



# FSIS CONSUMER SAFETY INSPECTOR



Development Guide  
On-the-Job Training Program

November 2024



This Consumer Safety Inspector's Development Guide (CSIDG) is a joint effort by the U.S. Department of Agriculture (USDA) Food Safety and Inspection Service (FSIS) Office of Field Operations (OFO) and the Office of Employee Experience and Development (OEED). The CSIDG will facilitate the transition of CSI's from GS-5, GS-7, and GS-8 positions to GS-9 positions.

This CSIDG is intended for use by GS-5, GS-7, and GS-8 slaughter inspectors being promoted into GS-9 slaughter and/or processing positions. Steps applicable to the assignment are only to be completed one topic at a time. The CSIDG contains the following topics:

Step A – Orientation to a GS-9 Position

Step B – Ante-Mortem Inspection and Humane Handling

Step C – Post-Mortem Inspection

Step D – Methodology

Step E – Other Duties

Step F – Documentation of Training and Tracking

Advancing from a GS-5, GS-7, and GS-8 to a GS-9 position can be challenging. With this new position comes duties and responsibilities far beyond what you may have been performing as a GS-5, GS-7, or GS-8 in a poultry or red meat slaughter establishment. GS-9s perform duties to verify that a food safety system within officially inspected slaughter and/or processing establishments is operating in compliance with regulations and in a manner that will result in producing foods that are safe and properly labeled. These establishments will be operating under one or more Hazard Analysis and Critical Control Point (HACCP) plan(s). As a GS-9, you will be conducting regulatory oversight and verification activities inside establishments in matters relating to Sanitation Performance Standards (SPS), Sanitation Standard Operating Procedures (SSOP), HACCP verification tasks, Hazard Analysis verification tasks, pathogen reduction verification tasks, and food defense tasks. You may also perform a variety of export duties and other consumer protection tasks (e.g., economic adulteration and misbranding). The district will schedule you to attend any specialized required training that you need according to the type of your assignment, such as thermal processing training if you have inspection duties in a canning facility.



The first section, **Step A - Introduction to a GS-9 Position**, is designed to provide a better understanding of the legal responsibilities, statutory authority, and administrative duties for the day-to-day job activities. Performing at the GS-9 level requires a high level of professionalism and knowledge of the establishment processes, practices, and programs. This section provides information and tools to attain that level. Also included in this section are resources that will enhance competencies in communicating with establishment management and fulfilling administrative responsibilities.

More extensive than the duties of a GS-5, GS-7, and GS-8, **Step B – Ante-Mortem Inspection and Humane Handling** will provide the CSI with the means to address why FSIS conducts the ante-mortem inspection and the consequences of not performing a thorough ante-mortem inspection. This section will provide regulatory documentation and training resources that will enable the CSI to effectively enforce humane handling regulations and policies in addition to identifying livestock and poultry for veterinary examination and disposition.

**Step C – Post-Mortem Inspection** will take the CSI beyond the responsibilities and skills of the GS-5, GS-7, and GS-8 Food Inspector. The CSI performs inspection of slaughter animals and poultry to determine and ensure that no pathological or insanitary condition renders the product unfit for human consumption. This section will provide information and training regarding verification of food safety standards such as zero-tolerance for feces, milk, and ingesta; salvaging requirements and procedures; contamination reprocessing; animal disposition reporting; and handling and disposal of the condemned and inedible product. The CSI will receive the species-specific training in their new assignment.

**Step D – Methodology** is designed to provide training and resources that will facilitate the CSI's transition from performing online post-mortem inspection duties to those of verifying that a food safety system is operating in compliance with regulations. This section will provide the CSI with a working knowledge of SPS, SSOP, HACCP systems principles and practices, pathogen reduction verification tasks, and other responsibilities.





In addition to the methodology, **Step E – Other Duties** will provide insight into the CSI's regulatory activities in verifying other consumer protection (e.g., economic adulteration and labeling). This section will also address dual jurisdiction establishments, food defense, and export duties.

The final step, **Step F – Documentation of Training and Tracking**, is accomplished at the establishment level between the CSI and their supervisor to ensure successful completion and reporting of all the CSIDG steps completed by the trainee to the District Office. The District Office will keep track of all entry-level training received by CSIs and will forward the information quarterly to the Center for Learning ([CFL.ClassRegistration@usda.gov](mailto:CFL.ClassRegistration@usda.gov)) for entry into the new GS-9 CSI's AgLearn learning history.

