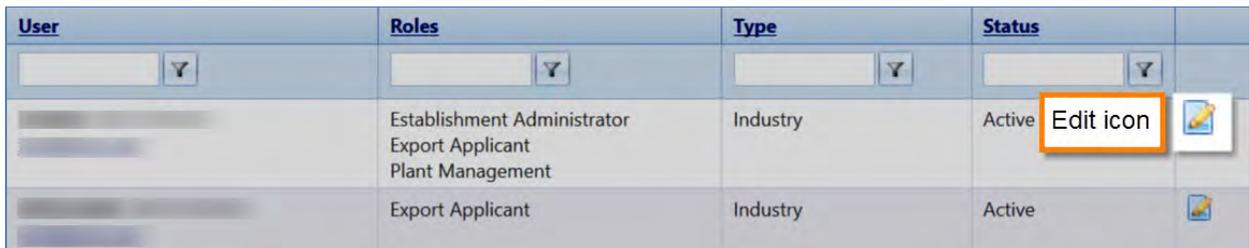
Users in your establishment may request changes to their PHIS accounts using the Requests feature. As an Establishment Administrator, you can respond to the requests by completing the following steps:

- Step 1** Log in to PHIS with your eAuthentication user ID and password.
- Step 2** From the navigation menu, select **Manage Requests**.
- Step 3** Select **Edit** next to the request you want to review.
- Step 4** View and process the narrative request. To grant the request, go to the Manage Users page and modify the user account appropriately.
- Step 5** On the User Profile page, select **Run PHIS Data Feed**. PHIS displays a confirmation message.
- Step 6** After you are finished modifying the user account, navigate to the Manage Requests page, select the **Delete** icon to remove the request from the grid.

3.1.2.3 Establishment Administrator: How to Assign a Role

To assign a role to another user in your establishment, complete the following steps:

- Step 1** Log in to PHIS with your eAuthentication user ID and password.
- Step 2** On the Manage Users page, search for a user by typing all or part of the user's last name in the Last Name field and select **Search**.
- Step 3** Select **Edit** (Figure 12).



The image shows a screenshot of a web application interface with a table. The table has four columns: 'User', 'Roles', 'Type', and 'Status'. Each column has a search filter icon. The first row of data shows a user with roles 'Establishment Administrator', 'Export Applicant', and 'Plant Management', of type 'Industry' and status 'Active'. An 'Edit icon' (a pencil) is highlighted with an orange box in the rightmost column of this row. The second row shows a user with role 'Export Applicant', of type 'Industry' and status 'Active', also with an 'Edit icon' in the rightmost column.

User	Roles	Type	Status	
	Establishment Administrator Export Applicant Plant Management	Industry	Active	Edit icon 
	Export Applicant	Industry	Active	

Figure 12: Edit icon

- Step 4** Select the Roles tab.

Step 5 Select **Add a Role...** (Figure 13).



Figure 13: Roles Tab on Profile page

Step 6 From the Role drop-down list, select the role you want to add to the selected user's account.

Step 7 If you only want to add a role to a user's account for a specific timeframe, enter dates in the Effective From and Expires After fields. If you want the user to have the role until you revoke it, leave the Effective From and Expires After fields empty.

Step 8 Select **Save**.

Step 9 Select **Add Work Areas** (work areas for industry users are affiliated establishments) (Figure 14).

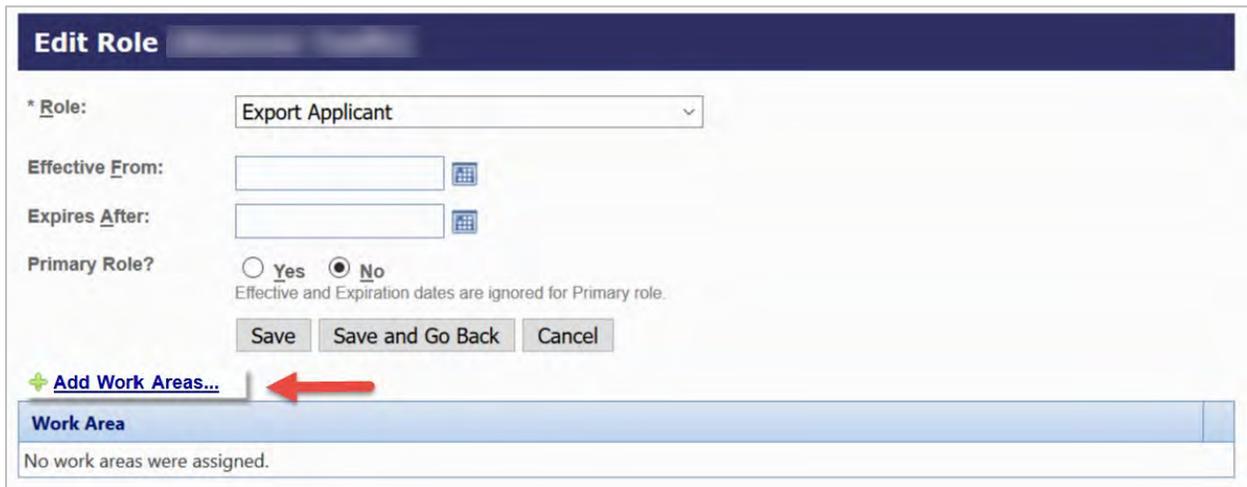


Figure 14: Edit Role page

Step 10 Establishments for which the account can be associated appear.

Step 11 Select establishment(s).

Step 12 Select **Save**.

Step 13 Select **Save and Go Back**.

Step 14 On the User Profile page, select **Run PHIS Data Feed**.
PHIS displays a confirmation message.

3.1.2.4 Establishment Administrator: How to Update a User's Personal Information

To update another user's personal information, such as contact information, complete the following steps:

Step 1 Log in to PHIS with your eAuthentication user ID and password.

Step 2 On the Manage Users page, search for the user by typing all or part of the user's last name in the Last Name field and select **Search**.

Step 3 Select **Edit**.

Step 4 Select the Personal Information tab.

Step 5 If desired, type the user’s information in the available fields, which are defined in Table 3: Personal Information Fields and Definitions. All the fields on the Personal Information tab are optional.

Field	Definition
Salutation	The user’s formal salutation, such as Mr., Mrs., Ms., or Dr.
Credentials	The user’s certifications or degrees
Work Phone	The user’s 10-digit work or office phone number
Mobile Phone	The user’s 10-digit mobile phone number
Fax	The user’s 10-digit fax machine number

Table 3: Personal Information Fields and Definitions

Step 6 Select **Update**.

3.1.2.5 Establishment Administrator: How to Remove a Role

Establishment Administrators can remove roles from users in their establishment. To remove a role from a user’s account, complete the following steps:

Step 1 Log in to PHIS with your eAuthentication user ID and password.

Step 2 On the Manage Users page, search for the user by typing all or part of the user’s last name in the Last Name field and select **Search**.

Step 3 Select **Edit**.

Step 4 Select the Roles tab.

Step 5 Select **Delete Role** (Figure 15).

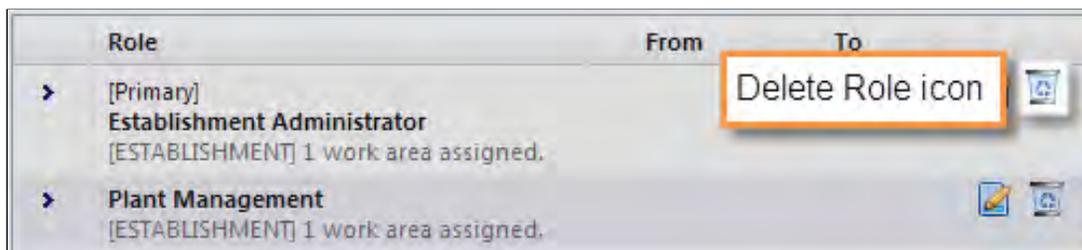


Figure 15: Delete Role icon

Step 6 If you are certain you want to delete the role, select **OK** in the confirmation window (Figure 16).

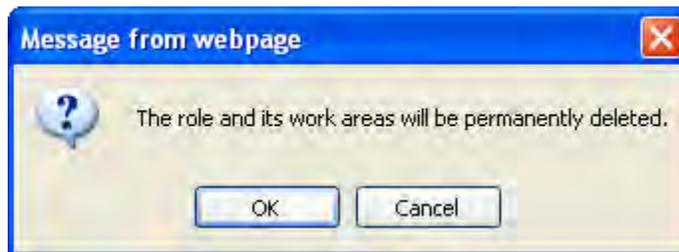


Figure 16: Delete Role Confirmation

3.1.3 Corporate Administrator: User Enrollment

Corporate administrators can manage industry users with Plant Management, Establishment Administrator, and/or Export Applicant roles for establishments that they are associated with in PHIS. Users with the Corporate Administrator role can also manage the records of other corporate account type users associated with the same establishment(s).

In order for a user to add the Corporate Administrator role associated with a specific establishment, an enrolled user from the establishment with a Plant Management role must add a contact to PHIS with the Corporate Administrator role.

Users with the Corporate Administrator role have access to all Plant Management and Export Applicant menus without needing the Plant Management and Export Applicant roles associated with their account.

3.1.3.1 Corporate Administrator: How to Access PHIS for the First Time

Once a Corporate Administrator contact record has been added to the Establishment's Establishment Profile Contacts' page, to activate your PHIS account, complete the following steps:

- Step 1** Open a web browser and go to <https://phis.fsis.usda.gov/enrollment/>.
- Step 2** Log in to PHIS with your eAuthentication user ID and password.
- Step 3** If PHIS identifies one or more matching contact record(s), PHIS will navigate the user to the FSIS Dashboard; otherwise, if PHIS is unable to identify a contact record that is an exact match with the information associated with the eAuthentication record, the system displays the Welcome to the FSIS Enrollment Application page with a link to submit an Enrollment Request. Refer to section *3.1.4.1 Plant Management: How to Submit an Enrollment Request* or contact your local FSIS representative.

3.1.4 Plant Management: Request User Enrollment

In order to use PHIS to respond to noncompliance records, appeal noncompliance, view MOIs, or view reports, a user needs the Plant Management role or a Corporate Administrator role. There are two ways the Plant Management role can be assigned: An Establishment Administrator or Corporate Administrator adds the role to an existing account related to the Establishment, or a prospective user submits an enrollment request and an Establishment Administrator or Corporate Administrator approves the request.

3.1.4.1 Plant Management: How to Submit an Enrollment Request

To activate your PHIS account and request a role for the first time (you do not already have a PHIS account), complete the following steps:

- Step 1** Open a web browser and go to <https://phis.fsis.usda.gov>.
- Step 2** Log in to PHIS with your eAuthentication user ID and password.
- Step 3** On the Enrollment Welcome page, select **Submit Enrollment Request**.

Step 4 On the Step 1 page, select **Next**.

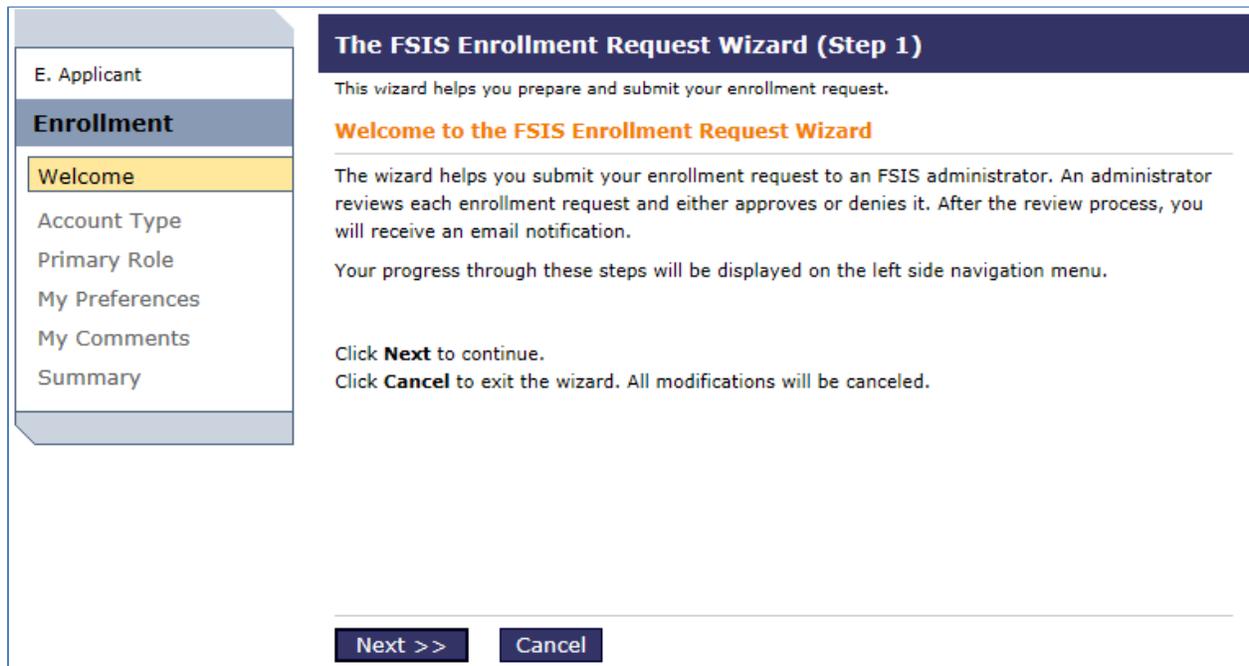


Figure 17: FSIS Enrollment Request Wizard

Step 5 On the Step 2 page, in the Account Type field, select Domestic and select **Next**.

Step 6 On the Step 3 page, in the Role field, select Plant Management and select **Next**.

- Step 7** On the Step 4 page, enter filter criteria to find the establishment and select **Find**.
- Step 8** Choose **Select** next to the Establishment and select **Next**.

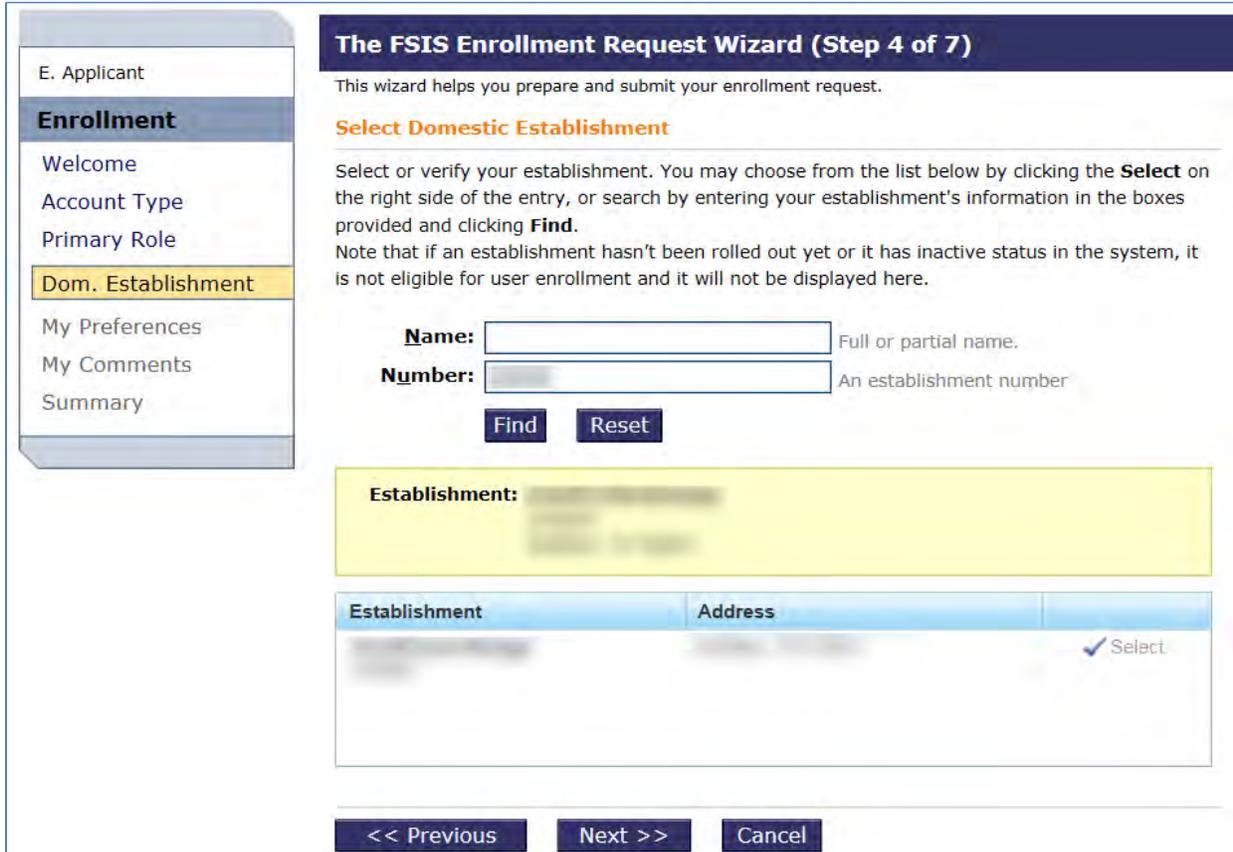


Figure 18: Select Domestic Establishment feature

- Step 9** On the Step 5 page, complete optional user account information and select **Next**.
- Step 10** On the Step 6 page, add optional comments and select **Next**.
- Step 11** On the Step 7 page, verify that all the information is correct and select **Finish**. After you submit the request, your Establishment Administrator or Corporate Administrator must approve your request before you will be able to use PHIS.

3.1.4.2 Plant Management: How to Request Additional Roles

If you already have a PHIS account, but need an additional role, complete the following instructions:

- Step 1** Open a web browser and go to <https://phis.fsis.usda.gov>.
- Step 2** Log in to PHIS with your eAuthentication user ID and password.
- Step 3** Select **My Profile** in the PHIS Menu Bar (Figure 19).

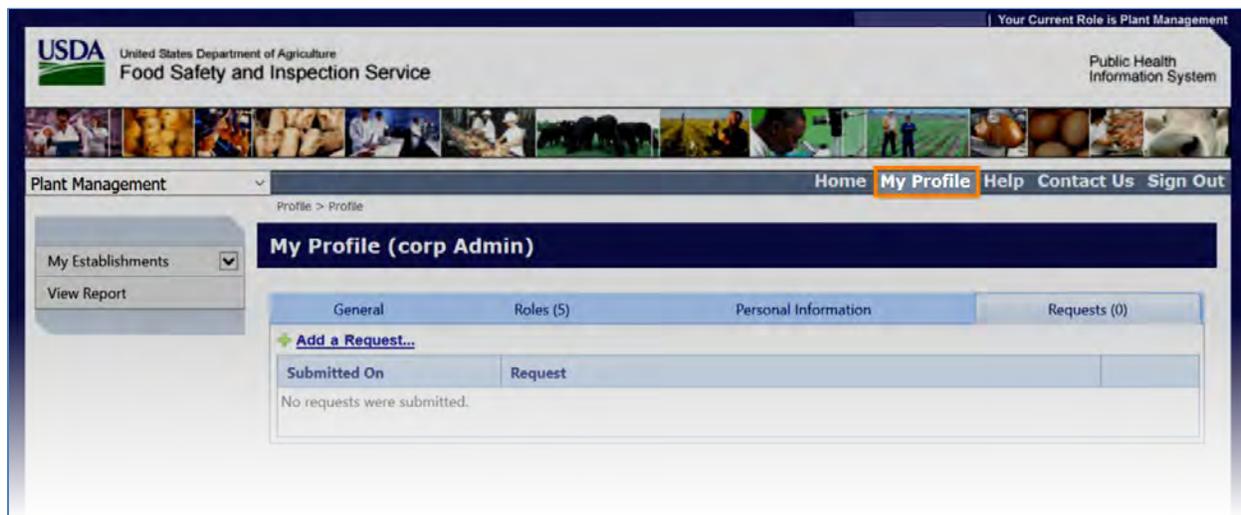


Figure 19: My Profile

- Step 4** Select the Requests tab.
- Step 5** Select **Add a Request...**
- Step 6** Enter your request details in the text box.
- Step 7** Select **Create Request**.
After creating the request, your Establishment Administrator or Corporate Administrator will need to modify your account accordingly (section 3.1.2 *Establishment Administrator/Corporate Administrator: User Management*). You can modify the request or delete it by selecting the appropriate icon on the Requests page before your Establishment Administrator or Corporate Administrator act on your request.

3.1.5 Export Applicant: Request User Enrollment

In order to use PHIS to complete 9060 and 9080-3 export applications, a user needs the Export Applicant role. There are different ways the Export Applicant role can be assigned:

- A prospective user submits an enrollment request with this role and the Establishment Administrator or Corporate Administrator approve the request (see Section 3.1.5.1)
- An existing establishment user requests the Export Applicant role and the request is approved (see Section 3.1.4.2)
- An Establishment Administrator or Corporate Administrator adds the role to an existing account related to the Establishment (See section 3.1.2.3)

3.1.5.1 Export Applicant: How to Submit an Enrollment Request

To activate your PHIS account and request a role for the first time (you do not already have a PHIS account), complete the following steps:

- Step 1** Open a web browser and go to <https://phis.fsis.usda.gov>.
- Step 2** Log in to PHIS with your eAuthentication user ID and password.
- Step 3** On the Enrollment Welcome page, select **Submit Enrollment Request**.
- Step 4** On the Step 1 page, select **Next**.

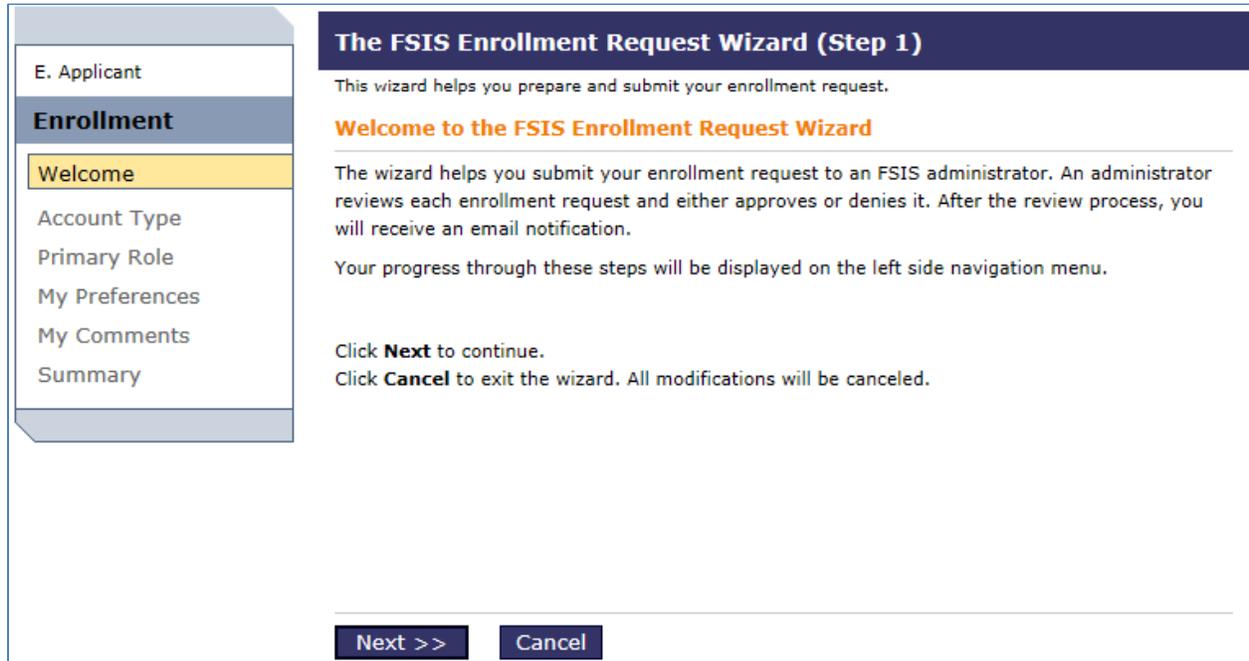


Figure 20: FSIS Enrollment Request Wizard

- Step 5** On the Step 2 page, in the Account Type field, select Domestic and select **Next**.
- Step 6** On the Step 3 page, in the Role field, select Export Applicant and select **Next**.

- Step 7** On the Step 4 page, enter filter criteria to find the establishment and select **Find**.
- Step 8** Choose **Select** next to the Establishment and select **Next**.

