



FoodSHIELD

User Vetting Process & Procedure

FoodSHIELD Administration

Background: FoodSHIELD

FoodSHIELD is a web-based platform designed to create community between the various laboratories and regulatory agencies that make up our nation's food and agricultural sectors. Through secure and integrated resources such as detailed agency profiles, departments of agriculture and health—as well as laboratories—have the ability to communicate and coordinate with their peers in other states.

Who are FoodSHIELD Members?

FoodSHIELD was designed for participants from local, state, and federal governments; the military; and laboratories that perform analyses related to all stages of the food supply and respond to outbreaks and food safety concerns. Governmental participants have access to secure portions of the site containing information about laboratories and detailed contact databases.

Individuals who are not government officials, including industry representatives and academia, can also participate in FoodSHIELD if they are part of a workgroup initiated by a government member. These individuals' access is limited to the workgroup materials, meetings, and documents.

Key Terms & Definitions

APPLICANT: An individual who has requested access to be a FoodSHIELD member

COORDINATOR: An individual who is the point of contact for the applicant and who verifies through email or phone the applicant's current employment status

PORTAL MEMBER: An individual who has full access to FoodSHIELD

CONTACT: An individual who has no login rights but whose contact information is displayed in FoodSHIELD

GUEST MEMBER: An individual who has guest membership to a work group but does not qualify as a full portal member. Guest members cannot create meetings or workgroups.

Validation Procedure

Below is the procedure for validating and vetting applicants for FoodSHIELD access.

1. Applicant requests access to FoodSHIELD by contacting the Coordinator or registering online. The Applicant shall provide his/her name, affiliation, contact phone number, and email address to the Coordinator or on the registration form.

The Applicant will register for FoodSHIELD.

2. Upon receipt of the registration form, the Coordinator will determine whether the Applicant is a candidate for Full Portal Membership or Guest Membership in FoodSHIELD.
3. Coordinator will verify through phone, email and/or referral the Applicant's position and approve or deny membership as appropriate.
4. If an Applicant's Agency or Organization is not currently in FoodSHIELD, the Coordinator will request more information with the Agency Registration Form.
5. If approved, Applicant will receive Welcome email and terms of service. Applicant is required to agree to Terms of Service and login to FoodSHIELD to activate membership.

Roles and Responsibilities

COORDINATOR

- Is point of contact for all Applicants
- Verifies and Validates Applicant's information provided on the FoodSHIELD Membership form
- Creates membership accounts
- Reviews existing member status through pinging procedure for continued access and membership
- Removes members where appropriate at the discretion of the Center

Membership Approval Criteria

The vetting criteria for FoodSHIELD Members are listed below.

FOODSHIELD MEMBER

- Has provided accurate and verifiable personal information.
- Has agreed to comply with all terms and conditions of the FoodSHIELD Terms of Service.
- Has provided the required information requested in the FoodSHIELD Membership Form.
- Is employed by a government agency (Federal, State, County, or Tribal) or an agency that represents the food and agricultural sector if the Applicant is a government representative.

FOODSHIELD GUEST

- Has provided accurate and verifiable personal information.
- Has agreed to comply with all terms and conditions of the FoodSHIELD Terms of Service.

- Has provided the required information requested in the FoodSHIELD Membership Form.
- If the Applicant is a private sector representative, he/she will receive a guest membership or contact status ONLY. The Applicant must be employed by a food and/ or agriculture related organization to be considered for guest membership. The Applicant must have a referral from a government FoodSHIELD member.

Application of the Membership Approval Criteria will be applied by the Coordinator and supervised by the Steering Committee Members.

Suspension of FoodSHIELD Access

FoodSHIELD members who no longer meet the Membership Approval Criteria listed above are subject to having their access to FoodSHIELD suspended. In addition, if an Applicant does not respond to the initial “Welcome email” or violates the Terms of Service Agreement, membership will be suspended. Further, if the FoodSHIELD annual activity confirmation pinging procedure determines that 6 months or more have passed between logins, membership will be suspended. Finally, all members are subject to an annual review process. Members will be responsible for responding to the annual review ping by logging in and updating their member profile. Members suspended due to inactivity have their contact information retained and displayed in FoodSHIELD.

Members are responsible for updating profile, workgroups, and meetings. If a member’s eligibility changes due to a position or role change, they may still qualify for a guest account. However, work and other data assets stored in FoodSHIELD will need to be transferred to a full member. Please contact the coordinator or Help Desk for assistance.

Additional Sharing Platform Access

FoodSHIELD members should have the ability to transition from the FoodSHIELD system to additional CoreSHIELD web platforms such as the Food Emergency Response Network (FERN) and Homeland Security University Programs (HSUP) sites through a single password entry point. These additional web-platforms provide food and agriculture sector members with the additional tools needed for communicating, coordinating, collaborating, educating, and training within the sector.

Terms of Membership

FPDI reserves the right to refuse membership and/or access to FoodSHIELD to any applicant or entity at any point in time.