PHIS: Industry (Video Vignette)

Storyboard: On **Screen Text** will be in bold throughout and *Narrated Text* will be italicized. The **Numbered Concepts** will indicate the break between the screen slides.

Outline: The video will be broken down into 7 sections for creating chunks of video segments in Adobe Captivate, which will then be compiled into one final product at the end of the video vignette.

Section 1) Introduction
Section 2) USDA eAuthentication/Local Registration Authority
Section 3) Enrollment Requests
Section 4) Respond to NR
Section 5) Respond to MOI
Section 6) View Report
Section 7) Closing

**Section 1 Introduction**

**Concept 1**
**Title:** PHIS: Industry
*Narration:* Welcome to PHIS Industry. PHIS stands for the Public Health Information System and now Industry customers can complete certain tasks online through our web-based system.

**Concept 2**
**Title:** Overview

**Concept 3**
**Animated Text:**
USDA eAuthentication
Establishment Administrator & Plant Manager User Enrollment
Respond to Noncompliance Record (NR)
Respond to Memorandum of Interview (MOI)
Inventory of Standard Reports

*Narration:* This feature will overview USDA eAuthentication requirements, establishment administrator and plant manager user enrollment, inspection notifications such as responding to noncompliance records (NR), memorandum of interviews (MOI), and an inventory of standard reports.
Section 2 USDA eAuthentication

Concept 1
Title: USDA eAuthentication

Animated Text:
You need a Level 2 USDA eAuthentication Account to access PHIS

Animation: Highlight over “Create a Level 2 Customer Account
Narration: Access to PHIS is controlled by the USDA’s eAuthentication system. You need a Level 2 USDA eAuthentication account to use PHIS.
Concept 2:
Title: Validate with a Local Registration Authority

Animation: Highlight Middle Box on Screen
Narration: A requirement for obtaining Level 2 USDA eAuthentication is verifying your identity with a Local Registration Authority, also known as LRA.

Concept 3:

Narration: For more information on obtaining a Level 2 USDA eAuthentication account and finding a Local Registration Authority, visit the USDA eAuthentication website at http://www.eauth.egov.usda.gov

Section 3 Enrollment Requests

Concept 1

Title: Establishment Administrator: User Enrollment

Animated Text: Establishment Administrators manage PHIS users who have the Plant Manager or Establishment Administrator Role. The first person in an establishment who will use the Establishment Administrator Role must be added to the PHIS Establishment Profile by FSIS In-Plant Personnel. IPP will need the First Name, Last Name, and email address associated with the Establishment Administrator’s Level 2 eAuthentication account. After this is complete, the individual can accept an online invitation and enroll in PHIS. Once enrolled, he or she can log on to the
system and specify up to two other Establishment Administrators. Only Plant Managers can respond to NRs and MOIs or view reports.

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Concept 2
Title: FSIS Enrollment Welcome Page

Welcome to the FSIS Enrollment Application!

Patrick Henry,
Your FSIS account was not found. An account is required to access FSIS applications. There are a few ways to enroll. The first enrollment option is the preferred way. Review available options below.

Enroll by Accepting Invitation
You are designated as a company's FSIS Application User Administrator. Click Accept Industry Invitation below to accept the invitation. Follow the on-screen instructions.

* Accept Industry Invitation...

Enroll by Submitting Enrollment Request
Click Submit Enrollment Request to run the Enrollment Request wizard. You will be notified when your request is approved or denied.

* Submit Enrollment Request...

Animated Text: https://phis.fsis.usda.gov/enrollment
Animation: Highlight Accept Industry Invitation
Narration: To accept an invitation and activate your PHIS account, complete the following steps:
First, Open a web browser and go to https://phis.fsis.usda.gov/enrollment
Next, Log in to PHIS with your Level 2 USDA eAuthentication user ID and password.
On the Enrollment Welcome page, click Accept Industry Invitation.

Concept 3
Title: Industry Invitation – Disclaimer Page

Animation: Highlight I Agree, followed by Continue
Narration: On the Industry Invitation – Disclaimer page, read the disclaimer and select the box next to I Agree. Then, click Continue.
Concept 4  
**Title: Industry Invitation Page**

**Animation:** Highlight Establishment Number Field, then Lookup, then Create Account

**Narration:** In the Establishment Numbers field on the Industry Invitation page, type the establishment number for the establishment for which you will be the Establishment Administrator. You can also click **Lookup** to search for your establishment. The number must match exactly, including any suffixes. For example, if your establishment number is M123S, you would type the letter M, the numbers 123, and the letter S with no spaces and no punctuation. Then, you would click **Create Account**.

