



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

**PHIS Animal Disposition Reporting
User Guide**

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Table of Contents

1. Managing Meat Slaughter Records	7
1.1. Viewing the Slaughter Grid	7
1.2. Adding a Meat Slaughter Record	9
1.3. Adding a HIMP Meat Slaughter Record	10
1.4. Adding a NSIS Slaughter Record	11
1.5. Editing a Meat Slaughter Record	11
1.6. Deleting a Meat Slaughter Record	13
2. Managing Disposition Records for Meat Slaughter Records	14
2.1. Adding a Single Disposition Record for a Meat Slaughter Record	14
2.2. Adding KIS Negative Results on the Edit Disposition Record Panel	16
2.3. Adding Multiple Disposition Records for a Meat Slaughter Record	20
2.4. Editing a Meat Disposition Record	24
2.5. Deleting a Meat Disposition Record	25
2.6. Printing Meat Disposition Records	26
3. Managing Condemnation Certificates for Meat Disposition Records	28
3.1. Printing Condemnation Certificate for Meat Disposition Records	28
4. Managing Lab Sampling Records for Meat Disposition Records	32
4.1. Adding a Residue Sample	32
4.2. Adding a Non-KIS Lab Sample	34
4.3. Completing Lab Sample Forms	35
4.4. Scheduling and Submitting Lab Samples	36
4.4.1. Checking Lab Availability	36
4.4.2. Scheduling and Submitting Lab Samples with Unlimited Capacity	36
4.4.3. Scheduling and Submitting Lab Samples with Limited Capacity	37
4.5. Cancelling and Rescheduling Lab Samples	38
4.6. Editing and Deleting Sample Forms	39
4.7. Managing APHIS Sampling Data	40
4.7.1. Adding APHIS Sampling Data	40
4.7.2. Editing APHIS Sampling Data	40
5. Managing Establishment Sorting Records	41
5.1. Adding Sorting Records on behalf of an Establishment	41
5.2. Editing Sorting Records	43
5.3. Marking Sorting Records as Reviewed	43
5.4. Deleting Sorting Records	44
6. Managing Poultry Slaughter Records	45

6.1.	Adding a Poultry Slaughter Record.....	45
6.2.	Editing a Poultry Slaughter Record.....	49
6.3.	Deleting a Poultry Slaughter Record.....	50
6.4.	Printing Condemnation Certificate for Poultry.....	50
7.	Managing Ratite Slaughter Records.....	52
7.1.	Adding a Ratite Slaughter Record.....	52
7.2.	Editing a Ratite Slaughter Record.....	53
7.3.	Deleting a Ratite Slaughter Record.....	54
8.	Managing Disposition Records for Ratite Slaughter.....	54
8.1.	Adding a Single Disposition Record for Ratite Slaughter.....	54
8.2.	Adding Multiple Disposition Records for Ratite Slaughter.....	56
8.3.	Editing a Ratite Disposition Record.....	60
8.4.	Deleting a Ratite Disposition Record.....	60
8.5.	Printing Ratite Disposition Records.....	61
9.	Managing Condemnation Certificates for Ratite Disposition Records.....	63
9.1.	Printing Condemnation Certificates for Ratite Disposition Records.....	63
10.	Managing Lab Sampling Records for Ratite Disposition Records.....	67
10.1.	Adding a Lab Sample.....	67
10.2.	Scheduling and Submitting Lab Samples.....	70
10.2.1.	Checking Lab Availability.....	70
10.2.2.	Scheduling and Submitting Lab Samples with Unlimited Capacity.....	70
10.2.3.	Scheduling and Submitting Lab Samples with Limited Capacity.....	71
10.3.	Cancelling and Rescheduling Lab Samples.....	71
10.4.	Editing and Deleting Sample Forms.....	72

Table of Figures

Figure 1: Establishment Reporting page.....	7
Figure 2: Establishment Reporting page with Establishment Selected	8
Figure 3: Add Slaughter Record panel for Meat Slaughter record.....	9
Figure 4: Slaughter record in the Meat Slaughter grid.....	9
Figure 5: Add Slaughter Record panel for a HIMP-Related Slaughter records	10
Figure 6: Add Slaughter Record panel for an NSIS-Related Slaughter record	11
Figure 7: Edit icon for Meat Slaughter record	11
Figure 8: Edit Slaughter Record panel for a Meat Slaughter record.....	12
Figure 9: Edited record in the Meat Slaughter grid	12
Figure 10: Delete icon for Meat Slaughter record.....	13
Figure 11: Meat Slaughter grid	14
Figure 12: Nested Disposition grid in the Meat Slaughter grid	14
Figure 13: Add Disposition Record panel	15
Figure 14: Disposition grid for Meat Slaughter record	16
Figure 15: Expanded Meat Slaughter record with Nested Disposition grid	16
Figure 16: Edit Disposition Record panel with Negative KIS™ Result	17
Figure 17: Edit Disposition Record panel with Additional Fields.....	18
Figure 18: Establishment Reporting page with Expanded Meat Slaughter record	19
Figure 19: Establishment Reporting page with Collapsed Meat Slaughter record	19
Figure 20: Expanded Meat Slaughter record with Nested Disposition grid	20
Figure 21: Add Multiple Disposition Records panel for a Meat Slaughter record	21
Figure 22: Add Multiple Disposition Records panel with Records for Review	22
Figure 23: Add Multiple Disposition Records panel for a Meat Slaughter record with Re-numbering Function.....	23
Figure 24: Edit icon on the Meat Disposition grid	24
Figure 25: Edit Disposition Record panel.....	24
Figure 26: Delete icon on the Meat Disposition grid	25
Figure 27: Print Disposition Records from Meat Disposition grid	26
Figure 28: Disposition Report Selection popup.....	26
Figure 29: Meat Disposition Report	27
Figure 30: Print Condemnation Certificate from Meat Slaughter grid.....	28
Figure 31: Condemnation Report Parameter Selection for all Meat Slaughter Sub-Class records.....	29
Figure 32: Condemnation Report Parameter Selection.....	30
Figure 33: Meat Condemnation Report.....	30
Figure 34: Meat Consolidated Condemnation Report	31
Figure 35: Lab Sample options on Edit Disposition Record panel.....	32

Figure 36: Sample Data Collection tab for a Residue Sample 35

Figure 37: Check Lab Availability page..... 36

Figure 38: Reschedule and Cancel Scheduled links 38

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

Figure 40: Lab Sample Collections grid for Meat Disposition records 39

Figure 41: APHIS icon on Meat Slaughter grid 40

Figure 42: APHIS Lab Sampling popup 40

Figure 43: Establishment Report - Sorting Record page 42

Figure 44: Poultry Slaughter grid 45

Figure 45: Establishment Reporting - Adding Poultry Record page 46

Figure 46: Adding Poultry Record with Weight Not Reported Option 47

Figure 47: Information icon for Record in the Poultry Slaughter grid..... 48

Figure 48: Remarks icon for the Poultry Slaughter grid..... 48

Figure 49: Establishment Reporting - Editing Poultry Record page 49

Figure 50: Print Condemnation Certificate from Poultry Slaughter grid..... 50

Figure 51: Poultry Condemnation Certificate 51

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

Figure 53: Ratite Slaughter grid 53

Figure 54: Edit Slaughter Record panel for a Ratite Slaughter record 53

Figure 55: Ratite Slaughter grid 54

Figure 56: Disposition grid within the Ratite Slaughter grid 54

Figure 57 Add Disposition Record panel for Ratite Slaughter record 55

Figure 58: Edit Disposition Record panel for Ratite Slaughter record 55

Figure 59: Disposition grid with Labs column for Ratite Slaughter record 56

Figure 60: Add Multiple Disposition panel for Ratite Slaughter record 57

Figure 61: Add Multiple Disposition Records panel with Records for Review 58

Figure 62: Add Multiple Disposition Records panel for a Ratite Slaughter record with Re-numbering Function..... 59

Figure 63: Edit icon for Disposition Records for Ratite Slaughter record 60

Figure 64: Edit Disposition Record panel for Ratite Slaughter record 60

Figure 65: Ratite Disposition grid..... 61

Figure 66: Disposition Report Selection popup..... 61

Figure 67: Ratite Disposition Report 62

Figure 68: Ratite Slaughter grid 63

Figure 69: Condemnation Report Parameter Selection for all Ratite Slaughter Sub-Class records 64

Figure 70: Condemnation Report Parameter Selection..... 65

Figure 71: Ratite Individual Condemnation Report..... 65

Figure 72: Ratite Consolidated Condemnation Report 66

Figure 73: Lab Sample Options on the Edit Disposition Record panel..... 67

Figure 74: Generate a Sample Form tab for a Ratite Disposition record 68

Figure 75: Generate a Sample Form tab with Project Code..... 68

Figure 76: Sample Data Collection tab for Ratite Disposition Lab Sample 69

Figure 77: Checking Lab Availability..... 70

Figure 78: Reschedule and Cancel Scheduled links 71

Figure 79: Edit Disposition Record panel with View Lab Sample Forms Created link 72

Figure 80: Lab Sample Collections for Ratite Disposition records..... 73

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).



