

## PHIS: Industry (Video Vignette)

Storyboard: On **Screen Text** will be in bold throughout and *Narrated Text* will be italicized. The Numbered Concepts will indicate the break between the screen slides.

Outline: The video will be broken down into 7 sections for creating chunks of video segments in Adobe Captivate, which will then be compiled into one final product at the end of the video vignette.

Section 1) Introduction

Section 2) USDA eAuthentication/Local Registration Authority

Section 3) Enrollment Requests

Section 4) Respond to NR

Section 5) Respond to MOI

Section 6) View Report

Section 7) Closing

### Section 1 Introduction

#### Concept 1

**Title: PHIS: Industry**

*Narration: Welcome to PHIS Industry. PHIS stands for the Public Health Information System and now Industry customers can complete certain tasks online through our web-based system.*

#### Concept 2

**Title: Overview**

#### Concept 3

**Animated Text:**

**USDA eAuthentication**

**Establishment Administrator & Plant Manager User Enrollment**

**Respond to Noncompliance Record (NR)**

**Respond to Memorandum of Interview (MOI)**

**Inventory of Standard Reports**

*Narration: This feature will overview USDA eAuthentication requirements, establishment administrator and plant manager user enrollment, inspection notifications such as responding to noncompliance records (NR), memorandum of interviews (MOI), and an inventory of standard reports.*

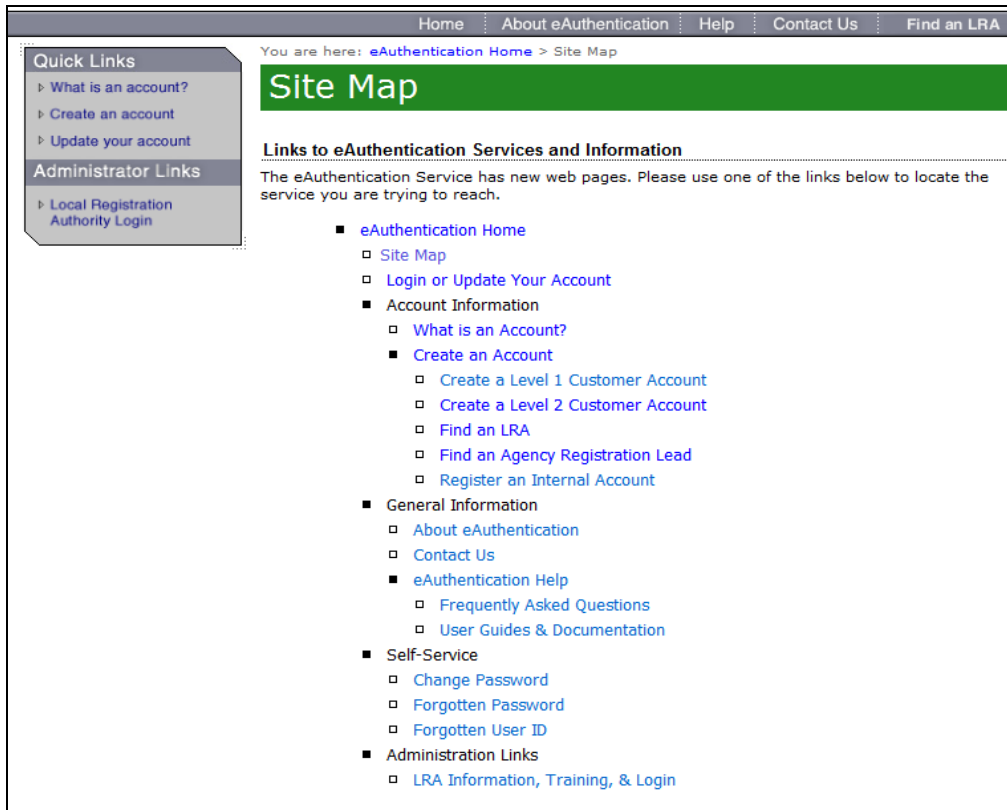
## Section 2 USDA eAuthentication

### Concept 1

#### **Title: USDA eAuthentication**

#### **Animated Text:**

**You need a Level 2 USDA eAuthentication Account to access PHIS**

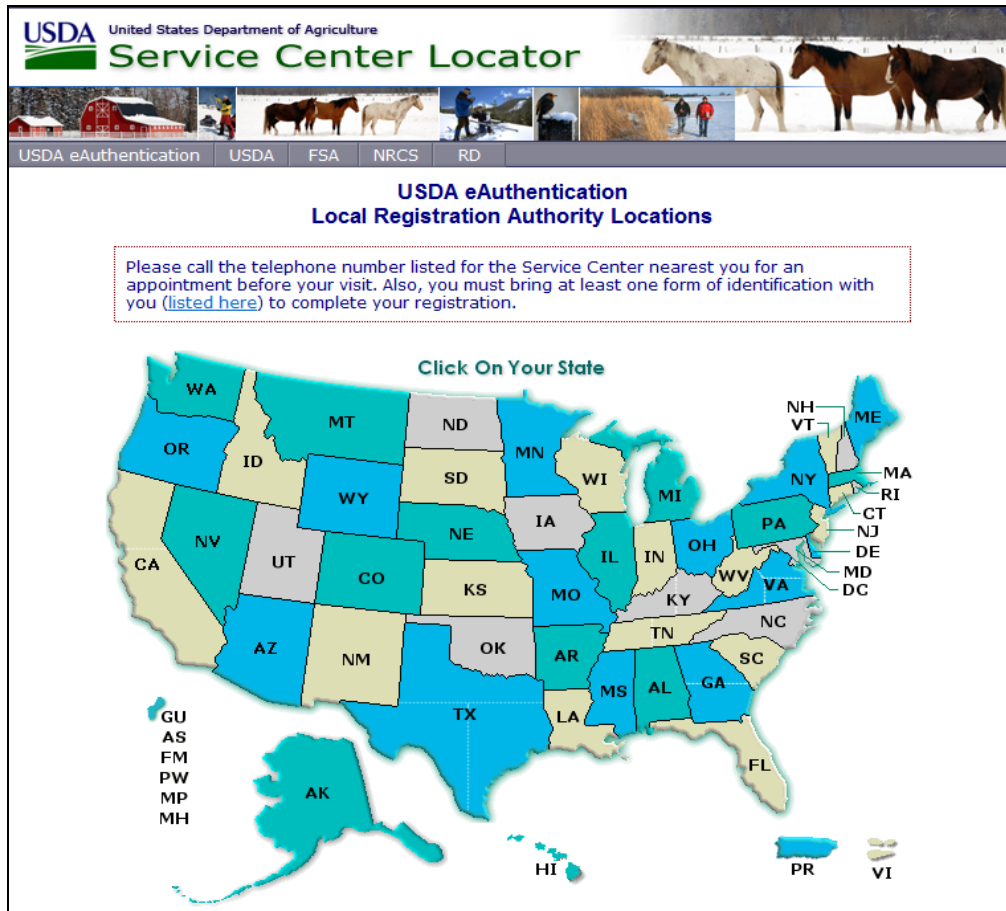


**Animation:** Highlight over “Create a Level 2 Customer Account

**Narration:** Access to PHIS is controlled by the USDA’s eAuthentication system. You need a Level 2 USDA eAuthentication account to use PHIS.

