Food Safety and Inspection Service (FSIS)
United States Department of Agriculture (USDA)

PHIS Animal Disposition Reporting
User Guide

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1. Managing Meat Slaughter Records

The instructions for managing meat slaughter records are similar to the instructions for managing ratite slaughter records, except that on the Meat tab of the Establishment Reporting page there is a grid for NSIS Establishment Sorting Records that does not appear on the Ratite tab of the Establishment Reporting page. Also – there are different types of Meat Slaughter records, including the basic type, HIMP, and NSIS. The HIMP and NSIS slaughter records have additional, optional data entry fields.

1.1. Viewing the Slaughter Grid

1. Log in to the PHIS system as FSIS user with the Public Health Veterinarian role or Consumer Safety Inspector role.
2. From the left navigation menu, select **Animal Disposition > Establishment Reporting** (Figure 1).

Figure 1: Establishment Reporting page

3. For the Establishment field, select the establishment from the drop-down list.
4. For the Date field, select the slaughter date.
   The date defaults to the current date.

5. The page refreshes and a Slaughter grid appears, and an Establishment Sorting Records grid appears (Figure 2). For more information about establishment sorting records, see Section 5.
   The slaughter types pertinent to the selected establishment (as defined in the Establishment Profile) are present as different tabs in the grid. If applicable, you can switch to a different slaughter type by selecting the corresponding tab. The All tab displays all the slaughter types with active grants in one view.

Figure 2: Establishment Reporting page with Establishment Selected

6. Select the other shift to switch between shifts if the Establishment has more than one shift.
   The shift defaults to Shift 1.
7. If the slaughter types or shift information is incorrect, confirm that the information is accurate in the establishment profile. If the information in the establishment profile is not accurate, contact the Grant Curator in your District Office. If the information in the establishment profile is correct, check the Slaughter line information. If that information is incorrect, correct it as necessary.

1.2. Adding a Meat Slaughter Record

1. On the Meat tab of the Establishment Reporting page, select **Add Slaughter Record**.

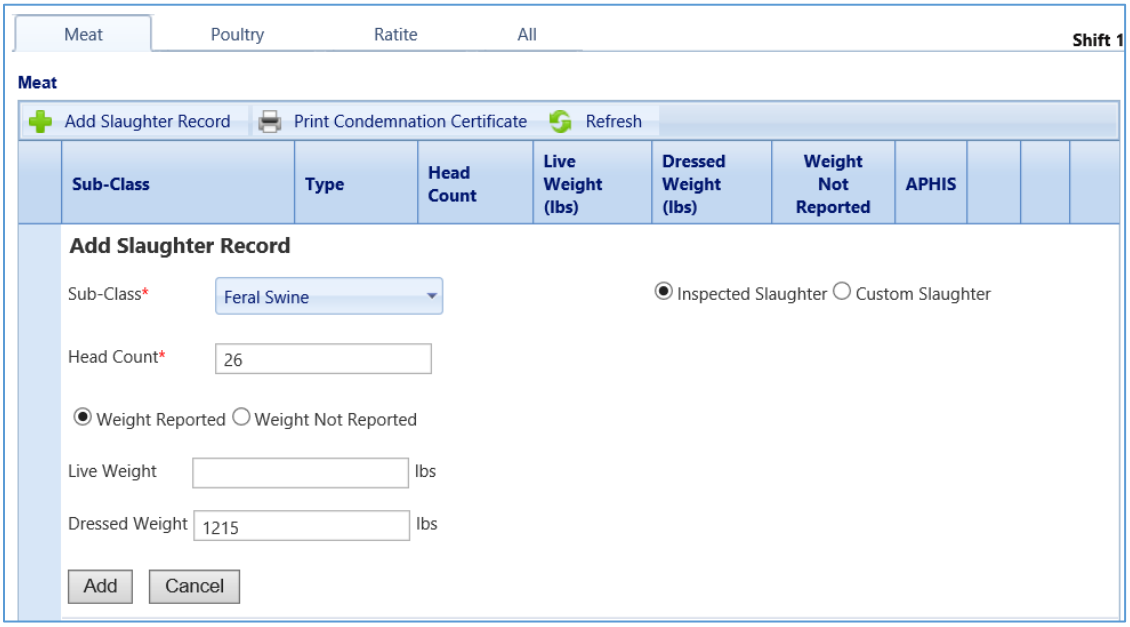


Figure 3: Add Slaughter Record panel for Meat Slaughter record

2. On the Add Slaughter Record panel, enter the required fields and any pertinent optional fields.
   Required fields are indicated with a red asterisk *.
3. By default, Inspected Slaughter is selected.
   Select the Custom Slaughter radio button to add a Custom Slaughter record.
4. By default, the Weight Reported radio button is selected and the Live Weight and Dressed Weight fields are displayed. If weight(s) are reported, type the weight(s) in the applicable field(s). The weight fields are not required.
   If the Weight Not Reported option is selected, the Live Weight and Dressed Weight fields are hidden.
   Note: On the Weight Reporting Frequency page, if the Slaughter Frequency is selected as Weight Not Reported, then on the Add Meat Slaughter Record page, the Weight Not Reported radio button is selected and is not editable.
5. Select **Add**.
   The record is saved and appears in the grid (Figure 4).

Figure 4: Slaughter record in the Meat Slaughter grid

1.3. Adding a HIMP Meat Slaughter Record

The steps for adding a HIMP meat slaughter record are the same as adding a meat slaughter record except that there are additional fields on the Add Slaughter Record panel (Figure 5):

a. Establishment Ante-mortem Discard

b. Establishment Post-mortem Discard

c. Establishment Segregated for FSIS Inspection

These fields appear when the selected sub-class is a sub-class associated with the HIMP slaughter line.

These same three fields also appear on the Edit Slaughter Record panel when the selected sub-class is a sub-class associated with the HIMP slaughter line.

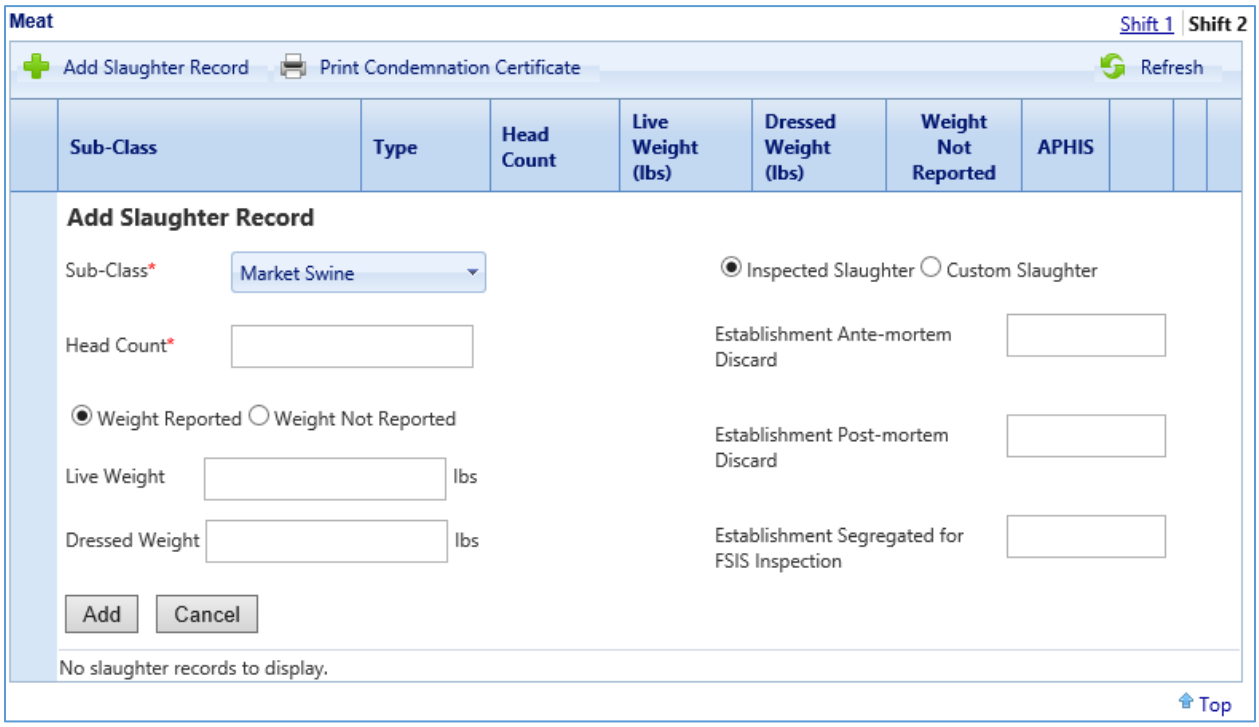


Figure 5: Add Slaughter Record panel for a HIMP-Related Slaughter records

1.4. Adding a NSIS Slaughter Record

The steps for adding a NSIS meat slaughter record are the same as adding a meat slaughter record except that there is an additional field on the Add Slaughter Record panel, Number of Heads Segregated for FSIS Inspection (Figure 6).

This field appears when the selected sub-class is a sub-class associated with an NSIS slaughter line.

This field also appears on the Edit Slaughter Record panel when the selected sub-class is a sub-class associated with the NSIS slaughter line.

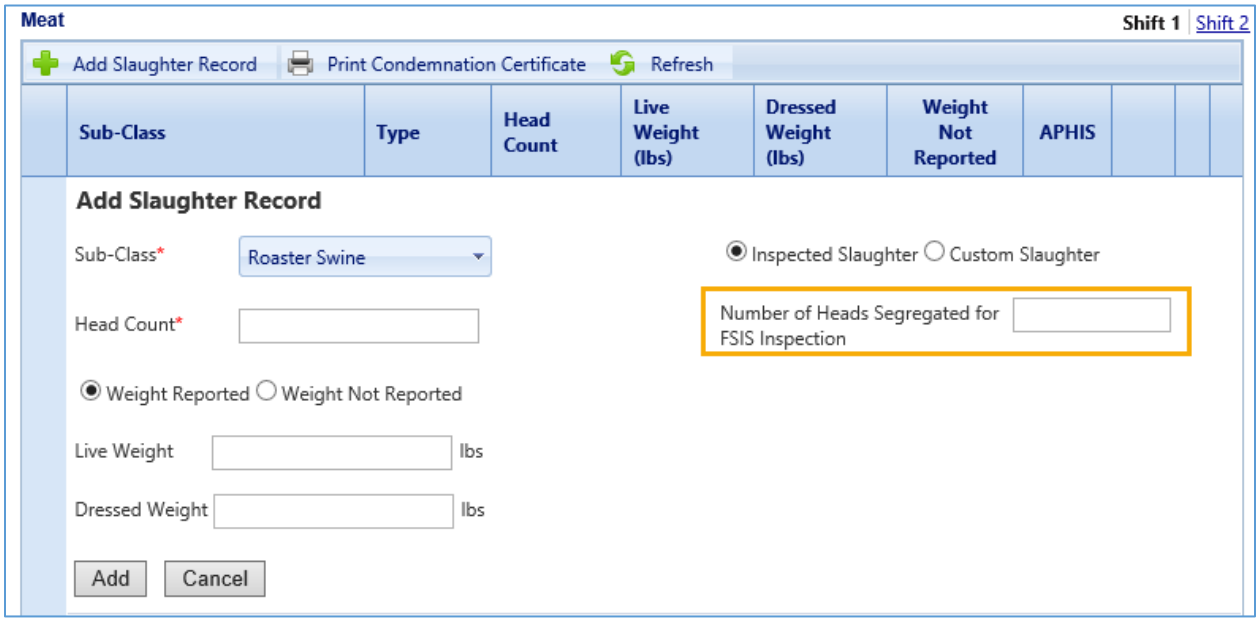


Figure 6: Add Slaughter Record panel for an NSIS-Related Slaughter record

1.5. Editing a Meat Slaughter Record

You can only edit slaughter records that are associated with a date within the last 90 days.

1. On the Establishment Reporting page, select **Edit** for the slaughter record you want to edit (Figure 7).

Figure 7: Edit icon for Meat Slaughter record

2. The Edit Slaughter Record panel appears (Figure 8).

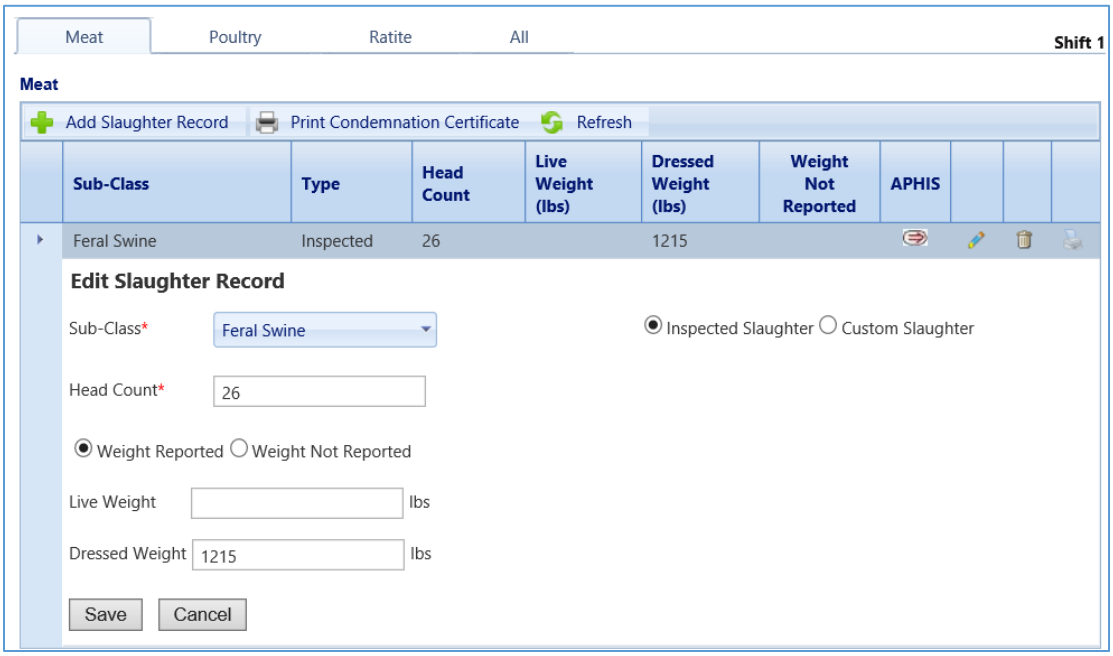


Figure 8: Edit Slaughter Record panel for a Meat Slaughter record

3. Edit any fields.
4. Select **Save**.
5. The edited slaughter record is saved and appears in the grid (Figure 9).

Figure 9: Edited record in the Meat Slaughter grid

1.6. Deleting a Meat Slaughter Record

You can only delete a slaughter record for a date within the last 90 days.

1. On the Establishment Reporting page, select **Delete** for the record you want to delete (Figure 10).

Figure 10: Delete icon for Meat Slaughter record

2. A confirmation popup appears. Select **OK**.
   The slaughter record is deleted successfully and removed from the grid and a confirmation message appears.

2. Managing Disposition Records for Meat Slaughter Records

The instructions for managing meat disposition records are similar to the instructions for managing ratite disposition records, except there are no KIS™ lab samples related to ratite disposition records.

2.1. Adding a Single Disposition Record for a Meat Slaughter Record

1. On the Establishment Reporting page, select the arrow for a slaughter record in the Meat Slaughter grid (see the highlighted arrow in Figure 11).
   The disposition grid nested within the Meat Slaughter grid appears (Figure 12).

Figure 11: Meat Slaughter grid

Figure 12: Nested Disposition grid in the Meat Slaughter grid

2. Select **Add Disposition Record**.
The Add Disposition Record panel opens (Figure 13).

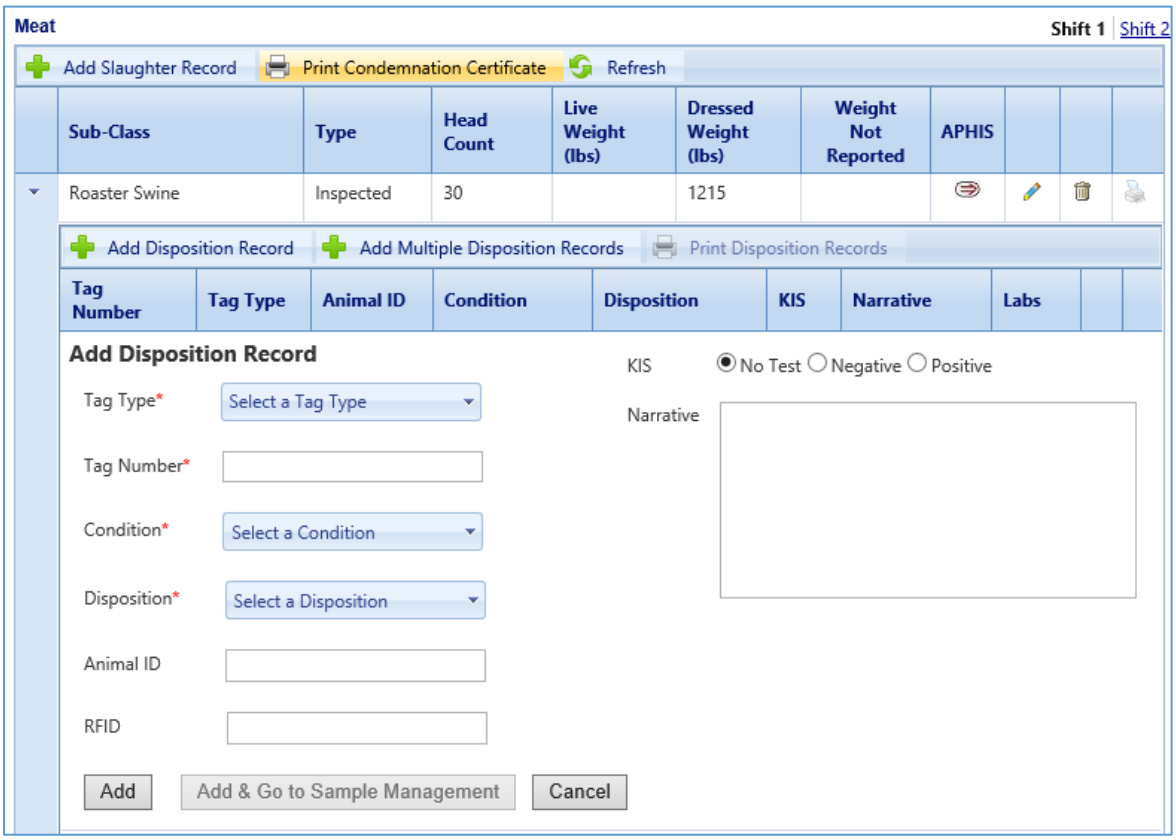


Figure 13: Add Disposition Record panel

3. Enter the required fields and any pertinent optional fields.
4. Do one of the following:
    - Select **Add** to save the record and navigate back to the grid. (Go to Step 6.)
    - Select **Add & Go to Sample Management** to save the record and navigate to the Sample Management module to schedule a Kidney Inhibition Swab (KIS™) lab sample submission. If the KIS field is set to No Test, the Add & Go to Sample Management button is disabled. Step 5 includes instructions for creating a record for the Multi-Residue Method (MRM) analysis. For lab submissions for other types of ADR sampling, refer to page 32.
5. On the Sample Management page:
    - The Project Code field defaults to KIS and is not editable.
    - The Slaughter Sub-class field defaults to the sub-class in the ADR module is not editable.
    - The Result field defaults to the result recorded on the Add Disposition Record panel and is not editable.
    - For the Reason Code, select a reason.

- Do one of the following:
  i. To complete a lab sample form and send in a physical sample, select **Generate Sample Form**.
  For more information on lab sampling, see Section 4.
  ii. To save the record and return to ADR, select **Return to ADR**.

6. The added disposition record appears in the nested disposition grid (Figure 14). The grid contains a flask symbol with three numbers to denote the following:
   - Number of sample forms submitted to lab.
   - Number of sample forms created.
   - Number of sample forms with number of results received from the lab.

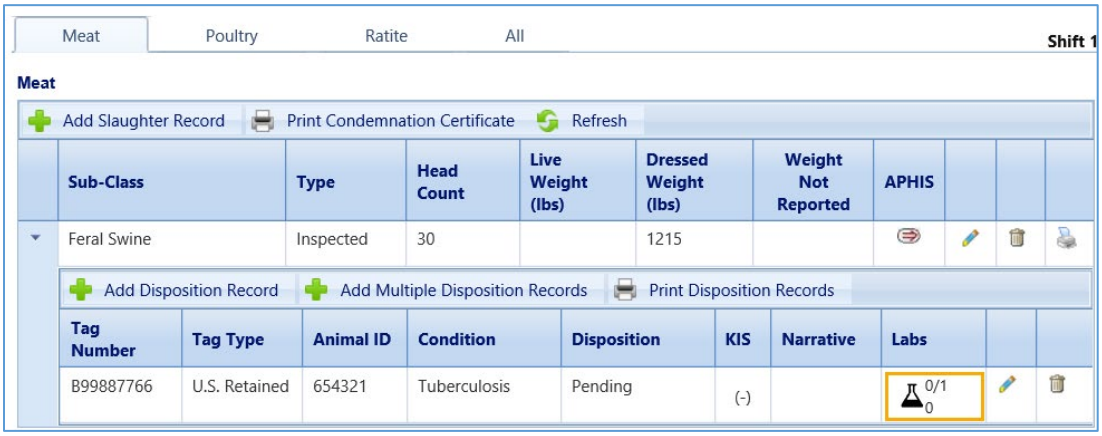


Figure 14: Disposition grid for Meat Slaughter record

2.2. Adding KIS Negative Results on the Edit Disposition Record Panel

1. On the Establishment Reporting page, select the arrow for a slaughter record.
The disposition grid nested within the Meat slaughter grid appears (Figure 15).

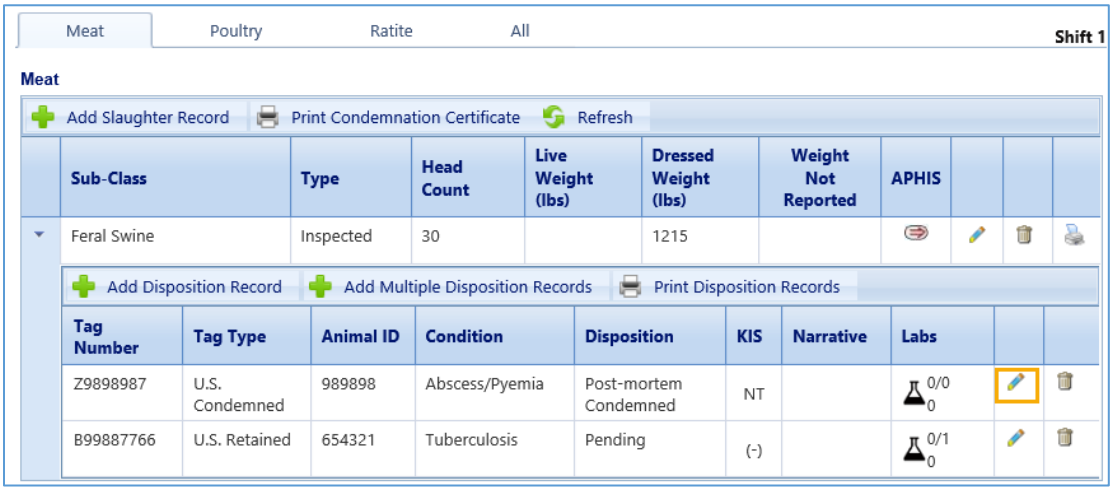


Figure 15: Expanded Meat Slaughter record with Nested Disposition grid

2. For the disposition record that you want to add a negative KIS™ test result to, select **Edit**.
3. On the Edit Disposition Record panel, for the KIS field, select the Negative option (Figure 16).

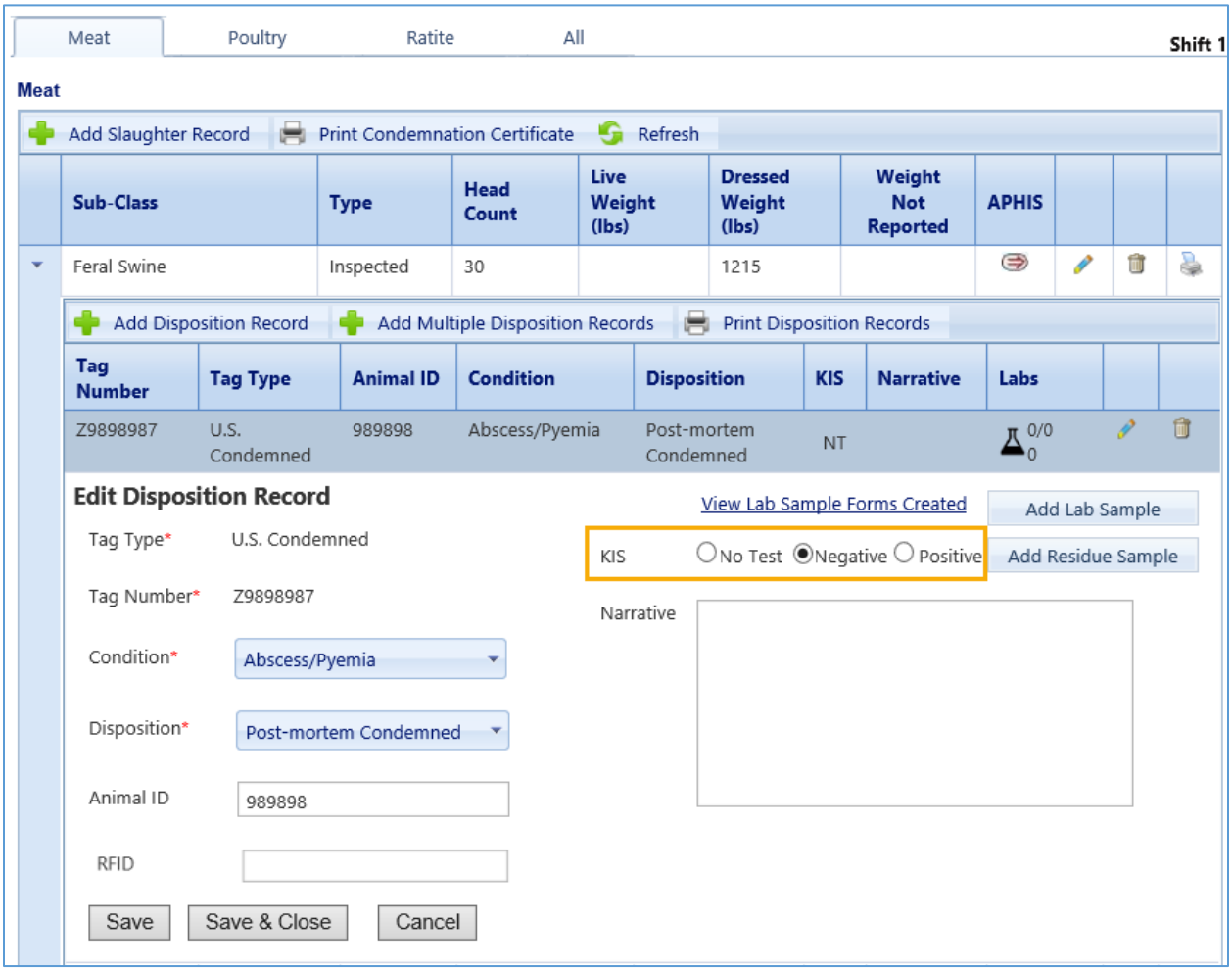


Figure 16: Edit Disposition Record panel with Negative KIS™ Result

4. The page refreshes and displays two additional fields: Case Number and Reason Code

(Figure 17).

