Inspection Program Personnel Egg Products

PHIS QUICK REFERENCE GUIDE

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PHIS Menu and Home Page

PHIS User Interface

1. Banner - With the exception of the PHIS logo, this banner appears on all USDA web pages
2. Role - Displays the user’s current role. Certain users may be assigned multiple roles and can change roles using this selection list.
3. Navigation Menu - Appears on many PHIS pages; menu options depend upon user role
4. Smart links - Appears at the bottom of every page; links to additional resources
5. Welcome statement - Appears on all PHIS pages; indicates the user’s name and the user’s current role
6. PHIS logo - Appears on all pages within the PHIS system
7. Sign Out - Sign Out logs the user out of PHIS. The other items on this bar, other than “Home” are under construction.
8. Header - Appears on every PHIS page; indicates the functionality being displayed in the context area. Includes “breadcrumbs” which show the page navigation that was followed to reach the current page and which enable the user to navigate back to previous pages.
9. Content Area - Central to all PHIS screens, this area of the screen provides the functionality needed to enable the user to perform a task within PHIS

Logging into PHIS

1. Egg product inspectors (EPIs) may access PHIS by clicking Start>FSIS Applications>Inspection Assignments>PHIS>PHIS Online.
2. In addition, access to PHIS is controlled by the USDA’s eAuthentication (eAuth). To access PHIS, the EPI may type https://phis.FSIS.usda.gov/ in the browser. Your browser will be re-directed to the LincPass or the eAuthentication login screen
3. Enter your LincPass PIN or User ID and Password
4. Click the “Login” button
5. Once you successfully login, the PHIS Home page will be presented.

PHIS Home Page

1. The PHIS Home Page provides a point of entry to PHIS
2. The Home Page is customized so each user sees information that is relevant to the user’s role and assignments
3. The red arrow provides an alternative way to access system functions
4. Inspector Role Home Page:
   a. The Inspector’s Home Page has three tabs: My Dashboard, My Establishments and My Inspections and Samples
   b. The My Dashboard tab is displayed and has three widgets: Alert Message, My Tasks, and Smart Links

Navigating PHIS – Menus

There are several ways to navigate PHIS:

*Menus* – Items in the Navigation Menu may implement a hierarchy of links; thus, clicking 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 clicked, cause a PHIS functional page to be presented in the Content Area.

*Breadcrumbs* – The breadcrumb shows the page navigation that was followed to reach the current page and which enable the user to navigate back to previous pages or directly to the PHIS Home page.

*Links* – The user can get additional information or can initiate an action by clicking on an action icon, within a displayed table.

*Hyperlinks* – direct the user to another site for additional information.

*Common Objects* – PHIS uses certain objects and screen formats in many places. Some Include:

- Data List Grids and Grid Controls
- Commonly Used Icons and Buttons
  - House
  - Edit
  - Print
  - Trash can
  - Drill down icon

- Text Edit window – there are several useful tools available in the text editor section to create notes for an establishment. Put a cursor over each tool icon at the top of the text box to view the function of the icon. The icons are similar to the Microsoft Word processing software and should look familiar.
• Disabled (Grayed) Items – The information in disabled sections is read-only and cannot be updated by inspectors.
• Pages without Save Buttons are also information view only. Use the cancel or go back button to return to the previous page.

**Navigation menu** - includes

• Establishment Profile
• Coverage Assignments
• Task Calendar
• Inspection Verification
• Sample Management
• View Report
• Animal Disposition – does not apply to egg products inspection
• 9060 Workflow Task List - Available for Front-line Supervisor Role

**Logging Off of PHIS & Time Outs**

1. Click on “Sign Out” at the top of the page when you are done with your PHIS session
2. When the inspector does not conduct/perform activities in PHIS for more than 20 minutes PHIS becomes idle and he/she must re-log into PHIS. To save time and effort, save the information immediately or often to avoid re-entering data in PHIS. Some PHIS pages have “auto save” feature. Inspectors can enable this feature at 5 minute intervals up to 20 minutes. Information is saved automatically at the selected time interval.
3. PHIS generate a time out message. If PHIS is non-responsive to the action performed by the inspector, you will be given an option to click Log in to PHIS to get back in. Or simply close the browser and reopen a browser for a new session.

**Workflow and Assignments**

Much of the PHIS access control is based upon a user’s Assignment. This includes functionality that is not applicable to the CSI role. Some facts about Assignments:

• An Assignment may have multiple inspectors
• An inspector may be in multiple Assignments
• When an inspector is in multiple Assignments, some PHIS pages (for example, Task Calendar) will require the inspector to select a single Assignment
Note: In PHIS the CSI role is the default role. Although the egg products inspectors (EPI) are not CSI, because of PHIS, their role is expected to be a CSI since this is a system restriction (PHIS do not have FI-Eggs Inspection role).

Home Page

Home Page Features

Home Pages are customized for each user role and can be reconfigured for each role by an administrator.

Each tab features widgets. Widgets come in two formats; data grid and link list. Additional widgets will be developed over time.

Three tabs are on the Inspector’s Home Page.

- My Dashboard – three widgets: Alerts, My Tasks, and Smart Links
- My Establishments – four widgets: My Establishments, Non-Compliance Record, FSA, and Appeals
- My Inspections and Samples – three widgets: Inspection Agenda, Inspection Note, and Lab Sample Collection

My Dashboard Tab

Features: My Dashboard Tab

- All dashboard widgets will display 5 records at a time by default.
- Alerts provide real time alerts of pending and/or urgent information. Alerts are generated automatically by PHIS based on data and events and are coordinated with e-mail distributions.
- My Tasks summarizes scheduled domestic inspection, sampling, import and export tasks. It includes items on Task Calendar as well as work flow items not on the calendar (i.e., import, export, FSA etc.).
- Smart Links to external web pages – smart because they are customized for each user’s role.

Features: Alerts Widget

Follow alert links to view details.
• Email and dashboard alerts lead to text descriptions of critical information such as inspection tasks to schedule.
  o An administrative user defines a list of alerts and triggering criteria.
  o Users target the alerts they receive to be relevant, e.g., pertaining to assigned establishment.
  o Reset priorities or initiate actions based on the information.
  o Click on the alert title to see more information regarding this message.
  o Click on the “Mark as Read” button when finished reviewing the notification.
  o After the alert is marked as read, the inspector must click the “Show All Alerts” link to review the alert again. Inspectors can hide all read alerts by clicking the “Hide Read Alerts” link.
  o Click on the date, establishment name, or title to filter chronologically or alphabetically.

When the Show All Alerts button is selected and there are several alerts, they may be displayed on multiple pages. To view other pages, user should increase the number of alerts per page. This is done by entering the desired number of alerts in the Page Size box and clicking on Change. For example, enter 10 in the Page Size box, select Change, and the page will refresh showing 10 Alerts on that page.

If the user wishes to advance the page, they should click on the particular page number they desire, such as 4 to reach page 4 of the list of Alerts, or click the right-facing arrow to get to the next page, or the last page arrow to get to the last page. User can also click the left-facing arrow to get the previous page, or the first page arrow to get to the first page. User may need to guess about what page they need to find the exact alert they need.

Note: There are several locations in PHIS where the page size change and page advance or backward buttons are available.

Features: My Tasks Widget

View a list of scheduled tasks (domestic inspection and sampling tasks) in the Task Calendar or workflow tasks for the inspector.

• Click red arrow on specific task to open access to Inspection Results.
- Create/Edit NR or access details by clicking on the active tabs.

**Features: Smart Links Widget**

Easy access to relevant information pertaining to Inspections:

- FSIS Administrative Regulations Index
- FSIS Directives
- FSIS Notice Index
- Federal Register Publications and Related Documents
- Authorizing Statutes
- Emergency Management Policies
- Federal Grant of Inspection Guide
- Inspection Announcements
- Processing Establishments & Inspection Workforce

**My Establishments Tab**

**Features: My Establishments Tab**

Access Establishment details.

- Access general information about your establishments.
- Access Non-Compliance Records resulting from inspections.
- Food Safety Assessments (FSA) being conducted at establishments.
- Establishment-specific applications and appeals.

**Features: My Establishments Widget**

Access a summary view of the Establishments at the Homepage. The inspector is not able to edit information in the Establishment Homepage.

- Click on the “My Establishments” tab on the Home page
- In the “My Establishment” box click arrow to access specific establishment
  - Click on an open category header (e.g., “Basic”) to hide its details.
  - Click a closed category header (e.g., Products) to reveal its details.
- Use the Home breadcrumb to return to the Home page.
Features: Noncompliance Record Widget

Access Non-Compliance Record via My Establishments tab.

- Click the red arrow to view and edit details of the Non-Compliance Record as desired.

Features: FSA and Appeals Widgets

Access a summary view of the FSA and Appeals. FSAs are not routinely conducted in egg processing establishments.

- Click on the red arrow to access appeal information.

My Inspections and Samples Tab

Features: My Inspections and Samples Tab

Access to Inspection Agenda and Inspection Note web pages.

- Click on the red arrow and appropriate tab or link to edit and complete establishment meeting agendas and inspection notes at each respective widget.

Access Lab Sample Collection information as it becomes available for the inspector.

Features: Inspection Agenda Widget

Access to Inspection Agenda pages:

- Click on a red arrow to view the details of the Establishment Inspection Agenda.

Features: Inspection Note Widget

Click on the drop down box on the right hand side of the screen to select Inspection Notes within desired date ranges.

Access to Inspection Notes page:

- Click on a red arrow to review the Inspection Notes pertaining to the establishment. Edit or complete the information displayed on the page. If you did not write this note, you will receive an error message telling you that.
- Use the available tools at the top and bottom of the text box section as desired.
**Features: Lab Sample Collection Widget**

Click on the Status drop down box to select Lab Sample Collection status.

Access to Lab Sample Collection pages:
- Click on the red arrow to review the details of the lab sample collection data.
- Click on the “small” arrow (left column) to review the lab sample analysis results.

**Establishment Profile**

**Establishment Profile Overview**

Profile submenus include:
- Select Establishment
- Grants & Approvals
- Profile Summary
- Contacts
- General
- Operating Schedule
- Facility
- HACCP – does not apply to egg products
- Products
- Equipment – does not apply to egg products
- Inspection Tasks
- Slaughter – does not apply to egg products
- Profile Questionnaire
- Training

Egg products inspectors (EPI) are responsible for keeping the profile information up-to-date and accurate. FSIS Directive 5030.2 provides instructions regarding how to maintain the profile for egg products plants.

EPI keep the profile up-to-date by performing the “Update Establishment Profile” task by reviewing the profile information, verifying inspection tasks under the establishment’s
inspection task list are applicable and no tasks are missing, updating the establishment profile as needed and ensuring data accurately reflects the establishment’s operations.

**Accessing Establishment Profile**

For specific policy information and instructions, EPI should review and follow Directive 5030.2 for PHIS Establishment Profile in egg products plants.

**Log In to PHIS**

1. CSI Home page Dashboard (default tab) is presented.
2. Click “**Establishment Profile**” in left **Navigation Menu**. Individual links to pages are presented under the Establishment Profile menu button.
3. Click “**Select Establishment**” submenu in left **Navigation Menu**. This will enable the EPI to indicate the establishment whose profile is to be accessed. The EPI may access profile from any PHIS establishment via the “Search” tab (default tab).

**Note:** When entering the establishment number, do not include any 0s at the beginning of the number. For instance, if the establishment is number 42, only enter 42 in the box. If the establishment has a suffix, such as 42L, enter 42L. The G prefix for egg plants should already be there. Do not remove it.

