



UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION

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:

[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.



The screenshot shows the login page for the U.S. Consumer Product Safety Commission (CPSC) Electronic Manufacturer Notification Collaboration Portal. At the top center is the CPSC logo, which features a stylized red and white figure holding a shield, surrounded by the text "CONSUMER PRODUCT SAFETY COMMISSION" and "UNITED STATES". Below the logo, the text "U.S. Consumer Product Safety Commission (CPSC)" is displayed. The main heading of the portal is "Electronic Manufacturer Notification Collaboration Portal". Below this heading are two input fields: "User Name (Email):" and "Password:". To the right of the password field is a blue "Sign In" button. Below the input fields is a link that says "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 Angela Heggs-Grier | Help | Sign Out

Home | Tasks

Collaboration Dashboard Refresh

Task Summary

- Inbox - (1)**
- Outgoing (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 Angelia Heggs-Grier Help Sign Out

Home **Tasks**

New View Message Reply Mark as Read Mark as Unread Back

Messages	Request ID	Task ID	Subject	Read	Received Date
Inbox (1)	18-TEST-00002	00000024	Manufacturer Notification from the U.S. CPSC for FOIA Request #18-TEST-00002	Read	11/26/2017
Sent (0)					
Failed (0)					
Outbox (0)					

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

Request ID	Read	Received Date
18-TEST-00002	Read	11/26/2017

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

Task Id : 00000024

Message

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

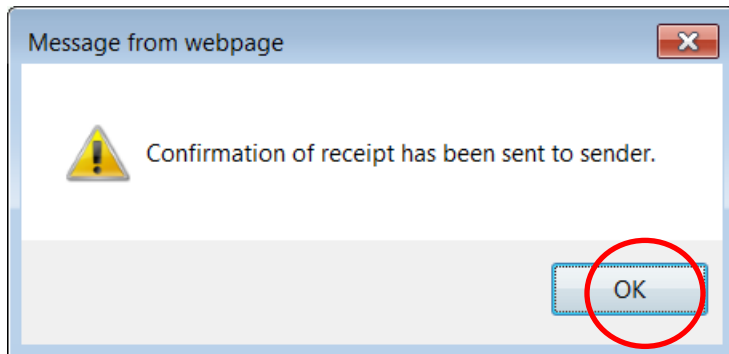
Body :
Enclosed please find material we deem responsive to FOIA Request #18-TEST-00002 which seeks records regarding CPSC Recall File #Recall File-2. The product in the material identifies you or your firm as the manufacturer.

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 Angelia Heggs-Grier Help Sign Out

Home Tasks

Task ID: 0000024

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: 0000024

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	-

Comment: Do you want to open or save Consult ID _ 0000024 - 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.

The screenshot shows a web browser window with the following elements:

- Address bar: <http://foiacollabdev/Collaboration/>
- Page Title: **for FOIA**
- Navigation: Home, Tasks
- Task ID: 0000024
- Actions: Download Records, Messages 0/1, View/Add Attachments (0), Notes Log (2), Change Status, Submit Completed Task, Back
- Request Information Table:

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 Table:

First Name	Admin
Last Name	Admin
Email	cpsc-foia@cpsc.gov
Tasked By	HQ
Phone Number	-
Comment	Do you want to open or save Consult ID _ 0000024 - Records.zip from foiacollabdev?
- Buttons: Open, Save, Save as (circled in red), Save and open

Click *Save*.

The screenshot displays a web application interface for the U.S. Consumer Product Safety Commission's Electronic Manufacturer Notification Collaboration Portal. The user is logged in as Angela Heggs-Grier. A "Save As" dialog box is open, showing the file name "Consult ID _ 00000024 - Records.zip" and the save type "PKZIP File (*.zip)". The "Save" button is circled in red. The background shows a table of records with columns for Name, Date modified, Type, and Size. The table is currently empty, displaying "No items match your search."

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

Welcome Angela Heggs-Grier Help Sign Out

Save As

« FX-PAL-EMN Test Data ▶ New Cases Search New Cases

Organize New folder

Name	Date modified	Type	Size
No items match your search.			

