

# TRACEABILITY

## PURPOSE AND INTRODUCTION

The purpose of this standard operating procedure is to describe how to label finished carcass and liver and hearts to ensure food safety and traceability. Traceability is the ability to track a product one step forward and one step back.

## INSTRUCTIONS:

1. Products will be identified with:
  - a. Carcass and carcass quarters have ID tags and state inspection legend.
  - b. Liver and heart have state inspection legend, an appropriate product label
1. including safe handling instructions.

2. Shipping or delivery activities will be registered in the pre-shipment review record.

The record will indicate the slaughter date and if all hygienic practices were met to ensure food safety, as well as the name of the customer receiving the packages.

## Traceability:

1. For traceability purposes, the products will be labeled with the slaughter date.
2. In case of a recall, all the finished goods described with the same

slaughter/production date must be recalled (review recall SOP) and kept on hold to

## MONITORING

Person-in-Charge will review labeling activities to ensure labels are correct and the process is occurring according to the instructions. Ensure that the slaughter date on the label is correctly listed. The register that products are properly labeled before delivery is made in the Slaughter record and the Pre-Shipment Review Record.

## CORRECTIVE ACTIONS

1. Discard any damaged label.
2. Discard any incorrect label.

3. Relabel any product that is mislabeled.

#### VERIFICATION AND RECORD-KEEPING:

1. HACCP Coordinator will check for adherence to traceability procedures
2. The HACCP Coordinator will ensure that the records are maintained.
3. Records shall be maintained by the establishment for at least 6 months

and made available to inspector. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to inspector within 24 hours of request.

## RECALL PLAN

PRIME CUT is dedicated to manufacturing the highest quality products possible. We take care to ensure that only our best leave the premises. If a product does get shipped out which is of questionable quality, the recall program, as outlined in this manual, will be put into action.

Product recall is indicated when a product could represent a health risk to the consumer. The procedures implemented should effectively remove the product from circulation to prevent its consumption. This procedure will be implemented after a customer complaint that involves a recall or after the discovery of a food safety problem.

PRIME CUT must promptly notify the local FSIS District Office within 24 hours of learning or determining that an adulterated or misbranded meat or meat food received by or originating from the official establishment has entered commerce if the official establishment believes or has reason to believe that this has happened. The official establishment must inform the District Office of the type, amount, origin, and destination of the adulterated or misbranded product.

# STATEMENT of RECALL PLAN

PRIME CUT maintains a recall plan which provides specific procedures and assigns roles and responsibilities when a food safety issue arises with any of our products. The recall plan follows the Recall Policy – 9 CFR Recall 418.

The plan will be activated whenever a potential recall requirement arises and includes the following elements:

1. Recall team member designations
2. Recall responsibility assignments
3. Key personnel and external contact information
4. Recall procedures
5. Communication templates

The success of the plan relies on the proper execution of plan elements and using up-to-date information.

## INSTRUCTIONS

The main objectives of this recall plan are:

1. Stop the distribution and sale of the affected product.
2. Effectively notify management, customers, and regulatory authority (i.e. USDA/FSIS,

FDA, DHHS) of the recall

3. Efficiently remove the affected product from the marketplace.
4. Remove the affected product from the warehouse and/or distribution areas.
5. Dispose of the affected product.
6. Conduct a root cause analysis and report the effectiveness and outcome of the

recall.

7. Implement a corrective action plan to prevent another recall.
8. Upon completion of the recall, management will conduct a post recall meeting to

evaluate the recall..

# RECALL PROCEDURES

The recall team will be composed of:

☒ Recall coordinator: the coordinator has been given authority by the management of PRIME CUT to execute the activities related to the recall.

Responsibilities of the Recall Coordinator shall include but are not limited to:

- Maintain the documentation of all recall decisions and actions in a master recall file.
- Initiate the formation of the recall team.
- Activate various components within the company for priority response.
- Make recall decisions on behalf of PRIME CUT.
- Manage and coordinate the company's product recall implementation.
- Keep management informed during all stages of the recall.

