



APPROVED

**SUPPLEMENT 303 TO THE
AMS MASTER SOLICITATION
FOR PURCHASE OF HAM,
BONELESS, FULLY-COOKED,
WATER-ADDED FOR
DISTRIBUTION TO FEDERAL
FOOD AND NUTRITION
ASSISTANCE PROGRAMS**

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

Effective: **March 2016**

100 OVERVIEW

110 This document provides additional program requirements for the purchase of Ham, Boneless, Fully-Cooked, Water-Added Items by the Department of Agriculture (USDA), including the applicable Federal Purchase Program Specification (FPPS) (**Exhibit A**).

200 INSTRUCTIONS TO POTENTIAL SUPPLIERS

210 The Ham, Boneless, Fully-Cooked, Water-Added Items shall be purchased on a competitive bid basis from qualified suppliers who have met the requirements described in this Section. Interested suppliers may submit sample(s) and a technical proposal at any time during the purchase program. Suppliers should allow 10 working days, from USDA's receipt of the product sample(s) and technical proposal for notification of evaluation results. A supplier is deemed eligible upon notification of approval of the sample(s) and technical proposal by the FSCS Division.

220 Submission of sample(s) and 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 Ham, Boneless, Fully-Cooked, Water-Added Items offered and each of the production steps that are taken to meet or exceed the minimum product requirements 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, forms provided with the technical proposal, if appropriate with the applicable document name and reference number.
- 232 The FSCS Division shall review each technical proposal to determine if the proposal is adequate and shall notify the supplier of the status of its technical proposal and its eligibility to bid.
- 233. Animal Welfare Requirements
 - 233.1 All contractors and subcontractors shall meet the animal handling and welfare requirements set forth in the Federal Purchase Program Specification (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 which is 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 and 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 The technical proposal shall be submitted by an authorized agent of the company.
 - 310.3 While it is not the desire of the Government to penalize an offeror for non-compliance with formatting instructions, technical evaluators may have difficulty evaluating the technical proposal to the fullest extent possible if the proposal is not presented in the proper format. Technical evaluators shall not be required to search other subsections or sections of the offeror's technical proposal for information requested in the evaluation.

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- 320 Technical Proposal 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 change. 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 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 defense plan, and quality control program used to produce the product(s) 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 potential contractors' and subcontractors' food defense plan. Documentation shall support the contractor's or subcontractor's food defense plan. If the report demonstrates that the food defense plan is inadequate, the applicant shall be notified by the Commodity Procurement Staff (CPS) that it is ineligible to bid. The applicant shall have an opportunity to correct identified deficiencies, modify its food defense plan and contact QAD. Eligibility shall depend on whether the modifications demonstrate compliance with its food defense plan.
- 422 Documentation shall support:
- 422.1 the production of Ham, Boneless, Fully-Cooked, Water-Added Items that complies with the applicable specification and the potential contractor's approved technical proposal, and
- 422.2 the contractor's or subcontractor's food defense 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.
- 423 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.

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- 423.1 If the audit findings demonstrate that the process or food defense plan is inadequate, the applicant shall be notified by CPS that it is ineligible to bid. The supplier shall have an opportunity to correct identified deficiencies, modify its process, and/or technical proposal, and resubmit to FSCS Division for further consideration.
- 423.2 Eligibility shall depend on whether the modifications demonstrate that:
- 423.2.1 the process is capable of delivering Ham, Boneless, Fully-Cooked, Water-Added Items in compliance with the FPPS,
- 423.2.2 the supplier is in compliance with its food defense plan,
- 423.2.3 includes the applicable assessment by USDA, and
- 423.2.4 the supplier complies with other applicable contractual requirements.
- 430 Post-Award Assessment Audit
- 431 Eligible suppliers who receive contracts shall have their documented food defense plan, technical proposal, and supporting documentation readily available for review by 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 AMS agents.
- 432 The QA Division shall conduct an onsite audit of the contractor's and subcontractor'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 contractors or subcontractors with continuous or multiple contracts, or once per contract for intermittent contractors. 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 shall notify the contractor regarding eligibility to continue to participate as a contractor.
- 442 The contractor shall assure that the delivered product complies with the provisions of the FPPS, the applicable assessment by USDA, 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 contractor. This includes, but is not limited to, audits, examinations, supervision, official documentation, and related services.
- 460 For questions concerning charges and the availability of AMS agents, contact 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.

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500 DOMESTIC ORIGIN CERTIFICATION CLAUSE

510 The contractor agrees to include this 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 In addition to the referenced payment documents required in the Master Solicitation, please include a copy of the Contractor’s Certificate of Conformance (**Exhibit D**).

