ACN WI 3.1:
ACN NOTIFICATION TEMPLATES
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1. OFFLINE TEMPLATES (MICROSOFT WORD)

A. templates in use

The following template is used for the creation of ACN notifications in the event that iRASFF is not available (offline template):

Name	Use	format	version
ACN notification	offline notification template	MS Word 2016	4.1.1

The following templates are used as annexes to the notification:

recipients list	List detailing the specific distribution of consignments of a product in a country.	MS Excel 2003	1.3
GMO-annex	Annex to ACN notifications related to GMO detection results	MS Word 2003	1.0
STEC-annex	Annex to ACN notifications relating to findings of pathogenic *Escherichia* coli	MS Word	2.0

The iRASFF online template contains the same fields and content as the “offline” template described below with the same order maintained as much as possible. There may also be some differences between iRASFF and the template provided in CIRCABC because of features that are not yet implemented in iRASFF. The explanation here below can also be used for entering information into iRASFF, however as regards iRASFF more applicable information is given in the user manual. Boxes marked with an * are also available on iRASFF.

B. notification data explanation

Box	name	Explanation
1*	Contact point reference no	A reference number chosen by the notifying contact point to internally identify the dossier and the RASFF notification, prior to attribution of a notification reference by the Commission.
2	Notification type	Select the appropriate types according to the content of the notification.
3*	notification basis	Explains the type of event at the basis of the notification: mostly it concerns an official control on the market or at the border. In some cases a product presenting a risk is first detected because of a consumer complaint, company own check or a food poisoning. In such cases, this event is entered here, even if the event was followed-up by an official control. It should however be made clear if the sample was not taken officially; box 39 *sampling info* can be used to that purpose. Border control can be an official control on a consignment that is held at the border and subsequently rejected or it can be an official screening sample of a consignment that was cleared by customs (i.e. "consignment released"). Choose "border control – forwarded to destination" when the consignment is no longer held at the border but has been sent onwards to its destination under customs seals.
4*	notification classification	Classification of the notification according to the definitions given in Regulation 2019/1715 and to the guidance given in SOP 5.
7	Linked RASFF notification	Fill in the reference number of an original notification linked to the current notification. If the current notification is a follow-up notification, then also select follow-up type in box 8.
9	Information source	Specific source of the information contained in the notification if this is relevant to the understanding of the content of the notification, e.g. a food control body in a non-member country or a consumer association.
10	Countries flagged for follow-up	When transmitting a notification, the notifying member country indicates through flagging which other countries are concerned and are supposed or requested to provide follow-up information. As with all boxes in the “general information” section, box 10 is meant for completion by the SCP just before transmitting the notification to the Commission. It will allow other countries to rapidly verify their involvement in the notification.
11	Countries flagged for	When transmitting a notification, the notifying member country indicates through flagging which other

Box	name	Explanation
	attention	countries are concerned but which are not directly expected to provide follow-up information, e.g. a country of destination of a product when that product did not reach that destination but was detained in the notifying country.
12*	INFOSAN (to be) informed	If INFOSAN requires to be informed, tick the box. Explain why notification of INFOSAN is necessary in the *reason* box if it falls outside the criteria of WI 3.2. Otherwise, leave *reason* empty.
13*	mutual recognition	implementation of Article 7 of the Regulation (EU) 2019/515 on the mutual recognition of goods lawfully marketed in another Member State
14*	e-commerce related	This box should be ticked if any information was found that one or more of the products notified is, might be or have been traded via the internet.
	Internet search performed	This box should be ticked if a sufficiently complete internet search for offers of the product on web sites (in the official language(s) of the notifying country or beyond) has been performed. If the search has been extended to web sites in other languages or if web shops have been found which offer the same product in additional languages, this information should be given under section "Additional information"
15*	Risk decision	Gives information about the evaluation of the risk: - whether the risk is considered to be serious, not serious, undecided or there is no risk; - *motivate*: why was the risk evaluated as serious or not serious (only to be added when the evaluation is not straight forward), especially in relation to what area it impacts on (see next field)
16*	Impact on	Select which areas the identified risk impacts on.
17*	Number of persons affected	Number of persons that have been adversely affected by the exposure to the hazard(s) idenfied.
18*	Type of illness/symptoms	Describe the illnesses or symptoms that the above identified persons have experienced.