☒ Recall Team: the team is composed of various components of the organization. The following functions should be represented on the team (any individual may be responsible for more than one function):

- Management (Administration)
- Recall Coordinator
- Accounting
- Consumer Affairs / Public Relations
- Customer Service
- Distribution and Supply
- Information Technology
- Legal Counsel
- Marketing
- Operations
- Production
- Purchasing
- Quality Assurance
- Sales
- Maintenance
- Records Management
- Regulatory Affairs
- Sanitation

# EVALUATION of the COMPLAINT CONDITION

Complaint receipt, processing, and evaluation are the first steps in the recall process. The complaint evaluation flow chart shows the steps involved in the evaluation process and include:

☑ Receive the complaint: A Consumer Complaint Record should be maintained containing any product complaints the company receives. Information that should be maintained in the product complaint file is:

- Complainant contact information.
- Reported problem with the product.
- Product Identification.
- Product Storage.
- Product purchase date and location.
- Illness and Injury details.

- Provide the complaint to knowledgeable staff for initial evaluation. If the initial assessment indicates a recall may be necessary, the Recall Coordinator assembles the Recall Team for a full evaluation using the Recall Record. To control the Recall Process, a Recall Procedure checklist must be completed.

- Determine the potential hazard and evaluate the related safety concerns with the product.

- Determine the class of the recall, according to the level of hazard involved:

Class I Recall - Health hazard situation in which there is a reasonable probability that consumption of the food product will cause/contribute to health problems or death.

Class II Recall - Potential health hazard situation in which there is a remote probability of adverse health consequences from consumption of the food product.

Class III Recall - Situation in which consumption of the food product will not cause adverse health consequences.

- Determine the product removal strategy according to the threat level and market

distribution/commerce.

- Contact the appropriate regulatory authorities.
- Alert legal counsel, insurance, etc. as appropriate.
- Maintain in a file of all recall-related events including information such as dates,

actions, communications, and decisions.

## IDENTIFICATION of IMPLICATED PRODUCTS

Is the responsibility of PRIME CUT to ensure the identification and quantities of all products implicated in the recall. In addition, the determination should be made if any other codes, brands, or sizes of products handled by the company are affected.

PRIME CUT will complete the Distribution List Record as part of the

Identification process including:

- Accounts/Customers:
  - ☐ Account name (consignees) that received the recalled product(s)
  - ☐ Account addresses
  - ☐ Contact names
  - ☐ Contact telephone numbers
  - ☐ Type of account (e.g., manufacturer, distributor, retailer)

Additional information relating to product information includes:

- Product:
  - ☐ Amount of product received/shipped
  - ☐ Product ship date(s)
  - ☐ Amount of product returned
  - ☐ Amount of product consumed

# NOTIFICATION of AFFECTED PARTIES

Notifications during a recall must be performed promptly and should include the appropriate regulatory agencies, product distribution chain, and consumers when necessary. Recall notices are typically used to notify regulatory agencies and those businesses in the distribution chain. Press releases are oriented to consumers but may be used to notify any affected party.

1. Regulatory Agencies should be notified at the earliest opportunity after the decision is made to conduct a recall (Recall Submission to FSIS Record).
2. ☑ Subsequent to the initial notification, the regulatory authority should be kept updated throughout the recall process.
3. Distribution Chain contacts will be notified by a written recall notice (Recall Letter).
4. ☑ Confirm receipt of the Notice of Recall with all accounts. A copy of all account communications should be maintained and recorded on the Notification Record.
5. Consumers should be notified by the most effective method available. If appropriate, a press release can be used to notify consumers.
6. ☑ Issuance of a press release should be the highest priority and should be issued promptly.
7. ☑ The local FSIS District Recall Coordinator should be consulted before the issuance of a press release whenever possible.

# REMOVAL of AFFECTED PRODUCT

The procedure for product removal can be divided into five components including removal, control and disposition of affected product, recall effectiveness, and recall termination.

## Removal

All reasonable efforts must be made to remove affected products from distribution/commerce.

8. Products in distribution/commerce should be detained and segregated by the customer until PRIME CUT completes the recall investigation to determine the product disposition. PRIME CUT will inform the decision and how to proceed (Recall Letter).

9. Products that are still under the control of PRIME CUT (e.g. inventory located onsite, in transit, in off-site storage, and in offsite distribution) should be detained and segregated.

10. All quantities and identification codes shall be documented via the Recalled Product Receiving Record to assist in the reconciliation of product volumes.

## Control of Recalled Product

PRIME CUT chooses to retain recalled products, steps must be taken to prevent possible affected product redistribution.

11. All affected products returned will be marked; NOT FOR SALE or DISTRIBUTION and stored in an area separate from other food products.

