



## **RESPONSIBILITIES FOR THE TRAINING AND CERTIFICATION OF "CERTIFIED TRAINERS" AND PLANT EMPLOYEES PERFORMING LIVE ANIMAL IDENTIFICATION**

### **Purpose**

This Procedure defines the responsibilities of the Quality Assessment Division (QAD), the Live Animal program owner(s), and plant management personnel for (1) training and subsequent certification of "certified trainers"; and (2) training and subsequent certification of designated plant employees who identify cattle in accord with USDA Live Animal Schedules GLA, G-10, G-37, and G-46.

### **Responsibilities**

#### The Assistant Director will:

1. Maintain a copy of the current Live Animal Schedule Certification Record for each plant participating in the various schedule programs.
2. When needed, assign supervisory meat graders to provide training to "certified trainer" candidates. Training must be provided within 5 business days of the Live Animal program owner's(s') request.

#### Supervisory Meat Graders will:

1. Provide training to all plant management personnel designated by the Live Animal program owner(s) as "certified trainer" candidates in 5 business days of the Live Animal program owner's(s') request.
2. Use USDA Schedules, live animals, and visual aids or other appropriate material for the training of "certified trainer" candidates.
3. Certify only those candidates who successfully complete the training as "certified trainers" by issuing helmet stickers to each "certified trainer" and updating the USDA Live Animal Certification Record (attached).
4. Immediately notify and train "certified trainers" on Schedule revisions or new procedures.

5. Ensure that helmet stickers are removed from persons who no longer qualify as "certified trainers" and update the Live Animal Certification Records accordingly.
6. Provide the following:
  - a. Helmet stickers for identification of trained plant employees.
  - b. Copies of Live Animal Schedules and this instruction.
7. Conduct four annual reviews at each plant participating in the Live Animal Schedule programs. Review Live Animal Certification Records and other related records for accuracy and completeness.
8. Re-certify "certified trainers" every 2 years. This may be done during one of the three annual reviews being performed during that year.

Live Animal Program Owner(s) will:

1. Request training from the QAD office for all plant management personnel who are designated as "certified trainer" candidates.
2. Notify QAD office of new plants participating in the Live Animal Certification program and plant contact's name; and changes in plant contacts at existing plants.

**NOTE:** Requests for training and notification of changes should be made to:

USDA, AMS, LS, QAD  
13952 Denver West Parkway  
Building 53, Suite 350  
Lakewood, CO 800401  
Phone: 720-497-2520  
Fax: 720-497-0571

Plant Management Personnel will:

1. Designate plant management personnel as "certified trainer" candidates.
2. Notify the Live Animal program owner(s) of personnel changes or their responsibilities that require new, different, or additional "certified trainers."
3. Provide the facilities and product needed to conduct training.
4. Plant management personnel who are "certified trainers" are responsible for:
  - a. Training designated plant employees to identify cattle in accordance with the Live Animal Schedules. *Only "certified trainers" and trained,*

*designated employees will identify cattle in accordance with Schedule GLA.*

- b. Only issuing helmet stickers to trained employees.
- c. Immediately training designated employees on Live Animal Schedule revisions or new procedures.
- d. Removing helmet stickers from employees no longer involved in the cattle identification process.
- e. Maintaining a current list of "certified trainers" and trained employees on the Live Animal Certification Record. The list must be updated, including signatures, on the day of actual training, and a copy will be given to the Live Animal program owner(s), resident graders, and QAD.
- f. Maintaining the plant's original Live Animal Certification Record. It will be available to QAD officials and Live Animal program owner(s) on request.

**NOTE:** Noncompliance with the above responsibilities may result in suspension of the Live Animal Schedule program or other actions deemed appropriate by the QAD.

### **Cost of Training and Certification**

The applicant will incur costs related to training and certification. In most cases, QAD hourly charges will be between 1 and 4 hours. When travel to the plant is for the sole purpose of providing training and certification, the applicant will also incur the QAD official's actual travel expenses. The QAD will make every effort to provide the most cost effective training and certification possible.