



OFFICE OF THE GENERAL COUNSEL
DIVISION OF THE SECRETARIAT

**FOIAXPRESS ELECTRONIC MANUFACTURER NOTIFICATION
COLLABORATION PORTAL**

**INSTRUCTIONS FOR MANUFACTURERS (INCLUDING PRIVATE
LABELERS), IMPORTERS, DISTRIBUTORS, AND/OR RETAILERS**

May 24, 2018

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1. INTRODUCTION

The U.S. Consumer Product Safety Commission (CPSC) has launched its electronic Freedom of Information Act (FOIA) Electronic Manufacturer Notification Collaboration Portal (Collaboration Portal). The Collaboration Portal will allow the CPSC's FOIA staff to communicate and exchange data electronically with a registered manufacturer, importer, distributor, or retailer (collectively referred to as "firms"), whose product information is responsive to a request for disclosure of information under the FOIA.

When the Commission receives a FOIA request regarding your company, the FOIA staff will send an electronic notification via the Collaboration Portal. The following materials will be uploaded to the Collaboration Portal for your review: a Consumer Product Safety Act (CPSA) Section 6 notification letter, a copy of the FOIA request, and the records deemed potentially responsive to the FOIA Request.

Your organization will be able to review the uploaded material and records that we are proposing to disclose via the Collaboration Portal. Once reviewed, you can then determine if you want to respond to the notification.

If you decide to respond, you can make any claims about the content of the material and upload these claims to the Collaboration Portal. Your response letter should document your comments and claims of confidentiality based on the CPSA and the FOIA Exemptions. We will analyze your response letter to determine whether to disclose the records to the requester.

If you do not respond, we will analyze the records subject to FOIA Exemptions (b)(3), (b)(4), (b)(5), (b)(6), and/or (b)(7), and release the information in accordance with our analysis.

2. ACCESSING THE COLLABORATION PORTAL

2-A Account registration. We sent a message requesting that you provide contact information for the person we should notify when we receive a FOIA request involving a product manufactured, imported, distributed, or sold by your organization.

Once you submit contact information along with a valid e-mail address, we will register the information for that person. The registered individual will then receive two e-mails from the Collaboration Portal (e-mail address cpsc-foia@cpsc.gov):

- Message number 1 contains the user name (e-mail address) and the website information for the Collaboration Portal.
- Message number 2 contains a temporary password for the Collaboration Portal.

Sign into the Collaboration Portal with the e-mail address and the temporary password provided by the FOIA staff. You will need to change the password immediately after your initial sign in. For guidance, see the password requirements below, and Section XX of this Guide, titled Initial Collaboration Portal Sign In.

2-B Password requirements. The password must contain:

- 1) A minimum of eight (8) characters/maximum of sixteen (16) characters;
- 2) One special character [! @ # \$ % ^ & * ()];
- 3) One numeric character [0 through 9];
- 4) One UPPERCASE letter [A through Z];
- 5) One lowercase letter [a through z].

You cannot use any of the previous twenty-four (24) passwords (including the current password) when changing your password.

2-C Account lockouts & session timeouts. Your account will lock after five (5) unsuccessful log-in attempts. If your account locks, please contact the FOIA staff for assistance at cpsc-foia@cpsc.gov or at 1-800-638-2772.

Please note, using the *Forgot Password* function will not reactivate/unlock the account.

Your session will time out after twenty (20) minutes of inactivity. You will get an alert five (5) minutes before the session expires.

3. SIGNING INTO COLLABORATION PORTAL

- Enter your *user name* (your username is your email address).
- Then enter your *password*.
- Click the *Sign In* button.



U.S. Consumer Product Safety Commission (CPSC)

Electronic Manufacturer Notification Collaboration Portal

User Name (Email):

Password:

[Sign In](#)

[Forgot Password ?](#)

You are requesting access to an official United States Government system. The use of this system is for its intended and authorized purpose only. We may monitor and audit the users and usage of this system. If you access the system, you are consenting to such methods of inspection. Unauthorized access to the system is prohibited and willful manipulation and destruction of the system may be subject to criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. Each unlawful act, can levy a punishment of up to 5 years imprisonment and/or a \$250,000.00 fine.

Privacy Act Notice:

The data that is being collected is both relevant and necessary for the processing of FOIA requests pursuant to the FOIA statute and CPSC FOIA regulations. The manufacturer's contact information will be used to contact the manufacturer about information that may respond to a FOIA request submitted to the Commission, and for clarification with any comments and claims of confidentiality the manufacturer may have submitted in response to a FOIA request notice from the Commission. If the Commission intends to disclose information about a consumer product that identifies a manufacturer, importer or private labeler, section 6(b) of the Consumer Product Safety Act (CPSA), 15 U.S.C. § 2055(b), requires us to contact, and provide the firm an opportunity to comment on the information proposed for release. Any Personally Identifiable Information (PII), which is any unique identifier that you may have included in your response to our notification that can be used to identify you, such as your name, address, telephone number will be maintained in the system.

The Commission's policy on privacy can be found at:

<http://www.cpsc.gov/en/About-CPSC/Policies-Statements-and-Directives/Privacy-Policy/>

4. LOCATING & RESPONDING TO FOIA REQUEST NOTIFICATIONS

You received an e-mail message from the Commission requesting a consultation for you to review the material we deem responsive to a FOIA Request. The message contains the FOIA request tracking number (e.g., 18-TEST-00000), and the Collaboration Portal URL.

To view and respond to this message, you must log into the Collaboration Portal by entering your *username* and *password*, and clicking the *sign in* button. If you do not have a username and password, consult Section 2, titled **Accessing and Signing Into the Collaboration Portal**, for instructions on how to obtain them.



U.S. Consumer Product Safety Commission (CPSC)

**Electronic Manufacturer
Notification Collaboration Portal**

User Name (Email):

Password:

[Forgot Password ?](#)

You are requesting access to an official United States Government system. The use of this system is for its intended and authorized purpose only. We may monitor and audit the users and usage of this system. If you access the system, you are consenting to such methods of inspection. Unauthorized access to the system is prohibited and willful manipulation and destruction of the system may be subject to criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. Each unlawful act, can levy a punishment of up to 5 years imprisonment and/or a \$250,000.00 fine.