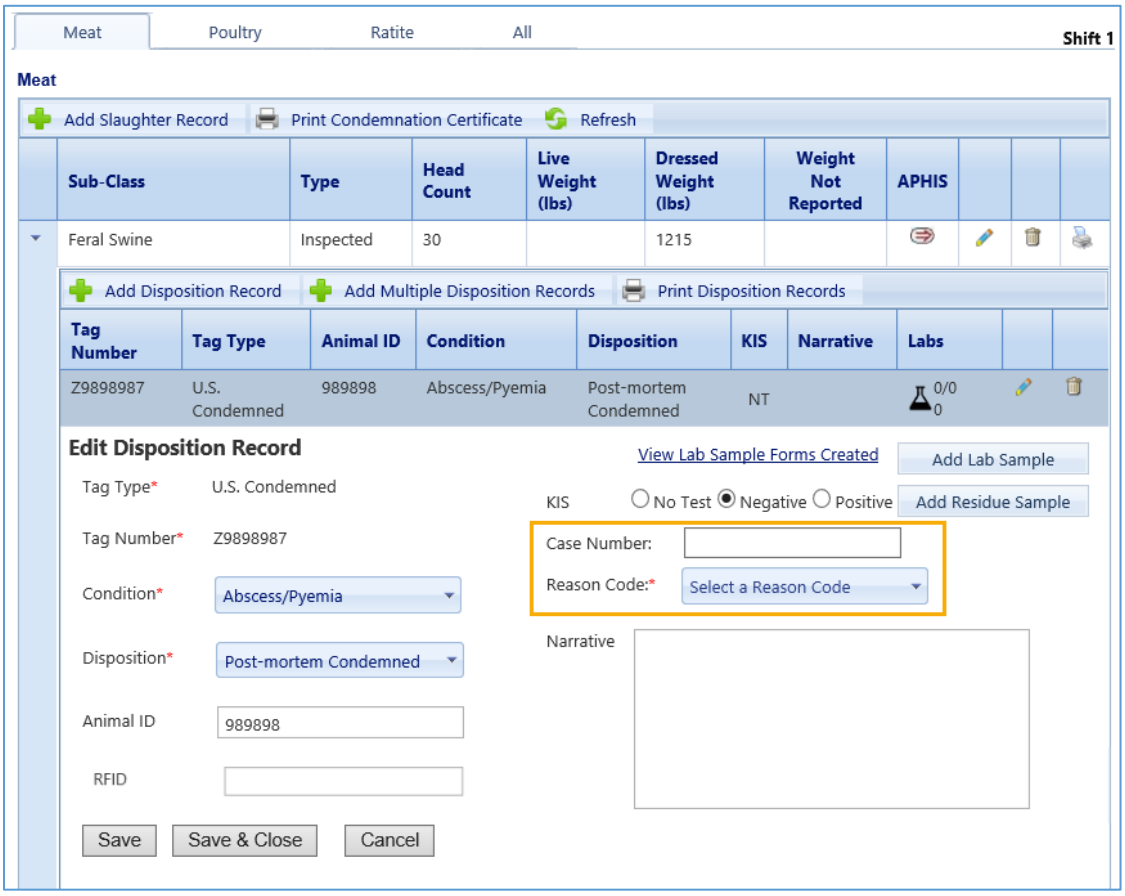


Figure 17: Edit Disposition Record panel with Additional Fields

5. If applicable, in the Case Number field, type a case number.
6. In the Reason Code, select a reason from the drop-down list.
7. Do one of the following:
    - If no additional analyses are required, and if applicable in the Case Number field, type a case number. In the Reason Code field, select a reason from the drop-down list. Select **Save & Close**. The Establishment Reporting page appears with the expanded slaughter record (Figure 18).
    - If additional analyses are required, select **Add Residue Sample** and complete the Lab Sample Management pages as appropriate. The Generate a Sample Form page includes an optional field for Case Number and a required field for Reason Code. These values are transferred back to the Edit Disposition Record panel after the record is saved. After you have completed your sample data entry and saved your record, select **Return to ADR**. The Establishment Reporting page appears

with the collapsed slaughter record (Figure 19).

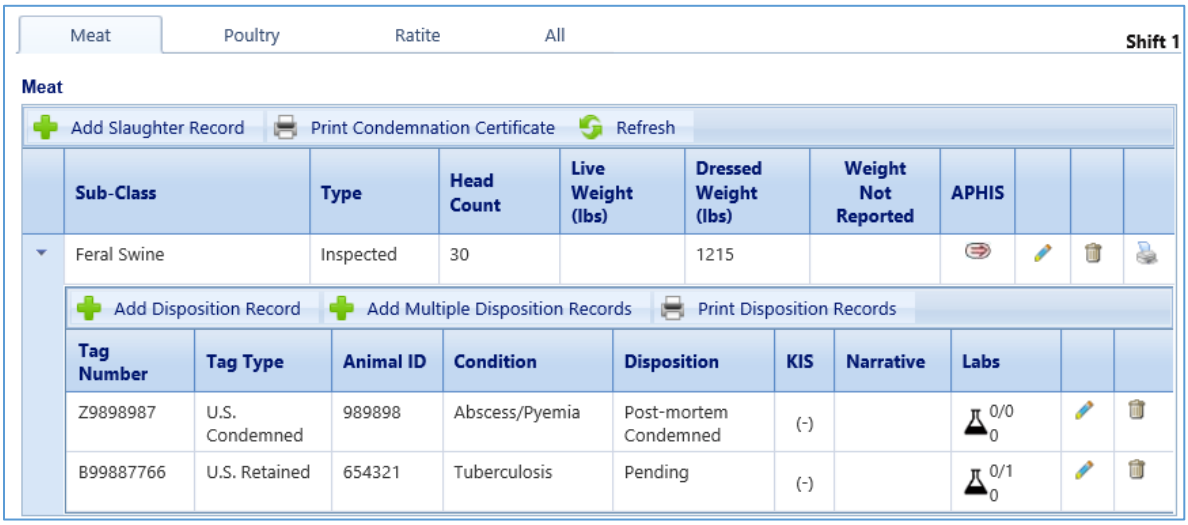


Figure 18: Establishment Reporting page with Expanded Meat Slaughter record

Figure 19: Establishment Reporting page with Collapsed Meat Slaughter record

2.3. Adding Multiple Disposition Records for a Meat Slaughter Record

1. On the Establishment Reporting page, select the arrow for a slaughter record. The disposition grid nested within the slaughter grid appears.

Figure 20: Expanded Meat Slaughter record with Nested Disposition grid

2. Select **Add Multiple Disposition Records**.
3. On the Add Multiple Disposition Records panel, enter the required fields and any pertinent optional fields (Figure 21):
   a) Sub-Class: PHIS selects the parent sub-class by default. Do not change this selection if all the disposition records you are adding belong to the parent sub-class. Otherwise, if the disposition records you are adding to multiple sub-classes, select the Multiple Sub-Classes radio button.
   b) Tag Type: Select the desired tag type.
   c) Tag Number: Enter a valid tag number corresponding to the selected tag type. This will be the starting number for your set of disposition records.
   d) No of Records: Type a value from 1 to 20. This indicates the number of disposition records you are creating.
   e) Condition (not a required field at this step): If the parent sub-class is selected, then the Condition drop-down list consists of conditions applicable only to the parent sub-class. Otherwise, if Multiple Sub-Classes was selected, then the Condition drop-down list consists of all conditions.
   f) Disposition (not a required field at this step): If the parent sub-class is selected, then the Disposition drop-down list is enabled only after Condition has been selected. It consists of values applicable to the selected sub-class and condition. Otherwise, if Multiple Sub-Classes is selected, then the Disposition drop-down is enabled and contains all dispositions.

g) KIS: This field lets you indicate if a KIS™ sample is associated with this disposition record. You can select the result (Positive/Negative) or indicate No Test (default selection).

h) Narrative: This field lets you type a narrative related to this set of disposition records.

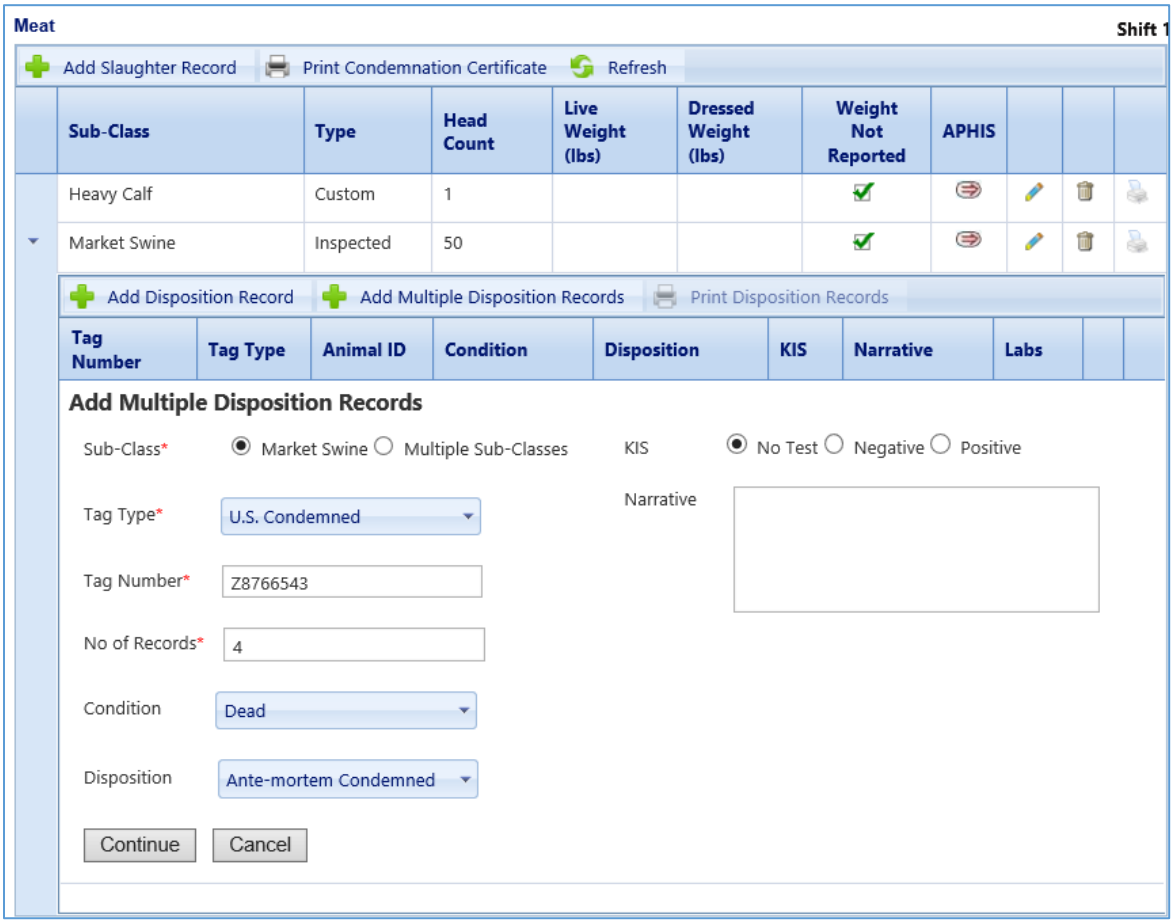


Figure 21: Add Multiple Disposition Records panel for a Meat Slaughter record

4. Select **Continue** to proceed to the next data entry page.
5. A review grid appears with rows for each disposition record pending creation (Figure 22).
    - The tag numbers are sequentially generated for each record.
    - If the parent sub-class was selected, then the same sub-class is pre-populated for each record. You can still select another sub-class. The sub-class drop-down list consists of all the slaughter sub-classes added for the selected establishment, date, and shift. If Multiple Sub-Classes was selected in the previous screen, then the SubClass field is empty. You need to select a sub-class for each record.
    - The information entered on the previous page is pre-populated for each row.
    - You can manually update any information on this page except the tag type and tag numbers. The information is edited by selecting the record to be changed.
    - Back: You select this button to navigate to the previous page.
    - Delete: You can delete any records via this icon.
    - Add: You select this button to add these pending disposition records to their respective parent slaughter sub-classes. When you select **Add**, all the records with available tag numbers are saved. If all tag numbers are available, the process is complete. A tag number may be used only one time.

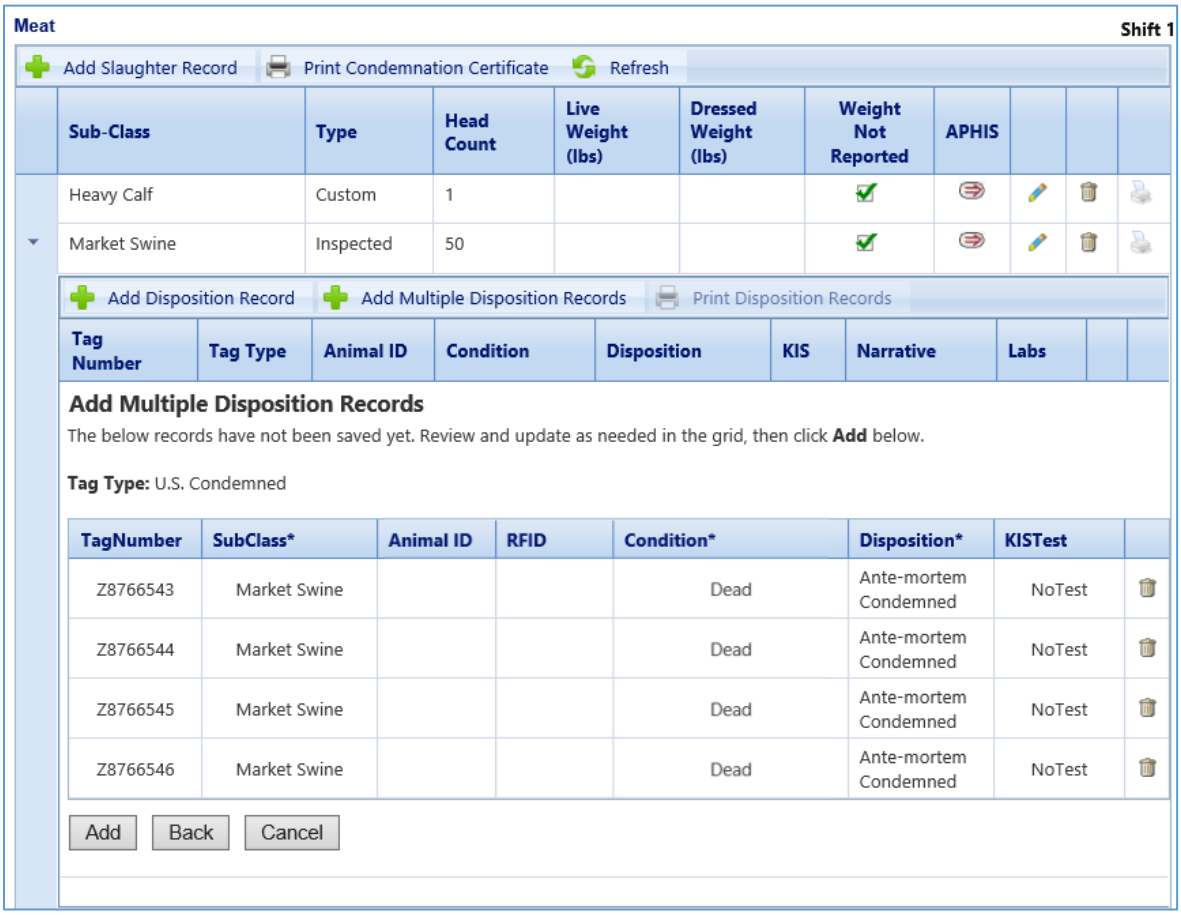


Figure 22: Add Multiple Disposition Records panel with Records for Review

- If any tag numbers are not available, the records with unavailable tag numbers are displayed along with a text box to type a new Tag Number (Figure 23). If this occurs, proceed to the next step.

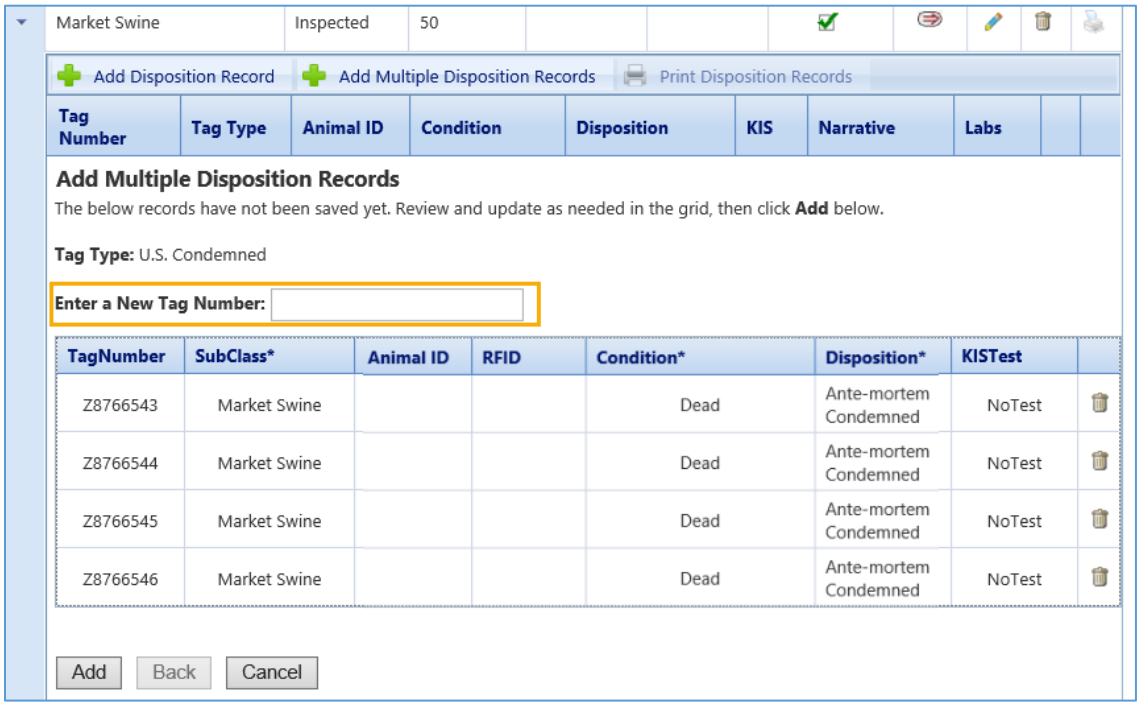


Figure 23: Add Multiple Disposition Records panel for a Meat Slaughter record with Re-numbering Function

6. Enter a new tag number (for the topmost record in the grid).
7. Select **Add**.
    - Sequential tag numbers are again generated for the rest of the records.
        - If all the tag numbers entered are available, then all the records are added.
        - If all the tag numbers entered are again unavailable, then the process to re-enter the tag number repeats.
8. Before exiting the page confirm that the records have been saved.

2.4. Editing a Meat Disposition Record

1. Select **Edit** in the disposition grid (Figure 24).

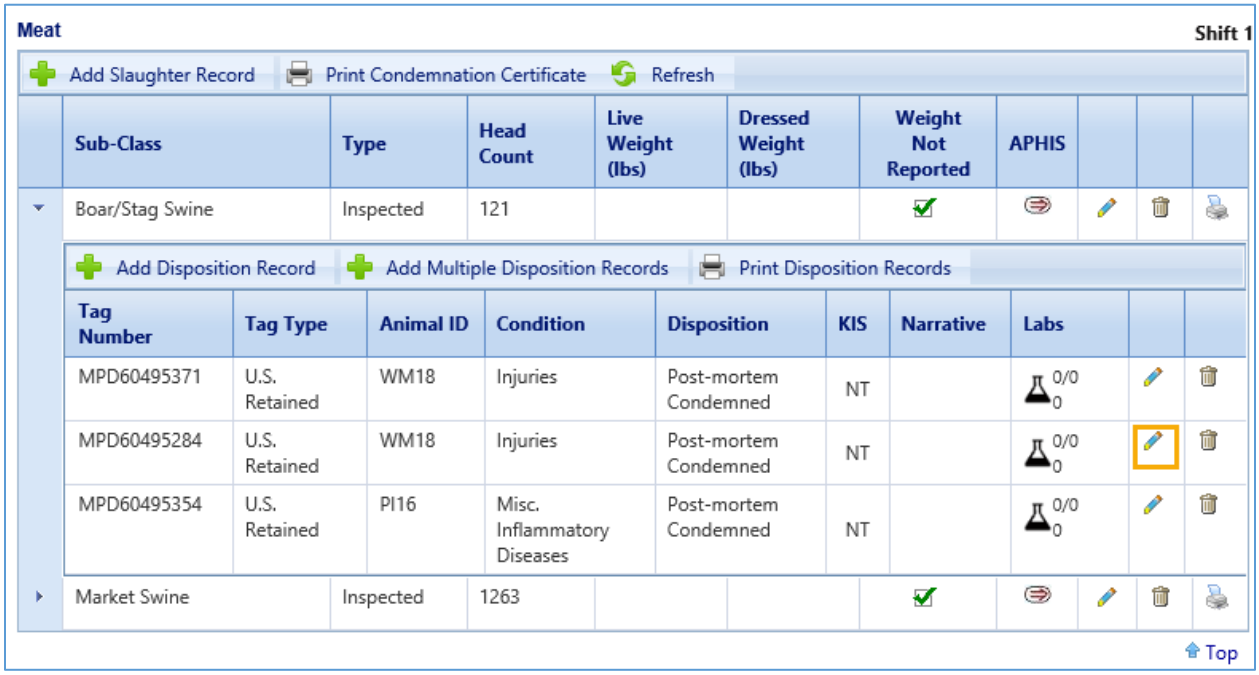


Figure 24: Edit icon on the Meat Disposition grid

2. The Edit Disposition Record panel is displayed (Figure 25).
3. Update the necessary information.
4. Select **Save**.

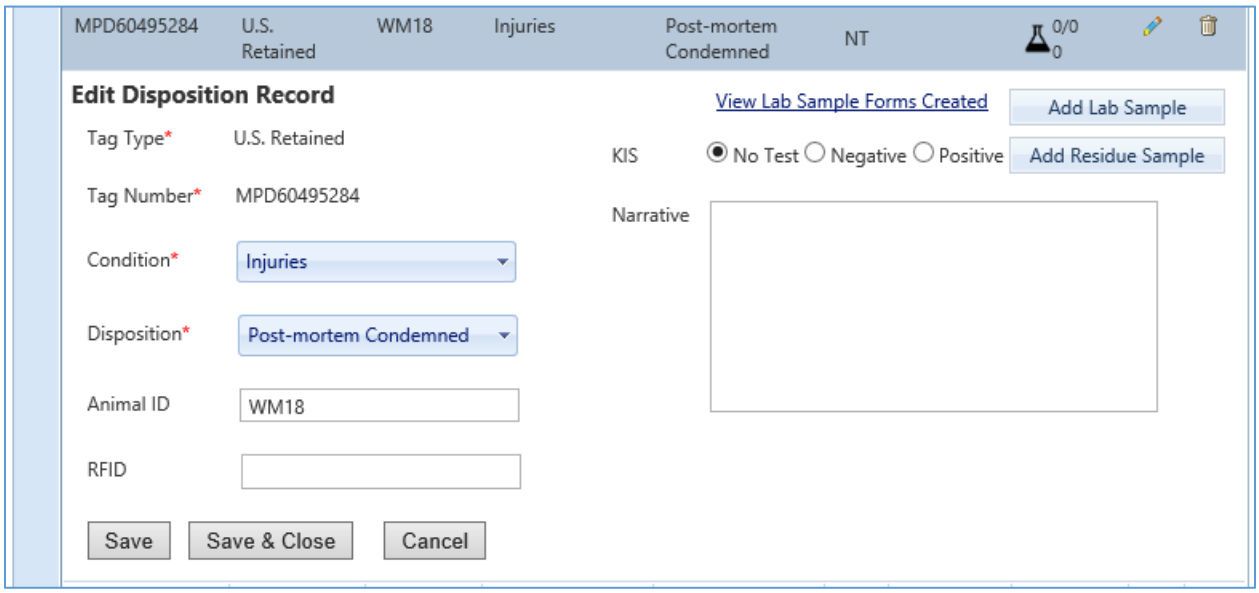


Figure 25: Edit Disposition Record panel

2.5. Deleting a Meat Disposition Record

1. From the Disposition list, select **Delete** for the relevant disposition (Figure 26).
   A confirmation popup appears.

