HACCP Plan – Slaughter, Poultry

Product Description Poultry

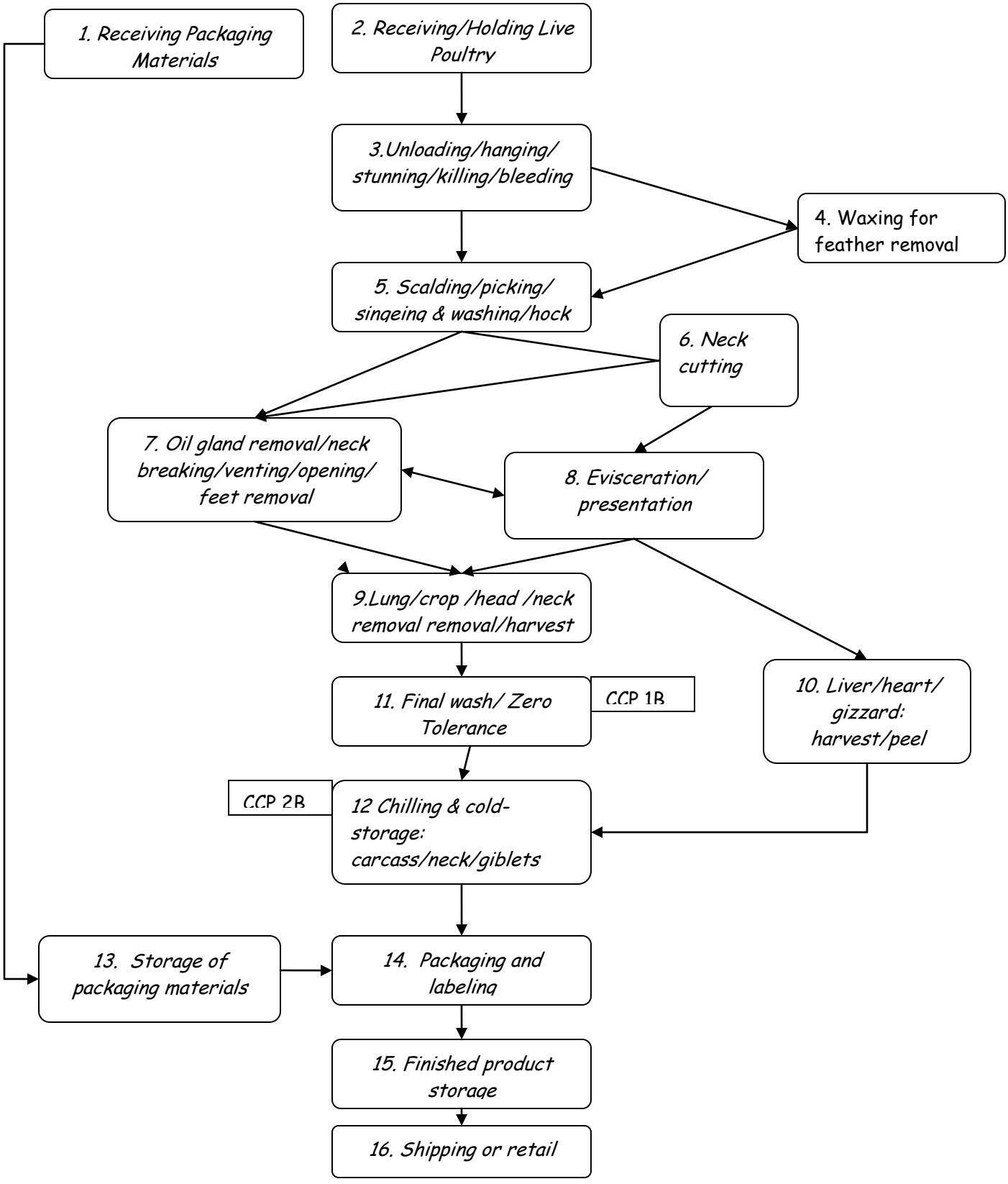
COMMON NAME:	Chicken, Roasters, Domestic Duck, Geese and Turkey
HOW IS IT TO BE USED?	Cooked by consumer; further processed prior to wholesale by our establishment
TYPE OF PACKAGE?	Vacuum packaged, Tray wrapped, Bulk packaged (plastic bag)
LENGTH OF SHELF LIFE, AT WHAT TEMPERATURE?	7 days under refrigeration (≤ 41°F), 3 to 6 months frozen
WHERE WILL IT BE SOLD?	Retail and Wholesale
LABELING INSTRUCTIONS:	Appropriate product label, including safe handling
IS SPECIAL DISTRIBUTION CONTROL NEEDED?	Lot code based on production date