**Quick way to browse for an establishment**

Under the Search tab:

1. Type the **establishment name** in the “**Name**” box.
2. Click the “**Search**” button. Results are presented below the search criteria and it enables CSI to search for an establishment based on profile attributes. Click on the establishment name in the search results and an “**Establishment Profile**” summary is presented.
3. Click the “X” in the upper right corner of the pop-up window to close the window and return to the Search tab on the Select Establishment page.
4. Click on the “house” icon for the establishment to view the establishment’s home page; no edits to the profile can be done on the Establishment’s Home page.
Shortcut to access an Establishment Home Page in the CSI’s assignment

1. Click “My Establishments” tab label.
2. Click the “house” icon associated with CSI’s assignment to access the selected establishment’s home page; to edit the profile the EPI uses the left Navigation Menu-Establishment Profile sub-menu options.

Establishment Home Page

The “Establishment Home Page” has several panels. The “Basic” panel contains information which is of interest to a broad range of PHIS users. It provides the following information:

- Profile information
- Information maintained via other PHIS modules (e.g., Resource Management)
- Information from the FSIS data warehouse
- Inspection activities which PHIS determines based upon the grant information. A lot of PHIS functionality uses this information so it is important that the CSI ensures its accuracy.
- Contacts (e.g., President, General Manager). The CSI determines necessary information for Contacts.

Products panel

The “Product” panel presents the product groups in the Finished Product categories (FPC – always will be Egg Products) under which the establishment produces product. This section reflects the product group information, which must be filled in the establishment profile – products page, to generate appropriate inspection tasks and must include the average daily production volume with the number of days of production. Also, the volume tab must be filled in to generate inspection tasks. This volume needs to represent the total volume of FPC’s for the process category.

Reports panel

The “Reports” panel provides direct links to reports related to the establishment. EPI may access and print the Establishment Profile Report from the link in this section.

Personnel panel

The “Personnel” panel provides information related to IPP assignments including FSIS Office Telephone and Office Fax numbers, In-Plant Personnel, Rotations, Approved Hours of
Operations which is maintained in a different PHIS module i.e., Resource Management. If information is incorrect, CSI are to inform their supervisor.

**Noncompliance Records panel**

The “Noncompliance Records” panel presents the NRs that have been issued to the establishment. The NR may be viewed by clicking on the NR number hyperlink.

**Food Safety Assessments panel**

The “Food Safety Assessments” panel presents information about FSAs performed for the establishment. FSAs are rarely conducted in egg processing facilities.

**Laboratory Sampling panel**

The “Laboratory Sampling: panel presents information about FSIS sampling only (not establishment sampling).

“Sample Projects” shows the type of samples being collected at the establishment. The Sample Projects grid identifies the sampling verification projects that apply to the establishment. If an applicable project code is not listed, then that type of sample is not being collected which could be due to inaccurate information on the establishment profile. This should prompt CSI to review establishment profile.

The “Sample History” provides a history of the sampling that has occurred at the establishment. To see the Lab Result Report, click the “small” arrow in the left column.

**Types of Inspection panel**

The “Types of Inspection” panel presents information about the mandatory and voluntary FSIS inspection which has been approved for the establishment.

**Grants and Approvals**

On the Left Navigation – Establishment Profile menu, click the Grants and Approvals submenu to access the “Grant/Voluntary Reimbursable Service” page.

The “Grant/Voluntary Reimbursable Service” page provides access to information from the Application for Federal Inspection (AFI) (form 5200-2) and the Application for Voluntary Reimbursable Service (AVRS) (Form 5200-6). This page is not editable by the CSI. The “Edit” icons in the grids provide access to the AFI and AVRS pages which support grant status and VRS
status and override of operating status. The Operating Status is for the establishment as a whole and setting the Operating Status to “Inactive” will have the effect of preventing any “actions” for the establishment. For example, all inspection tasks will be removed (on the next day). CSIs cannot override the Operating Status, but should review the information. If any information is incorrect, CSI are to inform the district office.

**Profile Summary**

This is information similar to what is found in the Establishment Home page if the name of the establishment is selected from the My Establishment tab by clicking the house icon.

On the Left Navigation – Establishment Profile menu, click the “Profile Summary” submenu to access the “Establishment Home Page”. This page has a number of panels similar to the ones described above.

**Contacts**

On the Left Navigation – Establishment Profile menu, click the “Contacts” submenu to access the “Plant Contacts” page. Access a list of Establishment contacts or a list of FSIS Personnel by clicking on the tabs.

1. Click the **Add new Contact** link on the Establishment tab to add a new contact. To edit existing contacts click on the **Edit** icon. To delete a contact click on the **Trash can** icon.
2. “Plant Contacts” page is presented. Contacts may have overlapping attributes, e.g., more than one contact may be the establishment’s “Emergency Contact”. Duplicate contacts may exist and if information is missing, CSI should ask on-site establishment management for the information.
3. **Enter the establishment contact information** (example only):

<table>
<thead>
<tr>
<th>Position:</th>
<th>select</th>
<th>President / General Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>check</td>
<td>Emergency Contact</td>
</tr>
<tr>
<td>First Name:</td>
<td>type</td>
<td>Sam</td>
</tr>
<tr>
<td>Last Name:</td>
<td>type</td>
<td>Hawthorne</td>
</tr>
<tr>
<td>Telephone:</td>
<td>type</td>
<td>7072123651</td>
</tr>
<tr>
<td>Fax:</td>
<td>type</td>
<td>7072124444</td>
</tr>
<tr>
<td>Email 1:</td>
<td>type</td>
<td><a href="mailto:Sam@hollandpoint.com">Sam@hollandpoint.com</a></td>
</tr>
<tr>
<td>Shifts:</td>
<td>select</td>
<td>All</td>
</tr>
<tr>
<td>Is primary contact</td>
<td>check</td>
<td>if applicable</td>
</tr>
</tbody>
</table>
Is after-hours contact check if applicable
Comments: type Owner

**NOTE:** Required elements (e.g., Position) are marked with an asterisk in the label element attributes. The type element consists of a set of checkboxes which one or more boxes may be selected. Integers only may be entered for the {Telephone, Fax, Mobile} elements. Telephone extension appears incorrect when entered on the details page, but it is properly displayed on the Contacts page; {Email 1, Email 2} must be in the standard format.

4. Click the “Save” button

**FSIS Personnel tab**

The purpose of the “FSIS Personnel” tab is to list all personnel in an assignment which includes the establishment. This is a read only page.

**General**

On the Left Navigation – Establishment Profile menu, click on the “General” submenu to access the “General” page. The following tabs are presented:

**Establishment Tab**

The purpose of the “Establishment” tab provides general information related to the establishment or facility. Some information on this page is read only. However, various addresses may be added, edited, or deleted. The mailing address cannot be deleted. New addresses and changes to addresses are made by clicking on “Add new Address” or the “Edit” icon for the address to be modified. Information is to be entered on the “Edit Plant Address” page and saved.

Lab sample supplies mailing address and FSIS Inspection Office mailing address must be included. These may be the same address as already shown, but must be entered as separate addresses. Address Line 1 is not the same as the company name. It must be a street or PO address. For the lab sampling supplies address, it must be a street address.

**Ownership tab**

The purpose of the “Ownership” tab is to present information from the applicant section of the “Application” panel of the AFI / AVRS page. This is a read only page.
**Jurisdiction tab**

The purpose of the “Jurisdiction” tab is to identify the government organization which performs inspection of food products at the establishment. The multiple agencies option is used when FDA or AMS perform functions at the establishment. National School Lunch Program provider data may be also entered.

**Note:** Be sure one of the boxes is checked as this drives the task distributor to list all sanitation tasks on the task list for that establishment.

**Exemptions tab**

The purpose of the “Exemption” tab is to identify the exemptions from FSIS inspection that apply to the establishment. Multiple exemptions may be selected depending on the exemptions granted. CSI should not modify any information on this page. The tab is intended to be used by District personnel only.

**Other tab**

The purpose of the “Other” tab is to collect information about the establishment which does not fit on any page or tab. The following categories are presented on this page: Plans (recall and food defense), Miscellaneous, List of Establishment DBA Names and FSIS.

**Operating Schedule**

On the Left Navigation – Establishment Profile menu, click the “Operating Schedule” submenu to access the “Operating Schedule” page. Four tabs are presented.

**Approved Hours of Inspection tab**

This tab presents the nominal hours that FSIS has approved for inspections to be performed at the establishment. The operating schedule is recorded as part of the AFI approval process, and inspections performed outside of the approved hours are overtime. CSI can not edit this page.

**Pre-Op Inspection tab**

The purpose of the “Pre-Op Inspection” tab is to list the times when establishment is usually ready for FSIS personnel to perform pre-operational inspection. CSI who are unfamiliar with the establishment may use this information to determine when to arrive. Note: The grid may
be empty. In reviewing times, CSI may notice that existing times are incorrect or a time is missing for a specific department or processing area in the establishment, e.g., Breaking Room. Click “Add new” link in grid to add a new time, click edit icon (pencil icon) to edit an existing time or click delete icon to delete an existing time.

**Edit Pre-Op Inspection Time**

1. Click the “Pre-Op Inspection” tab label. Pre-Op Inspection tab is presented.
2. Click the “edit” icon. Schedule details are presented in the Edit Pre-op Inspection Times page.
3. Enter the changed pre-operational information (example only):

<table>
<thead>
<tr>
<th>Area Name:</th>
<th>type</th>
<th>Transfer Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>select</td>
<td>Daily</td>
</tr>
<tr>
<td>Shift:</td>
<td>select</td>
<td>Shift 1</td>
</tr>
<tr>
<td>Days:</td>
<td>check</td>
<td>Tue, Wed, Thu</td>
</tr>
<tr>
<td>Start:</td>
<td>type</td>
<td>6:45 AM</td>
</tr>
</tbody>
</table>

4. Click the “Save” button. Modified pre-op inspection time is presented in the grid.
5. Click “Add new Pre-op Inspection Time”. Schedule details are presented
6. Enter the new pre-operational information (example only):

<table>
<thead>
<tr>
<th>Area Name:</th>
<th>type</th>
<th>Breaking Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>select</td>
<td>Daily</td>
</tr>
<tr>
<td>Shift:</td>
<td>select</td>
<td>Shift 1</td>
</tr>
<tr>
<td>Days:</td>
<td>check</td>
<td>Mon, Tue, Wed, Thu, Fri</td>
</tr>
<tr>
<td>Start:</td>
<td>select</td>
<td>7:00 AM</td>
</tr>
<tr>
<td>End:</td>
<td>type</td>
<td>7:30 AM</td>
</tr>
</tbody>
</table>

7. Click the “Save” button. New pre-op inspection time is presented in the grid.

**Break Time tab**

The purpose of the “Break Time” tab is to list the times when establishment personnel take breaks and includes lunch. Note: The grid may be empty. In reviewing times, CSI may notice that existing times are inappropriate, e.g., establishment uses a flexible break schedule, and lunch time is missing for a specific department or processing area. Click “Add new” link in grid to add a new time, click “edit” icon (pencil icon) to edit an existing time or click delete icon to delete an existing time.
1. Click the “Break Time” tab label. Break Time tab is presented
2. Click “Add new Break Time”. Schedule details are presented in the Edit Break Time page.
3. **Enter the new break time information** (example only):

<table>
<thead>
<tr>
<th>Area Name:</th>
<th>Type</th>
<th>Breaking Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift:</td>
<td>Select</td>
<td>Shift 1</td>
</tr>
<tr>
<td>Days:</td>
<td>Check</td>
<td>Mon, Tue, Wed, Thu, Fri</td>
</tr>
<tr>
<td>Start:</td>
<td>Type</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>End:</td>
<td>select</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>Comments:</td>
<td>type</td>
<td>Lunch</td>
</tr>
</tbody>
</table>

4. Click the “Save” button. New break time is presented in the grid.
5. To delete an existing break time, click the “delete” icon. A confirmation dialog is presented.
6. Click the “OK” button. Existing break time is deleted

**Seasonal Tab**

The purpose of the “Seasonal” tab is to list the calendar periods (dates) when the entire establishment is not operating. Note: The grid may be empty. Selecting a seasonal inactivity period will result in no tasks scheduled for that date for the entire plant and all processes.

