

## Applying For a Grant of Inspection with the Office of Meat & Poultry Services General Information

### Conditions for Receiving Inspection

Establishments must meet certain requirements to receive a grant of inspection. This document provides information on the basic requirements. A web page link to the FSIS regulations for inspected facilities is provided here, [Code of Federal Regulations Parts 300 through 592](#). Not all the regulations are required to be met by every establishment, only the ones applicable to the types of operations that will be conducted.

### Separation of Official Establishments

Each official establishment shall be separate and distinct from any unofficial establishment (e.g., FDA regulated product, custom or retail exempt product). Separation may be accomplished by time or space. Inspection will not be granted in any building in which any part of it is used as living quarters, unless the part for which inspection is requested is separated from such quarters by floors, walls, and ceilings of solid concrete, brick, wood, or similar material, and the floors, walls, and ceilings are without openings that communicate directly or indirectly with any part of a building used as living quarters.

For more information refer to 9 CFR Parts 305.1, 305.2, 381.26, and 381.27.

### Inauguration of Inspection

Prior to the inauguration of inspection, when the owner or designee believes they have met the necessary requirements (e.g., developed a written SSOP, conducted a hazard analysis and HACCP plan, prepared labels, and facility), to start operations they will notify their contact person. Upon notification to your assigned contact Regional Supervisor, the Inspection Manager or designee will schedule a date and time to conduct an onsite review of the establishment and documents by inspection personnel. If all items meet regulatory requirements, a “Conditional Grant of Inspection” will be issued. During a period not to exceed 90 days, which new product can be produced for distribution in commerce, the establishment shall validate its HACCP plan adequacy in controlling the food safety hazards identified during the hazard analysis and shall verify that the plan is being effectively implemented in accordance with 9 CFR 417.4.

For more information refer to 9 CFR Parts 304.3, 305.4, 381.26, and 381.27.

### OMPS Inspection Office

In establishments that require one or more full time inspector, office space shall be provided by official establishments, rent free, for the exclusive use for official purposes of the inspector and other Program employees assigned thereto. The space set aside for this purpose shall meet with

approval of the Regional Supervisor and shall be conveniently located, properly ventilated, and heated. Janitorial services for the office are to be provided by the establishment.

At the discretion of the Inspection Manager, establishments that do not require the services of a full-time inspector need not furnish facilities for OMPS employees as prescribed in this section, where adequate facilities exist in a nearby convenient location. However, the establishment shall provide a lockable storage cabinet to secure OMPS paperwork and supplies for that establishment, and a workspace while the inspector is in the establishment.

For more information refer to 9 CFR Pats 307.1, 307.2, 307.3, 381.27, and 381.36(a).

### Official Hours of Operation

1. No operations requiring inspection shall be conducted except under the supervision of a Program employee. In establishments that conduct only further processing operations, the assigned inspector may not always be on site, but the operations are still considered "under the supervision of a Program employee."
2. A shift is a regularly scheduled operating period, exclusive of mealtime. One lunch period is the only official authorized interruption in the inspector's tour of duty once it begins. Lunch periods may be 30 minutes, 45 minutes, or in any case may not exceed one hour in duration. Once established, the lunch period must remain relatively constant as to time and duration. Lunch periods for inspectors shall not, except as provided here, occur prior to 4 hours after the beginning of scheduled operations nor later than 5 hours after operations begin.
3. Official establishments shall be provided five consecutive 8-hour days (per shift) of free inspection service during the basic work week of Sunday through Saturday (e.g., Sunday through Thursday, Monday through Friday), excluding the lunch period.
4. Each official establishment shall submit a work schedule to the Inspection Manager for approval. In consideration of whether the approval of an establishment's work schedule shall be given, the IM shall consider the efficient and effective use of inspectors. The work schedule must specify daily clock hours of operation and lunch periods for all departments of the establishment requiring inspection.
5. Establishments shall keep consistent work schedules. Any request by an establishment for a change in its work schedule involving an addition or elimination of shifts shall be submitted to the Inspection Manager at least 2 weeks in advance of the proposed change. Requests for inspection service outside an approved work schedule shall be made as early in the day as possible for overtime work to be performed within that same workday; or made prior to the end of the day's operation when such a request

will result in overtime service at the start of the following day. This request should be made directly to the assigned inspector. If the inspector is unavailable, the request should be made to the Regional Supervisor.