The screenshot shows the PHIS web interface. At the top, there is a navigation bar with 'Public Health Veterinarian' and 'Home About PHIS My Profile Help Sign Out'. Below this, a breadcrumb trail reads 'You are here: Home > Animal Disposition'. The left sidebar contains a navigation menu with items like 'Establishment Profile', 'Coverage Assignments', 'Task Calendar', 'Inspection Verification', 'Sample Management', 'Animal Disposition', 'Establishment Reporting' (highlighted in orange), 'Weight Reporting', 'Frequency', 'No Kill Period', 'Export', and 'View Report'. The main content area is titled 'Establishment Reporting' and contains two input fields: 'Establishment:' with a dropdown menu showing 'Select an establishment' and 'Date:' with a text input field showing '11/5/2019' and a calendar icon.

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.

- 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

- Select the other shift to switch between shifts if the Establishment has more than one shift.
The shift defaults to Shift 1.
- 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**.

The screenshot shows the 'Add Slaughter Record' panel for Meat Slaughter record. The panel is titled 'Meat' and has tabs for 'Meat', 'Poultry', 'Ratite', and 'All'. It includes a '+ Add Slaughter Record' button, a 'Print Condemnation Certificate' button, and a 'Refresh' button. The form fields are: Sub-Class* (Feral Swine), Head Count* (26), Weight Reported (selected) / Weight Not Reported (unselected), Live Weight (empty), and Dressed Weight (1215). There are 'Add' and 'Cancel' buttons at the bottom.

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).

The screenshot shows the 'Meat Slaughter' grid. The grid has columns for Sub-Class, Type, Head Count, Live Weight (lbs), Dressed Weight (lbs), Weight Not Reported, and APHIS. The record for Feral Swine, Inspected, 26, 1215, is visible.

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS
Feral Swine	Inspected	26		1215		

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):

- Establishment Ante-mortem Discard
- Establishment Post-mortem Discard
- 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.

The screenshot shows the 'Add Slaughter Record' panel for a HIMP-Related Slaughter record. The panel is titled 'Meat' and includes a table with columns: Sub-Class, Type, Head Count, Live Weight (lbs), Dressed Weight (lbs), Weight Not Reported, and APHIS. Below the table, the 'Add Slaughter Record' form is displayed. It features a 'Sub-Class*' dropdown menu set to 'Market Swine', radio buttons for 'Inspected Slaughter' (selected) and 'Custom Slaughter', and radio buttons for 'Weight Reported' (selected) and 'Weight Not Reported'. There are input fields for 'Head Count*', 'Live Weight' (lbs), and 'Dressed Weight' (lbs). On the right side, there are three input fields for 'Establishment Ante-mortem Discard', 'Establishment Post-mortem Discard', and 'Establishment Segregated for FSIS Inspection'. At the bottom, there are 'Add' and 'Cancel' buttons, and a message 'No slaughter records to display.' with a 'Top' link.

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.

The screenshot shows the 'Add Slaughter Record' panel for a 'Meat' record. The panel includes a table with columns for Sub-Class, Type, Head Count, Live Weight (lbs), Dressed Weight (lbs), Weight Not Reported, and APHIS. Below the table is a form with fields for Sub-Class (Roaster Swine), Head Count, Live Weight, and Dressed Weight. There are radio buttons for 'Inspected Slaughter' (selected) and 'Custom Slaughter', and 'Weight Reported' (selected) and 'Weight Not Reported'. A highlighted field is 'Number of Heads Segregated for FSIS Inspection'.

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).

The screenshot shows the 'Edit Slaughter Record' panel for a 'Meat' record. The panel includes a table with columns for Sub-Class, Type, Head Count, Live Weight (lbs), Dressed Weight (lbs), Weight Not Reported, and APHIS. The table shows a record for 'Feral Swine' with a Head Count of 26 and a Dressed Weight of 1215 lbs. An edit icon (pencil) is highlighted in the row.

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS
Feral Swine	Inspected	26		1215		

Figure 7: Edit icon for Meat Slaughter record

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

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS
Feral Swine	Inspected	26		1215		

Edit Slaughter Record

Sub-Class* Inspected Slaughter Custom Slaughter

Head Count*

Weight Reported Weight Not Reported

Live Weight lbs

Dressed Weight lbs

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).

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS
Feral Swine	Inspected	30		1215		

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).

Meat		Poultry	Ratite	All	Shift 1					
Meat										
+ Add Slaughter Record Print Condemnation Certificate Refresh										
	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
▶	Feral Swine	Inspected	30		1215					

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).

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
Feral Swine	Inspected	30		1215					

Figure 11: Meat Slaughter grid

Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs
No disposition records to display.							

Figure 12: Nested Disposition grid in the Meat Slaughter grid

2. Select **Add Disposition Record**.

The Add Disposition Record panel opens (Figure 13).

The screenshot shows the 'Add Disposition Record' panel. At the top, there are buttons for 'Add Slaughter Record', 'Print Condemnation Certificate', and 'Refresh'. Below this is a table with columns: Sub-Class, Type, Head Count, Live Weight (lbs), Dressed Weight (lbs), Weight Not Reported, APHIS, and icons. A row for 'Roaster Swine' is expanded. Below the table, there are buttons for 'Add Disposition Record', 'Add Multiple Disposition Records', and 'Print Disposition Records'. The main form has the following fields and controls:

- Tag Type***: Select a Tag Type (dropdown)
- Tag Number***: Text input
- Condition***: Select a Condition (dropdown)
- Disposition***: Select a Disposition (dropdown)
- Animal ID**: Text input
- RFID**: Text input
- KIS**: Radio buttons for No Test (selected), Negative, and Positive.
- Narrative**: Large text area.
- Buttons: Add, Add & Go to Sample Management, Cancel.

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.

Meat									
Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
Feral Swine	Inspected	30		1215					
Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs		
B99887766	U.S. Retained	654321	Tuberculosis	Pending	(-)		0/1 0		

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).

Meat									
Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
Feral Swine	Inspected	30		1215					
Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs		
Z9898987	U.S. Condemned	989898	Abscess/Pyemia	Post-mortem Condemned	NT		0/0 0		
B99887766	U.S. Retained	654321	Tuberculosis	Pending	(-)		0/1 0		

Figure 15: Expanded Meat Slaughter record with Nested Disposition grid

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

The screenshot shows the 'Edit Disposition Record' panel in the PHIS Animal Disposition Reporting system. The panel is for a 'Feral Swine' record with tag number Z989898. The 'KIS' field is highlighted with a yellow box, and the 'Negative' radio button is selected. The 'Narrative' field is empty.

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS
Feral Swine	Inspected	30		1215		

Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs
Z9898987	U.S. Condemned	989898	Abscess/Pyemia	Post-mortem Condemned	NT		0/0 0

Edit Disposition Record

Tag Type* U.S. Condemned

Tag Number* Z9898987

Condition* Abscess/Pyemia

Disposition* Post-mortem Condemned

Animal ID 989898

RFID

KIS No Test Negative Positive

Narrative

Save Save & Close Cancel

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

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

(Figure 17).

The screenshot shows the 'Edit Disposition Record' panel in the PHIS Animal Disposition Reporting system. The panel is titled 'Meat' and displays a table of records. The selected record is for 'Feral Swine' with Tag Number Z989897, Animal ID 989898, and Disposition 'Post-mortem Condemned'. The 'Edit Disposition Record' form is open, showing fields for Tag Type, Tag Number, Condition, Disposition, Animal ID, and RFID. The 'Reason Code' field is highlighted with a yellow box, and the 'Case Number' field is also highlighted. The 'KIS' field has radio buttons for 'No Test', 'Negative', and 'Positive', with 'Negative' selected. There are buttons for 'Add Lab Sample' and 'Add Residue Sample'.

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).

