

Plant Name

SOP's
Standard Operating Procedures
GENERIC TEMPLATE

Approval

Signature:

Title: _

Date: _

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

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STANDARD OPERATING PROCEDURES

*****Standard Operating Procedures (SOP's) are followed in order to ensure the safe and effective operation at this state inspected plant. They consist of a series of actions to be followed during routine operations, and must be documented to ensure compliance.*****

PRODUCT SALES SOP

THIS SOP IS WHERE THE ESTABLISHMENT WILL DISCUSS PRODUCT SALES. THIS WILL INCLUDE ANY RETAIL EXEMPT PRODUCTS THAT WILL NOT CARRY AN INSPECTION LEGEND, PRODUCTS SOLD AFTER PROCESSING UNDER INSPECTION, AND HRI SALES MAY BE INCLUDED HERE IF APPLICABLE. SOP'S SHALL BE SPECIFIC TO EACH ESTABLISHMENT.

PRE-SHIPMENT REVIEW

THIS SOP IS WHERE THE ESTABLISHMENT SHALL DISCUSS THEIR PRE-SHIPMENT REVIEW, INCLUDING WHO WILL CONDUCT THE PRE-SHIPMENT REVIEW, WHEN A REVIEW WILL BE CONDUCTED, HOW THE PRE-SHIPMENT REVIEW WILL BE DOCUMENTED, WHAT WILL BE RECORDED FOR DOCUMENTATION, HOW ANY DEFICIENCIES WILL BE NOTED, ANY CORRECTIVE ACTIONS TAKEN OR REQUIRED, WHY A PRE-SHIPMENT REVIEW IS NECESSARY, ANY OTHER PERTINENT INFORMATION THAT THE ESTABLISHMENT WILL USE.

RETURNED PRODUCT

THIS SOP IS WHERE THE ESTABLISHMENT WILL DISCUSS WHETHER OR NOT RETURNED PRODUCT WILL BE ACCEPTED, HOW RETURNED PRODUCT WILL BE HANDLED IN APPLICABLE, AND ANY OTHER PERTINENT INFORMATION THAT THE ESTABLISHMENT WILL USE.

REWORK PRODUCT

THIS SOP IS TO ADDRESS THE REWORKING OF ANY PRODUCT. AN EXAMPLE WOULD BE REWORKING GROUND BEEF INTO SUMMER SAUSAGE IF SAMPLED PRODUCT CAME BACK WITH A POSITIVE RESULT. MUST BE SPECIFIC TO EACH ESTABLISHMENT. MANY ESTABLISHMENTS DO NOT CHOOSE TO REWORK PRODUCT, HOWEVER, IF CHOSEN, THIS IS WHERE REWORKING PRODUCT SHALL BE ADDRESSED.

THERMOMETER CALIBRATION SOP

THIS SOP IS TO ADDRESS THERMOMETER CALIBRATION. ESTABLISHMENTS SHALL USE THE ICE METHOD AND/OR THE BOILING POINT METHOD TO CALIBRATE THERMOMETERS. THIS IS WHERE CALIBRATION METHODS ARE DISCUSSED, INCLUDING CALIBRATION FREQUENCY, WHAT THERMOMETERS SHALL BE CALIBRATED, TYPE OF METHOD USED, WHO SHALL CALIBRATE THERMOMETERS, CORRECTIVE ACTION IF DEFICIENCIES ARE NOTED, AND ANY OTHER INFORMATION PERTINENT TO THE ESTABLISHMENT. SOME FACILITIES REFER TO THE KANSAS STATE THERMOMETER CALIBRATION GUIDE. REMEMBER THAT ELEVATION WILL CHANGE BOILING POINT METHOD TEMPERATURE. BE SPECIFIC TO YOUR ESTABLISHMENT. THIS IS ALSO WHERE SMOKEHOUSE THERMOMETER CALIBRATION CAN BE DISCUSSED.

SAMPLING CARCASSES FOR *Escherichia coli* SOP

(Reference: Title 9, Section 310.25 of the Code of Federal Regulations and The USDA/FSIS video, Sampling Livestock for *E. coli*.)

