

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> CORRECTIONS DIVISION/ FACILITIES OPERATIONS	<b>Reference Number:</b> IVL01-0021**	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Meat Processing Plants		6/01/01
<b>Authority:</b> Donald / Adams	<b>Effective Date:</b> 9/01/04	Page 1 of <div style="text-align: center;">6</div>

**I. POLICY:**

To establish standard procedures and guidelines for management in the units meat carcasses are processed and produced.

**II. APPLICABILITY:**

All GDC meat plant facilities

**III. RELATED DIRECTIVES:**

\*\* - LEGAL - RANGER

**IV. DEFINITIONS:**

NONE

**V. PROCEDURE:**

A. Meat Processing Plants

1. All GDC meat plant facilities must operate under the inspection and certification of the Georgia Department of Agriculture and the United States Department of Agriculture.
2. All of the meat processing plants provides the inspection employees with adequate office space, furnishings, light, heat, and janitorial services free of charge.
3. The following processes must be approved by meat inspection and meat inspection regulations:
  - a. All meat carcasses must bear stamp of approval.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 6/01/01	Page 2 of 6
	Effective Date: 9/01/04	Reference Number: IVL01-0021**

- b. All carcasses whole or in part, if to be transported to any other official establishment, must be stored and labeled as required.
- c. All sanitation methods, pesticides and rodent controls.
- d. All food or color additives to be added to any processed product.

B. Inventory Control

- 1. Each meat plant facility must maintain an inventory system for accountability of product processed and stored in freezers and/or coolers. DMS Food Inventory System will be used at all Facilities connected to the Mainframe.
- 2. Each meat plant facility must maintain an inventory system for reporting and dispersion of all the inedible meat products, such as bone, fat, hides, and trimmings. All sales must be followed according to the GDC fiscal management procedures.
- 3. A system of procurement, control and storage of meat processing supplies, adequate to meet its task, must be maintained by each plant: Boxes, liners, labels, knives, sanitizing agents, etc.
- 4. Each Meat Plant Facility must maintain an inventory record keeping system for reporting and dispersing of all processing supplies and raw materials. DMS Food Inventory System and/or Farmworks will be used at all Facilities connected to the Mainframe.
- 5. A complete physical inventory will be taken on the 25th of each month and reconciled to the inventory record keeping system.

C. Meat Plant Security

- 1. All meat plant facilities and perimeters shall conform to security requirements dictated by the classification of offenders assigned to work at that location.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 6/01/01	Page 3 of 6
	Effective Date: 9/01/04	Reference Number: IVL01-0021**

2. All staff shall familiarize themselves with the rules and regulations governing the security of offenders.
3. All tool and knife control shall be inventoried and monitored to a degree sufficient to prevent offenders from injuring one another, staff or in escape attempts.
4. All staff shall familiarize themselves with key and lock control procedures to meet the security requirement to work offenders.

D. Maintenance and Monitoring of Meat Plant Facilities. Management must maintain a system for monitoring coolers and freezers to avoid loss of inventoried products. This must include weekends and holidays with inspections being recorded with time, temperatures and reported problems.

E. Receiving

1. All carcasses received are to be weighed on accurate scales. The weights are to be recorded on a weigh-in-sheet/scale ticket.
2. Beef liver, head meat, hearts, tongue, etc. are to be recorded on the weigh-in-sheet/scale ticket for inventory until further processing of carcass meat.
3. The weight-in-sheet/scale ticket is to be compared to the delivery waybill to account for all carcasses.
4. The weight-in-sheet/scale ticket is to be held for reference and filed with the Lot Production Report, the receiving report and daily production weight sheet.
5. FDU MEAT PLANT ONLY - A receiving report will be filled out from the waybill and the weight-in-sheet/scale ticket. Packet which is turned in to the computer operator or person keeping records for the meat plant.