In reviewing times, CSI may notice that existing days are incorrect, e.g., establishment is operating during the recorded period. Click “Add new” link in grid to add a new time or click edit icon (pencil icon) to edit an existing time and to delete an existing time, click “delete” icon.

1. Click the “Seasonal” tab label. The List of Periods of Inactivity grid is presented.
2. Click on “Add new period of Inactivity” link.
3. Opens the Edit Periods of Inactivity page to enter the periods of inactivity, to provide the shift, the date from and date to information, and any relevant comments (i.e. plant is closed).
4. Click “Save”
5. To delete an existing period of inactivity, click on the “Trash can” icon and click “Ok” to remove the period of inactivity

**Facility**

On the Left Navigation – Establishment Profile menu, click the “Facility” submenu to access the “Facility” page. The purpose of this page is to present information about the
physical plant. Two tabs are presented.

**Inspection Area tab**

The purpose of the tab is to specify the size of the area at the establishment which is subject to FSIS inspection. The size of the inspection area is used by Resource Management in determining the staff year estimate.

The “Inspection Area” tab supports uploading of documents. A CSI can upload attachments (documents) to PHIS that are relevant to the physical layout of the establishment. For example, “plot plans” to identify inspection area(s). The file name must include path on local pc, use the “Browse” button to identify the file to attach.

1. Click the “View Attachments” button. “Attachments” page is presented.
2. Click the “Add Attachment” link. “Upload Documents” control is presented.
3. Click the “Browse” button. Windows “Choose File” pop-up window is presented.
4. Click the file from the pop-up window.
5. Click the “Open” button.
6. **Type the file name** into the “Document Title” box. Document Title may include any visible character from the keyboard.
7. Click the “Upload” button. File is uploaded and it is presented in the “Attachments” grid.
8. Click the file name of the uploaded document. Windows File Download pop-up window is presented.
9. Click the “Open” button. Uploaded document is presented in pop-up window. Document window may be re-sized by dragging its boundaries.

**Construction tab**

The purpose of the “Construction” tab is to record construction projects which are taking place or will take place at establishment. IPP are to capture large scale construction projects that alter normal production routines in areas where product is processed or stored, specifically in those areas that potentially impact food safety which may result in product contamination or adulteration.

1. Click the “Construction” tab label. The List of Construction Projects grid is presented.
2. Click the “edit” icon to list the construction details for an existing projects. Click on the “Add Construction project” to input a new project.
3. **Enter** the facility construction information (example only):
4. Click the “Save” button, Construction grid is presented.

Products

On the Left Navigation – Establishment Profile menu, click on the “Products” submenu to access the “Products” page. The purpose of this page is to document the product groups which are produced by the establishment and the associated volume information.

Products and Volume Tabs

The purpose of the “Product” tab is to maintain product group information and associated product group volumes. The purpose of the “Volumes” tab is to maintain the total average daily HACCP Category (Eggs/Egg Products) product volumes.

Note: There must be at least one product group name and its average daily volume in the Products Tab and there must be an entry for total average daily volume of all products in the Process Category in the Volume tab. If there is no entry, Egg Product – Food Safety tasks from the task distributor will not appear on the establishment task list.

Products tab

One tab representing one finished product category is supported: Egg Products. This tab is presented when the establishment has been granted federal egg inspection (i.e., has an “egg” grant). It shows the list of product groups produced by the plant.

Note: As per FSIS Directive 5030.2, product groups are those egg products under a specific process or plant operation. Therefore, the product groups are the finished products (“end products” of the plant’s processing steps) that are shipped into commerce, or to FDA non-official establishments, or other official egg products plant for further processing. The Finished Product Category will always be “Egg Products” for all the product groups produced by the plant.

Initially when reviewing the products tab, IPP may notice some products have been recorded,
but others may be missing. IPP must record (add) any missing products or delete any products that the establishment no longer produces.

**Note:** When the inspector becomes aware that a product group is missing or the volume has to be adjusted, he/she needs to add/update this product group by first, determining the **average daily volume (ADV)** for the product produced during the production days from the previous month. To determine ADV, divide the total volume produced for that ‘product group’ by the number of days the product was produced.

Entering the data in PHIS:

1. Click the “**Add new Product Group**” link. The Products page is presented with only one tab – Egg Products.
2. **Always select Egg Products** as the Finished Product Category. Product Groups are not presented until the selection is made in the “Finished Product Category” (FPC) field.
3. **Enter the new product group information** (example only):

<table>
<thead>
<tr>
<th>Finished Product Category:</th>
<th>Select</th>
<th>Egg Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Group:</td>
<td>Select</td>
<td>Egg Yolks (with or without added ingredients – Pasteurized)</td>
</tr>
<tr>
<td>Average Daily Volume:</td>
<td>Select</td>
<td>6,001-50,000</td>
</tr>
<tr>
<td>Intended Use:</td>
<td>Check</td>
<td>Other</td>
</tr>
<tr>
<td>No. of Days of Production</td>
<td>Type</td>
<td>20</td>
</tr>
</tbody>
</table>

Product groups presented are based upon the types of products selected in the grant and FPC selected. Checkboxes represent a shortcut for the IPP to check multiple product groups rather than adding each product group individually. IPP may add each product group individually if desired. When editing, each resulting product group must be individually modified.

**Product Groups:** Defined in Table 1, FSIS Directive 5030.1, Section VII.

Average Daily Volume (ADV) drop-down list is enabled when the associated Product Group is checked. Supporting calculation for ADV used in the example for Egg Yolks (with or without added ingredients) - Pasteurized: \(250,000 \div 20\) production days = 12,500 lbs. average daily volume.

4. Click the **“Save”** button. Products grid is presented with new product group. After the **“Save”** button is clicked, one product group record is created per product group checked.
Product Volume

The purpose of the Volumes Tab is to maintain “Summary” information about the volume of product produced at the establishment. Volumes are the total “average daily volume” of all the products produced in units of “pounds per day”.

1. Click the “Volumes” tab. The HACCP Volumes for the Eggs/Egg Products processing category is presented.

   Note: For egg products the HACCP processing category will always be “Eggs/Egg Products”. EPI are to select the appropriate HACCP volumes range by totaling the associated product group average daily volumes. The range may be estimated using the sum of the average daily volume range of the associated product groups (maximum or mean of range) produced by the plant.

2. Enter the volume information (example only):

   | Eggs/Egg products | Select         | 6,001 – 50,000 |

Equipment

The equipment section in the profile is not populated. This does not apply to egg products inspection.

Inspection Tasks

On the Left Navigation – Establishment Profile menu, click on the “Inspection Task” submenu to access the “Establishment Task List” page. This page enables a CSI to override the performance at the establishment of a specific routine inspection task. All of the routine inspection tasks that are allocated to the establishment are listed. The list is duplicated for each of the establishment’s shifts. The default is for an inspection task to be performed (enabled).

A CSI may disable an inspection task for a single shift, but the CSI must provide a reason when making a change. Change is implemented for the next day and is visible on “Task Calendar”. For example, in reviewing the list, a CSI notices that an establishment on the assignment no longer produces some products. Routine inspection tasks associated with these products need to be disabled. A CSI may not add or delete items in list. The “Task Distributor” maintains list.
1. Click the “Inspection Tasks” submenu in the left navigation menu. “Establishment Task List” page is presented.

2. Scroll down list to become familiar with the page layout. For example when an establishment no longer produces Shelf Stable Egg Products, EPI would do the following:

3. Select the appropriate shift

4. Scroll down to Egg Products Food Safety inspection activity and find the “Food Safety Verification for Egg Products” inspection type title. The inspection task names are listed below Food Safety Verification for Egg Products.

5. Click the edit pencil on the right side for Shelf Stable Egg Products Food Safety

6. **Enter the reason for the change** (example only):
   
   *Reason: select “Establishment does not produce applicable product”*

7. “Justification” field — a justification is required to be entered when the reason selected is “Other”

8. Click the “Save” button.

   **Note:** In steps 7 and 8 you have to wait for the page to refresh. You may need to scroll back to that section of the page.

9. Scroll back to the Shelf Stable Egg Products Food Safety inspection task. Checkbox is unchecked. Shelf Stable inspection tasks will be removed from establishment the next day.

**Profile Questionnaire**

Profile questionnaire on the Establishment Profile will display available questionnaires for the EPI to complete. The grid shows the title of the questionnaire, a start and end date, priority, status and whether the profile questionnaire is applicable.

If the questionnaire is not applicable to this establishment:

1. EPI should click on the Not Applicable link in ‘Applicable’ column for the appropriate questionnaire.
2. Click on the N/A check box. Enter a reason from the drop down box and ‘Save’.

If the questionnaire is applicable:

1. Click on the red arrow in the Open column.
2. Answer the questions by clicking the appropriate radio buttons and entering any text for more specific information.

3. Click Next to go between pages of questions. If you must stop before submitting the questionnaire, click on Save and Continue to save the questionnaire for later.

4. Click Submit when done answering the questions.

Back on the display grid, the status should read “complete.” Click on the print icon to see the answers given. EPI will be able to save the report generated.

Training

On the Left Navigation – Establishment Profile menu, click on the “Training” submenu to access the “Establishment Training Requirements” page. The purpose of this page is to present information regarding training courses that are associated with the establishment. Courses listed are based upon Establishment Profile attributes and pertinent job categories are provided for each course. A CSI cannot edit this information.

Printing the Establishment Profile

1. On the Left Navigation menu, click on the “Establishment Profile”
2. Click on “Select Establishment”; WAIT for the page to refresh
3. On the Select Establishment page, select the “My Establishment” tab
4. Click the house icon for the establishment of interest
5. On the Establishment Home page, scroll down to “Reports” and click on “Reports” - it should expand to show a link “Establishment Profile Report”
6. Click this link, and a window pops open
7. Go to file and click print to be able to print the report within the window

Coverage Assignment

The purpose of the “coverage assignment” is to identify a listing of the applicable assignments for the Consumer Safety Inspector role that specifies the District, Circuit, IPS, Assignment, Duty Station, and Shift for each assignment listed. From the Left Navigation Menu, to access the “Coverage Assignment” feature, simply click on “Coverage Assignment” and this will present the coverage assignment grid displaying the assignments listed for the Consumer Safety Inspector.

Note: The Consumer Safety Inspector’s home assignment and other assignments may be
displayed in the grid.

This information is completed by the District Office designating assignments, which may include multiple establishments for the Consumer Safety Inspector to access and identify specific to the task list filter.

Flexibility is allowed for the user to add new coverage assignments from the “IPS” listing information generated by the District Office.

