

# OBTAINING INSPECTION FOR OFFICIAL PROCESSING PLANTS



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Meat and Poultry Inspection  
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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 slaughter plants and for at least part of each day in establishments that further process meat and poultry products. 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 Official Inspection.

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, poultry and egg products are clean, safe, and wholesome for human consumption at the time of purchase. This involves inspection of the live animal, carcass, internal organs, plant facilities, equipment, personnel, food production practices, and transportation system.

In 1996, FSIS issued the Pathogen Reduction/Hazard Analysis Critical Control Point (HACCP) final rule. As the name implies, there are two components to the 1996 rule: the reduction of pathogens and the development and implementation of HACCP systems. Today, all inspected meat and poultry establishments are operating under a HACCP system and all new establishments must have a HACCP inspected meat system developed before receiving a grant of inspection. HACCP allows establishments to identify food safety hazards that are reasonably likely to occur in the process or type of product being produced and establish points of control to prevent adulteration from occurring. AZMPI inspection personnel verify that an establishment has developed and is implementing the HACCP system as designed.

The HACCP final rule also requires the development and implementation of Sanitation Standard Operating Procedures (SSOPs). These programs are intended to prevent direct product contamination or adulteration, and focus on pre-operational and operational activities. Every establishment must develop, implement, and maintain effective SSOPs. FSIS has developed generic HACCP and SSOP plans to aid prospective applicants in developing these required components. You may access this information from the FSIS internet website at:

[www.fsis.usda.gov](http://www.fsis.usda.gov)

The inspection process starts with the live animal. Ante-mortem inspection involves a visual and physical evaluation of the live animal prior to slaughter to identify any conditions that may indicate disease or illness. Humane handling is also a primary concern. Strict guidelines are in place and are strongly enforced to prevent the mishandling of animals. AZMPI inspection personnel are responsible for conducting a thorough examination of all slaughtered animals. The Post mortem inspection allows inspection personnel to further evaluate the health of carcass and tissues.

The inspection system continues throughout the entire processing segment of the industry, including both raw and fully cooked products. 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 offices in Phoenix, Tucson and 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 HACCP and SSOP regulatory requirements (see attached list for locations and phone numbers).

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

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Quality...from the land to you.

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

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## **INTRODUCTION**

These guidelines are intended to aid those who are contemplating applying for an Official License for Inspection.

There are 7 basic steps required for obtaining Official Inspection for Meat and Poultry slaughter or processing.

1. Facilities Must Meet Regulatory Performance Standards
2. Obtain Approved Water Source Letter
3. Obtain Approved Sewage System Letter
4. Provide a Written Standard Operating Procedure for Sanitation
5. Provide a Written Hazard Analysis and HACCP Plan
6. Obtain Approved Labels and/or Brands
7. 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.

Upon receipt of your application and completion of all items, the Program Manager or Area Supervisor will conduct a final review of the establishment. During this final visit, The Area Supervisor, accompanied by the assigned Route Inspector or Inspector in Charge (IIC) will complete any unfinished paperwork and answer any questions.

## **STEP 1: Facilities Must Meet Regulatory Performance Standards**

Establishments that conduct operations under an Official Slaughter or 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 Regulation 416.3

Slaughter requirements: **Arizona Revised Statutes** (A.R.S.) §3-2051,  
**Arizona Administrative Code** (A.A.C.) §R3-2-204

Processing requirements: **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. 50 foot candles of light are required at all inspection stations for red meat slaughter and processing while poultry slaughter and processing areas may require more intense lighting.

## 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.

**See - Code of Federal Regulations (CFR) [Part 416](#)**



## **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: Provide a Written Standard Operating Procedure for Sanitation (Sanitation SOPs)**

A written Standard Operating Procedures for Sanitation (Sanitation SOPs) tailored to your plant will need to be developed before being granted AZMPI Inspection.

### **Sec. 9 CFR 416:**

1. Procedures the establishment will conduct prior to the start of operations. These procedures at a minimum must address the cleaning of food contact surfaces of facilities, equipment, and utensils. Establishments must explicitly identify pre-op sanitation procedures in their written SSOP, distinguish them from sanitation activities to be carried out during operations.

