

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

FSIS NOTICE

16-13

2/22/13

**PREPARATIONS FOR INDUSTRY ACCESS TO THE PUBLIC HEALTH
INFORMATION SYSTEM (PHIS)**

I. PURPOSE

This notice makes inspection program personnel (IPP) and import inspection personnel aware of the upcoming industry access to the Public Health Information System (PHIS) and instructs IPP and import inspection personnel to inform establishment management of the upcoming opportunity to access PHIS. It also instructs IPP and import inspection personnel to ask establishment management to provide the name and contact information of their designated Establishment Administrator, and to enter that information in the establishment's PHIS profile.

II. BACKGROUND

FSIS began implementation of PHIS in April, 2011 with the domestic inspection module. Since then, FSIS has continued the phased implementation of other PHIS components. In June, 2012, FSIS implemented the import inspection module of PHIS. From the initial conception of PHIS, FSIS has intended to offer direct access to representatives of official meat and poultry establishments and official import inspection establishments to facilitate the transfer of information from PHIS to establishment management and to facilitate official communication between FSIS and establishment management. In early 2012, FSIS granted access to PHIS on a pilot basis to a representative sample of establishments. Based on the feedback received during that pilot, FSIS improved the industry component of PHIS and tested those improvements in a second pilot in late 2012. FSIS will begin allowing establishments to initiate PHIS access on February 25, 2013. In a recent letter to industry, FSIS asked establishment management to provide the name and email address of the designated Establishment Administrator to IPP or import inspection personnel in writing to facilitate accurate recording of the information in PHIS.

III. AWARENESS MEETING

A. IPP and import inspection personnel are to meet with establishment management to discuss the contents of this Notice either at the next weekly meeting or at another meeting within a week of receiving the Notice. IPP and import inspection personnel are to discuss the following information with establishment management and document the discussion in a Memorandum of Interview (MOI) as described in [FSIS Directive 5000.1](#):

1. FSIS will be implementing industry access to PHIS beginning on February 25, 2013 according to the schedule below;

DISTRIBUTION: Electronic

NOTICE EXPIRES: 3/1/14

OPI: OPPD

PHIS access will roll out for domestic meat and poultry establishments in the District Offices (DOs) as listed below. PHIS access will be available for all official import establishments on March 18, 2013.

OFO Districts	States	Implementation Date
Alameda	Arizona, California, Nevada	February 25, 2013
Atlanta	Florida, Georgia, Puerto Rico, South Carolina, Virgin Islands	March 4, 2013
Chicago	Illinois, Indiana, Michigan, Ohio	March 11, 2013
Dallas	Louisiana, New Mexico, Oklahoma, Texas	March 11, 2013
Denver	Alaska, American Samoa, Colorado, Idaho, Guam, Hawaii, Northern Mariana Islands, Montana, Nebraska, Oregon, Utah, Washington, Wyoming	March 18, 2013
Des Moines	Iowa, Minnesota, North Dakota, South Dakota, Wisconsin	March 18, 2013
All Official Import Establishments	Nationwide	March 18, 2013
Jackson	Alabama, Kentucky, Mississippi, Tennessee	March 25, 2013
Philadelphia	Connecticut, Massachusetts, Maine, Hew Hampshire, New York, Pennsylvania, Rhode Island, Vermont	March 25, 2013
Raleigh	Delaware, District of Columbia, Maryland, North Carolina, New Jersey, Virginia, West Virginia	April 1, 2013
Springdale	Arkansas, Kansas, Missouri	April 1, 2013

2. If establishment management chooses to access PHIS, they will be able to perform the following activities through the PHIS application:
 - a. Review, respond to, or appeal noncompliance records electronically;
 - b. Review, export, or print reports of certain establishment-specific data, including inspection results and lab sample results;
 - c. Review, export or print a report of the PHIS profile for the establishment, which includes the following categories of information about the establishment:
 - i. General information such as location, FSIS District and Circuit, Size, Inspection Activities, and Jurisdiction;
 - ii. Active HACCP process categories;
 - iii. Inspection grants;
 - iv. Approved operating schedule and pre-op sanitation schedule;

- v. Mailing and shipping addresses;
 - vi. Parent Company;
 - vii. Establishment contact personnel;
 - viii. Product groups and estimated production volumes;
 - ix. Active inspection tasks;
 - x. Basic information about hazard analyses at the establishment; and
 - xi. Slaughter lines, if applicable.
3. Even if establishment management chooses not to access PHIS, they can receive notification of noncompliance records (NRs) via email by providing a valid email address and asking IPP and import inspection personnel to mark the “NR Notification” check box for the applicable establishment representative(s) on the Contacts page of the Establishment Profile in PHIS;
4. Establishments can elect to enroll in PHIS at a later date if they choose not to enroll at this time;
5. If establishment management informs IPP and inspection program personnel that they do not intend to enroll in PHIS at this time, IPP and inspection program personnel are to document the information in the MOI;
6. If the establishment wishes to access PHIS, it must:
 - a. Have Internet access using one of the supported Web browsers. PHIS is a Web-based application that requires Internet access. The PHIS User Guide for Industry, available at <http://www.fsis.usda.gov/PHIS/index.asp>, lists the Web browsing software supported by PHIS;
 - b. Designate an individual to serve as the Establishment Administrator in PHIS. This individual will then be responsible for administering PHIS roles for other representatives of the establishment. Once he or she enrolls in PHIS as the Establishment Administrator, this individual will be able to approve enrollment for up to two additional Establishment Administrators as well as other establishment users that have roles in PHIS. Each establishment can have up to 3 Establishment Administrators at one time. At this time, any individual can be enrolled in PHIS for only one establishment at a time;
 - c. Ensure that the individual designated to serve as the Establishment Administrator has access to a valid email address to receive PHIS-related communication from FSIS; and
 - d. Obtain **Level 2** eAuthentication credentials for any individual who wishes to access PHIS. Industry can find information about obtaining **Level 2** eAuthentication credentials in a [letter to industry](#) about PHIS from the FSIS Administrator on the FSIS Web site. If establishment management is not familiar with the industry letter, IPP and import inspection personnel are to provide this link to establishment management:
http://www.fsis.usda.gov/phs/PHIS_Letter_120210_Almanza/index.asp .
7. To set up an Establishment Administrator account in PHIS, establishment management will need to follow these steps:
 - a. Provide the name, work phone number, and email address of the individual who will be the Establishment Administrator to IPP or import inspection personnel assigned to the establishment. The IPP or import inspection personnel will record the desired Establishment Administrator in the establishment profile of PHIS (see instructions below). The name and email address must be the same ones the individual used to register for Level 2 eAuthentication;