Very low volume establishments that collect samples by sponging shall collect at least one sample per week, starting the first full week of operation after June 1 of each year, and continue sampling at a minimum of once each week the establishment operates until June 1 of the following year or until 13 samples have been collected, whichever comes first. Testing will be conducted on the most prominent species from the previous year.

Note: Sampling of Carcasses for E. coli shall be performed by manager or designated employee.

Sampling steps

- 1. The samples will be taken at a random time, but no sooner than 12 hours after the carcass entered the cooler.*
- 2. Sanitize all surfaces that the sampling supplies will touch, wash hands thoroughly.*
- 3. Gather sampling supplies.*
- 4. Carcasses will be randomly selected during or immediately after slaughter using the attached random digit table (going from top to bottom and left to right). If the day of the month is even choose a right side, if it is odd choose the left. If the chosen side is damaged at the sampling locations in any way the other side will be used.*
- 5. Using aseptic techniques open sponge bag. Be very careful not to contaminate the sponge.*
- 6. Open sterile solution and pour contents into sponge bag. Massage until sponge is wet. Push sponge to top of bag. Set aside.*
- 7. Open template bag. Set aside.*
- 8. Put on sterile gloves. Be very careful not to contaminate the outside of the gloves.*
- 9. Remove sponge from bag using the same hand that you will use to take the sample with. This is your*

sampling hand. Do not touch the sponge with the other hand.

10. *Lay template over region being sampled. In the case of beef and sheep, the first region is the flank. In the case of swine, the first region is the belly.*

11. *Do not touch sampling area.*

12. *Start at the top of the template, wipe downward with sponge. Continue to the bottom of the template. Lift the sponge and start again at the top.*

13. *Do ten vertical wipes and ten horizontal wipes.*

14. *Then sample the brisket on beef and sheep carcasses, and sample the jowl on swine carcasses, using the same technique and the same side of the sponge.*

15. *Now sample the rump of beef and sheep carcasses and the ham of swine carcasses, using the unused side of the sponge.*

16. *Place sponge back into its bag. Expel excess air. Reseal bag.*

17. *Clean up supplies and store sample at refrigeration temperatures.*

18. *Complete sample form and ship sample to analytical lab as soon as possible, usually the next business day.*

19. *Once sample results are received from the lab, they will be recorded onto a process control chart or table showing at least the most recent 13 test results, by type of livestock slaughtered.*

Resource: Sampling Livestock for E. Coli Produced by USDA/FSIS

- **9 CFR 310.25(a)(2)(v)(A) states that very low volume establishments that collect samples by sponging should collect at least one sample per week, starting the first full week of operation after June 1 of each year. They should continue sampling at a minimum of once each week the establishment operates until June 1 the following year or until 13 samples have been collected, whichever comes first.**

Generic E. coli Statistical Process Control

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How can a small or very small establishment meet the requirement of 9 CFR 310.25 that establishments sponging carcasses to evaluate *E. coli* test results use statistical process control techniques showing at least the most recent 13 test results?

9 CFR 310.25(a)(2)(v)(A) states that very low volume establishments that collect samples by sponging should collect at least one sample per week, starting the first full week of operation after June 1 of each year. They should continue sampling at a minimum of once each week the establishment operates until June 1 the following year, or until 13 samples have been collected, whichever comes first.

Very low volume establishments annually slaughter:

- no more than 6,000 cattle or 20,000 swine
- a combination of livestock not over 6,000 cattle and 20,000 total of all livestock
- no more than 6,000 lamb

Establishments slaughtering cattle, swine, or lamb can meet the requirements of 9 CFR 310.25(a)(4) by recording the individual sample result on a Statistical Process Control (SPC) chart. **Results from baseline data collected for each species below may be used as control limits.** The sampling should occur at the flank, brisket, and rump for cattle and sheep, and ham, belly and jowl for swine. The establishment plots its test results on a control chart and compares them to the UCL (upper control limit) and LCL (lower control limit) to evaluate process control. **These limits are derived from baseline data collected by or for FSIS.**

Species	LCL (cfu/cm ²)	UCL (cfu/cm ²)
Cattle	0.0	3.1
Swine	0.46	400
Lamb	0.0	2.23

The following is a **hypothetical example of charting test results using the LCL of 0.0 cfu/cm² and the UCL of 3.1 cfu/cm² in SPC for cattle.**

Note: Lowest reportable results may vary between labs.

