

## Redaction Process for Inspection and Compliance Documents Posted to the CVB Website – Inspection and Compliance Manual

This document outlines the redaction process for Inspection and Compliance (IC) documents posted to the CVB Website in the Inspection and Compliance Manual. This process applies to IC documents managed by CVB Quality Management (QM).

After the document has been released in the CVB Quality Management (QM) system, the QM Program Assistant:

1. Under the appropriate section(s), links the document in the IC Manual located on the CVB QM SharePoint site. (The document author decides under which section(s) the document is to be linked.)
2. Enters the IC Manual section number in the QMS Document Tracking Spreadsheet (located on the CVB QM SharePoint site) under the “Website” column.
3. If IC Management requests that a document **not** be posted to the CVB Website, note that in the QMS Document Tracking Spreadsheet under the “Website” column. **Note:** IC templates are not posted on the CVB Website.

*The QM Program Assistant enters the document into the LSRTIS Mail Log under Create Mail Item for forwarding to the IC Director:*

### 1. Create Mail Item:

- a. Select Category: IC
- b. Establishment: NA
- c. Date Submitted: current date
- d. Date Received: current date
- e. Submission Type: Internal Projects – IC
- f. Submission Subtype: QM Document, click “Add”
- g. Brief Description: redaction requested for posting to CVB Website, IC Manual, document number(s), and section(s).  
Note: If you are requesting that multiple documents be redacted, you can include them all in one request.
- h. Click “Create”

**Create Mail Item**

Select Category  IC

Establishment

Product

VBI Number

Date Submitted

Date Received

Submission Type

Submission Subtypes   • QM Document ✕

Regulatory Action Source

9CFR Violations   - OR -

Tags

Brief Description

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### 2. Create attachment in LSRTIS

(Upload the document(s) that are to be redacted)

- Select file to upload (PDF of the document)
- Type: IC Manual
- Comments: for redaction or can leave blank
- Click on “Save and Add another Document” or “Save and Return to Item Record”

MailLog #	Establishment	Product Code	Brief Description	Type	Date Submitted
182620	NA		Please redact ICWI0063.02 for posting to CVB Website in IC Manual, Section 18.5	Internal Projects - IC	November 02, 2016

Mail Item 182,620 created

Select File Location:  Uploaded File  Hard Copy

Select File to Upload: K:\QA\QM Section\Documents\WIs\IC\ICWI0063.02.pdf [Browse...]

Type: IC Manual

Tags: [Add]

Comments: for redaction

[Save and Add Another Document] [Save and Return to Item Record] [Cancel]

### 3. Move Item Forward (to IC Director)

- Director’s Review/Approval
- Assigned Individual  
-Karli, Steven
- Click on “Move Item”

MailLog #	Establishment	Type	Queue Entry Date	Reason
182620	NA	Internal Projects - IC	November 2, 2016 7:27 AM	Initial Entry - IC

Director's Review/Approval: [Dropdown]

Routing Comment: [Text Area]

Assigned Individual(s):  
 Coyle, Daniel  
 Karli, Steven  
 Schnurr, Renee

[Move Item]

- The document is reviewed and redacted by the IC Director who then forwards the redacted document through the LSRTIS Mail Log to the QM Program Assistant.

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5. Upon receipt of the redacted document, the QM Program Assistant saves the document to the QMS Electronic Document file located on the local network drive, [REDACTED]. The redacted document is identified as: document alphanumeric redacted (example: ICWI0048.01 redacted).
6. If the document has not been previously posted on the CVB Website, **PIMSFRM1108**, *Document Publication Form*, must be completed prior to initiating a Website Change Request through the LSRTIS Mail Log. (If the document is already posted on the website, the form does not need to be completed again).
7. Following the process outlined in **PIMSSOP0006**, *Initiating and Processing CVB Website Change Requests*, the QM Program Assistant initiates the Website Change Request for posting of the redacted document to the CVB Website.
8. After verifying the document has been posted to the CVB Website, the QM Program Assistant moves the Mail Log item forward:
  - a) Move Forward
  - b) Workflow completed – No records management
9. The hard copy of the **PIMSFRM1108** is filed in the document's folder located in the Master Document Files.