Directions for Use of the Process Flow Diagram

1. Make one copy of the Process Flow Diagram for each different poultry slaughter process you use. Cross out, white out, or delete all steps and arrows that are NOT part of your process; or use a highlighter marker to show the actual process flow for each product. Mark directional arrows as necessary to make the process clear. Re-number steps as necessary.
2. Add any processing steps not already shown and make sure that each new step is assigned a number.

Process Flow Diagram

Process Category: Slaughter
Products: Chicken, Roasters, Domestic Duck, Geese and Turkey



Directions for Use of the Hazard Analysis Form

1. Make sure that every step shown on the Process Flow Diagram is entered in the Hazard Analysis Form. Make sure that each step has the same name and number in both the Process Flow Diagram and the Hazard Analysis Form.
2. Check the three categories of hazard (Biological, Chemical, Physical) shown for each step.
    a. If you think a listed hazard is not reasonably likely to occur, leave it in column 2 (Food Safety Hazard) and enter "No" in column 3 (Reasonably likely to occur?). Then provide a reason in column 4.
    b. If you think there are no relevant hazards for a particular category, delete the listed and hazard and write "none" in column 2, write "No" in column 3, and cross out any information in columns 4 – 6.
    c. If you think that a relevant hazard should be added at a step, describe the hazard in column 2 (Food Safety Hazard). Then determine whether the hazard is reasonably likely to occur and put the answer in column 3. Then provide, in column 4, a reason for deciding whether or not the hazard is reasonably likely to occur.
        i. For example, following an SSOP, SOP, or approved formulation may make a hazard unlikely to occur, or a supplier may provide a letter of guarantee stating that the hazard should not be present.
        ii. On the other hand, a history of outbreaks or contamination related to a hazard would mean that the hazard IS reasonably likely to occur.

    Columns 5 and 6 can be left blank if a hazard is NOT reasonably likely to occur.

    If the hazard IS reasonably likely to occur: fill in columns 5 and 6.

        iii. In column 5, list measures that could be applied to prevent, eliminate, or reduce the hazard to an acceptable level. NOTE: at least one of these measures must be

either a Critical Control Point (CCP) at the present step, or a CCP at a later step.

iv. Finally, if the hazard is controlled by a CCP at the present step, enter the CCP number in column 6. The accepted numbering system is to number the CCP's in order, followed by either B, C, or P to indicate what type of hazard is being controlled. For example, if the 2nd CCP in a process controlled a physical hazard, it would be entered as CCP -2P.

d. I f you agree that a listed hazard is relevant, no changes are necessary.

HAZARD ANALYSIS – Poultry Slaughter– Whole carcasses and parts

1. Process Step	2. Food Safety Hazard	3. Reasonably likely to occur	4. Basis of Reasonably likely to occur	5. If Yes in Column 3, What Measures Could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	6. Critical Control Point
1. Receiving – Packaging Materials	Biological – Contamination with meat, other biological material	No	Visual inspection for container integrity, contamination at receiving make hazard unlikely to occur.		
	Chemical – Non-food grade materials	No	Letter of guarantee for packaging materials makes hazard unlikely to occur.		
	Physical – None	No	Letter of guarantee for packaging materials makes hazard unlikely to occur.		
2. Receiving - Holding Live Poultry	Biological- Pathogens: Salmonella, Campylobacter	Yes	Raw poultry is a known source of pathogens.	Hazard will be controlled by later CCP's that ensure the absence of visible feces or	

