



Veterinary Services Process Streamlining

Facilities Approved for Export of Animal Product (FAEAP)

—National Staff Job Aid—

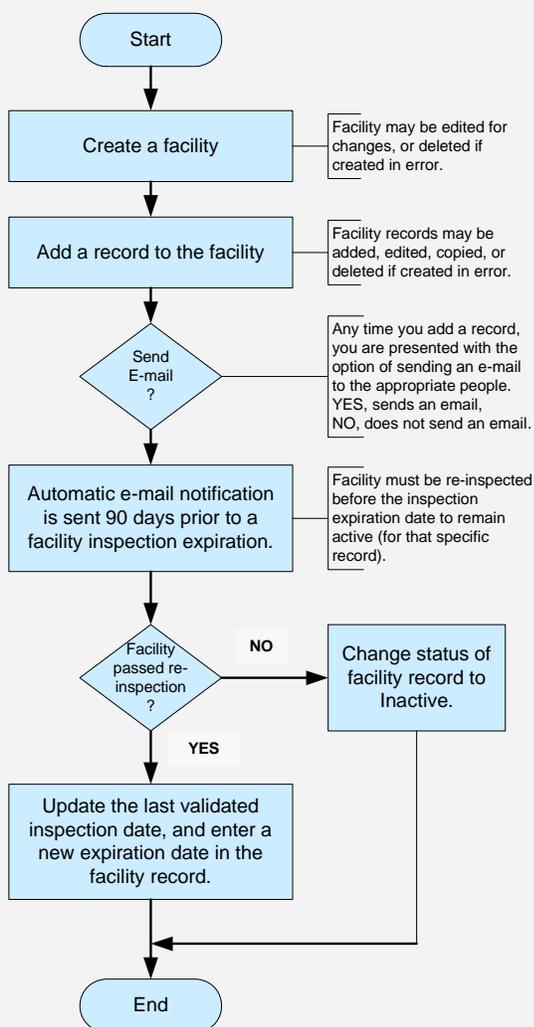
- FAEAP Nat
- Administration
- Business Profile
- Facilities
- Personal Profile
- Discoverer Reports
- Contact Us

- **Help Desk Phone #** (877) 944-8457
- **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 of the application. Instead, use the "breadcrumbs" at the top of the screen: For example:
[VSPS Home](#) | [Facilities](#) | [Product Export](#) | [Create FAEAP](#)
- **Scope:** This job aid includes instructions to create an export facility, add a record to an export facility, find an export facility, and maintain tables that populate drop-down menus.

Process Flow

The process flow diagram below shows the sequence of events that take place in the VSPS FAEAP process.



Action #1 - Create export facility

Click on *Facilities* in the dark blue navigation bar.
Click on *Product Export > Create FAEAP*.

1 PRIMARY FACILITY INFORMATION

- **Approval Number** - Use the following format when entering this number XX-XXX-XXXX (State abbreviation-Facility Type code-Sequence #)
Example: CO-MAN-0005 for Colorado manure facility, sequence #0005.

Facility Types with associated codes

Blender (BLO)	Inedible Gelatin (GEL)
Casings Facility (CAS)	Laboratory (LAB)
Collagen (COL)	Manure (MAN)
Dairy (DAY)	Olechemical Producer (OLE)
Dicalcium Phosphate (DIC)	Pet Food Producer (PF0)
Digest Producer DI0)	Renderer (RA0)
Gel Bone Producer (GEB)	Spray Drier (SD0)
Hair, Bristle Processor (HAI)	Technical Blood (TEC)
Hide Processor (HID)	Tricalcium Phosphate (TRI)
Hydrolysed Protein (HYD)	Trophy Processor (TR0)

- **Mailing address is the same as primary address** – A checkmark in the box (default) indicates that the mailing and primary addresses are the same. If you un-check the box, a Facility Mailing Address form is displayed. You can manually fill in the mailing address information, or use the Copy button to copy primary address information, and modify it where needed.
- **Business Name** – Official name of the export facility.
- **First/Last Name** – First and last name of the facility contact person.
- **E-mail Address** – E-mail address of the contact person for the facility.
- **Address 1** – Physical address of the facility.
- **Address 2** – Additional address information (e.g. building number)
- **City/State** – Name of the city & state in which export facility is located.
- **Postal Code** – Zip code in which the export facility is located.
- **Phone/Fax**– Phone & fax number of the contact person for the facility. Enter Country Code (1 is United States), Area Code and Number, and Extension (if applicable).

