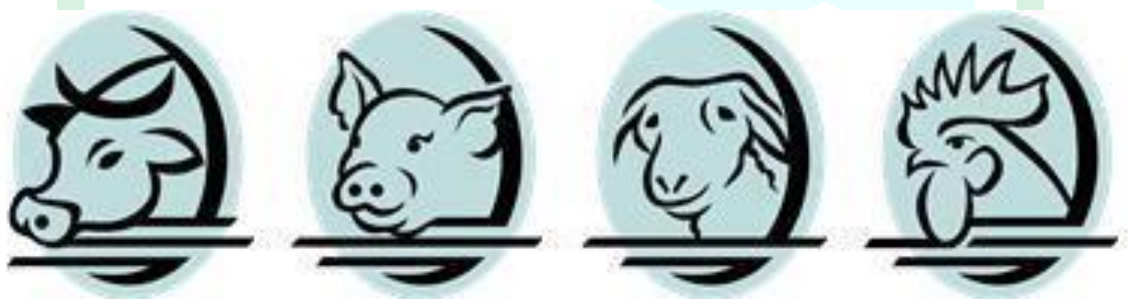


Small and Very Small Plant Guide

Applying for a State Grant of Inspection

For Meat and Poultry Establishments



UDAF

**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 801-520-4313 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 \$60.00/ 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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UDAF

The logo features the acronym 'UDAF' in large, white, bold, sans-serif capital letters. The text is centered within a light green, rounded rectangular frame. The background of the frame is a stylized landscape illustration. It includes a light blue sky at the top, a white mountain range in the middle ground, and a foreground with green and yellow curved bands representing hills or fields. A small green house and two green trees are also visible in the landscape.

Step 1

Application

Complete the application, e-mail a copy to:

Noel McSpadden

nmcspaddenjr@utah.gov

or mail a copy to:

Utah Department of Agriculture and Food, Meat and Poultry Inspection Program at:

4315 South 2700 West TSOB South Bldg, Taylorsville Utah 84129-2128

(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.

Application

[Application for Utah Meat & Poultry Inspection.pdf](#)

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 establishment's 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 works 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](#)



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