



# APPROVED

Agricultural Marketing Service (AMS)  
Livestock, Poultry and Seed (LPS) Program  
Food Safety and Commodity Specification (FSCS) Division  
Room 2624 S-Bldg, Phone: (202) 692-0342

## SUPPLEMENT 213 TO THE AMS MASTER SOLICITATION PURCHASE OF BEEF, SPECIAL TRIM (FRESH/FROZEN) FOR DISTRIBUTION TO FEDERAL FOOD AND NUTRITION ASSISTANCE PROGRAMS

Supersedes: Supplement 213 June 2012 – Changes from  
previous requirements in [blue](#)

Effective: [April 2016](#)

### 100 OVERVIEW

110 This document provides additional program requirements for the purchase of Beef, Special Trim (Fresh/Frozen) by the Department of Agriculture (USDA), including the applicable [Federal Purchase Program Specification \(FPPS\)](#) (**Exhibit A**).

### 200 INSTRUCTIONS TO POTENTIAL SUPPLIERS

210 The beef special trim [shall](#) be purchased on a competitive bid basis from qualified suppliers who have met the requirements described in this Section. Interested suppliers may submit a [technical proposal](#) at any time during the purchase program. Suppliers should allow 10 working days, from USDA's receipt of the [technical proposal](#) for notification of evaluation results. A supplier is deemed eligible upon notification of approval of the [technical proposal](#) by the [FSCS Division](#).

220 Submission of a [technical proposal](#) is not binding on USDA. Actual purchases [shall](#) be described in the AMS Master Solicitation and Solicitations.

230 Documentation Requirements

231 [Technical Proposal](#) Requirement

231.1 Include a [detailed](#) description of the [production steps that are taken to meet or exceed the minimum product](#) set forth in the [FPPS](#). ([Plan/Do](#))

231.2 [Describe all the quality assurance methods used to verify conformance to all requirements. This shall include the monitoring and measurements taken during the process to verify conformance with each requirement. All measurement results shall be recorded and made available to AMS. \(Check\)](#)

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231.3 Identify all corrective actions to be taken if deviations from contractual and specification requirements occur during production, and all preventative actions to be taken to preclude a reoccurrence. (Act)

231.4 The technical proposal shall follow the format as shown in **Exhibit B**. Technical proposals should be brief and concise.

231.5 The technical proposal shall be preceded by the following, as required by the template:

231.5.1 Table of Contents listing the major areas as they appear in the technical proposal; and

231.5.2 List of attachments and forms provided with the technical proposal with the applicable document name and reference number.

232 The FSCS Division shall review each technical proposal to determine if it is adequate and shall notify the supplier of the status of its technical proposal and eligibility to bid.

233 Animal Welfare Requirements

233.1 All eligible suppliers shall meet the animal handling and welfare requirements set forth in the FPPS for Animal Handling and Welfare, effective January 2015 (**Exhibit C**).

### **300 INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSAL**

310 The following procedures establish the acceptable minimum requirements for the format and content of the technical proposal:

310.1 The Government has provided a technical proposal format to be used in preparing the technical proposal (see **Exhibit B**). The supplier shall submit the technical proposal as an email file attachment to AMS ([Darin.Doerscher@ams.usda.gov](mailto:Darin.Doerscher@ams.usda.gov) and [Steve.Whisenant@ams.usda.gov](mailto:Steve.Whisenant@ams.usda.gov)). The technical proposal shall be saved in a non-portable document file format (not PDF; e.g., Microsoft Word). The technical proposal shall be submitted in its entirety. If the file size of the technical proposal is too large to send in a single email, it may be divided and sent in multiple emails (i.e., Part 1, Part 2, Part 3, etc.). The collection of attachments and appendices may be submitted as a separate document as well.

310.2 While it is not the desire of the Government to penalize a supplier for non-compliance with formatting instructions, technical evaluators may have difficulty evaluating the technical proposal to the fullest extent possible if the technical proposal is not presented in the proper format. Technical evaluators shall not be required to search other subsections or sections of the supplier's technical proposal for information requested in the evaluation.

