# FSIS NOTICE	40-20	8/11/20

PUBLIC HEALTH INFORMATION SYSTEM EXPORT MODULE ENHANCEMENTS

I. PURPOSE

This notice provides information for inspection program personnel (IPP) regarding enhancements to the Public Health Information System (PHIS) export module. On August 24, 2020, FSIS will implement enhancements to the PHIS Export Module to help export applicants ensure export applications contain accurate information for meat (including *Siluriformes* fish and fish products) and poultry. These enhancements will provide export applicants the ability to edit additional fields of the export application prior to final approval by the FSIS certifying official and will allow IPP to review the export application changes by using a new history feature and Rescind CSI Approval button. The process for submitting export applications in PHIS and FSIS's process for assessing export application fees has not changed.

II. BACKGROUND

On June 29, 2018, FSIS implemented phase one of the PHIS electronic export application and certification process with an initial group of countries. FSIS has since completed two additional phases to add a total of 38 countries in the PHIS export module. A complete list of countries included in the PHIS export module is available on the PHIS Export Component page of the FSIS website.

III. PHIS ENHANCEMENTS

A. IPP are to be aware that, effective August 24, 2020, the PHIS export module enhancements will allow an export applicant to edit certain additional data elements of PHIS export applications after application submission and prior to final approval by the FSIS certifying official. IPP are to be aware that once IPP have opened and saved an export task, the export applicant will need to provide a justification to unlock and edit the associated export application.

B. These enhancements will allow the export applicant to edit the following data elements prior to final approval (clicking the Approve and Sign button) by the FSIS certifying official:

1. Consignor/Exporter;

2. Consignee/Importer;

3. Product Name;

4. Marked Net Weight of Lot;

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5. Number of Packages in Lot;

6. Total Net Weight;

7. Statements; and

8. Remarks section.

C. IPP are to be aware that after completing the edits to the export application, the export applicant is to re-submit the updated export application for the FSIS review and approval process to continue until the application is rejected or approved.

D. Depending on where the export application is in the FSIS review process prior to the export applicant unlocking and editing the export application, the updated application may go back to the CSI (Consumer Safety Inspector) or could go to the PHV (Public Health Veterinarian) if the CSI has already approved an application that requires PHV approval.

E. The PHIS enhancements will also provide IPP with a history feature notifying IPP of the changes made to the export application. PHIS will also allow the PHV to rescind the CSI approval of the export application. These enhancements are covered under Section V, *View Application History Feature* and Section VI, *Rescind CSI Approval Feature*.

IV. AWARENESS MEETING WITH ESTABLISHMENT MANAGEMENT

Immediately upon receipt of this notice, the inspector-in-charge (IIC) is to have a meeting with the establishment management to make them aware of the contents of this notice.

V. VIEW APPLICATION HISTORY FEATURE

A. As part of the PHIS export application review process detailed in Chapter IV, Section M, part 5 of FSIS Directive 13000.5, *Public Health Information System Export Certification*, IPP are to access the Approvals tab of the export task when completing the export application review in PHIS. PHIS will now have a View Application History link added to the approvals tab. When an export application has been edited by the export applicant after IPP have opened and saved the export task, PHIS will capture these changes in a PDF document accessible via the View Application History link.

B. To access the PDF document described in paragraph A of this section, IPP are to click the View Application History link to view any edits to the export application. Clicking the link will open a pop-up window with options to open, save or cancel. IPP are to click the open button where PHIS will open a separate window with a PDF document titled, "Record History and Additional Information". This PDF will indicate any general updates and will display certain data changes showing the previous value as compared to the current value after the export applicant has edited the export application. Time and date stamps on the PDF correspond with all actions taken on the export application by the export applicant and IPP.

1. Before (previous value) and after (current value) data changes that will be displayed in the history PDF include the following data elements:

a. Product Name;

b. Marked Net Weight of Lot;

c. Total Number of Packages; and

      d. Total Net Weight.

2. General updates that are notified (on the history PDF), but not specifically displayed, within the PDF that IPP are to verify on the export application include the following data elements:

      a. Consignor/Exporter;

      b. Consignee/Importer;

      c. Statements; and

      d. Remarks.

C. IPP are to review the updated information on the export application to verify accuracy and compliance with FSIS export requirements as well as any additional export requirements found in the [FSIS Export Library](#) for the importing country.

NOTE: If the export applicant unlocks the export application multiple times and makes multiple sets of edits, each set of edits will be displayed separately on the PDF with a new date and time stamp. There is no limit to the number of times an export applicant can unlock and edit the export application.

D. When reviewing the updated export application, IPP are to determine if any changes to the export application warrant additional export verification or product re-inspection. Some changes that warrant additional export verification and/or product re-inspection include but are not limited to the following:

1. Product name changes that change the type of product. For example, changing chicken thigh to chicken leg or changing pork loin to pork loin chop;

2. Any increase in package count; and

3. Any increase in weight that is not correcting a clear and obvious typographical error, such as transposing numbers or misplacement of the decimal.

VI. RESCIND CSI APPROVAL FEATURE

A. The Rescind CSI Approval feature is only available to the PHV after CSI approval for export tasks that require PHV approval. When a PHV observes that an export application has been edited after the CSI approved the export application and the PHV determines the changes warrant additional export verification or product re-inspection, the PHV is to use the newly added Rescind CSI Approval button on the Approvals tab of the export task. Clicking the Rescind CSI Approval button reverses the prior CSI approval and sends the export task back to the CSI for additional review.

B. The PHV is to enter a justification (e.g., the product has changed, increased package count, etc.) to rescind the CSI approval. After entering a justification and clicking the Rescind CSI Approval button, PHIS will display a pop-up window with OK and Cancel options and the following confirmation message: "Completing this action re-opens the CSI Export Task (#######) and removes the PHV task(s) previously scheduled and started from the Task Calendar and the 9060 grid." The PHV is to click OK if they do want to rescind the CSI approval. The PHV is to click cancel if they do not want to rescind the CSI approval.

C. Once the PHV clicks the OK button and rescinds the CSI approval, the PHV export task is immediately removed and cannot be undone. Rescinding the CSI approval will also trigger a red alert to appear in the alerts grid of the dashboard on the home page of all CSIs that are assigned to the coverage assignment of the exporting establishment. This red alert indicates to CSIs that the prior approval of the referenced export application has been rescinded.

D. If a CSI receives a red alert notification on their PHIS dashboard for an export task, this means the CSI's prior export application approval was rescinded by the FSIS PHV that worked on the export task in PHIS. The CSI is to open and review the export task and use the application history feature to determine what has changed. The CSI will then need to take any additional steps to review and approve the export application, such as performing additional export verification or product re-inspection activities, as necessary. The CSI will be able to reject or approve the updated application.

VII. PHIS HELP BUTTON

IPP can use the PHIS Help button (right side of the upper tool bar) for demonstrations and screenshots of the new PHIS enhancements. The Help button also provides access to the updated quick reference guide, Documenting Export Certification Tasks Quick Reference Guide. This quick reference guide supplements information in this notice as well as basic PHIS export information from FSIS Directive 13000.5.

VIII. QUESTIONS

Refer export questions regarding this notice or any export questions to the Import Export Policy Development Staff (IEPDS) through askFSIS or by telephone at 1-855-444-9904. When submitting an askFSIS question, use the Submit a Question tab and enter the following information into the fields provided:

Subject Field: Enter **Notice 40-20.**
Question Field: Enter your question with as much detail as possible.
Product Field: Select **Exports** from the drop-down menu.
Category Field: Select **Export Certificates** 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.

Assistant Administrator
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