1. Process Step	2. Food Safety Hazard	3. Reasonably likely to occur	4. Basis of Reasonably likely to occur	5. If Yes in Column 3, What Measures Could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	6. Critical Control Point
	jejuni/coli			ingesta contamination and rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	
	Chemical – None	No	SSOP makes hazard unlikely to occur.		
	Physical – None	No	SSOP makes hazard unlikely to occur.		
3. Unloading, Hanging, Stunning, Killing, Bleeding	Biological: Presence or growth of pathogens (see list above)	Yes (Presence) Yes (Growth)	Raw poultry is a known source of pathogens.	Hazard will be controlled by later CCP's that ensure the absence of visible feces or ingesta contamination and rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	
	Chemical – None	No	SSOP makes hazard unlikely to occur.		
	Physical – None	No	SSOP makes hazard unlikely to occur.		

1. Process Step	2. Food Safety Hazard	3. Reasonably likely to occur	4. Basis of Reasonably likely to occur	5. If Yes in Column 3, What Measures Could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	6. Critical Control Point
4. Waxing for feather removal	Biological: Presence or growth of pathogens (see list above)	Yes (Presence) Yes (Growth)	Raw poultry is a known source of pathogens	Hazard will be controlled by later CCP's that ensure the absence of visible feces or ingesta contamination and rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	
	Chemical – Non-food grade wax residues	No	Letter of guarantee from wax supplier ensuring that wax is food grade.		
	Physical - None	No	SSOP makes hazard unlikely to occur.		
5. Scalding, Picking, Head Removal, Singeing	Biological – Presence or growth of pathogens (see list above)	Yes (Presence) Yes (Growth)	Raw poultry is a known source of pathogens.	Hazard will be controlled by later CCP's that ensure the absence of visible feces or ingesta contamination and rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill	

1. Process Step	2. Food Safety Hazard	3. Reasonably likely to occur	4. Basis of Reasonably likely to occur	5. If Yes in Column 3, What Measures Could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	6. Critical Control Point
				remaining pathogens).	
	Chemical – None	No	SSOP makes hazard unlikely to occur.		
	Physical - None	No	SSOP makes hazard unlikely to occur.		
6. Neck cutting	Biological – Presence or growth of pathogens (see list above); contamination via equipment (unclean at start of shift) or workers	Yes (Presence) Yes (Growth) No (Contamination)	Raw poultry is a known source of pathogens. Sanitary dressing procedures will minimize contamination, but pathogens may already be present in/on carcass. Pre-operational and Operational SSOPs make hazard unlikely to occur.	Hazard will be controlled by later CCP's that ensure the absence of visible feces or ingesta contamination and rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	
	Chemical – cleaning/sanitizing chemical residues	No	Pre-operational SSOP makes hazard unlikely to occur.		
	Physical - None	No	SSOP makes hazard unlikely to occur.		

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7. Oil Gland Removal, Neck Breaking, Venting, Opening	Biological – Presence or growth of pathogens (see list above); contamination via equipment (unclean at start of shift) or workers.	Yes (Presence) Yes (Growth) No (Contamination)	Raw poultry is known source of pathogens. Sanitary dressing procedures will minimize contamination, but pathogens may already be present in/on carcass. Pre-operational and Operational SSOPs make hazard unlikely to occur.	Hazard will be controlled by later CCP's that ensure the absence of visible feces or ingesta contamination and rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	
	Chemical – cleaning/sanitizing chemical residues	No	Pre-operational SSOP makes hazard unlikely to occur.		
	Physical – None	No	SSOP makes hazard unlikely to occur.		
8. Evisceration, Presentation	Biological – Presence or growth of pathogens (see list above); contamination via	Yes (Presence) Yes (Growth)	Sanitary dressing procedures should minimize contamination from	Hazard will be controlled by later CCP's that ensure the absence of visible feces or ingesta contamination and rapid	

