



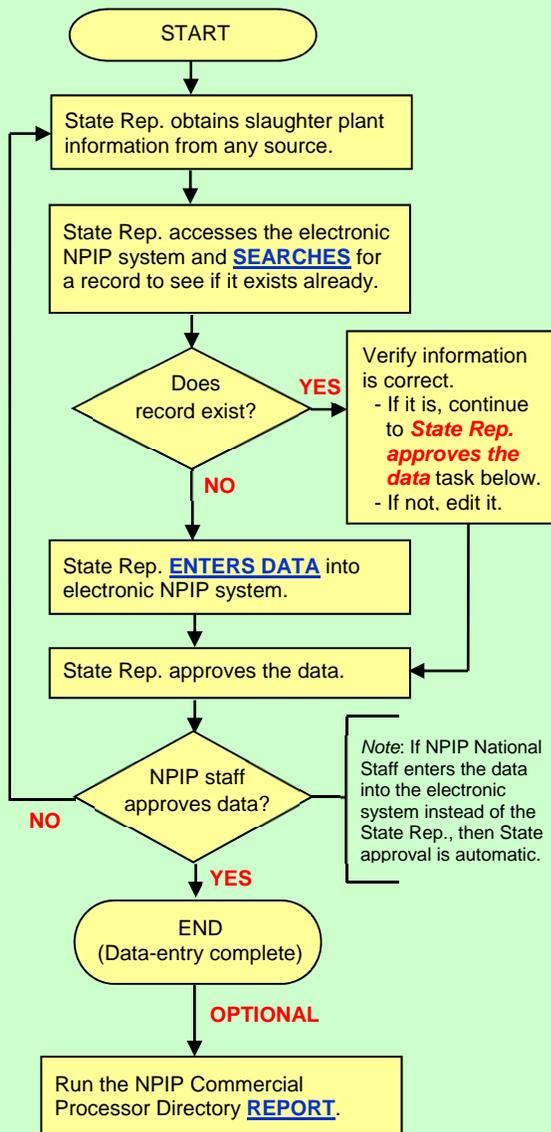
National Poultry Improvement Plan (NPIP)

NPIP Online Application Instructions for Commercial Processor Information

Helpful Tips Section

- **Help Desk Phone #** (877) 944-8457 Option 3
- **Help Desk Email Address:** atac@aphis.usda.gov
- **URL** <https://npip.aphis.usda.gov/npip/Login.do>
- **Assumptions:** You have a user name, password, and role set up in order to access the application.
- **Pop-up Blockers:** Before logging into the VS NPIP application, turn off/disable your web browser's pop-up blocker function.
- **Required fields:** You must enter information into the fields next to text with a red-colored asterisk (*).
- **Warning!**
Do not click on **X** (top-right corner of browser) to get to the previous screen; use the browser **Back** button .
- **Scope:** This document provides instructions for NPIP National staff and State Representatives to perform the following tasks in the NPIP electronic system:
 - Search for data
 - Enter data
 - Run the Commercial Processors Directory Report

Process Flow



Initial Setup (one-time only)

Obtain the following by contacting the APHIS Technical Assistance Center (ATAC). *Note: Enter VS IT Systems in the Subject line if you are requesting via email.*

- User name
- Password
- Role (Request the *NPIP* role if you are on the NPIP National Staff. Request the *State Representative* role if you are a State Rep.)

Action #1: Preliminary Steps

A URL FOR ELECTRONIC NPIP SYSTEM

Go to <https://npip.aphis.usda.gov/npip/Login.do>

B WARNING

1. Read the warning displayed on the screen.
2. Click **I Agree** to proceed.

C LOGIN

1. Enter your **User Name** and **Password** (see your ATAC email).
2. Click **Login**.

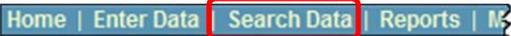
D FEATURES ON HOME PAGE

- **Menu bar actions** are displayed (*Home, Enter Data, Search Data, Reports, Change Password, Logout, etc.*).
- **Links to approve or reject** information may be available in your Inbox.
 - a. Click **Approve/Reject Slaughter Plant Registration**.
 - b. In the View Report section, do one of the following:
 - To approve all registration records shown, click .
 - To approve or reject specific registration records, select their **Approve** or **Reject** buttons. Then click .

Action #1: Preliminary Steps

- Alerts, if any have been issued, can also be viewed.
 - Click **View My Alerts**.
 - On the View Alerts Page, open any alert records.
 - To remove an alert from NPIP, select it and click .
 - After viewing all alerts, click .

Action #2: Search For Record

- In the Menu Bar, click *Search Data*.

