COMING UNDER INSPECTION
FOR SMALL PROCESSING PLANTS

NC Department of Agriculture and Consumer Services
Meat and Poultry Inspection Division
Agriculture Building
1001 Mail Service Center
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(919) 733-4136
www.ncagr.com/vet/meat_poultry
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
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   J. CHEMICALS
   K. SAFETY
   L. WATER AND SEWER
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STEPS TO INSPECTION

APPLICATION FOR INSPECTION

COURTESY REVIEW

BLUE PRINTS AND SPECIFICATIONS

Property and Construction Division
NCDA&CS
919-715-0424 Ext. 226

APPROVED BLUE PRINTS

CONSTRUCTION REVIEW

FILE INFORMATION

GRANT OF INSPECTION

LABEL APPROVAL

HACCP PLANS

SSOP PROGRAM

START OPERATIONS

90 DAYS HACCP PLAN (S) VALIDATION

INSPECTION AND REVIEWS
GUIDELINES FOR NEW PROCESSING PLANTS

I. The Courtesy Review

A. Structure

- Interior walls and ceiling of waterproof materials
- Joints tight fitting (wall-ceiling and wall-floor)
- Adequate ceiling height
- Metal doors (tight fitting)
- Floor (concrete slanting to floor drains)
- Covering (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
- Correct traffic flow

B. Equipment

- Product wash/recondition sink
- Hand wash sink with foot or knee valve
- Equipment wash sink (3 compartment)
- 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 ends
- Plastic or stainless fixtures (do not rust)
- Waterproof switches for lights in processing
- Must have lighting in coolers, freezers, dry storage

D. Coolers

- Four inch floor drains
- Waterproof walls, floor and ceiling
- Metal racks 12 inches up off the floor
- Tight fitting metal door
- Accurate thermometer
- Cooling unit with fan covers and drain pan
Adequate lighting
Separate cooler for chilling cooked product

E. Welfare

Number of restrooms adequate for number of employees
Equipped with hand wash sink, soap and towel dispenser
Hot water supply
Must not enter directly into processing
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 (lockable)
Metal chair
Trash receptacle
Dedicated phone line

H. Entrance-Traffic Flow

No direct entrance from outside into processing
Vestibule on outside entrance
Concrete pad at loading area
“Employee Only” sign on processing door

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 communication program in inspector file
   _____ Lockout Tagout program

L. Water and Sewer
   _____ Water and sewer systems must be approved
   _____ Water samples must be submitted every: 6 mo. - Well: 12 mo. - city
   _____ 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 areas
- Hair and beards should be trimmed
- Frequent hand washing and clean nails
- All cuts and health problems should be cared for promptly
- Safety boots
- No rings, watches, bracelets worn by employees in plant working areas

P. Transportation

- Clean, enclosed vehicle
- Refrigeration
STATE INSPECTION

The Meat and Poultry Inspection Service is set up for the protection of the consumer.
It guards the safety and wholesomeness of food produced at the wholesale 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 NCDA inspector on a random periodic schedule.
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 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.

Periodic unannounced reviews will be carried out to access your plant’s status.
These can occur at any time.
PROCESSING CHECKLIST

PRE-OF PREPARATION:

____ Through cleaning of facilities, equipment and containers
____ Hot water must be available
____ Cooler must be operating within required limits
____ Lighting must be adequate
____ No signs of insects or rodents

No buildup of blood, oil, tissue, or dirt on saws, choppers, cookers, cubers, tables, cutting boards or containers

____ 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 PRODUCT

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, bone, 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, TA 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 NCDA 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 weights.

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 should be denatured and stored in containers with lids marked “inedible”.
PROCESSING COOKING

- All preparatory procedures listed under raw product apply.
- Cookers are examined for cleanliness and proper function.
- Cooking time and temperatures are mandated by regulations and must be carefully followed.
- Cook charts showing temperature and time should be kept.
- Cooked product should be rapidly cooled in accordance with regulations and cooling guidelines.
- A cooling time chart should be kept.
- Measurements of temperature should be made with a good probe type 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 should 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 to be shipped to be sure that it is properly packaged and correctly labeled before it leaves the plant

The transportation vehicle should be clean and cooled prior to loading

The vehicle should be equipped with a thermometer

If an accident occurs, call the inspection service: (919) 733-4136

Do not distribute product to public unless cleared by the inspection service

Transportation boxes must be clean and of the appropriate type

Do not use boxes with another establishment’s legend or label