



POULTRY SUBSTITUTION GUIDELINES

Policy

This instruction defines the guidelines for substituting bulk poultry.

Procedure

The Food and Nutrition Service (FNS) in conjunction with Livestock and Poultry Program allows the limited substitution of donated poultry commodities with certified commercial product of the same quality for use in the state reprocessing program.

I. General Requirements

Interested processors must submit product substitution proposals to FNS and the National Supervisor outlining the handling procedures and control processes they have established to maintain product and program integrity. The proposals must include detailed information for identifying and controlling both the original and substituted products.

Applicable supervisors and graders will be notified through their Regional Office of processor approval. Prior to any substitution, supervisors are to review and evaluate the plants established control processes and procedures to assure product integrity.

Plants may substitute certified commercial product for parts and meat derived from a USDA purchased commodity. However, the commercial product from which the parts or meat originate must comply with all provisions of the applicable USDA commodity specification. Substitution is only allowed when authorization is provided in a written processing agreement between USDA and the processor. No variation in contracted product yields or other contract terms specified by State agencies is allowed. Substitution is not allowed on backhauled product. All other requirements outlined in the current QAD instructions remain applicable and are to be followed in accordance.

II. Grader's Responsibilities

Both substituted and original product must be examined by graders and determined to be in compliance with all requirements listed in the current commodity specifications. After destination weights have been determined and reported for original product that will be used for commercial purposes, no further action by the grader is necessary.

Official destination test weights are to be completed on the original product purchased by USDA with results recorded on the LP-210P as outlined in the current specification instructions. Substituted loads will also be test weighed, but the weight certification for substituted product will be documented on a LP-211 Memorandum and filed appropriately. If parts or deboned meat from USDA purchased commodity whole carcasses or parts are substituted, an official test weighing must be completed on the substituted product to ensure it is substituted in equal weights. After destination weights have been determined for substituted product, all other



provisions outlined in QAD instructions be adhered to. The costs of the destination test weighing and condition examination for original product shall be charged to the contractor that delivered the origin load.

III. Certificate and Memorandum Preparation

Graders are to complete and issue destination certificates or prepare LP 211 Memorandums, as applicable, for loads of delivered donated or substituted product. Additionally, graders are to include the following statements as applicable in the “Remarks” section of the certificate or memorandum representing the product:

Type of Load	Form Issued	Statement in Remarks Section	Exhibit Number
Substituted load before original load is received	LP-211	“Product covered by this memorandum replaces the USDA purchased commodity product to be delivered at a later date”	1
Original load after substituted product is processed	LP-210P	“Product covered by this certificate is original USDA purchased commodity that was substituted with product covered under memorandum numbered _____ dated _____.”	2
Substituted load after original load was received and diverted for commercial use	LP-211	“Product covered by this memorandum replaces the USDA purchased commodity product which was previously delivered under certificate number PPA _____ dated _____.”	3

IV. Substitution Tracking

To assist in tracking loads throughout the delivery and substitution process, use the Substitution Tracking Form (**Exhibit 4**). A separate form shall be maintained for each contract. LP-211 Memorandums will be coded by Julian date and a suffix code if necessary. For example: the first lot test weighed on June 9 will be coded 160A, the second will be coded 160B (**Exhibit 5**), and so on. The code will be entered on the LP-211 in the block where the certificate number normally resides in a LP-210P.

After completion, LP-210P certificates are to be distributed as follows:

- One copy to the grader
- One copy to the processor
- Original to applicant
- One copy to the recipient agency



LP-211 Memoranda shall not be distributed. The starting net weight to be recorded on the LP-209 Reprocessing Certificate will be the official destination test weight as recorded on the LP-210P Grading Certificate or LP-211 as applicable depending on the load being used for production.

Richard H. Lawson, National Poultry Supervisor
Quality Assessment Division
Livestock and Poultry Program

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.