

OBTAINING INSPECTION FOR CUSTOM EXEMPT PROCESSING PLANTS



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Animal Services Division
Meat and Poultry Inspection
1688 W. Adams,
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602-542-6398
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This guide is intended as a general overview of our requirements and should not be considered all-inclusive. Please contact our office at 602-542-6398 if you require further information.

This document is available in alternative formats by contacting the agency's ADA Program Manager at 602-542-6398

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An Introduction from the Program Manager

The Meat and Poultry Inspection Program (AZMPI) of the Arizona Department of Agriculture (ADA) is responsible for inspecting meat and poultry products for safety, wholesomeness and proper labeling. Department inspection personnel are present at all times in all Official slaughter plants and for at least part of each day in official establishments that further process meat and poultry products for sale. The purpose of this fact sheet is to broaden your knowledge of the AZMPI inspection program and the requirements for applying for and receiving an ADA License for Exempt Processing.

Meat inspection became law under the Federal Meat Inspection Act of 1906, which requires inspection of red meat products sold in interstate and foreign commerce. The Act established strict sanitation requirements for plants and calls for examination of all labels for truthfulness and accuracy. In 1968, the Poultry Products Inspection Act extended the same provisions to poultry inspection. Under the Meat and Poultry Acts, USDA's Food Safety and Inspection Service (FSIS) inspects all meat and poultry sold in interstate commerce. The Act allows for states to administer an "equal to" program for intrastate commerce.

The inspection program assures the consumer that meat products are clean, safe, and wholesome for human consumption at the time of purchase. This involves inspection of the plant facilities, equipment, personnel, food production practices, and transportation system.

Humane handling is also a primary concern. Strict guidelines are in place and are strongly enforced to prevent the mishandling of animals.

Inspection personnel are responsible for verifying that an establishment is maintaining sanitary conditions and following all food safety related procedures and labeling regulations.

Meat, poultry and egg production is the most highly regulated food industry. FSIS is responsible for developing rules and regulations for the production of wholesome and safe foods and providing regulatory oversight during the day-to-day production of these products. AZMPI adopts FSIS's lead in food safety regulations and practices.

As you begin the process of applying for a license for inspection, AZMPI personnel and the offices in Phoenix and Tucson as well as the FSIS Technical Service in Omaha, NE, are available to assist you with the application process and to answer any questions you might have concerning regulatory requirements (see attached list for locations and phone numbers).

The combination of regulatory oversight, commitment and dedication of you as a plant operator allows consumers to prepare meat and poultry products with confidence in the safety of these products. Food safety begins with the establishment following with regulatory verification, and ends with the consumer. We look forward to assisting you with this process and working together to ensure safe meat and poultry products supply.

EXEMPT INFORMATION

Exempt processors shall keep records showing the number and kinds of livestock, quantity and types of products prepared, and the names and addresses of the owners of the custom prepared meat products.

Arizona law requires that all exempt meat with the exception of game animals, must be identified with a "NOT FOR SALE" stamp at least 3/8" size lettering, legibly applied, using approved edible ink. Identification must be done when the meat enters a processing plant or on entering the cooler in the case of carcasses. It is the management's responsibility to physically place identification marks on the meat or carcass. However, meat entering the plant that has been stamped by a Livestock Officer will be sufficient.

Identification marks are to be placed on both sides of hogs, sheep, goats and four areas of beef carcasses- one on each hind quarter and one on each front quarter. All products such as hams and bacon must be identified. Poultry are not included in these requirements.

This requirement of the State Meat Inspection Branch in no way conflicts with the Livestock Officers responsibility to stamp beef carcasses "BRAND INSPECTED NOT FOR SALE" prior to cutting and wrapping. The Livestock Officer's duty is to verify health of the animals before slaughter. Beef, lambs, and goats for exempt slaughter must have a Form 1 written by an LSO verifying ownership and health, or another certificate from a government authority such as a Tribal Ranger or Inspection Program. Self Inspection Certificates are NOT valid for exempt slaughter or processing.

