



SERVICE LIMITATIONS AND TRAINING REQUIRED TO PERFORM WORK AS A MEAT ACCEPTANCE SPECIALIST OR CHICAGO MERCANTILE EXCHANGE (CME) LIVESTOCK CLERK

PURPOSE

This Procedure defines the service limitations and training requirements for Meat Acceptance Specialists and CME Livestock Clerks.

SCOPE

The Quality Assessment Division (QAD) is committed to providing high-quality service to all applicants. To meet this commitment, all Meat Acceptance Specialists and CME Livestock Clerks must successfully complete the applicable training as outlined in this instruction prior to providing certification services. Employees can perform only those services in which they are trained. The length of the training required varies based on the type of services the employee performs.

General Training Requirements

Selected employees must successfully complete the training outlined in the applicable training plan. All employees must complete training in: personal conduct standards, safety, document preparation, data entry, misuse and misrepresentation of U.S. Department of Agriculture (USDA) grade names, the Hearing Conservation Program, Employee Responsibilities and Conduct Workbook, trade relationships, customer service, organizational structure and philosophy, conflicts of interest and outside employment, uniforms, leave, purpose and use of quality plans, equal opportunity and civil rights, equipment use, and product control. Applicants must score an average of at least 80 points on all tests and correlations to successfully complete any applicable training.

Technical Training

If applicable, applicants must complete formal technical training in: specifications, Institutional Meat Purchase Specifications (IMPS), quality assurance provisions, major muscle nomenclature and cuts, meat grading terms, applicable species charts, certification methods and procedures, condition of meat, control and retention of meat, required marks of inspection, condition of food containers, statistical sampling, temperature exams, data entry, and any applicable records. Refresher training may be provided as necessary.

CME Livestock Clerk Training

CME Livestock Clerks must complete at least one week of on-the-job technical training in addition to the training listed in the General Training Requirements section of this instruction.

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Service Limitations for Meat Acceptance Specialists

Meat Acceptance Specialists are limited to providing the following services, and they must complete the minimal technical training listed in the following table prior to performing services:

TRAINING REQUIREMENTS TABLE

Service	Training to Be Completed Prior to Performing Service	Total Hours of Accumulated Experience Performing the Applicable Service ¹	
		If Less Than 1,040 Hours	More Than 1,040 Hours
Control procedures, pull CME Bellies, unload/slaughter CME Cattle, record CME data, product monitoring, shipping, further processing of donated commodities that does not involve a specification	One week observing and performing the service. ¹	May work alone pending supervisory approval and provided that a supervisor is available for consultation or a GS-9 grader is at the worksite. ²	May work alone pending supervisory approval and provided that a supervisor is available for consultation or another employee who has at least two years of experience is at the worksite.
Further processing of donated products involving CME Bellies work or specifications	One week observing and performing each applicable service. ¹	Must work with a GS-9 grader.	Must have completed two weeks of formal certification training and have at least two years experience to work alone. If the employee has less than two years experience, they must work with a GS-9 grader or another employee who has at least two years of experience.
IMPS certification, Federal Purchase production, or canning	Two weeks of on-the-job-training per species to perform IMPS certification.	Must work with a GS-9 grader who has at least two years of experience.	Must have completed two weeks of formal certification training and have at least three years experience to work alone.

¹ A minimum of two days of the training should be conducted by supervisor and the remaining three days may be conducted by a GS-9 grader.

² The GS-9 grader must be on the property where the work is being performed, must review the employee's work at least twice a day, and must work within a proximity that allows for frequent consultation.

Stephen H. Cave, Assistant Chief
Quality Assessment Division
Livestock and Seed Program