For each topic that applies to the assignment, the supervisor or designee must explain relevant policies and tasks to the CSI, demonstrate how to perform the tasks, and evaluate if they understood and can properly perform them.

Upon completion of each applicable topic, the supervisor and employee will initial and date the form to signify that the employee has achieved basic proficiency and awareness. Supervisors or designees must also verify the CSI's competency and provide additional comments as needed. The supervisor will forward copies of all applicable completed forms to the District Office.

All steps in this CSIDG should be completed on time so that the CSI can successfully and independently perform their new inspection duties. The CSIDG completion time may vary based on the complexity of the new assignment's processing procedures and/or whether the slaughtered species is different from that previously performed by the CSI. However, the CSIDG should be completed within a maximum of six months unless the District Manager (DM) grants an extension for unusual situations (e.g., employee medical leave).



## Prerequisite to Completing the CSI On-the-Job Training Program

All employees entering this program must have:

- An eAuthentication account from USDA.
- Completed the New Consumer Safety Inspector Computer training.
- Completed the Inspection Methods (IM) or Food Safety Regulatory Essentials (FSRE OL/OL) training.
- Determined to be a qualified applicant per [DR-4030-335-002](#), Departmental Regulation – Merit Promotion and Internal Placement.

FSIS recommends successful completion of one of the following applicable training courses for CSIs with slaughter responsibilities:

- Food Inspector Poultry Training
- Food Inspector Livestock Training

## Training Materials

Training materials for inspection program personnel (IPP), including professional development information, may be obtained from the FSIS at <https://fsishelp.fsis.usda.gov/ipphelp/ipphelp.htm>.

Direct links to the AgLearn courses identified in this guide are provided at the end of this document.

*It is important to remember that when using this guide, it is also a reference tool. Like all reference materials, information is subject to change. A classic example is a change in Agency policies and procedures based upon public health need and risk assessments. Therefore, this document is subject to change without notice. CFL will make every effort to ensure that this guide and resources referenced are routinely updated.*



Upon completion of this step, the CSI must be able to perform and/or demonstrate that they understand the following:

- Review [Inspection Methods Training](#) on FSIS Statutes.
- Demonstrate the level of professionalism required by the Agency.
- Become familiar with the Codes of Ethics and Conduct.
- Perform administrative duties properly, such as:
  - o Time and Attendance (T&A) reports
  - o Appeals
    - ☐ Format
    - ☐ How to respond
    - ☐ Whom to call with questions
  - o Travel vouchers
  - o Supply requisitions
    - ☐ Identify required forms
    - ☐ How to place an order
    - ☐ When to place an order by fax, email, mail, or in case of emergency
    - ☐ How to handle accountable items
  - o Official reference material
    - ☐ Able to locate, use, and apply – Index, Outlook, FSIS web site
    - ☐ How to locate Directives, Notices, Regulations, Interim Regulations, etc.
  - o Use askFSIS ([Directive 5620.1](#))
  - o Official file maintenance
  - o Computer efficiency
    - ☐ How to maintain files
    - ☐ How to locate specific files (e.g., Outlook district folders)
  - o Access sampling data through [LIMS - Direct](#) (Laboratory Information Management System)
  - o Access current regulations on the Internet and in the [Public Health Information System \(PHIS\)](#)
  - o Services Rendered ([FSIS 5110-1](#))
    - ☐ How to complete the form
    - ☐ Review other samples for the adequacy
    - ☐ Credit card use – discuss responsibilities
- Understand weekly meetings with establishment management.
- Attend at least one meeting.
- Review noncompliance records, discuss trends, systems, and public health issues.
- Document meetings.
- Demonstrate the ability to use PHIS.