Privacy Act Notice:
The data that is being collected is both relevant and necessary for the processing of FOIA requests pursuant to the FOIA statute and CPSC FOIA regulations. The manufacturer's contact information will be used to contact the manufacturer about information that may respond to a FOIA request submitted to the Commission, and for clarification with any comments and claims of confidentiality the manufacturer may have submitted in response to a FOIA request notice from the Commission. If the Commission intends to disclose information about a consumer product that identifies a manufacturer, importer or private labeler, section 6(b) of the Consumer Product Safety Act (CPSA), 15 U.S.C. § 2055(b), requires us to contact, and provide the firm an opportunity to comment on the information proposed for release. Any Personally Identifiable Information (PII), which is any unique identifier that you may have included in your response to our notification that can be used to identify you, such as your name, address, telephone number will be maintained in the system.

The Commission's policy on privacy can be found at:
<http://www.cpsc.gov/en/About-CPSC/Policies-Statements-and-Directives/Privacy-Policy/>

4-A Locating notifications. Under the *Home* tab, click on the *Inbox* in the *Task Summary* section to see requests requiring your review.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angelia Heggs-GrierHelpSign Out

HomeTasks

Collaboration DashboardRefresh

Task Summary

Inbox - (1)
Overdue - (0)
Arrived Today - (1)

Message Summary

Unread (1)
All (1)
Outbox (0)

Tasks Summary

Assigning Office(s)	Request for Documents	Consultations
HQ	0	1

Consultation Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000024	18-TEST-00002	HQ	11/26/2017	12/01/2017	Received

Request For Document Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
No records to display.					

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
No records to display.						

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For questions, please contact us on 301-504-7923 or via e-mail addressed to cpsc-foia@cpsc.gov.

100%

You are moved to the *Tasks* tab. Double-click on the FOIA request number.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angela Heggs-GrierHelpSign Out

HomeTasks

NewView MessageReplyMark as ReadMark as UnreadBack

Messages

Inbox (1)
Sent (0)
Failed (0)
Outbox (0)

Request ID	Task ID	Subject	Read	Received Date
18-TEST-00002	00000024	Manufacturer Notification from the U.S. CPSC for FOIA Request #18-TEST-00002	Read	11/26/2017

125%

To view the message, click on *View Message*. The screen that appears will be equivalent to the e-mail notification you received. When you are done reviewing the message, click *Close*.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angelia Heggs-Grier | Help | Sign Out

Home | Tasks

New | View Message

Messages

- Inbox (1)
- Sent (0)
- Failed (0)
- Outbox (0)

Request ID

18-TEST-00002

Read | Received Date

Read | 11/26/2017

Task Id : 00000024

Message

Subject :
Manufacturer Notification from the U.S. CPSC for FOIA Request #18-TEST-00002

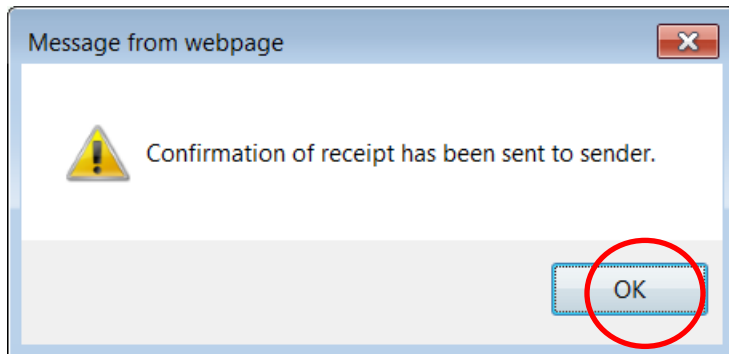
Body :
Enclosed please find material we deem responsive to FOIA Request #18-TEST-00002 which seeks records regarding CPSC Recall File #Recall File-2. The product in the material identifies you or your firm as the manufacturer.

Attachments :
No Attachments Found.

Close

javascript:OnViewMessage(); 125%

4-B Receipt confirmation. If this is the first time you have accessed the request, you must confirm receipt. The electronic receipt confirmation replaces the certified mail return receipt used in physical mailing. To confirm receipt, under the *Tasks* tab, selection *Action*. Then select *Confirmation Receipt*. A message box will appear letting you know that receipt confirmation was sent to the Commission; click *OK* to close that screen. You will then be returned to the Home screen. If not, click the *Home* tab.



4-C Downloading records. Go to the *Tasks* tab. Locate the Task ID related to the records you want to download. Locate and click on the *Download Records* button To download the records to your PC or network.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angela Heggs-Grier

Help

Sign Out

Home

Tasks

Task ID: 00000024

Download Records

Messages 0/1

View/Add Attachments (0)

Notes Log (2)

Change Status

Submit Completed Task

Back

Request Information	
Consultation Review ID	56
Request #	18-TEST-00002
Status	Received
Received Date	11/26/2017
Task Due Date	12/01/2017
Request Type	Test
Request Description	CPSC Recall File #Recall File-2

Sender Information	
First Name	Admin
Last Name	Admin
Email	cpsc-foia@cpsc.gov
Tasked By	HQ
Phone Number	-
Comments	-

javascript:DownloadRecords();125%

You will then receive a pop message asking “Are You Sure You Want to Download the Records for Off-Line Review?” Click OK.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angelia Heggs-Grier

Help

Sign Out

Home

Tasks

Task ID: 00000024

Download Records

Messages 0/1

View/Add Attachments (0)

Notes Log (2)

Change Status

Submit Completed Task

Back

Request Information

Consultation Review ID	
Request #	
Status	
Received Date	
Task Due Date	
Request Type	
Request Description	

Message from webpage

?

Are you sure you want to download the records for off-line review?

OK

Cancel

Sender Information

First Name	Admin
Last Name	Admin
Email	cpssc-foia@cpssc.gov
Tasked By	HQ
Phone Number	-
Comments	-

125%

Either choose to *Open* the zipped file, *Save* the zipped file, or *Save As* (recommended – click the down arrow next to save). The material will download to your local hard drive or network where you can review the information.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angelia Heggs-Grier Help Sign Out

Home Tasks

Task ID: 00000024

Download Records Messages 0/1 View/Add Attachments (0) Notes Log (2) Change Status Submit Completed Task Back

Request Information	
Consultation Review ID	56
Request #	18-TEST-00002
Status	Received
Received Date	11/26/2017
Task Due Date	12/01/2017
Request Type	Test
Request Description	CPSC Recall File #Recall File-2

Sender Information	
First Name	Admin
Last Name	Admin
Email	cpSC-foia@cpSC.gov
Tasked By	HQ
Phone Number	-
Comments	

Do you want to open or save Consult ID _ 00000024 - Records.zip from foiacollabdev?