Sample 1.....0.00 cfu/cm2 Sample 8.....0.00 cfu/cm2
Sample 2.....0.00 cfu/cm2 Sample 9.....0.08 cfu/cm2
Sample 3.....0.00 cfu/cm2 Sample 10.....0.00 cfu/cm2
Sample 4.....0.00 cfu/cm2 Sample 11.....0.00 cfu/cm2
Sample 5.....0.00 cfu/cm2 Sample 12.....0.08 cfu/cm2
Sample 6.....0.00 cfu/cm2 Sample 13.....0.00 cfu/cm2
Sample 7.....0.00 cfu/cm2

Note: This chart was derived from baseline results.

EVALUATION OF PROCESS CONTROL:

For an establishment that uses this chart to meet the SPC regulatory requirements, the following evaluation criteria apply.

- **No more than 3 sample results out of 13 are above 0.00.....Process is in control.**
- **More than 3 sample results out of 13 are above 0.00.....Process is out of control and the establishment should take action to bring it back into control.**
- **One sample result is above 3.1 cfu/cm2.....Process is out of control and the establishment should take action to bring it back into control.**

In this example, no more than 3 sample results out of the 13 are above the 0.00, so the process is in control.

If an establishment collects more than 13 samples, the same evaluation criteria are used, but they are applied to a moving window of the last 13 samples.

Establishments can supplement the SPC process by taking additional sponge samples from points on the carcass other than the flank, brisket and rump. These points may be areas where workers handle the carcass (e.g., touching the shank and/or loin in order to turn or pull the carcass for cleaning and observation). Persistent and consistent tracking of the microbiological results from these additional areas will provide a broader view about the microbiological profile resulting from routine sanitary dressing procedures. Microbiological assessments of organisms other than generic *E. coli* (e.g., aerobic plate count) that may be present more frequently and at a higher level than generic *E. coli* may provide helpful information about on-going controls.

Note: Sampling of Carcasses for *E. coli* shall be performed by manager or designated employee.

CATTLE RECEIVING STANDARD OPERATING PROCEDURES (SOP) FOR CONTROL OF NON-AMBULATORY DISABLED CATTLE AND AGE DETERMINATION OF CATTLE FOR SLAUGHTER

By: Ryan R. Baumert, HACCP Specialist, University of Nebraska-Lincoln
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2-17-04

Please also refer to the updated FSIS Notice 70-13 Specified Risk Material Control Final rule

*****THIS DOCUMENT IS TO BE USED AS AN EXAMPLE OF AN SOP FOR THE CONTROL OF SRM'S IN A SLAUGHTER OPERATION, IN ACCORDANCE WITH USDA-FSIS DIRECTIVE 6100.4. EACH OPERATION SHOULD MODIFY THIS DOCUMENT OR CREATE A NEW SOP ACCORDING TO THE IN-PLANT OPERATIONS.*****

Non-Ambulatory Disabled Cattle

Non-Ambulatory is defined by 9 CFR 309.2(b) as:

Livestock that cannot rise from a recumbent position or that cannot walk, including, but not limited to, those with broken appendages, severed tendons or ligaments, nerve paralysis, fractured vertebral column or metabolic conditions.

Procedures:

1. Cattle that meet the definition of Non-Ambulatory will no longer be accepted for slaughter at this establishment.
2. If an animal becomes Non-Ambulatory after it has passed ante-mortem inspection, slaughter personnel will notify inspection and verify that it was ambulatory at ante-mortem inspection, before beginning the slaughter process.
3. Cattle that are condemned during ante-mortem inspection will be properly disposed of in accordance with 9 CFR 309.13. Slaughter Manager will record the disposal process and maintain a file on-site.

