

Applying For a Grant of Inspection with the Office of Meat & Poultry Services

General Information

This guide is for businesses interested in applying for a state grant of inspection. State inspected products cannot cross state lines therefore cannot be sold to businesses or people located outside of Virginia. If you are planning on selling products outside of Virginia, you will need to apply with USDA, Food Safety & Inspection Service. More information can be found here [Applying for a USDA Grant of Inspection](#).

Facilities Requirements

OMPS does not prescribe the type of materials used in state inspected facilities but does require that the building and processing areas be constructed in a manner to allow for OMPS inspection and to maintain sanitary conditions so that products are not adulterated. The requirements for establishments under OMPS inspection are included in [9 CFR 416.1 through 416.5](#). In addition, the 1997 Federal Register publication, [62 FR 45045-Sanitation Requirements for Official Meat and Poultry Establishments](#), and the [Sanitation Performance Standards Compliance Guide](#) from March 2016 provide recommendations on basic structure for new establishments.

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). Separation may be accomplished by time or space. 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.

OMPS Inspection Office

In establishments that require one or more full-time inspectors, office space shall be provided by official establishments, rent free, for the exclusive use for official use of the inspector and other Program employees assigned thereto. The space set aside for this purpose shall meet with the approval of the Regional Supervisor and shall be conveniently located, properly ventilated, and heated. Janitorial services for the office are to be provided by the establishment.

At the discretion of the Inspection Manager, establishments that do not require the services of a full-time inspector need not furnish facilities for OMPS 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 OMPS paperwork and supplies for that establishment, and a workspace while the inspector is in the establishment.

Sewage Disposal System

Sewage must be disposed of 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 provide OMPS with a letter of approval from that authority upon request.

Water Supply

Obtain certification of the water potability from the local or state health agency that has authority. If the water entering an establishment is supplied by a Municipal water supply system (i.e., city, county, or other public water system) the Municipality, or the State Public Health Service or its county office issues the letter. If the water is from a private water supply (such as a private well), the State Public Health Service or the appropriate county office must issue the letter. The letter should identify the source, state that the source is approved, and that the water is potable and meets tests prescribed by the Environmental Protection Agency in its "Drinking Water Standards." In addition to the water approval letter, a current acceptable water laboratory sample report (water potability certification) must be on file before inspection is granted.

NOTE: If water is supplied from private wells, the letter must state that the wells are on the premises of the establishment and are effectively protected from pollution.

Hazard Analysis and Critical Control Point (HACCP) Systems

An establishment is to design and implement components of the HACCP system as required by [9 CFR part 417](#). The HACCP system includes the HACCP plan, the Sanitation Standard Operating Procedures (SOPs) plan, and other prerequisite programs. The Guidebook for the Preparation of HACCP Plans [Guidebook for Preparation of HACCP Plans](#) provides information on developing a HACCP plan. The Guidebook and Generic HACCP Models for various products are available on the [Small and Very Small Plant Guidance](#) webpage under the green bar "HACCP Models." The HACCP Models include example production flow charts and hazard analyses. The [Meat and Poultry Hazard Controls Guide](#) is a helpful reference. Each establishment will need at least one individual who is HACCP trained in meat, poultry, or egg products processing to develop and maintain the HACCP plan. This can be someone who works for the establishment or a contractor. Additional resources include the [HACCP Guidance](#) webpage which includes resources for validation of

HACCP plans such as the [FSIS Compliance Guideline: HACCP System Validation](#), and the HACCP Models.

Prerequisite Programs

The [Guidebook for Preparations of HACCP Plans](#) mentioned above also includes information on prerequisite programs. Prerequisite programs are written procedures that describe specific activities of an establishment/plant that can be used to support decisions made in the hazard analysis. Prerequisite programs do not control food safety hazards. Good Manufacturing Practices (GMPs) or Sanitation Standard Operating Procedures (SOPs) are examples of prerequisite programs. The Sanitation SOPs are required by [9 CFR 416.12 through 416.16](#) and the [Sanitation Standard Operating Procedure Model](#) includes information on developing Sanitation SOPs. Other prerequisite programs are procedures implemented as written on an ongoing basis in support of decisions made in the hazard analysis that food safety hazards are not reasonably likely to occur. Official import establishments must meet the requirements for Sanitation SOPs, but not the HACCP requirements in 9 CFR part 417.