1. Process Step	2. Food Safety Hazard	3. Reasonably likely to occur	4. Basis of Reasonably likely to occur	5. If Yes in Column 3, What Measures Could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	6. Critical Control Point
	equipment (unclean at start of shift) or workers	No (Contamination)	leakage of gut material, but it still may occur. Pre-operational and Operational SSOPs make hazard unlikely to occur.	chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	
	Chemical – cleaning/sanitizing chemical residues	No	Pre-operational SSOP makes hazard unlikely to occur.		
	Physical – None	No	SSOP makes hazard unlikely to occur.		
9. Lung – Crop – Neck – Head Removal	Biological – Presence or growth of pathogens (see list above); contamination via equipment (unclean at start of shift) or workers	Yes (Presence) Yes (Growth)	Raw poultry is known source of pathogens. Sanitary dressing procedures will minimize contamination, but pathogens may already be present in/on carcass.	Hazard will be controlled by later CCP's that ensure the absence of visible feces or ingesta contamination and rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	

1. Process Step	2. Food Safety Hazard	3. Reasonably likely to occur	4. Basis of Reasonably likely to occur	5. If Yes in Column 3, What Measures Could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	6. Critical Control Point
		No (Growth)	Pre-operational and Operational SSOPs make hazard unlikely to occur.		
	Chemical – cleaning/sanitizing chemical residues	No	Pre-operational SSOP makes hazard unlikely to occur.		
	Physical – None	No	SSOP makes hazard unlikely to occur.		
10. Liver – Heart – Gizzard: Harvest & Peel	Biological –Presence or growth of pathogens (see list above); contamination via equipment (unclean at start of shift) or workers.	Yes (Presence) Yes (Growth) No (Contamination)	Raw poultry is a known source of pathogens. Pre-operational and Operational SSOPs make hazard unlikely to occur.	Hazard will be controlled by later CCP's that ensure the absence of visible feces or ingesta contamination and rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	

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	Chemical – cleaning/sanitizing chemical residues	No	Pre-operational SSOP makes hazard unlikely to occur.		
	Physical - None	No	SSOP makes hazard unlikely to occur.		
11. Final Wash/ Zero Tolerance	Biological – Biological – Presence or growth of pathogens (see list above); contamination via equipment (unclean at start of shift) or equipment.	Yes (Presence) Yes (Growth) No (Contamination)	Raw poultry is known source of pathogens. Sanitary dressing procedures will minimize contamination, but pathogens may already be present in/on carcass. Pre-operational and Operational SSOPs make hazard unlikely to occur.	All visible feces and ingesta will be removed by spray-washing prior to chilling (CCP 1B). Hazard will be controlled by later CCP that ensures rapid chilling to prevent pathogen growth. Product is labeled to instruct consumers to fully cook product (and thereby kill remaining pathogens).	1B
	Chemical - cleaning/sanitizing	No	Pre-operational SSOP makes hazard		

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	chemical residues		unlikely to occur.		
	Physical - None	No	SSOP makes hazard unlikely to occur.		
12. Chilling & Cold-Storage – Carcass, Necks, Giblets	Biological – – Biological –Presence or growth of pathogens (see list above); contamination via equipment (unclean at start of shift) or equipment.	No (Presence) Yes (Growth) No (Contamination)	Hazard of pathogen presence reduced to acceptable level by preceding step (CCP 1B). However, low levels of pathogens may still be present as non-visible contamination. These pathogens may grow during chilling, but will not grow if cold-storage is done in accordance with the SOP for Storage. Pre-operational and Operational SSOPs make hazard unlikely	Poultry carcasses, necks, and giblets are chilled rapidly enough at this step (CCP 2B) to prevent pathogen growth.	2B

1. Process Step	2. Food Safety Hazard	3. Reasonably likely to occur	4. Basis of Reasonably likely to occur	5. If Yes in Column 3, What Measures Could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	6. Critical Control Point
			to occur.		
	Chemical - None	No	SSOP makes hazard unlikely to occur.		
	Physical - None	No	SSOP makes hazard unlikely to occur.		
13. Storage of Packaging Materials	Biological – Contamination with meat or other unclean material	No	SOP for receiving and storage makes hazard unlikely		
	Chemical - None	No	SOP for receiving and storage makes hazard unlikely to occur.		
	Physical - None	No	SOP for receiving and storage makes hazard unlikely to occur.		
14. Packaging and Labeling	Biological – Growth of pathogens (see list above)	No	Product is chilled before this step occur. Step is done rapidly enough to prevent pathogen growth.		

