NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina

Steve Troxler, Commissioner

MPID NOTICE	**7-26**	**4-17-2026**

Filing System for TA and State Inspected Establishments

I. PURPOSE:

This document is issued to provide instructions for updating the filing format used by inspection personnel. The goal is to provide a statewide, uniform filing system.

II. CANCELATION:

MPID Notice 14-24 dated 9-30-2024

III. REFERENCES:

None

IV. PROCEDURE

1. Organize the files using subject headings as outlined in **Attachment 1**. The headings are arranged in alphabetical order in a printable format for file labels in **Attachment 2**.

2. Noncompliance records and any documents with designated serial numbers (e.g., export certificates) should be maintained in the locked cabinet, secured by an NCDA&CS-MPID-issued lock.

3. All files should be maintained indefinitely unless otherwise noted in **Attachment 1**.

4. When inspection is inaugurated in an establishment, a filing system detailed in this Notice should be created as soon as possible and relevant documents placed in the folders.

5. When an establishment ceases operations these files shall be removed from the file cabinet and given to the Area Supervisor on the last day of scheduled inspection. The Area Supervisor shall maintain security of the files until they are transferred to the Raleigh Office for storage.

Dr. Karen Beck
State Director

DISTRIBUTION:	**SUBJECT CATEGORY:**
All MPID Personnel	Administrative

Attachment 1

The list of documents within each folder below is not all inclusive. Additional documents can be added to the folders as needed and additional folders can be added to this system in alphabetical order as necessary.

1. **File Index** – A copy of Attachment 1 of this notice should be printed and placed in this folder.

2. **Accountable Items**

    a. Completed MPID Form 1G with list of accountable items (inspection stamps, seals, postage stamps, etc.)

    b. Packing slips from Material Management Service Center

3. **Antemortem (if applicable)**

    a. Pen/Drive Cards

    b. Suspect/Dead in Pens Cards
        - FSIS Form 6150-1 (TA Establishments) - Retain for 1 week
        - MPID Form 5a (State Establishments) - Retain 2 weeks plus the current week

4. **Custom Exempt Reviews (if applicable)**

    a. TA - Exempt Facility Review Report – FSIS Form 8160-1

    b. State - Exempt Facility Review Report – MPID Form 3A

5. **EO/CR/WV**

    a. Equal Opportunity, Civil Rights, and/or Workplace Violence documents

6. **Establishment Operations**

    a. Grant of Inspection and subsequent grants

    b. Hours of Operation and subsequent hours of operations changes and updates

7. **Export (if applicable)**

    a. Export Certificates

    b. Additional export related documents

8. **Humane Handling (if applicable)**

   a. Discussion regarding the Robust Systematic Approach to Humane Handling (MOIs)

   b. Humane Handling Verification Visit Reports

   c. Humane Handling Verification Plans

   d. Other general information, letters, or memos specific to the establishment.

9. **Laboratory Reports – Microbiological**

   a. Microbiological Sampling Results – STECs, *Listeria*, *Salmonella*, etc.
      - A print-out from LIMS Direct for TA Establishments
      - A printed copy of the results received via email for State Establishments

   b. The completed Microbiological Sampling Frame Update Form for State Plants – MPID Form 6c

10. **Laboratory Reports - Other**

   a. Results from Pathology Kits submitted by the VMO to a federal laboratory.
      - A print-out from LIMS Direct for TA Establishments

   b. Results from Pathology Kits submitted by the VMO to Rollins Animal Disease Diagnostic Laboratory.
      - A printed copy of the results the VMO receives via email from Rollins for State Plants.

   c. Results from Residue Samples collected and submitted to a federal laboratory.
      - A print-out from LIMS Direct

   d. Results from Economic samples submitted to the federal laboratory.
      - A print-out from LIMS Direct

11. **Movement Permits (VS-127) (if applicable)**

   a. These documents shall remain in this folder for three (3) years.

12. **Noncompliance Records**

   a. NRs can be filed in the folder, space allowing, or a notebook. If using a notebook, place a notation in the file folder regarding the location of the notebook (e.g., NR notebook is located in the back of the locked MPID file cabinet). Should be maintained for at least two full years and current year.

      Note: Regardless of the format, be sure to have an Open NR and Closed NR section.

13. Overtime Reports

a. Statement of Overtime Inspection (MPID Form 2a) for State-inspected Establishments

14. Specimen Permits

a. Request for Inedible Pickup (MPID Form 1) when the establishment desires to send offal to a rendering company (e.g., Darling Ingredients)

b. Request for Inedible Transport to Landfill (MPID Form 1m)

c. Application for Inedibles (Scraps) Permit (MPID Form 1n) when an individual desires to collect offal scraps or other byproducts to feed dogs or other animals.

d. Application to Obtain Specimens from an Official Establishment (MPID Form 5f) when an individual or corporation desires to collect specimens for educational, research, or pharmaceutical uses.

15. Processing Reports

a. Completed MPID Form 4J Processing Operations. Should be maintained for at least two full years and current year.

16. Retail Exempt Reviews

a. Retail Exempt Review Reports (if applicable) - MPID Form 3R

17. Reviews

a. Food Safety Assessment Reports

b. Other general information, letters, or memos specific to reviews of the establishment.

18. Safety

a. Potential Accident Hazard Form (MPID Form 7B) – once completed and signed off on by all necessary individuals

b. Safety Procedure Worksheet (MPID Form 7E) – once completed for the month. Should be maintained for at least two full years and current year.

c. Lockout/Tagout Annual Certification (MPID Form 7) – To be completed by the Area Supervisor. Post the most current in the inspector office. This document must be retained in-plant for five (5) years, therefore, file the previous four (4) years of documentation in the Safety file.

d. Lockout Tagout Cooperative Agreement – located in Attachment 1 of FSIS Directive 4791.11

Attachment 2

1. **File Index**
2. **Accountable Items**
3. **Antemortem**
4. **Custom Exempt Reviews**
5. **EO/CR/WV**
6. **Establishment Operations**
7. **Export (if applicable)**
8. **Humane Handling**
9. **Laboratory Reports – Microbiological**
10. **Laboratory Reports - Other**
11. **Movement Permits (VS-127)**
12. **Noncompliance Records**
13. **Overtime Reports**
14. **Specimen Permits**
15. **Processing Reports**
16. **Retail Exempt Reviews**
17. **Reviews**
18. **Safety**