Box	name	Explanation
19*	Hazards observed	Describe the hazards identified that are not related to sampling and analysis e.g. through visual inspection or as reported by a consumer.
20	Non-compliance type	Fill in at least one non-compliance type.
21	Non-compliance description	For a non-compliance notification fill in the (potential) non-compliance found.
22	National legislation	If the non-compliance is not with EU but national legislation: provide the reference to the national legislation.
23	Fraud	If there has been an investigation into potential fraud, please indicate here the (current) conclusion.
24	Fraud type	For a food fraud notification or another notification classification involving also a fraud investigation, indicate the fraud types identified.
25	Fraud subject	Indicate the main subject of the fraud identified.
26	Fraud description	Give a complete description of the fraud investigation.
27	product relation to the product notified in linked notification	Relation between the notified product and the previously notified product (see box 7). The notification can be about one or more new consignments of an identical product, a different variety of product or can be a raw material or ingredient to the previously notified product or a processed product thereof.
28*	Product	short name of the product, giving a broad indication about what product is concerned, adding descriptors which could be relevant to the type of hazard(s) reported e.g. "chilled" or "frozen"
29	Foodex 2 code	Corresponding Foodex 2 code for the product.

Box	name	Explanation
30*	product name(s) (on label)	Precise product name(s), characterising the product(s), without using any commercial name; often the product name on the label that can be found on the packaging.
31*	product CN code	Enter the Common Nomenclature code for the product concerned.
33*	product aspect	Here you should enter important characteristics of the product such as e.g. the kind of packaging, etc.
36*	unit weight/vol	weight of one unit of the product (e.g. one bottle, one package)
37*	temperature	temperature at which the product should be kept
38*	sampling date	date the sample was taken
39*	sampling info	Make a reference to a compulsory sampling methodology or inform about the circumstances in which the sample was taken (esp. if the sample was taken from an opened packaging of the product etc.).
40*	sampling place	Place were the sample was taken: use the list box provided or the field *other* if the place is not among the list entries or to specify the name of the operator.
42*	sample treatment	What treatment has the sample undergone prior to analysis, or on which part of the sample the analysis was carried out, especially if this treatment could be relevant to the interpretation of the result e.g. washing, drying, fat extraction etc.
43*	analytical method(s)	If a specific analytical method was applied, e.g. one described in legislation or in an EN or international standard, enter it here. Specify here also if an unaccredited method was used.
44*	number of samples	total number of samples in the sampling group
45*	substance/hazard identified	Enter the substance or hazard that was evaluated as non-compliant (according to legislation or risk evaluation) as a result of the analysis or analyses.

Box	name	Explanation
46*	analytical result	6 separate fields are provided for a maximum of 6 separate values to be entered. The analytical units in which the results are expressed can be selected from a list box at the end. If there are different units used, they can be typed in with the result.
47*	outcome of analysis	Describe the outcome of an analysis with a qualitative instead of a quantitative result.
48*	result of counter analysis	The counter analysis list has four values: - none: no counter analysis was requested; - ongoing: the counter analysis was requested or is ongoing, the result not being known yet; - confirms original: the counter analysis was carried out and confirms the original result; - contradicts original: the counter analysis was carried out but contradicts the original result. In this case more information should be provided as to why the notification should nevertheless be transmitted (result added in original notification) or it should be considered to withdraw the notification (result added in a follow-up notification).
50-52*	legislation	If the non-compliance is not based on specific EU legislation, choose box 50 to specify the national legislation. If it concerns a European Directive, transposed into national law, enter also the number of the Directive in box 49. Enter a national or international standard in box 51 if applicable and there is no specific national or EU legal basis.
53*	distribution status	Distribution status on the EEA market of the consignment(s) involved as known to the notifying country at the time of the original notification. In order to choose a distribution status, consider the distribution of all product concerned, taking into account not only the distribution from yourself as notifying country but also the possible distribution from another member country. • Distribution restricted to notifying country: all distribution of the product is accounted for and none has left the notifying country. • Distribution to other member countries: some or all of the product was distributed to one or more

Box	name	Explanation

		other member countries than the notifying country and the country(ies) of origin or any country in the upstream traceability ("via-country"). If there is distribution to non-member countries as well as to member countries, choose "distribution to member countries" but indicate in the notification also which non-member countries received the product (box 67).
		• No distribution to other member countries: indicates that there was no distribution of the product to any other member countries than the notifying country and the country(ies) of origin or any country in the upstream traceability ("via-country").
		• Distribution to non-member countries only: some or all of the product was distributed to one or more non-member countries (but not to any other member countries than the notifying country).
		• Information on distribution not (yet) available: if distribution from the notifying country is not known or not all product is accounted for (but none is known to have been sent to other countries).
		• No distribution from notifying country: it was established that the product was not distributed from the notifying country but may have been distributed from another member country (if the product was dispatched from another member country).
		• Product (presumably) no longer on the market: the product was consumed or presumed consumed (expiry date exceeded).
		• Product not (yet) placed on the market: in case
		  ○ the product is detained at the EEA border
		  ○ the product has not left the premises of the manufacturer or
		  ○ it has been detained at one operator in its entirety or
		  ○ it is already withdrawn from the market in its entirety
		• Product forwarded to destination: the product is not yet cleared by customs (border rejection) but is allowed to travel to destination pending the result of the analysis.