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	Chemical - None	No	SSOP makes hazard unlikely to occur.		
	Physical - None	No	SSOP makes hazard unlikely to occur.		
15. Finished Product Storage	Biological - None	No	SOP for finished product storage makes hazard unlikely to occur.		
	Chemical - None	No	SOP for finished product storage makes hazard unlikely to occur.		
	Physical - None	No	SOP for finished product storage makes hazard unlikely to occur.		
16. Shipping or Retail	Biological - None	No	SOP for finished product storage makes hazard unlikely to occur.		
	Chemical - None	No	SOP for finished product storage makes hazard		

1. Process Step	2. Food Safety Hazard	3. Reasonably likely to occur	4. Basis of Reasonably likely to occur	5. If Yes in Column 3, What Measures Could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	6. Critical Control Point
			unlikely to occur.		
	Physical - None	No	SOP for finished product storage makes hazard unlikely to occur.		

Directions for Using the HACCP Plan Form

1. Examine your Hazard Analysis form to determine which steps are CCP's and what type of hazard (Biological, Chemical, or Physical) each CCP controls.
2. Check to see whether each CCP is already listed on the HACCP Plan Form. If a CCP is not already listed, enter the CCP number and step in the column labeled "CCP # and Location".
3. For CCP's already listed on the model form, examine the Critical Limits listed. In the HACCP Plan Form for some HACCP categories there will be several options for Critical Limits. If this is the case, choose the Critical Limits that will work best in your plant and cross out, white out, or delete the other Critical Limits and the Monitoring Procedures that go with them. It may be helpful to check the "Monitoring Procedures and Frequency" column during your decision-making. For CCP's already on the model form, supporting scientific documentation is already included in your manual.
4. If you are adding a new CCP, you will need to determine the scientifically valid Critical Limits to be used with the CCP. You must also obtain scientific information supporting your choice of Critical Limits. Consult your inspector or university extension specialists for help.
5. Examine the "Monitoring Procedures and Frequency" column for each CCP. If you wish to change the procedure and/or the frequency, check with your inspector or a university extension specialist for help. If a change is OK, you will need to write down your reasoning for making the change and include this reasoning in your HACCP manual.
6. Examine the "HACCP Records" column. If you are using different forms for record-keeping in this HACCP Plan, please put the correct form title(s) in the "HACCP Records" column.
7. The verification activities listed in the "Verification Procedures and Frequency" column are required by the regulation. However, you may choose to do additional activities; for example, for verification, poultry carcass sponge-samples may be sent to a laboratory for generic *E. coli*, *Salmonella*, or *Campylobacter* testing.. If you do any additional verification activities, enter them in the "Verification Procedures and Frequency" column. If you choose to use a frequency for the required verification activities that is different than the frequency shown, you must provide written justification for the different frequency. Consult your inspector or university extension specialists for help.
8. We suggest that you make no changes in the "Corrective Actions" column. Be sure to have a form for documenting corrective actions that you take. A corrective action form is included in this model.

