

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

FSIS NOTICE

67-20

12/16/20

RETAIL EXEMPT AND CUSTOM EXEMPT TASKS IN THE PUBLIC HEALTH INFORMATION SYSTEM

I. PURPOSE

This notice informs inspection program personnel (IPP) about a problem with Retail Exempt and Custom Exempt tasks and provides new instructions on how to complete retail exempt and custom exempt tasks in the Public Health Information System (PHIS).

II. BACKGROUND

Retail Exempt and Custom Exempt tasks scheduled from November 10 to November 20 include an active Attachments tab (see Figure 1), which requires IPP to attach a document before completing each inspection task. IPP were instructed to use the Attachments tab to upload FSIS Form 8160-1, *Exempt Facility Review Report*, in [FSIS Directive 8160.1](#), *Custom Exempt Review Process*. However, because of problems with the document attachment function, PHIS does not currently allow IPP to upload this form and follow these instructions at this time.

The screenshot shows a task configuration interface. At the top, there are labels for 'Type of Inspection: Exemptions', 'Task Name: Custom Exempt', 'Inspector Name:', and 'Concern: Other Consumer Protection'. Below these is a horizontal row of tabs: 'Task', 'HATS', 'Vul.Pts', 'Activity', 'Regulations', 'Findings', 'Approvals', 'Questionnaire', and 'Attachments'. The 'Task' tab is highlighted with an orange border. Below the tabs is a dropdown menu labeled 'Reason for Directed Task:' with 'Unplanned Routine Task' selected.

Figure 1

Therefore, the Attachments tab feature has been deactivated. The custom and retail exempt tasks scheduled after this notice is published will not include an active Attachments tab.

III. RETAIL EXEMPT TASK

IPP are to disregard open Retail Exempt tasks that remain in “open” status due to the Attachments tab. The Office of the Chief Information Officer (OCIO) will remove previously scheduled Retail Exempt tasks containing active Attachment tabs, which cannot be completed by IPP.

IV. CUSTOM EXEMPT TASK

A. IPP are to perform the annual custom exempt review as instructed in FSIS Directive 8160.1 and complete FSIS Form 8160-1. IPP are to meet with establishment personnel to inform the

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custom exempt operator of both acceptable and unacceptable review findings and provide the operator with a hard copy of FSIS Form 8160-1.

B. IPP are not to enter any documentation or complete tasks in PHIS at this time. IPP are to e-mail a scanned copy of FSIS Form 8160-1 to the District Case Specialist. If there are any significant findings, IPP are to discuss with their supervisor.

C. IPP are to e-mail FSIS Form 8160-1 for any of the open Custom Exempt Tasks that cannot be completed to the District Case Specialist. IPP are then to disregard Custom Exempt tasks that remain in "open" status due to the Attachments tab. OCIO will remove Custom Exempt tasks that cannot be completed by IPP from PHIS.

V. QUESTIONS

Refer questions regarding this notice to your supervisor or the Office of Policy and Program Development through [askFSIS](#) or by telephone at 1-800-233-3935. When submitting a question, use the **Submit a Question** tab, and enter the following information in the fields provided:

Subject Field: Enter **Notice 67-20**.
Question Field: Enter question with as much detail as possible.
Product Field: Select **General Inspection Policy** from the drop-down menu.
Category Field: Select **Regulations/Agency Issuances** from the drop-down menu.
Policy Arena: Select **Domestic (U.S. only)** 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.



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