

## **RASFF working instruction 5.1: rules for ensuring upstream transmission of a RASFF notification last updated: 2017-11-22**

### ***Use of iRASFF***

Upstream transmission is foreseen in iRASFF between notification *creator* and *validator* through the submit action. The tasks list on the *dashboard* as well as an automated email sent to *validator* ensure that the *validator* level (NCP) is made aware of the new notification submitted. The *creator* receives acknowledgement from *validator* when a notification is either *validated*, *suspended* or *rejected*. He/she can check at any time in the *notifications in progress* list if the notification is still pending.

In case of proposed alert notification, no one handler should delay the notification for more than 24 hours (SOP 5, 4(5)), therefore *creator* should enquire with *validator* well within 24 hours after transmission if there has been no action on the notification, to respect this delay.

The same methodology is applied for transmission from *MS validator* (NCP) to *EC validator* (ECCP) but it is crucial that the NCP remembers to carry out the *submit* action after validation.

Details for creating, updating and transmitting notifications are given in the online iRASFF user manual, including the more elaborate regional workflow.

### ***Use of TRACES***

The border inspector can complete a RASFF notification from within TRACES when rejecting a C(V)ED, by choosing the proper "reason for refusal" which triggers a special "RASFF" section of the C(V)ED. It is thereby important that the different textboxes are adequately filled in. Some are pre-filled with information from the C(V)ED but others are not and – even if not mandatory – may provide information crucial for the proper handling of the RASFF notification (e.g. precise product identification).

Once the border inspector finishes the C(V)ED, the status of the RASFF notification within the C(V)ED becomes "New" and an automated email is sent to the NCP to inform them of a RASFF notification needing validation ("confirm" action in TRACES). The NCP completes the RASFF part of the C(V)ED if needed and "confirms" or "confirms with reinforced check". The latter option refers only to CVEDs (products of animal origin) and triggers a new reinforced check programme for the unfavourable analytical parameter(s) entered in the CVED that however only becomes active after the ECCP validation. The ECCP can validate the (confirmed) RASFF notification in TRACES with or without reinforced checks but the latter only if reinforced checks were initiated by the NCP.

Also after completion of the C(V)ED, a RASFF notification can be added if the results of a screening sample are unfavourable. The applicable notification status is then "border control – consignment released" and the C(V)ED status becomes "recalled". For a CVED, it is then also possible to trigger a reinforced check programme (for details: see REC guidance).

Once the notification confirmed in TRACES, it is imported in iRASFF and submitted to EC to be verified by the ECCP. From this point onwards, the procedure under the "Use of iRASFF" header applies.

### ***Use of email***

A national intranet or integrated IT system may provide equal features for monitoring transmission of the notification. Also, it is possible that the offered functionality in iRASFF does not entirely cover the different levels for a member of the network. In such cases, email may be used for transmission. Precautions must be taken to ensure that the transmission by email is successful as outlined below.

In general, when a notification is transmitted between sender and recipient, the sender must use care to ensure that the email carrying the notification is well received. It must therefore ensure that the email message is not oversized (know the size limitations at recipient) and that a valid up-to-date email address of recipient is entered. It should therefore be avoided to send the message to a personal mailbox. Instead a functional mailbox should be used. The RASFF contact points information list identifies CP mailboxes for all members of the network.

The sender should get proof that recipient has taken knowledge of the received message. This can be achieved through an automated process of read receipt (acknowledgement that the email was read) offered by most email clients. Note that an acknowledgement of reception does not ensure that the email was read.

### ***Transmission of notifications to the ECCP***

An alert notification should be transmitted by the ECCP (advance forwarded or as a validated notification) within 24 hours. NCP should therefore enquire with the ECCP if they have not had any reply or if the notification was not validated before this time has expired. For other notifications, NCP are requested to respect a delay of 2 working days before enquiring with the ECCP (three working days if translation is required).