Determination of Cattle Age and Identification for Control of SRMs

Procedure:

1. The age of the animal(s) will be determined for all animals thought or intended to be young beef (< 30 months of age). Slaughter operations will require documentation of the age of the live beef animal(s) at receiving. Records from a farm or ranch on which the animal(s) was born and finished, could include:
 - Animal identification (i.e. ear tags) with the corresponding calving date record
 - Calving Season Dates (beginning and ending dates)
 - Cow Artificial Insemination Date or Breeding Season Dates (beginning and ending dates)

Records from feedlots could include:

- Receiving/Processing Records of animals with identification of the producer/backgrounder. Producer/backgrounder records must identify the age of the animals.
 - Animal Identification (i.e. ear tags) given at receiving with corresponding producer identification/calving records or certified group calving date range (beginning and ending dates)
2. Animal identification and age classification (< 30 or ≥ 30 months of age) will be recorded. The corresponding carcass identification will also be recorded.
 3. In the absence of age documentation, the age of this animal(s) will be determined using the dental examination according to FSIS Directive 6100.4.
 - a. Cattle without age documentation could be managed as ≥ 30 months of age, if desired.
 4. Animals thought or intended to be old beef (≥ 30 months of age) will not require age documentation.
 5. If possible, animals ≥ 30 months of age will be held for slaughtering after animals < 30 months of age are slaughtered.

Monitoring:

Records at receiving will be collected by the Slaughter manager or designee

Corrective Actions:

1. If age documentation is not available at receiving, the producer or feedlot facility will be notified that the animal is being held for dental examination or being managed as ≥ 30 months of age.
2. If age documentation is not available at receiving, the driver and producer or feedlot facility will be notified in writing of the plant's age and animal identification procedures.
3. The plant manager/owner must contact the owner of the animal.

Verification:

1. The slaughter manager will review the records daily for completeness.
2. The slaughter manager will observe the receiving monitoring activities once every three months for proper procedures.
3. The plant management will review the SOP as new scientific or regulatory information is made available.

Records:

1. Cattle receiving log
 - a. Animal ID and Age Documentation
 - b. Verification

CATTLE SLAUGHTER STANDARD OPERATING PROCEDURES (SOP) FOR CONTROL OF SPECIFIED RISK MATERIALS (SRMs)

By: Ryan R. Baumert, HACCP Specialist, University of Nebraska-Lincoln
Dr. Dennis Burson, Meat Science Extension, University of Nebraska-Lincoln
2-17-04

*****THIS DOCUMENT IS TO BE USED AS AN EXAMPLE OF AN SOP FOR THE CONTROL OF SRM'S IN A SLAUGHTER OPERATION, IN ACCORDANCE WITH USDA-FSIS DIRECTIVE 6100.4. EACH OPERATION SHOULD MODIFY THIS DOCUMENT OR CREATE A NEW SOP ACCORDING TO THE IN-PLANT OPERATIONS*****

Specified Risk Materials (SRMs) [6100.4 SRM](#)

SRM are prohibited for use as human food. They are designated in 9 CFR 310.22(a) as:

Distal Ileum – an SRM in cattle of all ages, the distal ileum describes the terminal or last 80 inches of unstretched small intestine that attaches to the large intestine at the junction of the cecum and colon (large intestine).

Dorsal Root Ganglia (DRG) – an SRM in cattle 30 months of age and older, DRG are nodular enlargements of nerve tissue representing the junction of spinal and peripheral nerves. DRG exit the intervertebral foramina and are usually located anterior and ventral to the transverse vertebral processes in the lumbar region. Although technically part of the peripheral nervous system, DRG and trigeminal ganglia are described as “CNS type tissue”

Trigeminal Ganglia – An SRM in cattle 30 months and older, the trigeminal ganglia are nodular enlargements of nerve tissue where cranial nerves exit the base of the skull.