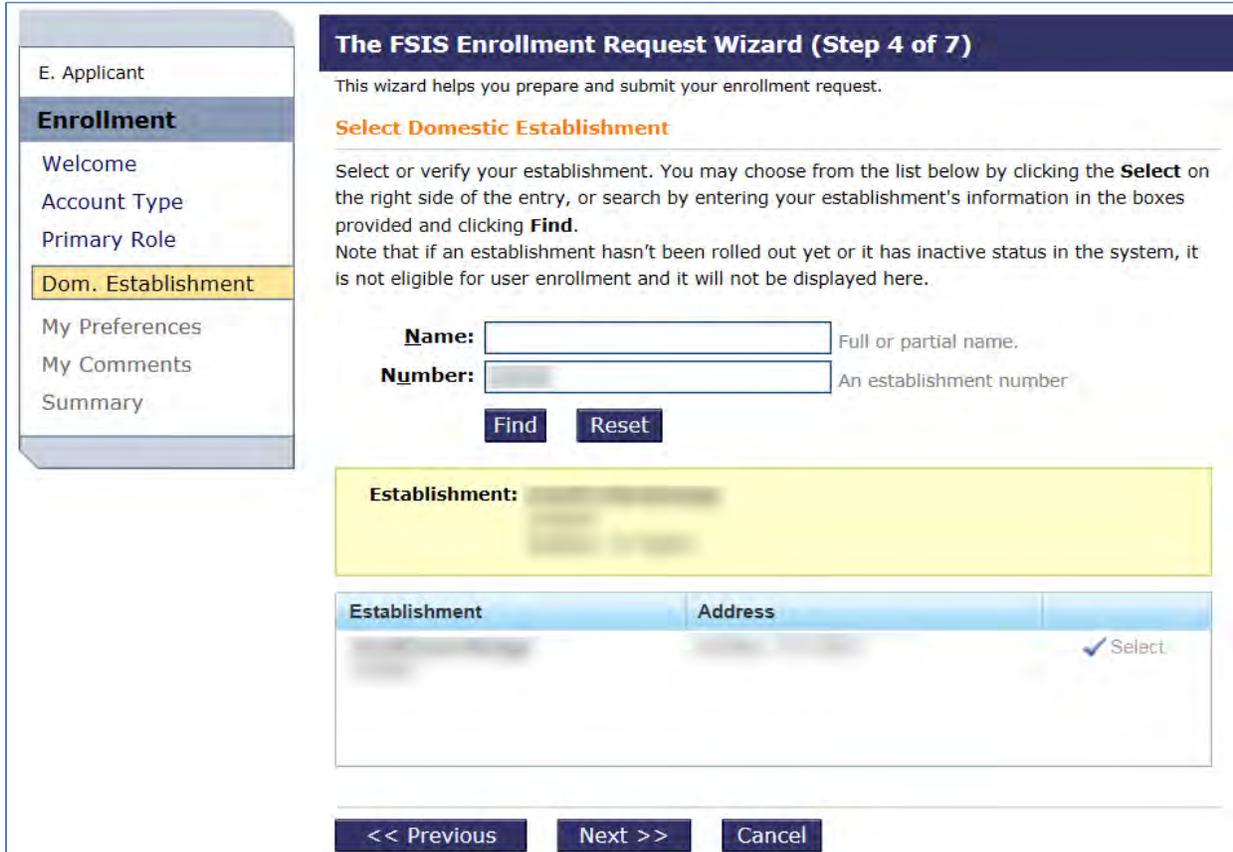


Figure 21: Select Domestic Establishment feature

- Step 9** On the Step 5 page, complete optional user account information and select **Next**.
- Step 10** On the Step 6 page, add optional comments and select **Next**.
- Step 11** On the Step 7 page, verify that all the information is correct and select **Finish**. After you submit the request, your Establishment Administrator or Corporate Administrator must approve your request before you will be able to use PHIS.

3.1.5.2 Export Applicant: How to Request Additional Roles

If you already have a PHIS account, but need an additional role, complete the following instructions:

- Step 1** Open a web browser and go to <https://phis.fsis.usda.gov>.
- Step 2** Log in to PHIS with your eAuthentication user ID and password.
- Step 3** Select **My Profile** in the PHIS Menu Bar (Figure 19).

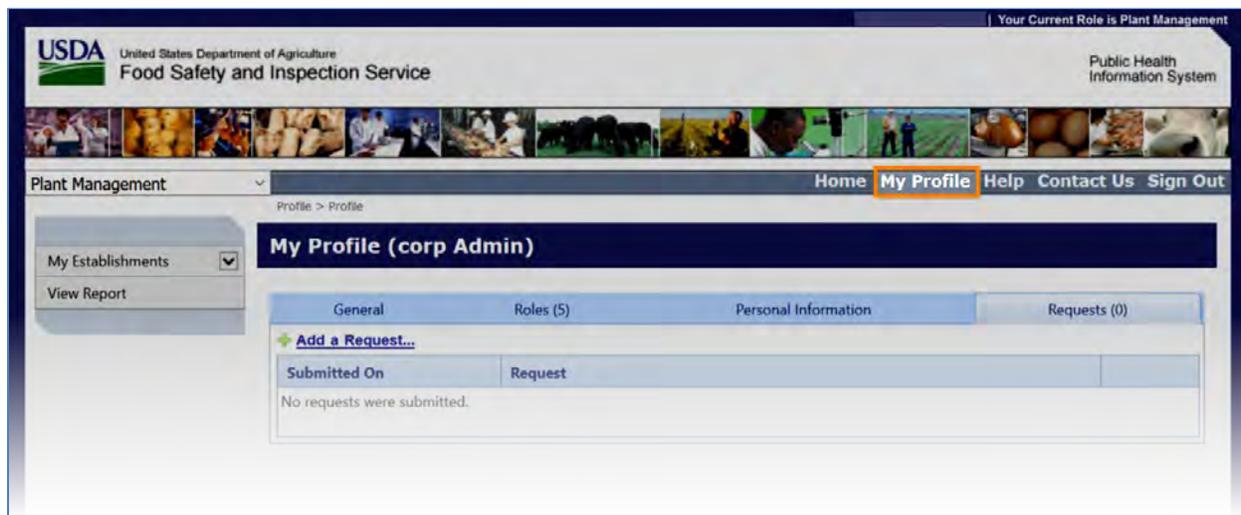


Figure 22: My Profile

- Step 4** Select the Requests tab.
- Step 5** Select **Add Request...**
- Step 6** Enter your request details in the text box.
- Step 7** Select **Create Request**.

After creating the request, your Establishment Administrator or Corporate Administrator will need to modify your account accordingly (section 3.1.2 *Establishment Administrator/Corporate Administrator: User Management*). You can modify the request or delete it by selecting the appropriate icon on the Requests page before your Establishment Administrator or Corporate Administrator acts on the request.

3.1.6 Export Broker: Request User Enrollment

Users with the Export Broker role in PHIS can create and submit 9060-6 Applications for Export Certificate for any regulated establishment in PHIS. Export brokers can manage and upload batch files to create, edit and submit 9060-6 applications. Export brokers can edit or delete applications that they personally created and any applications for which their PHIS ID record is associated with Read-Write access. Export Brokers cannot create, edit, delete, or submit 9080-3 Establishment Applications for Export.

Brokers cannot edit, delete, submit, re-submit, view data related to 9060-6 applications and certificates that they did not create by entering the data manually or uploading the associated batch file, unless their PHIS ID is associated with an application via Access Control. The broker's defined access level is associated at the individual application level.

The Export Broker role, unlike the Export Applicant role, is not associated with any particular establishment in PHIS and therefore, the enrollment process is different, and PHIS does not limit from which establishments brokers can submit export applications.

3.1.6.1 Export Broker: How to Submit an Enrollment Request

To activate your PHIS account and request a role for the first time (you do not already have a PHIS account), complete the following steps:

- Step 1** Open a web browser and go to <https://phis.fsis.usda.gov>.
- Step 2** Log in to PHIS with your eAuthentication user ID and password.
- Step 3** On the Enrollment Welcome page, select **Submit Enrollment Request**.
- Step 4** On the FSIS Enrollment Request Wizard (Step 1) page, select **Next**.

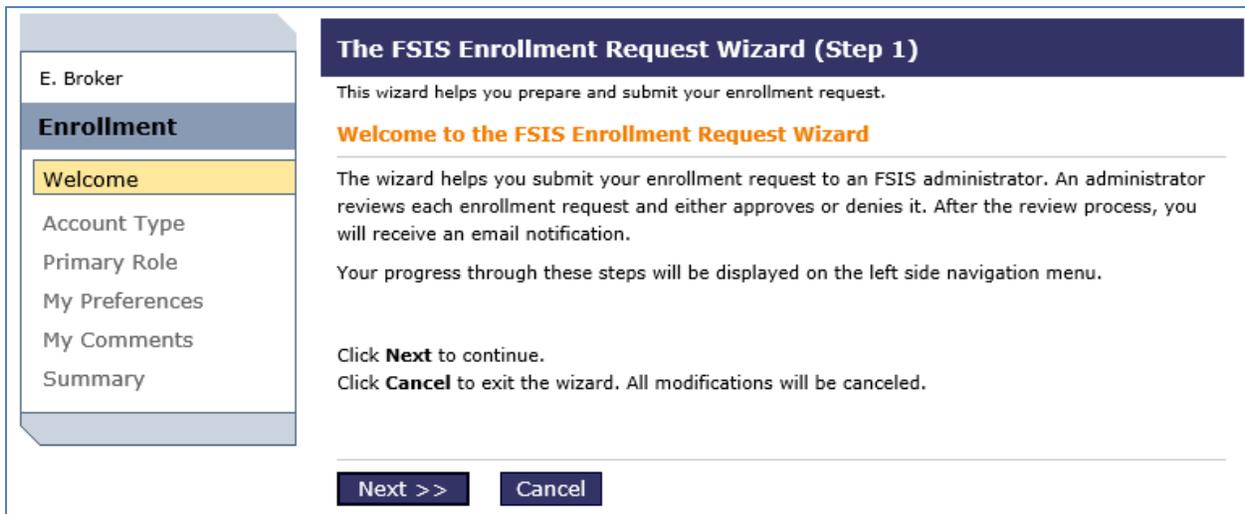


Figure 23: FSIS Enrollment Request Wizard

- Step 5** On the Step 2 page, in the Account Type field, select Brokers and select **Next**.

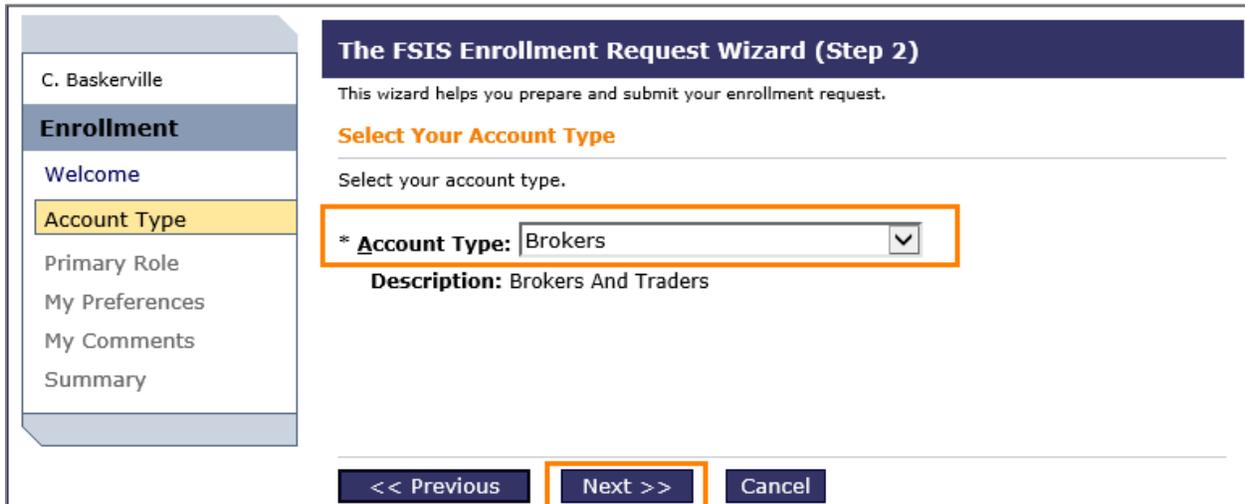


Figure 24: Enrollment Wizard select Account Type

Step 6 On the Step 3 page, in the Role field, select Export Broker and select **Next**.

The screenshot shows the 'The FSIS Enrollment Request Wizard (Step 3 of 8)'. On the left is a navigation menu with 'Enrollment' selected and 'Primary Role' highlighted. The main content area has a title bar, a description, and a section titled 'Select Your Primary Role'. Below this is a dropdown menu for 'Role' with 'Export Broker' selected. A 'Description' follows. At the bottom, the '<< Previous', 'Next >>', and 'Cancel' buttons are visible, with 'Next >>' highlighted.

Figure 25: Enrollment Wizard select Role

Step 7 On the step 4 page, Disclaimer page (Figure 26), read the disclaimer and select the checkbox next to I Agree.

Step 8 Select **Next**.

The screenshot shows the 'The FSIS Enrollment Request Wizard (Step 4 of 5)'. The left navigation menu has 'Disclaimer' highlighted. The main content area contains a title bar, a description, and a section titled 'Disclaimer'. It includes a paragraph of text, a checkbox labeled 'I Agree', and another paragraph. At the bottom, the '<< Previous', 'Next >>', and 'Cancel' buttons are visible, with 'Next >>' highlighted.

Figure 26: Enrollment Wizard Disclaimer

Step 9 The system displays a notification that an email containing an Activation Code has been sent to the email account associated with the eAuthentication account.

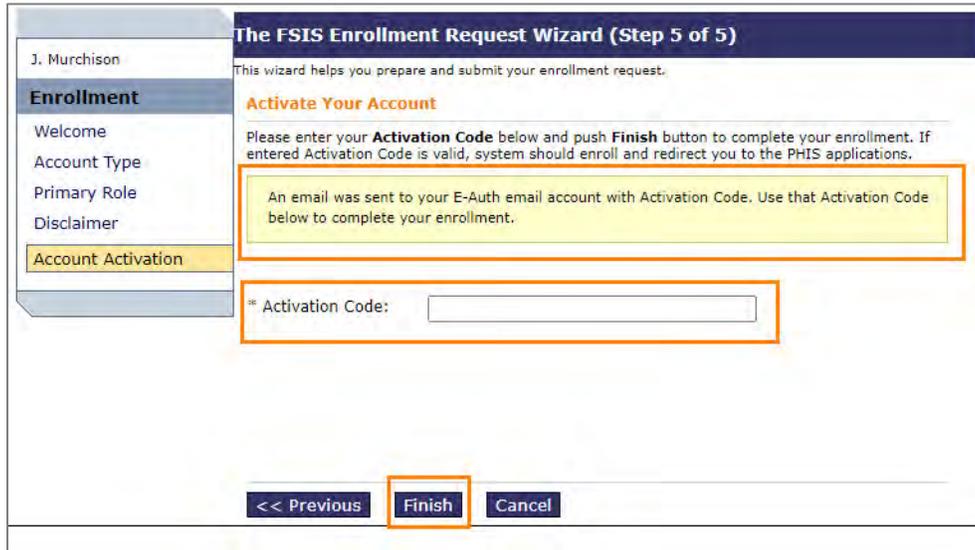


Figure 27: Enrollment Wizard notification and Activation Code field

Step 10 Check your email account for a message containing the Activation Code

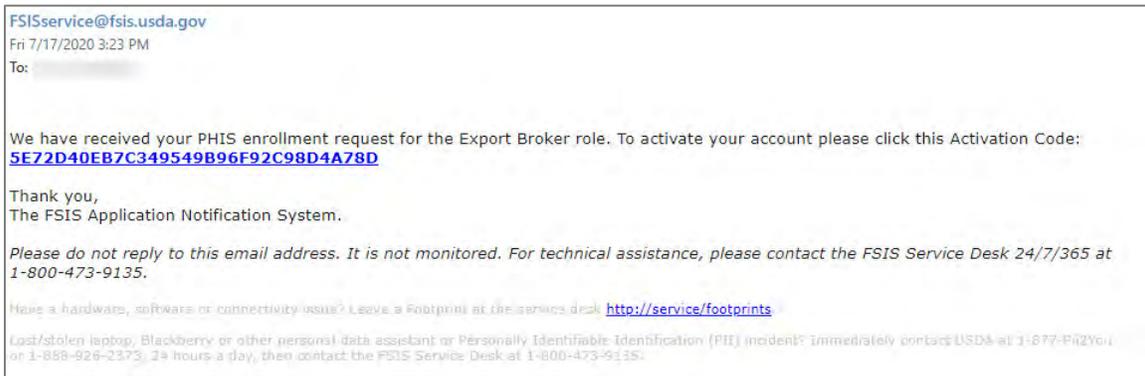


Figure 28: Email notification with Activation Code

Step 11 Enter your Activation Code received by email into the Activation Code field and select **Finish**.

PHIS opens the Export Broker home page and the user may begin adding 9060 applications and/or uploading batch files.

3.1.7 Change Account

Some Corporate and Establishment industry users may have another FSIS account type. If so, a Change Account option appears on the left menu to allow the user to switch back and forth from one account to another, Corporate ↔ LSAS Submitter (Figure 29). Once you select the Change Account menu option, PHIS displays the Change Session Account page (Figure 30) and you can choose from the available Account type options available.



Figure 29: Change Account



Figure 30: Change Session Account

4. PHIS Guide for Industry Users: Domestic Inspection

4.1 Overview

This section provides an overview of the plant management functions within PHIS that are accessible by and designed for establishment management. Users with the Corporate Administrator role also have access to Plant Management related menus and functions.

4.1.1 Plant Management Role: Domestic Inspection

One of the primary responsibilities in PHIS for users with the Plant Management role is to respond to MOI records and noncompliance records (NRs). The Plant Management role also manages the establishment's contact records that are entered by industry users. This role also can view Establishment Profile information along with any associated Waivers and No Objection Letters. For establishments associated with corporate entities, the Plant Management role manages their association with a corporate entity. For slaughter establishments, the Plant Management role can view slaughter and disposition records and can print Condemnation Certificates. For establishments with New Swine Inspection System (NSIS) slaughter lines, users with the Plant Management role manage establishment sorting records on the Establishment Reporting page.

4.1.1.1 Plant Management: How to Add Corporate Profile

- Step 1** Log on to PHIS with the Plant Management role.
- Step 2** From the menu, select **My Establishments > Select Establishment**.
- Step 3** On the Domestic Inspection - Select Establishment page, select the appropriate establishment.

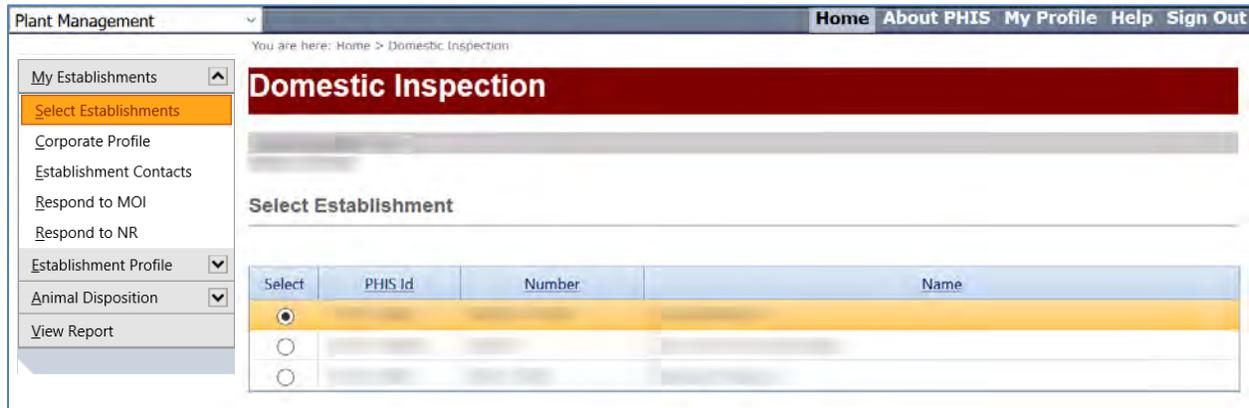


Figure 31: Domestic Inspection - Select Establishment page for Plant Management

- Step 4** From the menu, select **Corporate Profile**.
- Step 5** On the Corporate Profile page, select the Add New Corporate Profile radio button or if the profile already exists, go to Step 7.

Step 6

Enter the Corporate Profile details: name, all address fields, and phone number and select **Add**.

Once created the Corporate entity is assigned a PHIS ID (E-FCHQ-#####), the PHIS ID (E-FCHQ-#####) functions as a link among the different establishments under the Corporate entity.

The screenshot shows a web interface for associating a corporate profile. On the left is a navigation menu with 'Corporate Profile' selected. The main content area has a red header 'Associate Corporate Profile' and a message 'No Corporate Profile Found.' Below this, there are two radio buttons: 'Add New Corporate Profile' (which is selected) and 'Search and Associate an Existing Corporate Profile'. Under the selected option, there is a section titled 'Add new Corporate Profile to Establishment' containing form fields for Corporation Name*, Address Line1*, Address Line2, City*, State/Province* (a dropdown menu), Postal Code*, and Phone Number* (with a format hint '() - ext ()'). An 'Add' button is located at the bottom of this section.

Figure 32: Associate Corporate Profile page with Add Option Selected for Plant Management

Step 7

On the Corporate Profile page, select the Search and Associate Existing Corporate Profile radio button.

This screenshot is similar to Figure 32 but shows the 'Search and Associate an Existing Corporate Profile' radio button selected. The 'Add' button is replaced by a 'Search' button. The form fields for Corporation Name, City, State/Province, Postal Code, and Phone Number are present but not filled out. The breadcrumb 'You are here: Home > Add Edit CorporateProfile.aspx' is visible at the top of the page content.

Figure 33: Associate Corporate Profile page with Search Option Selected for Plant Management

Step 8 Select the **House** icon in the Associate column related with desired corporate record.



Figure 34: Associate Corporate Profile page for Plant Management

Step 9 Notice that the establishment is listed on the Corporate Profile’s page. When this process is repeated for other establishments, they will appear in the grid as well.

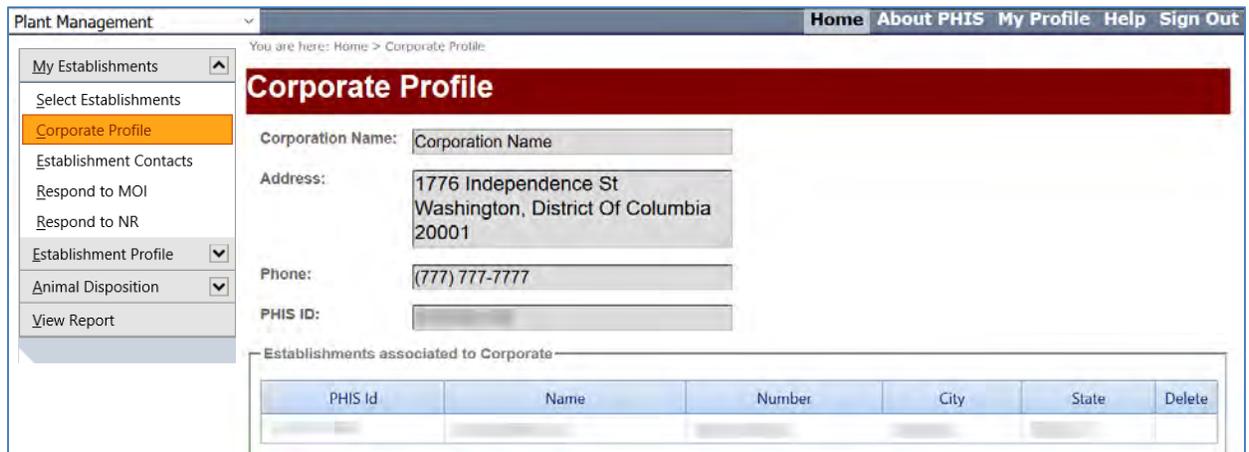


Figure 35: Corporate Profile page for Plant Management

4.1.1.2 Plant Management: How to Remove Establishment from the Corporate Profile

- Step 1** Log on to PHIS with the Plant Management role.
- Step 2** From the menu, select **My Establishments > Select Establishment**.
- Step 3** On the Domestic Establishment – Select Establishment page, select the appropriate establishment.
- Step 4** Select **Corporate Profile**.
- Step 5** In the Establishments Associated to Corporate section, find the establishment that needs to be removed.
- Step 6** Select **Delete**.

Step 7 On the confirmation message, confirm the deletion.

Note: If the delete button does not appear, verify the following:

- The user completing the process has both the Corporate Administrator and Plant Management roles. The user completing the process is logged in to the system under the Plant Management role.
- A Corporate Administrator has an active user account associated with the establishment.

4.1.1.3 Plant Management: How to Manage Establishment-Entered Contacts

Note: Contacts entered by Plant Management may be deleted only by users with the Plant Management role. Contacts entered by FSIS Personnel may be deleted only by FSIS users.

Step 1 Log on to PHIS with the Plant Management role.

Step 2 From the menu, select **My Establishments > Select Establishment**.

Step 3 On the Domestic Establishment – Select Establishment page, select the establishment to which you are adding the contact.

Step 4 From the menu, select **Establishment Contacts**.

Step 5 On the Establishment Contacts page, select **Add New Contact**.

Step 6 On the Add/Edit Contact page, fill in required fields.

