

## Process for Email Address for Electronic Notification of Serial Release

CVB Notice 13-11 allows firms to submit an email address in order to receive daily notifications, if applicable, regarding the marketing authority for serials submitted to CVB.

1. Create Mail Item for incoming letter with email address in Mail Log
  - a. Submission Type – General Correspondence (IC)
  - b. Tags – Add Email Verification
2. Move forward in ML to BCA responsible for the firm under Review (BCA) –

The BCA for the firm will use the email listed in letter and send the following message to the firm, with a cc: to the Specialist for the firm.

We are responding to your letter dated [mm/dd/year] verifying the email address you supplied for notification of release of biological products as noted in CVB Notice 13-11. Please reply to this email within 2 business days to serve as verification that your email address is viable.

Note – for those firms participating in the pilot project from August 26-September 20, 2013, add the following information:

Once this verification information is received, we will include your firm in the pilot project on the following Monday. You will receive daily email notifications, if applicable, regarding the release status of the APHIS Form 2008s submitted to CVB.

3. When the firm responds to the email, convert email response to Adobe PDF.
  - a. Open email
  - b. Go to Adobe PDF tab
  - c. Double Click on Convert to Adobe PDF
  - d. Save as Est.pdf in [REDACTED]
  - e. Print copy, attach to incoming letter and place in purple folder
4. Attach email to ML item
  - a. Documents
  - b. Create New Document Record
  - c. Upload email pdf
  - d. Document Type – Information – Description
  - e. Document Comment – “Verification of Email Address”
5. Move forward in ML to Specialist for the firm or if they are not available, SL – Inspection. (For the pilot project, all folders will come through the SL – Inspection). [This function may be move to Product Specialist once hired.]
6. Specialist/Section Leader/Product Specialist will review and initial off on the firm’s incoming letter and moves ML forward to Finalization (IC), to the responsible BCA.

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7. After releases are done for the day, the BCA for the firm will enter the email address into the LSRTIS production.
  - a. Open Serial Release Action Sheet – in LSRTIS III
  - b. Click on XXXXXXXXXX
  - c. Enter Establishment Number and click on Search
  - d. Enter firm email in field “Email” and click on Save Changes  
The email field should turn green if the format of the email is correct
  - e. On incoming letter, bottom right, document “Email Address Entered”, initial and date
  
8. Provide purple folder to Lynn Ennis. If Lynn Ennis is not available, provide to Becky Rasmussen. They will validate the entry of the email in LSRTIS (on the same day it is entered or before 10:00 am the following day).
  - a. Open Serial Release Action Sheet – in LSRTIS III
  - b. Click on Firm Email Management
  - c. Enter Establishment Number and click on Search
  - d. Verify the email entered matches the email in the letter
  - e. On the incoming letter, bottom right, document “Verified email address in LSRTIS is correct”, initial and date
  - f. Return purple folder to BCA responsible for firm
  
9. Once email is entered and verified, ML can be moved forward to Records Management for filing in General Correspondence.