Procedures of Control of SRMs:

1. Carcass identification will be placed with the carcass and recorded on the Cattle Receiving Log with the proper animal identification.
2. If possible, any beef animal(s) determined to be ≥ 30 months of age will be held for slaughtering after young age documented animals are slaughtered. If the animal is determined to be ≥ 30 months of age through dental examination, equipment used to cut through SRMs (i.e. heading knife and splitting saw) will be cleaned and sanitized between carcasses.
3. Tonsils, brain, eyes and trigeminal ganglia from all cattle will remain on the skull and be placed in the inedible barrel.
4. The entire small intestine from all cattle will be placed in the inedible barrel after post-mortem inspection.
5. Head meat, cheek meat (**CHEEK MEAT MAY NOT BE KEPT IF A FIREARM IS UTILIZED FOR STUNNING**) and tongues from cattle ≥ 30 months of age will be kept if there is no leakage of brain material from the stunning procedure (Cerebral fluid is not an

SRM; FSIS Notice 7-04). If brain material is present, the head will be trimmed of brain material and re-inspected or the entire head will be placed in the inedible barrel, if trimming is done.

6. Spinal cord will be removed from the vertebral column, after splitting of the carcass, with the use of a knife and/or hook and placed in the inedible barrel. On carcasses identified from cattle ≥ 30 months of age, grossly identifiable spinal cord material spread by the splitting process will be trimmed from the carcass with a knife (Spinal fluid is not an SRM; FSIS Notice 7-04). If the spinal cord cannot be removed due to a bad split, the vertebral column will be re-sawed to expose the spinal cord.

7. At the end of the slaughter process, carcasses will be identified by one of the following:

PLANTS MAY USE ONE OR MORE OR NONE OF THESE, BUT MUST BE SPECIFIC TO EACH PLANT

a. Cattle will be tagged according to age classification (< 30 months of age or ≥ 30 months of age).

b. The vertebral column of both sides of carcasses of animals ≥ 30 months of age will be marked with edible marking ink.

c. Any carcass from which a BSE test is pulled, the carcass will be tagged for holding and will be held from fabrication until the test results are returned.

Monitoring:

- Records of control procedures will be collected by the Slaughter manager or designee.
- Records will be a visual observation of the SRMs control procedures to ensure proper performance.
- Visual observation will be conducted once per day during slaughter operations.

Corrective Actions:

1. Slaughter operators will be retrained in SRMs control procedures.
2. SRMs will be properly disposed of to inedible container.

Records:

- Slaughter SRMs Control Log

Sanitation of Equipment used to Cut through SRMs

If equipment (i.e. heading knife and splitting saw) is used to cut through SRMs of a carcass(s) designated as ≥ 30 months of age during the slaughter of animals ≤ 30 months of age, the equipment must be cleaned and sanitized* before being used on animals ≤ 30 months of age. The equipment will be rinsed free of

organic materials with hot water. The equipment will then be dipped in the sterilizer or sprayed with the plant's sanitizing solution. On days slaughtering only beef animals ≥ 30 months of age, all equipment will be cleaned and sanitized at the end of the day in accordance with the plant's SSOPs.

* As stated in FSIS Notice 10-04, this equipment need not be cleaned to a pre-operational state before sanitizing. The organic materials must be removed to ensure adequate sanitization. ***THIS IS ONLY AN EXAMPLE, PLANTS MAY HAVE STEPS IN PLACE FOR ANOTHER METHOD OF SANITATION***

RECEIVING BOXED BEEF AND BEEF CARCASSES FROM AN OUTSIDE SOURCE AND FABRICATION STANDARD OPERATING PROCEDURES (SOP) FOR CONTROL OF SPECIFIED RISK MATERIALS (SRMs)

By: Ryan R. Baumert, HACCP Specialist, University of Nebraska-Lincoln
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2-17-04

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Specified Risk Materials (SRMs) in Fabrication

SRMs are prohibited for use as human food. They are designated in 9 CFR 310.22(a) as:

- The brain, skull, eyes, trigeminal ganglia, spinal cord, vertebral column (excluding the vertebrae of the tail, the transverse processes of the thoracic and lumbar vertebrae, and the wings of the sacrum), and dorsal root ganglia (DRG) of cattle ≥ 30 months of age.