HACCP PLAN PROCESS CATEGORY: Slaughter, Poultry Product example: Chicken, Roasters, Domestic Duck, Geese and Turkey					
CCP# and Location	Critical Limits	Monitoring Procedures and Frequency	HACCP Records	Verification Procedures and Frequency	Corrective Actions
1B – Final Wash/ Zero Tolerance	No visible feces or ingesta.	A designated employee will carefully perform a visual inspection of <u>each</u> carcass, neck or giblet. Formal record-keeping of monitoring shall be done for the first bird, at specified time intervals, and for the last bird, rather than after every carcass, neck, or giblet. Enter specified time interval here: _____	Slaughter Log Corrective Action Log	Establishment owner or designee will review the Monitoring Log and Corrective action Log once per week. Establishment owner or designee will observe zero-tolerance monitoring at least once per month.	If a deviation from a critical limit occurs, the establishment owner or designee is responsible for corrective action protocol as stated in 9 CFR 417.3 1. The cause of the deviation will be identified and eliminated. 2. The CCP will be under control after the corrective action is taken. 3. Measures to prevent recurrence are established. 4. No product that is injurious to health or otherwise adulterated as a result of the deviation will be permitted to enter commerce.

2B – Chilling – carcass/neck/giblets	Each carcass must have an internal temperature of 40°F or colder within the times specified below: Under 4lbs----4 hrs 4 to 8 lbs-----6 hrs Over 8 lbs----8 hrs Giblets and necks cooled with the carcasses must be cooled to 40°F or colder within the time limits above. Giblets and necks cooled separately from the carcass must be cooled to 40°F or colder within 2 h.	A designated employee will record the time that the first carcass (documented as slowest to chill (or batches of carcasses) enter the chilling step. The temperature of the same carcass (or batches) will be measured using a calibrated thermometer not more than 4 hours later for birds weighing less than 4 lbs; not more than 6 hours later for birds weighing 4 to 8 lbs; not more than 8 hours later for birds weighing over 8 lbs. This process will be repeated for the last carcass, (or batches) to enter the chilling process. Giblet and neck temperatures (if cooled separately from carcasses) will be measured by a designated employee using a calibrated thermometer not more than 2 h after separation from carcasses. This	Slaughter Log Corrective Action Log Thermometer Calibration Log	Establishment owner or designee will review the Slaughter Log, Corrective Action Log, and Thermometer Calibration Log once per week. Establishment owner or designee will calibrate all thermometers to a known standard monthly. Thermometers will be calibrated to ± 2° F or taken out of operation as stated in the SOP. Calibration actions are recorded in the Thermometer Calibration Log. Establishment owner or designee will observe monitoring of temperature at least once per month.	If a deviation from a critical limit occurs, the establishment owner or designee is responsible for corrective action protocol as stated in 9 CFR 417.3 1. The cause of the deviation will be identified and eliminated. 2. The CCP will be under control after the corrective action is taken. 3. Measures to prevent recurrence are established. 4. No product that is injurious to health or otherwise adulterated as a result of the deviation will be permitted to enter commerce.

		measurement will be done for the first and last giblets and necks entering the chilling process.			

Sign and date at initial acceptance, modification, and annual reassessment.

Signed _____ Date _____ Signed _____ Date _____

Signed _____ Date _____ Signed _____ Date _____

Signed _____ Date _____ Signed _____ Date _____

Slaughter, Poultry Model

Weight Groups

A----------under 4 lbs

B----------4 to 8 lbs

C----------over 8 lbs

Plant No.:	Date:					**Slaughter Log**			
Species/ Weight group	Monitoring Contamination with feces or ingesta? (Y = yes, N = no) Time Initials	Carcass	Neck	Giblets		Devn. from CL? (Y = yes, N = no)	Monitoring Chilled to ≤ 40°F within Group time limit Start Chill Time/ Initials	End Chill Time/Temp./ Initials	Devn. from CL? (Y/N)	Pre-shipment/Pre-use Review Signature and date
	First = Bird						First Bird			
	Last = Bird						Last Bird			

Verification Activities (when done) associated with this slaughter day. Indicate Type of activity: DO = Direct Observation of CCP monitoring (monthly), CAL = thermometer calibration, or RR = Records Review (weekly).

