



# APPROVED

## **Monitoring and Evaluation Protocol for Conformity Assessment of ITEM DESCRIPTION AND CHECKLIST OF REQUIREMENTS (IDCR) Specifications**

Contracting Officer Technical Representative (COTR)  
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Effective: [September 2011](#)

### **I. SCOPE**

When authorized by the Agricultural Marketing Service (AMS), [Commodity Procurement Division \(CPD\)](#), Contracting Branch, the following protocol shall be applied by an AMS, Livestock and Seed (LS) Program, [Grading and Verification Division \(GVD\)](#) agent to assess the application of a contractor's pre-approved production plan and adherence to IDCR requirements.

The Contractor's production plan will be approved by the Contracting Officer prior to any production of finished products destined for USDA delivery. The production must adequately address the checklist of requirements listed within the IDCR. The [GVD](#) agent must be present during production of finished products and monitor and verify the processing steps, quality assurance activities, and corrective actions to assure that all requirements outlined in the approved production plan are in compliance. The [GVD](#) agent will conduct monitoring and production verification activities in accordance with applicable [GVD](#) instructions. Any deviations to contractual requirements will be reported immediately to the Contracting Officer.

### **II. EVALUATION CHECKLIST**

#### **A. Documentation**

##### **1. Domestic Origin and Harvest Requirements**

All documentation regarding origin and harvest requirements will be made available to the [GVD](#) agent upon request.

##### **2. Quality Assurance and Test Results**

All recorded measurements and test results supporting quality assurance of product to be delivered to USDA will be made available to the [GVD](#) agent upon request.

##### **3. All findings with regards to documentation will be recorded by the [GVD](#) agent on the attached ASSESSMENT FORM.**

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**B. Physical Characteristics - Material Requirements for Handling and Objectionable Materials/Cut/Fat Trim Requirements,**

1. Four sample units shall be randomly selected from each lot. Lot size shall be designated by the contractor. Each sample unit shall be a minimum of 10 patties, 10 pounds of adjacent lean, a single roast or 5 adjacent steaks/chops or similar individual serving style units.
2. Each sample unit will be evaluated. All findings will be recorded by the GVD agent on the attached ASSESSMENT FORM.

**C. Processing**

1. The GVD agent will observe and monitor the process assuring all quality assurance activities are implemented in accordance with the production plan and IDCR.
2. Any deviations will be recorded by the GVD agent on the attached ASSESSMENT FORM.

**D. Finish Product Limitations**

1. The GVD agent shall assure that all testing stated within the production plan is being implemented.
2. All test results for each lot and any deviations to IDCR requirements will be recorded by the GVD agent on the attached ASSESSMENT FORM.
3. **Physical Characteristics – Finished Product Requirements**
  - a. Four sample units shall be randomly selected from each lot. Lot size shall be designated by the contractor. Each sample unit shall be a minimum of 10 patties, 10 pounds of adjacent lean, a single roast or 5 adjacent steaks/chops or similar individual serving style units.
  - b. Each sample unit will be evaluated. All findings will be recorded by the GVD agent on the attached ASSESSMENT FORM.

**E. Preparation for Delivery**

1. The production lot shall be scanned for compliance with the IDCR Packing, Packaging, Closure, and Labeling requirements.
2. Any deviations to requirements shall be described in detail on the attached ASSESSMENT FORM.

### III. QUALITY ASSURANCE MONITORING

The GVD agent shall use the attached ASSESSMENT FORM to record their observations of the following deviations of quality. All findings shall be made available to the contractor and the Contracting Officer. Additionally, any production lots that are in less than excellent condition as determined by the GVD agent must be immediately diverted from all USDA purchase programs.

- Presence of unauthorized cuts or materials,
- Presence of any non meat components such as bones, cartilages, spinal cord, organ tissue, and foreign material,
- Raw materials and finished product not trimmed, fabricated, or packaged as specified or described within the approved quality plan,
- Test results or measurements that do not meet IDCR requirements or that are outside tolerances within approved production plan,
- Does not match the prototype (when applicable) submitted for approval by USDA, or
- Inability of the contractor to have documentation supporting traceability of materials to a facility that confirms compliance with domestic origin and harvest requirements.

If deviations to the IDCR requirements are reported, the contractor shall immediately invoke corrective actions by either reworking the entire production lot, or any portion of the production lot (as identified by the GVD agent) to comply or offer production lots to the GVD agent that are correctly processed to meet the IDCR requirements. The GVD agent will reject production lots due to failure of the contractor for not taking appropriate corrective actions.

The GVD agent shall compile the ASSESSMENT FORMS and submit them to the Contracting Officer on a weekly basis. However, should any deviation occur, the ASSESSMENT FORM shall be sent to the Contracting Officer. Based on evaluation of the ASSESSMENT FORMS, the Contracting Officer reserves the right to declare any portion of production as unacceptable for delivery to USDA.

<b>ASSESSMENT FORM</b> Specification: IDCR _____ Sample Size – 4 Sample Units Lot Number/Size:		GVD Agent:  Evaluation Date:
		Notes/Digital Photo <u>1</u> /
<b>Documentation</b>	Describe the type of documentation Supports or does not support production plan	
<b>Physical Characteristics</b>	Sample Cut/Muscle Identification <u>2</u> /	
	Sample Unit 1	
	Sample Unit 2	
	Sample Unit 3	
	Sample Unit 4	
<b>Finished Product Limitations</b>	List Test Results for each lot or show supporting documentation for nutri-facts panel	

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<b>Physical Characteristics – Finished Product</b>	Sample Cut/Muscle/item Identification <u>2/</u>	
	Sample Unit 1	
	Sample Unit 2	
	Sample Unit 3	
	Sample Unit 4	
<b>Preparation for Delivery</b>		Packaging, Packing, Closure, Labeling (Lot Scan)
ACTIONS Taken by <b>GVD</b> Agent (Accept/Reject)		Contractor Representative Signature
Reserved for use by Contracting Officer		

1/ Describe all deviations to specified requirements. Please include description of any negative and/or positive attributes associated with the sample unit or lot. Attach digital photo if available.  
2/ Please describe sample unit examined by cut name or muscle(s).

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