Step 7 Enter the required information. The First Name, Last Name, and Email Address must match the user’s eAuthentication information.

Step 8 Select applicable Type from the list: Plant Management, Establishment Administrator or Corporate Administrator roles.

Step 9 Select **Save**.



Figure 36: Establishment Contacts page for Plant Management

Step 10 To delete an establishment contact, select **Delete**.

4.1.1.4 Plant Management: How to Respond to a Memorandum of Interview

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** Once on the Plant Management Homepage from the menu, select **My Establishments > Select Establishments**.
- Step 3** On the Domestic Inspection – Select Establishment page, select the appropriate establishment.
- Step 4** From the menu, select **Respond to MOI**.
The system displays the list of MOI records that have been recorded by an FSIS Inspector for your establishment on the MOI List page.

The screenshot shows the 'MOI List' page in the Plant Management system. The page has a navigation menu on the left with 'Respond to MOI' selected. The main content area displays a table of MOI records. The 'Respond to MOI' column is highlighted with a yellow box.

Date	Inspector	MOI Number	Type	Plant Management Response	Status	Respond to MOI	Print
10/25/2019			MOI / weekly meeting 10/23/19	No	Finalized		
10/23/2019			MOI / Micro Record Review	No	Finalized		
10/19/2019			MOI / weekly meeting 10/16/19	No	Finalized		
10/15/2019			MOI / weekly meeting 10/9/19	No	Finalized		
10/15/2019			MOI / Meeting with Establishment Management / ACA35101055151	No	Finalized		
10/08/2019			MOI / Meeting with Establishment Management / ACA00131002081	No	Finalized		
10/05/2019			MOI / Weekly meeting 9/25/19	No	Finalized		
10/05/2019			MOI / weekly meeting 10/2/19	No	Finalized		
10/05/2019			MOI / RSA humane handling 9/27/19	No	Finalized		
10/02/2019			MOI / Micro Record Review 10/1/19	No	Finalized		

Figure 37: MOI List page for Plant Management

- Step 5** Select the red arrow in the grid for any MOI record that you want to review. The Memorandum of Interview page appears.
- Step 6** On the Memorandum of Interview page, you have the option to enter comments or associate attachments to the MOI.

Figure 38: Memorandum of Interview (MOI) page for Plant Management

- Step 7** After you have typed in your comments, the comments can be saved in a draft status by selecting **Save**. The record is not submitted and is not be available for the inspectors to view.
- Step 8** When you are ready to submit your response to FSIS, select **Submit**.
- Step 9** On the dialog box, confirm whether you want to submit the response for the inspectors to view. If you would like to submit the response select **OK**. The record is now submitted and available for the inspectors to view.

4.1.1.5 Plant Management: How to Respond to a Noncompliance Record

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** Once on the Plant Management Homepage from the menu, select **My Establishments > Select Establishments**.
- Step 3** On the Domestic Inspection – Select Establishment page, select the desired establishment.
- Step 4** From the menu, select **Respond to NR**. The system displays the list of noncompliance records that have been recorded by an FSIS Inspector for your establishment.

Step 5 Select the red arrow in the grid (Figure 39) for any noncompliance record that you want to review.

You are here: Home > Domestic Inspection > Plant Management

Plant Management

My Establishments ▲

- Select Establishments
- Corporate Profile
- Establishment Contacts
- Respond to MOI
- Respond to NR
- Establishment Profile ▼
- Animal Disposition ▼
- View Report

NR Number	Date	Inspector Name	Under Appeal	View	Response
	9/26/2017		No		
	9/25/2017		No		
	9/14/2017		No		
	9/12/2017		No		
	9/7/2017		No		
	9/7/2017		No		
	8/25/2017		No		
	8/24/2017		No		
	8/17/2017		No		
	8/17/2017		No		

Page size: 10 153 items in 16 pages

Figure 39: Plant Management - Respond to NR page for the Plant Management

Step 6 The Plant Management Response page appears.

Step 7 On the Plant Management Response page (Figure 40), you have the option to select the Accept FSIS’s decision or Appeal option and enter written response in the available text box.

Plant Management Response

NR Number: [blurred]

Plant Management Response

NonCompliance 1

Cited Regulations:

416.13(c): plant monitors implementation of SSOP procedures

Description of NonCompliance:

Accept FSIS's decision Appeal

Design HTML Preview Zoom

History

Action	Establishment Management Response	Reason for Decision	Submitted By	Submitted On
No records to display.				

Attachments

Add Attachment

File Name	Title	Date Added	Delete
No records to display.			

Figure 40: Plant Management Response page for Plant Management

- Step 8** After you have selected the appropriate option and typed your comments, select **Save**.
A confirmation message appears.
- Step 9** When you are ready to submit (lock) your response to FSIS, select **Submit**.
- Step 10** On the dialog box, confirm whether you want to submit (lock) the record. If you accept the decision and select **OK**, the record is now locked, and the process is over. If you are appealing the decision and select **OK**, the record is now locked until FSIS responds.
- Step 11** PHIS returns you to the NR List page.

4.1.1.6 Plant Management: How to View Establishment Profile

Industry users with the Plant Management role can view profiles for their establishments but cannot edit the information. If you notice an error, please contact your FSIS inspector.

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** Once on the Plant Management Homepage from the menu, select **Establishment Profile > Select Establishment**.
- Step 3** On the Select Establishment page, select the appropriate establishment. PHIS displays the Establishment Profile for the selected establishment (Figure 41). The Establishment Profile page contains several expandable/collapsible sections.

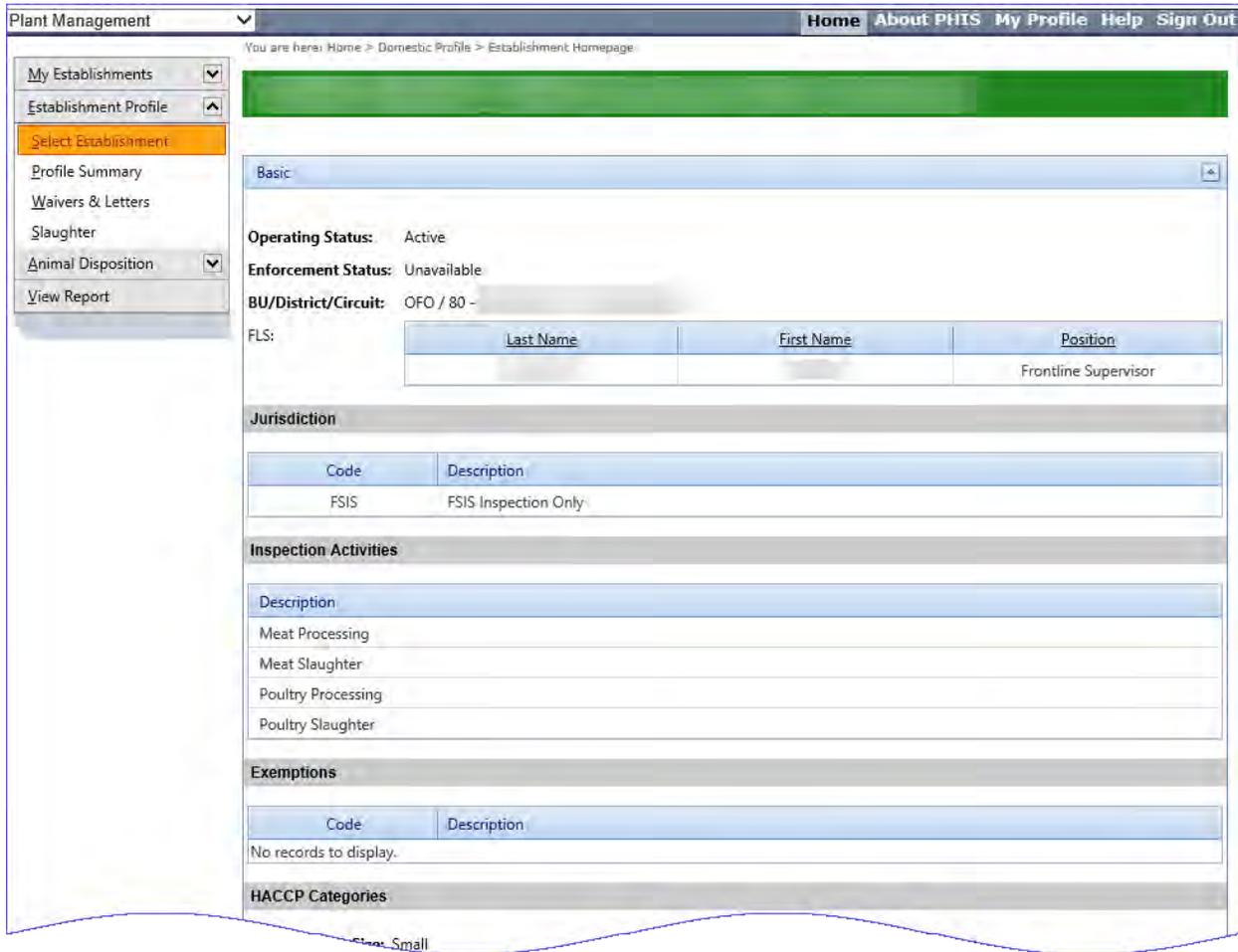


Figure 41: Establishment Profile page for Plant Management

4.1.1.7 Plant Management: How to View Waivers

Industry users with the Plant Management role can view waivers and any associated attachments for their establishments but cannot edit the information. If you notice an error, please contact your district office.

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** From the menu, select **Establishment Profile > Select Establishment**.
- Step 3** On the Select Establishment page, select the appropriate establishment.
- Step 4** From the menu, select **Waivers & Letters**.
PHIS displays the Waivers & Letters page.
- Step 5** Select **View** for one of the waivers in the Waivers grid.
PHIS displays the View Waiver page with an Attachments grid.

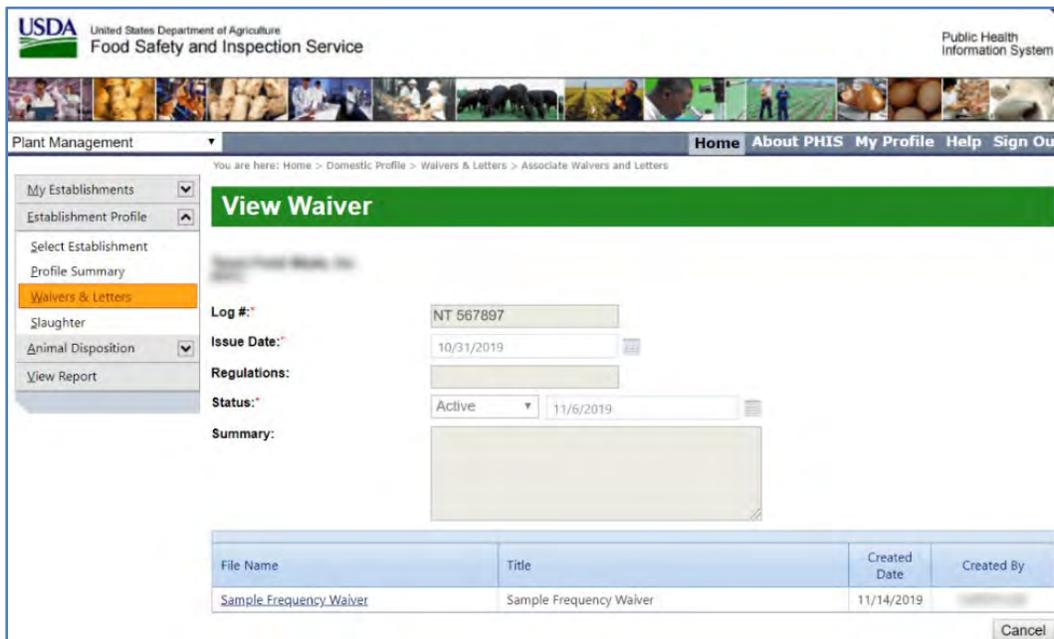


Figure 42: View Waiver page for Plant Management

- Step 6** If attachments are associated with the waiver record, select the File Name to open the PDF.
- Step 7** On the pop-up message, select **Open**.
PHIS opens the PDF on a separate tab.
- Step 8** Close the tab.
- Step 9** On the View Waiver page, select **Cancel**.
PHIS displays the Waivers & Letters page.

4.1.1.8 Plant Management: How to View No Objection Letters

Industry users with the Plant Management role can view no objection letters and any associated attachments for their establishments but cannot edit the information. If you notice an error, please contact your district office.

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** From the menu, select **Establishment Profile > Select Establishment**.
- Step 3** On the Select Establishment page, select the appropriate establishment.
- Step 4** From the menu, select **Waivers & Letters**.
PHIS displays the Waivers & Letters page.
- Step 5** Select **View** for one of the letters in the No Objection Letters grid.
PHIS displays the View No Objection Letter page with an Attachments grid.

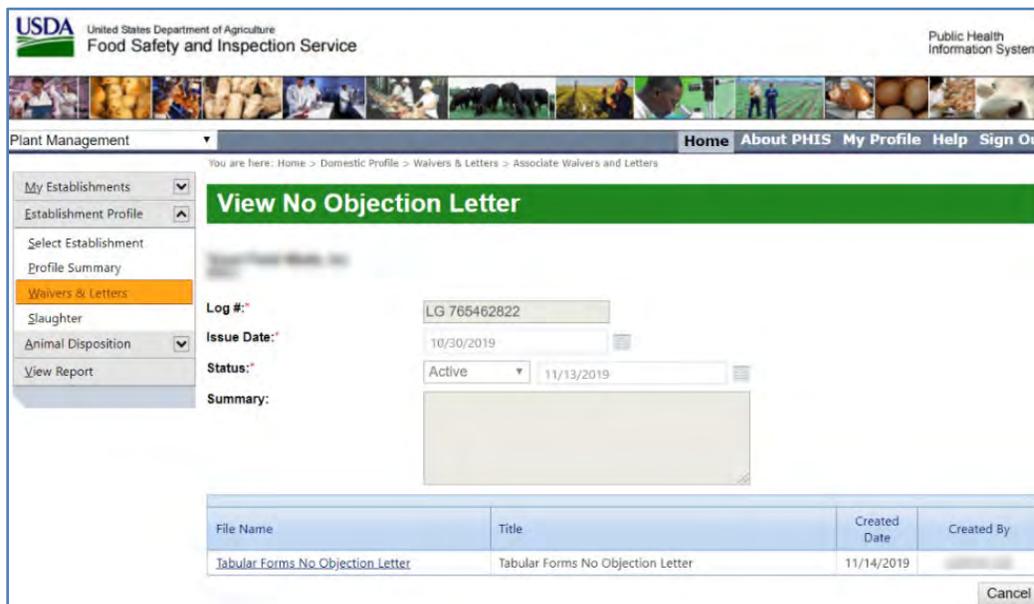


Figure 43: View No Objection Letter page for Plant Management

- Step 6** If attachments are associated with the letter record, select the File Name to open the PDF.
- Step 7** On the pop-up message, select **Open**.
PHIS opens the PDF on a separate tab.
- Step 8** Close the tab.
- Step 9** On the View Waiver page, select **Cancel**.
PHIS displays the Waivers & Letters page.

4.1.1.9 Plant Management: How to View Slaughter Line Information

Industry users with the Plant Management role can view the slaughter lines for their establishments but cannot edit the information. If you notice an error, please contact your FSIS inspector.

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** From the menu, select **Establishment Profile > Select Establishment**.
- Step 3** On the Select Establishment page, select the appropriate establishment.
- Step 4** From the menu, select **Slaughter**.
PHIS displays the Slaughter page.

The screenshot shows the PHIS Slaughter page. At the top, there is a navigation bar with 'Home', 'About PHIS', 'My Profile', 'Help', and 'Sign Out'. Below this is a breadcrumb trail: 'You are here: Home > Domestic Profile > Slaughter'. A left-hand menu contains options like 'My Establishments', 'Establishment Profile', 'Select Establishment', 'Profile Summary', 'Waivers & Letters', 'Slaughter' (highlighted), 'Animal Disposition', and 'View Report'. The main content area features a green header 'Slaughter' and a table of slaughter lines. The table has the following data:

Shift	Type	Name	Class	Slaughter System	Inspection System	Max Line Speed	Staffing
Shift 1	M		Cattle	Chain Driven Rail	Using Viscera Table with Tongue-Out	216	7
Shift 1	M		Swine	Bed Dressing	NSIS	0	0
Shift 1	P		Chicken	Meyn-Maestro	SIS	0	0
Shift 1	P		Ratite	Not Specified	Not Specified	0	0

Below the table is a section titled 'Slaughter Line Parameters' with the following fields:

- Number of Physical Slaughter Lines:
- Number of Slaughter Lines Operating Simultaneously:
 - Shift 1:
 - Shift 2:

A red asterisk indicates required fields.

Figure 44: Slaughter page for Plant Management

4.1.1.10 Plant Management: How to View Slaughter and Disposition Records

These instructions assume that your establishment has at least one slaughter line defined in its Establishment Profile.

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** From the menu, select **Animal Disposition > Establishment Reporting**.
- Step 3** On the Establishment Reporting page, select an establishment from the drop-down field.
- Step 4** Select a date.

- Step 5** If applicable, select a shift.
PHIS displays the Establishment Reporting page with one or more of the following tabs: Meat, Poultry, Ratite, and All (Figure 45).
- Step 6** Expand any of the slaughter rows to view disposition records by selecting the **triangle** to the left of the row.

The screenshot shows the 'Establishment Reporting' interface. At the top, there is a header 'Establishment Reporting'. Below it, there are fields for 'Establishment:' (a dropdown menu) and 'Date:' (a date picker showing '11/13/2019'). There are four tabs: 'Meat', 'Poultry', 'Ratite', and 'All'. The 'Meat' tab is selected, and the page is filtered for 'Shift 1'. Below the tabs is a table with the following data:

	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	
▶	Heifer	Inspected	703	892676	561736		
▶	Steer	Inspected	792	1052634	662647		

Below the Meat grid is a section titled 'Establishment Sorting Records'. It contains a toolbar with 'Add Sorting Record' and 'Refresh' buttons. Below the toolbar is a table with the following data:

Shift	Total Number of Hogs Sorted and Removed Before FSIS Ante-Mortem Inspection	Total Number of Carcasses Sorted and Removed Before FSIS Post-Mortem Inspection	Created By	Edited By	Reviewed By			
No sorting records to display.								

Figure 45: Establishment Reporting page with Meat Slaughter and Establishment Sorting Record grids for Plant Management

Note that in Figure 45 there are two slaughter records in the Meat grid. The Print icon for the first row is disabled because there are no disposition records for that sub-class. The Print icon is also disabled when there are no disposition records with a Disposition of Post-Mortem Condemned or Ante-Mortem Condemned. The Print icon for the second row is enabled because there are disposition records (with a Disposition of Post-Mortem Condemned and/or Ante-Mortem Condemned) for that sub-class.

Note how in Figure 46, no disposition records are displayed after the first row is expanded and two disposition records are displayed after the second slaughter record is expanded.

Establishment Reporting

Establishment:

Date:

Meat
 Poultry
 Ratite
 All

Shift 1 [Shift 2](#)

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported																						
Heifer	Inspected	703	892676	561736																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tag Number</th> <th>Tag Type</th> <th>Animal ID</th> <th>Condition</th> <th>Disposition</th> <th>KIS</th> <th>Narrative</th> </tr> </thead> <tbody> <tr> <td colspan="7">No disposition records to display.</td> </tr> </tbody> </table>							Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	No disposition records to display.													
Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative																					
No disposition records to display.																											
Steer	Inspected	792	1052634	662647																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tag Number</th> <th>Tag Type</th> <th>Animal ID</th> <th>Condition</th> <th>Disposition</th> <th>KIS</th> <th>Narrative</th> </tr> </thead> <tbody> <tr> <td>MPD-</td> <td>U.S. Retained</td> <td>lot 29 #12...</td> <td>Gen. Miscellaneous</td> <td>Post-mortem Condemned</td> <td>(-)</td> <td></td> </tr> <tr> <td>MPD-</td> <td>U.S. Retained</td> <td>lot 25 #11...</td> <td>Abscess/Pyemia</td> <td>Passed without Restriction</td> <td>(-)</td> <td></td> </tr> </tbody> </table>							Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	MPD-	U.S. Retained	lot 29 #12...	Gen. Miscellaneous	Post-mortem Condemned	(-)		MPD-	U.S. Retained	lot 25 #11...	Abscess/Pyemia	Passed without Restriction	(-)	
Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative																					
MPD-	U.S. Retained	lot 29 #12...	Gen. Miscellaneous	Post-mortem Condemned	(-)																						
MPD-	U.S. Retained	lot 25 #11...	Abscess/Pyemia	Passed without Restriction	(-)																						

Top

Establishment Sorting Records

Add Sorting Record Refresh

Shift	Total Number of Hogs Sorted and Removed Before FSIS Ante-Mortem Inspection	Total Number of Carcasses Sorted and Removed Before FSIS Post-Mortem Inspection	Created By	Edited By	Reviewed By			
No sorting records to display.								

Top

Figure 46: Establishment Reporting page with Expanded Meat Slaughter grid for Plant Management

4.1.1.11 Plant Management: How to Generate Condemnation Certificates

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** From the menu, select **Animal Disposition > Establishment Reporting**.
- Step 3** On the Establishment Reporting page, select an establishment from the drop-down field.
- Step 4** Select a date.
- Step 5** If applicable, select a shift.
PHIS displays the Establishment Reporting page with one or more of the following tabs: Meat, Poultry, Ratite, and All.

- Step 6** On the Meat or Ratite tab, select **Print** for the appropriate slaughter record.
- Step 7** On the Condemnation Report Parameter Section pop-up, do one of the following:
- To generate individual reports for all the selected records, accept the default checkboxes and select **View/Print Individual Report**.
 - To generate one consolidated report for all the selected records, accept the default checkboxes and select **View/Print Consolidated Report**.
 - To generate individual reports for some but not all of the selected records, remove one or more checkboxes and select **View/Print Individual Report**.
 - To generate one consolidated report for some but not all of the selected records, remove one or more checkboxes and select **View/Print Consolidated Report**.
- Step 8** PHIS opens the report on a separate tab. View and/or print report.
- Step 9** Close the tab.
- Step 10** On the Condemnation Report Parameter Selection pop-up, select **Cancel**. PHIS displays the Establishment Reporting page.

4.1.1.12 Plant Management: How to Add an Establishment Sorting Record

These instructions assume that

- No sorting record exists for the selected establishment, date, and shift.
- The selected establishment has an NSIS shift defined

Sorting records cannot be added for a slaughter date that is more than 90 days in the past.

- Step 1** Log in to PHIS with the Plant Management role.
- Step 2** From the menu, select **Animal Disposition > Establishment Reporting**.
- Step 3** On the Establishment Reporting page, select an establishment from the drop-down field.
- Step 4** Select a date.
- Step 5** If applicable, select a shift.

Step 6 On the Establishment Sorting Records grid, select **Add Sorting Record**.

Plant Management Home About PHIS My Profile Help Sign Out

You are here: Home > Animal Disposition

Establishment Reporting

Establishment:

Date:

Meat Poultry Ratite All Shift 1 [Shift 2](#)

Meat

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported
No slaughter records to display.					

[Top](#)

Establishment Sorting Records

Shift	Total Number of Hogs Sorted and Removed Before FSIS Ante-Mortem Inspection	Total Number of Carcasses Sorted and Removed Before FSIS Post-Mortem Inspection	Created By	Edited By	Reviewed By
No sorting records to display.					

[Top](#)

Figure 47: Establishment Reporting page for Plant Management

Step 7

On the Establishment Reporting - Sorting Record page, enter the appropriate number for each applicable condition. Note that on this page there are three system-generated total fields that display a running total based on your entries.