## Step A – Introduction to a GS-9 Position

Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Statutory Authority	Resource Materials	<a href="#">Federal Meat Inspection Act (FMIA)</a> <a href="#">Poultry Products Inspection Act (PPIA)</a>		
<p><b>Competency Statement:</b> Demonstrates the ability to perform the assigned duties accurately and consistently without Supervisor/Designee intervention and/or ability to adequately describe appropriate procedures and understanding of the basic concepts of statutory authority.</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p><b>Comments:</b></p>				



Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Professionalism				
	Resource Materials	<a href="#">Employee Responsibilities and Conduct – FSIS Directive 4735.3</a> <a href="#">Office of Field Operations Assignment Restrictions and Rules on Gifts from Regulated Industry – FSIS Directive 4735.9</a> <a href="#">USDA Office of Ethics</a>		
<p><b>Competency Statement:</b> Observation indicates behaviors are consistent with Agency expectations.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>				
Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Administrative	Training	As directed by assignment		
<p><b>Competency Statement:</b> Demonstrates the ability to: 1) complete forms accurately and completely; 2) access Agency resources, and 3) make necessary contacts to obtain answers to questions.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>				





Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Establishment Management Communication	Training	<a href="#">Communicating with Confidence</a>		
		<a href="#">Choosing the Right Interpersonal Communication Method to Make Your Point</a>		
<p><b>Competency Statement:</b> Knows how to effectively conduct meetings and ongoing oral and written communications with establishment management.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>				



## Step B – Ante-Mortem Inspection and Humane Handling

Upon completion of this step, the CSI must be able to perform and/or demonstrate that they understand the following:

- Safety protocols to be followed.
- How to observe animals at rest and in motion (livestock).
- Knowledge of unique requirements that apply to the duty station or species slaughtered.
- How to take official control action (e.g., U.S. Suspect, U.S. Condemn).
- Knowledge of applicable paperwork.
- Knowledge of and/or ability to properly handle:
  - o Bovine Spongiform Encephalitis/Central Nervous System (BSE/CNS) inspections.
  - o Reportable diseases.
  - o Foreign animal diseases.
  - o Suspect livestock and poultry classification.
  - o Disabled livestock.
- Regulatory requirements for humane handling of livestock.
- Ante-mortem inspection at all applicable facilities.
- Ante-mortem inspection of poultry.
- Handling of animals, including birds, and stunning routines.



### **Step B – Ante-Mortem Inspection and Humane Handling (Continued)**

- Poultry good commercial practices (GCP) and how this differs from humane inspection duties.
- Know how/when to contact the District Veterinary Medical Specialist (DVMS) for advice.

#### **Questions for the supervisor or designee to ask CSI to test knowledge:**

- Why does FSIS conduct ante-mortem inspection?
- What might be some consequences of not performing the thorough ante-mortem inspection?
- How does the GS-9's expertise contribute to the safety and security of the food supply during ante-mortem inspection?
- Why are we charged with the responsibility of ensuring humane handling? Why is it important?



**Step B – Ante-Mortem Inspection and Humane Handling (Continued)**

Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Ante-Mortem Inspection	Training	<a href="#">IPP Help: Ante-Mortem Livestock Inspection for FSIS IPP</a>		
		<a href="#">IPP Help: Ante-Mortem Poultry Inspection for FSIS IPP</a>		
		<a href="#">Enhanced Inspection of Poultry in Response to a Notification of a Highly Pathogenic Avian Influenza Outbreak - FSIS Directive 6020.1</a>		
		<a href="#">FSIS Bovine Spongiform Encephalitis (BSE) Resources</a>		
		<a href="#">IPP Help: Livestock Slaughter Inspection Development Guide</a>		
		<a href="#">IPP Help: Poultry Slaughter Inspection Development Guide</a>		
		<a href="#">IPP Help: Slaughter Series</a>		
	Resource Materials	<a href="#">Ante-Mortem Livestock Inspection - FSIS Directive 6100.1</a>		
		<a href="#">Ante-Mortem and Post-Mortem Poultry Inspection - FSIS Directive 6100.3</a>		
<p><b>Competency Statement:</b> Able to perform the assigned duties accurately and consistently without intervention from the Supervisor/Designee and/or adequately describe appropriate tasks and understand basic concepts of the ante-mortem inspection.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>				



