



December 10, 2001

**United States
Department of
Agriculture**

CENTER FOR VETERINARY BIOLOGICS NOTICE NO. 01-15

Marketing and
Regulatory
Programs

Subject: Identification of Electronic Storage Media Submitted to the Center for
Veterinary Biologics

Animal and Plant
Health Inspection
Service

To: Biologics Licensees, Permittees, and Applicants
Directors, Center for Veterinary Biologics

Veterinary Services

Center for Veterinary
Biologics
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510 South 17th Street
Ames, IA 50010
(515) 232-5785
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I. PURPOSE

The purpose of this notice is to clarify the policy of the Center for Veterinary Biologics (CVB) regarding the proper identification of electronic storage media (e.g., floppy disks, CD-ROMs) that are submitted to CVB.

II. POLICY

A. Affix a label to, or write directly on (as appropriate), the storage media and any packaging (protective envelopes or cases).

B. Identify each component with the following:

1. Establishment Number
2. Applicable Product Code(s)
3. Title of Report(s)
4. Date of Submission

Compliance with this policy ensures that electronic media that become separated from the remainder of the submission can be returned to the appropriate file. Failure to comply with these guidelines may result in processing delays. The CVB may return improperly labeled submissions unprocessed.

/s/ Richard E. Hill, Jr.

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