



United States  
Department of  
Agriculture

Food Safety  
and Inspection  
Service

Washington, D.C.  
20250

February 13, 2013

Dear Plant Manager:

USDA's Food Safety and Inspection Service (FSIS) is ready to implement the industry functionality of the Public Health Information System (PHIS) to FSIS-inspected domestic establishments and official import inspection establishments. PHIS is a user-friendly, web-based application that replaces many of FSIS's existing systems, such as the Performance Based Inspection System (PBIS) and the Automated Import Information System (AIIS). It integrates and automates our paper-based business processes into one comprehensive, data-driven inspection system. This part of the system will give industry the ability to respond to and view noncompliance records and to file appeals, as well as view, export to a PDF, and print reports of sampling results, noncompliance records (NR), and the establishment profile.

It should be noted that industry participation in PHIS is **voluntary**. If you choose not to participate, you will continue to receive paper NRs from your FSIS inspection personnel. The channels through which your establishment communicates with the agency will not change.

If your establishment elects to use PHIS, you will need to obtain a Level 2 USDA eAuthentication (eAuth) account to enroll and access the system. Steps for obtaining an eAuth account are provided below for your convenience. If you need assistance or have questions about eAuth, contact the USDA eAuth service desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 1-800-457-3642.

1. Log onto [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov), complete the on-line application for approval, and submit it. Within a few minutes, you will receive an e-mail message with instructions on how to proceed.
2. You are required to have a Licensed Registration Agent (LRA) verify your identity in person. You must do this before you can receive a password for your eAuth account. Go to the eAuth website at [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov) and click on "Find an LRA" at the top right corner of the screen. Then find an agent in your area using the map provided.
3. It is important that you maintain your eAuth password in a secure location, and that you not share it with others; it is unique to you as an individual.

PHIS implementation for industry will begin on **February 25, 2013**, and will be conducted in phases through a web registration process. A start date has been designated for each FSIS district and official import inspection establishments. Find the start date for the FSIS office associated with your establishment in the full schedule below. Please do not attempt to access the system before your start date, as you will not be able to do so and will receive an error message.

- February 25, 2013 – Alameda
- March 4, 2013 – Atlanta
- March 11, 2013 – Chicago and Dallas
- March 18, 2013 – Denver, Des Moines and all official import inspection establishments
- March 25, 2013 – Jackson and Philadelphia
- April 1, 2013 – Raleigh and Springdale

Prior to your start date, and during one of your weekly meetings, FSIS inspection program personnel (IPP) will ask for the name and email of the individual being designated as your PHIS establishment administrator. Please note that the email addresses and spelling of your establishment administrators' name must match exactly to those provided to obtain the eAuth identification. To prevent any misspellings, it may be prudent to provide this information in writing.

Your PHIS establishment administrator can enroll in PHIS at <https://phis.fsis.usda.gov>. Detailed instructions on how to enroll can be found in the "Establishment Management User Guide" available on FSIS' website at [www.fsis.usda.gov/phis/](http://www.fsis.usda.gov/phis/).

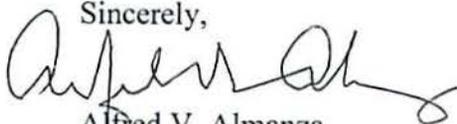
Each establishment can have up to three individuals designated as establishment administrators, and each establishment is responsible for managing its future user accounts, which includes approving enrollment requests and adding or removing roles as employees change or leave the establishment. All users will need their eAuth User ID and password for future access to PHIS. Please refer to the user guide for more details on industry roles and how PHIS works.

When registering, the establishment administrator should enter information into the required fields (eAuth User ID, password and establishment number). Once that information is verified in the system, each establishment administrator will automatically be directed to the establishment page and can begin using PHIS. If the information does not match, an "Accept Industry Invite" option will not appear. Please verify that the email address and name given to IPP is the same as what was provided to obtain an eAuth Level 2 account. If the IPP confirms that the information does in fact match, please contact the FSIS Service Desk.

PHIS users with questions or issues may contact the FSIS Service Desk, open 24 hours, 7 days a week, by calling 1-800-473-9135. The Service Desk will be able to assist you with PHIS application problems such as basic functionality and access through your web browser. However, the Service Desk will not be able to resolve problems pertaining to connectivity or hardware/software configuration. If your establishment chooses to register for PHIS, keep in mind that the system may be unavailable at times due to periodic maintenance. The PHIS page on FSIS' website ([www.fsis.usda.gov/PHIS/index.asp](http://www.fsis.usda.gov/PHIS/index.asp)) will be updated regularly with information about system enhancements and any scheduled maintenance.

We appreciate your cooperation as we work together to collect, process and analyze food safety data to more effectively protect public health.

Sincerely,



Alfred V. Almanza  
Administrator