Establishment Reporting - Sorting Record

Establishment:
Date: 11/15/2019
Shift: Shift 1

Reviewed

1. Total number of Hogs Sorted and Removed Before FSIS Ante-Mortem Inspection:
2. Total number of Carcasses Sorted and Removed Before FSIS Post-Mortem Inspection:

Primary Reasons for Removal:

Conditions Identified and Removed Before FSIS Ante-Mortem Inspection and Slaughter

Dead:	<input type="text" value="0"/>	Pyrexia:	<input type="text" value="0"/>
Moribund (Dying):	<input type="text" value="0"/>	Central Nervous System:	<input type="text" value="0"/>
Septicemia:	<input type="text" value="0"/>	Erysipelas:	<input type="text" value="0"/>
Other:	<input type="text" value="0"/>		

If Other, please specify:

Conditions Identified For Disposal Before FSIS Post-Mortem Inspection

Arthritis:	<input type="text" value="0"/>	Pigmentary Condition:	<input type="text" value="0"/>
Carcinoma:	<input type="text" value="0"/>	Pneumonia:	<input type="text" value="0"/>
Contamination:	<input type="text" value="0"/>	Pyemia:	<input type="text" value="0"/>
Cysticercosis:	<input type="text" value="0"/>	Residues:	<input type="text" value="0"/>
Emaciation:	<input type="text" value="0"/>	Sarcoma:	<input type="text" value="0"/>
Myiasis:	<input type="text" value="0"/>	Septicemia:	<input type="text" value="0"/>
Icterus:	<input type="text" value="0"/>	Skin Conditions:	<input type="text" value="0"/>
Injuries:	<input type="text" value="0"/>	Swine Erysipelas:	<input type="text" value="0"/>
Malignant Lymphoma:	<input type="text" value="0"/>	Sexual Odor:	<input type="text" value="0"/>
Misc. Parasitic Conditions:	<input type="text" value="0"/>	Toxemia:	<input type="text" value="0"/>
Misc. Degenerative & Dropsic Diseases:	<input type="text" value="0"/>	Tuberculosis:	<input type="text" value="0"/>
Misc. Infectious Diseases:	<input type="text" value="0"/>	Uremia:	<input type="text" value="0"/>
Mastitis:	<input type="text" value="0"/>	Vesicular Diseases:	<input type="text" value="0"/>
Metritis:	<input type="text" value="0"/>	Foot & Mouth Diseases:	<input type="text" value="0"/>
Nephritis:	<input type="text" value="0"/>	Other Vesicular Diseases:	<input type="text" value="0"/>
Pericarditis:	<input type="text" value="0"/>	Other:	<input type="text" value="0"/>
Peritonitis:	<input type="text" value="0"/>		

Reviewed

Save Cancel

Figure 48: Establishment Reporting – Sorting Record page for Plant Management

Step 8 Once you are finished, select **Save**.
PHIS displays a confirmation message.

Step 9 Select **Cancel** to return to the Establishment Reporting page.
Note that your name appears in the Created By column.

4.1.1.13 Plant Management: How to Edit an Establishment Sorting Record

If an FSIS user added the sorting record or if the record is for a slaughter date more than 90 days in the past, you cannot edit it.

Step 1 On the Establishment Reporting page, select **Edit** for the existing sorting record in the Establishment Sorting Records grid.

Step 2 On the Establishment Reporting - Sorting Record page, edit the necessary data entry fields and select **Save**.
PHIS displays a confirmation message.

Step 3 Select **Cancel** to return to the Establishment Reporting page.
Note that your name appears in the Edited By column.

4.1.1.14 Plant Management: How to Delete an Establishment Sorting Record

If an FSIS user added the sorting record or if the date is more than 90 days in the past, you cannot delete it.

Step 1 On the Establishment Reporting page, select **Delete** for the existing sorting record in the Establishment Sorting Records grid.

Step 2 On the confirmation message, select **OK**.
PHIS deletes the record.

4.1.1.15 Plant Management: How to Generate Reports

Step 1 Log in to PHIS with the Plant Management role.

Step 2 From the menu, select **View Report**.
The Inventory of Standard Reports page appears.

You are here: Home > Reports Inventory

Inventory of Standard Reports

[Show Description](#)

Page size: 20 First Prev Page: 1 of 1 Next Last Displaying page 1 of 1, items 1 to 4 of 4

Title	Description	Category	
Industry Establishment Profile	Establishment profile report for plant management users (Industry).	Industry	Run
Industry NR and Task Summary for an Establishment	Non-compliance Records and task summary for an establishment for plant management only.	Industry	Run
Industry PHR Noncompliance Report	PHR Noncompliance report by establishment. Shows the PHR NR Rate for a three month period.	Industry	Run
Industry Sampling Results Summary	Sampling results summary for an establishment for plant management only.	Industry	Run

Figure 49: The Inventory of Standard Reports page for Plant Management

- Step 3** Select **Run** for the desired report.
- Step 4** A Report Parameters popup appears requesting to indicate report date range, report format, and Establishment ID values.
- Step 5** Fill in the data range fields if applicable, select establishment for the report, and select the desired report format (Microsoft Excel or PDF) and select **Submit**.



The image shows a software dialog box titled "Report Params". The main heading is "Report Parameters". The form contains the following fields and controls:

- "Enter Inspection Date(Start):" followed by a text input field.
- "Enter Inspection Date(End):" followed by a text input field.
- "Report Format:" followed by a dropdown menu with a downward arrow.
- "Enter value(s) for Establishment ID:" followed by a large text area. Below this text area is the instruction: "(Hold down the Shift key to select multiple Establishments)".
- At the bottom right, there are two buttons: "Reset" and "Submit".

Figure 50: Report Parameter page for Plant Management

Step 6 The report opens in a new window where you can export the report as a Microsoft Excel or PDF file.

Step 7 For reports exported to an Excel format, a navigation bar with tabs is available to move from section to section page to page.

	A	B	D	F	G	H	I	J	K	L	
1	Public Health Information System										
2											
3	Report Name:	NRs for an Establishment									
4											
5	Purpose:	List of non-compliances, percent non-compliant by task, monthly trends, regulations cited summary, and linked NRs.									
6											
7											
8	Directives:	13000.1									
9											
10	Special Instruction:	This Report may contain Confidential Business Information									
11											
12											
13	Terminology:	<p>Non-compliance (NC): A finding by IPP during the performance of a verification task that an establishment has not complied with one or more regulatory requirements. A NR may have one or more non-compliances.</p> <p>NR Creator: Inspector who created the non-compliance record</p> <p>NR Last Editor: Last inspector to edit the non-compliance record.</p> <p>NR Status - Status of the parent noncompliance record. Finalized - NR is ready to be issued to the establishment. Completed - Indicates that IPP have verified that the establishment has been brought back into compliance that IPP found non-compliant in an NR.</p> <p>Noncompliance Status: Status of individual non-</p>									
14											
15											
16	Source:	PHIS									
	<div style="border: 1px solid black; padding: 2px;"> < > Cover NC List NC Summary - Estab Trend Regs Cited Summary Linked NCs </div>										

Figure 51: Sample Industry Report Output in Excel for Plant Management

5. PHIS Guide for Industry Users: Export

5.1 Overview

This section provides an overview of export functions within PHIS. PHIS supports two industry export roles: Export Applicant and Export Broker. The difference between these roles is that Export Brokers can select any regulated domestic establishment as the exporting establishment on the export application, while Export Applicants can select only from the list of associated establishments.

5.1.1 9060 Application for Export Certificates

5.1.1.1 PHIS IDs for 9060 Access Control

Due to the information available on 9060 applications, PHIS restricts access to these applications. In order to do this, PHIS uses the concept of PHIS IDs. Each industry user and establishment in PHIS is assigned a PHIS ID. Entity PHIS IDs apply to establishments (E-FCLT-#####). Access Control functions do not extend to PHIS IDs assigned to corporate entities. User PHIS IDs apply to industry users Export Applicants (U-DEST-#####), Corporate Administrators (U-CORP-##### and Export Brokers (U-BRKR-#####).

The PHIS ID for a user appears after the user's name in the top right corner of PHIS pages. PHIS IDs for Establishments appear on Select Establishment pages within Plant Management and on the Corporate Profile page.

The PHIS ID for individuals is an attribute of a user's account. Other attributes include last name, email, and phone number. PHIS does not change a user's account or identifiers when the user leaves one establishment and moves to another. A user's account can be associated with one or more establishments (also called work areas).

When data is manually entered to create a 9060 application, PHIS by default associates the application with the PHIS ID for the user who created the record. The user can add additional PHIS IDs during the creation process to expand access to the record. When the PHIS ID for an establishment (E-FCLT-#####) is added under access control to a 9060 record, then all users with an active Export Applicant role associated with the Establishment will be able to access the record the 9060 record.

The schema for creating batch files includes PHIS IDs. A minimum of one PHIS ID must be included in a batch record to grant access to the resulting 9060 record from the UI. This ability to add or remove PHIS IDs from 9060 records is called Access Control.

There are additional security features in place to control access to 9060 records. For Export Brokers to access specific applications, at least one of the following must be true:

- Their PHIS User IDs must be listed on the Access Control page
- They must have created the application via the user interface

For Export Applicants to access specific applications, at least one of the following must be true:

- Their PHIS User IDs must be listed on the Access Control page

- The PHIS Establishment ID of one of their establishments must be listed on the Access Control page
- They must have created the application via the user interface

Corporate Administrators can access all export records for establishments that they are associated with in PHIS and in addition, any records where someone has added their PHIS User ID to the Access Control page

PHIS Account Type	Code
Export Applicant	EXPT
Corporate Administrator	CORP
Export Broker	BRKR
Establishment	FCLT

Table 4: Access Control can be assigned to the above PHIS Account Types

Access Control is discussed further on page 73, Step 33 of Section 5.1.1.2.

5.1.1.2 Export Applicant: How to Create New 9060 Applications

Note: These instructions are for creating new 9060 applications. To create any of the replacement types of 9060 applications, see Section 5.1.2 Replacements.

- Step 1** Log in to PHIS with the Export Applicant role.
- Step 2** On the left navigation menu, select **9060**.
The system displays the Create/View 9060-6 Export Applications page,
- Step 3** Select **Create Application**.

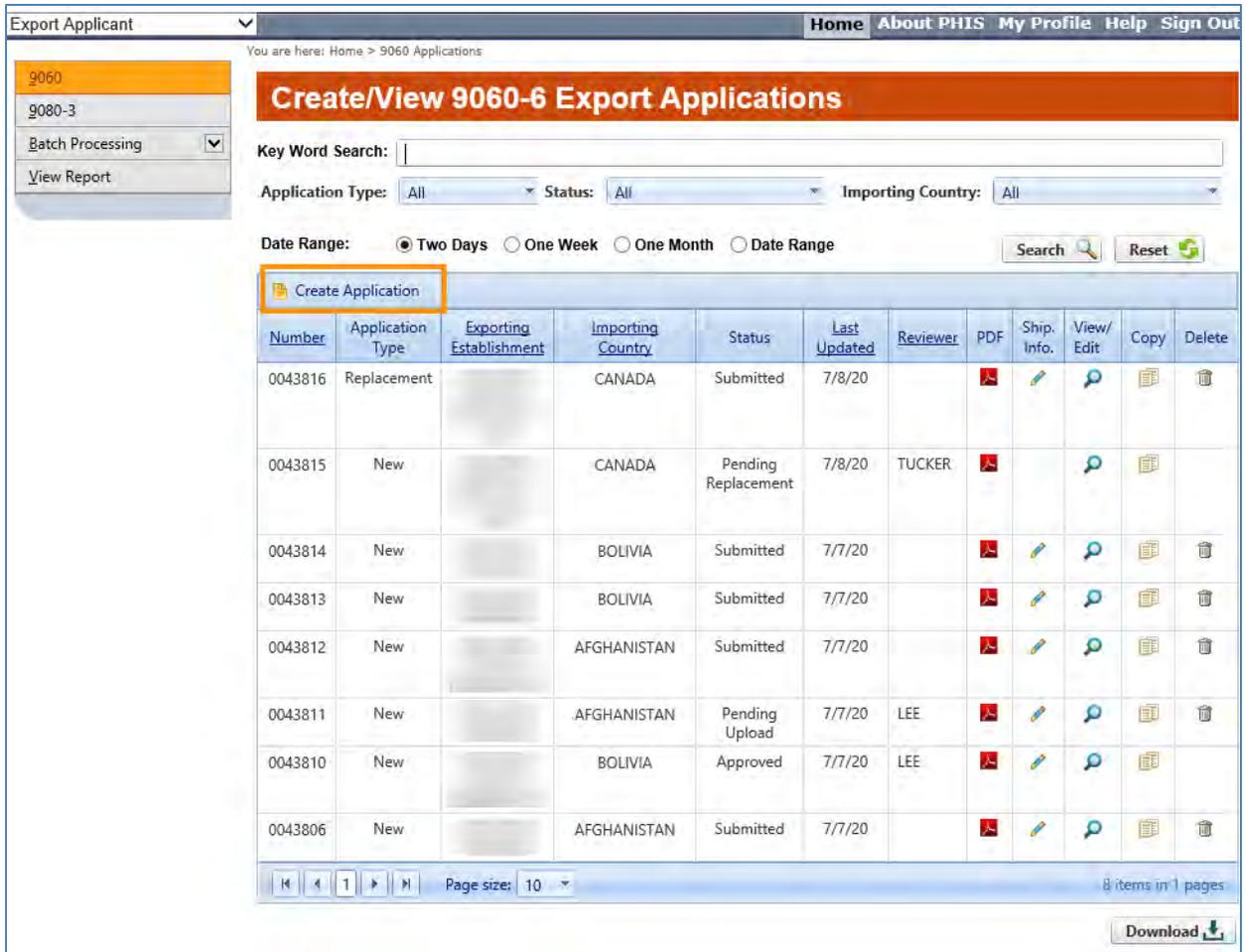


Figure 52: Create/View 9060-6 Export Applications

Step 4 From the list of establishments that you are associated with, select the **House** icon for the desired exporting establishment.



Figure 53: Associate Establishment with 9060

Step 5 On the Select 9060-6 Export Application page, select one of the options in the Shipment Type drop-down.

Choices available are Commercial Sale, Ship's Stores, U.S. Military Installation, Personal Consumption, Samples, U.S. Embassy, and Airlines.

Step 6 For the Application Type drop-down menu, select New.
Choices available are Consolidate, New, Replacement, and Split.

Step 7 Select Next.

The screenshot shows a web application interface for selecting a 9060-6 Export Application. The page title is "Select 9060-6 Export Application". A navigation menu on the left includes "9060 Application", "My Establishment", "Application Type" (selected), "Exporter", "Importer", "Products Summary", "Shipment Information", "Access Control", "Statements", "Submit Application", "History", and "Exit Menu". The main content area has a header "Select 9060-6 Export Application" and a section "9060 Application Header" with the following fields: "Exporting Establishment Name:", "Exporting Establishment Number:", "Application Type:" (set to "None"), "Certificate(s) being replaced:", and "Replacement Reason:". Below this are two dropdown menus for "Shipment Type" and "Application Type", both currently showing "(Select One)". At the bottom right are "Previous" and "Next" buttons.

Figure 54: Select Shipment and Application types for 9060

Step 8 On the Exporter page, complete all required fields.

For the Export Establishment Number, select from the options displayed in the drop-down menu that best corresponds with the product (M for meat, P for poultry etc. or an Establishment Number without the commodity prefix).

Export Applicant

Home About PHIS My Profile Help Sign Out

You are here: Home > 9060 Applications > Export Applicant Information

9060 Application

My Establishment
Application Type
Exporter
Importer
Products Summary
Shipment Information
Access Control
Statements
Submit Application
History

Exit Menu

Exporter

All fields with * are required.

9060 Application Header

Exporting Establishment Name:		Application Number:	0043817
Exporting Establishment Number:		Application Type:	New
Shipment Type:	Commercial Sale	Status:	Unsubmitted

Company Name *:

Address Line 1 *:

Address Line 2:

Address Line 3:

City *:

Country *:

State/Province *:

Postal Code *:

Phone Number:

Export Establishment Number *:

Export Mark to be Used *:

USDA Export Mark
 Unique Identifier

Next

Figure 55: Exporter Information for 9060

Step 9 For Export Mark to be Used, select one of the available options, USDA Export Mark or Unique Identifier.

- When the unique identifier is selected and the associated text field is completed, PHIS generates a remarks statement on the Submit Application page. If desired, the statement can be selected by the user to be printed in the Remarks section on the export application and export certificate.

Step 10 Select **Next**.

Step 11

On the Importer page, complete all required and applicable fields.

- Select the importing country from the Country field dropdown.
- State/Province and Port of Entry field options are available only when related reference data is associated with the Country in PHIS.
- PHIS does not validate export requirements for the Final Destination Country.

The screenshot shows a web application interface for an Importer. At the top, there is a navigation bar with 'Export Applicant' on the left and 'Home About PHIS My Profile Help Sign Out' on the right. Below the navigation bar, a breadcrumb trail reads 'You are here: Home > 9060 Applications > Import: Country Information'. The main content area has a header 'Importer' in a blue bar. Below the header, a message states 'All fields with * are required.' A '9060 Application Header' section contains the following information: Exporting Establishment Name (blurred), Application Number: 0043817, Exporting Establishment Number (blurred), Application Type: New, Shipment Type: Commercial Sale, and Status: Unsubmitted. Below this header is a form with the following fields: Company Name* (text input), Address Line 1* (text input), Address Line 2 (text input), Address Line 3 (text input), City* (text input), Country* (dropdown menu with '(Select One)' selected), Phone Number (text input), and Final Destination Country (dropdown menu with '(Select One)' selected). At the bottom right of the form are 'Previous' and 'Next' buttons. On the left side of the page, there is a sidebar menu with options: My Establishment, Application Type, Exporter, Importer (highlighted), Products Summary, Shipment Information, Access Control, Statements, Submit Application, History, and an Exit Menu button.

Figure 56: Importer Information for 9060

Step 12 Select **Next**.

- After data is saved on the Importer page, Export Library links are added to the header for the related Country of Destination (data comes from the Country field) and when applicable, the Final Destination Country.
- A draft PDF of the certificate package that will be generated from the 9060 record is also available in the header.

Step 13 On the Products Summary page, select **Add Product**.

- Poultry, Meat, and Siluriformes certification statements all appear prior to adding the product.

The screenshot displays the PHIS Products Summary page. At the top, there is a navigation bar with links for Home, About PHIS, My Profile, Help, and Sign Out. Below this is a breadcrumb trail: You are here: Home > 9060 Applications > Products Summary. A left-hand navigation menu is visible, with 'Products Summary' highlighted. The main content area is titled 'Products Summary' and contains a '9060 Application Header' section with the following details:

Exporting Establishment Name:	Application Number:	0043817
Exporting Establishment Number:	Application Type:	New
Shipment Type: Commercial Sale	Certificate Package:	Certificate Package
Country of Destination:	Status:	Unsubmitted

Below the header is a table with an 'Add Product' button highlighted in orange and an arrow pointing to it. The table has the following columns:

Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf-Stable	Net Weight of Lot	No. of Packages in Lot	Package Type	Est. No. on Product	Edit	Delete
------------------------------	-------	---------	------------------------------	----------------------	-------------------	------------------------	--------------	---------------------	------	--------

Below the table, it states 'No records to display.' There are input fields for 'Total Net Weight' in lbs and kgs. A checkbox is present for the statement: 'Under penalty of law, I certify that the product covered by this application for export meets the inspection requirements for the country of destination. I will provide documentation to FSIS program employees upon request.'

The 'Certification Statements*' section includes three checkboxes for certifying the product type (meat, poultry, or Siluriformes fish) and a 'None of the above' option.

At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 57: Products Summary page

Step 14 On the Product Details page, at a minimum, complete all required Product Information fields.

Step 15 To enter Establishment Number on Product, select the **Pencil** icon.

Export Applicant Home About PHIS My Profile Help Sign Out

You are here: Home > 9060 Applications > Products Summary > Product Details

Product Details

9060 Application Header

Exporting Establishment Name:	<input type="text"/>	Application Number:	0043817
Exporting Establishment Number:	<input type="text"/>	Application Type:	New
Shipment Type:	Commercial Sale	Certificate Package:	Certificate Package
Country of Destination:	<input type="text"/>	Status:	Unsubmitted

All fields with * are required.

Product Information

Product Name:*	<input type="text"/>
Product Code:	<input type="text"/>
HACCP Category:*	(Select One) ▾
Species:*	(Select One) ▾
Is the Maturity Less than 30 Months:	<input type="text"/> ▾
Is the Product Frozen/Shelf-Stable:*	<input type="radio"/> Yes <input type="radio"/> No
Marked Net Weight of Lot*	<input type="text"/> lbs <input type="text"/> kgs
Number of Packages in Lot:*	<input type="text"/>
Package Type:*	(Select One) ▾
Shipping/Identification Marks:	<input type="text"/>
Est. Number on Product*	<input type="text"/> ✎ (Select One) ▾ ⓘ
Processing Establishment(s)	<input type="text"/>
Slaughter Establishment(s)	<input type="text"/>

Figure 58: Product Details page

Step 16 An Establishment Search window appears. Complete applicable fields to filter the results.

The screenshot shows a window titled "Establishment Search" with various input fields and a search button. The search fields include Name, Number, Inspection Type, Operating Status, Business Unit, Region, Circuit, City, State, and Zip Code. The Search button is highlighted with an orange box. Below the search fields is a table with columns: Select, Name, Number, Circuit, City, and State. The table contains three rows of data. The first row has a house icon in the Select column. The second row has a house icon in the Select column. The third row has a house icon in the Select column. The table also includes a pagination bar at the bottom showing "Page: 1 of 13" and "Page size: 3".

Select	Name	Number	Circuit	City	State
			19 - Richmond,VA	Smithfield	Virginia
			19 - Richmond,VA		
			30 - Miami,FL	Miami	Florida

Figure 59: Establishment Search Menu

Step 17 Select **Search**.
A grid with the results of the search is added to the page.

Step 18 Select an establishment by selecting the **House** icon.

Step 19 Once you have the establishment selected, move to the next field to the right and select the appropriate option from the list. There will be at least one option with a letter/grant designation and one option without the grant designation. Select the option that matches the establishment number on the product label.

Figure 60: Select Establishment Number

Step 20 When the importing Country of Destination requires Processing and/or Slaughter establishment data, PHIS displays extra data entry fields so that you can enter this information in your application.

Figure 61 Additional Establishment Data Fields Displayed

Step 21 Select **Finish**.

Step 22 If you have additional products, add them now; otherwise, go to the next step.

Step 23 Add Total Net Weight data in lbs. and/or kgs.

- Only the weight fields for which data was entered at individual product level is available at the Total Net Weight level. In other words, if you entered the weight for all your products in pounds, PHIS displays only the Total Net Weight (lbs) field.

Add Product										
Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf- Stable	Net Weight of Lot	No. of Packages in Lot	Package Type	Est. No. on Product	Edit	Delete
Chicken Wings (Frozen)	Raw - Intact	Chicken		Yes	1000 lbs	500	Bag, plastic			

Total Net Weight*: lbs kgs

Figure 62: Add Total Net Weight

Step 24 Accept the Under Penalty of Law statement by selecting the checkbox.

Step 25 Accept the Certification Statement(s) by selecting the applicable checkbox(es).

- If the added product is meat or poultry related, PHIS displays only the meat and poultry statements.
- If the added product is Siluriformes, PHIS displays only the Siluriformes-related statement.

Step 26 Select **Next**.

The screenshot shows the 'Products Summary' page for a 9060 Application. The page includes a navigation menu on the left with options like 'Home', 'About PHIS', 'My Profile', 'Help', and 'Sign Out'. The main content area displays the '9060 Application Header' with the following details:

Exporting Establishment Name:	Application Number:	0043817
Exporting Establishment Number:	Application Type:	New
Shipment Type: Commercial Sale	Certificate Package:	Certificate Package
Country of Destination:	Status:	Unsubmitted

Below the header is a table for 'Add Product' with columns: Product Label (Product Code), HACCP, Species, Maturity Less Than 30 Months, Frozen/Shelf-Stable, Net Weight of Lot, No. of Packages in Lot, Package Type, Est. No. on Product, Edit, and Delete. A row is shown for 'Chicken Wings (Frozen)' with a net weight of 1000 lbs.

The 'Total Net Weight*' is 1000 lbs.

The 'Under penalty of law' section contains a checkbox that is checked, with the text: 'Under penalty of law, I certify that the product covered by this application for export meets the inspection requirements for the country of destination. I will provide documentation to FSIS program employees upon request.'

The 'Certification Statements*' section has a 'Select all that apply' link and three checkboxes, all of which are checked:

- I CERTIFY that the meat, meat food product or meat byproduct specified hereon is from animals that received both antemortem and postmortem inspection and were found sound and healthy and that it has been inspected and passed as provided by law and regulations of the Department and is sound and wholesome.
- I CERTIFY that the poultry, poultry products or poultry food products specified above came from birds that were officially given an antemortem and postmortem inspection and passed in accordance with applicable laws and regulations of the United States Department of Agriculture and are wholesome and fit for human consumption.
- None of the above

At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 63: Penalty of Law disclaimer and Certification Statements

Step 27 On the 9060-6 Shipment Information page, if you know the Container and Seal Information (Figure 64), complete Step 28 - Step 32; otherwise, continue to Step 33.

