



# Secure Document Transfer

# Secure Document Transfer

- Allows secure sharing of sensitive documentation
- Users can set security controls on the document
  - Read only – no downloading, saving, or printing
  - Limit the number of views
  - Set date at which documents will be deleted from the server.
  - Add password protection



# Secure Document Transfer

- Files are uploaded to a highly secure GovCloud server
  - Meets the highest level of government security standards
- By action of the file owner or at a date set by the file owner, the file will be deleted from the server and the area of the server where the file was located will be overwritten (wiped)
  - Removes all traces of the file – no possibility of recovery.



# Secure Document Sharing Platform



**Sign in**

E-mail

Password

[Forgot password?](#)

[Create Account](#)



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- [Files](#)
- [Support](#)

Share File

Date File Expires:

Retention  Remove file after expiration

Require Password  Enable

Restrict View  Only allow online viewing, no downloads

Limit Views  Enable

Email Addresses

Send an email to the above addresses; separate email addresses with a semi-colon (;)

Email Subject:

Email Message:

Paragraph  **B** *I* @ := ½= | ≡ ≡ |

Files:

Select files

Drop files here

Help

Share File

Date File Expires:

05/22/2021



Retention

Remove file after expiration

Require Password

Enable

Restrict View

Only allow online viewing, no downloads

Limit Views

Enable

Enter # of views

Email Addresses

Send an email to the above addresses; separate email addresses with a semi-colon (;)

Email Subject:

SecureSend Notice

Email Message:

Paragraph  **B** *I* @

Files:

Drop files here



# Security Settings Confirmation

SecureSend

Send Files

Share File

Date File

R

Require P

Restrict View  Only allow online viewing, no downloads

Limit Views  Enable

## Security Settings Review

Retention:	Enabled
Require Password:	Enabled
Restrict Views:	Enabled
Limit Views:	Disabled

Change Options Send Now





## **SECUREDQC MODEL STANDARD OPERATING PROCEDURE**

### **I. Purpose:**

This standard operating procedure establishes the purpose and parameters under which the agency will use the SecureDoc application for reviewing documentation and procedures associated with businesses regulated by the agency.

### **II. Use of SecureDoc:**

The agency may use SecureDoc to review a regulated firm's procedures, food safety plans, or other documentation in the following circumstances:

- A. For purposes of gaining a better understanding of the facility's food products, processes, and food safety system, to better prepare for and prioritize an upcoming onsite inspection;
- B. For purposes of reducing the amount of time spent in the plant conducting procedural and documentation reviews as part of an onsite inspection; or
- C. For purposes of evaluating the firm's food safety systems and controls, to help determine if a full on-site inspection is currently warranted.

The agency will not utilize SecureDoc to remotely review Food Defense Plans or records associated with the monitoring, verification, or corrective actions that document implementation of the firm's food safety plan. These plans and records should not be requested for remote document reviews due to their sensitivity or the potential volume of individualized records that would have to be assembled and uploaded.

### **III. Communication with the Firm:**





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Initiating the Request: The inspector assigned to conduct a remote regulatory document review, whether or not the review is part of an onsite inspection assignment, shall make contact with the firm's point of contact (POC) to initiate the process. The firm's POC may be identified either through the firm's FDA registration, the state's licensing database, or by contacting the firm directly and communicating with the firm's

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SecureDoc Model SOP

Revision: May 8, 2021

#### Comments

[pat.kennelly50@gmail.com](mailto:pat.kennelly50@gmail.com)

test comment

Less than a minute ago.

Comment ...

 Send



# SecureSend











Pat 

 Send Files  My Files  File Pick-Up

## My Shared Files

Show  entries

Search:

File	↑↓ Uploaded ↑↓	Expires	↑↓ Size ↑↓	Action ↑↓	Recipients ↑↓
 SecureDoc Model SOP 5-8-21.docx	05-13-21	05/27/2021 	0.23 MB		<a href="#">View Log</a>
 AFDO Best Practices for Reconciling Firm Inventories Formatted 508 Final 1.25.21.pdf	05-08-21	05/22/2021 	1.19 MB		<a href="#">View Log</a>
 Secure Remote Document Review SOP v11-24-20.pdf	04-15-21	Expired	3.41 MB		<a href="#">View Log</a>
 Secure Remote Document Review SOP v11-24-20.pdf	03-05-21	Expired	3.41 MB		<a href="#">View Log</a>



Regulatory programs can access the application and more information at:

<https://www.afdo.org/resources/secure-electronic-document-sharing/>



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