

Plant Name

GMP's
(Good Manufacturing Practices)
GENERIC TEMPLATE

Approval

Signature:

Title:

Date:

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THESE ARE EXAMPLES OF GMP'S THAT YOU MAY USE IN YOUR ESTABLISHMENT. YOU MAY USE SOME OF THESE GMP'S. YOU ALSO MAY NOT HAVE GMP'S FROM THIS LIST. YOUR PLANT MAY ALSO USE GMP'S THAT ARE NOT ON THIS LIST. GMP'S ARE REQUIRED TO BE SPECIFIC TO EACH ESTABLISHMENT. THIS LIST IS ONLY AN EXAMPLE.

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Temperature Regulation GMP

THIS IS AN EXAMPLE. EACH ESTABLISHMENT SHOULD MODIFY THIS DOCUMENT OR CREATE A NEW GMP ACCORDING TO THE IN-PLANT OPERATIONS.

Thawing Meat/Poultry: THIS GMP WILL DESCRIBE HOW YOUR ESTABLISHMENT THAWS MEAT OR POULTRY. BE AS SPECIFIC AS POSSIBLE, INCLUDING TIME OR TEMPERATURE PARAMETERS IF APPLICABLE.

Carcass Rinse: THIS GMP WILL DESCRIBE HOW YOUR ESTABLISHMENT USES HOT WATER, DISINFECTANT SOLUTION, OR OTHER APPROVED METHODS AFTER THEY ARE TRIMMED. BE AS SPECIFIC AS POSSIBLE, INCLUDING SPECIFIC TIME/TEMPERATURE PARAMETERS IF APPLICABLE.

Variety Meats: THIS GMP WILL DESCRIBE HOW VARIETY MEATS WILL BE HANDLED, WASHED, OR RINSED IN YOUR ESTABLISHMENT, PRIOR TO BEING PLACED IN COLD HOLDING UNIT.

Coolers: THIS GMP WILL DESCRIBE AT WHAT TEMPERATURES COOLERS WILL BE MAINTAINED AT, WHO REGULATES THEM, HOW DEFICIENCIES ARE NOTED, WHAT CORRECTIVE ACTIONS ARE APPLICABLE, AND ANY OTHER INFORMATION RELEVANT TO THE ESTABLISHMENT ABOUT COOLERS.

Freezers: THIS GMP WILL DESCRIBE AT WHAT TEMPERATURES FREEZERS WILL BE MAINTAINED AT, WHO REGULATES THEM, HOW DEFICIENCIES ARE NOTED, WHAT CORRECTIVE ACTIONS ARE APPLICABLE, AND ANY OTHER INFORMATION RELEVANT TO THE ESTABLISHMENT ABOUT FREEZERS.

Sterilizers: THIS GMP WILL DESCRIBE WHAT STERILIZER TEMPERATURES SHALL BE MAINTAINED AT, IF USED. BE SPECIFIC TO YOUR ESTABLISHMENT. THIS AREA DESCRIBES WHO WILL MONITOR THE TEMPERATURE OF THE SANITIZERS, HOW DEFICIENCIES SHALL BE RECORDED, HOW DEFICIENCIES SHALL BE CORRECTED, IF STATIONS DO NOT REACH TEMPERATURE WILL USE OCCUR, AND ANY OTHER PERTINENT INFORMATION RELATED. BE SPECIFIC TO YOUR ESTABLISHMENT.

Receiving GMP

THIS IS AN EXAMPLE. EACH OPERATION SHALL MODIFY THIS GMP TO BE SPECIFIC TO THE ESTABLISHMENT'S OPERATIONS

Live Animals: All live animals shall pass an ante-mortem inspection performed by WDA/CHS or a contract veterinarian prior to slaughter. All live animals shall be in good health. If deficiencies occur, animals shall be rejected, retained or condemned by the contract veterinarian.

