



## “Equal To” or State Continuous Inspection Requirements Checklist

*There are many steps to take prior to opening for business as a State “Equal To” Inspected Facility. Below we have outline most of the steps that must be taken prior to applying for a license with the Minnesota Department of Agriculture – Meat, Poultry & Egg Inspection Program. This list is not all inclusive; there may be additional steps that are required by local city or county ordinances. Please review this information and contact all agencies involved to ensure a smooth transition into business. Our Meat Inspectors will work with you throughout the process.*

### BUILDING PERMIT / ZONING

- Check with City/ County or other Local Authority for all applicable permits and zoning requirements before you dig.

### OTHER CODES TO CONSIDER

- Fire
- Electrical
- Occupancy

### PLAN REVIEW

- Building plans are reviewed by the MDA for Custom Processing, “Equal to” and Retail Exempt operations.
- Prior to construction**, all plans should be submitted to ensure any comments or suggestions can be incorporated into your plan.
- Any facilities that will also operate as a retail establishment must complete an official plan review for the retail portion of the facility as required by the MN Food Code – see the website for an application [www.mda.state.mn.us/food/business/plan-review.aspx](http://www.mda.state.mn.us/food/business/plan-review.aspx)
- Also review the following documents found at the MN Department of Agriculture website:
  - “Starting a Food Business in Minnesota”
  - “Retail Meat & Poultry Training Modules”

### CITY/WELL WATER

- Separate from home well/water source
- City water is tested once a year for coliforms.
- Well water is tested twice a year for coliforms.
- Submit samples to an Approved/ Accredited laboratory for testing.

### SEPTIC SYSTEM OR SEWER HOOK-UP

- Separate from home
- Approved by County, Township, or City Health Dept.
- A letter from the applicable authority must be provided to MDA verifying that an adequate waste water handling system is installed.

### PLUMBING SYSTEM

- Contact the Department of Labor and Industry for current procedures and requirements
- Website [www.doli.state.mn.us](http://www.doli.state.mn.us) or call 651-284-5067.
- The plumbing plan should be submitted by a licensed plumber
- Plan approval must be granted **prior to installation** by Department of Labor & Industry

### SINK REQUIREMENTS

- Must have separate sinks:
  - 3-compartment sink – for washing equipment and utensils
  - Hand wash sink – in each processing or slaughter room for hand washing only.
  - Mop/service sink – for cleaning floors

### FACILITY REQUIREMENTS

**All surfaces must be constructed of a smooth, easily cleanable, non porous, non absorbent material.**

- Walls and ceiling would have to be finished with approved materials. (Glassboard, enameled metal, ceramic tile, etc.) No exposed wood is permissible.
- Floors must be maintained in good repair and easily cleanable. Concrete is an option but it must be sealed – paint is not recommended.

- The processing facility would have to be divided into at least two rooms.
  - The first room would be dedicated for killing and dressing. A hand wash sink must be provided for food handlers in this room.
  - The second room would be dedicated for processing the carcasses and meat products that are manufactured. A hand wash sink must be provided for food handlers in this room also.

## **BASIC REQUIREMENTS FOR OPERATING UNDER THE STATE "EQUAL TO" PROGRAM**

### **Sanitation:**

- Refer to Basic Facts about SSOP's and HACCP Plans for Meat Processors
- Sanitation procedures and maintenance of facilities during slaughtering and processing must be accomplished in a manner to ensure the production of wholesome, unadulterated product. 9CFR416.1 – 6.
- Provide a written SSOP's (Sanitation Standard Operating Procedures). 9CFR416.11- 17
  - Procedures must include both Pre-operational and Operational Sanitation Procedures

### **HACCP Plan (Hazard Analysis of Critical Control Points):**

- Refer to Basic Facts about SSOP's and HACCP Plans for Meat Processors
- Hazard Analysis to identify potential Hazards
- Flowchart of process
- HACCP Plan
- Determine Critical Control Points
- Supporting Documentation for the decisions
- Record Keeping Documentation to support the monitoring of Critical Control Points

### **Other SOP's referenced in HACCP plan or SSOP's:**

- Receiving procedures
- Product handling procedures
- Product rotation procedures

### **Listeria Control Plan:** (required for all firms preparing Ready-To-Eat products)

- Written plan as described in 9 CFR 430

### **Traffic control procedures/protocol**

- Map the traffic patterns of the facility to look for cross contamination potential

### **Thermometer Calibration procedures**

- Written plan as described in 9 CFR 310.25 or 381.94

### **Label formulation review**

- Review accuracy of labels and ingredient statements.