Box	name	Explanation
		• Product traded online: there is no information about the distribution of the product in question other than information about its online availability (for purchase).
55*	country of origin	country where the product was manufactured or dispatched from (in case the former is unknown) Please enter “unknown” if neither of the above is known.
54-62*	consignment information	
63-75*	operators	First you choose an operator with whom you will relate all other operators entered. Preferably this is the operator at which the sample was taken or the inspection carried out. You enter this operator into the first boxes (55-58). For a border control, choose the exporter. The small list box to the right (which we will name *trace box*) of the operator name shows a "0", meaning that this is our traceability point of reference. **Forward traceability**: If one or more consignments sent from the same consignor to the same consignee are involved, enter first consignor and then consignee. If necessary you can add the consignment numbers concerned under the *operator type* list box. You can add up to four more consignees in this way. If there are more you should consider using the recipients list template instead. Every consignee should have a "+1" in the trace box, unless one of the consignees has sent (part of) the consignment through to another operator. If so, enter this operator directly under that consignee and enter "+2" in the trace box etc. **Backward traceability**: Apart from the operator chosen as point of reference (trace box value = 0) and its consignees (trace box +1), you can add also operators with backward traceability. The operator which is supplier/consignor to the reference operator should be entered with a trace box value of "-1". The operator identified one step further backwards can then be entered with trace box value of "-2". If many business operators are involved, an attached list/flow chart is more practical. Distribution: For each operator, a distribution box is foreseen in which you should enter countries/regions to which the product was distributed, even if it is (only) your own country. If you specify regions enter them in brackets after the country name: country (region). If you know that no distribution has taken place, enter “no” or “none”. If the distribution is yet unknown, then enter "unknown". To the right of the box is a checkbox in which you can indicate if a recipients list or lists is/are added for the distribution mentioned.

Box	name	Explanation
76*	measures taken	There are four list boxes that serve different purposes: • The first list box indicates the level of action taken (depending on the risk): from “no action” to “recall from consumers” • The second list box specifies who has taken/controlled the action • The third list box gives the possibility to indicate what specific/final action was taken on the product. • The fourth list box allows to indicate who has carried out the final/specific action • You can enter a contact person who can be contacted for more details in relation to the action taken • Use the *additional info* field for measures that are not listed or to provide more details. • The boxes on the right hand side allow you to enter exactly through which channels information is given to the public. In case information was published on the internet, please provide the exact hyperlink to the page where the information is available.
81*	reason for inspection	The reason for inspection makes a difference between a random (by chance or programmed) or targeted (targeting a specific product/operator/country). Give a detailed reason for a targeted check in the dropdown list.
82	point of departure	Enter the place (seaport, airport) in the non-member country from where the consignment/container was dispatched.
89*	container and seal numbers	
92*	organisation/ministry	Organisation responsible for issuing the notification.
93*	contact person	Person who can be contacted for more information about the notification.

Box	name	Explanation
94*	additional information	Information that is important as background or to detail the notification further, but that does not fit in the structured elements of the notification.
95*	attached documents	Tick the documents attached to the notification. Mention document types that are not listed in *other*. Indicate which documents are / can be made available to third parties by ticking the box.

Repeatable sections

Some sections of the template can be repeated in case multiple groups of data are required. The document has to be created and saved as a Word 2016 or higher document for this feature to be available.

- Sampling section: another sampling section is added allowing to define a second group of samples that were analysed and for which hazards were identified.
    - Within the sampling section, the hazard section (45-49) is repeatable in its own right so details about multiple hazards can be added
- Operator section: allows to add another section for every operator to add to the notification

1.B.1. list of recipients template

This template exists in Microsoft Excel format.

name	**explanation**
notification reference	Reference of the notification to which the distribution list belongs (including the reference to the additional information notification where appropriate).
product identification	Product name and any relevant characteristic of the product, differentiating the product distributed from other products, e.g. best before date, brand name, unit weight, visual aspects etc.
name of dispatcher	Name of the company that has distributed the products on the list.