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320 **Technical Proposal** Production Plan Revisions

321 Changes to a supplier's **technical proposal** may be submitted at any time or at the request of the **FSCS Division**. All **technical proposal** revisions **shall** meet the following criteria:

321.1 Any changes to a **technical proposal** made by the supplier after its initial submittal **shall** be accomplished by submitting an entire **technical proposal**. A cover letter **shall** be submitted with the changes identified and an explanation of the need for the changes. The supplier **shall** include the revision date and the appropriate page number(s).

321.2 Changes from the original **technical proposal shall** be **highlighted** and deletions in ~~strikeouts~~.

**400 ASSESSMENT BY THE QUALITY ASSESSMENT (QA) DIVISION**

410 Once a supplier is notified by the **FSCS Division** that the **technical proposal** meets the applicable criteria, the **QA Division shall** contact the supplier to set up a pre-award onsite capability assessment audit of the facility's processes, food security plan, and quality control program used to produce the product to determine the supplier's ability to meet contractual requirements.

420 Pre-Award Onsite Capability Assessment Audit

421 Food Defense Assessment

421.1 The **QA Division** shall conduct a food defense audit that **shall** include, but is not limited to, a thorough evaluation of the **supplier's** food defense plan. Documentation **shall** support the **supplier's** food defense plan. If the report demonstrates that the food defense plan is inadequate, the **supplier shall** be notified by the **FSCS Division** that **it is** ineligible to bid. The **supplier shall** have an opportunity to correct identified deficiencies, modify **its** food defense plan and resubmit a brief description for further consideration. Eligibility **shall** depend on whether the modifications demonstrate compliance with **the** food defense plan.

422 **Harvesting** Requirement

422.1 The **QA Division shall** conduct **harvesting and humane handling** audits based on the requirements stated in the attached **FPPS's** and the company's approved **technical proposal**. Documentation **shall** support the **supplier's** adherence to meeting the **harvesting and humane handling** requirements as set forth in the **FPPS's**.

423 Documentation **shall** support:

423.1 the production of the beef item that complies with the applicable **FPPS** and the **supplier's** approved **technical proposal**, and

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- 423.2 the [supplier's](#) food security plan. In addition, the audit [shall](#) consist of the review of records related to purchasing, receiving, production, quality control, inventory and shipping records, and interviews with management and production personnel.
- 424 Upon completion of the onsite capability assessment, the auditor [shall](#) provide either a verbal or email notification of the audit findings to the [FSCS Division](#) to determine (based on the audit findings), supplier eligibility to bid. Supplier [shall](#) be notified by the [FSCS Division](#) and the official final report [shall](#) be sent once released from the [QA Division](#).
- 424.1 If the audit findings demonstrate that the process or food security plan is inadequate, the applicant will be notified by the [FSCS Division](#) that [it is](#) ineligible to bid. The supplier [shall](#) have an opportunity to correct identified deficiencies, modify [its](#) process, food security plan, and/or [technical proposal](#), and resubmit for further consideration.
- 424.2 Eligibility [shall](#) depend on whether the modifications demonstrate that:
- 424.2.1 the process is capable of delivering fresh/frozen beef special trim in compliance with the [FPPS](#),
- 424.2.2 the supplier is in compliance with [its](#) food security plan,
- 424.2.3 [a successful QA Division corrective action audit is conducted](#), and
- 424.2.4 the supplier complies with other applicable contractual requirements.
- 430 Post-Award Assessment Audit
- 431 Eligible suppliers who receive contracts [shall](#) have their documented food security plan, [technical proposal](#), and supporting documentation readily available for review by the [FSCS Division](#) or AMS agents. Records may be maintained on hard copy or electronic media. However, records maintained as electronic media [shall](#) be made available in printed form immediately upon request by the [FSCS Division](#) or AMS agents.
- 432 The [QA Division](#) [shall](#) conduct an onsite audit of the [supplier's](#) facility(s) and processes when production commences for the first contract awarded. Additional audits [shall](#) be conducted as determined by the [FSCS Division](#), but not less than once per month for [suppliers](#) with continuous or multiple contracts, or once per contract for intermittent [suppliers](#). At the discretion of the [FSCS Division](#), more frequent audits may be conducted when audit deficiencies are detected.
- 440 Post-Award Actions
- 441 Any deviation from contractual requirements [shall](#) be immediately reported by the contractor to the Contracting Officer and [FSCS Division](#). The Contracting Officer or [FSCS Division](#) [shall](#) notify the [supplier](#) contractor regarding eligibility to continue to participate as a [supplier](#).