Exempt products shall be kept separate and apart from USDA or ADA inspected products and must be handled in a sanitary manner, be legibly stamped "NOT FOR SALE" and have some means of identifying ownership of meat.

All facilities and equipment shall be clean and free of protein build-up, scaling paint, rust, etc. Ceilings, walls, floors, doors, windows and equipment shall be kept in good repair. All equipment shall be thoroughly cleaned after each day's usage.

A current water certification report must be on file in each plant. This certification can be either a local, county, or state public health authority, and describe an analysis for Coliforms. Plants on private wells or water systems shall be sampled every 6 months. Samples must be taken in the plant, at locations when such water will come in contact with either the meat products or product contact surfaces.

A letter must be on file from the municipality, having jurisdiction, describing that the facility is connected to the sewer system or an approved septic system. Sewage and waste disposal must be acceptable to local health authorities.

Every practicable precaution shall be taken to preclude flies, mice and other vermin from establishments. The facilities and surrounding areas shall be clean and free of clutter, weeds and debris that would afford a harborage for insects and vermin. Doors shall be close fitting and openings shall be properly screened.

Bones, fat and trimmings from custom prepared carcasses shall be either returned to the owner or promptly decharacterized with an acceptable denaturant, if they are not returned to the owner. They may not be sold or given to anyone other than the owner.

CUSTOM SMOKING AND CURING

Establishment should furnish inspectors accurate information on all procedures involved in product preparation, including curing solution composition.

All ingredients and other articles used in the preparation of product must be clean, sound, healthful, wholesome and used in a manner that will not adulterate product.

Exempt operated establishments must have evidence of a system for treating pork, and products containing pork, for the destruction of live trichina, including evidence that appropriate cooking temperatures have been reached throughout the smokehouse. Variations of temperatures in smokehouse must be identified so precautionary measures can be taken to avoid inadequate cooking of pork products.

Records shall be maintained to indicate that cooked pork products are being properly treated for trichina.

GAME PROCESSING

Game processing shall not cause sanitation concerns to develop where domestic exempt meat is being processed. No game carcasses with hide-on will be allowed in coolers. Game carcasses and products will be kept strictly separated from domestic meats. All packages of game meat shall bear the Arizona Game and Fish number of the establishment.

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Quality...from the land to you.

**GUIDELINES FOR OBTAINING ARIZONA DEPARTMENT OF AGRICULTURE INSPECTION
FOR
EXEMPT MEAT AND POULTRY ESTABLISHMENTS**

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INTRODUCTION

These guidelines are intended to aid those who are contemplating applying for an Exempt Processing License.

There are 4 basic steps required for obtaining an Exempt Processing License.

1. Facilities Must Meet Regulatory Performance Standards
2. Obtain Approved Water Source Letter
3. Obtain Approved Sewage System Letter
4. Obtain Proper Labeling
5. File an Application for Inspection

Each of these steps is explained in the next few pages, providing general information to the applicant. In addition, the Arizona Revised Statutes (A.R.S), Arizona Administrative Code (A.A.C.) and Code of Federal Regulations (CFR) are also provided and are referenced throughout this document. You are encouraged to refer to the regulations as you review each step of the guidelines.

After you contact the AZMPI office with your intentions, the Program Manager or Area Supervisor will visit your facility to assess your facilities and conduct an initial review of your establishment. During this visit we will discuss your operations, answer any questions you may have and generally review the program.

Upon completion of all items and receipt of your application, the Area Supervisor, or designee, will conduct a final review of the establishment. During this final visit the Area Supervisor, or designee, will complete any unfinished paperwork and answer any questions.

