MSA DIRECTIVE	8000.1 Rev. 2	4/24/14

ENSURING INTEGRITY OF DATA IN THE ASSURANCENET/IN-COMMERCE SYSTEM

CHAPTER I - GENERAL

I. PURPOSE

A. This directive provides instructions on responsibilities for maintaining the integrity of data in the AssuranceNet/In-Commerce System (ANet/ICS). This directive addresses responsibilities for:

1. Entering complete and accurate information into firm information, surveillance, product control, investigation, enforcement, and other ANet/ICS records;

2. Conducting full and complete searches of firm information records and other ANet/ICS records and information; and

3. Updating existing firm information records, creating and entering new firm information records, and identifying and removing duplicate firm information records.

B. This directive does not cover all ANet/ICS functions or MSA uses. It also does not replace the ANet/ICS User Guides and User Instructions, which provide specific information on how to use the system.

CHAPTER II – ANET/ICS OVERVIEW

I. SYSTEM ASPECTS

A. **Components**. The ANet/ICS system consists of several functional components that support MSA operations and the Agency's food safety mission. The components are:

1. **Assessment Data**. The Assessment Data component of ANet/ICS includes the OFO Administrative Enforcement Report (AER), Antemortem and Postmortem Inspection, Food Safety Assessment (FSA), Hazard Analysis and Critical Control Point (HACCP), In-plant Performance System (IPPS), Supervisory Tool for Assessment Results (STAR), Recall Management, Data Analysis, Administrative (RMA/RMS), and Human Pandemic Influenza

modules. Only OFO uses these components. These activities are covered by other MSA directives.

2. **In-Commerce Data**. The In-Commerce Data component includes the Product Control, Surveillance, Investigation, Enforcement, and the Out-of-Plant Performance System (OPPS) modules. These modules provide the ability to document electronically key information associated with product control actions, surveillance findings, food defense activities, investigations, evidence, and enforcement activities.

3. **Firm Information Data**. The Firm Information Data component includes the Firm Information module. This module stores key information for each firm in ANet/ICS, including firm (business) name, business type, business tier, physical address, State, county, latitude/longitude, hours of operation, product information, organization structure, and names of firm owners and managing officials. Firm Information also includes firm history, with hyperlinks to surveillance, product control, investigations, and enforcement records in ANet/ICS associated with a particular firm.

4. **Reminders**. The Reminders component provides certain ANet/ICS users the ability to monitor approaching deadlines related to surveillance, product control, supervision, or other program activities. The Reminders function is applicable to a variety of authorized system users.

5. **Reports**. The Reports component of ANet/ICS provides standard, custom, and performance measure reporting tools to support MSA operations, management controls, and decision-making. The reporting function transforms ANet/ICS data into performance measure reports to assist supervisors and managers in assessing program performance, functions, and control activities. ANet/ICS reporting functions also allow users to produce standard or customized reports on operational data, such as surveillance activities, product control actions, and enforcement actions to assist in operations and decision making.

B. **Tabs and Data Fields**. Each ANet/ICS module is further divided into a varied number of functional tabs that contain the data fields where system users view, enter, create, update, or edit information about a firm or other program activities. For example, the Firm Information module includes tabs for General Info, Owner Info, Managing Officials, Organization Structure, Product Info, and Firm History. The Product Control module includes the Notice of Detention, Notice of Termination of Detention, Personal Use Notice, and Voluntary Destruction of Human Food Notice tabs. Most modules also include a File Attachment tab.

II. USER ROLES, WORKFLOWS, AND DELEGATIONS

A. **User Roles**. ANet/ICS is built around a system of user-based roles. These roles provide ANet/ICS users with varied functional abilities dependent upon the user's identified primary role in the system. These roles are aligned with an individual

user's program area, position, and responsibilities. The ability to view and edit data in records, obtain reports, and perform other work in the system depends on the user's role. Similarly, the actual components, modules, and tabs viewable to a user depend on the user's role and program area.

B. **Workflows**. In addition to user roles, some ANet/ICS functions are based on workflows. Generally, workflow is defined as the steps involved in initiating, acting on, and completing an activity. Workflow describes the flow of work for a particular activity. Within ANet/ICS, the system has defined workflows for the Investigation and Enforcement modules. For each record created in these modules, there is a defined set of authorized users who have certain permissions to perform the workflow activities (e.g., assign, review, return, forward, or transfer the record to other specified users and program areas). For example, when a Investigator completes an investigation, he or she forwards the investigative record to his or her supervisor for action.

