

## **GENERAL INFORMATION: Applying For a Grant of Inspection**

### **A. Application for Federal Inspection**

Before inspection is granted, each person shall submit an application to the District Manager (DM) that has jurisdiction for that specific state. Every application shall be made on an official form provided by a Program employee. The application form is titled “Application for Federal Meat, Poultry, Egg or Import Inspection” on FSIS Form 5200-2. To get an application, contact the District Office (DO), and ask for the DM or Deputy DM. You can click on the following link to acquire the appropriate district office phone number: [DO Locations and phone numbers](#). Request an “Information Packet” to acquire a grant of inspection. They will take down your name, address, and phone number to mail you a packet. They will also provide you with the name and phone number to your contact that has responsibility for the Program employees in your area. Should you have any questions, please ask your contact person, who is a Frontline Supervisor. A Web page link to the FSIS regulations has been provided to assist you during your review of this material. [9 CFR 300 to 592](#).

Refer to 9 CFR 304.1 to 304.3 for red meat establishments, 9 CFR 381.1 to 381.7 for poultry establishments, and 9 CFR 590.140 to 590.155

### **B. Conditions for Receiving Inspection**

1. Before being granted Federal inspection, an establishment shall have developed written Sanitation Standard Operating Procedures (Sanitation SOPs), as required by 9 CFR 416.12 of this chapter.
2. Before being granted Federal inspection, an establishment shall have conducted a hazard analysis and developed and validated a HACCP plan, as required by Part 417.2 and 417.4 of this chapter. A conditional grant of inspection shall be issued for a period not to exceed 90 days, during which period the establishment must validate its HACCP plan.

Refer to 9 CFR Parts 304.3 and 381.22

### **C. Separation of Official Establishments**

Each official establishment shall be separate and distinct from any unofficial establishment (e.g., FDA regulated product, custom or retail exempt product). Inspection will not be granted in 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.

Refer to 9 CFR Parts 305.1, 305.2, 381.26, 381.27 and 590.146.

#### D. Inauguration of Inspection

Prior to the inauguration of inspection, when the owner or designee believes they have met the necessary requirements (e.g. developed a written Sanitation SOP, conducted a hazard analysis and HACCP plan, prepared labels, and facility), to start operations they will notify their contact person. Upon notification to your assigned contact Frontline Supervisor (FLS), the D M or designee will schedule a date and time to conduct an on-site review of the establishment and documents by inspection personnel. If all items meet regulatory requirements, a "Conditional Grant of Inspection" will be issued. During a period not to exceed 90 days, which new product can be produced for distribution in commerce, the establishment shall validate its HACCP plan adequacy in controlling the food safety hazards identified during the hazard analysis, and shall verify that the plan is being effectively implemented in accordance with 9 CFR 417.4.

Refer to 9 CFR Parts 304.3, 305.4, 381.26, 381.27, and 590.155

#### E. FSIS Inspection Office

In establishments that require one or more full time IPP, office space shall be provided by official establishments, rent free, for the exclusive use for official purposes of IPP and other Program employees assigned thereto. The space set aside for this purpose shall meet with approval of the FLS and shall be conveniently located, properly ventilated, heated and provided with lockers suitable for the protection and storage of Program supplies and with suitable facilities for Program employees to change clothing. Laundry service for IPP's outer work clothing shall be provided by each establishment when slaughter operations are being conducted or when the establishment requires that all personnel wear establishment provided clothing while on the inspected premises.

At the discretion of the Administrator, establishments that do not require the services of a full time inspector need not furnish facilities for FSIS employees as prescribed in this section, where adequate facilities exist in a nearby convenient location. However, the establishment shall provide a lockable storage cabinet to secure FSIS paperwork and supplies pertaining to that establishment, and a work space while the inspector is in the establishment.

Refer to 9 CFR Parts 307.1, 307.2, 307.3, 381.27, 381.36(a) and 590.136

## F. Official Hours of Operation

1. No operations requiring inspection shall be conducted except under the supervision of a Program employee. In establishments that conduct only further processing operations, the assigned inspector may not always be on site, but the operations are still considered “under the supervision of a Program employee”.
2. A shift is a regularly scheduled operating period, exclusive of mealtime. One lunch period is the only official authorized interruption in the inspector's tour of duty once it begins. Lunch periods may be 30 minutes, 45 minutes, or in any case may not exceed one hour in duration. Once established, the lunch period must remain relatively constant as to time and duration. Lunch periods for inspectors shall not, except as provided herein, occur prior to 4 hours after the beginning of scheduled operations nor later than 5 hours after operations begin.
3. Official establishments shall be provided 5 consecutive 8-hour days (per shift) of free inspection service during the basic work week of Sunday through Saturday (e.g., Sunday through Thursday, Monday through Friday), excluding the lunch period.
4. Each official establishment shall submit a work schedule to the DM for approval. In consideration of whether the approval of an establishment's work schedule shall be given, the DM shall take into account the efficient and effective use of IPP. The work schedule must specify daily clock hours of operation and lunch periods for all departments of the establishment requiring inspection.
5. Establishments shall maintain consistent work schedules. Any request by an establishment for a change in its work schedule involving an addition or elimination of shifts shall be submitted to the DM at least 2 weeks in advance of the proposed change. Request for inspection service outside an approved work schedule shall be made as early in the day as possible for overtime work to be performed within that same workday; or made prior to the end of the day's operation when such a request will result in overtime service at the start of the following day.

Refer to 9 CFR 307.4, 381.37, and 590.124.

