



Veterinary Services Process Streamlining Approved Establishments for Import of Animal Product (AE) — Product Import Coordinator (National) & Administrator Job Aid —

AE Nat

Administration
Business Profile
Facilities
Import
Personal Profile
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Help Desk:
 877-944-8457; select
 option 3, then option 2

- **Help Desk Phone #** (877) 944-8457 Option 3, then 2.
- **URL** <http://vsps.aphis.usda.gov/vsps/public/CRLogin.do>
- **Assumptions:** You have an eAuthentication login that can be used to access the VSPS modules, and have a user profile and role set up in the application.
- **Pop-up Blockers:** Before logging into a Veterinary Services Process Streamlining (VSPS) module, turn off/disable your web browser's pop-up blocker function.
- **Required fields:** You must enter information into the fields next to red-colored text with asterisk (*).
- **Warning!**
 DO NOT use the browser Back button  in the VSPS application. Doing so will kick you out. Instead, click on "breadcrumbs" at top of the screen: For example:
[VSPS Home](#) | [Facilities](#) | [Product Import](#) | [Create Establishment](#)
- **Scope:** This job aid addresses Product Import Coordinator (National) tasks in the VSPS AE module (create AE, add products, approve & re-approve establishment requests) as well as Import Administrator tasks that are detailed in Section #6.

Section #1 – Use Public Searches from login screen

From the VSPS Login screen, you can find approved establishment *contact information* without logging into the application. Click: Find an [Approved Establishment](#).

You can use wildcard (%) & letter combinations for searches.

- ▷ % - to search for ALL import facilities in VSPS.
- ▷ %xxx% - to search for facility names that contain xxx.
- ▷ xxx% - to search for facility names that begin with xxx.
- ▷ %xxx - to search for facility names that end with xxx.

ENTER AT LEAST ONE OF THE FOLLOWING CRITERIA.

- **Facility Name** – Official name of the business.
- **State** – State in which you want to search for an AE.
- **Product** – Select or enter the imported product name. If you use the drop-down menu, the product abbreviations and the associated descriptions, as shown below, are displayed.

PRODUCT LIST

Product Abbrev.	Product Description
ANV	Antlers in velvet
ASF	Swine hides for trophies from countries affected with ASF
AW	Approved warehouse
BF	Feathers for commercial use
BGS	Bovine gall stones
BH	Bones, horns, ivory, antlers, etc. for other than trophies
BHT	Bones, skulls, horns, ivory, antlers, etc. for trophies
BST	Bone storage
BT	Birds or bird capes or mounts for trophies
CSN	Asein, lactalbumin, lactose hydroysat,, & caseinates
CSS	Casein storage
CSW	Cold storage warehouse
CT	Restricted hides & skins for tanning at a commercial tannery
DMP	Dry milk powder
DSW	Dry storage warehouse
FOS	Feathers on skin for other than trophies (i.e. fishing lures)
GPI	General Products for irradiation
GR	Restricted organs & glands for prod. Of pharmaceuticals & cosmetics
H	Hay
MDT	Mexican deer hides
MUS	Museum specimens
OP	Owl pellets
OST	Ostrich hides
PC	Pet chews (ears and hoofs)
PF	Pelletizing facility
PH	Pharmaceuticals, cosmetics, etc. derived from ruminants, swine & birds

Product Abbrev.	Product Description (continued)
RND	Rendering
RST	RST no longer valid, use RT or ST for ruminant or ASF-free swine hides for trophies
RT	Ruminant hides (not flint-dried) for trophies from countries affected with FMD
SE	Shell eggs
ST	Swine hides for trophies from countries affected with SVD, FMD, or CSF
WH	Wool & hair

Search Click, to invoke the search, based on criteria entered.

SEARCH RESULTS TABLE STRUCTURE

Action	Facility Name	State	Products
[View]	Wooly Wares	Colorado	WH, BF

Click on **[View]** to see the contact information for the approved establishment (*business name, address, phone & fax numbers, and next agreement date (expiration date)*).

Section #2 – Create an AE, add products

Click on *Facilities* in the dark blue navigation bar.