**Add New Coverage Assignment**

1. From the open “Coverage Assignments” page, click “Add new Coverage Assignment”.
2. This will expand the coverage assignment panel to allow the CSI to select from the “IPS” drop down menu.
3. The “Business Units”, “Districts”, and “Circuits” as read-only, user cannot change this information.
4. Under the “IPS” field, click on the downward arrow where you see “select” and choose from the listing to locate the applicable assignment.
5. After the new assignment is selected it will automatically populate a grid below that will identify the new assignment information, duty station, grade, and # of positions.
6. From the grid click the “small” arrow on the left side. The assignment information will expand to show the establishment associated with that assignment. This can be done to make sure this is the correct assignment and shift.
7. From the grid, click on “Assign” to initiate the action of adding the new assignment to the main coverage assignment grid. Once clicked you will see the following message “Successfully added the Coverage Assignment”.
8. Click on “Return to Previous Page” showing at the bottom of the grid, and this will return the user back to the main coverage assignments page.
9. To delete a coverage assignment, click on the trash can icon, follow the message prompt and click “ok”.

**Note:** Be sure the user assignment IPS code is selected here in Coverage Assignments onto the user list to assure the assignment appears on the user’s task filter on the calendar page.

**Note:** If the user is covering a plant in a different circuit than their home circuit, user will not be able to access it. User should contact the RMA to get this access.
Task List /Task Calendar

Task Calendar Page Layout

There are 2 major parts to the “Task Calendar” page which include:

- Establishment Task List
- Task Calendar

Establishment Task List

The task list can be hidden (collapsed) to make more room on the screen for viewing the task calendar by clicking on the double arrows on the far right side of the establishment task list bar. Clicking on the double arrow again expands the task list.

At the top of the Establishment Task List is the “Assignments” filter. It is used to specify the “Resource Management Assignment” for the information available on the page. When the user has access to multiple assignments, the user can select a specific assignment. The drop-down lists represent levels in the organization from highest (Business Unit, e.g., OFO) to lowest (Assignment).

The purpose of the “Establishment Task List” is to list the tasks for the Establishment in the selected “Assignment”. A task can be added to the inspector’s calendar by scheduling a task for a specific date. The task list can be filtered by task name and also by specific task criteria such as date range, priority level or task category. IPP are to use the PHIS task calendar and their knowledge of the specific operations in their assigned establishments to schedule their inspection tasks in the most efficient and effective manner.

Tasks for an establishment are generated from the “Task Library”. Office of Policy and Program Development (OPPD) designs and maintains the “Task Library”. IPP maintain the “Establishment Task List”, which comes from the “Establishment Profile” information.

“Task List Features” indicate the task name, priority, start date/end date, number of tasks planned, number of tasks scheduled, task category (routine or directed tasks) and the number of task done.

- Routine Tasks - task allocated to an establishment on an ongoing basis under normal conditions; these are allocated based on the establishment’s processes and products that must be verified.
• Directed Tasks - IPP should check their calendar task list daily for additional directed tasks. Tasks may be added in response to positive lab results or enforcement actions. Task may be added by IPP when a situation warrants doing so.

**Task Calendar**

The purpose of the “Task Calendar” is to display all of the specific tasks scheduled for all Inspectors and all Establishments in the Assignment. Tasks displayed on the calendar can be filtered by Inspector and/or Establishment. Documenting inspection results for a specific task can be initiated directly from the calendar.

IPP should consider their knowledge about the assignment and other factors when making their schedules and scheduling an inspection task.

- Knowledge of establishment operations
- Knowledge of other inspection duties
- Avoid predictable patterns in scheduling
- Give preference to higher priority tasks
- Allocating tasks over the entire month
- Coordination between inspectors
- Not scheduling too many tasks on a given day

**Task Calendar**

Task Calendar is one of the eight major functional areas of the Domestic Inspection module. In egg products assignments two types of tasks may be placed on the Task Calendar: domestic inspection tasks and lab sampling tasks. To access:

1. From the Home page, click the Task Calendar option from the left navigation menu.
2. To change the assignment, click the *drop down list arrow* to the right of the Assignment filter, then highlight the appropriate assignment and click it.

Once a selection has been made the Establishment Task List displays the establishment and the routine/directed task list associated with the establishment for a 2 month time frame. The Task Calendar displays a list of scheduled tasks for the establishment for the current month.

**Note:** Egg product assignments normally include only one establishment per assignment.
because egg processing inspection requires continuous inspection, therefore, patrol assignments do not normally apply to egg product inspectors.

**Viewing All Assignments**

Inspectors use Task Calendar to manage their individual workload on a 30-day continuum. By default, PHIS displays tasks in a monthly view on the calendar.

Once the Assignment has been selected, scroll down to the Task Calendar. Tasks presented in Task Calendar are based on selections made within the Assignment filter. By default, scheduled tasks are displayed for All Inspectors and All Establishments for the current month. On the top right of the calendar, the Month option is highlighted.

1. Use the left or right arrows (adjacent to the today link) to navigate to the previous or next month.
2. Select the Week option to view the calendar of assignments in a weekly view or select the Day option to view the tasks scheduled for that day.
3. Use the left or right arrows (adjacent to the today link) to navigate to the previous or next week (or day if selected).
4. Alternatively, click the calendar icon (adjacent to the ‘today’ link) for the pop-up calendar and select a date for quick access to a past or future date. Selecting the double arrows will move the calendar ahead or behind one-quarter of a year (3 months) at a time.
5. Tasks displayed in light blue are scheduled tasks.
6. Tasks displayed in green with an adjacent green check icon indicate completed tasks.
7. Tasks displayed in yellow with an adjacent double arrow icon indicate in progress tasks.
8. Tasks displayed in red with red X icon indicate tasks that have been documented as not performed.
9. Right click on a task to access the Inspection Task Menu options.

**Viewing Scheduled Tasks on the Task Calendar**

*To view the scheduled tasks for one Inspector for all establishments:*

- Under the Task Calendar bar, select the Inspector’s name from the Inspector drop-down list. Make sure “all” is selected for the establishments.

*To further view the Inspector’s tasks for one specific establishment:*

- Select the establishment from the Establishment drop-down list.
Note: Even if there is only one establishment in this assignment, user must click the dropdown and select the establishment listed there.

Assigning a Task from the Establishment Task List

1. Click the double arrows to the right of the Establishment Task List bar to expand the pane (if necessary).
2. Under the Establishment Task List bar, click the “Filter Task by” drop-down list to filter all tasks by functional area (i.e., Domestic or Lab Sampling for egg products inspection).

To view all the routine tasks for the establishment:

1. Select the establishment from the Establishment drop-down list.

Note: Egg products establishments will routinely only show one establishment in this list.

2. Select “Domestic” for the functional area from the “Filter task by criteria” drop down list.
3. The task list shows tasks based on the filtered establishment for a two month time frame.
4. Use the Scroll Bar on the right side to scroll down to observe all the tasks for the two month period.
5. Tasks can be assigned to the signed on inspector.

Scheduling a Routine Task

To assign a routine task:

From the Establishment Task List:

1. Select the establishment from the Establishment drop-down list.
2. Select “Domestic” as the functional area from the “Filter task by criteria” drop down list.
3. Click the “Add” link for the task in the routine task column.
4. After clicking the “Add” link a calendar grid is presented so that the IPP can add a specific task for multiple days. Check the smaller box next to the appropriate day so that the task is added to the task calendar for multiple days. Example: If you checked the small box next to Monday and placed a 1 in the box next to it, you will add this task one time for every Monday of that month. An alternate way to schedule tasks is to place a “1” in the box by the corresponding day of the month within the calendar grid. You will have added that task one time for every day you placed a “1” within that date box.
5. Click the **Save** button. The task is then assigned to the calendar for the inspector.
6. Scroll down to the **Task Calendar** pane to view the assigned task on the calendar.
7. If not expanded, click the double-arrows on the right side of the Task Calendar bar to expand.
8. **Right click** on the assignment to view the **Inspection Task Menu**, which provides additional options described below.

### Scheduling all Routine Tasks for Current Month

Alternatively, the CSI may elect to use the “Schedule Current Month Tasks” button on the top right in the Establishment Task List section. When the CSI clicks this button, PHIS will automatically schedule tasks on the inspector’s calendar according to the rules outlined in FSIS PHIS Directive 13,000.1 – Rev 1, Section IX. G. 1.

**To assign all remaining routine tasks for the month automatically:**

From the Establishment Task List

1. Select the establishment from the **Establishment drop-down** list.
2. Select “Domestic” as the functional area from the “Filter task by criteria” drop down list.
3. Click the **Schedule Current Month Tasks** link.
4. Review the information in the confirmation pop-up and click **Continue**.
5. Click **OK**.
6. Scroll down to the **Task Calendar** pane to view the assigned tasks on the calendar.
7. If not expanded, click the double-arrows on the Task Calendar bar to expand.
8. **Right click** on the assignment to view the **Inspection Task Menu**, which provides additional options described below.

### Scheduling a Directed Task

**To assign a directed task:**

From the Establishment Task List

1. Select the establishment from the **Establishment drop-down** list.
2. Select “Domestic” as the functional area from the “Filter task by criteria” drop down list.
3. Click the **Add** link for the task in the **Directed** task column.
4. After clicking the “Add” link a calendar grid is presented so that the IPP can add a specific task for multiple days. Check the smaller box next to the appropriate day so that the task
is added to the task calendar for multiple days. **Example:** If you checked the small box next to Monday and placed a 1 in the box next to it, you will add this task one time for every Monday of that month. Instead, if you placed a “1” in the box by the corresponding day of the month within the calendar grid you will have added that task onetime for everyday you placed a “1” by.

5. Select a **Reason** from the *drop down* list
6. Click the **Save** button. The task is then assigned to the calendar for the inspector.
7. Scroll down to the **Task Calendar** pane to view the assigned task on the calendar.
8. If not expanded, click the double-arrow on the right side of the Task Calendar bar to expand.
9. **Right click** on the assignment to view the **Inspection Task Menu**, which provides additional options described below.

**Editing a Scheduled Task**

**To edit a scheduled task that has not been started:**

1. On the PHIS left navigation menu, click on “**Task Calendar.**”
2. Scroll down to the **Task Calendar**.
3. Select the establishment from the **Establishment drop-down** list.
4. Locate the task on the Task Calendar.
5. Place the cursor over the scheduled task and **Right click** to access the **Inspection Task Menu** options.
6. Click the **Edit** option to access the **Edit Establishment Task Detail** pane.
7. The **Edit Establishment Task Detail** pane is presented. The detailed information of the task is available for review.
8. A different date can be selected for rescheduling the task if needed.
9. Click **Save** to update the change. The task is then assigned to the calendar on the selected (new) date.

**Viewing Task Information and Documenting Tasks Results**

**To view task information on the calendar:**

1. On the PHIS left navigation menu, click on “**Task Calendar.**”
2. Scroll down to the **Task calendar**.
3. Select the establishment from the **Establishment drop-down** list.
4. Locate the task on the Task Calendar, place the cursor over the scheduled task and **right click** on the task to open the **Inspection Task Menu.**
5. Select the “Information” option and the Guidance Information pop up window displays.
6. The information presented contains general guidance information, URLs, and/or files pertaining to the task.
7. Close the pop-up window to return to the calendar.

To Document task results

1. Right click on the task and select the Document option from the Inspection Task Menu.
2. The Inspection results window is presented, which is based on the Domestic functional area selection made from the Filter task by criteria within the Establishment Task List (e.g., Domestic or Lab Sampling).
3. The inspector can record information about the task (from any tab) and, if the plant is in compliance with the verified regulations, select the Inspection Completed checkbox to indicate that all the regulatory compliant information about the task has been recorded.