File name: Consult ID _ 00000024 - Records.zip

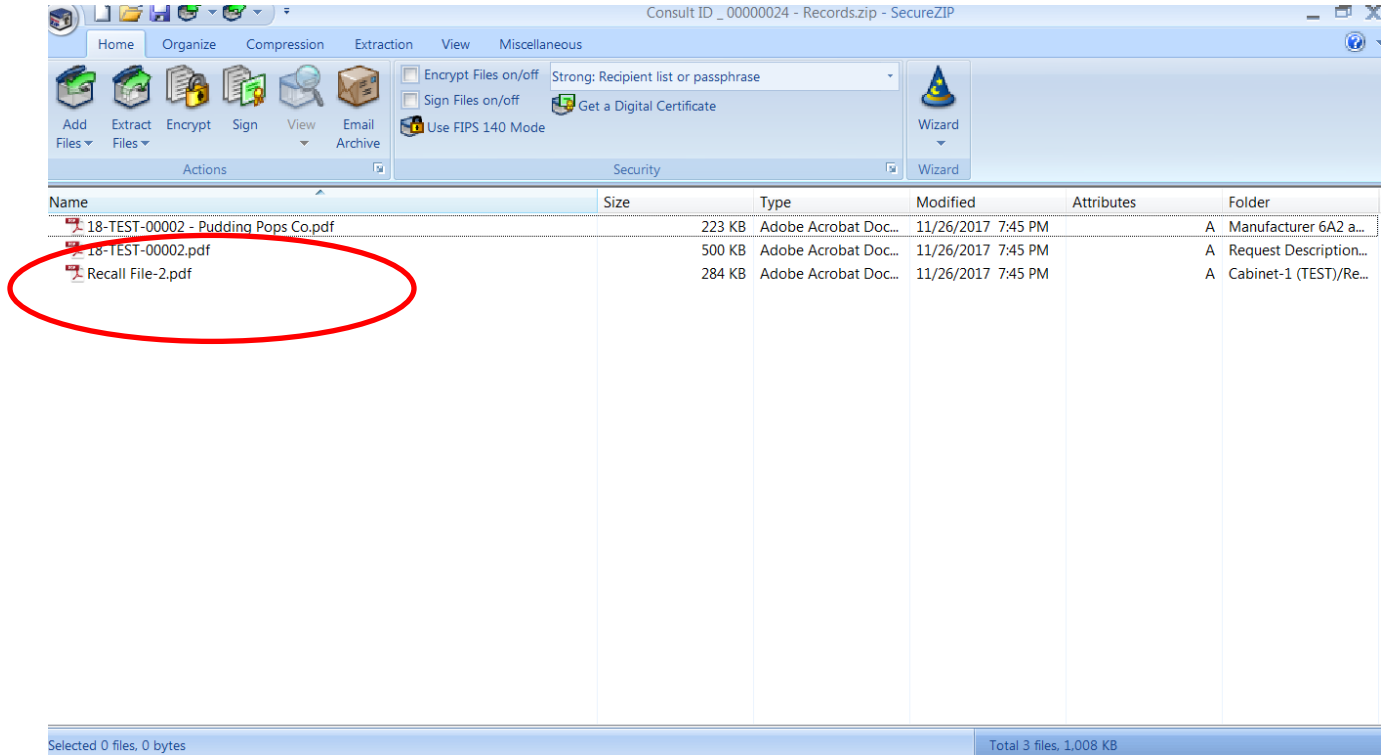
Save as type: PKZIP File (*.zip)