**Step B – Ante-Mortem Inspection and Humane Handling (Continued)**

Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Humane Handling	Training	<a href="#">IPP Help: Humane Handling of Livestock with Temple Grandin</a>		
	Resource Materials	<a href="#">Humane Handling and Slaughter of Livestock - FSIS Directive 6900.2</a>		
		<a href="#">Humane Handling of Livestock and Poultry Booklet</a>		
		<a href="#">FSIS Compliance Guide for a Systematic Approach to Humane Handling of Livestock</a>		
<p><b>Competency Statement:</b> Able to perform the assigned duties accurately and consistently without intervention from the Supervisor/Designee and/or able to adequately describe appropriate tasks and understanding of the basic concepts of humane handling.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Comments:</b></p>				





## Step C – Post-Mortem Inspection

Upon completion of this step, the CSI must be able to perform and/or demonstrate that they understand the following:

- Carcass presentation and line speed responsibilities - assure line speeds and presentation are consistent, adequate, and do not interfere with proper inspection.
- Inspection techniques – perform hand motions, observations, palpations, incisions, etc.
- Tuberculin Reactor procedure.
- Carcass dispositions – recognizes normal conditions/behavior; uses public health focused-thought process to diagnose abnormal conditions and diseases (e.g., acute vs. chronic; localized vs. systemic; impacts public health vs. NFSCP); makes proper carcass dispositions.
- Condemned and inedible control – understand, observe, and verify that the establishment maintains control.
- Inspection reports – properly completed applicable reports.



### Step C – Post-Mortem Inspection

Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Post-Mortem Inspection	Training	<a href="#">IPP Help: Cattle Post-Mortem Procedures</a>		
		<a href="#">IPP Help: Post-Mortem Inspection: Lamb, Sheep, Goat</a>		
		<a href="#">IPP Help: Swine Post-Mortem Inspection</a>		
		<a href="#">Proper Removal of Tonsillar Materials (Inspection Methods Training Material: SRM Control)</a>		
		<a href="#">IPP Help: Streamlined Inspection System (SIS): Post-Mortem Inspection Techniques for Young Chickens</a>		
		<a href="#">Verifying Poultry Sanitary Dressing (Inspection Methods Training Material)</a>		
	Resource Materials	<a href="#">Post-Mortem Livestock Inspection - FSIS Directive 6100.2</a>		
		<a href="#">Ante-Mortem and Post-Mortem Poultry Inspection - FSIS Directive 6100.3</a>		
		<a href="#">Verifying Sanitary Dressing and Process Control Procedures in Slaughter Operations of Cattle of Any Age - FSIS Directive 6410.1</a>		
		<a href="#">Verifying Poultry Slaughter Establishments Maintain Adequate Procedures for Preventing Contamination with Feces and Enteric Pathogens - FSIS Directive 6420.5</a>		
		<a href="#">New Poultry Inspection System: Post-Mortem Inspection and Verification of Ready-to-Cook Requirement - FSIS Directive 6500.1</a>		
		<a href="#">IPP Help: Condemned and Inedible</a>		
		<a href="#">Verification Procedures for controlling Fecal, Ingesta, and Milk in Livestock Slaughter Operations - FSIS Directive 6420.1</a>		
		<a href="#">Verification Instructions Related to Specified Risk Materials in Cattle of all Ages – FSIS Directive 6100.4</a>		
		<a href="#">Inspection, Sampling, and Disposition of Animals for Tuberculosis - FSIS Directive 6240.1</a>		



**Competency Statement:** Able to perform the assigned duties completely, accurately, and consistently without intervention from the Supervisor/Designee.

Yes ☐ No ☐

**Comments:**



## Step D – Methodology

Upon completion of this step, the CSI must be able to perform and/or demonstrate that they understand the following:

- Rules of Practice (ROP)
  - o Explain regulatory control actions.
  - o Show retain/reject tags and explain their usage.
  - o Show copies of NOIEs in the government file.
  - o Walkthrough scenarios based on past experiences.
- Sanitation Performance Standards (SPS)
  - o Demonstrate the performance of SPS tasks.
  - o Review how to document noncompliance and how to interact with the establishment when noncompliance occurs.
  - o Show examples of noncompliance records in PHIS and in the government file.
  - o Walkthrough scenarios based on past experiences.
  - o Explain how to determine if the noncompliance found is a SSOP noncompliance (e.g., contamination of product or product contact surface) or a HACCP noncompliance (i.e., contamination is a food safety hazard).
- Sanitation Standard Operating Procedures (SSOP)
  - o Review the establishment's SSOPs and SSOP records.
  - o Demonstrate the performance and documentation of SSOP tasks in PHIS.
  - o Review how to document noncompliance and how to interact with the establishment when noncompliance occurs.
  - o Show examples of noncompliance records in PHIS and the government file.
  - o Walkthrough scenarios based on past experiences.
- Hazard Analysis
  - o Review the establishment's hazard analysis and supporting records.
  - o Demonstrate the performance of the Hazard Analysis Verification (HAV) task and explain how to perform the task.
  - o Show how to document noncompliance and how to interact with the establishment when noncompliance occurs.
  - o Show examples of noncompliance records in PHIS and the government file.
  - o Walkthrough scenarios based on past experiences.