Viewing Lab Sampling Task Information on the Calendar

To view lab sampling task information on the calendar:

1. To schedule a sampling task, under the Establishment Task List panel, click the Filter By: drop-down list to filter all tasks by the Lab Sampling functional area, and scheduled a sampling task. Once the lab sampling task is scheduled, this will appear yellow on the task calendar, similar to an in-progress task.
2. Scroll down to the Task Calendar panel and locate the sampling task. Place the cursor over the scheduled task and Right click on the task to open the Inspection Task Menu.
3. Select the Document option from the Inspection Task Menu, which accesses the Sample Collection page providing access to data input screens for lab sample collection. Refer to the Sampling module below for details on how to enter the pertinent sampling information.
4. Click the Go Back button to return to the calendar.

Removing a Scheduled Task

To remove a task from the calendar:

1. On the PHIS left navigation menu, click on “Task Calendar.”
2. Scroll down to the task calendar.
3. Select the establishment from the Establishment drop-down list.
4. Place the cursor over the scheduled task and right click to access the Inspection Task Menu options.
5. Click the Remove option.
6. Review the calendar to ensure that this task is no longer displayed on the calendar.

The task is removed from the calendar and puts it back on the Establishment Task List section; however, it remains on the Establishment Task List pane. The task can be removed from the list when the task is unselected from the Establishment task list in Establishment Profile (more information can be obtained in Establishment Profile).

Re-Assigning a Scheduled Task

To reassign a scheduled task that has not been started from another inspector:

An Inspector is permitted to re-assign a task to himself/herself from another Inspector; an inspector cannot re-assign the task to another inspector. Make a selection from each drop-down list; the system will automatically filter the tasks based on the selections from the drop-down lists.

1. Select an Inspector and Establishment from the drop-down list to view the assigned tasks on the task calendar. The Task Calendar is presented based on the selections made from the drop-down list.
2. Locate the Task to be assigned to you on the calendar.
3. Place the cursor over the scheduled task and Right click on the task and select Edit from the Inspection Task menu. Review the task at the edit page.
4. Confirm that the “Previously Assigned To” field has the current inspector's name assigned to the task and Assign to a New Inspector has your name in it.
5. Review information as needed and click Save to assign the task to yourself.

Note: To reassign a task that has been started by an inspector see the “Unlocking a Task Started by Another Inspector” section.

Printing the “Inspector’s Calendar of Scheduled Tasks” for an Establishment

To print the scheduled tasks for an establishment:

1. On the PHIS left navigation menu, click on “Task Calendar.”
2. Scroll down to the Task Calendar
3. Click the Printer icon on the top right under the task calendar bar.
4. The list displayed can be sorted by using the report filters at the top of the screen.
5. Type the Establishment Name in the establishment name box
6. Select “Not Opened” from the drop down list in the “status” box.
7. Click the Refresh button.
8. Click the “Printer” icon below the refresh button [information will print on USDA printer]

   **Note:** A file format, e.g., pdf, MS excel or MS word, can be selected by clicking on the appropriate icon and then the document can be printed.

### Designating a Task as Not Performed

**To designate a scheduled task as not performed:**

1. On the PHIS left navigation menu, click on “Task Calendar.”
2. Scroll down to the task calendar
3. Select the establishment from the Establishment drop-down list.
4. Place the cursor over the scheduled task and right click to access the Inspection Task Menu options.
5. Select the Justification option from the Inspection Task Menu.
6. Select the appropriate Justification from the drop down list.
7. Manually type in a Comment in the text box (this is optional).
8. Click Save and then click the Close button.
9. The task is now highlighted light red and has a red X in the left corner.

### Designating a Normal Operating Day as Inactive/Non-operating Day as Active

**To designate an operating day as active:**

1. On the PHIS left navigation menu, click on “Task Calendar.”
2. Scroll down to the task calendar.
3. Select the establishment from the Establishment drop-down list.
4. Click the Active/Inactive icon (calendar and clock).
5. Manually type in the Date or click the calendar icon and select the date.
6. Click on the drop down list and select “Mark day as Inactive.”
7. Click the Save button. The day will be highlighted light blue and tasks cannot be scheduled on that day.
To designate a non-operating day (e.g., Saturday) as active:

1. On the PHIS left navigation menu, click on “Task Calendar.”
2. down to the task calendar.
3. Select the establishment from the Establishment drop-down list.
4. Click the Active/Inactive icon (calendar and clock).
5. Manually type in the Date or click the calendar icon and select the date. Make sure that the status is “Mark day as Active”.
6. Click the Save button. The day will have a white box like other operating days and tasks can be scheduled on that day.

Performing Tasks/Entering Results

Opening a Scheduled Task

1. On the PHIS left navigation menu, click on “Task Calendar.”
2. From the Task Calendar section
3. Filter for the appropriate inspector and establishment (if there is more than one) by using the drop down boxes at the top of the page.
4. Locate the task on the date scheduled in the calendar and right click on the task and select “Document”. This will cause the “Inspection Results” page to display.
5. Review the “Inspection Results” page, resize it if necessary, and click the “Activity” tab.
6. Select the verification method(s), correct the dates if needed, and complete any other information on this tab as appropriate for the task and then click “Save” – to claim or open this task.
7. Click the “Regulations” tab and review.
8. Click and review the other tabs on the page to ensure no other data is required.
9. Click “Save”.
10. Perform the task outside of PHIS and return to PHIS for task documentation.

Documenting a Task Performed

1. Locate the task on the Task Calendar as described above in “Opening a Scheduled Task”.
2. Right click on the task performed and select “Document” to pull up the Inspection Results page.
3. On the “Inspection Results” page click on the “Activity” tab to enter any necessary information as needed.
4. Click the “Regulations” tab on the “Inspection Results” page.
5. Record the “Regulations Verified”.
6. Check the “Regulatory Non-Compliance Box”, if applicable.
7. Click “Save”.
8. Click on the “Findings” tab to document any comments related to the task.
9. Click “Inspection Complete” when the establishment is found to be in compliance; and click “Save”. The task cannot be completed if there is regulatory noncompliance (an NR must be documented) and the establishment has not brought itself back into compliance.

Documenting a Task Performed on Reimbursable Overtime

Note: Situations may arise when IPP will have to reschedule their planned activities and they may have to perform some work on reimbursable overtime in order to meet the Public Health objective of the Agency.

1. Locate the task on the Task Calendar as previously describe above in “Opening a Scheduled Task”.
2. Right click on the task performed and select “Document” to pull up the Inspection Results page.
3. On the “Inspection Results” page click on the “Activity” tab to enter any necessary information as needed.

Note: When IPP enter the results of the inspection task on the Inspection Results page, after clicking on the “Activity” tab they can check the “All or part of this task was performed on reimbursable overtime” box when the task is performed on reimbursable overtime. These situations would warrant prior communication with immediate supervisory channels prior to checking this box.

4. Click the “Regulations” tab on the “Inspection Results” page.
5. Record the “Regulations Verified”
6. Check the “Regulatory Non-Compliance Box”, if applicable.
7. Click “Save”.
8. Click on the “Findings” tab to document any comments related to the task.
9. Click “Inspection Complete” when the establishment is found to be in compliance; and click “Save”. The task cannot be completed if there is regulatory noncompliance and the establishment has not brought itself back into compliance.

Note: IPP may use this time to get the routine tasks accomplished that they could not get accomplished during the regular day. Ideally, IPP can complete the higher
priority tasks during the normal hours of operations and can use the overtime to perform some of the lower priority tasks on the calendar. IPP can also schedule directed tasks if they have exhausted all of the routine tasks on task list. In all cases, IPP need to indicate whether all or part of the task was performed on overtime.

**Editing Finalized Inspections Results (Completed Tasks)**

Inspectors assigned to or covering an establishment can review and edit Inspection Results whether created by him/her or someone else. To access:

1. Click the **Inspection Verification** option from the left Navigation Menu.
2. Click the **Select Establishment** option.
3. From the **Domestic Inspection** page, select an establishment by clicking on the adjacent radio button.
4. Once an establishment is selected, select the **Inspection Results** option from the left Navigation Menu. The Inspection Results page will display a listing of existing inspection tasks and results with current status.

Once the Inspection Result has been entered and the task is marked as completed, it is considered *locked* for editing and has a status of completed. To unlock a completed task:

1. Locate completed task result and click the **Edit** icon adjacent to the completed status. Once the Inspection Results page opens, a message displays at the top of the page with a hyperlink.
2. Click on the ‘Justification’ hyperlink to access the Justification (Inspection Result) page.
3. Select a Justification from the drop-down list (Mandatory).
4. Enter additional text within the reason text box (Mandatory).
5. Click the **Unlock** button to save the justification and return to the Inspection Results page.
6. A grid with newly added justification is displayed at the bottom of the page, with a message above the grid.
7. The Inspection Results status has been changed from **Completed** back to **Open**. The Inspection Task and Results can be edited and marked as **Completed** once updated.

To complete the Inspection Results:

1. Place a check in the **Inspection Completed** checkbox.
2. Click **Save**.
Managing Task Calendar for Temporary Coverage

Assessing the Task Calendar

There are occasions when EPI will need to provide temporary coverage at another assignment due to emergency situations. In this situation, EPI frequently cannot perform all procedures as scheduled on their calendar and will move tasks for the other assignment to their schedule to perform. EPI are to reassign priority 2 and 3 tasks from the other assignment to their schedule and then remove and reschedule tasks on their own schedule based on priority.

**Note:** A task with a Priority 1 – High is reserved for emergency.

1. Click the Task Calendar option on the left navigation menu to launch the Task Calendar page. The Establishment Task List section is displayed. Scroll down to the Task Calendar section.
2. **Filter** the calendar by Inspector (name of the other inspector regularly assigned to the establishment you are temporarily covering) and the establishment name.
3. View the other inspector’s planned tasks for the day(s) you’ll be covering the assignment. Assess the priority 2 and 3 tasks to move to your calendar.
4. Right-click on his/her priority task (e.g., Pre-Operational Sanitation Egg Products–) scheduled for the date you’re covering the assignment and select **Edit** from the task menu.
5. In the Edit screen, note that the task that was assigned to the other inspector will now be assigned to you. Click **Save**.
6. Continue to reassign his/her priority 2 and 3 tasks to yourself for the date(s) you’re covering the assignment using the same process as steps 4 and 5.
7. Set the calendar Inspector filter to ‘**All**’ so that you can see the tasks that you have reassigned from the other inspector’s calendar to yourself.
8. Repeat steps 4-7 for each establishment when the temporary assignment has multiple establishments on the assignment.

Reschedule, remove or cancel tasks on the Task Calendar based on changing priorities.

When EPI have taken on some of another inspector’s tasks for the temporary assignment, EPI will need to assess their schedule to reschedule some of the lower priority tasks on their
calendar so that the high priority tasks can be performed. **Priority 2 tasks are left alone, priority 3 tasks are rescheduled and priority 4 tasks are removed, if needed.**

**Rescheduling Priority 3 Tasks on the Task Calendar**

1. Filter the calendar by Inspector (your name) and the establishment (your assignment).
2. Right-click on a task (e.g., Priority 3– Sanitation and Plant Facilities) scheduled for the day you’re covering the temporary assignment and select **Edit**. Click the schedule date calendar icon and select another day later in the week when you can perform it. Click **Save**, then **Close**. Note that the task now appears on the calendar on the date selected.

**Remove or Cancel Priority 4-6 Tasks from the Task Calendar**

1. Right-click on the task (e.g., Priority 4 – Unpasteurized Egg Products Food Safety) scheduled on the day you’re covering the temporary assignment and select **Remove**.
2. Review the calendar to ensure that the task is no longer displayed on the calendar.
3. Review the task on the task list and notice that the #Sch column has been decremented by one.

