RASFF PORTAL
User manual
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I. THE APPLICATION
I. THE APPLICATION

I.1. INTRODUCTION

The RASFF is a tool enabling the quick and effective exchange of information between Member States and the Commission when risks to human and animal health are detected in the food and feed chain. All Members of the RASFF (EU-27, European Commission, EFSA as well as Norway, Liechtenstein, Iceland and Switzerland as partial memberW) have a round-the-clock service to ensure that urgent notifications are sent, received and responded to in the shortest time possible. Thanks to RASFF, many food safety risks have been averted before they could harm consumers.

I.2. SYSTEM REQUIREMENTS

The following items are required to the RASFF Window:

- A connection to internet
- A browser such as Netscape version 4.7, Internet Explorer version 6.0 or Firefox 1.0

I.3. ACCESS

To access the application enter the URL of the application:
https://webgate.ec.europa.eu/rasff-window/portal
II. HOME PAGE : SEARCH PAGE
II. HOME PAGE: SEARCH PAGE

II.1. SEARCH CRITERIA

Notification:
- **Reference**: allows searching for notifications by their reference number
- **Subject**: allows searching for notifications by any word(s) known in the notification subject. The notification subject always consists of a hazard, a name of a product, its country of origin and transit countries if there were any.

Date: allows searching for notifications by their creation date or period
- **Week** – by a given week of a year
- **Notified between … and …** - by a certain period of time

Type: allows searching of notifications depending on which criteria they were classified at
- **Type**: food – feed - contact material
- **Classification**: alert; border rejection; information; news
- **Basis**: allows searching by type of controls - border control - consignment released; border rejection; company’s own check; consumer complaint; food poisoning; official control following RASFF notification; official control on the market

Product:
- **Category**: allows searching by predefined product category
- **Distribution**: allows searching by country to where the product has been distributed to
- **Origin**: allows searching by country of origin
- **Action taken**: allows searching by action for a particular purpose
- **Hazard**: allows searching for notifications by hazard category
II.2. FUNCTIONAL BUTTONS

- “Notifications list” link: calls up the page with the latest updated notifications
- “New search” link: redirects the user to a new search screen
- “Get results” button: calls forth the results after defining the search criteria
- “Clear form” button: clears the fields of the search form

- “Save criteria” button: allows the user to save the pre-defined search criteria in *.txt format
- “Load criteria” button: allows the user to load previously saved search criterias in *.txt format
III. NOTIFICATIONS LIST
III. NOTIFICATIONS LIST

III.1. TOOL BAR: SORTING OPTIONS

1) Upper bar (First - Previous 100 - Next 100 - Last):

Gives the possibility to move to the beginning or the end of the list of notifications, or to browse the previous / next 100 notifications.

2) Lower bar:

- **Date of case:** allows you to sort the list based on the creation date of notifications
- **Last change:** allows you to sort the notifications list based on the date of last modification
- **Reference:** allows you to sort the list according to the notification reference number; clicking on the reference number allows you to enter notification details (provides the same function as the magnifying glass icon)
- **Country:** allows you to sort notifications by notifying country name
- **Subject:** in this field you can find the notification subject that consists always of a hazard(s), a product name, its country of origin and transit countries if there were any
- **Product category:** allows you to sort notifications by a category to which the product belongs

3) “Search criteria” link: allows you to return to the Search menu screen with the previously entered search criteria being intact
### III.2. FUNCTIONAL BUTTONS

- **“Printer” icon**: opens a new tab in your browser, in which the search result list is shown in a more printer-friendly version.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Date of case</th>
<th>Last change</th>
<th>Reference</th>
<th>Country</th>
<th>Type</th>
<th>Product Category / Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>03/06/2011</td>
<td>03/06/2011</td>
<td>GB</td>
<td>UNITED KINGDOM</td>
<td>Feed materials</td>
<td>alfatoxins (B1 = 50), Tot. = 67; B1 = 110, Tot. = 120, B1 = 1200, Tot. = 1400 (μg/kg - ppm) in groundnuts for bird feed from India</td>
</tr>
<tr>
<td>2.</td>
<td>03/06/2011</td>
<td>03/06/2011</td>
<td>GB</td>
<td>UNITED KINGDOM</td>
<td>Feed materials</td>
<td>alfatoxins (B1 = 110), Tot. = 120 / B1 = 38, Tot. = 32 / B1 = 48, Tot. = 30 (μg/kg - ppm) in groundnuts for bird feed from India</td>
</tr>
<tr>
<td>3.</td>
<td>18/03/2011</td>
<td>03/06/2011</td>
<td>GB</td>
<td>UNITED KINGDOM</td>
<td>Feed materials</td>
<td>undercoated milk ingredient (250 μg/kg - ppm) in organic plain chocolate drops from Germany</td>
</tr>
<tr>
<td>4.</td>
<td>03/06/2011</td>
<td>03/06/2011</td>
<td>GB</td>
<td>UNITED KINGDOM</td>
<td>Feed materials</td>
<td>undercoated milk ingredient (250 μg/kg - ppm) in organic plain chocolate drops from Germany</td>
</tr>
<tr>
<td>5.</td>
<td>06/03/2010</td>
<td>22/03/2010</td>
<td>AUTSTRIA</td>
<td>UNITED KINGDOM</td>
<td>Feed materials</td>
<td>undercoated milk ingredient (250 μg/kg - ppm) in organic plain chocolate drops from Germany</td>
</tr>
</tbody>
</table>
• **“Excel” icon:** by clicking on this button, it allows you to transfer a notifications list into an Excel sheet. You can then choose to either "Open" or "Save" the file. Please note that Excel sheet can be modified before or/and after saving.
• "XML" icon: clicking on the icon, gives you the option to either save the search result as an *.xml file on your hard-drive or either open the file directly in Excel.
• “Magnifying glass” icon: by clicking on the icon, allows you to view the notification in detail (offers the same function like the “Reference” button)

• Close this window: allows you to close the Notification detail page
IV. NOTIFICATION DETAIL
IV. NOTIFICATION DETAIL

This page shows the details of the selected notification. The page can be displayed by clicking on the "reference number" or by clicking on the "magnifying glass" at the far right column.

- **Reference number:** shows the reference number of the notification
- **Notification date:** shows the creation date of the notification
- **Last update:** specifies the last date of modification
- **Notification type:** specifies the type of the notification, depending on the different aspects of a classification
- **Action taken:** these are compulsory or voluntary measures taken by the competent authorities or the company involved e.g. product (to be) recalled from consumers, product (to be) destroyed; physical treatment – acid treatment
- **Notification from:** informs which country has issued the notification
- **Distribution status:** specifies the distribution status on the EU market of the consignment(s) involved at the time of the original notification
- **Product category:** specifies the type of product category
- **Hazard:** informs about a hazard that was evaluated as unacceptable risks (according to legislation or risk evaluation)
- **Distributed to:** determines to which country a product has been distributed to
- **Origin:** specifies a products country of origin
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