# Inspection Methods Course Objectives

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OVERVIEW

The purpose of this guide is to provide guidelines for participants in the Inspection Methods course who do not pass the final exam, and who are preparing to take a retest. This guide includes the learning objectives from each of the subjects covered in the Inspection Methods course. Learning objectives represent the body of knowledge that IPP should know and understand after completing the course. Test questions are the mechanism for assessing whether or not IPP have met the learning objectives. Each learning objective and associated test question measures student knowledge of the course content. If IPP are able to achieve the learning objectives outlined in this guide, they should successfully pass the test.

The Inspection Methods course content covers the essential FSIS inspection verification tasks for the Consumer Safety Inspector position. The major topics covered are sanitation, Hazard Analysis and HACCP verification, sampling, sanitary dressing procedures, humane handling, raw, ready-to-eat, and shelf stable product hazards and their preventive measures, the *Listeria* regulations, export certification, and food defense tasks. The Inspection Methods course learning objectives also measure both the IPP’s knowledge of and their ability to use the Public Health Information System (PHIS).

To assist them in meeting the learning objectives in this guide, IPP should

- Review the student notebook handouts provided in class,
- Review the notes they took while attending the course,
- Review notes they took during the test review sessions,
- Review the answers to workshops,
- Read the subject matter and referenced policy documents for the set of learning objectives, and
- Seek assistance from their supervisor as needed.

The retest does not involve demonstrating the use of PHIS on the computer. However, IPP should review the applicable section of the PHIS Quick Reference guide (provided in class) and the step-by-step instructions in the handouts from the course for the highlighted learning objectives in this guide.

IPP should re-take the Inspection Methods course test as soon as possible after attending the course, but not before they feel they can demonstrate mastery of course material. The more time that passes after attending the course, the harder is to recall key points covered in the course.
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**FSIS STATUTES, MISSION, AND AUTHORITY**

The objectives of this training are as follows.

1. Define where FSIS derives its authority.

2. Identify subject matter in the Federal Meat Inspection Act (FMIA), and Poultry Products Inspection Act (PPIA) related to food safety.

3. Describe how the FMIA and PPIA legally support SPS, SSOP, and HACCP regulations.

4. Explain the relationship among statutes, regulations, directives, and notices.

**RULES OF PRACTICE**

To demonstrate mastery of Rules of Practice, the trainee will

1. Define the following terms.
   
   a) Inspection
   b) Enforcement
   c) Compliance
   d) Due process
   e) Rules of Practice (ROP)
   f) Regulatory control action (RCA)
   g) Withholding
   h) Suspension
   i) Notice of Intended Enforcement Action (NOIE)
   j) Abeyance
   k) Verification plan

2. Identify circumstances where prior notice of enforcement action is not required.

3. Identify circumstances where prior notice of enforcement action is required.

4) Describe the appeals process.

**REGULATORY PROCESS OVERVIEW**

After completion of this module, the participant will be familiar with the four components that are part of the regulatory process.

**INTRODUCTION TO PHIS**

To demonstrate mastery of this module, Inspection Program Personnel (IPP) will be able to explain how PHIS enhances inspection and protects public health.
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LOG-IN/HOMEPAGE/DASHBOARD/ALERTS

After completion of this module, trainees will be able to:

1. Log in to PHIS.
2. Identify the information provided in the 3 tabs on the inspector’s home page
3. Navigate the inspector’s homepage
4. Use several PHIS controls
5. State the purpose of alerts
6. Access detailed information for the assigned establishments from the CSI’s home page

ESTABLISHMENT PROFILE

Upon completion of this module the participant will be able to:

1. Describe the Establishment Profile in PHIS and why it is important to maintain the accuracy of information in this section.
2. Describe when and how to perform the Update Profile task in PHIS
3. Access, enter and edit information in the Establishment Profile
4. Describe what to discuss and do at the weekly meeting related to the profile.
5. Identify the HACCP processing category for any given product.
6. Determine the finished product group and average daily production volume.

ESTABLISHMENT TASK LIST AND THE TASK CALENDAR

Upon completion of this module, the participant will be able to:

1. Identify the FSIS Directive that provides instructions to IPP for scheduling inspection tasks in PHIS.
2. Define the following terms:
   a) Task Library,
   b) Establishment Task list,
   c) Task calendar,
   d) Routine Task, and
   e) Directed task.
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3. Describe how the task list is created for an establishment.