Meat										Poultry				Ratite				All				Shift 1
Meat																						
+ Add Slaughter Record Print Condemnation Certificate Refresh																						
Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS																
▼ Feral Swine	Inspected	30		1215																		
+ Add Disposition Record + Add Multiple Disposition Records Print Disposition Records																						
Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs															
Z9898987	U.S. Condemned	989898	Abscess/Pyemia	Post-mortem Condemned	(-)		0/0 0															
B99887766	U.S. Retained	654321	Tuberculosis	Pending	(-)		0/1 0															

Figure 18: Establishment Reporting page with Expanded Meat Slaughter record

Meat										Poultry				Ratite				All				Shift 1
Meat																						
+ Add Slaughter Record Print Condemnation Certificate Refresh																						
Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS																
▶ Feral Swine	Inspected	30		1215																		

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.

The screenshot shows a web application interface for reporting meat slaughter records. At the top, there's a header 'Meat' and 'Shift 1'. Below the header are three buttons: 'Add Slaughter Record', 'Print Condemnation Certificate', and 'Refresh'. The main table has columns: Sub-Class, Type, Head Count, Live Weight (lbs), Dressed Weight (lbs), Weight Not Reported, APHIS, and several icons. Two rows are visible: 'Heavy Calf' (Custom, 1 head) and 'Market Swine' (Inspected, 50 heads). Below this table is another set of buttons: 'Add Disposition Record', 'Add Multiple Disposition Records', and 'Print Disposition Records'. A second table below these buttons has columns: Tag Number, Tag Type, Animal ID, Condition, Disposition, KIS, Narrative, and Labs. At the bottom of this second table, it says 'No disposition records to display.'

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
Heavy Calf	Custom	1			✓	Ⓢ	✎	🗑	🖨
Market Swine	Inspected	50			✓	Ⓢ	✎	🗑	🖨

Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs	
No disposition records to display.								

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.

Meat
Shift 1

Add Slaughter Record
 Print Condemnation Certificate
 Refresh

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
Heavy Calf	Custom	1			<input checked="" type="checkbox"/>				
Market Swine	Inspected	50			<input checked="" type="checkbox"/>				

Add Disposition Record
 Add Multiple Disposition Records
 Print Disposition Records

Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs
------------	----------	-----------	-----------	-------------	-----	-----------	------

Add Multiple Disposition Records

Sub-Class* Market Swine Multiple Sub-Classes KIS No Test Negative Positive

Tag Type* U.S. Condemned Narrative

Tag Number* Z8766543

No of Records* 4

Condition Dead

Disposition Ante-mortem Condemned

Continue
Cancel

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.

Meat
Shift 1

Add Slaughter Record
 Print Condemnation Certificate
 Refresh

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
Heavy Calf	Custom	1							
Market Swine	Inspected	50							

Add Disposition Record
 Add Multiple Disposition Records
 Print Disposition Records

Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs
------------	----------	-----------	-----------	-------------	-----	-----------	------

Add Multiple Disposition Records

The below records have not been saved yet. Review and update as needed in the grid, then click **Add** below.

Tag Type: U.S. Condemned

TagNumber	SubClass*	Animal ID	RFID	Condition*	Disposition*	KISTest
Z8766543	Market Swine			Dead	Ante-mortem Condemned	NoTest
Z8766544	Market Swine			Dead	Ante-mortem Condemned	NoTest
Z8766545	Market Swine			Dead	Ante-mortem Condemned	NoTest
Z8766546	Market Swine			Dead	Ante-mortem Condemned	NoTest

Add
Back
Cancel

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.

Market Swine Inspected 50

+ Add Disposition Record + Add Multiple Disposition Records Print Disposition Records

Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs
Add Multiple Disposition Records							
The below records have not been saved yet. Review and update as needed in the grid, then click Add below.							
Tag Type: U.S. Condemned							
Enter a New Tag Number: <input type="text"/>							
TagNumber	SubClass*	Animal ID	RFID	Condition*	Disposition*	KISTest	
Z8766543	Market Swine			Dead	Ante-mortem Condemned	NoTest	
Z8766544	Market Swine			Dead	Ante-mortem Condemned	NoTest	
Z8766545	Market Swine			Dead	Ante-mortem Condemned	NoTest	
Z8766546	Market Swine			Dead	Ante-mortem Condemned	NoTest	

Add Back Cancel

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).

Meat										Shift 1	
+ Add Slaughter Record		Print Condemnation Certificate		Refresh							
Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS					
Boar/Stag Swine	Inspected	121			✓						
+ Add Disposition Record		+ Add Multiple Disposition Records		Print Disposition Records							
Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs				
MPD60495371	U.S. Retained	WM18	Injuries	Post-mortem Condemned	NT		0/0				
MPD60495284	U.S. Retained	WM18	Injuries	Post-mortem Condemned	NT		0/0				
MPD60495354	U.S. Retained	PI16	Misc. Inflammatory Diseases	Post-mortem Condemned	NT		0/0				
Market Swine	Inspected	1263			✓						

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**.

MPD60495284	U.S. Retained	WM18	Injuries	Post-mortem Condemned	NT	0/0		
Edit Disposition Record								
Tag Type* U.S. Retained				KIS <input checked="" type="radio"/> No Test <input type="radio"/> Negative <input type="radio"/> Positive		View Lab Sample Forms Created <input type="button" value="Add Lab Sample"/> <input type="button" value="Add Residue Sample"/>		
Tag Number* MPD60495284				Narrative				
Condition* <input type="text" value="Injuries"/>				<div style="border: 1px solid gray; height: 100px;"></div>				
Disposition* <input type="text" value="Post-mortem Condemned"/>								
Animal ID <input type="text" value="WM18"/>								
RFID <input type="text"/>								
<input type="button" value="Save"/>			<input type="button" value="Save & Close"/>			<input type="button" value="Cancel"/>		

Figure 25: Edit Disposition Record panel

2.5. Deleting a Meat Disposition Record

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

Meat										Shift 1
+ Add Slaughter Record Print Condemnation Certificate Refresh										
Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS				
Boar/Stag Swine	Inspected	121			<input checked="" type="checkbox"/>					
+ Add Disposition Record + Add Multiple Disposition Records Print Disposition Records										
Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs			
MPD60495371	U.S. Retained	WM18	Injuries	Post-mortem Condemned	NT		0/0 0			
MPD60495284	U.S. Retained	WM19	Injuries	Post-mortem Condemned	NT		0/0 0			
MPD60495354	U.S. Retained	PI16	Misc. Inflammatory Diseases	Post-mortem Condemned	NT		0/0 0			
Market Swine	Inspected	1263			<input checked="" type="checkbox"/>					

Figure 26: Delete icon on the Meat Disposition grid

- 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).

Meat										Shift 1
+ Add Slaughter Record Print Condemnation Certificate Refresh										
Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS				
Boar/Stag Swine	Inspected	121			<input checked="" type="checkbox"/>					
+ Add Disposition Record + Add Multiple Disposition Records Print Disposition Records										
Tag Number	Tag Type	Animal ID	Condition	Disposition	KIS	Narrative	Labs			
MPD60495371	U.S. Retained	WM18	Injuries	Post-mortem Condemned	NT		0/0			
MPD60495284	U.S. Retained	WM19	Injuries	Post-mortem Condemned	NT		0/0			
MPD60495354	U.S. Retained	PI16	Misc. Inflammatory Diseases	Post-mortem Condemned	NT		0/0			
Market Swine	Inspected	1263			<input checked="" type="checkbox"/>					

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**.

Disposition Report Selection					
Please select tags to be displayed on report:					
Select All		UnSelect All		Sort by: Tag Number <input type="text"/>	
<input checked="" type="checkbox"/>	MPD60495284	U.S. Retained	Boar/Stag Swine	Injuries	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495354	U.S. Retained	Boar/Stag Swine	Misc. Inflammatory Diseases	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495371	U.S. Retained	Boar/Stag Swine	Injuries	Post-mortem Condemned
View/Print Disposition Report			Cancel		

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
				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).

Meat										Shift 1
+ Add Slaughter Record Print Condemnation Certificate Refresh										
	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
▶	Sow	Inspected	15			✓	⊘	✎	🗑️	🖨️
▶	Boar/Stag Swine	Inspected	121			✓	⊘	✎	🗑️	🖨️
▶	Market Swine	Inspected	1263			✓	⊘	✎	🗑️	🖨️

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).