2. Daily procedures the establishment will conduct to prevent product contamination or adulteration during operations and the frequency at which they will be conducted.

3. Signed and dated by an official with overall authority on site or a higher level official of the establishment. The SSOP must be signed upon initiation and any modifications, and the signature shall signify that the establishment will implement the SSOP.

4. Identifies establishment employees who have responsibility for implementing and maintaining daily sanitation activities. The establishment does not need to necessarily identify the employee who will actually perform the sanitation procedure.

5. Identifies the records to be maintained on a daily basis that will document the implementation and monitoring of the SSOP and any corrective actions taken.

See – CFR Parts [304.3\(a\)](#), [416.11-416.17](#)

See Attachment 4– Sample Sanitation Standard Operating Procedure (SSOP)

## **STEP 5: Provide a Written Hazard Analysis and HACCP Plan**

A hazard analysis is the process used to determine the food safety hazards reasonably likely to occur in the production process and identifies the preventive measures that the establishment can apply to control those hazards. Whenever a hazard analysis identifies that one or more food safety hazards are reasonably likely to occur, a written HACCP plan shall be developed.

**Note:** You may utilize an outside consultant who is not employed by the establishment. Questions about the use of consultants may be answered by an AZMPI representative. Workshops are being conducted around the country and a self-study guide and video can be provided by USDA Outreach Program. Each State is also assigned a HACCP Coordinator to assist plants with the development of HACCP Programs.

### **HACCP REQUIREMENTS**                      Sec. 9 CFR 417

#### **5 PRELIMINARY STEPS**

1. Assemble the HACCP team

Employees that will develop the haccp plan from production, marketing, QC, all dept. involved

2. Product description, method of distribution

Product name, intended consumers, methods of use (ready to eat, further processing, etc), packaging used, shelf life, where it will be sold, labeling instructions, distribution

3. List of ingredients and raw materials

Meat, non-meat ingredients

4. Develop a process flow diagram

Shows entire process step by step, how product moves through the plant, finds areas of hazards

5. SSOP requirements are met

Sanitary requirement

## 7 HACCP PRINCIPLES

### 1. CONDUCT A HAZARD ANALYSIS

Prepare a list of steps in the process where significant hazards are reasonably likely to occur and describe the preventive measures.

**Biological** (bacteria: E. Coli, Salmonella, Listeria; viruses; parasites) temperature controls

**Physical** (any physical material not normally found in food that causes illness or injury: glass, metal, wood, rocks, etc) observations, metal detection devices

**Chemical** (naturally occurring: aflatoxin, mycotoxins, man made: pesticides, fungicides, insecticides, etc)

### 2. IDENTIFY CCPs

“A point, step or procedure in a food process at which control can be applied and as a result a food safety hazard can be prevented, eliminated, or reduced to an acceptable level”

e.g.: cooking, cooling, receiving, formulation, storage, evisceration, siding. Use of the CCP decision tree.

### 3. DETERMINE CRITICAL LIMITS

Maximum or minimum values to which a hazard must be controlled to prevent, eliminate, or reduce to acceptable levels the occurrence of a food safety hazard. E.g. cooking temps: 160°F, PPM chlorine: 200ppm, zero defects, etc. Critical limits must be quantifiable (a numerical value), not a word such as "none", "OK", "acceptable".

### 4. ESTABLISH MONITORING PROCEDURES

Planned sequence of observations or measurements to assess whether a CCP is under control, and to produce an accurate record for future use in verification.

### 5. ESTABLISH CORRECTIVE ACTION PROCEDURES

Procedures to be followed when a deviation occurs. A deviation is a failure to meet the critical limits.

The regulations identify four requirements for corrective actions:

- (1) the cause of the deviation is identified and eliminated,
- (2) the CCP (critical control point) is under control after corrective action is taken,
- (3) measures to prevent recurrence are established, and
- (4) product that is injurious to health or otherwise adulterated does not enter commerce.

### 6. ESTABLISH RECORDKEEPING PROCEDURES

Serves as written documentation of the establishment's compliance, plant is able to trace the history of an ingredient, helps to ID trends in a product, Helps to ID and narrow the scope of a recall, good evidence in legal action.