- In the list of links, click **Slaughter Plant Registration**.
- Under *Search Criteria*, check the **Slaughter Plant** button.
- In the *Search Criteria Details* section, enter any known information about the plant whose record you want:
 - States** – Possible locations of the slaughter plant. (To select multiple States, press the CTRL key while highlighting each choice.)
 - State Status** – Type of State-level approval granted to this plant.
 - NPIP Status** – Type of NPIP-level approval granted.
 - Submitter First Name / Last Name** – Person who created this plant's electronic registration record.
 - Submitted Date Range / To** – First and last dates of a time period when this plant's record was entered into the electronic NPIP system.
 - Approved Date Range / To** – First and last dates of a time period when this plant's record was granted either State or NPIP-level approval.
- Click .
- A results table of plant records that matched your search criteria displays.

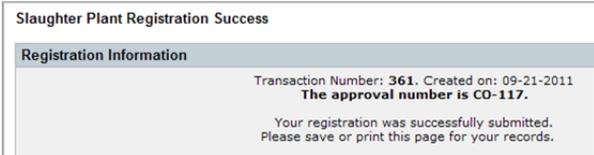
Tx ID	State	Submit Date	Submitted By	State
341	CO	08/22/2011	Heather Slane	State Approv 08/22/2011
342	CO	08/22/2011	Heather Slane	State Approv 08/22/2011
343	CO	08/23/2011	Troy Munn	State Approv 08/23/2011

Note: If this list is longer than one screen, use the 1 2 navigation links to move within the list.

- To view, edit, or delete a plant' record:
 - Click **Edit** in its Action column. (If you are NPIP staff, you can click **Delete** instead to remove this record from the NPIP system.)
 - The record displays. Edit it, as needed.
 - Click **Submit**.
 - A Slaughter Plant Registration Success Page displays.
 - If desired, use the web browser's commands to save or print this page.

Action #3: Enter Data

- In the Menu Bar, click *Enter Data*.

- In the list of links, click **Processing Plant Registration**.
- Fill out the *Processing Plant* section:
 - Approval No** – (Only NPIP staff can enter this value) – NPIP Approval Number assigned to the plant. First complete the ***State** field. Then click to auto-fill this field. You can change this value.
 - State Approval Date** – Date this plant record was granted State approval. Defaults to today's date.
 - State Approval Status** – Current State-level status granted to the plant.
 - NPIP Approval Date** – Date this plant record was granted NPIP approval.
 - NPIP Approval Status** – Current NPIP-level status of the plant.
 - Affiliate with** – Name of the Integrator.
 - *Name** – Business name of the plant.
 - *POC First Name / Last Name** – Name of a Point-of-Contact person for the plant.
 - *Address, *City, *State, *Zip** – Location of the plant.
 - Phone, Fax, E-mail** – Contact details for the plant.
 - *Submit Date** – Date the plant's registration record was entered into the electronic NPIP system.
 - Submitted By *First Name / *Last Name** – Person who created this plant's electronic registration record.
 - *Subpart** – The plant's food product/facility details.
 - *Type** – Type of processing plant.
 - *Enter at least one** – Identification number(s) for the plant. (Note: FSIS=Food Safety & Inspection Service.)
- Click (or to return to the previous screen).
- A Slaughter Plant Registration Success Page displays.


Slaughter Plant Registration Success

Registration Information

Transaction Number: 361. Created on: 09-21-2011
The approval number is CO-117.

Your registration was successfully submitted.
Please save or print this page for your records.
- If desired, use the web browser's commands to save or print this page.
- When done, click .

Action #4 – Run Report

1. In the Menu Bar, click *Reports*.



2. In the list of links, click **Commercial Processors Directory Report**.
3. In the *Commercial Processor Report Criteria* section, enter any known information:
 - **State** – State where the plants are located.
 - **Plant Type** – The plants' processing type.
 - **Participant Type** – The plants' business type.
 - **Subpart** – The plants' food product/facility details.
 - ***Display Format** – Output format of the directory report.
4. Click **Run Report**.
5. Your report will be formatted in either PDF or Excel:
 - A PDF report displays in the NPIP system's window.

COMMERCIAL PROCESSORS		
APP. NO.	SUBPART	PARTICIPANTS NAME AND ADDRESS
MEAT-TYPE TURKEY SLAUGHTER PLANTS		
84 - COLORADO		
361	6D	Treby Plant, 1010 Anystreet, Anycity 80526 Phone: 970-000-7777
363	6D	Marvin Plant, 1155 Thislane, Thiscity 80526 Phone: 970-777-0022

- Optional* - Use the web browser's commands to print or save this report.
- To return to the electronic NPIP system, first close the PDF file; then use the browser **Back** button .

Action #4 – Run Report

- An Excel report displays in a separate window, and can take a few minutes to generate. (*Note: You first see a File Download window which prompts you to open or save the Excel file.*)

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- Optional* - Use Excel's commands to print or save this report.
- When done, close the Excel window.
- The NPIP system's window should still be visible onscreen.