

MEAT AND POULTRY SECTION

HOW TO OBTAIN STATE INSPECTION

Application for Inspection:

Complete Application for State Meat Inspection, Form (MI 86) and the Meat Handlers License Application form. Check both forms to assure all blocks are completed. If something does not apply, indicate so by placing "N/A" or "None" in the block.

The MI 86 Form, Application for State Meat and Poultry Inspection and Meat Handlers License Application should be submitted to the address on our page. It will be reviewed and forwarded to the Program Chief for approval. The Program Chief or designee will contact you and provide further advice.

Submittal of Plans:

After consultation with the Program Chief, a complete set of legible and properly prepared plans should be drawn up. It is recommended, but not required, that a competent architect or engineer experienced in laying out plans for operations under inspection be employed to prepare the drawings and specifications.

Drawings and specifications, in triplicate, that fully and clearly illustrate and describe the applicants plant as he proposes to have it constructed and equipped for inspection must be presented to the Program Chief or designee. The name and address of the applicant should be shown on each sheet of the drawings. The Supervisor will review and submit the drawings to the State Director for final approval.

All plans should include the following:

Plot Plan: A plot plan of the entire premises showing the location of the official inspection premise. The character and surfacing of roadways, driveways, streets and paving of vehicular loading areas and alleys should be indicated. The north point of the compass is to be shown.

Floor Plan: A floor plan must be submitted for each entire floor of the establishment. Each floor plan should accurately illustrate the facilities as they will exist when the establishment operates under inspection.

Most floor plans should be drawn to a scale of 1/8 per foot. However, complicated layouts such as slaughtering departments, hot cutting departments and large sausage kitchens will need to be 1/4 inch per foot scale so that all

necessary details can be clearly illustrated. Very large floor plans can be divided into two or more sheets by using match lines to show how the sheets relate to each other.

The essential things to show on floor plans are locations of walls, partitions, posts, doorways, windows, floor drainage openings and gutters, rail systems for conveying carcasses, principal pieces of equipment, hot and cold water hose connections, hand washing facilities, work positions of plant employees, pipelines for moving product ingredients, lockers and benches, toilets, urinals, shelves and racks, chutes, conveyors, ventilation fans, ramps and stairways.

In addition to the drawing features, some information must be printed on the floor plans. Include the name and use of each room, number of employees using each welfare and toilet room, room temperature, height of rails, height of all work platforms and height of inspection tables. The floors should be indicated as pitched to floor drains or drainage gutters. The required floor pitch is $\frac{1}{4}$ inch per foot in areas where wet operations are conducted, and $\frac{1}{8}$ inch per foot in areas where a limited amount of water is used. Either grade lines or arrows denoting direction of floor pitch can be used to show floor pitch.

Plumbing Plan: A plumbing plan on the floor drainage system and the toilet soil lines illustrating that the two systems are separate to a point outside of the building should be prepared.

Specifications or Notations:

Specifications or notations cover such features as source of water supply, the room finished schedule (specifying the type of finish on walls, floors, ceilings, etc.), method of sewage disposal, description of the trapping and venting of drainage lines, description of hot water system, means to dispel steam and vapor in work rooms and screens for outer openings that would admit flies. Notations applying to the project should be typewritten on separate sheets, 8 x 10 $\frac{1}{2}$ inches, and attached to the set of drawings, the revised sheet, or the copy sheet with attached paster drawings, as the cause may be.

Sanitation SOP's

A written Sanitation Standard Operating Procedure (SSOP) is required prior to the inauguration of inspection. The basic requirements are listed below.

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).

HACCP (Hazard Analysis Critical Control Points)

A written HACCP plan is needed prior to the inauguration of State inspection. There is more information about the proper procedures for conducting and completing a HACCP plan and is located on the USDA, FSIS web site, www.usda.fsis.gov

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.

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 the State of Vermont Agency of Agriculture, and any other requirement set forth, 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) are 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.

Label Approval:

Written confirmation is needed from the, Agency of Agriculture, Labels and Standards Staff that the product labels meet the requirements of the applicable

meat and poultry regulations. Therefore, all labels have to be approved by the Agency of Agriculture, before product is shipped from your plant. As soon as your drawings are approved, you should start bringing your labels into conformity with the inspection requirements. The Program Chief will assist you in obtaining a plant number with which to identify your products.

Other General Requirements:

Obtain certification of the water potability from the local or state health agency that has jurisdiction.

A letter of acceptability of the plant sewage and waste system issued by the governmental agency having jurisdiction shall be obtained.

The water certificate and waste disposal letter must be given to the Program Chief or designee.

You must build or remodel your plant as shown on the prints and notify the Program Chief or designee that you are ready for a survey to determine conformity with approved plans.

Plants producing cured pork products (ham, shoulders, etc) must have their process approved prior to receiving inspection

An operating schedule, detailing the hours of operation, must be submitted and approved,

Brands must be ordered through the Vermont Agency of Agriculture, Food & Markets, and Meat Inspection Section for slaughter facilities.

An inedible letter specifying the method of byproduct disposal must be obtained from the Vermont Agency of Agriculture, Meat Inspection Division.

All equipment must be inspected by the Program Chief or designee and found to be acceptable.

All chemicals, soaps, etc must have MSDS and label directions for use.

Letters of guarantee for all packaging materials which contact product, spice mixtures, non-meat ingredients, etc. must be obtained from the manufacturer.

Assistance Available:

Most plant owners, architects, etc, need assistance in the preparation of plans and specifications; meat and poultry inspection technical assistance is available. The Program Chief or designee can prevent problems before they occur and assure that the plant to be built or remodeled will indeed pass all necessary inspections to inaugurate State Meat Inspection. Do not hesitate to contact the Program Chief or designee. Additional assistance can be obtained through the Vermont Agency of Agriculture, Food & Markets, Meat Inspection Section at 802-828-2426.

The following packets contain information that will be helpful to you in establishing state inspection. Contact The Vermont Agency of Agriculture for these guides:

- [Plant Construction Guide](#)
- [Small and Very Small Plants](#)