- Hazard Analysis and Critical Control Point (HACCP)
  - o Review the establishment's HACCP plan and HACCP records.
  - o Demonstrate the performance of HACCP tasks and explain how to perform the tasks.
  - o Show how to document noncompliance and how to interact with the establishment when noncompliance occurs.
  - o Show examples of noncompliance records in PHIS and the government file.
  - o Walk through scenarios based on past experiences.
- Pathogen Reduction Sampling Verification
  - o Demonstrate the sampling task.
  - o Explain when and how to sample.
  - o Demonstrate how to complete forms and submit samples.
  - o Explain what actions to take when sample set failure occurs.
  - o Show establishment generic *E. coli* written sampling plan and records of establishment sampling.
  - o Explain what to review in establishment records and what constitutes noncompliance.
- FSIS Food Safety Sampling for Shiga Toxin-producing *Escherichia coli* (STEC), including *E. coli* O157: H7; *Listeria monocytogenes*; *Salmonella*; *Campylobacter*)
  - o Demonstrate sampling techniques.
  - o Explain why sampling is done.
  - o Explain what products are sampled.
  - o Explain how the Office of Public Health Science (OPHS) determines what products to sample.
  - o Show how to check records of in-plant testing based on instructions in [FSIS Directive 5000.2](#).
  - o Explain what constitutes noncompliance and how to document noncompliance.
  - o Show how to submit samples and how to check LIMS - Direct for results.





## Step D – Methodology

Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Methodology	Training	<a href="#">IPP Help: Meat and Poultry Processing Equipment</a>		
		<a href="#">AgLearn: Lockout/Tag Out Procedures</a>		
		<a href="#">IPP Help: Lockout/Tagout Safety Procedures</a>		
		<a href="#">IPP Help: Raw Beef (STEC) Verification</a>		
		<a href="#">STEC Sampling of Domestic Raw Beef Products</a>		
		<a href="#">MT60_C/MT65_C Cloth Sample Collection</a>		
	Resource Materials	<a href="#">Verifying and Establishment's Food Safety System - FSIS Directive 5000.1</a>		
		<a href="#">Review of Establishment Data by Inspection Personnel - FSIS Directive 5000.2</a>		
		<a href="#">FSIS Industry Guideline for Minimizing the Risk of Shiga Toxin-Producing Escherichia coli (STEC) in Beef (including Veal) Slaughter Operations</a>		
		<a href="#">FSIS Industry Guideline for Minimizing the Risk of Shiga Toxin-Producing Escherichia coli (STEC) in Beef (including Veal) Processing Operations</a>		
		<a href="#">Verification of Less Than Daily Sanitation Procedures in Meat and Poultry Processing Operations and Egg Products Establishments - FSIS Directive 5000.5</a>		
		<a href="#">Sampling Verification Activities for Shiga Toxin-Producing Escherichia Coli (STEC) in Raw Beef Products - FSIS Directive 10010.1</a>		
		<a href="#">Salmonella and Campylobacter Verification Program for Raw Poultry Products – FSIS Directive 10250.1</a>		
		<a href="#">Meat and Poultry Hazards Control Guide</a>		
		<a href="#">Performing The Pre-Operational Sanitation Standard Operating Procedures Verification Task – FSIS Directive 5000.4</a>		



**Competency Statements:** Able to perform the HACCP, SPS, and SSOP verification duties completely, accurately, and consistently without intervention from the Supervisor/Designee.