Open Save Cancel

125%

Click **Save As** to select where to save the zipped file on your local PC or network.

http://foiacollabdev/Collaboration/ FOIAXpress - User: Admin Electronic Manufacturer N... Electronic Manufacturer...

PAL-FOIAXpress-Collabor... MAX Homepage Access Manager Interagency Agreements a...

Home Tasks

Task ID: 00000024

Download Records Messages 0/1 View/Add Attachments (0) Notes Log (2) Change Status Submit Completed Task Back

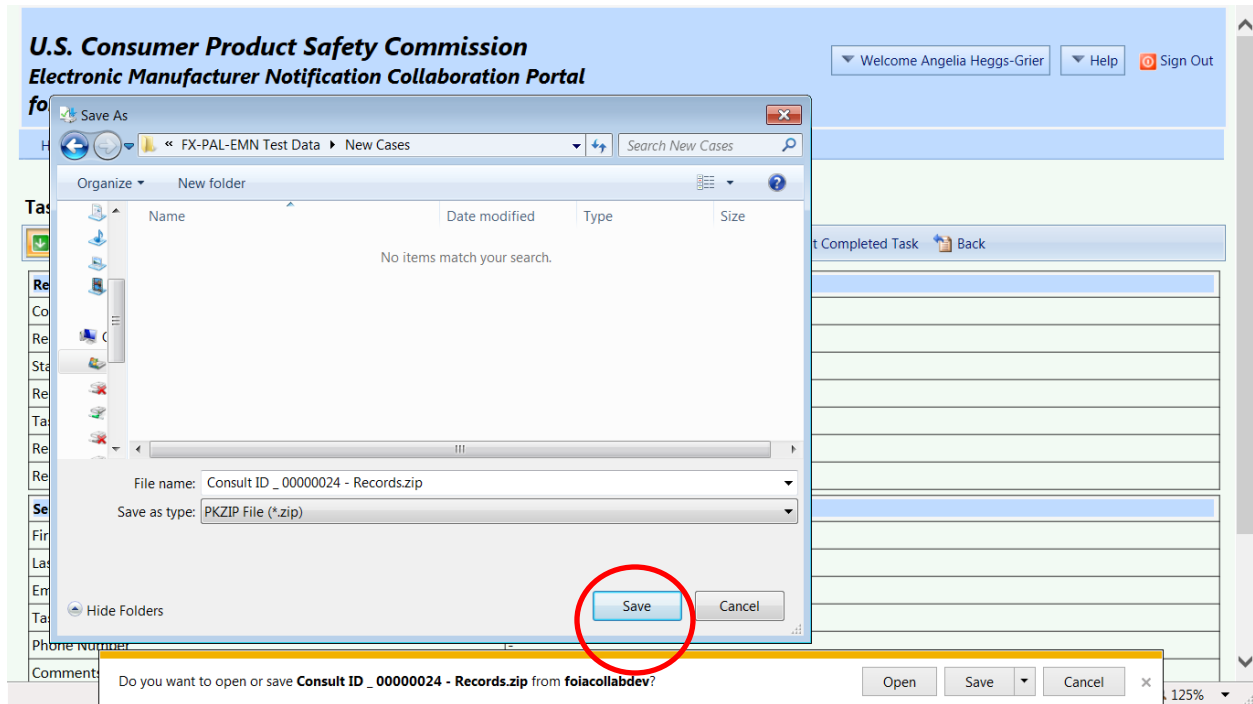
Request Information	
Consultation Review ID	56
Request #	18-TEST-00002
Status	Received
Received Date	11/26/2017
Task Due Date	12/01/2017
Request Type	Test
Request Description	CPSC Recall File #Recall File-2

Sender Information	
First Name	Admin
Last Name	Admin
Email	cpssc-foia@cpssc.gov
Tasked By	HQ
Phone Number	-
Comments	

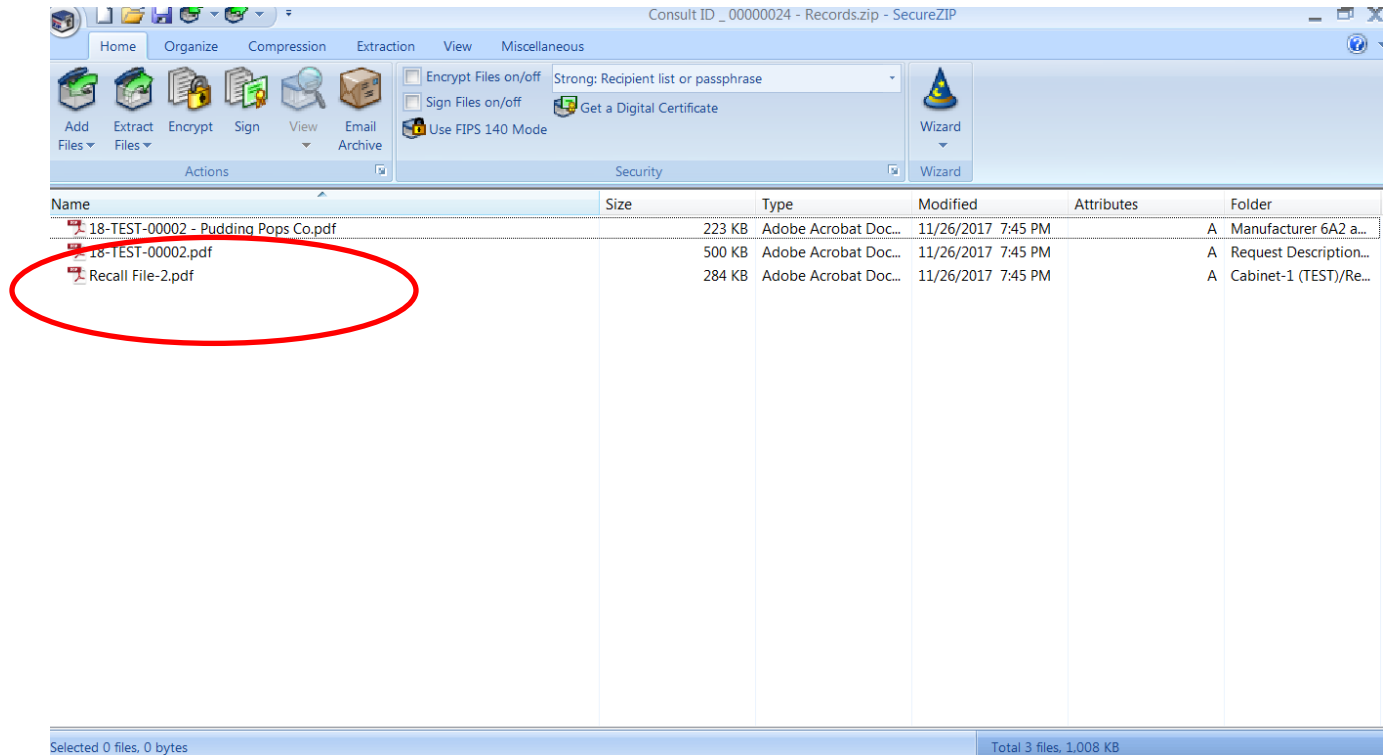
Do you want to open or save **Consult ID _ 00000024 - Records.zip** from foiacollabdev?