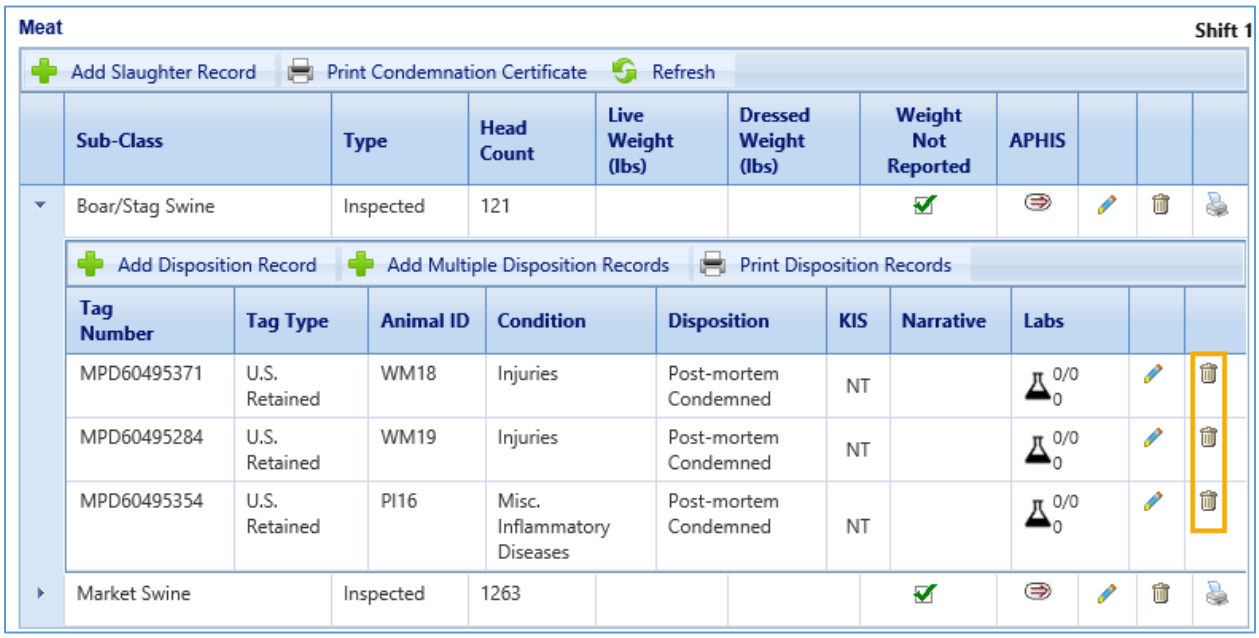


Figure 26: Delete icon on the Meat Disposition grid

2. On the popup, select **OK**.
   The record is deleted.

2.6. Printing Meat Disposition Records

1. Select **Print Disposition Records** in the disposition grid (Figure 27).

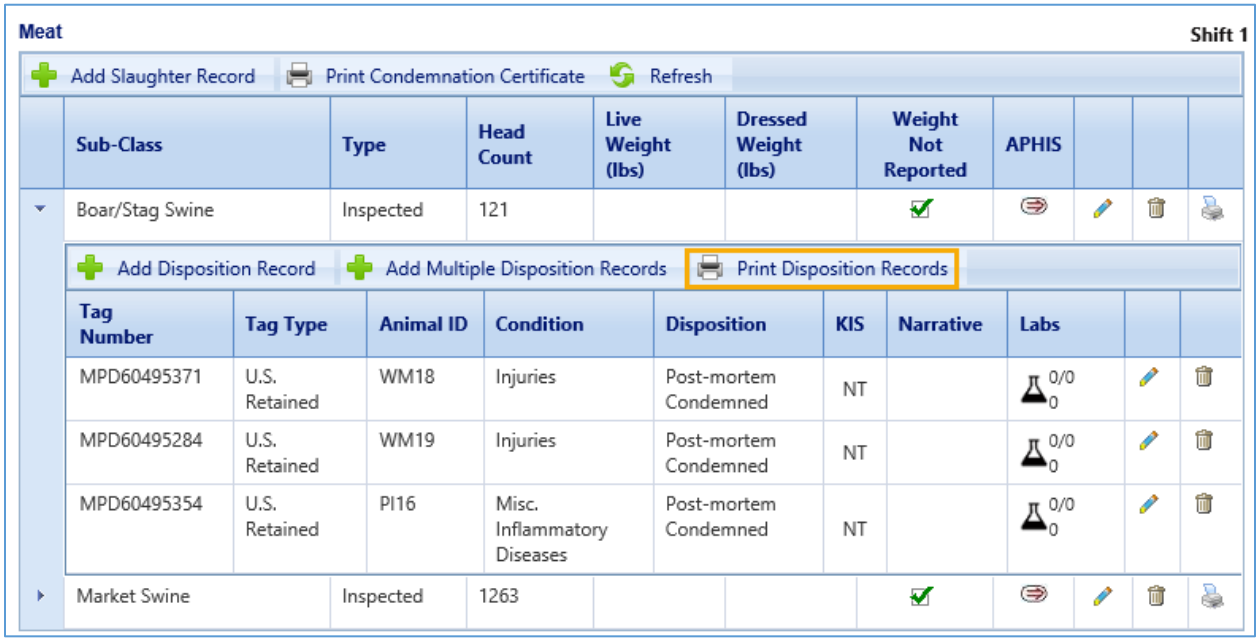


Figure 27: Print Disposition Records from Meat Disposition grid

2. The Disposition Report Selection popup appears (Figure 28). By default, PHIS selects all the disposition records that correspond to the parent slaughter record. However, you can deselect records.
3. In the Sort by field, select the desired sort order.
4. Select **View/Print Disposition Report**.

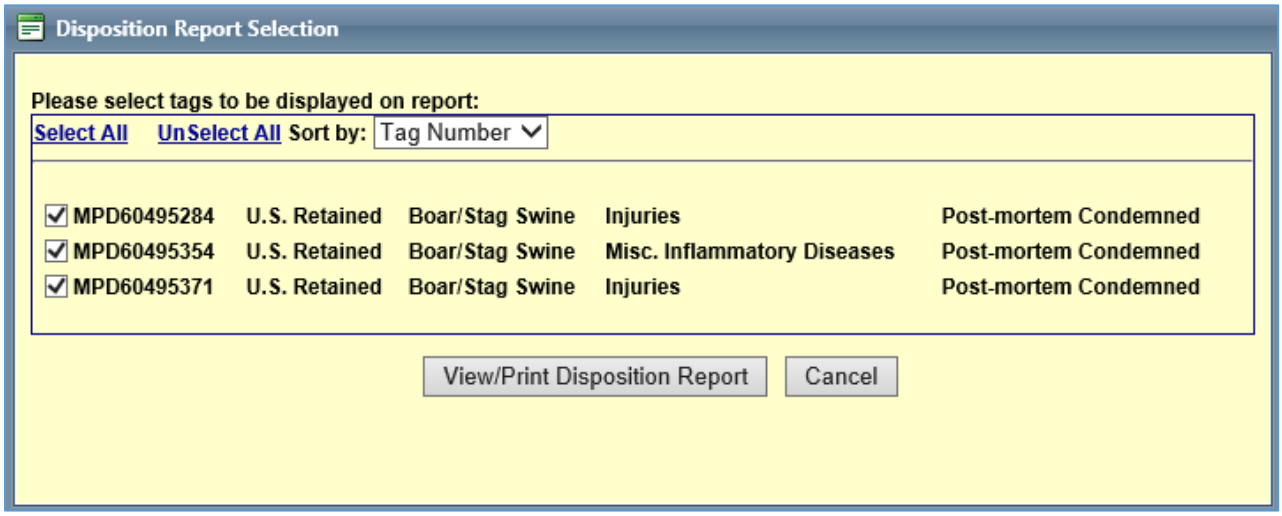
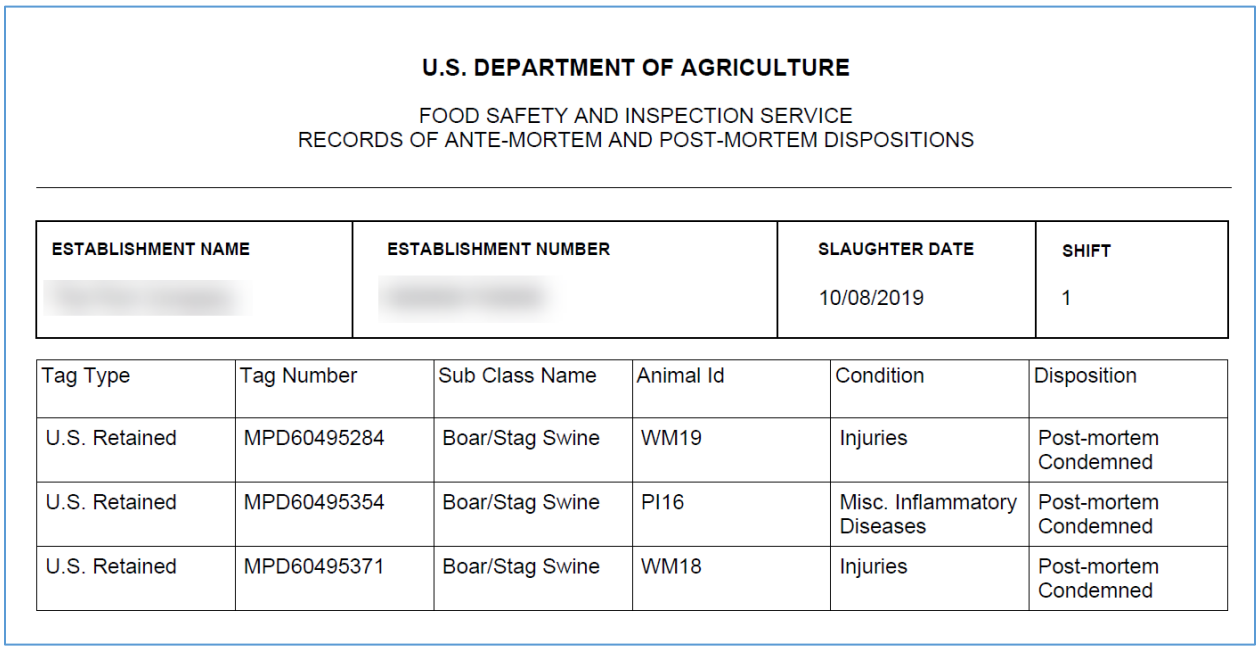


Figure 28: Disposition Report Selection popup

5. PHIS opens the PDF in a new tab and displays all the selected disposition records (Figure 29).



U.S. DEPARTMENT OF AGRICULTURE

FOOD SAFETY AND INSPECTION SERVICE
RECORDS OF ANTE-MORTEM AND POST-MORTEM DISPOSITIONS

ESTABLISHMENT NAME	ESTABLISHMENT NUMBER	SLAUGHTER DATE	SHIFT
[redacted]	[redacted]	10/08/2019	1

Tag Type	Tag Number	Sub Class Name	Animal Id	Condition	Disposition
U.S. Retained	MPD60495284	Boar/Stag Swine	WM19	Injuries	Post-mortem Condemned
U.S. Retained	MPD60495354	Boar/Stag Swine	PI16	Misc. Inflammatory Diseases	Post-mortem Condemned
U.S. Retained	MPD60495371	Boar/Stag Swine	WM18	Injuries	Post-mortem Condemned

Figure 29: Meat Disposition Report

3. Managing Condemnation Certificates for Meat Disposition Records

Managing Condemnation Certificates for Meat disposition records is similar to managing Condemnation Certificates for Ratite disposition records.

3.1. Printing Condemnation Certificate for Meat Disposition Records

1. Do one of the following:
    a. To print condemnation information for all the slaughter subclasses, select **Print Condemnation Certificate** (Figure 30).
    b. To print the condemnation information for only one slaughter subclass, select **Print** in the last column of the slaughter sub-class record (Figure 30).

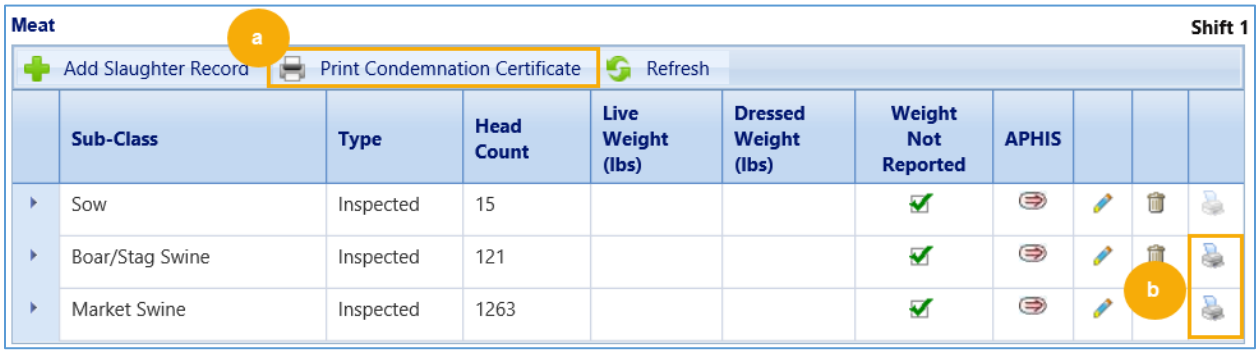


Figure 30: Print Condemnation Certificate from Meat Slaughter grid

2. If you select **Print Condemnation Certificate**, then all the disposition records with Ante- or Post-mortem Condemned disposition statuses pertaining to all the slaughter records in the grid are displayed in the Condemnation Report Parameter Selection popup (Figure 31).

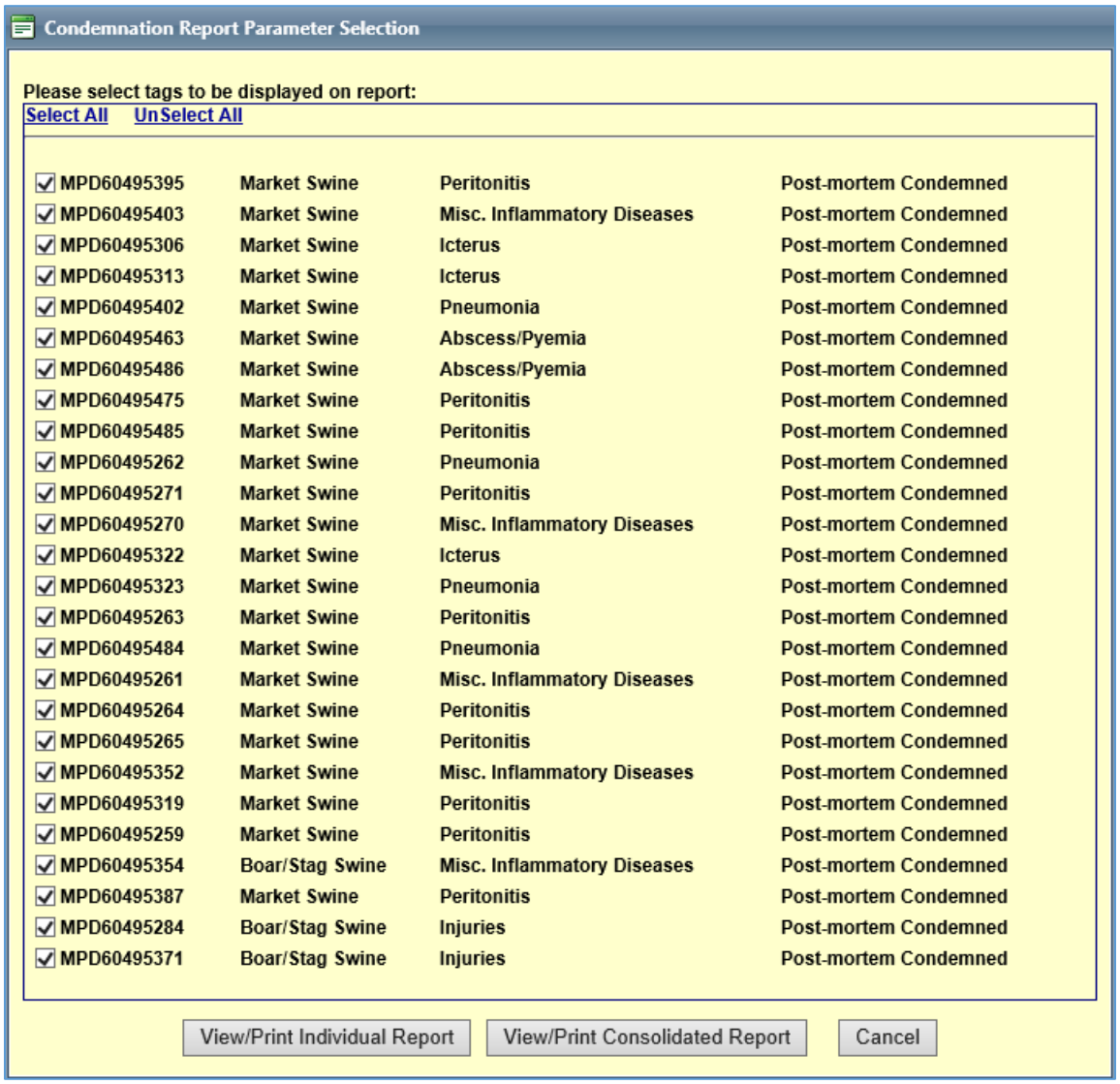


Figure 31: Condemnation Report Parameter Selection for all Meat Slaughter Sub-Class records

3. If you select the Print icon per slaughter record row, then all the disposition records with Ante- or Post-mortem Condemned disposition statuses pertaining to that specific slaughter sub-class record are displayed in a selection popup (Figure 32).
   Note that the Print icon is disabled for the first slaughter sub-class in Figure 30. That is because that slaughter record does not have any Ante- or Post-mortem Condemned disposition statuses.

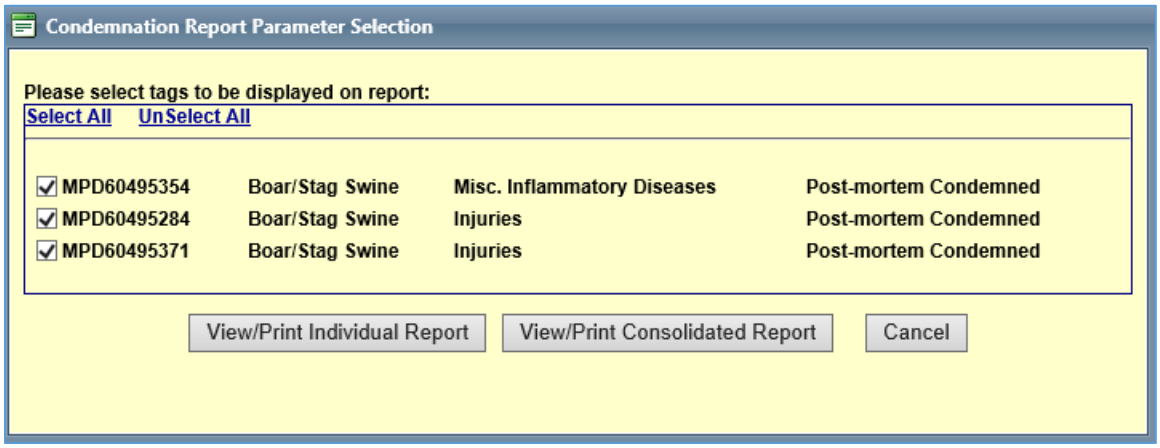
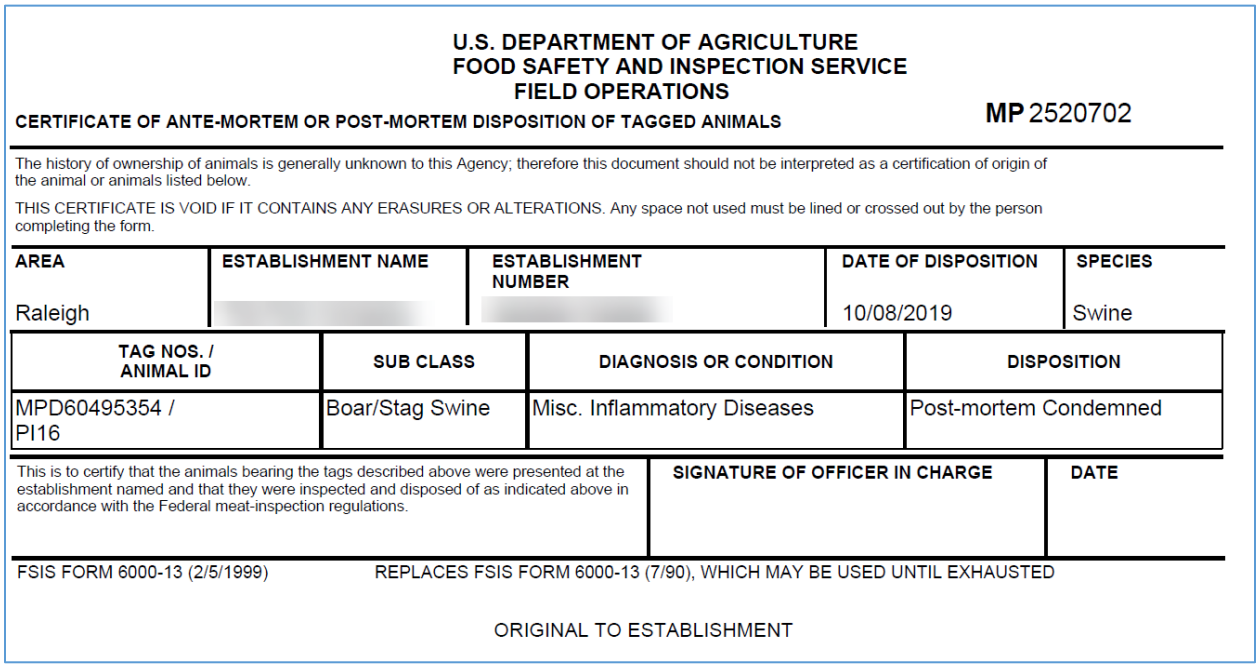


Figure 32: Condemnation Report Parameter Selection

4. Select or deselect the desired records.
5. Select **View/Print Individual Report** to open the condemnation reports of all the selected records in a single PDF in a new tab. Each record will be displayed in a separate page (Figure 33).



U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
FIELD OPERATIONS

CERTIFICATE OF ANTE-MORTEM OR POST-MORTEM DISPOSITION OF TAGGED ANIMALS

MP 2520702

The history of ownership of animals is generally unknown to this Agency; therefore this document should not be interpreted as a certification of origin of the animal or animals listed below.

THIS CERTIFICATE IS VOID IF IT CONTAINS ANY ERASURES OR ALTERATIONS. Any space not used must be lined or crossed out by the person completing the form.

AREA	ESTABLISHMENT NAME	ESTABLISHMENT NUMBER	DATE OF DISPOSITION	SPECIES
Raleigh	[redacted]	[redacted]	10/08/2019	Swine

TAG NOS. / ANIMAL ID	SUB CLASS	DIAGNOSIS OR CONDITION	DISPOSITION
MPD60495354 / PI16	Boar/Stag Swine	Misc. Inflammatory Diseases	Post-mortem Condemned

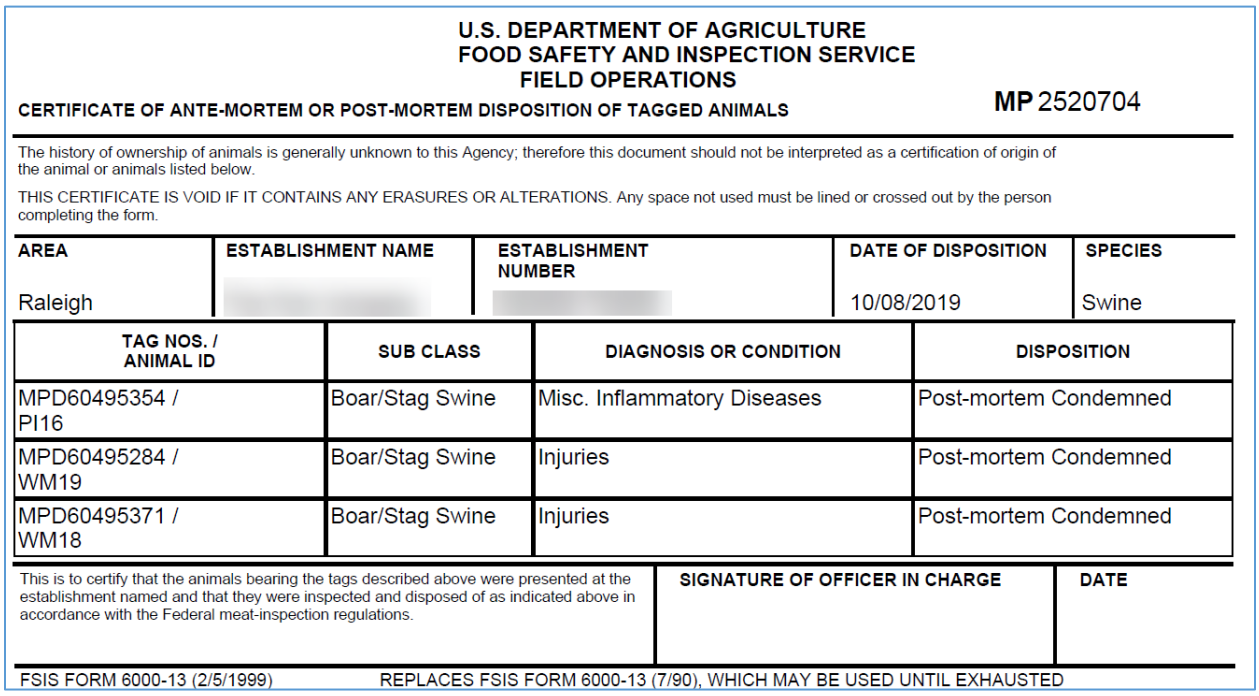
This is to certify that the animals bearing the tags described above were presented at the establishment named and that they were inspected and disposed of as indicated above in accordance with the Federal meat-inspection regulations.	SIGNATURE OF OFFICER IN CHARGE	DATE

FSIS FORM 6000-13 (2/5/1999) REPLACES FSIS FORM 6000-13 (7/90), WHICH MAY BE USED UNTIL EXHAUSTED

ORIGINAL TO ESTABLISHMENT

Figure 33: Meat Condemnation Report

6. Select **View/Print Consolidated Report** to view the condemnation report displaying all the selected records on one condemnation report. The report opens as a PDF in a new tab.



U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
FIELD OPERATIONS

CERTIFICATE OF ANTE-MORTEM OR POST-MORTEM DISPOSITION OF TAGGED ANIMALS **MP** 2520704

The history of ownership of animals is generally unknown to this Agency; therefore this document should not be interpreted as a certification of origin of the animal or animals listed below.

THIS CERTIFICATE IS VOID IF IT CONTAINS ANY ERASURES OR ALTERATIONS. Any space not used must be lined or crossed out by the person completing the form.

