Data Collection Sheet for MT60/MT55 Inspection for N60 Task

Section 1

1.a. IPP Name:		1.b. Sample Collection Date:	
1.c. What is your job title? (Circle One):	CSI SCSI PHV FLS Other_____		
1.d. Enter Time (indicate AM or PM) You Started This Data Collection Sheet:		1.e. Task (Circle One):	MT60 MT55
1.f. Establishment # (Where Sample is Taken):		1.g. Establishment Area (sqft):	
1.h. Connection Type (Circle One):	T1 3G (Air Card) 4G (Air Card) DSL WiFi		
1.i. Approximate number of times MT60 or MT55 have been performed at facility in the past 12 Months (Circle One):		Never Once 2 - 9 10+	
1.j. In the past 12 months, how many times have you completed the MT60 or MT55 Sampling Task (Circle One):	Never 1 - 4 5 - 10 11-19 20+		

Inspection Scheduling Activity

Section 2

Please Document the Elapsed Time for Each of the Following	Elapsed Time When Complete (Hours:Minutes:Seconds)	Order Performed (Only if out of order)
2.a. Reset the your Stopwatch to 00:00.00, Start the Stopwatch	00:00:00	1
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, and request sampling supplies if needed:	_____ : _____ : _____	
2.e. Open the Document and Fill Out the Information under the "Generate Sample" Tab, Including Setting the Date for Sample Collection and Scheduling Pick-Up? (Please note; if due to scheduling constraints it takes more than one attempt to schedule the date for the sample collection, please also fill out Section 3):	_____ : _____ : _____	
2.f. Enter Production Date, Product Name, Lot Held (Y/N), Lot Number (this step may be delayed until after samples are collected)? Indicate if this completed before or after samples are collected (circle one)	_____ : _____ : _____ Before After	
2.g. Stop the Stopwatch	N/A	7

Scheduling Date of Sample Collection

Section 3

3.a. If the date of the sample collection had to be rescheduled or additional work was necessary to make the schedule, please estimate the time spent below. As this may occur over several days, please estimate how much time (hh:mm) it took each day. Do not include any time it took in PHIS to reschedule, but instead the time it took conversing with the plant regarding scheduling.

Day 1 of scheduling: Date: ___ / ___ (mm/dd) Time: ____ : ____ (hh:mm)
Day 2 of scheduling: Date: ___ / ___ (mm/dd) Time: ____ : ____ (hh:mm)
Day 3 of scheduling: Date: ___ / ___ (mm/dd) Time: ____ : ____ (hh:mm)
Day 4 of scheduling: Date: ___ / ___ (mm/dd) Time: ____ : ____ (hh:mm)
Day 5 of scheduling: Date: ___ / ___ (mm/dd) Time: ____ : ____ (hh:mm)

If more than 5 days was necessary, please continue in section 8.a. or on the back of a sheet of paper

3.b. If the task had to be rescheduled, please indicate the number of times it was rescheduled before being completed:	

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N60 Sample Procedure Activity

Section 4

Please Document the Elapsed Time for Each of the Following	Elapsed Time When Complete (Hours:Minutes:Seconds)	Order Performed (Only if out of order)
4.a. Reset the your Stopwatch to 00:00.00, Start the Stopwatch	00:00:00	1
4.b. Walk to the Sampling Supplies:	_____ : _____ : _____	
4.c. Collect Sampling Supplies:	_____ : _____ : _____	
4.d. Walk to the Sample Collection Area:	_____ : _____ : _____	
4.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):	_____ : _____ : _____	
4.f. Collect Sample:	_____ : _____ : _____	
4.g. Check the product temperature of the top pieces from randomly selected containers; Record the temperature of the warmest piece on the sample request form (Please note, if this does not need to be performed, please put "N/A" and move to 4.h.):	_____ : _____ : _____	
4.h. Clean the Equipment:	_____ : _____ : _____	
4.i. Walk to Complete PHIS:	_____ : _____ : _____	
4.j. Stop the Stopwatch	N/A	10

Complete MT60/MT55 Documentation in PHIS

Section 5

Please Document the Elapsed Time for Each of the Following	Elapsed Time When Complete (Hours:Minutes:Seconds)	Order Performed (Only if out of order)
5.a. Reset the your Stopwatch to 00:00.00, Start the Stopwatch	00:00:00	1
5.b. Log Into PHIS (Computer is on). If need be: enter Production Date, Product Name, Lot Held (Y/N), Lot Number:	_____ : _____ : _____	
5.c. Navigate to and Fully Load the “Additional Info” Tab for the Inspection that was just Completed:	_____ : _____ : _____	
5.d. Open the Questionnaire and Complete the First Page of Questions:	_____ : _____ : _____	
5.e. Complete the Second Page of Questions:	_____ : _____ : _____	
5.f. Complete the Third Page of Questions:	_____ : _____ : _____	
5.g. Complete the Fourth Page of Questions, Click the Button to Submit the Questionnaire, and the “My Questionnaires” Page Fully Loads:	_____ : _____ : _____	
5.h. Return to the Document for the MT60 task, Navigate to the “Additional Information” Tab, Populate all of the Required Data:	_____ : _____ : _____	
5.i. Navigate to the “Sample Collection Data” Tab and Click the “Submit to Lab” Button:	_____ : _____ : _____	
5.j. Print the Form and Logout of PHIS:	_____ : _____ : _____	
5.k. Walk with Printed Form to the Packing Location:	_____ : _____ : _____	
5.l. Obtain the Appropriate Shipping Materials; Complete the needed sheets; Label the Samples and sheet Accordingly with the ID labels; Pack the Box and Label; if necessary call to arrange for the package pick-up:	_____ : _____ : _____	
5.m. Internal Travel to Ship the Samples? Note: if Travel is External, Estimate Distance and Travel Time:	_____ : _____ : _____	
5.n. Stop the Stopwatch	N/A	14

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Supplier Information at Time of Sample Collection

Section 6

6.a. Estimate time to record information about the source materials and about the suppliers at the time of performing the N60 per FSIS Notice 06-13 (Hours:Minutes):	_____ : _____
6.b. Estimate time to enter information about the source materials and about the suppliers into PHIS per FSIS Notice 06-13(Hours:Minutes):	_____ : _____

Laboratory Information Systems (LIMS)

Section 7

7.a. Enter the time spent checking LIMS in PHIS the first time (hh:mm:ss):	_____ : _____ : _____
7.b. Indicate how many times you had to check LIMS before getting the result:	
7.c. Was the Result Positive or Negative (Please circle one):	Positive Negative

Comments and Mailing Instructions

Section 8

8.a. Collection Comments:

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