Additional Requirements for the Slaughter HACCP Processing Category

- All livestock slaughter establishments must ensure facilities comply with the [Humane Methods of Slaughter Act](#) and the Humane Handling requirements in [9 CFR part 313](#).
- Beef slaughter establishments must be aware of Specified Risk Material (SRM) removal requirements in [9 CFR 310.22](#) and consider how Shiga toxin-producing Escherichia coli (STEC) will be addressed and prevented.
- All slaughter establishments are to consider sanitary dressing processes and procedures. Poultry and swine slaughter establishments are required to incorporate them into their HACCP System.
- All poultry slaughter establishments must comply with Poultry Good Commercial Practices in [9 CFR 381.65\(b\)](#).

Slaughter facility requirements vary by slaughter class, but in addition to the information in the above Facility requirements section:

- Livestock slaughter facility requirements are listed in [9 CFR 307.2](#) and [9 CFR part 310](#) and vary depending on carcass and viscera presentation methods.
- New Swine Inspection System facility requirements are listed in [9 CFR 309.19](#), [9 CFR 310.1](#), and [9 CFR 310.26](#); and
- Poultry facility requirements are listed in [9 CFR 381.36](#). The specific requirements vary by inspection system.

Additional Requirements for Post Lethality Exposed Ready-to-Eat (RTE) Products

Establishments producing post-lethality exposed RTE products must address *Listeria monocytogenes (Lm)* and comply with [9 CFR part 430](#). The design of RTE production areas must consider how the establishment will meet the requirements in [9 CFR part 430](#).

Recall plan

An official meat or poultry establishment is required by [9 CFR 418.3](#) to prepare and maintain written recall procedures. Information on how to develop recall procedures can be found in [Recall Plan Booklet- How to Develop a Meat and Poultry Recall Plan](#).

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 mealtimes. 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 here, 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 five 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 Inspection Manager for approval. In consideration of whether the approval of an establishment's work schedule shall be given, the IM shall consider the efficient and effective use of inspectors. The work schedule must specify daily clock hours of operation and lunch periods for all departments of the establishment requiring inspection.
5. Establishments shall keep 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 Inspection Manager at least 2 weeks in advance of the proposed change. Requests 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. This request should be

made directly to the assigned inspector. If the inspector is unavailable, the request should be made to the Regional Supervisor.

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 workday, or more than 40 hours in any administrative work week, shall reimburse the Program employee. If the operator of the establishment requests inspection during a designated Federal or State holiday, or outside the official core 8 hours, reimbursable charges apply for the inspection services provided at tenth of an hour increment. Billing will be for each tenth of an 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.

OMPS Inspector Hours of Duty

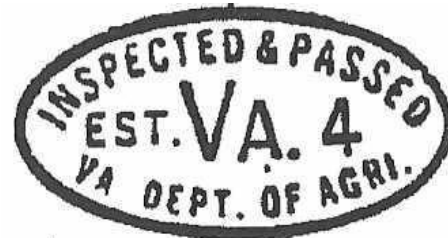
The maximum time an on-line slaughter inspector may be assigned daily to a postmortem inspection position is 10 hours per day, and an off-line (e.g., further processing) inspector shall not be scheduled for more than a total of 12 hours per day. The 10-hour postmortem time, does not include time spent 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 inspector's tour of duty.

Obtaining and Use of Approved Labels

After an application for inspection request for official inspection has been received by the Program Manager, 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 V.A. Inspection legend, which includes the plant number. All packaged meat and poultry products must have the V.A. Inspection legend, with the plant's number printed on the label of the package. Here are examples of VA inspection legends. The size of carcass brand varies based on species.



Legend used on carcasses



Legend used on printed labels

OMPS requires the submission of labeling applications for the following:

1. Products which are produced under a religious exemption.
2. Special statements and claims. "Special statements and claims" are claims, logos, trademarks, and other symbols on labels that are not defined in the Federal meat and poultry products inspection regulations or the Food Standards and Labeling Policy Book, (except for "natural" and negative claims (e.g., "gluten free")), health claims, ingredient and processing method claims (e.g., high pressure processing), structure-function claims, claims regarding the raising of animals, organic claims, and instructional or disclaimer statements concerning pathogens (e.g., "for cooking only" or "not tested for *E. coli* O157:H7"). Examples of logos and symbols include graphic representations of hearts and geographic landmarks. Special statements and claims do not include allergen statements (e.g., "contains soy") applied per the Food Allergen Labeling and Consumer Protection Act.
3. Requests for the temporary use of final labels.