### **Marking and Labeling Control:**

- If custom exempt or retail exempt operations are conducted all products must be marked and kept separate from the state inspected product.
  - All custom carcasses and packaged product must be marked "NOT FOR SALE"
  - All custom processed meat must be returned to the owner of the animal.
  - All shipping containers of poultry products must bear the producers name and address and the statement "Exempted –P.L. 90-492".
- Retail exempt product must have a label to include:
  - name of product
  - net weight
  - ingredients statement
  - manufacturer's name and address
  - safe handling statement (if applicable)
  - keep refrigerated or keep frozen statement
- State Inspected carcasses and product must be marked with the inspection legend.
- State Inspected product must also have complete labeling as outlined for retail products above.

### **Water supply:**

- Potable water must be used in areas where animals are slaughtered, eviscerated, and dressed, and where edible products are processed, handled and stored. The distribution system within the establishment must preclude contamination of the water supply.

### **Sewage and Waste Disposal:**

- Sewage and waste disposal systems must properly remove sewage and waste materials – manure, feces, feathers, paunch, trash, garbage, and paper – from the establishment. Systems must be approved prior to operation by local authorities.

### **Pest Control:**

- The establishment's pest control operation must be capable of preventing product adulteration. Establishment management must make every effort to prevent entry of rodents, insects, or animals into areas where products are handled, processed, or stored.

Openings (doors and windows) leading to outside or to inedible areas must have effective closures and completely fill the opening. Areas inside and outside the establishment must be maintained to prevent harborage of rodents and insects.

#### **Inedible Material Control:**

- The inedible material control program must prevent the diversion of inedible animal products into human food channels.
- Containers supplied by a rendering company may not be relabeled and used as edible food handling containers.

#### **Raw Pork and Processing Control:**

- Meat food products containing raw pork must be treated to destroy trichinae (excluding fresh pork products as defined by section 381.10 of the regulations) and are subject to the control of restricted ingredients.
- Poultry products containing pork as an ingredient are subject to the same trichinae treatment requirements as those specified in section 318.10 of the regulations for meat products consisting of mixtures of pork and other ingredients.

#### **PROCEDURES REQUIRED FOR SLAUGHTER FACILITIES**

##### **Generic *E coli* testing:**

- Written plan as described in 9 CFR 310.25 or 381.94

##### **Control of SRM's / BSE in cattle > 30 months of age:**

- Written plan as described in 9 CFR 310.22

##### **Carcass wash / acid wash procedures:**

- Written plan as described in 9 CFR 310.25 or 381.94

##### **License/Permit**

- A Food Handler's license – Issued by MDA– the fee is dependent upon the gross annual sales expected for the year. The license runs for 1 year, starting time varies from wholesale manufacturing and retail.
- Grant of Inspection must be issued prior to wholesale distribution of any meat or poultry products
- Custom Processing Permit – Issued by MDA (no fee)
- Fish Processing or Smoking Permit – Issued by MDA (no fee)
- No license needed for venison cutting – license is required if you will be making venison sausage (any added ingredients).

- The MDA must inspect your facility before a license can be issued. If, at that time, your facility meets the requirements of this department as outlined above, this department will accept your application for the appropriate license and will process it forthwith.

#### **OTHER REQUIREMENTS FOR STATE CONTINUOUS INSPECTION "EQUAL TO" FACILITIES**

- Slaughter facilities – inspection equipment for post mortem inspection – this equipment is determined on a case by case basis but may include:
  - gut buggy
  - inspection table
  - head rack
  - etc.
- Office space for the inspector – at minimum 1 drawer of a file cabinet to which a state provided lock can be added. Program information will be stored on site.
- Maintain up-to-date knowledge of new and existing regulations.

An initial facility inspection will be conducted to determine if the facility meets basic requirements. A written report will be issued with deficiencies that need to be corrected.

#### **Abbreviations:**

MDA = Minnesota Department of Agriculture

- For Meat Inspection / Custom Processing contact the Meat, Poultry & Egg Inspection Program at (651) 201-6113
- For a Retail Exempt Only facility contact Dairy and Food Inspection Division at (651) 201-6027

MDH = Minnesota Department of Health

DOLI = Department of Labor & Industry

USDA = United States Department of Agriculture

FSIS = Food Safety and Inspection Services

HACCP = Hazard Analysis Critical Control Points

#### **References:**

FSIS Directive 5930.1

9CFR303.1

9CFR381.10

9CFR416

9CFR417