

RECEIVING

Approved Sources



- It is recommended that the retailer confirm the supplier has **an effective program** to prevent biological, physical or chemical hazards, such as a HACCP (Hazard Analysis and Critical Control Point) System.

Packaging and Labeling



- Shipping containers** should have labels which provide the common name, net quantity, name and address of the responsible party, and a list of ingredients.
- Invoices, receipts, and lot coding information** should be kept to permit tracking of products should a recall be necessary. This is particularly important if products like carcasses come without labels or if labels are removed or lots split.

Trailer Inspection



- Trailers delivering meat products should be examined to ensure they are suitable for food delivery. Inspection should make certain that the trailer **walls, ceiling and floors** are clean and in satisfactory condition and that the **refrigeration unit** is functioning adequately.
- Incompatible cargo** such as chemicals or other items which may contaminate food products must not be present. If conditions are found to be unsatisfactory the trailer should not be unloaded and the shipment returned to its origin.

Product Inspection



- Product** should be inspected for signs of contamination, damage to packaging or indications of temperature abuse. If totes are used to transport prepackaged meat ensure that **totes** are clean, in good condition and that vacuum packages are not punctured.
- Whenever possible monitoring devices such as **temperature recorders** should be used to provide information on transit conditions. If product is found to be temperature abused it should be returned to origin or destroyed.

Unloading Procedures



- As **packaging supplies** are a food contact item they should be inspected upon arrival to ensure they have not become contaminated during transport.
- Meat products should not be unloaded in the presence of, or at the same time as, **cleaning chemicals** or other sources of contamination.
- Perishable meat products should be moved promptly off the loading dock into refrigerated or frozen storage. Dock seals or other methods should be employed to ensure **adequate temperature control** is maintained during unloading.
- Personnel performing unloading activities should be trained in the use of **pallet jacks** or other equipment to prevent damage to the product.

Sanitation and Pest Control



- Loading dock areas should be periodically cleaned and **garbage removed** daily to ensure adequate sanitation. **Birds, mice and other pests** must be kept out of loading dock areas and where pests are present effective control measures implemented. Whenever possible, points of access for pests such as loading dock **doors** should be kept closed. **Excess water** should not be allowed to pool in front of loading dock areas and exterior **garbage storage** containers should be kept away from loading dock entrances. If **grass** is present it should be kept short to avoid creating areas which may harbour pests.

STORAGE

Storage Conditions and Cooler Sanitation

B C P

- At all times stored meat must be **covered and protected** from pests, dust, condensation, or any other unsanitary condition. Meat storage should never be located in an area used for locker rooms, washrooms, garbage storage, mechanical rooms, under dripping pipes or in chemical storage areas. Fresh meat must be appropriately wrapped to **prevent leakage** onto other products and if leakers are found any residues should be removed as soon as possible.
- If **pallets** are used for storage they should be inspected for loose nails or broken boards which may present a physical hazard. If **shelves** are used they must not be constructed from unsealed wood or other materials which are not smooth and cleanable.
- Care must be taken to **avoid condensation** in coolers which can drip down on boxes and potentially contaminate products. Refrigeration units should be checked for excess condensation which, if present, should be removed as required. Also **refrigeration units** should be cleaned and maintained on a periodic basis as per a written schedule. **Cooler walls** and floors should be cleaned and sanitized when needed.

Box Placement

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- Ensure that boxes in coolers are **not placed** against a wall or directly on the floor. The use of pallets and an approximate 10cm (4 inches) space between product and the cooler walls permits air flow which facilitates rapid cooling. An **air space** between boxes and use of dividers between layers on a pallet is also useful. As a general rule warmer temperatures will be encountered by product placed higher up or closer to the door of the cooler. When possible **ground and cooked products**, which are especially vulnerable to warm temperatures, should be stored away from the warmest locations in the cooler.

Storage Temperature and Shelf Life

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- Fresh meat should be stored at **no more than 4°C** and lower temperatures between -1.0° and 2°C if possible. This will promote extended shelf life by slowing growth of spoilage bacteria (packaged fresh meat will begin to freeze at -1.5°C). For frozen meat, temperature should be maintained at -18°C and product properly wrapped to prevent freezer burn.

First In – First Out Rotation System

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- A FIFO system is important to enable the customer to receive the **freshest and safest** product. Remember to organize boxes in the cooler to facilitate a first in–first out rotation system.

Storage Temperature and Food Safety

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- Given the crucial nature of temperature for food safety, whenever possible alarm systems should be used to **monitor cooler temperatures**. If boxes show signs of significant warming they should be inspected by management to determine suitability for use. It is especially important that ground, chopped or rolled meat products which have spent significant time **over 4°C** be destroyed.