STEP 1: Facilities Must Meet Regulatory Performance Standards

Establishments that conduct operations under an Exempt Processing License must conduct operations under the Provisions of Part 416. These requirements include the following Regulations – 9 CFR § 416.2(a) (b) (c) (d) (e) (f) (g) (h) and 416.3

Arizona Revised Statutes (A.R.S.) §3-2054

FACILITIES

- A. **FLOORS**: Shall be smooth and impervious to water, grease and acid; and of easily cleanable construction. Concrete floors are acceptable when properly installed, smooth finished and sealed with commercial concrete sealers specific for this purpose.
- B. **WALLS**: Shall be smooth and nonabsorbent, with a light colored, easily cleanable finish. Metal, ceramic tiles, or F.R.P. panels are acceptable.
- C. **CEILINGS**: Ceilings in food preparation, and utensil washing areas shall be smooth and non-absorbent, with a light colored, washable finish. Acoustical tile may be used if it complies with the above requirements.
- D. **CONDUITS**: All plumbing, electrical, and gas lines shall be concealed within the structure to as great an extent as possible. Where it is not possible, all runs shall be at least one inch away from the walls or ceiling and 4-6 inches off the floor or flush with the surface and completely sealed. Where conduit or pipelines enter a wall, ceiling or floor, the opening around the line shall be tightly sealed. Conduit or pipelines shall not be installed across any aisle, traffic area or door opening at or near the floor surface. Multiple runs or clusters of conduit or pipelines shall be furred in, encased in an acceptable runway.

REFRIGERATION

All cold storage units shall comply with the following requirements.

- A. Shelving must be non-absorbent, non-corroding, and easily cleanable. NO wood construction.
- B. Must open into an approved food preparation area of the building.
- C. Must have smooth, non-absorbent and easily cleanable surfaces. Metal, ceramic tile, F.R.P. boards are some acceptable materials.
- D. Condensate waste from the reach-in units may be drained into a floor sink, floor drain, or other approved plumbing fixture.

Walk-in boxes shall also:

- 1. Have a cove base with a radius of at least 3/8" at the floor/wall juncture (metal, tile, cement, or factory installed rubber are some acceptable materials.)
- 2. Have shelving that is at least 12 inches off the floor with round metal legs or cantilevered from the wall for ease of cleaning.

HANDWASHING SINKS

Lavatory sinks shall be provided in the food preparation areas. Soap and towels shall be provided in single service dispensers at the lavatory sink. . Non-hand contact method for operations is required

WINDOW SCREENS

All openable windows shall be screened.

RESTROOMS

Toilet facilities shall be provided, on the premises of each establishment, convenient for the employees. The doors leading to toilet rooms shall not open into a processing area. The floors, walls, and ceilings shall have surfaces that are smooth, non-absorbent, light in color, and easily cleanable. Handwashing lavatories shall be provided with hot and cold water in a mixing type faucet. Non-hand contact method for operations is required. Soap and towels in single service dispensers shall be provided at the lavatory sink. The restrooms shall be provided with tight fitting, self-closing doors. All toilet rooms shall be provided with ventilation; if adequate ventilation cannot be provided by an open window, mechanical ventilation shall be required.

DELIVERY DOORS

All delivery doors leading to the outside shall open outward, be self-closing, and may require an overhead air curtain. The air curtain, when installed inside the building, must produce a downward-outward air velocity of 750 feet per minute over the entire opening down to a point 3 feet above the floor and turn on automatically when the door is opened. When installed outside the building, the same velocity of air must be directed straight down over the entire door opening.

CUSTOMER DOORS

All entrance doors leading to the outside shall open outward and be self-closing.

LIGHTING

Lighting shall be adequate for the area and all bulbs shall be protected.

EQUIPMENT

All meat or meat food cases, counters, shelves, tables, refrigeration equipment, sinks, and other equipment used in connection with the preparation shall be made of nontoxic materials so constructed and installed as to be readily cleaned. All equipment shall be placed on sanitary legs with a minimum height of 12 inches, on acceptable casters or cantilevered from the wall in an acceptable manner.

STEP 2: Obtain Approved Water Source Certificate

Water must be potable and be certified by a laboratory as negative for coliforms. A certificate from the lab or analyst must be submitted. Water from a municipal source must be tested once, while water from a private well must be certified every 6 months.

