

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

FSIS NOTICE	07-18	1/25/18
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**COMPLETION OF THE PUBLIC HEALTH INFORMATION SYSTEM PLANT PROFILE
FOREIGN COUNTRY EXPORT QUESTIONNAIRE**

I. PURPOSE

This notice instructs the FSIS Inspector-in-charge (IIC) at all FSIS official establishments and facilities under voluntary inspection to complete a Profile Questionnaire in the Public Health Information System (PHIS) to record whether their assigned establishment has shipped export product to specified foreign countries within the last year. Additionally, the IIC is to indicate in the questionnaire whether they have access to a working printer with scanning capabilities that also prints in color.

NOTE: The questionnaire will be available on January 29, 2018. It is important that it be completed by February 9, 2018.

II. BACKGROUND

In preparation for the implementation of Phase 1 of the export module in PHIS, FSIS is assigning a target profile questionnaire task that IICs are to complete. This questionnaire is being issued as a means to assess any changes that may have occurred since it was last issued in January 2017. The assignment and circuit levels will receive a PHIS alert when the questionnaire becomes available for the IIC. Additional alerts will be issued at the assignment, circuit, and district levels in the days leading up to the date the survey closes as a reminder to complete this required questionnaire.

III. ACCESSING THE PHIS PROFILE EXPORT QUESTIONNAIRE

A. IICs will receive a PHIS profile questionnaire on January 29, 2018, to be completed one time by February 9, 2018. This questionnaire will be located within the Establishment Profile tab in PHIS. To access the questionnaire, IICs are to:

1. From the PHIS Navigation Menu, select **Establishment Profile > Select Establishment;**
2. Search for and select the establishment;
3. On the PHIS Navigation Menu, click **Profile Questionnaire.**

B. Once accessed, a list of the following countries will appear, and the IIC will be asked to select which of the countries their assigned establishment has produced product for export to within the last year. The IIC will be able to select all countries that are applicable:

DISTRIBUTION: Electronic

NOTICE EXPIRES: 2/1/19

OPI: OPPD

1. Afghanistan
2. Andorra
3. Australia
4. Bahamas
5. Bolivia
6. Burundi
7. Cape Verde
8. Cook Islands
9. Ethiopia
10. Gambia
11. Guinea
12. Liberia
13. Mozambique
14. New Zealand
15. Paraguay
16. San Marino
17. Tanzania
18. Uganda
19. United Arab Emirates (UAE)

C. If the establishment has not shipped to any of the listed foreign countries within the last year, the IIC is to select: “plant has not exported to any of the countries listed above.”

D. Additionally, three questions will appear regarding printer access at the establishment. The IIC will be asked to select “Y/YES” or “N/NO” to the following questions: 1. Do you have a working printer?; 2. Does the printer have scanning capabilities?; 3. Does the printer print in color?

IV. QUESTIONS

Refer questions regarding this notice through [askFSIS](#). When submitting a question via askFSIS, use the Submit a Question tab and enter the following information in the fields provided:

- Subject Field: Enter **Notice 07-18**
Question Field: Enter question with as much detail as possible.
Product Field: Select **Export** from the drop-down menu.
Category Field: Select **Public Health Information System (PHIS)** from the drop-down menu.
Policy Arena: Select **International Import/Export** from the drop-down menu.

When all fields are complete, press **Continue** and at the next screen press **Finish Submitting Question**.

NOTE: Refer to [FSIS Directive 5620.1](#), *Using askFSIS*, for additional information on submitting questions.



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