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442 **Suppliers shall** assure that the delivered product complies with the provisions of the FPPS, the applicable assessment by **AMS**, and the contractor's **technical proposal** approved by the **FSCS Division**.

450 The cost of all audit, product monitoring, and certification services performed by the AMS agents **shall** be borne by the **supplier**. This includes, but is not limited to, audits, examinations, supervision, official documentation, and related services.

451 Questions concerning charges and the availability of AMS agents can **be directed to** USDA/AMS, LPS Program's **QA Division** field office or the Director of the **QA Division**, LPS Program, AMS, USDA, Room 3953-S, STOP 0258, 1400 Independence Avenue, SW, Washington, DC 20250-0258, telephone (202) 720-3271.

## **500 DOMESTIC ORIGIN CERTIFICATION CLAUSE**

**510** The **supplier** agrees to include **the below** domestic origin certification clause in its entirety in all subcontracts for meat or meat products used in fulfilling any contracts awarded under this Supplement and Master Solicitation. The burden of proof of compliance is on the Contractor. All raw materials **shall** be shipped in containers labeled as "Domestic Only Product" on the principle display panel and the bill of lading accompanying the shipment **shall** contain the statement "Domestic Only Product."

## **600 CERTIFICATE OF CONFORMANCE (COC)**

610 Include a copy of the contractor's Certificate of Conformance (**Exhibit D**) in addition to the referenced payment documents required in the Master Solicitation.

## **700 CONTRACTOR CHECKLOADING**

710 Contractor **shall** perform checkloading examinations as described in the FPPS at the time of shipment and issue contractor's certificate to accompany each shipment that includes all of the following information:

710.1 Purchase Order Number,

710.2 Sales Order and Sales Order Item Number,

710.3 Name of product,

710.4 Shipping Date,

710.5 Production lot number(s) and date each lot was produced,

710.6 Count of shipping containers and total projected net weight in each production lot,

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- 710.7 Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable,
- 710.8 Contractor certification that product conforms with the FPPS,
- 710.9 Count and projected net weight verified, and
- 710.10 Signature of company official responsible for checkloading.

**800 EXHIBITS**



# APPROVED

**FEDERAL PURCHASE  
PROGRAM  
SPECIFICATION (FPPS)  
FOR BEEF SPECIAL TRIM**

Agricultural Marketing Service (AMS)  
Livestock, Poultry, and Seed (LPS) Program  
Food Safety and Commodity Specification (FSCS) Division  
Room 2628 S-Bldg, Phone: (202) 692-0342

Supersedes: FPPS ST March 2015 – Changes from  
previous requirements in [blue](#)

**Effective: [April 2016](#)**

**100 ITEM DESCRIPTION**

- 110 Beef Special Trim shall be limited to any combination of the following muscle systems:
- 111 Peeled Knuckle – The peeled knuckle shall include the *rectus femoris*, and *vastus lateralis*, and may include the *vastus medialis*, and *vastus intermedius*.
- 112 Chuck Tender – The chuck tender shall consist of the *supraspinatus* muscle only.
- 113 Shoulder Clod Arm Meat – The shoulder clod arm meat shall include the *triceps brachii* muscles (long, medial and lateral head) only.

**200 CHECKLIST OF REQUIREMENTS**

- 201 All items shall be produced in accordance with Food Safety and Inspection Service (FSIS) regulations and the AMS Checklist of Requirements. The contractor's technical proposal, submitted to the FSCS Division, shall adhere to the following checklist requirements.