## Concept 2:

### Title: Validate with a Local Registration Authority



**Animation:** Highlight Middle Box on Screen

**Narration:** A requirement for obtaining Level 2 USDA eAuthentication is verifying your identity with a Local Registration Authority, also known as LRA.

## Concept 3:

**Animated Text:**

Visit the USDA eAuthentication website at <http://www.eauth.egov.usda.gov/> for more information.

**Narration:** For more information on obtaining a Level 2 USDA eAuthentication account and finding a Local Registration Authority, visit the USDA eAuthentication website at <http://www.eauth.egov.usda.gov>

## Section 3 Enrollment Requests

### Concept 1

#### Title: Establishment Administrator: User Enrollment

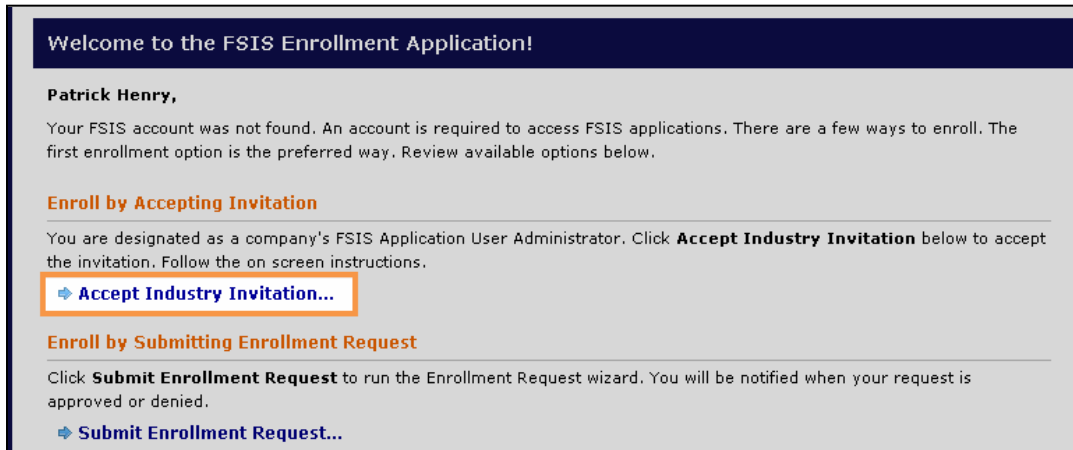
**Animated Text:** Establishment Administrators manage PHIS users who have the Plant Manager or Establishment Administrator Role. The first person in an establishment who will use the Establishment Administrator Role must be added to the PHIS Establishment Profile by FSIS In-Plant Personnel. IPP will need the First Name, Last Name, and email address associated with the Establishment Administrator's Level 2 eAuthentication account. After this is complete, the individual can accept an online invitation and enroll in PHIS. Once enrolled, he or she can log on to the

system and specify up to two other Establishment Administrators. Only Plant Managers can respond to NRs and MOIs or view reports.

*Narration: Establishment Administrators manage PHIS users who have the Plant Manager or Establishment Administrator Role. The first person in an establishment who will use the Establishment Administrator Role must be added to the PHIS Establishment Profile by FSIS In-Plant Personnel. IPP will need the First Name, Last Name, and email address associated with the Establishment Administrator's Level 2 eAuthentication account. After this is complete, the individual can accept an online invitation and enroll in PHIS. Once enrolled, he or she can log on to the system and specify up to two other Establishment Administrators. Only Plant Managers can respond to NRs and MOIs or view reports.*

## Concept 2

### Title: FSIS Enrollment Welcome Page



**Animated Text:** <https://phis.fsis.usda.gov/enrollment>

**Animation:** Highlight Accept Industry Invitation

*Narration: To accept an invitation and activate your PHIS account, complete the following steps:*

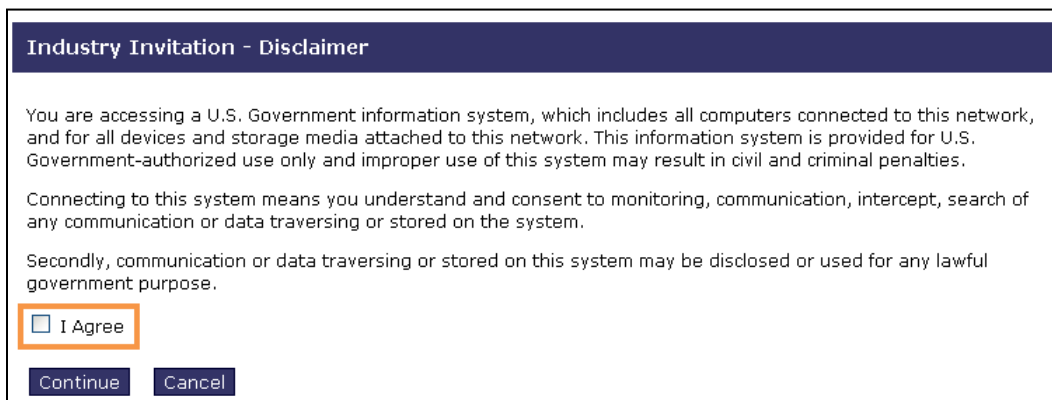
*First, Open a web browser and go to <https://phis.fsis.usda.gov/enrollment>*

*Next, Log in to PHIS with your Level 2 USDA eAuthentication user ID and password.*

*On the Enrollment Welcome page, click Accept Industry Invitation.*

## Concept 3

### Title: Industry Invitation – Disclaimer Page



**Animation:** Highlight I Agree, followed by Continue

*Narration: On the Industry Invitation – Disclaimer page, read the disclaimer and select the box next to I Agree. Then, click Continue.*

## Concept 4

### Title: Industry Invitation Page

**Industry Invitation**

Use this page to accept the industry invitation. If you are not a designated Establishment Administrator, click Cancel.

