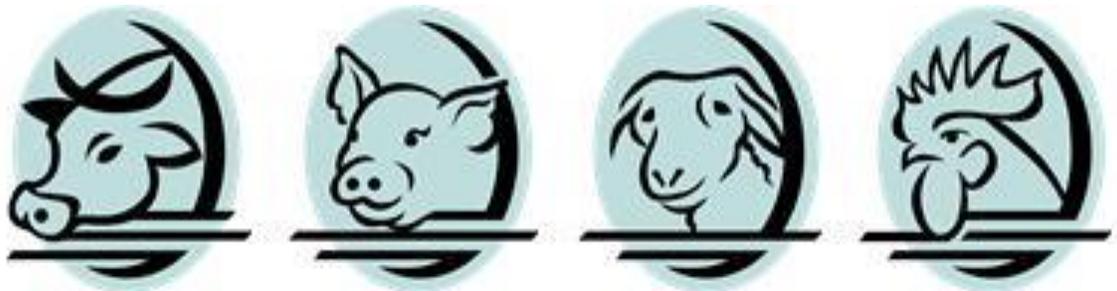


Small and Very Small Plant Guide
Applying for a State Grant of Inspection
For Meat and Poultry Establishments



Utah Department of Agriculture and Food
Meat and Poultry Inspection Program

Dear Prospective Applicant,

Thank you for your interest in producing, meat and poultry products under the State of Utah Meat and Poultry Inspection Program. A State of Utah Grant of Inspection will enable you to sell your product within the boundaries of the state of Utah to commerce for resale. Here are the basics you need to know as you begin the process of applying for a State Grant of Inspection. In order to obtain a Grant of Inspection from the State of Utah for a meat and/or poultry establishment you need at a minimum the following four items.

1. A Hazard Analysis Critical Control Point (HACCP) Plan. HACCP is an acronym for hazard analysis critical control point. Such a food safety "process control program" must be developed by someone formally trained in HACCP.
2. A Sanitation Standard Operating Procedure (Sanitation SOP).
3. A Sanitation Performance Standard (SPS) which focus on Establishment grounds and facilities, Equipment and utensils, Sanitation operations and Employee hygiene.
4. Establishment recall program

You may obtain an application, by contacting the Utah Department of Agriculture and Food/ Meat and Poultry Inspection Program (UDAF/MPIP) Manager Mr. Noel McSpadden at 801-538-7117 or by e mail at nmcspaddenjr@utah.gov he will also answer any questions that you might have. Once you have the met the basic requirements and submitted your application along with the required information, the approval process takes 4-6 weeks on average. UDAF/MPIP will provide mandatory inspection service at no charge up to 40 hrs. per week, you will be responsible for overtime charges at approximately \$50.04/ hr. which also include state recognized holidays.

To enhance your knowledge of the requirements, we recommend you become acquainted with the Federal Code of Regulations applicable to UDAF/MPIP and FSIS. Save this as a Favorite or Bookmark. You should focus particularly on Title 9 CFR, Chapter III 305, 307, 416 and 417 that apply to facilities, sanitation and HACCP for red meat operations. For poultry operations listed in the 381 regulations under Title 9, you should refer to Subparts E and G in addition to all of the 416 and 417 regulations. If you need assistance in developing your HACCP plan, you can access models of various HACCP plans on the FSIS Website.

Sincerely

Noel McSpadden

Manager

UDAF/MPIP

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- 2. Sanitation Performance Standards (SPS)**
- 3. Sanitation Standards Operation Procedures (SSOP)**
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- 6. Labels Approvals**
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Step 1

Application

Complete the application and mail a copy to the Utah Department of Agriculture and Food, Meat and Poultry Inspection Program at:

350 North Redwood Road Salt Lake City, Utah 84116 (Attention: Manager of the Meat and Poultry Inspection Program).

Special note of instruction:

Complete all of the sections (Bocks). If the item is not applicable for your established, then enter NA or None.

See - Application

Collection of this information is in accordance with the privacy act of 1974 (5U.S.C. 552a.). It is needed before Official Inspection of meat and poultry is granted. It is used by UDAF to determine whether the applicant should be issued a grant of inspection (9 CFR-304.1 and 9 CFR 381.16). We are an Equal Opportunity Program.

**Utah Department of Agriculture & Food
Meat and Poultry Inspection Program
Application for Utah Meat & Poultry Inspection**

Instructions: Submit this application to Utah Department of Agriculture & Food (UDAF). Meat and Poultry Inspection Program, for applicable inspection requests. Complete all sections. If a section is not applicable, enter "N/A" or "None". If additional space is needed for any item, attach additional sheets and number item.

