Small/Very Small Plant Guide

Applying for a License to Operate an Abattoir or Meat Processing Plant

Georgia Department of Agriculture

Georgia Meat Inspection Section

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Georgia Department of Agriculture

Capitol Square • Atlanta, Georgia 30334-4201

Gary W. Black

Date

Name

Address

City/State/Zip

Dear Name

Thank you for your interest in applying for State Meat Inspection. Enclosed is an application form for your completion and return. In addition to the application form, reference materials addressing inspection requirements are also included.

Upon acceptance of your application, the District Supervisor assigned to your area will be notified of your application. You will be provided with that persons name and contact information. The District Supervisor will be able to provide additional information specific to your type of operation, should it be needed.

If you have any questions about the application, please contact our office at (404)-656-3673.

Sincerely,

/s/ Name

Title

Location

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INTRODUCTION

This guidebook is intended to aid those who are contemplating applying for a State License to Operate an Abattoir or Meat Processing Plant.

Upon receipt of your application the District Supervisor or designee will conduct an on site survey of your establishment to identify facility/program issues and to answer any questions that you may have. Once you meet the requirements as outlined in this guidebook, a recommendation will be made to the Director to approve the application for a license to operate. A brief synopsis is provided below:

There are 8 basic steps required for obtaining a license from the State of Georgia Meat Inspection Section. Each of these steps is explained in the next few pages, providing general information to the applicant. In addition, the State and Federal Regulations are referenced and a copy of the Federal Regulations, are provided. You are encouraged to refer to the regulations as you review each step.

1. File an Application for Inspection

2. Meet Facility Regulatory Performance Standards

3. Obtain Approved Labels and/or Brands

4. Obtain Approved Water Source Letter

5. Obtain Approved Sewage System Letter

6. Obtain Other Required Documentation; Inedible Permit (burial), MSDS for chemicals, Letters of Guarantees for Product Ingredients and Packaging Materials, etc.

7. Provide a Written Standard Operating Procedure for Sanitation

8. Provide a Written Hazard Analysis and HACCP Plan

STEP 1- File an Application for State of Georgia Inspection

When applying for a license you must select what type of activities you wish to conduct. The following is a brief description of each:

Inspected Activities:

- Meat Inspection: A license for the slaughter and/or processing of animals which will be sold to a consumer within the state of Georgia.
- Voluntary Inspection (Non-Traditional Species): A license for the slaughter and processing of non traditional animals (buffalo, elk, red deer, etc.) which will be sold to a consumer. Retail sales are allowed and products must bear a label and/or Georgia Inspection Triangle Legend. An inspection fee is charged per hour for Voluntary Inspection (slaughter and processing) as set by the Commissioner of Agriculture.

Custom Exemption:

- Custom Exempt: A license for the slaughter and/or processing of animals which cannot be sold, but is for the owner's household consumption only.

You must complete an application form (GAMIS 01-2010), which is included in this package. Mail your completed application to the address listed below. Your local District Supervisor or designee can assist you, if you have any questions.

In addition to completing the application, for facilities not previously providing such services, you must also attach and submit three sets of blueprints which include a floor plan, plumbing plan, plot plan, a room finish schedule, and a door schedule.

Once your GAMIS 01-2010 has been received in the Atlanta office, an official number will be reserved for you; however, the application will not be approved until the District Supervisor completes an on-site survey and has verified that all 8 basic requirements have been met.

Special note of instruction for completing a license application:

♦ Complete all of the sections and numbered items. If an item is not applicable enter “N/A” or none.

Mail completed applications to:

Director: Meat Inspection Section
Georgia Department of Agriculture, Room 108
19 Martin Luther King, Jr. Drive, SW
Atlanta, Georgia 30334-4201

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STEP 2- Facility Regulatory Performance Standards

Establishments that conduct operations under a license from the Georgia Meat Inspection Section must conduct operations under the state regulatory provisions of Part 40-10-1-.10 for Sanitation Performance Standards as also described in the Code of Federal Regulations Part 416. These requirements include the following Regulations – 416.2(a) (b) (c) (d) (e) (f) (g) (h) and Regulation 416.3. A copy of these regulations will be discussed with you by the District Supervisor or designee.

It is expected that all facilities meet the requirements cited in the above provisions regardless of whether applying for state inspected or custom exempt activities.

See

- *Rules of Georgia Department of Agriculture Chapter 40-10-1 Meat Inspection - Meat Processing*
- *Code of Federal Regulations (9 CFR) Part 416*

SUBCHAPTER E—REGULATORY REQUIREMENTS UNDER THE FEDERAL MEAT INSPECTION ACT AND THE POULTRY PRODUCTS INSPECTION ACT

PART 416—SANITATION

Sec.
416.1 General rules.
416.2 Establishment grounds and facilities.
416.3 Equipment and utensils.
416.4 Sanitary operations.
416.5 Employee hygiene.
416.6 Tagging insanitary equipment, utensils, rooms or compartments.
416.11 General rules.
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416.13 Implementation of SOP's.
416.14 Maintenance of Sanitation SOP's.
416.15 Corrective Actions.
416.16 Recordkeeping requirements.
416.17 Agency verification.

AUTHORITY: 21 U.S.C. 451–470, 601–695; 7 U.S.C. 450, 1901–1906; 7 CFR 2.18, 2.53.

SOURCE: 61 FR 38868, July 25, 1996, unless otherwise noted.

§ 416.1 General rules.

Each official establishment must be operated and maintained in a manner sufficient to prevent the creation of insanitary conditions and to ensure that product is not adulterated.

[64 FR 56417, Oct. 20, 1999]

§ 416.2 Establishment grounds and facilities.

(a) *Grounds and pest control.* The grounds about an establishment must be maintained to prevent conditions that could lead to insanitary conditions, adulteration of product, or interfere with inspection by FSIS program employees. Establishments must have in place a pest management program to prevent the harborage and breeding of pests on the grounds and within establishment facilities. Pest control substances used must be safe and effective under the conditions of use and not be applied or stored in a manner that will result in the adulteration of product or the creation of insanitary conditions.

(b) *Construction.* (1) Establishment buildings, including their structures, rooms, and compartments must be of sound construction, be kept in good repair, and be of sufficient size to allow for processing, handling, and storage of product in a manner that does not result in product adulteration or the creation of insanitary conditions.

(2) Walls, floors, and ceilings within establishments must be built of durable materials impervious to moisture and be cleaned and sanitized as necessary to prevent adulteration of product or the creation of insanitary conditions.

(3) Walls, floors, ceilings, doors, windows, and other outside openings must be constructed and maintained to prevent the entrance of vermin, such as flies, rats, and mice.