AREA	ESTABLISHMENT NAME	ESTABLISHMENT NUMBER	DATE OF DISPOSITION	SPECIES
Raleigh			10/08/2019	Swine

TAG NOS. / ANIMAL ID	SUB CLASS	DIAGNOSIS OR CONDITION	DISPOSITION
MPD60495354 / PI16	Boar/Stag Swine	Misc. Inflammatory Diseases	Post-mortem Condemned
MPD60495284 / WM19	Boar/Stag Swine	Injuries	Post-mortem Condemned
MPD60495371 / WM18	Boar/Stag Swine	Injuries	Post-mortem Condemned

	SIGNATURE OF OFFICER IN CHARGE	DATE
This is to certify that the animals bearing the tags described above were presented at the establishment named and that they were inspected and disposed of as indicated above in accordance with the Federal meat-inspection regulations.		

FSIS FORM 6000-13 (2/5/1999) REPLACES FSIS FORM 6000-13 (7/90), WHICH MAY BE USED UNTIL EXHAUSTED

Figure 34: Meat Consolidated Condemnation Report

4. Managing Lab Sampling Records for Meat Disposition Records

Managing lab sampling records for Meat disposition records is similar to managing lab sampling records for Ratite disposition records, except that for Ratite disposition records, there are no KIS™ lab samples.

4.1. Adding a Residue Sample

1. Navigate to the Edit Disposition Record panel (Figure 35).
2. Select **Add Residue Sample**.
   Note: If you have not selected one of the options for the KIS field, the two lab buttons do not appear.

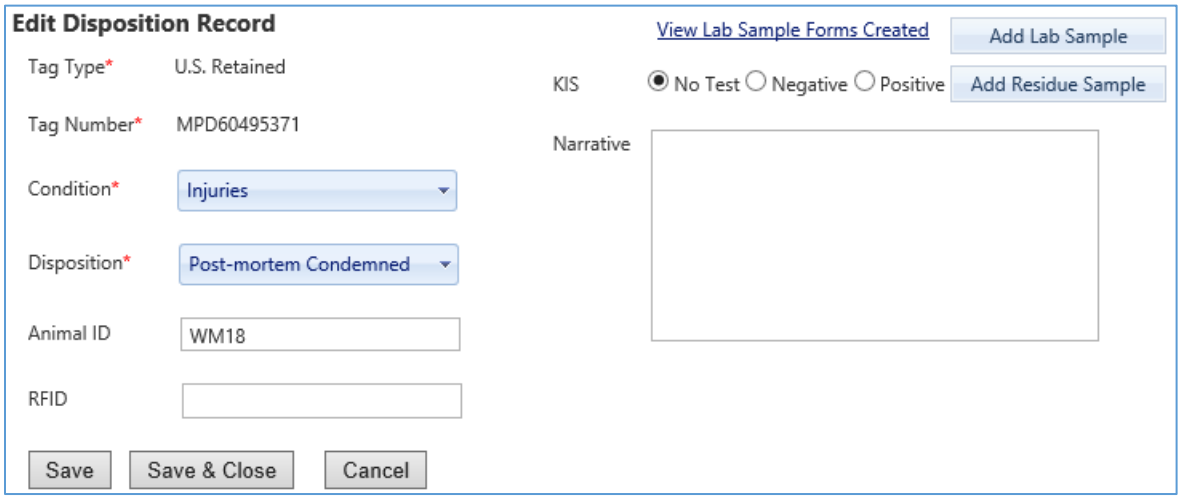


Figure 35: Lab Sample options on Edit Disposition Record panel

3. The Sample Management – Generate a Sample Form page appears (Figure 26).
   The following fields are pre-populated and read-only:
   - Establishment as establishment on the Establishment Reporting page
   - Project Code as KIS
   - Slaughter Sub-Class as the parent slaughter sub-class
   - Result as the value selected on the Edit Disposition Record panel
   - Select Sample as the value defined in the database for the selected slaughter sub-class

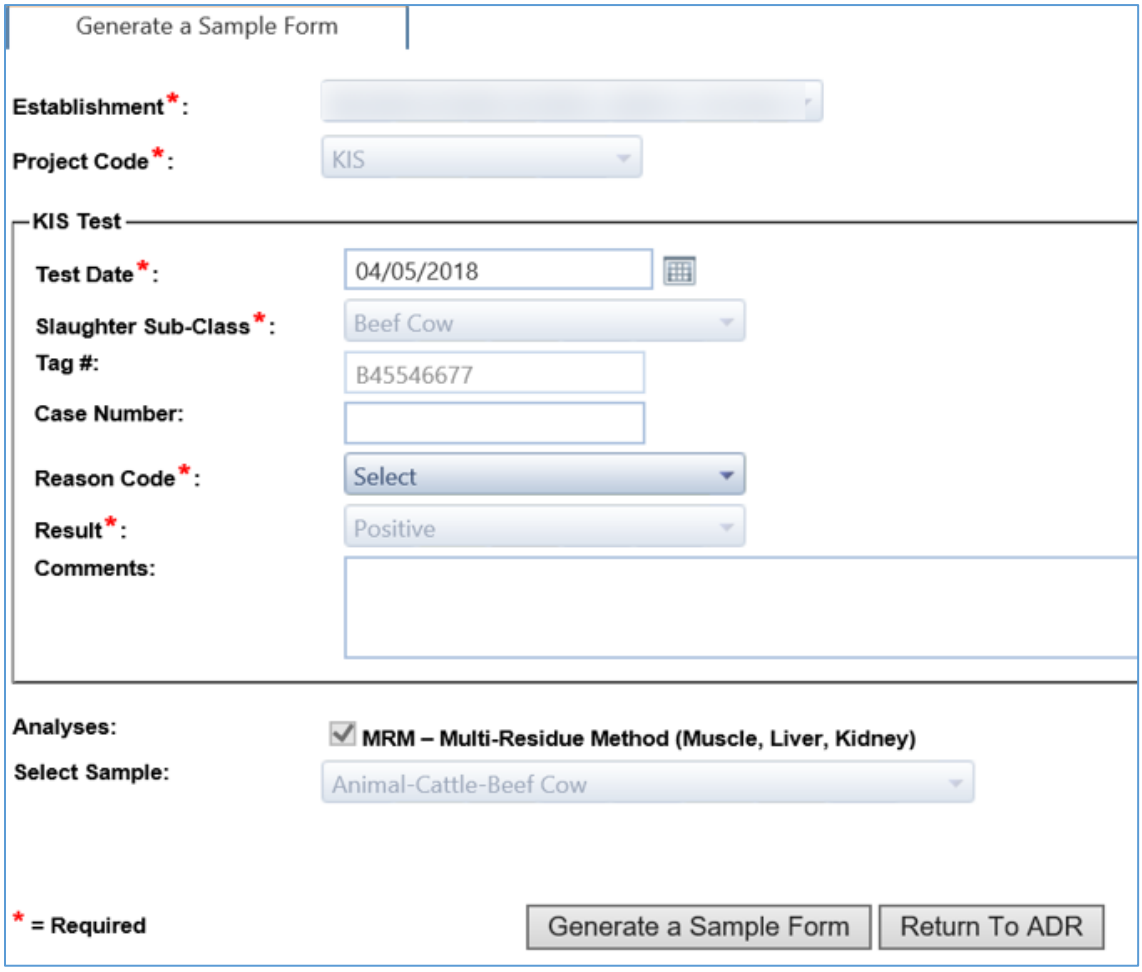


Figure 26: Generate a Sample Form tab for a Residue Sample

4. Enter all the required fields and any pertinent optional fields.
5. Select **Generate a Sample Form**.
   The Sample Collection Data tab appears. Go to Section 4.3.

4.2. Adding a Non-KIS Lab Sample

1. Navigate to the Edit Disposition Record form.
2. Do one of the following:
   a) Select **Lab Sample**
   b) Select the **View Lab Sample Forms Created** link, which opens a popup displaying all the added lab sample forms. On the popup, select **Add Lab Sample Collection**.
3. The Generate a Sample Form page appears (Figure 27).
   The following fields are pre-populated and read-only:
   - Establishment
   - Select Sample and Select Sample Categories as the values defined in the database for the selected slaughter sub-class
4. For the Project Code field, select a value from the drop-down.
5. For the Analyses field, select one or more analyses
6. Select **Generate a Sample Form**.
   The Sample Collection Data tab appears. Go to Section 4.3.

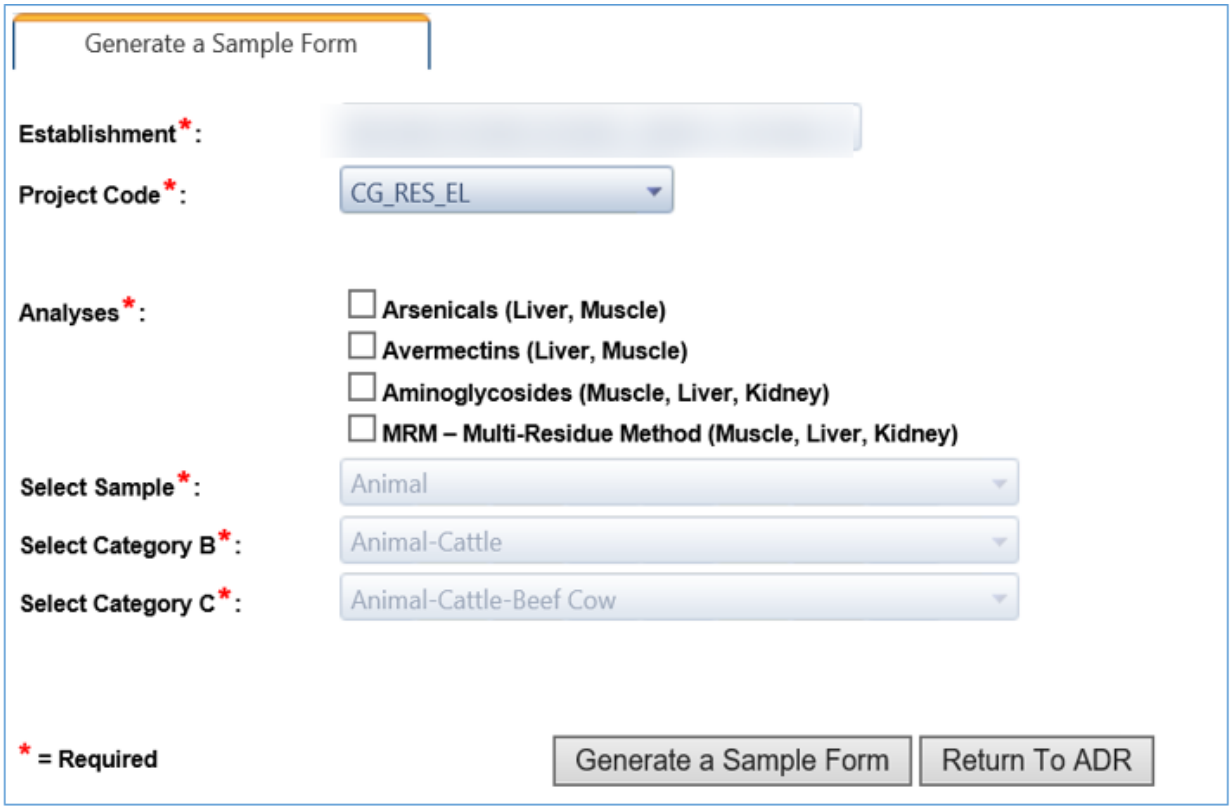


Figure 27: Generate a Sample Form tab for a Non-KIS Sample

4.3. Completing Lab Sample Forms

For any type of lab sample project, after you select **Generate a Sample Form** on the Generate a Sample tab, the Sample Collection Data tab appears (Figure 36). The sections and fields that appear on the tab vary based on the selected lab sample project.

1. On the Sample Collection Data tab, complete the required fields and any other pertinent fields.
   Notes:
   - The Date Collected and Parcel Pickup Date fields are pre-populated as the slaughter date but are editable.
   - The Phone # field is pre-populated as the last entry for the selected establishment but is editable.

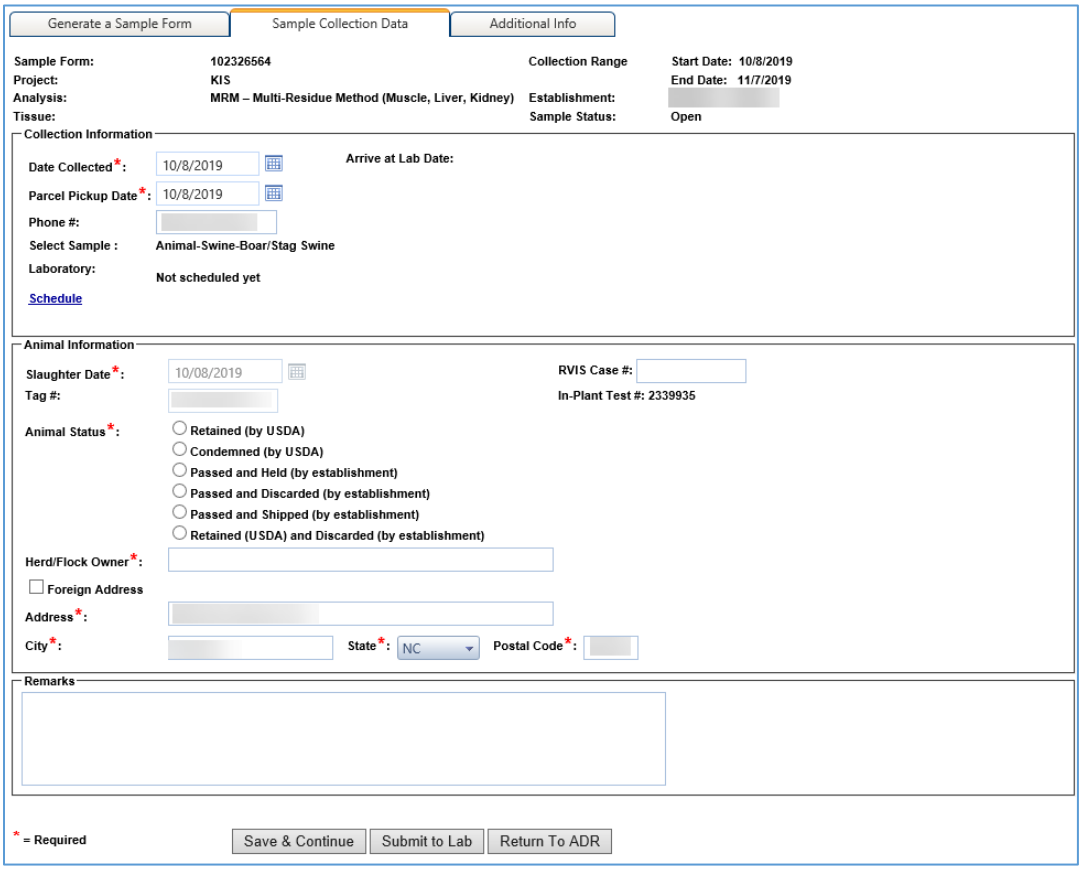


Figure 36: Sample Data Collection tab for a Residue Sample

2. Schedule the sample.
   For information on scheduling, go to sections 4.4.2 and 4.4.3.

4.4. Scheduling and Submitting Lab Samples

How to schedule your sample varies based on whether the lab sample project is defined as having limited or unlimited capacity.

4.4.1. Checking Lab Availability

Prior to creating the lab sample record, you can check lab availability for the specific project code you plan to use.

1. From the left navigation menu, select **Sample Management > Check Lab Availability** (Figure 37).
2. Enter a date for the Arrive at Lab date.
3. For the Project Code field, select a value from the drop-down list.
4. Select **Check Lab Capacity**.
   A message stating if the slots are available for the selected date and Project Code appears.

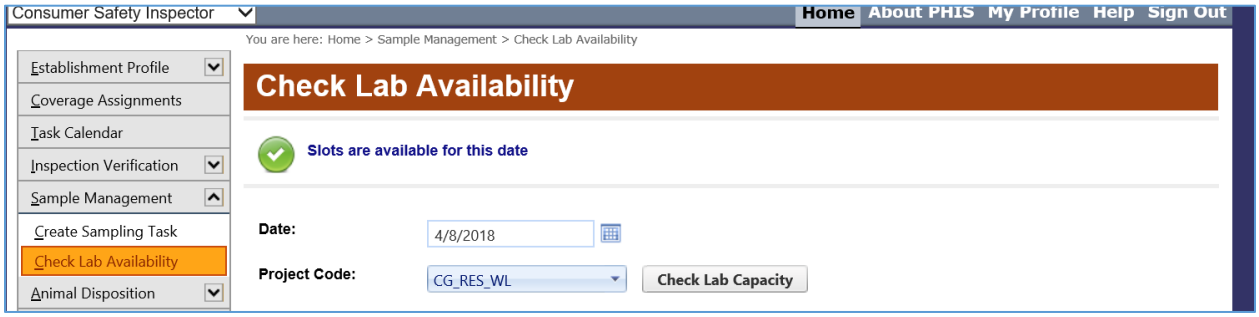


Figure 37: Check Lab Availability page

4.4.2. Scheduling and Submitting Lab Samples with Unlimited Capacity

1. On the Sample Data Collection tab, you can edit the Date Collected and Parcel Pickup Date fields if applicable.
2. Select **Schedule**.
   PHIS refreshes the page with the name and address of the selected lab and the Status field changes from Not Scheduled Yet to Scheduled. PHIS sets the Arrive at Lab Date field to be one day after the Parcel Pickup Date.
3. If applicable, select the Additional Info tab and complete and submit any required questionnaires.
4. When you are ready to mail in your sample, select **Submit to Lab** to submit the electronic sample form to the lab.
5. Select **Return to ADR**.

4.4.3. Scheduling and Submitting Lab Samples with Limited Capacity

1. On the Sample Data Collection tab, select an available Arrive at Lab Date from the Lab Capacity calendar.
2. Select **Schedule**.
   PHIS refreshes the page with the name and address of the selected lab and the Status field changes from Not Scheduled Yet to Scheduled.
3. If applicable, select the Additional Info tab and complete and submit any required questionnaires.
4. When you are ready to mail in your sample, select **Submit to Lab** to submit the electronic sample form to the lab.
5. Select **Return to ADR**.

4.5. Cancelling and Rescheduling Lab Samples

Sometimes after you schedule a sample, you may need to cancel it. Once you cancel it, you can reschedule it if applicable.

1. Once a lab sample form is scheduled on the Sample Collection Data tab, the **Re-Schedule** and **Cancel Scheduled** links appear (Figure 38). Only the **Cancel Scheduled** link is enabled at this point.
2. Select **Cancel Scheduled**.

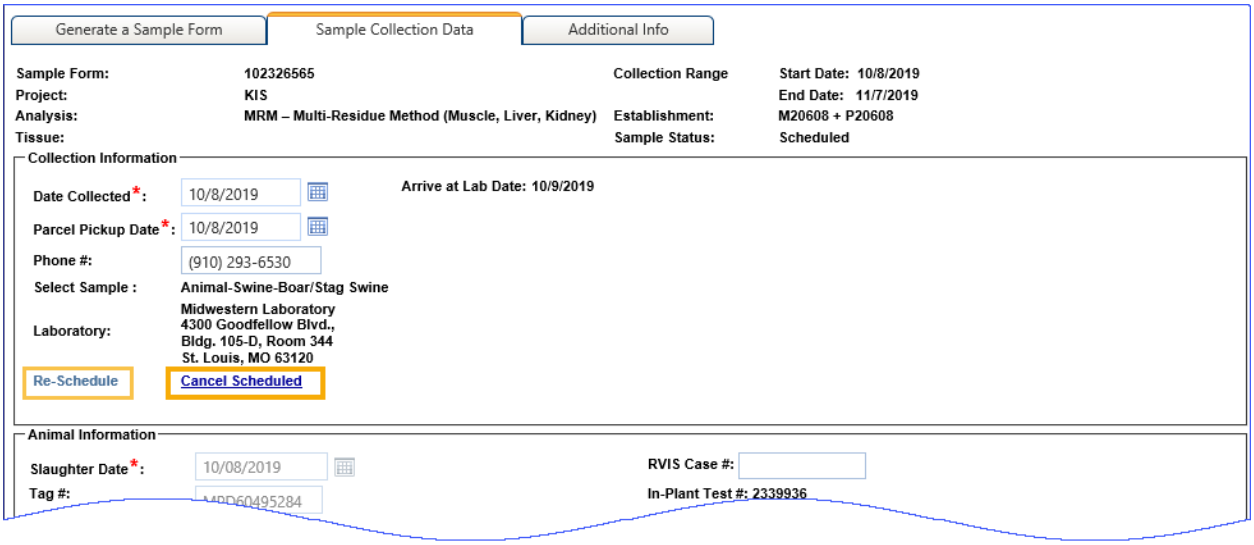


Figure 38: Reschedule and Cancel Scheduled links

3. On the confirmation popup, select a reason from the drop-down list (if you select Other, type a description).
4. Select **Save & Close**.
   PHIS refreshes the page. The lab sample is cancelled, the Sample Status field in the header changes from Scheduled to Cancelled, and the Re-schedule link is enabled.
5. Make any modifications.
6. Select **Re-Schedule** and re-schedule using the Lab Capacity Calendar, if applicable.
   PHIS refreshes the page. The lab sample is scheduled again. The Sample Status field changes to Scheduled.

4.6. Editing and Deleting Sample Forms

You can edit and delete sample forms before you submit them to the lab; once they have been submitted, you cannot edit or delete them.

1. Navigate to an Edit Disposition Record panel that contains at least one lab sample form.
2. Select the **View Lab Sample Forms Created** link (Figure 39).

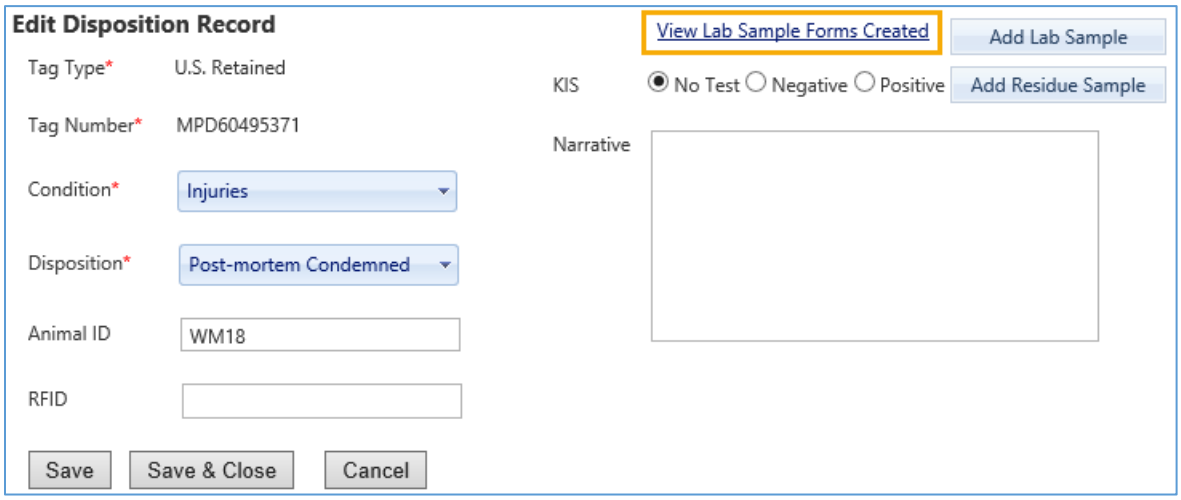


Figure 39: Edit Disposition Record panel with View Lab Sample Forms Created link

3. A Lab Sample Collections popup appears with a list of all the sample forms added to the disposition record (Figure 40).
4. Do one of the following:
    a) Select **Edit** to navigate to the Sample Management pages to edit the sample form.
    b) Select **Delete** to delete the sample form.

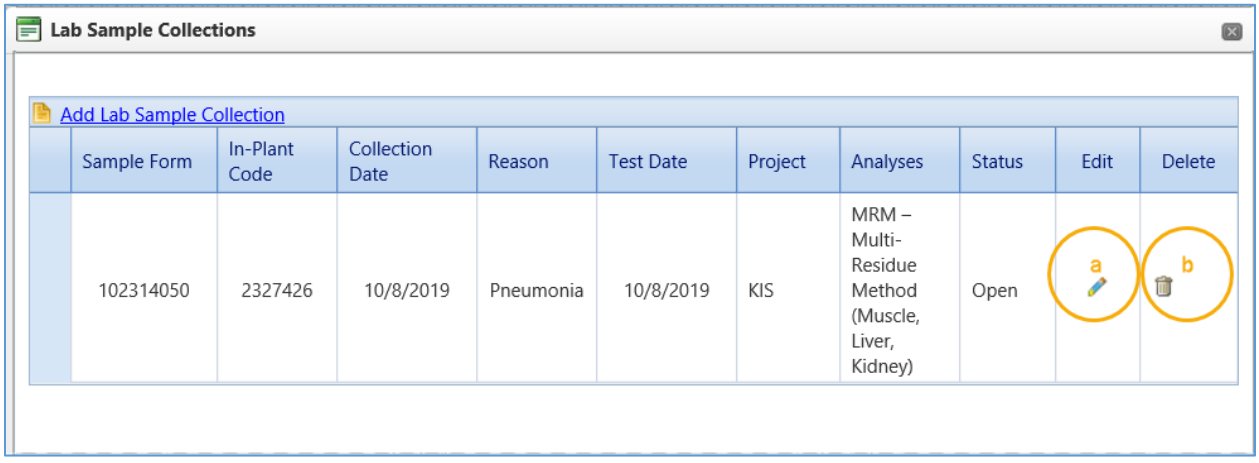


Figure 40: Lab Sample Collections grid for Meat Disposition records

4.7. Managing APHIS Sampling Data

Note: APHIS Sampling data is unique to Meat slaughter records.