SECTION I (To be completed for Import and/or Domestic Inspection Activities)

1. Date of Application	2. Type of Application <input type="checkbox"/> New <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Change of Owner <input type="checkbox"/> Change of Location	3. Type of Inspection Required <input type="checkbox"/> Meat <input type="checkbox"/> Poultry <input type="checkbox"/> Buffalo <input type="checkbox"/> Elk	4. Exempted Activities (specify)
5. From of Organization <input type="checkbox"/> Individual <input type="checkbox"/> Cooperative Association <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other		6. If corporation, name of state where incorporated: 7. Date incorporated (month/year):	
8. Name of Applicant (Company name) & mailing Address (include zip code)		9. Area Code and Telephone No.	10. Federal Employer I.D. # (As assigned by IRS)
11. Location of Plant and Mailing Address If Different From Item 8 (include zip code)		12 Area Code and Telephone No.	
13. Name and Establishment Number of Other Establishment Located in the Same Facility		14. Other Name if any Under Which Business will be Conducted	
15. Days Per Year Plant Will Operate	16. Hours Per Day Plant Will Operate	17. Hours Per Week Plant Will Operate	18. Projected Date When Plant Will be Ready to Operate Under Inspection Program

SECTION II (To Be Completed for Domestic Inspection Activities)

SLAUGHTER	19. SPECIES OF ANIMALS TO BE SLAUGHTER WHEN INSPECTION INAUGURATED
<input type="checkbox"/> Cattle <input type="checkbox"/> Sheep <input type="checkbox"/> Swine <input type="checkbox"/> ELK <input type="checkbox"/> Young Chickens <input type="checkbox"/> Turkeys <input type="checkbox"/> Ducks <input type="checkbox"/> Squab <input type="checkbox"/> Calves <input type="checkbox"/> Goats <input type="checkbox"/> Buffalo <input type="checkbox"/> Mature Chickens <input type="checkbox"/> Geese <input type="checkbox"/> Guineas <input type="checkbox"/> Ratites	
PROCESSING	20. FRESH, PREPARED, OR PROCESSED PRODUCT WHEN INSPECTION INAUGURATED
Type of Product <input type="checkbox"/> Meat <input type="checkbox"/> Poultry <input type="checkbox"/> Both <input type="checkbox"/> ELK <input type="checkbox"/> Buffalo	a. <input type="checkbox"/> WHOLE CARCASS (all species) b. <input type="checkbox"/> BREAKCUTTING (carcasses, primal cuts, whole poultry, poultry parts, etc.) c. <input type="checkbox"/> BONING (manual boning meat/poultry) d. <input type="checkbox"/> MECHANICAL DEBONNING (mechanical deboning meat/poultry) e. <input type="checkbox"/> FABRICATING (roast, steaks, chop, ground beef, hamburger, etc.) f. <input type="checkbox"/> CURING (pork cuts, beef cuts, turkey, ham, etc.) g. <input type="checkbox"/> FORMULATING (fresh/cure sausages, loaves, poultry rolls, patties mix, etc.) h. <input type="checkbox"/> COOKING/SMOKING (pork cuts, beef cuts, sausage, loaves, etc.) i. <input type="checkbox"/> CANNING (shelf stable, perishable, can, pouches, glass) j. <input type="checkbox"/> DRYING (pork cuts, beef cuts, sausage, dehydrated product) k. <input type="checkbox"/> CONVENIENCE ITEMS (entrees, dinners, pies, pizzas, etc.) l. <input type="checkbox"/> SLICING (bacon, luncheon meat, sausage, etc.) m. <input type="checkbox"/> FATS/OILS (lard, tallow, shortening, margarine, etc.) n. <input type="checkbox"/> OTHER (specify) _____

SECTION III (To Be Completed for Import Inspection Activates)

21. IMPORT INSPECTION ACTIVITIES

A. CARCASSES		B. FRESH	D. COOKED BEEF	F. PROCESSED PRODUCTS	H. POULTRY (parts)
Beef _____	Buffalo _____	Cuts _____	Restricted _____	Fresh/Frozen _____	Raw _____
Veal _____	Venison _____	Boneless Mfg. Meats _____	Unrestricted _____	Heated _____	Cooked _____
Swine _____	Other _____			Dried/Semi-Dried _____	Other Poultry _____
Sheep (describe) _____	C. FROZEN MFG. MEATS	E. CONTAINERS	G. POULTRY (Whole Carcasses)		
Goats _____	Cuts _____	Perishable _____	Raw _____		
Elk _____	Boneless Mfg. Meats _____	Shelf Stable _____	Cooked _____		

SECTION IV (To Be Completed For Import and Domestic Activates)

22. List all persons responsibly connected with the applicant. Include all owners, partners, officers, directors, holders or owners of 10 per centum or more of voting stock, and employees in managerial or executive capacity in the business. Notify the Supervisor of any changes in the listing given.