(4) Rooms or compartments in which edible product is processed, handled, or stored must be separate and distinct from rooms or compartments in which inedible product is processed, handled, or stored, to the extent necessary to prevent product adulteration and the creation of insanitary conditions.

(c) *Light.* Lighting of good quality and sufficient intensity to ensure that sanitary conditions are maintained and that product is not adulterated must be provided in areas where food is processed, handled, stored, or examined; where equipment and utensils are cleaned; and in hand-washing areas, dressing and locker rooms, and toilets.

(d) *Ventilation.* Ventilation adequate to control odors, vapors, and condensation to the extent necessary to prevent adulteration of product and the creation of insanitary conditions must be provided.

(e) *Plumbing.* Plumbing systems must be installed and maintained to:

(1) Carry sufficient quantities of water to required locations throughout the establishment;

(2) Properly convey sewage and liquid disposable waste from the establishment;

(3) Prevent adulteration of product, water supplies, equipment, and utensils and prevent the creation of insanitary conditions throughout the establishment;

(4) Provide adequate floor drainage in all areas where floors are subject to

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flooding-type cleaning or where normal operations release or discharge water or other liquid waste on the floor;

(5) Prevent back-flow conditions in and cross-connection between piping systems that discharge waste water or sewage and piping systems that carry water for product manufacturing; and

(6) Prevent the backup of sewer gases.

(f) *Sewage disposal.* Sewage must be disposed into a sewage system separate from all other drainage lines or disposed of through other means sufficient to prevent backup of sewage into areas where product is processed, handled, or stored. When the sewage disposal system is a private system requiring approval by a State or local health authority, the establishment must furnish FSIS with the letter of approval from that authority upon request.

(g) *Water supply and water, ice, and solution reuse.* (1) A supply of running water that complies with the National Primary Drinking Water regulations (40 CFR part 141), at a suitable temperature and under pressure as needed, must be provided in all areas where required (for processing product, for cleaning rooms and equipment, utensils, and packaging materials, for employee sanitary facilities, etc.). If an establishment uses a municipal water supply, it must make available to FSIS, upon request, a water report, issued under the authority of the State or local health agency, certifying or attesting to the potability of the water supply. If an establishment uses a private well for its water supply, it must make available to FSIS, upon request, documentation certifying the potability of the water supply that has been renewed at least semi-annually.

(2) Water, ice, and solutions (such as brine, liquid smoke, or propylene glycol) used to chill or cook ready-to-eat product may be reused for the same purpose, provided that they are maintained free of pathogenic organisms and fecal coliform organisms and that other physical, chemical, and microbiological contamination have been reduced to prevent adulteration of product.

(3) Water, ice, and solutions used to chill or wash raw product may be reused for the same purpose provided that measures are taken to reduce physical, chemical, and microbiological contamination so as to prevent contamination or adulteration of product. Reuse that which has come into contact with raw product may not be used on ready-to-eat product.

(4) Reconditioned water that has never contained human waste and that has been treated by an onsite advanced wastewater treatment facility may be used on raw product, except in product formulation, and throughout the facility in edible and inedible production areas, provided that measures are taken to ensure that this water meets the criteria prescribed in paragraph (g)(1) of this section. Product, facilities, equipment, and utensils coming in contact with this water must undergo a separate final rinse with non-reconditioned water that meets the criteria prescribed in paragraph (g)(1) of this section.

(5) Any water that has never contained human waste and that is free of pathogenic organisms may be used in edible and inedible product areas, provided it does not contact edible product. For example, such reuse water may be used to move heavy solids, to flush the bottom of open evisceration troughs, or to wash antemortem areas, livestock pens, trucks, poultry cages, picker aprons, picking room floors, and similar areas within the establishment.

(6) Water that does not meet the use conditions of paragraphs (g)(1) through (g)(5) of this section may not be used in areas where edible product is handled or prepared or in any manner that would allow it to adulterate edible product or create insanitary conditions.

(h) *Dressing rooms, lavatories, and toilets.* (1) Dressing rooms, toilet rooms, and urinals must be sufficient in number, ample in size, conveniently located, and maintained in a sanitary condition and in good repair at all times to ensure cleanliness of all persons handling any product. They must be separate from the rooms and compartments in which products are processed, stored, or handled.

(2) Lavatories with running hot and cold water, soap, and towels, must be placed in or near toilet and urinal

rooms and at such other places in the establishment as necessary to ensure cleanliness of all persons handling any product.

(3) Refuse receptacles must be constructed and maintained in a manner that protects against the creation of insanitary conditions and the adulteration of product.

[64 FR 56417, Oct. 20, 1999]

§ 416.3 Equipment and utensils.

(a) Equipment and utensils used for processing or otherwise handling edible product or ingredients must be of such material and construction to facilitate thorough cleaning and to ensure that their use will not cause the adulteration of product during processing, handling, or storage. Equipment and utensils must be maintained in sanitary condition so as not to adulterate product.

(b) Equipment and utensils must not be constructed, located, or operated in a manner that prevents FSIS inspection program employees from inspecting the equipment or utensils to determine whether they are in sanitary condition.

(c) Receptacles used for storing inedible material must be of such material and construction that their use will not result in the adulteration of any edible product or in the creation of insanitary conditions. Such receptacles must not be used for storing any edible product and must bear conspicuous and distinctive marking to identify permitted uses.

[64 FR 56417, Oct. 20, 1999]

§ 416.4 Sanitary operations.

(a) All food-contact surfaces, including food-contact surfaces of utensils and equipment, must be cleaned and sanitized as frequently as necessary to prevent the creation of insanitary conditions and the adulteration of product.

(b) Non-food-contact surfaces of facilities, equipment, and utensils used in the operation of the establishment must be cleaned and sanitized as frequently as necessary to prevent the creation of insanitary conditions and the adulteration of product.

(c) Cleaning compounds, sanitizing agents, processing aids, and other chemicals used by an establishment must be safe and effective under the conditions of use. Such chemicals must be used, handled, and stored in a manner that will not adulterate product or create insanitary conditions. Documentation substantiating the safety of a chemical's use in a food processing environment must be available to FSIS inspection program employees for review.

(d) Product must be protected from adulteration during processing, handling, storage, loading, and unloading at and during transportation from official establishments.

[64 FR 56417, Oct. 20, 1999]

§ 416.5 Employee hygiene.

(a) *Cleanliness.* All persons working in contact with product, food-contact surfaces, and product-packaging materials must adhere to hygienic practices while on duty to prevent adulteration of product and the creation of insanitary conditions.

