

### Applying For A Federal Grant of Inspection for Meat and Poultry Establishments





A Brief Overview of the Steps Required for Obtaining Federal Meat and Poultry Inspection





FSIS

 The FSIS inspector will verify that your facility is operated and maintained in a manner sufficient to prevent the creation of insanitary conditions and to ensure that product is not adulterated.



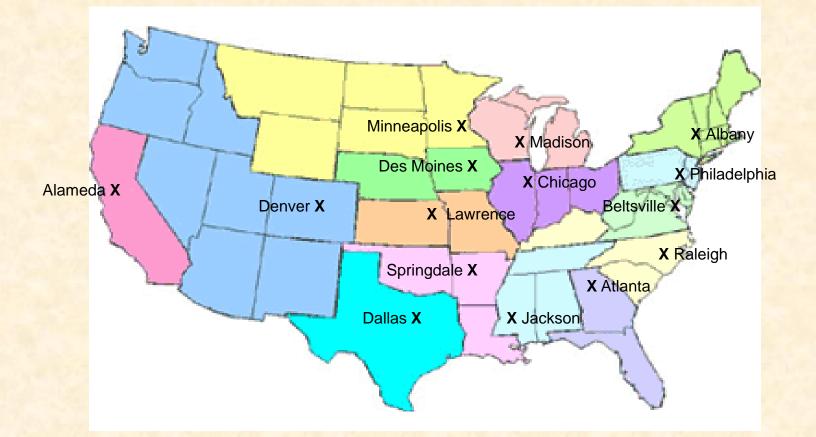
Step 1

## **Complete and File Application**

- At your request, the FSIS District Office for your area will provide an information packet that contains an application and filing instructions
- District Office contact information is available on the FSIS website at <u>www.fsis.usda.gov</u>.



### **15 District Offices**





#### FSIS Form 5200.2, Application for Federal Meat, Poultry or Import Inspection

U.S. DEPARTMENT OF ADRICULTURE FOOD SAFETY AND INSPECTION SERVICE APPLICATION FOR FEDERAL MEAT, POULTRY, OR IMPORT INSPECTION		NSTRUCTIONS: Schröf the application to the Quotical Nameur, Food Enforty and Inspection Service, U.S. Department of Agriculture for applicable inspection experies. Complete all sections. If a section to act applicable enter "NAC" or "Now." If additional space is meeted for any item, struct shore, and number the last					
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### Facilities Must Meet Regulatory Performance Standards

- 9 CFR Part 416.1-416.6
- A representative from the District Office, often the Frontline Supervisor, will visit your unit to review and verify these requirements before Federal inspection will be granted.





### **Obtain Approved Labels**

- Once your application has been filed, your facility will be assigned an official establishment number.
- This number is used to identify all FSIS inspected and passed products prepared at your facility, including all carcasses from slaughtered livestock and all packaged products.
- All labeling material must be federally approved and on-hand before inspection will be granted.



Obtain Approved Labels and/or Brands

It is the responsibility of each official establishment's owner or operator to furnish ink brands, burning brands, and any other device for marking products with official marks of inspection.





Step 4

### **Obtain Approved Water Source Letter**

 The document should identify your water source, state that source is approved, and that water is potable and meets tests prescribed by the Environmental Protection Agency in its "Drinking Water Standards."



#### Sample Water Letter

To: Inspector in Charge XYZ Meat Packers, Inc. 1001 Main Street Florence, Mississippi 39073

Dear Sir:

I certify that XYZ Meat Packers, Inc., located at 1001 Main Street, Florence, Mississippi, is supplied water from the City of Florence Municipal Water Co., which is approved by the Mississippi State Public Health Service. This water is potable, and meets tests prescribed by the Environmental Protection Agency in its "Drinking Water Standards".

Attached please find a current water potability certification and laboratory sample report from the Mississippi State Public Health Service Laboratory, Jackson, Mississippi.

Sincerely, Mr. A. B. Clean Mr. A. B. Clean State Sanitarian





### Obtain an Approved Sewage System Letter

 The letter should state that your facility's waste removal system is acceptable as determined by State or local health authorities.



#### Sample Sewer Letter

To: Inspector in Charge XYZ Meat Packers, Inc. 1001 Main Street Florence, Mississippi 39073

Dear Sir:

I certify that XYZ Meat Packers, Inc., located at 1001 Main Street, Florence, Mississippi, is connected to the City of Florence Municipal Sewage System. I have inspected the plant disposal system and have found them to be acceptable to this department.

> Sincerely, Mr. A. B. Clean Mr. A. B. Clean State Sanitarian





Provide a Written Standard Operating Procedure for Sanitation (Sanitation SOPs)

- 9 CFR 416.11-416.17
- Your facility must be maintained in a manner that does not result in product adulteration or the creation of insanitary conditions.
- The written procedures must be developed specific to your operation.





Provide a Written Hazard Analysis and HACCP Plan

- 9 CFR Part 417
- A written HACCP plan should be developed to prevent, control or eliminate all food safety hazards identified as reasonably likely to occur during your hazard analysis.



### **Please Note**

- An outside consultant may be used to to conduct your hazard analysis and assist you in developing a HACCP plan specific to your process.
- In addition, each state is assigned a HACCP contact and a HACCP Coordinator to assist establishments with the development of HACCP Programs.
- A list of HACCP contacts and coordinators can be found on the FSIS Web site at <u>www.fsis.usda.gov</u>.



### General Information

 Official establishments will be provided inspection service, *without charge*, for up to 5 consecutive 8-hour days, Monday through Friday.



General Information

#### **Hours of Operation**

Operating hours must be submitted to, and approved by, the District Manager.

No department in which operations are being conducted that requires inspection will be operated except under the supervision of an FSIS employee.



### General Information

- Office space, including necessary furnishings, light, heat and janitor service shall be provided, free of charge, for the exclusive use of the inspector.
- Area must be conveniently located.
- Area must contain a locker suitable for the storage and protection of Program supplies.



General Information

- Toilet rooms must be conveniently located and maintained in sanitary condition.
- Lavatories with running hot and cold water, soap and towels must be placed in or near toilet rooms.





#### Resources

#### Available at <u>www.fsis.usda.gov</u>:

- "Guidelines for Obtaining a Federal Grant of Inspection"
- "Mobile Slaughter Unit Compliance Guidelines"
- List of District Office Contact Information
- List of State HACCP Contacts and Coordinators
- "Guidebook for the Preparation of HACCP Plans"
- Generic HACCP Plans
- Additional Small and Very Small Plant Resources



Small Plant Help Desk

For assistance finding resources contact,

FSIS' Small Plant Help Desk InfoSource@fsis.usda.gov or 1-877-FSISHelp (374-7435) 8:00 am-4:00 pm, EST



AskFSIS

# For guidance on issues related to the interpretation or application of FSIS policy,

### **AskFSIS**

## http://askfsis.custhelp.com or

1-800-233-3935