**Create Establishment Administrator Account**

Patrick Henry,

Enter one establishment number for the establishment for which you are a designated establishment administrator in the Establishment Number field below and click **Create Account**. Invitations cannot be accepted for inactive establishments or for establishments that do not meet the implementation timeline. You can search for eligible establishments by clicking **Lookup...**

After verification, your FSIS account with administrator privileges will be created and will be effective immediately. You will then be redirected to the FSIS PHIS Dashboard.

\* Establishment Number:  [Lookup...](#) [Clear](#)

Enter only one number in the following format: M123 or M456G.

[Create Account](#) [Cancel](#)

**Animation:** Highlight Establishment Number Field, then Lookup, then Create Account

**Narration:** In the Establishment Numbers field on the Industry Invitation page, type the establishment number for the establishment for which you will be the Establishment Administrator. You can also click Lookup to search for your establishment. The number must match exactly, including any suffixes. For example, if your establishment number is M123S, you would type the letter M, the numbers 123, and the letter S with no spaces and no punctuation. Then, you would click Create Account.

## Concept 5

### Title: Establishment Administrator: User Management

**Animated Text:** Establishment Administrators manage user accounts for their establishment and conduct tasks such as approving or denying enrollment requests and adding or removing roles.

*Establishment Administrators are responsible for managing user accounts for their establishment. This responsibility includes approving or denying enrollment requests and adding or removing roles. Establishment Administrators can assign the Plant Manager or Establishment Administrator roles to users of their establishment.*

## Concept 6

### Title: How to Manage User Requests

**Animated Text:** Users in your establishment may request changes to their PHIS accounts using the Requests feature. As the Establishment Administrator, you can respond to the requests by completing a few steps.

*Narration:* Users in your establishment may request changes to their PHIS accounts using the Requests feature. As the Establishment Administrator, you can respond to the requests by completing a few steps.

## Concept 7

### Title: How to Manage User Requests

**User Management**

- Manage Users
- Manage Requests

**Request Number - 999 by Plant Manager**

**Account Information**

First Name: Plant      Request Type: New Account  
Middle Name:  
Last Name: Manager  
Email: plant.manager@email.com  
Job Title: Plant Manager  
Work Phone: 800-555-1776



**User Comments**

**Establishment Information**



Establishment Number: M123456 P123456 V123456  
Establishment Name: My Establishment  
Address: 1776 Constitution Road  
Washington, DC

**Add/Edit Roles**

[Add a Role...](#)

Role	From	To	
> [Primary role] Plant Management (ESTABLISHMENT) 1 work area assigned.			 

☐ Send Feedback to the Requestor

 Approve  Reject

**Animation:** Highlight Manage Requests, Edit Icon, and then Reject, followed by Approve.

**Narration:** First, log in to PHIS with your Level 2 eAuthentication user ID and password. Ensure your role is Establishment Administrator. From the navigation menu on the left side of the page, click Manage Requests. Next, click the Edit icon next to the request you want to review. The Request page appears and you can review the request, make changes to it, or approve/reject it. Review the request and make any changes to the user's profile, such as assigning a role or removing a role, if necessary. Click Reject if you do not know the user or do not have enough information. If the user has provided contact information, you can also contact him or her to verify the request. If you want to approve the request, click Approve.

## Concept 8

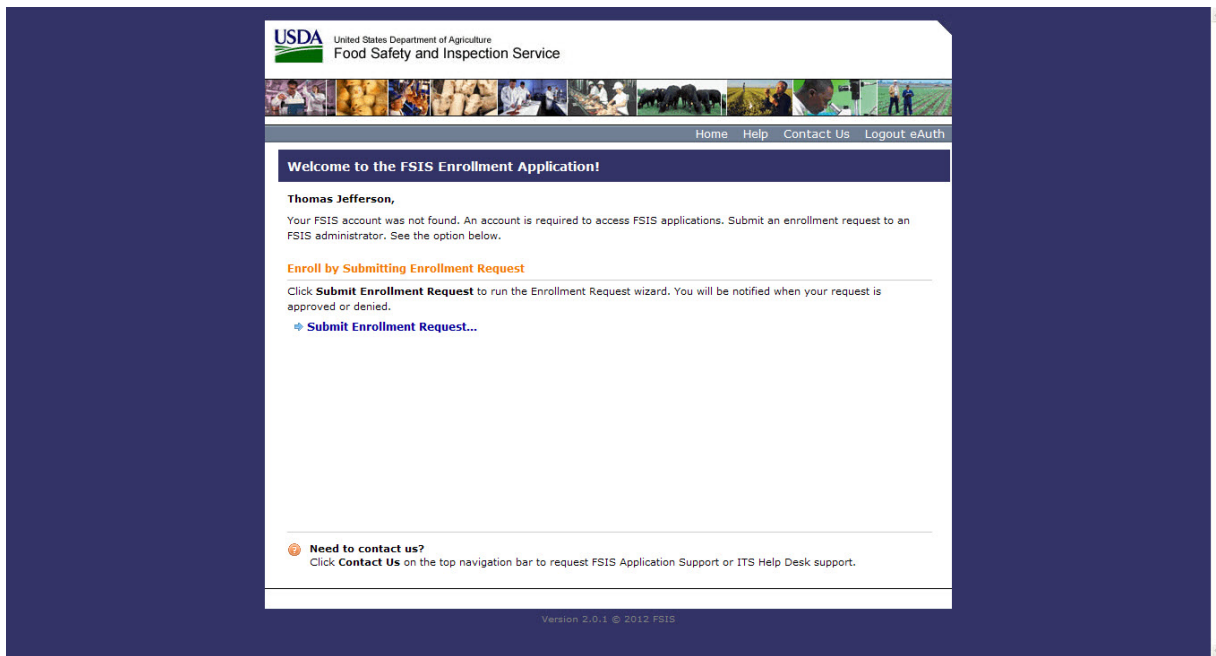
### Title: Plant Manager: User Enrollment

**Animated Text:** In order to use PHIS to respond to noncompliance records, appeal noncompliances, or view reports, you need the Plant Management role.

**Narration:** In order to use PHIS to respond to noncompliance records, appeal noncompliances, or view reports, you need the Plant Management role. There are two ways the Plant Management role can be assigned: a user in your establishment with the Establishment Administrator role assigns it to your account, or you submit an enrollment request and your establishment administrator approves the request.