**210 MATERIALS**

**211 MEAT COMPONENT**

- 211.1 The contractor's technical proposal shall describe the necessary processing steps (including pictures) to comply with the items below.

- 211.1.2 Beef Round, Knuckle, Peeled or Beef Round, Knuckle, Full, Peeled - This item consists of the full knuckle or posterior portion of the full knuckle (*rectus femoris*, *vastus lateralis*, and may include *vastus medialis*, *vastus intermedius*). The knuckle shall (1) have the *tensor faciae latae* removed (peeled); (2) be butterflied to expose and remove the heavy connective tissue within the *rectus femoris* muscle and between the *rectus femoris* and *vastus lateralis*; (3) have the tendinous ends removed; and (4) have the *sartorius* removed.
- 211.1.3 Beef Chuck Tender - This item consists of the *supraspinatus* muscle, which lies dorsal to the medial ridge of the blade bone. The chuck tender shall be separated from other muscles through the natural seams. The large end (anterior end) shall be butterflied to expose and remove the heavy connective tissue within the muscle.
- 211.1.4 Beef Chuck, Shoulder Clod Arm Meat - This item is derived from the beef shoulder clod and shall consist of the large muscle system of the thick end of the clod (*triceps brachii* – long, medial and lateral heads only). The shank end shall be butterflied to expose and remove heavy connective tissue associated with the elbow tendon.
- 211.2 Domestic Origin Of Meat Component – Beef shall originate from U.S. produced livestock as defined in the Master Solicitation and Supplement.
- 211.3 Harvesting (Slaughtering) – Cattle shall be harvested in facilities that comply with the following requirements:
- 211.3.1 Humane Handling – Cattle shall be humanely handled in accordance with all applicable FSIS regulations and AMS requirements.
- 211.3.2 Pathogen Intervention Steps – Include at least two pathogen intervention steps. One of the intervention steps shall be steam pasteurization, an organic acid rinse, or a 180°F hot water wash and shall be a critical control point (CCP) in the establishment's FSIS recognized slaughter process Hazard Analysis Critical Control Point (HACCP) plan.
- 211.3.3 Spinal Cord Removal – Remove all spinal cord material during the harvesting process.
- 211.4 Boneless Beef – Only fresh-chilled boneless special trim that complies with 211.2 – 211.3.3 and the following requirements and has never been previously frozen shall be allowed:
- 211.4.1 Traceability – Contractors shall provide sufficient product traceability and shall have records to verify the source of raw materials used in each production lot.



211.4.2 Handling – All boneless beef shall be maintained in excellent condition. The contractor’s technical proposal shall include detailed production scheduling that addresses time and temperature controls necessary to maintain excellent condition of the boneless beef.

211.4.3 Objectionable Materials – The following objectionable materials shall be excluded: Major lymph glands (*prefemoral, popliteal, and prescapular*), thymus gland, bone, cartilage, sciatic (*ischiatric*) nerve, heavy connective tissue (shoulder tendon, elbow tendon, silver skin, *sacrosciatic* ligament, opaque periosteum, tendinous ends of shanks, *patellar* ligament (stifle joint).

211.5 Mechanically Separated – Beef that is mechanically separated from bone with automatic deboning systems or advanced meat (lean) recovery (AMR) systems is not allowed.

## **212 NON-MEAT COMPONENTS**

212.1 Non-meat components such as spinal cord, organ tissue, and foreign material are not allowed.

## **213 FAT LIMITATIONS**

213.1 Maximum average surface fat thickness – Peeled/Denuded, Surface Membrane Removed (90 percent lean exposed). Flake fat shall not exceed 1/8-inch in depth at any point.

## **214 GRADE REQUIREMENT**

214.1 No grade requirement.

## **215 STATE OF REFRIGERATION**

215.1 Fresh-Chilled or Frozen as specified in the Supplement and/or Solicitation. When Fresh-Chilled is specified, product shall be maintained and delivered at a temperature not less than 28°F (-2.2°C) or higher than 40°F (4.4°C). When frozen is specified, product shall be frozen to an internal temperature of not higher than 0° F (-17.8°C) within 72 hours from the time of final fabrication of the lot.

