

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Meat Processing Plants

Policy Number: 409.04.22

Effective Date: 9/23/2020

Page Number: 1 of 5

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

It is the policy of the Food and Farm Service's Subdivision to establish standard procedures and guidelines for Georgia Department of Corrections (GDC) meat plant facilities.

II. Authority:

- A. GDC Standard Operating Procedure (SOP): 409.04.27 Food Service Hazard Analysis Critical Control Point (HAACP) Plan; and
- B. ACA Standards: 5-ACI-5C-12 (ref. 4-4323) and 4-ALDF-4A-14.

III. Definitions: None.

IV. Statements of Policy and Applicable Procedures:

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 GDC meat processing plants shall provide adequate office space, furnishings, light, heat, and janitorial services free of charge to inspection employees.
3. The following processes must be followed in accordance to meat inspection regulations:
 - a. All meat should be from an approved state or federal inspected plant;
 - b. All meat should be stored and labeled as required;

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- c. All sanitation methods and pesticide/rodent controls should be maintained; and
- d. All food or color additives added to any processed product should be approved.

B. Inventory Control:

1. Each meat plant facility must maintain an inventory system for accountability of product that is processed and stored in freezers and/or coolers. The Food Service Computer Inventory System shall be utilized at all facilities connected to the mainframe.
2. Each meat plant facility must maintain an inventory system for reporting and dispersion of all inedible meat products. All payments must be in accordance to the GDC fiscal management procedures.
3. A system of procurement, control and storage of meat processing supplies must be maintained by each plant and must be adequate to meet its tasks. This includes supplies such as boxes, liners, labels, knives, sanitizing agents, etc.
4. Each meat plant facility must maintain an inventory record keeping system for reporting and dispersing all processing supplies and raw materials. A Food Service Computer Inventory System shall be utilized at all facilities connected to the Mainframe.
5. A complete physical inventory will be taken by the end of each month and reconciled to the Food Service Computer Inventory System.

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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.
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, injuring staff or attempting escape.
4. All staff shall familiarize themselves with key and lock control procedures to meet the security requirement to supervise 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. Record of inspection shall include inspection times, temperatures and reported problems.

E. Receiving:

1. All meat received is to be recorded on the delivery invoice.
2. Documentation shall be completed showing the product was received and shall be turned in to the computer operator or to the individual keeping records for the meat plant.

F. Lot Production and Meat Processing Report:

1. A Product Formulation Sheet (forms available in the GDC Meat Processing

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and Inventory Control Procedure book) will be completed for the entire lot production.

2. The Processing Plant Manager or designee will complete the production Analysis portion of the report.
3. The Processing Plant Manager or designee will review the entire report for accuracy and sign it.
4. The report will have two (2) copies to be distributed upon completion to:
 - a. Processing Plant Manager; and
 - b. Administrative Office to enter into the Food Service Computer Inventory System.

G. Beef and Chicken Processing Documentation:

1. Meat plant managers will maintain meat product processing ledger sheets or other records of documentation for inventory accountability and monthly, quarterly and annual reporting of statistical meat processing data for all items of meat processed or discarded.
2. This information is taken from each lot production report when it is completed and shall be used for monthly reporting.
3. The Beef and Chicken Processing Performance Report will be completed on a monthly and annual basis. Meat plant managers should pay close attention to this data for consistency in production and efficiency of data being reported.

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4. All Processing Plants will operate on a Department of Agriculture approved HACCP Plan per SOP 409.04.27 Food Service Hazard Analysis Critical Control Point (HAACP) Plan.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.