Concept 5  
**Title: Establishment Administrator: User Management**

**Animated Text:** Establishment Administrators manage user accounts for their establishment and conduct tasks such as approving or denying enrollment requests and adding or removing roles. Establishment Administrators are responsible for managing user accounts for their establishment. This responsibility includes approving or denying enrollment requests and adding or removing roles. Establishment Administrators can assign the Plant Manager or Establishment Administrator roles to users of their establishment.

Concept 6  
**Title: How to Manage User Requests**

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

**Narration:** Users in your establishment may request changes to their PHIS accounts using the Requests feature. As the Establishment Administrator, you can respond to the requests by completing a few steps.
Concept 7
Title: How to Manage User Requests

Animation: Highlight Manage Requests, Edit Icon, and then Reject, followed by Approve.
Narration: First, log in to PHIS with your Level 2 eAuthentication user ID and password. Ensure your role is Establishment Administrator. From the navigation menu on the left side of the page, click Manage Requests. Next, click the Edit icon next to the request you want to review. The Request page appears and you can review the request, make changes to it, or approve/reject it. Review the request and make any changes to the user’s profile, such as assigning a role or removing a role, if necessary. Click 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. If you want to approve the request, click Approve.

Concept 8
Title: Plant Manager: User Enrollment

Animated Text: In order to use PHIS to respond to noncompliance records, appeal noncompliances, or view reports, you need the Plant Management role.

Narration: In order to use PHIS to respond to noncompliance records, appeal noncompliances, or view reports, you need the Plant Management role. There are two ways the Plant Management role can be assigned: a user in your establishment with the Establishment Administrator role assigns it to your account, or you submit an enrollment request and your establishment administrator approves the request.
Concept 9
Title: FSIS Enrollment Welcome Page

Animated Text: https://phis.fsis.usda.gov
Animation: Highlight Submit Enrollment Request
Narration: To activate your PHIS account and request a role for the first time you must complete the following steps. Open a web browser and go to https://phis.fsis.usda.gov. Log in to PHIS with your Level 2 eAuthentication user ID and password. On the Enrollment Welcome page, click Submit Enrollment Request.

Concept 10
Title: FSIS Enrollment Request Wizard (Step 1)

Animation: Highlight Next
Narration: On the FSIS Enrollment Request Wizard Step 1 page, click next.
Concept 11
Title: FSIS Enrollment Request Wizard (Step 2)

Animation: Highlight Domestic Account and then Next
Narration: On the Step 2 page, in the Account Type field, select “Domestic” and click Next.

Concept 12
Title: FSIS Enrollment Request Wizard (Step 3)

Animation: Highlight Plant Management and then Next
Narration: On the Step 3 page, in the Role field, select Plant Management and click Next.
Animation: Hover over text boxes, click find, click select icon next to establishment and click next.
Narration: On the Step 4 page, enter filter criteria to find the establishment and click Find.
Click the Select icon next to the Establishment and click Next.
Concept 14
Title: FSIS Enrollment Request Wizard (Step 5)

Animation: Hover over account information fields and click next.
Narration: On the Step 5 page, complete optional user account information and click Next.

Concept 15
Title: FSIS Enrollment Request Wizard (Step 6)

Animation: Hover over comment field and click next.
Narration: On the Step 6 page, add optional comments and click Next.
**Concept 16**

**Title: FSIS Enrollment Request Wizard (Step 7)**

*Animation: Highlight to read page data and click finish.*

*Narration: On the Step 7 page, verify that all the information is correct and click Finish.*
Title: Enrollment Request Summary

Animation: Highlight yellow information box.

Narration: After you submit the request, the enrollment request summary appears. Your establishment administrator must approve your request before you will be able to use PHIS.
**Section 4 Respond to NR**

**Concept 1**  
**Title:** Respond to Noncompliance Record (NR)

*Animation: Highlight Inspection Verification > Respond to NR.*

*Narration: Log in to PHIS with your Level 2 eAuthentication user ID and password. Once on the Plant Management Homepage, from the left menu, select Inspection Verification > Respond to NR.*

**Concept 2**  
**Title:** Plant Management Respond to NR Page

*Animation: Highlight grid with red arrows.*

*Narration: The system displays the list of noncompliance records that have been recorded by the FSIS Inspector for your establishment. Click the red arrow in the grid for any noncompliance record that you want to review. The Plant Management Response page appears.*
Concept 3
Title: Plant Management Response Page

Animation Part 1: (Focus on comments box and radio buttons in top half). Hover over comments box and the accept and appeal radio buttons.