## **220 PREPARATION FOR DELIVERY**

220.1 The contractor’s technical proposal shall assure that all packaging, packing, labeling, closure, marking, and palletization comply with the National Motor Freight Regulations and FSIS regulations and the requirements listed below.

## **221 PACKAGING**

221.1 For Beef Special Trim to be delivered frozen, product shall be bulk packaged without use of plastic liner material. When Beef Special Trim is to be delivered fresh-chilled, product shall be placed into plastic lined combo bins and shall be covered so that the container arrives at the destination intact.

**222 PACKING**

222.1 Frozen bulk packaged Beef Special Trim shall be packed into containers to a net weight of 60 pounds. Only one style and size of leak proof container shall be used for each item within any one delivery unit. Fresh-chilled Beef Special Trim bulk packaged product shall be placed in plastic lined combo-bins to a weight of between 1850 to 2250 pounds.

**223 CLOSURE**

223.1 Sixty (60) pound shipping containers shall be strapped. Combo-bins shall be sealed.

**224 LABELING**

224.1 Shipping container labels shall be illustrated in the contractor's technical proposal and contain the following information:

224.2 USDA shield at least 2 inches high and appearing on the top of the container or on the principal display panel.



224.3 Applicable purchase order number.

224.4 A traceability code that is traced back to establishment number, production lot, and date.

224.5 The appropriate product name and material number listed in the table below for each of the items.

<u>Item</u>	<u>Material Number</u>
Beef, Boneless, Special Trim, Frozen	100156
Beef ,Boneless, Special Trim, Chilled	100171

224.6 The words "For Further Processing into Cooked Product" shall appear on the principal display panel.

- 224.7 A nutrition facts panel based on actual nutritional analysis of the product.
- 224.8 Ingredient declaration (including single ingredient products).
- 224.9 An allergen statement in a format which complies with the Food Allergen Labeling and Consumer Protection Act (FALCPA) for any product which contains milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, soy or wheat; e.g. Allergen: This product contains \_\_\_\_\_.

## **230 PALLETIZED UNIT LOADS**

- 231 All product shall be stacked on new or well-maintained pallets and palletized with shrink wrap plastic, unless otherwise specified in the solicitation. Pallet loads shall be stacked in a manner that minimizes the overhang of the shipping containers over the edges of the pallets and exposes each shipping container's principal display panel to facilitate certification examinations.

## **240 DELIVERY UNIT**

- 241 The delivery unit shall be 42,000 pounds (18,900 kg.) net weight (700 frozen shipping containers or 20 fresh-chilled combo-bins).

## **250 DELIVERED PRODUCT**

### **251 SIZE AND STYLE OF CONTAINER**

- 251.1 Only one size and style of shipping container shall be used in any one delivery unit.

### **252 TEMPERATURE**

- 252.1 Product temperature shall not exceed 0°F at the time of shipment and delivery for frozen delivery, 40°F at the time of shipment and delivery for fresh-chilled delivery.

### **253 SEALING**

- 253.1 All products shall be delivered to AMS assigned destinations under seal with tamper proof, tamper resistant, serially numbered, high security seals that meet the American Society for Testing and Materials Standard (ASTM) F1157-04 and/or the International Organization for Standards (ISO) 17712-2010 as required under the Master Solicitation. Seals shall be 1/8<sup>th</sup>-inch diameter cable, high-security bolt, or equivalent.

## **260 PRODUCT ASSURANCE**

## **261 WARRANTY AND COMPLAINT RESOLUTION**

- 261.1 Warranty – The contractor shall guarantee that the product complies with all contractual requirements required under the Master Solicitation and Supplement.
- 261.2 Complaint Resolution – The contractor’s technical proposal shall provide steps taken to resolve complaints received on the product (i.e. point of contact, cause and effect analysis, corrective and preventative actions taken, and product replacement).