Condemnation Report Parameter Selection

Please select tags to be displayed on report:
[Select All](#) [UnSelect All](#)

<input checked="" type="checkbox"/>	MPD60495395	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495403	Market Swine	Misc. Inflammatory Diseases	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495306	Market Swine	Icterus	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495313	Market Swine	Icterus	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495402	Market Swine	Pneumonia	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495463	Market Swine	Abscess/Pyemia	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495486	Market Swine	Abscess/Pyemia	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495475	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495485	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495262	Market Swine	Pneumonia	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495271	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495270	Market Swine	Misc. Inflammatory Diseases	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495322	Market Swine	Icterus	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495323	Market Swine	Pneumonia	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495263	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495484	Market Swine	Pneumonia	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495261	Market Swine	Misc. Inflammatory Diseases	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495264	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495265	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495352	Market Swine	Misc. Inflammatory Diseases	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495319	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495259	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495354	Boar/Stag Swine	Misc. Inflammatory Diseases	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495387	Market Swine	Peritonitis	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495284	Boar/Stag Swine	Injuries	Post-mortem Condemned
<input checked="" type="checkbox"/>	MPD60495371	Boar/Stag Swine	Injuries	Post-mortem Condemned

View/Print Individual Report View/Print Consolidated Report Cancel

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

- 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

- Select or deselect the desired records.
- 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
<small>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.</small>				
<small>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.</small>				
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	
<small>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.</small>			SIGNATURE OF OFFICER IN CHARGE	DATE
<small>FSIS FORM 6000-13 (2/5/1999)</small>			<small>REPLACES FSIS FORM 6000-13 (7/90), WHICH MAY BE USED UNTIL EXHAUSTED</small>	
<small>ORIGINAL TO ESTABLISHMENT</small>				

Figure 33: Meat Condemnation Report

- 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	
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				

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.

The screenshot shows the 'Edit Disposition Record' panel. On the left, there are several fields: 'Tag Type*' (U.S. Retained), 'Tag Number*' (MPD60495371), 'Condition*' (Injuries), 'Disposition*' (Post-mortem Condemned), 'Animal ID' (WM18), and 'RFID'. On the right, there is a 'KIS' field with three radio button options: 'No Test' (selected), 'Negative', and 'Positive'. Below the KIS field is a 'Narrative' text area. At the top right, there are two buttons: 'Add Lab Sample' and 'Add Residue Sample'. At the bottom left, there are three buttons: 'Save', 'Save & Close', and 'Cancel'. A link 'View Lab Sample Forms Created' is also visible at the top right.

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

Generate a Sample Form

Establishment * :

Project Code * :

KIS Test

Test Date * :

Slaughter Sub-Class * :

Tag #:

Case Number:

Reason Code * :

Result * :

Comments:

Analyses: **MRM – Multi-Residue Method (Muscle, Liver, Kidney)**

Select Sample:

*** = Required**

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.

Generate a Sample Form

Establishment *:

Project Code *:

Analyses *:

- Arsenicals (Liver, Muscle)
- Avermectins (Liver, Muscle)
- Aminoglycosides (Muscle, Liver, Kidney)
- MRM – Multi-Residue Method (Muscle, Liver, Kidney)

Select Sample *:

Select Category B *:

Select Category C *:

* = Required

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.

Generate a Sample Form | Sample Collection Data | Additional Info

Sample Form: 102326564 Collection Range: Start Date: 10/8/2019
 Project: KIS End Date: 11/7/2019
 Analysis: MRM – Multi-Residue Method (Muscle, Liver, Kidney) Establishment: Sample Status: Open
 Tissue: Sample Status: Open

Collection Information

Date Collected*: 10/8/2019 Arrive at Lab Date:
 Parcel Pickup Date*: 10/8/2019
 Phone #: Select Sample: Animal-Swine-Boar/Stag Swine
 Laboratory: Not scheduled yet
[Schedule](#)

Animal Information

Slaughter Date*: 10/08/2019 RVIS Case #: In-Plant Test #: 2339935
 Tag #: Animal Status*:
 Retained (by USDA)
 Condemned (by USDA)
 Passed and Held (by establishment)
 Passed and Discarded (by establishment)
 Passed and Shipped (by establishment)
 Retained (USDA) and Discarded (by establishment)
 Herd/Flock Owner*: Foreign Address:
 Address*: City*: State*: NC Postal Code*: Remarks

* = Required Save & Continue Submit to Lab Return To ADR

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.

The screenshot shows the 'Check Lab Availability' page in the PHIS system. The user is logged in as a 'Consumer Safety Inspector'. The page has a navigation menu on the left with 'Check Lab Availability' selected. The main content area displays a green checkmark and the message 'Slots are available for this date'. Below this, there are input fields for 'Date' (4/8/2018) and 'Project Code' (CG_RES_WL), and a 'Check Lab Capacity' button.

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**.

The screenshot shows a web form with three tabs: 'Generate a Sample Form', 'Sample Collection Data' (selected), and 'Additional Info'. The form contains the following information:

- Sample Form:** 102326565
- Project:** KIS
- Analysis:** MRM – Multi-Residue Method (Muscle, Liver, Kidney)
- Tissue:**
- Collection Range:**
- Start Date:** 10/8/2019
- End Date:** 11/7/2019
- Establishment:** M20608 + P20608
- Sample Status:** Scheduled

The 'Collection Information' section includes:

- Date Collected*:** 10/8/2019
- Parcel Pickup Date*:** 10/8/2019
- Phone #:** (910) 293-6530
- Select Sample:** Animal-Swine-Boar/Stag Swine
- Laboratory:** Midwestern Laboratory, 4300 Goodfellow Blvd., Bldg. 105-D, Room 344, St. Louis, MO 63120

At the bottom of this section, there are two buttons: 'Re-Schedule' and 'Cancel Scheduled'. The 'Cancel Scheduled' button is highlighted with a blue border, indicating it is the active link.

The 'Animal Information' section includes:

- Slaughter Date*:** 10/08/2019
- Tag #:** MDD60495284
- RVIS Case #:**
- In-Plant Test #:** 2339936

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.

Sample Form	In-Plant Code	Collection Date	Reason	Test Date	Project	Analyses	Status	Edit	Delete
102314050	2327426	10/8/2019	Pneumonia	10/8/2019	KIS	MRM – Multi-Residue Method (Muscle, Liver, Kidney)	Open	a	b

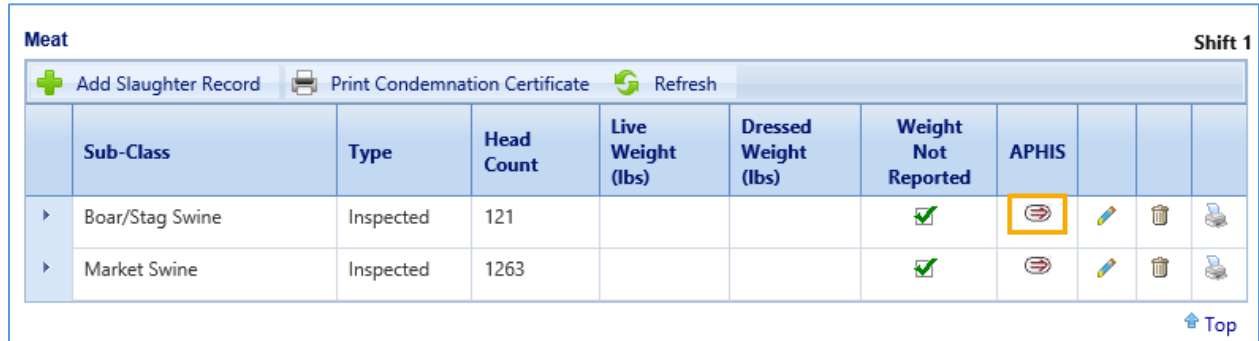
Figure 40: Lab Sample Collections grid for Meat Disposition records

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).

