

ABC MEAT COMPANY

GOOD MANUFACTURING PRACTICES

Table of Contents

Plant Description.....page 2

Slaughter Area.....page 2

Processing Area.....page 2

Dry Storage Area.....page 3

Cooler and Freezer Storage.....page 3

Outside Premises.....page 3

Processing Controls.....page 4

Employee Hygiene.....page 4

Pest & Rodent Control.....page 5

Transportation/Delivery.....page 5

Thermometer Calibration.....page 6

Recall Procedures.....page 6

Food Security.....page 7

Date: _____

Signature: _____

Date of Modifications: _____

ABC MEAT COMPANY

Plant Description:

ABC Meat Company is a very small meat and poultry slaughter and processing plant. The plant is owned and operated by John Jones. ABC Meat Company employs four full-time employees and four part-time seasonal employees. The plant slaughters under state inspection one day per week and processes under state inspection four days per week.

GOOD MANUFACTURING PRACTICES

Slaughter Area:

Objective: To ensure all animals that are slaughtered in this plant are healthy animals. The plant is maintained in a clean and sanitary condition. All animal carcasses and parts are properly identified while in the plant.

Procedures:

1. All animals to be slaughtered under state inspection are identified and presented for inspection.
2. All parts of the slaughter area are properly maintained for construction and sanitation.
3. All carcasses and carcass parts are properly marked for identification.

Processing Area:

Objective: To ensure proper temperatures of meat and finished product as well as preventing cross contamination between raw and cooked product. To ensure the plant maintains proper identity of all products within the area.

Procedures:

1. Raw carcasses or product will not be on cutting floor for long periods of time. If the product is out longer than three hours the temperature of the meat must be checked. If it is above 45°F than it must be returned to the cooler until the temperature is less than 45°F.
2. Raw and cooked product will be processed at separate times. There will be a full clean up of the area and equipment in between processing of raw product and cooked product.
3. Process Foreman will monitor times in and out of coolers for meat products. All products must be placed in coolers after three hours.

Dry Storage Area:

Objective: To ensure that all dry ingredients and materials are stored in a sanitary manner. The area will be maintained in a clean, orderly manner and free from moisture.

Procedures:

A. Dry Storage

1. All dry ingredient and materials are stored up off the floor on designated shelves. Area will be kept clean and sanitary.
2. Processing Foreman will record invoices and inventory for all dry ingredients and materials.

Cooler & Freezer Areas:

Objective: To ensure that coolers and freezers are operating correctly and at appropriate temperatures. All products stored in the coolers and freezers are appropriately labeled. Coolers and freezers are kept in a sanitary manner.

Procedures:

1. Cooler temperatures will be logged daily on the Coolers/Freezer Daily Temperature form. If temperature is out of compliance the owner will be contacted and appropriate corrective actions will be put into place to rectify the problem.
2. The Processing Foreman performs daily checks of coolers and freezers. Temperature is recorded on the Coolers/Freezer Daily Temperature form. If everything is acceptable, the appropriate box is initialed. If corrective actions take place, they will be noted on the Coolers/Freezer Daily Temperature form.
3. Cooler and Freezer gauges will be calibrated once a year. See Thermometer Calibration in GMP.

Outside Premises:

Objective: To ensure that all outside areas surrounding the plant facility are maintained in a clean and orderly manner to prevent pest and rodent infestation.

Procedures:

1. Outside Premises will be maintained in a clean and orderly manner. Snow and ice will be removed as needed. The grass will be mowed and weeds removed. Any trash receptacles will be emptied on a routine bases and kept closed to prevent any pest or rodent infestation. Any excess trash will be picked up and disposed of.
2. Holding pens will be cleaned after each slaughter and sprayed for insects if necessary.
3. The plant foreman will monitor outside premises to ensure that all areas are clean, orderly and maintained to prevent pest or rodent infestation.

Processing Controls:

Objective: To produce a safe, wholesome and properly labeled meat or poultry product.

