

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

FSIS NOTICE

42-06

7/19/06

NON-ROUTINE INCIDENT DATA COLLECTION EFFORTS

I. PURPOSE

This notice announces that Food Safety and Inspection Service (FSIS) personnel will collect information about the operational status of official establishments, as well as facilities that handle FSIS-regulated products (e.g., warehouses), during a non-routine incident (e.g., a hurricane). FSIS field personnel may be notified to supply information as to whether official establishments or facilities are operational as a result of the non-routine incident. During the 2005 hurricane season, FSIS personnel collected information about the operational status of official establishments and facilities. This notice formalizes that process.

II. AGENCY PERSONNEL RESPONSIBILITIES

A. The Office of Food Defense and Emergency Response (OFDER) will notify the appropriate Emergency Management Committee (EMC) Representative to collect information about the operational status of official establishments or facilities under their purview when a disaster declaration has been invoked, or FSIS is requested by the Office of the Administrator, Under Secretary for Food Safety, or the Department to complete an Incident Situation Report.

B. The EMC Representative will then notify the appropriate personnel within their program, for example, the District Manager (DM), the Import Inspection Division's (IID) Deputy Director for Operations (DDO), or the Compliance Investigation Division's (CID) Regional Manager (RM), or his or her designee, to complete FSIS Form 5500-8, Impact of Non-Routine Incidents on Establishments, Warehouses and Import Houses.

NOTE: The form can be found in Outlook:\\Public Folders\\All Public Folders\\Agency Issuances\\Forms\\ 5000 Series.

DISTRIBUTION: : Inspection Offices; T/A Inspectors; TRA; Import Offices

NOTICE EXPIRES: 8/1/07

OPI: OPPED

C. To complete FSIS Form 5500-8, the DM, the DDO, the RM, or his or her designee may need to contact other FSIS personnel (e.g., Food Inspectors, Enforcement Investigative and Analysis Officers, Investigators, or Import Inspectors) and request the following information:

1. the official identification numbers for establishments or facilities in OFO's or IID's areas of responsibility that are not operational;
2. the addresses of high volume distribution points (e.g., wholesale grocery supplier or transportation center) in OPEER's area of responsibility that are not operational;
3. the reason why the official establishment or facility is not operational:
 - a. no establishment or facility personnel present;
 - b. damage from flooding;
 - c. building destroyed;
 - d. no electricity; or
 - e. other (*specify*).

D. The DM, the DDO, the RM, or his or her designees will submit the form to the IF-OFDER mailbox (IF-OFDER@fsis.usda.gov) or fax to 202-968-7825.

E. After the initial submission of a completed FSIS Form 5500-8, the DM, the DDO, the RM, or his or her designee will notify OFDER via the IF-OFDER mailbox each time an update to operational status is made by close of business on that day. Please note that daily updates (i.e., FSIS Form 5500-8 submissions) are not required if there are no changes in operational status.

F. Agency personnel are not required to re-enter a facility until notified by the DM, DDO, or RM or his or her designee that the facility has requested to resume operations.

III. ADDITIONAL INFORMATION

For additional information, please contact:

Biosurveillance and Emergency Response Staff
Office of Food Defense and Emergency Response
Food Safety and Inspection Service
1400 Independence Avenue, SW
Room 0110-A South
Washington, DC 20250
Telephone: 202-690-6486



Assistant Administrator
Office of Policy, Program, and Employee Development