

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records in PAS are stored electronically on magnetic disc, tape, digital media, and/or CD-ROM. PAS is a customized module within USDA's Enterprise Content Management (ECM), which is maintained by the Office of the Executive Secretariat. ECM is based upon a suite of document management applications that have been specifically designed for use by the employees and officers of USDA to manage documents associated with a wide range of administrative and business processes. PAS is hosted on servers located within secure computing environments at NITC in Kansas City, Missouri. Paper records are stored in GIPSA offices nationwide prior to scanning into PAS.

**RETRIEVABILITY:**

Records may be retrieved by applicant name, business entity name, owner name, facility name, respondent name, complainant name, alleged violator's name, and investigation or regulatory activity identification case number.

**SAFEGUARDS:**

Computer records in PAS are safeguarded in accordance with applicable rules and policies, including all applicable USDA automated systems security and access policies. Strict controls have been imposed to minimize the risk of compromising the information that is stored. Access to PAS is limited to those who have a need to know. Permission level assignments allow users access only to those functions for which they are authorized to perform their official duties. System users, managers, and PAS Administrators have access to the data in the system. Access is controlled by the eAuthentication System (eAuth). Once an eAuth account has been created, the PAS Administrator will grant access to the user based on his/her position and title. Paper records are maintained in locked cabinets and in desks that are located in physically secured rooms.

**RETENTION AND DISPOSAL:**

Certain records in PAS are maintained for 3 years; others are maintained for 5 years, in accordance with General Records Schedule 20, Electronic Records, items 2a and Other Reports covered under the GRS 20, 11(a)1. Paper records are retained in accordance with GRS 20, items 1a, 2a, and 16.

**SYSTEM MANAGER AND ADDRESS:**

GIPSA, P&S Program, 1400 Independence Avenue SW., Room 2055-S, Washington, DC 20250-3601.

**NOTIFICATION PROCEDURE:**

Individuals seeking notification of and access to any record contained in this system of records, or seeking to contest its content, may submit a request in writing to the Headquarters or component's FOIA Officer, whose contact information can be found at <http://www.da.usda.gov/foia.htm> under "USDA FOIA Points of Contact." If an individual believes more than one component maintains Privacy Act records concerning him or her, the individual may submit the request to the Chief FOIA Officer, Department of Agriculture, 1400 Independence Avenue SW., Washington, DC 20250.

When seeking records about yourself from this system of records or any other Departmental system of records, your request must conform with the Privacy Act regulations set forth in 7 CFR part 1, subpart G.

**RECORD ACCESS PROCEDURES:**

See "Notification procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification procedure" above.

**RECORD SOURCE CATEGORIES:**

The information is obtained (1) From entities and individuals who are doing business in the livestock, meat, and poultry industries and who register under the P&S Act to conduct such business; (2) from individuals and businesses who file claims against registrants; (3) financial institutions, attorneys, accountants, and insurance companies; and (4) by GIPSA employees who collect the information during the course of their official responsibilities, such as investigative personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**BILLING CODE 3410-KD-P**

**DEPARTMENT OF AGRICULTURE****Office of Procurement and Property Management****Public Availability of FY 2012 Service Contract Inventories**

**AGENCY:** Office of Procurement and Property Management, Departmental Management, Department of Agriculture.

**ACTION:** Notice of public availability of FY 2012 Service Contract inventories.

**SUMMARY:** In accordance with Section 743 of Division C of the Consolidated Appropriations Act of 2010 (Pub. L. 111-117), Department of Agriculture is publishing this notice to advise the public of the availability of the FY 2012 Service Contract inventory. This inventory provides information on FY 2012 service contract actions over \$25,000. The information is organized by function to show how contracted resources are distributed throughout the agency. The inventory has been developed in accordance with guidance issued on November 5, 2010 by the Office of Management and Budget's Office of Federal Procurement Policy (OFPP). OFPP's guidance is available at <http://www.whitehouse.gov/sites/default/files/omb/procurement/memo/service-contract-inventories-guidance-11052010.pdf>. Department of Agriculture has posted its inventory and a summary of the inventory on the Office of Procurement and Property Management homepage at the following link: <http://www.dm.usda.gov/procurement/>.

**FOR FURTHER INFORMATION CONTACT:** Al Muñoz, Office of Procurement and Property Management, at (202) 720-1273 or by mail at OPPM, Mail Stop 9304, U.S. Department of Agriculture, 1400 Independence Avenue SW., Washington, DC 20250-9303. Please cite "2012 Service Contract Inventory" in all correspondence.

Signed in Washington, DC, on March 4, 2013.

**Lisa M. Wilusz,**

*Director, Office of Procurement and Property Management.*

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**BILLING CODE 3410-TX-P**

**CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD****Sunshine Act Meeting**

**TIME AND DATE:** The meeting will convene at 6:30 p.m. PDT on April 19, 2013.

**PLACE:** The meeting will be held at Richmond Memorial Auditorium and Convention Center located at 403 Civic Center Plaza, Richmond, CA.

**STATUS:** Open to the public.

**MATTERS TO BE CONSIDERED:** CSB investigators will present a proposed interim report and safety recommendations to the Board Members based on the CSB's investigation into a hydrocarbon release and fire that occurred at the Chevron Refinery in Richmond, CA on August 6, 2012.