Additionally, if a label qualifies for generic approval per [9 CFR 412.2](#) such labeling does not need to be submitted for approval. The official establishment must keep a copy of all labeling applications and labels used, along with the product formulation and processing procedures. Such records shall be made available to an OMPS program employee upon request.

More guidance can be found at [Label Policies](#), [Food Standards and Policy Book](#), and [Animal Raising Label Claims](#).

Labeling applications and questions may be addressed to OMPS@vdacs.virginia.gov

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 SSOP, conducted a hazard analysis and HACCP plan, prepared labels, and facility), to start operations they will notify their contact person. Upon

notification of your assigned contact Regional Supervisor, the Inspection Manager or designee will schedule a date and time to conduct an onsite 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 effectively implemented in accordance with 9 CFR 417.4.

Refusal to Grant Inspection

The OMPS Program Manager may refuse to grant State inspection because an applicant:

1. Does not have a written HACCP system as required by part 417.
2. Does not have a written SSOP as required by part 416.
3. 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.
4. Has not demonstrated that livestock will be handled and slaughtered humanely. Part 313 and Good Commercial Practices for handling poultry.
5. Is unfit to engage in any business requiring inspection as specified in section 401 of the FMIA or section 18(a) of the PPIA.
6. If the PM refuses to grant inspection, the applicant will be provided with the opportunity for a hearing in accordance with the Rules of Practice, 9 CFR 500.7(b).

Application for State Inspection

Before inspection is granted, each person shall submit an application and plot plan to the Program Manager. Every application shall be made on an official form provided by a program employee. The application form is titled “Application for State Meat and Poultry Inspection” form number VDACS-03090. Make sure all blocks are completed. If something does not apply, indicate so by placing “NA” or “None” in that block. The application should be submitted to the following address.

VDACS/OMPS
P.O. Box 1163
Richmond, VA 23218

To receive an application, call 804.786.4569

Plot plan should accompany the application. Plot plans of the entire premises showing the location of all buildings, railroad sidings, roadways and alleys adjoining the plant, streams, buildings existing on adjoining property, and their height and use should be indicated. The character and surfacing of roadways, driveways, streets, and paving of vehicular loading area and alleys should be indicated. The north point of the compass is to be shown. Plot plans do not need to be to scale and can be hand drawn. The part of the facility to be granted inspection should be identified. This is important since facilities may have more than one business in operation. Compartments or rooms shared with other business or operations not under the grant of inspection would have to follow the regulatory requirements.

For all other questions, please contact OMPSP Program Manager at 804.786.4569 or OMPS@vdacs.virginia.gov

Links for additional resources

[Business One Stop](#)

[Niche Meat Processors Assistance Network](#)

[Mobile Slaughter Compliance Guide](#)

[FSIS Industry Guideline for Minimizing the Risk of Shiga Toxin-Producing Escherichia coli \(STEC\) in Beef \(including Veal\) Slaughter Operation](#)

[Bovine Spongiform Encephalopathy \(BSE\) and Specific Risk Material \(SRM\) Guidance Materials and Resources](#)

[FSIS Guideline: Modernization of Swine Slaughter Inspection- Developing Microbiological Sampling Programs in Swine Slaughter Establishments](#)

[FSIS Compliance Guideline for Prevention and Control of Trichinella and other Parasitic Hazards in Pork and Products Containing Pork](#)

[FSIS Guideline for Controlling Campylobacter in Raw Poultry](#)

[FSIS Guideline for Controlling Salmonella in Raw Poultry](#)

[FSIS Compliance Guideline: Modernization of Poultry Slaughter Inspection- Microbiological Sampling of Raw Poultry](#)

[Controlling Listeria Monocytogenes in Post-Lethality Exposed Ready-to-Eat Meat and Poultry](#)

[Products](#)

[Meat and Poultry Jerky Produced by Small and Very Small Establishments](#)

[Ready-to-Eat Fermented, Salt-Cured, and Dried Products Guideline](#)

[FSIS Cooking Guideline for Meat and Poultry Products \(Revised Appendix A\)](#)

[FSIS Stabilization Guideline for Meat and Poultry Products \(Revised Appendix B\)](#)

[Compliance Guide for a Systematic Approach to Humane Handling](#)

[USDA Shared Spaces Including Commercial Kitchens](#)