For more information refer to 9 CFR 307.4 and 381.37.

### **Inspection Charges**

As noted above, inspection service is provided free of charge for the first 8 hours per shift. Any work conducted for more than 8 hours on any scheduled workday, or more than 40 hours in any administrative work week, shall reimburse the Program employee. If the operator of the establishment requests inspection during a designated Federal or State holiday, or outside the official core 8 hours, reimbursable charges apply for the inspection services provided at tenth of an hour increment. Billing will be for each tenth of an hour of service rendered by each Program employee. Establishments requesting and receiving the services of a Program employee after they have completed their day's assignment and left the premises or called back to duty during any overtime or holiday period, shall be billed for a minimum of 2 hours overtime or holiday inspection service at the established rate. Bills are payable upon receipt and become delinquent 30 days from the date of the bill. Overtime or holiday inspection will not be performed for any establishment having a delinquent account.

For more information refer to 9 CFR Parts 307.5, 307.6, 381.38, and 381.39.

### **OMPS Inspector Hours of Duty**

The maximum time an on-line slaughter inspector may be assigned daily to a postmortem inspection position is 10 hours per day, and an off-line (e.g., further processing) inspector shall not be scheduled to more than a total of 12 hours per day. The 10-hour postmortem time, does not include time spent before and after slaughter operations, conducting ante-mortem, sanitation, and offal inspection; supervising disposal of condemned material, and preparing reports. Processing assignments shall not be more than 12 hours per day. Time used for meals is not included in counting the above hours. Lunch periods shall not be less than 30 minutes nor more than one hour. Lunch periods shall begin between the fourth and fifth hour of an inspector's tour of duty.

For more information refer to 9 CFR 307.4, and 381.37.

### **Refusal to Grant Inspection**

The OMPS Program Manager may refuse to grant State inspection because an applicant:

1. Does not have a written HACCP system as required by part 417.

2. Does not have a written SSOP as required by part 416.
3. Has not demonstrated that adequate sanitary conditions exist in the establishment as required by part 308, part 381, subpart H and I, and part 416.
4. Has not demonstrated that livestock will be handled and slaughtered humanely.
5. Is unfit to engage in any business requiring inspection as specified in section. 401 of the FMIA or section 18(a) of the PPIA.
6. If the PM refuses to grant inspection, the applicant will be provided the opportunity for a hearing in accordance with the Rules of Practice, 9 CFR 500.7(b).

For item (d) above, refer to 9 CFR 313.1 to 313.50 for humane handling requirements for animals while at the inspected premises.

For more information refer to 9 CFR 304.2, and 381.21.

#### **Sewage Disposal System**

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 provide OMPS with a letter of approval from that authority upon request. Attachment 1 has an example of an approval letter.

#### **Water Supply**

Obtain certification of the water potability from the local or state health agency that has authority. If the water entering an establishment is supplied by a Municipal water supply system (i.e., city, county, or other public water system) the Municipality, or the State Public Health Service or its county office issues the letter. If the water is from a private water supply (such as a private well), the State Public Health Service or the appropriate county office must issue the letter. The letter should identify the source, state that the source is approved, and that the water is potable and meets tests prescribed by the Environmental Protection Agency in its "Drinking Water Standards." In addition to the water approval letter, a current acceptable water laboratory sample report (water potability certification) must be on file before inspection is granted. Attachment 1 has an example of an approval letter.

NOTE: If the water is supplied from private wells, the letter must state that the wells are on the premises of the establishment and are effectively protected from pollution.

For more information refer to 9 CFR 416.2 (f).

## Obtaining and Use of Approved Labels

After an application for inspection request for official inspection has been received by the Program Manager, an official plant number will be reserved for that applicant. This number is used to identify all inspected and passed products prepared in the establishment. All carcasses from slaughtered animals must be ink-branded with the V.A. Inspection legend, which includes the plant number. All packaged meat and poultry products must have the V.A. Inspection legend, with the plant's number printed on the label of the package.

