

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

FSIS DIRECTIVE	5600.1	6/19/09
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**CLEARANCE AND POSTING OF DATA ANALYSES FOR
THE FSIS INTERNET WEB SITE**

I. PURPOSE

This directive sets out the Food Safety and Inspection Service's (FSIS) procedure for obtaining clearance to post data analyses to the FSIS Internet Web site. An Agency employee who has completed a data analysis is to obtain clearance in accordance with this directive before submitting the material to the Office of Public Affairs and Consumer Education (OPACE) Web Services Staff (WSS) for posting. This procedure is necessary to ensure that the posted data are accurate, and that their posting is consistent with FSIS policies and with the Office of Management and Budget guidelines.

II. [RESERVED]

III. [RESERVED]

IV. REFERENCES

Policy and style guidelines for developing web content are contained in the "*USDA Web Style Guide*" and "*FSIS Web Style Guide*."

V. BACKGROUND

The Data Analysis and Integration Group (DAIG) within the Office of Data Integration and Food Protection is responsible for conducting and integrating data analyses across FSIS and ensuring that data analyses performed within the Agency are conducted in a manner that is consistent with FSIS policies and OMB guidelines. DAIG develops technical data analysis reports to address specific issues. These reports are cleared for posting to the FSIS Web site in accordance with this directive. As described below, when appropriate, DAIG is also responsible for coordinating the clearance and release of data analyses conducted by other FSIS personnel.

VI. CLEARANCE PROCESS

A. Data - No Analysis

1. Some data may be appropriate for posting without an analysis, for example, the results of FSIS microbiological and chemical testing of meat, poultry, and egg products and the quarterly enforcement report.

2. Program areas that want to post such data to the FSIS Web site without analysis may do so if the posting is approved by the program's Assistant Administrator and by the Office of the FSIS Administrator.

3. Once appropriate clearance is obtained, the program area is to send the document to the WSS Outlook mailbox to request posting. The e-mail message is to include a statement that the program's senior management and the Administrator cleared the document and is to request a date by which WSS will post it. If there is a deadline for posting, the program area representative is to specify this date in the request.

4. The WSS will determine where to post the document on the Web site. Once the WSS representative posts the document, he or she is to e-mail the program representative and the Chief of Staff a link to the document.

B. Data Analysis and Data Analysis Reports – DAIG Generated

The DAIG is to follow the clearance process below when it conducts a data analysis and leads the effort to prepare a report for posting on the FSIS Web site:

1. The DAIG is to work with subject matter experts from the appropriate FSIS program areas to prepare and review the data analysis document. The DAIG is also to seek and obtain independent scientific peer review on documents such as technical reports, as appropriate.

2. If two or more program areas contribute to a data analysis, and the DAIG is one of these program areas, then the DAIG will be responsible for obtaining clearance of the report before it is posted on the FSIS Web site

3. When the DAIG leads the data analysis, clearance is necessary from the AA of the Office of Data Integration and Food Protection, the AA of the OPI, the AA of OPACE, the AA of OPPD, the AA of OFO, and the Office of the Administrator before the documents can be posted to the Web.

4. The DAIG is to e-mail the document to the appropriate Assistant Administrators, the Chief of Staff and the Office of the Administrator to request review and clearance. In the e-mail, the DAIG is to include a description of the document and request that the review be completed within 1 week.

5. Once the DAIG receives all clearances, it is to e-mail the document to the OPACE/WSS mailbox in Outlook with a courtesy copy to the OPACE/CPA mailbox. The DAIG is to include in the e-mail a statement that senior management in the OPIs cleared the document and to specify a date by which WSS should post the analysis.

6. The WSS is to determine where to post the document on the Web site. Once the WSS representative posts the document, he or she will e-mail to the DAIG and the Chief of Staff a link to the document.

C. Data Analysis and Data Analysis Reports Not Generated by the DAIG

1. The FSIS Data Analysis Project Matrix

<https://inside.fsis.usda.gov/fsis/emp/static/global/offices/tSpace/dcc/dccAnalysis/dccAnalysis.jsp> lists all analyses that the Agency is conducting and identifies the FSIS program area with lead responsibility for each analysis. If a program other than DAIG is identified as conducting a data analysis, for example, study reports and risk assessment reports prepared by the Office of Public Health Science (OPHS), then all AAs will need to clear the analysis before it is submitted for posting.

2. The WSS is to determine where to post the document on the Web site. Once the WSS representative posts the document, he or she is to e-mail the appropriate program representative the link to the document.

Direct questions regarding this directive through supervisory channels.



Assistant Administrator
Office of Policy and Program Development