Click on *Product Import > Create AE*.

1 STATUS

- **Current Inspection Date** – Enter date of establishment's most current inspection.
- **Next Inspection Date** – Date that the next establishment inspection should occur (defaults to one year from current inspection date; you can change it if necessary).

The rest of the dates in this box are entered at various points in the process.

2 CONTACT

Refer to the hard copy, hand-written VS Form 16-25 to input details. Once they are saved in VSPS, the details populate the on-line VS Forms 16-25 and 16-26.

Mailing address is the same as contact

If you click in the box, inserting a checkmark, and fill out the contact information, the system stores the information as both contact and mailing addresses.

Create an AE, add products (continued)

Mailing address is the same as contact

If you do not click in the box, a Mailing Address form is displayed. If the Mailing Address is similar to the Contact Address, you can transfer contact information into the Contact form into the Mailing Address form by clicking on the COPY button; then modify where necessary. If it is not similar, enter the appropriate information directly into the Mailing Address form.

- **Business Name** – Official name of the import business.
- **First Name/Last Name** – First and last name of the primary contact for the business.
- **Address 1** – Physical address of the business facility.
- **Address2** – Additional address information (e.g. building number).
- **City/State** – Name of city & State in which facility is located.
- **Postal Code** – Zip code in which the facility is located.
- **County** -  Click on the icon to select a county from the list of counties in the State you entered. If match is found for city & zip code, the county auto-fills.
- **Country** – Country in which the import establishment is located.
- **Phone (country code, area code & number, extension)** – Phone number of the primary contact for the business; country code is not required.

3 ESTABLISHMENT DETAILS

Refer to the hard copy, hand-written VS Form 16-25 to input details. Once they are saved in VSPS, the details populate the on-line VS Forms 16-25 and 16-26.

• By-products to be received by:

- Unknown
 - Railroad
 - Truck
 - Container or Trailer
- Click in appropriate radio-button to select the method of by-product receipt.

Note: If you click on anything except Unknown, a Truck or Rail Shipping Address form is displayed.

Truck or Rail Shipping Address

Fill in required fields (indicated with an *).

- Business Name
- First & Last Name of a business contact person
- Business contact's email address
- Physical address of the truck or rail business
- Business contact's phone number

• Inspection Type: Select the appropriate type of inspection.

- Initial** – The first time the establishment is inspected and there are no special circumstances.
- Re-Approved** – Establishment must be re-inspected, per the regular schedule, before it can be re-approved for import of animal product.
- Special** – Establishment must be inspected due to special circumstances such as adding a product, changing establishment details, needing **quarterly inspections**, or other circumstances that do not fall under the Initial inspection type or the Re-Approved inspection type.

NOTE: When performing quarterly inspections, click **EDIT** to change **Current Inspection Date** and/or **Next Inspection Date** in the VSPS AE record. **ONLY** send the establishment record through the re-approval process if adding/deleting a product, or changing establishment details other than **Inspection Date**.

INSPECTOR INFORMATION

First Name/Last Name – Inspector's full name.

Title – Inspector's professional title, such as DVM.

Remarks – Enter pertinent comments.

!!! ATTENTION !!!

When changing information about an establishment that is in approved status, enter the changes in this field so others in the re-approval process know what has changed.

- **Yearly Volume/Select a unit** – Select the unit that measures the animal product (tons, shipments per year, lbs, or kilograms), then add the yearly volume amount.

• Methods used for sewage and effluent disposal

- Septic
 - Landfill
 - City sewage
 - Biological waste
 - Other
- Click in appropriate box to select the method used for sewage and effluent disposal. You can select more than one.

Remarks – add pertinent comments.

Click Yes or No to each question below:

- Is there adequate separation of restricted/unrestricted products?
- In your opinion, does this separation meet APHIS Requirements? If No, add remarks.
- Are containers disinfected? }
- Are containers destroyed? }

Type in answers to each question below:

- How are by-products to be moved to storage facility?
- How are by-products to be moved to processing area?
- If separate storage facilities are maintained, describe capacity and construction material.
- Type of disinfectant used on cars/trucks.

