

## HOW TO OBTAIN STATE MEAT AND POULTRY INSPECTION

### I. OFFICIAL INSPECTION

#### A. Application for Inspection

1. Complete VDACS Form 03090, Application for State Meat and Poultry Inspection Service. Make sure all blocks are completed. If something does not apply, indicate so by placing "N/A" or "NONE" in that block. Voluntary inspection is appropriate for species other than cattle, sheep, goats, swine, chickens, turkeys, ducks, geese, and guineas. The applicant is charged for voluntary inspection.

2. The application should be submitted to;

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

#### B. Plans

##### Plot Plan

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.

#### C. Label Approval

1. Establishments must maintain a copy of all labeling used, along with formulation and processing procedures. Records shall be made available to inspection personnel. Labels required to be approved are; temporary approvals, product for export, religious exemptions, and labels bearing special statements and claims. The Inspection Manger or Inspection Team Supervisor will help you with any labeling questions. Labels requiring prior approval must be submitted before inspection is inaugurated.

2. Establishments slaughtering animals will need complete VDACS Form 03048 Authorization for the Manufacture of Brands. Establishments may order their brands after this form has been completed by an authorized VDACS employee.

D. Other General Requirements

1. Obtain certification of the water potability from the local or state health agency that has jurisdiction. If the water entering an establishment is supplied by a Municipal water supply system (i.e. city, county, or other public water system) the letter is issued by the Municipality, or the State Public Health Service or its county office. If the water is from a private water supply (such as a private well), the letter must be issued by the State Public Health Service or the appropriate county office. 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.  
**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.
2. A letter of acceptability of the plant sewage and industrial waste system issued by the governmental agency having jurisdiction shall be obtained. State or Local health authorities can provide a letter stating that the plant's sewage system is acceptable. If State and Local authorities certify the water source, they may certify the sewage system in the same letter. (see attachment 1)
3. Complete an hours of operations form provided by the Inspection Manger or Inspection Team Supervisor. This form establishes the basic hours the plant will operate.
4. The Inspection Manager or Inspection Team Supervisor will survey your establishment to ensure that it conforms to regulatory requirements prior to the inauguration of inspection.

5. Each official establishment shall develop, implement and maintain written Standard Operating Procedures for Sanitation (Sanitation SOPs). These are procedures to keep direct product contact surfaces clean and prevent the direct contamination of product. The Sanitation SOPs are tailored to the plant in accordance with the requirements of Regulation Part 416. Guidance materials can be found in attachment 2. You are free to develop your own plan in your own design as long as it meets regulations.
6. Each official establishment shall conduct or have conducted for them, a hazard analysis to determine the food safety hazards reasonably likely to occur in the production process and identify the preventive measures that the establishment can apply to control these hazards. Whenever a hazard analysis identifies that one or more food safety hazards are reasonably likely to occur, a written HACCP plan, based on the hazard analysis conducted, shall be developed by the establishment in accordance with the requirements of Regulation Part 417. Guidance materials can be found at this link;

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/haccp>

**This site has an on-line order form for free HACCP training materials.**

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/haccp/resources-and-information/svsp-brochure>

7. A lockout/tagout program needs to be established. A copy should be provided to inspection personnel. The Inspection Manger or Inspection Team Supervisor will provide guidelines for this program. See attachment 3.
8. Slaughter establishments must have a written generic E. coli sampling program. Guidelines can be found in 9 CFR 310.25 (red meat) or 9 CFR 381.94 (poultry)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/9cfr310\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/9cfr310_04.html)
9. Establishments producing ready to eat products must comply with 9 CFR Part 430. Guidance materials can be found at:  
<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/listeria>

10. Establishments must have a written recall procedure. Guidance materials can be found at:  
[http://www.fsis.usda.gov/wps/wcm/connect/d87d635d-75fa-4a9b-8301-378675435a68/RecallPlanBooklet\\_0513.pdf?MOD=AJPERES](http://www.fsis.usda.gov/wps/wcm/connect/d87d635d-75fa-4a9b-8301-378675435a68/RecallPlanBooklet_0513.pdf?MOD=AJPERES)
11. Regulatory requirements for inspection can be found in the Code of Federal Regulations, Title 9, Animal & Animal Products, Volume 2, Chapter III, parts 300-599. Copies of the regulations can be found in your local library or are available at the following web site;  
<http://www.gpo.gov/fdsys/browse/collectionCfr.action?selectedYearFrom=2014&go=Go>

E. Assistance Available

Meat and poultry inspection technical assistance can be obtained at:

Office of Meat and Poultry Services  
Inspection Manager  
Lynchburg Animal Industry Laboratory  
4832 Tyreeanna Road  
Lynchburg, VA 24504  
Telephone: 434-200-9982

Labeling questions may be addressed to;

Office of Meat and Poultry Services  
Program Analyst  
34591 General Mahone Blvd.  
Ivor, VA 23866  
Telephone: 757-859-6591

**Attachment 1**

***SAMPLE LETTER FOR APPROVED MUNICIPAL WATER SUPPLY***

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

Dear Sir:

I certify that XYZ Meat Packers, Inc., located at 1001 Main Street, Anytown, Virginia, is supplied water from the City of Anytown Municipal Water Co., 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 the Animal Health Regional Laboratory, Anywhere, Virginia.

Sincerely,

Mr. 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

Dear Sir:

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,

Mr. A. B. Clean  
State Environmental Specialist

## Attachment 2

### ***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. A cleaner will be applied to equipment and properly cleaned.
  - d. Equipment will be sanitized with 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 retrain 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.