A current acceptable water laboratory sample report (water potability certification) must be on file before inspection is granted.

See Attachment 3 – Sample Letter for Approved Municipal Water Supply

STEP 3: Obtain an Approved Sewage System Letter

The sewer or septic system must be connected and approved by the local authority having jurisdiction. A letter from the governmental authority approving the system must be submitted and maintained on file.

See Attachment 4– Sample Letter for Approved Sewage System

STEP 4: Obtain proper labeling

All custom prepared products must be labeled as "NOT FOR SALE". This may be in the form of a rubber stamp, pre-printed labels, sealing tape, or other materials. All carcasses and parts must be stamped "NOT FOR SALE" at least 3/8" size, with edible ink. **9 CFR 316.16**

NOT FOR SALE

STEP 5: File an Application

Complete an application. Mail your completed application to the Main Phoenix Office. The Program Manager, your Area Supervisor or Inspector in Charge (IIC) can assist you, if you have any questions. Payment for your license is required at this time.

All licenses expire on December 31 of the year in which they are issued.

Payment Schedule

Exempt Processing: \$10

(A.R.S. § 3-2003, 3-2081)

GENERAL INFORMATION

Separation of Exempt Establishments

Each exempt establishment shall be separate and distinct from any unexempt establishment. A license will not be issued to any building in which any part of it is used as living quarters, unless the part for which inspection is requested is separated from such quarters by floors, walls, and ceilings of solid concrete, brick, wood, or similar material, and the floors, walls, and ceilings are without openings that communicate directly or indirectly with any part of a building used as living quarters.

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

Inspection Charges

Inspection service is provided free of charge, except for the initial cost of the license.

Withdrawal of Inspection

An exempt license may be suspended or withdrawn from an establishment where the sanitary conditions are such that its products are rendered adulterated, or for failure of the operator to destroy condemned products as required by the Act and regulations. The assignment of inspectors may be temporarily suspended, in whole or in part, to the extent it is determined necessary to avoid impairment of the effective conduct of the program when the operator of any exempt establishment or any subsidiary therein, or any officer, employee, or agent of any such operator, or agency, threatens to forcibly assault or forcibly assaults, intimidates, or interferes with any ADA employee in or on account of the performance of his/her exempt duties. The inspector in charge can withhold inspection (conditional withdrawal or suspension) and notify the establishment.

Phoenix Main Office

Program Manager
1688 W. Adams
Phoenix, AZ, 85007
Phone: 602-542-6398
Fax: 602-542-4194

Northern Area Supervisor
1688 W. Adams
Phoenix, AZ, 85007
Phone: 602-542-6397
Fax: 602-542-4194

Tucson Office

Southern Area Supervisor
400 W. Congress
Suite 124, Box 4
Tucson, AZ, 85701
Phone:
Fax: 520-628-6685

FSIS Technical Service Center

Suite 300, Landmark Center
1299 Farnam Street
Omaha, NE 68102
Phone: (402) 344-5000
FAX: (402) 344-5005
Emergency 24-Hour: 1-800-233-3935

PRIVACY ACT NOTICE

The Privacy Act of 1974 (5 U.S.C. 522A) requires that certain information be given to you when you are requested to furnish personal information to a Government Agency. The required information is provided in this Notice. The act does not apply, however, to business information about your firm.

AUTHORITY FOR REQUESTING INFORMATION

Authority for requesting both personal and business information is contained in the Federal Meat Inspection Act (21 U.S.C. 601 et seq.) and the Poultry Products Inspection Act (21 U.S.C. 451 et seq.). Under these Acts, the Secretary of Agriculture is authorized to determine the fitness of applicants for or recipients of inspection service to engage in business requiring inspection. Your disclosure of personal information to aid in this determination is mandatory. The Acts also require full and complete disclosure of records and information showing the transactions of your business.

