

Serial Spec Sheets (formerly known as Mocks)

Background

Prior to using LSRTIS for serial release, “mocks” were prepared by Specialists and used by the BCAs to review the testing information submitted on the APHIS Form 2008 (Form 2008). The mocks were very similar in format and information to the Form 2008. If the information on the Form 2008 did not match the “mock”, the Form 2008 was sent to the Specialist for review. If the information on the Form 2008 matched the “mock”, the serial was entered into the system for further processing.

In October 2010, with the implementation of LSRTIS, test systems were introduced. One use of the test system was to review the testing information submitted on the Form 2008. The format and information did not easily translate to the information submitted on the Form 2008, making the BCA review more difficult.

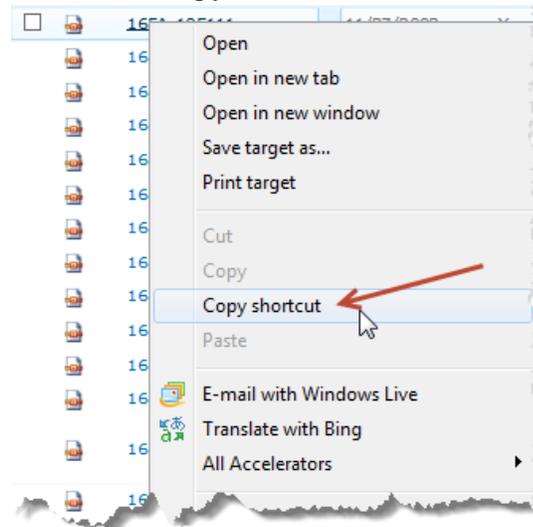
In August 2014, LSRTIS 2014 was implemented and provided an opportunity to institute a best practice in the form of Serial Spec (specification) Sheets. These will be created in Word, saved on the [REDACTED], and attached to the product license in LSRTIS.

Prepare Serial Spec Sheets

1. Previously used “mocks” can be found on [REDACTED] in the mock folder. If the “mock” is not there, you will need to prepare a new Serial Spec Sheet using a current mock. Reminder; .rtf (rich text format) will not attach to the product licenses in LSRTIS. Also, Word documents saved as .doc will not function as expected.
2. Serial Spec Sheets are Word documents saved as .docx. Use Veterinary Services Memorandum 800.53 as a guide on how to fill out this document. Differences include the following:
 - a. Block 6 – expiration date should be expressed in months (for example, 18 months)
 - b. Block 7 – the serial number should be listed as SSS (Serial Spec Sheet)
 - c. Block 9 – Macros have been developed for standard 9 CFR testing and should be used to provide consistency for test data. See Step 3 for use of Macros.
 - d. Link OP SharePoint page to the Serial Spec Sheet between Block 9 and Block 17
 - i. Find the OP in the File Room SharePoint site
 - ii. Right-click on the link to the OP

Serial Spec Sheets (formerly known as Mocks)

iii. Select “Copy Shortcut” from the menu



iii. Paste it on the spec sheet

e. Block 17 – name of the Specialist who prepared the Serial Spec Sheet

f. Block 19 – date of preparation

3. Use of Macros

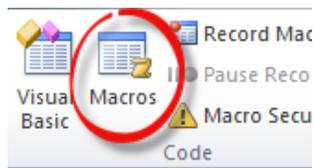
a. Place the cursor in the row of the Test Reference column where you want the test information to go

TEST REFERENCE	TEST DATES		RESULTS	INSERT CODE
	STARTED	CONCLUDED		
026-ST1 (113.26.a)	14	DAYS	FTM 30-35 C: 10/10 OR 20/20 NO GROWTH	S
026-ST1 (113.26.a)	14	DAYS	FTM 20-25 C: 10/10 OR 20/20 NO GROWTH	S

b. Go to the “Developer” tab at the top of the window (If you don’t see this tab, contact Amber Peterson or Jeanette Watson.)