Slaughter, Poultry Model

Type of activity: _____ Result of activity (✓ = acceptable): _____ Date/Time: _____ Initials: _____

Corrective Action Log	
Product:	Lot ID:
Date / Time:	Responsible Person:
Deviation:	
Cause of Deviation:	
Cause of Deviation Eliminated By:	
CCP Under Control After Corrective Actions Taken:	
Preventative Measures:	
Product Disposition:	

Verification (Records Review) by and Date: _____

Thermometer Calibration Log

Date	Time	Test Therm. ID#	Reference Therm. Reading	Test Therm. Reading	Adjustments Required (yes/no)	Comments	Initials

Thermometers intended for measuring higher temperature items, such as cooked product, will be calibrated in hot water, while those used for taking lower temperatures will be calibrated in ice water. All thermometers will be calibrated within + or – 2 degrees F.

SOP for Calibration of Thermometer

Processor or Designee will calibrate the thermometers prior to use by using the specifications of the manufacture of the equipment (this will vary) or the following procedures will be implemented.

Each thermometer will be assigned an ID number.

Thermometers intended for measuring higher temperature items, such as cooked product, will be calibrated in hot water, while those used for taking lower temperatures will be calibrated in ice water. All thermometers will be calibrated within + or – 2 degrees F.

Thermometers in use will be checked against a certified thermometer during calibration, if available. Otherwise, all thermometers will be calibrated either against each other, or against a thermometer that is used only during calibration. These methods would require a minimum of three thermometers for accuracy. Dial thermometers will not be calibrated on both the high and low ends on the range it is intended to read to assure accuracy.

Calibration in ice water:

1. Add crushed ice and distilled water to a clean container to form a watery slush.
2. Place thermometer probe into slush for at least one minute, taking care to not let the probe contact the container.
3. If the thermometer does not read between 30 degrees and 34 degrees F., adjust to 32 degrees. Nonadjustable thermometers will be removed from use until they have been professionally serviced. Thermometers that have been adjusted for 3 consecutive months will be replaced.
4. Record the results, using actual values, on the thermometer calibration log, along with the date and initials of the person performing the calibration procedure.

Calibration in hot water:

1. Heat a clean container of water to a temperature range that is used for cooked product. Running clean water through the coffee maker gives a water temperature of approximately 145 degrees F.

Another option is to bring a clean container of water to a rolling boil.

2. Place the thermometer probe into the hot water, along with the certified thermometer and/or reference thermometer, for at least one minute, taking care not to let the probe contact the container.
3. If the test thermometer does not read within + or – 2 degrees of the reference thermometer, adjust accordingly. Nonadjustable thermometers will be removed from use until they have been professionally serviced. Thermometers that have been adjusted for 3 consecutive months will be replaced.
4. Record the results, using actual values, on the thermometer calibration log, along with the date and initials of the person performing the calibration procedure.

Thermometers that cannot be easily calibrated through direct immersion in either ice water or hot water can be calibrated by comparing readings with another calibrated thermometer. Thermometers that may be calibrated in this way include smokehouse probes and room temperature thermometers. When doing this, a recently calibrated thermometer will be used as the reference. Room temperature thermometers that are outside the + or – 2 degree F. range will be replaced. Smokehouse probes that are outside the + or – 2 degree F. range will be professionally serviced. Results will be recorded, using actual values, on the thermometer calibration log, along with the date and initials of the person performing the calibration procedure.

Thermometers will be calibrated at a frequency dependent on production volumes, and use of monitoring CCP values or SOP values. Any thermometer that has been dropped or abused will be taken out of service until it has been recalibrated. Any "loose" thermometers, or thermometers that have been out of calibration for 3 consecutive months, shall be disposed of.

