



DEPARTMENT OF HEALTH AND HUMAN SERVICES
U.S. Food and 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:		21. Establishment Size (gross sales/food):		23. Is this a dual jurisdiction establishment (DJE) food firm between FDA and USDA/FSIS?	
Corporation LLC LP Partnership Owner Government Entity		22. Number of Employees:		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 (IOM 5.11.4.3.5):		
			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:			37. Firm Registered (Data from a Center registration system)?		
Yes No Voluntary Cannot be determined			Yes No		
38. Registration Type(s) / most recent registration date (s) (MM/DD/YYYY) from a Center registration system:					
Biologics: Blood _____		Biologics: Human Tissue _____		Device _____	
Drug: Human _____		GDUFA _____		Food: Medicated Feed _____	
Egg (SEG) _____		AF/LACF (FCE) _____		Tobacco _____	
Drug: Animal _____		Food _____			
RECOMMENDED ACTIONS					
39. District Use Codes (DUCs)			40. Recommended Workload Obligation:		
To be added _____ To be end dated _____			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" describes the contents of each data field

WI-000024 "Establishment Types and Industry Codes provides some definitions