700 CONTRACTOR CHECKLOADING

710 The 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,

610.4 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,

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

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APPROVED

**FEDERAL PURCHASE
PROGRAM SPECIFICATION
(FPPS) FOR HAM PRODUCTS,
CURED, BONELESS,
FULLY COOKED, FROZEN
OR CHILLED**

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 for Ham Products, Cured, Boneless, Fully
Cooked, Frozen or Chilled [March 2015](#) – changes from previous
requirements in [blue](#)

Effective: [March 2016](#)

100 ITEM DESCRIPTION

- 110 Bulk Ham, Cured, Boneless, Fully-Cooked, Water Added, Frozen or Chilled – For material numbers 100184 and 100186, four 10-pound hams shall be snugly packed into shipping containers to a net weight of 40 pounds. For material number 100182, twelve 3-pound hams shall be snugly packed into a shipping container to a net weight of 36 pounds. The bulk packaged hams shall be round or oval shaped and have a diameter of 4.0 to 4.5 inches.
- 120 Sliced Ham, Cured, Boneless, Fully-Cooked, Water Added, Frozen –Thinly sliced (not shaved) ham (material numbers 100187 and 100891) shall be shingle layered and packaged. For material number 100187, eight 5-pound packages shall be snugly packed into shipping containers to a net weight of 40 pounds. For material number 100891, twenty 2-pound packages shall be snugly packed into shipping containers to a net weight of 40 pounds. The full intact slices shall be round or oval shaped with a diameter of 4.0 to 4.5 inches, or square shaped with dimensions of 4.0 X 4.0 or 4.0 X 6.0 inches.
- 130 Items described in **Sections 110 and 120** shall be 97 percent fat free (3 percent fat), minimum Protein Fat Free (PFF) value of 17.0 percent, and have a whole muscle appearance (not ground or chopped), uniform color (slightly two tone color is permissible), no spongy (porous texture) appearance (after thawing of frozen ham).
- 140 Diced Ham, Cured, Boneless, Fully-Cooked, Frozen – The product shall be 97 percent fat-free and have a minimum PFF value of 15.0 percent. This item (material number 100188) is recommended for use as a topping for pizza, salads, omelets and as a component for soups, stews, and casseroles. Eight 5-pound packages shall be snugly packed into shipping containers to a net weight of 40 pounds. The dices shall be [0.5-inch](#) cubes and may be made from ground or chopped and formed ham.

200 CHECKLIST OF REQUIREMENTS

210 All items shall be produced in accordance with Food Safety and Inspection Service (FSIS) regulations and the AMS Checklist of Requirements listed below.

300 MATERIALS

310 The contractor's technical proposal shall include procedures to address conformance with the following material requirements.

320 MEAT COMPONENT

321 Pork (shall be derived from suitable lean from any portion of the sow and/or hog carcass) shall be the only meat component allowed. Pork derived from boars is not permissible.

322 Domestic Origin of Meat Component – All sows and/or hogs shall originate from U.S. produced livestock as defined in the Master Solicitation and Supplement.

323 Harvesting (Slaughtering) – All sows and/or hogs shall be harvested in facilities that comply with the following requirements:

323.1 Humane Handling – All sows and/or hogs shall be humanely handled in accordance with all applicable FSIS regulations and AMS requirements.

323.2 Non-Ambulatory Disabled Animals – Meat from carcasses of non-ambulatory disabled livestock shall not be included in USDA Purchase Programs.

324 Boneless Pork Legs – Hams shall be derived from boneless pork legs that comply with the following requirements:

324.1 Traceability – Contractors are responsible for providing sufficient product traceability and shall have records to verify the source of raw materials used in each lot of product.

324.2 Handling – All boneless pork legs shall be maintained in excellent condition. The contractor's technical proposal shall include detailed production scheduling with time and temperature controls necessary to maintain excellent condition of the boneless pork legs.

324.3 Fresh Chilled Only – Meat shall be derived from fresh chilled boneless pork legs. Previously frozen boneless pork legs cannot be used.