4. Identify situations that require IPP to schedule and perform directed tasks.

5. Identify the two sections of the PHIS task calendar page.

6. Describe the principles that IPP follow when scheduling and performing inspection tasks.

7. Describe the steps that IPP need to perform the first time they log in to PHIS each day.

8. Identify the features of the establishment task list.

9. Navigate the features of the task calendar page.

10. Filter an establishment’s task list and IPP’s task calendar.

11. Designate an approved operating day on the task calendar as “inactive” when the establishment is not operating.

12. Schedule, remove, reschedule, and reassign routine tasks considering the task priority, the IPP’s workload, and the number tasks completed to date.

13. Designate a scheduled task as “not performed” when it was not completed during the month.

14. Schedule a directed task for a specific date using the task calendar.

FOOD SAFETY SYSTEM FUNDAMENTALS

Upon completion of this module, the participant will be able to:

1. Define “system” and give an example.

2. List two basic components of a food safety system and describe their relationship to each other.

3. Describe “systems thinking” and its application to food safety systems and assessing inspection findings.

FUNDAMENTAL FOOD MICROBIOLOGY

Upon completion of this module, the participant will be able to:

1. Identify the basic types of microbes.

2. Describe the typical bacterial growth pattern, and explain important factors affecting microbial growth.

3. Describe basic mechanisms and indications of microbial food spoilage.
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4. Describe how certain microbes are used in food preservation.
5. List important pathogens of concern in meat and poultry products.
6. Describe sources of microbes in meat and poultry products.
7. Explain fundamental methods of controlling microbial contamination of meat and poultry.

SANITATION PERFORMANCE STANDARDS

To demonstrate mastery of Sanitation Performance Standards (SPS), the trainee will:

1. Describe the relationship between establishment sanitation and the cleanliness and wholesomeness of product.
2. Identify two sources of authority for performing sanitation inspection.
3. Define “sanitation”.
4. Define “performance standard” as it relates to sanitation.
5. Describe the relationship between SPS and Sanitation Standard Operating Procedures (SSOP).
6. Identify the task performed to verify establishment compliance with SPS.
7. List the two activities used to verify compliance with the SPS.
8. Identify when it is appropriate to cite noncompliance with 9 CFR 416.1.
9. For a given scenario, identify if there is regulatory noncompliance and the SPS regulation that was not met.
10. Describe the documents that are required by the SPS regulations.
11. Describe what differentiates SPS noncompliance from SSOP or HACCP noncompliance.
12. Describe appropriate enforcement actions when SPS regulatory requirements are not met.
PHIS INSPECTION VERIFICATION (PART 1)

After completing this section of the training, participants will be able to:

1. Navigate the Inspection Results page in PHIS
2. Record the result of an inspection task in PHIS
3. Document the regulations verified during the performance of an inspection task
4. Create an Inspection Note in PHIS

SANITATION STANDARD OPERATING PROCEDURES

To demonstrate mastery of Sanitation SOP, the trainee will:

1. Understand the meaning and significance of the following terms:
   a. Sanitation SOP
   b. Responsible person
   c. Regulatory control action
   d. Pre-operational sanitation procedures
   e. Operational sanitation procedures
   f. Sanitation SOP Implementation & Monitoring
   g. Sanitation SOP Maintenance
   h. Sanitation SOP Corrective Actions
   i. Sanitation SOP Recordkeeping

2. Select from a list the 4 regulatory requirements for Sanitation SOPs.

3. State the steps taken by IPP to verify Sanitation SOP implementation and monitoring, maintenance, recordkeeping, and corrective actions.

4. Identify the required corrective actions the establishment must take and record for noncompliances involving direct contamination or adulteration of product.

5. List the record retention, authentication, data integrity, and daily documentation requirements for Sanitation SOP records.

6. Discuss the enforcement action that could be taken when FSIS observes a noncompliance during a pre-operational or operational sanitation inspection.

7. Given Sanitation SOP corrective and preventive measure examples, determine those that meet the regulatory requirements of 9 CFR 416.15(b).