Name and Title (indicate if partner, manager)	SS#	Date of Birth	Place of Birth	Present Home Address (Street No. City, State Zip)

23. Enter the name of each person listed under item 21 who has been convicted in any Federal or State court of any felony. Enter the name of each person listed under item 21 who has been convicted in and Federal or State court of more than one violation of any law, other than a felony, based upon the acquiring, handling, or distributing of unwholesome, mislabeled, or deceptively packaged food or upon fraud in connection with transactions in food. Include the nature of the crime, the date of conviction. If none, write "None"

24. List each conviction against the applicant (person, firm, or corporation) in any Federal or State court of any felony. List each conviction against the applicant (person, firm, or corporation) in any Federal or State court of more than one violation of any law, other than a felony, based upon the acquiring, handling, or distributing of unwholesome, mislabeled or deceptively packaged food or upon fraud in connection with transactions in food. Include the nature of the crime, the date of conviction and the court in which convicted. If none, write "none".

25. APPLICANT HAS BEEN PROVIDED WITH A COPY OF THE PRIVACY ACT NOTICE Yes No

AGREEMENT AND CERTIFICATION: If inspection is granted under the application, I (we) expressly agree to conform strictly to the Federal Meat Inspection (21 U.S.C. 601 et seq.), the Regulations Governing the Meat Inspection of the Utah Meat Inspection Program (9CFR Part 301 et seq.) or the Poultry products Inspection Act (21 U.S.C. 45 et seq.), and the Poultry Inspection Regulations (9CFR 381 et seq.) as amended, or both. I CERTIFY that all statements made herein are made to the best of my knowledge and belief.

WARNING: Persons willfully making false, fictitious, or fraudulent statements or entries are subject to \$10,000 fine or imprisoned not more than five years or both as prescribed by Title 4-32-12 UTAH STATE CODE.

This is an Equal Opportunity Program. If you believe you have been discriminated against because of race, color, religion, sex, national origin, age or handicap, write immediately to: Commissioner of Agriculture, c/o Utah Department of Agriculture and Food, PO Box 146500, Salt Lake City, UT 84114-6500

26. Typed Name of Person Making Application	Signature and Title of Owner, Partner, or Authorized Officer Making This Application	
	27. Signature	28. Title
29. Official Plant Number Assigned/Reserved	30. Is this plant presently under State Inspection? (To Be Completed by UDAF Office)	
	Yes	No

SECTION V (To Be Completed by UDAF)

31. Date Received	32. Reviewed By	33. Date
34. This Plant To Be Under Tallmadge-Aiken Act ? _____ Yes _____ No	35. Signature of Meat Manager or Director of Animal Industry	36. Date

Step 2

Sanitation Performance Standards (SPS)

Establishments/facilities that conducts operations under a Grant of Inspection issued by the Utah Department of Agriculture and Food, Meat and Poultry Inspection Program, must conduct operations under provisions of Title 9 Code of Federal Regulations Part 416.1 through 416.6

See – [9 CFR 416.1 through 416.6](#)

Step 3

Sanitation Standards Operation Procedures (SSOP)

Establishments/facilities that conducts operations under a Grant of Inspection issued by the Utah Department of Agriculture and Food, Meat and Poultry Inspection Program, must conduct operations under provisions of Title 9 Code of Federal Regulations Part 416. 11 through 416.17

See - [9 CFR 416.11 through 416.17](#)

Step 4

Hazard Analysis Critical Control Point (HACCP)

Establishments/facilities that conducts operations under a Grant of Inspection issued by the Utah Department of Agriculture and Food, Meat and Poultry Inspection Program, must conduct operations under provisions of Title 9 Code of Federal Regulations Part 417.1 through 417.8

See – [9 CFR 417.1 through 417.8](#)

Step 5

Establishment Product Recall Program

Establishments/facilities that conducts operations under a Grant of Inspection issued by the Utah Department of Agriculture and Food, Meat and Poultry Inspection Program, must conduct operations under provisions of Title 9 Code of Federal Regulations Part 418.1 through 418.4

