

**Standard Operating Procedure (SOP) For Supervisor or designee
Virtual Egg Products Course - On-the-Job Training (OJT) PHIS Checklist**

Target Audience: Supervisor or designee assigned to supervise a new Egg Products Inspector who recently completed the Virtual Egg Products (VEP) course and do not have prior PHIS training.

Objective of this SOP: Ensure that the supervisor or designee assigned to supervise an Egg Product Inspector provides the Egg Product Inspector with the necessary guidance and time necessary to learn the functional use of PHIS as it relates to the duties and responsibilities of their job. Upon notification from the District Office, the FLS of the Egg Products Plant should:

- Review the Virtual Egg Products Course On-the-Job Training PHIS Checklist (VEP PHIS OJT Checklist).
- Check staffing and designate a specific time each day when the new Egg Product Inspector can shadow either the FLS or designee (another experienced Egg Product Inspector or PHV familiar with PHIS Egg Products Tasks. The training must take place at an egg products plant.
- Review the VEP-PHIS OJT Checklist and create a daily schedule for the new Egg Product Inspector that includes the time when the new Egg Product Inspector will shadow an experienced EPI or the supervisor while navigating through PHIS pages, and entering task data including inspection verification results into PHIS. Provide the experienced EPI and new EPI with the daily schedule that you created for them.
- Allow the new EPI to enter data into the PHIS tasks under supervision, either by the FLS, designee or by an experienced EPI.
- Allow the new EPI to practice the tasks in the OJT checklist for the recommended estimated time stated in the checklist to the maximum extent possible. Supervisors may modify the recommended time, or substitute similar tasks, if necessary.
- Coach and mentor the new EPI during their PHIS-OJT time.

The Center for Learning (CFL) recommends starting the PHIS training within the first week after finishing the VEP training.

Upon completion of the PHIS-OJT, the VEP trainees should keep the OJT form for their record. The supervisor should certify completion via sending email to FSISAgLearn@usda.gov stating that the trainee has completed the OJT. The email should include the student's name, the class number, the name of the supervisor who mentored the student during the OJT, and the date of completion.

Certification for EPI trainee must be provided to CFL within 3 weeks of completing the VEP course to receive credit for successful completion.

For questions, contact Dr. Hala Bessyoung, Training Operations Branch Chief, Center For Learning at hala.bessyoung@usda.gov

Virtual Egg Products Course On-the-Job Training (OJT) PHIS Checklist

VEP Participant Name: _____ **VEP Session Number:** _____

Supervisor Name: _____ **District:** _____

The objective of this OJT Checklist is to verify that the Virtual Egg Products participants **that do not have prior PHIS training** successfully apply the policy and regulatory knowledge that they learned during training.

After completing the Virtual Egg Products Course, participants must complete the PHIS-On-the-Job Training (OJT). Participants will have up to three weeks to complete the PHIS-OJT. The PHIS-OJT is for participants that do not have prior PHIS training. The PHIS-OJT trainees must successfully navigate through PHIS pages, tabs, and tasks. The participant should also demonstrate success in scheduling and documenting completion of inspection tasks and documenting NRs, writing inspector notes and MOIs.

The Front Line Supervisor or designee should coach the VEP participant in the proper functional use of PHIS as it relates to the Egg Products Inspector’s duties and responsibilities. The FLS or designee should give the trainee an opportunity to shadow an experienced employee while navigating PHIS pages and entering data into PHIS tasks.

Upon the completion of the PHIS-OJT, the participant should keep the list for their own record, and the Front Line Supervisor or designee will certify completion of the training of the participants via sending an email to FSISAgLearn@usda.gov stating completion of the PHIS-OJT. The email should include the participant’s name, course number, and the date of completion of the PHIS-OJT.

The participant must conduct the tasks or the procedures listed in the checklist, if they apply to their assigned plants or as practical as possible.

The time dedicated for each task can be adjusted according to staffing needs and the supervisor’s decisions. The Center for Learning (CFL) recommends completing the checklist within the first week after finishing the VEP PHIS-OJT training. Certification for the VEP participants must be provided to CFL within 3 weeks of completing the VEP Virtual course to receive credit for successful completion.

For questions, contact Dr. Hala Bessyoung, Training Operations Branch Chief, Center for Learning, at hala.bessyoung@usda.gov.

Tasks	Proposed times; FLS or designee may adjust	Date	Participant Signature	Supervisor Signature**
Login to PHIS, identify the information in the (3) tabs on homepage, navigate the homepage, understand and open alerts, access the assigned plants	60 minutes			
Establishment Task List and Calendar <ul style="list-style-type: none"> Navigate the two sections of the PHIS task calendar page 	2 hours			

Virtual Egg Products- PHIS OJT- SOP and Checklist

<ul style="list-style-type: none"> • Navigate the features of the task calendar page • Filter an establishment's task list and inspector's task calendar • Designate approved operating days' on the task calendar as "inactive" when the establishment is not operating • Schedule or remove/reschedule/reassign routine tasks considering the task priority, the inspector's workload, and the number tasks completed to date 				
<p>Inspection Verification</p> <ul style="list-style-type: none"> • Navigate the Inspection Results page in PHIS • Record the result of an inspection task in PHIS • Document the regulations verified during the performance of applicable inspection task for the EPI assignments • If an inspection task does not apply to the EPI duties and responsibilities, please put N/A 	60 minutes			
<p>Inspection Verification Tasks</p> <ul style="list-style-type: none"> • Update Establishment Profile & monthly volume reporting • Pre-Operational Sanitation Egg Products Task • Operational Sanitation Egg Products Task • Sanitation & Plant Facilities-Egg Products Task • Unpasteurized Egg Products-Food Safety Task 	<p>60 minutes</p> <p>60 minutes</p> <p>60 minutes</p> <p>60 minutes</p> <p>60 minutes</p>			
<ul style="list-style-type: none"> • Shelf Stable Egg Products-Food Safety Task • Pasteurized Not-Shelf Stable Egg Products-Food Safety Task • Big 8 Formulation Verification Task • Food Defense Task • Review of Egg Product Data Task • Economic wholesomeness of Egg Products 	<p>60 minutes</p> <p>60 minutes</p> <p>60 minutes</p> <p>60 minutes</p> <p>60 minutes</p> <p>60 minutes</p>			

Virtual Egg Products- PHIS OJT- SOP and Checklist

<ul style="list-style-type: none"> • General Labeling – Egg Products 	60 minutes			
NR documentation in PHIS, any task Identify the information that must be recorded on the NR when EPI documents the noncompliance; (if no noncompliance found during OJT, provide an alternate noncompliance scenario to document).	60 minutes			
Schedule any sampling task and enter sample information in PHIS questionnaire	60 minutes			
Create an inspection note, prepare an Agenda, and document an Establishment Weekly Meeting on MOI	60 minutes			
Import and Export Import reinspection <ul style="list-style-type: none"> • Access the Import reinspection page • Navigate the Import reinspection page • TOI verifications • Document the Import reinspection results PHIS Export reinspection <ul style="list-style-type: none"> • Access export information page • Navigate export information page • Complete the export application and certification process 	60 minutes 60 minutes			

*Includes scheduling task from the task list to the task calendar, and rescheduling one task
 Comments**: (explain any task substitutions or items not practical to complete)

Resources: VEP Student Materials, PHIS Quick Reference Guide, and IPP Help button

October 2020 version