



HOW DO I GET HELP OR FIND OUT MORE?

Your State Meat Inspection Program inspector will be available to assist you through all steps of this process. Please reach out to the ODA Food Safety Program with questions: StateMeatInspection@oda.Oregon.gov

CAN I BE “STATE INSPECTED” AND STILL KEEP MY CUSTOM EXEMPT BUSINESS?

Yes, the State Meat Inspection Program does not prevent you from continuing the processes you are already licensed for. However, state inspected slaughter and/or processing must be done separately from custom exempt activities, and you must allow for a separation of products.

I HAVE A RETAIL MEAT SHOP; HOW DOES THE STATE MEAT INSPECTION PROGRAM HELP ME?

Under your current retail license, your business is limited to sales directly to the walk-in customer. The products you produce under the State Meat Inspection Program can be sold retail, as well as wholesale through other businesses which may open new business opportunities.

WHEN CAN I WORK UNDER STATE MEAT INSPECTION?

State-inspected establishments will be provided five (5) consecutive eight (8) hour days (per shift) of free inspection service during the basic work week of Monday through Friday. The State Meat Inspection Program has no additional fees above the standard licensing requirements already in place.

No operations requiring inspection can be conducted except under the supervision of a State Meat Inspection Program employee. In establishments that only conduct further meat processing (e.g. cut and wrap), the assigned inspector will be on site at least once per day (not necessarily the full day), but the operations are still considered “under the supervision of a State Meat Inspection Program employee.”

DO I ALWAYS HAVE TO WORK UNDER STATE MEAT INSPECTION IF I SIGN UP?

No, you do not. An establishment may only want to work a few days a week under state inspection and the rest of the week continue to other business operations such as custom-exempt, or retail. Each state-inspected establishment will submit a work schedule to the Food Safety Program director or designee for approval. The work schedule must specify daily hours of operation, and the days of the week state inspected products will be produced. When deciding whether to approve an establishment’s work schedule, ODA will consider the efficient and effective use of time for state inspection personnel.

WHAT DO I NEED TO PROVIDE TO BE A STATE-INSPECTED ESTABLISHMENT?

Establishments that do not require the services of a full-time inspector do not need to provide special facilities for state inspection employees where adequate facilities exist in a nearby convenient location. However, the establishment must provide a lockable storage cabinet to secure all paperwork and supplies and a workspace while the inspector is in the establishment.

Establishments that require one or more full-time inspector (such as a slaughter establishment) must provide free office space for the exclusive use for official purposes of the state inspector and other assigned program employees. The space set aside for this purpose must meet with approval of the ODA Food Safety Program director or designee and must:

- be conveniently located,
- be properly ventilated,
- be heated,
- provide lockers suitable for the protection and storage of program supplies, and
- provide suitable facilities for program employees to change clothing.

Laundry service for the state inspector's outer work clothing must be provided by each establishment when slaughter operations are being conducted or when the establishment requires that all personnel wear establishment-provided clothing while on the inspected premises.

At the discretion of the Food Safety Program director, establishments that do not require the services of a full-time inspector do not need to provide facilities for state inspection employees (as listed above), where adequate facilities exist in a nearby convenient location. However, the establishment must provide a lockable storage cabinet to secure all paperwork and supplies and a workspace while the inspector is in the establishment.

HOW OFTEN WILL I SEE MY INSPECTOR?

If you currently have a meat license under ODA, you typically get inspected approximately once per year under normal circumstances. Your inspector will perform the inspection and share the results with you in a written report. Under the State Meat Inspection Program, you will see a significant change in inspection methods and frequencies. This is due to federal law that requires daily inspections at federally inspected facilities. The State Meat Inspection Program will also provide daily inspection coverage at every establishment when operating under the program.

WHAT IS SANITATION STANDARD OPERATING PROCEDURES (SSOP)?

One of the requirements for operating under the State Meat Inspection Program is to create a written SSOP plan that describes the procedures the establishment will conduct every day, before and during operations to demonstrate and document sanitary operations. This SSOP plan will be different for each plant. Generic SSOP plans are available on many industry trade group websites to give you an idea of what a written SSOP plan may look like. The required information for the SSOP plan includes:

- Cleaning procedures for food contact surfaces
- Pre-operational inspection procedures
- Operational inspection procedures
- The frequency each procedure is conducted
- The person responsible for implementing the SSOP procedures

The written SSOP plan must be signed by the person on-site with overall authority.

This process simply means putting a formal plan in place for much of what establishments already do during cleaning. No special training is needed to create a SSOP plan, but many online courses are offered for free from trade-industry groups to provide an overview of SSOP and the regulatory requirements.

WHAT IS A HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) PLAN?

HACCP is designed to be a systematic approach to the identification, evaluation, and control of food safety hazards. It is designed to prevent hazards, rather than react to hazards.

HACCP training is required to develop a HACCP plan for operations under the State Meat Inspection Program. Developing a written HACCP plan is a multi-step process and does require some specific knowledge about operating practices and procedures.

There are many professional and industry trade groups that offer HACCP training courses. It is recommended that a business designate specific person to be the designated as the HACCP contact in each state inspected establishment.

A HACCP plan can be broken down into parts and includes:

- A product description page
- A slaughter and/or processing flow chart
- A hazard analysis
- The critical control points (CCPs)
- The critical limits



- The monitoring procedures
- The verification procedures
- The corrective action procedures
- The pre-shipment review
- Supporting pre-requisite programs

Every operation is unique and training in HACCP principles is necessary to ensure your business can implement and maintain a HACCP system that meets the administrative rules of the State Meat Inspection Program.

Under the State Meat Inspection Program, all operations fall under designed HACCP categories.

- Slaughter: cattle, swine, sheep, goats
- Raw product: ground
- Raw product: not ground
- Heat-treated: shelf stable
- Not heat-treated: shelf stable
- Heat-treated, not fully cooked: not shelf stable
- Fully cooked: not shelf stable
- Commercially sterile
- Product with secondary inhibitors

A HACCP plan must be developed for each of the nine (9) categories conducted under state inspection, but multiple products may be produced under a single HACCP plan. For example, a firm can slaughter cattle, swine, sheep, and goats under a single HACCP plan if all hazard controls are the same.

However, you cannot produce different products under the same HACCP plan if the general characteristics or nature of the products is different. For example, although beef jerky and summer sausage are both ready-to-eat snack products, beef jerky is a thin sliced whole muscle meat product that cooks different than a ground sausage product stuffed and cooked in a casing. These products would require separate HACCP plans.

Resources to develop a HACCP plan:

- University of Wisconsin-Madison SSOP and HACCP resources
<https://meathaccp.wisc.edu>
- International HACCP Alliance
<https://haccpalliance.org>

DURING THE APPROVAL PROCESS TO BECOME STATE INSPECTED HOW MUCH WILL MY CURRENT OPERATION BE DISRUPTED?

The approval process should have minimal impact on current operations providing the facility is in good repair. The approval process is about getting your paperwork and programs in order and does not have an impact on the products you are currently producing.

STILL HAVE QUESTIONS?

ODA has dedicated staff to answer your questions and help you understand the meat inspection program.

- You can email questions to StateMeatInspection@oda.Oregon.gov
- Or call our office at 503-986-4720

Please ask to speak to a meat inspection program representative.

Program rules: [OAR 603-029](#)