C. Lists of values used

When there is mention of an “open list”, it is a list of entities to which any member of the network can add new entities (creator role). Such list is managed by the ECCP to avoid invalid or duplicate entries. A “closed list” however cannot be added to, except by the ECCP.

Box	name	values
2*	notification type	food, food contact material, feed, plants, animals, plant propagating material, other
3*	notification basis	official control on the market, border control – consignment released, border control – consignment detained, border control- forwarded to destination, consumer complaint, company's own-check, food poisoning, official control in non-member country, monitoring of media, whistleblower information, surveillance programme / monitoring sample
4*	notification classification	alert, border rejection, information for attention, information for follow-up, news, non-compliance, fraud, plant health
8*	follow-up type	accompanying documents, additional information, additional lot(s), corrigendum, follow-up from non-member country, imposing systematic border checks, information on sampling/analysis, lifting of reinforced control measures, measures taken, notification downgrade, notification reclassification, notification upgrade, outcome of investigations, outcome of investigations and measures taken, re-dispatch, , request, request for withdrawal, translation, withdrawal of follow-up notification, withdrawal of original notification
15*	risk decision	no risk, serious risk, not serious risk, undecided
16*	impact on	human health, animal health, plant health, animal welfare, environment
**	product category	see file "product categories", annex 2 of the SOPs
20*	non-compliance type	lacking or improper documentation or controls, faulty processing or storage conditions, faulty labelling or claims, intentional contamination / tampering, accidental or environmental contamination, non-compliant composition, foreign bodies / physical danger, other

Box	name	values
23*	fraud	confirmed, criminal investigation, none identified, suspected
24*	fraud type	adulteration/product tampering, counterfeiting, document forgery, grey market, misdescription/mislabelling/misbranding
27*	product relation	additional lots, different variety, ingredient, processed product, raw material, processed or stored together
36*	unit weight/volume	closed list of units for weight/volume: g, kg, l, ml
37*	temperature	ambient, chilled, frozen
40*	sampling place	BIP/point of entry, consignor, consumer, farmer, horeca/catering, importer, manufacturer, online purchase, packer/filler, producer, recipient/consignee, retailer, storage, transport, wholesaler
**	laboratory	open list
46*/49*	analytical result / max. permitted level	List with analytical units in which the results are expressed. If the units required are not in the list, then simply type them in after the result. Matrix: product, dry matter, fat
48*	result of counter analysis	none, ongoing, confirms original, contradicts original
**	hazard	closed list, see annex 1 of the SOPs with an extracted hazards list from RASFF Access database (where the master data for hazards is kept)
**	EU legislation	closed list with the main EU legislation on food and feed safety
53*	distribution status	distribution to other member countries, distribution restricted to notifying country, no distribution to other member countries, information on distribution not (yet) available, no distribution from notifying country, product (presumably) no longer on the market, product not (yet) placed on the market, distribution to non-member countries only, product forwarded to destination, product traded online

Box	name	values
**	country (of origin), distribution, measure taken in, country of dispatch, country of destination	closed list based on ISO list of countries
**	durability date	best before date, sell-by date, use-by date
54*	total net weight/volume	closed list of weight volume units for the total net weight of the consignment
63*	operator type, trace box	**operator type**: consignor, e-trader, e-platform/e-marketplace, exporter (operator in TC who exported to the EEA), farmer, horeca/catering, hosting provider, importer (operator in EEA who imported from TC), manufacturer, packer/filler, produced for (e.g. retail chain, big food holding), producer (primary product), recipient/consignee, retailer, slaughterhouse, storage, supplier (of a raw material or ingredient), trader/broker (not handling the product, only the commercial transaction), transporter, wholesaler **trace box**: -3, -2, -1, 0, +1, +2, +3: depending on the chain element in which the operator is placed compared with the reference operator (0). (only available in the offline templates)
**	operator, consignee	open list
**	type of attachment	closed list
76*	measure taken	closed list of measures
	overall	detained by operator, no action taken, no stock left, official detention, recall from consumers, re-dispatch, release to the market, (request for) removal of online offer, withdrawal from recipients, withdrawal from the market
	taken by	authorities, border post, consignor, e-platform, e-trader, hosting provider, importer, manufacturer, producer, recipient/consignee, retailer, trader/broker, transporter, wholesaler
	specific/final	acid treatment, blanching, chemical treatment, destruction, heat treatment, physical treatment, relabelling, sorting, transformation, use for other purpose than food/feed, use in feed