Open Save Save as Save and open

Click **Save**.

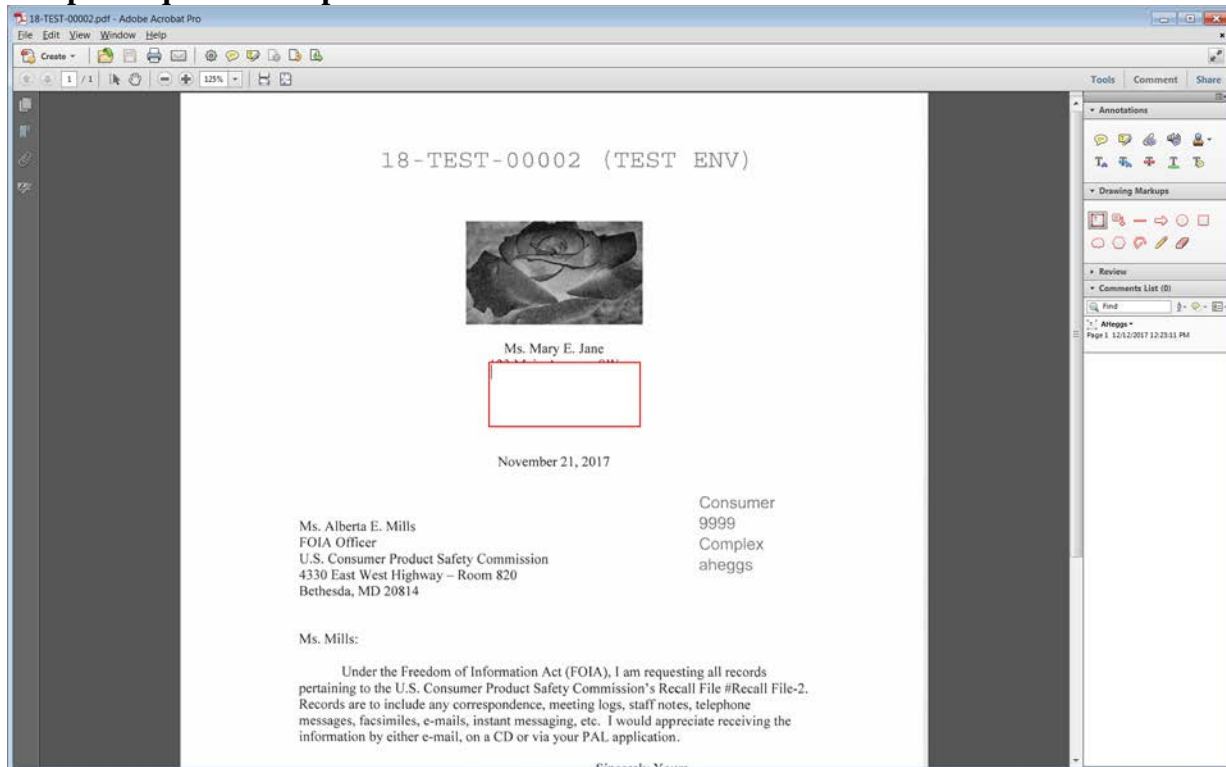


4-D Extracting files. The documents download to the director that you chose on your PC or network. Locate and click on the zip file. Your zip program will launch with further instructions. The files will automatically be labeled using the Commission's naming convention. You may later change the file names according to your own naming convention.



The files will contain a copy of the FOIA request, generally labeled “Request Description,” and any records the Commission deemed potentially responsive. This is a sample of a FOIA request received via postal mail. Note: Because receive requests via postal mail, e-mail, fax, and the e-FOIA Public Access Link (PAL), the format of the Request Description document will differ based on the method of submission.

Sample Request Description



4-E Reviewing and commenting on records. Once you have located the files, review the material, and decide if you want to submit a response to our notification.

Submitting a response to our notification is not mandatory. If you do not respond, we will analyze the records subject to FOIA exemptions 3, 4, 5, 6, and/or 7, and release the information in accordance with our analysis. Note:

If you choose to respond, review and redact the records (except the request description) as you deem fit, pursuant to CPSA Section 6(a)(2) and/or section 6(b)(1). You can redact portions of pages or entire pages of the records. In accordance with CPSA Sections 6(a)(2) and 6(b)(1), please state your reason(s) why we are not to disclose the material. Once your review is complete, upload the redacted records and cover letter into the Collaboration Portal. For more on uploading, see section below.

If this is a re-notice, meaning your organization has previously reviewed the material, you do not need to respond, unless you want to update your previous submission.

4-F Uploading your response. When you are ready to submit your response to the notification, go to the *Tasks* tab, and highlight the relevant Task ID number. Click on *Submit Completed Task*.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angelia Heggs-GrierHelpSign Out

HomeTasks

Task ID: 00000024

Download RecordsMessages 0/1View/Add Attachments (0)Notes Log (2)Change StatusSubmit Completed TaskTask

Request Information	
Consultation Review ID	56
Request #	18-TEST-00002
Status	Received
Received Date	11/26/2017
Task Due Date	12/01/2017
Request Type	Test
Request Description	CPSC Recall File #Recall File-2

Sender Information	
First Name	Admin
Last Name	Admin
Email	cpsc-foia@cpsc.gov
Tasked By	HQ
Phone Number	-
Comments	-

Contains commands for working with the selected items.125%

A blank message screen will appear.