Receiving Beef Carcasses From Outside Establishments

Procedures:

1. Beef carcasses arriving from outside establishments will have carcass identification and documentation of the age of the live animal upon arrival.
2. Beef carcasses will receive proper in-house carcass identification.
3. Beef carcasses will receive proper in-house age tags to identify them as < 30 months old or ≥ 30 months old, or the vertebral column of carcasses ≥ 30 months old will be marked with edible marking ink.
4. If no records are available, at arrival, for a beef carcass(s), the carcasses will be tagged with the proper in-house tags to identify them as ≥ 30 months old. If records are received for these carcasses the same day and document them as < 30 months, the tags will be replaced with the < 30 months carcass tags.

Receiving Boxed Beef From Outside Source

Procedures:

1. Each plant that receives boxed beef from an outside source shall receive a "Letter of Guarantee" from the supplier.
2. The letter must state that the beef is ≥ 30 months or < 30 months of age or state the Specified Risk Materials (SRMs) have been removed.
3. The "Letter of Guarantee" shall be kept on file in the plant.

4. Each supplier shall provide a “Letter of Guarantee” containing the above information.

Fabrication of Beef Carcasses of \geq 30 Months Old Animals

Procedures:

1. Beef carcasses of \geq 30 months old animals will be fabricated after beef carcasses of $<$ 30 months old animals. If possible beef carcasses of \geq 30 months old animals will be fabricated on separate days.
2. The vertebral column (excluding the vertebrae of the tail, the transverse processes of the thoracic and lumbar vertebrae, and the wings of the sacrum) will be removed during the fabrication process.
3. Sanitation of equipment at the end of the day will be conducted in accordance with the plant’s SSOPs.
 - a. If beef carcasses of \geq 30 months old animals are fabricated before beef carcasses of $<$ 30 months old animals, fabrication operators will clean and sanitize equipment used to cut through SRMs* before fabricating beef carcasses of $<$ 30 months old animals. The equipment will be rinsed free of organic materials with hot water. The equipment will then be dipped in the sterilizer or sprayed with the plant’s sanitizing solution.

* As stated in FSIS Notice 10-04, this equipment need not be cleaned to a pre-operational state before sanitizing. The organic materials must be removed to ensure adequate sanitization.

Monitoring:

- Records of control procedures will be collected by the Fabrication manager or designee.
- Records will be a visual observation of the SRMs control procedure to ensure proper performance.
- Visual observation will be conducted once per day on days carcasses are received.
- Visual observation will be conducted once per day on days carcasses are fabricated.

Corrective Actions:

1. If carcasses at receiving do not have identification and/or age documentation, the supplier will be notified in writing of the plant’s identification and age documentation requirements.
2. If carcasses are not properly identified in the cooler, fabrication operators will be retrained in proper SRMs control procedures.
3. If SRMs are not properly removed during fabrication, fabrication operators will be retrained in proper SRMs control procedures.

Records:

- Beef Carcass Receiving SRMs Control Log
- Beef Carcass \geq 30 Months Fabrication SRMs Control Log

**Production Room Cleanup Procedures
(Slaughter, Cutting, Processing) After Each Use**

THIS SOP IS TO ADDRESS PRODUCTION ROOM CLEAN- UP PROCEDURES, INCLUDING WHAT WILL BE CLEANED AND SANITIZED, HOW CLEANING AND SANITIZATION WILL OCCUR, SANITIZATION LOGS IF APPLICABLE, AND ANY OTHER PERTINENT INFORMATION FOR ESTABLISHMENT. MUST BE SPECIFIC TO EACH PLANT.

RECALL PLAN

ADDITIONALLY A RECALL PLAN SHALL BE IN PLACE FOR THE ESTABLISHMENT.

