

# Instructions for Filling Out the MT60/MT55 Data Collection Sheet

Please fill in each of the boxes with the information as indicated below. Please print clearly.

## **Section 1: General Information**

**Box 1.a. IPP Name:** The name of the person who is completing the task. This person should also be timing.

**Box 1.b. Sample Collection Date:** Month, Day, and Year on which the MT 60 or MT 55 sample collection takes place.

**Box 1.c. What is your job title? (Circle One) CSI SCSI PHV FLS Other:** Please indicate with a circle if you are CSI/SCSI/PHV/FLS/Other. If "Other" please indicate your job title.

**Box 1.d. What Time (indicate AM or PM) Did You Start This Data Collection sheet?** The time in which the data collection first began.

**Box 1.e. Task (Circle One) MT60 MT55:** Please indicate with a circle, the task appropriate for this plant. Please follow Notice 81-13, issued on January 5, 2014.

**Box 1.f. Establishment #:** The Establishment number associated with the plant where the collected MT 60 or MT 55 samples were taken.

**Box 1.g. Establishment Area (sqft):** Please indicate the area of the establishment in square feet where the collected MT 60 or MT 55 samples were taken.

**Box 1.h. Connection Type (Circle One) T1 3G (Air Card) 4G (Air Card) DSL WiFi:** Please indicate with a circle which connection type was available and used at the establishment at the time of the data collection.

**Box 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+:** Please indicate with a circle the number of times MT60 or MT55 have been performed at the facility within the past 12 months (estimates are fine).

**Box 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+:** Please indicate with a circle the number of

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## Section 2: Inspection Scheduling Activity

**Box 2.a. Start with time at 00:00:00:** Press the button on the stopwatch to reset the clock to 00:00:00. When ready to begin the first task, press the button on the stopwatch to start the timing. DO NOT stop-start-reset the stopwatch between each task. Just note the elapsed time in Hours:Minutes:Seconds format that appears on the stopwatch when each task is complete. Note: There is no need to record to the 1/100 second.

**Boxes 2.b.-2.f:** Enter the time on the stopwatch as each of the tasks are completed. If the task is completed out of order than how it is listed on the form, please indicate the order the tasks were completed (1 being starting the stopwatch, 7 when the stop watch is stopped).

**Box 2.e.:** If the scheduling of the date for sample collection takes longer due to limitations the plant has regarding how often they have the necessary product, please fill out section 2.e. for the first time it was scheduled and also fill out Section 3 regarding Scheduling Date of Sample Collection.

**Box 2.g.:** Stop the Stopwatch. No time entry is needed for this step.

## Section 3: Scheduling Date of Sample Collection

**Box 3.a:** If scheduling the date of the sample collection involves several steps, note the date and the time in Hours:Minutes format. These are estimates and do not need the use of the stopwatch. These estimates should include time spent determining if products are eligible for MT60/MT55, how often the products are produced, how much notice needs to be given to the plant once schedule is set, and at what point in the process the samples need to be collected. Do not recount the time it takes in PHIS to reschedule. Example, if on Day 1 you had a 15 minute conversation with personal at the plant in regards to their production schedule in order to determine when to schedule the sample collection, please note:

Day 1 of scheduling: Date: 03/01 (mm/dd)      Time: 0:15 (hh:mm)

**Box 3.b:** Enter the number of times the sample collection date was rescheduled, if applicable.

## Section 4: N60 Grab Sample Procedure Activity

**Box 4.a: Starts with the time at 00:00.00:** Press the button on the stopwatch to reset the clock to 00:00.00. When ready to begin the first task, press the button on the stopwatch to start the timing. DO NOT stop-start-reset the stopwatch between each task. Just note the elapsed time in Hours:Minutes:Seconds format that appears on the stopwatch when each task is complete. Note: There is no need to record to the 1/100 second.

**Box 4.b.-4.i:** Enter the time on the stopwatch as each of the tasks are completed. If the task is completed out of order than how it is listed on the form, please indicate the order the tasks were completed (1 being starting the start watch, 10 when the stop watch is stopped).

**Box 4.j:** Stop the Stopwatch. No Time entry is needed for this step.

If there were any differences between how you performed the tasks and how the tasks were listed on this sheet, please write them down on the second page in the Box 5a.

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## Section 5: Complete MT60/MT55 Documentation in PHIS

**Box 5.a: Starts with the time at 00:00.00:** Press the button on the stopwatch to reset the clock to 00:00.00. When ready to begin the first task, press the button on the stopwatch to start the timing. DO NOT stop-start-reset the stopwatch between each task. Just note the elapsed time in Hours:Minutes:Seconds format that appears on the stopwatch when each task is complete. Note: There is no need to record to the 1/100 second.

**Box 5.b.-5.m:** Enter the time on the stopwatch for each of the tasks as they are completed. If the task is completed out of order than how it is listed on the form, please indicate the order the tasks were completed (1 being starting the start watch, 14 when the stop watch is stopped).

**Box 5.n:** Stop the Stopwatch. No time entry is needed for this step.

If there were any differences between how you performed the tasks and how the tasks were listed on this sheet, please write them down on the second page in the Box 5a.

## Section 6: Supplier Information at Time of Sample Collection

**Box 6.a.:** Estimate the time to record information about the source materials and about the suppliers at the time of performing the N60 task per FSIS Notice 06-13 in Hours:Minutes format. This is for MT55 sampling tasks only. If not applicable, please put "N/A". This does not require the use of the stopwatch.

**Box 6.b.:** Estimate time to enter information about the source materials and about the suppliers into PHIS per FSIS Notice 06-13 in Hours:Minutes format. This is for MT55 sampling tasks only. This does not need the use of the stopwatch.

## Section 7: Laboratory Information Systems (LIMS)

**Box 7.a.:** Enter the amount of time it took the first time LIMS was checked for the lab results. Please use the stopwatch and record in the Hours:Minutes:Seconds format that appears on the stopwatch when the task is completed.

**Box 7.b.:** How many times did you check LIMS before getting the result back for the sample collection?

**Box 7.c.:** Was the test result negative or positive? Circle one.

## Section 8

**Box 8.a. Collection Comments:** Please explain any differences between how you performed the task and how the tasks are listed on the data collection sheet. Please also note any comments or concerns you may have regarding this MT60/MT55 sampling activity.

**Box 8.b. Mailing Instructions:** When complete, please send your forms to George Mason University, via overnight UPS. Please use the following address:

Professor Kathryn Laskey, SEOR Department  
Mail Stop 4A6  
George Mason University  
Fairfax, VA 22030