

The slide features a large, vintage-style globe on the left side. In the top right corner, there is a logo for PPQ SITC, which consists of a globe icon with the letters 'PPQ' above it and 'SITC' below it. The main text is centered on the right side of the slide, reading 'SITC' in a large, bold, sans-serif font, followed by 'Special Operations' and 'Lesson 2' in a slightly smaller, bold, sans-serif font. At the bottom of the slide, there are three main elements: a button on the left labeled 'Menu' with a tooltip that says 'Click Menu to return to AgLearn Menu'; a central block of text identifying the 'U.S. Department of Agriculture', 'Animal and Plant Health Inspection Service', 'Plant Protection and Quarantine', and 'Professional Development Center'; and a button on the right labeled 'Next' with a tooltip that says 'Click Next to begin.'.

SITC

**Special
Operations
Lesson 2**

Click Menu to return to AgLearn Menu

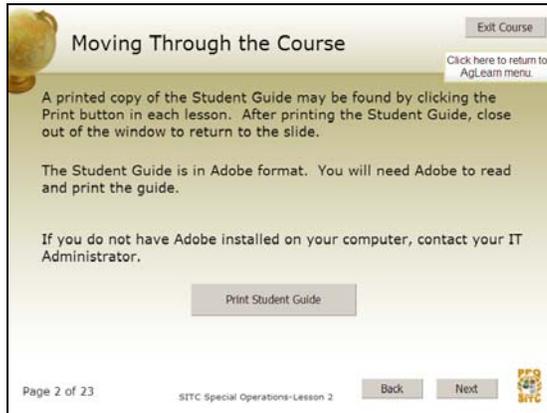
U.S. Department of Agriculture
Animal and Plant Health Inspection Service
Plant Protection and Quarantine
Professional Development Center

Click Next to begin.

Menu

Next

The review question have been removed from this guide.



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](#)

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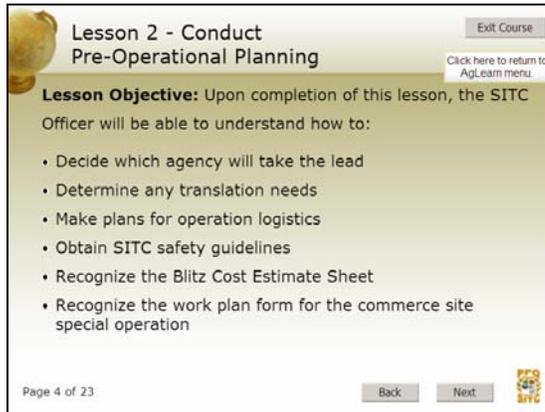
Moving Through the Course Exit Course

[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	Keyboard Navigation
Click Next to move forward	Next = Enter key
Click Back to move to previous screen	Back = Backspace
Click Exit Course to return to AgLearn	Exit Course = Escape

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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 the 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

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Which Agency (by Legal Authority) Will Lead?

Exit Course

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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.

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 **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

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 **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



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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.

GLOBESMART® HOME | ABOUT GLOBESMART

Welcome to GlobeSmart! Please log in using the full email address and the password that you set when you first used it. If you have forgotten a password, please click on the "Forgot Password" link.

Important: If this is your first time using GlobeSmart, click on the "Sign Up" link to create a new account. **Note:** This is a one-time only fee. [View the Terms of Service](#)

Email or name: Password:

[Forgot Password?](#)

GlobeSmart also gives suggestions on how to interact with the different cultures. The web site is www.globesmart.com.

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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
 - Hotel phone numbers



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 **Plan Logistics**
(continued) [Exit Course](#)

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

Other logistics must be considered including:

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

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 **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)

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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

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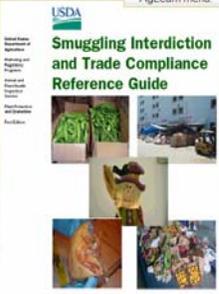


Obtain Safety Guidelines (continued)

Exit Course

Click here to return to AgLearn menu.

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



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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

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Lesson 2 Summary

Exit Course

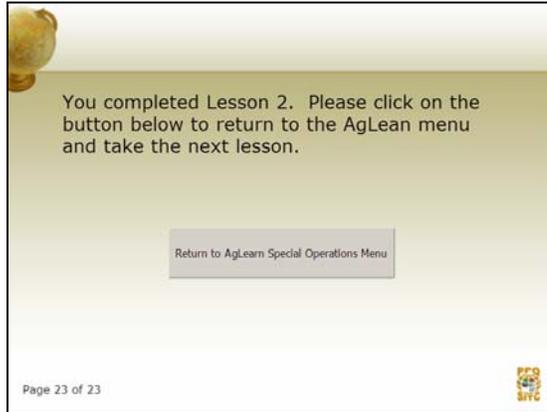
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- In Lesson 1, you gathered all the information to determine the purpose of the blitz
- In Lesson 2, you organized the blitz by deciding which participants will be involved
- You also arranged all the logistics for the blitz
- You completed the Cost Estimate Sheet and the Market Blitz Work Plan as the last steps of planning the blitz

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You completed Lesson 2. Please click on the button below to return to the AgLean menu and take the next lesson.

Return to AgLean Special Operations Menu

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