12. All quantities, identification codes, and disposition shall be documented via the Recalled Product Receiving Record.

## Product Disposition

The final disposition of the recovered product must be determined. The final disposition must be reviewed and approved by the regulatory agency. Options include:

13. Destruction: Products determined to be unsafe for human consumption may be

destroyed or denatured and disposed of by appropriate means.

14. Recondition – Products may be altered/reworked to remove the safety risk. For example: Relabeling a product to include an allergen omitted from the original label. All quantities, identification codes, and disposition shall be documented.

#### Recall Effectiveness

PRIME CUT is responsible for determining the effectiveness of a recall event. Recall Effectiveness Checks verify that all consignees have been notified and have taken the appropriate action. Steps include:

15. Verifying that all consignees have received the notification by comparing the Distribution List Record with the Notification Record.

16. Verifying that consignees have taken appropriate action.

17. If any consignee response is less than 100%, the recall should be deemed ineffective and the recall strategy should be reassessed. Certain circumstances (e.g. amount of product actually returned vs. expected the potential for consumption, shelf-life, etc.) may also require a reassessment of the recall strategy.

All verifications shall be documented.

#### Termination of a recall

Termination of the recall may be considered after all reasonable efforts have been made to remove the affected products from distribution/commerce, including reconciliation, recall effectiveness, and disposition.

Termination of the recall may be requested by submitting a written request to the regulatory authorities.

# SSOP-HANDLING and STORAGE of CHEMICALS

## PURPOSE AND INTRODUCTION

The purpose of this SOP is to describe the procedure to be followed by all employees for the handling and storage of chemical compounds used in the establishment.

## CRITERIA AND INSTRUCTIONS

- Cleaning compounds, sanitizers, and lubricants are stored separately from any food products and have updated SDS sheets that are accessible to all employees.
- Small amounts of cleaning compounds, sanitizers, and lubricants are used in receiving, processing.
- Other Food-grade and non-food-grade chemicals and lubricants are stored separately outside of receiving and processing areas and are required to have updated MSDS sheets.
- Food, food-packaging materials, and food-contact surfaces are protected from adulteration by biological, chemical, and physical contaminants.

## CLEANING SANITIZERS

### Clorox Bleach

- Used as sanitizer
- Mixed with water and sprayed on ground using a deck brush and sprayed again with hot water. Concentration: 100-200 ppm.

### Ecolab Smart power

- Used as sanitizer
- Spray sanitizer and cleaner are used to clean all equipment and tables. Concentration: 272–700 ppm. The testing solution should be between 0.27– 0.55 oz/gal.

## FREQUENCY

This SOP will be followed by all employees when using, handling, and storing chemicals.

## RESPONSIBILITIES

- All employees involved in the use, handling, and storage of chemicals are committed to this SOP.
- The person in charge is responsible for supervising the proper use, handling, and storage of the chemical.

## MONITORING

- Invoices or packaging slips are checked at receiving before chemicals are stored in the food-grade chemical storage area.
- Person in Charge inspects chemical storage areas daily and inspects processing areas daily before production begins to detect improper handling or storage of chemicals.

## CORRECTIVE ACTIONS

- Unapproved chemicals are returned or used in non-processing areas.
- Improperly stored chemicals are moved to the correct storage area.
- The person in charge initiates the correction of any potentially contaminating condition.
- Improper handling practices should be corrected.
- If the concentration of the sanitizer in the 3-compartment sink is not correct, the sanitizer solution should be discarded and replaced with a new mix.

## VERIFICATION AND RECORD-KEEPING

- Chemical storage area, and processing area inspections and corrective actions are noted daily on the Pre-Operation Sanitation record.
- Records shall be maintained by the establishment for at least 6 months and made available to FSIS. All such records shall be maintained at the official establishment

for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.

## SSOP-CONTROL FLOWS

### PURPOSE AND INTRODUCTION

Control employee traffic patterns and airflow to prevent cross-contamination and reduce microbiological contamination levels. Maintain positive airflow from the inside to the outside of the establishment. Controlling the movement of personnel products will help prevent cross-contamination of meat.

### CRITERIA AND INSTRUCTIONS

- Establish traffic patterns to eliminate movement of personnel, meat, pallets, and refuse containers between slaughter floors.
- Eliminate standing water, which can facilitate the spread of pathogens. Sanitizer boluses can be used to sanitize standing water<sup>3</sup>. Tools used in the slaughterhouse are identified.
- Before entering the slaughterhouse, employees must store their belongings in designated areas, wear clean clothes, restrain their hair and wash their hands.