PHIS INSPECTION VERIFICATION (PART 2)

After completing this section of the training, participants will be able to:

1. Define the term “noncompliance”.

2. **Document noncompliance on a Noncompliance Record (NR) in PHIS**

3. Identify the information that must be recorded on the NR when IPP are documenting a trend in noncompliance.

4. Identify the activity IPP must perform before an NR can be completed.

PROCESS CATEGORY INTRODUCTION

To demonstrate mastery of this module, the Inspection Program Personnel (IPP) will:

1. Distinguish between the different HACCP processing categories.

2. Identify common hazards for all raw products.

3. Identify common hazards for other product categories.

4. Identify the raw product processing categories.

5. Identify common meat and poultry slaughter steps.

6. Identify common processing steps for intact and non-intact raw product.

7. Explain the food safety significance of non-intact product.

8. Identify common lethality for ready-to-eat product.

HACCP SEVEN PRINCIPLES

To demonstrate mastery of this module, the Inspection Program Personnel (IPP) will:

1. Identify the HACCP Seven Principles

2. Define HACCP
3. Define the following terms:
   a) Hazard Analysis
   b) Prerequisite Program
   c) Critical Control Point
   d) Critical Limit
   e) Monitoring
   f) Verification

4. Explain the purpose of monitoring

**HACCP REGULATORY PROCESS**

After completion of this module, the participant will be able to:

1. Define the term “HACCP system”.

2. Identify the components of a “HACCP plan in operation”.

3. Describe the four components that are part of the HACCP regulatory process.

4. Identify the two HACCP inspection tasks that IPP perform to verify the HACCP regulatory requirements.

5. Describe the two verification components used when performing HACCP inspection tasks.

**HACCP VERIFICATION TASK**

After completion of this module, the participant will be able to:

1. Identify the regulatory requirements verified with the HACCP verification task.

2. Explain how Inspection Program Personnel (IPP) is to perform the HACCP verification task.

3. Identify issues that represent noncompliance with an establishment’s HACCP plan and inadequacy of the HACCP system.

4. Identify the type of issues or concerns that are to be discussed with supervision before determining compliance and completing the HACCP verification task.

**PHIS INSPECTION VERIFICATION (PART 3)**

After completing this section of the training, participants will be able to:

1. Correct an error in a finalized noncompliance.

2. State the purpose of associating NRs.
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3. Identify the requirement for associating NRs.

4. **Associate NRs in PHIS.**

5. Identify inspection findings that must be discussed at the weekly meeting.

6. **Create Meeting Agendas in PHIS.**

7. State the purpose of the Memorandum of Interview (MOI).

8. **Create a MOI in PHIS.**

**THE HAZARD ANALYSIS VERIFICATION (HAV) TASK**

After completion of this module, the participant will be able to

1. Identify the nine steps for performing the HAV task.

2. Describe how IPP use the Meat and Poultry Hazards and Control Guide while performing the HAV task.

3. Identify the elements of an establishment’s HACCP system that are verified while performing the HAV task.

4. Identify issues that represent noncompliance when performing HAV task.

5. Describe the two elements of validation.

6. Identify examples of scientific or technical documentation that establishments use to support their HACCP system.

7. Identify the types of issues or concerns that are to be discussed with a supervisor before determining compliance and completing the HAV task.

**REVIEW OF ESTABLISHMENT DATA TASK-FSIS DIRECTIVE 5000.2**

Upon completion of this training module, Inspection Program Personnel (IPP) will be able to:

1. Explain the purpose of the Review of Establishment Data task.

2. Identify the kinds of monitoring and testing records that are subject to IPP review when performing the Review of Establishment Data task.

3. Describe how to assess the significance of information gathered during the Review of Establishment Data task.

4. Explain how to follow up on questions or concerns identified when performing the Review of Establishment Data task.
5. Explain how the Review of Establishment Data task is documented in PHIS.

6. Describe what is done if establishment management refuses access to records impacting its food safety system.

**SLAUGHTER FOOD SAFETY STANDARD**

After completion of this module, the participant will be able to:

1. List the three contaminants covered by the food safety standard in livestock slaughter.
2. Identify the carcass parts that must be free of the three contaminants covered by the livestock food safety standard.
3. Identify the location where FSIS verifies the food safety standard for livestock carcasses.
4. List the contaminant covered by the food safety standard in poultry slaughter.
5. Identify the location where FSIS verifies the food safety standard for poultry carcasses.
6. Describe how to perform the livestock zero tolerance verification task.
7. Describe how to perform the poultry zero tolerance verification task.
8. List the action IPP take when they find a zero tolerance failure during the performance of the poultry and livestock zero tolerance verification tasks.
9. Document zero tolerance verification tasks in PHIS.
10. Describe the enforcement actions when repetitive zero tolerance noncompliance is documented in PHIS.

