

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

Forgot password?

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Sign in

Create Account

) Help

	SecureSend
SecureDoc	Share File
Dashboard	Date File Expires: 03/11/2021
Files	Retention Remove file after expiration
🕲 Support	Require Password Enable
Q9 Support	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 \vee B $I \ \mathcal{O} := \frac{1}{2} = = =$ $\square \ \square \ \square \ \vee$ D
	Files: Select files Drop files here
_→ Log Out	Copyright © 2020 SecureDoc. All rights reserved.



Privacy Policy a— Terms & Conditions

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Security Settings Confirmation

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Share File Date File	Retention: Require Password: Restrict Views: Limit Views:	Enabled Enabled Enabled Disabled						
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SECUREDOC 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

SecureDoc Model SOP Revision: May 8, 2021



pat.kennelly50@gmail.com test comment

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Less than a minute ago.

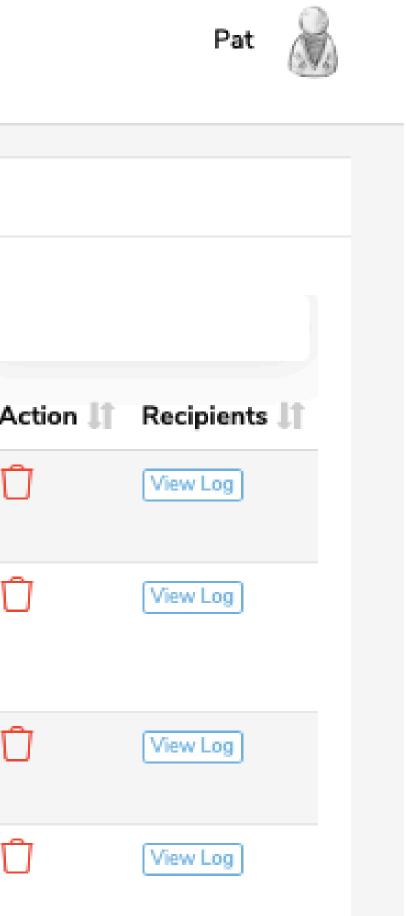
Comment ...

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	Q AFDO Best Practices for Reconciling Firm Inventories Formatted 508 Final 1.25.21.pdf		05-08-21	05/22/2021	#	1.19 MB	C
	Q Secure Remote Document Review SOP v11-24-20.pdf		04-15-21	Expired		3.41 MB	C
	Q Secure Remote Document Review SOP v11-24-20.pdf		03-05-21	Expired		3.41 MB	Ć



Regulatory programs can access the application and more information at:

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

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