Data Collection Sheet for MT60 Inspection

Section 1					
	1.a. Timer Name			1.b. Sample Collection Date	
	1.c. CSI/PHV Name			1.d. What Time Did You Start This Data Collection Sheet?	
	1.e. Task (Circle One)	N60	2 lb Grab	1.f. Establishment # (Where Sample is Taken)	
	1.g. Connection Type (Circle One)	T1 EVDO DSL WiFi		1.h. Establishment Area (sqft)	

Inspection Scheduling Activity

Section 2	How Long Does It Take You To:	Elapsed Time When Complete Hours:Minutes.Seconds
	2.a. Reset the Stopwatch to 00:00.00, Start the Stopwatch	00:00.00
	2.b. Log Into PHIS (Computer is already on), Go to Task Calendar and Review Assigned Tasks?	
	2.c. Filter for Establishment and Type of Task?	
	2.d. Add the task to the Schedule, Including Check Lab Availability, Determine Appropriate Date and Shift for Sampling, Set Inspection Date?	
	2.e. Open the Document and Fill Out the Infromation under the "Generate Sample" Tab, Including Setting the Date for Sample Collection and Scheduling Pick-Up?	
	2.f. Enter Production Date, Product Name, Lot Held (Y/N), Lot Number?	
	2.g. Go to "Additional Info" Tab and Take Part of the Questionnaire (this step may be delayed until after samples are collected)?	
	2.h. Stop the Stopwatch	

N60 or 2 lb Grab Sample Procedure Activity

Section 3	How Long Does It Take You To:	Elapsed Time When Complete Hours:Minutes.Seconds
	3.a. Reset the Stopwatch to 00:00.00, Start the Stopwatch	00:00.00
	3.b. Walk to the Sampling Supplies?	
	3.c. Collect Sampling Supplies?	
	3.d. Walk to the Sample Collection Area?	
	3.e. Prepare for Sample Collection (Sanitize hands, caddy, knife, and hook, work station, prepare for sample collection and put on cut-resistant glove and sterile over-glove)?	
	3.f. Collect Sample?	
	3.g. Check the product temperature of the top pieces from randomly selected containers; Record the temperature of the warmest piece?	
	3.h. Walk to Complete PHIS?	
	3.i. Clean the Equipment?	
	3.j. Stop the Stopwatch	

Data Collection Sheet for MT60 Inspection

Complete MT60 Documentation in PHIS

Section 4

How Long Does It Take You To:	Elapsed Time When Complete Hours:Minutes.Seconds
4.a. Reset the Stopwatch to 00:00.00, Start the Stopwatch	00:00.00
4.b. Log Into PHIS (Computer is on), Navigate to and Fully Load the "Additional Info Tab" for the Inspection that was just Completed?	
4.c. Open the Questionnaire and Complete the First Page of Questions?	
4.d. Complete the Second Page of Questions?	
4.e. Complete the Third Page of Questions?	
4.f. Complete the Fourth Page of Questions, Click the Button to Submit the Questionnaire, and the "My Questionnaires" Page Fully Loads?	
4.g. Return to the Document for the MT60 task, Navigate to the "Additional Information" Tab, Populate all of the Required Data?	
4.h. Navigate to the "Sample Collection Data" Tab and Click the "Submit to Lab" Button?	
4.i. Print the sheet and Logout of PHIS?	
4.j. Walk with Printed sheet to the Packing Location?	
4.k. Obtain the Appropriate Shipping Materials; Complete the needed sheets; Label the Samples and sheet Accordingly with the ID labels; Pack the Box and Label?	
4.l. Internal Travel to Ship the Samples? Note: if Travel is External, Estimate Distance and Travel Time.	
4.m. Stop the Stopwatch	

Section 5

5.a. Collection Comments:

5.b. Mailing Instructions: Please send completed sheets to George Mason University, via overnight UPS (charge code 5110014). Please use the following address: Professor Karla Hoffman, SEOR Project, Mail Stop 4A6, George Mason University, Fairfax, VA 22030. Phone number 703-993-1670.