Narration: On the Plant Management Response page, you have the option to select the Accept FSIS's decision option or the Appeal option.

Animation Part 2: (Focus on bottom half). Highlight comments box, Hover over Save and then Submit.

Narration: After you have selected the appropriate option and typed your comments, click Save.

A confirmation message appears. When you are ready to submit your response to FSIS, click Submit. On the dialog box, confirm whether you want to submit the record. If you have accepted the decision and submitted your response, the record is now locked and the process is over. If you have appealed the decision and submitted your response, the record is now locked until FSIS personnel respond. PHIS returns you to the NR List page. To go to the Home page, click Home in the menu.
Concept 1
Title: Respond to Memorandum of Interview (MOI)

Animation: Highlight Inspection Verification > Respond to MOI.

Narration: To respond to a Memorandum of Interview (MOI) record, complete the following steps: Log in to PHIS with your Level 2 eAuthentication user ID and password. Once on the Plant Management Homepage, from the left menu, select Inspection Verification > Respond to MOI.

Concept 2
Title: Plant Management Respond to MOI
**Concept 3**  
**Title: Plant Management Response Page**

Animation: Highlight grid with red arrows.  
Narration: Click the red arrow in the grid for any MOI record that you want to review. The Plant Management Response page appears.

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Animation: Hover over Comments Area, Save and then Submit. Hover over Home in the menu.  
Narration: On the plant management response page, you can type in comments in draft mode before you submit them. After you have typed in your comments, the comments can be saved in a draft status by pressing Save. The record is not submitted and will not be available for the inspectors to view. When you are ready to submit your response to FSIS, click Submit.

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, click OK; otherwise, click Cancel. If you select OK, the record will then be submitted (locked) and available for the inspectors to view. To go to the Home page, click Home in the menu.
Concept 1
Title: Inventory of Standard Reports

Animation: Hover over View Report (left menu and then Run (next to Industry Establishment Profile)
Narration: Users with the Plant Management role can view and save standard reports. To view and save reports, complete the following steps: From the left menu, click view report. The Inventory of Standard Reports page appears. Click Run. The report opens in a new window where you can export the report as an Adobe PDF file.

Concept 2
Title: Reports User Interface
**Animation 1:** Hover over top menu bar, and then hover the save icon, the print icon, and the arrow down.
**Narration:** The Reports User Interface contains the reports menu bar, which includes the document menu where you can save the report as an Adobe PDF document, the Print feature opens the report in Adobe Acrobat Reader so you can print it, and the Pages feature allows you to click the arrows to navigate between pages.

**Animation 2:** Highlight entire grey left navigation pane.
**Narration:** The navigation pane includes page thumbnails, bookmarks and search.

**Animation 2:** Highlight entire report center content
**Narration:** The report content area shows the report output.
Concept 3-5
Title: Industry Establishment Profile Report

Animation: Scroll through 3 pages of the screenshots of the industry establishment profile report.
Narration: The following is an example of an industry establishment profile report in detail.
United States Department of Agriculture
Food Safety and Inspection Service

Industry Establishment Profile for P

District Number | Circuit Number | Establishment ID | Status | HACCP Size | Inspection Area (Sq. ft.)
---|---|---|---|---|---
| | | | Active | Large | 

<table>
<thead>
<tr>
<th>Inspection Activities</th>
<th>Exemptions</th>
<th>Establishment Jurisdiction</th>
<th>Food Defense Plan?</th>
<th>Recall Plan?</th>
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Poultry Processing; Certification - Export; Poultry Slaughter | None | Federal | Yes | Yes |

HACCP Processes

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<thead>
<tr>
<th>HACCP Category</th>
<th>Volume (lbs/day)</th>
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<tbody>
<tr>
<td>Raw - Intact</td>
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<tr>
<td>Raw - Non Intact</td>
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<tr>
<td>Slaughter</td>
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Grants

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<tr>
<th>Grant Type</th>
<th>Grant Status</th>
<th>Last Application Type</th>
<th>GOI Edit Date</th>
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Poultry | Granted | Change of Ownership | |
| Poultry | Granted | New | |
| Voluntary | Granted | Change of Ownership | |
| Voluntary | Granted | New | |