C. **Delegation of Authority**. ANet/ICS also contains a Delegation of Authority component. This function provides the ability to assign roles to individual users to act in both primary and delegated roles and to delegate temporary authority for specific roles for a set amount of time. The Delegation of Authority function is applicable to the In-Commerce Data and Assessment Data components. Only certain ANet/ICS users have permission to use the Delegation of Authority component. Once a role is delegated to a user, that user has the ability to switch (toggle) between their primary and delegated roles in the system.

III. DRAFT RECORDS AND RECORD IDENTIFIERS

A. **Draft Records**. Each ANet/ICS module has the functionality for drafts. Draft records are created in two ways. First, the system saves records as a draft in the event of a connectivity issue (e.g., power outage, system timeout). Second, users may save records as a draft through the Actions menu. However, users are not to maintain drafts because there are potential data integrity issues. If a user creates a draft, the user is to complete the record and submit it to the system and repurpose the record or delete that draft record. Users can retrieve a draft record by selecting "Find My Drafts" from the search screen for each module. Draft records can be located in this manner and will not appear in module search results.

B. **Record Identifiers**. Each ANet/ICS module automatically assigns unique numeric identifiers to each record at the time the record is created. If a record is saved as "Draft," the number is viewable only by the record creator. Once the record is submitted to the system, the number is viewable by all users. The identifier for the Firm Information module is displayed in the General Info tab. The identifier for all In-Commerce Data modules is located in the Actions bar. ANet/ICS users can use this numeric record identifier to search for records in the system but cannot use this number to search for drafts.

IV. RECORD ACCESS AND STATE USERS

A. **Record Access.** In ANet/ICS, the ability to access records and the permissions to view and edit data is limited by user roles and workflows according to the users' program area and position. For example, a user can access firm information and product control records, but she or he cannot access surveillance, investigation, or enforcement records. In addition, permissions to view certain data in open investigation and enforcement records is limited to user roles of the program area conducting workflow actions in the record. A search for investigation and enforcement records will return results with links to records irrespective of the users' program area. However, when the user clicks on a link for an investigation or enforcement record that is not in the workflow of his or her program area, the user will be able to view only limited information. In the Investigation record, the user will be able to view only the General Info and Workflow History tabs. In the Enforcement record, the user will be able to view only the General Info, Associated Case Info, and Workflow History tabs.

B. **State Program Users**. FSIS has made certain system functions available to compliance officers and investigators in States that operate meat and poultry inspection systems "at least equal to" Federal requirements (State MPI). Each State MPI that uses ANet/ICS is treated as a unique program area within the system, ensuring separation of system data.

V. USER GUIDES AND INSTRUCTIONS

The Agency has prepared User Guides and User Instructions to assist all ANet/ICS users in entering information, conducting record searches, and carrying out other work in the system. The User Guides and User Instructions are built around system functions and applicability of each program area. See Chapter VIII for more information on the User Guides, Instructions, and other resources.

CHAPTER III - USER RESPONSIBILITIES

I. GENERAL RESPONSIBILITIES

A. ANet/ICS users are responsible for appropriate and authorized use of the ANet/ICS and for actions to support and ensure the integrity of ANet/ICS data and records.

B. Users are responsible for following the instructions in this directive for entering data that is complete and accurate, conducting thorough system searches for firm information and other system records before creating new records, taking steps to ensure that data and records are not duplicated, and identifying and removing duplicate records.

II. DATA ENTRY AND SEARCH RESPONSIBILITIES

A. Before creating a new record in ANet/ICS, users are to:

1. Perform an effective search, using the instructions in Chapter IV of this directive, for Firm Information records, Surveillance records, or other system records, as applicable, to ensure that a Firm Information record or other activity record is not already in the system. This practice will help to ensure that Firm Information and other records are not duplicated.

2. Check "Find My Drafts" in ANet/ICS, as applicable, before creating a new record to determine whether the user has already started and saved to the system a draft record of the activity. This practice will help minimize the creation of inaccurate or duplicate records.