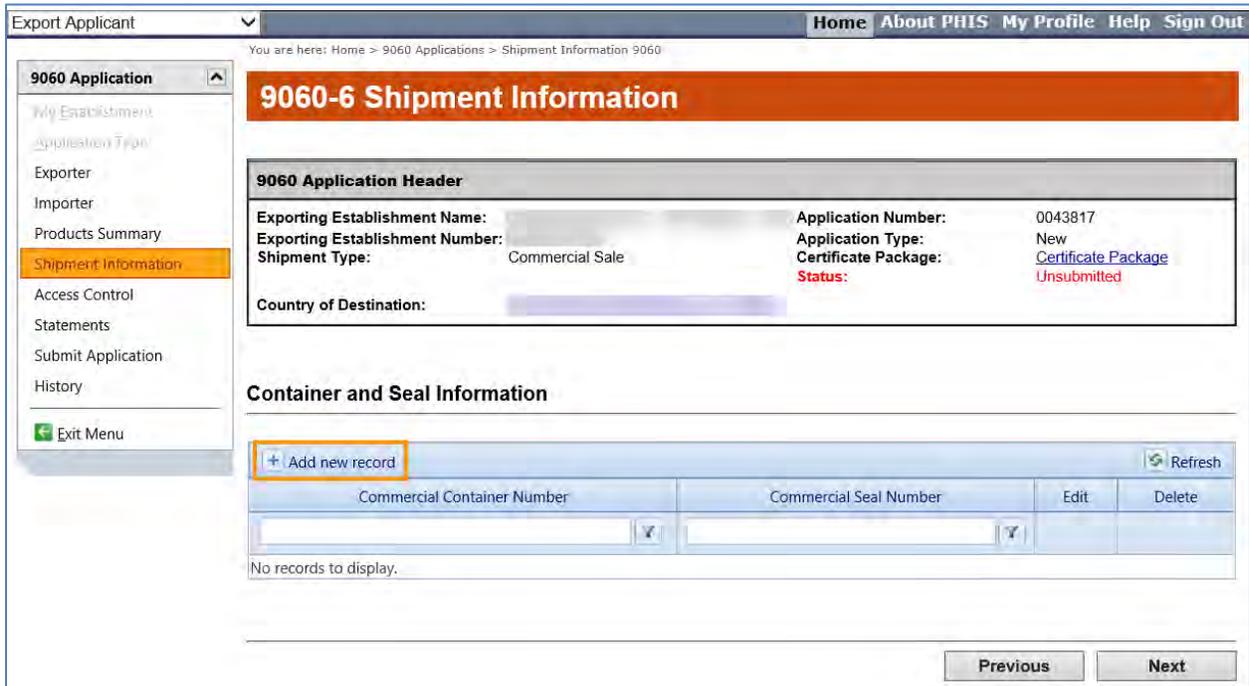


Figure 64: Commercial Seal and Container Information

- Step 28** Select **Add New Record**.
- Step 29** For the Commercial Container Number field, enter the appropriate number.
- Step 30** For the Commercial Seal Number field, enter the appropriate number.
- Step 31** Select **Insert**.

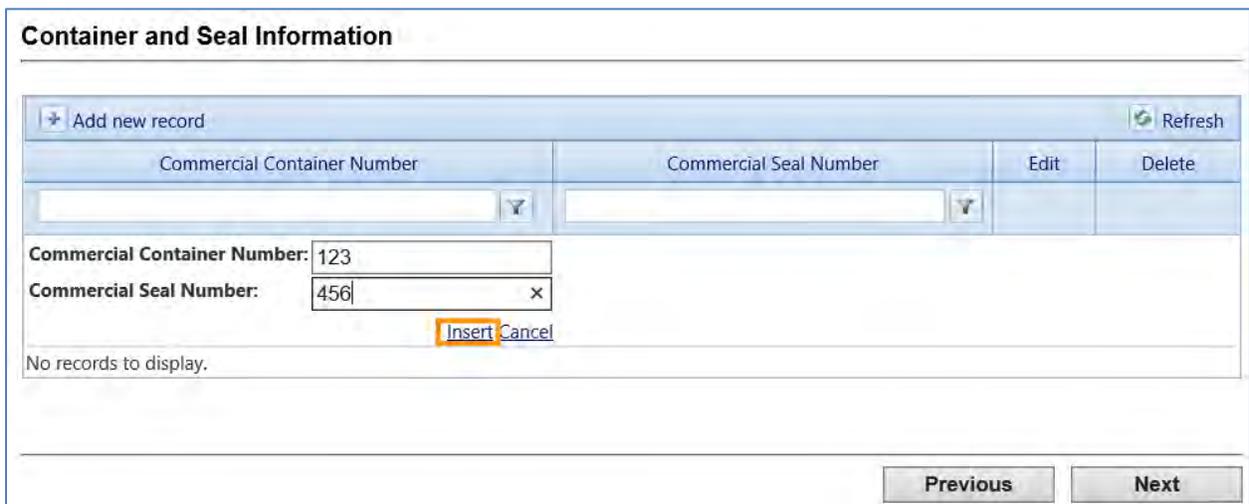


Figure 65: Enter Seal and Container Information

Step 32 Select **Next**.

Step 33 On the Access Control page (Figure 66), if applicable, grant Read-Only, Read-Write, or Read Write and Access to the 9060 record to person(s) and/or companies by adding the associated record(s) linked to the related PHIS ID(s) using the instructions in Step 34 - Step 38.

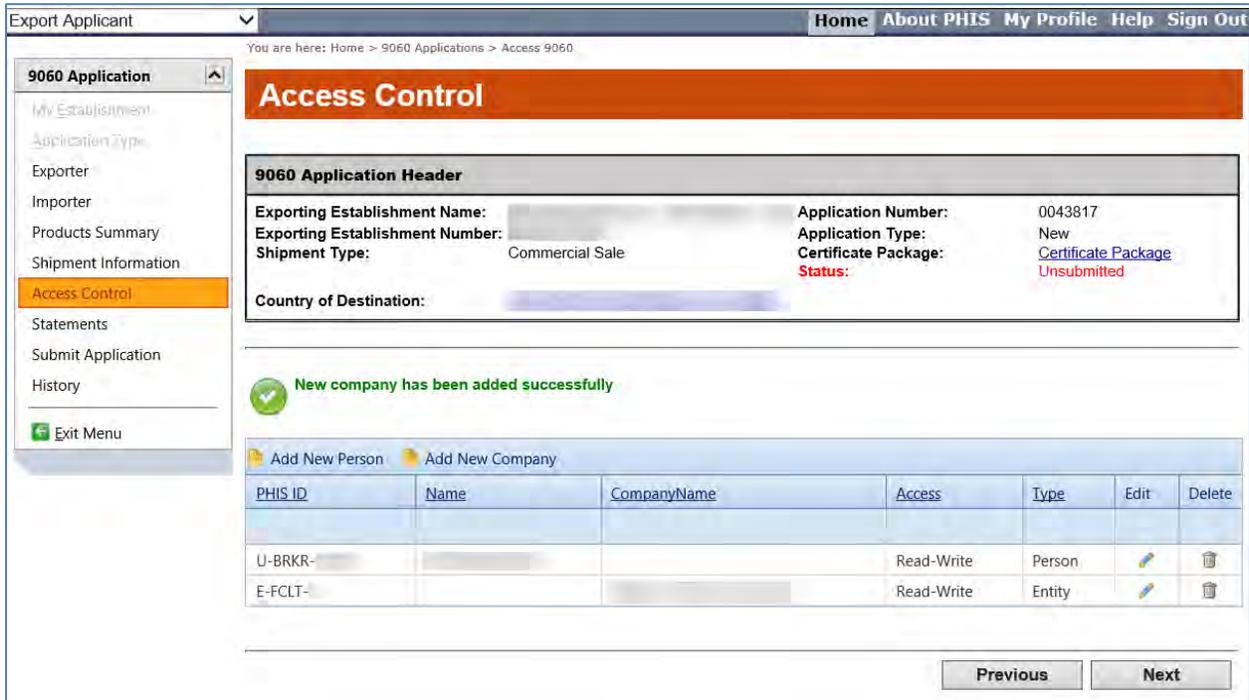


Figure 66: Access Control page

Step 34 Select **Add New Person** or **Add New Company**.

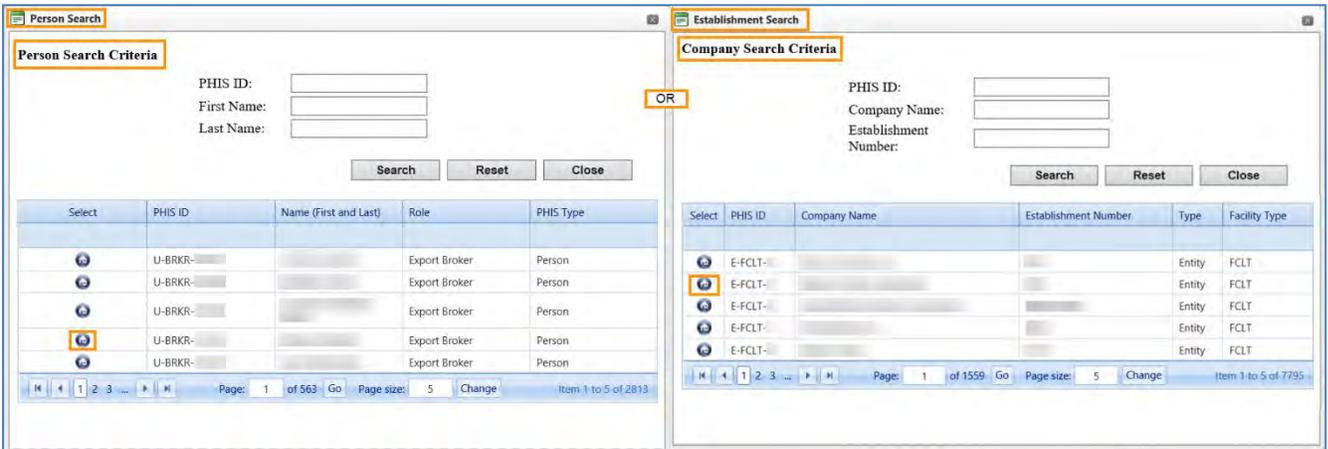


Figure 67: Add Establishment or Person Search Windows

Step 35 Search for person or company for whom you would like to define access.

Step 36 Select **House** icon associated with the record you would like to add.

Step 37 Selected record is added to the Access Control grid with the default Access level of Read-Write.

Step 38

If desired, select **Edit** associated with any added records and update the defined Access level and select **Save**.

- Read Write and Access allows associated users to add or remove from the Access Control grid records for both persons and companies associated with the application.
- When an access level is granted to a company record, all export users associated with that company receive the same specified access level.

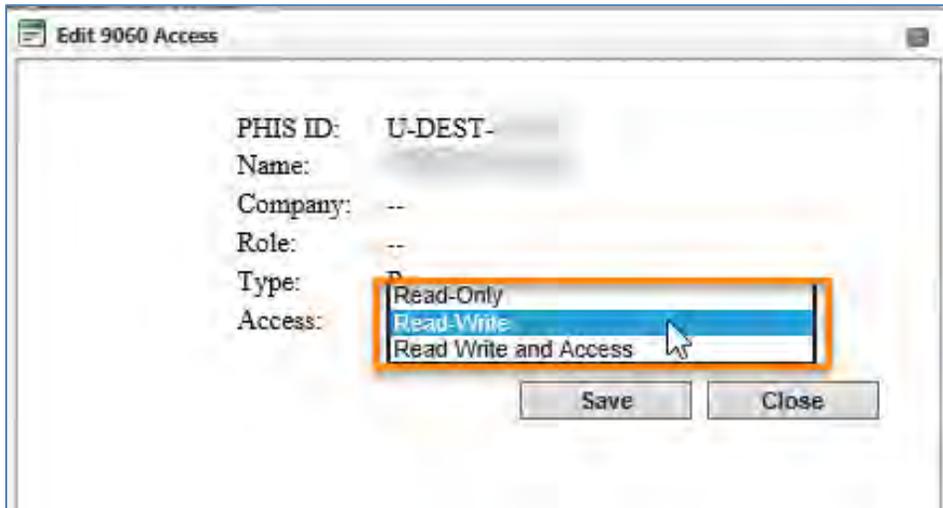


Figure 68: Edit Level of Access

Step 39

Select **Next**.

The Select Statements for Application Package page appears.

- When statements have been published in PHIS that match the Importing Country or Importing Country/Species combination of the record being added, a grid with an **Add Statements** button is displayed (See Figure 69).
- If no statements are available for selection, PHIS displays this message: **No related statements in PHIS apply to this application.**
- When multiple Statements are selected and associated with a 9060 record, the Re-Order Statements and Remove Statements options are also available.
- Some statements contain data values required by the importing country that one of the default data entry fields available in PHIS when creating an export application. When extra data is **required** by selected statement(s), an Add Statement Data button is available. Once entered, the data entered is inserted into selected Statements. If data has not been entered, a yellow warning icon is displayed and after data has been entered, a green checkmark icon is displayed. Statement data is not required to submit an application but is required for final approval.

The screenshot displays the 'Statements' page in the PHIS system. On the left is a navigation menu for a '9060 Application' with options like 'My Establishment', 'Application Type', 'Exporter', 'Importer', 'Products Summary', 'Shipment Information', 'Access Control', 'Statements' (highlighted), 'Submit Application', and 'History'. The main content area has a breadcrumb trail: 'You are here: Home > 9060 Applications > Statements'. Below this is a '9060 Application Header' table with fields: 'Exporting Establishment Name', 'Exporting Establishment Number', 'Shipment Type: Commercial Sale', 'Country of Destination', 'Application Number: 0043817', 'Application Type: New', 'Certificate Package: Certificate Package', and 'Status: Unsubmitted'. Below the header is a section titled 'Selected Statements for Application Package' containing an 'Add Statements' button and a table with columns 'Re-Order', 'Statement Name', and 'View'. A message below the table reads 'Select Add Statements to see the statement(s) that you can add to your application.' At the bottom, there are pagination controls showing 'Page size: 10' and '0 items in 1 pages', along with 'Previous' and 'Next' buttons.

Figure 69: Statements

Step 40

Select **Add Statements**.

The page refreshes and displays a grid of Select from Statements records associated with Importing Country or Importing Country/Species combination, that have not previously been selected for the application package being created or edited.

Step 41

To insert text connected with statement record(s), complete associated checkboxes.

Step 42

Click Select.

PHIS updates the Select Statements for Application Package grid to display only those records not selected.

Note:

If any of the statements are later removed from one of the Selected grids (the grid on the Statements page or from the grid that appears on the Submit Application page, they are returned to the Select Statements for Application Package grid (see Figure 70).

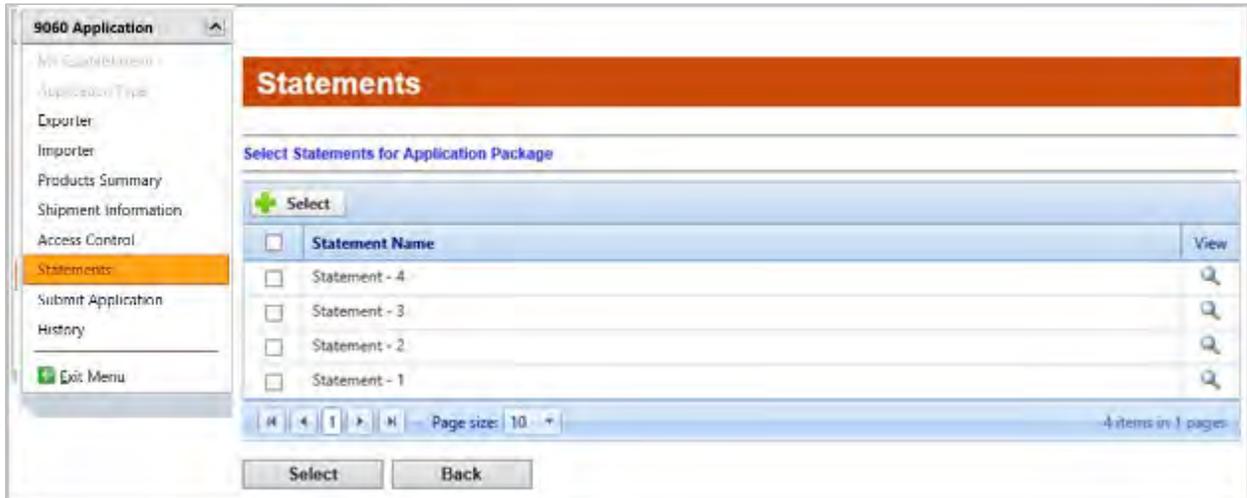


Figure 70: Select Statements for Application Package grid

Step 43

Insert number values in the Re-Order text boxes associated with the Selected Statements and select **↑↓Re-order Statements** function.

Records in the Selected Statements grid re-order per the values entered into the Re-Order text boxes per lesser to greater values.

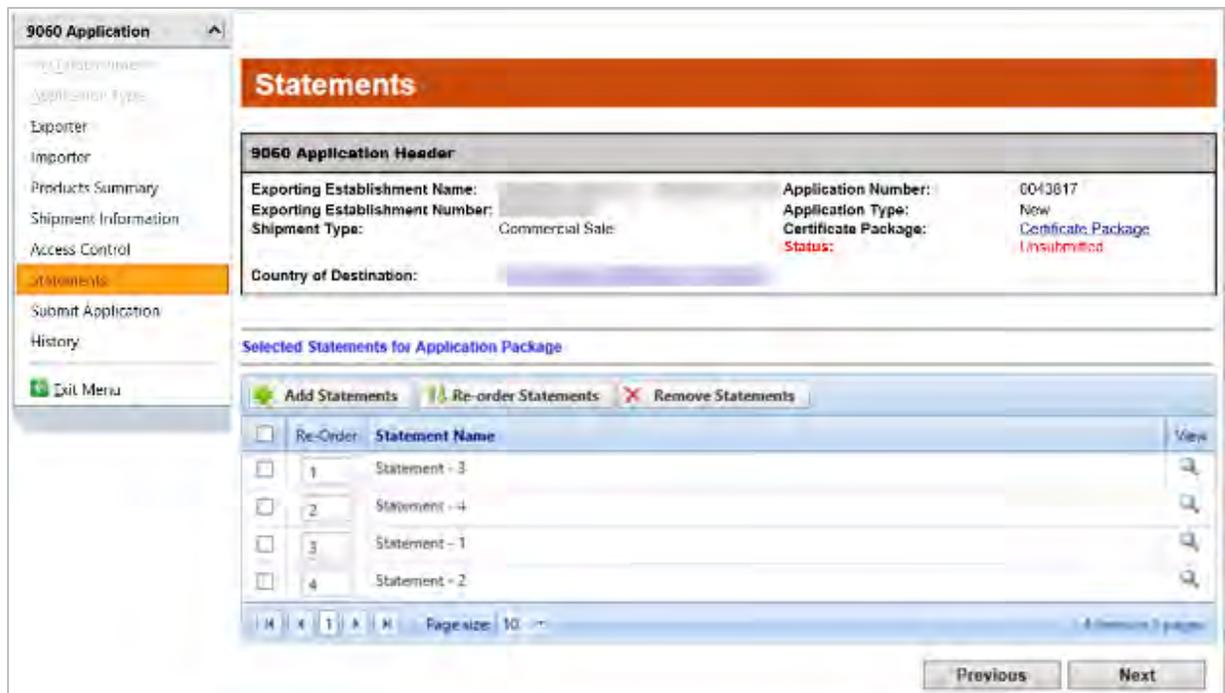


Figure 71: Selected Statements for Application Package

- Step 44** Complete checkboxes associated with any statements you no longer want to be inserted into the Remarks selection of the 9060 record and select X Remove Statements option.
The statements removed are no longer displayed on the Selected Statements for Application Package grid. If the user selects the Add Statements option, statement records removed are once again displayed on the Select Statements for Application Package grid.
- Step 45** When present, select Add Statement Data button

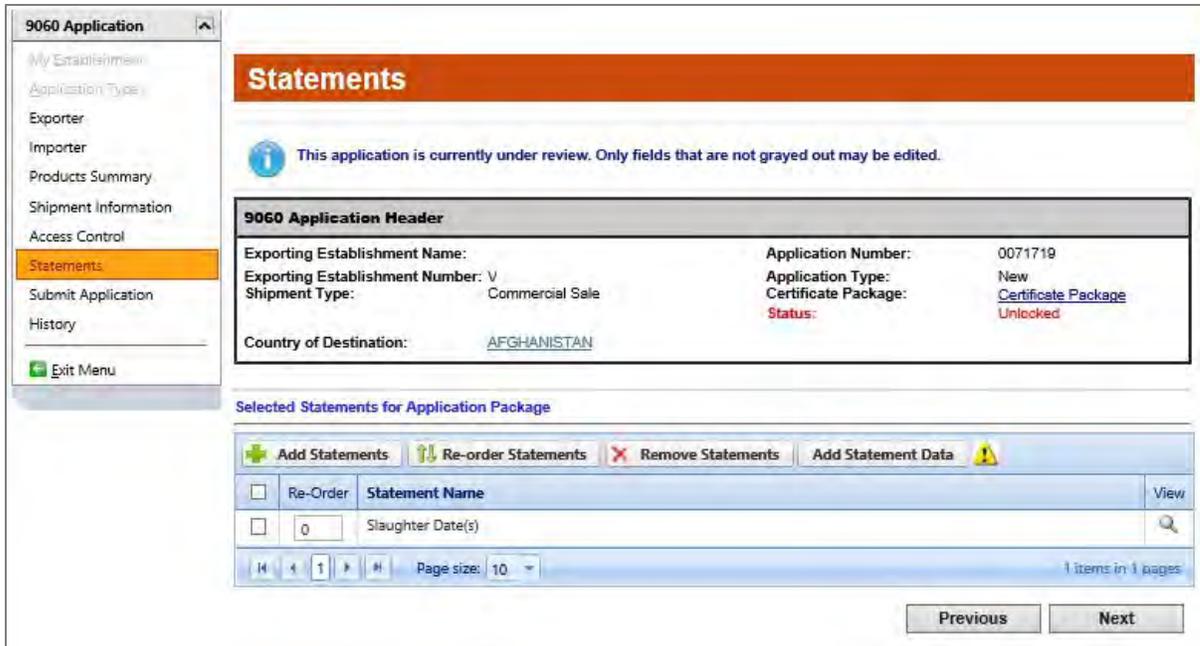


Figure 72: Add Statement Data

Step 46 Enter required data into available Custom placeholder data fields and select **Save**.

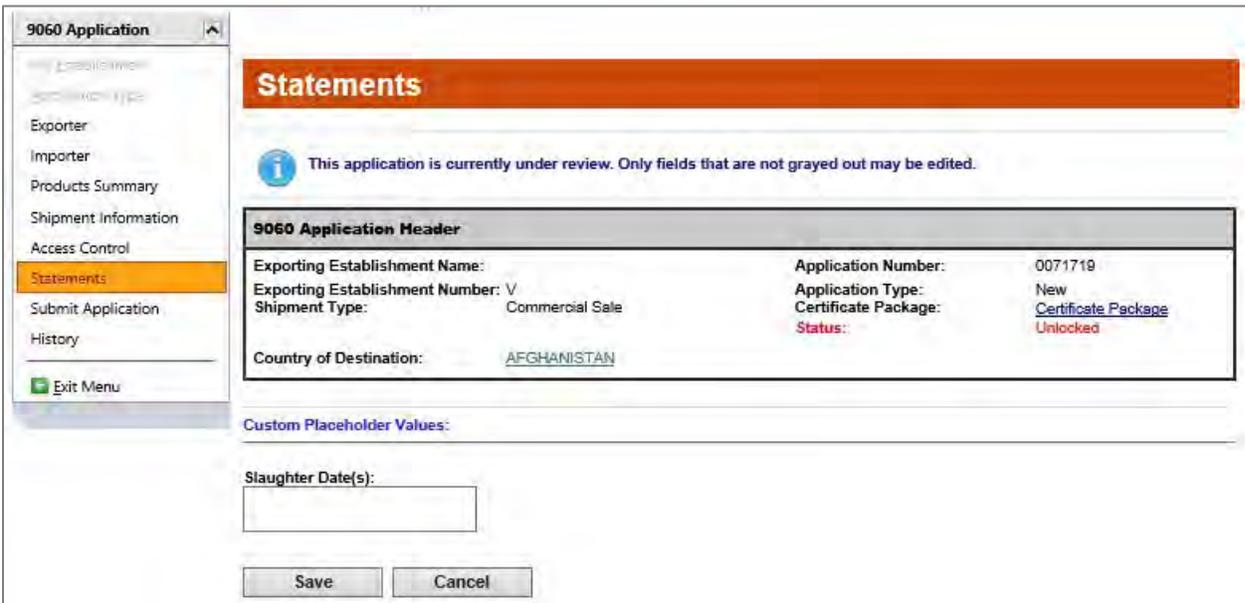


Figure 73 Required data field(s) for selected Statement(s)

Step 47 Select **Next**.

Step 48 On the Submit 9060-6 Application page, a summary of the application information appears in the 9060 Application Header with a link to open a Certificate Package PDF. The next part of the page is the Products on Application grid. Verify the information in both the header and the grid.