**PATHOGEN REDUCTION – GENERIC E. COLI TESTING**

To demonstrate mastery of Pathogen Reduction the trainee will:

1. Explain why generic *E. coli* sampling and analysis is performed in livestock slaughter operations.
2. Explain why microbiological sampling and analysis is performed in poultry slaughter (other than ratite) operations.
3. Identify who is responsible for selecting and analyzing livestock samples for generic *E. coli*.
4. Identify who is responsible for selecting raw poultry samples for microbiological analysis.
5. Explain the purpose of performance criteria and statistical process control.
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6. Verify the regulatory requirements for generic *E. coli* testing by conducting the Generic *E. coli* verification task.

7. Verify the regulatory requirements for microbiological sampling and analysis of raw poultry by conducting the appropriate PHIS verification task.

8. Identify appropriate enforcement actions to take when noncompliance is found while performing the Generic *E. coli* verification task.

SAMPLE MANAGEMENT

After completion of this module, the trainee will be able to

1. Describe the difference between directed samples and collector generated samples.

2. Schedule a directed sampling task.

3. State the purpose of the laboratory capacity reservation system.

4. Document a directed sampling task.

5. Cancel a scheduled sampling task from the Task Calendar.

6. Check laboratory results.

7. Print laboratory forms.

8. Describe the method of collecting a sample in the disconnected state.

PATHOGEN REDUCTION – *SALMONELLA AND CAMPYLOBACTER* PERFORMANCE STANDARDS VERIFICATION TESTING

To demonstrate mastery of Pathogen Reduction the trainee will:

1. Explain why *Salmonella* and *Campylobacter* testing is used.

2. State who will conduct *Salmonella* and *Campylobacter* testing.

3. List the species and types of product eligible for testing under the *Salmonella* performance standards.

4. List the species and types of product eligible for testing under the *Campylobacter* performance standards.

5. Describe how and when *Salmonella* and *Campylobacter* samples are taken.

6. Explain how to obtain completed *Salmonella* and *Campylobacter* results from LIMS-Direct and PHIS.
RAW BEEF PRODUCT SAMPLING

To demonstrate mastery of this module, you will

1. Identify the pathogen of concern for raw beef products.
2. Select from a list those raw beef products eligible for sampling.
3. State where to find FSIS raw beef product sampling instructions.
4. Explain the steps of raw beef product sampling.
5. Describe how to determine which raw beef product to sample.
6. State how sample results are received.
7. State when to mail samples to the FSIS laboratory.
8. List the actions associated with positive pathogen results.
9. List the requirements for transportation of raw beef product which has tested positive or presumptive positive for a pathogen.
10. Explain the IPP responsibilities for review of establishment sampling data.

VERIFYING SANITARY DRESSING: A SYSTEMS APPROACH

To demonstrate mastery of this module, the Consumer Safety Inspector will:

1. Define:
   a) Process control procedures
   b) Sanitary dressing procedures
   c) Contamination of carcasses and parts

2. Describe the role of sanitary dressing and process control procedures as part of an establishment’s food safety system.

3. Identify points in the slaughter process where contamination is most likely to occur.

4. Explain how to verify that slaughter operations are implementing appropriate sanitary dressing procedures to prevent contamination.

5. Explain how to verify that establishments are properly applying intervention treatments.

6. Describe how to use a system based approach to determining compliance.
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SPECIFIED RISK MATERIAL (SRM) CONTROL

1. Identify Specified Risk Materials (SRMs)
2. State the purpose of the SRM Control Verification task and how to perform it
3. Identify the actions IPP are to take when SRM noncompliance is found while performing the SRM Control Verification task

HUMANE HANDLING VERIFICATION FOR LIVESTOCK AND GOOD COMMERCIAL PRACTICES FOR POULTRY

Upon completion of this module, you will be able to accomplish the following without the aid of references:

1. Name the two approved methods of slaughter in the Humane Methods of Slaughter Act (HMSA).
2. List the steps in performing the Livestock Humane Handling task in the Public Health Information System (PHIS).
3. List the Humane Activity Tracking System (HATS) categories and give one example of a requirement in each.
4. Given a specific scenario, be able to identify regulatory noncompliance, whether it is egregious, and what action to take, if any.
5. Describe the action an inspector should take when he/she observes a non-egregious incident of inhumane treatment resulting from:
   a) Facility deficiencies, disrepair, or equipment breakdown
   b) Establishment employee actions in handling livestock
   c) Improper stunning
6. Define egregious noncompliance, give two examples, and describe the actions taken.
7. Name the documents completed for non-egregious and egregious noncompliances.
8. List the steps in performing the PHIS Good Commercial Practices (GCP) task.
9. Identify regulatory noncompliance with good commercial practices or mistreatment of birds and actions to take in each case.
ANIMAL DISPOSITION REPORTING (ADR)

At the end of this training session, the participant will be able to perform the following functions in PHIS.

1. Specify weight reporting frequencies.
2. Record No Kill periods.
3. Enter livestock inspection results.
4. Enter Sample Management data collected from in-plant KIS tests.
5. Enter data for APHIS Lab sampling.
6. Record custom slaughter data.
7. Enter poultry inspection results.
8. Print condemnation certificates

READY TO EAT AND SHELF STABLE PRODUCTS PROCESS FAMILIARIZATION

1. Define Ready to Eat
2. Define Shelf Stable
3. Identify process steps that relate to the safety of fully cooked-not SS, heat treated-SS, and not heat treated-SS products
4. Identify factors requiring control at key process steps to meet standards for safety and product identity

LETHALITY, STABILIZATION, AND MULTIPLE HURDLES

Upon completion of this module, the participant will be able to:

1. Explain what lethality is and how it fits into a RTE food safety system.
2. Explain what stabilization is and how it fits into a RTE food safety system.
3. Define regulatory targets for critical limits, and give one example.
4. Define performance standards for critical limits, and give one example.
5. State the regulatory lethality performance standard for cooked beef, and for cooked poultry, per 9 CFR 318.17 and 381.150.
6. State the regulatory stabilization performance standard for cooked beef, and cooked poultry, per 9 CFL 318.17 and 381.150.

7. Explain the purpose of FSIS compliance guidelines, and give four examples.

8. Provided a description of a product process, and an FSIS compliance guideline, state whether the process is supportable with that guideline.

9. Identify three critical operational parameters for lethality in Appendix A.

10. Identify four critical operational parameters for lethality in the Time and Temperature Combinations for Cooking RTE Poultry.

11. Describe the relationship between humidity and cooking temperatures as it pertains to the destruction of Salmonella.

12. Describe the risk associated with the addition of untreated ingredients added after the lethality step.

13. Explain what establishments are required to do during the initial validation period, regarding lethality and stabilization.

14. Identify which microorganisms are controlled with the critical operational parameters provided in Appendix B.

15. Define $a_w$, water activity.

16. Explain the function of drying in the jerky process, and state the target pathogen controlled by this step.

17. Describe how multiple hurdles are used in a food safety system.

18. Identify 4 common factors used in the multiple hurdles concept.

19. Describe the purpose of the fermentation step in a dry sausage process, and identify the pathogen of concern at this step.

20. Describe the purpose of the 5 options developed by the Blue Ribbon Task Force.

21. Identify the critical operational parameters measured when establishments use the degree-hour limit to support a dry sausage process.

22. Describe how to verify that establishments can support their lethality, stabilization, and other preventive measures used to ensure the safety of RTE products.
FOOD INGREDIENTS OF PUBLIC HEALTH CONCERN

1. List the “Big 8” food allergens.
2. List examples of food ingredients that some individuals are intolerant to.
3. Distinguish between food allergy and food intolerance.
4. Describe establishment responsibilities for controlling ingredients of public health concern.
5. Identify situations that could lead to cross-contact with a food allergen.
6. Identify situations that could lead to mislabeling of a product containing an ingredient of public health concern.
7. Distinguish between labeling requirements and voluntary labeling declarations for ingredients of public health concern.
8. Explain when an establishment can include factual statements about a product’s processing environment on the product label.
9. Describe how to perform and document the Big 8 Formulation Verification task.
10. Describe additional labeling concerns that should prompt IPP to perform a directed General Labeling task and document general labeling noncompliance.