## **262 NON-CONFORMING PRODUCT**

- 262.1 The contractor shall include a plan and [supporting documentation](#) to assure that non-conforming product is not delivered under USDA contracts. The plan shall address 1) control and segregation of non-conforming product, 2) removal of any USDA markings, and 3) disposition of non-conforming product, including vendor [documentation](#) of final disposition (e.g., diverted to commercial production, cooked or destroyed).

## **263 CONTRACTOR CHECKLOADING**

- 263.1 Contractor will perform checkloading examinations at the time of shipment and issue a contractor’s certificate to accompany each shipment that includes all of the following information:
- 263.1.1 Purchase Order Number/Purchase Order Line Item Number;
  - 263.1.2 Sales Order Number/Sales Order Line Item Number;
  - 263.1.3 Destination of shipment;
  - 263.1.4 Name of Product and applicable Material Number;
  - 263.1.5 Shipping Date;
  - 263.1.6 Production lot number(s) and date each lot was produced along with shipping container and immediate container code(s) and the code used that provides traceability to establishment number, production lot and date;
  - 263.1.7 Count of shipping containers and total projected net weight in each production lot;
  - 263.1.8 Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable;
  - 263.1.9 Contractor certification that product conforms with the applicable specification ([FPPS-ST-2016](#));
  - 263.1.10 Count and projected net weight verified and;

263.1.11 Signature of company official responsible for checkloading.

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Cover Page:

Company Name

Company Address

Contact Person, including title, phone number, including emergency contact information, e-mail address (shall be authorized to represent the company).

Technical proposal for: [Supplement Number] and [FPPS]

Table of Contents (all pages and attachments shall be number and identified – any attachments shall be identified and referenced in the Technical Proposal).

The technical proposal should document a quality control program that includes procedures, records, forms, pictures, etc., which demonstrates conformance with the following checklist of requirements:

- 100 ITEM DESCRIPTION
  
- 200 CHECKLIST OF REQUIREMENTS
  
- 210 Materials
- 211 Meat Component
  - 211.1 Domestic Origin of Meat Component
  - 211.2 Harvest
    - 211.2.1 Humane Handling
    - 211.2.2 Pathogen Intervention Steps
    - 211.2.3 Spinal Cord Removal
  - 211.3 Boneless Beef
    - 211.3.1 Traceability
    - 211.3.2 Handling
    - 211.3.3 Objectionable Materials
  - 211.4 Mechanically Separated
- 212 Non-Meat Components
- 213 Fat Limitations
- 214 State of Refrigeration
  
- 220 Preparation for Delivery
- 221 Packaging
- 222 Packing
- 223 Closure
- 224 Labeling
  - 224.1 All labeling shall be illustrated in the Supplier's technical proposal.

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- 230 Palletized Unit Loads
- 240 Delivery Unit
- 250 Delivered Product
- 251 Size and Style of Container
- 252 Temperature
- 253 Sealing
  
- 260 Product Assurance
- 261 Warranty and Complaint Resolution
- 262 Non-Conforming Product
- 263 AMS Monitoring and Production Assessment

Attachments or Appendixes - Please attach all referenced documents with the applicable document name and reference number.

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# APPROVED

## FEDERAL PURCHASE PROGRAM SPECIFICATION (FPPS) FOR ANIMAL HANDLING AND WELFARE

Agricultural Marketing Service (AMS)  
Livestock, Poultry and Seed (LPS) Program  
Food Safety and Commodity Specification (FSCS) Division  
Room 2628 S-Bldg, Phone: (202) 692-0342

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from previous requirements in [blue](#)

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### 100 GENERAL

101 This document is for use by the Department of Agriculture (USDA), AMS, LPS Program to ensure that the animal handling and welfare requirements for Federal nutrition assistance programs reflect industry best practices.