See – [9 CFR 418.1 through 418.4](#)

Step 6

Labels Approvals

Establishments/facilities that conducts operations under a Grant of Inspection issued by the Utah Department of Agriculture and Food, Meat and Poultry Inspection Program, must conduct operations under provisions of Title 9 Code of Federal Regulations Part 316.1 through 317.400

See – [9 CFR 316.1 through 316.16](#) and [9 CFR 317.1 through 317.400](#)

Step 7

General information

Separation of Official Establishments

Each official establishment shall be separate and distinct from any official establishment. Inspection will not be granted in any building in which any part of it is used as living quarters, unless the part of which inspection is requested is separate from such quarters by floors, walls, and ceiling of solid concrete, brick, wood, or similar materials, and the floors, walls, and ceilings are without opening that communicate directly or indirectly with any part of the building used as living quarters.

See – 9 CFR Parts [305.1](#), [305.2](#) and [381.26](#)

Inauguration of Inspection

Prior to the inauguration of inspection, an examination of the establishment and premises will be made by inspection personnel.

See – 9 CFR Parts [305.4](#) and [381.27](#)

Inspection Office

An office space shall be provided by an official establishment, rent free, for the exclusive official of the inspector to other UDAF employees assigned to the establishment. The space set aside for this purpose shall meet with the approval of the front line supervisor. This space should be suitable for the storage of program supplies and for Inspection program personnel to change clothes if such clothes changing facilities are deemed necessary by the frontline supervisor. Laundry service for Inspection program personnel's outer work clothing shall be provided by each establishment. At the discretion of the Administrator, small plants requiring the services of less than one full time inspector need not furnish facilities for UDAF employees as prescribed in this section, where adequate facilities exist in a nearby convenient location.

See – 9 CFR Parts [307.1](#), [307.2](#), [307.3](#), [381.27](#) and [381.36\(a\)](#)

Hours of Operation

The operations of an official establishment shall inform the inspector-in-charge (IIC) when working in each department has been concluded for the day, and provide the IIC with the days and hours when work will be resumed by the establishment. Whenever any product is to be overhauled or otherwise handled during unusual hours, the establishment operator shall notify the IIC a reasonable time in events for the day and hours when such work will begin in such product shall not be handled prior to that time. No department, in which operations are being conducted, that requires inspection, will be operating except under the supervision of an UDAF employee. Prior to the initial start of operations, and you will be as to provide a written schedule of the establishments hours of operation. The front line supervisor for your area will contact you for that information.

See – 9 CFR Parts [307.4](#) and [381.37](#)

Inspection Charges

Inspection services provided free of charge for the first 8 hours per shift consecutive days (Sunday through Saturday). Any work conducted over 8 hours shift, or any time past the initial 5 consecutive day period, will be charged to the plant at the prevailing hourly overtime rate. If the operator of the establishment requests inspection during odd hours, a minimum of 2 hours a minimum of 2 hours will be charged to the plant have the above the rate. This rate is also be charged if the plant works on any State holidays, State holidays are: New Year's day, Dr. Martin Luther King Jr. day, Presidents day, memorial day, Independence day, Pioneer day, Labor day, Columbus day, Veterans day, Thanksgiving day, and Christmas day. When a holiday falls on the Saturday, the proceeding work day (Friday) becomes the holiday. When a holiday falls on a Sunday, the next work day (Monday) becomes the holiday.

See – 9 CFR [307.5](#), [307.6](#), [381.38](#), and [381.39](#)

Hours of Duty

The maximum time the slaughter inspector may be assigned daily to the postmortem inspection position is 10 hours per day, and the inspector shall not work more than a total of 12 hours per day. The 10 hours post mortem time, does not include time spent before and after slaughter operations, conducting anti mortem, sanitation, an official inspection; supervising disposal of condemned material, and preparing reports. The processing assignments shall not be more than 12 hours per day. Time used for meals is not included in counting the above hours. Lunch shall not be less than 30 minutes or more than one hour. Lunch will begin between the fourth and fifth hour of duty.

See – 9 CFR [307.4](#) and [381.37](#)

Regulatory Control Action

UDAF a may take a regulatory control action because of:

Insanitary conditions or practices, product adulterated or misbranded, the conditions that preclude UDAF from determining that product is not adulterated or misbranded; or Inhumane handling or slaughtering of livestock.

See – [9 CFR 500.1 through 500.8](#)