U.S. Consumer Product Safety Commission
Electronic Manifestation of Records for FOIA

Home Tasks

Task ID: 00000024

Download Records

Request Information

Consultation Review ID
Request #
Status
Received Date
Task Due Date
Request Type
Request Description

Sender Information

First Name
Last Name
Email
Tasked By
Phone Number
Comments

Task Id : 00000024

To :
Admin Admin

Subject :

Body :

Attachments:

Browse and Add from My Computer :

Select

Select Attachments from the Task Attachments List to be Submitted with this Task :

☐	Attachment Name	Size	Date Created	View/Download
No records to display.				

[+ Click Here to Review Your Submission?](#)
[+ Click Here to View Submit Instructions?](#)

javascript:OnSubmit(); 125%

- Enter a *Subject* for your response (we recommend entering the FOIA Request number Manufacturer Comments).
- In the *Body* section, type any comments that you want to send to the FOIA staff.
- Under the *Attachments* section, click *Select* to browse your local computer or network for documents to upload.

Note: You can add multiple documents by holding down the *CTRL* key while clicking on the document name.

U.S. Consumer Electronic Manufacturer for FOIA

Home Tasks

Task ID: 00000024

Download Records

Request Information

Consultation Review ID

Request #

Status

Received Date

Task Due Date

Request Type

Request Description

Sender Information

First Name

Last Name

Email

Tasked By

Phone Number

Comments

Task Id : 00000024

Task Id : 00000024

To : Admin Admin

Subject : The Puddin Pops Co. Review of Material for FOIA Request #18-TEST-00002

Body : We have reviewed the material for FOIA Request #18-TEST-00002 and are submitting our comments and claims of confidentiality.

Attachments

Browse and Add from My Computer :

Select

- 18-TEST-00002 Recall File-2.pdf Remove
- 18-TEST-00002 The Puddin Pops Co Mfg Comments and Claims of Confidentiality Letter.docx Remove

Select Attachments from the Task Attachments List to be Submitted with this Task :

	Attachment Name	Size	Date Created	View/Download
☐				

javascript:__doPostBack('lnkInformation','')

125%

Before submitting, you may wish to review the attachments. Click on the *Click Here to Review Your Submission?* link, and a list of attachments will appear. Note: If you want to remove something, go to the *Attachments* section above *Click Here to Review Your Submission?*, and click the **red x** next to the document name to remove it from the list.

Once you are satisfied with your submission, click the *Submit Task* button.

Electronic Manual for FOIA

Home Tasks

Task ID: 00000024

Download Records

Request Information

Consultation Review ID

Request #

Status

Received Date

Task Due Date

Request Type

Request Description

Sender Information

First Name

Last Name

Email

Tasked By

Phone Number

Comments

Attachments:

Browse and Add from My Computer :

Select

- 18-TEST-00002 Recall File-2.pdf **x Remove**
- 18-TEST-00002 The Puddin Pops Co Mfg Comments and Claims of Confidentiality Letter.docx

x Remove

Select Attachments from the Task Attachments List to be Submitted with this Task :

☐	Attachment Name	Size	Date Created	View/Download
No records to display.				

[- Click Here to Review Your Submission?](#)

You are submitting the following

Attachments :

- 18-TEST-00002 Recall File-2.pdf
- 18-TEST-00002 The Puddin Pops Co Mfg Comments and Claims of Confidentiality Letter.docx

[+ Click Here to View Submit Instructions?](#)

Submit Task **Cancel**

javascript:__doPostBack('lnkInformation','')

125%

A pop up screen will appear confirming your submission. Click OK.

Electronic Manual for FOIA

Home Tasks

Task ID: 00000024

Download Records

Request Information

Consultation Review ID

Request #

Status

Received Date

Task Due Date

Request Type

Request Description

Sender Information

First Name

Last Name

Email

Tasked By

Phone Number

Comments

Task Id : 00000024

To : Admin Admin

Subject : The Pudding Pops Co. Review of Material for FOIA Request #18-TEST-00002

Body : We have reviewed the material for FOIA Request #18-TEST-00002 and are submitting our comments and claims of confidentiality.

Attachments:

Browse and Add from My

Select Attachments from

☐

Message from webpage

Job ID '49' has been submitted. The status of this job can be viewed from the 'My Jobs' link in your welcome dropdown on the Home Screen. An email notification will be sent when the process is complete.

OK

[- Click Here to Review Your Submission?](#)

You are submitting the following

View/DownLoad

http://foiacollabdev/Collaboration/NewMessage.aspx?from=submit&a=1&id=24

125%

5. POST-SUBMISSION PROCESS

The Commission's FOIA staff will review your submission and respond either to agree with your comments in whole or in part, or objecting to your comments in full. This is referred to as a Reverse Notice. When we respond, you will receive another notification that there is information in the Portal for your review. You will be given 5 days to respond.

5-A Status checks. To check the status of your submission, click on *Welcome– My Jobs*

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angelia Heggs-Grier | Help | Sign Out

My Account | Change Password | Preferences | **My Jobs**

Home | Tasks

Collaboration Dashboard | Refresh

Task Summary

- Inbox - (1)
- Overdue - (1)
- Arrived Today - (0)

Message Summary

- Unread (0)
- All (1)
- Outbox (0)

Tasks Summary

Number of Tasks

HQ

Assigning Office(s)

Request for Documents (Red bar)

Consultations (Green bar)

Consultation Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000024	18-TEST-00002	HQ	11/26/2017	12/01/2017	Submitted

Request For Document Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
No records to display.					

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
---------	-----------	-----------	-----------	---------------	----------	--------

javascript:OnMyJob() | 125%

After you have responded to a FOIA Request, your *My Jobs* section will contain a listing of responses:

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angelia Heggs-Grier

▼ Help

Sign Out

My Account

Change Password

Preferences

My Jobs

Home

Tasks

Collaboration Dashboard

Refresh

Task Summary
Inbox - (1)
Overdue - (1)
Arrived Today - (0)

Message Summary
Unread (0)
All (1)
Outbox (0)

Tasks Summary

Assigning Office(s)	Number of Tasks	Task Type
HQ	1.0	Consultations

Consultation Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000024	18-TEST-00002	HQ	11/26/2017	12/01/2017	Submitted

Request For Document Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
No records to display.					

