

## MT 60 Sampling Pilot Study

**Introduction.** Thank you for participating in this pilot study. Your efforts and expertise will help us to more accurately determine the amount of time allocated for FSIS tasks.

**Background.** The attached data collection sheet is intended for use in the collection of timing data for activities related to MT 60 sampling. This data collection sheet is being used as part of a pilot study by the FSIS with the George Mason University, and measurements will be taken from November 1 through November 15, 2013 to fit into the school year. The goal of the pilot study is to establish a methodology for use in determining the amount of time allocated for FSIS tasks. One of the major goals of this pilot study is the collection of data related to the time spent on activities that occur away from the inspection floor: for example, interacting with PHIS, preparing samples for shipping, etc.

There should be two people involved in filling out this data collection sheet a CSI/PHV who performs the activities related to the MT 60 sampling, and the timer who records times during the MT 60 sampling activities. The timer should be equipped with a stopwatch that contains a way to measure seconds. The timer should accompany the CSI/PHV during all the activities identified in this data collection sheet.

**Preparing to collect the data.** The Data Collection sheet includes a list of activities expected to be conducted during the MT 60 sampling activities. Before actually conducting the Pilot Study, both the timer and the CSI/PHV should review and become familiar with the Data Collection sheet and the MT 60 sampling activities listed. Be sure to review the recent FSIS Notice 69-13 issued 10/23/13. The Timer should fill out Section 1 of the form before beginning the pilot study.

**When the pilot study begins.** For each section of the Data Collection sheet, when the CSI/PHV is ready to begin the tasks in the section, the timer should reset the stopwatch and begin timing when the CSI/PHV begins the activities in that section of the Data Collection Form. When all activities within the section have been completed, the timer should write down the hours, minutes and seconds that have elapsed for the last task in the section, then stop the stopwatch. If the establishment where the pilot study is conducted requires a significantly different series of steps or order of steps for performance of the MT 60 sampling, the timer should, write them down on the second page of the data collection sheet, in Box 5a.