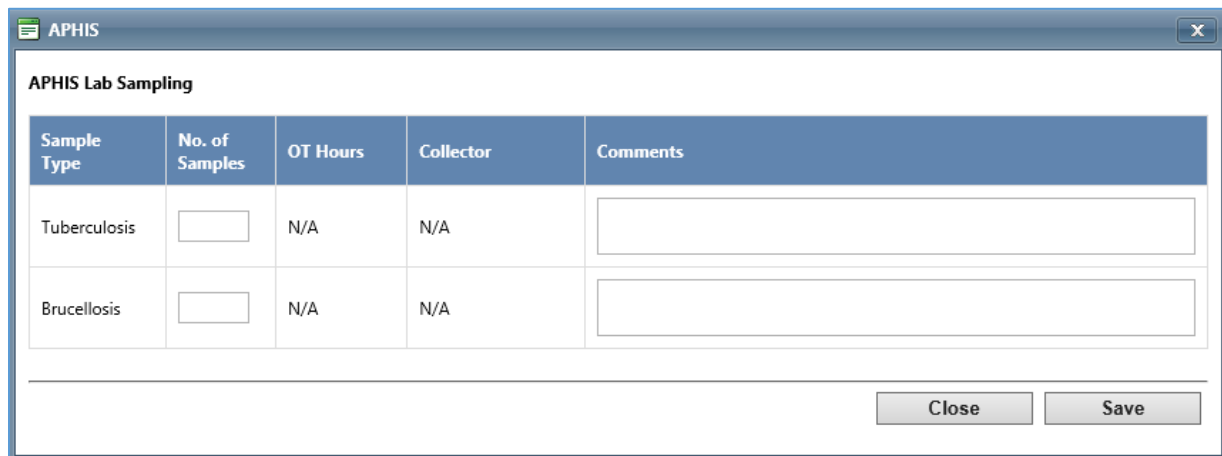


The screenshot shows a web interface for 'Meat' slaughter records. At the top right, it says 'Shift 1'. Below the title bar are three buttons: '+ Add Slaughter Record', 'Print Condemnation Certificate', and 'Refresh'. The main area is a table with columns: Sub-Class, Type, Head Count, Live Weight (lbs), Dressed Weight (lbs), Weight Not Reported, and APHIS. There are also three empty columns and a 'Top' link at the bottom right. The 'Boar/Stag Swine' row has a yellow box around the APHIS icon (a scale with a red arrow).

	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported	APHIS			
▶	Boar/Stag Swine	Inspected	121			✓				
▶	Market Swine	Inspected	1263			✓				

Figure 41: APHIS icon on Meat Slaughter grid

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



The screenshot shows a window titled 'APHIS' with a close button. Inside, it says 'APHIS Lab Sampling'. Below is a table with columns: Sample Type, No. of Samples, OT Hours, Collector, and Comments. There are two rows: Tuberculosis and Brucellosis. Each row has a text input field for 'No. of Samples' and a larger text area for 'Comments'. At the bottom right are 'Close' and 'Save' buttons.

Sample Type	No. of Samples	OT Hours	Collector	Comments
Tuberculosis	<input type="text"/>	N/A	N/A	<input type="text"/>
Brucellosis	<input type="text"/>	N/A	N/A	<input type="text"/>

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.

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

Establishment Reporting - Sorting Record

Establishment:

Date: 11/4/2019

Shift: Shift 1

Reviewed

1. Total number of Hogs Sorted and Removed Before FSIS Ante-Mortem Inspection: 0

2. Total number of Carcasses Sorted and Removed Before FSIS Post-Mortem Inspection: 0

Primary Reasons for Removal:

Conditions Identified and Removed Before FSIS Ante-Mortem Inspection and Slaughter

Dead:	0	Pyrexia:	0
Moribund (Dying):	0	Central Nervous System:	0
Septicemia:	0	Erysipelas:	0
Other:	0		

If Other, please specify: Enter up to 500 characters. (0 characters remaining)

Conditions Identified For Disposal Before FSIS Post-Mortem Inspection

Arthritis:	0	Pigmentary Condition:	0
Carcinoma:	0	Pneumonia:	0
Contamination:	0	Pyemia:	0
Cysticercosis:	0	Residues:	0
Emaciation:	0	Sarcoma:	0
Myiasis:	0	Septicemia:	0
Icterus:	0	Skin Conditions:	0
Injuries:	0	Swine Erysipelas:	0
Malignant Lymphoma:	0	Sexual Odor:	0
Misc. Parasitic Conditions:	0	Toxemia:	0
Misc. Degenerative & Dropsic Diseases:	0	Tuberculosis:	0
Misc. Infectious Diseases:	0	Uremia:	0
Mastitis:	0	Vesicular Diseases:	0
Metritis:	0	Foot & Mouth Diseases:	0
Nephritis:	0	Other Vesicular Diseases:	0
Pericarditis:	0	Other:	0
Peritonitis:	0		

Reviewed

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).

The screenshot shows the 'Establishment Reporting' page for Poultry. The top navigation bar includes 'Home', 'About PHIS', 'My Profile', 'Help', and 'Sign Out'. The breadcrumb trail is 'Home > Animal Disposition'. The left sidebar menu has 'Establishment Reporting' selected. The main content area has a title 'Establishment Reporting' and a sub-section 'Poultry'. There are filters for 'Establishment' (a dropdown menu) and 'Date' (a date picker set to 11/15/2019). Below these are tabs for 'Meat', 'Poultry', and 'All', with 'Poultry' selected. To the right of the tabs are 'Shift 1' and 'Shift 2' buttons. Below the tabs is a 'Poultry' section with '+ Add Slaughter Record' and 'Refresh' buttons. A table with the following columns is shown: 'Sub-Class', 'Lot Number', 'Head Count', 'Weight Not Reported', and 'Remarks'. The table is currently empty, with the text 'No slaughter records to display.' below it.

Figure 44: Poultry Slaughter grid

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

The screenshot displays the 'Establishment Reporting - Adding Poultry Record' page. At the top, there is a navigation bar with 'Public Health Veterinarian' and 'Home About PHIS My Profile Help Sign Out'. Below this, a breadcrumb trail reads 'You are here: Home > Animal Disposition > Poultry Class Summary Information'. The main title is 'Establishment Reporting - Adding Poultry Record'. A summary box shows 'Establishment: [redacted]', 'Date: 11/15/2019', and 'Shift: Shift 1'. The left sidebar contains a menu with 'Establishment Reporting' highlighted. The main form area is titled 'A New Poultry Record' and includes fields for 'Sub-Class*' (set to 'Young Chicken'), 'Lot Number*', and 'Head Count'. Below these are radio buttons for 'Weight Reported' (selected) and 'Weight Not Reported'. The form contains several weight and head count fields: 'Live Weight', 'Certified Chilled Weight', 'Certified Frozen Weight', 'Dead on Arrival (Weight)', 'Ante-mortem condemned not including DOAs (Weight)', 'Post-mortem Condemned Carcass NYD (Weight)', 'Dead on Arrival (Head Count)', 'Ante-mortem condemned not including DOAs (Head Count)', 'Post-mortem Condemned Parts (Weight)', and 'Post-mortem Condemned (Head Count)'. At the bottom, there is a 'Remarks for Condemnation Certificate' text area and three buttons: 'Save', 'Save & New', and 'Go Back'.

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).

The screenshot shows a web interface for Poultry Slaughter records. At the top, there are tabs for 'Meat', 'Poultry', and 'All', with 'Poultry' selected. To the right, it says 'Shift 1 | Shift 2'. Below the tabs, there are buttons for '+ Add Slaughter Record' and 'Refresh'. The main table has columns: Sub-Class, Lot Number, Head Count, Weight Not Reported, Remarks, and three action icons (pencil, trash, printer). A tooltip is shown over the information icon (i) in the first row, containing the following text:

- Young Chicken:**
Lot No: 07, 7392 heads
- Weights & Head Counts:**
Dead On Arrival: 290 lbs (28 heads)
Post-Mortem condemned Parts Weight: 202 lbs

Sub-Class	Lot Number	Head Count	Weight Not Reported	Remarks			
Young Chicken	05	7392					
Young Chicken	04	11088					
Young Chicken	05	38640					
Young Chicken	04	19152					
Young Chicken	03	110880					
Young Chicken	02	57120					
Young Chicken	01	45192					

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).

The screenshot shows the same Poultry Slaughter grid. A tooltip is shown over the remarks icon (notepad) in the 'Remarks' column of the row with Lot Number 02. The tooltip text is:

These are remarks for the condemnation certificate.

Sub-Class	Lot Number	Head Count	Weight Not Reported	Remarks			
Young Chicken	06	6552					
Young Chicken	05	33264					
Young Chicken	04	42840					
Young Chicken	03	110880					
Young Chicken	02	52416					
Young Chicken	01	38808					

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.

Establishment Reporting - Editing Poultry Record

Establishment:

Date: 10/8/2019

Shift: Shift 1

Poultry Records: [3D] Young Chicken (51744 heads)

[Add a New Record](#)

Young Chicken (51744 heads)

Sub-Class*:

Lot Number*:

Head Count:

Weight Reported Weight Not Reported

Live Weight: lbs. Dead on Arrival (Weight): lbs.