SOP for Receiving and Storage

Raw Meat/Poultry and Natural Casings

- We will only accept product from an approved source.
- All containers will be inspected for visible evidence of contamination or damage that may allow contamination. All contaminated or damaged product will be rejected.
- The product temperature will be checked for 2 boxes per load by placing a calibrated thermometer between two wrapped or bagged products or by inserting a cleaned and sanitized (and calibrated) thermometer into the product or between product pieces. Products that are not warmer than 50°F will be accepted. Products that are not warmer than 50°F will be accepted. Products that are between 50 and 75°F will either be rejected outright or evaluated. Evaluation may include organoleptic evaluation, review of time/temperature information obtained from the shipper, consulting a process authority, or accepting the product and performing a microbiological analysis. Product should be properly refrigerated/frozen if it is accepted pending the end of the evaluation. If the evaluation indicates that the product could be used to safely make cooked items, it can be accepted and used only in this way. No product with temperature over 75°F will be accepted. All temperatures and evaluations will be recorded on incoming invoices.
- All inovoices will be checked, initialed, and kept on file for review.
- Accepted products will be immediately placed on designated racks/shelves in the cooler or freezer.
- All coolers will be maintained to hold a temperature of 41°F or lower, with daily monitoring and documentation.
- All freezers will be maintained to hold a temperature of 0°F or lower, with daily monitoring and documentation.

Perishable Non-Meat Ingredients

- We will only accept product from an approved source.
- All containers will be inspected for visible evidence of contamination or damage that may allow contamination. All contaminated or damaged product will be rejected.
- The product temperature will be checked for 2 boxes per load by placing a calibrated thermometer between two wrapped or bagged products or by inserting a cleaned and sanitized (and calibrated)

thermometer into the product or between product pieces. Products that are not warmer than 50°F will be accepted. Products that are between 50 and 75°F will either be rejected outright or evaluated. Evaluation may include organoleptic evaluation, review of time/temperature information obtained from the shipper, consulting a process authority, or accepting the product and performing a microbiological analysis. Product should be properly refrigerated/frozen if it is accepted pending the end of the evaluation. If the evaluation indicates that the product could be used to safely make cooked items, it can be accepted and used only in this way. No product with temperature over 75°F will be accepted. All temperatures and evaluations will be recorded on incoming invoices.

- All inovoices will be checked, initialed, and kept on file for review.
- Accepted products will be immediately placed on designated racks/shelves in the cooler or freezer.
- Perishable non-meat items will be stored separately (different cooler, rack, or shelf) from raw meat/poultry and natural casings.
- All coolers will be maintained to hold a temperature of 41°F or lower, with daily monitoring and documentation.
- All freezers will be maintained to hold a temperature of 0°F or lower, with daily monitoring and documentation.

<u>Non-Perishable Non-Meat Ingredients</u>

- We will only accept product from an approved source.
- All containers will be inspected for visible evidence of contamination or damage that may allow contamination. All contaminated or damaged product will be rejected.
- Product containers will be marked with the date of receipt and stored on designated shelves/racks in the dry storage area. The "First In, First Out" principle will be followed in using ingredients.
- The acceptance of the product will be recorded on the incoming product invoice. All invoices will be checked, initialed, and kept on file for review.

<u>Packaging Materials, Cleaning Supplies, other non-ingredient items</u>

- We will only accept product from an approved source.

- All containers will be inspected for visible evidence of contamination or damage that may allow contamination. All contaminated or damaged product will be rejected.
- Product containers will be marked with the date of receipt and stored on designated shelves/racks in the packaging storage area or chemical storage area, as appropriate. The "First In, First Out" principle will be followed in using packaging materials, cleaning supplies, and other non-ingredient items..
- The acceptance of the product will be recorded on the incoming product invoice. All invoices will be checked, initialed, and kept on file for review.

SOP for Finished Product Storage

- Once meat/poultry items are packaged and labeled, they will be master-packed (if appropriate), and immediately moved into either dry storage (jerky and other shelf-stable products), refrigerated storage, or frozen storage.
- All coolers will be maintained to hold a temperature of 41°F or lower, with daily monitoring and documentation.
- All freezers will be maintained to hold a temperature of 0°F or lower, with daily monitoring and documentation.
- Finished raw products will be stored separately from finished Ready-To-Eat (RTE) products, either in separate coolers/freezers/rooms, or on physically separate racks/shelves.
- Finished RTE products will NEVER be stored below finished or unfinished raw products.
- No products (finished or unfinished) will be stored on the floor.