Box	name	values
76	compulsory measures	• first box: import not authorised, informing consignor, informing recipients, no action taken, recall from consumers, release to the market, withdrawal from the market • second box: acid treatment, blanching, destruction, freezing, heat treatment, monitoring of the recall/withdrawal, official detention, re-dispatch, relabeling, return to dispatcher, seizure, sorting, use in feed, use for other purpose than food/feed • third box: authorities, border post, consignor, importer, manufacturer, producer, recipient/consignee, retailer, trader/broker, transport, wholesaler, e-trader, e-platform
**	border post	open list with names of border posts and points of entry
81*	type of check	random, targeted
81*	reason for inspection	decision of border inspector, EU safeguard measure, Regulation 2019/1793, intensified official controls
87*	transport type	air cargo, bulk ship, container ship, container feeder, train, truck
95*	attached document type	analytical report, bill(s)/delivery document(s), CHED, health certificate, other, phytosanitary certificate, public warning/press release, picture(s), risk assessment, translation, recipients list, screenshot

* also on iRASFF

** only on iRASFF

2. iRASFF TEMPLATE

There is only one template in use in iRASFF for any type of ACN notification. The online iRASFF user manual contains important and detailed information about the content of the notification and how information should be entered in the different fields. The information below is intended as further guidance in addition to the information already provided in the user manual.

A. General information panel

The notification creator should tick the *INFOSAN (to be) informed* checkbox according to the criteria set in WI 3.2 on informing INFOSAN. The validator should verify whether the criteria were properly considered. If there is a reason for informing INFOSAN outside of the criteria preset in WI 3.2, the *Reason INFOSAN* field can be used to communicate this. Otherwise this field needs not be filled.

B. Risk panel

The validator should ensure that a risk decision is recorded in the *Risk decision* field. The risk decision can be "no risk", "not serious", "serious" or "undecided". (see ACN SOP 2)

The *motivate risk decision* box can contain the motivation for any risk decision taken if that decision is not straight forward (cannot be derived from the guidance in the ACN SOPs).

C. Products panel

If there are several products involved in a notification, they can be added as diverse product descriptions but only if these product descriptions correspond with the product name entered. E.g. a product name "fruit flavour jellies" could contain multiple products with product descriptions "raspberry flavour jellies" and "strawberry flavour jellies". If the products cannot be grouped under a common name, then they should be related to each other in a way that makes sense in relation to the findings presented in the notification. E.g. a "chicken kebab" contaminated with Salmonella could be related to whole chilled raw chickens that were used as raw materials. For this notification, the "chicken kebab" is entered as the main product, while the chilled raw chickens are added as a related product indicating a product relation "raw material".

2.C.1. Sampling section

If the sampling is not representative of the quantity of product sampled, please enter this info in the Sampling info section. If there are more than one lots sampled please add one sampling group per lot and indicate in the Sampling info section which lot was sampled.

Make sure to add any particular remarks that are important for interpreting the result of analysis in the *Sample treatment / matrix* field. If the analytical method used is not accredited for the matrix used, please inform of this in the *Analytical method(s)* field. Do not forget to choose the appropriate value from the Counter analysis dropdown list. If a counter analysis was not yet requested but there is still opportunity for this to occur, then choose "none" and update it by way of follow-up in case this changes.

2.C.1.1. Hazard section

Add all hazards for which non-compliance was concluded, even if not for all hazards a health risk would be implied. The *analytical result* box is used to enter concrete, quantified results whereas the *outcome of analysis* box is used to give more details about the obtained results or to provide a qualitative, descriptive result of the analysis or investigation.

For each hazard, a legal basis is required but if no (specific) EU legislation is applicable, the box *Specify / other legislation* can be used as well.

2.C.1.2. Traceability section

It is important to carefully select the proper distribution status to inform the choice of notification classification (which is primarily decided through risk decision and distribution status).

Please enter all the information available to identify the consignment(s)/lot(s) involved. Consignment(s)/lot(s) with the same traceability may be combined in one consignment section. All operators involved in transactions of the consignment(s)/lot(s) need to be related to it, with the possible exception of recipients/consignees if they are given and attached in a separate list (using the recipients list template, one per country).

If documents exist related to a particular operator, add the documents in the operator section. Documents can be really helpful in understanding and interpreting the information given in the notification but should never *replace* that information e.g. only referring to information given in a document is not good practice.

D. Additional information panel

Any information that is not structured but that may nonetheless be needed for the correct interpretation of the notification should be added in the *Additional information* field. Add also the contact person for this notification if there is a specific person handling the file. If so, indicate also how that person may be reached (telephone/email).