Cooler and Freezer Facilities

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- Ensure that the volume and temperature of the product in the cooler or freezer is not more than the **refrigeration capacity** of the unit can handle under the conditions of use.

FABRICATION

Meat Contact Surfaces

B C P

- **Cutting boards** should be inspected for excessive scoring and scratching and replaced if necessary. **Bins** used for storage or transport of meat products must be food grade. **All surfaces** must not pass on colours, odours, tastes or unsafe chemicals into meat products and be free of corrosion, flaking paint or other condition which would prevent cleaning. It is important that any surfaces of equipment contacting meat products not be used simultaneously for any other purpose. Equipment, such as bins, which may have potential for use in both inedible and edible products should be **colour coded or labeled**.

Product Inspection

B C P

- During cut fabrication, muscles should be inspected for any defect that would seriously affect product use. If conditions such as abscesses are present, where **contamination** may have spread to other products in a box or on the cutting board, these products should be destroyed or trimmed when possible. If surfaces such as cutting boards, knives or other equipment have been exposed to contaminated product they must be **cleaned and sanitized** immediately. Contact your supervisor if serious defects are found.

Dropped Product

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- In the event that product is **dropped** on the floor or contacts any other unclean surface it should be destroyed unless it is possible to trim the contamination. Unclean product must not be placed on cutting boards for **inspection or trimming** unless these boards are cleaned immediately afterward. If possible, meat should be suspended on a hook and then trimmed.

Operational Sanitation

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- **Cutting boards** and other meat contact surfaces will support the growth of spoilage and potentially harmful **bacteria** which will increase in numbers during the day. It is important that where room temperatures are significantly higher than 4°C cutting boards be **cleaned and/or turned** on a periodic basis throughout the day.

Sanitation and Pest Control

B C

- Be sure that all **wet garbage** is contained and covered. Always ensure that screens on **windows** opening to the outside are not torn or absent and keep doors closed when possible. All cleaning activities should be performed using only CFIA **approved chemicals**. Store chemicals in well ventilated areas away from food contact items and in the original labeled container. Be sure to clean surfaces thoroughly with cleaning chemicals such as detergents **before applying sanitizing solutions** as they will otherwise be inactivated by organic materials and bacteria will not be killed. When cleaning be sure to have all packaging materials, ingredients and **meat products covered** as chemicals and/or spray will contaminate products.

Employee Hygiene

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- Any **sores or cuts** must be covered with dry, tight fitting bandages and gloves worn when hands are affected. Employees must **wash their hands** immediately following sneezing, using the washroom, following coffee/lunch breaks or after touching eyes, hair, mouth, nose or any unclean surface. Personnel working in raw meat areas must not work with **cooked products** unless a complete cleanup and change of garments occurs. Hair nets and, when applicable, beard nets are recommended.

B C P
Biological Hazard Chemical Hazard Physical Hazard

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GRINDING

Meat Ingredient Storage

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- Ground meat and trim should be **stored at 4°C** or lower in bins, under peach paper or in bags until use. If **shop generated trim** is used it must be carefully handled to prevent contamination and to ensure adequate temperature control while in production and storage areas. Shop trimmings should be labeled with the production date and species.

Ingredient Selection and Preparation

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- Select meat ingredients in accordance with a **first in–first out** inventory management system. **Inspect meat** for off odour, excess purge, bone-chips, cartilage, torn or ripped packaging, or any other condition which would make the ground meat or trim unsatisfactory for use. Take special care to ensure that **clips** removed from chubs do not enter product. To reduce the likelihood of contamination after opening do not remove ground product from chubs until you are ready to package or grind.

Grinder Preoperational Inspection

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- The operator should ensure that all **bolts, pins or other small parts** removed during disassembly are present and securely placed so that they may not enter ground products. Make certain the grinder is free of excessive rust, water, flaking paint or other condition which could contaminate product. Ensure that the grinder has been **cleaned adequately** and is free of visible meat residue. All grinder components including grinding knife and plate should be **periodically inspected** by qualified personnel for evidence of wear or other condition which could lead to metal particles entering product or difficulty in cleaning.

Grinding Production

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- Whenever possible, grind **only what is required** in the next few hours. Grind meat in areas where room temperature is not more than 10°C or whenever possible **4°C or colder**. Particular attention should be devoted to keeping ground meat at 4°C or less as the temperature of the meat will rise during grinding due to **heat generated from friction**. When grinding, ensure that ground meat is placed into clean containers and that hands and all other meat contact surfaces including **trays are very clean**.

Rework

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- If whole muscle products are **taken from the counter** for grinding always ensure that they are free from any seasoning and are not past their “best before” date. If you find that you have ground **more than you can sell** it is acceptable to immediately freeze the remaining unexpired product as patties or frozen ground beef for sale in the frozen counter. **Do not mix** any remaining ground product into another days fresh ground meat production.