Meat and Poultry:

THIS GMP WILL DESCRIBE HOW YOUR FACILITY WILL CHECK INCOMING MEAT AND POULTRY PRODUCTS. BE SPECIFIC TO HOW YOUR ESTABLISHMENT CHECKS INCOMING PRODUCT

Non-meat Ingredients: *THIS SECTION SHALL DESCRIBE HOW THE ESTABLISHMENT RECEIVES NON MEAT INGREDIENTS INCLUDING APPROVED SOURCES, LETTERS OF GUARANTEE. HOW YOUR ESTABLISHMENT WILL STORE CONTAINERS OF NON MEAT INGREDIENTS.*

Non-Food Items and Supplies: *THIS SECTION SHALL DESCRIBE HOW THE ESTABLISHMENT RECEIVES NON-FOOD ITEMS AND SUPPLIES INCLUDING APPROVED SOURCES, LETTERS OF GUARANTEE.*

General Product Handling GMP

THIS IS AN EXAMPLE. EACH OPERATION SHALL MODIFY THIS DOCUMENT OR CREATE A NEW PRODUCT HANDLING GMP ACCORDING TO THE IN-PLANT OPERATIONS.

Dropped Product, Carcasses, or Those Involved in Major Sanitation Deficiencies: THIS GMP WILL DESCRIBE HOW THE ESTABLISHMENT HANDLES PRODUCT INVOLVED IN SANITATION DEFICIENCIES.

Weighing of Ingredients: THIS GMP WILL DESCRIBE HOW INGREDIENTS FOR MULTI INGREDIENTS WILL BE WEIGHED IN THE ESTABLISHMENT. ALSO HOW WILL RESTRICTED INGREDIENTS (SODIUM NITRITE, PHOSPHATES AND SODIUM ERYTHORBATE) BE HANDLED, WEIGHED AND MONITORED.

Monitoring of Fermentation: THIS GMP WILL COVER HOW THE ESTABLISHMENT MONITORS AND RECORDS THE PH OF FERMENTED PRODUCT, INCLUDING EQUIPMENT USED AND FREQUENCY.

Labeling of Products: ALL PRODUCTS WILL BE LABELED AS PER 9 CFR 317.2 (LABELS, DEFINITIONS, REQUIRED FEATURES) . LABELS MUST BE APPROVED BY WDA CHS LABELING OFFICER.

Handling of Inedible Materials: THIS GMP WILL COVER HOW THE ESTABLISHMENT HANDLES INEDIBLE PRODUCTS, INEDIBLE PRODUCT CONTAINERS AND DENATURING OF INEDIBLE PRODUCTS. REFER TO 9 CFR 314.3 (a) AND 316.15.

(DO NOT INCLUDE THIS NEXT SECTION IF YOUR PLANT DOES NOT RECEIVE BOXED BEEF PRODUCTS FOR GRINDING UNDER STATE INSPECTION.)

NOTE: THE FOLLOWING PROCEDURES ARE REQUIRED BUT COULD BE CARRIED OUT IN DIFFERENT WAYS. ONLY LIST THE STEPS THAT YOUR ESTABLISHMENT HAS IMPLEMENTED.

(References: *Compliance Guidelines for Establishments on the FSIS Microbiological Testing Program and Other Verification Activities For Escherichia coli O157:H7* April 13, 2004; and *Guidance for Small and Very Small Establishments on Sampling Beef Products for Escherichia coli O157:H7* August 12, 2008 draft)

E. coli sampling for beef from an outside source. Wyoming State inspected plants that produce raw non-intact beef product from outside source material will need to address and implement the following in their HACCP plan:

1. Must provide letters of Guarantee for outside source material (must state that CCP's have been done.

2. **Must provide COA or a document similar to COA type of document. These documents must say product has been tested for E. coli O157:H7.

**or incorporate antimicrobial treatment

**or wash product

**or perform daily testing

3. Keep records on the above 2 items combined with a temperature control program to monitor product to make sure it is being held below 41 degrees.