B. When creating a new record, updating an existing record, or otherwise entering data into the ANet/ICS, users are to:

1. Ensure that all fields within specific modules and tabs are completed with all known or relevant information for the record or for the activity performed, including ensuring that all relevant fields are completed regardless of whether completion of the field is required by ANet/ICS to submit the record to the system.

2. Ensure, to the extent possible, that data entered in the system is spelled correctly. Correct spelling is particularly significant when entering firm (business) names, the names of owners and managing officials, and address information, such as name of the City, for firms in Firm Information records. These fields are searchable and are used regularly to find firms and to initiate other system records. Correct spelling in comment boxes or other free text fields (e.g., "CID Case Notes") is less significant.

3. Enter data using title case or sentence case, as appropriate, for the field being completed. For example, title case would include entering a firm name such as The Meat Market. Sentence case – the combination of uppercase and lowercase letters typical in a sentence – is appropriate when entering information into comment fields.

   NOTE: Search features in the system are **not** case sensitive, so it does not matter what combination of upper- or lower-case letters is used. Chapter IV, Section II has more information.

4. Use special characters, punctuation, spacing, and abbreviations for firm information fields and other searchable fields only when applicable. Use the special character, punctuation, spacing, or abbreviation when it is part of the firm name or the name of an owner or managing official. For example, users are not to use an abbreviation such as "ARL" for "Arlington" in the City field. Users may use "Sr" or "Jr" when appropriate for the name of an individual, use a symbol such as "&" when it is part of a firm name, or use the abbreviation "Inc" for "Incorporated."

5. Create and enter records only for activities performed (e.g., only create a

surveillance record when food safety, food defense, or order verification activities were performed).

6. Complete forms only for actions that have occurred. Do not enter data in the Notice of Detention tab in the Product Control module if a finding of product in violation of the statutes is resolved by voluntary destruction in lieu of a detention action.

C. Periodically, users are to check "Find My Drafts" and take steps to identify and delete those draft records that are no longer needed. This practice will help eliminate the retention of unnecessary draft records, which can burden the system or lead users inadvertently to create inaccurate or duplicate records. Currently, users can delete draft records by submitting a Footprints request. Future functionality will allow users to delete their own draft records.

CHAPTER IV - SEARCHING FOR RECORDS IN ANET/ICS

I. ANET/ICS SEARCH FUNCTIONS

A. ANet/ICS provides substantial search tools to enable users to find existing Firm Information, Surveillance, Product Control, Investigation, Enforcement, AER, and other system records. Users can conduct searches for records already in ANet/ICS by using the link in the left navigation menu associated with each module (e.g., AER, Firm Information, Product Control, Surveillance, Investigation, Enforcement) under the View/Edit link for the module. This link will open a search screen unique to each module that will allow the user to search for existing records using a variety of search terms and mechanisms.

B. For the Firm Information module, the search mechanism is the Firm Look Up feature. The Firm Look Up allows ANet/ICS users to search by fields such as firm name, address, city, primary business type, and owner, as well as by the firm identifier. The Firm Look Up feature also is available as a link in other modules, such as the Surveillance and Product Control modules.

C. The search function for the other modules varies slightly for each module. The search function for the other modules generally includes the ability to search by the record identifier (e.g., Surveillance record, Investigation record) and, depending on the module, by a variety of other data fields, such as firm name, business type, and primary violator. Users also can use the Firm Look Up link from these modules.

II. SEARCHING FOR FIRM INFORMATION RECORDS

A. The Firm Look Up feature on the View/Edit Firm Information module allows users to search for firms already in the ANet/ICS. Users can conduct searches by using one or a combination of several search fields. Users should begin a search with general words and selections from the drop-down menus. Users can enter

additional search criteria to narrow the search until the appropriate record is located. Using this approach allows users to find responsive records. It also helps users avoid overly broad searches, which can yield extensive search results or cause disruption to the system.

B. The Firm Look Up feature is **not** case-sensitive. Therefore, it does not matter what combination of upper- or lower-case letters the user enters. For example, a search for the word *pork* in the firm name field returns approximately 100 firm records with *pork* in the firm name whether the user enters *pork*, *Pork*, or *PORK* in the Firm Name field. However, users are not to use quotation marks when searching in ANet/ICS. For example, users are **not** to type in "pork" with quotation marks.