(b) *Clothing.* Aprons, frocks, and other outer clothing worn by persons who handle product must be of material that is disposable or readily cleaned. Clean garments must be worn at the start of each working day and garments must be changed during the day as often as necessary to prevent adulteration of product and the creation of insanitary conditions.

(c) *Disease control.* Any person who has or appears to have an infectious disease, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination, must be excluded from any operations which could result in product adulteration and the creation of insanitary conditions until the condition is corrected.

[64 FR 56417, Oct. 20, 1999]

§ 416.6 Tagging insanitary equipment, utensils, rooms or compartments.

When an FSIS program employee finds that any equipment, utensil, room, or compartment at an official establishment is insanitary or that its use could cause the adulteration of product, he will attach to it a "U.S.

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STEP 3 - Obtain Approved Labels/Brands

After an application for inspection has been filed, an official plant number will be reserved upon request by the applicant. This number is used to identify the establishment where all animals are slaughtered and inspected and passed products are prepared. Your labels and inspection brands will bear this number. For custom exempt facilities, no number is assigned, therefore no labels or brands are required.

Labels
All inspected packaged meat products must bear the Georgia Inspection Legend, with the plant's official number printed on the label of the package. All labeling material must be approved and on-hand before inspection will be granted. A copy of Label Submittal Form 5.93 is provided for your use. Three copies, with attached labels, should be submitted to the Atlanta office for approval. The address is listed below. Your District Supervisor or designee will be available to help you through this process. Note: Not required for custom activities.

Brands
Each carcass which has been inspected and passed in an official establishment shall be marked (ink-branded) at the time of inspection with the official inspection legend containing the number of the official establishment. Inspection Brands will be provided by GMIS upon application. Ink used must assure legibility and permanence of the markings and the color of ink shall provide acceptable contrast with the color of the product to which it is applied. Ink which comes into direct contact with product must be 'edible' ink. Note: Not required for custom activities.

Custom prepared products to be marked "Not for Sale.
Carcasses and parts therefrom that are prepared on a custom basis under 40-10-1-.04 (1) (a) 2, shall be marked at the time of preparation with the term "Not for Sale" in letters at least three eighths inch in height.

Note: All marks and labels must meet the state requirements as set forth in Part 40-10-1-.18 *(Marking Products and their Containers)*, and Part 40-10-1-.19 *(Labeling, Marking Devices, and Containers)* and as also described in 9 CFR Parts 316 and 317.

Refer to the following for more information:

- *Rules of Georgia Department of Agriculture Chapter 40-10-1 Meat Inspection - Meat Processing*
- *Code of Federal Regulations (9 CFR) Parts 316, 317*
- *Label Submittal Form 5.93*
- *Georgia Mark of Inspection Template*

Mail completed Label Submittals to:

Label Reviewer, Meat Inspection Section
Georgia Department of Agriculture, Room 108
19 Martin Luther King, Jr. Drive,
Atlanta, Georgia 30334-4201

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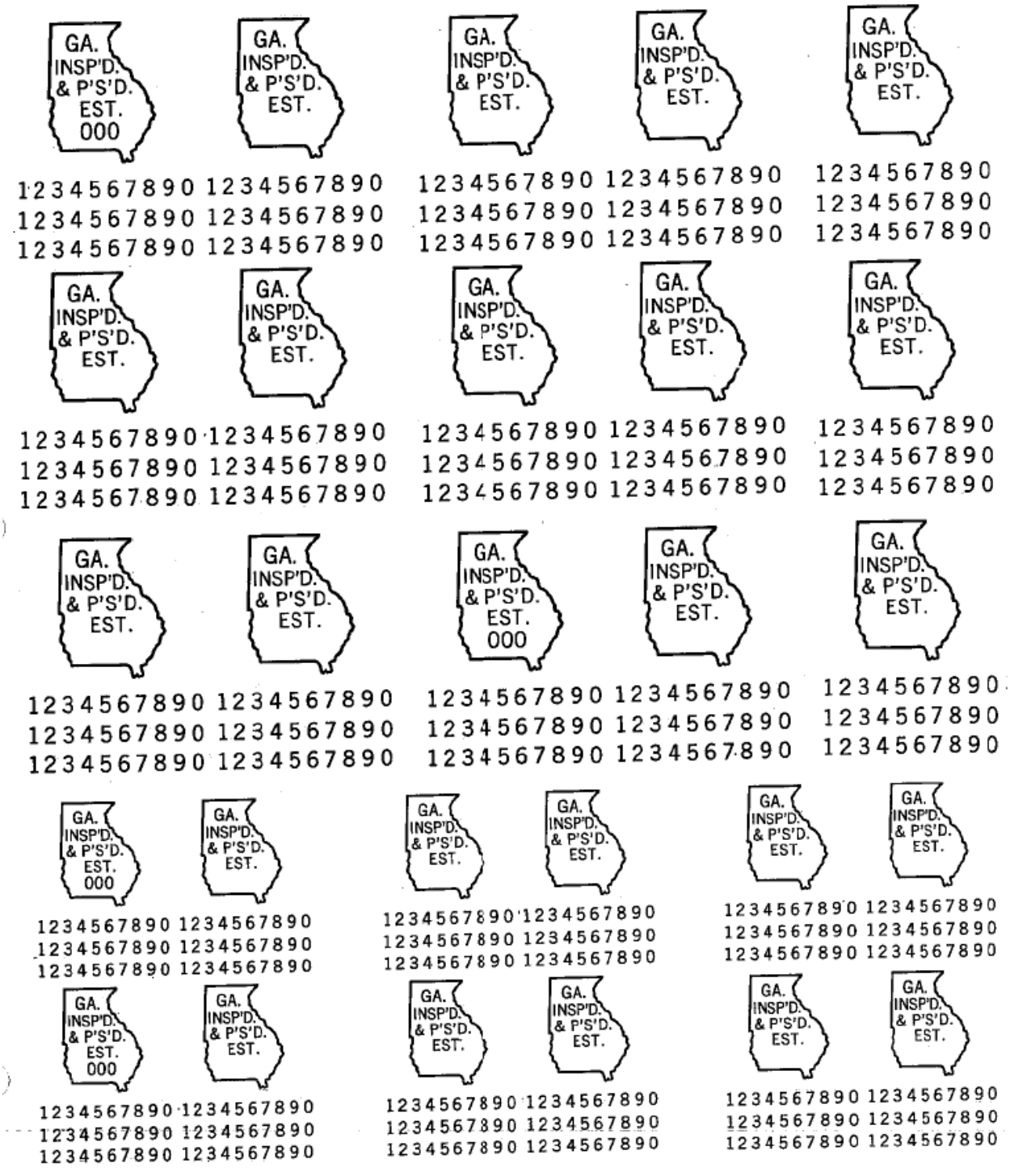
Templates for Georgia Inspection Legends

GEORGIA



STEP 4- Obtain Approved Water Source Letter

Approved Source

A supply of running water that complies with the National Primary Drinking Water regulations (40 CFR part 141), at a suitable temperature and under pressure as needed, must be provided in all areas where required (for processing product; for cleaning rooms, equipment, and utensils; for employee handwashing, etc.).