Create Establishment

Click, to create the import establishment record in VSPS.

Approved establishment was created successfully.

Note: You can view the on-line VS Forms 16-25 and 16-26 now, and anytime going forward in the process, by looking at search results and clicking on the appropriate form link.

4 ADD PRODUCTS

Refer to the hard copy, hand-written VS Form 16-25 to input details. Once they are saved in VSPS, the details populate the on-line VS Forms 16-25 and 16-26.

- **Scroll to the bottom of the Establishment screen.**
- **Click Products [Add], to add products to the import establishment.**

APPROVED ESTABLISHMENT SUMMARY DATA

The information displayed here is systematically generated:

Establishment Name, Agreement Status, and Establishment City.

The Agreement Number and Agreement Date are not populated until the Product Import Administrator grants final approval.



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Create AE, add products (continued)

PRODUCT DETAILS

- **Select product code to add** – Select from drop-down menu. The list is also shown in Section #1 of this job aid.
- **Origin Country** – Select all of the countries in which the animal product originated from the drop-down menu (use shift-key to select multiple countries next to each other on the list and use the Ctrl-key to select multiple countries that are not next to each other on the list).
- **Method used to clean and disinfect the product** – Select from pull-down menu (selections vary with the product selected).
- **Method used to control the processing and/or disinfection** – Click in appropriate box, and enter the associated description.
- **Processing and/or disinfection description of the restricted material** – Enter a detailed description of the processing/disinfection procedure. If more than one method is used, enter additional details here (For example: bird trophies should have disinfection info for both feathers and bones).

Add Click, to add product to import establishment record.

Product was added to approved establishment.

Save Click, if you made changes to the product information you just added.

Return to Establishment Click, to return to the Establishment screen. From there, you can add another product.

PRODUCT LIST (associated with a specific establishment)

All products added to an establishment record are displayed in the Product List at the bottom of the Establishment screen. Refer to the example below for the appearance and content of the list.

Action	Product Code	Product Name	Origin Country
[Edit] [Delete] [View]	BF	Feathers for Commercial Use	Canada

The available actions vary per user permissions, and establishment status.

- **Edit** – Click, to edit the product information.
- **Delete** – Click, to delete the product information.
- **View** – Click, to view the product information.

Save Establishment Click, to save edits to the establishment and its associated products.

Refer to the table in Section #3 for the appropriate *Approval Step* button to click in order to move the request along in the process.

Section #3 – Approve AEs

The illustration below shows the flow of the import establishment's approval request in VSPS, starting with the Product Import Coordinator (PIC) Area Office role creating an establishment record with associated products. Next they *Submit for Approval* to the AVIC. Once the request is sent to the next approver, the sender can no longer edit it.

*** NOTE: The process can also start with the *PIC National - they Submit for Final Approval to the Administrator.* ***

Approved establishment successfully updated.

Each time the request goes through an approval step, the message to the left appears, and the status of the request changes.

Email messages are automatically generated to the proper role to let them know it is their turn to review and approve the request. They search for the establishment record, edit it if necessary, & approve it using suitable approval button. If a role does not approve the request, they click *Disapprove > Add a reason for modification > Submit*. An email message is sent to the proper role. At that point, the email recipient can edit info, save the record, & send it through the process again.

Role Definitions

PIC – Product Import Coordinator

AVIC
Area Veterinarian In-Charge

Administrator
Product Import Administrator

Roles	Statuses (to search for)	Approval Steps	Email to:
PIC Area Office	Pending (while creating an AE)	Submit for Approval	AVIC
▼	▼	▼	▼
AVIC	Submitted	Recommend for Approval	PIC National
▼	▼	▼	▼
PIC National	Recommended	Submit for Final Approval	Administrator
▼	▼	▼	▼
Administrator	National Approved	Approved	PIC Area Office
▼	▼		
Public	Approved	View	

Disapproval	Email to:
N/A	N/A
Status chgs to Pending	PIC Area Office
Status chgs to Submitted	AVIC
Status chgs to Pending	PIC Area Office

Section #4 – Find an AE, while in VSPS

Click on *Facilities* in the dark blue navigation bar.
Click on *Product Import > Find Establishment*.