Grinder Sanitation

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- Completely **disassemble, clean and sanitize** the grinder after each day of production or more often if needed. If possible use a separate grinder for each species otherwise a complete cleanup must be undertaken when **switching species**.

SAUSAGE

Casings and Meat Ingredients

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- To prevent growth of bacteria during storage, **natural casings** should be salted or kept in brine at 4°C or lower (but not frozen) in covered containers. To avoid mold growth after opening, **collagen and fibrous casings** should not be kept in warm humid areas but rather in sealed bags or containers in a dry cooler. **Meat ingredients** should be stored covered at 4°C or lower and if shop generated materials are used ensure they are labeled with the production date.

Spices and Seasonings

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- Spices and seasonings should be **stored covered** and be protected from humidity, pests and cleaning chemicals. Whenever possible place **smaller quantities** in spice and seasoning bins to avoid opened product from remaining unused for long periods where bacteria or other contaminants may increase.

Ingredient Selection and Preparation

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P

- Inspect **natural casings** to ensure they are relatively free of patches of spongy tissue on their lining which can result in shortened shelf life. If **ice** is used in sausage production ensure that the ice box is cleaned regularly and that only **clean scoops** and never hands are used to remove it. **Inspect meat** for off odour, bone chips, cartilage, glands, foreign materials or any other condition which would make it unsatisfactory for use. Select all meat ingredients in accordance with a first in–first out system and whenever possible avoid the use of rework. Use of whole muscle cuts for grinding will enhance shelf life.

Preoperational Inspection and Sanitation

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- Before the start of production all equipment should be inspected to ensure that it is free of visible meat residues or pooled water and that all parts and fasteners are accounted for and properly secured. A written procedure for **disassembly and sanitation** of the grinder, mixer, stuffer and all other equipment should be followed each production day or more often if needed. If sausage is being produced from a **different species** than a previous batch a cleanup should be performed. When equipment is cleaned it should also be inspected for rust, excessive wear or any other condition which could produce contamination or make cleaning difficult. Individuals involved with sausage production must ensure that **hands and garments** are clean.

Sausage Production

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- Sausage production areas should be kept at no more than 10°C and whenever possible **4°C or colder**. During production, the meat block should be sufficiently cold to ensure that the finished product leaving the stuffer is 4°C or less. When moisture addition is required use ice or cold potable liquids dispensed using cleaned and sanitized containers. Following stuffing, finished product should be packaged using clean trays and placed in a refrigerated display case or cooler as quickly as possible.

Allergen Control

C

- If potential allergens are used in the production of sausage, ensure that they are declared in applicable **labeling or ingredient lists** and that equipment is cleaned before other products are made. Always follow sausage recipes and **do not substitute** ingredients which would require labeling or ingredient list changes.

PROCESSING

Ingredients

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- Select meat ingredients on the basis of a **first in–first out** inventory management system and avoid the use of rework which will shorten shelf life. All meat materials should be kept covered, free of any potential contamination and at 4°C or less. If water is used as an ingredient make certain that it is cold and is dispensed only from cleaned and sanitized containers. Ensure that all non-meat ingredients are stored in a cold, dry location in closed containers away from pests, cleaning chemicals or other sources of contamination.

Tumbling

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- Whenever possible, tumble meat at **4°C** or colder to enhance food safety, shelf life, sliceability and yield. **Clean and sanitize** the tumbler between batches which have a different ingredient or species composition, after each production day or more often if required. **Inspect the tumbler** daily before production for corrosion, damaged or loose components, or any other condition which could lead to contamination of products.

Coating

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- Apply all coatings in a **single use** method. Do not roll or dip meat in storage containers holding spices or other coatings as this will lead to cross contamination. Place only the required amount of coating material on a clean working surface and following completion throw away all unused ingredients.

Marinating

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- Do not reuse marinades and ensure that a **clean, sanitized, acid resistant and covered container** is used to hold marinades and meat ingredients and to display the finished product. As some marinating processes result in heat production, conduct marinating activities at 4°C or colder.

Stuffing

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- Do not reuse any stuffing materials and prepare stuffing **immediately before use** with only cleaned and sanitized containers and tools.

Mechanical Tenderizing or Injecting

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- Disassemble, clean and sanitize injecting or tenderizing equipment between batches which have a different ingredient or species composition, at the end of the day or more often if required. **Inspect needles or blades** before production and after each batch to ensure proper function and to verify that no tips have been broken and entered product.

Allergen Control

C

- If potential allergens are used in the production of processed products ensure that they are declared in applicable **labeling or ingredient lists** and that equipment is cleaned before other products are made. Always follow recipes and **do not substitute** ingredients which would require labeling or ingredient list changes.