Hide Folders Save Cancel

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

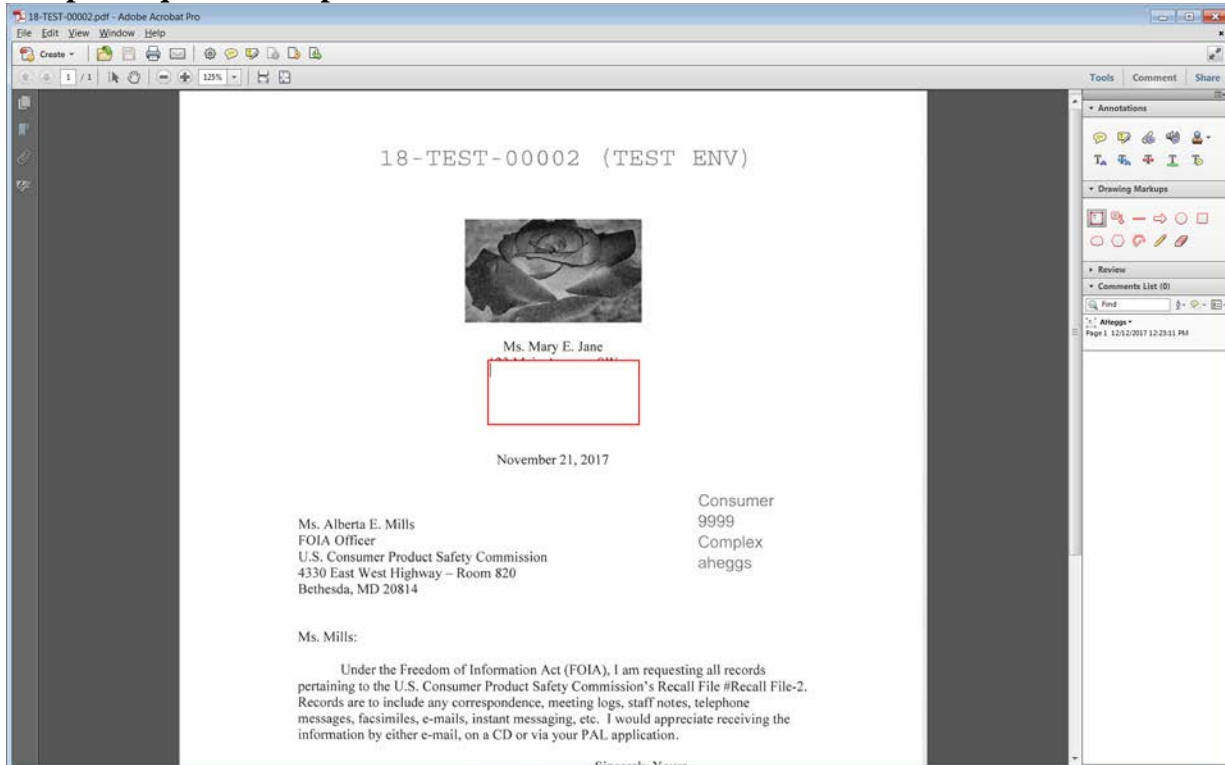
125%

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-Grier Help Sign Out

Home Tasks

Task ID: 0000024

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

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	-

Contains commands for working with the selected items. 125%

A blank message screen will appear.

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 :

Body :

Attachments:

Browse and Add from My Computer :

Select

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

<input type="checkbox"/>	Attachment Name	Size	Date Created	View/DownLoad
No records to display.				

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

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

Help Sign Out

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.

The screenshot shows a web application interface for the U.S. Consumer Electronic Manufacturer for FOIA. A modal window titled "Task Id : 00000024" is open, displaying a form for submitting a response. The form fields are as follows:

- 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: [Text Field] [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:**

<input type="checkbox"/>	Attachment Name	Size	Date Created	View/DownLoad
<input type="checkbox"/>				

Red circles highlight the "To", "Subject", and "Attachments" sections. The background shows a sidebar with "Request Information" and "Sender Information" sections, and a "Task ID: 00000024" header. The bottom of the page contains a JavaScript snippet: `javascript:_doPostBack("lnkInformation","")` and a zoom level of 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 :

<input type="checkbox"/>	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*.