**Covering Temporary Assignments**

Coverage of Assignments allows the RMA and/or an Inspector to make temporary assignments to schedule and complete tasks that cover another Inspector’s assignment.

The Resource Management Analyst (RMA) can place an Inspector into a coverage establishment. When coverage of an assignment has been predetermine like temporary duty assignments for relief inspectors or coverage for pre-approved leave periods, the RMA adds the applicable employees to the coverage assignments within the resource management role of PHIS.

**Inspector – Creating a Coverage Assignment**

The Inspectors can place himself into a coverage assignment when more immediate and unforeseen situations that necessitate temporary coverage of another inspector’s assignment. The IPP use the “Coverage Assignments” left navigation menu to access the coverage assignment page to select the specified assignments and add them to their coverage list.

To access:
1. Login into PHIS.
2. Click the **Coverage Assignment** option from the left Navigation Menu. Once the Coverage Assignments page displays, any existing Coverage Assignments will display within the grid.
3. Under the **Coverage Assignments** bar, select the **Add new Coverage Assignment** option. The Business Units option defaults to that of the signed-on Inspector.
4. Click the **drop-down** list to change the **Business Units** option, which filters available District options based on your selection.
5. Click the **drop-down** list to change the **District** option, which filters available Circuit options based on your selection.
6. Click the **drop-down** list to change the **IPS** option, which then retrieves available Assignments based on your selection.
7. Click the arrow icon adjacent to the individual assignment to expand the record for assignment details.
8. Once the assignment is identified, select the adjacent **Assign** link to add the Coverage Assignment.

**Inspector – Accessing Inspection Results**

Once the coverage assignment has been completed, the Inspector may view the task within the Inspection Results page. To access:

1. Select the **Inspection Verification** option from the left Navigation Menu.
2. Select the **Select Establishment** option.
3. Select the radio button adjacent to the newly assigned Establishment.
4. Select the **Inspection Results** option to view the available Task Name for update.

**Unlocking Task started by another inspector**

An inspector who rotates in or covers the assignment for another inspector can complete tasks begun by another inspector. The flow would be like this:

1. Inspector schedules task onto his/her calendar (task status is “not opened”).
   - Second inspector can view original inspector’s calendar (by being in or covering the same establishment/assignment) and can reassign the task to his/her own calendar while the status is “not opened.”
2. Inspector begins verification in the establishment.
3. Inspector begins entering task results in PHIS (task status is “open”).
• Second inspector can go to inspection verification/inspection results page for the establishment and can edit/complete the task results begun by the original inspector. PHIS requires second inspector to select a justification to “unlock” the results for editing.

4. Inspector finishes entering task results (including verification of return to compliance for any associated NRs) and marks task “complete.”
  • Original inspector or another inspector covering the assignment can go back and “unlock” the results for editing by selecting a justification.

Noncompliance

Documenting Noncompliance for an Opened Task

1. On the Home Page, click on “Inspection Verification” on the left navigation menu.
2. Click on “Select Establishment”.
3. Click on the Radio Button, indicating the Establishment to which you are writing the Noncompliance.
4. From the Left Navigation Menu, click on “Inspection Results”.
5. Click on the “Edit” Icon (pencil) for the Opened Task for which you are documenting the Noncompliance.
6. Click on the “Regulations” Tab.
7. Check ALL the Regulations you verified while performing the task, including
   • Regulations you verified which are in compliance, and
   • Regulations you verified which were not in compliance.
8. Check the “Regulatory Noncompliance” box below (bottom of the screen), indicating you found noncompliance with at least one of the regulations you verified.
9. Click on “Save” to save this page, which will allow you access to create (or edit) the Noncompliance Record.
10. Click on the “Create/Edit NR” button. The Noncompliance Record page will open on the General Tab.
11. Click on the “Noncompliances” Tab.
12. Click on “Add Noncompliance”; the Noncompliance page opens.
13. Check the Regulations which were NOT in compliance. Document what you observed thoroughly and concisely in the noncompliance description text box (Block 10).
14. Type in or pick from the menus any additional pertinent information, e.g., affected
product, product adulteration, retain/rejected tags, (Required information is indicated by the red asterisk).

15. Select the name of the person whom the Noncompliance should be addressed to from the “Addressed To” Drop Down menu (mandatory).

16. Click on the name of the person who was notified about the Noncompliance. To select multiple people, after selecting the first person, hold down the CTRL button and select other necessary people. To remove someone who was accidentally selected, still holding down the CTRL button, select that person again. Their name will no longer be highlighted.

17. Type in the First and the Last Name of any Other Personnel that may have been notified. Click on “Add”.

18. Click on “Save” to save this Noncompliance page. Scroll to the top of the screen and verify the noncompliance was created.

19. Click on “Cancel” to return to the Noncompliance Record (NR) page.

**Note:** Only one NR is completed per inspection task when noncompliance is found. However, more than one compliance can be documented on the NR. In addition, Noncompliances and NRs have a status displayed in PHIS.

**Note:** PHIS will not allow the inspection task to be designated as “completed” until IPP have verified and documented that the establishment has brought itself back into compliance with the regulatory requirements that were not met and resulted in the issuance of the NR.

**Associating Noncompliance/NRs**

EPI are to associate NRs when they indicate an on-going trend of same cause issues of noncompliance or systemic problems with the establishment’s food safety practices.

1. From the Noncompliance Record (NR) page, click on the “Noncompliances” Tab.
2. Click the Link icon (red arrow) for the NR
3. Click Maintain Associations
4. Use filters on the Noncompliance Association page as needed to find the correct NR to associate
5. Click the Printer icon for an NR, if necessary, to ensure that the correct NR is selected for the association, i.e., the previous NR with the same or similar noncompliance
6. Check the Box next to the NR

**Note:** Only the most recent similar noncompliance (same cause noncompliance) should be
associated.

7. Click the **Save** button to create the association
8. Click the **Back** button to return to the General Tab on the Noncompliance Page
9. Alternate method to associate NRs if you already know the NR number to associate: From the **Noncompliance Record (NR) page**.
    - Click on the **"Noncompliance" Tab**.
    - Click the **Link icon** (red arrow) for the NR
    - In the Legacy NR# box, type the number of NR with which this NR should be associated.

Once the NRs are associated, the inspector needs to document the plant’s inability or unwillingness to implement further planned actions or preventive measures to avoid the same cause noncompliance.

10. Click on the **Noncompliances** tab
11. Click the **Edit icon (pencil)** to reopen the noncompliance record
12. **Type** the language for a developing trend in noncompliance in the noncompliance description box, i.e., previous NR number and plant action that was not implemented or effective in preventing recurrence of the noncompliance.
13. Click the **Save** button to update the noncompliance description within the NR record. Click the **Cancel** button to return to the General tab of the Noncompliance Record page.

**Printing the Noncompliance/NRs**

1. From the **Noncompliance Record (NR) page**, click on the **“Noncompliances” Tab**.
2. Click on the **Printer icon**, which will generate FSIS Form 5400-4 as a pdf document.
3. Click the **Printer icon** in the far left corner of the pop-up window, which will print this form.

**Editing Finalized Noncompliance/Completed NR Form 5400-4 (Unlocking Records)**

During inspection verification, inspectors record inspection results and document a Noncompliance Records (NR) when regulatory noncompliance is identified. Primarily designed for the Inspector role, however, other roles can access these pages in a *read-only* mode or to perform specific activities.
**Editing a Completed NR form 5400-4**

Inspectors assigned to or covering an establishment can review and edit a completed NR whether created by him/her or someone else. To access:

1. Select the **Inspection Verification** option from the left Navigation Menu.
2. Select the **Select Establishment** option.
3. From the **Domestic Inspection** page, select an establishment by clicking on the adjacent radio button.
4. Once an establishment is selected, select the **Noncompliance Records** option from the left Navigation Menu.
5. The Noncompliance Records page will display a listing of existing noncompliance records with current status.

**Justification for Editing Noncompliance/Completed NR form 5400-4**

Once a noncompliance has been finalized or an NR is completed, it is considered *locked* for editing and has a status of finalized or completed, respectively. To unlock a completed NR:

6. Locate the NR and click the **Edit** icon for the NR.
7. Once the Noncompliance Record page opens, a message displays at the top of the page with a hyperlink.
8. Select the **Click here** hyperlink to access the **Justification/Reason to Edit NR** page.
9. The NR can be unlocked by entering a justification.
10. Select a Justification from the *drop-down* list (Mandatory).
11. Enter additional descriptive information within the reason text box.
12. Click the **Unlock** button to save the justification and return to the Noncompliance Record (NR) page.
13. A grid with newly added justification is displayed at the bottom of the page, with a message above the grid.
14. The NR status has been changed from **Completed** back to **Open**. The NR can be edited and marked final once updated and completed.

To complete the NR:

15. Locate the NR and click the **Edit** icon for the NR.
16. Place a check in the **NR Completed** checkbox.
17. Click **Save**.
Completing the task once the NR status is completed

After the inspector checked the “NR Completed” box in PHIS then the system will allow completing the inspection task.

1. Click on “Inspection Verification” in the left Navigation Menu.
2. Click on “Select Establishment” and select the desired establishment if there is more than one in this assignment.
3. Select the Inspection Results option.
4. Click on the Edit icon (pencil) for the Opened Task for which you want to mark as complete.
5. Check the “Inspection Completed” box.
6. Click Save.

Inspector Notes

Documenting Inspector Notes

1. Login to PHIS to reach the “Home” page.
2. Click on “Inspection Verification” in the left side Navigation Menu.
3. Click on “Select Establishment” and select the desired establishment if there is more than one in this assignment.
4. Click on “Inspection Notes” in the left Navigation Menu to reach the “Inspector Note List”.
5. Click on the “Create Note” button to display the “Inspector Notes” page.
6. If desired, EPI may click on the Enable auto ‘Save’ button and select an appropriate time for which the system will save the entered information. EPI are encouraged to use this option to prevent loss of data in case of disruption while entering the note.
7. Enter the applicable date, shift, and category for the note.
8. Type the body of the note in the text box.
9. Click the “Save” button to save the note and then click “Cancel” to return to the “Inspector Note List”. Verify the note is displayed in the list.

Editing Inspector Notes

1. Follow steps 1-4 above (see Documenting Inspector Notes) to reach the Inspector Note List.
2. Click on the “edit” icon corresponding to the note to be edited. The “Inspector Notes” page will be displayed. User will receive a warning note stating if they were not the author of this note, they will be unable to make any changes as the Save button is disabled.

3. **Make the desired changes** on the “Inspector Notes” page.
4. Click the “Save” button to save the changes, then click “Cancel” to return to the “Inspector Note List”.

**Deleting Inspector Notes**

1. Follow steps 1-4 above (see Documenting Inspector Notes) to reach the Inspector Note List.
2. Click on the “delete” icon for the note to be deleted. If the user did not write the note, the note will not be able to be deleted. A Confirmation message will appear. If the user is not the author, the note will not be removed from the note list.
3. Click “OK”.
4. The note should no longer be present in the “Inspector Note List”.