PACKAGING

Packaging Storage

B C P

- As food packaging contacts product directly it must always be **kept clean, covered** and free of any potential contamination. It is especially important to ensure packaging is protected during cleaning activities to **prevent chemicals or spray** from contaminating soaker pads, trays and wrap. Packaging must never be stored in the same areas where lubricants, pesticides or cleaning chemicals are kept. Additionally, packaging should not be kept in changing areas or where **pests** may contact it.

Employee Hygiene

B

- Any **sores or cuts** must be covered with dry, tight fitting bandages and gloves worn when hands are affected. Packaging employees must **wash their hands** immediately following sneezing, using the washroom, following coffee/lunch breaks or after touching eyes, hair, mouth, nose or any unclean surface. **Disposable gloves** should be checked periodically to ensure they are free from tears. Hair nets and, when applicable, beard nets are recommended.

Packaging Procedures

B P

- When packaging ensure that wrap or bag is tight and maintains an effective seal which will **not permit leakage**. If clips or other fasteners are used then special care is needed to ensure they do not enter the product. Upon opening a new container of packaging supplies a **visual inspection** should be conducted to make certain no evidence of contamination is present. If packaging falls on the floor it must be thrown away. If **cooked product** is packaged it is very important to ensure that contamination does not occur from individuals, garments, bins, cutting surfaces or equipment from raw product areas. Following packaging the finished product should be **placed into refrigerated** display or storage as soon as possible.

Placing Meat on Trays

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- When placing cuts on **styrofoam trays** be aware of the potential for contamination which can result from stacking the tray on the top of the meat surface of the tray beneath. Also when placing styrofoam meat trays on larger metal or fiberglass trays which are placed in a rack, ensure that the underside of the large **tray is clean and dry** to avoid contamination from falling on the meat on the tray below.

Tray and Rack Placement

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- When trays and racks are placed in a location to await unloading and over-wrapping, when possible ensure that they are **kept in refrigerated areas** and away from sources of warm air such as doors opening to unrefrigerated areas. Care should also be taken to avoid placing racks and trays near overhead pipes or refrigeration units which **may drip**.

Packaging Area Sanitation

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- Metal **trays** used for storage of meat should be cleaned and sanitized after each use. **Racks** should also be cleaned on a periodic basis to avoid contamination and be kept free of flaking paint or other unsanitary condition. **Waste bins** should be provided which are closable and emptied at least once per day.

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DISPLAY

Meat Display Case Sanitation

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- A written procedure for **cleaning display cases** should be constructed which contains a schedule for cleaning. As a guideline, cases should be cleaned at least once per week and inspections conducted to determine if more frequent cleaning is required due to **leaking packages** or other sources of contamination.

Display Case Maintenance

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- When maintenance or repair of **refrigeration systems** is required, it is essential that food products contained in the case be removed or adequately protected against contamination or a rise in temperature. **Temperature measurement devices** within the display case should be periodically checked to ensure proper function and accuracy.

Meat Display Temperature

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- The surface of all raw meat products contain spoilage bacteria and in some cases potentially harmful bacteria which grow quickly if exposed to air temperatures over 4°C. To ensure **shelf life and safety**, temperature of cases should be monitored at least three times per day. For optimal display, fresh meat should be maintained between 0 and 2°C (meat freezes at -1.5°C). Frozen meat should be kept at -18°C in the frozen case. Do not exceed **load line limits** as packages may approach the temperature of room air as warm drafts created by passing consumers and the overall store temperature prevent effective cooling. Remember that **lights in display cases** give off heat and will warm product kept too close. If meat product is left outside of the display case or in an abandoned shopping cart the product should be destroyed. During **hours of non-operation** meat should be covered and, when possible, placed in a cooler.

Refrigeration Failure

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- In the event of refrigeration system failure or power outage product should be inspected by management and where the **product temperature** has exceeded 4°C for a significant period of time, meat products requiring refrigeration must be disposed of.

Inventory Rotation

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- Product must be removed from storage and put on display in accordance with a first in–first out program. **“Best before” dates** of products should be monitored daily to ensure any outdated product is not still on display.

Package Dates

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- When possible a sign explaining the **meaning and importance** of “packaged on” and “best before” dates should be posted along with the significance of these dates if meat is frozen or used fresh.

Package Condition

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- Periodic inspection of the display case should be performed to ensure there are no **leaking/damaged packaging** or other condition which might permit contamination. Consumer handling of leaking products may result in raw meat juices containing potentially harmful bacteria contacting other products in the store or at home. Further it is also important to make certain that all labels are still present on packages and are readable. Extra caution is required with **ready-to-eat** meat products where damaged packaging may result in consumer illness.

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