324.4 Uniform Color – To the extent possible, pork leg muscles should be sorted for color uniformity.

- 324.5 Lean Quality – The pork leg muscles shall not exhibit any evidence of pale, soft, and/or exudative conditions.
- 324.6 Shanks and Inner Shanks – If used, shanks and inner shanks shall be ground, emulsified, or otherwise reduced in size.
- 324.7 Objectionable Materials – Pork legs shall be free of bones, cartilages, skins, spinal cord, and foreign materials.
- 324.8 Ground Meat – Pork leg trimmings (including shank meat and rework) that are ground, emulsified, or otherwise reduced in size cannot exceed 7.0 percent of the meat component.
- 324.9 Rework - If used, rework shall be derived from finished ham product intended for delivery to USDA, not be associated with any positive pathogen test and be included as a component of the ground meat (see **Section 324.8**) while not exceeding a level of 2 percent based on finished product weight.
- 325 Mechanical Separation – Meat that is mechanically separated from bone with automatic deboning systems, advanced lean (meat) recovery (AMR) systems, or powered knives shall not be allowed.

330 NON-MEAT COMPONENTS

- 331 All non-meat components shall be listed in the ingredient statements.
- 332 Domestic Origin – Significant ingredients (more than 1 percent) shall be derived from U.S. produced products.
- 333 Product Formula – The production formula shall include water, dextrose, salt, sodium phosphate, antimicrobial agent(s) and sodium nitrite. Sodium erythorbate, and/or sodium ascorbate, may be used.
- 334 Ingredient Limitations – The ingredients in the product formula shall comply with the amounts as listed:
- 334.1 Material Number 100182:
- 334.1.1 Dextrose – No more than 3.0%
- 334.1.2 Salt – No more than 2.5%
- 334.1.3 Sodium Phosphate – No more than 0.5%
- 334.2 Material Numbers 100184, 100186, 100187, 100188 and 100891
- 334.2.1 The product formulation(s) shall be developed such that the prescribed finished product limitations (see **Sections 500 - 561**) are met.

335 Binder Agent – Binder agents such as carrageenan and modified food starch may be used.

336 The following non-meat ingredients shall be precluded from use in the formulation:

336.1 MSG – Monosodium Glutamate (MSG).

336.2 Soy Protein Products (SPP).

336.3 Gluten-containing ingredients.

400 PROCESSING

410 PROCESSING DATE

411 Ham products, as delivered to AMS destinations, shall be processed no more than 60 days prior to shipment.

420 CASING DIAMETER / DIMENSION

421 Bulk Packaged Ham - All bulk packaged hams shall be stuffed and processed within high oxygen and high moisture barrier poly “cook-n-ship” casings with a diameter of 4.0 to 4.5 inches. Ham then may be pressed.

422 Sliced and Diced Packaged Ham - All sliced and diced packaged hams shall be stuffed and processed within high oxygen and high moisture barrier poly “cook-n-ship” casings with a diameter of 4.0 to 4.5 inches or square shaped with dimensions of 4X4 or 4X6 inches. Ham then may be sliced or diced and repackaged (see **Section 712.2**).

430 PRODUCT COOKING

431 Ham shall be fully cooked in accordance with FSIS regulations.

440 METAL DETECTION

441 All hams shall be free of metal contamination. Detection of stainless steel, ferrous, and non-ferrous (e.g., lead, copper, and aluminum) metals is required. The equipment, location, detection procedure, sensitivity levels, frequency of equipment validation, and corrective action procedures shall be identified and described.

500 FINISHED PRODUCT LIMITATIONS

510 Fat and protein-fat-free label declarations shall comply with FSIS labeling regulations.

520 FAT

521 The contractor will target production to maintain a process average for fat content to be 3.0 percent or less. The contractor shall use a Statistical Process Control (SPC) program to analyze fat test results. The SPC Upper Specification Limit (USL) is 3.6 percent fat. The average test results of each production lot exceeding the USL shall not be allowed delivery to USDA. For the purpose of this section, a lot cannot exceed one day's production.

530 PROTEIN FAT FREE (PFF)

531 The contractor shall target its production to maintain the PFF values as specified with the item description.

540 SODIUM

541 Material Number 100182:

541.1 The product formulation shall be developed such that the prescribed ingredient limitations (see **Section 334.1**) are met.

542 Material Numbers 100184, 100186, 100187, 100188 and 100891:

542.1 The sodium level shall not exceed 700 mg per 100 g serving.

542.2 $((\text{Declared Sodium Level (mg)} \times 100) \div \text{Declared Serving Size (g; racc)} \leq 700)$

550 MICROBIAL

551 Contractor shall have a documented plan to comply with the latest FSIS *Salmonella* and *Listeria monocytogenes* requirements for ready-to-eat foods. Product tested positive for any pathogen shall not be allowed as rework or delivery to USDA.

560 PHYSICAL CHARACTERISTICS

561 Since one or more freeze/thaw cycles shall cause moisture loss and affect quality, hams shall not appear spongy or porous in texture after freezing and thawing. Diced hams shall be processed to minimize 'clumping' so that product is easily removed from bags by the end user without completely thawing.

