

**GROWER PRODUCERS OF POULTRY, RABBIT or OTHER MEAT  
THAT ARE USDA EXEMPT FACILITIES  
Facility Review**

Any facility/farm that has a USDA exemption for meat or poultry (1000 birds or less) products and is not under USDA voluntary inspection or other USDA review, must be registered and inspected by the Pa Department of Agriculture. Owner of the facility must complete this form AND the Application for a Food Establishment Registration prior to production and sale of any product.

**Facility/Farm Name:** \_\_\_\_\_

**Facility/Farm Address:** \_\_\_\_\_

**Facility/Farm Owner:** \_\_\_\_\_

Acronyms:

USDA- US Department of Agriculture  
FSIS- Food Safety Inspection Service  
PDA- PA Department of Agriculture  
SOP- Standard Operating Procedures  
HACCP- Hazardous Analysis Critical Control Point  
GMP- Good Manufacturing Practices

1. Exemption Information-

- a. Have you, contacted USDA FSIS to determine that you meet and understand the correct FSIS Exemption?     Yes     No
- b. If processing **poultry**, does the facility meet the criteria for USDA FSIS exemption category of 1000 birds or less?     Yes     No
- c. If processing **rabbit or other exempt meat product**, do you understand that USDA offers voluntary inspection programs for rabbits and other meat products, but you have chosen PDA registration?     Yes     No     N/A, no rabbit or other meat
- d. Other than poultry or rabbit, are your producing other USDA exempt meats? If yes, please list those meats:  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you have written GMP's, SOP's or a HACCP Plan?     Yes     No

- a. If so, are the SOP's and HACCP plan being followed during slaughter, processing and packaging?     Yes     No
- b. Is equipment that comes in contact with carcasses capable of being cleaned and sanitized?     Yes     No
- c. Are all non-food compounds in compliance with manufacturer's and USDA requirements for use?     Yes     No

If compounds are placed in containers other than the original labeled container, are they properly labeled?     Yes     No

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List compounds used to clean equipment or that come in contact with carcasses:

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- d. Are all pesticides used in a manner to prevent contamination of carcasses?  
 Yes  No
- e. Do the GMP's provide for adequate maintenance of the grounds and facility to prevent rodent, insect or other pest infestations?  Yes  No
3. Does the facility use a vet or vet designee for ante and post mortum examinations?  
 Vet  Vet Designee

If a vet designee is used, do you have documentation from a veterinarian that the designee is capable of performing the examinations as required?  Yes  No

Name of Vet or Vet Designee: \_\_\_\_\_

4. Are you aware you many not slaughter sick animals?  Yes  No
5. Does the facility have a procedure in place to segregate sick animals?  Yes  No
6. Is slaughter, cut up and/or other processing conducted in an area protected from potential contamination by insects, wildlife, dirt and filth? Floors, walls and ceiling were necessary are in place, secure and in good condition.  Yes  No
- a. If slaughtering outside, is there overhead protection and a solid cleanable floor?  
 Yes  No
- b. If further processing, is it occurring in a structure with cleanable floors, walls and ceilings?  Yes  No
7. Does the facility have a record of a water test indicating potability of water (Coliform and Nitrate/Nitrite) that comes in contact with carcasses?  Yes  No

If using ice for chilling, is there a record that the ice is from potable water?  Yes  No

Are USDA re-use of ice requirements followed?  Yes  No  N/A

8. Is there hot and cold running water available for washing and sanitizing food contact surfaces and equipment?  Yes  No

Are only properly sanitized food grade hoses, containers, buckets, etc. used for the potable water used in processing?  Yes  No

9. Is adequate lighting available during slaughter and processing?  Yes  No
10. Do workers have access to adequate toilet facilities during slaughter, processing and packaging?  Yes  No

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- If restrooms are outside, are there adequate hand washing stations?  Yes  No
- Is there hot and cold running water available for handwashing?  Yes  No
11. Worker hygiene:
- a. Are you aware sick workers may not participate in slaughter, cut up or packaging of product?  Yes  No
  - b. Are you aware any workers participating in slaughter, cut up or packaging of product may not have open sores or infected cuts on their hands?  Yes  No
  - c. Are you aware workers smoking, eating or drinking in the slaughter, cut up or packaging areas is prohibited?  Yes  No
  - d. Are you aware worker clothing must be clean at start of processing and changed as it becomes too soiled to be appropriate for other tasks in the slaughter process?  Yes  No
12. Packaging, Labeling and weights:
- a. Please supply a label to review. Is label sample attached?  Yes  No
  - b. Will the approved label being used on packaged product?  Yes  No
  - c. Is packaging new plastic food grade, paper sacks or butcher paper?  Yes  No
13. How is the facility disposing of waste water and offal? \_\_\_\_\_  
Do you have approval from the municipality for this type of disposal?  Yes  No
14. Will the facility have records of the slaughter dates and number of poultry slaughtered?  Yes  No
15. Will the facility have records of the number of sick animals segregated from healthy animals?  Yes  No
16. Will the facility have copies of invoices if selling to retailers or restaurants?  Yes  No
- Does the invoice contain all required information?  Yes  No
17. Does the facility have thermometer calibration records?  Yes  No
18. Does the facility have equipment temperature records?  Yes  No

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19. Does the facility have records of monitoring for chilling times?  Yes  No
20. Are carcasses chilled to 45°F or less  
within 4 hours if under 4 pounds?  Yes  No  
within 6 hours if between 4 and 8 pounds?  Yes  No  
within 8 hours if more than 8 pounds?  Yes  No
21. Are carcasses kept in a cooler at 45°F or less for fresh and ~0°F if frozen?  Yes  No  
Is the cooler clean?  Yes  No
22. If applicable, how does the facility transport product to market or consumers?
- a. Temperature – Below 45°F if fresh  Yes  No  N/A  
Below ~0°F if frozen  Yes  No  N/A
- b. Truck/containers are in sanitary condition  Yes  No  N/A
23. Do you sell at Farmer’s Markets and have or plan on obtaining the Mobile Farmer’s Market Retail Food License from PDA?  Yes  No

If yes:

- a. How does the facility transport product to the Farmer’s Markets?
1. Is there an acceptable procedure for cleaning and sanitizing the transport containers and will they be followed?  Yes  No
3. Describe how is the temperature maintained during transport and sales at market? \_\_\_\_\_  
\_\_\_\_\_
4. Is a log of temperatures maintained during transport and sales at market?  
 Yes  No
5. Will temperature is maintained? (Required: 41°F for fresh; 0°F for frozen)  
 Yes  No

\_\_\_\_\_  
PRINT OWNER NAME

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE