

Salmonella Initiative Program (SIP) Establishment Data Submission

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and respond to, a collection of information unless it displays a valid OMB control number. The valid OMB information collection is 0583-00xx. The time required to complete this information collection is per response, including the time for reviewing instructions, searching existing data sources, gathering needed, and completing and reviewing the collection of information.

This file provides the template for the data submissions required for participation in the SIP. Please refer to the SIP *Federal Register* notice Vol 76 41186 - 41192 July 13, 2011 <http://www.fsis.usda.gov/OPPDE/rdad/FRPubs/2008-0008.htm> for background information on the SIP, including data collection.

NOTE: FSIS expects that, as a result of submitting data through the SIP template, individual establishments will be able to be identified. However, FSIS cannot guarantee that SIP data, including establishment identification, are not obtainable through the Freedom of Information Act.

Template Use and Data Entry

Excel Workbook Tabs:

Tab 1: "Instructions for SIP Template"

This worksheet contains information on completing and submitting the SIP data template.

Tab 2: "Sample Data"

Please use this worksheet to submit your establishment's data.

For those fields with drop down menus, please fill in each field by selecting the correct item from the drop down menu choices (e.g., the species field, column B). For fields where a drop down menu is not applicable (e.g., establishment ID, column A), please enter the requested information in the field.

Tab 3: "Example Data"

This worksheet presents an example data set.

Instructions for completing "Sample Data" (Tab 2):

For all requested data/results complete Columns A -J and X through BM. In addition:

- for daily *Salmonella* testing results complete Columns K and L.
- for Weekly *Salmonella* testing results complete Columns K, M, R and S
- for Weekly *Campylobacter* testing results complete Columns K, N, R, and T

For Weekly Indicator organism choose either generic *E. coli*, APC, or Enterobacteriaceae

1. If generic *E. coli* testing results complete Columns K, O, R and U
2. If APC testing results complete Columns K, P, R and V
3. If *Enterobacteriaceae* testing results complete Columns K, Q, R and W

See Tab 3 for example.

Data Submission Information

Please save a blank backup copy of this template file. It is only necessary to save Tab 2 (i.e., the "Sample Data" tab). Each calendar month, please create a new copy of the template and name the file as follows:

SIP_YYYY_MM_ESTID.xls

- Replace 'YYYY' with the current year.
- Replace 'MM' with the 2-digit number for the month in which the data were collected.
- Replace 'ESTID' with your Establishment ID.

Example: Data collected by establishment 99999 in November 2011 should be submitted in a file named **SIP_2011_11_99999.xls**

Please submit one data file per month.

Each data file should contain only data collected in the calendar month indicated by the file name. Please submit the data within one month of sample collection.

To submit a data file, attach the Excel file to an email to SIP.mailbox@FSIS.USDA.gov

Please copy the attachment file name into the subject line of the email message. Comments or questions may be included in the body of the email message.

If it is necessary to revise a data file after it has been submitted, please add a revision number to the file name and resubmit (e.g., SIP_2011_11_99999_Rev1).

Your submission will be added to data from other establishments.

Your submission will lose its establishment number identity as it is uploaded into the aggregated FSIS will analyze the aggregated data from all establishments.

If You Have Questions

For questions about the template or submission procedures, please contact the SIP.mailbox@FSIS.USDA.gov

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Example: Data collected by establishment 99999 in November 2011 should be submitted in a file named **SIP_2011_11_99999.xls**

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Each data file should contain only data collected in the calendar month indicated by the file name. Please submit the data within one month of sample collection.

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ESTID	SPECIES	FREQ_TYPE (Daily or Weekly)	SAMPLE_COLLECTION_DATE	SHIFT	SHIFT_START_TIME

COLLECTION_ METHOD	LINE_SPEED	MAX_LINE_ SPEED	CHILL_SYS_ID	PC_TIME_COLLECTED	SAL_PC (Daily)

SAL_PC (Weekly)	CAMPY_PC (Weekly)	ECOLI_PC_CFU (Weekly)	APC_PC_CFU (Weekly)	ENTERO_PC_CFU (Weekly)

RH_TIME_COLLECTED (Weekly)	SAL_RH (Weekly)	CAMPY_RH (Weekly)	ECOLI_RH_CFU (Weekly)	APC_RH_CFU (Weekly)

ENTERO_RH_CFU (Weekly)	BIRD_SIZE

ESTID	SPECIES	FREQ_TYPE (Daily or Weekly)	SAMPLE_COLLECTION_D ATE	SHIFT	SHIFT_START_ TIME
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COLLECTION_ METHOD	LINE_SPEED	MAX_LINE_ SPEED	CHILL_SYS_ID	PC_TIME_COLLECTED	SAL_PC (Daily)
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SAL_PC (Weekly)	CAMPY_PC (Weekly)	ECOLI_PC_CFU (Weekly)	APC_PC_CFU (Weekly)	ENTERO_PC_CFU (Weekly)
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RH_TIME_COLLECTED (Weekly)	SAL_RH (Weekly)	CAMPY_RH (Weekly)	ECOLI_RH_CFU (Weekly)	APC_RH_CFU (Weekly)
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ENTERO_RH_CFU
(Weekly)