4.7.1. Adding APHIS Sampling Data

1. In the Slaughter grid, select the **APHIS** icon for a slaughter sub-class (Figure 41).

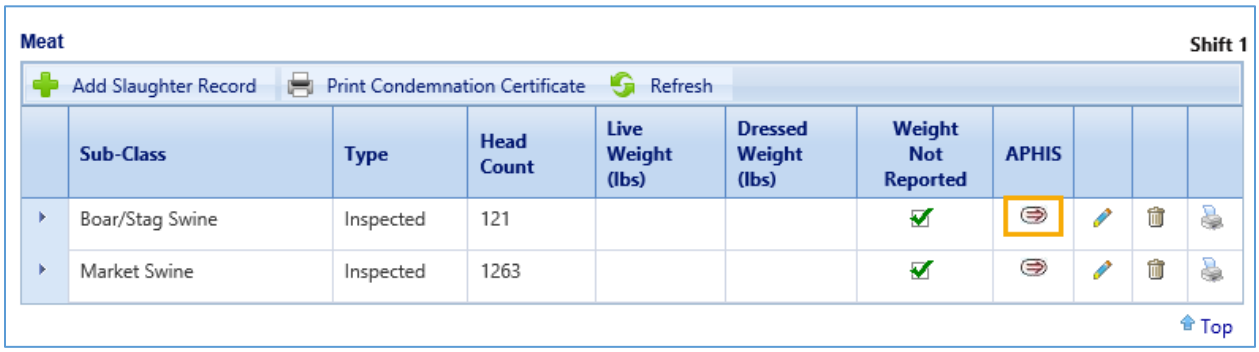


Figure 41: APHIS icon on Meat Slaughter grid

2. The APHIS Lab Sampling popup appears (Figure 42).

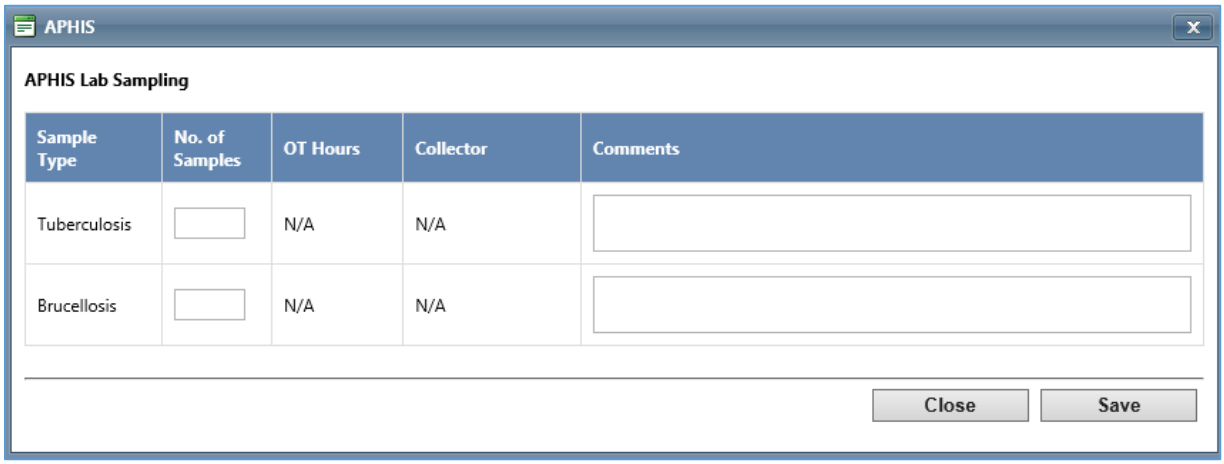


Figure 42: APHIS Lab Sampling popup

3. Enter data.
   Note: The OT Hours and Collector fields are editable only if the Sample Type is BSE.
4. Select **Save**.
5. Select **Close**.
   The APHIS Lab Sampling popup closes.

4.7.2. Editing APHIS Sampling Data

To edit APHIS sampling data, follow the same steps as those supplied in the previous section. The only difference is that the APHIS Lab Sampling popup will contain data.

5. Managing Establishment Sorting Records

For establishments with one or more shifts with an NSIS slaughter line defined, you can manage establishment sorting records on the Meat tab of the Establishment Reporting page.

5.1. Adding Sorting Records on behalf of an Establishment

Some establishment personnel will enter their sorting records in PHIS and others will provide the information to you to enter in PHIS on their behalf. Industry users need the Plant Management role to manage establishment sorting records. Follow these instructions if you are adding records on behalf of an establishment. These instructions assume that no sorting record exists for the selected establishment, date, and shift.

Like slaughter and disposition records, sorting records cannot be added for a slaughter date that is more than 90 days in the past.

Unlike slaughter records, there can be only one sorting record per establishment/shift/date. After a sorting record has been added for a specific establishment, shift, and date – the Add Sorting Record button becomes disabled.

1. From the menu, select **Animal Disposition > Establishment Reporting**.
2. On the Establishment Reporting page, select an establishment from the drop-down field.
3. Select a date.
4. If applicable, select a shift.

5. On the Establishment Sorting Records grid, select **Add Sorting Record**. The Establishment Reporting - Sorting Record page appears.

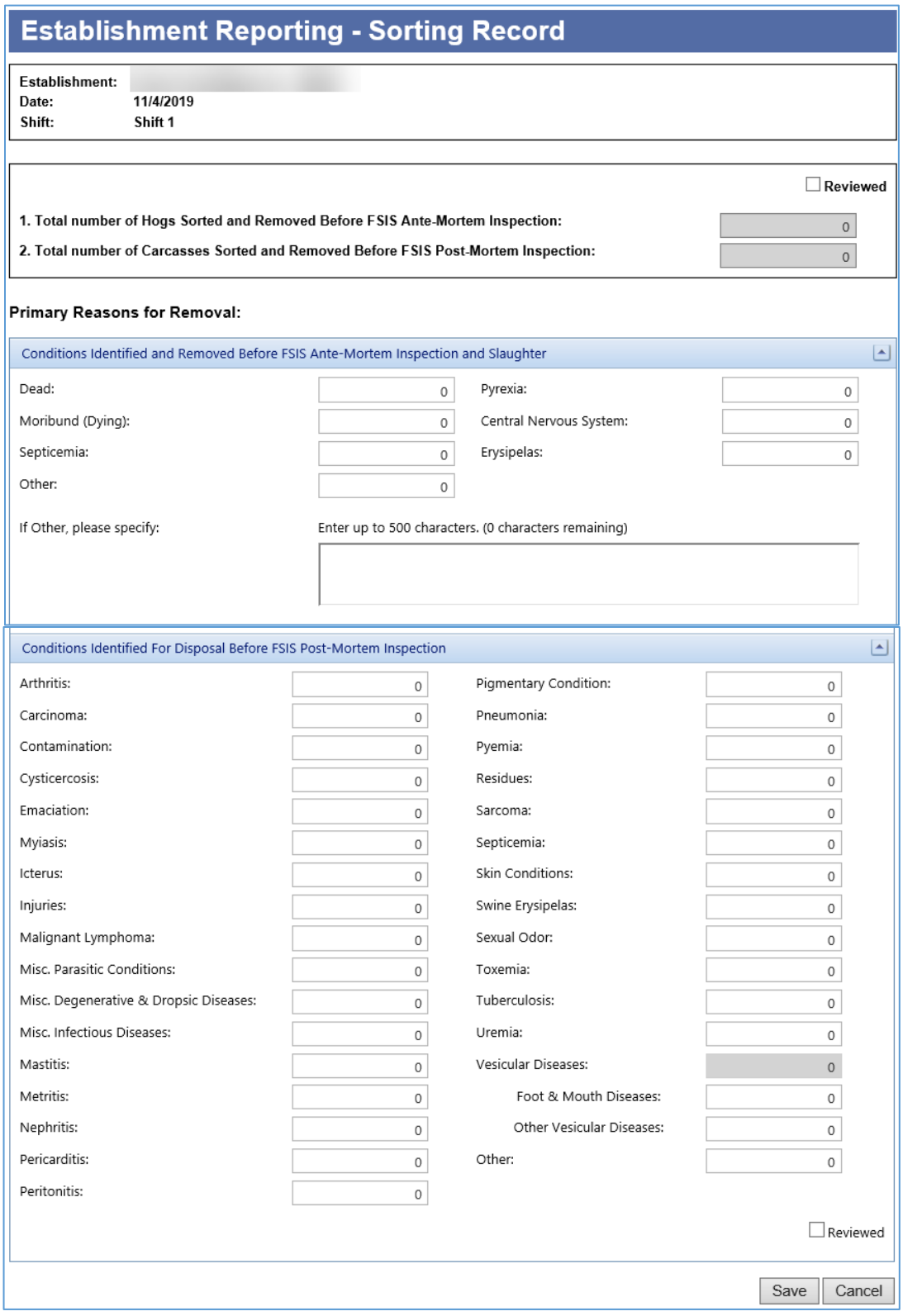


Figure 43: Establishment Report - Sorting Record page

6. Enter the appropriate number for each applicable condition.
   Note that as you add numeric values for the conditions, the two Total fields near the top of the page display running totals.
7. Once you are finished, select the Reviewed checkbox to indicate you are reviewed the record.
8. Select **Save.**
   PHIS displays a confirmation message.
9. Select **Cancel** to return to the Establishment Reporting page.

Note that your name appears in the Created By and Reviewed By columns.

5.2. Editing Sorting Records

If establishment personnel added the sorting record, your editing abilities are limited to the Reviewed checkbox. See the instructions in Section 5.3, Marking Sorting Records as Reviewed. If you or an FSIS colleague added the sorting record, you can edit any of the editable fields in the record if the record is for a slaughter date within the last 90 days.

1. On the Establishment Reporting page, select **Edit** for the sorting record in the Establishment Sorting Records grid.
2. On the Establishment Reporting - Sorting Record page, edit the necessary data entry fields and select **Save**.
   PHIS displays a confirmation message.
3. Select **Cancel** to return to the Establishment Reporting page.

Note that if you edited any of the data entry fields, your name appears in the Edited By column.

5.3. Marking Sorting Records as Reviewed

Only FSIS personnel can mark sorting records as reviewed. Sorting records cannot be marked as reviewed if the date is more than 90 days in the past.

1. On the Establishment Reporting page, select **Edit** for the existing sorting record in the Establishment Sorting Records grid.
2. On the Establishment Reporting - Sorting Record page, select the Reviewed checkbox and select **Save**.
   PHIS displays a confirmation message.
3. Select **Cancel** to return to the Establishment Reporting page.

Note that your name appears in the Reviewed By column.

5.4. Deleting Sorting Records

If establishment personnel added the sorting record or if the date is more than 90 days in the past, you cannot delete it.

1. On the Establishment Reporting page, select **Delete** for the existing sorting record in the Establishment Sorting Records grid.
2. On the confirmation message, select **OK**.
   PHIS deletes the record.

6. Managing Poultry Slaughter Records

6.1. Adding a Poultry Slaughter Record

1. On the Poultry tab, select **Add Slaughter Record** in the Poultry tab (Figure 44).

Figure 44: Poultry Slaughter grid

2. On the Establishment Reporting - Adding Poultry Record page, enter the required fields and any pertinent optional fields (Figure 45).

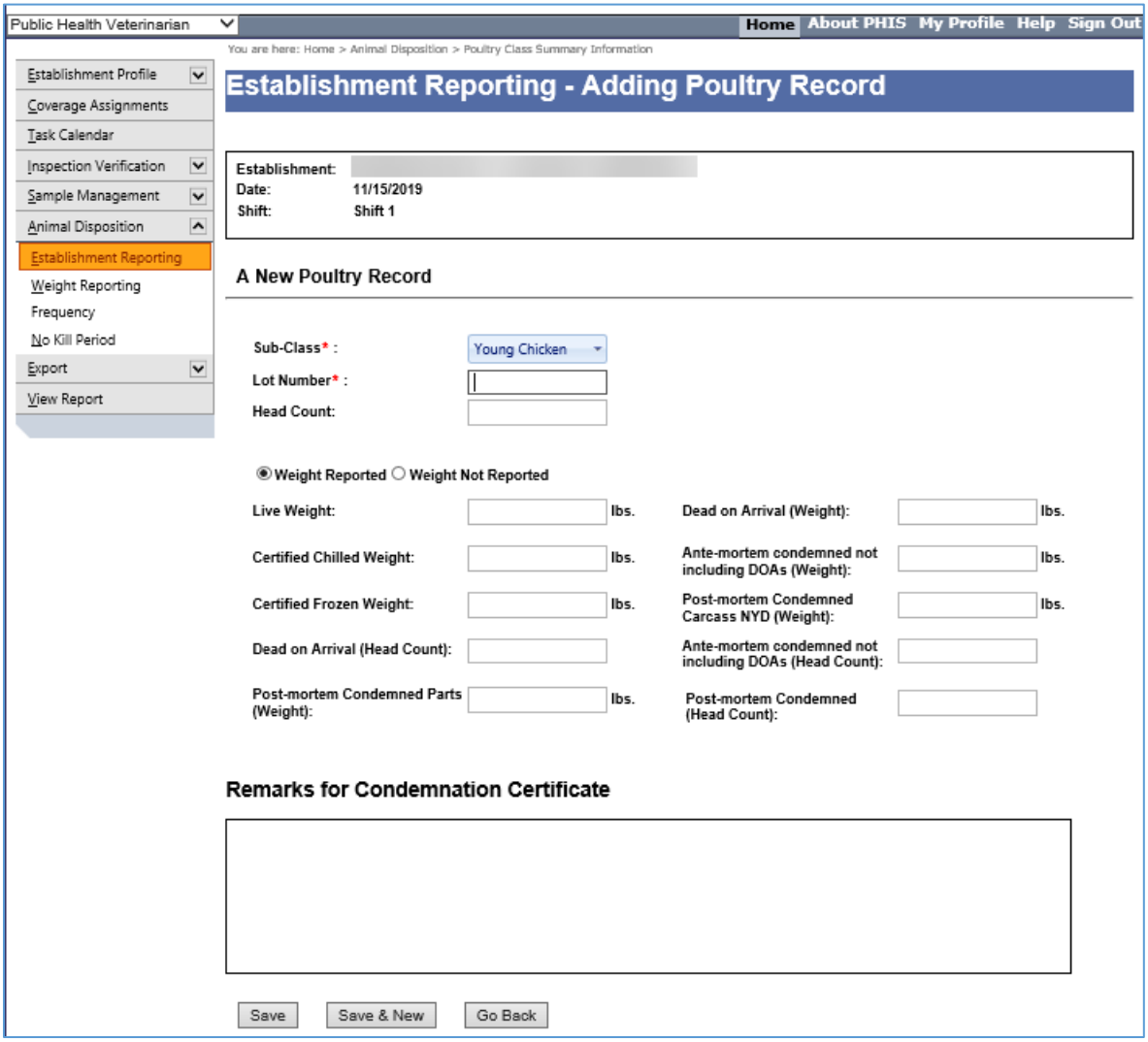


Figure 45: Establishment Reporting - Adding Poultry Record page

3. By default, the Weight Reported radio button is selected. If Weight Not Reported is selected, the Weight fields are hidden (Figure 46).

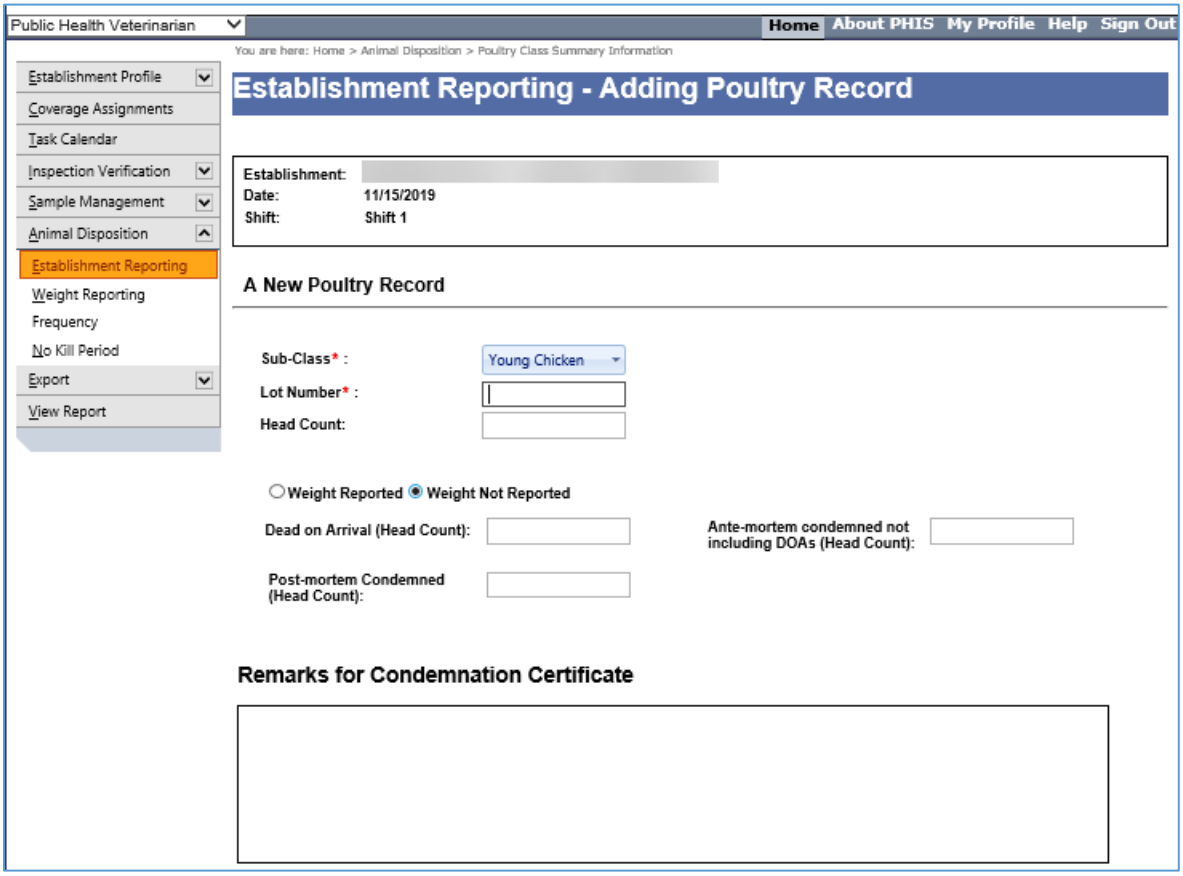


Figure 46: Adding Poultry Record with Weight Not Reported Option

4. Do one of the following:
   - Select **Save** to save the record
   - Select **Save and New** to save the record and display a new set of data entry fields for a new record.
5. Select **Go Back** to navigate back to the Poultry tab.
   The newly added record appears in the Poultry grid.

6. To view a summary of the record, hover over the Information icon (Figure 47).

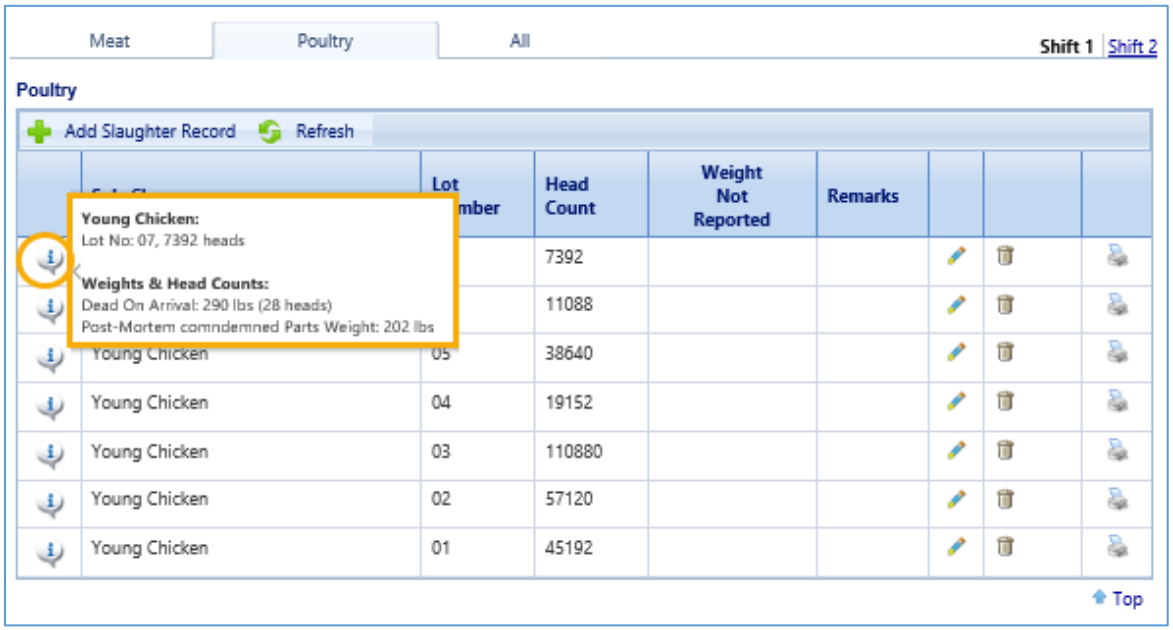


Figure 47: Information icon for Record in the Poultry Slaughter grid

7. To view the added remarks, hover over the Remarks icon. The Remarks icon appears only if Remarks exist (Figure 48).

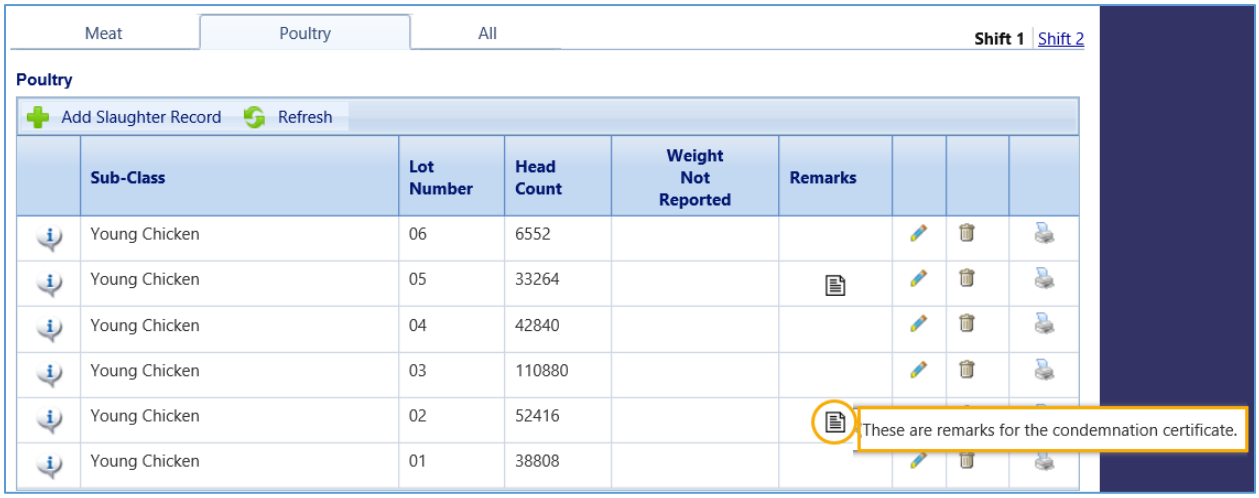


Figure 48: Remarks icon for the Poultry Slaughter grid

6.2. Editing a Poultry Slaughter Record

1. Select **Edit**.
2. The Establishment Reporting - Editing Poultry Record data entry page appears (Figure 49).
    a. The Poultry Records drop-down field enables you to navigate through the selected shift's poultry slaughter records.
    b. The arrow icons to the right of the Poultry Records field enable you to navigate through the selected shift's poultry slaughter records
    c. Two instances of the Add a New Record link are available to add a record from this page.
    d. The Post-mortem Carcass Condemnation Details table displays only the fields with a count present. Select **Edit** adjacent to the table to expand the table so you can add or modify counts more counts. This table does not appear for NPIS inspection systems.

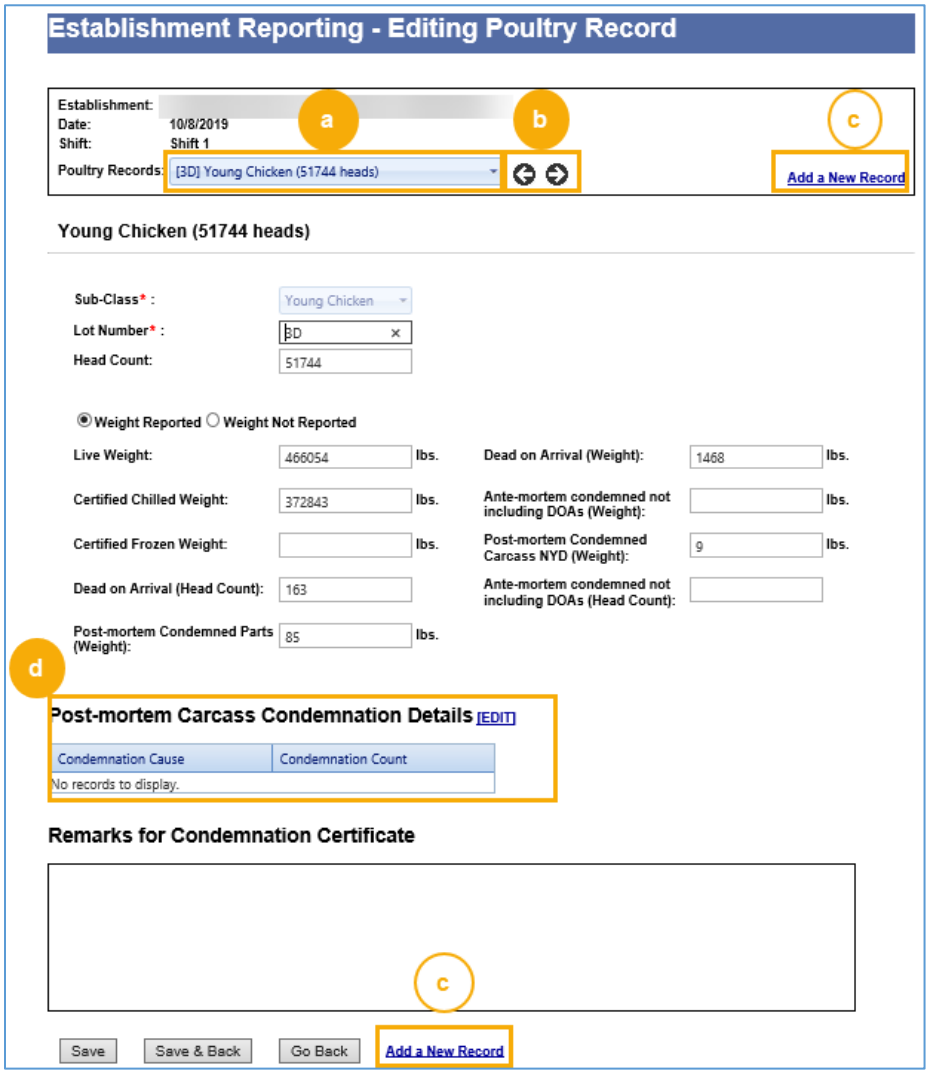


Figure 49: Establishment Reporting - Editing Poultry Record page

3. Edit any fields.
4. Do one of the following:
    - Select **Save** to save the record and remain on the same page.
    - Select **Save and Back** to save the record and navigate back to the Poultry tab.