## G. Inspection Charges

As noted above, inspection service is provided free of charge for the first 8 hours per shift. Any work conducted for more than 8 hours on any scheduled work day, or more than 40 hours in any administrative work week, shall reimburse the Program employee at the prevailing hourly overtime rate specified in 9 CFR 391.3 for the cost of the inspection service. If the operator of the establishment requests inspection during a designated Federal holiday, or outside the official core 8 hours, reimbursable charges

apply for the inspection services provided at quarter hour increments. For billing purposes, 8 or more minutes shall be considered a full quarter hour. Billing will be for each quarter hour of service rendered by each Program employee. Establishments requesting and receiving the services of a Program employee after they have completed their day's assignment and left the premises or called back to duty during any overtime or holiday period, shall be billed for a minimum of 2 hours overtime or holiday inspection service at the established rate. Bills are payable upon receipt and become delinquent 30 days from the date of the bill. Overtime or holiday inspection will not be performed for any establishment having a delinquent account.

Refer to 9 CFR Parts 307.5, 307.6, 381.38, 381.39, 391.3, 590.126 to 590.130

#### H. FSIS IPP Hours of Duty

The maximum time an on-line slaughter inspector may be assigned daily to a post-mortem inspection position is 10 hours per day, and an off-line (e.g., further processing, egg products) inspector shall not be scheduled to more than a total of 12 hours per day. The 10-hour 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. Processing assignments shall not be more than 12 hours per day. Time used for meals is not included in counting the above hours. Lunch periods shall not be less than 30 minutes nor more than one hour. Lunch periods shall begin between the fourth and fifth hour of an IPP's tour of duty.

Refer to 9 CFR 307.4, 381.37, and 590.124.

#### I. Refusal to Grant Inspection

The FSIS Administrator may refuse to grant Federal inspection because an applicant:

- a. Does not have a written HACCP system as required by part 417 of this chapter;
- b. Does not have written Sanitation SOPs as required by part 416 of this chapter;
- c. Has not demonstrated that adequate sanitary conditions exist in the establishment as required by part 308, part 381, subpart H and I, and part 416 of this chapter;
- d. Has not demonstrated that livestock will be handled and slaughtered humanely;
- e. Is unfit to engage in any business requiring inspection as specified in section 401 of the FMIA, section 18(a) of the PPIA or section 18 of the EPIA

f. If the Administrator refuses to grant inspection, the applicant will be provided the opportunity for a hearing in accordance with the Rules of Practice, 9 CFR 500.7 (b).

For item (d) above, refer to 9 CFR 313.1 to 313.50 regarding humane handling of animals while on the inspected premises.

Refer to 9 CFR 304.2, 381.21, and 590.160.

#### J. Withdrawal of Inspection

The FSIS Administrator may file a complaint to withdraw a grant of Federal inspection in accordance with the Uniform Rules of Practice, 7 CFR Subtitle A, part 1, subpart H because:

- a. An establishment produced and shipped adulterated product;
- b. An establishment did not have or maintain a HACCP plan in accordance with part 417 of this chapter;
- c. An establishment did not have or maintain Sanitation SOPs in accordance with part 416 of this chapter;
- d. An establishment did not maintain sanitary conditions;
- e. An establishment did not collect and analyze samples for Escherichia coli Biotype I and record results as prescribed in 310.25(a) or 381.94(a) of this chapter;
- f. An establishment did not comply with the Salmonella performance standard requirements as prescribed in 310.25(b) and 381.94(b) of this chapter;
- g. An establishment did not slaughter or handle livestock humanely;
- h. An establishment operator, officer, employee, or agent assaulted, threatened to assault, intimidated, or interfered with an FSIS program employee; or
- i. A recipient of inspection or anyone responsibly connected to the recipient is unfit to engage in any business requiring inspection as specified in section 401 of the FMIA, section 18(a) of the PPIA, or section 18 of the EPIA

The “Rules of Practice” are listed in 9 CFR 500.1 to 500.8

## Sewage Disposal System

Sewage must be disposed into a sewage system separate from all other drainage lines or disposed of through other means sufficient to prevent backup of sewage into areas where product is processed, handled, or stored. When the sewage disposal system is a private system requiring approval by a State or local health authority, the establishment must furnish FSIS with a letter of approval from that authority upon request.

Refer to 9 CFR 416.2 (f), or 590.146

### L. Obtaining and Use of Approved Labels

1. After an application for inspection request for official inspection has been filed at the DO, an official plant number will be reserved for that applicant. This number is used to identify all inspected and passed products prepared in the establishment. All carcasses from slaughtered animals must be ink-branded with the U.S. Inspection legend, which includes the plant number. All packaged meat, poultry and egg products must have the U.S. Inspection legend, with the plant's number printed on the label of the package.
2. No final label shall be used on any product unless the sketch labeling of such final label has been submitted for approval to the Labeling and Program Delivery Division (LPDD), Food Safety and Inspection Service. The label application is accompanied by FSIS Form 7234.1, Application for Approval of Labels, Marking, and Devices and a copy of the proposed finished product label. Instructions for how to complete the label application are included on the FSIS Website at the link below.
3. Additionally, if a label qualifies for generic approval in accordance with 9 CFR 317.5 or 381.133, such labeling does not need to be submitted for approval by LPDD. The official establishment must maintain a copy of all labeling applications and labels used, along with the product formulation and processing procedure, in accordance with part 320 of this subchapter. Such records shall be made available to an FSIS program employee upon request.

See - [FSIS Form 7234.1 and instructions](#)

Refer to 9 CFR Parts 312, 316, 317, & 381.96 thru 381.144, and 590.411 thru 590.419

See - [Food Standards and Labeling Policy Book](#)

See - [Additional FSIS Contacts for Information](#)