

STEPS TO OBTAINING STATE INSPECTION
FOR SMALL SLAUGHTER AND PROCESSING PLANTS



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MEAT AND POULTRY SECTION
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- I. STEPS TO STATE INSPECTION
- II. COURTESY REVIEW
 - A. STRUCTURE
 - B. EQUIPMENT
 - C. LIGHTING
 - D. COOLER
 - E. WELFARE
 - F. DRY STORAGE
 - G. OFFICE SPACE (Dedicated line with phone jack)
 - H. ENTRANCE – TRAFFIC FLOW
 - I. PRODUCT SEPARATION
 - J. CHEMICALS
 - K. SAFETY
 - L. WATER AND SEWER
 - M. FILES
 - N. EXTERIOR
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 - P. TRANSPORTATION
- III. STATE INSPECITON
- IV. GENERAL INFORMATION

STEPS TO INSPECTION

APPLICATION FOR INSPECTION(S)

COURTESY REVIEW

BLUE PRINTS AND SPECIFICATIONS

APPROVED BLUE PRINTS

CONSTRUCTION

REVIEW

FILE INFORMATION

GRANT OF INSPECTION

LABEL APPROVAL

HACCP PLANS

SSOP PROGRAM

START OPERATIONS

90 DAY HACCP PLAN(S) VALIDATION

ONGOING INSPECTION AND REVIEWS

GUIDELINES FOR NEW SLAUGHTER AND PROCESSING PLANTS

1. The Courtesy Review

A. Structure

- _____ Interior walls, floors and ceiling of waterproof materials
- _____ Joints tight fitting (wall-ceiling and wall-floor)
- _____ Adequate ceiling height
- _____ Impervious (moisture proof) doors (tight fitting)
- _____ Floor (concrete sloping to floor drains)
- _____ Coving (at the wall-floor juncture)
- _____ Drains (in floor (four inch) with traps)
- _____ Adequate square footage for production and equipment
- _____ No exposed wood
- _____ Ventilation adequate for space and function
- _____ Proper traffic flow

B. Equipment

- _____ Product wash/recondition sink, if applicable
- _____ Hand wash sink other than hand operated
- _____ Hot water supply
- _____ Soap and single service towel dispensers
- _____ Approved grinders, choppers, stuffers, cookers, saws, pots, lugs, knives, racks, stands, tables, cutting boards
- _____ No exposed wood on tables, shelves, racks
- _____ Hose and hose rack

C. Lighting

- _____ Adequate lighting (50 foot candles at work level)
- _____ Shatter proof bulbs or light covers with end caps
- _____ Plastic or stainless fixtures (that do not rust)
- _____ Waterproof switches for lights in processing
- _____ Must have lighting i.e. coolers, freezers, dry storage

D. Coolers

- _____ Four inch floor drains
- _____ Waterproof walls, floors and ceiling

- _____ Metal racks 12 inches up off the floor
- _____ Tight fitting impervious (moisture proof) door
- _____ Accurate thermometer
- _____ Cooling unit with fan covers and drain pan
- _____ Adequate lighting
- _____ Separate cooler for chilling cooked products(if applicable)

E. Welfare

- _____ Number of restrooms adequate for number of employees
- _____ Equipped with hand wash sink, (other than hand operated) and soap and towel dispenser
- _____ Hot water supply
- _____ Must not enter directly into processing area
- _____ Provide space for lockers, hangers, and boot racks

F. Dry Storage

- _____ Metal racks, stands, cabinets for wrap, spices, labels
- _____ Adequate space for volume
- _____ Tight fitting construction
- _____ Adequate lighting

G. Office Space

- _____ Metal table or desk
- _____ File drawer or cabinet with hasp
- _____ Chair
- _____ Trash receptacle

H. Entrance-Traffic Flow

- _____ No direct entrance from outside into processing
- _____ Vestibule on outside entrance or Air curtain
- _____ Concrete pad at loading area

I. Separation

- _____ Cooked and raw product should be separated
- _____ Inspected and custom product must be separated
- _____ Retail and inspected areas must be separated
- _____ Game animals and domestic animals must be separated

J. Chemicals

- _____ Approved chemicals, cleaners only
- _____ Must be stored away from processing area in designated area
- _____ Material safety data sheets (MSDS) for all chemicals
- _____ Storage cabinets for flammables

K. Safety

- _____ Lighted exit signs
- _____ Exit diagram
- _____ ABC fire extinguishers
- _____ Approved electrical boxes with grounded circuits
- _____ Water proof socket covers
- _____ Evacuation plan
- _____ No spliced wires or undersized extension cords
- _____ All fans must have covers
- _____ Hazard communications program in inspector file
- _____ Lockout Tagout program

L. Water and Sewer

- _____ Water and sewer systems must be approved and documented on local authority letterhead.
- _____ Water samples must be submitted every 6 mo private well: 12 mo municipal
- _____ Hot water heater of adequate size and volume

M. Plant File

- _____ Approved labels
- _____ Approved blue prints
- _____ MSDS Sheets
- _____ Evacuation plan
- _____ Water and sewer letter
- _____ Processing reports
- _____ Operating hours
- _____ Activity report
- _____ Equipment List
- _____ Letters of guarantee
- _____ Inedible letter
- _____ Pest control letter
- _____ Chemicals list
- _____ Formulations
- _____ Plant profile
- _____ Application and grant of inspection

N. Exterior

- _____ Graded drive to prevent standing water
- _____ Concrete pad at loading door
- _____ Weed control around plant
- _____ Fly fans where indicated
- _____ Control of rust and flaking paint