### RESPONSIBILITIES

Person in charge or designated employee.

### MONITORING

Designated employees shall monitor traffic flows by observing and correcting improper flows throughout the shift.

### CORRECTIVE ACTIONS

If traffic flows are improperly observed:

- HACCP Coordinator will be immediately notified
- Any product that was involved in the action shall be discarded.
- HACCP Coordinator shall stop and immediately correct flows.
- Any employees exhibiting inconsistent traffic flow practices or neglect after

retraining shall be documented and disciplined following company policies.

#### VERIFICATION AND RECORD-KEEPING:

- Once a day the person in charge will verify the activities performed by the trained employees during a shift.
- HACCP Coordinator will review the records are maintained under 417.5(a)(3) once a week
- Records shall be maintained by the establishment for at least 2 years and made available to FSIS. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.

## SSOP-FACILITY CLEANING and SANITIZING

Cleaning activities shall remove food residues and dirt, which are a source of contamination. Cleaning can be carried out by the separate or the combined use of physical methods, such as heat, scrubbing, turbulent flow, vacuum cleaning, etc. Pre-Operation and Operation Inspection Records must be completed to ensure that all areas are clean and organized and that production activity can occur properly and hygienically. Cleaning activities will be performed for employees after their shift. Cleaning Records must be completed to ensure that production areas are clean and organized before, during, and at the end of the production activities.

#### INSTRUCTIONS

Pre-Operation Inspection. Pre-Operation Inspection Records must be completed before starting operations (operational days) to ensure that all areas are clean and organized and that production activity can occur properly and hygienically.

- There are no signs of pests in the receiving, storage, and production areas.
- Chemicals are properly stored and labeled.
- Floors, walls, windows, ceilings are clean and in good repair throughout the

production areas.

- There are no glass fragments.
- All areas and hallways are clean and organized.
- Aprons, gloves, and rubber boots are available.
- The three-compartment sink is clean, the sanitizer is in the correct concentration

(100-200ppm).

- All food utensils were washed rinsed and sanitized and are in place.
- All the equipment is disassembled, cleaned, and sanitized before starting

production (the procedure is in SSOP-D-CE Cleaning and sanitizing Direct Food

Contact Surfaces and Equipment).

- Handwashing stations provide warm water, are clean, and all the dispensers are full.
- Employees appear in good health and have no open sores, cuts, on their hands or

fingers.

- Employees are not wearing jewelry, except for wedding bands and they store their

belongings in a designated area.

- Employees are wearing the required uniform: Apron, gloves, and rubber boots.
- Employees properly wash their hands before starting activities. Operation Inspection. Processing is performed under sanitary conditions to prevent

direct and cross-contamination of the product.

The Person in charge or designated alternate must inspect the following activities at

least once a day (operational days):

- Sanitary procedures for processing
- Employees are to have clean and sanitized hands, gloves, knives, other hand

tools, cutting boards, hairnets, and beard nets, as necessary during

processing to prevent contamination of products.

- All equipment tables and other product contact surfaces are to be cleaned

and sanitized throughout the day as needed.

- Outer garments such as aprons and gloves are hung in designated areas when employees leave the processing area. Outer garments are maintained in a clean and sanitary manner and are changed at least daily and more often if necessary.

- Slaughterhouse

- If more than one species is to be slaughtered, between each species, conduct a clean-up sufficient to remove all visible debris.

- All animals will be slaughtered in a manner that will control contaminants as much as possible. At the least, this will include:

- - Employees will clean hands, arms, gloves, aprons, boots, etc., as often as necessary during the dressing process. If contamination occurs, they will clean aprons, boots, and knives with soap and water and sanitized.

- - Employees will clean and sanitize with approved sanitized, knives and other hand tools, and saws as often as necessary during the dressing process to prevent contamination of the skinned carcass.

- - Employees will clean hands, arms, gloves, aprons, rubber boots, etc., as often as necessary during the eviscerating process. If contamination occurs, they will clean aprons, boots, and knives with soap and water and sanitized.

- - If any abscess or other problem is encountered, everything that has touched the contaminated part will be cleaned and sanitized,

- All equipment, tables and other food-contact surfaces will be cleaned and sanitized throughout the day as needed

End of the shift cleaning activities, defined as post-operational cleaning and sanitizing procedures, will occur after the shift to ensure the next shift could occur properly and hygienically.

