

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

FSIS NOTICE

38-08

5/15/08

IN-COMMERCE SYSTEM AND ADMINISTRATIVE ENFORCEMENT REPORT SYSTEM

I. PURPOSE

The purpose of this notice is to announce the release of the In-Commerce System and describe its features and uses. The In-Commerce System is a new, Web-based system that the Office of Program Evaluation, Enforcement and Review (OPEER), Office of Field Operations (OFO), and Office of International Affairs (OIA) will use to document and report compliance and enforcement activities.

II. OVERVIEW

The In-Commerce System will replace a number of existing agency systems, including the Planned Compliance Program (PCP) (FSIS Directive 8100.1) used by OPEER and the internet-based Share Point application used by OPEER and OIA to document food defense surveillance activities (FSIS Directive 5420.3). The In-Commerce System also will eliminate the Compliance (Daily) Activity Report (DAR) (FSIS Directive 8000.2). In addition, the Administrative Enforcement Reporting (AER) component of this new system will replace the AER application in Smeadlink.

The In-Commerce System has several components, including surveillance, product control, investigations, enforcement, and an out-of-plant performance system (OPPS). Functionality of the In-Commerce System includes case/document management, report generation, and work activity reminders based on calendar dates.

OPEER personnel will use the In-Commerce System to identify facilities for surveillance reviews and to record findings, including those for food defense (FSIS Directives 8010.1, 5420.3). The system will track previously-reviewed facilities and provide information to support follow-up activities. OPEER personnel also will use the In-Commerce System to document detention actions (FSIS Directive 8410.1), support investigative activities (FSIS Directive 8010.2), document evidence collection (FSIS Directive 8010.3), and for some case referral and disposition activities (FSIS Directive 8010.5). OPEER will use the case/document management system to enter evidence and Reports of Investigation. The In-Commerce System will also provide management control reports for supervisory personnel throughout OPEER. Both the Office of Field Operations (OFO) and Office of International Affairs (OIA) will use the In-Commerce

DISTRIBUTION: Electronic

NOTICE EXPIRES: 6/1/09

OPI: OPPD

System to document product control. OIA Import Surveillance Liaison Officers (ISLOs) also will use the In-Commerce System to document and report food defense data. OFO will incorporate administrative enforcement reports (AER) through the case/document management tool in the In-Commerce System. Over time, the In-Commerce System will provide other Agency program areas with access to information in the System to ensure that Agency programs are effective in meeting FSIS public health goals and objectives

FSIS will amend and re-issue directives affected by the In-Commerce System as needed.

III. TRAINING

OPEER, OFO, OIA, and selected headquarters personnel will receive In-Commerce System training beginning in May 2008. This training will be provided through either classroom or live Web casts. In addition, CDs will be available and training modules will be placed on AgLearn.

IV. IMPLEMENTATION

The In-Commerce System will launch for OFO and OIA users on May 16, 2008, and will launch for OPEER users starting June 10, 2008, to coincide with their training. The In-Commerce System will become available at OPEER Regions after the training of its personnel is complete. OFO users will start using the new AER function in June following training of District Case Specialists.

Refer questions to the Policy Development Division at 1-800-233-3935.



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