PURPOSE FOR WHICH THE INFORMATION WILL BE USED

This information is being requested to establish and record your identity as a responsible exempt of the business and to determine your fitness to receive a Grant of Inspection.

ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION

In appropriate situations, a report containing the information you furnish may be referred to other federal, state, local or foreign agencies charged with law enforcement or the investigation or prosecution of law violations.

EFFECTS OF FAILURE TO FURNISH INFORMATION

Failure to provide requested information may delay or interfere with your receiving inspection service and may result in civil penalties of \$100.00 per day against you or your business, as prescribed by (15 U.S.C. 50). In addition, persons making false, fictitious, or fraudulent statements or entries are subject to a \$10,000.00 fine or imprisonment for not more than 5 years or both, as prescribed by (18 U.S.C 1001).

Attachment 4 Sample Letters for Approved Water

P. 01

**ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY
DRINKING WATER MICROBIOLOGICAL ANALYSIS REPORT**

SAMPLES TO BE TAKEN IN DISTRIBUTION SYSTEM ONLY

>>>PUBLIC WATER SYSTEM INFORMATION<<<<

>>>> TO BE FILLED OUT BY SYSTEM PERSONNEL<<<<

System ID		System Name	
Sample Date	24 hr clock Sample Time	Owner/Contact Person Name	
Owner/Contact Fax Number		Owner/Contact Person Phone Number	
SAMPLE TYPE		USE IF INITIAL SAMPLE WAS POSITIVE	
<input checked="" type="checkbox"/> Compliance Monitoring		<input type="checkbox"/> Original Violating Specimen Number	
SAMPLE COLLECTION POINT/ID		<input type="checkbox"/> Repeat, Original Location	
<input checked="" type="checkbox"/> Zone		<input type="checkbox"/> Repeat, Other Location	
PROCESS ROOM INSIDE FAUCET		<input type="checkbox"/> Repeat, Downstream Location	
SAMPLING SITE ID		<input type="checkbox"/> Repeat, Upstream Location	
		<input type="checkbox"/> 400 ml Repeat (Single Tap Only)	
		<input type="checkbox"/> 300 ml Repeat (Single Tap Only)	

MICROBIOLOGICAL ANALYSIS

>>> To be filled out by laboratory personnel <<<<

Analysis Method	MCL Value	Contaminant Name	Cont Code	Test Start Date/Time	Analysis Run Date/Time	Result
P/A	Present/1 or more Coliform	Total Coliform	3000	[4-15-03] 15:15	[4-16-03] 15:30	0

ONLY REPORT FECAL RESULT IF TOTAL COLIFORM RESULT IS POSITIVE

Analysis Method	MCL Value	Contaminant Name	Cont Code	Test Start Date/Time	Analysis Run Date/Time	Result
P/A	Present/1 or more Coliform	E-Coli or Fecal Coliform	3013	[]	[]	

>>>> LABORATORY INFORMATION <<<<<

To be filled out by laboratory personnel

SPECIMEN NUMBER

[]

ID Number

NAME:

Comments:

Authorized Signature:

Date Public Water System Notified:



DRINKING WATER MICROBIOLOGICAL ANALYSIS REPORT
CERTIFICATE OF ANALYSIS

Private System ID _____ System Name _____
Sample Date _____ Sample Time 9:52 (24 hour clock) Owner/Contact Person Name _____
Owner/Contact Person Fax Number _____ Owner/Contact Person Phone Number _____

MICROBIOLOGICAL ANALYSIS

Analysis Method	MCL Value	Contaminant Name	Cont. Code	Test Start Date/Time	Analysis Run Date/Time	Result
SM9223B	Present/ 1 or more Coliform	Total Coliform	3000	6/19/06 11:05	6/20/06 11:05	0

ONLY REPORT FECAL RESULT IF TOTAL COLIFORM RESULT IS POSITIVE

Analysis Method	MCL Value	Contaminant Name	Cont. Code	Test Start Date/Time	Analysis Run Date/Time	Result
SM9223B	Present/ 1 or more Coliform	E. Coli or Fecal Coliform	3013			