### 7. ESTABLISH VERIFICATION PROCEDURES

To determine whether the HACCP plan is working. Actions may include: calibration of temperature equipment, sampling the product, review of records, inspect and audit of establishment operations. Validates scientific and technical process for determining that the CCPs and associated critical limits are adequate and sufficient to control likely hazards

See – CFR Parts **304.3(b) and (c)** and **417**

See Attachment 2 – Additional Contacts for Assistance

## **STEP 6: Obtain Approved Labels**

**Arizona Revised Statutes (A.R.S.) §3-2042**

After an initial meeting at your proposed facility, an official plant number will be reserved upon request by the applicant. This number is used to identify all inspected and passed products prepared in your establishment. All carcasses from slaughtered animals must be ink-branded with the ADA Inspection legend, which includes the plant number. All packaged meat products must have the ADA Inspection legend, with the plant's number printed on the label of the package. All labeling material must be approved and on-hand before a license will be issued.

### **APPROVAL OF LABELS AND FORMULATIONS**

It is the responsibility of the Arizona Department of Agriculture's Meat and Poultry Inspection Service to assure the consuming public that all products are properly packaged, identified, and are not misleading or deceptive with respect to content, ingredients, marking, labeling, and packaging. Products must be free from adulteration, clean, wholesome, and truthfully labeled.

#### **Meat products amenable:**

- Must contain more than 3% raw or 2% cooked meat, or
- Be a product that historically has been considered by consumers as a product of the meat industry.

#### **Poultry products amenable:**

- Must contain at least 2% cooked poultry meat, or
- Be a product that historically has been considered by consumers as a product of the poultry industry.

#### **REQUIRED FEATURES OF A LABEL**

1. Name of the product
2. Ingredients statement
3. Inspection legend and establishment number
4. Handling statement
5. Net weight statement
6. Signature line (name and address of manufacturer)
7. Safe handling instructions (if required)
8. Nutritional labeling (may be required under circumstance)

A sketch indicates the proposed setup, wording, and required information of the labeling and may be presented as a printer's proof, hand drawn, computer generated or other reasonable facsimiles that clearly reflect and project the final version of the labeling. The sketch will be submitted on form MPI-217 S (pink sheet). The formulation (recipe), if required, will be submitted on MPI-208 (blue sheet).

#### **It is the responsibility of the establishment to:**

- **Produce products that are properly packaged and identified, not misleading or deceptive**
- **Use only accurate labels**
- **Ensure that the labels are used only on products for which they are intended**
- **Accurately complete a "Label Sketch Form" MPI-217S**

The label will contain a Mark of Inspection with an establishment number issued by this office. This number is unique to your facility and must be applied to meat products produced under inspection. Products produced without inspection are not eligible to be labeled with this mark.

The number 35 is used as a sample only.



See – CFR Parts [316](#), [317](#), & [381.96 thru 381.144](#)  
See Attachment 2 – Additional Contacts for Information

## **STEP 7: 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**

Official Processing:	\$300	
Official Slaughter Class A:	\$250	Allows up to 45 head of livestock
Official Slaughter Class B:	\$300	Allows up to 150 head of livestock
Official Slaughter Class C:	\$450	Allows unlimited head of livestock

**(A.R.S. § 3-2003, 3-2081)**

## **GENERAL INFORMATION**

### **Separation of Official Establishments**

Each official establishment shall be separate and distinct from any unofficial 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 Office**

Office space shall be provided by official establishments, rent free, for the exclusive use of the inspector assigned to the establishment. The space set aside for this purpose shall meet with approval of the Area 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 Area Supervisor. Small plants requiring the services of less than one full time inspector need not furnish facilities for AZMPI employees as prescribed in this section, where adequate facilities exist in a nearby convenient location.

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



## Hours of Operation

Prior to the initial start of operations, you will be asked to provide a written schedule of the establishment's hours of operation (MPI-216). The Area Supervisor or IIC will contact you for that information. These hours may be changed, but not before approval by the Main Office.

Whenever any product is to be overhauled or otherwise handled during unusual hours, the establishment operator shall notify the IIC or the Local AZMPI Office a reasonable time, in advance, of the day and hour when such work will begin and such product shall not be handled prior to that time. No department, in which operations are being conducted, that requires inspection, will be operated except under the supervision of an AZMPI employee.