The screenshot shows the 'Submit 9060-6 Application' page. The page title is 'Submit 9060-6 Application'. The breadcrumb trail is 'Home > 9060 Applications > Submit 9060 Application'. The page is divided into a left sidebar and a main content area. The sidebar contains a '9060 Application' menu with options: My Establishment, Application Type, Exporter, Importer, Products Summary, Shipment Information, Access Control, Statements, **Submit Application**, History, and Exit Menu. The main content area has a '9060 Application Header' section with the following information:

Exporting Establishment Name:	Application Number:	0043817
Exporting Establishment Number:	Application Type:	New
Shipment Type: Commercial Sale	Certificate Package:	Certificate Package
Country of Destination:	Status:	Unsubmitted

Below the header is the 'Products on Application' section, which includes an 'Add Product' button and a table with the following data:

Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf-Stable	Package Type	Est. No. on Product	Edit	Delete
Chicken Wings (Frozen)	Raw - Intact	Chicken		Yes	Bag, plastic			

At the bottom of the page is a section titled 'Supplemental Documentation Required for the 9060'.

Figure 74: Verify Header and Product Information

Step 49 To provide any Supplemental Documentation, select **Add New File**. Supplemental documents include any scanned .pdf versions of completed letterhead certificates required by a foreign country.

Step 50 Identify the document type as either a Transit (Letterhead) Certificate or Other. If Transit is selected, identify the transit country in the drop down.

The screenshot shows the 'Supplemental Documentation Required for the 9060' section. It features an 'Add New File' button, which is highlighted with a red box. Below the button is a table with the following columns: File Name, Title, Created Date, Created By, and Delete. The table currently displays 'No records to display.'

Figure 75: Add Supplemental Documentation

Step 51 Select **Browse**, select file, complete the document type

Step 52 If Transit Letterhead is selected, select Country.
The Country select option appears only when Transit Letterhead is chosen.

Supplemental Documentation Required for the 9060

Add New File

File Name	Title	Created Date	Created By	Document Type	Delete
No records to display.					

Document Type * : (Select Document type:)
Other
Transit Letterhead

(Select country being transited) ▾

File Name * : Browse...

Document Title * :

*Note: The file size cannot exceed 5 MB. File type must be PDF.

Upload Cancel

Figure 76: Supplemental Documentation Upload

Step 53 Select **Upload**.

Supplemental Documentation Required for the 9060

Add New File

File Name	Title	Created Date	Created By	Document Type	Delete
Transit Certificate test document.pdf	Transit Letterhead - Finland	05/29/2018	Beebe Applicant	Transit - Finland	

Figure 77: Document appears in Grid

Step 54 To provide any Supportive Documentation, select **Add New File**.
Supportive documents include scanned .pdfs that you want to share with the inspector but do not want to be part of the certificate package that goes to the foreign country.

Supportive Documentation Provided by Applicant

Add New File

File Name	Title	Created Date	Created By	Delete
No records to display.				

Figure 78: Add Supportive Documentation

Step 55 Just as with Supplemental documentation, select **Browse**, select file, and complete the required Document Title field.

Step 56 Select **Upload**.
If applicable, the PHIS-generated Statements appear under the PHIS Generated Statements. Deselecting on the Final page move the options back to the Available for selection grid on the prior page.

Step 57 When applicable, add the PHIS-generated statement(s) located under the Remarks heading, by selecting the associated checkbox(es).

Notes:

PHIS generates potential remarks and displays them in this grid in the following scenarios:

- When you have opted to use a unique identifier for this application’s Export Mark, (see Step 9 on page 64), PHIS inserts a statement “The product covered by this Certificate is marked with <your unique identifier.”
- When your application is any of the three replacement types.
- When the Country of Destination requires one or more of the following values: Container, Seal, and/or Port of Entry.

When selected, the PHIS-generated statement(s) appear first in the Additional Statement section on the export application and the Remarks section on the export certificate PDFs.

Remarks	
Select the statement(s) to insert into the remarks section of the export application and export certificate PDFs.	
<input checked="" type="checkbox"/>	This certificate replaces certificate no. 0012886 dated 09/05/2019. The product covered by this Certificate is marked with UI 12545474.
<input type="checkbox"/>	Container: c38444
<input type="checkbox"/>	Seal: S32423
<input type="checkbox"/>	Port of Entry: <input type="text"/> Port

Figure 79: PHIS-Generated Remarks

Step 58 When applicable, review any statements displayed under the PHIS Generated Statements per Country Requirements heading. These statements appear immediately after any selected remarks related to a unique identifier value and/or replacement related text but before any custom remarks entered into the Application.

To remove any of the displayed remarks under PHIS Generated Statements per Country Requirements heading, select the associated red X. PHIS removes the statement from the grid and returns to the Select from Statements grid accessed via the left menu Statements option.

PHIS Generated statements per Country Requirements	
Statement Name	Remove
Statement - 4	✘
Statement - 2	✘

Page size: 10 | 2 items in 1 pages

Figure 80: PHIS Generated statements per Country Requirements

Step 59 For PHIS to print any other Required Statements on the PDFs, type additional statements in the text box. These statements appear in the Remarks field of the 9060 export certificate exactly as you typed them. You also can copy and paste from Export Library or other documents.

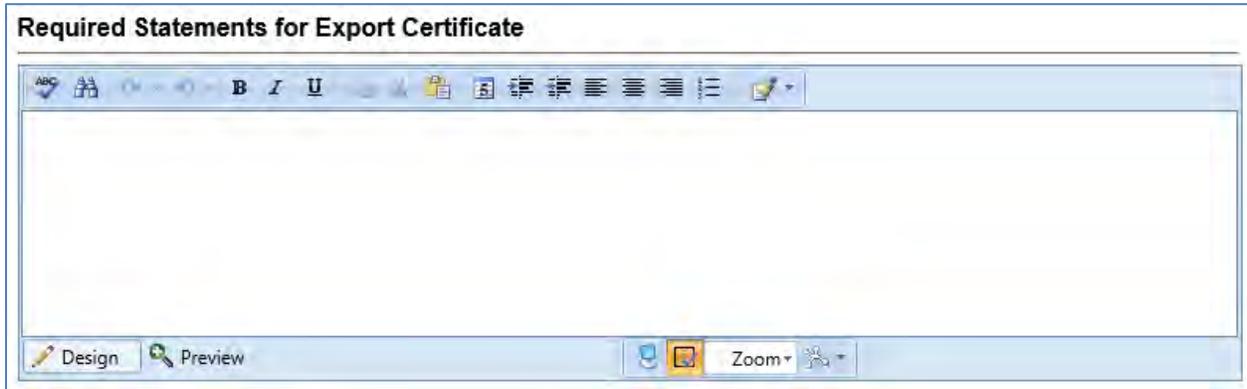


Figure 81: Text field to enter Required Statements for Export Certificates

Step 60 Select Review Application Submission to open a PDF of the application in a separate tab. PHIS does not enable the Submit Application button until you have completed your initial review of the application package.

If you navigate back to another tab prior to selecting the Submit Application button, the Review Application Submission button needs to be re-selected to re-enable the Submit Application button. This also applies when an application is unlocked and updated.

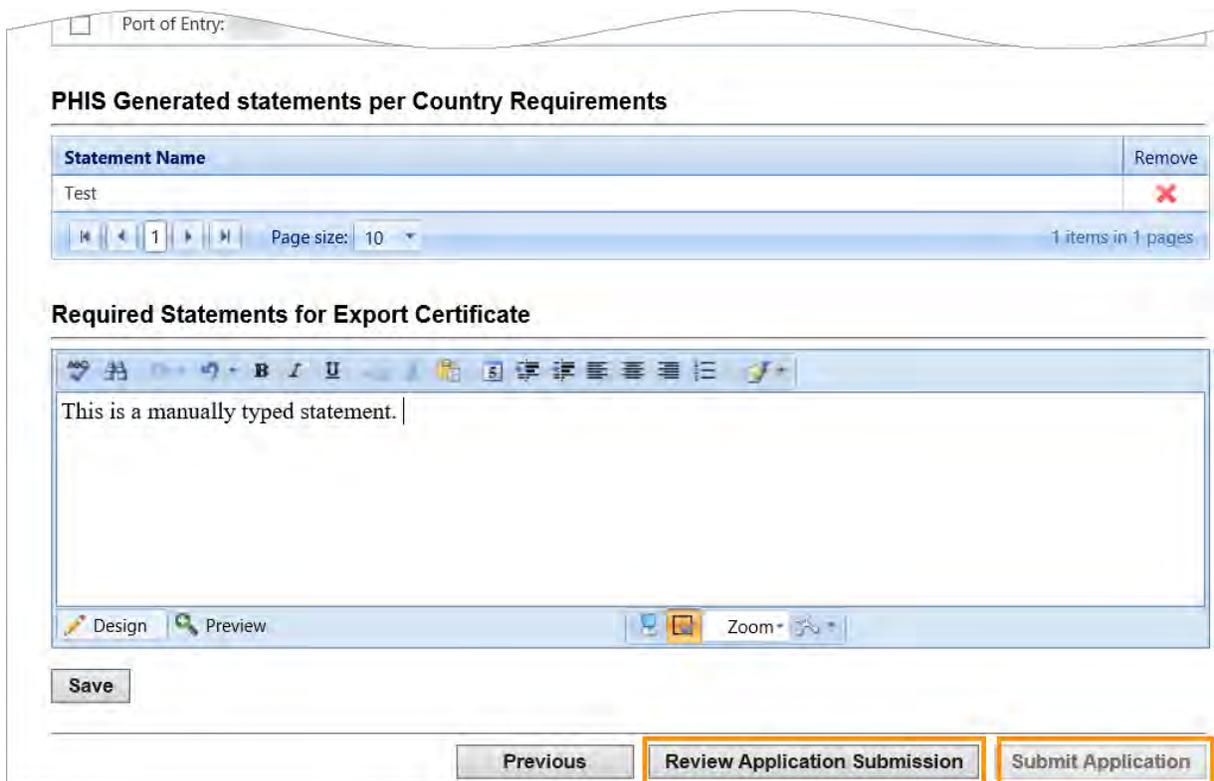


Figure 82: Review Application Submission – Submit Application button is disabled

Step 61 Select **Submit Application**.

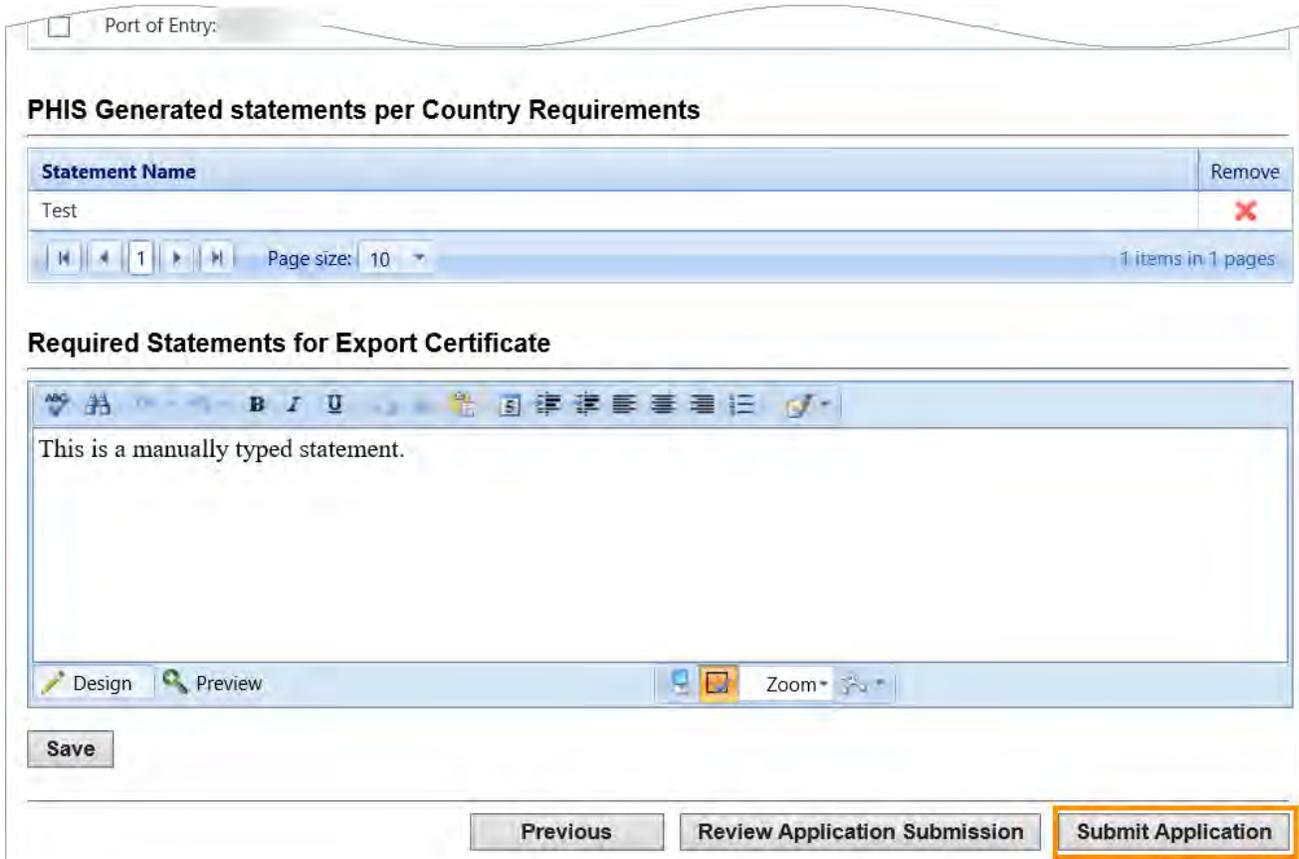


Figure 83: Submit Application button is enabled

Step 62 The page refreshes and if all required data has been entered, PHIS displays a confirmation message.

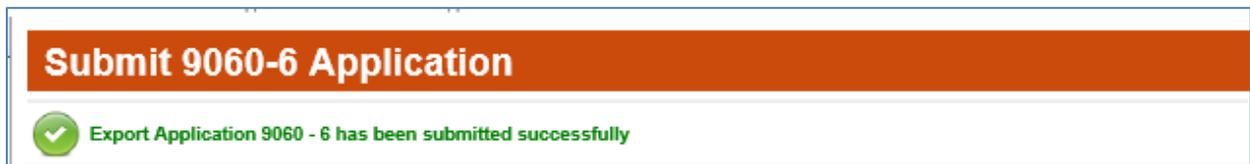


Figure 84: Confirmation Message

In addition, to the FSIS maintained Export Library website with exporting requirements by importing country, an Export Library is also maintained in PHIS by country to validate per the application data that certain exporting requirements have been met. PHIS verifies these requirements when the 9060 record is submitted.

If a requirement is not met, PHIS displays an error message notifying the user of the issue identified preventing the application from being submitted or approved. Lack of such messages in no way ensures that the 9060 record is complete and will be approved by FSIS.

Export requirements related to the Final Destination Country are not validated by PHIS.

Step 63 If a country requires data be entered for one or more of the following fields: Container, Seal, Port of Entry, Slaughter Establishment, and/or Processing Establishment and PHIS has validated that related data has not yet been entered, a message appears alerting you that these fields are required.

PHIS allows you to select **Yes** to proceed and submit the application for approval in order to start the review of the application by IPP or select **No** to Cancel the submission, complete the missing fields, and resubmit.

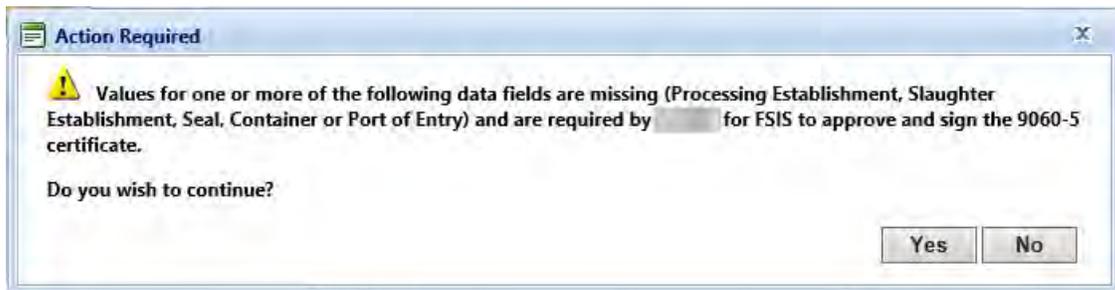


Figure 85: Action required warning message

5.1.1.3 Export Broker: How to Create New 9060 Applications

To create a new 9060 application as an Export Broker, follow these steps:

- Step 1** On the navigation menu, select **9060**.
- Step 2** On the Create/View 9060 page, select **Create Application**.
- Step 3** Select the exporting establishment on the Select Establishment page by entering establishment number in the Number field.
- Step 4** Select **Search**.
- Step 5** Select an establishment by selecting the **House** icon.
- Step 6** On the Application Type page, select Shipment Type and an Application Type of New.
- Step 7** Select **Next**.
- Step 8** On the Exporter page (Figure 55), complete required fields and select **Next**.
- Step 9** On the Importer page (Figure 56), complete required fields and select **Next**.
- Step 10** On the Products Summary page (Figure 57), select **Add Product** to start adding product.
- Step 11** On the Product Details page (Figure 58), add information about your first product including the establishment number marked on the shipping cartons of the product.
- Step 12** To complete the establishment number field, select the **Pencil** icon to the right of the field. When you select the Pencil icon, an Establishment Search window appears where you can search for any establishment.
- Step 13** Select one of the search fields and select the desired establishment by selecting the **House** icon (Figure 59).

- Step 14** After you have selected the establishment, narrow down which establishment number (with or without commodity prefix) appears on the 9060-5 certificate by selecting one of the options in the drop-down list (Figure 60).
- Step 15** Select **Finish**.
- Step 16** After you select Finish, PHIS refreshes the page and displays the updated Product Grid. At this point you can add more products or continue with the remaining part of the data entry for the application.
- Step 17** Add Total Net Weight data in lbs. and/or kgs (Figure 62).
- Step 18** After you have added all the products, it is important to look at the attestation and certification statements on the Products Summary page. This page also contains certification statements
- Step 19** Accept Under Penalty of Law statement by selecting the checkbox (Figure 63).
- Step 20** Accept Certification Statement(s) by selecting the applicable checkbox(es).
- If the added product is meat or poultry related, PHIS displays only the meat and poultry statements.
 - If the added product is Siluriformes, PHIS displays only a Siluriformes-related statement.
- Step 21** Select **Next**.
- Step 22** On the 9060-6 Shipment Information page (Figure 64), if you know the Container and Seal Information, complete the following sub-steps; otherwise, continue to the next step.
- a. Select **Add New Record** (Figure 65).
 - b. For the Commercial Container Number field, enter the appropriate number.
 - c. For the Commercial Seal Number field, enter the appropriate number.
 - d. Select **Insert**.
 - e. Select **Next**.
- Step 23** On the Access Control page (Figure 66), give Read-Only, Read-Write, or Read, Write and Access to the 9060 record to persons or companies by adding associated record linked to the related PHIS ID using the following steps.
- a. Select **Add New Person** or **Add New Company** (Figure 67).
 - b. Search for person or company for whom you would like to define access.
 - c. Select the **House** icon associated with the record you would like to add.
 - d. Selected record is added to the Access Control grid with the default Access level of Read-Write.
 - e. If desired, select edit pencil associated with any added records and update the defined Access level and select **Save** (Figure 68).
 - f. Select **Next**.

- Step 24** Select **Statements** for Application Package page appears. When statements have been published in PHIS that match the Importing Country or Importing Country/Species combination of the record being added, a grid with an Add Statements button is displayed. If no statements are available for selection PHIS displays message: No related statements in PHIS apply to this application.
- Step 25** When applicable, Statements previously selected and associated with the 9060 record are displayed on the Selected Statements grid with the Add Statements, Re-Order Statements, and Remove Statements options.
- Step 26** On the Submit 9060-6 Application page, a summary of the application information appears in the 9060 Application Header and a Products on Application grid. Verify the information that appears in both the header and the grid (Figure 74).
- Step 27** To provide any Supplemental Documentation, select **Add New File** (Figure 76 and Figure 77). Supplemental documents include any scanned .pdf versions of completed letterhead certificates required by a foreign country. Identify the document type of Transit Letterhead or Other. If transit is selected, identify the transit country.
- Step 28** Select **Browse** and add a Document Title.
- Step 29** To provide any Supportive Documentation, select **Add New File** (Figure 78). Supportive documents include scanned .pdfs that you want to share with the inspector but do not want to be part of the certificate package that goes to the foreign country.
- Step 30** Select **Browse** and add a Document Title.
- Step 31** When applicable, add the PHIS-generated statement(s) located under the Remarks heading, by selecting the associated checkbox(es).
- Step 32** When applicable, review any statements displayed under the PHIS Generated Statements per Country Requirements heading. To remove any of the displayed remarks under PHIS Generated Statements per Country Requirements heading, select the associated red X.
- Step 33** To include custom statements for the export application and certificate, type your remarks in the Remarks text box. These statements appear in the Remarks field on the 9060 export certificate exactly as you type them. You also can copy and paste from the Export Library or other documents.
- Step 34** Select **Review Application Submission**. This action opens a PDF of the application in a separate tab. The Submit button appears after you have completed the initial review of the application package.
- Step 35** Statements generated by PHIS per 9060 application country – species data. Remarks selected are inserted into the remarks section of the export application and export certificate PDFs. Perform the final review and deselect options no longer desired.

- Step 36** If you navigate back to another tab prior to selecting the Submit button, the Review Application Submission button needs to be re-selected to re-enable the Submit button. This applies when an application is unlocked and updated.
- Step 37** Select **Submit Application**.
- Step 38** If a country requires data be entered for one or more of the following fields: Container, Seal, Port of Entry, Slaughter Establishment, and/or Processing Establishment and PHIS has validated that related data has not yet been entered, a message appears alerting you that these fields are required.
- Step 39** PHIS allows you to select Yes to proceed and submit the application for approval in order to start the review of the application by IPP or select No to Cancel the submission, complete the missing fields, and resubmit.
- Step 40** Select **Yes**.
The page refreshes and a confirmation message appear.

5.1.1.4 9060 Grid Filters

9060 grid filters are available on the Create/View 9060-6 Export Applications page. The filters are: Application Number, Export Establishment Name/Number and dates. You also can search for records by typing in the Key Word Search text box. You must type a minimum of three characters before PHIS begins returning related records. Multiple values may be incorporated into a search but must be added one at a time. Select the corresponding red X to remove a value from the Key Word Search.

Application Type, Status, and Importing Country filters are also available for selection. Once all desired filters have been set, select **Search**. PHIS returns 9060 records that match the selection criteria.

You may also specify Data range options of Two Days (default selection), One Week, One Month, or a range of dates (not to exceed one year). Selecting a date range option immediately refreshes the results.

Selecting the Reset button returns all filter options, including date range, to display the default values and matching 9060 records.

- Step 1** On the left navigation menu, select **9060**.
The system displays the Create/View 9060-6 Export Applications page, with a set of filters.
- Step 2** In the Key Word Search box, type three digits corresponding to available records to narrow records displayed.
- Step 3** Select a value displayed.
- Step 4** Select **Search**.
PHIS narrows the records displayed.
- Step 5** Select **Reset**.
PHIS removes the filter(s).
- Step 6** In the Key Word Search box, type three letters of a reviewer's last name.
- Step 7** Select a value displayed.

- Step 8** Select **Search**.
PHIS narrows the records displayed.
- Step 9** Select **Reset**.
PHIS removes the filter.
- Step 10** Select the One Month date range option.
PHIS displays all records created during the last month.

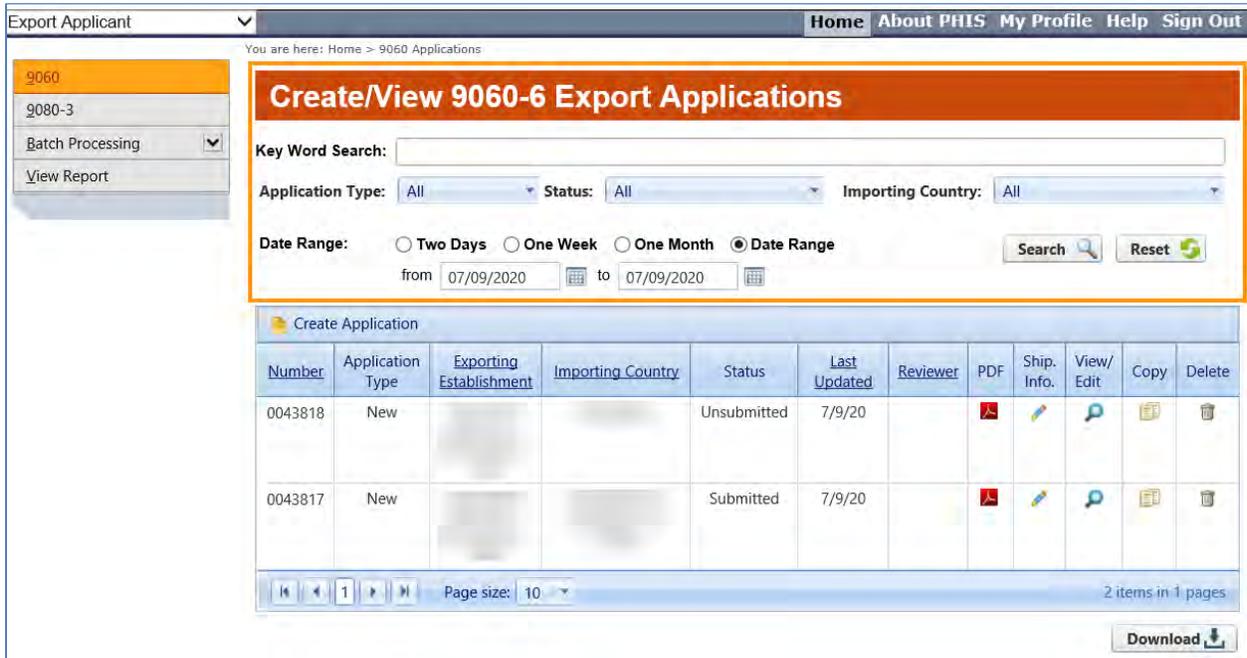


Figure 86: Filter 9060 records

5.1.1.5 Download Records Option

Both export roles have access to download records.