6.3. Deleting a Poultry Slaughter Record

1. In the Poultry Slaughter grid, select **Delete** for the record you want to delete.
   A confirmation message appears.
2. Select **OK**.
   The Poultry slaughter record is deleted successfully and removed from the grid. A confirmation message appears.

6.4. Printing Condemnation Certificate for Poultry

1. Select **Print** for the relevant poultry slaughter record (Figure 50).
   The condemnation certificate opens in a new tab (Figure 51).

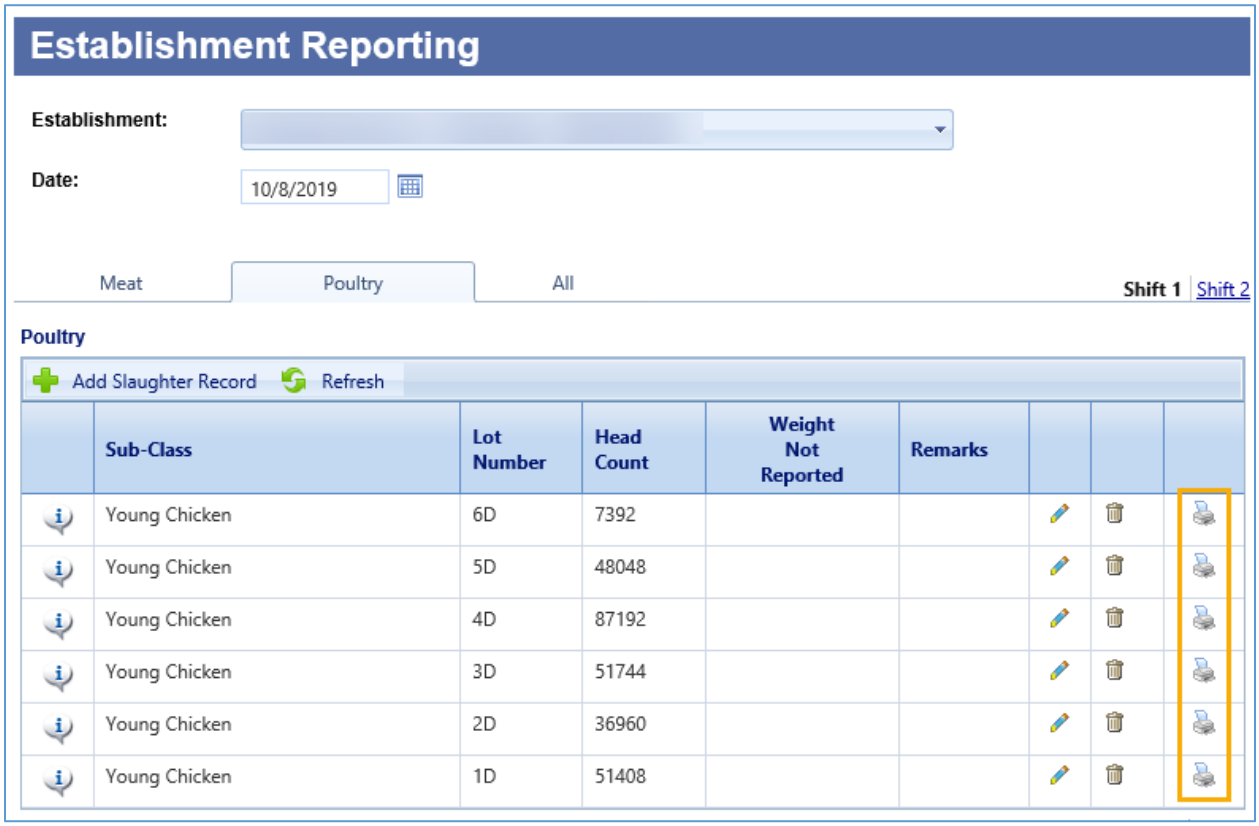


Figure 50: Print Condemnation Certificate from Poultry Slaughter grid

U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
INSPECTION OPERATIONS

POULTRY CONDEMNATION CERTIFICATE

INSTRUCTIONS: Provide original and one copy to Plant Management, one copy to Grower, and one copy to Establishment file.

1. DATE INSPECTED	2. PLANT NO.	3. CLASS OF POULTRY	4. NO. HEAD IN LOT*	5. LOT NO(S) *(As stated by plant management)*
10/08/2019		Young Chicken	7392	6D

ANTE-MORTEM INSPECTION	CONDEMNED ON ANTE-MORTEM INSPECTION		DEAD ON ARRIVAL	
	6. NO. HEAD *	7. WEIGHT *	8. NO. HEAD *	9. WEIGHT *
	0	lbs.	34	307.00 lbs.

POST-MORTEM INSPECTION	CONDEMNED ON POST-MORTEM INSPECTION		
	10. CARCASSES (NYD) *	11. PARTS *	12. TOTAL NO. HEAD CONDEMNED/DISPOSED OF **
	109.00 lbs.	65.00 lbs.	12

CONDEMNATION CAUSE	NO. HEAD CONDEMNED	CONDEMNATION CAUSE	NO. HEAD CONDEMNED	CONDEMNATION CAUSE	NO. HEAD CONDEMNED
Tuberculosis	0	Bruises	0	Inflammatory Process (IP)	0
Leukosis	0	Cadavers	0	No Viscera (NV)	0
Septicaemia and Toxemia	0	Contamination	0	Plant Rejects	0
Synovitis	0	Overscald	0	Miscellaneous	0
Tumors	0	Airsacculitis	0		

13. REMARKS: The condition affecting this lot of poultry was characterized by the following gross-lesions:

*THIS CERTIFIES that the poultry described herein has been inspected and condemned in compliance with the Regulations Governing the Inspection of Poultry and Poultry Products (7 CFR part 81) issued pursuant to the Poultry Products Inspection Act (21 U.S.C. 451 et seq.). *Weights and Counts were derived from information furnished and certified by plant management. **Head "disposed of" were derived from information furnished by establishment management operating under New Poultry Inspection System (NPIS).*

14. SIGNATURE OF AUTHORIZED PLANT OFFICIAL	15. SIGNATURE OF INSPECTOR-IN-CHARGE

FSIS FORM 9061-2 (08/11/2016) REPLACES FSIS FORM 9061-2 (9/16/2009), WHICH MAY BE USED UNTIL EXHAUSTED.

Figure 51: Poultry Condemnation Certificate

7. Managing Ratite Slaughter Records

The instructions for managing ratite slaughter records are similar to the instructions for managing meat slaughter records, except there is not a NSIS Establishment Sorting Records grid on the Ratite tab of the Establishment Reporting page. Another difference is that there are not HIMP or NSIS ratite slaughter records.

7.1. Adding a Ratite Slaughter Record

1. On the Ratite tab, select **Add Slaughter Record**.
2. On the Add Slaughter Record panel, enter the required fields and any pertinent optional fields (Figure 52).
3. By default, Inspected Slaughter is selected. Select the **Custom Slaughter** radio button to switch to a Custom Slaughter record.
4. By default, the Weight Reported option is selected and the Live Weight and Dressed Weight fields are displayed. If weight(s) are reported, type the weight(s) in the applicable field(s). The weight fields are not required.
   If the Weight Not Reported option is selected, the Live Weight and Dressed Weight fields are hidden.
5. Select **Add**.
   PHIS saves the record, returns to the Establishment Reporting page, displays a confirmation message, and a new slaughter record appears in the Ratite Slaughter grid (Figure 53).

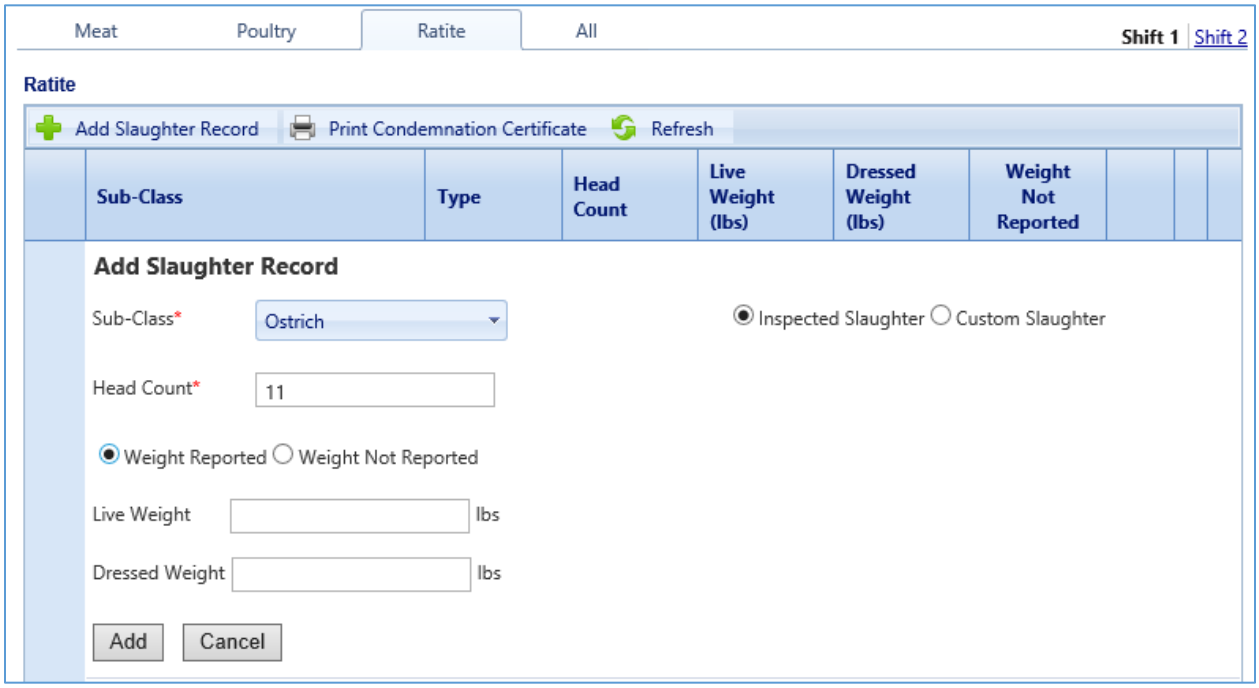


Figure 52: Add Slaughter Record panel for a Ratite Slaughter record

Figure 53: Ratite Slaughter grid

7.2. Editing a Ratite Slaughter Record

1. On the Establishment Reporting page, on the Ratite tab, select **Edit** for the ratite slaughter record you want to edit.
   The Edit Slaughter Record panel appears
2. Edit any fields (Figure 54).

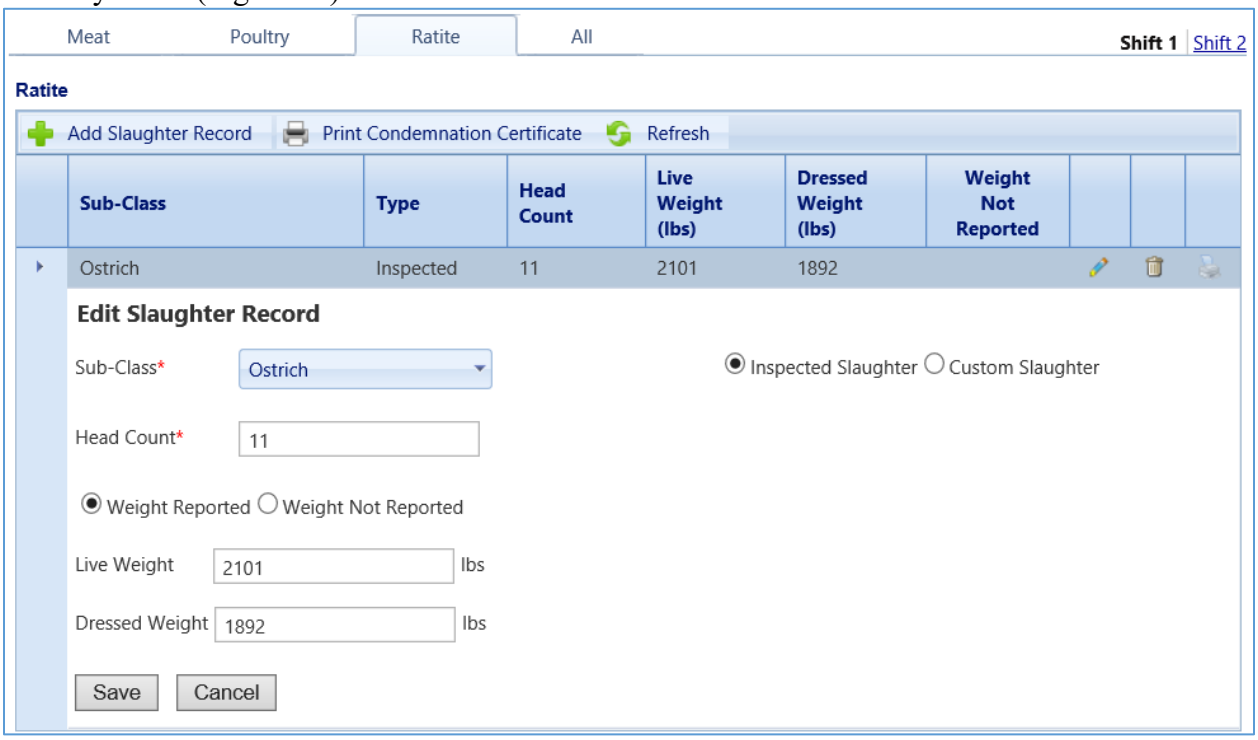


Figure 54: Edit Slaughter Record panel for a Ratite Slaughter record

3. Select **Save**.
   PHIS saves the edited ratite slaughter record, returns to the Establishment Reporting page, displays a confirmation message, and a new slaughter record appears in the Ratite Slaughter grid.

7.3. Deleting a Ratite Slaughter Record

1. In the Ratite Slaughter grid, select **Delete** for the record you want to delete.
   A confirmation message appears.
2. Select **OK**.
   PHIS deletes the Ratite slaughter record and returns to the Establishment Reporting page. The record no longer appears in the grid and PHIS displays a confirmation message.

8. Managing Disposition Records for Ratite Slaughter

The instructions for managing ratite disposition records are similar to the instructions for managing meat disposition records, except there are no KIS™ lab samples related to ratite disposition records.

8.1. Adding a Single Disposition Record for Ratite Slaughter

1. On the Establishment Reporting page, select the arrow for a slaughter record in the Ratite Slaughter grid (see the highlighted arrow in Figure 55).
   The disposition grid nested within the Ratite Slaughter grid appears (Figure 56).

Figure 55: Ratite Slaughter grid

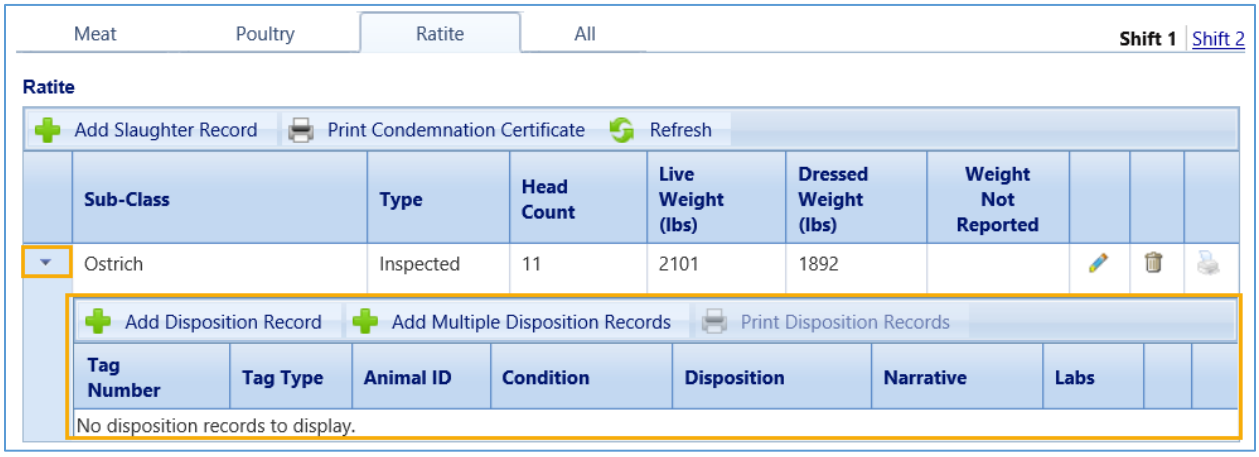


Figure 56: Disposition grid within the Ratite Slaughter grid

2. Select **Add Disposition Record**.
3. On the Add Disposition Record panel, enter the required fields and any pertinent optional fields.

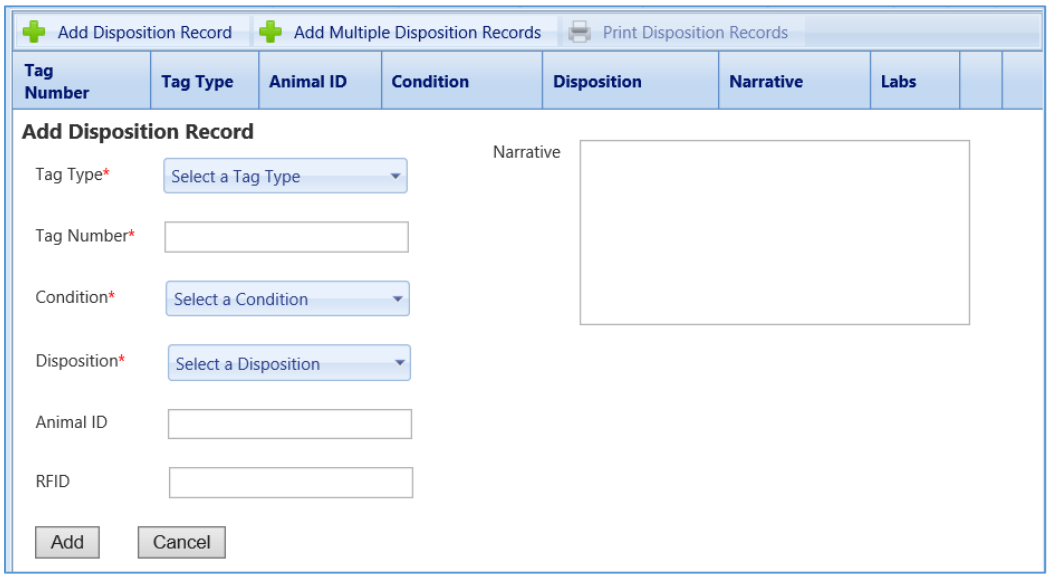


Figure 57 Add Disposition Record panel for Ratite Slaughter record

4. Select **Add** to save the record.
   PHIS adds the record and refreshes the page.
5. On the Edit Disposition Record panel (Figure 58), do one of the following:
   - Select **Add Lab Sample** to add a lab sample record to the disposition record via the Lab Sampling module. For more information on lab sampling and disposition records, see Section 10.1.
   - Select **Save & Close** to save the record as is and close the Edit Disposition panel.

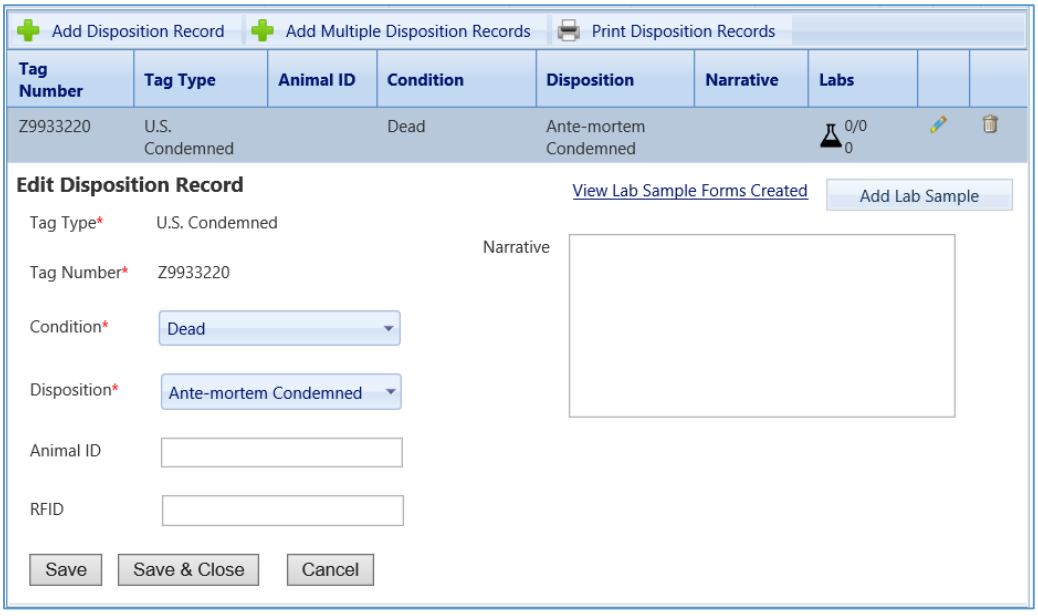


Figure 58: Edit Disposition Record panel for Ratite Slaughter record

6. Back on the Ratite Slaughter grid, the added disposition record appears in the disposition grid (Figure 59) with a Labs column.

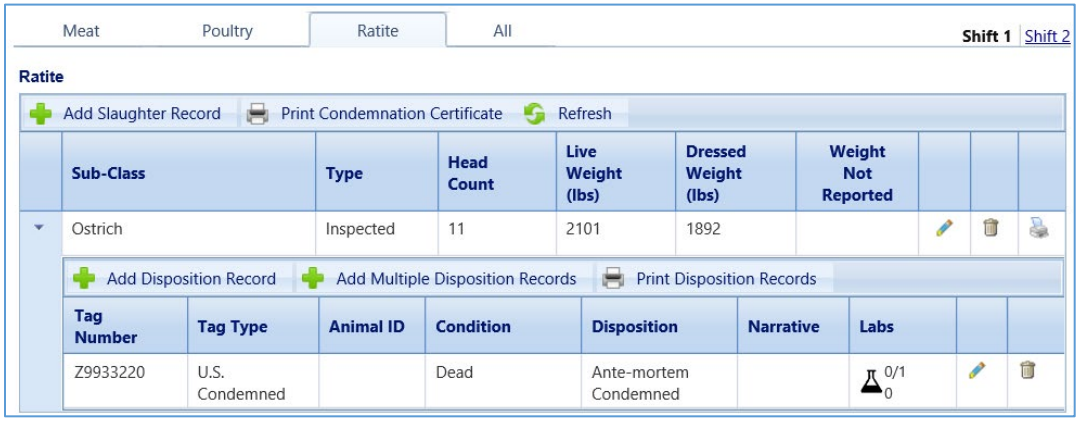


Figure 59: Disposition grid with Labs column for Ratite Slaughter record

The Labs column contains a flask symbol with three numbers to denote the following:

a. Number of sample forms submitted to lab.

b. Number of sample forms created.

c. Number of sample forms with number of received results, in other words, having a form status.

8.2. Adding Multiple Disposition Records for Ratite Slaughter

1. On the Establishment Reporting page, if the Ratite Slaughter grid is not visible, select the Ratite tab; otherwise, go to the next step.
2. Select **Add Multiple Disposition Records**.

3. On the Add Multiple Disposition Records panel, enter the required fields and any pertinent optional fields. (Figure 60):

    - Sub-Class: PHIS selects the parent sub-class by default. Do not change this selection if all the disposition records you are adding belong to the parent sub-class. Otherwise, if the disposition records you are adding to multiple sub-classes, select the Multiple Sub-Classes radio button.
    - Tag Type: Select the desired tag type.
    - Tag Number: Enter a valid tag number corresponding to the selected tag type. This will be the starting number for your set of disposition records.
    - No of Records: Type a value from 1 to 20. This indicates the number of disposition records you are creating.
    - Condition (not a required field at this step): If the parent sub-class is selected, then the Condition drop-down list consists of conditions applicable only to the parent sub-class. Otherwise, if Multiple Sub-Classes was selected, then the Condition drop-down list consists of all conditions.
    - Disposition (not a required field at this step): If the parent sub-class is selected, then the Disposition drop-down list is enabled only after Condition has been selected. It consists of values applicable to the selected sub-class and condition. Otherwise, if Multiple Sub-Classes is selected, then the Disposition drop-down is enabled and contains all dispositions.
    - Narrative: Type the narrative related to the disposition records, if any.