You can use wildcard (%) & letter combinations in several fields for searches.

- ▷ % - to search for ALL import facilities in VSPS.
- ▷ %xxx% - to search for facility names that contain xxx.
- ▷ xxx% - to search for facility names that begin with xxx.
- ▷ %xxx - to search for facility names that end with xxx.

ENTER AT LEAST ONE OF THE FOLLOWING CRITERIA.

- **Establishment Name** – Official name of the import establishment.
- **State** – State in which you want to search for an AE.
- **Agreement Number** – If the establishment's approval request status is *Approved*, the establishment will have a unique agreement number assigned to it. You can use this number to search for the AE.
- **Status** – Status of the import establishment's approval request. The choices are: *Pending*, *Submitted*, *Recommended*, *National Approved*, and *Approved*.
- **Include Inactive** – Click in the box, if you want establishment records that are no longer active included in the search results list.

Search Click, to invoke the search, based on criteria entered.

Reset Click, to clear the search fields.

SEARCH RESULTS

When you search for an import establishment, a results table with the headings shown below is displayed. Each row contains details about a specific import establishment. You can perform the actions in the *Action* column, if the request status and your user permissions allow.

Action	Establishment Name	State	Request Status	Products	Current Agreement Date	Initial Agreement Date	Agreement Number	Status (of establishment)
[View] [Delete] [Edit] [Re-approve] [VS16-26] [VS16-25]	Woolly Wares	Colorado	Approved	WH	5/18/2009	5/18/2009	CO1136	Active

USER PERMISSIONS

Role..... ▶ Status ▼	Area Office Coord.	Area AVIC	National Coordinator	Admin
Pending	Edit, Access forms	View, Access forms	Edit, Access forms	Delete, View Access forms
Submitted	View, Access forms	Edit, Access forms	Edit, Access forms	Delete, View, Access forms
Recommended	View, Access forms	View, Access forms	Edit, Access forms	Delete, View, Access forms
National Approve	View, Access forms	View, Access forms	View, Access forms	Delete, Edit, Access forms
Approved	View, Edit qtrly inspect, Re-approve, Access forms	View, Access forms	View, Edit qtrly inspect, Re-approve, Access forms	Delete, View, Access forms

*** The forms mentioned above are the VS 16-26 and VS 16-25. They are available for viewing only ***

Section #5 – Re-approve AEs

All changes to establishment records that are in *approved* status must be submitted for *re-approval*; **the only exception is quarterly inspection information.**

1 SEARCH FOR APPROVED ESTABLISHMENT

Search for the Approved Establishment that needs to be re-approved. Use the search process described in Section #4.

When you find the approved establishment in the search results list, click on *Re-approve* in the *Action* column.

Approved establishment ready to be re-approved.

2 EDIT THE COPY OF THE AE RECORD

A copy of the record is auto-created to edit, so the active, approved record can remain in effect until the new changes are approved. The status of the copy is *Recommended*.

NOTE: Only one copy of the record can be made at a time; therefore, the establishment can only go through one re-approval process at a time.

- **Make the necessary changes.**
- **If the changes require a new inspection, select either:**
 - **Re-approval** (per the regular schedule), or
 - **Special** (add product, change establishment details, inspect quarterly, etc.)

Save Establishment Click, to save changes if you are not ready to submit to the next level of re-approval.

3 SEND THROUGH RE-APPROVAL PROCESS

Submit for Final Approval Click, to save changes and start the re-approval process.

Approved establishment successfully updated.

*** Refer to Section #3 for the entire approval process.***

Re-approve The Product Import Administrator clicks, to finalize re-approval of the import establishment.

The copy of the establishment record now replaces the existing approved record, and includes all of the changes made to it during the re-approval process.

The dates in the establishment's Status box automatically change to reflect the Last Agreement & Last Inspection Dates, and the new Current & Next Inspection Dates.