C. The Firm Look Up feature **is** sensitive to special characters (e.g., #, &), punctuation, and spaces. For example, a search for *Cliff's* in the firm name field returns 8 firm records, while a search for *Cliff* in the firm name field returns the same 8 firm records as well as an additional 67 firm records.

D. In some instances, a search for a Firm Name may return over 1,000 firms nationwide, including some that have the name of the firm as part of their Doing Business As name field. Narrowing the search by entering additional search criteria, such as the City or State where the firm is located, will aid in the return of shorter lists of search results.

E. Generally, when beginning a search for a Firm Information record, users are **not** to rely on searching simply by geographic area (e.g., State, City, or County). Instead, users are to use general words and drop-down selections as additional search criteria to aid in limiting search results. Searches for all firms in some counties, such as Lawrence County, Kentucky, or Lassen County, California – leaving blank all other fields – will return short lists of firms that are easy to look through to determine whether a particular firm is already in the system. However, a search for all firms in a larger county, such as Jefferson County, Kentucky, returns over 300 firms. To more easily determine whether a particular firm (e.g., Georgetown Meats) in Jefferson County, Kentucky, is already in ANet/ICS, the user may narrow the search by entering *Georgetown* in the Firm Name field. This search criteria returns a much shorter search results list that includes the firm of interest.

III. SEARCHING FOR OTHER SYSTEM RECORDS

A. Users can conduct searches for other non-firm information records already in ANet/ICS by using the link in the left navigation menu associated with each module (e.g., AER, Firm Information, Product Control, Surveillance, Investigation, Enforcement) under the View/Edit link for the module. Many of the search techniques described for firm information records also are applicable.

B. Each module contains specific search functions relevant to the data fields in each module (e.g., date, firm name, detention code, or primary case type). The search

function for the modules includes the ability to search by a variety of other data fields. The one common functionality in all modules is the ability to search by firm name using the Firm Look Up feature.

C. Each Firm Information record includes a Firm History tab that contains links to all actions conducted at that firm. Users can navigate to the Firm Information record using the techniques described above, click on the Firm History tab and select the desired link (e.g., Product Control, Surveillance, Open or Closed with No Action Investigation, Enforcement), which will open the corresponding record.

D. Each activity record (e.g., surveillance record, product control record) automatically is assigned a unique identifier number at the time the record is created. A search for the record can be conducted by entering the identifier number into the appropriate field in the corresponding search screen.

CHAPTER V - FIRM INFORMATION RECORDS

I. GENERAL

A. Firm Information records are among the most critical records in the ANet/ICS. Some program areas conduct surveillance activities and make resource decisions based on the business type, business tier, and the number of firms in ANet/ICS. MSA Directive 8010.1 has additional information on business type, tier, and surveillance priorities. In addition, Product Control, Surveillance, Investigation, and Enforcement records are linked to Firm Information records and identified in the Firm History tab in each Firm Information record. Many Agency decisions that involve enforcement actions will often be based on consideration of the compliance history of the firm.

B. The types of firms that are to be entered into ANet/ICS are primarily in-commerce businesses (e.g., warehouses, distributors, transporters, retail stores, custom slaughter/processing facilities). Attachment 1 defines the business types. Typically, only official establishments that are the subject of an investigation or enforcement action are entered into ANet/ICS. Information on all official establishments is maintained in the Agency's Public Health Information System (PHIS).

C. Whenever ANet/ICS users initiate or update surveillance, product control, investigation, enforcement, or other system records, they are to search for the firm in the Firm Information module using effective search techniques as indicated in Chapter IV, Section II of this directive to determine whether the firm already exists in the system.

1. If the firm is already in the system, then users are to verify the information and update the data as necessary as indicated in Section II in this chapter of this directive.

2. If the firm is not in the system, users are to create a new Firm Information

record for the firm and include all known and relevant information in the record as indicated in Section III in this chapter of this directive.

3.

II. UPDATING EXISTING FIRM INFORMATION RECORDS

A. When users find a firm that is already in ANet/ICS, they are to:

1. Review the information in the firm record and verify that the record is complete, current, and accurate. Users are to check the firm name, address (physical and mailing), county, assignment code, business type, owners, responsible officials, organization structure, product information, and other entries, as appropriate.