Certified Chilled Weight: lbs. Ante-mortem condemned not including DOAs (Weight): lbs.

Certified Frozen Weight: lbs. Post-mortem Condemned Carcass NYD (Weight): lbs.

Dead on Arrival (Head Count): Ante-mortem condemned not including DOAs (Head Count):

Post-mortem Condemned Parts (Weight): lbs.

Post-mortem Carcass Condemnation Details [EDIT](#)

Condemnation Cause	Condemnation Count
No records to display.	

Remarks for Condemnation Certificate

[Add a New Record](#)

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).

Establishment Reporting

Establishment:

Date:

Meat | Poultry | All
Shift 1 | [Shift 2](#)

Poultry

Add Slaughter Record Refresh

	Sub-Class	Lot Number	Head Count	Weight Not Reported	Remarks			
	Young Chicken	6D	7392					
	Young Chicken	5D	48048					
	Young Chicken	4D	87192					
	Young Chicken	3D	51744					
	Young Chicken	2D	36960					
	Young Chicken	1D	51408					

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 10/08/2019	2. PLANT NO. [REDACTED]	3. CLASS OF POULTRY Young Chicken	4. NO. HEAD IN LOT* 7392	5. LOT NO(S) (As stated by plant management) 6D	
ANTE-MORTEM INSPECTION		CONDEMNED ON ANTE-MORTEM INSPECTION		DEAD ON ARRIVAL	
		6. NO. HEAD * 0	7. WEIGHT * lbs.	8. NO. HEAD * 34	9. WEIGHT * 307.00 lbs.
POST-MORTEM INSPECTION		CONDEMNED ON POST-MORTEM INSPECTION			
		10. CARCASSES (NYD) * 109.00 lbs.	11. PARTS * 65.00 lbs.	12. TOTAL NO. HEAD CONDEMNED/DISPOSED OF ** 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).

Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported
Add Slaughter Record					
Sub-Class*					
Head Count*					
<input checked="" type="radio"/> Weight Reported <input type="radio"/> Weight Not Reported					
Live Weight					
Dressed Weight					
<input type="button" value="Add"/> <input type="button" value="Cancel"/>					

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

Meat		Poultry		Ratite		All		Shift 1		Shift 2	
Ratite											
+ Add Slaughter Record Print Condemnation Certificate Refresh											
	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported					
▶	Ostrich	Inspected	11			<input checked="" type="checkbox"/>					

Figure 53: Ratite Slaughter grid

7.2. Editing a Ratite Slaughter Record

- 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
- Edit any fields (Figure 54).

Meat		Poultry		Ratite		All		Shift 1		Shift 2	
Ratite											
+ Add Slaughter Record Print Condemnation Certificate Refresh											
	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported					
▶	Ostrich	Inspected	11	2101	1892	<input checked="" type="checkbox"/>					
Edit Slaughter Record											
Sub-Class* <input type="text" value="Ostrich"/>											
<input checked="" type="radio"/> Inspected Slaughter <input type="radio"/> Custom Slaughter											
Head Count* <input type="text" value="11"/>											
<input checked="" type="radio"/> Weight Reported <input type="radio"/> Weight Not Reported											
Live Weight <input type="text" value="2101"/> lbs											
Dressed Weight <input type="text" value="1892"/> lbs											
<input type="button" value="Save"/> <input type="button" value="Cancel"/>											

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

- 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).

Meat		Poultry		Ratite		All		Shift 1		Shift 2	
Ratite											
+ Add Slaughter Record Print Condemnation Certificate Refresh											
	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported					
	Ostrich	Inspected	11	2101	1892						

Figure 55: Ratite Slaughter grid

Meat		Poultry		Ratite		All		Shift 1		Shift 2	
Ratite											
+ Add Slaughter Record Print Condemnation Certificate Refresh											
	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported					
	Ostrich	Inspected	11	2101	1892						
+ Add Disposition Record + Add Multiple Disposition Records Print Disposition Records											
Tag Number	Tag Type	Animal ID	Condition	Disposition	Narrative	Labs					
No disposition records to display.											

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.

Meat		Poultry		Ratite		All		Shift 1		Shift 2	
Ratite											
Add Slaughter Record Print Condemnation Certificate Refresh											
Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported						
▼ Ostrich	Inspected	11	2101	1892							
Add Disposition Record Add Multiple Disposition Records Print Disposition Records											
Tag Number	Tag Type	Animal ID	Condition	Disposition	Narrative	Labs					
Z9933220	U.S. Condemned		Dead	Ante-mortem Condemned		0/1 0					

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:

- Number of sample forms submitted to lab.
- Number of sample forms created.
- 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

- On the Establishment Reporting page, if the Ratite Slaughter grid is not visible, select the Ratite tab; otherwise, go to the next step.
- 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.

Tag Number	Tag Type	Animal ID	Condition	Disposition	Narrative	Labs		
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> + Add Disposition Record + Add Multiple Disposition Records Print Disposition Records </div> <div style="padding: 5px;"> <p>Add Multiple Disposition Records</p> <p>Sub-Class* <input checked="" type="radio"/> Ostrich <input type="radio"/> Multiple Sub-Classes Narrative <input style="width: 150px; height: 60px;" type="text"/></p> <p>Tag Type* <input type="text" value="Select a Tag Type"/></p> <p>Tag Number* <input type="text"/></p> <p>No of Records* <input type="text"/></p> <p>Condition <input type="text" value="Select a Condition"/></p> <p>Disposition <input type="text" value="Select a Disposition"/></p> <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p> </div> </div>								

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.

Tag Number	Tag Type	Animal ID	Condition	Disposition	Narrative	Labs																														
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> Add Disposition Record Add Multiple Disposition Records Print Disposition Records </div>																																				
<p>Add Multiple Disposition Records</p> <p>The below records have not been saved yet. Review and update as needed in the grid, then click Add below.</p> <p>Tag Type: U.S. Condemned</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>TagNumber</th> <th>SubClass*</th> <th>Animal ID</th> <th>RFID</th> <th>Condition*</th> <th>Disposition*</th> <th></th> </tr> </thead> <tbody> <tr> <td>Z9933220</td> <td>Ostrich</td> <td></td> <td></td> <td>Dead</td> <td>Ante-mortem Condemned</td> <td></td> </tr> <tr> <td>Z9933221</td> <td>Ostrich</td> <td></td> <td></td> <td>Dead</td> <td>Ante-mortem Condemned</td> <td></td> </tr> <tr> <td>Z9933222</td> <td>Ostrich</td> <td></td> <td></td> <td>Dead</td> <td>Ante-mortem Condemned</td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="button" value="Add"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> </div>									TagNumber	SubClass*	Animal ID	RFID	Condition*	Disposition*		Z9933220	Ostrich			Dead	Ante-mortem Condemned		Z9933221	Ostrich			Dead	Ante-mortem Condemned		Z9933222	Ostrich			Dead	Ante-mortem Condemned	
TagNumber	SubClass*	Animal ID	RFID	Condition*	Disposition*																															
Z9933220	Ostrich			Dead	Ante-mortem Condemned																															
Z9933221	Ostrich			Dead	Ante-mortem Condemned																															
Z9933222	Ostrich			Dead	Ante-mortem Condemned																															

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.

Add Disposition Record
 Add Multiple Disposition Records
 Print Disposition Records

Tag Number	Tag Type	Animal ID	Condition	Disposition	Narrative	Labs
------------	----------	-----------	-----------	-------------	-----------	------

Add Multiple Disposition Records

The below records have not been saved yet. Review and update as needed in the grid, then click **Add** below.

Tag Type: U.S. Condemned

Enter a New Tag Number:

TagNumber	SubClass*	Animal ID	RFID	Condition*	Disposition*	
Z9933220	Ostrich			Dead	Ante-mortem Condemned	
Z9933221	Ostrich			Dead	Ante-mortem Condemned	
Z9933222	Ostrich			Dead	Ante-mortem Condemned	

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).







+ Add Disposition Record + Add Multiple Disposition Records Print Disposition Records								
Tag Number	Tag Type	Animal ID	Condition	Disposition	Narrative	Labs		
Z9933220	U.S. Condemned		Dead	Ante-mortem Condemned		0/0 0		
Z9933221	U.S. Condemned		Dead	Ante-mortem Condemned		0/0 0		
Z9933222	U.S. Condemned		Dead	Ante-mortem Condemned		0/0 0		

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

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

Edit Disposition Record [View Lab Sample Forms Created](#) [Add Lab Sample](#)

Tag Type* U.S. Condemned

Tag Number* Z9933221

Condition*

Disposition*

Animal ID

RFID

Narrative

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.