- b. The designated Establishment Administrator will then log into the PHIS Web site (<https://phis.fsis.usda.gov>) using his or her Level 2 eAuthentication credentials to request enrollment in PHIS; and
 - c. PHIS will validate the request by comparing the user's Level 2 eAuthentication account information to the contact information for the Establishment Administrator contact type in the PHIS Establishment Profile. If they match, PHIS will immediately grant the user the role of Establishment Administrator in PHIS.
8. If establishment management later needs to change the Establishment Administrator, the existing Establishment Administrator can grant that role to another individual. If for some reason the existing Establishment Administrator is unable to perform that function, then the establishment can repeat the steps above for a different individual to enroll as Establishment Administrator;
 9. The PHIS User Guide for Industry, available at <http://www.fsis.usda.gov/PHIS/index.asp>, provides instructions for establishments on how to use PHIS;
 10. If establishment management encounters problems with the PHIS enrollment process, they can contact the FSIS Service Desk at 1-800-473-9135 and follow the prompts: Press "1" for problems concerning PHIS, then Press "2" for PHIS establishment management experiencing application problems;
 11. If establishment management encounters problems with eAuthentication, they can contact the USDA eAuth Help Desk at eAuthHelpDesk@ftc.usda.gov or 1-800-457-3642; and
 12. If establishment management has concerns that IPP or import inspection personnel are not recording the designated Establishment Administrator's contact information in PHIS in a timely manner, they can raise that concern to the next level in the supervisory chain.
 - a. For meat and poultry establishments, the chain of command would be: Inspector-In-Charge at the establishment; Frontline Supervisor, Deputy District Manager, and District Manager; and
 - b. For import inspection establishments, the chain of command would be Import Inspector, Regional Import Field Supervisor, Import Inspection Division Director.

IV. IPP AND IMPORT INSPECTION PERSONNEL UPDATE PROFILE

A. When the establishment provides the name of the individual who will serve as the first Establishment Administrator, IPP and import inspection personnel are to record the Establishment Administrator as a new contact with the contact type of "Establishment Administrator" on the Contacts page of the establishment profile in PHIS. The individual may already be listed on the contacts page with one or more other contact types, but IPP and import inspection personnel are to record the Establishment Administrator as a new contact. IPP and import inspection personnel are to perform the following steps to enter the first name, last name, phone number, and email address of the establishment's designated Establishment Administrator exactly as given by the establishment:

1. Select Establishment Profile/Select Establishment in the left navigation menu;
2. Find the desired establishment on the "My Establishments" tab and click the blue house icon to open the profile for that establishment;
3. Select Establishment Profile/Contacts from the left navigation menu to open the contacts page for

that establishment;

4. Confirm that the desired establishment is showing at the top of the contacts page;
5. Click on “Add New Contact” to open the Plant Contacts details page;
6. Select “Establishment Administrator” from the Position drop-down menu;
7. At a minimum, type the Establishment Administrator’s first name, last name, phone number, and email address exactly as provided by establishment management in the appropriate fields. Record additional information for the Establishment Administrator if requested by establishment management; and
8. Click “Save” and verify that the new contact appears as expected in the list of plant contacts; and

B. Each establishment can have up to three Establishment Administrators listed at a time in PHIS. However, IPP and import inspection personnel only need to enter the initial Establishment Administrator in PHIS for enrollment validation. After that point, the initial Establishment Administrator will manage any additional PHIS enrollment for the establishment. Other establishment roles managed by the initial Establishment Administrator will not display in the Contacts page of the Establishment Profile.

V. DATA ANALYSIS

OCIO will periodically report the number of Industry Users using PHIS and the Industry-related service desk tickets to assess the adoption and utilization of PHIS for industry users. DAIG will conduct ad hoc analyses as requested.

VI. QUESTIONS

Refer questions regarding this notice to the Policy Development Division through [askFSIS](#) or by telephone at 1-800-233-3935. When submitting a question, use the Submit a Question tab, and enter the following information in the fields provided:

Subject Field: Enter **FSIS Notice 16-13**, or **Industry access to PHIS**.
Question Field: Enter your question with as much detail as possible.
Product Field: Select **General Inspection Policy** from the drop-down menu.
Category Field: Select **Public Health Information System (PHIS)** from the drop-down menu. Policy
Arena: Select **Domestic (U.S.) Only** or **International (Import Export)** from the drop-down menu.

When all fields are complete, press the **Submit** button.



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