## Concept 9

### Title: FSIS Enrollment Welcome Page



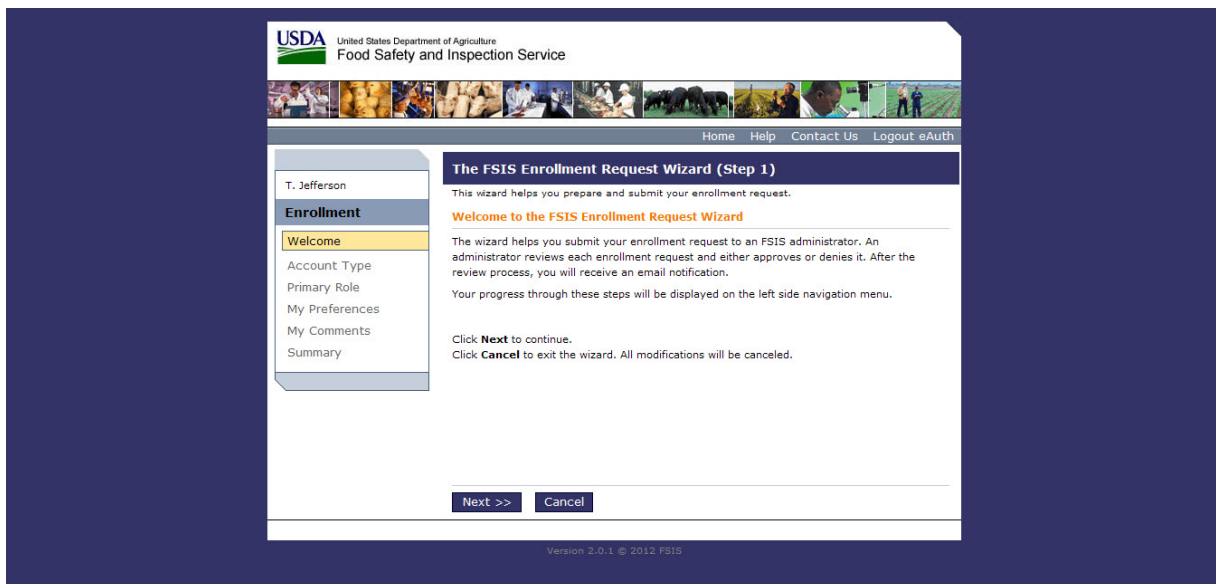
**Animated Text:** <https://phis.fsis.usda.gov>

**Animation:** Highlight Submit Enrollment Request

**Narration:** To activate your PHIS account and request a role for the first time you must complete the following steps. Open a web browser and go to <https://phis.fsis.usda.gov>. Log in to PHIS with your Level 2 eAuthentication user ID and password. On the Enrollment Welcome page, click Submit Enrollment Request.

## Concept 10

### Title: FSIS Enrollment Request Wizard (Step 1)



**Animation:** Highlight Next

**Narration:** On the FSIS Enrollment Request Wizard Step 1 page, click next.

## Concept 11

### Title: FSIS Enrollment Request Wizard (Step 2)

The screenshot shows the 'The FSIS Enrollment Request Wizard (Step 2)' interface. The header includes the USDA logo and 'United States Department of Agriculture Food Safety and Inspection Service'. A navigation bar contains links for Home, Help, Contact Us, and Logout eAuth. On the left, a sidebar menu for user 'T. Jefferson' lists 'Enrollment' (selected), 'Welcome', 'Account Type' (highlighted), 'Primary Role', 'My Preferences', 'My Comments', and 'Summary'. The main content area is titled 'The FSIS Enrollment Request Wizard (Step 2)' and includes a sub-header 'Select Your Account Type'. It prompts the user to 'Select your account type.' and features a dropdown menu for '\* Account Type:' with 'Domestic' selected. A description explains that 'Domestic' is for business environments in the U.S. for meat, eggs, and poultry. At the bottom, there are buttons for '<< Previous', 'Next >>', and 'Cancel'. The footer indicates 'Version 2.0-1 © 2012 FSIS'.

**Animation:** Highlight Domestic Account and then Next

**Narration:** On the Step 2 page, in the Account Type field, select "Domestic" and click Next.

## Concept 12

### Title: FSIS Enrollment Request Wizard (Step 3)

The screenshot shows the 'The FSIS Enrollment Request Wizard (Step 3 of 7)' interface. The header and navigation bar are identical to Step 2. The sidebar menu for user 'T. Jefferson' lists 'Enrollment' (selected), 'Welcome', 'Account Type', 'Primary Role' (highlighted), 'Dom. Establishment', 'My Preferences', 'My Comments', and 'Summary'. The main content area is titled 'The FSIS Enrollment Request Wizard (Step 3 of 7)' and includes a sub-header 'Select Your Primary Role'. It prompts the user to 'Select or verify your primary business area and role.' and features a dropdown menu for '\* Role:' with 'Plant Management' selected. A description explains that the 'Plant Manager' works with inspectors and responds to Noncompliance Records (NR). At the bottom, there are buttons for '<< Previous', 'Next >>', and 'Cancel'. The footer indicates 'Version 2.0-1 © 2012 FSIS'.

**Animation:** Highlight Plant Management and then Next

**Narration:** On the Step 3 page, in the Role field, select Plant Management and click Next.



### Title: FSIS Enrollment Request Wizard (Step 4)

**Animation:** Hover over text boxes, click find, click select icon next to establishment and click next.  
**Narration:** On the Step 4 page, enter filter criteria to find the establishment and click Find.  
 Click the Select icon next to the Establishment and click Next.

## Concept 14

### Title: FSIS Enrollment Request Wizard (Step 5)

The screenshot shows the FSIS Enrollment Request Wizard at Step 5 of 7. The header includes the USDA logo and navigation links. A left sidebar lists menu items: T. Jefferson, Enrollment, Welcome, Account Type, Primary Role, Dom. Establishment, My Preferences (highlighted), My Comments, and Summary. The main content area is titled 'The FSIS Enrollment Request Wizard (Step 5 of 7)' and contains the following fields: Job Title (Plant Manager), Display Name (Thomas Jefferson), Salutation (Mr.), Credentials, Mobile Phone Number (555-555-5555), and Fax (555-555-5555). Navigation buttons at the bottom are '<< Previous', 'Next >>', and 'Cancel'. The footer indicates 'Version 2.0.1 © 2012 FSIS'.