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
---------	-----------	-----------	-----------	---------------	----------	--------

javascript:OnMyJob()

125%

You can see outstanding and completed tasks.

U.S. Elect
for F

Home
Collab
Task S
Inbox
Overd
Arrive

Consult
Task ID
0000002
Request
Task ID
Comple
Task ID

My Jobs

Resubmit Refresh

My Jobs

Filter By : Status: All User : Heggs-Grier, Ar Job Type : All

Job ID	Job Name	Job Type	Enqueued	Started	Completed	Status	Duration	Dow...	Delete
49	Rfd/Consultation Sub...	Rfd/Consultatio...	12/25/2017 7:19:1...	12/25/2017 7:19:5...	12/25/2017 7:19:5...	Completed	0 s		X

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

Close

Task ID Request # Tasked By Task Type Received Date Due Date Status

125%

Until you submit a response to a FOIA request via the Collaboration Portal, your *My Jobs* section will be empty:

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angelia Heggs-Grier | Help | Sign Out

Home | Tasks

Collaboration Dashboard

Task Summary
Inbox - (1)
Overdue - (0)
Arrived Today - (1)

Consultation Tasks
Task ID | R
00000024 | S

Request For Document Tasks
Task ID | R

Completed Tasks
Task ID | Reque

Message

Back Close

Message
No Job(s) found

Refresh

Documents

Status
Received

Status

Status

Status

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For questions, please contact us on 301-504-7923 or via e-mail addressed to cpsc-foia@cpsc.gov.

javascript:OnMyJob() | 100%

6. MISCELLANEOUS.

6-A Interim responses. Before you submit your comments regarding the review of the material, you may have a question that you want to ask about this FOIA Request. Open the relevant Task ID, select Messages, then select *Reply*.

The screenshot shows the U.S. Consumer Product Safety Commission's Electronic Manufacturer Notification Collaboration Portal for FOIA. The page header includes the commission's name and a user welcome message: "Welcome Angela Heggs-Grier". Below the header, there are navigation tabs for "Home" and "Tasks". The main content area displays "Task ID: 00000024". A toolbar contains several action buttons: "New", "View Message", "Reply" (circled in red), "Mark as Read", "Mark as Unread", and "Back". On the left, a "Messages" sidebar shows "Inbox (1)", "Sent (0)", "Failed (0)", and "Outbox (0)". The main message list has columns for "Request ID", "Task ID", "Subject", "Read", and "Received Date". One message is listed with Request ID "18-TEST-00002", Task ID "00000024", and Subject "Manufacturer Notification from the U.S. CPSC for FOIA Request #18-TEST-00002". The footer contains copyright information for AINS, Inc. and contact details: "For questions, please contact us at 301-504-7923 or via e-mail addressed to cpsc-foia@cpsc.gov".

Request ID	Task ID	Subject	Read	Received Date
18-TEST-00002	00000024	Manufacturer Notification from the U.S. CPSC for FOIA Request #18-TEST-00002	Read	11/26/2017

Type your message in the *Body* section of the message.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angela Heggo-Grier | Help | Sign Out

Home | Tasks

Task ID: 00000024

New | View Message | Reply | Mark as Read

Messages

Request ID	Task ID
18-TEST-00002	00000024

Inbox (1)
Sent (0)
Failed (0)
Outbox (0)

Task ID: 00000024

Subject: Manufacturer Notification from the U.S. CPSC for FOIA Request #18-TEST-00002
Body: Enclosed please find material we deem responsive t...

To: Admin Admin

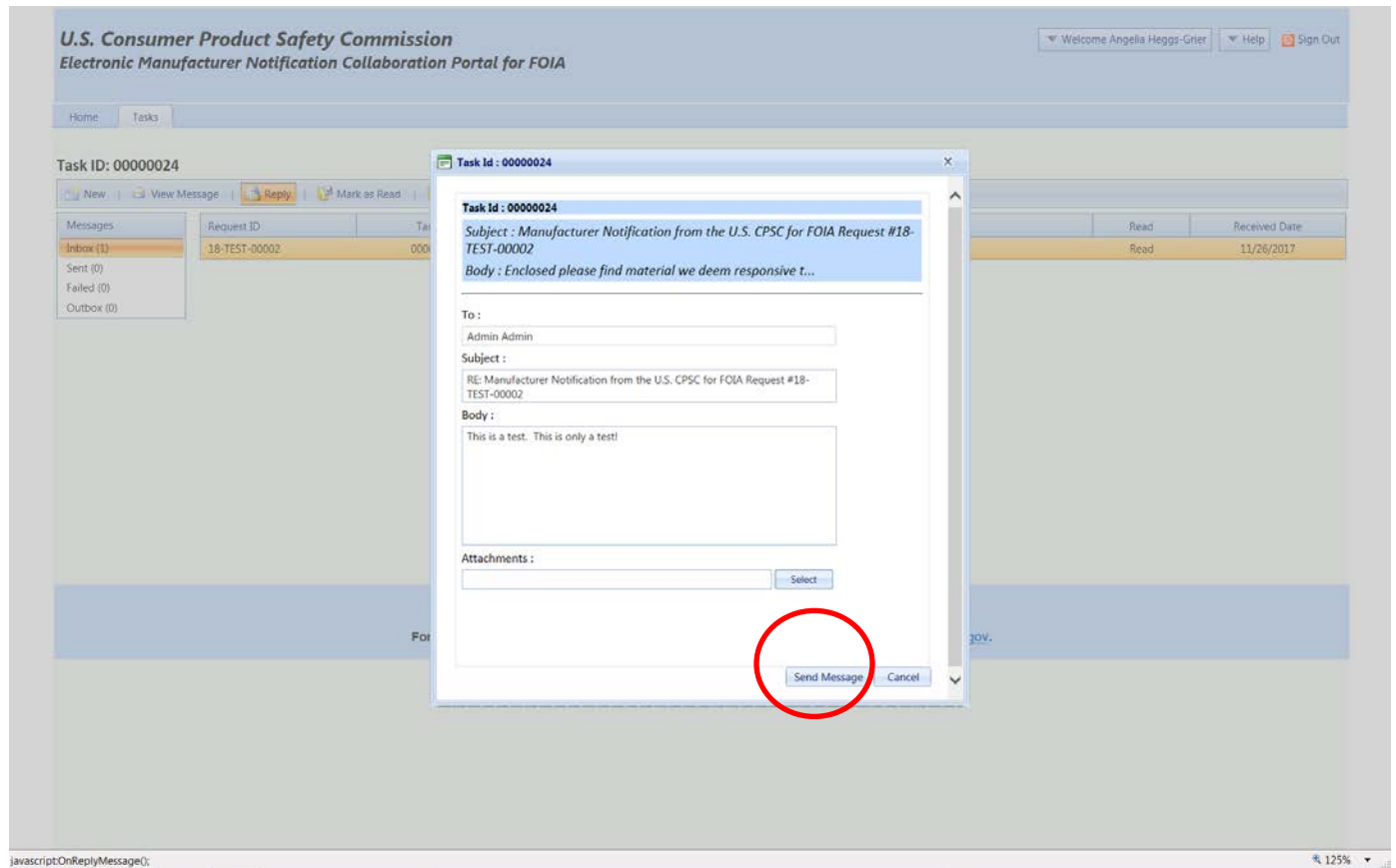
Subject: RE: Manufacturer Notification from the U.S. CPSC for FOIA Request #18-TEST-00002