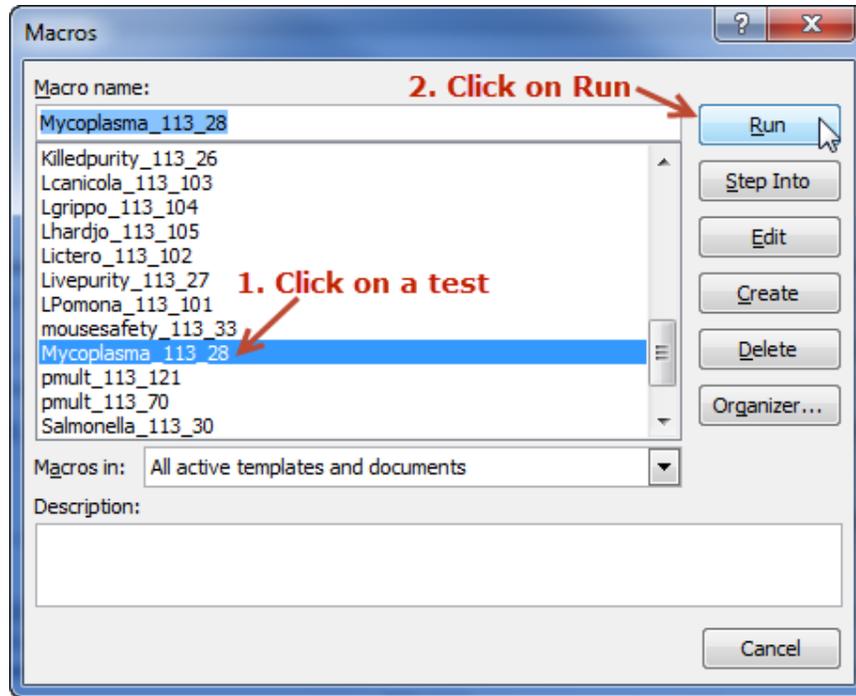


c. Click on the “Macros” icon

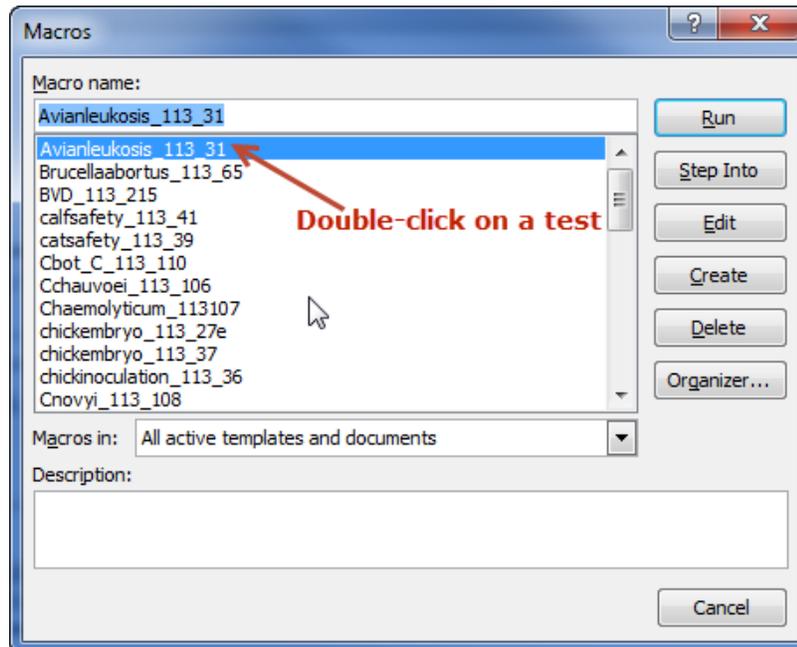


Serial Spec Sheets (formerly known as Mocks)

- d. There are two ways to enter the test data in the table:
- i. Select the test you want to enter from the list and then click on the “Run” button