The screenshot displays the 'Electronic Manual for FOIA' interface. On the left is a sidebar with navigation options like 'Home', 'Tasks', and 'Task ID: 00000024'. The main content area shows a task submission form with fields for 'Task Id', 'To', 'Subject', and 'Body'. A 'Message from webpage' dialog box is overlaid on the form, containing a warning icon and the text: '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.' The 'OK' button in the dialog box is circled in red. Below the dialog box, there is a link '- Click Here to Review Your Submission?' and a section titled 'You are submitting the following'. The browser's address bar at the bottom shows the URL: <http://foiacollabdev/Collaboration/NewMessage.aspx?from=submit&a=1&id=24> and the zoom level is set to 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 (0)
 Consultations (1)

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)

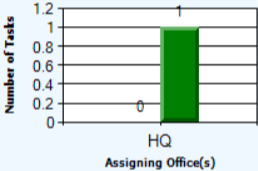
Message Summary

Unread (0)

All (1)

Outbox (0)

Tasks Summary



Assigning Office(s)	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	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. Electri...
for FC

Home
Collab
Task S
Inbox
Overd
Arrive

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:		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:

The screenshot displays the user interface of the U.S. Consumer Product Safety Commission's Electronic Manufacturer Notification Collaboration Portal for FOIA. At the top, the header includes the organization's name and a user welcome message: "Welcome Angela Heggs-Grier". A "Sign Out" button is visible in the top right corner. The main navigation area includes "Home" and "Tasks" tabs, and a "Refresh" button. The left sidebar contains a "Collaboration Dashboard" with sections for "Task Summary" (listing "Inbox - (1)", "Overdue - (0)", and "Arrived Today - (1)"), "Consultation Tasks", "Request For Document Tasks", and "Completed Tasks". The central area is partially obscured by a "Message" dialog box. This dialog box has a title bar with "Message" and a close button. Inside, a message box with a yellow warning icon contains the text "No Job(s) found", which is circled in red. The footer of the page contains the copyright notice "Copyright © 2015 AINS, Inc. All rights reserved." and contact information: "For questions, please contact us on 301-504-7923 or via e-mail addressed to cpsc-foia@cpsc.gov". The browser's status bar at the bottom shows "javascript:OnMyJob()" and a zoom level of "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 click on *Reply*.

The screenshot shows the user interface of the U.S. Consumer Product Safety Commission's Electronic Manufacturer Notification Collaboration Portal for FOIA. The page header includes the organization's name and a user welcome message: "Welcome Angelia Heggs-Grier". Below the header, there are navigation tabs for "Home" and "Tasks". The main content area displays "Task ID: 00000024" and a toolbar with actions: "New", "View Message", "Reply" (circled in red), "Mark as Read", "Mark as Unread", and "Back". A table lists messages, with one entry highlighted in orange:

Messages	Request ID	Task ID	Subject	Read	Received Date
Inbox (1)	18-TEST-00002	00000024	Manufacturer Notification from the U.S. CPSC for FOIA Request #18-TEST-00002	Read	11/26/2017
Sent (0)					
Failed (0)					
Outbox (0)					

At the bottom of the page, there is a copyright notice: "Copyright © 2015 AINS, Inc. All rights reserved." and contact information: "For questions, please contact us at 301-504-7923 or via e-mail addressed to cpsc-foia@cpsc.gov." The browser status bar at the very bottom shows "javascript:OnReplyMessage();" and a zoom level of "125%".

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

The screenshot displays the U.S. Consumer Product Safety Commission's Electronic Manufacturer Notification Collaboration Portal for FOIA. A modal window titled "Task ID : 00000024" is open, showing a message form. The "Body" field is highlighted with a red circle. The background shows a message list with columns for "Request ID" and "Received Date".

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

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 L...