Body:

Attachments:

javascript:OnReplyMessage(); 125%

Click the *Send Message* button to send your message.



Notice under the *Messages* section there is now one (1) *Sent* message. The FOIA staff will be able to the message associated with this Task for this FOIA Request.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angela McTier | Help | Sign Out

Home | Tasks

Task ID: 00000018

New | View Message | Reply | Mark as Read | Mark as Unread | Back

Messages

- Inbox (1)
- Sent (1)**
- Failed (0)
- Outbox (0)

Request ID	Task ID	Subject	Read	Received Date
16-F-00016	00000018	RE: U.S. Consumer Product Safety Commission (CPSC) Freedom of Information Act (FOIA) Request #16-F-00016	Unread	09/15/2017

For questions, please contact us on 301-504-7923 or via e-mail to cpsc-foia@cpsc.gov

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8-B Notes. The Commission FOIA staff may send notes associated with a Task ID. The notes are based on *Actions* taken within the FOIA request, such as when a *Consultation Request* was issued, etc. To view Notes, go to the relevant Task ID, and select *Notes Log*.

U.S. Consumer Product Safety Commission

Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angela Heggs-GrierHelpSign Out

HomeTasks

Task ID: 00000024

Download RecordsMessages 0/1View/Add Attachments (0)Notes Log (2)Change StatusSubmit Completed TaskBack

Request Information

Consultation Review ID	56
Request #	18-TEST-00002
Status	Received
Received Date	11/26/2017
Task Due Date	12/01/2017
Request Type	Test
Request Description	CPSC Recall File #Recall File-2

Sender Information

First Name	Admin
Last Name	Admin
Email	cpsc-foia@cpsc.gov
Tasked By	HQ
Phone Number	-
Comments	-

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125%

In this example, there is indication that a *Note* has been added to the *Notes Log* because a number appears next it. Click on *Notes Log* to see the note.

Task ID: 00000024

Download Records Messages 0/1 View/Add Attachments (2) **Notes Log (3)** Change Status Submit Completed Task Back

Request Information	
Consultation Review ID	56
Request #	18-TEST-00002
Status	Submitted
Received Date	11/26/2017
Task Due Date	12/01/2017
Request Type	Test
Request Description	CPSC Recall File #Recall File-2

Sender Information	
First Name	Admin
Last Name	Admin
Email	cpsc-foia@cpsc.gov
Tasked By	HQ
Phone Number	-
Comments	-

javascript:OnNotesLog(); 125%

Here, there are three notes, including *Consultation Submitted*, *Receipt Confirmation*, and *Consultation Received*. To read, highlight the relevant *Note*, then click *View Note*.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Home Tasks

Task ID: 00000024

Download Record

Request Information

Consultation Review

Request #

Status

Received Date

Task Due Date

Request Type

Request Description

Sender Information

First Name

Last Name

Email

Tasked By

Phone Number

Comments

Notes Log - Consultation Review

Task ID: 00000024

Add Note View Note Print Notes Close

Notes Log

Action	Comments	Created Date
Consultation Submitted	We have reviewed the material for FOIA Request #18-TEST-0000...	12/25/2017:07:19:15
Receipt Confirmed	Task Receipt Confirmed	11/26/2017:08:55:37
Consultation Received	-	11/26/2017:07:45:58

javascript:OnNotesLog();

125%

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angela Heggs-Grier Help Sign Out

Home Tasks

Task ID: 00000024

Download Record

Request Information

Consultation Review

Request #

Status

Received Date

Task Due Date

Request Type

Request Description

Sender Information

First Name

Last Name

Email

Tasked By

Phone Number

Comments

Notes Log - Consultation Review

Task ID: 00000024

Add Note View Note Print Notes Close

Notes Log

Action	Comments	Created Date
Consultation Submitted	We have reviewed the material for FOIA Request #18-TEST-0000...	12/25/2017:07:19:15
Receipt Confirmed	Task Receipt Confirmed	11/26/2017:08:55:37
Consultation Received	-	11/26/2017:07:45:58

http://foiacollabdev/Collaboration/NotesLog.aspx?a=1&id=24

125%

The *Note* message will appear. When you are done reviewing the *Note*, click **Close**.

Task ID: 00000024

Download Record

Request Information

Consultation Review

Request #

Status

Received Date

Task Due Date

Request Type

Request Description

Sender Information

First Name

Last Name

Email

Tasked By

Phone Number

Comments

Notes Log - Consultation Review

Task ID: 00000024

Add Note View Note Print Notes Close

Notes Log

Action	Comments	Created Date
Consultation Submitted		12/25/2017:07:19:15
Receipt Confirmed		11/26/2017:08:55:37
Consultation Received		11/26/2017:07:45:58

View Note

Note:

Print

We have reviewed the material for FOIA Request #18-TEST-00002 and are submitting our comments and claims of confidentiality.

Close

For questions, please contact us at 301-504-7923 or via e-mail addressed to cpssc-foia@cpssc.gov.