Create Facility

Click, to create facility in VSPS ⇨ Export facility created.

Return to Menu

Click, to go to Product Export Module (if you want to Find or Create an FAEAP).

Save Facility

Click, to save updates to the facility.

Action #2 – Add records to export facility

After you successfully create a facility, the *Add* record function is available at the bottom of the Primary Facility Information.

Records [Add] Click, on *Add*.

1 EXPORT FACILITY SUMMARY DATA

The following Export Facility Summary Data is displayed:

- **Approval number**
- **Primary Facility Name**
- **Status**
- **Created on date**

2 RECORD DETAILS

Select or enter the Record Details.

- **Country/Region** – Select name of country to which the animal product will be distributed.
- **Facility Type** – Click on the facility type that produces the animal product – the type is highlighted in blue if selected. If the facility is “multi-type” select all types that apply.

Note: Use *Shift*>click to select additional types that are next to each other, use *Ctrl*>click to select types that are not next to each other.

- **Initial Approval Date** – The approval (of the facility to distribute product to the identified country) date defaults to the current date; click on the calendar at the end of the field to select a different date or enter a date manually using the mm/dd/yyyy (month, day, year) format.
- **Last Validated Inspection** – Select or manually enter the date of the export facility inspection approved by NCIE.
- **Expiration Date** – Select or manually enter the date the facility inspection will expire. Different countries require facility inspections at different intervals (usually 1, 2, or 3 years).



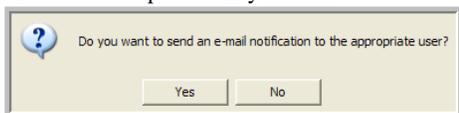
Click, once to display one year from initial approval date, twice for two years, three times for three years, etc.

- **Comments** – Add all additional record details to this field (4,000 character limit).
- **Status** – Status becomes *Active* after you add the record.

Add Click, to add the new record to the facility.

3 SEND E-MAIL

Anytime you add or make a change to a record, you have the option to send a notification e-mail to let users know that changes were made to the export facility record.



If you want to send an e-mail, click on the *Yes* button.

- A new e-mail is automatically created.
- The *To:* field is pre-populated with the appropriate users.
- The *Subject* line is pre-populated with *Notification of Update to VSPS Export Facility Record for [XX-XXX-XXXX] – [Name of facility]*.
- Add text to the body of the e-mail, explaining the specific changes.
- Click, *Send*.

If you do not want to send an e-mail, click on the *No* button.

4 UPDATE/SAVE INFORMATION

Export facility updated.

This message appears to let you know that recent added information regarding the export facility has been saved.

Save Click, to save updates to the new record if appropriate.

Return to Facility Click, to go to the export facility information with the associated record information.

5 EDIT, COPY, OR DELETE RECORD

After you successfully *Add* the first record to a facility, the *Edit*, *Copy*, and *Delete* functions are available. You can also *Add* another new record as discussed previously in this section.

Action	When to use
[Edit]	Use to make a change (facility type, dates, comments, status—can change from Active to Inactive or vice versa) to an existing record. Click on <i>Save</i> > <i>Return to Facility</i> .
[Copy]	Use to create a new record (that is very similar to the record you are copying) for product going to a <u>new country</u> . Make appropriate changes and click on <i>Add</i> > <i>Return to Facility</i> . Note: The copy function is very helpful if there are lengthy comments that also apply to the new record.
[Delete]	Use to delete a record that was added in error.
[Add]	Use to add a record for product going to a <u>new country</u> . Enter appropriate info. & click on <i>Add</i> > <i>Return to Facility</i> .

Action #3 – Find export facility

Click on *Facilities* in the dark blue navigation bar. Click on *Product Export* > *Find an Export Facility*.