If the water entering an establishment is supplied by a municipal water supply system (i.e. city, county, or other public water system) a water report issued under the authority of the State or local health agency, certifying or attesting to the potability of the water supply is required.

If the water is from a private water supply (such as a private well), you must make available, upon request, documentation certifying the potability of the water supply. This documentation must be renewed at least semi-annually.

A current acceptable water laboratory sample report (water potability certification) must be on file before inspection is granted.

See Attachment 3 – Sample Letter for Approved Municipal Water Supply

Attachment 3

SAMPLE LETTER FOR APPROVED MUNICIPAL WATER SUPPLY

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

SAMPLE LETTER FOR APPROVED SEWAGE SYSTEM

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

STEP 5- Obtain an Approved Sewage System Letter

You must have a letter on file that states that the plant's sewage system is acceptable.

Sewage must be disposed of into a sewage system sufficient to prevent backup of sewage into areas where product will be processed, handled, or stored. When the sewage disposal system is a private system requiring approval by the State or local health authority, the establishment must furnish GMIS with a letter of approval from that authority upon request.

See Attachment 3– Sample Letter for Approved Sewage System

STEP 6 – Obtain Other Required Documentation:

Other documentation is required to support that a wholesome and unadulterated product is being produced at your facility. Listed below are some of the more common documents required. Keep in mind that some documents are plant specific, depending on what type operations are being conducted. If you do not slaughter, then you would not be required to keep slaughter records, or if you do not conduct inspected (for sale) activities, you would not keep SSOP and HACCP records. Your local District Supervisor or their designee will be able to explain in depth what records you would be required to maintain.

Examples:

- Inedible disposal burial permits
- Material Safety Data Sheets (MSDS) for chemicals
- Letters of Guarantee for all non-meat ingredients
- Letters of Guarantee for all product contact packaging materials
- Custom exempt owner identification information
- Custom exempt records for SRM disposal, smokehouse records, etc.
- SSOP plan and daily monitoring records
- HACCP plan and records for monitoring and verifying cooking, heat treatment, chilling, antimicrobial sprays, product temperatures, cooler temperatures, thermometer calibration, etc.
- Purchase Specifications, COA's, supplier letters, test results, bill of ladings, shipping records

STEP 7 - Provide a Written Standard Operating Procedure for Sanitation (Sanitation SOPs)

Written Standard Operating Procedures for Sanitation (Sanitation SOPs) tailored to your plant will need to be developed before being granted Inspection.

Establishments that conduct operations under a license from the Georgia Meat Inspection Section must conduct operations under the state regulatory provisions of Part 40-10-1-.10 for Sanitation Standard Operating Procedures as also described in the Code of Federal Regulations Part 416.11-416.17.

Each official establishment shall develop, implement, and maintain written standard operating procedures for sanitation (Sanitation SOP's) in accordance with the requirements of this part. The Sanitation SOP's shall describe all procedures an official establishment will conduct daily, before and during operations, sufficient to prevent direct contamination or adulteration of product(s).

A copy of these regulations will be provided to and discussed with you, by the District Supervisor or designee.

Note: Custom exempt ONLY facilities are not required to meet these requirements.

See

- *Rules of Georgia Department of Agriculture Chapter 40-10-1 Meat Inspection - Meat Processing*
- *Code of Federal Regulations (9 CFR) Part 416.11-416.17*

See Attachment 4– Sample Sanitation Standard Operating Procedure (SSOP)

Attachment 4

SAMPLE – SANITATION STANDARD OPERATING PROCEDURE (SSOP)

XYZ Meat Packers, Inc. is a red meat processing establishment. This plant receives beef and pork for further processing. This plant cuts and grinds product and also packages it.

MANAGEMENT STRUCTURE
Owner –
Plant Manager –
Team Captains –

The Team Captains are responsible for implementing and daily monitoring of Sanitation SOP and recording the findings and any corrective actions. The Team Captains are responsible for training and assigning specific duties to other employees and monitoring their performance within the Sanitation SOP. All records, data, checklists, and other information pertaining to the Sanitation SOP will be maintained on file and made available to inspection personnel.

I. Preoperational Sanitation – Equipment and Facility Cleaning Objective
   A. All equipment will be disassembled, cleaned, and sanitized before starting production.
      1. Establishment sanitary procedure for cleaning and sanitizing equipment.
         a. All equipment will have product debris removed.
         b. Equipment will be rinsed with water to remove remaining debris.
         c. An approved cleaner will be applied to equipment and properly cleaned.
         d. Equipment will be sanitized with approved sanitizer and rinsed with potable water.
         e. The equipment is reassembled.
      2. Implementing, Monitoring and Recordkeeping
         Team Captains perform daily organoleptic sanitation inspection after preoperational equipment cleaning and sanitizing. The results will be recorded on a Preoperational sanitation form. If found to be acceptable, the appropriate line will be checked. If corrective actions are needed, such actions will be documented.
      3. Corrective Actions
         The Team Captains determines that the equipment on hand does not pass organoleptic examination, the cleaning procedure and inspections are repeated. The Team Captains monitor the cleaning of the equipment on hand and retrains employees if necessary. Corrective actions are recorded on Pre-Operational sanitation forms.
   B. Cleaning of Facilities including floors, walls, and ceilings.
      1. Cleaning procedures:
         a. Debris is swept up and discarded.
         b. Facilities are rinsed with potable water.
         c. Facilities are cleaned with approved cleaner.
         d. Facilities are rinsed with potable water.
      2. Cleaning of floors and walls are done at the end of each production day. Ceilings are cleaned as needed.
      3. Establishment monitoring
         The Team Captain performs daily organoleptic inspection before operation begins. Results are recorded on a preoperational sanitation form.

4. Corrective action
   When the Team Captain finds that the facilities do not pass organoleptic inspection, the cleaning procedures and inspections are repeated. The Team Captain inspects the cleaning of the facilities and retrains employees as needed. Corrective action to prevent direct product contamination or adulteration are Recorded on Pre-operational sanitation forms.