### 110 PROGRAM APPROACH

111 All animal harvest facilities that supply raw materials from bovine, porcine and ovine species for the production of AMS destined finished products must develop and implement a written program that is consistent with a systematic approach to humane animal handling and welfare as outlined in 69 FR 54625. The program will ensure proper animal handling and welfare techniques are conducted from the time the transportation conveyance enters the facility's premises through the stunning and exsanguination of the animal.

### 120 PROGRAM SUBMISSION

121 The program will be submitted as a supporting document to the organization's approved technical proposal and must address the requirements outlined in **Section 200 – PROGRAM COMPONENTS**.

### 200 PROGRAM COMPONENTS

201 The contractor must ensure that any facility that harvests animals has a:

### 210 MANAGEMENT COMMITMENT

211 Steering Committee (internal) which is ultimately accountable for animal handling and welfare initiatives within the organization.

212 Mission Statement on animal handling and welfare that is distributed to all employees and conspicuously displayed at the premises.



## **220 TRAINING PROGRAM**

221 Training program on Animal Handling and Welfare that:

221.1 is provided to all employees interacting with animals;

221.2 covers the *AMI Recommended Animal Handling Guidelines and Audit Guide 2013 Edition*;

221.3 is facilitated by an employee that has earned and maintained a certification of animal handling and welfare training, such as that offered through the Professional Animal Auditor Certification Organization (PAACO) or an equivalent.

221.4 is conducted no less frequently than once a year for each designated employee; and,

221.5 requires signed documentation from each employee and confirmation by signature of the designated, certified trainer upon successful completion of training.

## **230 QUALITY MANAGEMENT PLAN**

231 Written quality management plan (internal) which addresses all provisions of Chapter 3: Transportation Audit Guidelines, 7 Core Criteria and Chapter 4: Auditing Animal Handling and Stunning, 7 Core Criteria, of the *AMI Recommended Animal Handling Guidelines and Audit Guide 2013 Edition*, found at the following web site address:

231.1 <http://animalhandling.org/ht/d/sp/i/26752/pid/26752>

232 This internal quality management plan must also provide for routine assessment and monitoring of humane handling through the use of a numerical scoring system conducted by a trained employee.

233 All animal harvest facilities that supply raw materials from bovine, porcine and ovine species for the production of AMS destined finished products must have a fully functioning back-up stunning device onsite wherever animal stunning is performed.

## **240 NON-AMBULATORY AND U.S. SUSPECTS**

### **241 CATTLE**

242 Written protocol in-place and enforced that precludes the receipt of or having non-ambulatory, disabled cattle on the harvest facility premise. In the event that animals become non-ambulatory or disabled at any time while present at the harvest facility, the animal will be humanely euthanized and the carcass

removed from the premise in a timely manner through contracted services or other means.

## **243 HOGS AND SHEEP**

244 Written protocol in-place and enforced that ensures all animals designated by Food Safety Inspection Service (FSIS) as U.S. Suspects (9 CFR 301.2) that are slaughtered are appropriately segregated during the harvest and production processes and precluded from inclusion in any products purchased by AMS.

## **300 PROGRAM EVALUATION AND ELIGIBILITY**

301 The program will be audited (external) by AMS or a firm accredited by AMS. The accreditation of the firm will be conducted by the Quality Assessment Division (QAD) through the **USDA ISO Guide 65 Program**. Alternatively, at the option of the organization, the audits can be performed by QAD auditors.

302 Audit findings thought to be in conflict with Food Safety and Inspection Service (FSIS) regulations will be communicated to the establishment's FSIS Inspector in Charge (IIC) or designee.

## **310 AUDIT FORMAT**

311 AMS or the AMS accredited auditing firm will conduct audits utilizing the following format:

## **312 TRANSPORTATION SEGMENT (*CHAPTER 3: AMI RECOMMENDED ANIMAL HANDLING GUIDELINES AND AUDIT GUIDE 2013 EDITION*)**

312.1 Audited organizations must pass Core Criteria 1 and 6 with a minimum scoring of excellent, Core Criteria 2 through 5 with a minimum scoring of acceptable and Core Criteria 7 must be adhered to with full compliance (zero tolerance) each time an audit is performed.