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

## Inspection Charges

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

Overtime charges are incurred for slaughter establishments, by working over their requested 8 hour shift, state holidays, or other times outside of their approved hours of operation.

Voluntary inspection will incur overtime charges.

Processing establishments are not charged overtime by A.R.S. §3-2054 B.

**Arizona Revised Statutes (A.R.S.) §3-2049, 3-2081**

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

## Hours of Duty

The maximum time a slaughter inspector may be assigned daily to a post mortem inspection position is 8 hours per day. The post mortem time, does not include time spent before and after slaughter operations, conducting ante-mortem, sanitation, and offal inspection; supervising disposal of condemned material, and preparing reports. Time used for meals is not included in counting the above hours.

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

## **Withdrawal of Inspection**

Inspection may be 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 official 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 official duties. The inspector in charge can withhold inspection (conditional withdrawal or suspension) and notify the establishment.

Attachment 1

**Phoenix Main Office**

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Fax: 602-542-4194

Northern Area Supervisor  
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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: 520-628-6314  
Fax: 520-628-6685

**FSIS Boulder District Office**

Boulder, Co,  
Phone: 303-236-9800

**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

**National HACCP Small Plants Coordinator**

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Washington, DC 20250  
[Kathleen.barrett@fsis.usda.gov](mailto:Kathleen.barrett@fsis.usda.gov)  
Telephone Number: 202-205-6520

## **Additional FSIS Contacts for Assistance**

Interactive Knowledge Exchange (IKE)

[http://www.fsis.usda.gov/FSIS\\_Employees/IKE/index.asp](http://www.fsis.usda.gov/FSIS_Employees/IKE/index.asp)

Small Business Regulatory Enforcement Fairness Act (SBREFA)

<http://www.sba.gov/advo/laws/sbrefa.html>

## **FSIS Web Pages**

FSIS Home Page

<http://www.fsis.usda.gov>

FSIS Code of Federal Regulations

<http://www.gpoaccess.gov/cfr/index.html>

FSIS Directive 5000.1 – Verifying an Establishment’s Food Safety System – Revision 1  
(95 pp)

[http://www.fsis.usda.gov/regulations\\_&\\_policies/5000\\_Series-Program\\_Services/index.asp](http://www.fsis.usda.gov/regulations_&_policies/5000_Series-Program_Services/index.asp)

HACCP Contacts and Coordinators

[http://www.fsis.usda.gov/contact\\_us\\_/state\\_haccp\\_contacts\\_&\\_coordinators/index.asp](http://www.fsis.usda.gov/contact_us_/state_haccp_contacts_&_coordinators/index.asp)

Small and Very Small Plants Page

[http://www.fsis.usda.gov/Small\\_Very\\_Small\\_Plants/index.asp](http://www.fsis.usda.gov/Small_Very_Small_Plants/index.asp)

Business and Partners Page

<http://www.fsis.usda.gov/business/index.asp>

Labeling and Consumer Protection Staff (LARC)

[http://www.fsis.usda.gov/About\\_Fsis/labeling\\_&\\_consumer\\_protection/index.asp](http://www.fsis.usda.gov/About_Fsis/labeling_&_consumer_protection/index.asp)

Sign up for the FSIS e-mail alert service for up-to-date information at

[http://www.fsis.usda.gov/news\\_&\\_events/email\\_subscription/index.asp](http://www.fsis.usda.gov/news_&_events/email_subscription/index.asp)

## **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 official of the business and to determine your fitness to receive a Grant of Inspection.

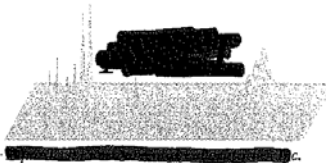
### **ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION**

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).