- ii. Double-click on the test in the list that you want to enter

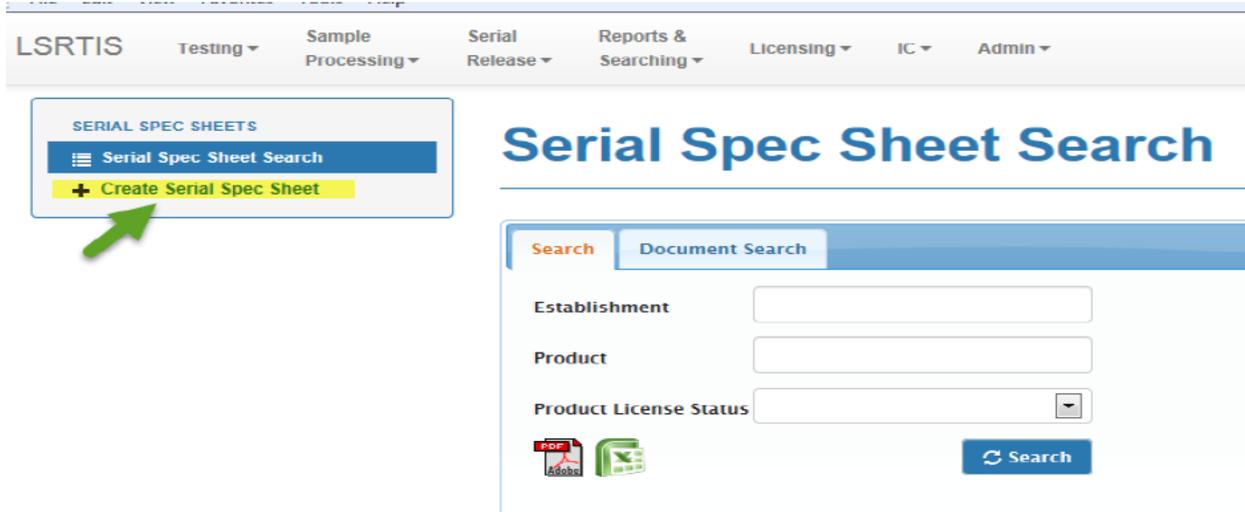


Serial Spec Sheets (formerly known as Mocks)

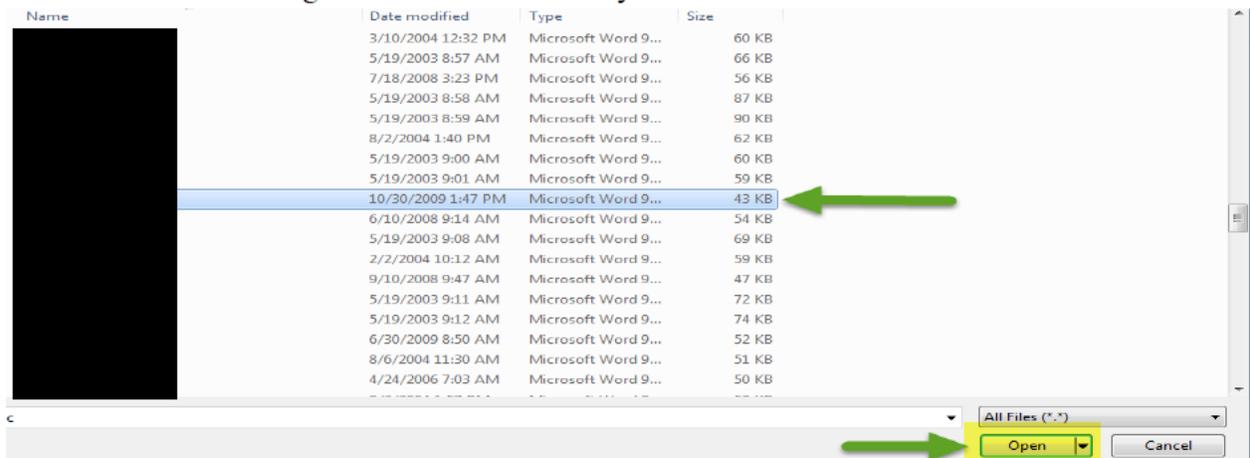
- e. Test data will be entered into the table automatically
4. Save Serial Spec Sheet on the [REDACTED] in the folder entitled "[REDACTED]". There will be a [REDACTED]. Save the Serial Spec Sheet in the following format:
product code _YYMMDD.docx

Initial Attachment of Serial Spec Sheet in LSRTIS

1. LSRTIS – Serial Release – Serial Spec Sheet
2. Click on Create Serial Spec Sheet



3. Enter Establishment and Product
4. Browse for correct Serial Spec Sheet to attach – similar to how documents are currently attached in the Mail Log. PLEASE NOTE – only attach Word documents saved as .docx.