**Animation:** Hover over account information fields and click next.

**Narration:** On the Step 5 page, complete optional user account information and click Next.

## Concept 15

### Title: FSIS Enrollment Request Wizard (Step 6)

The screenshot shows the FSIS Enrollment Request Wizard at Step 6 of 7. The header and left sidebar are identical to Step 5, with 'My Comments' highlighted. The main content area is titled 'The FSIS Enrollment Request Wizard (Step 6 of 7)' and contains the following fields: 'Add Comments (Optional)' with a text area for 'Request for enrollment.' and a large empty text box for comments. Navigation buttons at the bottom are '<< Previous', 'Next >>', and 'Cancel'. The footer indicates 'Version 2.0.1 © 2012 FSIS'.

**Animation:** Hover over comment field and click next.

**Narration:** On the Step 6 page, add optional comments and click Next.

## Concept 16

### Title: FSIS Enrollment Request Wizard (Step 7)

The screenshot displays the 'The FSIS Enrollment Request Wizard (Step 7 of 7)' interface. The header includes the USDA logo and navigation links. A left sidebar lists menu items: T. Jefferson, Enrollment, Welcome, Account Type, Primary Role, Dom. Establishment, My Preferences, My Comments, and Summary (highlighted). The main content area is titled 'The FSIS Enrollment Request Wizard (Step 7 of 7)' and contains an 'Enrollment Request Summary' section. This section includes five numbered steps: 1. User Information, 2. Account Information, 3. Establishment Information, 4. Additional User Information, and 5. Requestor's Comments. Each step displays specific user data, such as full name, email, work phone, account type, role, establishment name, job title, display name, mobile phone, fax, salutation, and credentials. Navigation buttons at the bottom include '<< Previous', 'Finish', and 'Cancel'. A version number 'Version 2.0.1 © 2012 FSIS' is visible at the bottom.

USDA United States Department of Agriculture  
Food Safety and Inspection Service

Home Help Contact Us Logout eAuth

T. Jefferson

**Enrollment**

Welcome  
Account Type  
Primary Role  
Dom. Establishment  
My Preferences  
My Comments  
**Summary**

**The FSIS Enrollment Request Wizard (Step 7 of 7)**

This wizard helps you prepare and submit your enrollment request.

**Enrollment Request Summary**

Review the Enrollment Request. Click **Finish** to submit the request to your FSIS User administrator. Click on the left side menu to review or modify specific section. Until the request is not approved you can modify and resubmit it or you can withdraw it from FSIS Enrollment Application.

**1. User Information**

Information in this section comes from the USDA eAuthentication System. Use their web site to edit that information. When on the USDA eAuthentication's Login page click **Update Profile** on the left menu.

**Full Name:** Jefferson, Thomas  
**Email:** TJefferson@foundingfather.com  
**Work Phone:** (111) 333.555.test

**2. Account Information**

The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).

**Account Type:** Domestic  
**Role:** Plant Management [Top of page](#)

**3. Establishment Information**

You are an employee of the following Establishment:

**Establishment:** **West Liberty Foods, LLC**  
10000 W. 100th St.  
West Liberty, IA 52596 [Top of page](#)

**4. Additional User Information**

This section contains your additional contact information and information which could personalize how your name is displayed on FSIS application pages, documents, or email notifications.

**Job Title:** Plant Manager  
**Display Name:** Thomas Jefferson  
**Mobile Phone:** 555-555-5555 **Salutation:** Mr.  
**Fax:** 555-555-5555 **Credentials:** -- [Top of page](#)

**5. Requestor's Comments**

This section contains your comments which could help an administrator to process your request.

Request for enrollment.

[Top of page](#)

<< Previous Finish Cancel

Version 2.0.1 © 2012 FSIS

Animation: Highlight to read page data and click finish.

Narration: On the Step 7 page, verify that all the information is correct and click Finish.

## Concept 17

### Title: Enrollment Request Summary

USDA United States Department of Agriculture  
Food Safety and Inspection Service

Home Help Contact Us Logout eAuth

#### Enrollment Request Summary

This page displays your Enrollment Request summary. To start editing a selected section or the whole request click [\[Edit...\]](#) link or [Edit](#) button. To delete the request from the FSIS Enrollment Application click [Delete](#) at the bottom.

**Enrollment Request No. 1981 for a "Domestic" account**

**The Enrollment Request was submitted and it is being processed.**  
It might take some time for administrators to review and process it. Once the request is approved or rejected you will be notified by email. If you need to modify and resubmit your request click [\[Edit...\]](#) link or [Edit](#) button and follow the on-screen instructions.

[Edit...](#) [Delete](#)

#### 1. User Information

Information in this section comes from the USDA eAuthentication System. Use their web site to edit that information. When on the USDA eAuthentication's Login page click [Update Profile](#) on the left menu.

**Full Name:** Jefferson, Thomas  
**Email:** [TJefferson@foundingfather.com](mailto:TJefferson@foundingfather.com)  
**Work Phone:** (111) 333.555.test

#### 2. Account Information [\[Edit...\]](#)

The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).

**Account Type:** Domestic  
**Role:** Plant Management [Top of page](#)

#### 3. Establishment Information [\[Edit...\]](#)

You are an employee of the following Establishment:

**Establishment:** [Borden Dairy Products, LLC](#)  
[11111111111111111111](#)  
[11111111111111111111](#) [Top of page](#)

#### 4. Additional User Information [\[Edit...\]](#)

This section contains your additional contact information and information which could personalize how your name is displayed on FSIS application pages, documents, or email notifications.

**Job Title:** Plant Manager  
**Display Name:** Thomas Jefferson  
**Mobile Phone:** 555-555-5555  
**Fax:** 555-555-5555  
**Salutation:** Mr.  
**Credentials:** -- [Top of page](#)

#### 5. Requestor's Comments [\[Edit...\]](#)

This section contains your comments which could help an administrator to process your request.

Request for enrollment.