DRINKING WATER MICROBIOLOGICAL ANALYSIS REPORT  
CERTIFICATE OF ANALYSIS

Private System ID: [Redacted] System Name: [Redacted]

Sample Date: [Redacted] 9:52 (24 hour clock) Sample Time: [Redacted] Owner/Contact Person Name: [Redacted]

Owner/Contact Person Fax Number: [Redacted] Owner/Contact Person Phone Number: [Redacted]

\*\*\*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: [Redacted] SAMPLING SITE ID: 3 Compartment Sink

ID Number: AZ [Redacted] Name: [Redacted]

Comments: [Redacted]

Authorized Signature: [Redacted]



### 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: \_\_\_\_\_ Office Review Date: [REDACTED]


Permit Denied: \_\_\_\_\_ Reviewed By: [REDACTED]

Reason Denied: \_\_\_\_\_

PERMIT APPROVED BY COCHISE COUNTY  
ENVIRONMENTAL HEALTH DIVISION

DATE: [REDACTED]

BY: [REDACTED]



Required Design Modification: to placement sewage system

APPROVAL OF CONSTRUCTION

<u>First Construction Inspection</u>	<u>Second Construction Inspection</u>
<input checked="" type="checkbox"/> Location of system according to design	<input checked="" type="checkbox"/> D-box level
<input checked="" type="checkbox"/> Tank Appropriate size	<input checked="" type="checkbox"/> Lines level
<input checked="" type="checkbox"/> Tank level & properly bedded	<input checked="" type="checkbox"/> Connections tight
<input checked="" type="checkbox"/> Approp. baffle, inlet/outlet Tee	<input checked="" type="checkbox"/> Plumbing appropriate size/material
<input checked="" type="checkbox"/> Fill material appropriate size	<input checked="" type="checkbox"/> Line ends capped
<input checked="" type="checkbox"/> Trench approp. Length/depth	<input checked="" type="checkbox"/> Proper drainage on property
<input checked="" type="checkbox"/> Soil features approp. to design	<input checked="" type="checkbox"/> Observation ports installed
<input checked="" type="checkbox"/> Trench bottom level	<input checked="" type="checkbox"/> Trench cover available for install
<input checked="" type="checkbox"/> Appropriate setbacks to prop lines	<input checked="" type="checkbox"/> Tank triangulated (located)
<input checked="" type="checkbox"/> Appropriate setbacks to water supply	<u>n/a</u> Risers present (if needed)
<input checked="" type="checkbox"/> Appropriate setbacks to topo features	<u>2</u> Effluent filter in place
<input checked="" type="checkbox"/> Appropriate setbacks to house	GPS location [REDACTED]
<input checked="" type="checkbox"/> Appropriate trench separation	[REDACTED]
<input checked="" type="checkbox"/> Leak tested	As built sketch [REDACTED]
Notes: _____	Notes: _____

By: [REDACTED] Date: [REDACTED]

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Equal Opportunity Employer And Service Provider  
www.azda.gov





**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 0027

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]

RECEIVED  
OCT 03 2007  
By *[Signature]*

RECEIVED  
OCT 2007  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

700 West Washington Street, Eighth Floor, Phoenix, Arizona 85003 602 694 1407 602 694 1756

**TOWN OF** [REDACTED]

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

TO WHOM IT MAY CONCERN:

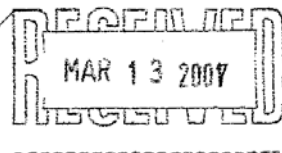
This letter is to verify that the facility located at [REDACTED] Arizona is hooked to the Town of [REDACTED] sewer system. The sewer system is inspected routinely by Town staff and was just inspected by the Arizona Department of Environmental Quality. No deficiencies were reported.

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

Thank You,

[REDACTED]

Town Manager



**SAMPLE – SANITATION STANDARD OPERATING PROCEDURE (SSOP)**

XYZ Meat Packers, Inc. is a red meat processing establishment. This plant receives beef and pork for further processing. This plant cuts and grinds product and also packages it.

**MANAGEMENT STRUCTURE**

- Owner –
- Plant Manager –
- Team Captains –

The Team Captains are responsible for implementing and daily monitoring of Sanitation SOP and recording the findings and any corrective actions. The Team Captains are responsible for training and assigning specific duties to other employees and monitoring their performance within the Sanitation SOP. All records, data, checklists, and other information pertaining to the Sanitation SOP will be maintained on file and made available to inspection personnel.