Procedures:

1. Thawing and Tempering Control: Frozen meat will be tempered or thawed in a cooler to ensure that meat temperature stays below 45°F.
2. Formulation Control: Product formulations are maintained on the computer in the office. The formulation is used to weigh ingredients and has the processing steps for that individual product.
3. Cross Contamination Control: Raw and cooked products will be kept separate at all times. Raw and cooked products are processed at separate times and in separate areas if possible. Finished Ready-to-Eat or Cooked products will be stored separate from finished raw products.
4. Reconditioning: If a product is in need of reconditioning, the product will be washed, trimmed and inspected for cleanliness by Processing Foreman. If acceptable the product will be deemed safe for consumption.
5. Returned product: Processing Foreman will record all customer information including reason for return, lot number and date of sale. Other product of the same lot will be examined to make sure there is no problem with the product in inventory. Any products returned will be discarded.

Employee Hygiene:

Objective: Employees are trained and knowledgeable in sanitary practices that will not allow for cross contamination from employees to food product or food contact surfaces.

Procedures:

1. All employees will start the day with clean hands, clean clothing, clean head covering and clean aprons or frocks.
2. Employees take appropriate precautions when going from a raw product area to a cooked product area to prevent cross contamination. Employees will wash hands and change outer garments prior to handing cooked products.
3. All employees will wash their hands when resuming work after a break.

Pest & Rodent Control:

Objective: To ensure that the plant prevent infestation of rodents and insects throughout the year.

Procedures:

1. All rodent traps are monitored on a weekly basis and recorded on the monitoring form. A map of the rodent traps in is the plant file.
2. Trapped rodents are properly disposed of as per requirements preventing Hantavirus exposure.
3. MSDS are maintained on pesticides used in the plant. All pesticides are used according to the MSDS.

Transportation/Delivery:

Objective: To ensure that all meat and poultry products are transported in a clean and sanitary manner. All delivers are local and will be delivered within one hour so as to maintain safe temperatures of the meat and poultry products.

Procedures:

Transportation

1. Product entering premises will be wrapped or arrive in a meat truck, from inspected facilities with appropriate labels. All products leaving the premises will be packaged and labeled before leaving. All invoices will be checked, initialed and kept on file for review.
2. All containers will be inspected for visible evidence of contamination or damage. If everything is acceptable, the product will be allowed into the plant. If there is a problem with the product such as excess dirt then the product will be reconditioned. If the product arrives in unacceptable conditions such as an open truck and no wrapping, then the product will not be accepted into the facility.

Delivery

1. Driver will monitor delivery trucks to ensure they are being maintained in a clean and sanitary manner.
2. Trucks will be loaded and delivered to destination within one hour. If order cannot be delivered within one hour, it will be returned to the plant and place in the cooler.

Thermometer Calibration:

Objective: To ensure that thermometers are accurately registering temperature.

Procedures:

1. Thermometers used for cold products will be calibrated using the slush ice method.
2. Thermometers used for hot products will be calibrated using the boiling method.
3. Calibration methods used are according to USDA Kitchen Thermometers.
4. Smokehouse, cooler and freezer thermometers will be calibrated once a year.
5. Dial thermometers are calibrated monthly.
6. All calibrations are recorded on the Thermometer Calibration Log.
7. Each thermometer will be assigned an ID number.

Recall:

Objective: To recall product suspected of being contaminated or adulterated.

Procedures:

1. The Plant owner or designee will be responsible for implementing and monitoring the Recalls GMP, the recording of any findings, and recording any corrective actions.
2. Recalls will be conducted by identifying the lot code. A lot is defined as a day production and will be coded by the date.
3. Customers having the recalled codes will be notified to destroy or return product. All returned product will be recorded.

Food Security:

Objective: To ensure that meat, non-meat ingredients and packaging remain safe from tampering from personnel and external people.

Procedures:

1. All incoming product is inspected before entering the establishment. Delivery personnel are asked to check in at the front register.
2. Only employees have access to coolers, freezers and storage areas.
3. No one that is not an employee of the plant has a key to these premises.
4. Water is supplied from the city water supply which has its own security plan to ensure the safety of the water.
5. All employees are made aware to notify the owner if they see anything out of the ordinary.
6. A list of emergency contacts is maintained in the office file.