[Top of page](#)

[Edit...](#) [Delete](#)

Version 2.0.1 © 2012 FSIS

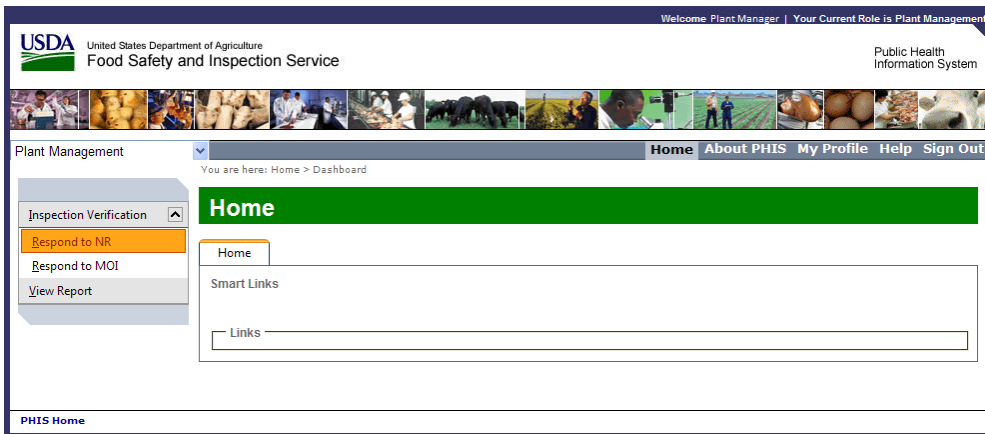
**Animation:** Highlight yellow information box.

**Narration:** After you submit the request, the enrollment request summary appears. Your establishment administrator must approve your request before you will be able to use PHIS.

## Section 4 Response to NR

### Concept 1

#### Title: Respond to Noncompliance Record (NR)

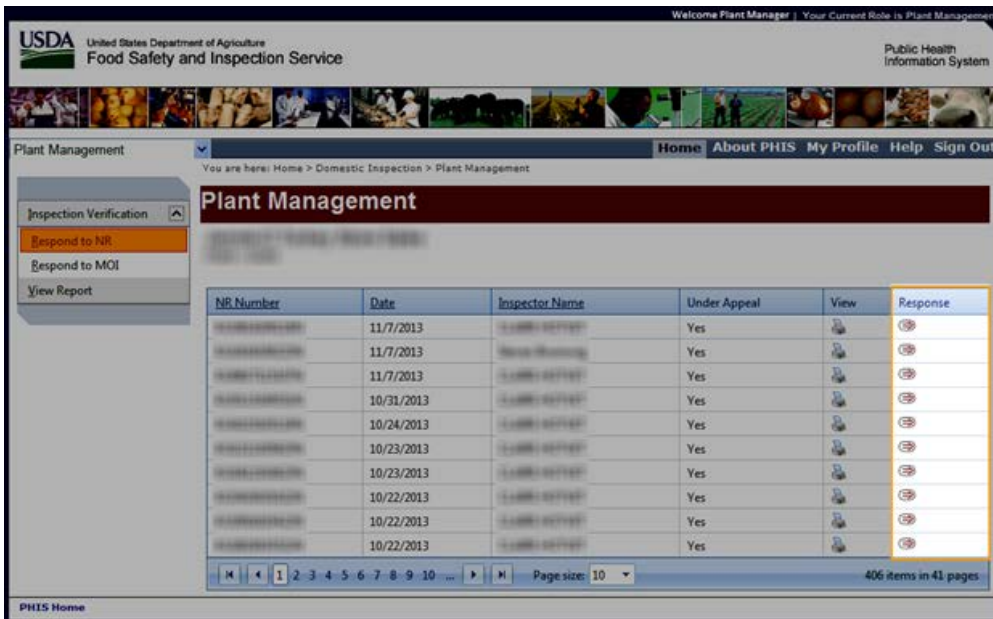


**Animation:** Highlight Inspection Verification > Respond to NR.

**Narration:** Log in to PHIS with your Level 2 eAuthentication user ID and password. Once on the Plant Management Homepage, from the left menu, select Inspection Verification > Respond to NR.

### Concept 2

#### Title: Plant Management Respond to NR Page



**Animation:** Highlight grid with red arrows.

**Narration:** The system displays the list of noncompliance records that have been recorded by the FSIS Inspector for your establishment. Click the red arrow in the grid for any noncompliance record that you want to review. The Plant Management Response page appears.

### Concept 3

#### Title: Plant Management Response Page

**Plant Management Response**

My Establishment  
M123456 P123456 V123456

Appeal

Plant Management Response

NR Number: 123456789

NonCompliance 1

Cited Regulations:

☒ 416.13(c): plant monitors implementation of SSOP procedures

☒ 416.15(b): Corrective action, procedures for

☒ 416.16(a): daily records required, responsible individual, initialed and dated

☒ 416.13(a): conduct pre-op procedures

Description of NonCompliance:

Accept FSIS's decision

Appeal

Design

HTML

Preview

Zoom

History

Action	Establishment Management Response	Reason for Decision	Submitted By	Submitted On
No records to display.				

Attachments

Add Attachment

File Name	Title	Date Added	Delete
No records to display.			

Save Submit Cancel

**Animation Part 1:** (Focus on comments box and radio buttons in top half). Hover over comments box and the accept and appeal radio buttons.

**Narration:** On the Plant Management Response page, you have the option to select the Accept FSIS's decision option or the Appeal option.

**Animation Part 2:** (Focus on bottom half). Highlight comments box, Hover over Save and then Submit.

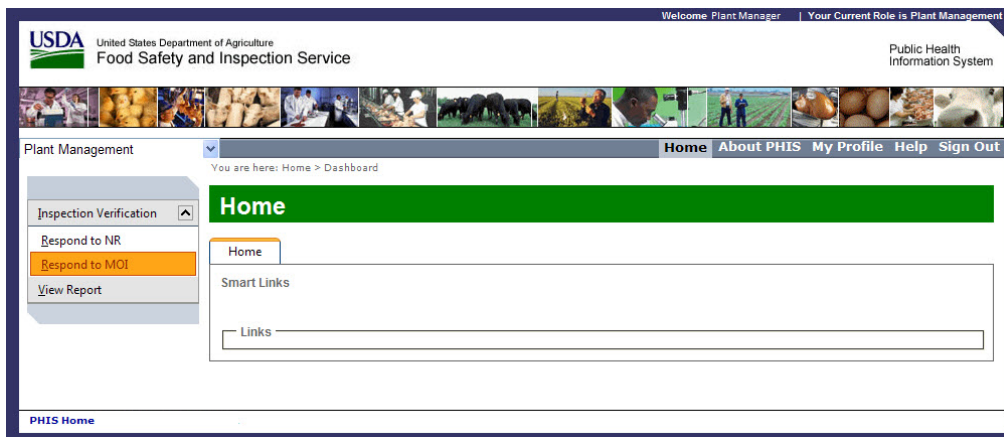
**Narration:** After you have selected the appropriate option and typed your comments, click Save.

