

**Standard Operating Procedure (SOP) For Supervisors –
Virtual Import Inspection Course - On-the-Job Training (OJT) Checklist**

Target Audience: Supervisors of Inspection Program Personnel (IPP) who recently completed the Virtual Import Inspection course and are assigned to an official import inspection establishment.

Objective of this SOP: Ensure that supervisors provide necessary guidance and time to IPP who recently participated in the VII course to complete the OJT checklist.

Instructions: Supervisors should review the OJT checklist and coach/mentor IPP while they are working on checklist items. The Center for Learning (CFL) recommends completing the checklist within the first week after finishing the VTP course training. However, following completion of the VII course, IPP have 3 weeks to complete the checklist.

Upon IPP completion of the OJT checklist, the supervisor or designee should sign and date the checklist. Participants should keep a copy of the list for their records and certify the completion by sending an email to: FSISAgLearn@usda.gov. The email should contain the participant's name, the Virtual Import Inspection course number, and date of completion of the OJT and a statement attesting that they completed the OJT list. The participant should attach the signed list to the email.

NOTE: The VII – OJT checklist only applies to IPP that recently completed the Virtual Import Inspection Course and are assigned to an Import establishment.

If you have any questions, please contact Dr. Hala Bessyoung at hala.bessyoung@usda.gov.

Virtual Import Inspection Course - On-the-Job Training (OJT) Checklist

The objective of this OJT Checklist is to verify that the VII Course participants that recently completed the Virtual Import inspection Course and are assigned to an official import inspection establishment can successfully apply the knowledge they gained during training.

After completing the VII Inspection course training, participants must complete OJT. Participants will have up to three weeks following completion of the VII Inspection training course to complete the training. The participant must conduct each part of the training as soon as practicable and if applicable. The training can be performed at any of the official import inspection establishments in their assignment that present imported products to FSIS for reinspection.

The participant should collaborate with their supervisor while working on the OJT list. Upon completion of the OJT, the participant and supervisor should sign the list attesting for the participant's successful completion of the OJT list. Participants should keep a copy of the list for their records and certify the completion by sending an email to: FSISAgLearn@usda.gov. The email should contain the participant's name, the VII Inspection course number, and date of completion of OJT and a statement attesting that they completed the OJT list. The participant should attach the signed list to the email.

If you have any questions, please contact Dr. Hala Bessyoung at hala.bessyoung@usda.gov.

Student Name			
VII Course Number			
Tasks *Applies to Import Establishment	Estimated Time	Date	Participant Initials
• Shipment Presentation/Import Application	180 minutes		
• Unit Counting during Shipment Presentation	60 minutes		
• Receiving Shipment / how to receive the TOIs in PHIS	60 minutes		
• Label Verification	60 minutes		
• Identifying, controlling, and verifying refused entry			
• All Product exams (PHIS)	180 minutes		
• Laboratory sampling (PHIS)	180 minutes		
• Supervisor signature and Date			

Resources:

- INSPECTION PROGRAM PERSONNEL RESPONSIBILITIES AT OFFICIAL IMPORT INSPECTION ESTABLISHMENTS THAT RECEIVE SHIPMENTS OF SILURIFORMES FISH AND FISH PRODUCTS FSIS DIRECTIVE 14,950.1 8/24/17
- <https://www.fsis.usda.gov/wps/wcm/connect/e4a846df-c90c-4f58-b5de-5e28241fb68e/14950.1.pdf?MOD=AJPERES>

- IMPORTED PRODUCT SHIPMENT PRESENTATION FSIS 9900.1
 - https://www.fsis.usda.gov/wps/wcm/connect/1cde5385-daa2-40da-9e3d-c7206d17fa29/PHIS_9900.1.pdf?MOD=AJPERES
- IMPORT REINSPECTION OF MEAT, POULTRY, AND EGG PRODUCTS 9900.2 Rev. 1
 - <https://www.fsis.usda.gov/wps/wcm/connect/e262834a-80f7-4502-bf1d-1a79b03899cd/9900.2.pdf?MOD=AJPERES>
- IMPORT APPLICATIONS FSIS 9904
 - <https://www.fsis.usda.gov/wps/wcm/connect/cd059b9f-f11e-4dfc-93bd-c12700bbf60d/9900.4.pdf?MOD=AJPERES>
- LABEL VERIFICATION OF IMPORTED MEAT, POULTRY, AND EGG PRODUCTS 9900.5 Rev. 1
 - <https://www.fsis.usda.gov/wps/wcm/connect/0955b514-551f-4373-ab17-bd72e9993f7a/9900.5.pdf?MOD=AJPERES>
- LABORATORY SAMPLING PROGRAM FOR IMPORTED MEAT, POULTRY, AND EGG PRODUCTS 9900.6
 - <https://www.fsis.usda.gov/wps/wcm/connect/a7a9ec1b-5c67-46f3-932d-ce781bcbc494/9900.6.pdf?MOD=AJPERES>
- PHYSICAL EXAMINATIONS OF COOKED MEAT FROM REGIONS WHERE RINDERPEST OR FOOT AND MOUTH DISEASE EXISTS 9907.7
 - <https://www.fsis.usda.gov/wps/wcm/connect/1e52ea0c-6372-4c32-8c9d-aae10aaa9d50/9900.7.pdf?MOD=AJPERES>
- MEAT, POULTRY AND EGG PRODUCTS REFUSED ENTRY INTO THE UNITED STATES 9900.8 Revision 1
 - <https://www.fsis.usda.gov/wps/wcm/connect/e8e98073-d957-43bb-bf3f-2397a11ae31f/9900.8.pdf?MOD=AJPERES>

FSIS Guidance for Importing Meat, Poultry, and Egg Products in the United States

Document ID: FSIS-GD-2017-0009

Date of Issuance: July 7, 2017

<https://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/guidelines/2017-0009>

Import Permit Guide for Products with Small Amounts of Meat and Poultry

Document ID: FSIS-GD-2009-0001

Date of Issuance: April 2009

https://www.fsis.usda.gov/wps/wcm/connect/2c936ad0-0fe5-4507-9103-68a8ee132fbb/Import_Permit_Guide.pdf?MOD=AJPERES