

CVB-IC Mail/Filing

1. If mailing envelopes are prepared for a firm for the following morning, place the envelope on the work island in the BCA area.
2. After the PC has signed off on and electronically pushed all eligible 2008s, the released serials will be given to the Lead BCA to verify release status and to do a quality control check on.
 - Run “**Test Signed + Audited APHIS Form 2008s**” from “**View Reports**” in LSRTIS II.
 - Select the current day. Do not select a specific firm. It will run all firms/serials that were released for the day.
 - The Lead BCA or their designee will verify and initial off on the list of releases and return the 2008s to the appropriate BCA to prepare for mailing.
 - After the mail check, this list will be filed in the Release folder in the appropriate Month/Year Releases binder (i.e., March 2011 Releases).
3. Processed 2008s to go in pending drawer to wait mailing via USPS on Wednesdays of each week.
 - After receiving 2008s back from QA, print off Action Sheets for each firm.
 - Each BCA will separate their 2008s.
 - The 2008 with the firm’s original signature is retained by CVB.
 - The 2008 with the photocopied signature is returned to the firm for their records.
 - Check off behind each serial to make sure the Action Sheet and 2008s match. Clip each Action Sheet and 2008s together with a binder clip.
 - File the clipped Action Sheets and 2008s in the top file drawer of file cabinet outside the BCA area by firm in hanging file folders.
 - Place the IC copy of the 2008s in the “2008” Box for filing.
4. On Wednesdays of each week, the BCAs will pull their firm’s Action Sheets and 2008s from the file cabinet and get envelopes ready for each firm to send back USPS.
 - The 2008s will be placed into each envelope and the Action Sheet will be attached to that envelope. No more than 75 sheets should be put in one large envelope for a firm.
 - The BCA or other designee will then check the 2008s, seal the envelope, initial off, and put date mailed and then the date on each Action Sheet, i.e. lre date mailed 7/29/13. [No BCA can check their own mail.]
 - Action Sheets should then be given back to the BCA for their firms so they can be filed in the BCA pending serial drawers in the 2008 Pending Files under the appropriate Establishment number. Action Sheets are retained in the 2008 Pending Files for at least 3 months. After this time, the Action Sheets are archived.
 - The sealed envelopes for the 2008s will be put in the CVB-IC cart and taken down to the mailroom at 2:00 p.m. each Wednesday.

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5. Certificates of Licensing and Inspection prepared by the IC-BOA will be verified prior to being returned to the firms by the person responsible for mail that day.

6. If a BCA is assigned to check mail for that day, they will give their mail to another BCA or designee to double check.

7. All correspondence will be double checked **prior** to being sent back to a firm.

- Yellows are initialed off on by the legend line by the individual checking the envelope prior to it being sent to the firm.

8. **ALL** mail will be double checked prior to it being sent to the firm! At **NO** time will envelope(s) be sent to a firm without being checked.

9. The 2008s for the current year and the past 2 years are kept in the current files located in the File Room. Each product has 3 Test Report folders (A, B, and C) in the File Room. The 2008s released during the current calendar year are filed in Folder "A." Folders "B" and "C" contain 2008s from previous years. The 2008s are retained for a total of 7 years.

10. There are certain 2008s (this is not an all-inclusive list) that the BCAs are responsible for pulling and attaching to previously released 2008s in the File Room:

- File For Information
- Extension of Dating
- Expiration Date Correction
- Inventory Corrections

11. The original 2008 will be located in File Room. The most recently released 2008 will be stapled on top of the original released 2008 and moved forward into the appropriate folder.