- Equipment is disassembled as necessary for cleaning and sanitation.

- Equipment and surfaces on the slaughter floor will be cleaned and sanitized after the shift.

- Tools must be washed/cleaned and sanitized after use.
- Workstations will be cleaned and sanitized after the shift.
- All food contact surfaces will be cleaned and sanitized after the shift.
- Walls, floors, and ceiling will be kept free of visible debris.
- Re-clean if the inspection after cleaning detects any non-conformity.

Cleaning activities are performed according to the Cleaning and sanitizing direct food contact surfaces SSOP and the Cleaning and sanitizing equipment SSOP

Cleaning and sanitization activities must be performed in an area after unscheduled emergency repairs or maintenance to processing equipment or the building interior (e.g., walls, ceilings, and plumbing).

Report any damage or malfunction detected during cleaning activities.

#### FREQUENCY

- Floors and walls are cleaned at the end of each production shift.
- b.) Ceilings for production areas are cleaned thoroughly at least bi-annually or more often if needed. (Support for the cleaning frequency is due to extremely high ceiling heights specific to carcass coolers and kill department, whereas due to ceiling height- ceilings are at low risk from daily contamination that stems from daily production practices. )
- c.) Daily cleaning and sanitizing of floor drains- specifically for production departments.
- d.) Refrigeration Units clean and sanitizing at least bi-annually or more often if needed.
- e.) Operation Inspection: Monitored twice daily (a.m. or p.m.) with monitoring results recorded on plants "Daily Sanitation Report."

#### MONITORING

- The processing manager, sanitation manager, or responsible designee is

responsible for ensuring that employee hygiene practices and product traffic patterns, sanitary product handling procedures are maintained during a production shift. The Sanitation Manager or Processing Manager or responsible designee

monitors the sanitation procedures twice during a production shift (a.m or p.m.).

Results are recorded on plants identified "Daily Sanitation Report."

- The slaughter manager is responsible for ensuring that employee hygiene practices, sanitary conditions, and cleaning procedures are maintained during a production shift. Monitoring is performed once during a production shift and results are recorded on the plant's sanitation report.

#### CORRECTIVE ACTIONS

- If the Person in charge finds that the facilities do not pass organoleptic inspection, the cleaning procedures and inspections are to be repeated. The Person in charge inspects the cleaning of the facilities and re-trains employees as needed. Corrective action to prevent direct product contamination or adulteration is recorded on the Pre-Operation Sanitation record.

- If during Pre-Operation inspection, a deviation is detected, the activities won't start until the deviation is corrected.

- Garbage containers must be emptied as soon as they get full.

- If after performing cleaning activities, the Person-in-Charge detects cleaning is not adequate, the Person-in-Charge will ask the employee to reclean.

- Reported damages or malfunctions must be corrected. Person-in-Charge will contact the proper contractor to fix the problem.

- The Person in charge 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 the Operational inspection record.

## VERIFICATION AND RECORD-KEEPING

- Once a day the person in charge will observe the cleaning activities while occur and will check the Cleaning Records
- HACCP Coordinator will review the records are maintained under 417.5(a)(3) once a week.
- Records shall be maintained on-site for at least 6 months before they can be moved off-site. Records can be made available to FSIS within 24 hours of request. Additionally, the records must be maintained by the establishment for two years.

# SSOP-CLEANING and SANITIZING DIRECT FOOD CONTACT SURFACES AND EQUIPMENT

## PURPOSE AND INTRODUCTION

All food contact surfaces shall be cleaned and sanitized so that the foods would not be contaminated.

All employees involved in food preparation must be trained on this SOP. Follow all USDA and State Food Code regulations, as well as manufacturer's instructions regarding the use of chemicals for cleaning and sanitizing food contact surfaces and equipment.

## CRITERIA AND INSTRUCTIONS

### BUTCHER SHOP

- Wash, rinse, and sanitize food contact surfaces and monitoring devices such as thermometers and inspection knives.
  - Before each use; i.e., before operations
  - Between uses when handling different species.
  - Any time contamination occurs or is suspected.
  - Procedure

- Wash surface with detergent solution
- Rinse the surface with clean water
- Sanitize surface using a sanitizing solution mixed at a concentration specified

on the manufacturer's label

- Place wet items in a manner to allow air drying
- The knife used for trimming SRM material will be cleaned of any SRM material

before being used on edible products.