O. Employees

- _____ Trained in basic hygiene practices
- _____ Clean work smocks and aprons
- _____ Head covers (hard hats or caps)
- _____ No smoking, eating or chewing in processing area
- _____ Hair and beards should be trimmed
- _____ Frequent hand washing and clean nails
- _____ All cuts and health problems should be cared for promptly
- _____ No rings, watches, bracelets worn by employees in plant working areas

P. Transportation

- _____ Suitable to prevent product adulteration

III . STATE INSPECTION

The Vermont Meat and Poultry Inspection Service is set up for the protection of the consumer. It guards the safety and wholesomeness of food products at the wholesale and retail level. In order to maintain your grant of inspection, certain standards set by law must be maintained. Some areas included are: sanitation, facility, storage, packaging, labeling, processing, inedible, insect and rodent control, and shipping.

Your plant will be monitored by a Vermont Inspector.

The inspector is empowered with the authority to:

- I. Condemn any unsound product.
- II. Stop processing due to sanitation deficiencies.
- III. Stop the use of an area or piece of equipment until the sanitation or safety problem has been corrected.
- IV. Require certain records and reports to be submitted to include: (water certificates, chemical list, letters of guarantee, processing reports, etc.)
- V. Stop operations in the plant if serious sanitation deficiencies or product adulterations exist.
- VI. Close the plant and withdraw inspection on approval of the area supervisor and state director.

The inspector should be consulted before structural changes are made or new processes are started, labels are submitted, new equipment is used.

Daily inspection procedures will be carried out to assess your plant's status.

PROCESSING CHECKLIST

PRE-OPERATIONAL PREPARATION:

- _____ Through cleaning of facilities, equipment and containers
- _____ Hot water must be available
- _____ Cooler must be operating within required limits
- _____ Lightning must be adequate
- _____ No signs of insects or rodents
- _____ No buildup of blood, oil, tissues, or dirt on saws, choppers, cookers, cubers, tables, cutting boards, containers, knives, scabbards, etc.
- _____ Check equipment for wear of blades, loose fittings to reduce chances of metal contamination
- _____ Trays, boxes, wrap and other direct contact material checked for cleanliness and foreign material contamination
- _____ Spices and seasonings should be checked for insects, mold, and foreign material
- _____ Hand sanitizers and/or sterilizers available with proper strength and approved chemicals
- _____ All chemicals and cleaning materials should be removed from the processing area
- _____ Butcher coats, hats, boots, and aprons should be checked for cleanliness and wear
- _____ All lugs and food containers should be checked for cleanliness and cracks
- _____ All floor drains should be functional and free from odor
- _____ Check for flaking paint and rust on all metal including fans
- _____ Check all raw product for expiration date, spoilage, species and freshness
- _____ Disassembled equipment should be inspected before use

PROCESSING UNCOOKED RAW PRODUCTS

- _____ During processing only authorized employees are allowed in the processing area
- _____ Hands should be thoroughly cleaned with soap and water; nails should be clean
- _____ Knives should be sanitized or sterilized
- _____ Clothing such as coat sleeves should not be allowed to contact raw product
- _____ Do not put product containers on the floor, use stands twelve inches off floor
- _____ While deboning, cutting and grinding, examine raw product for foreign material, (paper, plastic, wire, dirt, bones, insects, abscesses and other abnormalities)
- _____ If foreign material is found, processing should be stopped and the entire lot should be examined and identified
- _____ Make sure all meat and poultry product comes from an inspected facility (Federal or state) and is properly identified by label
- _____ If you are unsure about the source or safety of raw product, put the product in the retained area of the cooler for examination by the Vermont Inspector
- _____ All raw product formulations must be followed; if a formulation is changed, it must be approved and the label must reflect such a change
- _____ Accurate certified scales should be used for net weight
- _____ All product should be labeled with an approved label. Safe handling labels and nutritional labels when required
- _____ Raw product must be cooled, refrigerated, or frozen immediately after processing
- _____ Raw product should be transported in clean containers under refrigeration
- _____ All additives should be measured and used in accordance with formulations and regulations
- _____ Inedible material must be denatured and stored in containers with lids marked “inedible”

PROCESSING: COOKED PRODUCTS

- _____ All preparatory procedures listed under raw products apply
- _____ Cookers are examined for cleanliness and proper function
- _____ Cooking time and temperatures are dictated by HACCP plans must be carefully followed
- _____ Cook charts showing temperature and time must be kept
- _____ Cooked product should be rapidly cooled in accordance with HACCP Plans cooling guidelines
- _____ A cooling time chart must be kept
- _____ Measurements of temperature should be made with a good probe type calibrated thermometer
- _____ Cooked product should be kept separate from raw product
- _____ Shrink test should be done where applicable
- _____ Restricted ingredients must be carefully monitored
- _____ Accurate inventories must be kept on any restricted ingredients
- _____ Unless mixed formulations are used with two species such as beef-pork, beef-poultry, pork-poultry, etc. a single species should be processed separate from another
- _____ Identification of lots should be maintained at all stages of processing

TRANSPORTATION

_____ Check all product prior to shipping to be assured all HACCP checks have occurred and the preshipment review has been completed. That all products are properly packaged and correctly labeled before it leaves the plant

_____ The transportation vehicle should be clean and cooled prior to loading

_____ If an accident occurs, contact the Meat Inspection Service: (802-828-2426)
Do not distribute product to public until cleared by the meat inspection service.

_____ Transportation boxes must be clean and of the appropriate type

_____ Do not use boxes with another establishments legend or label