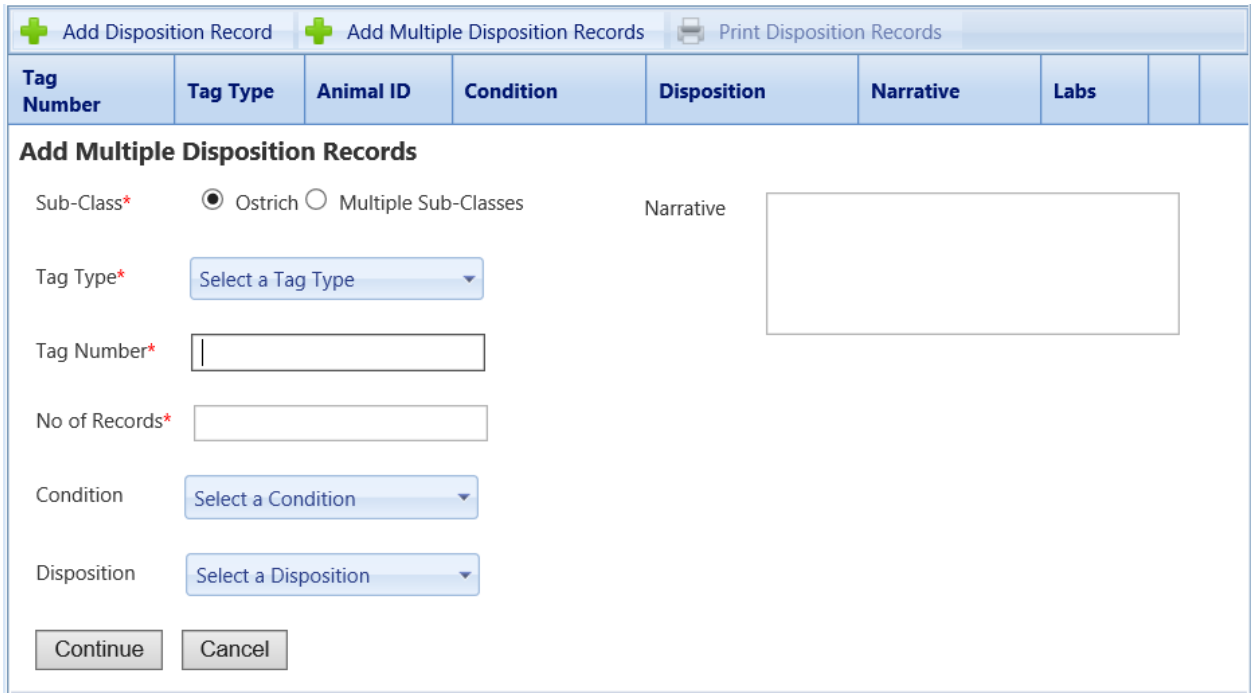


Figure 60: Add Multiple Disposition panel for Ratite Slaughter record

4. Select **Continue** to proceed to the next data entry panel.
5. A review grid appears with rows for each disposition record pending creation (Figure 61).
    - The tag numbers are sequentially generated for each record.
    - If the parent sub-class was selected, then the same sub-class is pre-populated for each record. You can still select another sub-class. The sub-class drop-down list consists of all the slaughter sub-classes added for the selected establishment, date, and shift. If Multiple Sub-Classes was selected in the previous screen, then the SubClass field is empty. You need to select a sub-class for each record.
    - The information entered on the previous page is pre-populated for each row.
    - You can manually update any information on this page except the tag type and tag numbers. The information is edited by selecting the record to be changed.
    - Back: You select this button to navigate to the previous page.
    - Delete: You can delete any records via this icon.
    - Add: You select this button to add these pending disposition records to their respective parent slaughter sub-classes. When you select **Add**, all the records with available tag numbers are saved. If all tag numbers are available, the process is complete. A tag number may be used only one time.

Figure 61: Add Multiple Disposition Records panel with Records for Review

- If any tag numbers are not available, the records with unavailable tag numbers are displayed along with a text box to type a new Tag Number (Figure 62). If this occurs, proceed to the next step.

6. Enter a new tag number (for the topmost record on the grid).

7. Select **Add**.
    - Sequential tag numbers are again generated for the rest of the records.
        - If all the tag numbers entered were available, then all the records are added.
        - If all the tag numbers entered were again unavailable, then the process to re-enter the tag number repeats.

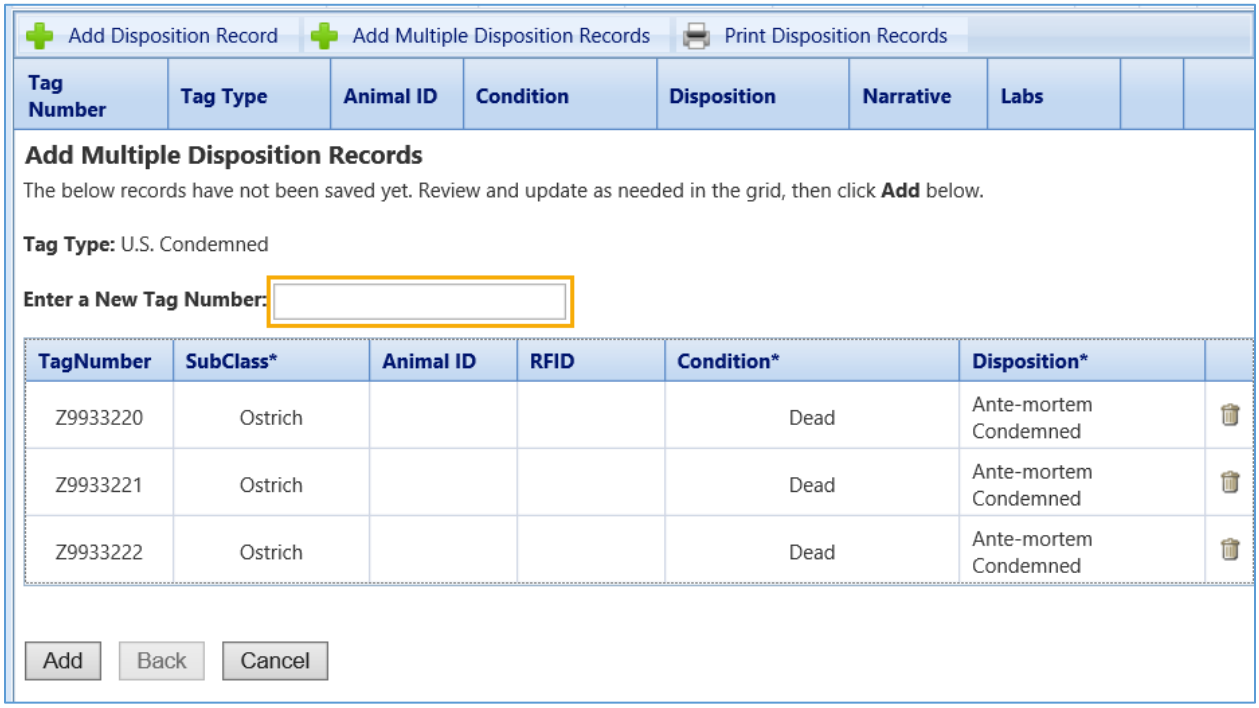


Figure 62: Add Multiple Disposition Records panel for a Ratite Slaughter record with Re-numbering Function

8.3. Editing a Ratite Disposition Record

1. Select **Edit** for the ratite disposition record you want to edit (Figure 63).

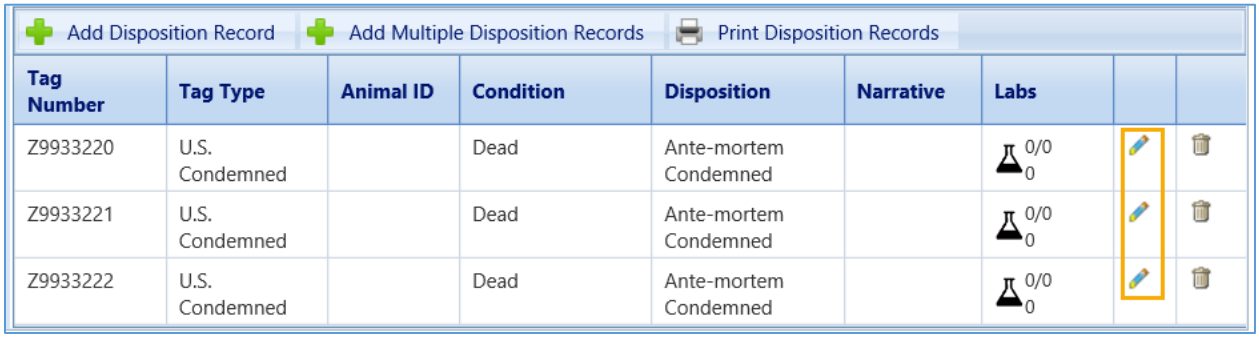


Figure 63: Edit icon for Disposition Records for Ratite Slaughter record

2. The Edit Disposition Record panel is displayed (Figure 64).

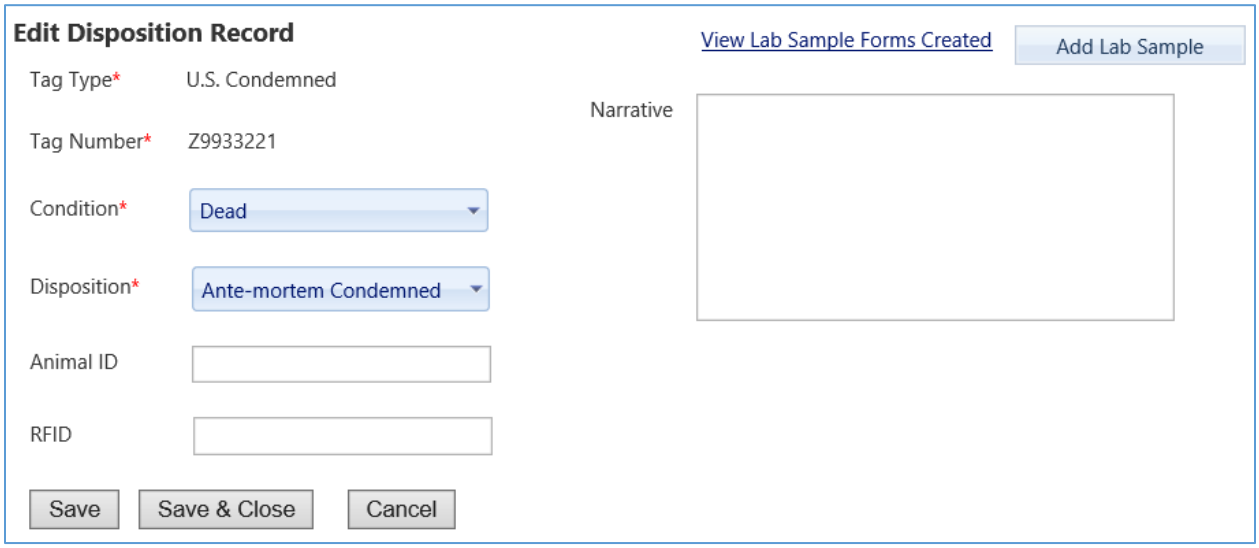


Figure 64: Edit Disposition Record panel for Ratite Slaughter record

3. Update the necessary information.
4. Select **Save**.

8.4. Deleting a Ratite Disposition Record

1. In the Disposition grid, select **Delete** for the relevant disposition record.
   A confirmation popup appears.
2. Select **OK**.
   The record is deleted.

8.5. Printing Ratite Disposition Records

1. Select **Print Disposition Records** in the disposition grid. Figure 65.

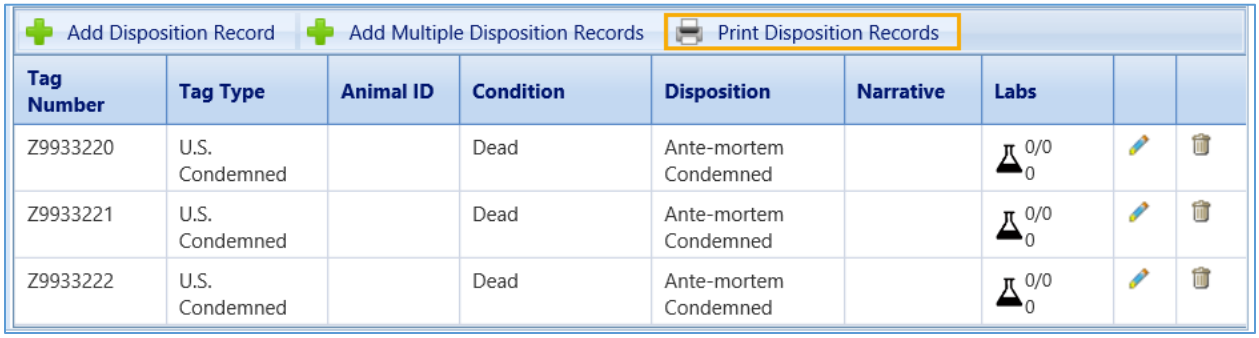


Figure 65: Ratite Disposition grid

2. The Disposition Report Selection popup appears (Figure 66). By default, PHIS selects all the disposition records that correspond to the parent slaughter record. However, you can deselect records.
3. In the Sort by field, select the desired sort order.
4. Select **View/Print Disposition Report**.

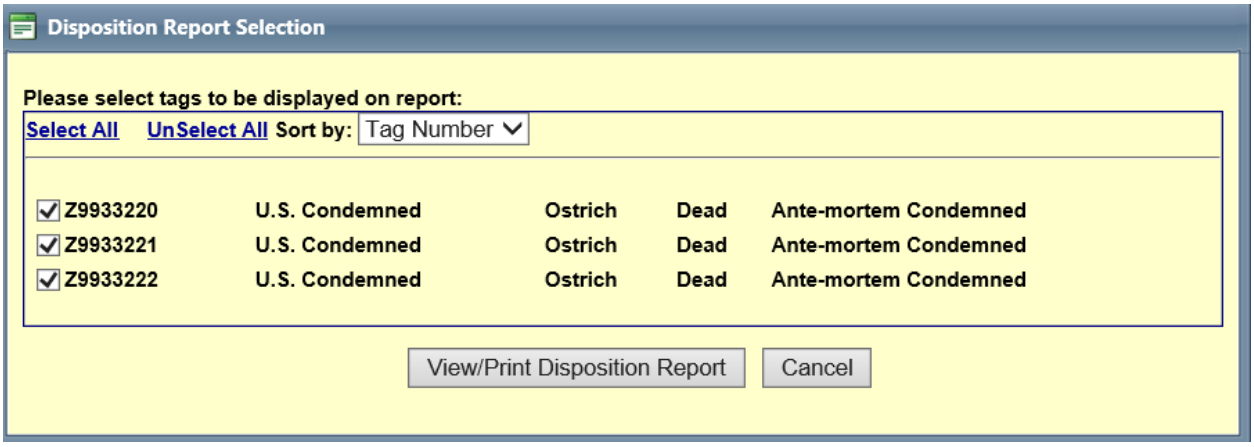


Figure 66: Disposition Report Selection popup

5. PHIS opens the PDF in a new tab and displays all the selected disposition records (Figure 67).

U.S. DEPARTMENT OF AGRICULTURE

FOOD SAFETY AND INSPECTION SERVICE
RECORDS OF ANTE-MORTEM AND POST-MORTEM DISPOSITIONS

ESTABLISHMENT NAME	ESTABLISHMENT NUMBER	SLAUGHTER DATE	SHIFT
[redacted]	[redacted]	11/18/2019	1

Tag Type	Tag Number	Sub Class Name	Animal Id	Condition	Disposition
U.S. Condemned	Z9933220	Ostrich		Dead	Ante-mortem Condemned
U.S. Condemned	Z9933221	Ostrich		Dead	Ante-mortem Condemned
U.S. Condemned	Z9933222	Ostrich		Dead	Ante-mortem Condemned

Figure 67: Ratite Disposition Report

9. Managing Condemnation Certificates for Ratite Disposition Records

Managing Condemnation Certificates for Ratite disposition records is similar to managing Condemnation Certificates for Meat disposition records.

9.1. Printing Condemnation Certificates for Ratite Disposition Records

1. Do one of the following:
   a) To print condemnation information for all the slaughter subclasses, select **Print Condemnation Certificate** (Figure 68).
   b) To print the condemnation information for only one slaughter subclass, select **Print** in the last column of the slaughter sub-class record (Figure 68).

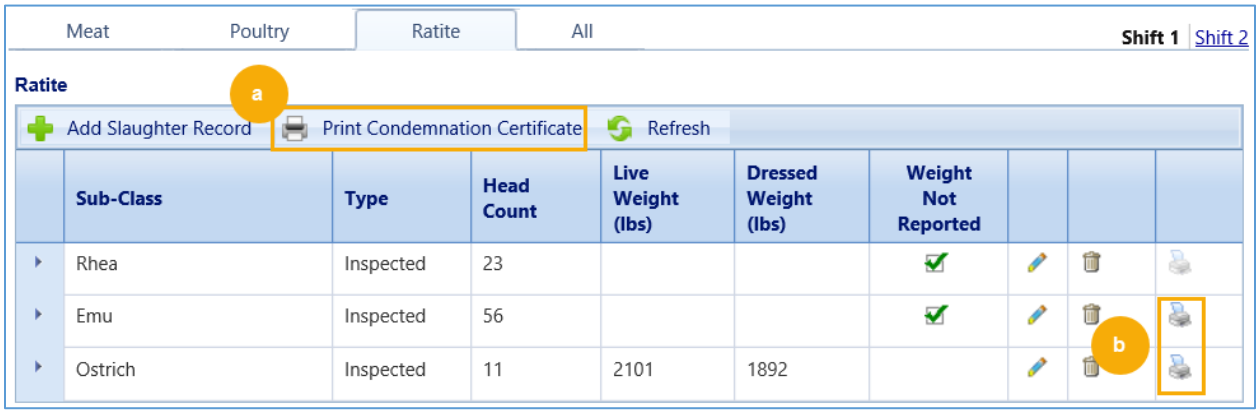


Figure 68: Ratite Slaughter grid

2. If you select **Print Condemnation Certificate**, then all the disposition records with Ante- or Post-mortem Condemned disposition statuses pertaining to all the slaughter records in the grid are displayed in the Condemnation Report Parameter Selection popup (Figure 69).

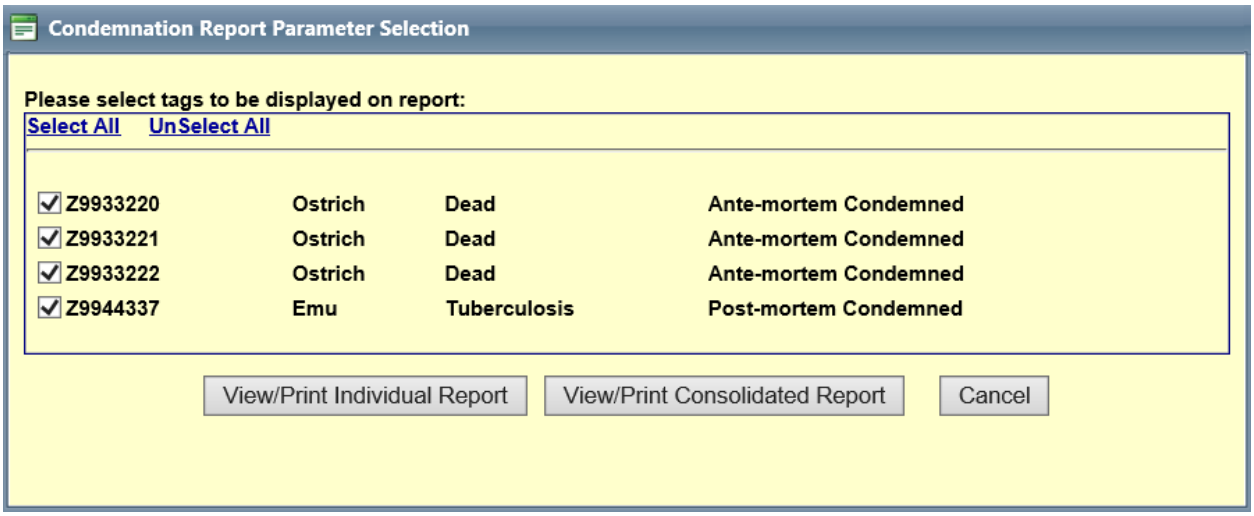


Figure 69: Condemnation Report Parameter Selection for all Ratite Slaughter Sub-Class records

3. If you select the Print icon per slaughter record row, then all the disposition records with Ante- or Post-mortem Condemned disposition statuses pertaining to that specific slaughter sub-class record are displayed in a selection popup (Figure 70).
   Note that the Print icon is disabled for the first slaughter sub-class in Figure 68. That is because that slaughter record does not have any Ante- or Post-mortem Condemned disposition statuses.

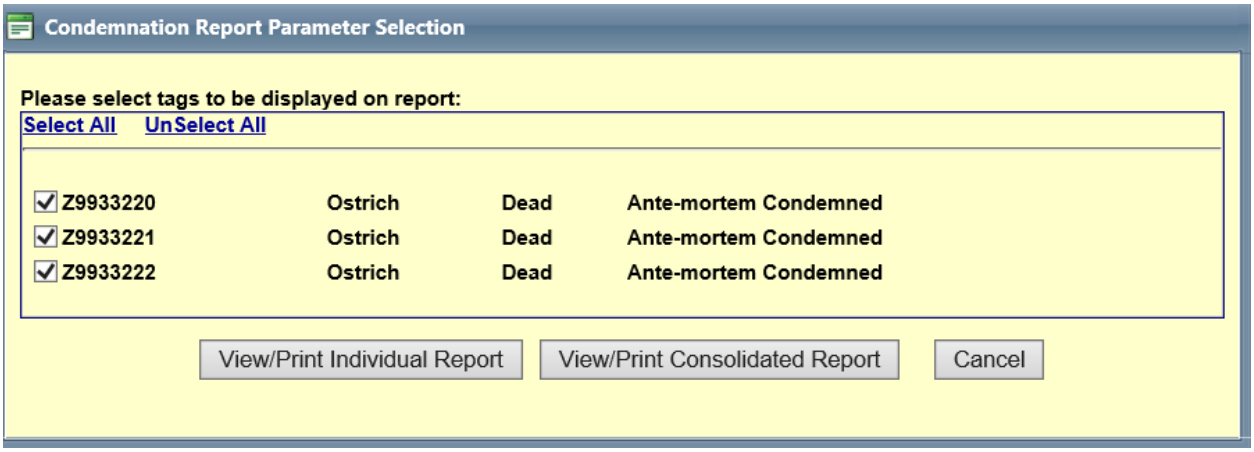
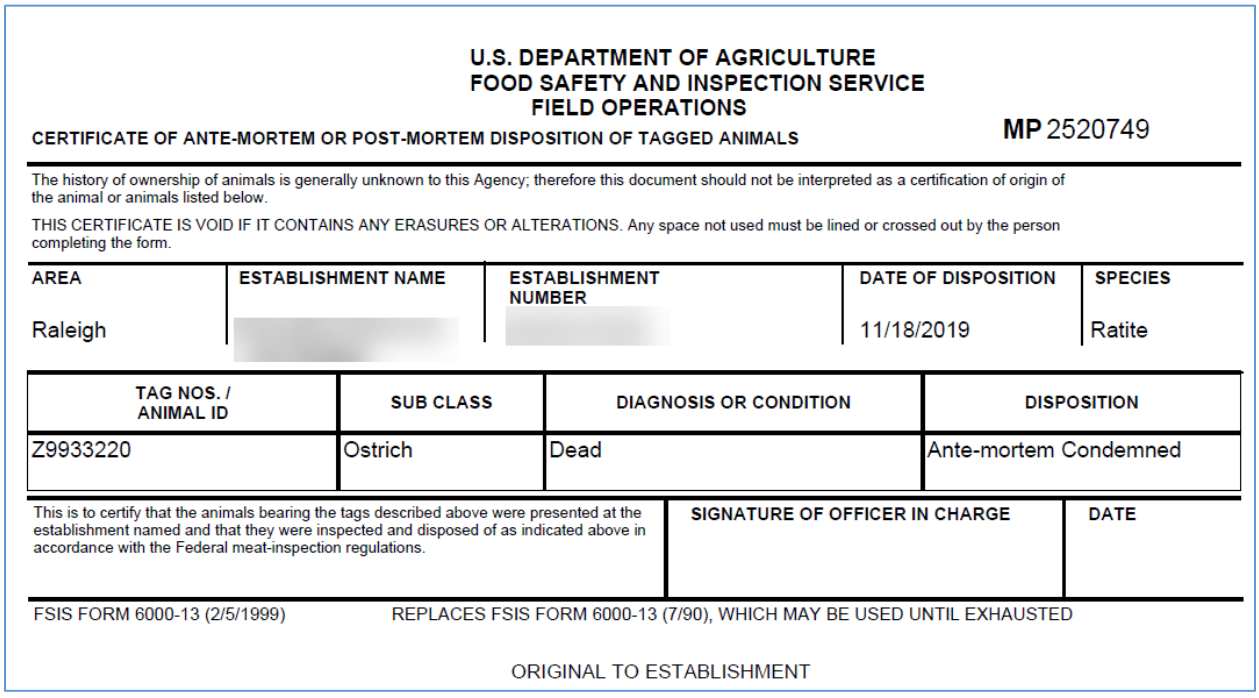


Figure 70: Condemnation Report Parameter Selection

4. Select or deselect the desired records.
5. Select **View/Print Individual Report** to open the condemnation reports of all the selected records in a single PDF in a new tab. Each record will be displayed in a separate page (Figure 71).



U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
FIELD OPERATIONS

CERTIFICATE OF ANTE-MORTEM OR POST-MORTEM DISPOSITION OF TAGGED ANIMALS

MP 2520749

The history of ownership of animals is generally unknown to this Agency; therefore this document should not be interpreted as a certification of origin of the animal or animals listed below.

THIS CERTIFICATE IS VOID IF IT CONTAINS ANY ERASURES OR ALTERATIONS. Any space not used must be lined or crossed out by the person completing the form.

AREA	ESTABLISHMENT NAME	ESTABLISHMENT NUMBER	DATE OF DISPOSITION	SPECIES
Raleigh			11/18/2019	Ratite

TAG NOS. / ANIMAL ID	SUB CLASS	DIAGNOSIS OR CONDITION	DISPOSITION
Z9933220	Ostrich	Dead	Ante-mortem Condemned

This is to certify that the animals bearing the tags described above were presented at the establishment named and that they were inspected and disposed of as indicated above in accordance with the Federal meat-inspection regulations.

