



APPROVED

Agricultural Marketing Service (AMS)
Livestock and Poultry (LP) Program
Standards and Specification Division (SSD)
Room 2628-S, STOP 0258
Phone: (202) 690-3148

SUPPLEMENT 213 TO THE AMS MASTER SOLICITATION PURCHASE OF BEEF, SPECIAL TRIM (FRESH/FROZEN) FOR DISTRIBUTION TO FEDERAL FOOD AND NUTRITION ASSISTANCE PROGRAMS

Supersedes: Supplement 213 April 2016 – Changes from
previous requirements in [blue](#)

Effective: [July 2022](#)

100 OVERVIEW

110 This document provides additional program requirements for the purchase of Beef, Special Trim (Fresh/Frozen) by the Department of Agriculture (USDA), including the applicable Federal Purchase Program Specification (FPPS) (**Exhibit A**).

200 INSTRUCTIONS TO POTENTIAL SUPPLIERS

210 The beef special trim shall be purchased on a competitive bid basis from qualified suppliers who have met the requirements described in this Section. Interested suppliers may submit a technical proposal at any time during the purchase program. Suppliers should allow 10 working days, from USDA's receipt of the technical proposal for notification of evaluation results. A supplier is deemed eligible upon notification of approval of the technical proposal by the [Standards and Specification Division \(SSD\)](#).

220 Submission of a technical proposal is not binding on USDA. Actual purchases shall be described in the [AMS Master Solicitation for Commodity Procurements – Domestic Programs \(MSCP-D\)](#) and Solicitations.

230 Documentation Requirements

231 Technical Proposal Requirement

231.1 Include a detailed description of the production steps that are taken to meet or exceed the minimum product 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 C**. 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 and forms provided with the technical proposal with the applicable document name and reference number.
- 232 **SSD** shall review each technical proposal to determine if it is adequate and shall notify the supplier of the status of its technical proposal and eligibility to bid.

233 Animal Welfare Requirements

- 233.1 All eligible suppliers shall meet the animal handling and welfare requirements set forth in the FPPS for Animal Handling and Welfare, effective **March 2021 (Exhibit B)**.

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 to be used in preparing the technical proposal (see **Exhibit C**). The supplier shall submit the technical proposal as an email file attachment to AMS (TechnicalApprovals@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 While it is not the desire of the Government to penalize a supplier for non-compliance with formatting instructions, technical evaluators may have difficulty evaluating the technical proposal to the fullest extent possible if the technical proposal is not presented in the proper format. Technical evaluators shall not be required to search other subsections or sections of the supplier's technical proposal for information requested in the evaluation.
- 310.3 **The technical proposal shall be submitted by an authorized agent of the company.**

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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 **SSD**. 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 changes. 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 AMS CONTRACT COMPLIANCE

410 The contractor may request to use either AMS's QAD Grading-based Monitoring and Certification service or QAD Audit-based Verification service, for assessing contract compliance of the finished product. AMS will seek to honor the request but reserves the right to make a final determination. Once an option is implemented, the contractor shall remain under that service until completion of the contract, at which time it may request a change in oversight option for any subsequent contract.

420 The cost of all audit, grading 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.

430 Questions concerning charges and the availability of AMS agents can be directed to a USDA/AMS, LP Program's Quality Assessment Division (QAD) field office or to:

USDA, AMS, LP, QAD Business Operations Branch
10809 Executive Center Drive, Suite 318
Little Rock, AR 72211-6022
Phone: 501-312-2962
Email: QAD.BusinessOps@usda.gov

440 Option A: QAD Grading-Based Monitoring and Certification

440.1 Monitoring of production and processing and product certification shall be conducted through the direct continuous supervision of a USDA grader in accordance with the requirements listed in the FPPS and AMS/LP/QAD Policies and Procedures for certifying USDA commodity foods. A technical proposal is not required to be submitted when the contractor is operating under the QAD Grading-based Monitoring and Certification service option.

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440.2 Pre-Production Onsite Plant Survey

440.2.1 QAD shall contact the contractor to set-up a pre-production plant survey and discuss production and certification requirements.

440.3 Post-Award Monitoring and Certification

440.3.1 The USDA grader shall be present at all times during production and processing of the commodity food.

440.3.2 The USDA Grader may select samples for laboratory analyses or inspect the commodity at any point in transit and after delivery to point of destination.