   NOTE: The Assignment Code block is auto-filled when the correct county is selected. Nonetheless, Investigators are to verify the Assignment Code using the Assignment Code Chart located in the ANet/ICS User Instructions in the Firm Information module.

2. Make appropriate corrections, changes, or additions to the firm record, if necessary.

3. Enter all known and relevant information for all tabs and fields, including required and non-required fields as applicable when updating the firm record.

4. Document corrections, changes, or additions in the Change History tab.

5. Correlate with other program staffs before making corrections, changes, or additions, if necessary, to ensure the correctness of the data.

B. When appropriate, users are to ensure that information needed to identify separation of co-located or similarly-located firms is included in the address fields for the firm record. For example, when two firms are co-located at the same physical address or building, users can ensure that the firms are properly identified and distinguishable in the system by entering any applicable identifying information, such as the suite, floor, or unit number for each firm.

III. CREATING NEW FIRM INFORMATION RECORDS

A. If the firm is not already in Firm Information, ANet/ICS users are to create a new Firm Information record for the firm using the New Firm Information link in the left menu.

B. When ANet/ICS users create a new Firm Information record, they are to:

1. Enter complete, current, and accurate information in the firm record, including, but not limited to, firm name, physical and mailing address, county,

assignment code, business type, owners, responsible officials, organization structure, and product information.

2. Enter all known and relevant information for all tabs and fields, including required and non-required fields, as applicable.

CHAPTER VI - DUPLICATE FIRM INFORMATION RECORDS

I. IDENTIFYING DUPLICATE FIRM RECORDS FOR DELETION

A. While ANet/ICS users strive to ensure data integrity, users occasionally enter the same firm more than once in ANet/ICS, creating a duplicate Firm Information record. Duplication may occur for various reasons, including:

1. Failure to conduct a search, conducting an incomplete search, or conducting too narrow search before creating a new firm record.

2. Inadvertently creating duplicate records for the same firm because of misunderstanding that a single firm may conduct operations under multiple business names. These businesses names are "also known as" or "doing business as" names.

3. Creating a firm record with misspellings, spacing, or punctuation differences among firm names.

B. As stated in Chapter I, Section V of this directive, Firm Information records are used for operational decisions, management controls, response to natural disasters, enforcement decisions, or other Agency decision-making. Therefore, it is important that firms be entered only once in the system.

C. When users identify duplicate firm records to be deleted in ANet/ICS, they are to:

1. Review the firm records to verify that the records are indeed duplicative, as opposed to being two similar but distinct businesses that are co-located, have similar names, or have similar addresses.

2. Consider which firm record contains the most complete and accurate information and contains the more complete Firm History, which includes related and linked surveillance, product control, investigations, or enforcement records. Re-associate any links to the firm record that is not marked for deletion using the procedures in the Online User Instructions.

3. Determine which program area created the firm records and correlate with that program area, if necessary, before marking a particular firm record for deletion.

4. Determine, if the firm records are duplicates, which record should be identified

for deletion and do so by putting a check in the "Delete Firm Record?" box on the General Info tab in the Firm Information record.

> **NOTE**: When users identify a firm for deletion, they are **not** to change the Primary Business Type to "Inactive – Tier 4". Chapter VII has more information on inactive firms.

5. Enter a note, once the user has marked a Firm Information record for deletion and has re-associated any records, as necessary, in the Additional Comments box in the Additional Info tab stating why the record is marked for deletion. For example, "Record is a duplicate of Firm ID XXX."

> **NOTE:** When users identify a firm for deletion or observe that another user has identified a firm for deletion, they are **not** to initiate any new associated surveillance, product control, investigation, or enforcement records for the record marked for deletion. Instead, users are to associate all activity records to the firm information record that is not marked for deletion.

II. DELETING DUPLICATE FIRM INFORMATION RECORDS

A. The Program Evaluation and Improvement Staff (PEIS), in coordination with the Office of Chief Information Office (OCIO) and the appropriate FSIS program staffs (i.e., CID, EED, OFO, or OIA), will periodically review and delete firm information records that users have identified for deletion following standard management procedures developed for this purpose.

B. Before removing any firm records identified for deletion from the system, PEIS, working with OCIO and the program areas, will verify the transfer of all associated firm history, as necessary and appropriate.