>>>LABORATORY INFORMATION<<<

SPECIMEN NUMBER _____

SAMPLING SITE ID _____

3 Compartment Sink

ID Number _____

AZ _____

Name: _____

Comments: _____

Authorized Signature: _____

Page 1 of 1



Attachment 5 Sample Letters for Approved Sewage Systems

Cochise County-Sewage System Permit

Name: [REDACTED] Phone: [REDACTED]
 Site Address: [REDACTED]
 Mailing Address: [REDACTED] City: [REDACTED] Zip: [REDACTED]
 Tax Parcel #: [REDACTED] Master Permit#: [REDACTED]

APPROVAL TO CONSTRUCT

Onsite Review Date: [REDACTED] Office Review Date: [REDACTED]

Permit Denied: [REDACTED]

Reviewed By: [REDACTED]

Reason Denied: [REDACTED]

PERMIT APPROVED BY COCHISE COUNTY
ENVIRONMENTAL HEALTH DIVISION

DATE [REDACTED]

BY [REDACTED]

Required Design Modification: to placement sewage systems

APPROVAL OF CONSTRUCTION

First Construction Inspectionsee as built

- ☒ Location of system according to design
- ☒ Tank Appropriate size
- ☒ Tank level & properly bedded
- ☒ Approp. baffle, inlet/outlet Tee
- ☒ Fill material appropriate size
- ☒ Trench approp. Length/depth
- ☒ Soil features approp. to design
- ☒ Trench bottom level
- ☒ Appropriate setbacks to prop lines
- ☒ Appropriate setbacks to water supply
- ☒ Appropriate setbacks to topo features
- ☒ Appropriate setbacks to house
- ☒ Appropriate trench separation
- ☒ Leak tested

Notes: [REDACTED]

Second Construction Inspection

- ☒ D-box level
- ☒ Lines level
- ☒ Connections tight
- ☒ Plumbing appropriate size/material
- ☒ Line ends capped
- ☒ Proper drainage on property
- ☒ Observation ports installed
- ☒ Trench cover available for install
- ☒ Tank triangulated (located)
- N/A Risers present (if needed)
- 2 Effluent filter in place
- GPS location [REDACTED]
- As built sketch [REDACTED]

Notes: [REDACTED]

By: [REDACTED]
Date: [REDACTED]By: [REDACTED]
Date: [REDACTED]



City of Phoenix
WATER SERVICES DEPARTMENT
TECHNICAL SUPPORT DIVISION

[REDACTED]
[REDACTED]
[REDACTED]
Phoenix, AZ 85029

This is in answer to your application requesting verification of public sewer service at [REDACTED]

FILE 0077

It has been determined that this property is connected to the municipal sewer system.
The determination was made on September 6, 2007.

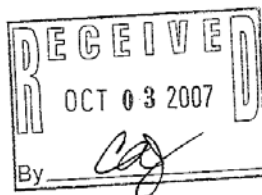
Sincerely,

[REDACTED]

Acting Water Services Technical Support Coordinator

DT/GSA

[REDACTED]



300 West Washington Street, Eighth Floor, Phoenix, Arizona 85003 1607 602 E34 1756

TOWN OF [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED] Arizona [REDACTED]
([REDACTED])
FAX: [REDACTED]
TDD: [REDACTED]

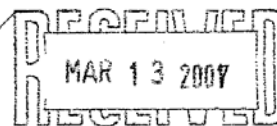
TO WHOM IT MAY CONCERN:

This letter is to verify that the facility located at [REDACTED] Arizona is hooked to the Town of [REDACTED] sewer system. The sewer system is inspected routinely by Town staff and was just inspected by the Arizona Department of Environmental Quality. No deficiencies were reported.

If you have any questions, please feel free to contact our office.

Thank You,

[REDACTED]
[REDACTED]
Town Manager



Equal Opportunity Employer And Service Provider
www.azda.gov