4. Conduct quarterly testing on outside source material. In addition to this sampling plants can use WDA test results from the N-60 samples and finished product micro sampling for File name: WDA_CHS_sample_and_freq_policy Revised-10/18/2016 Page 3

Additional verification as long as the plant samples were not taken on the same day as WDA samples. A portion of the samples should be taken between April thru October.

This may be from beef trim, 2-piece chucks, or course ground beef (final grind samples are not collected by the establishment). These samples shall be collected quarterly as long as the plant is grinding less than 1,000 lbs.

Note: All sample submission forms that are completed by the establishment are different than the forms used by CHS personnel. It is important that the establishments are using the correct forms when submitting samples to the lab.

Cooler GMP

THIS GMP WILL DESCRIBE HOW THE ESTABLISHMENT CLEANS OUT AND SANITIZES THE COOLER, AT WHAT FREQUENCY AND WITH WHAT SANITIZER

Freezer GMP

THIS GMP WILL DESCRIBE HOW THE ESTABLISHMENT CLEANS OUT AND SANITIZES THE FREEZER, AT WHAT FREQUENCY AND WITH WHAT SANITIZER

Employee Hygiene GMP

Objective: AS PER 9 CFR 416.5 THIS SECTION SHALL DESCRIBE CLEANLINESS, CLOTHING AND DISEASE CONTROL. MAKE THIS SECTION SPECIFIC TO WHAT YOUR ESTABLISHMENT DOES.

Proper Hand Washing Procedure:

THIS SECTIONS SHALL DESCRIBE IN DETAIL WHEN AND HOW EMPLOYEES WILL WASH HANDS IN THE ESTABLISHMENT. CORRECTIVE ACTIONS SHALL BE INCLUDED IN THE GMP.

IT IS SUGGESTED THAT Personal hygiene requirements will be presented to each employee at the start of employment. Employees will be given this information during their orientation. AND IT IS SUGGESTED THAT EMPLOYEES SIGN OFF ON A TRAINING LOG FOR EMPLOYEE HYGIENE. IF CHOSEN TO DO SO, THIS IS WHERE THE GMP SHALL BE DESCRIBED.

Mid-Shift Clean-Up GMP

THERE IS NO PRESCRIPTIVE REGULATORY REQUIREMENT FOR ESTABLISHMENTS TO CLEAN THEIR FACILITIES AT MID-SHIFT OR BETWEEN SHIFTS. HOWEVER, IF THE ESTABLISHMENT DESIRES TO PERFORM A MID-SHIFT CLEAN UP, THIS IS THE GMP WHERE YOU WILL DESCRIBE HOW A MID SHIFT WILL OCCUR, INCLUDING TIME FRAMES OF MID-SHIFT, FREQUENCY OF MID-SHIFT, CLEANING AND SANITIZING ANY EQUIPMENT USED, ROOMS, CLOTHING, ETC. IF USED, BE SPECIFIC TO EACH PLANT.

Chemical Sanitizers

REFER TO THE 2012 WYOMING FOOD SAFETY RULE CHAPTER 7 SECTION 24, AND 9 CFR 416.4 FOR REQUIREMENTS. BE SPECIFIC TO EACH PLANT. DESCRIBE HOW OFTEN SANITIZER CONCENTRATIONS AND CHEMICAL DISPENSING UNITS WILL BE CHECKED, WHAT TYPE OF SANITIZER IS USED, AND ANY OTHER APPLICABLE INFORMATION TO YOUR PLANT.

Pest Control Monitoring Program

THIS GMP DESCRIBES THE RODENT, PEST, AND INSECT CONTROL MONITORING PROGRAM FOR A FACILITY. THIS GMP SHALL BE SPECIFIC TO EACH OPERATION, INCLUDING HOW OFTEN FACILITY WILL BE INSPECTED, HOW THESE INSPECTIONS ARE RECORDED, WHAT IS USED FOR CONTROL, AND ANY OTHER INFORMATION APPLICABLE TO THE FACILITY.