C. Once duplicate removal is complete, the demographic firm information (e.g., name, address) and the Firm Identifier of the duplicate records will be purged from ANet/ICS. As a result, users who fail to find a business with a previously known Firm Identifier are to search for the business using alternative search parameters as laid out in Chapter IV of this directive or in the online user instructions.

CHAPTER VII - OTHER FIRM RECORDS

I. FIRMS THAT DO NOT HANDLE AMENABLE PRODUCTS

A. Users may occasionally identify a firm in ANet/ICS that has never handled meat, poultry, or egg products and does not have the capability to handle meat, poultry, or egg products in the future. These firms should be identified for deletion.

B. After determining that the firm does not handle meat, poultry, or egg products, the user is to mark the record for deletion by putting a check in the "Delete Firm Record?" box on the General Info tab in the Firm Information record.

C. When a user marks the Firm Information record for deletion, the user is to enter a note in the Additional Comments box in the Additional Info tab stating why the record is marked for deletion. For example, the statement "Firm does not handle meat, poultry, or egg products and does not have the capability to handle amenable products in the future" could be entered into the additional information tab.

D. PEIS will delete these records in accordance with the procedures identified in Chapter VI, Section II of this directive.

II. FIRMS THAT ARE NOT CURRENTLY OPERATING OR THAT HAVE GONE OUT OF BUSINESS

A. Users may occasionally identify firms that previously handled meat, poultry, and egg products, but are no longer in business. In most situations, these firms are to be identified as "Tier 4 – Inactive". In some situations, these firms may be identified for deletion.

B. If a firm has a prior history (e.g., surveillance, product control, investigation, enforcement) that MSA would need to maintain for historical compliance data, the user is to identify the firm as Tier 4 – Inactive. Users are to do this by updating the primary business type in the Firm Information record to reflect "Inactive" and the secondary business type as the original business type in order to maintain that historical data.

C. If a firm is closed, and there is no indication of business activity or signage on the site that the firm is only temporarily closed, or that it is has moved to another address, the user is to mark the firm for deletion by putting a check in the "Delete Firm Record?" box in the Firm Information Record.

1. If a user determines that the business is only temporarily closed or has the capacity to resume handling meat, poultry, or egg products in the future, then the firm record is to be updated to reflect a primary business type of "Inactive." The secondary business type is then to be updated to reflect the previously documented primary business type.

2. If a user determines that the firm has relocated to another address, then the user is to update the Firm Information record to reflect the new address of the firm.

3. If a user determines that there are other ANet/ICS records associated with the firm, then the user is to update the primary business type to reflect "Inactive." The secondary business type is then to be updated to reflect the previously documented primary business type.

CHAPTER VIII - RESOURCES

There are several resources available to assist ANet/ICS users in entering data into, performing work activities in, and otherwise using the ANet/ICS.

I. USER GUIDES AND USER INSTRUCTIONS

A. The ANet/ICS includes User Guides and User Instructions that provide information to assist users in entering information into and in using ANet/ICS. Specific User Guides and User Instructions have been developed for OPEER, OIA, and OFO ANet/ICS users.

B. The User Guides for each program area describe how ANet/ICS works from a functional and user perspective. The OPEER/OIA User Guides are located on InsideFSIS.

C. There are User Instructions within each ANet/ICS module. The User Instructions are specific to each program area. The User Instructions inform users about how to view, edit, and submit data into and use ANet/ICS.

D. ANet/ICS users with specific questions regarding their program responsibilities for using the ANet/ICS should review applicable directives or direct questions to their supervisors or program offices.

II. QUESTIONS

Refer questions through supervisory channels.

James R. Dillon, DVM, MPH
Director, Texas State Meat and Poultry Inspection Program
Department of State Health Services

ICS Business Type	Business Tier
Distributor	1
Warehouse	1
Transporter	1
3D/4D Operator	2
Salvage	2
Renderer	2
Food Bank	2
Exempt Poultry	2
Restaurant	3
Retailer	3
Institution	3
Animal Food	3
Custom Exempt	3
Abattoir	3
Processor	3
Port of Entry	3
Bonded Area	3
Broker	3
Miscellaneous	3
Inactive	4

Business Definitions

Distributor: Any person, firm, or corporation engaged in the business of holding carcasses, parts, or products derived from cattle, sheep, swine, goats, or poultry from multiple domestic or overseas suppliers, storing said products, and selling products to multiple customers without further processing or breaking down the product. This type of facility buys and then sells the products it stores. This type of facility may export product and may perform identification service under the supervision of an Inspector.