A confirmation message appears. When you are ready to submit your response to FSIS, click Submit. On the dialog box, confirm whether you want to submit the record. If you have accepted the decision and submitted your response, the record is now locked and the process is over. If you have appealed the decision and submitted your response, the record is now locked until FSIS personnel respond. PHIS returns you to the NR List page. To go to the Home page, click Home in the menu.

## Section 5 Respond to MOI

### Concept 1

#### Title: Respond to Memorandum of Interview (MOI)

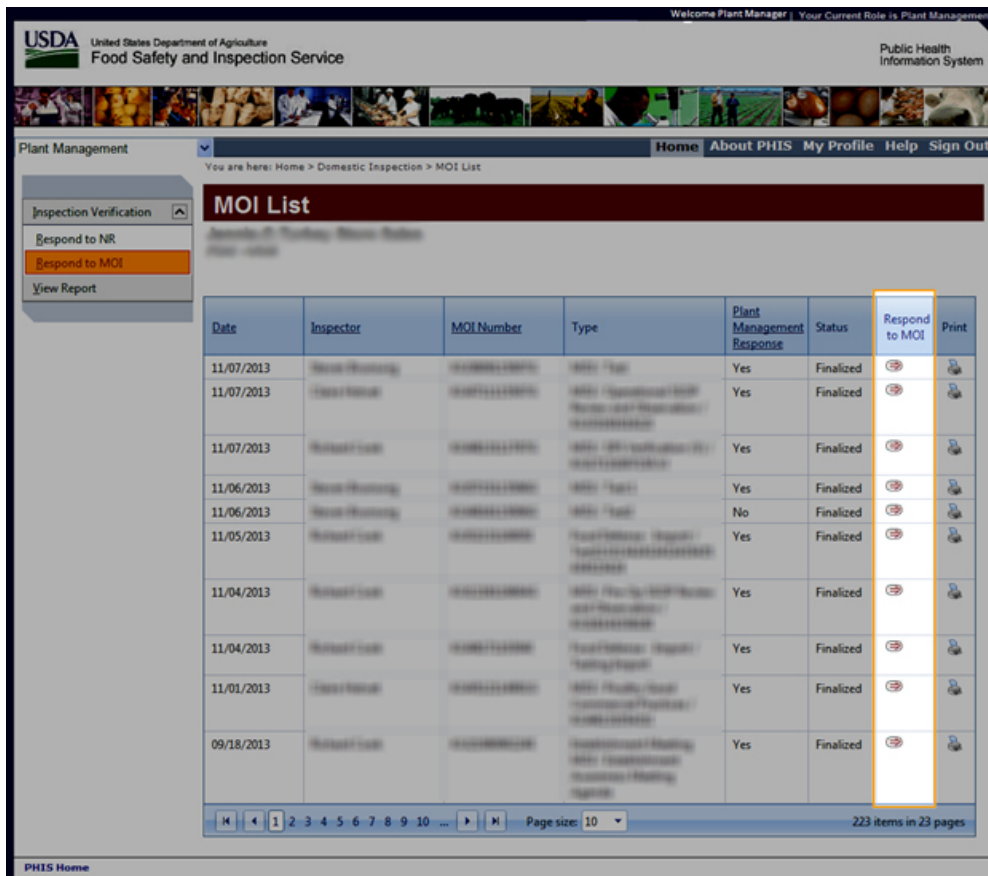


**Animation:** Highlight Inspection Verification > Respond to MOI.

**Narration:** To respond to a Memorandum of Interview (MOI) record, complete the following steps: Log in to PHIS with your Level 2 eAuthentication user ID and password. Once on the Plant Management Homepage, from the left menu, select Inspection Verification > Respond to MOI.

### Concept 2

#### Title: Plant Management Respond to MOI





Animation: Highlight grid with red arrows.

*Narration: Click the red arrow in the grid for any MOI record that you want to review. The Plant Management Response page appears.*

### Concept 3

#### Title: Plant Management Response Page

The screenshot shows the 'Plant Management Response' page in the PHIS system. At the top, there is a header with the USDA logo and 'United States Department of Agriculture Food Safety and Inspection Service'. Below this is a navigation bar with links: Home, About PHIS, My Profile, Help, and Sign Out. The main content area is titled 'Memorandum of Interview (MOI)' and includes a sidebar with options: Inspection Verification, Respond to NR, Respond to MOI (highlighted), and View Report. The main area has tabs for Status, Issues, and Response. Below the tabs is a large text area for the response, with a toolbar for Design, HTML, and Preview. At the bottom, there is a table for attachments with columns: File Name, Title, Date Added, and Delete. The table is currently empty, showing 'No records to display.' Below the table is a 'Finalize' checkbox and buttons for Save, Submit, and Cancel.

Animation: Hover over Comments Area, Save and then Submit. Hover over Home in the menu.

*Narration: On the plant management response page, you can type in comments in draft mode before you submit them. After you have typed in your comments, the comments can be saved in a draft status by pressing Save. The record is not submitted and will not be available for the inspectors to view. When you are ready to submit your response to FSIS, click Submit.*

*On the dialog box, confirm whether you want to submit the response for the inspectors to view. If you would like to submit the response, click OK; otherwise, click Cancel. If you select OK, the record will then be submitted (locked) and available for the inspectors to view. To go to the Home page, click Home in the menu.*



## Section 6 Reports

### Concept 1

#### Title: Inventory of Standard Reports

The screenshot shows the PHIS (Public Health Information System) interface. At the top, there's a header with the USDA logo, "United States Department of Agriculture", "Food Safety and Inspection Service", and "Public Health Information System". A navigation bar includes "Home", "About PHIS", "My Profile", "Help", and "Sign Out". The main content area is titled "Inventory of Standard Reports" and includes a "Show Description" link. Below this is a table with columns for "Title", "Category", "View", and "Run". The table lists four reports: "\_PHIS Reports Directory\_", "Industry Establishment Profile", "Industry NR and Task Summary for an Establishment", and "Industry Sampling Results Summary". The "Run" button for the "Industry Establishment Profile" report is highlighted in red. A left sidebar contains a "View Report" button.

Title	Category	View	Run
_PHIS Reports Directory_	Establishment Profile	View	Run
Industry Establishment Profile	Industry	View	Run
Industry NR and Task Summary for an Establishment	Industry	View	Run
Industry Sampling Results Summary	Industry	View	Run

**Animation:** Hover over View Report (left menu and then Run (next to Industry Establishment Profile)

**Narration:** Users with the Plant Management role can view and save standard reports. To view and save reports, complete the following steps: From the left menu, click view report. The Inventory of Standard Reports page appears. Click Run. The report opens in a new window where you can export the report as an Adobe PDF file.