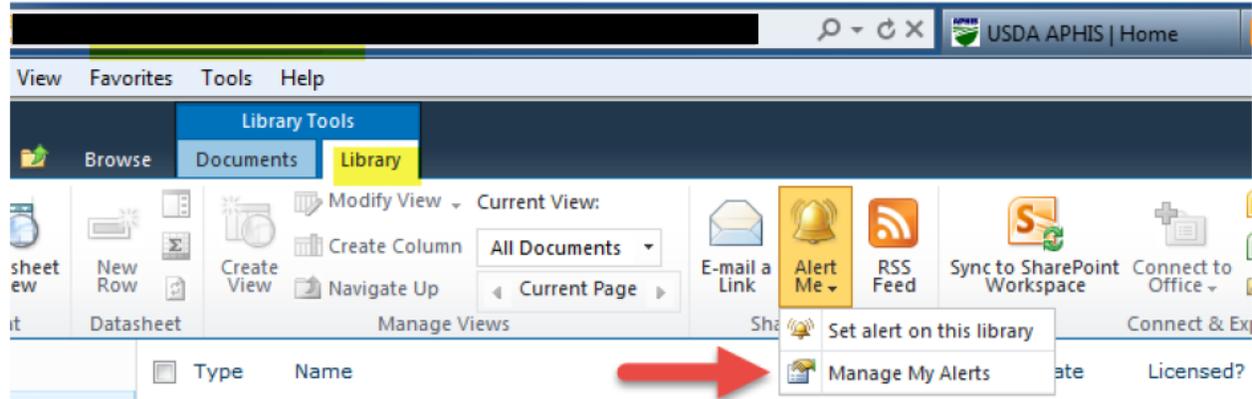


Serial Spec Sheets (formerly known as Mocks)

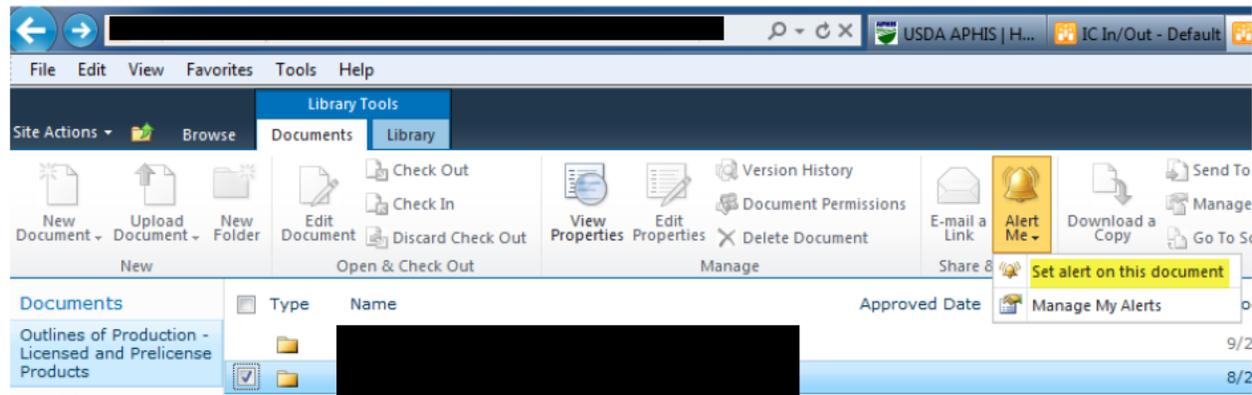
5. Click on Create

Changes to Serial Spec Sheet

Specialist must set up an alert to the OP SharePoint page that will notify them when a new OP or SO has been scanned and uploaded.



See what documents you have alerts for. If you need to add alerts, click in the documents needed (i.e., Outlines of Production ...), click on Alert Me – Set Alert on this document. Then fill out the information on the notification screen that comes up. You need to set up individual alerts.



There are two ways to change the serial spec sheet in LSRTIS:

1. Go to [redacted] and update Serial Spec Sheet, no matter which way the Serial Spec is updated in LSRTIS.

Serial Spec Sheets (formerly known as Mocks)

2. Reattach to LSRTIS: LSRTIS – Serial Release – Serial Spec Sheet
 - a. Search for record by Establishment and Product
 - b. Select Update Sheet

Establishment	Product	License Status			
			Show Serial Spec Sheet	Update Sheet	Show Product License
			Show Serial Spec Sheet	Show Product License	
Establishment	Product	License Status			

- c. Browse – similar to how documents are currently attached in the Mail Log. Choose the correct document and then click Open. Once the correct document has been selected, click on Update.

Establishment	Product	Product True Name	Status	Current Issue Date	License Expiration Date
			Active	07/28/2003	

Serial Spec Sheet *

Browse...

3. Go to LSRTIS –Licensing – Product License
 - a. Search on Est Number and Product Code
 - b. Click on Show
 - c. Serial Spec Sheet – click on show and open the document
 - d. Make change and save to (remember to change the date of preparation in the format nomenclature)