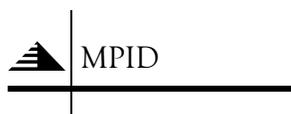


# COMING UNDER INSPECTION FOR SMALL PROCESSING PLANTS



NC Department of Agriculture and Consumer Services  
Meat and Poultry Inspection Division  
Agriculture Building  
1001 Mail Service Center  
Raleigh, North Carolina 27699-1001  
(919) 733-4136  
[www.ncagr.com/vet/meat\\_poultry](http://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**
  - I. PRODUCT SEPARATION**
  - J. CHEMICALS**
  - K. SAFETY**
  - L. WATER AND SEWER**
  - M. FILES**
  - N. EMPLOYEES**
  - O. TRANSPORTATION**
- III. STATE INSPECTION**
- IV. GENERAL INFORMATION**

# **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**