### Concept2

#### Title: Reports User Interface

The screenshot shows the PHIS Report User Interface. It features a "Report" window with a "Bookmarks" sidebar on the left. The main content area displays the USDA logo and the text "United States Department of Agriculture", "Food Safety and Inspection Service", and "Public Health Information System". Below this, there are fields for "Report Name", "Purpose", "Directives", "Special Instructions", and "Source". The "Report Name" field is filled with "Establishment Profile for Establishment". The "Special Instructions" field contains the text "This report may contain confidential business information" in red. The "Source" field is filled with "PHIS".

Animation 1: Hover over top menu bar, and then hover the save icon, the print icon, and the arrow down.

*Narration: The Reports User Interface contains the reports menu bar, which includes the document menu where you can save the report as an Adobe PDF document, the Print feature opens the report in Adobe Acrobat Reader so you can print it, and the Pages feature allows you to click the arrows to navigate between pages.*

Animation 2: Highlight entire grey left navigation pane.

*Narration: The navigation pane includes page thumbnails, bookmarks and search.*

Animation 2: Highlight entire report center content

*Narration: The report content area shows the report output.*

Concept 3-5

**Title: Industry Establishment Profile Report**

Animation: Scroll through 3 pages of the screenshots of the industry establishment profile report.

*Narration: The following is an example of an industry establishment profile report in detail.*

**United States Department of Agriculture  
Food Safety and Inspection Service**

**Industry Establishment Profile for P +V**

USDA Phone: Fax :

District Number	Circuit Number	Establishment ID	Status	HACCP Size	Inspection Area (Sq. ft.)
			Active	Large	

Inspection Activities	Exemptions	Establishment Jurisdiction	Food Defense Plan?	Recall Plan?
Poultry Processing; Certification - Export; Poultry Slaughter			Yes	Yes

**HACCP Processes**

HACCP Category	Volume (lbs/day)
Raw - Intact	
Raw - Non Intact	
Slaughter	

**Grants**

Grant Type	Grant Status	Last Application Type	GOI Edit Date
Poultry	Granted	Change of Ownership	
Poultry	Granted	New	
Voluntary	Granted	Change of Ownership	
Voluntary	Granted	New	

**Operating Schedule**

Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
Shift 1	Yes	Yes	Yes	Yes	No	No	Yes		
Shift 2	Yes	Yes	Yes	Yes	Yes	No	No		

**Pre-Op Time**

PreOp Types	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
Daily	Yes	Yes	Yes	Yes	Yes	No	No		
Daily	Yes	Yes	Yes	Yes	No	No	Yes		

**Addresses**

Address Type	Address	City, State	Zip
FSIS Inspection Office Mailing Address			
Laboratory Sample Supplies Address			
Venue Mailing Address			
Venue Physical Location			

**Parent Company**

Name	Form of Organization	Phone
	Corporation	

# United States Department of Agriculture Food Safety and Inspection Service

## Primary Plant Contacts

Contact Type	Name	Phone	Establishment Contact Primary Email Address	Establishment Contact Comments
HACCP Coordinator				Night Shift QA.
HACCP Coordinator				
Plant Manager				
Plant Manager				
Regulatory Manager				

## Shift: 1

Sanitation	HACCP	Economic/ Wholesomeness	Other Requirements	Food Defense
Generic E. coli Verification	Hazard Analysis Verification	Child Nutrition/ Grade Labeling/ Declared Count/ Vignette	Export Certification (V)	Food Defense - Processing/ Manufacturing
Operational SSOP Record Review	Poultry Zero Tolerance Verification	General Labeling	Other Inspection Requirements	Food Defense - Shipping and Receiving
Operational SSOP Review and Observation	Raw Intact HACCP	General Labeling (V)	PHV-Export Certificate Data	Food Defense - Storage Areas
Poultry Sanitary Dressing	Raw Non-Intact HACCP	Labeling - Net Weights	PHV-Export Certificate Data (V)	Food Defense - Water Systems
Pre-Op SSOP Record Review	Review of Establishment Data	Labeling - Product Standards		
Pre-Op SSOP Review and Observation	Slaughter HACCP	MSS; MSP; PDBFT; PDPFT; PDCB; PDCP; AMRS		
SPS Verification		Poultry Finished Product Standards		
SPS Verification (V)		Poultry Good Commercial Practices		
		X Percent (%) Solution		

# United States Department of Agriculture Food Safety and Inspection Service

## Shift: 2

Sanitation	HACCP	Economic/ Wholesomeness	Other Requirements	Food Defense
Generic E. coli Verification	Hazard Analysis Verification	Child Nutrition/ Grade Labeling/ Declared Count/ Vignette	Export Certification	Food Defense - Processing/ Manufacturing
Operational SSOP Record Review	Poultry Zero Tolerance Verification	General Labeling	Export Certification (V)	Food Defense - Shipping and Receiving
Operational SSOP Review and Observation	Raw Intact HACCP	General Labeling (V)	Other Inspection Requirements	Food Defense - Storage Areas
Poultry Sanitary Dressing	Raw Non-Intact HACCP	Labeling - Net Weights	PHV-Export Certificate Data	Food Defense - Water Systems
Pre-Op SSOP Record Review	Review of Establishment Data	Labeling - Product Standards	PHV-Export Certificate Data (V)	
Pre-Op SSOP Review and Observation	Slaughter HACCP	MSS; MSP; PDBFT; PDPFT; PDCB; PDCP; AMRS		
SPS Verification		Percent Yield/ Shrink		
SPS Verification (V)		Poultry Finished Product Standards		
		Poultry Good Commercial Practices		
		X Percent (%) Solution		

## Hazard Analysis

HACCP Category	Document Title	Signature Date
Raw - Intact		
Raw - Intact		
Raw - Intact		
Raw - Non Intact		
Slaughter		

## Slaughter Lines

Shift	Line Name	Class	Slaughter Systems	Inspection Systems	Max Speed	Staffing
1						2
2						2

## Section 7 Closing

### Concept 1

**Title:** PHIS: Industry

**Animated Text:** Thank you for watching PHIS: Industry. For more information on PHIS go to <http://www.fsis.usda.gov/phis>

The Establishment Management User Guide provides detailed instructions on how to use PHIS.

*Narration: Thank you for watching PHIS: Industry. For more information on PHIS go to <http://www.fsis.usda.gov/phis>  
The Establishment Management User Guide provides detailed instructions on how to use PHIS.*