

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

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<b>FSIS NOTICE</b>	16-21	4/14/21
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**IMPLEMENTATION OF THE DELETE ATTACHMENT FEATURE IN EXPORT TASK OF THE  
PUBLIC HEALTH INFORMATION SYSTEM EXPORT MODULE**

**I. PURPOSE**

This notice provides instructions to inspection program personnel (IPP) on deleting uploaded attachments from the export task in the Public Health Information System (PHIS).

**II. BACKGROUND**

As part of the PHIS export task review and completion process outlined in FSIS Directive 13,000.5, [Public Health Information System Export Certification](#), IPP are to upload and attach a PDF of the signed export documents (FSIS Form 9060-5 or 9060-5S, 9060-5A and/or 9060-5B if needed, and any required supplemental documents) covering the export shipment. Occasionally, IPP need to remove an attachment and replace it with a new attachment. PHIS now has a delete function that allows IPP to delete uploaded attachments from the export task without rescinding their export approval.

**III. DELETE ATTACHMENT FEATURE**

A. PHIS displays a trashcan icon in the delete column of the attachments grid that appears below the Approve and Sign button once IPP upload an attachment to the export task. IPP are to use the delete feature to delete unwanted attachments from the export task.

B. Once IPP determine that they need to delete an uploaded attachment, they are to click the trashcan icon in the row of the attachment they want to delete from the attachments grid. A pop up will appear informing IPP that this action will permanently delete the selected attachment. IPP are to click "OK" if they want to proceed with deleting the attachment or click "Cancel" if they do not want to delete the attachment. Clicking "OK" permanently removes the associated attachment from the attachments grid. Clicking "Cancel" returns IPP to the attachments grid containing the attached document.

**IV. ADD NEW FILE LINK**

A. Once IPP have deleted an attachment from the export task, they will need to use the Add New File link in the upper left corner of the attachments grid to upload a new attachment to the export task.

B. Clicking the Add New File link opens the following text boxes (File Name and Document Title) below the attachments grid. IPP are to follow the instructions associated with these text boxes.

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**DISTRIBUTION:** Electronic

**NOTICE EXPIRES:** 5/1/22

**OPI:** OPPD

1. File Name: IPP are to click the Select button to the right of the text box which opens a separate window to the files saved on their computer. IPP are to select the file they want to upload and click the Open button in the bottom right corner of the window. Clicking the Open button will return IPP to the text boxes below the attachments grid.
2. Document Title: IPP are to enter Signed Document as the document title in the text box for every document they upload via the Add New File link. Only the S and D are capitalized.

**NOTE:** PHIS will not recognize any document uploaded via the Add File Link unless it is titled as Signed Document. Improperly titled documents uploaded via the Add New File link will prevent IPP from completing and saving the export task.

C. Once Signed Document is entered in the Document Title text box, IPP are to click the Upload button below the text box. The attachments grid will appear showing the new uploaded attachment. IPP are now able to check the Inspection Completed box and can save and close the export task.

## **V. QUESTIONS**

Refer questions regarding this notice or any other export questions to the Office of Policy and Program Development through [askFSIS](#) or by telephone at 1-855-444-9904. When submitting a question, complete the [web form](#) and select Export for the inquiry type.



Assistant Administrator  
Office of Policy and Program Development