440.3.3 The contractor shall perform checkloading examinations as described in the FPPS at the time of shipment and issue an acceptance document to accompany each shipment.

440.3.4 The AMS Grader shall be responsible for certification of compliance with the requirements of the FPPS for raw material, packaging and packing, metal detection, labeling and marking and net weight.

450 Option B: Audit-Based Verification

450.1 Verification of production and processing shall be conducted through routine audits performed by QAD according to the suppliers' and contractor's approved technical proposal (see section 200 and 300 Technical Proposal Requirements) and the applicable FPPS.

450.1.1 Interested contractors may submit sample(s) and a technical proposal at any time during the purchase program. Contractors should allow 10 working days, from USDA's receipt of the product sample(s) and technical proposal for notification of evaluation results. A contractor is deemed eligible upon notification of approval of the sample(s) and technical proposal by the SSD.

450.1.2 Once a contractor is notified by the SSD that the technical proposal meets the applicable criteria, QAD shall contact the contractor to set up a pre-award onsite capability assessment audit.

450.2 Pre-Award Onsite Capability Assessment Audit

450.2.1 QAD shall conduct an onsite capability assessment that shall consist of reviewing:

450.2.2 Food Defense Requirements – Refer to Section 521 of this Supplement.

450.2.3 Production of the commodity that complies with the applicable FPPS and approved technical proposal.

450.2.4 Records related to purchasing, receiving, production, quality control, inventory, shipping, and,

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- 450.2.5 Interviews with management and production personnel.
- 450.2.6 Upon completion and if necessary (due to time constraints), QAD may provide the SSD either with a verbal or email notification of the audit findings. SSD shall notify the vendor of their status based on the audit findings as well as QAD and the Commodity Procurement Program (CP). The official final audit report shall be sent to the contractor once released from QAD.
- 450.2.7 After bid opening, CP shall contact QAD and SSD to determine that vendors have met all requirements to deem the bids responsive or non-responsive.
- 450.2.8 Bids that are determined to be non-responsive bids, CP shall notify the contractor(s) directly.
- 450.3 Post-Award Assessment Audit
- 450.3.1 Contractors who receive contracts shall have their required documentation readily available for review upon request by SSD, QAD, or other AMS agents. Records may be maintained in hard copy or electronic media. However, records maintained as electronic media shall be made available in printed form immediately upon request.
- 450.3.2 QAD 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, and their frequency, shall be conducted as determined by the QAD, 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 QAD, more frequent audits may be conducted when audit deficiencies are detected.
- 450.4 Post-Award Actions
- 450.4.1 Any deviation from contractual requirements shall be immediately reported by the contractor to the Contracting Officer and SSD. The Contracting Officer or SSD shall notify the contractor regarding eligibility to continue to participate as a contractor.
- 450.4.2 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 SSD.
- 450.4.3 In the instance that any non-conformance is cited by the USDA auditor, or when a complaint is received by commodity recipient agencies, the supplier or contractor shall submit a cause-and-effect analysis and corrective actions to address the non-conformance or complaint.

500 CAPABILITY ASSESSMENTS

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- 510 Once a supplier is notified by the [SSD](#) that the technical proposal meets the applicable criteria, QAD 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 to determine the supplier's ability to meet contractual requirements.
- 520 Pre-Award Onsite Capability Assessment Audit
- 521 Food Defense Assessment
- 521.1 The QA Division shall conduct a food defense audit that shall include, but is not limited to, a thorough evaluation of the supplier's food defense plan. Documentation shall support the supplier's food defense plan. If the report demonstrates that the food defense plan is inadequate, the supplier shall be notified by the [SSD](#) that it is ineligible to bid. The supplier shall have an opportunity to correct identified deficiencies, modify its food defense plan resubmit a brief description for further consideration. Eligibility shall depend on whether the modifications demonstrate compliance with the food defense plan.
- 522 Harvesting Requirement
- 522.1 The QA Division shall conduct harvesting and humane handling audits based on the requirements stated in the attached FPPS's and the company's approved technical proposal. Documentation shall support the supplier's adherence to meeting the harvesting and humane handling requirements as set forth in the FPPS's.
- 523 Documentation shall support:
- 523.1 the production of the beef item that complies with the applicable FPPS and the supplier's approved technical proposal, and
- 523.2 the supplier'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.
- 524 Upon completion of the onsite capability assessment, the auditor shall provide either a verbal or email notification of the audit findings to the [SSD](#) to determine (based on the audit findings), supplier eligibility to bid. Supplier shall be notified by the [SSD](#) and the official final report shall be sent once released from QAD.
- 524.1 If the audit findings demonstrate that the process or food defense plan is inadequate, the supplier shall be notified by the [SSD](#) that it is ineligible to bid. The supplier shall have an opportunity to correct identified deficiencies, modify its process, food security plan, and/or technical proposal, and resubmit for further consideration.
- 524.2 Eligibility shall depend on whether the modifications demonstrate that:

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524.2.1 the process is capable of delivering fresh/frozen beef special trim in compliance with the FPPS,

524.2.2 the supplier is in compliance with its food defense plan,

524.2.3 a successful QAD corrective action audit is conducted, and

524.2.4 the supplier complies with other applicable contractual requirements.

530 Post-Award Assessment Audit

531 Eligible suppliers who receive contracts shall have their documented food defense plan, technical proposal, and supporting documentation readily available for review by the [SSD](#) or 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.

532 QAD shall conduct an onsite audit of the supplier's facility(s) and processes when production commences for the first contract awarded. Additional audits shall be conducted as determined by the [SSD](#), but not less than once per month for suppliers with continuous or multiple contracts, or once per contract for intermittent suppliers. At the discretion of the [SSD](#), more frequent audits may be conducted when audit deficiencies are detected.

540 Post-Award Actions

541 Any deviation from contractual requirements shall be immediately reported by the contractor to the Contracting Officer and [SSD](#). The Contracting Officer or [SSD](#) shall notify the supplier regarding eligibility to continue to participate as a supplier.

542 Suppliers shall assure that the delivered product complies with the provisions of the FPPS, the applicable assessment by AMS, and the supplier's technical proposal approved by the [SSD](#).

550 The cost of all audit, product monitoring, and certification services performed by the AMS agents shall be borne by the supplier. This includes, but is not limited to, audits, examinations, supervision, official documentation, and related services.

551 [Questions concerning charges and the availability of AMS agents can be directed to a USDA/AMS, LP Program's Quality Assessment Division \(QAD\) field office or to:](#)

[USDA, AMS, LP, QAD Business Operations Branch](#)
[10809 Executive Center Drive, Suite 318](#)
[Little Rock, AR 72211-6022](#)
[Phone: 501-312-2962](#)
[Email: QAD.BusinessOps@usda.gov](mailto:QAD.BusinessOps@usda.gov)

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600 DOMESTIC ORIGIN CERTIFICATION CLAUSE

610 The supplier agrees to include the below 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 principal display panel and the bill of lading accompanying the shipment shall contain the statement “Domestic Only Product.”

700 CERTIFICATE OF CONFORMANCE (COC)

710 Include a copy of the contractor’s Certificate of Conformance (**Exhibit D**) in addition to the referenced payment documents required in the Master Solicitation.

800 CONTRACTOR CHECKLOADING

810 [Under both the QAD Grading-based Monitoring and Certification option and the QAD Audit-based Verification service option](#), 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:

810.1 Purchase Order Number,

810.2 Sales Order and Sales Order Item Number,

810.3 Name of product,

810.4 Shipping Date,

810.5 Production lot number(s) and date each lot was produced,

810.6 Count of shipping containers and total projected net weight in each production lot,

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

810.8 Contractor certification that product conforms with the FPPS,

810.9 Count and projected net weight verified, and

810.10 Signature of company official responsible for checkloading.

900 EXHIBITS

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**FEDERAL PURCHASE
PROGRAM
SPECIFICATION (FPPS)
FOR BEEF SPECIAL TRIM**

Agricultural Marketing Service (AMS)
Livestock and Poultry (LP) Program
Standards and Specification Division (SSD)
Room 2628-S, STOP 0258
Phone: (202) 690-3148

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- 100 ITEM DESCRIPTION**
- 110 Beef Special Trim shall be limited to any combination of the following muscle systems:
- 111 Peeled Knuckle – The peeled knuckle shall include the *rectus femoris*, and *vastus lateralis*, and may include the *vastus medialis*, and *vastus intermedius*.
- 112 Chuck Tender – The chuck tender shall consist of the *supraspinatus* muscle only.
- 113 Shoulder Clod Arm Meat – The shoulder clod arm meat shall include the *triceps brachii* muscles (long, medial and lateral head) only.
- 200 CHECKLIST OF REQUIREMENTS**
- 201 All items shall be produced in accordance with Food Safety and Inspection Service (FSIS) regulations and the AMS Checklist of Requirements. The contractor's technical proposal, submitted to the [Standards and Specification Division \(SSD\)](#), shall adhere to the following checklist requirements.
- 210 MATERIALS**
- 211 MEAT COMPONENT**
- 211.1 The contractor's technical proposal shall describe the necessary processing steps (including pictures) to comply with the items below.