600 STATE OF REFRIGERATION

610 Hams shall comply with the following holding time and temperature requirements:

620 HOLDING TIME

621 Frozen Ham Products – After processing, ham destined for freezing shall be refrigerated for a minimum of 24 hours. The diced ham shall be frozen in a manner to minimize ‘clumping’ after freezing.

630 HOLDING TEMPERATURE

631 Frozen Hams (material numbers 100184, 100182, 100187, 100188, 100891) – Hams destined for freezing shall have an internal temperature not to exceed 40°F prior to placement in the freezer.

632 Chilled Hams (material number 100186) – Chilled hams shall be maintained at a temperature of not less than 28°F (2.2°C) or higher than 40°F (4.4°C).

640 72 HOURS TEMPERATURE

641 Frozen hams shall be 0°F or below within 72 hours after placement into the freezer.

700 PREPARATION FOR DELIVERY**710 PACKAGING**

711 Package – All bulk packaged hams shall be stuffed and processed within poly "cook-n-ship" high oxygen and high moisture barrier casings. Sliced, shingle layered hams and diced hams shall be packaged into bags or thermoformed packaging and vacuum sealed. All packages shall be closed by heat seal or metal clips.

712 Package Net Weight

712.1 Bulk Ham – For material number 100182, ham shall be packaged into casings to a net weight of 3 pounds. For material numbers 100184 and 100186, ham shall be packaged into casings to a net weight of 10 pounds.

712.2 Sliced and Diced Hams – For material numbers 100187 and 100188, ham product shall be vacuum packaged or thermoformed vacuum packaged to a net weight of 5 pounds. For material number 100891, ham product shall be vacuum packaged or thermoformed vacuum packaged to a net weight of 2 pounds.

720 PACKING

721 Bulk Ham – For material number 100182, twelve, 3-pound hams shall be snugly packed into a new shipping container to a net weight of 36 pounds. For material numbers 100184 and 100186, four 10-pound hams shall be snugly packed into a new shipping container to a net weight of 40 pounds.

722 Sliced or Diced Hams – For material numbers 100187 and 100188, eight 5-pound packages shall be snugly packed into a new shipping container to a net weight of 40 pounds. For material number 100891, twenty 2-pound packages shall be snugly packed into a new shipping container to a net weight of 40 pounds.

730 LABELING^{1/}

731 The shipping containers shall be in compliance with the National Motor Freight Classification, or the Uniform Freight Classification, as applicable. Both immediate (packaging material) and shipping containers shall be labeled to include all information required by FSIS regulations.

732 10-Pound Ham, 5-Pound Sliced and Diced Hams Immediate Container Labels (casings or package) – Each immediate container is required to have a traceability code that is traced back to establishment number, production lot, and date.

733 3-Pound Ham and 2-Pound Sliced Immediate Container Label (casings or package) – Each immediate container shall contain the following information:

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

733.2 A “Best-If-Used-By” date that is 180 calendar days from the date of production.

733.3 Nutrition facts panel based on actual nutritional analysis of the product.

734 Shipping Container Label – Shipping containers shall contain the following information:

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



734.2 Appropriate purchase order number.

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

^{1/}All labeling illustrations shall be provided in the contractor's technical proposal.

- 734.4 Ingredient declaration.
- 734.5 A nutrition facts panel based on actual nutritional analysis of the product.
- 734.6 10-Pound Ham, 5-Pound Sliced and Diced Hams shipping containers shall have the statement “for institutional use only”.
- 734.7 The appropriate product name and material number listed in the table below for each of the items.

<u>Item</u>	<u>Material Number</u>
10 lb. Bulk Ham, Cured, Boneless, Fully Cooked, Water Added, Frozen	100184
10 lb. Bulk Ham, Cured, Boneless, Fully Cooked, Water Added, Chilled	100186
3 lb. Bulk Ham, Cured, Boneless, Fully Cooked, Water Added, Frozen	100182
5 lb. Sliced Ham, Cured, Boneless, Fully Cooked, Water Added, Frozen	100187
5 lb. Diced Ham, Cured, Boneless, Fully Cooked, Frozen	100188
2 lb. Sliced Ham, Cured, Boneless, Fully Cooked, Water Added, Frozen	100891

- 734.8 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 _____.

740 CLOSURE

- 741 Shipping containers shall be closed by strapping, taping or gluing. When strapping is used, the initial closure (usually the bottom of container) shall be secured by the gluing or taping method.

750 PALLETIZED UNIT LOADS

- 751 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.