+ Add Disposition Record + Add Multiple Disposition Records Print Disposition Records								
Tag Number	Tag Type	Animal ID	Condition	Disposition	Narrative	Labs		
Z9933220	U.S. Condemned		Dead	Ante-mortem Condemned		0/0 0		
Z9933221	U.S. Condemned		Dead	Ante-mortem Condemned		0/0 0		
Z9933222	U.S. Condemned		Dead	Ante-mortem Condemned		0/0 0		

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**.

Disposition Report Selection

Please select tags to be displayed on report:

[Select All](#)
 [UnSelect All](#)
 Sort by: Tag Number ▼

<input checked="" type="checkbox"/>	Z9933220	U.S. Condemned	Ostrich	Dead	Ante-mortem Condemned
<input checked="" type="checkbox"/>	Z9933221	U.S. Condemned	Ostrich	Dead	Ante-mortem Condemned
<input checked="" type="checkbox"/>	Z9933222	U.S. Condemned	Ostrich	Dead	Ante-mortem Condemned

View/Print Disposition Report
Cancel

Figure 66: Disposition Report Selection popup

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

<p align="center">U.S. DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE RECORDS OF ANTE-MORTEM AND POST-MORTEM DISPOSITIONS</p>					
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).

Meat		Poultry		Ratite		All		Shift 1 Shift 2	
Ratite									
+ Add Slaughter Record		Print Condemnation Certificate		Refresh					
	Sub-Class	Type	Head Count	Live Weight (lbs)	Dressed Weight (lbs)	Weight Not Reported			
▶	Rhea	Inspected	23			✓			
▶	Emu	Inspected	56			✓			
▶	Ostrich	Inspected	11	2101	1892				

Figure 68: Ratite Slaughter grid

- 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).

Please select tags to be displayed on report:				
Select All	UnSelect All			
<input checked="" type="checkbox"/>	Z9933220	Ostrich	Dead	Ante-mortem Condemned
<input checked="" type="checkbox"/>	Z9933221	Ostrich	Dead	Ante-mortem Condemned
<input checked="" type="checkbox"/>	Z9933222	Ostrich	Dead	Ante-mortem Condemned
<input checked="" type="checkbox"/>	Z9944337	Emu	Tuberculosis	Post-mortem Condemned

View/Print Individual Report View/Print Consolidated Report Cancel

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

- 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.

Condemnation Report Parameter Selection

Please select tags to be displayed on report:
[Select All](#) [UnSelect All](#)

<input checked="" type="checkbox"/>	Z9933220	Ostrich	Dead	Ante-mortem Condemned
<input checked="" type="checkbox"/>	Z9933221	Ostrich	Dead	Ante-mortem Condemned
<input checked="" type="checkbox"/>	Z9933222	Ostrich	Dead	Ante-mortem Condemned

View/Print Individual Report View/Print Consolidated Report Cancel

Figure 70: Condemnation Report Parameter Selection

- Select or deselect the desired records.
- 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**

MP 2520749

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

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

- 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
<p>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.</p> <p>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.</p>				
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	
<p>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.</p>			SIGNATURE OF OFFICER IN CHARGE	DATE
<p>FSIS FORM 6000-13 (2/5/1999)</p>			<p>REPLACES FSIS FORM 6000-13 (7/90), WHICH MAY BE USED UNTIL EXHAUSTED</p>	
ORIGINAL TO ESTABLISHMENT				

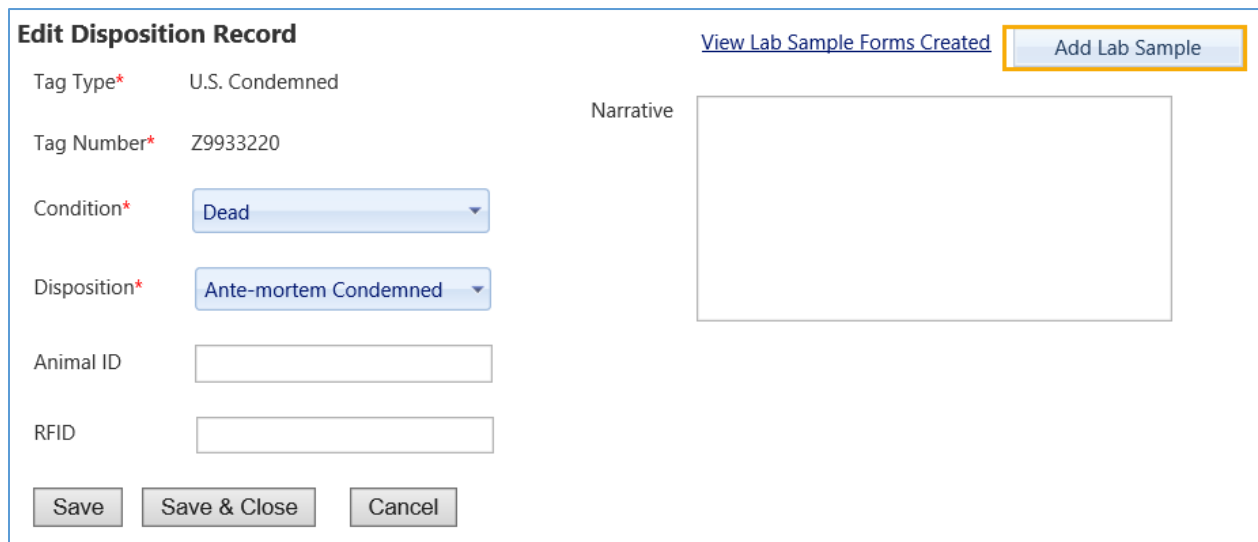
Figure 72: Ratite Consolidated Condemnation Report

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**.



The screenshot shows the 'Edit Disposition Record' panel. On the left, there are several fields: 'Tag Type*' with the value 'U.S. Condemned', 'Tag Number*' with 'Z9933220', 'Condition*' with a dropdown menu showing 'Dead', and 'Disposition*' with a dropdown menu showing 'Ante-mortem Condemned'. Below these are empty input fields for 'Animal ID' and 'RFID'. At the bottom left are three buttons: 'Save', 'Save & Close', and 'Cancel'. On the right side, there is a 'Narrative' label above a large empty text area. In the top right corner, there is a link 'View Lab Sample Forms Created' and a button 'Add Lab Sample' which is highlighted with a yellow border.

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

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

Sample Management - ADR Sample Collection

Generate a Sample Form

Establishment* : [Pre-populated]

Project Code* : Select One

* = Required

Generate a Sample Form Return To ADR

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

- 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.

Sample Management - ADR Sample Collection

Generate a Sample Form

Establishment* : [Pre-populated]

Project Code* : CG_RES_EL

Analyses* :

- Arsenicals (Liver, Muscle)
- Avermectins (Liver, Muscle)
- Aminoglycosides (Muscle, Liver, Kidney)
- MRM – Multi-Residue Method (Muscle, Liver, Kidney)

Select Sample* : Animal

Select Category B* : Animal-Ratite

Select Category C* : Animal-Ratite-Ostrich

* = Required

Generate a Sample Form Return To ADR

Figure 75: Generate a Sample Form tab with Project Code

- 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.

Sample Management - ADR Sample Collection

[Print Form](#)

Generate a Sample Form
Sample Collection Data
Additional Info

Sample Form:	102326682	Collection Range:	Start Date: 11/18/2019
Project:	CG_RES_EL		End Date: 11/23/2019
Analyses:	Avermectina (Liver, Muscle) Aminoglycosides (Muscle, Liver, Kidney)	Establishment:	
Tissue:		Sample Status:	Open

Collection Information

Date Collected*:	11/18/2019	Arrive at Lab Date:																																																									
Parcel Pickup Date*:	11/18/2019	Lab Capacity:																																																									
Phone #:	(910) 843-5942	<table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <thead> <tr> <th colspan="7">November 2019</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td style="background-color: #ADD8E6;">19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> </tbody> </table>		November 2019							S	M	T	W	T	F	S	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
November 2019																																																											
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24	25	26	27	28	29	30																																																					
1	2	3	4	5	6	7																																																					
Select Sample:	Animal-Rattite-Ostrich																																																										
Laboratory:	Not scheduled yet																																																										

[Schedule](#)

Animal Information

Slaughter Date*:	11/18/2019	RVIS Case #:	
Tag #:		In-Plant Test #:	N/A
Animal Status*:	<input type="radio"/> Retained (by USDA) <input type="radio"/> Condemned (by USDA) <input type="radio"/> Passed and Held (by establishment) <input type="radio"/> Passed and Discarded (by establishment) <input type="radio"/> Passed and Shipped (by establishment) <input type="radio"/> Retained (USDA) and Discarded (by establishment)		
Herd/Flock Owner*:			
<input type="checkbox"/> Foreign Address			
Address*:			
City*:		State*:	NC
		Postal Code*:	

Remarks

* = Required

Save & Continue
Submit to Lab
Return To ADR

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.