Operating Schedule

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<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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<th>End Time</th>
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Pre-Op Time

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<th>Wed</th>
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<th>End Time</th>
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Addresses

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<th>City, State</th>
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<tbody>
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<td>FSIS Inspection Office Mailing Address</td>
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<td></td>
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<tr>
<td>Laboratory Sample Supplies Address</td>
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<td></td>
</tr>
<tr>
<td>Venue Mailing Address</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Venue Physical Location</td>
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Parent Company

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<tr>
<th>Name</th>
<th>Form of Organization</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation</td>
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Last Refresh Date: 12/02/2013
### Primary Plant Contacts

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<thead>
<tr>
<th>Contact Type</th>
<th>Name</th>
<th>Phone</th>
<th>Establishment Contact Primary Email Address</th>
<th>Establishment Contact Comments</th>
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</thead>
<tbody>
<tr>
<td>HACCP Coordinator</td>
<td></td>
<td></td>
<td></td>
<td>Night Shift QA</td>
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<td>HACCP Coordinator</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Plant Manager</td>
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<tr>
<td>Plant Manager</td>
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<tr>
<td>Regulatory Manager</td>
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### Shift: 1

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<th>HACCP</th>
<th>Economic/Wholesomeness</th>
<th>Other Requirements</th>
<th>Food Defense</th>
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<tr>
<td>Generic E. coli Verification</td>
<td>Hazard Analysis Verification</td>
<td>Child Nutrition/Grade Labeling/Declared Count/2101</td>
<td>Export Certification (V)</td>
<td>Food Defense - Processing/Manufacturing</td>
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<tr>
<td>Operational SSOP Record Review</td>
<td>Poultry Zero Tolerance Verification</td>
<td>General Labeling/2101</td>
<td>Other Inspection Requirements</td>
<td>Food Defense - Shipping and Receiving</td>
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<tr>
<td>Operational SSOP Review and Observation</td>
<td>Raw Intact HACCP</td>
<td>General Labeling (V)</td>
<td>PHV-Export Certificate Data</td>
<td>Food Defense - Storage Areas</td>
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<tr>
<td>Pre-Op SSOP Review and Observation</td>
<td>Slaughter HACCP</td>
<td>Poultry Finished Product Standards</td>
<td>PHV-Export Certificate Data (V)</td>
<td>Food Defense - Water Systems</td>
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<td>SPS Verification (V)</td>
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<td>X Percent (%) Solution</td>
<td>PHV-Export Certificate Data</td>
<td>Food Defense - Water Systems</td>
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Last Refresh Date: 12/02/2013
United States Department of Agriculture  
Food Safety and Inspection Service

Shift: 2

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<tr>
<th>Sanitation</th>
<th>HACCP</th>
<th>Economic/Wholesomeness</th>
<th>Other Requirements</th>
<th>Food Defense</th>
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<td>Generic E. coli Verification</td>
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<td>Child Nutrition/Grade Labeling/Declared Count/</td>
<td>Export Certification</td>
<td>Food Defense - Processing/Manufacturing</td>
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<td>Export Certification (V)</td>
<td>Food Defense - Shipping and Receiving</td>
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<td>Raw Intact HACCP</td>
<td>General Labeling (V)</td>
<td>Other Inspection Requirements</td>
<td>Food Defense - Storage Areas</td>
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<td>Pre-Op SSOP Record Review</td>
<td>Review of Establishment Data</td>
<td>Labeling - Product Standards</td>
<td>PHV-Export Certificate Data (V)</td>
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<tr>
<td>Pre-Op SSOP Review and Observation</td>
<td>Slaughter HACCP</td>
<td>MSS; MSP; PDBFT; PDPFT; PDCB; PDCP; AMRS</td>
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<tr>
<td>SPS Verification</td>
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<tr>
<td>SPS Verification (V)</td>
<td>Poultry Finished Product Standards</td>
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<td></td>
<td>Poultry Good Commercial Practices</td>
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<tr>
<td></td>
<td>X Percent (%) Solution</td>
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Hazard Analysis

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<tr>
<td>Raw - Non Intact</td>
<td></td>
<td></td>
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<tr>
<td>Slaughter</td>
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Slaughter Lines

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<tr>
<th>Shift</th>
<th>Line Name</th>
<th>Class</th>
<th>Slaughter Systems</th>
<th>Inspection Systems</th>
<th>Max Speed</th>
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The Establishment Management User Guide provides detailed instructions on how to use PHIS.

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