- Tools used in the slaughterhouse are identified, so they are not used in any other area.

- If more than one species is to be slaughtered, between each species, conduct a clean-up sufficient to remove all visible debris.

- All animals will be slaughtered in a manner that will control contaminants as much as possible. At the least, this will include:

- All equipment will be disassembled, cleaned, and sanitized before starting

production:

- Remove debris from the equipment.
- Rinse equipment with water to remove remaining debris.
- Apply an approved cleaner to equipment and clean properly.
- Rinse equipment with potable water. e. Sanitize equipment with approved sanitizer (allow to dissipate and do not

rinse off).

- f. Reassemble equipment.
- If a 3-compartment sink is used, set up and use the sink in the following manner:
- In the first compartment, wash with a clean detergent solution at or above 110

or at the temperature specified by the detergent manufacturer.

- In the second compartment, rinse with clean water.
- In the third compartment, sanitize with a sanitizing solution mixed at a

concentration specified on the manufacturer's label. Test the chemical sanitizer concentration by using an appropriate test kit.

## RESPONSIBILITIES

- All food contact surfaces of sinks, tables, utensils, thermometers, carts (including

wheels), and equipment shall be cleaned by individuals engaging in cleaning and sanitizing.

- Person-in-charge or designated Alternate will review direct food contact surfaces to ensure that they have been properly sanitized.

## MONITORING

Employees will:

- Record the food contact surfaces cleaning activities on the End of the shift cleaning

Record and Pre-Operation Sanitation record.

Person in Charge will:

- Person in Charge will perform daily organoleptic sanitation inspection after preoperational equipment cleaning and sanitizing. The results will be recorded on the Pre-Operation Sanitation record. If found to be acceptable, the appropriate line will be checked. If corrective actions are needed, such actions will be documented.

- During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.

- If using a 3-compartment sink:
  - Visually monitor to ensure the water in each compartment is clean.
  - ii. Take the water temperature in the first compartment.
  - iii. Test the chlorine sanitizer concentration by using an appropriate test kit, i.e. test strips or equivalent.
  - iv. If using hot water to sanitize, use a calibrated thermometer to measure

the water temperature. CORRECTIVE ACTIONS

- If the Person in Charge determines that the equipment on hand does not pass the organoleptic examination, the cleaning procedure and inspections are repeated. The Person in Charge monitors the cleaning of the equipment on hand and re-trains employees if necessary. Corrective actions are recorded on the Pre-Operation Sanitation record.

- Retrain any employee found not following the procedures in this SOP.
- Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in

contact with food contact surfaces that have not been sanitized properly.

- In a 3-compartment sink:
- Drain and refill compartments periodically and as needed to keep the water clean.
- Adjust the water temperature by adding hot water until the desired temperature is

reached.

- Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

#### VERIFICATION AND RECORD-KEEPING

- Once a day the person in charge will observe the cleaning activities while occur and will check the Pre-Operation record and End of the shift cleaning Record.

- The Person-in-charge or Designated Alternate will review the records are maintained under 417.5(a)(3) once per week.

- Records shall be maintained by the establishment for at least 6 months and made available to FSIS. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.

## SSOP-PEST CONTROL

#### PURPOSE AND INTRODUCTION

The purpose of this SOP is to outline the activities that the establishment must follow to prevent access, deny harborage, and eradicate any pest infestation.

#### CRITERIA AND INSTRUCTIONS

A pest management firm inspects the outside and interior areas of the building and treats them as necessary with appropriate chemicals monthly. Facility grounds and interior areas are kept free of litter, waste, and other conditions that might attract pests. Outer facility doors are kept closed. No pets are allowed in the facility. Supervisors and workers report

any pest problems to the Person in Charge.

#### FREQUENCY

External Contractor inspects the facility every month. The Person in Charge inspects the facility's exterior and interior daily.

#### RESPONSIBILITIES

All areas in the establishment are subject to this program. All employees should report pests and signs of pests to the Person in Charge. The Person in Charge and HACCP Coordinator is responsible to correct any issue related to pests.

#### MONITORING

The Person in Charge reviews reports of pest treatment. The Person in Charge inspects the facility's exterior and interior daily.

#### CORRECTIVE ACTIONS

- The pest management firm is notified of any pest problem and is authorized to treat the problem. Pest treatments are more frequent if problems are identified.
- Eradication measures shall be put in place immediately by the pest management firm after evidence of infestation is reported.