F. Lot Production and Meat Processing Report

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 6/01/01	Page 4 of 6
	Effective Date: 9/01/04	Reference Number: IVL01-0021**

1. The Meat Processing Report (forms available in the GDC Meat Processing and Inventory Control Procedure book) will be initiated from the Farm Production Unit. For every shipment of Livestock to the Slaughter Plants the Farm Manager will complete the areas of:
  - a. Date of origination
  - b. Originating Unit
  - c. Live Weight
  - d. Head Count
  - e. Farm Manager Signature
2. The Farm Manager will send this report to the Meat Plant with the Livestock shipment.
3. The Slaughter Plant Manager will assign a lot number and sign the report indicating the Farm portion of the report is complete and accurate.
4. The Slaughter Plant Manager will record:
  - a. Total hot carcass weight
  - b. Total cold carcass weight to deboning operation.
  - c. Calculate and record weight loss.
  - d. Calculate and record carcass yield percentage.
5. The Rogers SP Processing Supervisor records the following information on product deboning:
  - a. Cold carcass weight to deboning.
  - b. Deboned farm meat block plus non-reconstituted product
  - c. Meat-by-products shipped.
  - d. Liver shipped.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 6/01/01	Page 5 of 6
	Effective Date: 9/01/04	Reference Number: IVL01-0021**

- e. Inedibles
  - f. Calculates and records deboning cutting loss
6. In conjunction with the FDU truck driver the following shipping information is recorded:
    - a. Truck arrival time at Slaughter Plant
    - b. Truck temperature upon loading
    - c. Temperature of meat upon loading
  - a. Truck departure time
  - b. Seal number
- Then the Slaughter Plant Manager and FDU truck driver will sign the report certifying accuracy, and the form is to be sent to FDU with the meat shipment.
7. The processing manager in charge of product formulations completes and records the amount of finished product produced in the Finished Product Information section of the report.
  8. A Product Formulation Sheet (forms available in the GDC Meat Processing and Inventory Control Procedure book) will be completed for the entire lot production.
  9. The Processing Plant Manager or his designee will complete the production Analysis portion of the report.
  10. The Processing Plant Manager or his designee will review the entire report for accuracy and then sign it.
  11. The report will have five copies to be distributed upon completion to:
    - a. Processing Plant Manager
    - b. Food Distribution Unit Administrator

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 6/01/01	Page 6 of 6
	Effective Date: 9/01/04	Reference Number: IVL01-0021**

- c. Food and Farm Services Manager
  - d. Slaughter Plant Manager
  - e. Farm Services Administrator
- G. Beef and Pork Carcass Waybill Documentation
- 1. For inventory accountability, monthly, quarterly, and annual reporting of statistical meat processing data, meat plant managers will maintain carcass way bill ledgers, or other records for documentation.
  - 2. This information is gathered from the delivery way bill and receiving weigh-in-sheet/scale ticket.
  - 3. These will be totaled at the end of each month to be used in completing the Monthly Slaughter and Processing Report.
- H. Beef and Pork Processing Documentation (forms available in the GDC Meat Processing and Inventory Control Procedure book but completed on a monthly and annual bases).
- 1. For inventory accountability and monthly, quarterly, and annual reporting of statistical meat processing data, meat plant managers will maintain meat product processing ledger sheets, or other records for documentation, for all items of meat processed or discarded.
  - 2. This information is taken from each lot production report when it is completed, and use for reporting monthly.
- I. Beef and Pork Slaughter and Processing Performance Report (forms available in the GDC Meat Processing and Inventory Control Procedure book but completed on a monthly and annual basis).
- 1. Each processing plant will submit a copy of this report by the 10th of each month to:
    - a. Central Food and Farm Office

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 6/01/01	Page 7 of 6
	Effective Date: 9/01/04	Reference Number: IVL01-0021**

b. Farm Administrator

2. This report for processing both cattle and hogs is submitted on a quarterly and annual basis.
3. Meat plant managers should pay close attention to this data for consistency in production and efficiency of data being reported.

J. All Processing Plants will operate on a Department of Agriculture approved HACCP Plan.

**VI. RETENTION SCHEDULE:**

Attachments 1, 2, 3 and 4 of this SOP will be kept locally for one year in an active file and five years in an inactive file, then destroyed.