- Step 1** On the Create/View 9060-6 Export Applications page (Figure 87), select **Download**.
- Step 2** Open the Excel file containing filtered set of 9060 records with the following data elements: Number, Application Type, Exporting Establishment, Importing Country, Status, Date Created, Date Submitted, Last Updated Date, Date Approved, Reviewer, Container, and Seal Number.

Export Applicant | Home | About PHIS | My Profile | Help | Sign Out

You are here: Home > 9060 Applications

Create/View 9060-6 Export Applications

Key Word Search:

Application Type: All | Status: All | Importing Country: All

Date Range: Two Days One Week One Month Date Range

from 07/09/2020 to 07/09/2020

Search Reset

Number	Application Type	Exporting Establishment	Importing Country	Status	Last Updated	Reviewer	PDF	Ship. Info.	View/Edit	Copy	Delete
0043818	New			Unsubmitted	7/9/20						
0043817	New			Submitted	7/9/20						

Page size: 10 | 2 items in 1 pages

Download

Figure 87: Download Filtered 9060-6 records

5.1.1.6 View Replacement-Related 9060 Record References

Both export roles can view replacement-related 9060 information.

- Step 1** Log in to PHIS with either an Export Applicant or Export Broker role.
- Step 2** On the left navigation menu, select **9060**.
The system displays the Create/View 9060-6 Export Applications page,
- Step 3** Hover over Application type when it is one of the three Replacement type application.
PHIS displays a message with the related application number(s) that the record(s) replaced or are in the process of replacing.
- Step 4** Hover over an application with a status of Replaced or Pending Replacement.
PHIS displays a message with related application number(s) that are being replaced by the selected record.

Export Applicant

You are here: Home > 9060 Applications

Create/View 9060-6 Export Applications

Key Word Search:

Application Type: All Status: All Importing Country: All

Date Range: Two Days One Week One Month Date Range

from 07/08/2020 to 07/08/2020

Search Reset

Number	Application Type	Exporting Establishment	Importing Country	Status	Last Updated	Reviewer	PDF	Ship. Info.	View/Edit	Copy	Delete
0043816	Replacement			Submitted	7/8/20						
0043815	New			Pending Replacement	7/8/20	TUCKER					

Page size: 10 2 items in 1 pages

Download

Figure 88: Detailed Replacement Information from Application Status

Note:

You can also find similar information by hovering over an application with a Type of Replacement, Split, or Consolidated (see Figure 89).

Export Applicant

You are here: Home > 9060 Applications

Create/View 9060-6 Export Applications

Key Word Search:

Application Type: All Status: All Importing Country: All

Date Range: Two Days One Week One Month Date Range

from 07/08/2020 to 07/08/2020

Search Reset

Number	Application Type	Exporting Establishment	Importing Country	Status	Last Updated	Reviewer	PDF	Ship. Info.	View/Edit	Copy	Delete
0043816	Replacement			Submitted	7/8/20						
0043815	New			Pending Replacement	7/8/20						

Page size: 10 2 items in 1 pages

Download

Figure 89: Detailed Replacement Information from Application Type

5.1.1.7 Delete 9060 Applications

Both export roles can delete applications. Most 9060 records can be deleted. Exceptions include rejected applications, approved certificates and those certificates that have been replaced or are currently pending replacement.

- Step 1** Log in to PHIS with either an Export Applicant or Export Broker role.
- Step 2** On the navigation menu, select **9060**.
- Step 3** On the Create/View 9060-6 Export Applications page, select the **Trash Can** icon to delete the selected application.

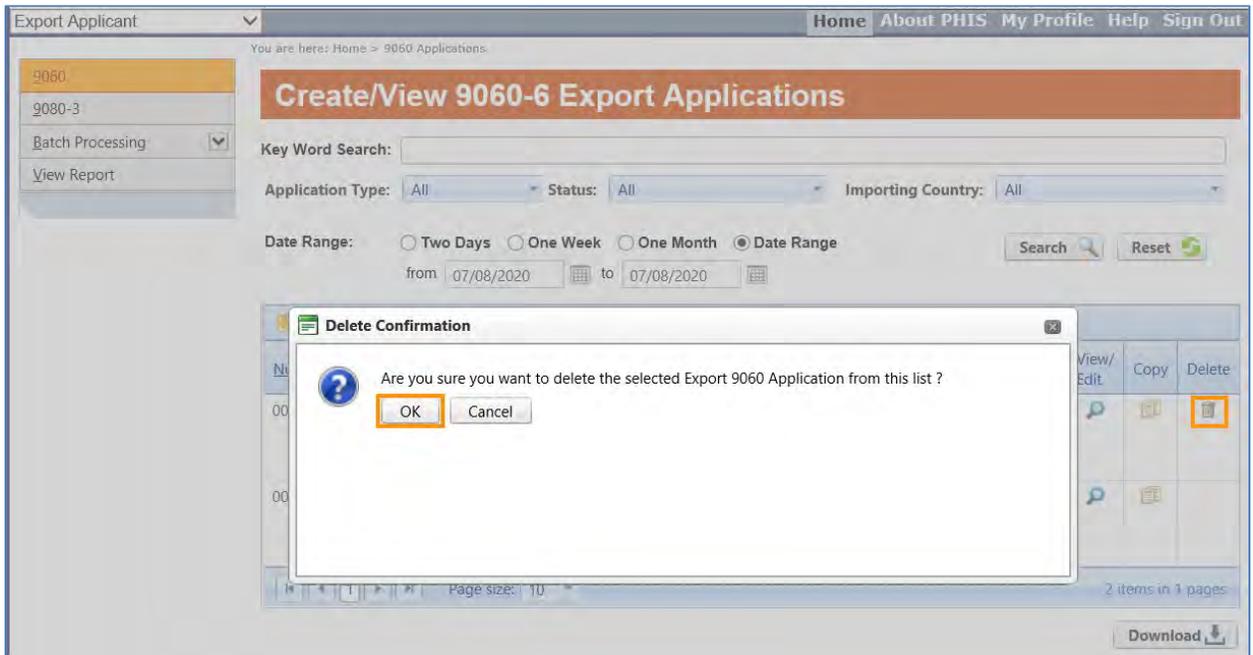


Figure 90: Delete Application

- Step 4** A pop-up window appears asking for confirmation:
- Step 5** Select **OK**.
The page refreshes and the row is removed.

5.1.1.8 Edit 9060 Applications

Both export roles can edit applications. If you want to edit an application that has not been submitted yet, the process is relatively straightforward, and you do not have to unlock the application. When a New application has already been submitted, but the review process by FSIS personnel has not started, all data fields are editable. To make updates, follow these steps:

- Step 1** Log in to PHIS with either an Export Applicant or Export Broker role.
- Step 2** On the navigation menu, select **9060**.
- Step 3** On the Create/View 9060-6 Export Applications page, select the **View/Edit** icon to edit the selected application.
PHIS opens the 9060 application
- Step 4** On the Exporter page, select Unlock Application.

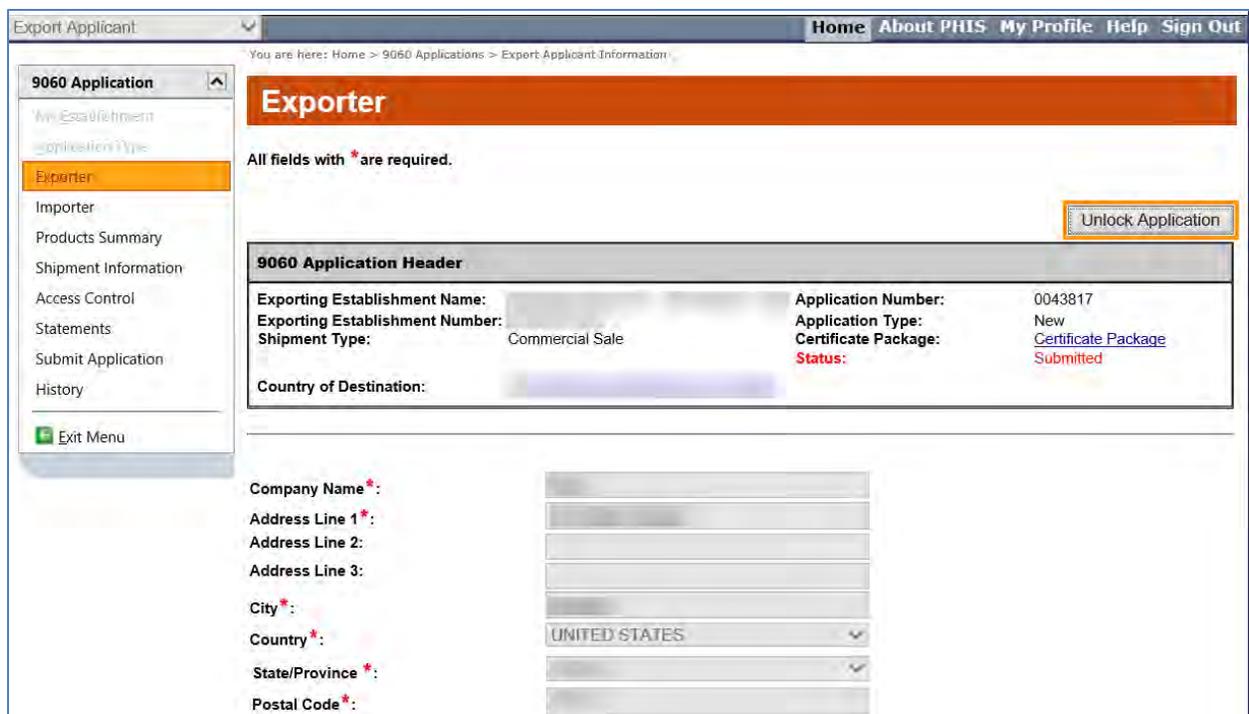


Figure 91: Unlock Application button

Step 5 On the Unlock Application pop-up window, select all the relevant checkboxes and select OK.

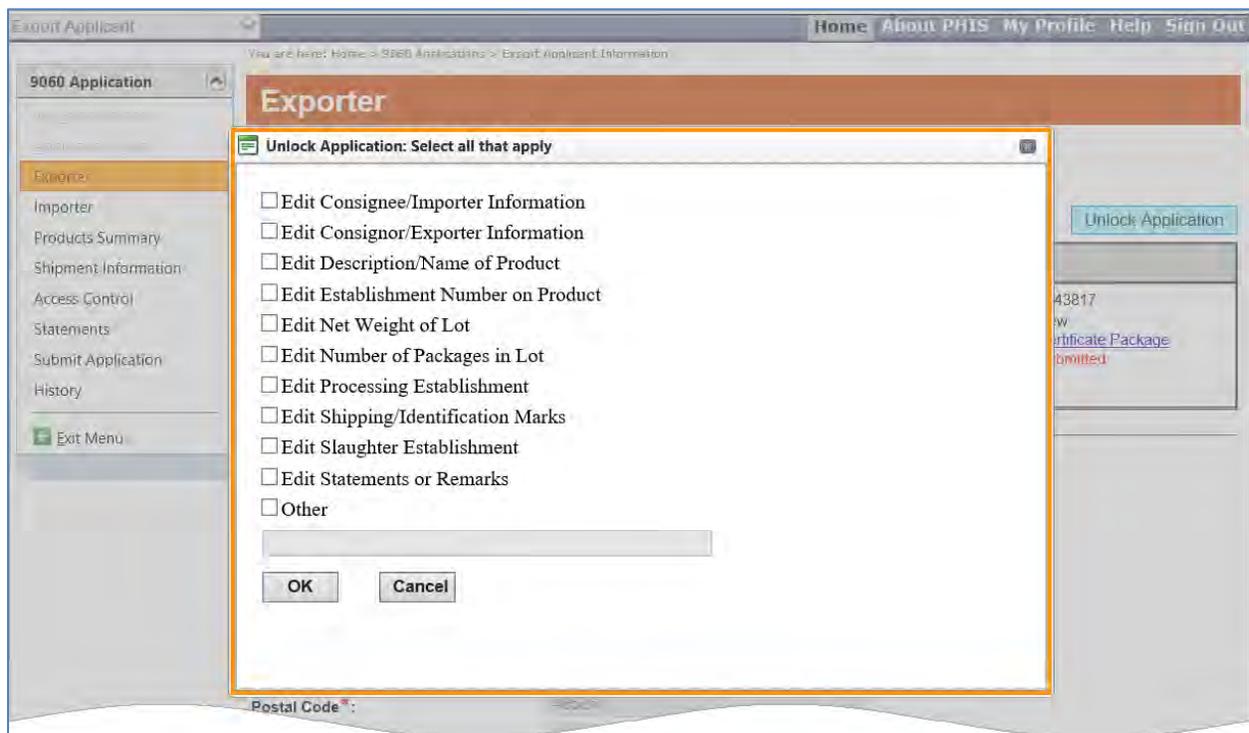


Figure 92: Unlock Application: Select all that apply window

Step 6 The status of the application is updated to Unlocked

- Until the application is re-submitted no further actions may be taken by FSIS to approve application and sign the related export certificate.

Step 7 This action leads you through the same application process as described in Sections 15.1.1.2 and 5.1.1.3. Make edits accordingly.

Step 8 Re-select the Under penalty of law statement.

Step 9 Select **Next**.

Step 10 Continue until you reach the Submit 9060-6 Application page. Select **Review Application Package**.

Step 11 Select **Submit Application**.
The page refreshes and a confirmation message appears.
The application status returns to Submitted.

5.1.1.9 Allowable Edits after the Review Process by FSIS Personnel has Started

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

Statements can be selected, re-ordered, and removed and required statement data added and edited. On the Submit page, PHIS generated statements may be selected and deselected and custom remarks entered can be modified or deleted. Edits are no longer allowed when the status of the record is Pending Upload, Replaced, Pending Replacement, or Approved.

Step 1 Log in to PHIS with the Export Applicant or Export Broker role.

Step 2 On the Create/View 9060-6 Export Applications page, select the **View/Edit** icon to edit the selected application.

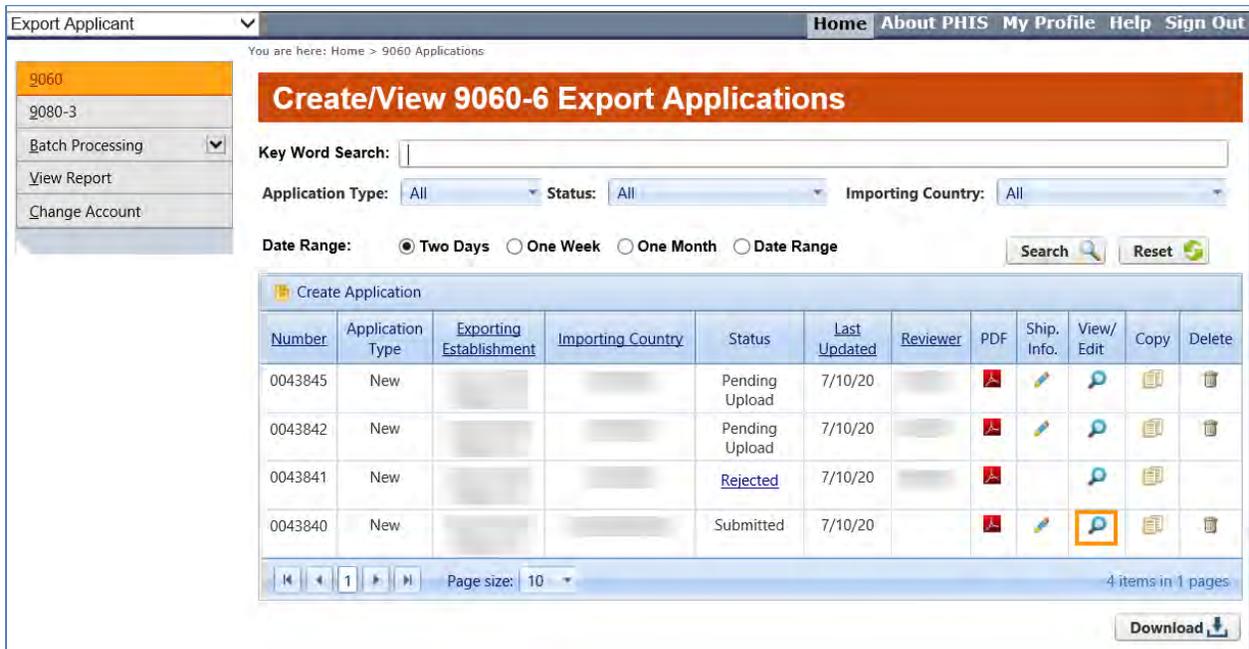


Figure 93: Edit Application

Step 3 PHIS displays the Products Summary page.

Products Summary

This application is currently under review. Only fields that are not grayed out may be edited.

[Unlock Application](#)

9060 Application Header

Exporting Establishment Name:		Application Number:	0043840
Exporting Establishment Number:		Application Type:	New
Shipment Type:	Commercial Sale	Certificate Package:	Certificate Package
		Status:	Submitted
Country of Destination:			

Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf-Stable	Net Weight of Lot	No. of Packages in Lot	Package Type	Est. No. on Product	Edit
FROZEN BONELESS BEEF	Raw - Intact	Beef	Yes	Yes	2370.7000 lbs (0 kgs)	53	Box		
FROZEN BONELESS BEEF	Raw - Intact	Beef	Yes	Yes	45.9000 lbs (0 kgs)	1	Box		

Net Weight*: 2416.6000 kgs

Figure 94: Products Summary page with Unlock Application button

Step 4 Select **Unlock Application**.

Step 5 On the Unlock Application pop-up window, select the Edit Net Weight of Lot checkbox and select **OK**.

The Status of the application is Unlocked and until the application is re-submitted, no further actions may be taken by FSIS to approve application and sign the related export certificate.

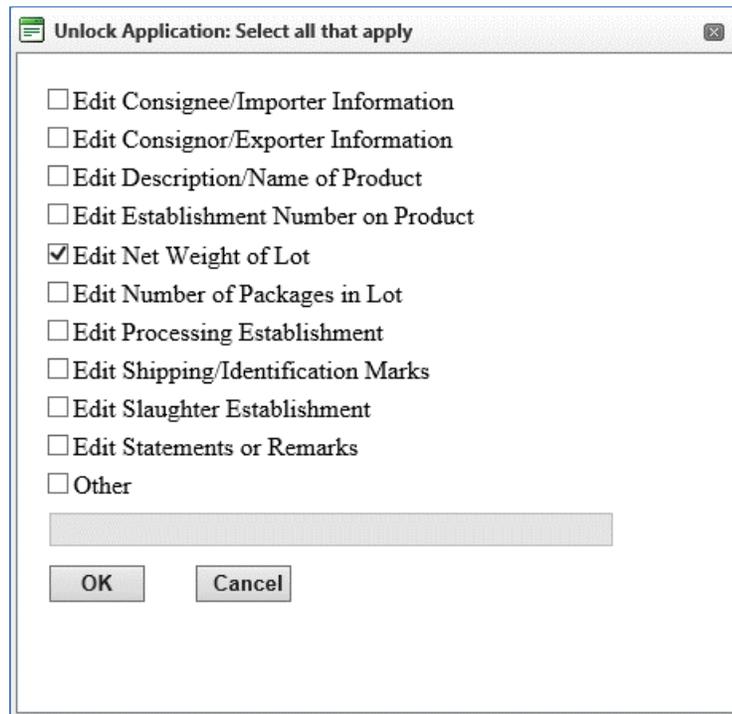


Figure 95: Unlock Application: Select all that apply pop-up window

Step 6

On the Products Summary page, if you need to edit a product record, select the **Edit** icon and go to the next step; otherwise go to Step 9.

The screenshot shows the PHIS Products Summary page for a 9060 Application. The page includes a navigation menu on the left, a header with the application title, and a main content area. A message indicates the application is under review. Below this is the '9060 Application Header' section with details like Exporting Establishment Name, Application Number, and Shipment Type. A table lists two product records with columns for Product Label, HACCP, Species, Maturity, Frozen/ Shelf-Stable, Net Weight of Lot, No. of Packages in Lot, Package Type, Est. No. on Product, and an Edit icon. The 'Total Net Weight' is shown as 2416.6000 lbs.

9060 Application

You are here: Home > 9060 Applications > Products Summary

Products Summary

i This application is currently under review. Only fields that are not grayed out may be edited.

9060 Application Header

Exporting Establishment Name: [Redacted] Application Number: 0043840
Exporting Establishment Number: [Redacted] Application Type: New
Shipment Type: Commercial Sale Certificate Package: [Certificate Package](#)
Status: Unlocked
Country of Destination: [Redacted]

Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf-Stable	Net Weight of Lot	No. of Packages in Lot	Package Type	Est. No. on Product	Edit
FROZEN	Raw - Intact	Beef	Yes	Yes	2371.7000 lbs (0 kgs)	53	Box	[Redacted]	
FROZEN	Raw - Intact	Beef	Yes	Yes	45.9000 lbs (0 kgs)	1	Box	[Redacted]	

Total Net Weight*: lbs kgs

Figure 96: Update Catch Weights on Products Summary page

Step 7 On the Product Details page, edit Product Name, edit the Net Weight of Lot field(s) and Number of Packages in Lot field as applicable.

Step 8 Select **Finish**.

The screenshot displays the 'Product Details' page for a 9060 Application. On the left is a navigation menu with options: My Establishment, Application Type, Exporter, Importer, Products Summary, Shipment Information, Access Control, Statements, Submit Application, History, and Exit Menu. The main content area has an orange header 'Product Details' and a message: 'This application is currently under review. Only fields that are not grayed out may be edited.' Below this is the '9060 Application Header' section with the following details:

Exporting Establishment Name:	Pilgrim's Pride Corporation	Application Number:	0094231
Exporting Establishment Number:	P6638	Application Type:	New
Shipment Type:	Samples	Certificate Package:	Certificate Package
Country of Destination:	IRELAND	Status:	Unlocked

Below the header, a note states: 'All fields with * are required.' The 'Product Information' section contains the following fields:

- Product Name*: Beef Tenderloin
- Product Code: [Empty]
- HACCP Category*: Raw - Non Intact
- Species*: Beef
- Is the Maturity Less than 30 Months: Yes
- Is the Product Frozen/Shelf-Stable*: Yes No
- Marked Net Weight of Lot*: 20 lbs, 20 kgs
- Number of Packages in Lot*: 10
- Package Type*: Box
- Shipping/Identification Marks: [Empty]
- Est. Number on Product*: [Empty] M25

At the bottom right, there are 'Cancel' and 'Finish' buttons.

Figure 97: Edit Product Name and Update Catch Weights on the Product Details page

Step 9 If applicable, on the Products Summary page, edit the Total Net Weight field.

Step 10 Re-select the Under penalty of law statement.

Step 11 Select **Next**.

Step 12 Continue until you reach the Submit 9060-6 Application page.

Step 13 Select **Review Application Submission**.

Step 14 Select **Submit Application**.

The page refreshes and a confirmation message appears and the application status is returned to its prior status.

5.1.1.10 Edit Slaughter Establishment and Processing Establishment on 9060 Application

When the importing country requires slaughter/processing information, you can edit those fields on the Products Summary page even after the approval process has begun as long as the status of the record is **not** Pending Upload, Replaced, Pending Replacement, Rejected, or Approved.

5.1.1.11 Manage Seal, Container and Port of Entry Information

Both export roles can manage seal, container, and port of entry information for export applications.

Unless required by the importing country for approval; seal, container, and port of entry values can be edited regardless of the status of the 9060 record.

If the importing country requires values to be entered prior to approval, once the 9060 is approved, PHIS displays these fields in a read-only format. Values also may **not** be edited if the record has a status of Pending Replacement, Replaced, or Rejected.

Port of Entry field options are available only when related reference data is associated with the Country in PHIS.

To manage seal, container, and port of entry information, follow these steps:

- Step 1** From the navigation menu, select **9060**.
- Step 2** In the Ship. Info. column, select **Edit**.
The Shipment Information window appears.
- Step 3** Edit Container and Seal information accordingly (see Figure 64 and Figure 65).
These are the same fields from the 9060 application data entry process.
Note: Select **Insert** once finished, otherwise PHIS does not save the data.