Section #6 – Product Import Administrator

The Product Import Administrator has 3 main jobs in the VSPS AE module:

- (1) approve or disapprove business establishment requests to import products.
- (2) update user roles
- (3) manage information in maintenance tables

Veterinary Services Process Streamlining Approved Establishments for Import of Animal Product (AE) — Product Import Coordinator (National) & Administrator Job Aid —

Product Import Administrator (continued)

1 APPROVE OR DISAPPROVE REQUESTS FROM IMPORT ESTABLISHMENTS

- Search for an establishment whose request is in *National Approve* status. Refer to Section #4 for search technique.
- When you find the establishment in the search results table, click on **[Edit]**. You can change dates, contact info, establishment details, and add products if necessary.

Approve Click, to grant final approval.

Disapprove Click, to deny approval, and send the request back in the approval process for modification.

To delete an establishment record and all of its associated products, click on **[Delete]**, in the search results table, then *OK*.

2 UPDATE USER ROLES

Click on *Administration > Find User*.

Find User:

Using the fields listed below, enter enough user information to easily find the user (e.g. Last Name Starts With, User Role, and Pending).
Last Name Starts With, First Name Starts With, Email Address, Telephone, User Role (must select Product Import Coordinator).

NOTE: Use the checkboxes to indicate you want to search for Only Pending roles, or if you want to Include Inactive roles in your search.

Submit **Clear** Click **Submit**, to search for users and **Clear** to remove the search criteria.

Search Results:

A user list is displayed. Click on **[Edit Roles]**.

Action	Name	Email	Phone	Change Status
[Edit Roles]	Last, First Name	First.lastname@aphis.usda.gov	(970) 494-7071	??

Edit/Approve Roles:

The user's name & email address are displayed at top of screen. Under the user's name, you can click on **[Show Role Assignment Change History]** to view previous user role assignments.

Click on suitable button . If appropriate, enter expiration date.

Approve Role	Deny Role	Revoke Role	Set Expiration	Role Status	Role	Role Details	Expires on (mm/dd/yyyy)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Requested	Product Import Coord.	AVIC Area - CO	

Submit **Cancel** Click **Submit**, to save changes or **Cancel** to go to the Find User screen without saving any data.

Role Assignments have been updated.

3 MANAGE INFORMATION IN VSPS AE MAINTENANCE TABLES

Click on *Administration > Maintenance*.

The information in maintenance tables populates the drop-down menus in the Add Product section of the VSPS AE module.

The type of information in the tables is consistent for all categories: *Name, Description, Code, and Status*. If the status for a record is *Active*, it is displayed in drop-down menus in the AE application. If the status is *Inactive*, it is not displayed in drop-down menus. Click on the status of a record to toggle back and forth between Active and Inactive.

Action	Name	Description	Code	Status
[Add]				
[Edit]	Shell Eggs	Decorative Shell Eggs from Brazil	SE	[Active]
[Edit]	Owl Pellets	Owl Pellets	OP	[Active]
[Edit]	Wool & Hair	Black wool & hair from Europe	WH	[Inactive]

In each of the maintenance tables, you can *Add* a new record and *Edit* an existing record. All of the fields in the Add or Edit mode are consistent: *Name, Description, Code, Abbreviation, and Sort Order*.

Name *
 Description
 Code
 Abbreviation
 Sort Order

EXAMPLES OF MAINTENANCE TABLES

Disinfect Control Methods <ul style="list-style-type: none"> Temperature Chemical Analysis Time Recording Device Vacuum or Pressure Gauges PH Determination 	Sewage Effluent Disposal Methods <ul style="list-style-type: none"> Septic Landfill City sewage Biological waste Other
Import Products Numerous types of imported products. e.g. Feathers, hides, pet chews, antlers...	Import Product Units <ul style="list-style-type: none"> Tons Shipments per year Lbs Kilograms
Product Shipping Methods <ul style="list-style-type: none"> Railroad Truck Container or Trailer 	Product Treatment Methods Numerous types of treatment methods e.g. Wash, degrease, boil for 10 min...