II. OPERATIONAL SANITATION—EQUIPMENT AND FACILITY CLEANING OBJECTIVE

A. Processing is performed under sanitary conditions to prevent direct and cross contamination of the product.

1. Sanitary procedures for processing.
   a. Employees clean and sanitize hands, gloves, knives, other hand tools, cutting boards, etc., as necessary during processing to prevent contamination of products.
   b. All equipment tables and other product contact surfaces are cleaned and sanitized throughout the day as needed.
   c. Outer garments such as aprons and gloves are hung in designed areas when employees leave processing area. Outer garments are maintained in a clean and sanitary manner and are changed at least daily and more often if necessary.
2. Monitoring and Recordkeeping
   The Team Captains are responsible for ensuring that employees' hygiene practices, sanitary handling procedures and cleaning procedures are maintained. The Team Captain monitors the sanitation procedures during the day. Results are recorded on an Operational Sanitation Form daily.
3. Corrective Action
   The Team Captain identifies sanitation problems and stops production if necessary and notifies processing employees to take appropriate action to correct sanitation problems. If necessary, processing employees are retrained and corrective actions are recorded on Operational Sanitation form.

Rejected'' tag. Equipment, utensils, rooms, or compartments so tagged cannot be used until made acceptable. Only an FSIS program employee may remove a ''U.S. Rejected'' tag.

[64 FR 56417, Oct. 20, 1999]

§ 416.11 General rules.

Each official establishment shall develop, implement, and maintain written standard operating procedures for sanitation (Sanitation SOP's) in accordance with the requirements of this part.

§ 416.12 Development of Sanitation SOP's.

(a) The Sanitation SOP's shall describe all procedures an official establishment will conduct daily, before and during operations, sufficient to prevent direct contamination or adulteration of product(s).

(b) The Sanitation SOP's shall be signed and dated by the individual with overall authority on-site or a higher level official of the establishment. This signature shall signify that the establishment will implement the Sanitation SOP's as specified and will maintain the Sanitation SOP's in accordance with the requirements of this part. The Sanitation SOP's shall be signed and dated upon initially implementing the Sanitation SOP's and upon any modification to the Sanitation SOP's.

(c) Procedures in the Sanitation SOP's that are to be conducted prior to operations shall be identified as such, and shall address, at a minimum, the cleaning of food contact surfaces of facilities, equipment, and utensils.

(d) The Sanitation SOP's shall specify the frequency with which each procedure in the Sanitation SOP's is to be conducted and identify the establishment employee(s) responsible for the implementation and maintenance of such procedure(s).

§ 416.13 Implementation of SOP's.

(a) Each official establishment shall conduct the pre-operational procedures in the Sanitation SOP's before the start of operations.

(b) Each official establishment shall conduct all other procedures in the Sanitation SOP's at the frequencies specified.

(c) Each official establishment shall monitor daily the implementation of the procedures in the Sanitation SOP's.

§ 416.14 Maintenance of Sanitation SOP's.

Each official establishment shall routinely evaluate the effectiveness of the Sanitation SOP's and the procedures therein in preventing direct contamination or adulteration of product(s) and shall revise both as necessary to keep them effective and current with respect to changes in facilities, equipment, utensils, operations, or personnel.

§ 416.15 Corrective Actions.

(a) Each official establishment shall take appropriate corrective action(s) when either the establishment or FSIS determines that the establishment's Sanitation SOP's or the procedures specified therein, or the implementation or maintenance of the Sanitation SOP's, may have failed to prevent direct contamination or adulteration of product(s).

(b) Corrective actions include procedures to ensure appropriate disposition of product(s) that may be contaminated, restore sanitary conditions, and prevent the recurrence of direct contamination or adulteration of product(s), including appropriate reevaluation and modification of the Sanitation SOP's and the procedures specified therein or appropriate improvements in the execution of the Sanitation SOP's or the procedures specified therein.

[61 FR 38868, July 25, 1996, as amended at 62 FR 26219, May 13, 1997]

§ 416.16 Recordkeeping requirements.

(a) Each official establishment shall maintain daily records sufficient to document the implementation and monitoring of the Sanitation SOP's and any corrective actions taken. The establishment employee(s) specified in the Sanitation SOP's as being responsible for the implementation and monitoring of the procedure(s) specified in

the Sanitation SOP's shall authenticate these records with his or her initials and the date.

(b) Records required by this part may be maintained on computers provided the establishment implements appropriate controls to ensure the integrity of the electronic data.

(c) Records required by this part shall be maintained for at least 6 months and made accesable available to FSIS. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.

§ 416.17 Agency verification.

FSIS shall verify the adequacy and effectiveness of the Sanitation SOP's and the procedures specified therein by determining that they meet the requirements of this part. Such verification may include:

(a) Reviewing the Sanitation SOP's;

(b) Reviewing the daily records documenting the implementation of the Sanitation SOP's and the procedures specified therein and any corrective actions taken or required to be taken;

(c) Direct observation of the implementation of the Sanitation SOP's and the procedures specified therein and any corrective actions taken or required to be taken; and

(d) Direct observation or testing to assess the sanitary conditions in the establishment.

PART 417—HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEMS

Sec.

417.1 Definitions.
417.2 Hazard Analysis and HACCP plan.
417.3 Corrective actions.
417.4 Validation, Verification, Reassessment.
417.5 Records.
417.6 Inadequate HACCP Systems.
417.7 Training.
417.8 Agency verification.

AUTHORITY: 7 U.S.C. 450; 21 U.S.C. 451–470, 601–695; 7 U.S.C. 1901–1906; 7 CFR 2.18, 2.53.

SOURCE: 61 FR 38868, July 25, 1996, unless otherwise noted.

§ 417.1 Definitions.

For purposes of this part, the following definitions shall apply:

Corrective action. Procedures to be followed when a deviation occurs.

Critical control point. A point, step, or procedure in a food process at which control can be applied and, as a result, a food safety hazard can be prevented, eliminated, or reduced to acceptable levels.

Critical limit. The maximum or minimum value to which a physical, biological, or chemical hazard must be controlled at a critical control point to prevent, eliminate, or reduce to an acceptable level the occurrence of the identified food safety hazard.

Food safety hazard. Any biological, chemical, or physical property that may cause a food to be unsafe for human consumption.

HACCP System. The HACCP plan in operation, including the HACCP plan itself.

Hazard. SEE *Food Safety Hazard.*

Preventive measure. Physical, chemical, or other means that can be used to control an identified food safety hazard.

Process-monitoring instrument. An instrument or device used to indicate conditions during processing at a critical control point.

Responsible establishment official. The individual with overall authority onsite or a higher level official of the establishment.