Pest treatments are more frequent if problems are identified.

#### VERIFICATION AND RECORD-KEEPING

- Monthly reports of pest treatment are recorded and maintained. Facility inspections and corrective actions are noted daily on the Pre-Operation Sanitation record.
- Records shall be maintained on-site for at least 6 months before they can be moved off-site. Records can be made available to FSIS Inspector within 24 hours of the request. Additionally, the records must be maintained by the establishment for two years.

# GOOD MANUFACTURING PRACTICES

## HEALTH and HYGIENE REQUIRMENTS

### POLICY:

PRIME CUT is committed to ensuring the health, safety, and well-being of our employees and customers and complying with all health department regulations. All employees are responsible for adhering to proper health and hygiene practices to prevent contamination. Proper training should be provided to each employee.

### CRITERIA AND INSTRUCTIONS

Illness reports.

All employees in direct contact with equipment, utensils, food, and packaging materials, included janitorial crew, should inform if they:

- Are experiencing any of the following symptoms:
- Diarrhea
- Fever
- Vomiting
- Jaundice
- Runny nose
- Fever
- Sore throat with fever
- Persistent coughing and sneezing
- Lesions (such as boils and infected wounds, regardless of size) containing

pus on the fingers, hands, or any exposed body part.

- Potential COVID-19 symptoms
- ☒ Cough
- ☒ Shortness of breath or difficulty breathing
- ☒ Fever
- ☒ Chills
- ☒ Muscle pain
- ☒ Headache

- Are diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

- Salmonella typhi
- Salmonella non-typhoidal
- Shigellosis
- Escherichia coli
- Hepatitis A virus, or
- Norovirus
- COVID-19
- If they have been exposed to the following high-risk conditions:
- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses
- A member of their household is diagnosed with any of the above illnesses
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses
- Employees must also report wounds in the following conditions:
- Wounds on the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the wound and a single-use glove is worn over the impermeable cover
- Wounds on exposed portions of the arms, unless the wound is protected by an impermeable cover
- Wounds on other parts of the body, unless the wound is covered by a dry, durable, tight-fitting bandage.

#### Managing employee health

Employees experiencing, while at work in a slaughterhouse, persistent sneezing, coughing, or runny nose that is associated with discharges from the eyes, nose, or mouth, and that cannot be controlled by medication, shall not work with exposed food; clean equipment, utensils, or unwrapped single-use utensils.

Anyone who has come into contact with any of the reportable illnesses or symptoms must be excluded from work until cleared by a physician.

Employees with symptoms associated with COVID-19 should follow the CDC's and local health department's instructions. Employees at higher risk for serious illness, such as older adults and those with chronic medical conditions, should be assigned tasks that allow them to maintain a distance of six feet from other workers, customers, and visitors, or to telework if possible.

#### Handwashing practices

Before engaging in daily activities, including working with food, clean equipment, and utensils, employees included janitorial crew, should properly wash their hands:

- Wash your hands and that portion, if any, of their arms exposed to direct food contact with cleanser and warm water by vigorously rubbing together the surfaces of their lathered hands and arms for at least 10 to 15 seconds. Pay particular attention to the areas underneath the fingernails and between the fingers.
- Thoroughly rinse with clean running water.
- Dry with disposable paper towels.  
Employees also shall wash their hands
- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the toilet/restroom facilities.
- Before entering toilet/restroom facilities must remove apron and towels from the person and hang on outside rank of the room's facility
- After caring for or handling any animal allowed in a food facility according to this part.
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
- After handling soiled equipment or utensils.
- Before initially donning gloves for working with food.
- After engaging in other activities that contaminate the hands.
- Hand sinks are stocked with soap, disposable towels, and warm water (at least 100°F/38°C), and a garbage can.

#### Fingernails

- Employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.
- False or polished nails are only allowed when covered by a single-use glove at all times when working with Food

#### Jewelry

- The use of bracelets and watches is prohibited while handling food. Jewelry is limited to a plain ring, such as a wedding band.

#### Dress code

- All employees handling food or utensils shall wear hair restraints such as hats, hair coverings, or nets which are designed and worn to effectively keep their hair (including facial hair) from contacting non-prepackaged food, clean equipment, utensils, linens, and unwrapped single-use articles.
- Employees shall wear clean outer clothing and/or uniforms to prevent contamination of food, equipment, utensils, linens, and single-use articles.