SIGNATURE OF OFFICER IN CHARGE

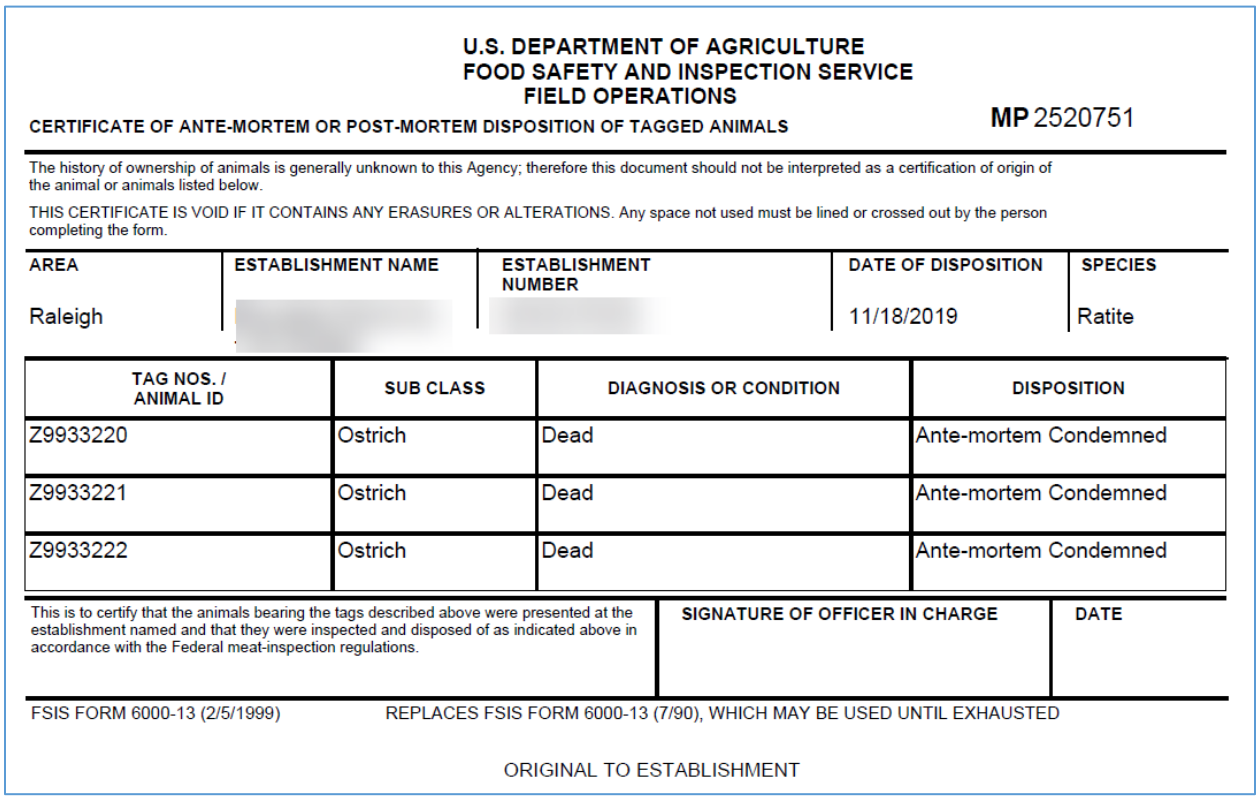
DATE

FSIS FORM 6000-13 (2/5/1999) REPLACES FSIS FORM 6000-13 (7/90), WHICH MAY BE USED UNTIL EXHAUSTED

ORIGINAL TO ESTABLISHMENT

Figure 71: Ratite Individual Condemnation Report

6. Select **View/Print Consolidated Report** to view the condemnation report displaying all the selected records on one condemnation report. The report opens as a PDF in a new tab.



U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
FIELD OPERATIONS

CERTIFICATE OF ANTE-MORTEM OR POST-MORTEM DISPOSITION OF TAGGED ANIMALS **MP** 2520751

The history of ownership of animals is generally unknown to this Agency; therefore this document should not be interpreted as a certification of origin of the animal or animals listed below.

THIS CERTIFICATE IS VOID IF IT CONTAINS ANY ERASURES OR ALTERATIONS. Any space not used must be lined or crossed out by the person completing the form.

AREA	ESTABLISHMENT NAME	ESTABLISHMENT NUMBER	DATE OF DISPOSITION	SPECIES
Raleigh			11/18/2019	Ratite

TAG NOS. / ANIMAL ID	SUB CLASS	DIAGNOSIS OR CONDITION	DISPOSITION
Z9933220	Ostrich	Dead	Ante-mortem Condemned
Z9933221	Ostrich	Dead	Ante-mortem Condemned
Z9933222	Ostrich	Dead	Ante-mortem Condemned

This is to certify that the animals bearing the tags described above were presented at the establishment named and that they were inspected and disposed of as indicated above in accordance with the Federal meat-inspection regulations.	SIGNATURE OF OFFICER IN CHARGE	DATE

FSIS FORM 6000-13 (2/5/1999) REPLACES FSIS FORM 6000-13 (7/90), WHICH MAY BE USED UNTIL EXHAUSTED

ORIGINAL TO ESTABLISHMENT

Figure 72: Ratite Consolidated Condemnation Report

10. Managing Lab Sampling Records for Ratite Disposition Records

Managing lab sampling records for Ratite disposition records is similar to managing lab sampling records for Meat disposition records, except that for Ratite disposition records, there are no KIS™ lab samples.

10.1. Adding a Lab Sample

1. Navigate to the Edit Disposition Record panel (Figure 73).
2. Select **Add Lab Sample**.

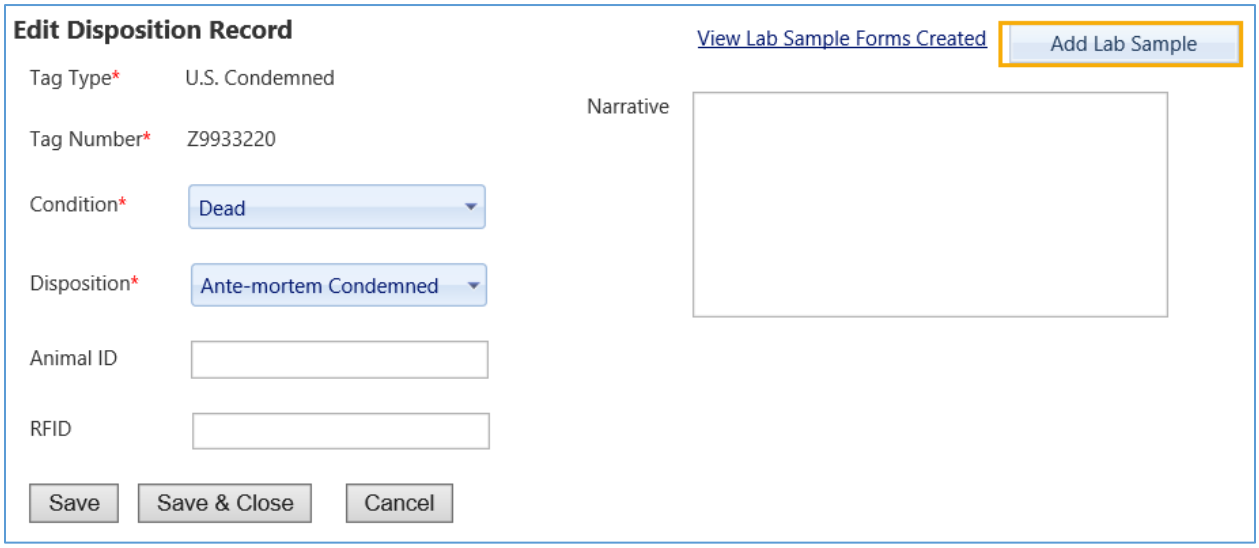


Figure 73: Lab Sample Options on the Edit Disposition Record panel

3. The Sample Management - Generate a Sample Form page appears (Figure 74Figure 26) with the Establishment field prepopulated and read-only.
   The following fields are pre-populated and read-only:

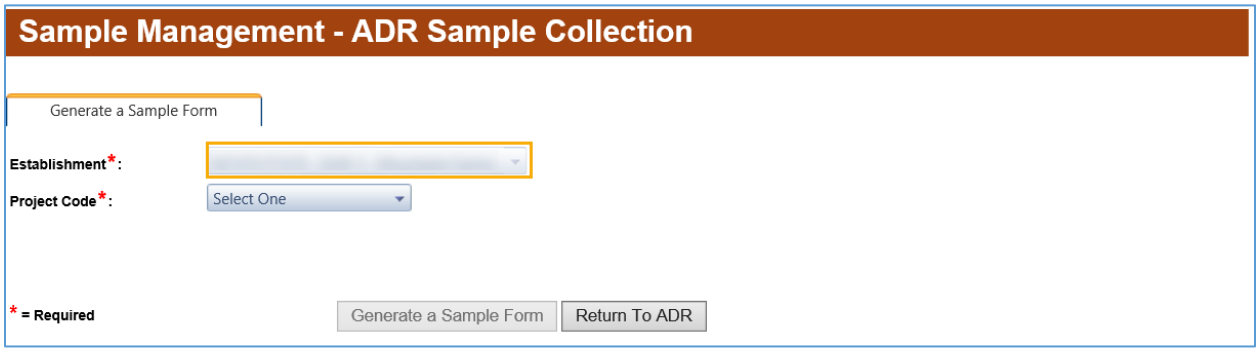


Figure 74: Generate a Sample Form tab for a Ratite Disposition record

4. For the Project Code field, select a value from the drop-down list.
   PHIS refreshes the page (Figure 75). Note the Sample fields are pre-populated and read-only based on the ADR record.

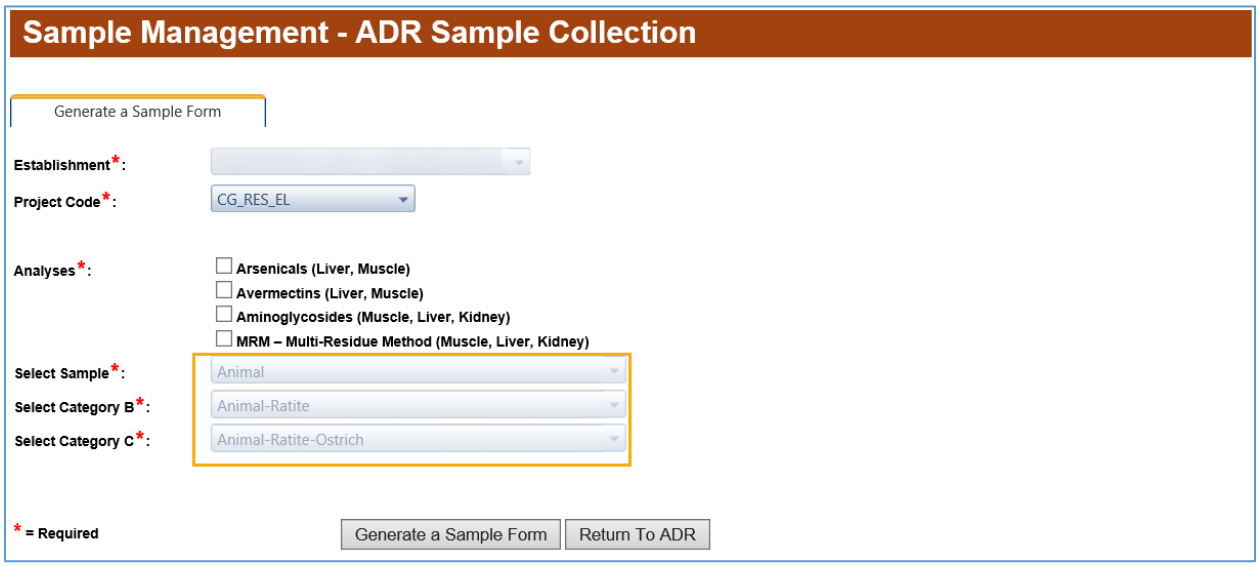


Figure 75: Generate a Sample Form tab with Project Code

5. Enter all the required fields and any pertinent optional fields.

6. Select **Generate a Sample Form**.
   The Sample Collection Data tab appears (Figure 76). The sections and fields that appear on the tab vary based on the selected lab sample project
7. On the Sample Collection Data tab, complete the required fields and any other pertinent fields.
   Notes:
   - The Date Collected and Parcel Pickup Date fields are pre-populated as the slaughter date but are editable.
   - The Phone # field is pre-populated as the last entry for the selected establishment but is editable.

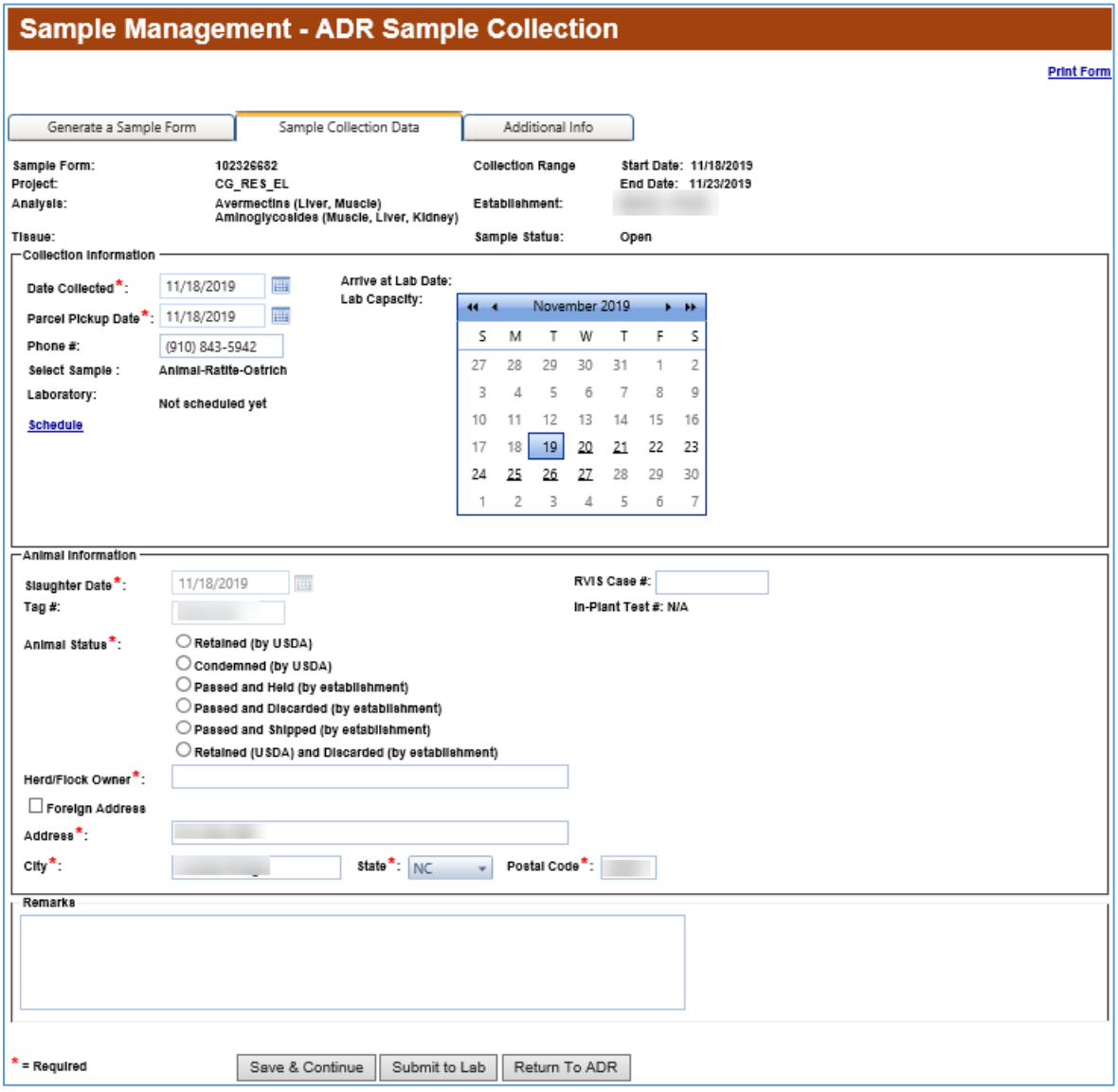


Figure 76: Sample Data Collection tab for Ratite Disposition Lab Sample

8. Schedule the sample.
   For information on scheduling, go to sections 10.2.2 and 0.

10.2. Scheduling and Submitting Lab Samples

How to schedule your sample varies based on whether the lab sample project is defined as having limited or unlimited capacity.

10.2.1. Checking Lab Availability

Prior to creating the lab sample record, you can check lab availability for the specific project code you plan to use.

1. From the left navigation menu, select **Sample Management > Check Lab Availability** (Figure 77).
2. Enter a date for the Arrive at Lab date.
3. For the Project Code field, select a value from the drop-down list.
4. Select **Check Lab Capacity**.
   A message stating if the slots are available for the selected date and Project Code appears.

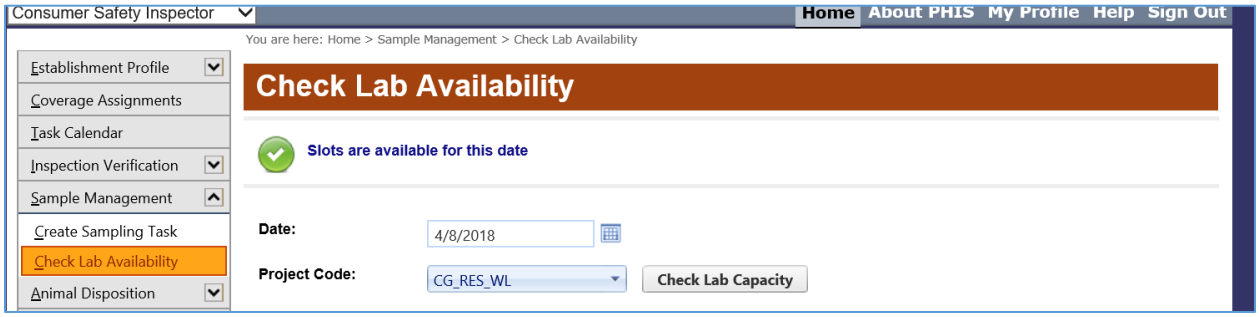


Figure 77: Checking Lab Availability

10.2.2. Scheduling and Submitting Lab Samples with Unlimited Capacity

1. On the Sample Data Collection tab, you can edit the Date Collected and Parcel Pickup Date fields if applicable.
2. Select **Schedule**.
   PHIS refreshes the page with the name and address of the selected lab and the Status field changes from Not Scheduled Yet to Scheduled. PHIS sets the Arrive at Lab Date field to be one day after the Parcel Pickup Date.
3. If applicable, select the Additional Info tab and complete and submit any required questionnaires.
4. When you are ready to mail in your sample, select **Submit to Lab** to submit the electronic sample form to the lab.
5. Select **Return to ADR**.

10.2.3. Scheduling and Submitting Lab Samples with Limited Capacity

1. On the Sample Data Collection tab, select an available Arrive at Lab Date from the Lab Capacity calendar.
2. Select **Schedule**.
   PHIS refreshes the page with the name and address of the selected lab and the Status field changes from Not Scheduled Yet to Scheduled.
3. If applicable, select the Additional Info tab and complete and submit any required questionnaires.
4. When you are ready to mail in your sample, select **Submit to Lab** to submit the electronic sample form to the lab.
5. Select **Return to ADR**.

10.3. Cancelling and Rescheduling Lab Samples

Sometimes after you schedule a sample, you may need to cancel it. Once you cancel it, you can reschedule it if applicable.

1. Once a lab sample form is scheduled on the Sample Collection Data tab, the **Re-Schedule** and **Cancel Scheduled** links appear (Figure 78). Only the **Cancel Scheduled** link is enabled at this point.
2. Select **Cancel Scheduled**.

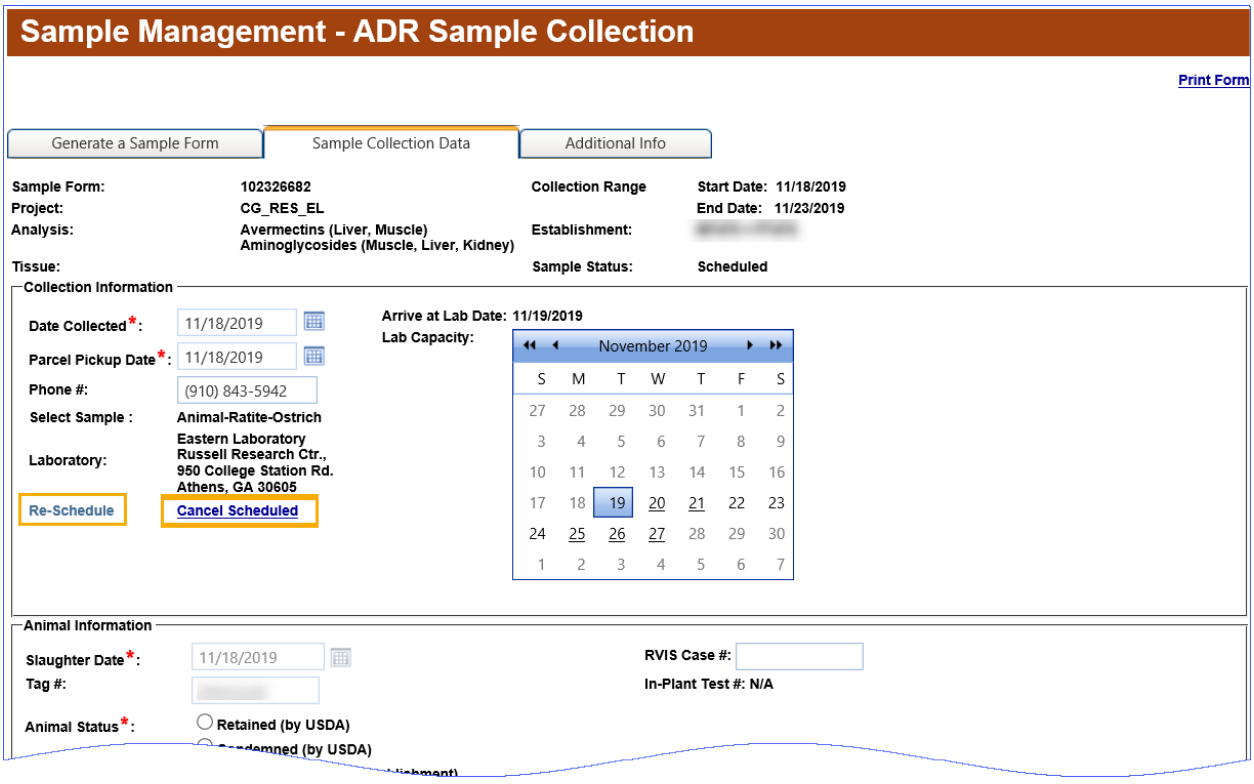


Figure 78: Reschedule and Cancel Scheduled links

3. On the confirmation popup, select a reason from the drop-down list (if you select Other, type a description).
4. Select **Save & Close**.
   PHIS refreshes the page. The lab sample is cancelled, the Sample Status field in the header changes from Scheduled to Cancelled, and the Re-schedule link is enabled.
5. Make any modifications.
6. Select **Re-Schedule** and re-schedule using the Lab Capacity Calendar, if applicable.
   PHIS refreshes the page. The lab sample is scheduled again. The Sample Status field changes to Scheduled.

10.4. Editing and Deleting Sample Forms

You can edit and delete sample forms before you submit them to the lab; once they have been submitted, you cannot edit or delete them.

1. Navigate to an Edit Disposition Record panel that contains at least one lab sample form.
2. Select the **View Lab Sample Forms Created** link (Figure 79: Edit Disposition Record panel with View Lab Sample Forms Created link).

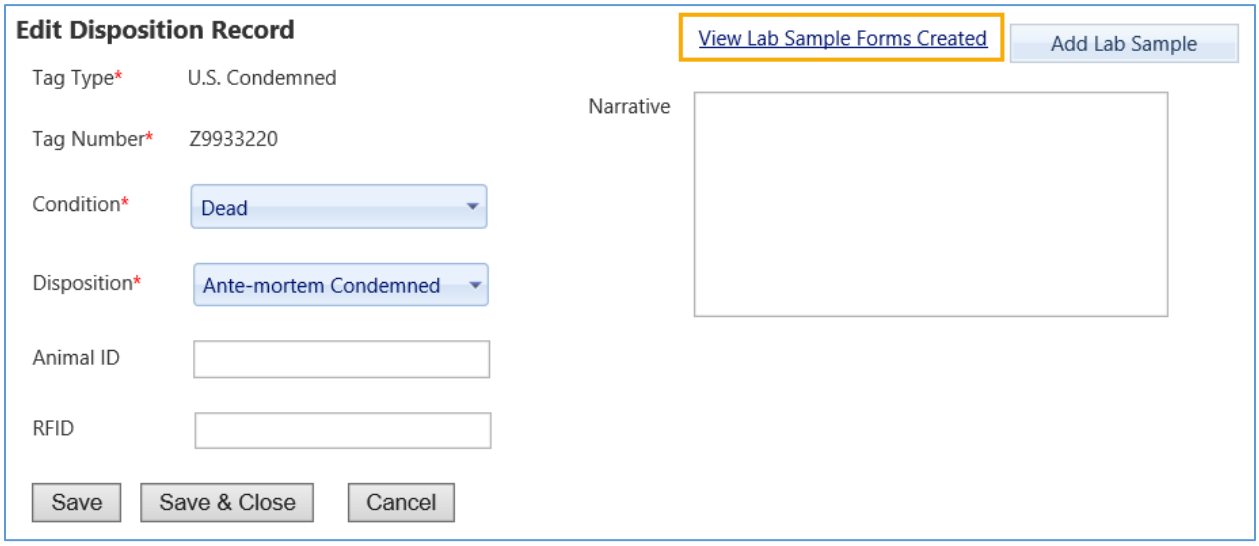


Figure 79: Edit Disposition Record panel with View Lab Sample Forms Created link

3. A Lab Sample Collections popup appears with a list of all the sample forms added to the disposition record.
4. Do one of the following:
    a) Select **Edit** to navigate to the Sample Management pages to edit the sample form (Figure 80).
    b) Select **Delete** to delete the sample form (Figure 80).

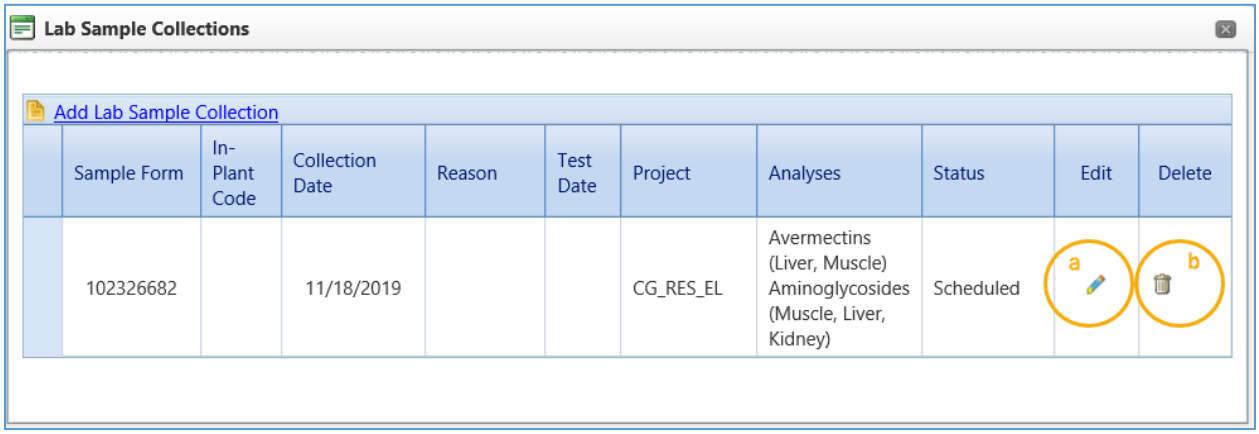


Figure 80: Lab Sample Collections for Ratite Disposition records