## **313 ANIMAL HANDLING AND STUNNING SEGMENT (*CHAPTER 4: AMI RECOMMENDED ANIMAL HANDLING GUIDELINES AND AUDIT GUIDE 2013 EDITION*)**

313.1 Audited organizations must adhere to Core Criteria 1, 2, 6 and 7 with full compliance (zero tolerance) and to Core Criteria 3, 4 and 5 with a minimum scoring of Acceptable each time an audit is performed.<sup>1/</sup>

313.2 The auditor shall inform FSIS and organization officials in writing of all audit findings, including any observations of missed stuns and/or animals regaining sensibility following stunning, upon completion of the audit during the exit interview.

<sup>1/</sup>Religious harvest (Kosher and Halal) shall be exempt from the AMS auditing of Core Criteria 1: Effective Stunning.

## 320 INITIAL AUDIT

321 Initial audit must be performed prior to award of contracts.

## 330 AUDIT FAILURE

331 If an audit is failed for any of the Core Criteria, the organization is not eligible to provide product until such a time that corrective and preventative actions are approved by the [Food Safety and Commodity Specification \(FSCS\) Division](#), implemented and proven effective.

## 340 AUDIT FREQUENCY AND STATUS

341 STANDARD - Until four (4) consecutive successfully passed audits are attained, an audit must be conducted within 3 months of the previous audit.

342 MONTHLY - If at any time an audit identifies any of the Core Criteria not meeting the pass requirements while in the STANDARD phase, auditing will be required to be conducted on a monthly basis once corrective and preventative actions have been approved by the [FSCS Division](#), implemented and proven effective. This schedule will be for a period of time until four (4) successive audits are found to meet the passing requirements noted in **SECTION 310 – AUDIT FORMAT**; at which time audits shall be conducted on the STANDARD basis.

343 If four successfully conducted audits are sequentially completed within a one year period while in STANDARD auditing phase, the facility may move to a SEMI-ANNUAL audit basis.

344 SEMI-ANNUAL - Semi-annual audits may continue until such time that a failed audit is reported or a period of greater than six months has elapsed without any audits being performed; at which time the audits must resume as described for STANDARD audits.

345 FOR-CAUSE – Any official enforcement actions issued by FSIS for missed stuns or for an animal regaining sensibility following stunning shall result in an immediate for-cause animal handling and welfare audit by AMS. Subsequent audit frequency will be determined by results of the AMS audit, as described above.

## 400 FSCS Division

401 The [FSCS Division](#) can declare an organization's Animal Handling and Welfare Program out of compliance at any time.

402 The organization shall immediately notify the [FSCS Division](#) when any animal handling and welfare official enforcement action is issued by FSIS.

**UNITED STATES DEPARTMENT OF  
AGRICULTURE AGRICULTURAL MARKETING  
SERVICE LIVESTOCK, POULTRY AND SEED  
PROGRAM**

**CERTIFICATE OF CONFORMANCE  
FOR  
THE PROCUREMENT OF BEEF, SPECIAL TRIM  
(FRESH/ FROZEN)**

**CERTIFICATE OF  
CONFORMANCE**

I certify the following:

(1) On [delivery date(s)], [Contractor's name] furnished the (insert the appropriate commodity description) called for by Purchase Order Number \_\_\_\_\_ via [Carrier] under Sales Order Number/Item number(s): \_\_\_\_\_.

(2) The (insert the appropriate material name) is of the quality specified and conforms in all respects with the purchase order requirements, including [Contractor's name] [Technical Proposal](#) as approved by the AMS, LPS Program, [FSCS Division](#).

(3) Product identification, (i.e. production lot number(s)) is in the quantity shown on the attached acceptance document.

(4) Contractor assures all meat or meat products used in fulfilling this contract was produced in the United States as defined in the AMS Master Solicitation Section I.E.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Signed by an officer or representative authorized to sign offers)

Title: \_\_\_\_\_

Approved by  CMS

Date Issued: 06/10/12

Date Revised: [04/13/16](#)