**I. Preoperational Sanitation – Equipment and Facility Cleaning Objective**

- A. All equipment will be disassembled, cleaned, and sanitized before starting production.
  - 1. Establishment sanitary procedure for cleaning and sanitizing equipment.
    - a. All equipment will have product debris removed.
    - b. Equipment will be rinsed with water to remove remaining debris.
    - c. An approved cleaner will be applied to equipment and properly cleaned.
    - d. Equipment will be sanitized with approved sanitizer and rinsed with potable water.
    - e. The equipment is reassembled.
  - 2. Implementing, Monitoring and Recordkeeping  
Team Captains perform daily organoleptic sanitation inspection after preoperational equipment cleaning and sanitizing. The results will be recorded on a Preoperational sanitation form. If found to be acceptable, the appropriate line will be checked. If corrective actions are needed, such actions will be documented.
  - 3. Corrective Actions  
The Team Captains determines that the equipment on hand does not pass organoleptic examination, the cleaning procedure and inspections are repeated. The Team Captains monitor the cleaning of the equipment on hand and retrains employees if necessary. Corrective actions are recorded on Pre-Operational sanitation forms.
- B. Cleaning of Facilities including floors, walls, and ceilings.
  - 1. Cleaning procedures:
    - a. Debris is swept up and discarded.
    - b. Facilities are rinsed with potable water.
    - c. Facilities are cleaned with approved cleaner.
    - d. Facilities are rinsed with potable water.
  - 2. Cleaning of floors and walls are done at the end of each production day. Ceilings are cleaned as needed.
  - 3. Establishment monitoring  
The Team Captain performs daily organoleptic inspection before operation begins. Results are recorded on a preoperational sanitation form.

#### 4. Corrective action

When the Team Captain finds that the facilities do not pass organoleptic inspection, the cleaning procedures and inspections are repeated. The Team Captain inspects the cleaning of the facilities and retrains employees as needed. Corrective action to prevent direct product contamination or adulteration are Recorded on Pre-operational sanitation forms.

## II. OPERATIONAL SANITATION—EQUIPMENT AND FACILITY CLEANING OBJECTIVE

A. Processing is performed under sanitary conditions to prevent direct and cross contamination of the product.

### 1. Sanitary procedures for processing.

- a. Employees clean and sanitize hands, gloves, knives, other hand tools, cutting boards, etc., as necessary during processing to prevent contamination of products.
- b. All equipment tables and other product contact surfaces are cleaned and sanitized throughout the day as needed.
- c. Outer garments such as aprons and gloves are hung in designed areas when employees leave processing area. Outer garments are maintained in a clean and sanitary manner and are changed at least daily and more often if necessary.

### 2. Monitoring and Recordkeeping

The Team Captains are responsible for ensuring that employees' hygiene practices, sanitary handling procedures and cleaning procedures are maintained. The Team Captain monitors the sanitation procedures during the day. Results are recorded on an Operational Sanitation Form daily.

### 3. Corrective Action

The Team Captain identifies sanitation problems and stops production if necessary and notifies processing employees to take appropriate action to correct sanitation problems. If necessary, processing employees are retrained and corrective actions are recorded on Operational Sanitation form.

**DAILY PRE-OPERATIONAL / OPERATIONAL  
SANITATION CHECKLIST**

DATE: \_\_\_\_\_

Pre-operational	Condition	Deficiency	Corrective Action	Preventive Measure(s)
All food contact surfaces				
Knives				
Utensils / Equipment				
Tables				
Grinder				
Saw(s)				
Scales				
Gloves				
Product wash sink				
Hand wash sink				
Sanitizer (50) 200 PPM				

Pre-op inspection performed by: \_\_\_\_\_

Operational	Condition	Deficiency	Corrective Action	Preventive Measure(s)
All food contact surfaces				
Utensils / Equipment				
Clothing				
Product handling				
Hand washing observed				
Trash removal				
Facilities/Bathroom				
Walk inn Cooler/Freezer				

Op-sanitation inspection performed by: \_\_\_\_\_  
 Condition: ✓ = acceptable  
 X = unacceptable

For additional corrective actions / preventive measures see <sup>29</sup>back of this page (when checked)