DEPARTMENT OF HEALTH AND HUMAN SERVICES
U.S. Food and Drug Administration
Office of Regulatory Affairs

FDA U.S. FOOD & DRUG ADMINISTRATION OFFICE OF REGULATORY AFFAIRS

Official Establishment Inventory (OEI) Data Collection Form

Instructions: Fill out the form in its entirety & applicability. See notes for definitions, establishment types, industry codes.

FIRM INFORMATION

1. FEI Number:	2. DUNS Number:
3. Firm's Legal Name:	4. Doing Business As (DBA):

5. Firm's Physical Address:

6. City:	7. State/Province:	8. Zip Code/Mail Code:	9. County:	10. Country

11. Firm's Mailing Address:

12. City:	13. State/Province:	14. Zip Code/Mail Code:	15. County:	16. Country

17. Website:	18. Business Telephone Number:	19. FAX Number:

20. Legal Status Firm: Corporation LLC LP Partnership Owner Government Entity	21. Establishment Size (gross sales/ /food): 22. Number of Employees:	23. Is this a dual jurisdiction establishment (DJE) food firm between FDA and USDA/FSIS? Yes No

24. Brief Description of Firm's Operation:

25. Establishment Type/ Industry Code (Check applicable box(es). Document the establishment type(s)/industry code(s) for all activities):
     Human   Animal

     Establishment Type/ Industry Code(s) _____

26. Percent Retail (food firms):	27. Percent Wholesale (Total % of firm products that are sold wholesale – food firms only (include intrastate and interstate):	28. Product Turn Around Time to Determine if Firm is a Depot (Food Warehouse Only):

29. Hours of Operation (If seasonal include months):	30. Interstate (IOM5.11.4.3.5): Percent of Products Shipped Interstate: _____ Percent of Components Received in Interstate: _____

POINT OF CONTACT INFORMATION

31. Inspection Site Other _____	32. Point of Contact Name:	33. Title:
34. Phone Number:	35. E-mail Address:	

REGISTRATION INFORMATION

36. Registration Required: Yes No Voluntary Cannot be determined	37. Firm Registered (Data from a Center registration system)? Yes No

8. Registration Type(s) / most recent registration date (s) (MM/DD/YYYY) from a Center registration system:

Biologics: Blood_____	Biologics: Human Tissue_____	Device _____	Drug: Animal _____
Drug: Human _____	GDUFA _____	Food: Medicated Feed _____	Food_____
Egg (SEG)_____	AF/LACF (FCE) _____	Tobacco _____	

RECOMMENDED ACTIONS

39. District Use Codes (DUCs) To be added _____ To be end dated _____	40. Recommended Workload Obligation: Yes No Unknown 41. Recommended Registration(s) Cancellation and why:

42. Operational Status:	Operational	Seasonal (Start Date: _____ End Date: _____)
	Out of Business (Date Closed) _____	Pre-Production (start date) _____
	Not OEI (document why in comment section)	Inactive (anticipated start date) _____

43. Recommended FEI Number(s) to merge:	44. Recommended FEI Number(s) to unmerge:

45. Other Data Corrections Needed (additionally, if any box above contains updated information, document the box number here for review)

46. Additional Information/Comments:

PREPARER'S INFORMATION (required)

47. Name:	48. Office/Division:

49. Phone Number:	50. E-mail:

51. Signature:	52. Date (MM/DD/YYYY):

RECOMMENDING OFFICIAL (Supervisor, Contracting Official, State Liaison, or other Management) (optional)

53. Name:	54. Office/Division:

55. Phone Number:	56. E-mail:

57. Signature:	58. Date (MM/DD/YYYY):

APPROVING OFFICIAL (OEI Coordinator) (optional)

59. Date FMS updated:

60. Name:	61. Office/Division/:

62. Phone Number:	63. E-mail:

64. Signature:	65. Date (MM/DD/YYYY):

NOTE: *ORA Program management will determine which signatures are required.*
This form should be filed in accordance with a Program's form storage procedure(s).
If no Program form storage procedure(s) exists, ORA management will determine if this form is to be stored in the physical firm/factory jacket (if one exists), in the program's electronic file, in the district's electronic file, in the OEI coordinator's file, or in some other location.
SOP-000051 "OEI Development and Maintenance Procedure" provides some definitions
WI-000022 "Data Entry Fields in Firm Management Services" provides some definitions
WI-000024 "Establishment Types and Industry Codes describes the contents of each data field.
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