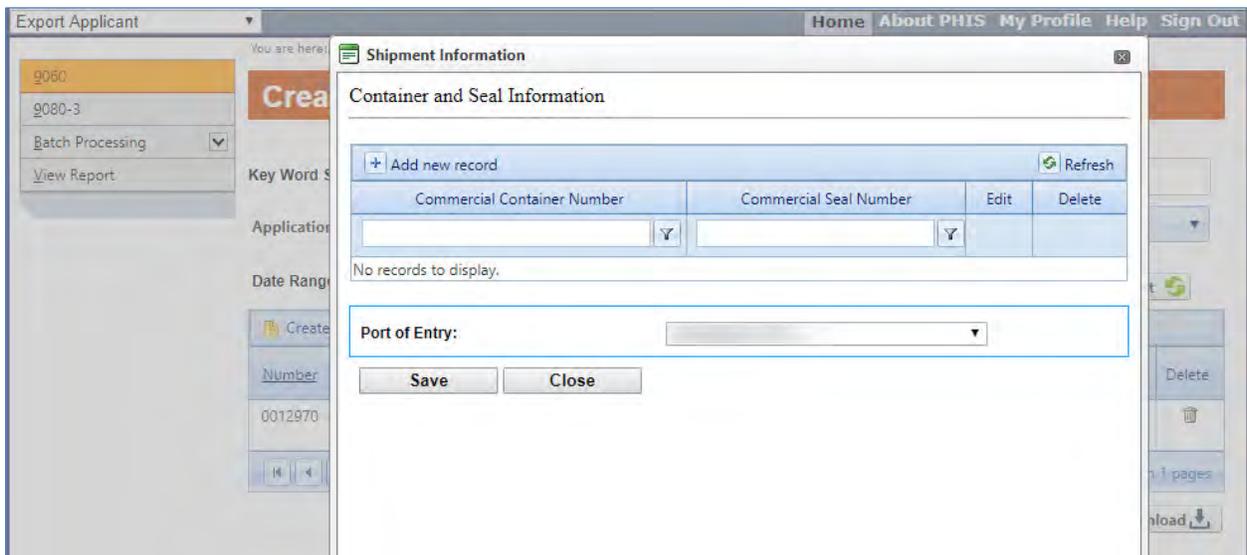


Figure 98: Shipment Information window

5.1.1.12 History page

PHIS displays in a History grid with the user names and date/time stamps associated with the following actions:

- Create Application
- Submit Application
- Unlock Application (+Justification captured)
- Edit Shipment Information

An indicator (B) is also displayed to the right of the action text if the action occurred by the processing of a batch file. The History page is available for records of all statuses.

9060 Application

My Establishment
Application Type
Exporter
Importer
Products Summary
Shipment Information
Access Control
Statements
Submit Application
History
Exit Menu

History

9060 Application Header

Exporting Establishment Name:		Application Number:	0094235
Exporting Establishment Number:		Application Type:	New
Shipment Type:	Commercial Sale	Certificate Package:	Certificate Package
Country of Destination:	ANDORRA	Status:	Submitted
Final Destination Country:	AFGHANISTAN		

User	Action	Justification	Date/Time
Afzal Applicant	Create Application		7/16/2020 10:48:16 AM
Afzal Applicant	Submit Application		7/16/2020 3:16:47 PM
Afzal Applicant	Unlock Application		7/16/2020 3:31:47 PM
Afzal Applicant	Submit Application(B)		7/16/2020 3:34:00 PM
Afzal Applicant	Unlock Application		7/16/2020 3:56:53 PM
Afzal Applicant	Submit Application(B)		7/16/2020 3:57:39 PM
Afzal Applicant	Unlock Application		7/16/2020 5:26:16 PM
Afzal Applicant	Submit Application(B)		7/16/2020 5:26:20 PM
Afzal Applicant	Unlock Application	Edit Slaughter Establishment	7/16/2020 6:03:36 PM
Afzal Applicant	Edit Shipment Information		7/17/2020 4:15:02 PM
Afzal Applicant	Submit Application		7/17/2020 4:15:39 PM

Page size: 20 | 11 items in 1 pages

Previous

Figure 99: History page

5.1.1.13 Copy Data from One Application or Certificate to Create a New Application

The Copy function helps reduce the amount of data entry needed to create new applications. Both export roles can copy an application or approved certificate to create a new application by taking the following steps:

- Step 1** From the navigation menu, select **9060**.
- Step 2** Select **Copy** for an existing record.
- Step 3** On the confirmation window, select **OK**.
PHIS adds a new application with an unsubmitted status added to the top of the 9060 grid.

- Step 4** Select **Edit** for the new application and make the necessary changes. When copying one record to another, PHIS does *not* copy the following data elements:
- The checkmark from the Under penalty of the law statement on the Products Summary page
 - Any checkmarks for Certification Statements on the Products Summary page
 - The Container and Seal Information and Access Control information
 - Supplemental and Supportive documents
- Step 5** On the Products Summary page, accept the Under Penalty of Law statement by selecting the checkbox.
- Step 6** Select the appropriate Certification Statement(s).
- Step 7** Continue until you reach the Submit 9060-6 Application page. Select **Review Application Submission** to review the certificate before submitting.
- Step 8** Select **Submit Application**.
The page refreshes and a confirmation message appears.

5.1.2 Replacements

This section covers the different type of replacements possible in PHIS. Replacements have three types: 1:1 Replacement, Consolidated, and Split. Both Export Brokers and Export Applicants can do replacements. All replacements start with one or more approved certificates and result in one or more applications. If you have paper certificates that you want to replace, the only replacement type available is 1:1 replacement.

5.1.2.1 Replace One Paper Certificate with One Electronic Application

To replace a paper certificate, follow these steps:

- Step 1** On the Application Type page, for the Shipment Type field, select a value from the drop-down list.
- Step 2** For the Application Type, select Replacement from the drop-down list.
- Step 3** Select a reason for replacement from the drop-down list.

The screenshot shows a web application window titled "Export Applicant". The breadcrumb trail is "Home > 9060 Applications > Application Type". The main heading is "Select 9060-6 Export Application". A note states "All fields with * are required." Below this is a "9060 Application Header" section with the following fields: "Exporting Establishment Name:" (blurred), "Exporting Establishment Number:" (blurred), "Application Type:" (set to "None"), "Certificate(s) being replaced:" (blurred), and "Replacement Reason:" (blurred). Below the header are three dropdown menus: "Shipment Type:" (set to "Commercial Sale"), "Application Type:" (set to "Replacement"), and "Why are you replacing this certificate?:" (open to a list of reasons). The reasons list includes: "(Select One)", "Certificate Missing Required Information", "Importer/Exporter Changed", "Importing Country Border Closure", "Incorrect Certificate", and "Lost Certificate". At the bottom right are "Previous" and "Next" buttons.

Figure 100: Reasons for Replacement

- Step 4** Type the certificate number you are replacing. As this certificate was generated outside of PHIS, the format should be three letters and six numbers, for example: MPL123456.
- Step 5** Select **Next**.
- Step 6** Follow the same process as creating a new application.
 - Because this is an application for the approval of 9060 replacement certificate, export users are responsible for typing any required statements in the Required Statements field on the Submit Application page and/or selecting the checkbox associated with PHIS-generated statement (if a Unique Identifier was entered for the Export Mark to be Used on the Exporter page).
 - Export users must upload applicable supplemental and supportive documentation to the replacement application.
- Step 7** Continue until you reach the Submit 9060-6 Application page, select **Review Application Submission**.
- Step 8** Close the PDF window.
- Step 9** Select **Submit Application**.

Step 10 Receive the following Action Required message and select **Yes**, if desired. The page refreshes and a confirmation message appears.

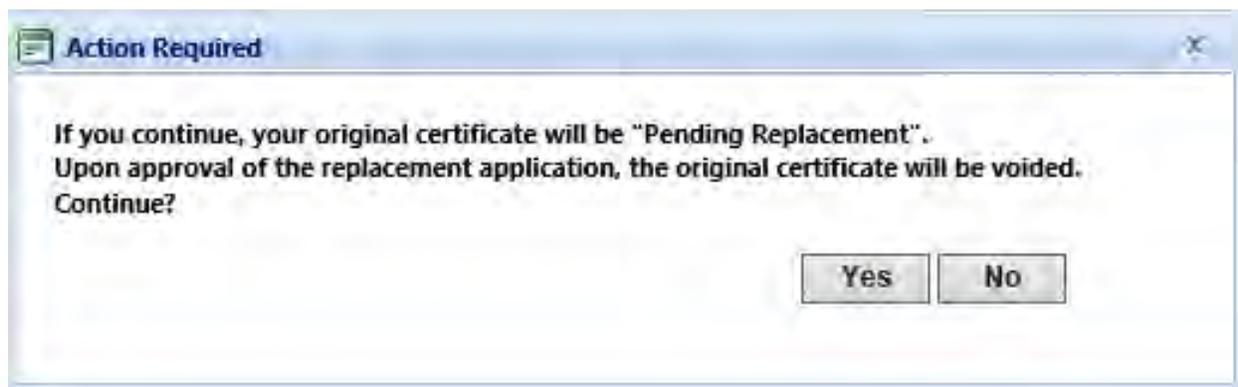


Figure 101: Action Required message

5.1.2.2 Replace One Electronic Certificate with an Electronic Application

To replace a certificate that was originally created in PHIS, follow these steps:

- Step 1** On the Application Type page, for the Shipment Type field, select a value from the drop-down list.
- Step 2** For the Application Type field, select Replacement from the drop-down list.
- Step 3** Select a reason for replacement from the drop-down list.
- Step 4** Type the certificate number being replaced. The certificate being replaced must have an approved status.
- Step 5** Select **Next**.
- Step 6** At this point, the process is similar to creating a new application, but most fields are pre-populated and editable.
 - A link to the approved certificate being replaced appears in the 9060 application header.
 - The Export Mark to be Used data is copied over to the replacement application from the original approved certificate and displays as a read-only value.
 - Total Net Weight value(s) do not transfer.
 - The PHIS-Generated Statements per Importing Country or Importing Country/Species combination do not transfer to replacement type applications from the original certificate. To include such statements, select **Statements** from left menu and select from the available Statement options.

- Step 7** On the Product Details page, the only editable fields are Product Name, weight and number of packages.
Please note:
- You cannot add more product than what was on the original certificate.
 - You can enter a value in lbs field at the product level, even if it was not completed on the original approved certificate. The system validates only that the value you typed is positive.
 - You can enter a value in the kgs field at the product level, even if it was not completed on the original approved certificate. The system validates only that the value you typed is positive.
- Step 8** On the Products Summary page, enter appropriate values into the available Total Net Weight value fields.
- You cannot enter into the Total Net Weight field values greater than those values recorded on the original approved certificate.
 - If a value was added to the kgs field at the product level that was not part of the original approved certificate, you need to type a value in the Total Net Weight kgs field. The system validates only that the value you typed is positive.
 - If a value was added to the lbs field at the product level that was not part of the original approved certificate, you need to type a value in the Total Net Weight lbs field. The system validates only that the value you typed is positive.
- Step 9** Accept the Under Penalty of Law statement by selecting the checkbox.
- Step 10** You may now move through the rest of the application and make any necessary edits.
- The PHIS-Generated Statements per Importing Country or Importing Country/Species combination do not transfer to replacement type applications from the original certificate. To include such statements, select **Statements** from left menu and select from the available Statement options.
 - Because this is an application for the approval of 9060 replacement certificate, export users are responsible for either typing any required statements in the Required Statements field on the Submit Application page and/or selecting the checkbox associated with PHIS-generated statement.
 - Supplemental and Supportive documents attached to the application submitted with the application for the originally approved certificate do not transfer to the Replacement application. As needed, users must upload applicable supplemental and supportive documentation to the replacement application.
- Step 9** Select **Review Application Submission** to review the certificate before submitting.
- Step 10** Close the PDF window.

- Step 11** The Submit Application button is enabled, select **Submit Application**.
- Step 11** Receive the Action Required message (Figure 101) and select **Yes**, if desired. The page refreshes and a confirmation message appears.

5.1.2.3 Consolidate Multiple Certificates to One Application

To consolidate two or more electronic PHIS certificates, follow these steps:

- Step 1** On the Application Type page, for the Shipment Type field, select a value from the drop-down list.
- Step 2** For the Application Field, select Consolidate from the drop-down list.
- Step 3** Select a reason from the drop-down list for this replacement.
- Step 4** Type the Certificate Numbers you are consolidating.
Note: Separate the numbers with a comma without spaces.

Figure 102: Completed Fields for Consolidation

- Step 5** Select **Next**.
- Step 6** At this point, the process is the similar to creating a new application, but most fields are pre-populated and editable.
- PHIS displays a link to the approved certificates being replaced appears in the 9060 application header.
 - The Export Mark to be Used data is copied over to the consolidated application from the original approved certificates and cannot be edited.
 - Total Net Weight fields on the Products Summary page are not pre-populated.
 - PHIS-Generated Statements per Importing Country or Importing Country/Species combination do not transfer.
- Step 7** On the Product Details page, the only editable fields are Product Name, weight and number of packages. Please note:

- You cannot add more product than what was on the original certificate.
- A value can be entered into the kgs field associated with product(s) even if it was not completed on the original approved certificate.
- If a value is entered into the previously empty kgs field, the system validates only that a positive value has been entered.

Step 8 There is no way to add or delete product lots from the Products Summary grid during the consolidation process.

Step 9 On the Products Summary page, enter appropriate values into the available Total Net Weight value fields.

- A user cannot enter into the Total Net Weight field values greater than the summed values per weight unit recorded on the original approved certificates.
- However, if a value was added to the kgs field at the product level that was not part of any of the original approved certificates, values must also be entered into the Total Net Weight kgs field.
- The system validates only that the value entered into a previously empty kgs field is positive.

Step 10 Accept Under Penalty of Law statement by selecting the checkbox.

Step 11 You may now move through the rest of the application and make any necessary edits.

- The PHIS-Generated Statements per Importing Country or Importing Country/Species combination do not transfer to replacement type applications from the original certificate. To include such statements, select **Statements** from left menu and select from the available Statement options.
- Because this is an application for the approval of consolidated 9060 approved certificates, you are responsible for either typing any required statements in the Required Statements field on the Submit Application page and/or selecting the checkbox associated with PHIS-generated statement.
- Supplemental and Supportive documents attached to the application submitted with the application for the originally approved certificates do not transfer to the Consolidated application. As needed, users must upload applicable supplemental and supportive documentation to the replacement application.

Step 12 Select **Review Application Submission** to review the certificate before submitting.

Step 13 The Submit Application button is enabled. Select **Submit Application**.

Step 14 Receive a variation of the Action Required message (Figure 101) and select **Yes**, if desired.
The page refreshes and a confirmation message appears.

5.1.2.4 Split One Certificate to Multiple Applications

To split one electronic PHIS certificate into two or more applications, follow these steps:

- Step 1** On the Application Type page, for the Shipment Type field, select a value from the drop-down list.
- Step 2** For the Application Type, select Split from the drop-down list.
- Step 3** Select a reason for doing the replacement.
- Step 4** Type the Certificate Number you are replacing and enter the number of new applications you want to create.
PHIS displays a grid based on your entry and the product information of the original approved certificate.

Click on the weight or packages column cells to edit.							
Splits	Product Name (Code)	Species	Weight (lbs)	Weight (Kg)	Packages	Package Type	Est Number on Product
Split: 1; Export Establishment Name: <input type="text"/>							
	FROZEN CHICKEN LEG QUARTERS ()	Chicken	0	0	0	Case	P165H
Total weight for new Application 1 *			<input type="text"/> lbs.	<input type="text"/> kgs.			
Split: 2; Export Establishment Name: <input type="text"/>							
	FROZEN CHICKEN LEG QUARTERS ()	Chicken	0	0	0	Case	P165H
Total weight for new Application 2 *			<input type="text"/> lbs.	<input type="text"/> kgs.			
Split: 3; Export Establishment Name: <input type="text"/>							
	FROZEN CHICKEN LEG QUARTERS ()	Chicken	0	0	0	Case	P165H
Total weight for new Application 3 *			<input type="text"/> lbs.	<input type="text"/> kgs.			
Total:	FROZEN CHICKEN LEG QUARTERS()		0	0	0		
			of 57000	of 25849.5	of 1425		

Figure 103: Split Application Product Data Entry Grid

- Step 5** Divide up product as desired by weight and number of packages and enter the values into the Weight, Package and Total Net Weight fields for each new application.
 - For your convenience, previous weight and package totals are listed by product at the bottom of the grid. PHIS tracks your entries as they are assigned to the proposed applications based upon the original weight and package values of the approved certificate.
 - If a value was added to the kgs field at the product level that was not part of the original approved certificate, you need to type a value in the Total Net Weight kgs field. The system validates only that the value you typed is positive.
 - If a value was added to the lbs field at the product level that was not part of the original approved certificate, you need to type a value in the Total Net

Weight lbs field. The system validates only that the value you typed is positive.

- Values entered cannot total to a value greater than those associated with the original approved certificate.

Step 6 Select the pencil icon to the right of the Export Establishment Name field to select the appropriate Export Establishment Number for each application.

Step 7 Select **Next**.
Upon selecting Next, PHIS compares the entered values to the values on the original certificate and one of the following happens:

- If the value(s) you entered per product on each application add up to an amount greater than that of the source certificate, PHIS displays the following message and you must adjust the values entered in order to proceed:



Figure 104: Exceeds the Values of the Original Certificate Message

- If the value(s) you entered per product on each application add up to an amount less than that of the source certificate, PHIS displays the following message. Select **Yes** to continue or select **No** to go back and adjust the values entered for each proposed application.

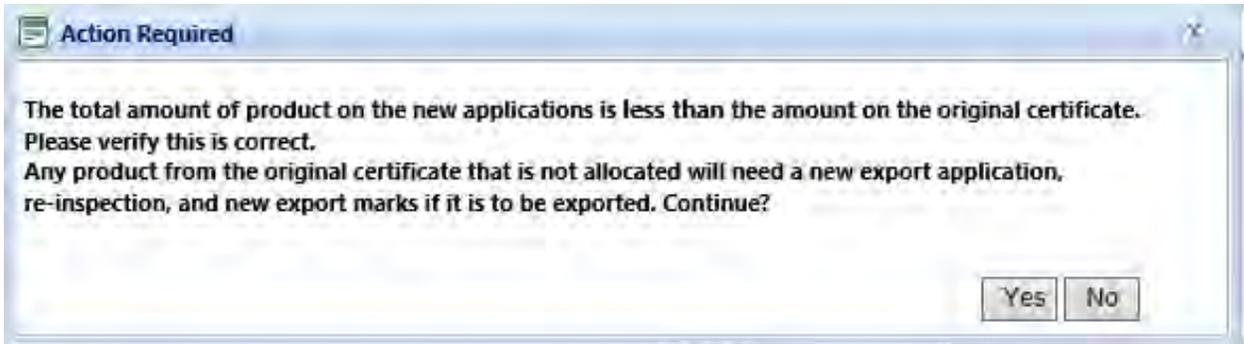


Figure 105: Values Entered are Less than those on the Original Certificate

- If the value(s) you entered per product on each application add up the exact amounts on the source certificate, PHIS does not display a message (go to the next step).

Step 8 PHIS refreshes the page and displays a list of the system-generated remarks. Select the associated checkbox(es) to include the remark(s) on the Application and Certificate.

Step 9 If applicable, type any required statements in the Required Statements field on the Submit Application page.
(PHIS does not copy any Required Statements from the original approved certificate to the resulting split applications.)

Step 10 Once satisfied, you have two buttons from which to choose from: Finish or Submit.

- If the Finish button is selected, PHIS creates the requested number of applications with the defined values, but the resulting applications have a status of Unsubmitted and can be immediately edited from the 9060 grid.
- If the Submit button is selected, PHIS creates the requested number of applications with the defined values and the resulting applications have a status of Submitted.

Notes:

- If you edit any of the resulting applications, PHIS displays a link to the approved certificate that is being split in the header of the 9060 application.
- PHIS does not transfer the Supplemental and Supportive documents that were attached to the application for the originally approved certificate to the Replacement applications. As needed, you must edit the replacement applications and upload applicable supplemental and supportive documentation.
- PHIS does not transfer any of the PHIS-Generated Statements per Importing Country or Importing Country/Species combination from the original approved certificate. To include such statements, you must edit the replacement applications, select **Statements** from the left menu and then select the applicable statements.

5.1.3 Batch Export

PHIS includes option for processing a batch of export applications. An applicant can create data files for upload to PHIS, initiating the application process.

This process allows for:

- Creation of applications by individual XML files
- Creation of application packages that include the XML file(s) and associated supplemental documentation in PDF format, placed in a *.zip file
- Creation of applications by individual Excel files
- Creation of application packages that include the Excel file and associated supplemental documentation in PDF format, placed in a zip file

Once the files are successfully uploaded, processed, and submitted, FSIS personnel review the applications as they do manually entered applications.

There are two options for loading the files to PHIS:

- Machine-to-machine (XML or Zip files that contain XML and PDF files only)
- Through the PHIS Interface (XML, Excel, Zip files that contain XML and PDF files, or Zip files that contain Excel and PDF files)

These options provide flexibility for different establishments and for various corporate structures.

For more information, see the *PHIS Industry Export Batch User Guide*.

5.1.4 9080-3 Applications

5.1.4.1 Export Applicant: How to Create/View 9080-3 Applications

Only certain countries require establishments to have approved 9080-3 Applications in order to export product and only the Export Applicant role can create them. To create and view a new 9080-3 application as an Export Applicant, follow these steps:

- Step 1** Log in to PHIS with the Export Applicant role.
- Step 2** From the left navigation menu, select **View 9080-3**.
- Step 3** On the Create/View Establishment Application for Export page, select **Create Application**.
- Step 4** On the Select Establishment page, select the **House** icon associated with the desired Establishment.
- Step 5** On the General Information page, enter the required data and select **Next**.
- Step 6** For the Category of Product section, enter 9080-3 related data and select **Next**.

The screenshot shows the 'Establishment Application For Export' page. The left navigation menu is visible with 'Product Information' selected. The main content area has an orange header 'Establishment Application For Export' and a 'View Report' link. Below the header are three sections, each with a 'Check All' checkbox and a list of options:

- Category of Product:** Check All, EGG PRODUCTS, MEAT, OTHER.
- Type of Operation(s):** Check All, BONING/CUT-UP, COLD STORAGE, GRINDING, OTHER, PROCESSING, SLAUGHTER.
- Class of Product(s) To Be Exported:** Check All, 03B RAW PRODUCT-GROUND, 03C RAW PRODUCT-NOT GROUND, 03D THERMAL PROCESSED/COM. STERILE, 03E NOT HEAT TREATED-SHELF STABLE (S.S), 03F HEAT TREATED-SHELF STABLE, 03G FULLY COOKED/NOT SHELF STABLE, 03H HEAT TREATED/NOT FULLY COOKED-NOT S.S, 03I PRODUCT WITH SECONDARY INHIBITOR-NOT S.S.

At the bottom, there is a 'Species' field.

Figure 106: Product Information page

- Step 7** On the Establishment Application for Export page, add an attachment by selecting **Add New File**.
- Step 8** Select **Browse** to locate the file and then select **Open**.

Step 9 Fill in the Document Title field and select **Upload**.

Step 10 After all the necessary files are uploaded and the application is complete, select **Submit**.

Step 11 Select **OK** to confirm that you want to submit the application.
A confirmation message appears.

Step 12 Select **Exit Menu**.

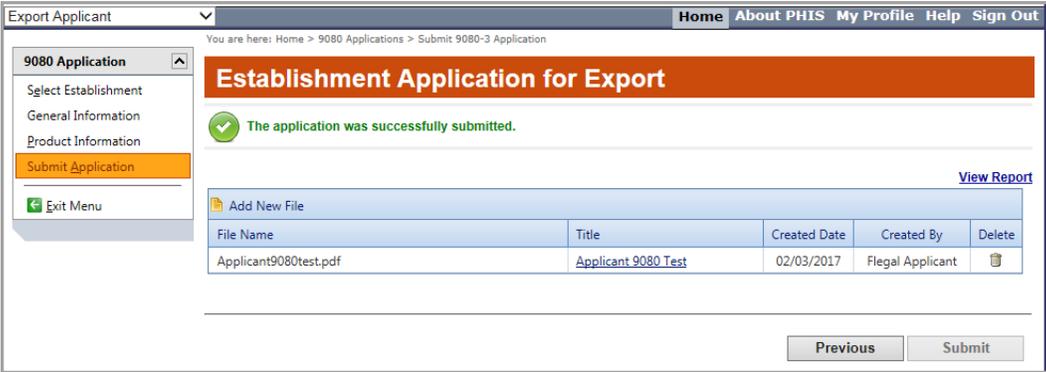


Figure 107: Confirmation Message for Submitting 9080-3 Application