**Memorandum of Interview (MOI)**

**Creating a MOI**

1. On the **Navigation Menu**; click on “Inspection Verification.”
2. Click on “Select Establishment”
3. Click on the radio button to select the establishment.
4. On the **Navigation Menu**, click on “Memorandum of Interview”.
5. On the “MOI List”, click the “Add MOI” link
6. On the (MOI) page, select the “Status” tab:
7. Adjust the default **Meeting Date** if necessary to reflect the date you met with plant management.
8. Select the **Meeting Time and attendees**; enter a subject line (mandatory).
9. On the (MOI) page, select the “Issues” tab: Enter the **Sample Form Number** if applicable.
10. In the “Comments” field, enter the issues discussed. Scroll down and click “save”, and then “cancel”. The **MOI List** page is presented.
11. Click the “Printer” icon for the MOI. The MOI will open in another window as a PDF document.
12. Provide a copy of the MOI to plant management.
13. In the MOI grid, click the “edit” icon to open the MOI.
14. To finalize the MOI check **Finalize** box. The MOI can be modified once finalized by providing a justification and unlocking it.

**Meeting Agenda**

**How to Create a Meeting Agenda**

1. On the left **Navigation Menu**; click on **Inspection Verification**.
2. Click on **Select Establishment**.
3. Click on the radio button to select the establishment.
4. On the left navigation menu; Click on “**Meeting Agenda**”
5. Click the “**Create Agenda**” button.

If desired, EPI may click on the ‘Enable auto Save’ button and select an appropriate time for which the system will save the entered information. EPI are encouraged to use this option to prevent loss of data in case of disruption while entering the Agenda.

6. Click on **Meeting** tab (default tab) and populate data:
   - Meeting Date anticipated
   - Meeting Start Time anticipated
   - Subject [The agenda will be named according to subject]
   - Attendees [The attendees list is populated by information from the Establishment Profile/Contacts]. Multiple attendees may be selected by holding the CTRL button down while clicking on each name.
   - Other contacts – Enter a First Name, Last Name, and Add.

7. Click “**Save**” or continue to the next tab.
8. Click on **Agenda** tab.
9. An agenda text box appears. Type in information that EPI plan to discuss with Plant Management.
10. Click on **Comment List** tab.

   **Note:** When inspector notes are entered for the establishment, they will be listed. Notes can be included on the agenda by checking the box and clicking the “**Send Comments to Agenda Tab**” button.
11. Click on NR tab [if an NR is associated with the meeting]
12. Using the dropdown box, select the appropriate NR.
13. Click “Save” and then “Cancel”. The Agenda List page will display. IPP will be able to select that agenda and edit, delete, or print it.

Creating an “Establishment Meeting MOI” from an existing Meeting Agenda

1. On the left Navigation Menu; click on Inspection Verification.
2. Click on Select Establishment.
3. Click on the radio button to select the establishment.
4. On the left navigation menu; Click on “Meeting Agendas”
5. Click on the red arrow in the MOI column and select Meeting tab
   • select meeting date - may need to be changed if the actual meeting date changed from the date set in the agenda
   • select meeting time – may need to be changed if the actual meeting time changed from the time set in the agenda
   • subject
   • attendees who were actually at the meeting; more names may need to be added if unexpected people attended the meeting
   • IPP can save or continue to next tab
6. Click on Agenda tab. Document what was really discussed at the meeting. IPP can “save” or “continue” to next tab
7. Click on NR tab [if an NR is associated with the meeting].
8. Using the dropdown box, select the appropriate NR
9. Click ‘Save’. After the screen refreshes, click “cancel”. The Agenda List page will be displayed. IPP will be able to select the agenda of interest and MOI and edit, delete, or print it.
10. Check the Finalized box, [refer to policy on when to finalize MOI]. Finalized MOIs are not able to be deleted.

Sampling

Performing Directed Sampling Tasks

Directed Salmonella samples are posted to the Establishment Task List. Do NOT use Sample Management on the left navigation menu to create sampling tasks for these types of
samples. Sample Management is used to manually add collector-generated sampling tasks.

**Find the Directed Sampling Tasks**

1. Click on Task Calendar in the navigation menu to access the Establishment Task List
2. Select the Assignment
3. Select the establishment from the “Select Establishment” drop down menu
4. Select “Lab Sampling” from in the “Filter Task by” drop down menu
5. Review the sampling tasks in the task list

**Schedule, Claim and Perform the Sampling Task**

1. To schedule the sampling task, click “Add” in the Assign column
2. In the scheduling pop-up window (lab capacity reservation), select the appropriate collection and parcel pickup dates after verifying adequate laboratory capacity exists.
3. Click Save. The task is now scheduled to the EPI’s Task Calendar as an on-going task (yellow).

IPP can either scroll down to the task calendar and perform the sampling task if scheduled for the current day or, on the date the sample is scheduled, go to their Task Calendar and perform it.

**Ordering Sampling Supplies**

1. Select Task Calendar on the left navigation menu, scroll down to the Task Calendar section.
2. Right click on the sampling task and select Order Supplies; a pop-up window will show
3. Type in the name of the supplies that are needed in the Comments text box. This is a required field.
4. Click the Submit Request tab; close the pop-up window.

**Document a Sampling Task**

1. Select Task Calendar on the left navigation menu
2. Find the sampling task on the task calendar
3. Right click on the sampling task and select Document
4. On the “Sample Management-Sample Collection” page verify the information under the Generate Sample tab is correct. Depending on the sample type, user may be required to select various types of information. Click Save & Continue. This will take you to the ‘Sample Collection Data’ tab.
5. Click the **Sample Collection Data tab**. Enter the production information – mandatory (production date, product name, product held, lot number), any remarks, and any other requested information.

6. Click **Save and Continue**

7. Click the **Take Questionnaire** link on the Additional Info tab, if applicable. Click **OK**. Click **Start** (See Completing the Lab Sampling Questionnaire below). When all questions are answered, click on **Next**.

8. Click on **Print Form** link to view the completed form to **verify the information is accurate**.

9. The **Submit button** needs to be selected to send the information to the laboratory.

   **Important:** Click **Submit to Lab** to transmit the sample form and information; the message that says “sample collection has been submitted to the lab” should appear at the top of the screen. Once you submit the sample to the lab, you will need to contact the assigned lab directly about further changes.

10. Click **Print Form** link (top right of the window). Use the “File” menu to print the sample form and to save it.

   **Note:** Follow the instructions in FSIS Directive 7355.1, for packaging, sealing sample boxes, and maintaining the integrity of samples submitted to the lab. **Apply the seal, sign and date the form.** Include the form with the sample in the sample submission box. Seal and ship the sample. Verify that the FedEx Air bill matches the lab address identified on the form.

**Lab Sampling Questionnaire**

1. As mentioned above, when completing a lab sampling task in Sample Management – Sample Collection page in PHIS, complete all the required fields in the “Generate a Sample” tab and click “**Save & Continue**” to go to the ‘Sample Collection Data’ tab:

2. Complete all required fields in the “Sample Collection Data” tab and then click on “**Save & Continue**”.

3. The ‘Additional Info’ tab will open. Click on “**Take Questionnaire**” link.

4. An information box will open. Click on the “**OK**” button to save record before going to the ‘Welcome to the FSIS Questionnaire’ screen.

5. The Questionnaire screen opens displaying the questionnaire name and the lab form number. Click on “**Start**” to begin the questionnaire.

6. The first page of the questionnaire opens. The top of the page displays ‘Page 1 (out of 3)’ to inform you which page you are on and how many pages there are to complete for the specific questionnaire. Answer all required questions and click “**Next**” at the bottom of the screen to continue to the next page of the
questionnaire.

**NOTE:** You may click “Save & Close” on any page of the questionnaire to save it and then return later to complete it. Clicking “Save & Close” does not complete and submit the questionnaire.

**NOTE:** There is a “Mark for Review” feature for each question in the questionnaire. This feature allows you to mark a specific question that you may want to return to later to answer. Checking any of these boxes will keep the questionnaire in a review status. If you check any of these boxes, you must unchecked them in order to complete the questionnaire and submit the responses.

7. Answer all required questions on Page 2 and then click “Next” at the bottom of the screen. Answer all required questions on Page 3 and so on.

**NOTE:** Once you have answered all the questions the information block at the top of the page displays ‘Page 3 (out of 3)’ and indicates ‘Status: In Progress, 100% complete’. At this point, you can take one of the following actions:

a. Click “Next” to take you to the next page where you can finish the questionnaire and submit the responses;

b. Click “Save & Close” to save the responses entered but NOT finish the questionnaire; OR

c. Click “Previous” to return to the previous page in the questionnaire.

**Clicking “Save & Close”**

8. If you want to save the responses you have entered but not finalize and submit the questionnaire, click “Save and Close”. This will return you to the ‘My Questionnaires’ page and provides information on ‘in-progress’ questionnaires. It will not complete the questionnaire and submit the responses.

**NOTE:** The questionnaire for the sample form number is shown as ‘In Progress’. To return to the questionnaire either to finish answering all questions OR to submit the questionnaire, click the “Open” link in the far right column.

**NOTE:** To exit the questionnaire page, you can click the “X” in the upper right corner of the screen. This will take you back to the task calendar.
9. The ‘Welcome to the FSIS Questionnaire’ opens by clicking the ‘Resume’ button.
   a. Click “Resume” to open the questionnaire. The last page of the questionnaire opens.
   b. If you need to correct or complete any question you may click the “Previous” button to return to previous pages of the questionnaire.
   c. Click “Next” on each page until you return to the last page of the questionnaire.
   d. When ready to finalize and submit the questionnaire, click the “Next” button at the bottom of the screen. The ‘Submit Questionnaire’ screen opens.
   e. Click “Submit” at the bottom of the screen. The ‘My Questionnaires’ screen opens. Notice there is no ‘in-progress’ questionnaire listed for the sample form number.
   f. Click on “Lab Sampling” on the left side menu. The ‘Sample Management – Sample Collection’ window opens.

   NOTE: The EPI need to make sure that the correct sample information/answers is entered in the questionnaire because once it’s submitted to the lab it cannot be modified without first unlocking the Lab Sampling application. If the inspector submits the sample without completing the sample submission process in PHIS, the lab will discard the sample.

Submitting the Questionnaire

10. When you are ready to finalize and submit the questionnaire, click the “Next” button at the bottom of the screen. The ‘Submit Questionnaire’ screen opens.
11. Click “Submit” at the bottom of the screen. The ‘My Questionnaires’ screen opens. Notice there is no ‘in-progress’ questionnaire listed for the sample form number.
12. Click on “Lab Sampling” link on the left side menu to return to the Sample Management – Sample Collection page.

Completing the submission process

Once the inspector submits the questionnaire, the final step is to complete the sampling task by submitting the sample form.

13. On the Sample Management – Sample Collection page click on “Submit to Lab”. The screen now displays ‘Sample collection has been submitted to the lab’ (very important that you see this message, otherwise you did not submit the sample collection to the lab). You may print your form, apply the seal, sign and date, and include it in the sampling box with the sample to ship to the laboratory.
Rescheduling a Sampling Task

*Find the Sampling Task*

1. Log into PHIS as a Consumer Safety Inspector.
2. Click the “Task Calendar” link on the left navigation menu.
3. Scroll down to your task calendar and locate the scheduled sampling task on the appropriate day.

*Reschedule the Task*

4. Right click on the task and select “Cancel/Reschedule” which displays the “Lab Sample Cancel/Reschedule” popup screen.
5. Select the “Reschedule” radio button to display the window for the new dates and lab capacity.
6. Enter the new dates for the sample after determining if lab capacity is available.
7. Click the “Save” button.

**Note:** The “drag and drop” option for sampling tasks is not an option since this will bypass lab capacity.

Cancelling a Scheduled Sampling Task

*Find the Sampling Task*

1. Log into PHIS as a Consumer Safety Inspector.
2. Click on the “Task Calendar” link on the left navigation menu.
3. Find the scheduled sampling task on the Task Calendar.