- 211.1.2 Beef Round, Knuckle, Peeled or Beef Round, Knuckle, Full, Peeled - This item consists of the full knuckle or posterior portion of the full knuckle (*rectus femoris*, *vastus lateralis*, and may include *vastus medialis*, *vastus intermedius*). The knuckle shall (1) have the *tensor faciae latae* removed (peeled); (2) be butterflied to expose and remove the heavy connective tissue within the *rectus femoris* muscle and between the *rectus femoris* and *vastus lateralis*; (3) have the tendinous ends removed; and (4) have the *sartorius* removed.
- 211.1.3 Beef Chuck Tender - This item consists of the *supraspinatus* muscle, which lies dorsal to the medial ridge of the blade bone. The chuck tender shall be separated from other muscles through the natural seams. The large end (anterior end) shall be butterflied to expose and remove the heavy connective tissue within the muscle.
- 211.1.4 Beef Chuck, Shoulder Clod Arm Meat - This item is derived from the beef shoulder clod and shall consist of the large muscle system of the thick end of the clod (*triceps brachii* – long, medial and lateral heads only). The shank end shall be butterflied to expose and remove heavy connective tissue associated with the elbow tendon.
- 211.2 Domestic Origin – Beef shall originate from U.S. produced livestock as defined in the [AMS Master Solicitation for Commodity Procurements – Domestic Programs \(MSCP-D\)](#) and Supplement.
- 211.3 Harvesting (Slaughtering) – Cattle shall be harvested in facilities that comply with the following requirements:
- 211.3.1 Humane Handling – Cattle shall be humanely handled in accordance with all applicable FSIS regulations and AMS requirements.
- 211.3.2 Pathogen Intervention Steps – Include at least two pathogen intervention steps. One of the intervention steps shall be steam pasteurization, an organic acid rinse, or a 180°F hot water wash and shall be a critical control point (CCP) in the establishment's FSIS recognized slaughter process Hazard Analysis Critical Control Point (HACCP) plan.
- 211.3.3 Spinal Cord Removal – Remove all spinal cord material during the harvesting process.
- 211.4 Boneless Beef – Only fresh-chilled boneless special trim that complies with 211.2 – 211.3.3 and the following requirements and has never been previously frozen shall be allowed:
- 211.4.1 Traceability – Contractors shall provide sufficient product traceability and shall have records to verify the source of raw materials used in each production lot.

211.4.2 Handling – All boneless beef shall be maintained in excellent condition. The contractor's technical proposal shall include detailed production scheduling that addresses time and temperature controls necessary to maintain excellent condition of the boneless beef.

211.4.3 Objectionable Materials – The following objectionable materials shall be excluded: Major lymph glands (*prefemoral, popliteal, and prescapular*), thymus gland, bone, cartilage, sciatic (*ischiatric*) nerve, heavy connective tissue (shoulder tendon, elbow tendon, silver skin, *sacrosciatic* ligament, opaque periosteum, tendinous ends of shanks, *patellar* ligament (stifle joint).

211.5 Mechanically Separated – Beef that is mechanically separated from bone with automatic deboning systems or advanced meat (lean) recovery (AMR) systems is not allowed.

212 NON-MEAT COMPONENTS

212.1 Non-meat components such as spinal cord, organ tissue, and foreign material are not allowed.

213 FAT LIMITATIONS

213.1 Maximum average surface fat thickness – Peeled/Denuded, Surface Membrane Removed (90 percent lean exposed). Flake fat shall not exceed 1/8-inch in depth at any point.

214 GRADE REQUIREMENT

214.1 No grade requirement.

215 STATE OF REFRIGERATION

215.1 Fresh-Chilled or Frozen as specified in each Solicitation. When Fresh-Chilled is specified, product shall be maintained and delivered at a temperature not less than 28°F (-2.2°C) or higher than 40°F (4.4°C). When frozen is specified, product shall be frozen to an internal temperature of not higher than 0°F (-17.8°C) within 72 hours from the time of final fabrication of the lot.