800 DELIVERY UNIT

810 The delivery units for each of the following respective material numbers are as follows:

820 MATERIAL NUMBERS 100184, 100186, 100187, 100188, 100891

821 Each delivery shall consist of 1,000 shipping containers with a net weight of 40,000 pounds.

830 MATERIAL NUMBER 100182

831 Each delivery shall consist of 1,000 shipping containers with a net weight of 35,940 - 36,000 pounds.

900 DELIVERED PRODUCT**910 SIZE AND STYLE OF CONTAINER**

911 Only one size and style of immediate (casings) and shipping containers shall be offered in an individual shipping unit.

920 TEMPERATURE

921 Chilled Ham Temperature – Chilled ham shall be delivered at a temperature of not less than 28°F (2.2°C) or greater than 40°F (4.4°C).

922 Frozen Ham Temperature – All products shall be frozen and shall not exceed 0°F at the time of shipment and delivery.

930 SEALING

931 All products shall be delivered to AMS destinations under seal. Seals shall be serially numbered, barrier-type and meet the American Society for Testing and Materials (ASTM) standards (F-1157-04) and/or the International Organization for Standards (ISO) 17712-2010. Seals shall be 1/8th-inch diameter cable, high-security bolt, or equivalent.

1000 PRODUCT ASSURANCE**1010 WARRANTY AND COMPLAINT RESOLUTION**

1011 Warranty – The contractor shall guarantee that the product complies with all contractual requirements required of this Supplement.

1012 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).

1020 NON-CONFORMING PRODUCT

1021 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 cooked product or destroyed).

1030 CONTRACTOR CHECKLOADING

1031 Contractor shall 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:

1031.1 Purchase Order Number/Purchase Order Line Item Number;

1031.2 Sales Order Number/Sales Order Line Item Number;

1031.3 Destination of shipment;

1031.4 Name of Product and applicable Material Number;

1031.5 Shipping Date;

1301.6 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;

1301.7 Count of shipping containers and total projected net weight in each production lot;

1031.8 Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable;

1301.9 Contractor certification that product conforms with the applicable specification (FPPS-HP-2016);

1031.10 Count and projected net weight verified and;

1301.11 Signature of company official responsible for checkloading.

Cover Page:

Company Name

Company Address

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

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

Table of Contents (all pages and attachments shall be numbered and identified – all 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
- 300 MATERIALS
- 320 MEAT COMPONENT
- 322 Domestic Origin of Meat Component
- 323 Harvest (Slaughter)
- 323.1 Humane Handling
- 323.2 Non-Ambulatory Hogs
- 324 Boneless Pork Legs
- 324.1 Traceability
- 324.2 Handling
- 324.3 Fresh Chilled
- 324.4 Uniform Color
- 324.5 Lean Quality
- 324.6 Shanks
- 324.7 Objectionable Materials

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- 324.8 Ground Meat
- 324.9 Rework
- 325 Mechanical Separation
- 330 NON-MEAT COMPONENTS
- 332 Domestic Origin
- 333 Product Formula
- 334 Ingredient Limitations
- 400 PROCESSING
- 410 PROCESSING DATE
- 420 CASING DIAMETER / DIMENSION
- 430 PRODUCT COOKING
- 440 METAL DETECTION
- 500 FINISHED PRODUCT LIMITATIONS
- 520 FAT
- 530 PROTEIN FAT FREE (PFF)
- 540 SODIUM
- 550 MICROBIAL
- 560 PHYSICAL CHARACTERISTICS
- 600 STATE OF REFRIGERATION
- 620 HOLDING TIME
- 630 HOLDING TEMPERATURE
- 640 72 HOURS TEMPERATURE
- 700 PREPARATION FOR DELIVERY
- 710 PACKAGING
- 720 PACKING

- 730 LABELING
- 740 CLOSURE
- 750 PALLETIZED UNIT LOADS
- 800 DELIVERY UNIT
- 900 DELIVERED PRODUCT
- 910 SIZE AND STYLE OF CONTAINER
- 920 TEMPERATURE
- 930 SEALING
- 1000 PRODUCT ASSURANCE
- 1010 WARRANTY AND COMPLAINT RESOLUTION
- 1020 NON-CONFORMING PRODUCT
- 1030 CONTRACTOR CHECKLOADING

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



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

Supersedes: FPPS-AHW-2014 June 2014 – Changes from
previous requirements in [blue](#)

Effective: [January 2015](#)

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.^{1/}

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.

^{1/}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 HAM, BONELESS, FULLY-
COOKED, WATER-ADDED**

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: _____