§ 417.2 Hazard Analysis and HACCP Plan.

(a) *Hazard analysis.* (1) Every official establishment shall conduct, or have conducted for it, a hazard analysis to determine the food safety hazards reasonably likely to occur in the production process and identify the preventive measures the establishment can apply to control those hazards. The hazard analysis shall include food safety hazards that can occur before, during, and after entry into the establishment. A food safety hazard that is reasonably likely to occur is one for which a prudent establishment would establish controls because it historically has occurred, or because there is a reasonable possibility that it will occur in the

STEP 8- Provide a Written Hazard Analysis and HACCP Plan

Establishments that conduct operations under a license from the Georgia Meat Inspection Section must conduct operations under the state regulatory provisions of Part 40-10-1-.09 for a Hazard Analysis and Critical Control Points (HACCP) plan as also described in the Code of Federal Regulations 9 CFR Part 417.1 - 417.8.

A copy of these regulations will be provided to and discussed with you, by the District Supervisor or designee.

A hazard analysis is the process used to determine the food safety hazards reasonably likely to occur in the production process and identifies the preventive measures that the establishment can apply to control those hazards. Whenever a hazard analysis identifies that one or more food safety hazards are reasonably likely to occur, a written HACCP plan shall be developed.

Only an individual who has successfully completed a course of instruction in the application of the seven HACCP principles to meat or poultry product processing, including a segment on the development of a HACCP plan for a specific product and on record review, but who need not be an employee of the establishment, shall be permitted to develop, reassess, or modify a HACCP plan.

Note: You may utilize an outside consultant who is not employed by the establishment Workshops are being conducted around the country and a self-study guide and video can be provided by USDA Outreach Program. Each State is also assigned a HACCP Coordinator to assist plants with the development of HACCP Programs.

Note: Custom exempt ONLY facilities are not required to meet these requirements.

See

- *Rules of Georgia Department of Agriculture Chapter 40-10-1 Meat Inspection - Meat Processing*
- *Code of Federal Regulations (9 CFR) Part 416.11-416.17*

the Sanitation SOP's shall authenticate these records with his or her initials and the date.

(b) Records required by this part may be maintained on computers provided the establishment implements appropriate controls to ensure the integrity of the electronic data.

(c) Records required by this part shall be maintained for at least 6 months and made accesable available to FSIS. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.

§416.17 Agency verification.

FSIS shall verify the adequacy and effectiveness of the Sanitation SOP's and the procedures specified therein by determining that they meet the requirements of this part. Such verification may include:

(a) Reviewing the Sanitation SOP's;

(b) Reviewing the daily records documenting the implementation of the Sanitation SOP's and the procedures specified therein and any corrective actions taken or required to be taken;

(c) Direct observation of the implementation of the Sanitation SOP's and the procedures specified therein and any corrective actions taken or required to be taken; and

(d) Direct observation or testing to assess the sanitary conditions in the establishment.

PART 417—HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEMS

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HACCP System. The HACCP plan in operation, including the HACCP plan itself.

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Process-monitoring instrument. An instrument or device used to indicate conditions during processing at a critical control point.

Responsible establishment official. The individual with overall authority on-site or a higher level official of the establishment.

§417.2 Hazard Analysis and HACCP Plan.

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particular type of product being processed, in the absence of those controls.

(2) A flow chart describing the steps of each process and product flow in the establishment shall be prepared, and the intended use or consumers of the finished product shall be identified.

(3) Food safety hazards might be expected to arise from the following:

(i) Natural toxins;

(ii) Microbiological contamination;

(iii) Chemical contamination;

(iv) Pesticides;

(v) Drug residues;

(vi) Zoonotic diseases;

(vii) Decomposition;

(viii) Parasites;

(ix) Unapproved use of direct or indirect food or color additives; and

(x) Physical hazards.

(b) *The HACCP plan.* (1) Every establishment shall develop and implement a written HACCP plan covering each product produced by that establishment whenever a hazard analysis reveals one or more food safety hazards that are reasonably likely to occur, based on the hazard analysis conducted in accordance with paragraph (a) of this section, including products in the following processing categories:

(i) Slaughter—all species.

(ii) Raw product—ground.

(iii) Raw product—not ground.

(iv) Thermally processed—commercially sterile.

(v) Not heat treated—shelf stable.

(vi) Heat treated—shelf stable.

(vii) Fully cooked—not shelf stable.

(viii) Heat treated but not fully cooked—not shelf stable.

(ix) Product with secondary inhibitors—not shelf stable.

(2) A single HACCP plan may encompass multiple products within a single processing category identified in this paragraph, if the food safety hazards, critical control points, critical limits, and procedures required to be identified and performed in paragraph (c) of this section are essentially the same, provided that any required features of the plan that are unique to a specific product are clearly delineated in the plan and are observed in practice.

(3) HACCP plans for thermally processed/commercially sterile products do not have to address the food safety hazards associated with microbiological contamination if the product is produced in accordance with the requirements of part 318, subpart G, or part 381, subpart X, of this chapter.

(c) *The contents of the HACCP plan.* The HACCP plan shall, at a minimum:

(1) List the food safety hazards identified in accordance with paragraph (a) of this section, which must be controlled for each process.

(2) List the critical control points for each of the identified food safety hazards, including, as appropriate:

(i) Critical control points designed to control food safety hazards that could be introduced in the establishment, and

(ii) Critical control points designed to control food safety hazards introduced outside the establishment, including food safety hazards that occur before, during, and after entry into the establishment;

(3) List the critical limits that must be met at each of the critical control points. Critical limits shall, at a minimum, be designed to ensure that applicable targets or performance standards established by FSIS, and any other requirement set forth in this chapter pertaining to the specific process or product, are met;

(4) List the procedures, and the frequency with which those procedures will be performed, that will be used to monitor each of the critical control points to ensure compliance with the critical limits;

(5) Include all corrective actions that have been developed in accordance with §417.3(a) of this part, to be followed in response to any deviation from a critical limit at a critical control point; and

(6) Provide for a recordkeeping system that documents the monitoring of the critical control points. The records shall contain the actual values and observations obtained during monitoring.

(7) List the verification procedures, and the frequency with which those procedures will be performed, that the establishment will use in accordance with §417.4 of this part.

(d) *Signing and dating the HACCP plan.* (1) The HACCP plan shall be signed and dated by the responsible establishment individual. This signature

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shall signify that the establishment accepts and will implement the HACCP plan.

(2) The HACCP plan shall be dated and signed:

(i) Upon initial acceptance;

(ii) Upon any modification; and

(iii) At least annually, upon reassessment, as required under § 417.4(a)(3) of this part.