220 PREPARATION FOR DELIVERY

220.1 The contractor's technical proposal shall assure that all packaging, packing, labeling, closure, marking, and palletization comply with the National Motor Freight Regulations and FSIS regulations and the requirements listed below.

221 PACKAGING

221.1 For Beef Special Trim to be delivered frozen, product shall be bulk packaged without use of plastic liner material. When Beef Special Trim is to be delivered fresh-chilled, product shall be placed into plastic lined combo bins and shall be covered so that the container arrives at the destination intact.

222 PACKING

- 222.1 Frozen bulk packaged Beef Special Trim shall be packed into containers to a net weight of 60 pounds. Only one style and size of leak proof container shall be used for each item within any one delivery unit. 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.
- 222.2 Fresh-chilled Beef Special Trim bulk packaged product shall be placed in plastic lined combo-bins to a weight of between 1850 to 2250 pounds.

223 CLOSURE

- 223.1 Sixty (60) pound shipping containers shall be strapped, taped or glued. Combo-bins shall be sealed.

224 LABELING

- 224.1 Shipping container labels shall be illustrated in the contractor’s technical proposal and contain the following information:
- 224.2 USDA shield at least 2 inches high and appearing on the top of the container or on the principal display panel.



- 224.3 Applicable purchase order number.
- 224.4 A traceability code that is traced back to establishment number, production lot, and date.
- 224.5 The appropriate product name and material number listed in the table below for each of the items.

<u>Item</u>	<u>Material Number</u>
Beef, Boneless, Special Trim, Frozen	100156
Beef, Boneless, Special Trim, Chilled	100171

- 224.6 The words “For Further Processing into Cooked Product” shall appear on the principal display panel.

- 224.7 A nutrition facts panel based on actual nutritional analysis of the product.
- 224.8 Ingredient declaration (including single ingredient products).
- 224.9 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 _____.

230 PALLETIZED UNIT LOADS

- 231 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.

240 DELIVERY UNIT

- 241 The delivery unit shall be 42,000 pounds (18,900 kg.) net weight (700 frozen shipping containers or 20 fresh-chilled combo-bins).

250 DELIVERED PRODUCT

251 SIZE AND STYLE OF CONTAINER

- 251.1 Only one size and style of shipping container shall be used in any one delivery unit.

252 TEMPERATURE

- 252.1 Product temperature shall not exceed 0°F at the time of shipment and delivery for frozen delivery, 40°F at the time of shipment and delivery for fresh-chilled delivery.

253 SEALING

- 253.1 All products shall be delivered to AMS assigned destinations under seal with tamper proof, tamper resistant, serially numbered, high security seals that meet the American Society for Testing and Materials Standard (ASTM) F1157-04 and/or the [International Organization for Standards \(ISO\) 17712-2013](#) as required under the Master Solicitation. Seals shall be 1/8th-inch diameter cable, high-security bolt, or equivalent.

260 PRODUCT ASSURANCE

261 WARRANTY AND COMPLAINT RESOLUTION

- 261.1 Warranty – The contractor shall guarantee that the product complies with all contractual requirements required under the Master Solicitation and Supplement.
- 261.2 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).

262 AMS MONITORING AND PRODUCTION ASSESSMENT

- 262.1 The contractor may request to use either AMS’s QAD Grading-based Monitoring and Certification service or QAD Audit-based Verification service, for assessing contract compliance of the finished product.
- 262.2 If the contractor uses the AMS QAD Grading-based Monitoring and Certification service, it shall be implemented in accordance with Section 400 of Supplement 213.
- 262.3 A technical proposal is not required to be submitted when the contractor is operating under the QAD Grading-based Monitoring and Certification service option. The contractor’s technical proposal shall specify that the AMS QAD Audit-based Verification service option will be used.

263 NON-CONFORMING PRODUCT

- 263.1 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 commercial production, cooked or destroyed).