1 SEARCH CRITERIA

You can search using at least one of the following criteria.

- **Facility Name** – Official name of the export facility. You can use the following wildcard (%) & letter combinations in this field for searches.
 - % - to search for ALL export 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.
- **State** – Select a state from the drop-down menu..
- **Approval Number** – Enter the facility approval number, if you know it. You can also use the wildcard techniques described above.
- **Country/Region** – Select the country or region to which the animal product is distributed, using the drop-down menu.

You can also include inactive facilities in the search by clicking in the *Include Inactive* box .

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

Reset Click, to clear the search fields.



Veterinary Services Process Streamlining
Facilities Approved for Export of Animal Product (FAEAP)
—National Staff Job Aid—

Find an export facility (continued)

2 SEARCH RESULTS

A message, like the one shown below, lets you know how many facilities met your search criteria.

18 facilities found, displaying all facilities.

The facility search results are displayed in table format with the following headings:

- **Action** – You can change the primary facility information by clicking on [\[Edit\]](#). This also gives you access to the records associated with the facility. You can now [\[Add\]](#), [\[Edit\]](#), [\[Copy\]](#), or [\[Delete\]](#) a record. Click on the *Save Facility* button to save any changes. Refer to Section 2, Step 5 for more details about records. You can also delete the primary facility and all associated records by clicking on [\[Delete\]](#) at the facility level.
- **Approval Number** – The unique facility identifier, assigned by the NCIE staff.
- **Facility Name** – Official name of the export facility.
- **Facility Address** – Postal address of the export facility.
- **Country/Region** – The country/region to which the animal product is distributed.
- **Last Inspection Date** – Date of the last export facility inspection approved by NCIE.
- **Expiration Date** – Date the export facility inspection will expire.
- **Comments** – Click on *Show Comments* to view record details.

Action #4 – Maintain Lists

Note: You must have Administrator permissions to update the maintenance tables in the VSPS FAEAP module.

Click on *Administration* in the dark blue navigation bar.
Click on *Maintenance*.

1 EXPORT REGION

- Click on *Export Region*.
- A message, like the one shown below, lets you know how many countries/regions are in the list (including inactive regions).
There are 17 Export Region records.
- This list populates the drop-down menu for the *Country/Region* to which products are distributed from the primary export facility. See the following table for an example of the export region list.

Export Regions [\[Add\]](#)

Action	Name	Description	Code	Status
[Edit]	Australia	Australia	AU	[Active]
[Edit]	Canada	Canada	CA	[Active]
[Edit]	China	China	CN	[Active]

Maintain Lists (continued)

[\[Add\]](#) Click, to add a new country/region to the list.

- **Name** – Official name of the country/region.
- **Description** – Same as the name.
- **Code** – Abbreviation for the country.
- **Abbreviation** – Same as the code.
- **Sort Order** – Places the countries/regions in the order you dictate.
 - 0 – List alphabetically
 - 1 – Place the country first in the list (after alphabetical countries).
 - 2 – Place the country second in the list (after alphabetical countries) . . .
- **Active Status** – If box is checked, country/region is active, and available from the *Country/Region* drop-down menu.

[Save](#) Click, to save the information.

[\[Edit\]](#) Click, to edit the information listed above.
(except for active status)

[Save](#) Click, to save changes.

[\[Active\]](#) Click, to change to Inactive status.

[\[Inactive\]](#) Click, to change to Active status.

2 EXPORT FACILITY TYPE

- Click on *Export Facility Type*.
- A message, like the one shown below, lets you know how many products are in the list (including inactive products).
There are 20 Export Product records.
- This list populates the drop-down menu for the *Facility Type* in which products are produced. See the following table for an example of the export region list.

Export Products [\[Add\]](#)

Action	Name	Description	Code	Status
[Edit]	Blender	Blender	BL0	[Active]
[Edit]	Casings	Casings	CAS	[Active]
[Edit]	Collagen	Collagen	COL	[Active]
[Edit]	Dairy	Dairy	DAY	[Inactive]

Follow the same basic instructions provided for the Export Region list for adding, editing, activating or inactivating a record in the list, replacing country/region information with product information.