*Cancel a Scheduled Sampling Task*

4. Right click on the task and select “Cancel/Reschedule” which displays the “Lab Sample Cancel/Reschedule” popup window.
5. Select an option: user is asked to select between three options: Cancel this task and return it to the task list (user will be able to schedule it later), Cancel this task and remove it and all other instances of the task from the task list (user will not be able to schedule this task later), OR Reschedule this task.
6. Once the inspector clicks an option, then he/she will select the reason from the drop down menu (if selected “Other” then a reason has to be entered in the ‘Describe, If Other’ box).
7. Click the “Save” button.

**Note:** Alternatively, the inspector is able to cancel a sample task on the Establishment Task List by selecting the establishment from the dropdown list, filter for Lab Sampling, find the sample on the task list, and then click “Delete” in the Cancel column. A pop-up window shows with only one option to select: Delete this task from the Task List and then select the reason from a drop down menu; save. Review the Establishment profile to verify if product information needs to be updated.

### Checking Sample Results

1. Click “Establishment Profile” in the Navigation Menu to open submenus
2. Click on the “Select Establishment” submenu and select the desired establishment
3. Click on “Profile Summary” submenu
4. Click on the “Laboratory Sampling” panel to view Sample Projects and Sample History
5. Click the “small” arrow in the left column to view sample results.

### Documenting Food Defense Tasks in PHIS

EPI are directed to follow instructions in the FSIS Directive 5420.1. EPI are to follow the Directive for frequency of conducting the Food Defense Tasks and not PHIS given frequency.

**Scheduling the task**

1. From the establishment task list, select the appropriate routine Food Defense Task and add it to the calendar.
2. On the task calendar, right click the Food Defense task and choose the Document option.
3. On the Activity Tab, select the appropriate verification activity.
4. On the Vul Pts tab (Vulnerability Points) check the boxes for the items verified while conducting this task. Checking the boxes does not indicate vulnerability, but that the item was verified only.
5. After checking appropriate boxes, EPI should select the Findings tab and document any observations.
6. If there are no non-regulatory concerns, mark Inspection Completed.
7. Select Save.
When there is a non-regulatory concern

1. If there are non-regulatory concerns, in the task’s Inspection Results page under the Findings Tab check the **Non-Regulatory Concerns** check box and enter the observations in the comments box. Example given: “The door to the laboratory area was observed blocked open with a wastebasket at 11:30 pm on March 13, 2014. The Food Defense Program states this door will be locked at all times and accessed only by authorized personnel using an establishment-provided badge...”

**NOTE:** The food defense task does not have regulations associated with food defense. When the IPP observes any vulnerability, then he/she will document the concern in the Finding tab and check the No-Regulatory Concerns box which allows the inspector to create a Food Defense MOI.

2. Select **Save**. A Create/Edit MOI button is enabled.
3. Select the **Create/Edit MOI** button.
4. On the MOI List page, select the **Add Food Defense OFO link**
5. Select each tab and enter any applicable information. The Product Tab does not apply to egg products.

**Note:** Plant response cannot be entered in the Response tab by EPI.

6. **Save** the MOI.
7. Click **Cancel**.
8. Click the **Create/Edit MOI** button again to review any data. You will not be able to print-preview the MOI at this location. Close the Inspection Results page.
9. To print preview the MOI, Select the **Home Breadcrumb**.
10. From the Left Navigation Menu, select **Inspection Verification>Select Establishment**.
11. Select the radio button for the appropriate establishment.
12. Select **Memorandums of Interview** on the Left Navigation Menu.
13. Select the **printer icon** for the Food Defense MOI in question to print preview; close the window.
14. When satisfied with the MOI, select the **edit icon** to return to the MOI tabs.
15. Either change any necessary data or check the **finalize** box.
16. Click **Save**.

**Note:** Once finalized, the MOI cannot be changed unless you unlock and provide a justification.
Documenting Monthly Volume Report Task for NASS

This task will take place of he monthly volume reporting to NASS that the inspector have been sending to the Financial Processing Center. The inspector will enter the information contained in FSIS Form 5200-11 in PHIS under the ‘Questionnaire’ tab.

1. On the Task Calendar page, select the routine Monthly Volume Reporting Egg Products Task from the task list and add it to the task calendar.
2. Right click on the task, choosing Document from the options menu.
3. Select the Activity tab and choose the appropriate verification activity.
4. Select the Questionnaire tab.
5. Select the Take Questionnaire link.

Note: If the task status is ‘Completed’, the task questionnaire results cannot be changed.

6. Select Start
7. At the bottom of the page is an option for PDF reports. Click on this icon to select between two choices: Full Questionnaire Report to see what questions will be asked OR In-Progress Questionnaire Report to see what answers have been given to the questions. Click on Back to Questionnaire at the bottom of the screen to continue entering volume data.
8. Answer the first question with the Month Ending information. All other questions are optional. If the establishment does not make that product or did not make that product in the past month, leave the answer blank.
9. EPI may also select Mark for Review on the right side. Prior to Submit, EPI will be given a chance to review those answers. Click on the Review link for each question to get back to the question page. Answer all applicable questions marked for review.
10. When finished with each page of questions, select ‘Next’.

Note: If you need to leave the questionnaire and come back later to finish, select ‘Save and Continue’ instead.

11. Continue filling out all monthly volume data.
12. On the final page, select ‘Next’.
13. Select ‘Submit’ if you are ready to submit the information with the task.
Import Inspector Role

Unpasteurized egg products imported from Canada will always proceed directly to an official egg products plant in the U.S. for reinspection. Therefore, all egg products inspectors have dual role: CSI and Import Inspector roles.

From the home page, change the User role in the top left hand corner. Click the drop down button and select Import Inspector. The Import Home page is presented.

Entering import results

1. From the Left Navigation Menu, click on Find Import Shipments. The Import Reinspection- Find shipment page is presented. Enter the Certificate number from the documentation received from the importer.
2. Click the search button; the Import Reinspection – Shipments page is presented. A list of shipments categorized by application number (automatically generated by PHIS) is shown on a grid. The correlating application will show information including Application Number, exporting country, inspection certification number, import establishment number port of entry, etc.
3. Click on the “small” arrow next to the appropriate application number. This expands the application list to show the Lots ID with pertinent information. The Lot status should show Received.

Note: when the plant receives imported unpasteurized egg product, it is usually one tanker with one lot number.

4. Click on the “small” blue arrow next to the Lot ID. The Import Reinspection – Lot Manager page is presented. The shipment is reflected here as Received and PHIS generates Type of Inspection (TOI) assignments for this lot for EPI to verify.
5. In the TOI widget there are three types of inspection that the EPI need to complete including certification verification, labeling compliance, and product examination.

Conducting the Certification TOI

6. Click Certification link in the TOI widget. The Import Reinspection – Certification page is presented.
7. On Result box, click Drop Down arrow and select ‘Pass’ if it complies with the regulatory requirements. Select ‘Fail’ if the result did not meet the requirements.
8. Click ‘Complete’ button. The Import Reinspection – Lot Manager page is presented. The
status of the certification TOI has changed from Assigned to Passed and also shows that this TOI is completed.

**Conducting the Label TOI**

9. Click **Label Verification** link in the TOI widget. The Import Reinspection – Label Verification page is presented.
10. On Result box, click **Drop Down** arrow and select ‘Pass’ if it complies with the regulatory requirements. Select ‘Fail’ if the result did not meet the label regulatory requirements.
11. Click **Complete**. The Import Reinspection - Lot Manager page is presented. The TOI status has changed.

**Conducting the Product Exam TOI**

12. Click **Product Exam – 3** in the TOI widget; Import Reinspection – Product Exam 3 is presented.
13. In the **Additional** information section there are mandatory field. Type “12 in the **Weight Sample** box and type “1” in the **Number of Units Taken** box. For the inspector to perform an organoleptic inspection, he/she has to collect one sample unit weighing at least 12 pounds.
14. On the Result box click the **drop down** arrow and select **Pass** if the result has passed the organoleptic reinspection. Select ‘Fail’ if the result did not meet the regulatory requirements.
15. Click **Complete**. The Import Reinspection – Lot Manager screen is displayed. The status of the Product Exam-3 TOI has changed.

**Releasing the Lot**

After all assigned TOIs have been performed and passed; the lot can be released as “US Inspected and Passed”.

16. In the Pending Action widget, click **Lot Reinspection** link. The Import Reinspection – Complete Reinspection page is presented.
17. If all of the TOI results show **Passed**, click the checkmark box for **Release Acceptable Units**.
18. Click **Complete**. The ‘Review the Lot Status’ should read Released.

**Note:** If the Certification TOI, Label Verification TOI or the Product Exam TOI fails, the lot cannot be released; ensure that the refused entry lot is under FSIS control. Immediately, notify plant management and contact your Supervisor so the DO can be notified of the
refused entry load.

View Report

1. Click on View Report tab in the left navigation menu. This will display the ‘Inventory of Standard Reports’ page. You will see that there are a number of reports, displayed on a grid by title and category that can be generated by PHIS. Options will depend on the User Role.
2. On the page top left portion, there is a link ‘Show Description’ that can be selected, which gives a description of the reports listed in the grid. Also, reports can be filtered by the report’s title and or by category.
3. Once you select which report you want to view, click Run to generate the report. Depending of the report selected, the inspector may have to answer additional questions.

PHIS Daily Activities

Logging into PHIS for the First Time during the Work Day

EPI should perform the following activities in this order:

1. Review any new alerts on the dashboard of the home page. The alerts:
   - Are generated automatically based on data entered into the system and events that occur in the establishment,
   - Provide EPI with urgent or critical information, and
   - May direct EPI to perform additional inspection tasks.

2. Review each establishment’s task list to find any new directed tasks. Directed inspection tasks:
   - Are generated automatically based on data entered into the system, and
   - May be generated by supervision, the District Office, or Headquarters.

3. Review each establishment’s task list to find any new sampling tasks
4. Review the task calendar to see what inspection tasks are already scheduled for the week or month
5. Add any new directed inspection tasks/sampling tasks/ export requests to the task calendar.
• EPI are to consider the priorities of the new tasks relative to the tasks already scheduled on the calendar to ensure that they still complete the most important tasks by the end of the month. For sampling tasks, they need to plan ahead to ensure they can collect the sample during the designated time period.

6. Adjust the task calendar if all of the work cannot be performed on a given day due to the addition of directed inspection tasks and sampling tasks

7. Review any open NRs to determine if they can verify that the establishment has brought itself back into compliance while performing inspection tasks

Appendix:

Task Calendar Priorities

Priority 1 High
• Reserved for emergency directed procedures

Priority 2 High
• All Verification and Follow up Sampling for *Salmonella* tasks (as directed)
• Pre-operational and Operational Sanitation-Egg Products task

Priority 3 Medium
• Review of Plant Data task
• Sanitation and Establishment Facilities-Egg Products tasks
• Monthly Volume Reporting Egg Products task
• Other Sampling task (i.e., residues)

Priority 4 Medium
• Unpasteurized Egg Products-Food Safety tasks
• Pasteurized-Not Shelf Stable Egg Products-Food Safety tasks

Priority 5 Low
• Dried Egg Products Food Safety verification task
• Meeting w/ Establishment Management (Egg) task
• Update Establishment Profile (Egg) task
Priority 6 Low

- Economic/Wholesomeness of Egg Products task
- Other Inspection Requirements task
- Labeling Egg Products tasks
  - General/ Product Standards/Net Weights
- Export Certification task
- Food Defense (Egg) Procedures tasks