



**S I T C**

**Special  
Operations  
Lesson 2**

Click Menu to return  
to AgLearn Menu

Click Next to begin.

U.S. Department of Agriculture  
Animal and Plant Health Inspection Service  
Plant Protection and Quarantine  
Professional Development Center

Menu

Next

The review questions have been removed from this student guide.

I



## Moving Through the Course

[Exit Course](#)[Click here to return to AgLearn menu.](#)

A printed copy of the Student Guide may be found by clicking the Print button in each lesson. After printing the Student Guide, close out of the window to return to the slide.

The Student Guide is in Adobe format. You will need Adobe to read and print the guide.

If you do not have Adobe installed on your computer, contact your IT Administrator.

[Print Student Guide](#)



## Moving Through the Course

Exit Course

Click here to return to AgLearn menu.

Click on the buttons on the screen to navigate through the course.

**Keyboard Shortcuts** may also be used to navigate through the course.

### Button Navigation

Click **Next** to move forward

Click **Back** to move to previous screen

Click **Exit Course** to return to AgLearn

### Keyboard Navigation

Next = **Enter** key

Back = **Backspace**

Exit Course = **Escape**





## Lesson 2 - Conduct Pre-Operational Planning

[Exit Course](#)[Click here to return to AgLearn menu.](#)

**Lesson Objective:** Upon completion of this lesson, the SITC Officer will be able to understand how to:

- Decide which agency will take lead
- Determine any translation needs
- Make plans for operation logistics
- Obtain SITC safety guidelines
- Recognize the Blitz Cost Estimate Sheet
- Recognize the work plan form for the commerce site special operation





## Which Agency (by Legal Authority) Will Lead?

[Exit Course](#)

[Click here to return to AgLearn menu.](#)

To achieve the highest rate of success, another agency may need to lead the blitz.

Other agencies' authorities may be needed to enter non-public areas or make immediate seizures.

A few of the other agencies SITC may work with are on the next slide.





## Other Agencies That May Work With SITC

[Exit Course](#)

[Click here to return to AgLearn menu.](#)



Fish and Wildlife Service (FWS)



Food and Drug Administration (FDA)



Food Safety Inspection Service (FSIS)



State Agriculture Agencies



City and County Health Departments





## Determine Any Translation Needs

[Exit Course](#)[Click here to return to AgLearn menu.](#)

As an example, if you are targeting commerce sites selling Chinese herbal medicines, you may need to consider how to translate the package information into English.

Consider the following:

- Use of conference calls
- Use FAX or scanners for translation of labels or invoices
- Have translator on hand whenever possible





## Obtain a Cultural Profile

Exit Course

Click here to return to  
AgLearn menu.

Use GlobeSmart to obtain a profile of different cultures as well as your own profile.

The screenshot shows the GlobeSmart website interface. At the top left is the 'GLOBESMART' logo. To the right are links for 'HOME' and 'ABOUT GLOBESMART'. The main text reads: 'Welcome to GlobeSmart! Please log in using the full email address and the password that you use with GlobeSmart. If you have been sent a temporary password and email address, we will enter that information below.' Below this is an 'Important' note: 'Important: If this is your first time visiting GlobeSmart v6.2 and you have not been sent a password, please click the "Register" button below on the right side. Note: This is a one-time only registration. Why do I have to register?' At the bottom, there are two input fields: 'Email at work:' and 'Password:'. To the right of the password field is a 'LOG IN' button. Below the password field is a link that says 'Forgot your password?'

GlobeSmart also gives suggestions on how to interact with the different cultures. The web site is [www.globesmart.com](http://www.globesmart.com).





## Plan Logistics

[Exit Course](#)

[Click here to return to AgLearn menu.](#)

The following logistics must be considered for the blitz:

- Travel and hotel accommodations
- Vehicles, fuel costs, safety
- Communication which includes:
  - Cell phone numbers for all participants
  - Hotels



Page 10 of 23

[Back](#)

[Next](#)





## Plan Logistics (continued)

[Exit Course](#)[Click here to return to AgLearn menu.](#)

Other logistics must be considered including:

- Plant Inspection Station procedures
  - Outline PPQ 309 processing procedures (*see SOP on Pest Interceptions*)
- Location of USDA destruction site in the area of the operation (*see SITC Reference Guide or a checklist of Logistical Details*)





## Obtain Safety Guidelines

[Exit Course](#)[Click here to return to AgLearn menu.](#)

Consider that some of the blitz participants may not be familiar with SITC safety issues, equipment, procedures and cautions.

For example, non-SITC personnel may not be aware that the inspection of a refrigerated compartment, such as a walk-in cooler or freezer, is a safety issue for the SITC Officer.

Photo - Dock freezer  
(Niehs.nih.gov)



Page 13 of 23

[Next](#)



## Obtain Safety Guidelines (continued)

[Exit Course](#)

[Click here to return to AgLearn menu.](#)

Another safety concern is the use of PPQ x-ray vans.



Puerto Rico SITC Officers conduct x-ray inspections on crew members' baggage from maritime vessel.