264 CONTRACTOR CHECKLOADING

- 264.1 Under both the QAD Grading-based Monitoring and Certification option and the QAD Audit-based Verification service option, the contractor shall perform checkloading examinations at the time of shipment and issue a contractor’s certificate to accompany each shipment that includes the following information:

264.1.1 Purchase Order Number/Purchase Order Line Item Number;

264.1.2 Sales Order Number/Sales Order Line Item Number;

264.1.3 Destination of shipment;

264.1.4 Name of Product and applicable Material Number;

1041.5 Shipping Date;

- 264.1.6 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;
- 264.1.7 Count of shipping containers and total projected net weight in each production lot;
- 264.1.8 Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable;
- 264.1.9 Contractor certification that product conforms with the applicable specification ([FPPS-BST-2022](#));
- 264.1.10 Count and projected net weight verified and;
- 264.1.11 Signature of company official responsible for checkloading.



APPROVED

**FEDERAL PURCHASE
PROGRAM SPECIFICATION
(FPPS) FOR ANIMAL
HANDLING AND WELFARE**

Agricultural Marketing Service (AMS)
Livestock and Poultry (LP) Program
Standards and Specification Division (SSD)
Room 2628-S, STOP 0258
Phone: (202) 690-3148

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100 GENERAL

101 This document is for use by the Department of Agriculture (USDA), AMS, LP 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 North American Meat Institute (NAMI) *Recommended Animal Handling Guidelines & Audit Guide: A Systematic Approach to Animal Welfare*.

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 4: Transportation Audit Guidelines, 7 Core Criteria and Chapter 5: Auditing Animal Handling and Stunning, 7 Core Criteria, of the NAMI *Recommended Animal Handling Guidelines & Audit Guide: A Systematic Approach to Animal Welfare*, found at the following web site address:

231.1 http://animalhandling.org/producers/guidelines_audits

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 REGULATORY OVERSIGHT

241 For all species, animals/carcasses that are inspected and passed by the Food Safety Inspection Service (FSIS) are eligible for AMS purchase programs.

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 17065 Program**.

302 Audit findings will be communicated to the establishment's Food Safety and Inspection Service (FSIS) Inspector in Charge (IIC) or designee.

310 **AUDIT FORMAT**

311 Audits will be conducted utilizing the following format:

312 TRANSPORTATION SEGMENT (CHAPTER 4: NAMI Recommended Animal Handling Guidelines & Audit Guide: A Systematic Approach to Animal Welfare).

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 5: NAMI Recommended Animal Handling Guidelines & Audit Guide: A Systematic Approach to Animal Welfare).

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.

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 Standards and Specification (SS) 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.

^{1/}Religious harvest (Kosher and Halal) shall be exempt from the AMS auditing of Core Criteria 6: Effective Stunning.

- 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 SS 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.
- 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 SS 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 SS DIVISION**
- 401 The SS Division can declare an organization's Animal Handling and Welfare Program out of compliance at any time.
- 402 The organization shall immediately notify the SS Division when any animal handling and welfare official enforcement action is issued by FSIS.

Cover Page:

Company Name

Company Address

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

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

Table of Contents (all pages and attachments shall be number and identified – any 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

- 210 Materials

- 211 Meat Component
 - 211.1 Domestic Origin of Meat Component

 - 211.2 Harvest
 - 211.2.1 Humane Handling
 - 211.2.2 Pathogen Intervention Steps
 - 211.2.3 Spinal Cord Removal
 - 211.3 Boneless Beef
 - 211.3.1 Traceability
 - 211.3.2 Handling
 - 211.3.3 Objectionable Materials
 - 211.4 Mechanically Separated

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Date Issued: 06/10/12

Date Revised: 07/01/22

- 212 Non-Meat Components
- 213 Fat Limitations
- 214 State of Refrigeration
- 220 Preparation for Delivery
- 221 Packaging
- 222 Packing
- 223 Closure
- 224 Labeling
- 224.1 All labeling shall be illustrated in the Supplier's technical proposal.
- 230 Palletized Unit Loads
- 240 Delivery Unit
- 250 Delivered Product
- 251 Size and Style of Container
- 252 Temperature
- 253 Sealing
- 260 Product Assurance
- 261 Warranty and Complaint Resolution
- 262 Non-Conforming Product
- 263 AMS Monitoring and Production Assessment

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

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE LIVESTOCK AND
POULTRY PROGRAM

CERTIFICATE OF CONFORMANCE FOR
THE PROCUREMENT OF BEEF, SPECIAL TRIM (FRESH/
FROZEN)

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, LP Program, [Standards and Specification 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: _____

Approved by  DBJ

Date Issued: 06/10/12

Date Revised: 07/01/22