#### Eating and drinking

- Employees shall eat, drink, or use any form of tobacco only in designated areas where contamination of food; clean equipment, utensils, and linens; unwrapped single-use articles; or other items needing protection cannot result.

- An employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands, the container, food, and food-contact surfaces.

#### Employees practices

- Follow all health and hygiene policies and procedures of the company
- Inform your supervisor if you feel sick during the day
- Wash your hands constantly
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water before disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- No employee shall commit any act that may cause the contamination or adulteration of food, food-contact surfaces, or utensils.
- Take any other necessary precautions to protect against contamination of food, food-contact surfaces, or foreign substances including, but not limited to, perspiration, hair, cosmetics, tobacco, chemicals, and medicines applied to the skin.

#### MONITORING:

The designated employee shall monitor handwashing by observing and correcting improper handwashing daily throughout the shift. The designated employee shall also observe Team members for symptoms. Team members exhibiting symptoms shall be excluded from work.

#### CORRECTIVE ACTION:

If employees are observed improperly washing hands or exhibit symptoms or gastrointestinal illness:

- The HACCP Coordinator will be immediately notified
- Any product that was prepared or served by employees that do not wash their hands properly shall be discarded.
- Food products handled by employees with active symptoms or report symptoms shall be discarded.
- The HACCP Coordinator shall stop and immediately correct hand-washing mistakes.
- Employees that show active symptoms or self-report symptoms and conditions shall be excluded from working with exposed food, clean utensils, linens, and equipment.
- Any employees exhibiting inconsistent hand-washing practices or neglect to self-report illness after retraining shall be documented and disciplined following company policies.

#### VERIFICATION AND RECORD-KEEPING:

- Once a day the person in charge will check the Pre-Operation Sanitation record and Operation record.
- HACCP Coordinator will review the records are maintained under 417.5(a)(3) once a week.
- Records shall be maintained on-site for at least 6 months before they can be moved off-site. Records can be made available to FSIS within 24 hours of request. Additionally, the records must be maintained by the establishment for two years.

#### PURPOSE AND INTRODUCTION

All operations in the receiving, inspecting, transporting, and segregating of food, and other incomes shall be conducted following adequate sanitation principles. Appropriate quality control operations shall be employed to ensure that food is suitable for human consumption.

#### CRITERIA AND INSTRUCTIONS

- The person who accepts animals is informed about receiving procedures.
- All animals will be inspected by Barakat Slaughter personnel at their arrival.
- The trailer off-loading areas should be clean and be of sound condition to prevent injury and allow for humane handling practices king with food, clean utensils, and clean equipment.
- Live animals will be unloaded into a designated holding area.
- The area will be suitable for the particular animal.
- Adequate room and water will be provided for any animal held for more than 30 minutes.
- The holding area will contain adequate walking surfaces for ambulatory animals.
- The supplier should provide an Inspected Livestock Withdraw Letter to guarantee that the animals have met all withdrawal limits for antibiotic and pesticide use.
- Trailers should be clean.
- Non-ambulatory disabled animals will not be accepted for slaughter.
- 11. Animals should be received as clean as possible; i.e., mud and fecal contamination should be minimized.
- 12. Pre-slaughter practices and intervention methods should be investigated and incorporated in the animals-receiving step to reduce contamination of incoming animals. These are intervention methods that remove mud and other contaminants from hides and hooves of the bovines.

#### MONITORING

Every time products are received; the designated employee must inspect receiving animals:

1. Reject non ambulatory animals.
2. Observe the general health of the animals.
3. Get and review the Withdraw letter.
4. Look for mud and fecal contamination.
5. Ask for pre-slaughter practices and/or intervention methods performed, if the producer does not have any, double-check the general health of the animals. If animals don't look healthy, reject them.

- Observe the general condition of the trailer.

#### CORRECTIVE ACTIONS

- Reject non ambulatory animals or animals in apparent bad health.
- If the Withdraw letter is not included, the PIC should get it before accepting the slaughter of the animal.
- Record the deviation and corrective action on the Receiving animal record.

#### VERIFICATION AND RECORD-KEEPING

- Person in charge checks for adherence to receiving procedures and for complete Receiving Animal records while the designated employee performs the activity.
- Records shall be maintained by the establishment for at least 6 months and made available to FSIS. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.