Photo by Alba Sanchez





## Obtain Safety Guidelines (continued)

[Exit Course](#)

[Click here to return to AgLearn menu.](#)

For specific safety procedures, refer to the Safety Section of the **SITC Reference Guide**.

United States  
Department of  
Agriculture  
Marketing and  
Regulatory  
Programs  
Animal and  
Plant Health  
Inspection  
Service  
Plant Protection  
and Quarantine  
First Edition



### Smuggling Interdiction and Trade Compliance Reference Guide



Page 15 of 23

[Back](#)

[Next](#)





United States Department of Agriculture  
Animal and Plant Health Inspection Service  
**Plant Protection and Quarantine**



MARKET BLITZ OPERATION  
COST ESTIMATE SHEET

Operation Name: \_\_\_\_\_

This is a cost estimate addendum to the Market Blitz Operation Planned for \_\_\_\_\_ (location of operation)

Staffing:

\_\_\_\_\_ Officers and \_\_\_\_\_ Supervisors have been requested for this operation.

Based on schedule, estimate number of hours to be worked outside of regular time will include:

Officers:

\_\_\_\_\_ hours of Code 21 time (regular overtime and CTT)

\_\_\_\_\_ hours of Code 22 time (Sunday, double time)

\_\_\_\_\_ hours of Code 11 time (night differential)

Supervisors:

\_\_\_\_\_ hours of Code 21 time (regular overtime and CTT)

\_\_\_\_\_ hours of Code 22 time (Sunday, double time)

\_\_\_\_\_ hours of \_\_\_\_\_

Vehicles:

\_\_\_\_\_ vehicles are used

Exit Course

Click here to return to AgLearn menu.

The next step in planning a blitz is to complete a **Cost Estimate Sheet** for the blitz.

Submit this completed form with your initial work plan for the blitz. The region in which the blitz is planned is responsible for the blitz expenses.

This form is posted on the SITC Bulletin Board in the Forms Section.



The next step in planning a blitz is to complete a **Market Blitz Operation Plan** for the blitz.

[Exit Course](#)

[Click here to return to AgLearn menu.](#)

Page 1 of 3



**SPECIAL OPERATION PLAN**

**Introduction:** USDA APHIS PPQ Smuggling Interdiction and Trade Compliance (SITC), is involved with efforts to prevent unlawful entry, introduction and distribution of prohibited agricultural commodities that may harbor harmful exotic plant and animal pests, diseases, or invasive species. Interceptions of prohibited or restricted agricultural products often require initiation of special operations to determine their distribution in the market place.

Operation Name:			
Operation Type:	<input type="checkbox"/> Port of Entry <input type="checkbox"/> Commerce Site	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Weigh Station	<input type="checkbox"/> Other Proposed dates: (excluding travel dates)
Location: (City/State)	Operational Focus: (i.e. commodities from AI countries)		

**Authority:**  
 As representatives of the Secretary of Agriculture, employees of the United States Department of Agriculture may perform inspections under the Plant Protection Act (7 U.S.C. 7731) and the Animal Health Protection Act (7 U.S.C. 8301 through 8317). Pursuant to such laws, the employee may stop, and without a warrant, inspect persons and means of conveyances moving into the United States. Pursuant to such laws, the employee may stop, and without warrant, inspect persons and means of conveyances moving in interstate commerce if there is probable cause to believe that the person or means of conveyance is carrying a plant, animal, plant or animal product, biological control organism, noxious weed, plant or animal pest or disease, or article subject to such laws. The employee may seize and dispose of any plant, animal, plant or animal product, noxious weed, biological control organism, plant or animal pest or disease, or other article, the movement of which is regulated under such laws.  
 The employee has the authority to order the destruction of animal and meat products that have entered the United States illegally. The employee has the authority to request documents and records of the product in question. Animal and plant products that have entered the country at the importer's expense.

Address risk factors, seasonality, products area receives, etc.)

This form is posted on the SITC Bulletin Board in the Forms

Page 17 of 23

[Back](#)

[Next](#)





## Market Blitz Operation Plan

[Exit Course](#)[Click here to return to AgLearn menu.](#)

Now the SITC Officer has enough information to complete a draft Work Plan. Then follow these 5 steps.

1. Forward the draft to the supervisor
2. The supervisor will submit the plan to SITC Area Manager (SAM) for approval
3. The SAM will contact the SPHD and gain concurrence and any additional input
4. The SAM forwards the plan to Regional Program Manager who will then forward the plan to the SITC Regional Program Coordinator
5. After approval, the SITC Officer will initiate the work plan





## Lesson 2 Summary

[Exit Course](#)

[Click here to return to AgLearn menu.](#)

- In Lesson 1, you gathered all the information to determine the purpose of the blitz
- In Lesson 2, you are still organizing the blitz by deciding which participants will be involved
- You are also arranging all the logistics for the blitz at this time
- The last steps of planning include completing the Cost Estimate Sheet and the Market Blitz Work Plan





You completed Lesson 2. Please click on the button below to return to the main menu.

[Return to AgLearn Special Operations Menu](#)

To review this lesson again, click on the Return to Beginning of Lesson button below.

[Return to Beginning of Lesson](#)