OMPS requires the submission of labeling applications for the following:

1. Products which are produced under a religious exemption.
2. Special statements and claims. "Special statements and claims" are claims, logos, trademarks, and other symbols on labels that are not defined in the Federal meat and poultry products inspection regulations or the Food Standards and Labeling Policy Book, (except for "natural" and negative claims (e.g., "gluten free")), health claims, ingredient and processing method claims (e.g., high pressure processing), structure-function claims, claims regarding the raising of animals, organic claims, and instructional or disclaimer statements concerning pathogens (e.g., "for cooking only" or "not tested for *E. coli* O157:H7"). Examples of logos and symbols include graphic representations of hearts and geographic landmarks. Special statements and claims do not include allergen statements (e.g., "contains soy") applied per the Food Allergen Labeling and Consumer Protection Act.
3. Requests for the temporary use of final labels.

Additionally, if a label qualifies for generic approval per 9 CFR 317.5 or 381.133, such labeling does not need to be submitted for approval. The official establishment must keep a copy of all labeling applications and labels used, along with the product formulation and processing procedure, per part 320 of this subchapter. Such records shall be made available to an program employee upon request.

For more information refer to 9 CFR Parts 312, 316, 317, 381.96 thru 381.144, and 412.

Click on this link, [Food Standards and Labeling Policy Book \(usda.gov\)](https://www.ams.usda.gov/food-standards-and-labeling-policy-book)

Labeling applications and questions may be addressed to [OMPS@vdacs.virginia.gov](mailto:OMPS@vdacs.virginia.gov)

## Application for State Inspection

Before inspection is granted, each person shall submit an application and plot plan to the Program Manager. Every application shall be made on an official form provided by a program employee. The application form is titled "Application for State Meat and Poultry Inspection" form number VDACS-03090. Make sure all blocks are completed. If something does not apply, indicate so by placing "NA" or "None" in that block. The application should be submitted to.

VDACS/OMPS  
P.O. Box 1163  
Richmond, VA 23218

To receive an application, call 804.786.4569

Plot plan should accompany the application. Plot plans of the entire premises showing the location of all buildings, railroad sidings, roadways and alleys adjoining the plant, streams, buildings existing on adjoining property, their height and use should be indicated. The character and surfacing of roadways, driveways, streets, and paving of vehicular loading area and alleys should be indicated. The north point of the compass is to be shown. Plot plans do not need to be to scale and can be hand drawn. The part of the facility to be granted inspection should be identified. This is important since facilities may have more than one business in operation. Compartments or rooms shared with other business or operations not under the grant of inspection would have to follow the regulatory requirements.

**For all other questions, please contact** OMPSP Program Manager at 804.786.4569 or [OMPS@vdacs.virginia.gov](mailto:OMPS@vdacs.virginia.gov)

## Links for additional resources

[Example of a SSOP](#)

[Sanitation Performance Standards Compliance Guide | Food Safety and Inspection Service \(usda.gov\)](#)

[HACCP Planning](#)

[FSIS Compliance Guideline HACCP Systems Validation - April 2015 \(usda.gov\)](#)

[How to Develop a Meat and Poultry Product Recall Plan \(usda.gov\)](#)

[Small & Very Small Plant Guidance | Food Safety and Inspection Service \(usda.gov\)](#)

[USDA Inspection in Shared Spaces, including Commercial Kitchens](#)

**Attachment 1**

SAMPLE LETTER FOR APPROVED MUNICIPAL WATER SUPPLY

To: Inspector in Charge,  
XYZ Meat Packers, Inc.  
1001 Main Street  
Anytown, Virginia 2XXXXX

I certify that XYZ Meat Packers, Inc., located at 1001 Main Street, Anytown, Virginia, is supplied water from the City of Anytown Municipal Water Company, which is approved by the Virginia Department of Health. 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 XYZ Water Testing Laboratory, Anywhere, Virginia.

Sincerely,

A. B. Clean

State Environmental Specialist

SAMPLE LETTER FOR APPROVED SEWAGE SYSTEM

To: Inspector in Charge  
XYZ Meat Packers, Inc.  
1001 Main Street  
Anytown, Virginia 2XXXXX

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

Sincerely,

A. B. Clean

State Environmental Specialist