

Action Note 2020/07/01 : Chapters 5 (Residues) and 6 (Notifiable Diseases)

Purpose

This action note is to inform staff of a contract set up between FSS and Royal Mail, as a contingency in the event that TopSpeed cannot deliver a timely service.

Background

Part of the contingency planning in relation to COVID-19 outbreak, FSS has extended a contract with Royal Mail to all slaughterhouses. Points of contact have been set up for every plant, as documented in the list at Annex 1. These users are allocated to all posting destinations (i.e. plants). Additional users for each plant can be created as and when required by the main point of contact. There are also two members of the FSS Admin team set up as users with FSS Royal Mail On-line Business Account. They can be contacted for support at admin@fss.scot

Action by all OVs (as per Annex 1)

Royal Mail is only to be used when TopSpeed fails to deliver a service and local management (area OM and FVM) are to be informed of any such failures. Arrangements are in place for the empty boxes to be returned to the plant of origin and will be coordinated by the FSS Admin team.

Each OV will follow the instructions received from Royal Mail by email for setting up their account. Admin team can also be contacted for support in booking these deliveries, however they should be used as a last resort.

For support, training videos on how to create an order can be viewed [here](#), for further assistance the account holder would need to contact Royal Mail on 03457 950 950.

This applies for both Residues in Meat and Notifiable Disease samples, as long as they are below the 250 ml/g weight. The package will be processed online and appropriate posting labels generated, printed off and attached on the parcel. This will then be taken to the Post Office by the OV or an MHI.

Field staff are required to note the contents of this action note.

Lead OVs and main points of contact to action as above and ensure that the action note is printed off, read by all FSS staff and this is noted in the daybook.

Operations admin are required to:

Upload this note to the "Action Note Live" Folder on SharePoint and update the Operations tracker log.

This action note will remain live until either incorporated in the SMOC, or revoked. Operations Admin will maintain copies of the live and revoked action notes.

Annex 1– Plants and points of contact

Area 1	Area 2	Area 3
UK 1106	UK 1100	UK 1505
UK 1103	UK 1101	UK 1584
UK 1121	UK 1136	UK 1516
UK 1125	UK 1560	UK 1517
UK 1160	UK 1701	UK 1535
UK 1135	UK 1201	UK 1598
UK 1118	UK 1178	UK 1541
UK 1686		UK 1542
UK 1735		UK 1641
UK 1756		UK 1585

Royal Mail On-Line Business Account Holders		
Miriam Galvan	Florena Plop	Evangelos Katsoulis
Kristina Koren	Giuseppe Ragona	Hector Low
Olivia Andronic	Ionela Tatcu	Aleksandra Rajtar
Ioana Negrea	Jesica Morales	Jose Rodriguez Robles
Andrew Park	Emil Roua	Maria Theresa Liza Banos
Hrisimir Prisdashki	Sebastian Pop	Jose Martinez
Albert Conca	Attila Morvay	Jana Singh
Susan Atkinson (Account Administrator)	Anne Watt (Account Administrator)	Emma Morrice

<u>Action note drafted and agreed</u>	<u>Published</u>	<u>Revoked</u>
Elena Gafenco – final draft 01/07/20		
Vikki Halliday – agreed 01/07/20		
	Madeleine Bowie – 01/07/2020	