RTE/SS HAZARDS AND CONTROLS

After this module, trainees will be able to use the Meat and Poultry Hazards and Controls Guide to review common hazards and frequently used controls for RTE and Shelf Stable products and processes.

SANITATION CONCERNS IN RTE PROCESSING ENVIRONMENTS

Upon completion of this training, in plant inspection personnel (IPP) will be able to:

1. Identify why establishments producing ready-to-eat (RTE) products have a special responsibility for adequate sanitation in the RTE processing environment.
2. Describe effective methods of sanitation in RTE processing environments.
3. Identify potential sanitation issues in RTE processing environments.
LISTERIA MONOCYTOGENES REGULATIONS

Upon completion of this training module, Inspection Program Personnel (IPP) will be able to:

1. Identify reasons *Listeria monocytogenes* (*Lm*) is a public health threat for ready-to-eat (RTE) meat and poultry products.

2. Verify compliance with the regulations in 9 CFR 430 by following instructions in FSIS Directive 10,240.4, Rev. 3, *Verification Procedures for Consumer Safety Inspectors for the Listeria monocytogenes (Lm) Regulation and Lm Sampling Programs*.

SAMPLING RTE PRODUCT

Upon completion of this training module, Inspection Program Personnel (IPP) will be able to:

1. Identify the pathogens of concern associated with sampling of ready-to-eat (RTE) product.

2. Describe the conditions for RTE product to be considered adulterated.

3. Define the following terms:
   a. Food contact surface
   b. Intact package
   c. Sampled lot

4. Describe the steps for performing a RTE sampling task.

5. Explain the difference between the RTEPROD_RAND and the RTEPROD_RISK sampling project codes.

6. Explain what IPP should consider when scheduling RTE samples.

7. Describe why it is important to notify establishment management prior taking a sample.

8. Explain how FSIS samples are documented.

9. Describe the process for ensuring sample integrity, from sample collection until sample is shipped.

10. List the items that are packed into the sample container.

11. Identify how IPP obtain sample results.

12. Describe what actions IPP take when a positive FSIS RTE sample result is identified.

13. Describe the actions IPP take when establishment testing obtains a positive sample result.
14. Explain the procedures in verifying corrective actions for a positive RTE sample.

15. Identify the two sampling programs that EIAOs may perform in RTE establishments.

**REGULATORY PROCESS REVIEW**

After completing this section of the training, the participant will be able to:

1. Identify the four questions to consider when determining whether to document noncompliance when there is failure to meet HACCP regulatory requirements.

2. Given a scenario, apply knowledge learned in the course to the Regulatory Process to determine whether a food safety system is inadequate.

3. State two instances when a Verification Plan is prepared.

4. State how to verify the requirements of 418.3 for maintaining written Recall procedures.

**EXPORT CERTIFICATION**

After completing this module, you will be able to:

1. Describe where to locate current export requirements.

2. Explain information to be included in each field on an export application and an export certificate.


4. List the reasons why a Certifying Official would not sign an export certificate.

5. List the reasons when a replacement export certificate can be issued.

6. Describe when a Memoranda of Interview would be written related to export certification.

7. Identify who administers the Export Verification and Less Than 30 Months of Age Verification Quality System Assessment Program (EV/QSA).

**HOMELAND FOOD DEFENSE**

The objectives for this module are:

1. Describe the risk that intentional contamination presents to meat and poultry establishments.

2. Define key food defense terms.
3. Describe the purpose of each food defense tasks with respect to identifying potential food defense vulnerabilities in a meat and poultry establishment.

4. Identify the steps taken to encourage an establishment to enhance its food security measures when food defense vulnerabilities are identified.

NON-FOOD SAFETY CONSUMER PROTECTION TASKS

After completing this module, you will be able:

1. Identify the statutes, regulations and primary directives that relate to non-food safety consumer protection responsibilities.

2. Explain what to do when noncompliance is observed with the Non-Food Safety Consumer Protection Tasks.

3. Explain the regulatory requirements for products that are subject to standards of identity.

4. Explain the purpose of the Non-Food Safety Consumer Protection Tasks.

PHIS DISCONNECTED STATE APPLICATION

After this module trainees should be able to:

1. Describe the PHIS features available in the disconnected state.

2. Use features of the Disconnected State User (DCU) application.

3. Identify limitations of the DCU application.

4. Synchronize the DCU application with the PHIS Central Database.