The screenshot shows the PHIS web application interface. At the top, there is a navigation bar with links for Home, About PHIS, My Profile, Help, and Sign Out. Below this, a breadcrumb trail reads 'You are here: Home > Sample Management > Check Lab Availability'. The main content area has a title 'Check Lab Availability' in a blue header. Below the title, a green checkmark icon is followed by the text 'Slots are available for this date'. Underneath, there are two input fields: 'Date' with the value '4/8/2018' and a calendar icon, and 'Project Code' with a dropdown menu showing 'CG_RES_WL'. To the right of the Project Code dropdown is a button labeled 'Check Lab Capacity'. On the left side of the page, there is a vertical navigation menu with various options, including 'Check Lab Availability' which is highlighted in blue.

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**.

Sample Management - ADR Sample Collection

[Print Form](#)

Generate a Sample Form
Sample Collection Data
Additional Info

Sample Form: 102326682

Project: CG_RES_EL

Analysis: Avermectins (Liver, Muscle)
Aminoglycosides (Muscle, Liver, Kidney)

Tissue:

Collection Range

Start Date: 11/18/2019

End Date: 11/23/2019

Establishment:

Sample Status: Scheduled

Collection Information

Date Collected*:

Parcel Pickup Date*:

Phone #:

Select Sample: Animal-Ratite-Ostrich
Eastern Laboratory
Russell Research Ctr.,
950 College Station Rd.
Athens, GA 30605

Arrive at Lab Date: 11/19/2019

Lab Capacity:

November 2019						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Animal Information

Slaughter Date*:

Tag #:

Animal Status*: Retained (by USDA)
 Confiscated (by USDA)

RVIS Case #:

In-Plant Test #: N/A

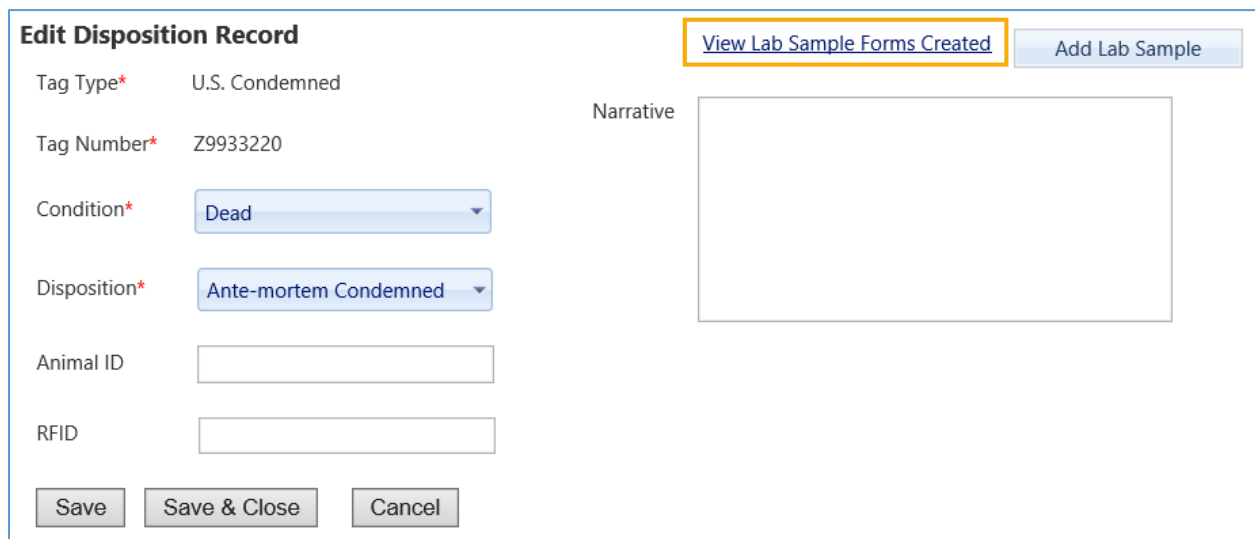
Figure 78: Reschedule and Cancel Scheduled links

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.

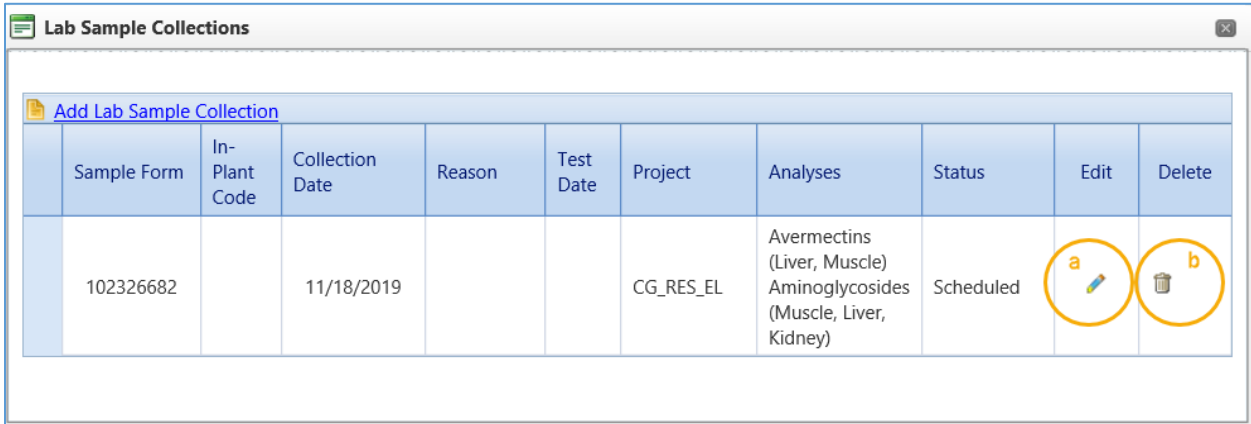
1. Navigate to an Edit Disposition Record panel that contains at least one lab sample form.
2. Select the **View Lab Sample Forms Created** link (Figure 79: Edit Disposition Record panel with View Lab Sample Forms Created link).



The screenshot shows the 'Edit Disposition Record' panel. On the right side, there is a link labeled 'View Lab Sample Forms Created' which is highlighted with an orange border. To its right is a button labeled 'Add Lab Sample'. Below these are several form fields: 'Tag Type*' with the value 'U.S. Condemned', 'Tag Number*' with the value 'Z9933220', 'Condition*' with a dropdown menu showing 'Dead', 'Disposition*' with a dropdown menu showing 'Ante-mortem Condemned', 'Animal ID' with an empty text box, and 'RFID' with an empty text box. At the bottom left, there are three buttons: 'Save', 'Save & Close', and 'Cancel'. A 'Narrative' label is positioned to the left of a large empty text area.

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).



The screenshot shows a window titled "Lab Sample Collections" with a table of data. The table has columns for Sample Form, In-Plant Code, Collection Date, Reason, Test Date, Project, Analyses, Status, Edit, and Delete. The first row contains the following data: Sample Form: 102326682, In-Plant Code: (empty), Collection Date: 11/18/2019, Reason: (empty), Test Date: (empty), Project: CG_RES_EL, Analyses: Avermectins (Liver, Muscle) and Aminoglycosides (Muscle, Liver, Kidney), Status: Scheduled, Edit: (pencil icon), Delete: (trash icon). The Edit and Delete icons are circled in yellow and labeled 'a' and 'b' respectively.



Sample Form	In-Plant Code	Collection Date	Reason	Test Date	Project	Analyses	Status	Edit	Delete
102326682		11/18/2019			CG_RES_EL	Avermectins (Liver, Muscle) Aminoglycosides (Muscle, Liver, Kidney)	Scheduled		

Figure 80: Lab Sample Collections for Ratite Disposition records