To : Admin Admin

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

Body :

Attachments : Select

Send Message Cancel

Read Received Date

Read	Received Date
Read	11/26/2017

For

JOY-

javascript:OnReplyMessage(); 125%

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

The screenshot shows the U.S. Consumer Product Safety Commission Electronic Manufacturer Notification Collaboration Portal for FOIA. The page header includes the commission name and a user welcome message for Angella Heggs-Grier. A modal window titled "Task Id : 00000024" is open, displaying a message form. The form fields are as follows:

- 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 :** This is a test. This is only a test!
- Attachments :** (empty)

The "Send Message" button at the bottom of the modal is circled in red. The background shows a message list with columns for Request ID and Task ID, and a table with columns for Read and Received Date.

Request ID	Task ID	Read	Received Date
18-TEST-00002	000	Read	11/26/2017

At the bottom of the page, there is a JavaScript error message: "Javascript:OnReplyMessage()".

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.

The screenshot displays the user interface of the U.S. Consumer Product Safety Commission's FOIA collaboration portal. At the top, the page title is "U.S. Consumer Product Safety Commission Electronic Manufacturer Notification Collaboration Portal for FOIA". The user is logged in as "Angela McTier". The main content area shows a task with ID "00000018". Below the task ID, there are navigation options: "New", "View Message", "Reply", "Mark as Read", "Mark as Unread", and "Back". A "Messages" section is visible on the left, with a sub-menu containing "Inbox (1)", "Sent (1)", "Failed (0)", and "Outbox (0)". The "Sent (1)" item is circled in red. The main table lists the message details:

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

At the bottom of the page, there is contact information: "For questions, please contact us on 301-504-7923 or via e-mail to cpsc-foia@cpsc.gov" and a copyright notice: "Copyright © 2013-2014 Ains Inc. All rights reserved."

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-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

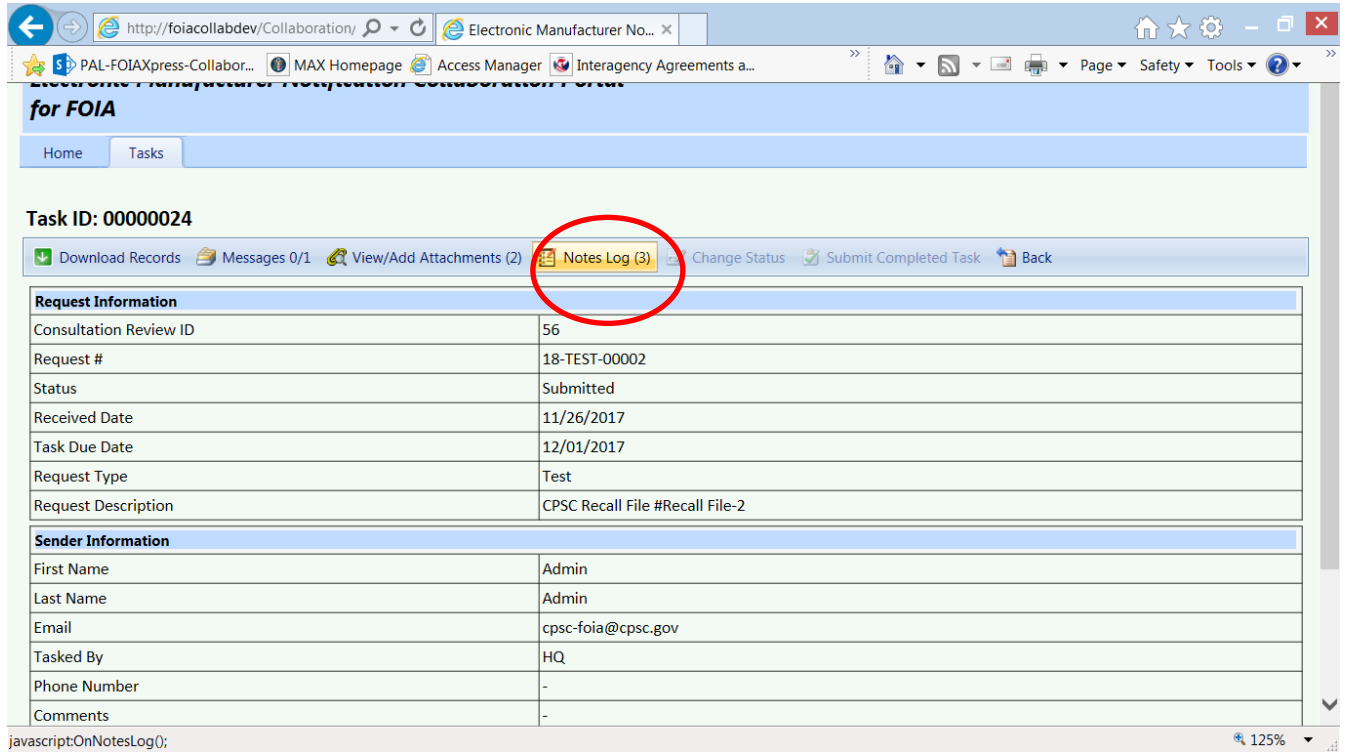
Request Information	
Consultation Review ID	56
Request #	18-TEST-00002
Status	Received
Received Date	11/26/2017
Task Due Date	12/01/2017
Request Type	Test
Request Description	CPSC Recall File #Recall File-2