<http://foiacollabdev/Collaboration/NotesLog.aspx?a=1&id=24> 125%

6-C Reviewing attachments, Under the relevant *Task ID* screen, click *View/Add Attachments*.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angelia Heggs-Grier

Help

Sign Out

Home

Tasks

Task ID: 00000024

Download Records

Messages: 0/1

View/Add Attachments (2)

Notes Log (3)

Change Status

Submit Completed Task

Back

Request Information	
Consultation Review ID	56
Request #	18-TEST-00002
Status	Submitted
Received Date	11/26/2017
Task Due Date	12/01/2017
Request Type	Test
Request Description	CPSC Recall File #Recall File-2

Sender Information	
First Name	Admin
Last Name	Admin
Email	cpSC-foia@cpSC.gov
Tasked By	HQ
Phone Number	-
Comments	-

javascript:OnViewAttachment(); 125%

A pop up screen will appear with a list of attachments sent and their corresponding dates. Once you are done reviewing the list, click *Close*.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal
for FOIA

Welcome Angelia Heggs-Grier Help Sign Out

Home Tasks

Task ID: 00000024

Download Records Messages 0

Request Information

Consultation Review ID

Request #

Status

Received Date

Task Due Date

Request Type

Request Description

Sender Information

First Name

Last Name

Email

Tasked By HQ

Phone Number -

Comments -

Attachments - Consultation Review

Task Id : 00000024

Task Attachments:

No.	Attachment	Size	Received Date	Sent Date
1.	18-TEST-00002 The Puddin Pops Co Mfg Comments and Claims of Confidentiality Letter.docx	18.05 KB	-	12/25/2017
2.	18-TEST-00002 Recall File-2.pdf	287.95 KB	-	12/25/2017

Add Attachments:

Select

Attach File

Close

6-D Change password. To change your password, click the *Welcome– Change Password* option.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angela Heggs-Grier

▼ Help

Sign Out

My Account

Change Password

Preferences

My Jobs

HomeTasks

Collaboration Dashboard

Refresh

Task Summary

Inbox - (1)
Overdue - (0)
Arrived Today - (1)

Message Summary

Unread (0)
All (1)
Outbox (0)

Tasks Summary

Assigning Office(s)	Number of Tasks
HQ	1.0

Consultation Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000024	18-TEST-00002	HQ	11/26/2017	12/01/2017	Received

Request For Document Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
No records to display.					

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
No records to display.						

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javascript:OnChangePassword()100%

The Change Password screen appears. Enter a Password in *Password* box - Repeat the Password in the *Confirm Password* box. Click *Save*.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angela Heggs-Grier Help Sign Out

Home Tasks

Collaboration Dashboard Refresh

Task Summary

- Inbox - (1)
- Overdue - (0)
- Arrived Today - (1)

Message Summary

- Unread (0)
- All (1)
- Outbox (0)

Tasks Summary

Task Type	Count
Request for Documents	1
Consultations	0

HQ
Assigning Office(s)

Change Password

Change Password

Password*

Confirm Password*

Save Close

Consultation Tasks

Task ID	Request #
00000024	18-TEST-00002

Request For Document Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
No records to display.					

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
No records to display.						

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100%

6-E **My Account.** To review your account information, click on *My Account* from the *Welcome* drop-down menu.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angela Heggs-Grier

▼ Help

Sign Out

Home

Tasks

Collaboration Dashboard

Refresh

Task Summary
Inbox - (1)
Overdue - (0)
Arrived Today - (1)

Message Summary
Unread (0)
All (1)
Outbox (0)

Tasks Summary

Assigning Office(s)	Request for Documents	Consultations
HQ	0	1

Consultation Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000024	18-TEST-00002	HQ	11/26/2017	12/01/2017	Received

Request For Document Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
No records to display.					

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
No records to display.						

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javascript: onMyAccountClicked()

100%

The account information screen appears. **Do not** change or add to the information in the fields. Instead, email the Commission's FOIA staff at cpsc-foia@cpsc.gov with any updates.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angelia Heggs-Grier Help Sign Out

Home Tasks

Tasks

Task ID
00000024

Angelia Heggs-Grier

Personal Information

Prefix: Ms.
First Name*: Angelia
Middle Name:
Last Name*: Heggs-Grier
Suffix:
Code*: AH
E-Mail*: Puddin65@verizon.net
Phone Number: 567-890-1234
Job Title:
Location:
Govt Level:
Supervisor:
Time Zone*: (UTC-05:00) Eastern Time (US & Cana)
Language: English

Login Information

Program Office: The Pudding Pops Co.
Login*: Puddin65@verizon.net
Change Password

Note: * Fields are mandatory

Save Close

Task Type: All Tasks

Task Type	Action
Consultation Review	 

For questions, please contact us on 301-504-7923 or via e-mail addressed to cpsc-foia@cpsc.gov.

100%

8-F: Preferences. User preferences include page views. For any changes you make, click *Save* once done. To change your user preferences, go to the *Welcome* drop down menu and select *Preferences*.

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angela Heggs-Grier

▼ Help

Sign Out

Home

Tasks

My Account

Change Password

Preferences

My Jobs

Refresh

Task Summary

Inbox - (1)

Overdue - (0)

Arrived Today - (1)

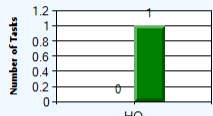
Message Summary

Unread (0)

All (1)

Outbox (0)

Tasks Summary



Assigning Office(s)	Number of Tasks
HQ	1.0

Consultation Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000024	18-TEST-00002	HQ	11/26/2017	12/01/2017	Received

Request For Document Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
No records to display.					

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
No records to display.						

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javascript:onPreferencesClick()

100%

The *User Preferences* screen appears:

U.S. Consumer Product Safety Commission
Electronic Manufacturer Notification Collaboration Portal for FOIA

Welcome Angella Heggs-Grier Help Sign Out

Home Tasks

Collaboration Dashboard Refresh

Task Summary

- Inbox - (1)
- Overdue - (0)
- Arrived Today - (1)

Message Summary

- Unread (0)
- All (1)
- Outbox (0)

Tasks Summary

HQ ng Office(s)

User Preferences

Records Per Page: 20 Max(100)

Themes: Office 2007

Save Close

Consultation Tasks

Task ID	Request #
00000024	18-TEST-00002

Request For Document Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
No records to display.					

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
No records to display.						

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For questions, please contact us on 301-504-7923 or via e-mail addressed to cpsc-foia@cpsc.gov.

100%