(e) Pursuant to 21 U.S.C. 456, 463, 608, and 621, the failure of an establishment to develop and implement a HACCP plan that complies with this section, or to operate in accordance with the requirements of this part, may render the products produced under those conditions adulterated.

[61 FR 38868, July 25, 1996, as amended at 62 FR 61009, Nov. 14, 1997]

§ 417.3 Corrective actions.

(a) The written HACCP plan shall identify the corrective action to be followed in response to a deviation from a critical limit. The HACCP plan shall describe the corrective action to be taken, and assign responsibility for taking corrective action, to ensure:

(1) The cause of the deviation is identified and eliminated;

(2) The CCP will be under control after the corrective action is taken;

(3) Measures to prevent recurrence are established; and

(4) No product that is injurious to health or otherwise adulterated as a result of the deviation enters commerce.

(b) If a deviation not covered by a specified corrective action occurs, or if another unforeseen hazard arises, the establishment shall:

(1) Segregate and hold the affected product, at least until the requirements of paragraphs (b)(2) and (b)(3) of this section are met;

(2) Perform a review to determine the acceptability of the affected product for distribution;

(3) Take action, when necessary, with respect to the affected product to ensure that no product that is injurious to health or otherwise adulterated, as a result of the deviation, enters commerce;

(4) Perform or obtain reassessment by an individual trained in accordance with § 417.7 of this part, to determine whether the newly identified deviation or other unforeseen hazard should be incorporated into the HACCP plan.

(c) All corrective actions taken in accordance with this section shall be documented in records that are subject to verification in accordance with § 417.4(a)(2)(iii) and the recordkeeping requirements of § 417.5 of this part.

§ 417.4 Validation, Verification, Reassessment.

(a) Every establishment shall validate the HACCP plan's adequacy in controlling the food safety hazards identified during the hazard analysis, and shall verify that the plan is being effectively implemented.

(1) *Initial validation.* Upon completion of the hazard analysis and development of the HACCP plan, the establishment shall conduct activities designed to determine that the HACCP plan is functioning as intended. During this HACCP plan validation period, the establishment shall repeatedly test the adequacy of the CCP's, critical limits, monitoring and recordkeeping procedures, and corrective actions set forth in the HACCP plan. Validation also encompasses reviews of the records themselves, routinely generated by the HACCP system, in the context of other validation activities.

(2) *Ongoing verification activities.* Ongoing verification activities include, but are not limited to:

(i) The calibration of process-monitoring instruments;

(ii) Direct observations of monitoring activities and corrective actions; and

(iii) The review of records generated and maintained in accordance with § 417.5(a)(3) of this part.

(3) *Reassessment of the HACCP plan.* Every establishment shall reassess the adequacy of the HACCP plan at least annually and whenever any changes occur that could affect the hazard analysis or alter the HACCP plan. Such changes may include, but are not limited to, changes in: raw materials or source of raw materials; product formulation; slaughter or processing methods or systems; production volume; personnel; packaging; finished product distribution systems; or, the intended use or consumers of the finished product. The reassessment shall be performed by an individual trained

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in accordance with §417.7 of this part. The HACCP plan shall be modified immediately whenever a reassessment reveals that the plan no longer meets the requirements of §417.2(c) of this part.

(b) *Reassessment of the hazard analysis.* Any establishment that does not have a HACCP plan because a hazard analysis has revealed no food safety hazards that are reasonably likely to occur shall reassess the adequacy of the hazard analysis whenever a change occurs that could reasonably affect whether a food safety hazard exists. Such changes may include, but are not limited to, changes in: raw materials or source of raw materials; product formulation; slaughter or processing methods or systems; production volume; packaging; finished product distribution systems; or, the intended use or consumers of the finished product.

§417.5 Records.

(a) The establishment shall maintain the following records documenting the establishment's HACCP plan:

(1) The written hazard analysis prescribed in §417.2(a) of this part, including all supporting documentation;

(2) The written HACCP plan, including decisionmaking documents associated with the selection and development of CCP's and critical limits, and documents supporting both the monitoring and verification procedures selected and the frequency of those procedures.

(3) Records documenting the monitoring of CCP's and their critical limits, including the recording of actual times, temperatures, or other quantifiable values, as prescribed in the establishment's HACCP plan; the calibration of process-monitoring instruments; corrective actions, including all actions taken in response to a deviation; verification procedures and results; product code(s), product name or identity, or slaughter production lot. Each of these records shall include the date the record was made.

(b) Each entry on a record maintained under the HACCP plan shall be made at the time the specific event occurs and include the date and time recorded, and shall be signed or initialed by the establishment employee making the entry.

(c) Prior to shipping product, the establishment shall review the records associated with the production of that product, documented in accordance with this section, to ensure completeness, including the determination that all critical limits were met and, if appropriate, corrective actions were taken, including the proper disposition of product. Where practicable, this review shall be conducted, dated, and signed by an individual who did not produce the record(s), preferably by someone trained in accordance with §417.7 of this part, or the responsible establishment official.

(d) *Records maintained on computers.* The use of records maintained on computers is acceptable, provided that appropriate controls are implemented to ensure the integrity of the electronic data and signatures.

(e) *Record retention.* (1) Establishments shall retain all records required by paragraph (a)(3) of this section as follows: for slaughter activities for at least one year; for refrigerated product, for at least one year; for frozen, preserved, or shelf-stable products, for at least two years.

(2) Off-site storage of records required by paragraph (a)(3) of this section is permitted after six months, if such records can be retrieved and provided, on-site, within 24 hours of an FSIS employee's request.

(f) *Official review.* All records required by this part and all plans and procedures required by this part shall be available for official review and copying.

§417.6 Inadequate HACCP Systems.

A HACCP system may be found to be inadequate if:

(a) The HACCP plan in operation does not meet the requirements set forth in this part;

(b) Establishment personnel are not performing tasks specified in the HACCP plan;

(c) The establishment fails to take corrective actions, as required by §417.3 of this part;

(d) HACCP records are not being maintained as required in §417.5 of this part; or

(e) Adulterated product is produced or shipped.

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§ 417.7 Training.

(a) Only an individual who has met the requirements of paragraph (b) of this section, but who need not be an employee of the establishment, shall be permitted to perform the following functions:

(1) Development of the HACCP plan, in accordance with § 417.2(b) of this part, which could include adapting a generic model that is appropriate for the specific product; and

(2) Reassessment and modification of the HACCP plan, in accordance with § 417.3 of this part.

(b) The individual performing the functions listed in paragraph (a) of this section shall have successfully completed a course of instruction in the application of the seven HACCP principles to meat or poultry product processing, including a segment on the development of a HACCP plan for a specific product and on record review.