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

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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.



The screenshot shows a web browser window with the URL <http://foiacollabdev/Collaboration/>. The page title is "Electronic Manufacturer Registration Collaboration Portal for FOIA". The navigation bar includes "Home" and "Tasks". The main content area displays "Task ID: 0000024". Below this is a navigation bar with several buttons: "Download Records", "Messages 0/1", "View/Add Attachments (2)", "Notes Log (3)", "Change Status", "Submit Completed Task", and "Back". The "Notes Log (3)" button is circled in red. Below the navigation bar are two tables: "Request Information" and "Sender Information".

Request Information	
Consultation Review ID	56
Request #	18-TEST-0002
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	-

At the bottom left of the page, there is a JavaScript error message: "javascript:OnNotesLog()". At the bottom right, there is a zoom level indicator: "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

Task ID: 00000024

Notes Log - Consultation Review

Task ID: 00000024

Buttons: Add Note, View Note, Print Notes, Close

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

Footer: javascript:OnNotesLog(); 125%

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

Welcome Angelia Heggs-Grier | Help | Sign Out

Task ID: 00000024

Notes Log - Consultation Review

Task ID: 00000024

Buttons: Add Note, View Note, Print Notes, Close

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

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

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

The screenshot displays a web application interface for 'Task ID: 0000024'. On the left, there is a sidebar with sections for 'Request Information' and 'Sender Information'. The main content area shows a 'Notes Log - Consultation Review' window. This window has a title bar, a 'Task ID: 0000024' header, and buttons for 'Add Note', 'View Note', 'Print Notes', and 'Close'. Below these is a 'Notes Log' table with columns for 'Action', 'Comments', and 'Created Date'. The table lists three entries: 'Consultation Submitted', 'Receipt Confirmed', and 'Consultation Received'. A 'View Note' dialog box is open over the 'Consultation Submitted' entry. The dialog box has a title bar, a 'Note:' header, a text area containing the message: 'We have reviewed the material for FOIA Request #18-TEST-00002 and are submitting our comments and claims of confidentiality.', and a 'Print' button. A 'Close' button at the bottom right of the dialog box is circled in red. At the bottom of the main window, there is a footer with contact information: 'For questions, please contact us at 301-504-7923 or via e-mail addressed to cpssc-foia@cpssc.gov.' The browser's address bar at the bottom shows the URL 'http://foiacollabdev/Collaboration/NotesLog.aspx?a=1&id=24' and a zoom level of 125%.

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

Note:
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:

125%

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

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	1.0

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
of Tasks: 1.2
Request for Documents (red bar)
Consultations (green bar)
Assigning Office(s): HQ

Change Password (Title bar circled in red)

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

Task Type: All Tasks

Task Type	Action
Consultation Review	

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

Save Close

Note: * Fields are mandatory

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

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

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)	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 Angelia 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
Request for Documents
Consultations

User Preferences
Records Per Page: 20 Max(100)
Themes: Office 2007

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%