Warehouse: Any person, firm, or corporation engaged in the business of holding carcasses, or products or parts of the carcasses, of cattle, sheep, swine, goats, or poultry from multiple domestic or overseas suppliers, storing product, or supplying said product to multiple customers without processing or breaking down the product. This type of facility does not take any ownership of products it stores and may also operate under a voluntary grant of inspection. This type of facility may export product and may perform identification service under the supervision of an Inspector.

Transporter: Any person, firm, or corporation engaged in the business of providing transportation services of carcasses, or products or parts of carcasses, of cattle, sheep, swine, goats, or poultry for fees.

3-D/4-D Operator: Any person, firm, or corporation engaged in the business of buying, selling, or transporting in commerce, dead, dying, disabled, or diseased cattle, sheep, swine, or goats, or poultry, or parts of the carcasses of any animals that died otherwise than by slaughter.

Salvage: Any person, firm, or corporation engaged in the business of purchasing, sorting and selling "distressed" meat, poultry, or egg food products.

Renderer: Any person, firm, or corporation engaged in the business of rendering carcasses, or products or parts of the carcasses, of cattle, sheep, swine, or goats, except rendering conducted under inspection or exemption.

Food Bank: An organization that collects or purchases meat or poultry food products from manufacturers, wholesalers, retailers, or government agencies to store and donate collected product to non-profit emergency and community food programs.

Exempt Poultry: Any person, firm, or corporation engaged in the business of slaughtering or processing poultry exempt from inspection due to low volumes. This type of facility can sell to household or non-household consumers.

Restaurant: Any person, firm, or corporation engaged in the business of preparing and serving food, drink or dessert to customers for consumption either on or off the premises.

Retailer: Any person, firm, or corporation engaged in the business of selling meat, poultry, or egg food products directly to consumers for consumption off-premises.

Institutions: An organization founded and united for a specific purpose that prepares meals containing meat, poultry, or egg food products for resident populations. This category also includes schools.

Animal Food: Any person, firm, or corporation engaged in the business of manufacturing or processing animal food derived wholly or in part from carcasses, or parts of carcasses, of cattle, sheep, swine, goats, or poultry.

Custom Exempt: Any person, firm, or corporation engaged in the business of providing slaughtering and/or processing carcasses, or parts of products of the carcasses, of cattle, sheep, swine, goats, or poultry as a service for fees. This type of facility only processes animals or products thereof, belonging to the consumer.

Abattoir: Any person, firm, or corporation engaged in the business of slaughtering carcasses of cattle, sheep, swine, goats, or poultry for use as food products. This type of facility typically operates under a federal grant of inspection.

Processor: Any person, firm, or corporation engaged in further processing carcasses, or products or parts of the carcasses, of cattle, sheep, swine, goats, or poultry for human consumption.

Port of Entry: A location where eligible carcasses, or parts or products derived

from carcasses of cattle, sheep, swine, goats, or poultry are re-inspected prior to entering into US Commerce.

Bonded Area: Any person, firm, or corporation engaged in the business of holding carcasses, or parts or products of the carcasses, of cattle, sheep, swine, goats, or poultry from multiple overseas suppliers and temporarily stores said product in cold storage or freezers without processing or breaking down the product in any way. A bonded area is a facility authorized by a government's customs department for the storage of dutiable goods.

Broker: Any person, firm, or corporation engaged in the business of buying or selling carcasses, or parts or products of carcasses, meat, or meat food products of cattle, sheep, swine, or goats on commission, or otherwise negotiating purchases or sales of such articles other than for his/her own account or as an employee of another person, firm, or corporation.

Miscellaneous: A person, firm, or corporation that does not fit into one of the other business types. Examples may include persons, firms, or corporations engaged in the business of buying and/or selling, or transporting live cattle, sheep, swine, goats, or poultry, including stockyards, livestock auctions, or consumers.

Inactive: Any person, firm, or corporation that has engaged in the past, or may engage in the future, be in the business of selling meat, poultry, or egg products. This person, firm, or corporation may also be closed for business.