Yes ☐ No ☐

Schedules, prepares, and submits food safety samples correctly; completes forms accurately; retrieves results from LIMS - Direct.

Yes ☐ No ☐

Able to review generic *E. coli* records and other sampling to determine process control.

Yes ☐ No ☐

Understands when and how to document noncompliance, and when and how to follow the Rules of Practice when taking regulatory control actions.

Yes ☐ No ☐

**Comments:**



## Step E – Other Duties

Upon completion of this step, the CSI must be able to perform and/or demonstrate that they understand the following:

- Other consumer protection verification and labeling verification tasks
  - o Demonstrate the performance of various NFSCP tasks as appropriate (e.g., FPS for poultry, carcass AQL, net weights, formulation check, X % solution)
  - o Show establishment labeling files
  - o Discuss when and how to document noncompliance
- Dual jurisdiction establishment (if applicable)
- Export certification
  - o Certificate preparation
  - o Product examination
  - o Determine requirements
- Food defense
  - o Demonstrate how to complete food defense tasks
  - o Explain when food defense tasks must be completed
  - o Demonstrate how to document completed food defense tasks



## Step E – Other Duties

Topic	Description	Tools / Links	Initial and Date	
			Employee	Supervisor
Other Consumer Protection Verification and Labeling	Training	<a href="#">IPP Help: Non-Food Safety Verification Tasks</a>		
		<a href="#">IPP Help: Labeling Overview: Meat, Poultry, and Egg Products</a>		
		<a href="#">Verification of Non-Food Safety Consumer Protection Regulatory Requirements - FSIS Directive 7000.1</a>		
	Resource Materials	<a href="#">Food Standards and Labeling Policy Book</a>		
		<a href="#">Ongoing Verification of Product Formulation and Labeling Targeting the Nine Most Common ("Big 9") Food Allergens – FSIS Directive 7230.1</a>		
		<a href="#">Responsibilities in Dual Jurisdiction Establishments - FSIS Directive 5730.1</a>		
Dual Jurisdiction Establishments (if applicable)	Resource Materials	<a href="#">AgLearn: FSIS - Introduction to Export Certification</a>		
Export Certification	Training	<a href="#">AgLearn: FSIS - Export Certification II: Letterhead, Transit, and Replacement Certificates</a>		
		<a href="#">Export Certification - FSIS Directive 9000.1</a>		
	Resource Materials	<a href="#">United States Exported and Returned Product - FSIS Directive 9010.1</a>		
Food Defense	Training	<a href="#">IPP Help: Food Defense</a>		
	Resource Materials	<a href="#">Food Defense Tasks and Threat Notification Response Procedures for the Office of Field Operations - FSIS Directive 5420.1</a>		



Processing Patrol Assignments	Resource Materials	<a href="#">Compliance Guideline for Minimizing STEC in Beef Slaughter</a>		
		<a href="#">Compliance Guideline for Minimizing STECs in Beef Processing</a>		
		<a href="#">Compliance Guideline for Appendix A</a>		
		<a href="#">Compliance Guideline for Appendix B</a>		
		<a href="#">Compliance Guideline for Listeria Control</a>		
		<a href="#">Compliance Guideline for Meat and Poultry Jerky</a>		

**Competency Statements:** Able to perform the assigned duties completely, accurately, and consistently without intervention from the Supervisor/Designee.

Yes ☐ No ☐

Demonstrates a basic understanding of procedures.

Yes ☐ No ☐

**Comments:**





## Step F – Documentation of Training and Tracking

After completion of Steps A through E, the supervisor will send a completed copy to the District Office. The Resource Management Specialist/Resource Management Assistant (RMS/RMA) will complete the District On-the-Job Training (OJT) Tracking Report to track the CSI's completion of the training steps. This tracking report is to be submitted to the Center for Learning ([FSISAgLearn@usda.gov](mailto:FSISAgLearn@usda.gov)) during the first week after the conclusion of each quarter. When all steps are complete and all documentation submitted, enter a date in the "Step F Documentation" column to indicate the completion of all documentation.

### District OJT Tracking Report

### Consumer Safety Inspectors (CSI)

District Office \_\_\_\_\_

Employee Name	Date Entered Position	AgLearn ID	Step A Date	Step B Date	Step C Date	Step D Date	Step E Date	Step F Documentation