§ 417.8 Agency verification.

FSIS will verify the adequacy of the HACCP plan(s) by determining that each HACCP plan meets the requirements of this part and all other applicable regulations. Such verification may include:

(a) Reviewing the HACCP plan;

(b) Reviewing the CCP records;

(c) Reviewing and determining the adequacy of corrective actions taken when a deviation occurs;

(d) Reviewing the critical limits;

(e) Reviewing other records pertaining to the HACCP plan or system;

(f) Direct observation or measurement at a CCP;

(g) Sample collection and analysis to determine the product meets all safety standards; and

(h) On-site observations and record review.

PART 424—PREPARATION AND PROCESSING OPERATIONS

Subpart A—General

Sec.
424.1 Purpose and scope.

Subpart C—Food Ingredients and Sources of Radiation

424.21 Use of food ingredients and sources of radiation.
424.22 Certain other permitted uses.
424.23 Prohibited uses.

AUTHORITY: 7 U.S.C. 450, 1901–1906; 21 U.S.C. 451–470, 601–695; 7 CFR 2.18, 2.53.

SOURCE: 64 FR 72175, Dec. 23, 1999, unless otherwise noted.

Subpart A—General

§ 424.1 Purpose and scope.

This part of the regulations prescribes rules for the preparation of meat and the processing of poultry products. The rules in this part further the purposes of the Federal Meat Inspection Act (FMIA) and the Poultry Products Inspection Act (PPIA) by, among other things, preventing the adulteration or misbranding of meat and poultry products at official establishments. 9 CFR Chapter III, Subchapter A, Parts 318 and 319, Subpart C of this part, and 21 CFR Chapter I, Subchapter A or Subchapter B, specify rules for the use of certain food ingredients (e.g., food additives and color additives) and sources of radiation that may render meat or poultry products adulterated or misbranded.

Subpart C—Food Ingredients and Sources of Radiation

§ 424.21 Use of food ingredients and sources of radiation.

(a)(1) *General.* No meat or poultry product shall bear or contain any food ingredient that would render it adulterated or misbranded, or which is not approved in this part, part 318 or part 319 of this chapter, or by the Administrator in specific cases.

(2)(i) Poultry products and poultry broth used in the processing of poultry products shall have been processed in the United States only in an official establishment or imported from a foreign country listed in § 381.196(b), and have been inspected and passed in accordance with the regulations. Detached ova and offal shall not be used in the processing of any poultry products, except that poultry feet may be processed

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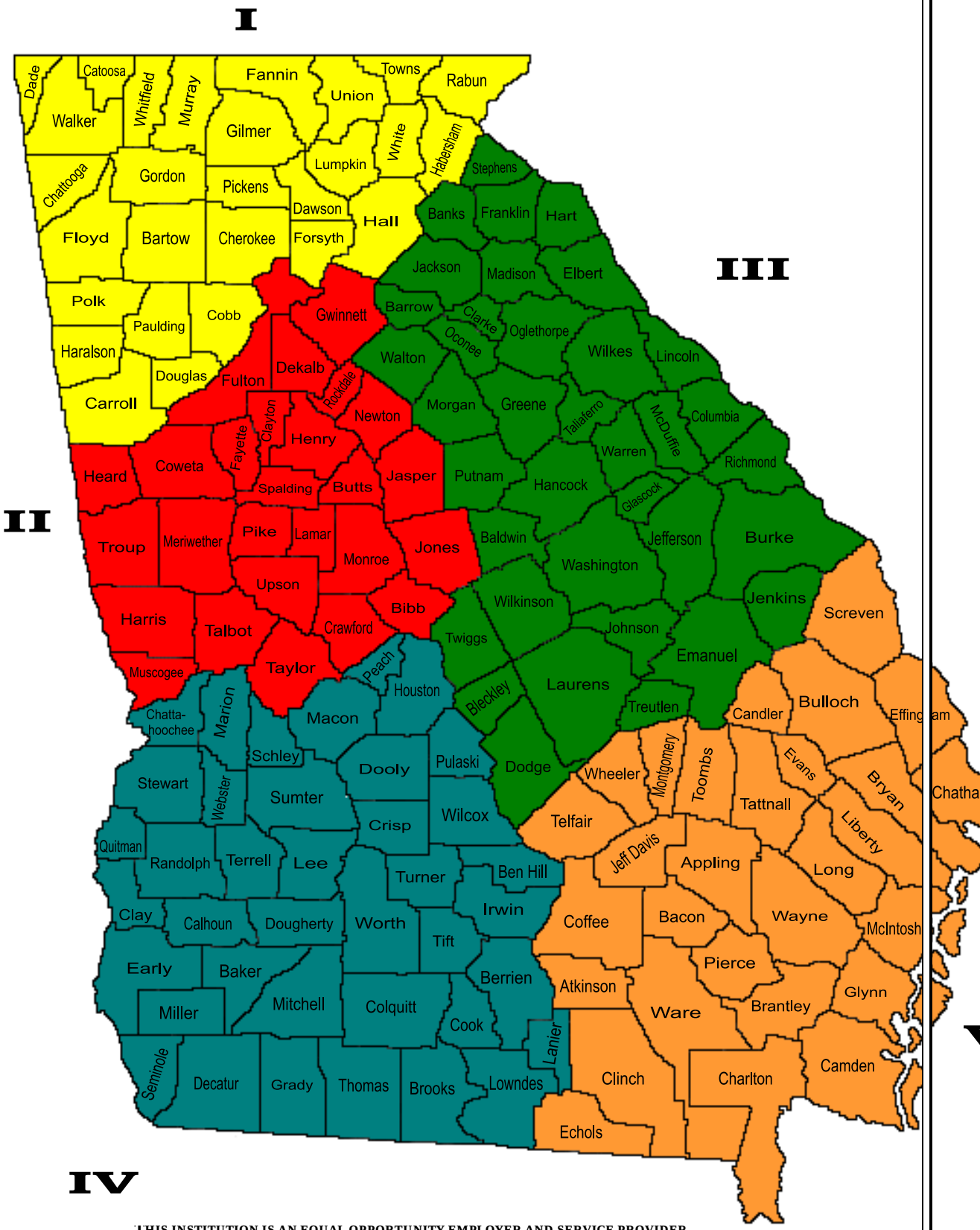
Meat Inspection Field Forces District Map

Effective January 1, 2001



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The Following Web Addresses can be accessed for more information:

Georgia Department of Agriculture: http://agr.georgia.gov/
Filing Complaints USDA: https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer